



**SunLine Transit Agency/  
SunLine Services Group  
March 27, 2024  
12:00 p.m.**

**Joint Regular Meeting of the SunLine Transit Agency &  
SunLine Services Group Board of Directors  
Regular Board of Directors Meeting**

**Board Room  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276**

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**NOTICE TO THE PUBLIC**

SunLine has discontinued its COVID-19 Emergency Declaration and has returned its Board and Board Committee meetings to live and in-person attendance at the location noted above. These meetings are no longer available for viewing, attendance, or comment by two-way audiovisual platform, two-way telephonic service, webcasting, or streaming video broadcast. SunLine may prepare audio or video recordings of Board meetings. In accordance with the Brown Act and California Public Records Act, these recordings are subject to public inspection for a period of thirty (30) days after the meeting.

In compliance with the Brown Act, agenda materials distributed to the Board 72 hours or less prior to the meeting, which are public records relating to open-session agenda items, will be available for inspection by members of the public prior to or at the meeting at SunLine Transit Agency's Administration Building, 32505 Harry Oliver Trail, Thousand Palms, CA 92276 and on the Agency's website, [www.sunline.org](http://www.sunline.org).

In compliance with the Americans with Disabilities Act, Government Code Section 54954.2, and the Federal Transit Administration Title VI, please contact the Clerk of the Board at (760) 343-3456 if special assistance is needed to participate in a Board meeting, including accessibility and translation services. Notification of at least 72 hours prior to the meeting time will assist staff in assuring reasonable arrangements can be made to provide assistance at the meeting.

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**ITEM**

**RECOMMENDATION**

- 1. CALL TO ORDER**
- 2. FLAG SALUTE**
- 3. ROLL CALL**

**ITEM**

**RECOMMENDATION**

- 4. PRESENTATIONS
- 5. FINALIZATION OF AGENDA
- 6. APPROVAL OF MINUTES

**APPROVE**

a) [February 28, 2024 Joint Board Meeting](#)

(PAGE 5-7)

- 7. PUBLIC COMMENTS

**RECEIVE COMMENTS**

**NON AGENDA ITEMS**

Members of the public may address the Board regarding any item within the subject matter jurisdiction of the Board; however, no action may be taken on off-agenda items unless authorized. Comments shall be limited to matters not listed on the agenda. Members of the public may comment on any matter listed on the agenda at the time that the Board considers that matter. Each person’s presentation is limited to a maximum of three (3) minutes.

- 8. BOARD MEMBER COMMENTS

**RECEIVE COMMENTS**

- 9. CONSENT CALENDAR

All items on the Consent Calendar will be approved by one motion, and there will be no discussion of individual items unless a Board Member requests a specific item be pulled from the calendar for separate discussion. The public may comment on any item.

**RECEIVE & FILE**

- 9a) [Checks \\$1,000 and Over Report for January 2024](#) (PAGE 8-12)
- 9b) [Credit Card Statement for January 2024](#) (PAGE 13-20)
- 9c) [Monthly Budget Variance Report for January 2024](#) (PAGE 21-25)
- 9d) [Contracts Signed in Excess of \\$25,000 for February 2024](#) (PAGE 26-27)
- 9e) [Union & Non-Union Pension Investment Asset Summary for January 2024](#) (PAGE 28-39)
- 9f) [Ridership Report for February 2024](#) (PAGE 40-43)
- 9g) [SunDial Operational Notes for February 2024](#) (PAGE 44-46)
- 9h) [Metrics for February 2024](#) (PAGE 47-70)
- 9i) [Board Member Attendance for February 2024](#) (PAGE 71-72)
- 9j) [SSG/SRA Checks \\$1,000 and Over Report for January 2024](#) (PAGE 73-74)
- 9k) [SSG Monthly Budget Variance Report for January 2024](#) (PAGE 75-77)
- 9l) [Taxi Trip Data – February 2024](#) (PAGE 78-79)

<u>ITEM</u>	<u>RECOMMENDATION</u>
10. <b>LIQUID HYDROGEN STATION CHANGE ORDER/ CHANGE DIRECTIVE</b> (Nancy Ross, Chair of Finance/Audit Committee; Staff: Walter Watcher, Deputy Chief of Project Delivery)	<b>APPROVE</b> (PAGE 80-81)
11. <b>ADDITIONAL BOARD APPROVAL – FINANCIAL AUDITING SERVICES</b> (Nancy Ross, Chair of Finance/Audit Committee; Staff: Luis Garcia, Chief Financial Officer)	<b>APPROVE</b> (PAGE 82-83)
12. <b>RESOLUTION NO. 097 SETTING SPECIAL MUSIC FESTIVAL VENUE FEE</b> (Kathleen Kelly, Chair of Taxi Committee; Staff: Jill Plaza, Taxi/Contracted Transportation Services Administrator)	<b>APPROVE</b> (PAGE 84-86)
13. <b>RESOLUTION NO. 098 SETTING FY25 SUNLINE SERVICES GROUP (SSG) TAXICAB PERMITTING FEES</b> (Kathleen Kelly, Chair of Taxi Committee; Staff: Jill Plaza, Taxi/Contracted Transportation Services Administrator)	<b>APPROVE</b> (PAGE 87-93)
14. <b>SUNLINE’S FISCAL YEAR 2024 BUS AND BUS FACILITIES GRANT APPLICATION</b> (Nancy Ross, Chair of Finance/Audit Committee; Staff: Luis Garcia, Chief Financial Officer)	<b>INFORMATION</b> (PAGE 94)
15. <b>GENERAL COUNSEL’S REPORT</b>	
16. <b>CEO/GENERAL MANAGER’S REPORT</b>	
17. <b>CLOSED SESSION</b>	
a) <b><u>CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION</u></b> Pursuant to Government Code section 54956.9(d)(1) One (1) matter:  <u>Bates and Bates v. SunLine Transit Agency et al.</u> Riverside Co. Superior Court: Case No.CVPS2204684	
b) <b><u>PUBLIC EMPLOYEE PERFORMANCE EVALUATION</u></b> Pursuant to Government Code section 54957(b) Position: Chief Executive Officer/General Manager	

**ITEM**

**RECOMMENDATION**

**18. NEXT MEETING DATE**

April 24, 2024 at 12 p.m.  
Board Room  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276

**19. ADJOURN**

## **MINUTES**

### **Joint SunLine Transit Agency/SunLine Services Group Board of Directors Meeting February 28, 2024**

A joint regular meeting of the SunLine Transit Agency and SunLine Services Group Board of Directors was held at 12:00 p.m. on Wednesday, February 28, 2024 in the Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

#### **1. CALL TO ORDER**

The meeting was called to order at 12:08 p.m. by Vice-Chairperson Denise Delgado.

#### **2. FLAG SALUTE**

Board Member Peña led the pledge of allegiance.

#### **3. ROLL CALL**

##### Members Present:

Denise Delgado, Vice-Chair, SunLine Agency Board Member, City of Coachella  
Nancy Ross, SunLine Agency Board Member, City of Cathedral City  
Russell Betts, SunLine Agency Board Member, City of Desert Hot Springs  
John Peña, SunLine Agency Board Member, City of La Quinta  
Kathleen Kelly, SunLine Agency Board Member, City of Palm Desert  
Lynn Malotto, SunLine Agency Board Member, City of Rancho Mirage  
Supervisor V. Manuel Perez, SunLine Agency Board Member, County of Riverside

##### Members Absent:

Lisa Middleton, Chair, SunLine Agency Board Member, City of Palm Springs  
Ty Peabody, SunLine Agency Board Member, City of Indian Wells  
Glenn Miller, SunLine Agency Board Member, City of Indio

#### **4. PRESENTATIONS**

##### **a) January Service Status Report Presentation**

The January Service Status Report presentation was provided by Manuel Alcala, Transit Planning Manager.

#### **5. FINALIZATION OF AGENDA**

No changes to the agenda.

**SUNLINE TRANSIT AGENCY/  
SUNLINE SERVICES GROUP  
BOARD OF DIRECTORS MEETING - MINUTES  
FEBRUARY 28, 2024**

**6. APPROVAL OF MINUTES FOR THE JOINT STA/SSG January 24, 2024  
BOARD MEETING**

Board Member Betts moved to approve the minutes of the January 24, 2024 Joint STA/SSG Board meeting. The motion was seconded by Board Member Peña. The motion was approved by a unanimous vote of 7 yes; 0 no; 0 abstain

**7. PUBLIC COMMENTS**

Two (2) public comments were made by:

- Brad Anderson
- Dominic Moonheart

**8. BOARD MEMBER COMMENTS**

Board Member comments were made by:

- Board Member Betts, City of Desert Hot Springs
- Board Member Perez, County of Riverside

**9. CONSENT CALENDAR**

Board Member Mallotto moved to approve the consent calendar. The motion was seconded by Board Member Peña. The motion was approved by a unanimous vote of 7 yes; 0 no; 0 abstain.

**10. AGREEMENT FOR SPECIALIZED LEGAL COUNSEL**

Finance/Audit Committee Chair Ross reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Ross moved to approve the Agreement for Specialized Legal Counsel. The motion was approved by a unanimous vote of 7 yes; 0 no; 0 abstain.

Public comment was made by:

- Brad Anderson

**11. AWARD OF CONTRACT FOR RADIO SYSTEM REPLACEMENT**

Finance/Audit Committee Chair Ross reported that this item was brought to the committee and they unanimously approved the item.

Board Member comment was made by:

- Board Member Peña, City of La Quinta

**SUNLINE TRANSIT AGENCY/  
SUNLINE SERVICES GROUP  
BOARD OF DIRECTORS MEETING - MINUTES  
FEBRUARY 28, 2024**

Following Board Member comment, SunLine Transit Agency Board Member Ross moved to approve the Award of Contract for Radio System Replacement. The motion was approved by a unanimous vote of 7 yes; 0 no; 0 abstain.

**12. SUNLINE'S FY24 RAISE GRANT APPLICATION**

Finance/Audit Committee Chair Ross reported that an oral report was provided by Karina Daza, Grants Analyst on this information item.

Board Member comment was made by:

- Supervisor Perez, County of Riverside

**13. GENERAL COUNSEL'S REPORT**

None.

**14. CEO/GENERAL MANAGER'S REPORT**

CEO/General Manager, Mona Babauta provided a brief update.

**15. CLOSED SESSION**

None.

**16. NEXT MEETING DATE**

March 27, 2024 at 12 pm  
Board Room  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276

**19. ADJOURN**

The SunLine Services Group and SunLine Transit Agency meeting concurrently adjourned at 12:38 p.m.

Respectfully Submitted,

Edith Hernandez  
Clerk of the Board

**SunLine Transit Agency****CONSENT CALENDAR**

DATE: March 27, 2024

**RECEIVE & FILE**TO: Finance/Audit Committee  
Board of Directors

RE: Checks \$1,000 and Over Report January 2024

Summary:

The Checks \$1,000 and Over Report lists all of the checks processed at the Agency with a value of over \$1,000 for a given month.

- The table below identifies the checks \$50,000 and over in the month of January which required signature from the Chair or Vice Chair.

<b>Vendor</b>	<b>Check #</b>	<b>Amount</b>
<i>Integrated Cryogenic Solutions LLC</i>	695165	\$229,192.64
<i>Insight Public Sector, Inc.</i>	694993	\$127,276.36
<i>Three Peaks Corp</i>	695187	\$77,445.90

Recommendation:

Receive and file.



**SunLine Transit Agency  
Checks \$1,000 and Over  
January 2024**

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
CALPERS	Group Health Premiums	695149	01/24/2024	411,692.74
INTEGRATED CRYOGENIC SOLUTIONS LLC	WIP-Liquid Hydrogen Refueling -Project Acct#2211-01	695165	01/24/2024	229,192.64
INSIGHT PUBLIC SECTOR, INC.	Computer/Network Software Agreement	694993	01/03/2024	127,276.36
ANEW RNG, LLC	Utilities	695094	01/17/2024	94,458.63
IMPERIAL IRRIGATION DIST	Utilities	695113	01/17/2024	86,098.62
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	695191	01/24/2024	78,563.53
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	695080	01/10/2024	78,153.84
THREE PEAKS CORP	WIP- Coachella Transit Hub- Project Acct#2212-00	695187	01/24/2024	77,445.90
SO CAL GAS CO.	Utilities	695073	01/10/2024	53,748.80
SHUTTLE BUS LEASING	Vehicle/Bus Leasing	695072	01/10/2024	49,600.00
SHUTTLE BUS LEASING	Vehicle/Bus Leasing	695128	01/17/2024	49,600.00
CENTER FOR TRANSPORTATION AND THE	WIP-Liquid Hydrogen Refueling Station-Project Acct#2014-00	695098	01/17/2024	47,160.58
HANSON BRIDGETT LLP	Legal Services	695089	01/12/2024	44,490.60
ADT COMMERCIAL LLC	WIP-Access Control Replacement-Project Acct#2113-00	695011	01/03/2024	42,278.48
TRUGUARD SECURITY SERVICES, INC	Security Guard Services	695135	01/17/2024	39,487.50
TRUGUARD SECURITY SERVICES, INC	Security Guard Services	695013	01/03/2024	38,821.25
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	695240	01/31/2024	38,273.75
TEC EQUIPMENT, INC.	Inventory Repair Parts	695130	01/17/2024	36,335.91
CALIFORNIA DEPARTMENT OF TAX & FEE	Annual Use Fuel Tax for 2023	695201	01/26/2024	36,101.00
MUTUAL OF OMAHA INSURANCE COMPANY	Supplement Benefits LTD/STD/LIFE Ins Prem	695171	01/24/2024	31,489.53
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	695016	01/03/2024	28,279.20
MICHELIN NORTH AMERICA, INC.	Lease Tires Services	695056	01/10/2024	26,642.34
MICHELIN NORTH AMERICA, INC.	Lease Tires Services	695221	01/31/2024	26,357.30
EAM SOLUTIONS, LLC	WIP-TAM Software Implementation- Project Acct#1512-00	695041	01/10/2024	25,715.20
ATKINSON, ANDELSON, LOYA RUUD AND ROMO	Legal Service	695024	01/10/2024	22,846.00
TOLAR MFG. CO., INC	Repair Claims	695078	01/10/2024	22,313.32
VERIZON WIRELESS	Wireless Telephone Service	695083	01/10/2024	19,556.37
GST	WIP-Information Technology Misc Supply-Project Acc#1804-02	695110	01/17/2024	15,576.61
CUSTOM INDUSTRIES, INC	Inventory Repair Parts	695038	01/10/2024	14,655.47
DAHL, TAYLOR AND ASSOCIATES, INC.	WIP-Liquid Hydrogen Refueling -Project Acct#2211-02	695101	01/17/2024	14,108.36
THE LEFLORE GROUP LLC	WIP-Liquid Hydrogen Refueling -Project Acct#2211-02	695125	01/17/2024	13,689.25
PALMER KAZANJIAN WOHL HODSON LLP	Legal Service	695174	01/24/2024	13,442.00
NFI PARTS	Inventory Repair Parts	695139	01/24/2024	13,008.87
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	695069	01/10/2024	12,648.59
ENTERPRISE HOLDINGS, LLC	TDM & Vanpool Program	695104	01/17/2024	12,600.00
CALIFORNIA DEPARTMENT OF TAX & FEE	Annual Exempt Bus Operator Use Fuel Tax 2023	695199	01/26/2024	11,095.00
SC FUELS	Lubricants- Oil	695007	01/03/2024	10,614.46
DOVE PRINTING	Printing Expense	695115	01/17/2024	9,973.34
COACHELLA VALLEY TAXI	SunRide Ride Share Expenses	694996	01/03/2024	9,511.29

**SunLine Transit Agency  
Checks \$1,000 and Over  
January 2024**

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
DYNAMIC BUILDING MAINTENANCE INC	Janitorial Services	694985	01/03/2024	9,410.00
TOWNSEND PUBLIC AFFAIRS, INC	Consulting-General	695189	01/24/2024	9,000.00
COACHELLA CITY OF	WIP- Coachella Transit Hub- Project Acct#2212-00	695153	01/24/2024	8,672.18
JACKSON LEWIS P.C.	Insurance Loss	695166	01/24/2024	8,415.00
GENFARE, LLC	Inventory Repair Parts	695217	01/31/2024	7,434.94
JIM'S DESERT RADIATOR AND A/C SERVICE	Inventory Repair Parts	695208	01/31/2024	6,892.12
AMALGAMATED TRANSIT UNION	Union Dues	695142	01/24/2024	6,491.98
AMALGAMATED TRANSIT UNION	Union Dues	695020	01/10/2024	6,491.98
SOCALGAS	Utilities	695074	01/10/2024	6,473.71
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	695126	01/17/2024	6,432.78
WORK ZONE CAM LLC	WIP- Coachella Transit Hub- Project Acct#2212-00	695087	01/10/2024	5,459.96
RIDECO US INC	SunRide Ride Share Expenses	695065	01/10/2024	5,274.00
ANDREA CARTER & ASSOCIATES	Marketing & Communication Services	695093	01/17/2024	5,230.00
C.A.E. L.L.C.	Miscellaneous Expense	695148	01/24/2024	5,212.50
FONTANA RADIATOR SERVICE, INC.	Inventory Repair Parts	695159	01/24/2024	5,140.81
GENFARE, LLC	Repair Parts-Fixed Route	694990	01/03/2024	5,096.25
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	695225	01/31/2024	5,012.45
CALIFORNIA DENTAL NETWORK, INC.	Dental Benefits	695096	01/17/2024	4,948.53
US BANK VOYAGER FLEET SYSTEMS	Unleaded/Diesel Fuel	695082	01/10/2024	4,937.04
THE LEFLORE GROUP LLC	WIP-WCCoE Training Workshop-Project Acct#2320-00	695005	01/03/2024	4,684.07
ALLIED REFRIGERATION, INC	Freon & Coolant	695091	01/17/2024	4,644.87
ROBERT BACH	Consulting-General	695067	01/10/2024	4,637.78
MODEL1 COMMERCIAL VEHICLES, INC.	Inventory Repair Parts	694982	01/03/2024	4,550.71
TWO KNIGHTS INSURANCE SERVICES	Benefit Management Expenses	695236	01/31/2024	4,447.00
NFI PARTS	Inventory Repair Parts	695018	01/10/2024	4,344.74
TPX COMMUNICATIONS	Communication Service	695190	01/24/2024	4,170.07
TRAPEZE SOFTWARE GROUP INC.	WIP-Timekeeping Software Integration-Project Acct#2213-00	695079	01/10/2024	4,051.25
TOOLTOPIA	WIP-Fixed Assets- Misc Equipment-Project Acct#2413-07	695188	01/24/2024	4,042.86
PRUDENTIAL OVERALL SUPPLY	Uniforms	695123	01/17/2024	3,976.23
AMAZON CAPITAL SERVICES, INC	Facility Maintenance	694974	01/03/2024	3,848.91
IMPERIAL IRRIGATION DIST	Utilities	695164	01/24/2024	3,793.50
SAFETY-KLEEN CORPORATION	Lubricants- Oil	695006	01/03/2024	3,603.41
SC FUELS	Lubricants- Oil	695231	01/31/2024	3,514.80
ALPHA MEDIA LLC	SunRide Ride Share Expenses	695141	01/24/2024	3,500.00
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	695150	01/24/2024	3,203.59
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	695045	01/10/2024	3,167.03
TRANSIT RESOURCES, INC.	Inventory Repair Parts	695134	01/17/2024	3,085.17
SC FUELS	Lubricants- Oil	695183	01/24/2024	3,017.01
HTEC HYDROGEN TECHNOLOGY & ENERGY	WIP-WCCoE Training Workshop-Project Acct#2320-00	695112	01/17/2024	3,009.57

**SunLine Transit Agency  
Checks \$1,000 and Over  
January 2024**

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
CHARTER COMMUNICATIONS	Utilities	695129	01/17/2024	2,974.98
FORENSIC DRUG TESTING SERVICES	Alcohol & Drug Testing	695106	01/17/2024	2,901.95
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	695119	01/17/2024	2,890.26
CENTER FOR TRANSPORTATION AND THE	WIP-Liquid Hydrogen Refueling Station-Project Acct#2014-00	695152	01/24/2024	2,839.42
GARON WYATT INVESTIGATIVE SERVICES, LLC.	Insurance Loss	695108	01/17/2024	2,821.00
HEPTAGON SEVEN CONSULTING, INC.	WIP- Coachella Transit Hub- Project Acct#2212-00	695049	01/10/2024	2,820.72
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	695031	01/10/2024	2,819.66
CDW GOVERNMENT, INC	SunRide Ride Share Expenses	694980	01/03/2024	2,805.09
AMAZON CAPITAL SERVICES, INC	Facility Maintenance	695092	01/17/2024	2,773.79
BALLARD POWER SYSTEMS	Inventory Repair Parts	694976	01/03/2024	2,769.18
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	695033	01/10/2024	2,702.67
FPS SPECIALISTS IN FIRE SYSTEMS	Emergency Preparedness Supplies	694994	01/03/2024	2,620.00
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	695062	01/10/2024	2,568.89
DECALS BY DESIGN, INC.	WIP-H1 Ride Bus Decals-Project Acct#2315-01	695102	01/17/2024	2,548.06
PRUDENTIAL OVERALL SUPPLY	Uniforms	695003	01/03/2024	2,479.13
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	695027	01/10/2024	2,466.65
HOME DEPOT CREDIT SERVICES	Facility Maintenance	695050	01/10/2024	2,363.17
JESSE FRESCAS JR.	WIP- Coachella Transit Hub- Project Acct#2212-00	695114	01/17/2024	2,320.00
CALIFORNIA DEPARTMENT OF TAX & FEE	Quarterly Used Sales Tax Oct-Dec 2023	695030	01/10/2024	2,314.00
AMAZON CAPITAL SERVICES, INC	Facility Maintenance	695203	01/31/2024	2,306.24
GILLIG LLC	Inventory Repair Parts	695047	01/10/2024	2,214.27
FULTON DISTRIBUTING	Cleaning Supplies-Vehicles	695210	01/31/2024	2,150.15
ANDERSON COMMUNICATIONS	Radio Repeater Hill Top Rental	695205	01/31/2024	2,100.00
WELTYS ENTERPRISES, INC.	Advertising	695084	01/10/2024	2,058.28
ADT COMMERCIAL LLC	WIP-Access Control Replacement-Project Acct#2113-00	695133	01/17/2024	2,036.12
MICHAEL MORROW	WIP-WCCoE Training Workshop-Project Acct#2320-00	695055	01/10/2024	2,000.00
FORENSIC DRUG TESTING SERVICES	Alcohol & Drug Testing	694989	01/03/2024	1,963.00
C V WATER DISTRICT	Utilities	695155	01/24/2024	1,890.24
VALLEY OFFICE EQUIPMENT, INC.	Copier Service	695136	01/17/2024	1,868.76
OMNITRACS, LLC	General Services	695059	01/10/2024	1,820.00
GRAINGER	Inventory Repair Parts	695111	01/17/2024	1,808.45
COACH AND EQUIPMENT MFG CORP	Inventory Repair Parts	695035	01/10/2024	1,802.34
SONSRAY FLEET SERVICES	Repair Parts-Fixed Route	695238	01/31/2024	1,782.42
PETE'S AUTOMOTIVE SERVICES, INC.	Outside Repair-Support Vehicle	695175	01/24/2024	1,744.11
GRAINGER	Facility Maintenance	695162	01/24/2024	1,719.68
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	695028	01/10/2024	1,708.07
SONSRAY FLEET SERVICES	Outside Repair-Fixed Route	695077	01/10/2024	1,703.76
SWRCB ACCOUNTING OFFICE	Permits & Licenses	695235	01/31/2024	1,651.00
HTEC HYDROGEN TECHNOLOGY & ENERGY	Consulting-General	695163	01/24/2024	1,650.00

**SunLine Transit Agency  
Checks \$1,000 and Over  
January 2024**

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
PLAZA TOWING, INC.	Towing Services	695228	01/31/2024	1,635.00
CALIFORNIA DEPARTMENT OF TAX & FEE	Annual User Use Fuel Tax for 2024	695200	01/26/2024	1,591.00
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	695004	01/03/2024	1,581.34
FRONTIER COMMUNICATIONS	Utilities- OPS Bldg	695107	01/17/2024	1,525.00
GILLIG LLC	Inventory Repair Parts	695109	01/17/2024	1,516.17
TOTAL CARE WORK INJURY CLINIC	Medical Exam & Testing	695198	01/24/2024	1,505.00
BROADLUX, INC.	Contract Services- General	695025	01/10/2024	1,480.00
BROADLUX, INC.	Contract Services- General	695095	01/17/2024	1,480.00
WELTYS ENTERPRISES, INC.	Advertising	695195	01/24/2024	1,476.75
MILE3 WEB DEVELOPMENT	Website Maintenance	695057	01/10/2024	1,470.00
PLAZA TOWING, INC.	Towing Services	695178	01/24/2024	1,425.00
WILLIAM LOPER	Consulting-General	695086	01/10/2024	1,400.00
DS AIR	Materials & Supplies	694981	01/03/2024	1,399.93
SECTRAN SECURITY INC.	Bank Adjustment Fees	695184	01/24/2024	1,381.06
JESSUP AUTO PLAZA	Repair Parts-Support Vehicle	695227	01/31/2024	1,371.27
DESERT HOSE & SUPPLY CORP.	Paratransit Repair Parts	695157	01/24/2024	1,328.56
PARKHOUSE TIRE, INC.	Inventory Repair Parts	695120	01/17/2024	1,307.17
NFI PARTS	Inventory Repair Parts	695202	01/31/2024	1,200.64
GRAINGER	Inventory Repair Parts	695218	01/31/2024	1,193.69
SECTRAN SECURITY INC.	Bank Adjustment Fees	695008	01/03/2024	1,145.26
DESERT HOSE & SUPPLY CORP.	Inventory Repair Parts	695040	01/10/2024	1,123.99
DESERT AIR CONDITIONING, INC.	Contract Services-A/C	695039	01/10/2024	1,077.00
AMAZON CAPITAL SERVICES, INC	Facility Maintenance	695143	01/24/2024	1,075.00
RIVERSIDE COUNTY SHERIFF'S OFFICE	Garnishment	695180	01/24/2024	1,069.34
GALLAGHER BENEFIT SERVICES, INC	Consulting-General	695046	01/10/2024	1,050.00
JOSEPH LYNN FRIEND	Contracted Services	695167	01/24/2024	1,050.00
VERONICA MANZO STUMPF	WIP-Consultant TAM Software -Project Acct #1512-01	695137	01/17/2024	1,025.00
QUADIENT FINANCE USA, INC.	Postage	695124	01/17/2024	1,000.00
<b>Total Checks Over \$1,000</b>	\$2,337,880.11			
<b>Total Checks Under \$1,000</b>	\$20,289.28			
<b>Total Checks</b>	\$2,358,169.39			

**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: March 27, 2024

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Credit Card Statement for January 2024

Summary:

The attached report summarizes the Agency's credit card expenses for January 2024. The report summarizes transactions for the credit card utilized for Procurement which aligns with the statement closing date of January 31, 2024.

Recommendation:

Receive and file.

**SunLine Transit Agency Visa Credit Card Statement**

**Closing Date: 1/31/2024**

**Name on Card: Walter Watcher (Procurement Card)**

	<b>Trans. Date</b>	<b>Post. Date</b>	<b>Name</b>	<b>Detail-Description</b>	<b>Credits</b>	<b>Charges</b>
1	12/29/23	1/2/2024	La Quinta Hotel	SunLine's Year-End Gala- Deposit to Hold Facility - Refund	\$ (2,137.50)	\$ -
2	01/02/24	1/4/2024	Alaska Air	California Transit Works (CTW) Annual Meeting 2024 - Flight Dioselyn Ayala		\$ 258.21
3	01/04/24	1/5/2024	Grasshopper.Com	SolVan Toll Free Number & Web Traffic		\$ 21.83
4	01/04/24	1/8/2024	Westin Hotels	CTW Annual Meeting 2024 - Lodging for Dioselyn Ayala		\$ 274.89
5	01/05/24	1/8/2024	Expedia	CTW Annual Meeting 2024 - Lodging for Sharon Barone		\$ 293.06
6	01/05/24	1/8/2024	Alaska Air	CTW Annual Meeting 2024 - Flight for Sharon Barone		\$ 228.20
7	01/08/24	1/10/2024	Alaska Air	CTW Annual Meeting 2024 - Flight for Vanessa Mora		\$ 378.20
8	01/08/24	1/10/2024	Alaska Air	CTW Annual Meeting 2024 - Flight for Isabel Vizcarra		\$ 378.20
9	01/09/24	1/9/2024	Expedia	CTW Annual Meeting 2024 - Lodging for Vanessa Mora & Isabel Vizcarra		\$ 591.16
10	01/09/24	1/9/2024	Expedia	CTW Annual Meeting 2024 - Lodging for Vanessa Mora - Refund	\$ (295.58)	\$ -
11	01/09/24	1/9/2024	Expedia	CTW Annual Meeting 2024 - Lodging for Isabel Vizcarra - Refund	\$ (295.58)	\$ -
12	01/09/24	1/11/2024	Alaska Air	CTW Annual Meeting 2024 - Flight for Ray Allen		\$ 478.20
13	01/12/24	1/15/2024	Sam's Club	Refreshments for Boardroom		\$ 191.73
14	01/12/24	1/15/2024	Assessor Clerk Record Riv	Coachella Transit Hub California Environmental Quality Act (CEQA) Filing Fee		\$ 50.00
15	01/12/24	1/15/2024	APTA	Marketing Communications & Customer Experience Workshop Registration Fee for Carmen Cubero & Tina Hamel		\$ 1,590.00
16	01/12/24	1/15/2024	Riverside Co Assessor Cle	Coachella Transit Hub CEQA Filing Fee - Credit Card Processing Fee		\$ 1.14

	<b>Trans. Date</b>	<b>Post. Date</b>	<b>Name</b>	<b>Detail-Description</b>	<b>Credits</b>	<b>Charges</b>
17	01/16/24	1/18/2024	United	APTA Marketing Communications & Customer Experience Workshop Flight Fee for Carmen Cubero		\$ 195.00
18	01/16/24	1/18/2024	United	APTA Marketing Communications & Customer Experience Workshop Flight Fee for Carmen Cubero		\$ 192.00
19	01/16/24	1/18/2024	United	APTA Marketing Communications & Customer Experience Workshop Flight for Carmen Cubero		\$ 903.53
20	01/19/24	1/22/2024	Embassy Suites	Transportation Safety Institute Training - Lodging for Vanessa Mora		\$ 807.04
21	01/25/24	1/25/2024	Wpy*federal Grants Traini	Federal Grants Institute Training - Registration fee for Karina Daza		\$ 649.00
22	01/25/24	1/25/2024	Wpy*federal Grants Traini	Federal Grants Institute Training - Registration Fee for Isabella Amadeo		\$ 649.00
23	01/26/24	1/29/2024	Cq San Francisco	CTW Annual Meeting 2024 - Lodging for Vanessa Mora		\$ 370.30
24	01/26/24	1/29/2024	Cq San Francisco	CTW Annual Meeting 2024 - Lodging for Isabel Vizcarra		\$ 370.30
25	01/26/24	1/29/2024	Cq San Francisco	CTW Annual Meeting 2024 - Lodging for Ray Allen		\$ 370.30
26	01/27/24	1/29/2024	Staples	Payroll W2C A and B Forms		\$ 72.22
27	01/28/24	1/29/2024	Smk	SolVan Web Forms		\$ 19.00
					<b>\$ (2,728.66)</b>	<b>\$ 9,332.51</b>



Reporting Period : 12/30/2023 - 1/31/2024

**Statement Summary**

<b>Name</b>	Walter Watcher	<b>Company</b>	Sunline Transit Agency
<b>Account #</b>	XXXX-XXXX-XXXX [REDACTED]	<b>Currency</b>	US Dollar
<b>Reporting Period</b>	12/30/2023 - 1/31/2024		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
1 12/29/2023	1/2/2024	La Quinta Hotel La Quinta, CA					-2,137.50
		Credit Voucher La Quinta Hotel	General Ledger Code: 5090200000 Fund: 00				
		La Quinta & Club - SunLine's Year-End Gala- Deposit to Hold Facility - Refund - HR Dept					
<hr/>							
2 1/2/2024	1/4/2024	Alaska Air Seattle, WA					258.21
		Purchase Alaska Air	General Ledger Code: 5090200000 Fund: 00				
		Approved Travel for Dioselyn Ayala – CTW Annual Meeting 2024 - Flight - Executive Dept					
<hr/>							
3 1/4/2024	1/5/2024	Grasshopper.Com Logmein.Com, MA					21.83
		Purchase Grasshopper.Com	General Ledger Code: 5099900002 Fund: 00				
		PR 19508 - Grasshopper - SolVan Toll Free Number & web Traffic - Taxi Dept					
<hr/>							
4 1/4/2024	1/8/2024	Westin (Westin Hotels) 650-6923500, CA					274.89
		Purchase Westin (Westin Hotels)	General Ledger Code: 5090200000 Fund: 00				
		Approved Travel for Dioselyn Ayala – CTW Annual Meeting 2024 - Lodging - Executive Dept					
<hr/>							



Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
5	1/5/2024	1/8/2024	Expedia 72728200309692 Expedia.Com, WA				293.06
	Purchase Expedia 72728200309692		General Ledger Code: 5090200000 Fund: 00				
	Approved Travel for Sharon Barone – CTW Annual Meeting 2024 - Lodging - HR Dept						
6	1/5/2024	1/8/2024	Alaska Air Seattle, WA				228.20
	Purchase Alaska Air		General Ledger Code: 5090200000 Fund: 00				
	Approved Travel for Sharon Barone – CTW Annual Meeting 2024 - Flight - HR Dept						
7	1/8/2024	1/10/2024	Alaska Air Seattle, WA				378.20
	Purchase Alaska Air		General Ledger Code: 5090200000 Fund: 00				
	Approved Travel for Vanessa Mora – CTW Annual Meeting 2024 - Flight - Safety Dept						
8	1/8/2024	1/10/2024	Alaska Air Seattle, WA				378.20
	Purchase Alaska Air		General Ledger Code: 5090200000 Fund: 00				
	Approved Travel for Isabel Vizcarra – CTW Annual Meeting 2024 - Flight - Operations Dept						
9	1/9/2024	1/9/2024	Expedia 72732064111057 Expedia.Com, WA				591.16
	Purchase Expedia 72732064111057		General Ledger Code: 5090200000 Fund: 00				
	Approved Travel for Vanessa Mora and Isabel Vizcarra – CTW Annual Meeting 2024 - Safety Dept Incorrect booking for Lodging - credit on line 10 and 11						
10	1/9/2024	1/9/2024	Expedia 72732064111057 Expedia.Com, WA				-295.58
	Credit Voucher Expedia 72732064111057		General Ledger Code: 5090200000 Fund: 00				
	Approved Travel for Vanessa Mora – CTW Annual Meeting 2024 - Safety Dept Lodging Credit						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
11	1/9/2024	1/9/2024	Expedia 72732064111057 Expedia.Com, WA				-295.58
			Credit Voucher Expedia 72732064111057				
			General Ledger Code: 5090200000 Fund: 00				
			Approved Travel for Isabel Vizcarra – CTW Annual Meeting 2024 - Operations Dept Lodging Credit				
12	1/9/2024	1/11/2024	Alaska Air Seattle, WA				478.20
			Purchase Alaska Air				
			General Ledger Code: 5090200000 Fund: 00				
			Approved Travel for Ray Allen - CTW Annual Meeting 2024 - Flight Charge - Maintenance Dept				
13	1/12/2024	1/15/2024	Sams Club #6609 Palm Desert, CA				191.73
			Purchase Sams Club #6609				
			General Ledger Code: 5099900002 Fund: 00				
			PR 20455 Refreshments for Board Room - Facilities Dept				
14	1/12/2024	1/15/2024	Assessor Clerk Record Riv 951-9556200, CA				50.00
			Purchase Assessor Clerk Record Riv				
			General Ledger Code: 5070500000 Fund: 00				
			PR 20413 Coachella Transit Hub CEQA Filing - Performance Dept				
15	1/12/2024	1/15/2024	Apta 202-4964800, DC				1,590.00
			Purchase Apta				
			General Ledger Code: 5090100000 Fund: 00				
			APTA Marketings Communications & Customer Experience Workshop Registration Fee for Carmen Cubero and Tina Hamel				
			Marketing Dept				
16	1/12/2024	1/15/2024	Riverside Co Assessor Cle 951-9556200, IN				1.14
			Purchase Riverside Co Assessor Cle				
			General Ledger Code: 5070500000 Fund: 00				
			PR 20413 Coachella Transit Hub CEQA Filing - Performance Dept				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount	
17 1/16/2024	1/18/2024	United 800-932-2732, TX					195.00	
		Purchase United	General Ledger Code: 5090200000					
		Flight - PS to New Orleans	Fund: 00					
		Approved Travel for Carmen Cubero - APTA Marketing Communications & Customer Experience Workshop - Marketing Dept						
18 1/16/2024	1/18/2024	United 800-932-2732, TX					192.00	
		Purchase United	General Ledger Code: 5090200000					
		Flight - New Orleans to PS	Fund: 00					
		Approved Travel for Carmen Cubero - APTA Marketing Communications & Customer Experience Workshop - Marketing Dept						
19 1/16/2024	1/18/2024	United 800-932-2732, TX					903.53	
		Purchase United	General Ledger Code: 5090200000					
		Flight taxes and Fees	Fund: 00					
		Approved Travel for Carmen Cubero - APTA Marketing Communications & Customer Experience Workshop - Marketing Dept						
20 1/19/2024	1/22/2024	Embassy Suites 714-9381111, CA					807.04	
		Purchase Embassy Suites	General Ledger Code: 5090200000					
		Approved Travel for Vanessa Mora – Transportation Safety Institute – 2403 Transit System Security - Safety Dept						
21 1/25/2024	1/25/2024	Wpy*federal Grants Traini 855-999-3729, GA					649.00	
		Purchase Wpy*federal Grants Traini	General Ledger Code: 5090200001					
		Approved Travel for Karina Daza – Federal Grants Institute 2024 - Finance Dept						
22 1/25/2024	1/25/2024	Wpy*federal Grants Traini 855-999-3729, GA					649.00	
		Purchase Wpy*federal Grants Traini	General Ledger Code: 5090200001					
		Approved Travel for Isabella Amadeo - Federal Grants Institute 2024 - Finance Dept						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
23 1/26/2024	1/29/2024	Cq San Francisco San Francisco, CA					370.30
Purchase Cq San Francisco			General Ledger Code: 5090200000 Fund: 00				
Approved Travel for Vanessa Mora – CTW Annual Meeting 2024 - Lodging Charge - Safety Dept							
24 1/26/2024	1/29/2024	Cq San Francisco San Francisco, CA					370.30
Purchase Cq San Francisco			General Ledger Code: 5090200000 Fund: 00				
Approved Travel for Isabel Vizcarra – CTW Annual Meeting 2024 - Lodging Charge - Operations Dept							
25 1/26/2024	1/29/2024	Cq San Francisco San Francisco, CA					370.30
Purchase Cq San Francisco			General Ledger Code: 5090200000 Fund: 00				
Approved Travel for Ray Allen - CTW Annual Meeting 2024 - Lodging Charge - Maintenance Dept							
26 1/27/2024	1/29/2024	Staples Inc Staples.Com, MA					72.22
Purchase Staples Inc			General Ledger Code: 5039900003 Fund: 00				
PR 20534 PAYROLL W2C A AND B FORMS (STAPLES) - Finance Dept							
27 1/28/2024	1/29/2024	Smk 813-4213676, CA					19.00
Purchase Smk			General Ledger Code: 5099900002 Fund: 00				
PR19576 - Wufoo -Pop-up ox Web-based forms for SolVan - SolVan web forms - Taxi Dept							
							Transaction Count: 27
							<b>Total: 6,603.85</b>

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Approver Signature \_\_\_\_\_ Date \_\_\_\_\_

**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: March 27, 2024

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Monthly Budget Variance Report for January 2024

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as fiscal year to date (FYTD) values. The budgetary figures are represented as a straight line budget. Accordingly, the current monthly budget values are calculated by taking 1/12<sup>th</sup> of the annual budget. The FYTD budget values for the month of January 2024 are equal to 7/12<sup>ths</sup> of the yearly budget.

Year to Date Summary

- As of January 31, 2024, the Agency's FYTD revenues are \$323,783 or 23.05% above the FYTD budget.
- As of January 31, 2024, the Agency's FYTD expenditures are \$1,381,793 or 4.99% below the FYTD budget.

Monthly Spotlight:

- The negative variance in operator and mechanic wages is primarily due to unexpected arbitration awards in the maintenance department.

Recommendation:

Receive and file.

SunLine Transit Agency  
Budget Variance Report  
January 2024

Description	FY24 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY24 FYTD Budget	Positive (Negative)	Percentage Remaining
<b>Operating Revenues:</b>								
Passenger Revenue	1,550,964	162,855	129,247	33,608	984,409	904,729	79,680	36.5%
Other Revenue	857,170	81,252	71,431	9,821	744,118	500,016	244,102	13.2%
<b>Total Operating Revenue</b>	<b>2,408,134</b>	<b>244,107</b>	<b>200,678</b>	<b>43,429</b>	<b>1,728,527</b>	<b>1,404,745</b>	<b>323,783</b>	<b>28.2%</b>
<b>Operating Expenses:</b>								
Operator & Mechanic Salaries & Wages	9,642,603	880,338	803,550	(76,788)	6,137,259	5,624,852	(512,407)	36.4%
Operator & Mechanic Overtime	1,226,000	131,672	102,167	(29,506)	839,259	715,167	(124,092)	31.5%
Administration Salaries & Wages	7,325,230	557,898	610,436	52,538	4,004,313	4,273,051	268,738	45.3%
Administration Overtime	109,250	13,989	9,104	(4,885)	111,566	63,729	(47,837)	-2.1%
Fringe Benefits	11,591,219	998,263	965,935	(32,328)	5,960,788	6,761,544	800,757	48.6%
Communications	230,400	24,100	19,200	(4,900)	170,370	134,400	(35,970)	26.1%
Legal Services	400,000	48,840	33,333	(15,507)	399,339	233,333	(166,006)	0.2%
Computer/Network Software Agreement	861,455	52,777	71,788	19,011	369,302	502,515	133,213	57.1%
Uniforms	129,360	13,507	10,780	(2,727)	45,099	75,460	30,361	65.1%
Contracted Services	855,022	46,623	71,252	24,629	377,767	498,763	120,996	55.8%
Equipment Repairs	14,000	957	1,167	210	11,354	8,167	(3,187)	18.9%
Security Services	295,000	41,662	24,583	(17,079)	285,677	172,083	(113,594)	3.2%
Fuel - CNG	2,530,920	203,171	210,910	7,739	1,219,334	1,476,370	257,036	51.8%
Fuel - Hydrogen	1,418,612	57,310	118,218	60,907	500,253	827,524	327,271	64.7%
Tires	259,155	18,459	21,596	3,137	125,490	151,174	25,684	51.6%
Office Supplies	72,285	6,823	6,024	(799)	31,472	42,166	10,694	56.5%
Travel/Training	163,720	13,803	13,643	(160)	52,311	95,503	43,192	68.0%
Repair Parts	1,809,339	171,001	150,778	(20,222)	1,096,322	1,055,448	(40,875)	39.4%
Facility Maintenance	51,450	3,419	4,288	869	42,177	30,013	(12,165)	18.0%
Electricity - CNG & Hydrogen	1,530,000	66,106	127,500	61,394	576,520	892,500	315,980	62.3%
Natural Gas	2,610,000	185,274	217,500	32,226	1,147,118	1,522,500	375,382	56.0%
Water and Gas	19,001	1,283	1,583	301	6,921	11,084	4,163	63.6%
Insurance Losses	1,079,253	267,231	89,938	(177,294)	755,057	629,564	(125,493)	30.0%
Insurance Premium - Property	125,000	16,047	10,417	(5,630)	112,327	72,917	(39,411)	10.1%
Repair Claims	85,000	312	7,083	6,772	52,319	49,583	(2,736)	38.4%
Fuel Taxes	114,400	7,883	9,533	1,650	66,749	66,733	(15)	41.7%
Other Expenses	6,911,896	576,217	575,991	(226)	3,530,634	4,031,939	501,306	48.9%
Self Consumed Fuel	(3,992,196)	(260,481)	(332,683)	(72,202)	(1,719,587)	(2,328,781)	(609,194)	56.9%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>47,467,374</b>	<b>4,144,483</b>	<b>3,955,615</b>	<b>(188,869)</b>	<b>26,307,508</b>	<b>27,689,302</b>	<b>1,381,793</b>	<b>44.6%</b>
<b>Operating Expenses in Excess of Operating Revenue</b>		<b>\$ (3,900,377)</b>			<b>\$ (24,578,981)</b>			
<b>Subsidies:</b>								
Local - Measure A, Commuter 10, Haul Pass	8,456,000	731,961	704,667	(27,294)	4,612,591	4,932,667	320,075	45.5%
State - LTF, LCTOP	26,808,875	2,320,605	2,234,073	(86,532)	14,623,745	15,638,510	1,014,766	45.5%
Federal	9,794,365	847,811	816,197	(31,614)	5,342,645	5,713,380	370,735	45.5%
<b>Total Subsidies</b>	<b>45,059,240</b>	<b>3,900,377</b>	<b>3,754,937</b>	<b>(145,440)</b>	<b>24,578,981</b>	<b>26,284,557</b>	<b>1,705,576</b>	<b>45.5%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>			

SunLine Transit Agency  
Budget Variance Report  
January 2024

Description	FY24 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY24 FYTD Budget	Positive (Negative)	Percentage Remaining
<b>Operating Expenses:</b>								
Wages & Benefits	29,894,302	2,582,160	2,491,192	(90,969)	17,053,184	17,438,343	385,159	43.0%
Services	5,560,654	442,175	463,388	21,213	2,972,364	3,243,715	271,351	46.5%
Fuels & Lubricants	4,115,207	279,263	342,934	63,671	1,844,009	2,400,537	556,528	55.2%
Tires	259,155	18,459	21,596	3,137	125,490	151,174	25,684	51.6%
Materials and Supplies	2,313,768	201,521	192,814	(8,707)	1,347,653	1,349,698	2,045	41.8%
Utilities	4,504,781	286,716	375,398	88,682	1,953,137	2,627,789	674,652	56.6%
Casualty & Liability	3,309,926	455,316	275,827	(179,489)	2,150,868	1,930,790	(220,078)	35.0%
Taxes and Fees	114,400	7,883	9,533	1,650	66,749	66,733	(15)	41.7%
Miscellaneous Expenses	1,387,377	131,470	115,615	(15,856)	513,641	809,303	295,662	63.0%
Self Consumed Fuel	(3,992,196)	(260,481)	(332,683)	(72,202)	(1,719,587)	(2,328,781)	(609,194)	56.9%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>47,467,374</b>	<b>4,144,483</b>	<b>3,955,615</b>	<b>(188,869)</b>	<b>26,307,508</b>	<b>27,689,302</b>	<b>1,381,793</b>	<b>44.6%</b>
<b>Revenues:</b>								
Passenger Revenue	1,550,964	162,855	129,247	33,608	984,409	904,729	79,680	36.5%
Other Revenue	857,170	81,252	71,431	9,821	744,118	500,016	244,102	13.2%
<b>Total Operating Revenue</b>	<b>2,408,134</b>	<b>244,107</b>	<b>200,678</b>	<b>43,429</b>	<b>1,728,527</b>	<b>1,404,745</b>	<b>323,783</b>	<b>28.2%</b>
<b>Net Operating Gain (Loss)</b>		<b>\$ (3,900,377)</b>			<b>\$ (24,578,981)</b>			
<b>Subsidies:</b>								
Local - Measure A, Commuter 10, Haul Pass	8,456,000	731,961	704,667	(27,294)	4,612,591	4,932,667	320,075	45.5%
State - LTF, LCTOP	26,808,875	2,320,605	2,234,073	(86,532)	14,623,745	15,638,510	1,014,766	45.5%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	9,794,365	847,811	816,197	(31,614)	5,342,645	5,713,380	370,735	45.5%
<b>Total Subsidies</b>	<b>45,059,240</b>	<b>3,900,377</b>	<b>3,754,937</b>	<b>(145,440)</b>	<b>24,578,981</b>	<b>26,284,557</b>	<b>1,705,576</b>	<b>45.5%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>			

**Budget Variance Analysis - SunLine Transit Agency**

**Passenger Revenue**

- The favorable variance in passenger revenue is due to higher than anticipated ridership for FY24.
- As of January, ridership was at 1.6% above FY23 FYTD totals.
- Total system ridership was 24,612 trips above FY23 FYTD amounts.

**Ridership**

	FY23-Jan.	FY24-Jan.	Variance	%Δ
Fixed Route	218,953	219,727	774	0.4%
Paratransit	9,013	10,067	1,054	11.7%
SolVan	1,613	2,076	463	28.7%
SunRide	622	2,033	1,411	226.8%
System Total	230,201	233,903	3,702	1.6%

**Ridership**

	FYTD-FY23	FYTD-FY24	Variance	%Δ
Fixed Route	1,452,839	1,457,663	4,824	0.3%
Paratransit	61,376	70,189	8,813	14.4%
SolVan	11,209	13,470	2,261	20.2%
SunRide	3,853	12,567	8,714	226.2%
System Total	1,529,277	1,553,889	24,612	1.6%

**Other Revenue**

- The positive variance in other revenue is primarily due to outside fuel sales of CNG.

**Operator & Mechanic Salaries & Wages**

- The unfavorable variance in wages is primarily due to unexpected arbitration awards.

**Operator & Mechanic Overtime**

- The unfavorable variance is primarily attributed to overtime due to the vehicle maintenance as needed.

**Administration Salaries & Wages**

- The favorable variance in administrative salaries and wages is primarily attributed to vacancies.

**Administration Overtime**

- The unfavorable variance is primarily attributed to overtime in the Operations and Maintenance departments.

**Fringe Benefits**

- Savings in fringe benefit expenditures are associated with vacancies across the Agency and budgeted cost increases scheduled to take effect in January 2024.

**Communications**

- Communication expenses are within an acceptable range of the budget.

**Legal Services**

- Legal services have had higher expenses due to legal representation for labor issues.

**Computer/Network Software Agreement**

- Software agreement expenditures are dependent on annual renewals of software agreements.

**Uniforms**

- Savings in uniform expenditures are related to fewer employees utilizing the entire uniform allowance.

**Contracted Services**

- Savings in contract services costs are primarily attributed to marketing and towing services.

**Equipment Repairs**

- The unfavorable balance in equipment repair costs are primarily associated with unexpected repairs conducted in September.

**Security Services**

- Security service are unfavorable primarily due to costs associated with increased service hours. Services were reduced in February 2024.

**Fuel - CNG**

- The positive variance is primarily attributed to fewer actual miles over budgeted estimates for FY24.

**Fuel - Hydrogen**

- The savings in the fuel - hydrogen is primarily attributed to lower usage of hydrogen fixed route vehicles as the agency is not utilizing the full fleet due to fueling issues.

**Tires**

- Tire expenses are less than anticipated due to fewer miles driven in FY24.

**Office Supplies**

- Office supply expenses are within an acceptable range of the budget.



**Travel/Training**

- The favorable variance for travel & training savings can be attributed to different times at which training sessions are attended.

**Repair Parts**

- The unfavorable variance is due to higher than usual repairs for fixed route vehicles in the month of December and January.

**Facility Maintenance**

- The unfavorable balance in facility maintenance expenses is primarily attributed to tree cleanup on Agency property in October.

**Electricity - CNG & Hydrogen**

- Electricity - CNG & Hydrogen expenses are less than anticipated due to fewer miles driven in FY24.

**Natural Gas**

- The positive variance is primarily attributed to lower usage of CNG fixed route vehicles over budgeted estimates for FY24.

**Water and Gas**

- Water and gas expenses are within an acceptable range of the budget.

**Insurance Losses**

- The negative variance is primarily due FYTD a reconciliation of insurance losses with the risk pool.

**Insurance Premium - Property**

- Insurance premiums for property increased exceeding budgeted amount.

**Repair Claims**

- Repair claim expenses are within an acceptable range of the budget.

**Fuel Taxes**

- Fuel tax expenses increased due to an increase in outside fuel sales.

**Other Expenses**

- The favorable variance is primarily due to YTD savings in contracted services.

**Self-Consumed Fuel**

- The variance in primarily due to less than anticipated fuel utilized by the Agency.

**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: March 27, 2024 **RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Contracts Signed between \$25,000 and \$250,000 for February 2024

Summary:

In accordance with Chapter 2, Section 1.2 of the Procurement Policy, the attached report summarizes SunLine's contracts, purchase orders and amendments signed in excess of \$25,000 and less than \$250,000. This ensures the Board is aware of the obligations entered into under the CEO/General Manager's authority.

There were three (3) agreements and one (1) purchase order executed in February 2024 between \$25,000 and \$250,000:

<b>Vendor</b>	<b>Purpose</b>	<b>Amount</b>
On The Fly Services	Pest Control Services - Buses	\$28,608.00
EAM Solutions	Software Renewal	\$69,502.00
Trane US	H2 Chiller Maintenance	\$40,124.00
All American Building Services	Indio Showroom Enclosure	\$74,763.97

Recommendation:

Receive and file.

**Contracts Signed Between \$25,000 and \$250,000**  
**February 2024**

<b>Vendor</b>	<b>Product/Service</b>	<b>Need</b>	<b>Budgeted</b>	<b>Budgeted Amount</b>	<b>Cost</b>	<b>Type</b>
On The Fly Services	Pest Control	Pest Services for Bus Fleet	FY24 FY25	\$43,962.00	\$28,608.00	Agreement
EAM Solutions	Software Renewal	Transportation Asset Management System (TAMS)	FY24 FY25	\$69,502.00	\$69,502.00	Purchase Order
Trane US	Maintenance	H2 Chiller Maintenance	FY24 FY25	\$40,124.00	\$40,124.00	Agreement
All American Building Services	Construction	Indio Showroom Enclosure	FY24	\$74,763.97	\$74,763.97	Agreement

**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: March 27, 2024 **RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Union & Non-Union Pension Investment Asset Summary for January 2024

Summary:

The pension asset summary demonstrates the market value of all assets as well as the total asset allocation for SunLine's union and non-union retirement plans. The following table states the target and range values for asset allocations based on the current investment policy:

Asset Class		Target	Range
<b>Growth Assets</b>			
	Domestic Equity	36.0%	16% – 56%
	International Equity	19.0%	0% - 39%
	Other		0% – 20%
<b>Income Assets</b>			
	Fixed Income	45.0%	25% - 65%
	Other	0.0%	0% – 20%
<b>Real Return Assets</b>		0.0%	0% – 20%
<b>Cash Equivalents</b>		0.0%	0% – 20%

For the month of January, SunLine's investments fell within the approved range of investment type for the union and non-union assets.

## Union

Asset Class		Actual	Range
<b>Growth Assets</b>			
	Domestic Equity	34.2%	16% – 56%
	International Equity	17.6%	0% - 39%
	Other	4.4%	0% – 20%
<b>Income Assets</b>			
	Fixed Income	38.0%	25% - 65%
	Other	5.1%	0% – 20%
<b>Real Return Assets</b>		0.0%	0% – 20%
<b>Cash Equivalents</b>		0.6%	0% – 20%

## Non-Union

Asset Class		Actual	Range
<b>Growth Assets</b>			
	Domestic Equity	34.2%	16% – 56%
	International Equity	17.6%	0% - 39%
	Other	4.4%	0% – 20%
<b>Income Assets</b>			
	Fixed Income	38.0%	25% - 65%
	Other	5.1%	0% – 20%
<b>Real Return Assets</b>		0.0%	0% – 20%
<b>Cash Equivalents</b>		0.8%	0% – 20%

*Components may not sum to 100.0% due to rounding.*

For the month of January, the market value of assets decreased and increased by \$22,105 and \$21,346 for the union and non-union plans, respectively.

## Month to Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
December 2023	\$39,927,610	\$39,846,211
January 2024	\$39,905,505	\$39,867,557
Increase (Decrease)	(\$22,105)	\$21,346

Recommendation:

Receive and file.



**Detail of Securities Held & Market Analytics**

For the Month Ending **January 31, 2024**

**SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]**

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
<b>Exchange-Traded Fund - Bond</b>									
ISHARES CORE U.S. AGGREGATE	464287226	AGG	3,307.00	96.41	318,827.87	99.10	327,723.70	8,895.83	0.82
ISHARES CORE U.S. AGGREGATE	464287226	AGG	3,322.00	99.13	329,309.86	99.10	329,210.20	(99.66)	0.83
ISHARES CORE U.S. AGGREGATE	464287226	AGG	17,918.00	98.65	1,767,610.70	99.10	1,775,673.80	8,063.10	4.45
ISHARES CORE U.S. AGGREGATE	464287226	AGG	6,446.00	92.77	597,994.78	99.10	638,798.60	40,803.82	1.60
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,146.00	61.13	70,054.98	52.00	59,592.00	(10,462.98)	0.15
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,776.00	57.68	102,441.46	52.00	92,352.00	(10,089.46)	0.23
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	7,097.00	50.33	357,192.01	52.00	369,044.00	11,851.99	0.92
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	631.00	56.69	35,771.39	52.00	32,812.00	(2,959.39)	0.08
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	965.00	61.01	58,874.65	52.00	50,180.00	(8,694.65)	0.13
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,389.00	60.31	144,080.59	52.00	124,228.00	(19,852.59)	0.31
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	633.00	56.99	36,074.67	52.00	32,916.00	(3,158.67)	0.08
<b>Security Type Sub-Total</b>			<b>45,630.00</b>		<b>3,818,232.96</b>	<b>760.40</b>	<b>3,832,530.30</b>	<b>14,297.34</b>	<b>9.60</b>
<b>Exchange-Traded Fund - Equity</b>									
ISHARES MSCI EMERGING MKTS EX CHINA ETF	46434G764	EMXC	3,139.00	52.15	163,698.85	54.06	169,694.34	5,995.49	0.43
ISHARES MSCI EMERGING MKTS EX CHINA ETF	46434G764	EMXC	3,140.00	52.57	165,069.49	54.06	169,748.40	4,678.91	0.43
VANGUARD FTSE ALL-WLD EX-US SMCP ETF	922042718	VSS	1,464.00	111.96	163,909.44	111.43	163,133.52	(775.92)	0.41
VANGUARD FTSE ALL-WLD EX-US SMCP ETF	922042718	VSS	1,464.00	112.48	164,670.72	111.43	163,133.52	(1,537.20)	0.41
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	6,816.00	38.86	264,869.76	47.38	322,942.08	58,072.32	0.81
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,614.00	37.17	97,162.38	47.38	123,851.32	26,688.94	0.31
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,193.00	42.18	92,500.74	47.38	103,904.34	11,403.60	0.26
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,629.00	39.68	104,318.72	47.38	124,562.02	20,243.30	0.31
VANGUARD TOTAL INTL STOCK	921909768	VXUS	3,480.00	52.07	181,203.60	56.97	198,255.60	17,052.00	0.50
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,875.00	51.82	148,982.21	56.97	163,788.75	14,806.54	0.41
VANGUARD TOTAL INTL STOCK	921909768	VXUS	18,820.00	47.87	900,909.64	56.97	1,072,175.40	171,265.76	2.69
VANGUARD TOTAL INTL STOCK	921909768	VXUS	1,834.00	54.46	99,879.64	56.97	104,482.98	4,603.34	0.26
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,586.00	56.53	146,186.58	56.97	147,324.42	1,137.84	0.37
VANGUARD TOTAL INTL STOCK	921909768	VXUS	8,244.00	52.51	432,892.44	56.97	469,660.68	36,768.24	1.18

Detail of Securities Held & Market Analytics

For the Month Ending January 31, 2024

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
<b>Exchange-Traded Fund - Equity</b>									
VANGUARD TOTAL INTL STOCK	921909768	VXUS	6,979.00	65.37	456,217.23	56.97	397,593.63	(58,623.60)	1.00
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,586.00	56.20	145,333.20	56.97	147,324.42	1,991.22	0.37
VANGUARD TOTAL INTL STOCK	921909768	VXUS	553.00	64.35	35,585.55	56.97	31,504.41	(4,081.14)	0.08
VANGUARD TOTAL INTL STOCK	921909768	VXUS	593.00	56.01	33,213.93	56.97	33,783.21	569.28	0.08
VANGUARD TOTAL INTL STOCK	921909768	VXUS	17,752.00	52.12	925,234.24	56.97	1,011,331.44	86,097.20	2.53
VANGUARD TOTAL INTL STOCK	921909768	VXUS	1,932.00	53.54	103,439.28	56.97	110,066.04	6,626.76	0.28
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	625.00	199.58	124,737.50	239.87	149,918.75	25,181.25	0.38
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	4,809.00	195.76	941,409.84	239.87	1,153,534.83	212,124.99	2.88
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	433.00	233.92	101,287.36	239.87	103,863.71	2,576.35	0.26
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	2,772.00	225.33	624,614.76	239.87	664,919.64	40,304.88	1.67
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	764.00	191.49	146,298.36	239.87	183,260.68	36,962.32	0.46
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	624.00	198.24	123,701.76	239.87	149,678.88	25,977.12	0.38
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	276.00	216.58	59,776.08	239.87	66,204.12	6,428.04	0.17
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,546.00	226.21	349,720.35	239.87	370,839.02	21,118.67	0.93
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	21,761.00	169.04	3,678,479.44	239.87	5,219,811.07	1,541,331.63	13.08
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	20,572.00	204.04	4,197,510.88	239.87	4,934,605.64	737,094.76	12.37
<b>Security Type Sub-Total</b>			<b>145,875.00</b>		<b>15,172,813.97</b>	<b>3,602.84</b>	<b>18,224,896.86</b>	<b>3,052,082.89</b>	<b>45.70</b>

**Money Market Mutual Fund**

FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	259,000.51	1.00	259,000.51	1.00	259,000.51	0.00	0.65
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<b>Security Type Sub-Total</b>			<b>259,000.51</b>		<b>259,000.51</b>	<b>1.00</b>	<b>259,000.51</b>	<b>0.00</b>	<b>0.65</b>
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**Mutual Fund - Bond**

ARISTOTLE FUNDS FLOATING RATE INC I	04045F592	PLFRX	1.61	9.33	14.99	9.51	15.27	0.28	0.00
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	388,132.19	11.11	4,311,177.57	10.14	3,935,660.43	(375,517.14)	9.86
BBH LIMITED DURATION I	05528X851	BBBIX	11.92	10.11	120.53	10.28	122.54	2.01	0.00
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	188,029.56	10.51	1,976,185.02	9.32	1,752,435.52	(223,749.50)	4.39
MAINSTAY MACKAY HIGH YIELD CORP BD R6	56063N881	MHYSX	128,175.44	5.19	664,716.81	5.13	657,539.99	(7,176.82)	1.65
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTRQX	268,767.17	13.91	3,738,774.28	12.04	3,235,956.72	(502,817.56)	8.11



**Detail of Securities Held & Market Analytics**

For the Month Ending **January 31, 2024**

<b>SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]</b>										
<b>Security Type/Description</b>	<b>Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Ticker</b>	<b>Shares</b>	<b>Average Cost/Share</b>	<b>Original Cost</b>	<b>Market Price</b>	<b>Market Value</b>	<b>Unreal G/L on Cost</b>	<b>Percentage</b>
<b>Mutual Fund - Bond</b>										
VOYA INTERMEDIATE BOND R6		92913L569	IIBZX	201,200.28	10.08	2,028,422.70	8.76	1,762,514.43	(265,908.27)	4.42
<b>Security Type Sub-Total</b>				<b>1,174,318.16</b>		<b>12,719,411.90</b>	<b>65.18</b>	<b>11,344,244.90</b>	<b>(1,375,167.00)</b>	<b>28.43</b>
<b>Mutual Fund - Equity</b>										
GOLDMAN SACHS GQG PTNRS INTL OPPS INSTL		38147N293	GSIMX	26,584.21	18.32	487,118.99	20.43	543,115.43	55,996.44	1.36
HARDING LOEVNER INTERNATIONAL EQUITY POR		412295107	HLMIX	18,363.09	28.95	531,566.14	25.08	460,546.20	(71,019.94)	1.15
HRTFRD SCHR EM MRKT EQ-SDR		41665H789	SEMTX	20,199.83	15.19	306,926.65	14.94	301,785.51	(5,141.14)	0.76
JENSEN QUALITY GROWTH-Y		476313408	JENYX	11,174.56	54.46	608,510.67	59.72	667,344.50	58,833.83	1.67
JOHCM INTERNATIONAL SELECT I		46653M849	JOHIX	21,077.91	26.06	549,380.76	23.14	487,742.82	(61,637.94)	1.22
<b>Security Type Sub-Total</b>				<b>97,399.60</b>		<b>2,483,503.21</b>	<b>143.31</b>	<b>2,460,534.46</b>	<b>(22,968.75)</b>	<b>6.16</b>
<b>Separate Account</b>										
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	20,682.89	1.00	20,682.89	105.24	21,766.05	1,083.16	0.05
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	45,325.00	1.00	45,325.00	105.24	47,698.67	2,373.67	0.12
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	49,000.00	1.00	49,000.00	105.24	51,566.13	2,566.13	0.13
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	45,325.00	1.00	45,325.00	105.24	47,698.68	2,373.68	0.12
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	45,325.00	1.00	45,325.00	105.24	47,698.67	2,373.67	0.12
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	45,325.00	1.00	45,325.00	105.24	47,698.67	2,373.67	0.12
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	49,000.00	1.00	49,000.00	105.24	51,566.13	2,566.13	0.13
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	45,325.00	1.00	45,325.00	105.24	47,698.67	2,373.67	0.12
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	24,500.00	1.00	24,500.00	105.24	25,783.07	1,283.07	0.06
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	21,070.00	1.00	21,070.00	105.24	22,173.44	1,103.44	0.06
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	49,980.00	1.00	49,980.00	105.24	52,597.45	2,617.45	0.13
GOLUB CAPITAL PARTNERS INT'L XIV		GOLUB0090	SA467	1,290,943.00	1.00	1,290,943.00	106.63	1,376,474.14	85,531.14	3.45
GOLUB CAPITAL PARTNERS INT'L XIV		GOLUB0090	SA467	180,000.00	1.00	180,000.00	106.63	191,925.86	11,925.86	0.48
NB SECONDARY OPPORTUNITIES V OFFSHORE		NBSOFV007	SA425	55,556.72	1.00	55,556.72	129.48	71,934.71	16,377.99	0.18

**Detail of Securities Held & Market Analytics**

For the Month Ending **January 31, 2024**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]										
Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage	
<b>Separate Account</b>										
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	252,000.00	1.00	252,000.00	129.48	326,289.02	74,289.02	0.82	
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	130,837.59	1.00	130,837.59	129.48	169,408.21	38,570.62	0.42	
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	309,750.00	1.00	309,750.00	129.48	401,063.59	91,313.59	1.01	
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	105,000.00	1.00	105,000.00	129.48	135,953.76	30,953.76	0.34	
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	180,319.43	1.00	180,319.43	129.48	233,477.19	53,157.76	0.59	
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	191,676.07	1.00	191,676.07	129.48	248,181.74	56,505.67	0.62	
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	127,930.57	1.00	127,930.57	129.48	165,644.21	37,713.64	0.42	
<b>Security Type Sub-Total</b>			<b>3,264,871.27</b>		<b>3,264,871.27</b>	<b>2,406.70</b>	<b>3,784,298.06</b>	<b>519,426.79</b>	<b>9.49</b>	
<b>Managed Account Sub-Total</b>			<b>4,987,094.54</b>		<b>37,717,833.82</b>	<b>6,979.43</b>	<b>39,905,505.09</b>	<b>2,187,671.27</b>	<b>100.03</b>	
<b>Securities Sub-Total</b>			<b>\$4,987,094.54</b>		<b>\$37,717,833.82</b>	<b>\$6,979.43</b>	<b>\$39,905,505.09</b>	<b>\$2,187,671.27</b>	<b>100.03%</b>	
<b>Accrued Interest</b>							<b>\$0.00</b>			
<b>Total Investments</b>							<b>\$39,905,505.09</b>			

Portfolio Summary and Statistics

For the Month Ending January 31, 2024

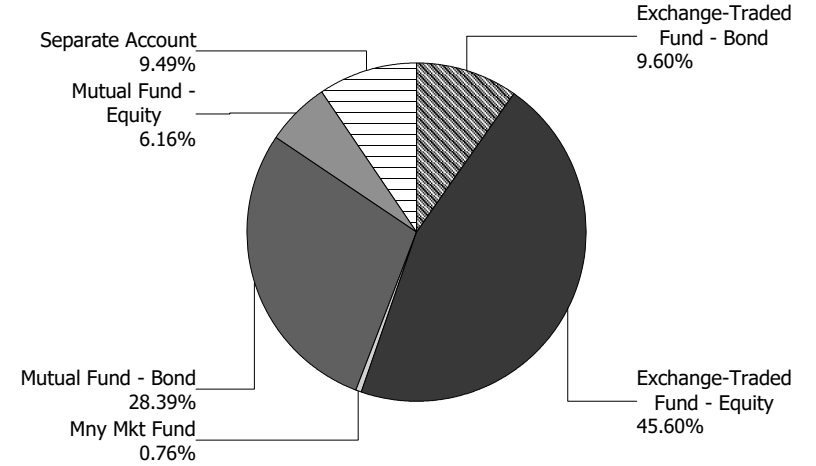
SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]

Account Summary

Description	Par Value	Market Value	Percent
Separate Account	3,264,871.27	3,784,298.06	9.49
Mutual Fund - Equity	97,196.22	2,455,365.11	6.16
Mutual Fund - Bond	1,171,477.32	11,317,038.35	28.39
Money Market Mutual Fund	302,533.39	302,533.39	0.76
Exchange-Traded Fund - Equity	145,444.00	18,181,352.33	45.60
Exchange-Traded Fund - Bond	45,591.00	3,826,969.80	9.60
<b>Managed Account Sub-Total</b>	<b>5,027,113.20</b>	<b>39,867,557.04</b>	<b>100.00%</b>
Accrued Interest		0.00	
<b>Total Portfolio</b>	<b>5,027,113.20</b>	<b>39,867,557.04</b>	

Unsettled Trades    0.00    0.00

Sector Allocation



**Detail of Securities Held & Market Analytics**

For the Month Ending **January 31, 2024**

**SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]**

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
<b>Exchange-Traded Fund - Bond</b>									
ISHARES CORE U.S. AGGREGATE	464287226	AGG	6,272.00	92.77	581,852.81	99.10	621,555.20	39,702.39	1.56
ISHARES CORE U.S. AGGREGATE	464287226	AGG	17,957.00	98.65	1,771,458.05	99.10	1,779,538.70	8,080.65	4.46
ISHARES CORE U.S. AGGREGATE	464287226	AGG	3,317.00	96.41	319,791.97	99.10	328,714.70	8,922.73	0.82
ISHARES CORE U.S. AGGREGATE	464287226	AGG	3,372.00	99.13	334,266.36	99.10	334,165.20	(101.16)	0.84
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,779.00	57.68	102,614.50	52.00	92,508.00	(10,106.50)	0.23
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	7,130.00	50.33	358,852.90	52.00	370,760.00	11,907.10	0.93
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	982.00	61.01	59,911.82	52.00	51,064.00	(8,847.82)	0.13
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,405.00	60.31	145,045.55	52.00	125,060.00	(19,985.55)	0.31
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	631.00	56.69	35,771.39	52.00	32,812.00	(2,959.39)	0.08
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,113.00	61.13	68,037.69	52.00	57,876.00	(10,161.69)	0.15
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	633.00	56.99	36,074.67	52.00	32,916.00	(3,158.67)	0.08
<b>Security Type Sub-Total</b>			<b>45,591.00</b>		<b>3,813,677.71</b>	<b>760.40</b>	<b>3,826,969.80</b>	<b>13,292.09</b>	<b>9.59</b>
<b>Exchange-Traded Fund - Equity</b>									
ISHARES MSCI EMERGING MKTS EX CHINA ETF	46434G764	EMXC	3,134.00	52.57	164,754.07	54.06	169,424.04	4,669.97	0.43
ISHARES MSCI EMERGING MKTS EX CHINA ETF	46434G764	EMXC	3,133.00	52.15	163,385.95	54.06	169,369.98	5,984.03	0.42
VANGUARD FTSE ALL-WLD EX-US SMCP ETF	922042718	VSS	1,462.00	112.48	164,445.76	111.43	162,910.66	(1,535.10)	0.41
VANGUARD FTSE ALL-WLD EX-US SMCP ETF	922042718	VSS	1,461.00	111.96	163,573.56	111.43	162,799.23	(774.33)	0.41
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,614.00	37.17	97,162.38	47.38	123,851.32	26,688.94	0.31
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	6,915.00	38.86	268,716.90	47.38	327,632.70	58,915.80	0.82
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,484.00	39.68	98,565.12	47.38	117,691.92	19,126.80	0.30
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,211.00	42.18	93,259.98	47.38	104,757.18	11,497.20	0.26
VANGUARD TOTAL INTL STOCK	921909768	VXUS	6,883.00	65.37	449,941.71	56.97	392,124.51	(57,817.20)	0.98
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,875.00	51.82	148,982.21	56.97	163,788.75	14,806.54	0.41
VANGUARD TOTAL INTL STOCK	921909768	VXUS	8,570.00	52.51	450,010.70	56.97	488,232.90	38,222.20	1.22
VANGUARD TOTAL INTL STOCK	921909768	VXUS	1,375.00	54.46	74,882.50	56.97	78,333.75	3,451.25	0.21
VANGUARD TOTAL INTL STOCK	921909768	VXUS	18,935.00	47.87	906,414.66	56.97	1,078,726.95	172,312.29	2.71
VANGUARD TOTAL INTL STOCK	921909768	VXUS	17,679.00	52.12	921,429.48	56.97	1,007,172.63	85,743.15	2.53

Detail of Securities Held & Market Analytics

For the Month Ending January 31, 2024

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
<b>Exchange-Traded Fund - Equity</b>									
VANGUARD TOTAL INTL STOCK	921909768	VXUS	3,770.00	52.07	196,303.90	56.97	214,776.90	18,473.00	0.54
VANGUARD TOTAL INTL STOCK	921909768	VXUS	632.00	64.35	40,669.20	56.97	36,005.04	(4,664.16)	0.09
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,470.00	56.53	139,629.10	56.97	140,715.90	1,086.80	0.35
VANGUARD TOTAL INTL STOCK	921909768	VXUS	1,714.00	53.54	91,767.56	56.97	97,646.58	5,879.02	0.24
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,469.00	56.20	138,757.80	56.97	140,658.93	1,901.13	0.35
VANGUARD TOTAL INTL STOCK	921909768	VXUS	580.00	56.01	32,485.80	56.97	33,042.60	556.80	0.08
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	138.00	216.58	29,888.04	239.87	33,102.06	3,214.02	0.08
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	21,691.00	169.04	3,666,646.64	239.87	5,203,020.17	1,536,373.53	13.05
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	433.00	233.92	101,287.36	239.87	103,863.71	2,576.35	0.26
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,551.00	226.21	350,851.40	239.87	372,038.37	21,186.97	0.93
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	983.00	191.49	188,234.67	239.87	235,792.21	47,557.54	0.59
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	20,562.00	204.04	4,195,470.48	239.87	4,932,206.94	736,736.46	12.37
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	4,931.00	195.76	965,292.56	239.87	1,182,798.97	217,506.41	2.97
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	2,790.00	225.33	628,670.70	239.87	669,237.30	40,566.60	1.68
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	500.00	199.58	99,790.00	239.87	119,935.00	20,145.00	0.30
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	499.00	198.24	98,921.76	239.87	119,695.13	20,773.37	0.30

Security Type Sub-Total 145,444.00 15,130,191.95 3,602.84 18,181,352.33 3,051,160.38 45.60

**Money Market Mutual Fund**

FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	302,533.39	1.00	302,533.39	1.00	302,533.39	0.00	0.76
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Security Type Sub-Total 302,533.39 302,533.39 1.00 302,533.39 0.00 0.76

**Mutual Fund - Bond**

ARISTOTLE FUNDS FLOATING RATE INC I	04045F592	PLFRX	1.62	9.34	15.10	9.51	15.38	0.28	0.00
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	387,215.70	11.11	4,300,536.83	10.14	3,926,367.15	(374,169.68)	9.85
BBH LIMITED DURATION I	05528X851	BBBIX	11.97	10.11	121.04	10.28	123.05	2.01	0.00
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	187,570.07	10.51	1,971,483.28	9.32	1,748,153.02	(223,330.26)	4.38
MAINSTAY MACKAY HIGH YIELD CORP BD R6	56063N881	MHYSX	127,836.37	5.18	662,793.41	5.13	655,800.59	(6,992.82)	1.64
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTRQX	268,148.41	13.90	3,728,416.86	12.04	3,228,506.81	(499,910.05)	8.10

**Detail of Securities Held & Market Analytics**

For the Month Ending **January 31, 2024**

**SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]**

<b>Security Type/Description</b>	<b>Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Ticker</b>	<b>Shares</b>	<b>Average Cost/Share</b>	<b>Original Cost</b>	<b>Market Price</b>	<b>Market Value</b>	<b>Unreal G/L on Cost</b>	<b>Percentage</b>
<b>Mutual Fund - Bond</b>										
VOYA INTERMEDIATE BOND R6		92913L569	IIBZX	200,693.19	10.08	2,023,015.44	8.76	1,758,072.35	(264,943.09)	4.41
<b>Security Type Sub-Total</b>				<b>1,171,477.32</b>		<b>12,686,381.96</b>	<b>65.18</b>	<b>11,317,038.35</b>	<b>(1,369,343.61)</b>	<b>28.38</b>
<b>Mutual Fund - Equity</b>										
GOLDMAN SACHS GQG PTNRS INTL OPPS INSTL		38147N293	GSIMX	26,528.24	18.32	486,093.48	20.43	541,972.02	55,878.54	1.36
HARDING LOEVNER INTERNATIONAL EQUITY POR		412295107	HLMIX	18,332.57	28.93	530,449.56	25.08	459,780.75	(70,668.81)	1.15
HRTFRD SCHR EM MRKT EQ-SDR		41665H789	SEMTX	20,162.83	15.19	306,364.44	14.94	301,232.71	(5,131.73)	0.76
JENSEN QUALITY GROWTH-Y		476313408	JENYX	11,151.07	54.46	607,232.90	59.72	665,941.93	58,709.03	1.67
JOHCM INTERNATIONAL SELECT I		46653M849	JOHIX	21,021.51	26.08	548,223.76	23.14	486,437.70	(61,786.06)	1.22
<b>Security Type Sub-Total</b>				<b>97,196.22</b>		<b>2,478,364.14</b>	<b>143.31</b>	<b>2,455,365.11</b>	<b>(22,999.03)</b>	<b>6.16</b>
<b>Separate Account</b>										
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	49,000.00	1.00	49,000.00	105.24	51,566.13	2,566.13	0.13
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	45,325.00	1.00	45,325.00	105.24	47,698.67	2,373.67	0.12
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	20,682.89	1.00	20,682.89	105.24	21,766.05	1,083.16	0.05
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	45,325.00	1.00	45,325.00	105.24	47,698.67	2,373.67	0.12
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	49,000.00	1.00	49,000.00	105.24	51,566.13	2,566.13	0.13
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	21,070.00	1.00	21,070.00	105.24	22,173.44	1,103.44	0.06
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	49,980.00	1.00	49,980.00	105.24	52,597.45	2,617.45	0.13
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	45,325.00	1.00	45,325.00	105.24	47,698.68	2,373.68	0.12
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	24,500.00	1.00	24,500.00	105.24	25,783.07	1,283.07	0.06
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	45,325.00	1.00	45,325.00	105.24	47,698.67	2,373.67	0.12
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	45,325.00	1.00	45,325.00	105.24	47,698.67	2,373.67	0.12
GOLUB CAPITAL PARTNERS INT'L XIV		GOLUB0091	SA468	1,290,943.00	1.00	1,290,943.00	106.63	1,376,474.14	85,531.14	3.45
GOLUB CAPITAL PARTNERS INT'L XIV		GOLUB0091	SA468	180,000.00	1.00	180,000.00	106.63	191,925.86	11,925.86	0.48
NB SECONDARY OPPORTUNITIES V OFFSHORE		NBSOFV008	SA426	191,676.07	1.00	191,676.07	129.48	248,181.74	56,505.67	0.62

**Detail of Securities Held & Market Analytics**

For the Month Ending **January 31, 2024**

<b>SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]</b>										
<b>Security Type/Description</b>	<b>Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Ticker</b>	<b>Shares</b>	<b>Average Cost/Share</b>	<b>Original Cost</b>	<b>Market Price</b>	<b>Market Value</b>	<b>Unreal G/L on Cost</b>	<b>Percentage</b>
<b>Separate Account</b>										
NB SECONDARY OPPORTUNITIES V OFFSHORE		NBSOFV008	SA426	130,837.59	1.00	130,837.59	129.48	169,408.21	38,570.62	0.42
NB SECONDARY OPPORTUNITIES V OFFSHORE		NBSOFV008	SA426	309,750.00	1.00	309,750.00	129.48	401,063.59	91,313.59	1.01
NB SECONDARY OPPORTUNITIES V OFFSHORE		NBSOFV008	SA426	55,556.72	1.00	55,556.72	129.48	71,934.71	16,377.99	0.18
NB SECONDARY OPPORTUNITIES V OFFSHORE		NBSOFV008	SA426	105,000.00	1.00	105,000.00	129.48	135,953.76	30,953.76	0.34
NB SECONDARY OPPORTUNITIES V OFFSHORE		NBSOFV008	SA426	180,319.43	1.00	180,319.43	129.48	233,477.19	53,157.76	0.59
NB SECONDARY OPPORTUNITIES V OFFSHORE		NBSOFV008	SA426	127,930.57	1.00	127,930.57	129.48	165,644.21	37,713.64	0.42
NB SECONDARY OPPORTUNITIES V OFFSHORE		NBSOFV008	SA426	252,000.00	1.00	252,000.00	129.48	326,289.02	74,289.02	0.82
<b>Security Type Sub-Total</b>				<b>3,264,871.27</b>		<b>3,264,871.27</b>	<b>2,406.70</b>	<b>3,784,298.06</b>	<b>519,426.79</b>	<b>9.49</b>
<b>Managed Account Sub-Total</b>				<b>5,027,113.20</b>		<b>37,676,020.42</b>	<b>6,979.43</b>	<b>39,867,557.04</b>	<b>2,191,536.62</b>	<b>99.98</b>
<b>Securities Sub-Total</b>				<b>\$5,027,113.20</b>		<b>\$37,676,020.42</b>	<b>\$6,979.43</b>	<b>\$39,867,557.04</b>	<b>\$2,191,536.62</b>	<b>99.98%</b>
<b>Accrued Interest</b>								<b>\$0.00</b>		
<b>Total Investments</b>							<b>\$39,867,557.04</b>			

**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: March 27, 2024

**RECEIVE & FILE**TO: Finance/Audit Committee  
Board of Directors

RE: Ridership Report for February 2024

Summary:

	Monthly Ridership		Monthly Variance	
	Feb 24	Feb 23	Net	Percent
Fixed Route	224,607	213,317	11,290	5.3%
SolVan	1,699	1,626	73	4.5%
SunRide	1,900	784	1,116	142.3%
Taxi Voucher*	191	267	(76)	(28.5)%
SunDial	9,695	8,895	800	9.0%
<b>Total</b>	<b>238,092</b>	<b>224,889</b>	<b>13,203</b>	<b>5.9%</b>

\*Taxi Voucher rides are included for the system total; however, they are not NTD reportable.

Yearly Ridership	
<b>Fiscal Year 2024</b>	1,793,340
<b>Fiscal Year 2023</b>	1,755,838
<b>Ridership Increase</b>	37,502

Fiscal year to date system ridership increased by 37,502 rides or 2.1% compared to the previous fiscal year. The baseline of the attached COVID-19 Recovery chart is calendar year 2020, this allows a comparison of three (3) years.

Recommendation:

Receive and file.





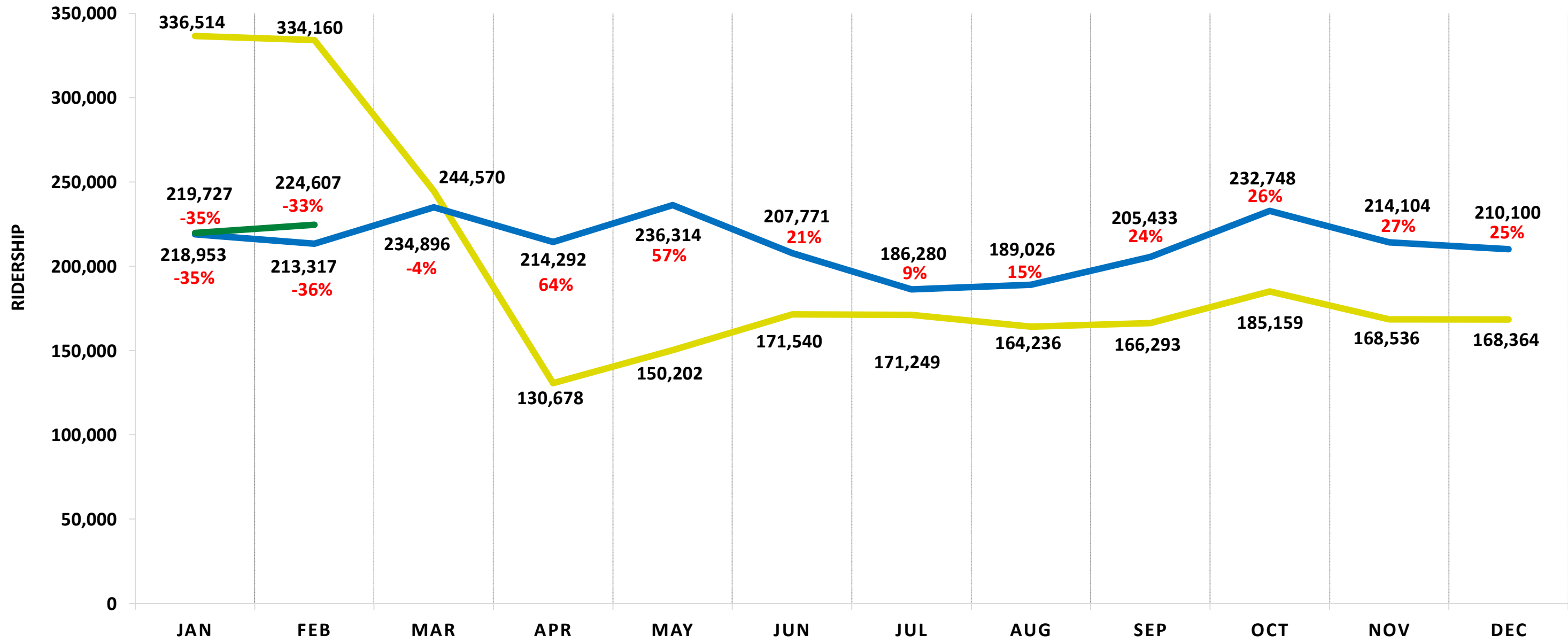
## SunLine Transit Agency Monthly Ridership Report February 2024

Fixed Route		FY 2024		FY 2023		Monthly KPI		Bikes		Wheelchairs	
		Feb 2024	Feb 2023	YTD	YTD	Passengers/ Rev. Hours	Passengers/ Rev. Miles	Monthly	FYTD	Monthly	FYTD
Route 1EV	Coachella - Hwy 111 - Palm Desert Mall	51,558	-	389,709	-	16.9	1.4	2,323	18,633	232	2,426
Route 1WV	Palm Springs - Hwy 111 - Palm Desert Mall	35,810	85,562	293,723	689,081	13.9	1.2	1,291	12,557	285	2,817
Route 2	Desert Hot Springs - Palm Springs - Cathedral City	60,528	56,715	474,137	442,060	17.5	1.3	2,006	16,253	593	4,566
Route 3	Desert Hot Springs - Desert Edge	8,456	5,598	54,522	46,344	12.8	0.8	314	1,754	86	562
Route 4	Westfield Palm Desert - Palm Springs	20,061	17,396	143,410	137,486	10.9	0.8	738	6,749	93	804
Route 5	Desert Hot Springs - CSUSB - Palm Desert	2,923	1,955	12,294	14,131	6.4	0.3	92	390	8	36
Route 6	Coachella - Fred Waring - Westfield Palm Desert	4,020	8,652	22,594	64,263	8.5	0.5	132	742	13	111
Route 7	Bermuda Dunes - Indian Wells - La Quinta	8,152	6,431	60,241	45,798	13.4	1.0	242	2,498	14	114
Route 8	North Indio - Coachella -Thermal/Mecca	16,273	13,663	118,609	109,629	9.9	0.7	534	3,674	72	669
Route 9	North Shore - Mecca - Oasis	5,163	7,851	36,238	50,353	7.8	0.3	56	429	4	49
Route 10	Indio - CSUSB - San Bernardino - Metrolink	3,731	2,784	22,952	17,897	17.3	0.2	21	240	10	80
Route 200 SB	Palm Springs High School AM Tripper	201	138	1,411	2,072	16.9	1	1	9	1	6
Route 400 SB	Raymond Cree / Palm Springs HS Tripper		146	-	679	-	-	-	-	-	-
Route 401 SB	Palm Canyon / Stevens AM Tripper		-	-	-	-	-	-	-	-	-
Route 402 NB	Palm Canyon / Stevens AM Tripper		21	-	178	-	-	-	-	-	-
Route 403 NB	Vista Chino /Sunrise PM Tripper		24	-	407	-	-	-	-	-	-
Route 500 SB	Westfield Palm Desert PM Tripper	559	290	1,993	1,734	42.7	2.8	0	3	-	1
Route 501 NB	Palm Desert High School AM Tripper		-	-	-	-	-	-	-	-	-
Route 700 SB/NB	Harris / Washington - Calle Madrid / Ave Vallejo AM Tripper	267	250	2,289	2,227	18.8	1.2	2	23	-	3
Route 701 SB/NB	Harris / Washington - Calle Madrid / Ave Vallejo PM Tripper	659	468	5,666	4,705	50.5	3.3	3	60	2	3
Route 800 NB	Shadow Hills High School AM Tripper	1,963	686	12,665	7,605	106.4	5.2	-	41	1	1
Route 801 SB	Jackson / 44th PM Tripper	2,718	1,874	16,486	13,609	138.5	8.1	-	3	-	53
Route 802 SB	Hwy 111 / Golf Center Pkwy PM Tripper	413	673	3,607	4,228	30.3	1.6	-	-	-	38
Route 803 NB	Shadow Hills High School AM Tripper	1,153	2,140	9,724	11,670	98.5	4.8	-	117.0	-	8.0
	<b>Fixed Route Total</b>	<b>224,607</b>	<b>213,317</b>	<b>1,682,270</b>	<b>1,666,156</b>	<b>14.2</b>	<b>1.0</b>	<b>7,755</b>	<b>64,175</b>	<b>1,414</b>	<b>12,347</b>
	<b>SolVan</b>	1,699	1,626	15,169	12,835	5.3	0.1				
	<b>SunRide</b>	1,900	784	14,467	4,637	1.2	0.2				
	<b>Taxi Voucher</b>	191	267	1,550	1,939						
	<b>SunDial</b>	9,695	8,895	79,884	70,271	2.0	0.1				
	<b>System Total</b>	<b>238,092</b>	<b>224,889</b>	<b>1,793,340</b>	<b>1,755,838</b>	<b>10.3</b>	<b>0.7</b>				
		<b>Feb-24</b>	<b>Feb-23</b>								
	<b>Weekdays:</b>	21	20								
	<b>Saturdays:</b>	4	4								
	<b>Sundays:</b>	4	4								
	<b>Total Days:</b>	<b>29</b>	<b>28</b>								

Haul Pass COD contributed with 7,784 rides, CSUSB with 2,764 rides.  
 Mobile Ticketing contributed with 34,655 rides, the total for February 2024 includes 176 paratransit mobile tickets.

## Fixed Route Ridership COVID-19 Recovery

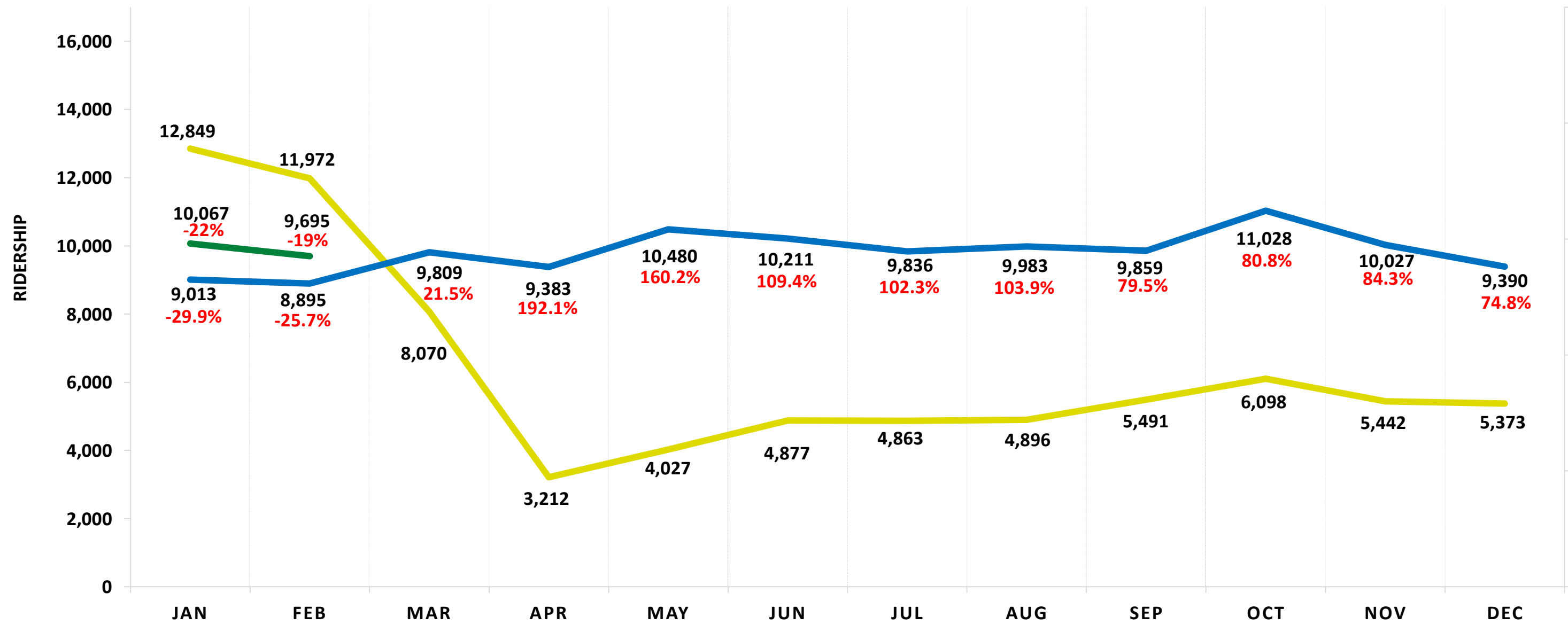
— CY 2020   
 — CY 2023   
 — CY 2024   
 %VAR. 2020 vs 2023   
 %VAR. 2020 vs 2024



The COVID-19 pandemic caused a major national and global disruption with closures of businesses, schools and entertainment venues due to the implementation of national and statewide public health policies. Variances are in red close to their corresponding ridership number. 2023 and 2024 are referring to the baseline of 2020. CY 2020 will remain on the chart since it is the baseline needed to compare ridership recovery for CY 2023 & CY 2024. CY 2021/2022 have been removed to reflect the two (2) most recent years in recovery.

## Paratransit Ridership COVID-19 Recovery

— CY 2020   
 — CY 2023   
 — CY 2024   
 %VAR. 2020 vs 2023   
 %VAR. 2020 vs 2024



The COVID-19 pandemic caused a major national and global disruption with closures of businesses, schools and entertainment venues due to the implementation of national and statewide public health policies. Variances are in red close to their corresponding ridership number. 2023 and 2024 are referring to the baseline of 2020.

CY 2020 will remain on the chart since it is the baseline needed to compare ridership recovery for CY 2023 & CY 2024. CY 2021/2022 have been removed to reflect the two (2) most recent years in recovery.

**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: March 27, 2024

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Paratransit Operational Notes for February 2024

Summary:

The attached report summarizes Paratransit's operation for the month of February 2024. The on-time performance for Paratransit in February 2024 was 84.1%, which did not meet the service standard goal of 85%. This shortfall was attributed to unexpected road closures due to weather conditions, along with an increase in trips and passengers. Fiscal-year-to-date, Paratransit has maintained an on-time performance of 89.3%.

Total vehicle miles for February 2024 increased by 1,600 compared to February 2023. Total trips for the month of February 2024 were 9,304 when compared to February 2023, this is an increase of 875 trips or 10.3%.

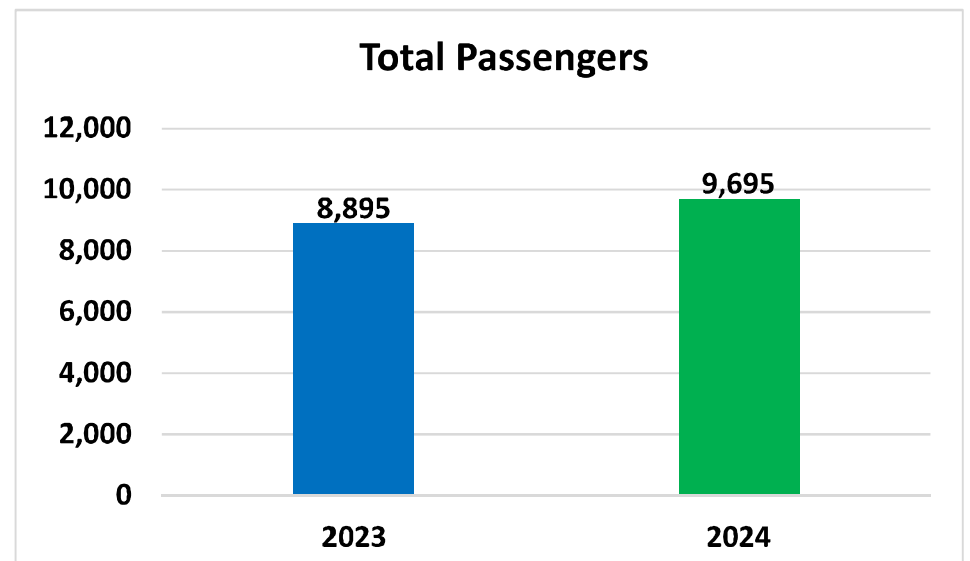
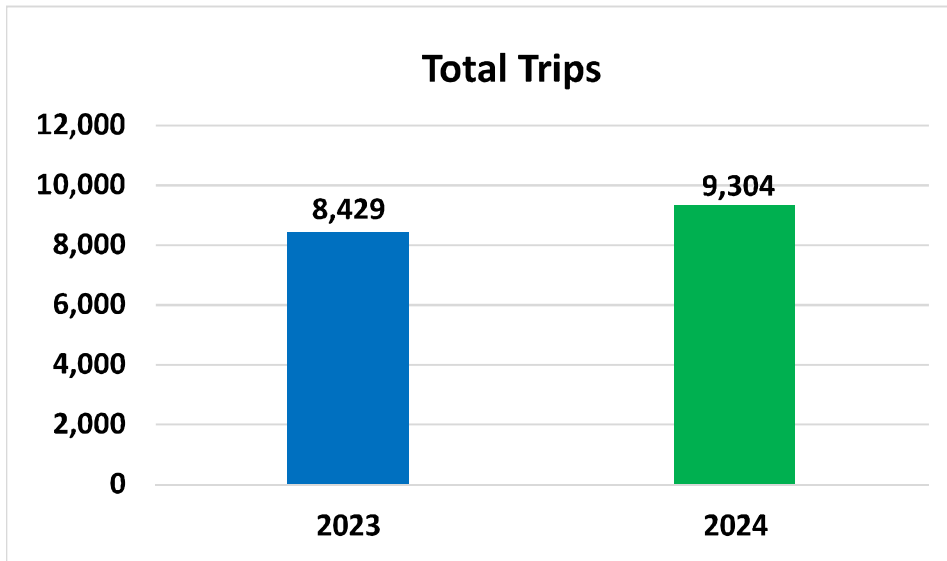
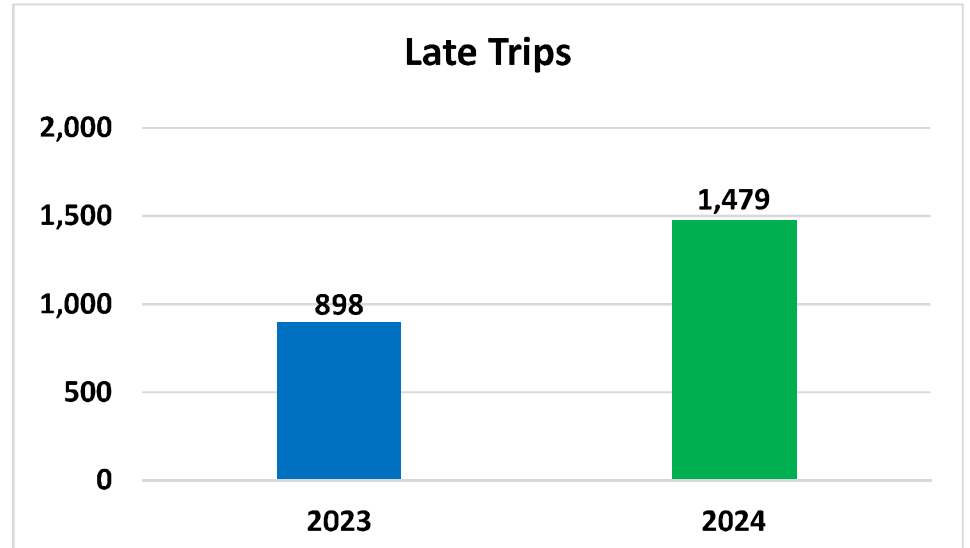
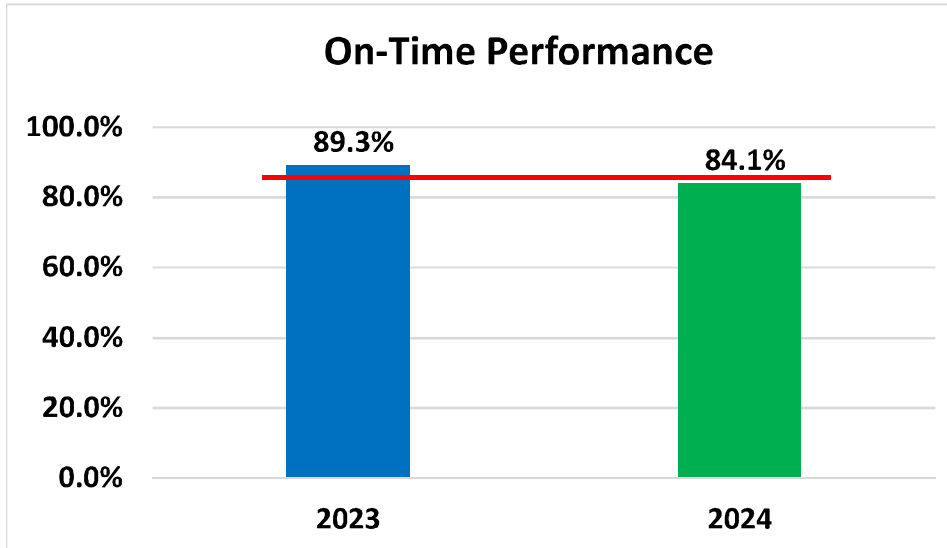
Total passengers for the month of February 2024 were 9,695 when compared to February 2023, this is an increase of 800 passengers or 9.0%. Mobility device boardings for February 2024 decreased by 272 or 15% compared to February 2023. Field Supervisors exceeded their monthly goal of 60 On-Board inspections by 25 and exceeded their goal of 60 Pre-Trip and Trailing Evaluations by 24 evaluations.

Recommendation:

Receive and file.

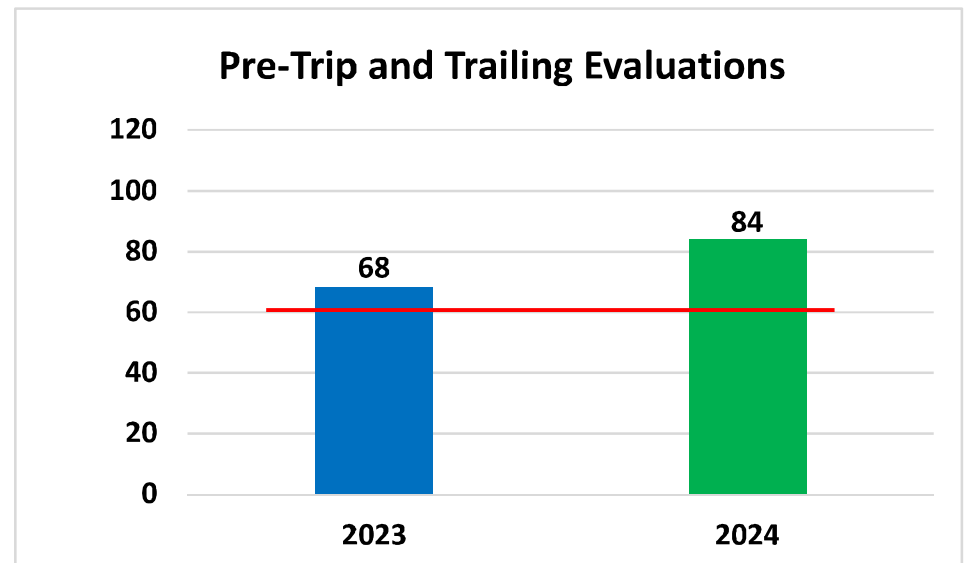
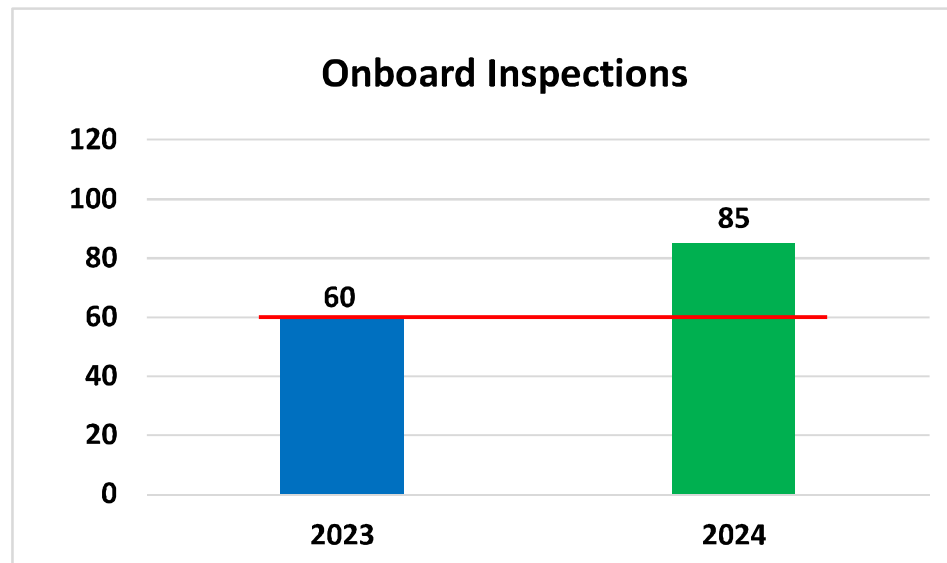
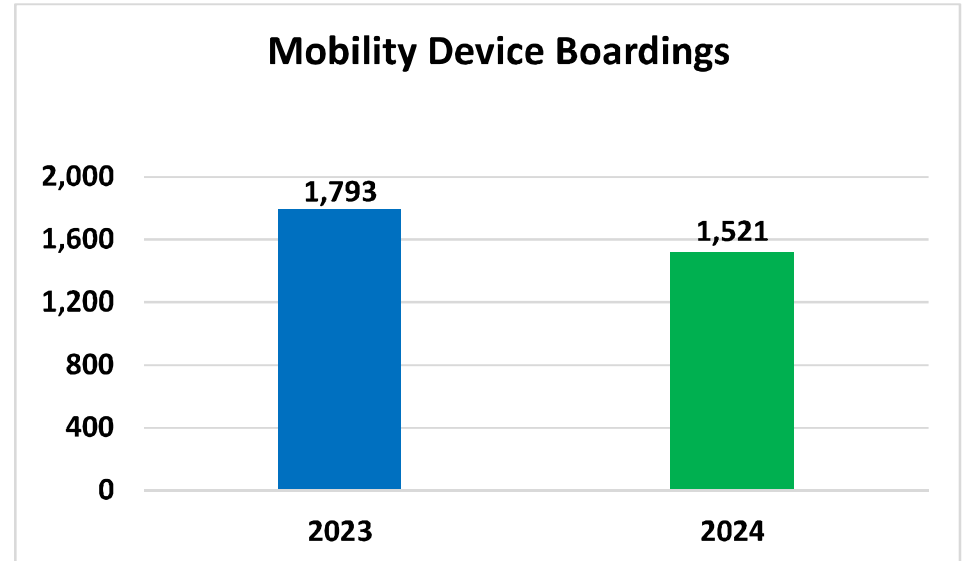
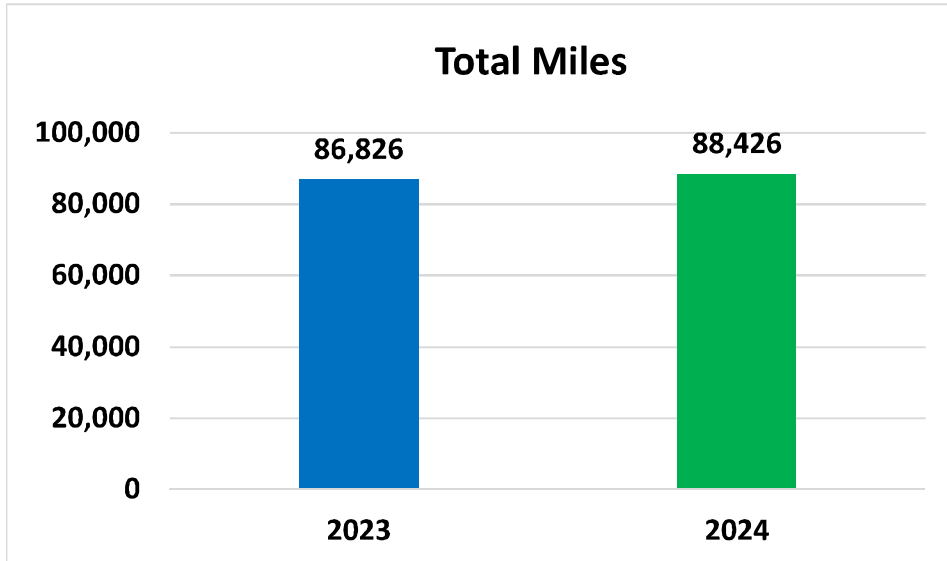
# Paratransit Operational Charts

## February 2023 vs. February 2024



# Paratransit Operational Charts

## February 2023 vs. February 2024



**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: March 27, 2024 **RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Metrics for February 2024

Summary:

The metrics packet includes data highlighting on-time performance, early departures, late departures, late cancellations, operator absences, fixed route customer complaints, paratransit customer complaints, advertising revenue, and system performance. SunRide performance includes system-wide metrics, trip booking method and geo-fence metrics for Desert Hot Springs/Desert Edge, Palm Desert, Coachella, Mecca/North Shore, Indio, Cathedral City, La Quinta and Palm Springs. Included in this packet is ridership data for the mobile ticketing usage of the Token Transit application and the Haul Pass programs with the various High Schools in the Coachella Valley, College of the Desert (COD) and California State University San Bernardino (CSUSB) Palm Desert Campus.

SunRide

- SunRide system-wide was down 6% in February when compared to January 2024, but is up by 146% compared to February 2023.
- Palm Springs saw an increase of 38% in February 2024 over January 2024 and was up 201% over February 2023.
- Mecca/North Shore saw a 40% drop in ridership in February when compared to January. However, ridership is up 82% over February 2023.

Fixed Route

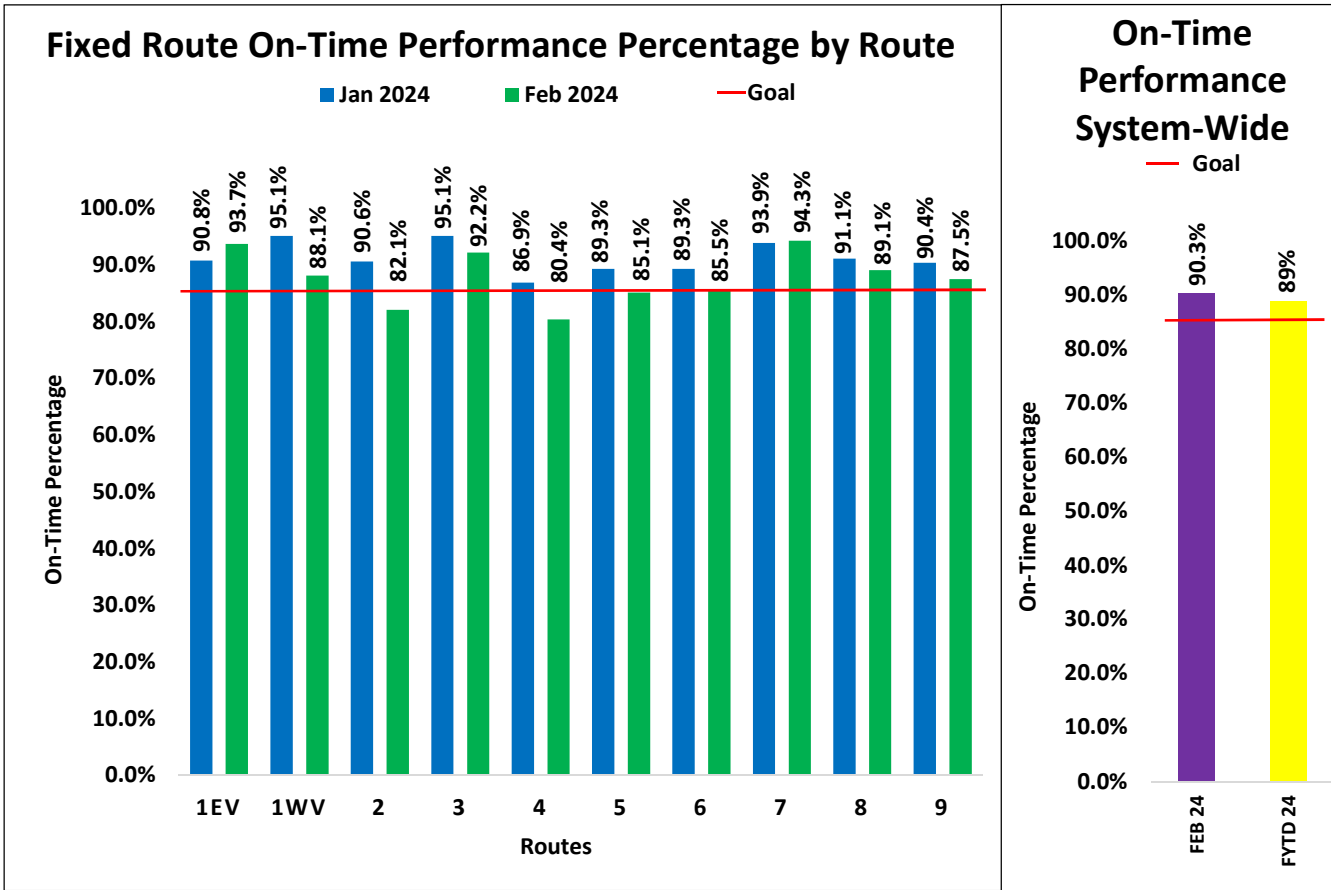
- Fixed route's on-time performance had a decrease of 1.1% from January 2024 at 91.4% to February 2024 at 90.3%. For February, the Agency exceeded the service standard goal of 85%.
- However, Routes 2 & 4 did not meet their service standard goal due to weather increments and road closures at Gene Autry Trl. and Vista Chino wash.
- Late departures had an increase of 3.9% in February 2024, when compared to the previous month.

- Early departures had a decrease of 0.1% in February 2024, when compared to the previous month.
- For February 2024, 22% of SunLine's fixed route operator workforce was absent when compared to February 2023 at 23%.
- For February 2024, the workforce was at a total of 144 operators when compared to February 2023 at 134 operators.

Recommendation:

Receive and file.





On-Time: When a trip departs a time point within a range of zero (0) minutes early to five (5) minutes late.

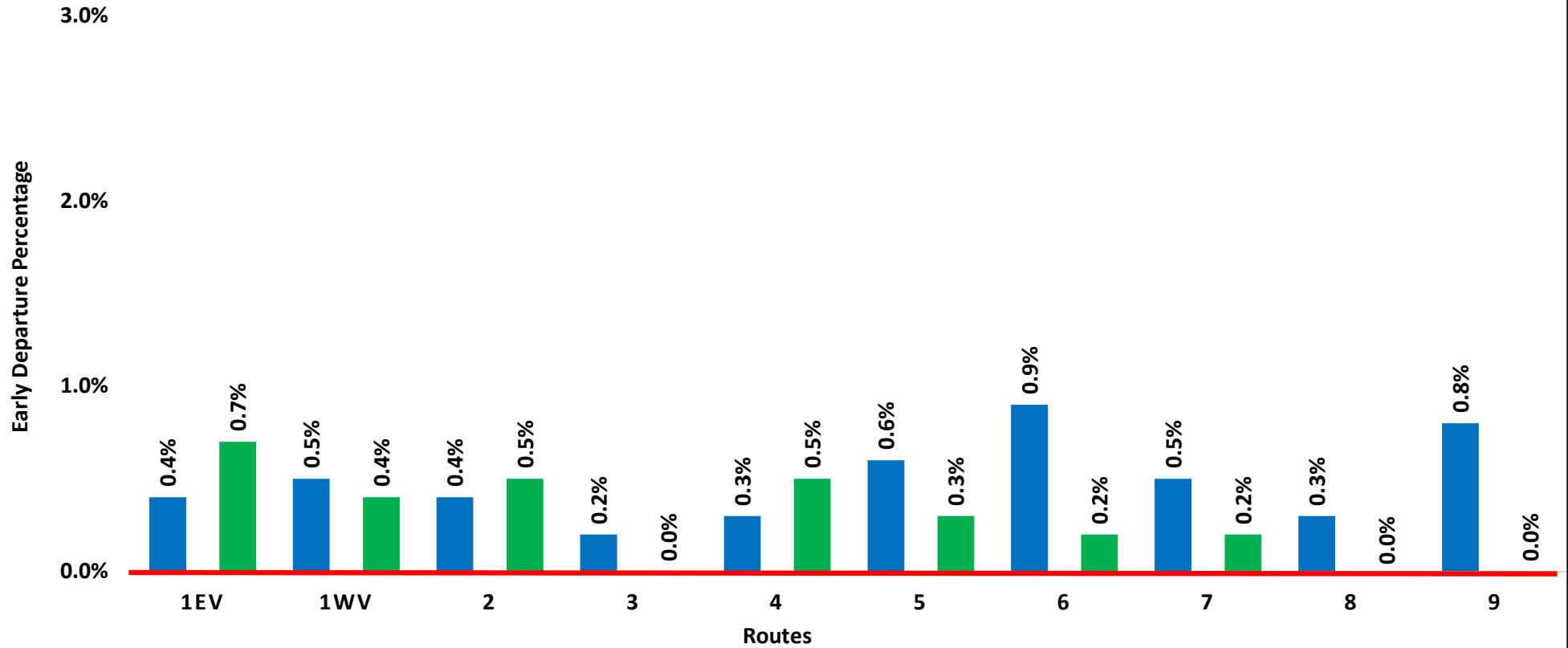
Goal: Minimum target for On-Time Performance is 85%.

Note: For the month of February 2024, the Agency's on-time performance was at 90.3% when compared to February 2023 at 75.6%. This is an increase of 14.7%.

## Fixed Route Early Departure Percentage by Route

■ Jan 2024

■ Feb 2024

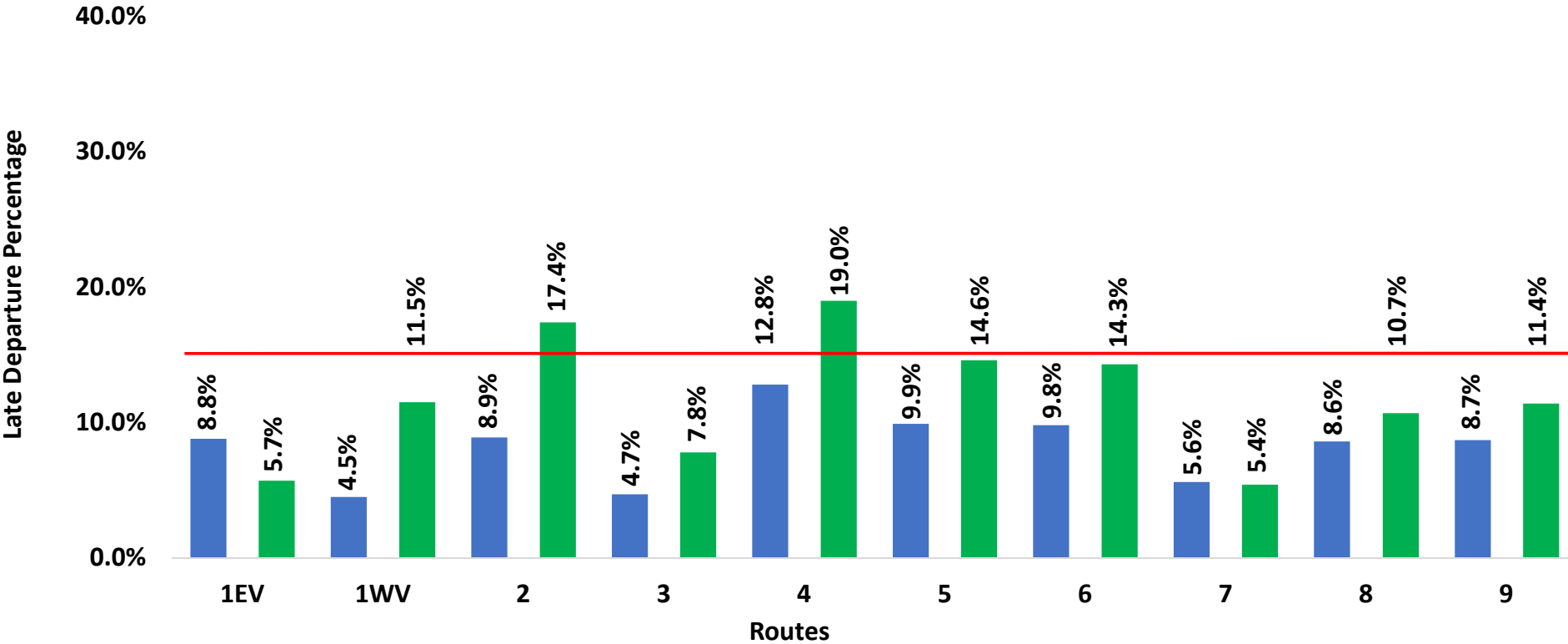


Early Departure: When a bus leaves a time point ahead of the scheduled departure time.

Goal: To reduce early departures to 0%.

# Fixed Route Late Departure Percentage by Route

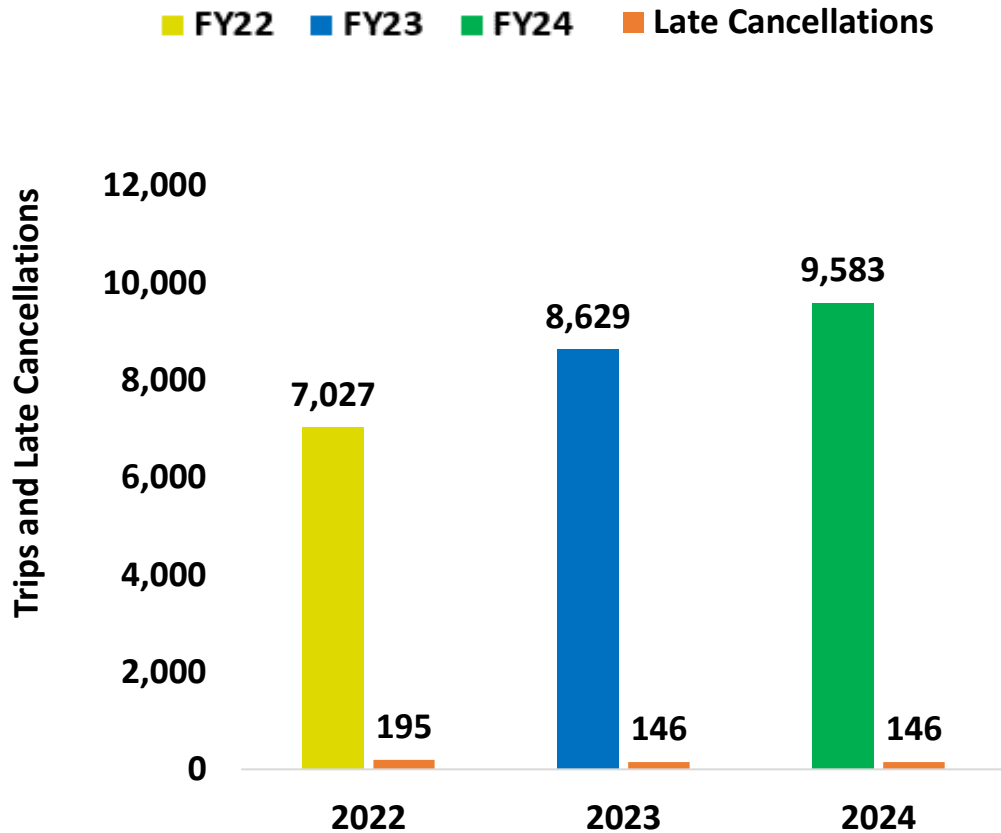
Jan 2024    Feb 2024    Goal



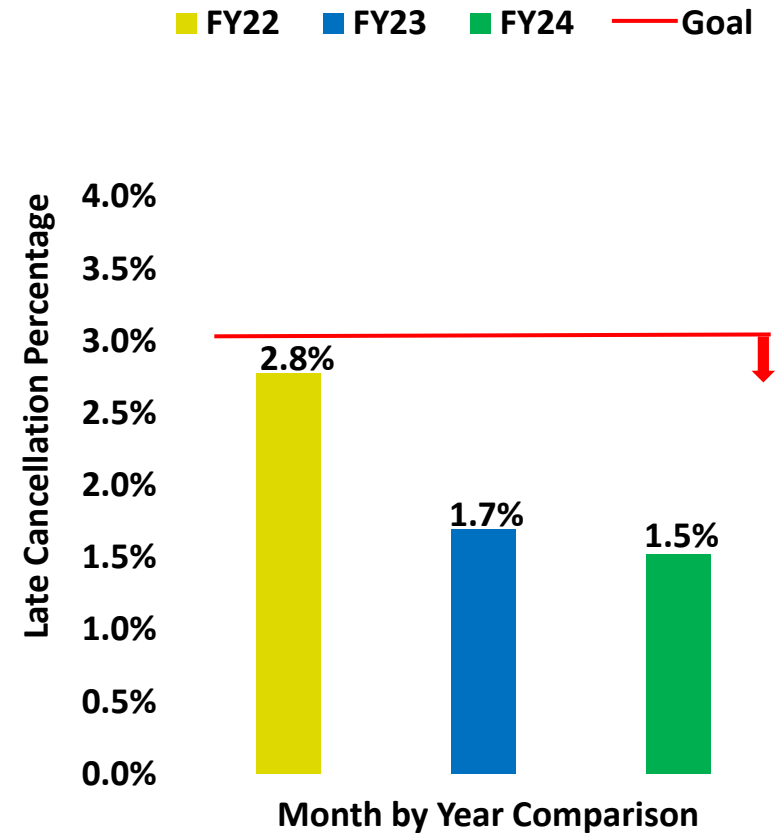
Late Departure: When a bus leaves a time point after the scheduled departure time and the route is running late with a departure greater than five (5) minutes.

Goal: To ensure late departures remain below 15%.

## Paratransit Total Trips vs. Late Cancellations January



## Late Cancellations by Percentage



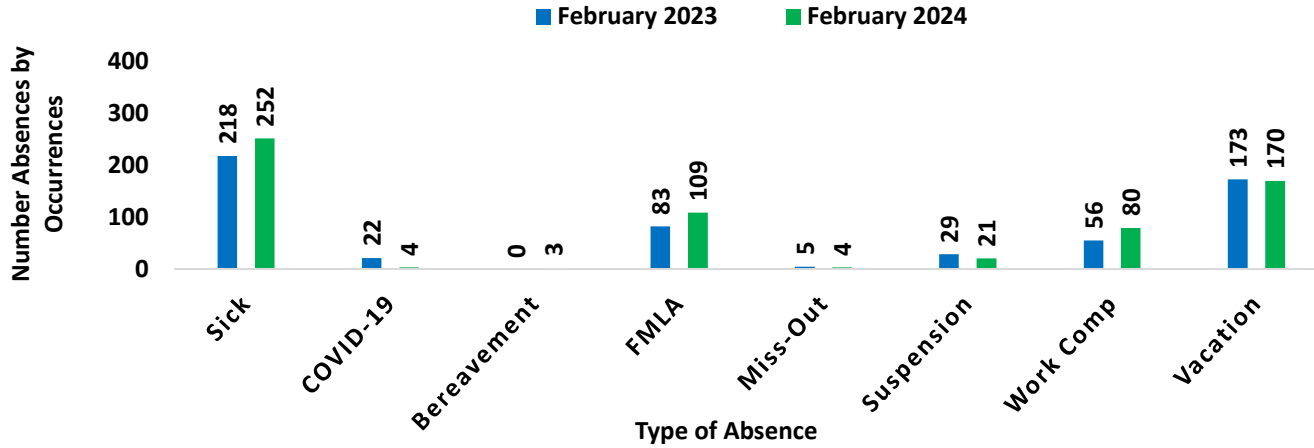
Trip: A one-way trip booked by the rider. A round trip is counted as two (2) trips.

Late Cancellation: A trip for which a rider cancels two (2) hours or less before the scheduled pick-up time.

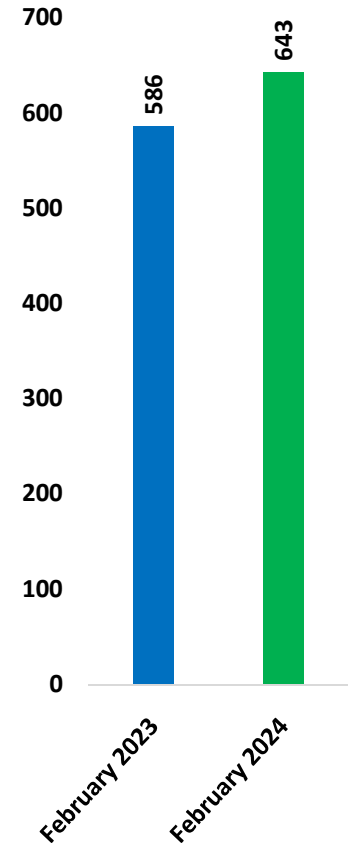
Goal for Late Cancellations: 3% or below.

Total Trips: Total one-way trips completed.

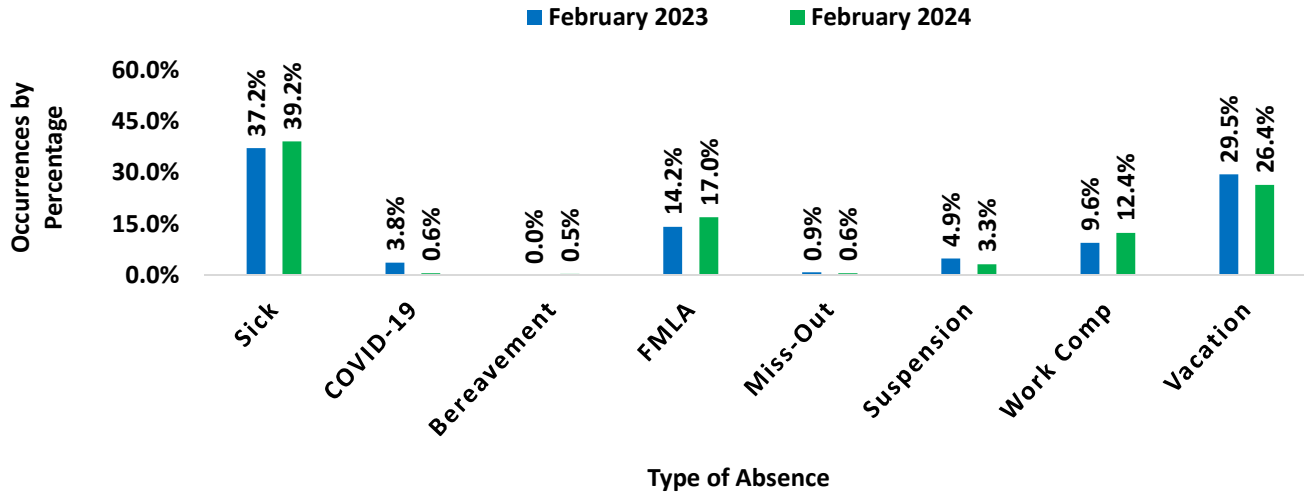
### Fixed Route Operator Absence by Type



### Fixed Route Total Absence Occurrences

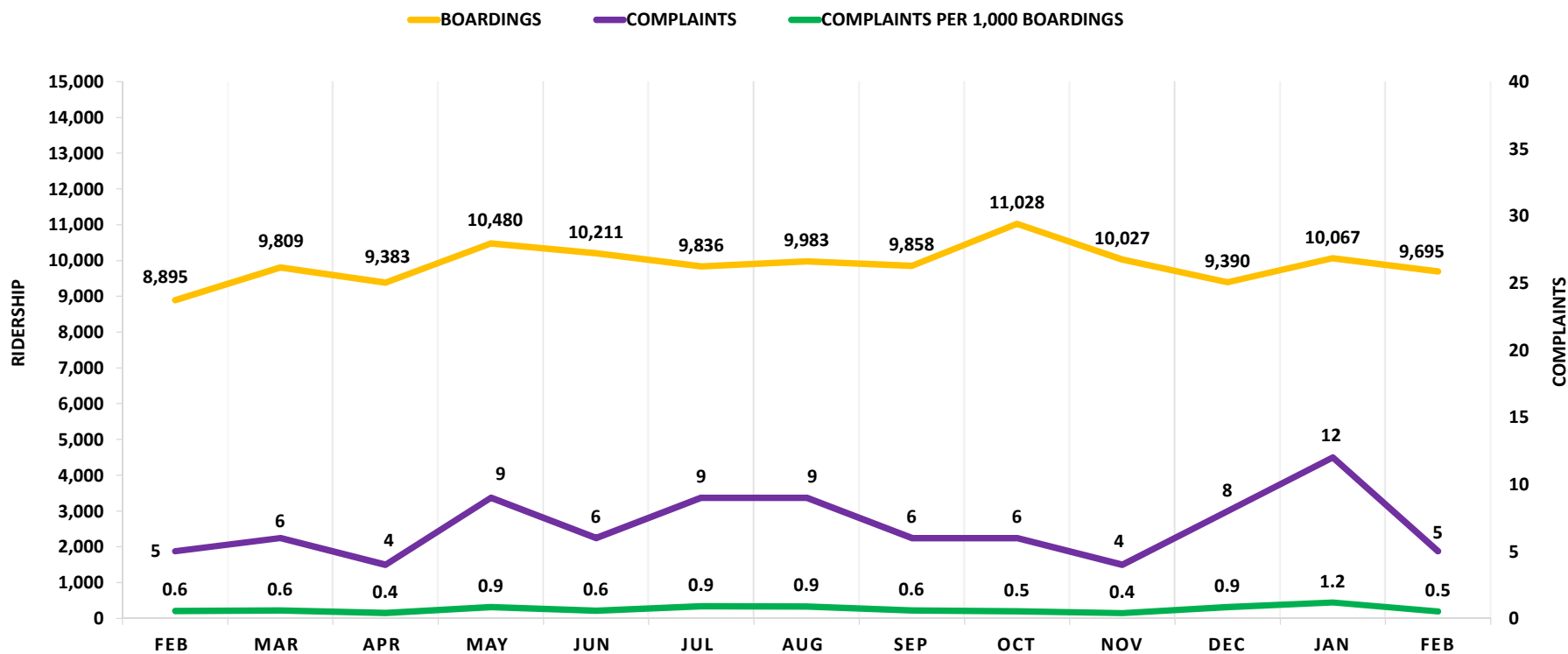


### Fixed Route Operator Absence Type by Percentage



This chart includes unplanned/unscheduled and COVID-19 absences for Fixed Route drivers. For the month of February 2024, 22% of SunLine's fixed route operator workforce was absent when compared to February 2023 at 23%. For the month of February 2024, workforce was at a total of 145 operators when compared to February 2023 at 134 operators.

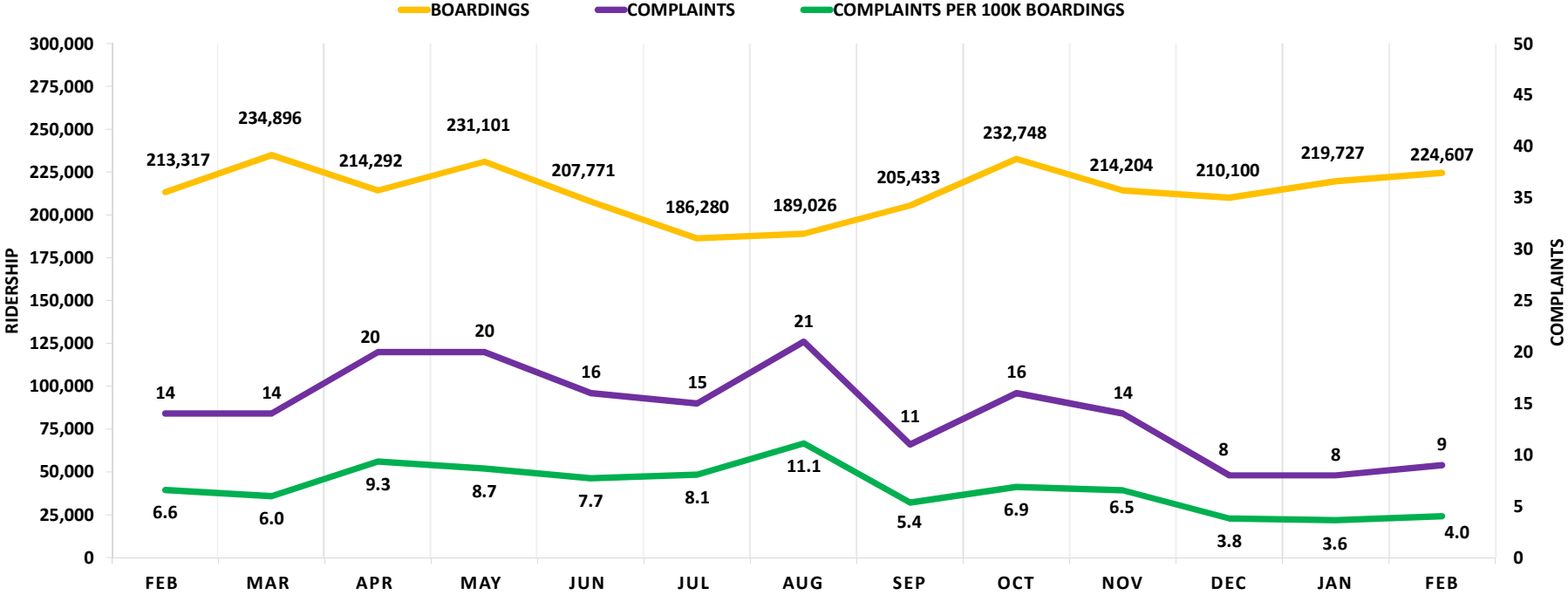
## Paratransit Customer Complaints February 2023 to February 2024



This chart represents the total number of boardings and valid complaints, as well as the number of valid complaints per 1,000 boardings for the paratransit service.

For the month of February, 99.95% of our total boardings did not receive a complaint.

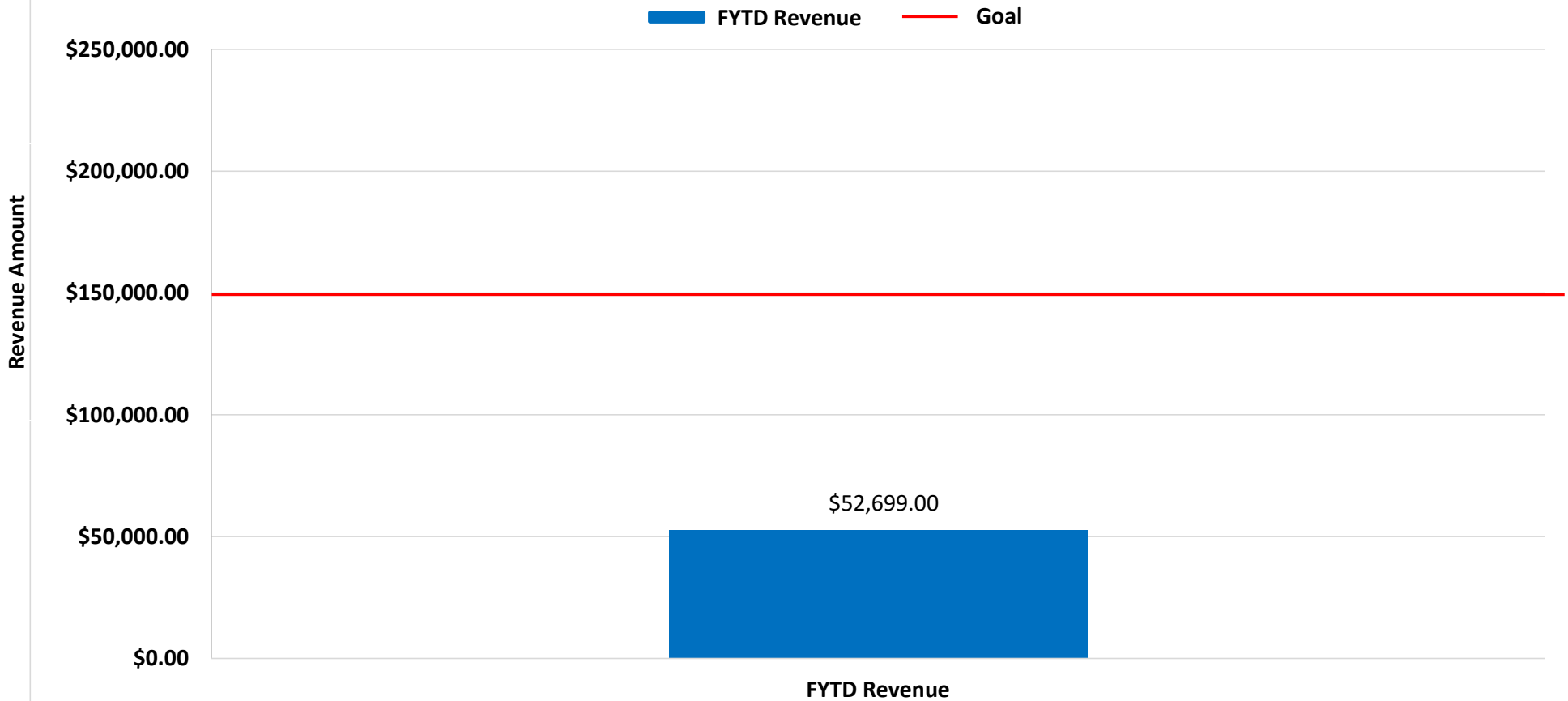
## Fixed Route Customer Complaints February 2023 to February 2024



This chart represents the number of boardings and total valid complaints, as well as the number of valid complaints per 100,000 boardings for the fixed route system.

For the month of February, 99.99% of our total boardings did not receive a complaint.

### Advertising Revenue FYTD Revenue vs. Yearly Goal January 2024



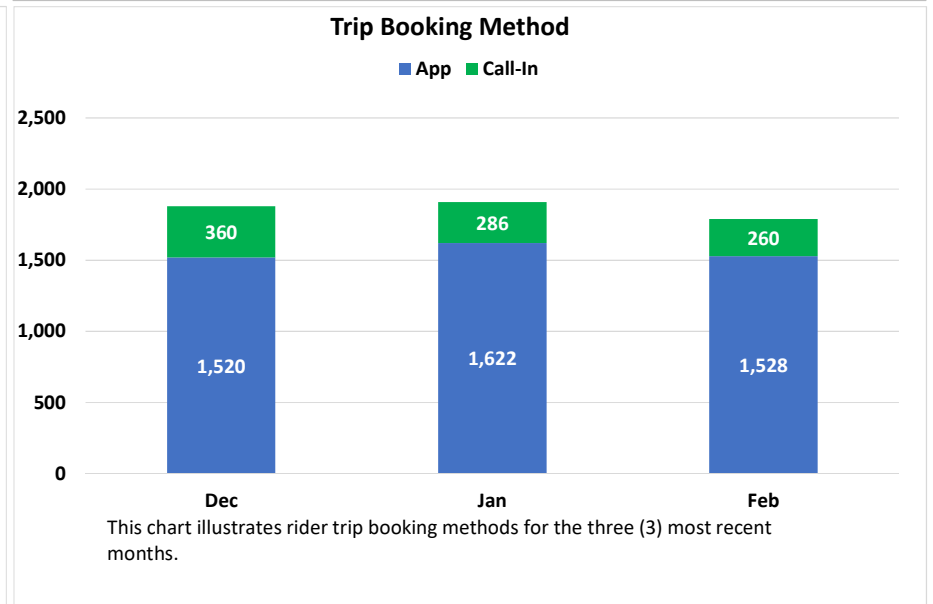
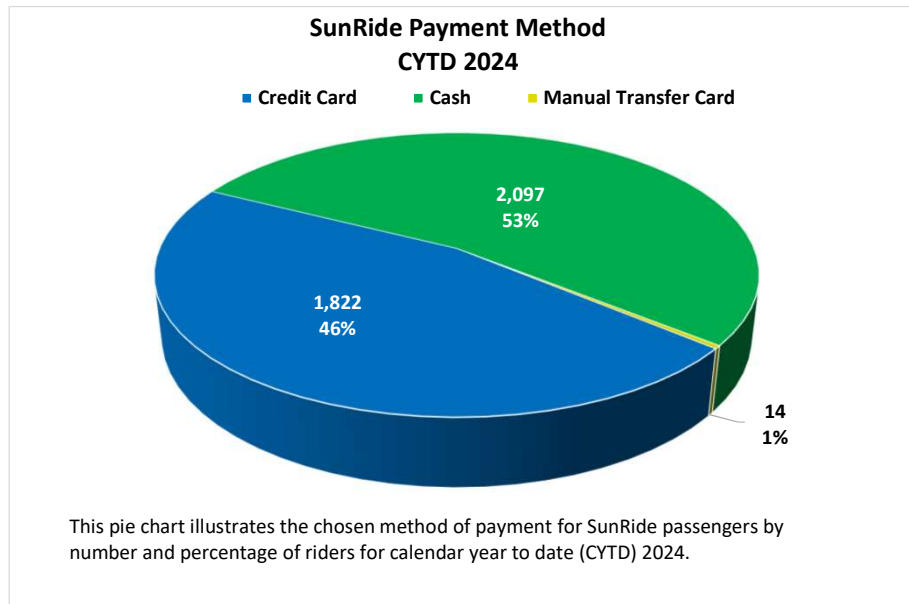
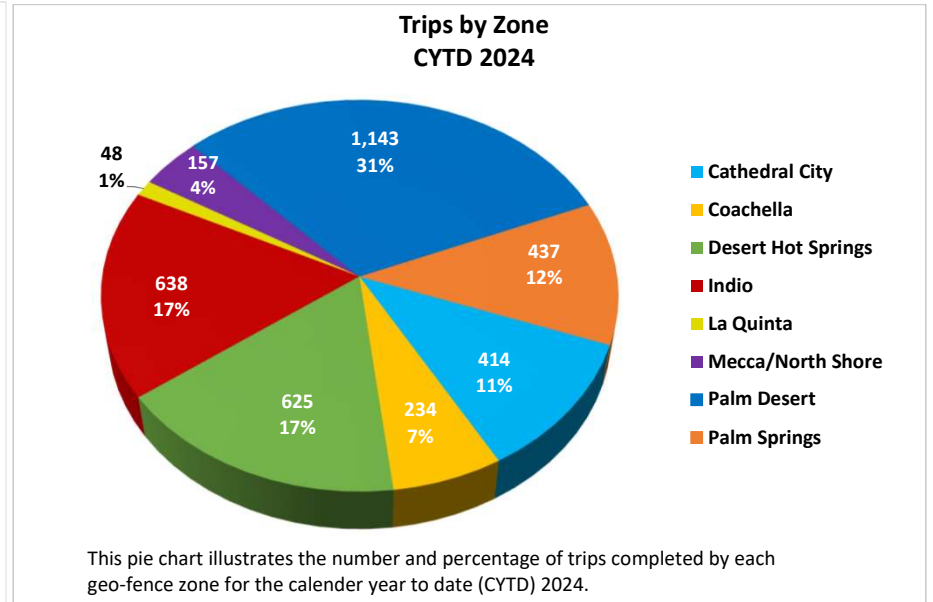
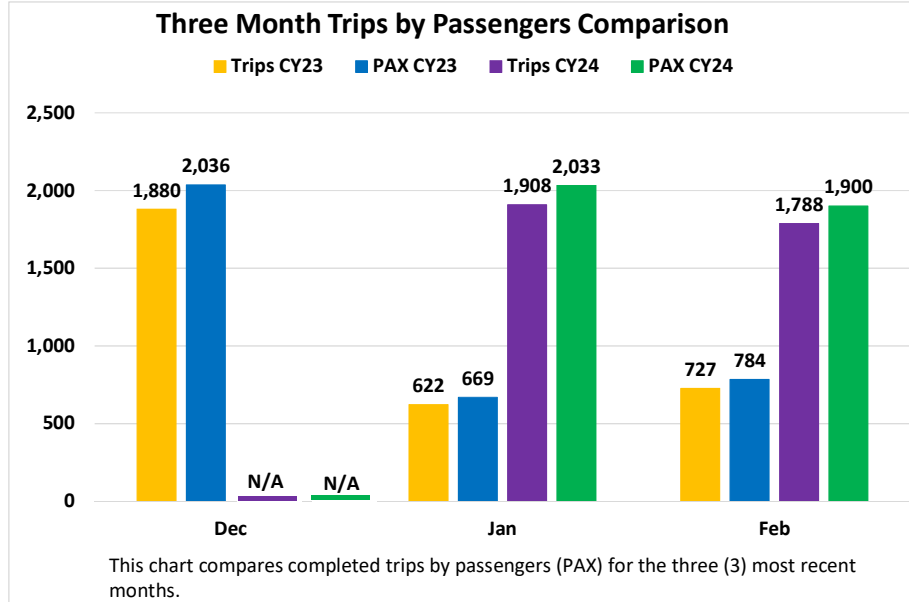
Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. The graph tracks FYTD revenue versus our yearly goal. The yearly goal for FY24 is \$150,000 (*advertising revenues follow Finance Department reporting from the previous two (2) months*).



## SunRide System-Wide Metrics CYTD 2024

**Total Completed Trips: 3,696**

**Total Number of Passengers: 3,933**

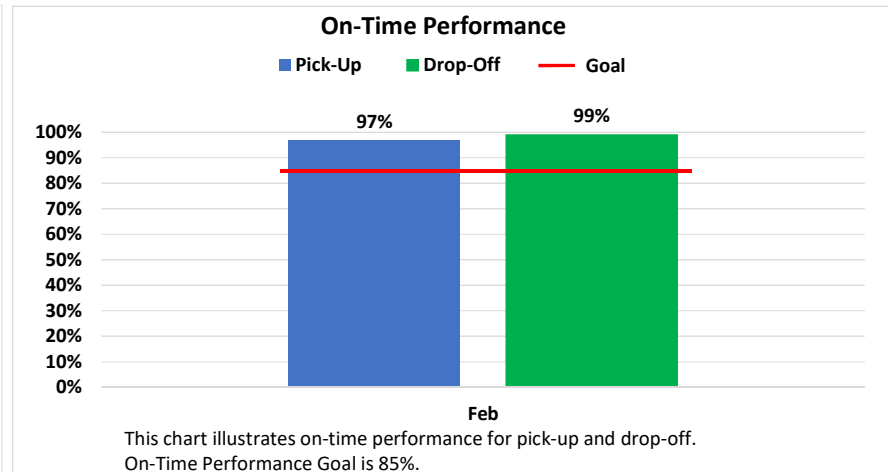
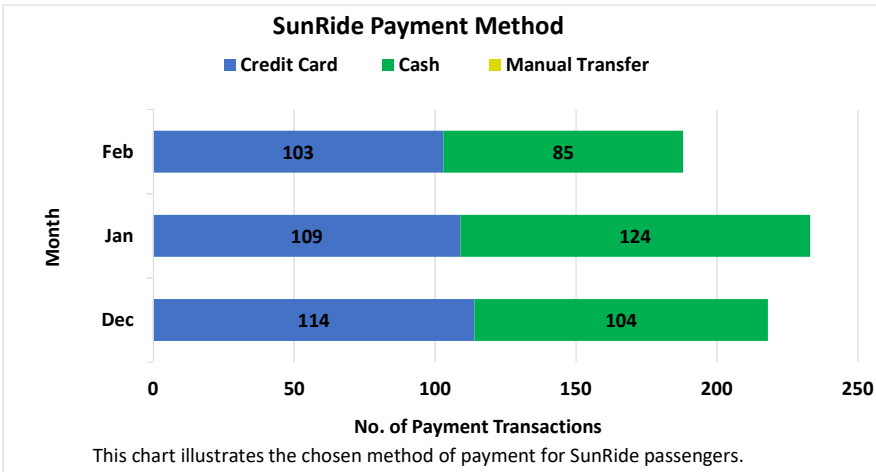
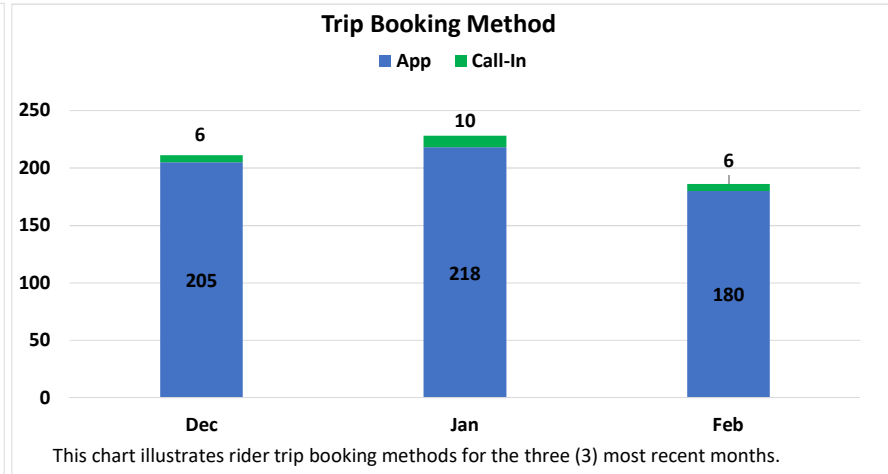
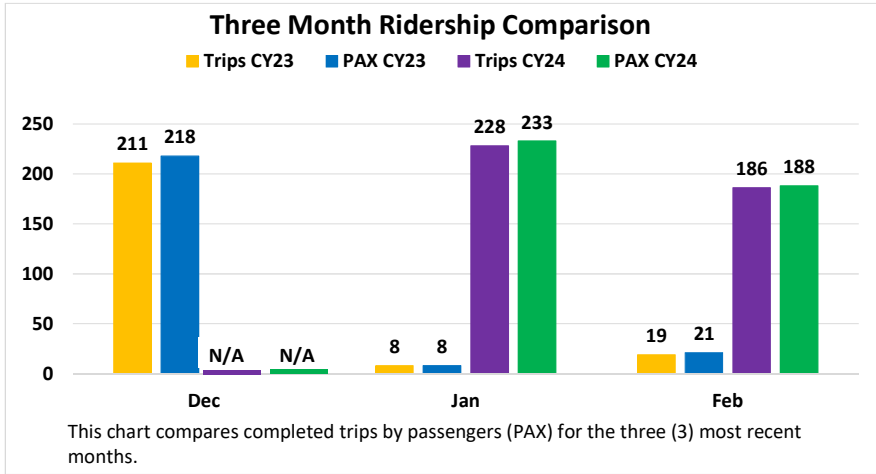


**Percentage of Trips System-wide as Ridesharing: 28%.**  
 [Based on No. of Shared Rides for the month (507) divided by Total Trips Completed (1,788)].

## Cathedral City Geo-Fence Metrics CYTD 2024

**Total Completed Trips: 414**

**Total Number of Passengers: 421**



**Percentage of Trips as Ridesharing: Six (6) percent.**  
 [Based on No. of Shared Rides for the month (11) divided by Total Trips Completed (186).]

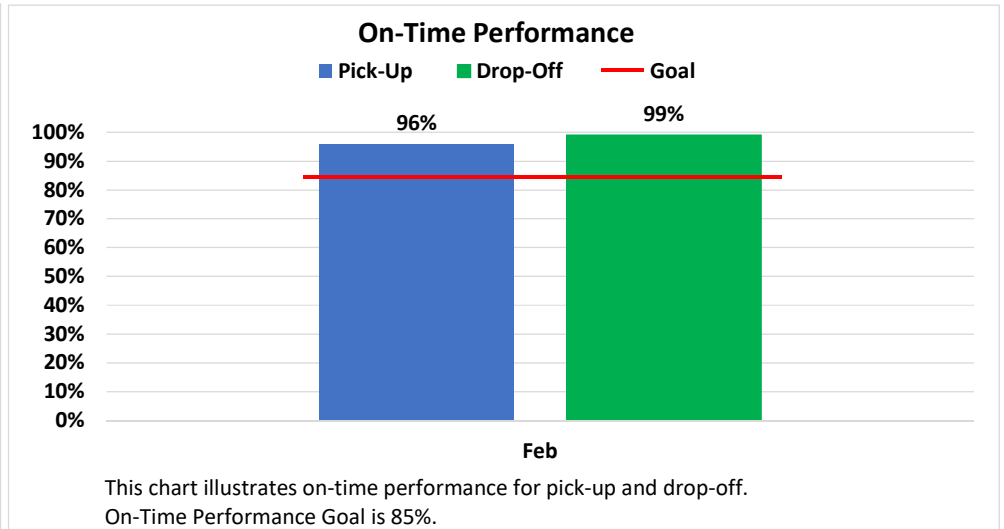
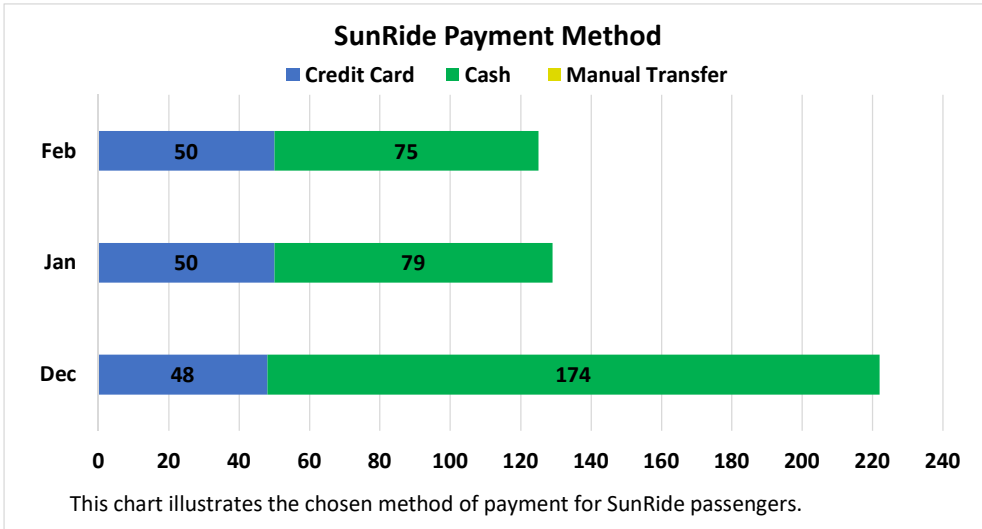
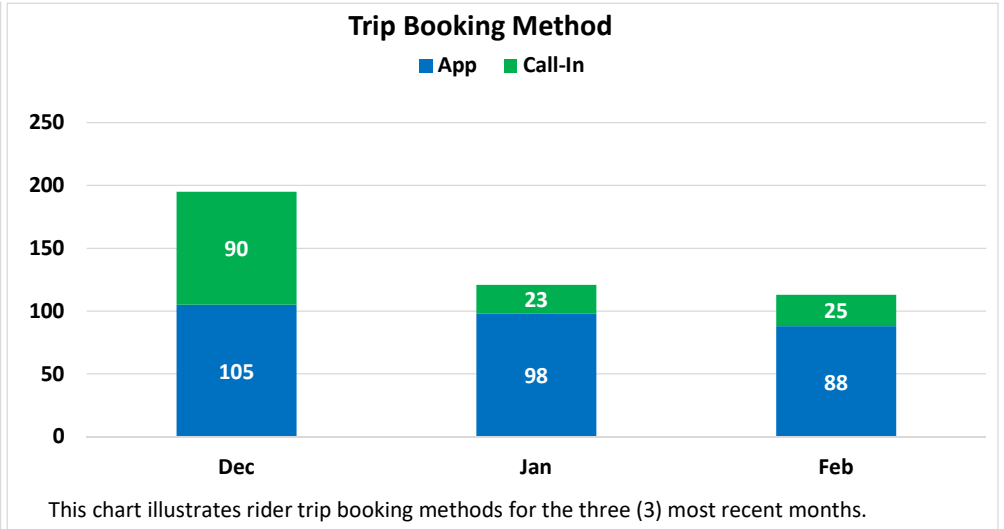
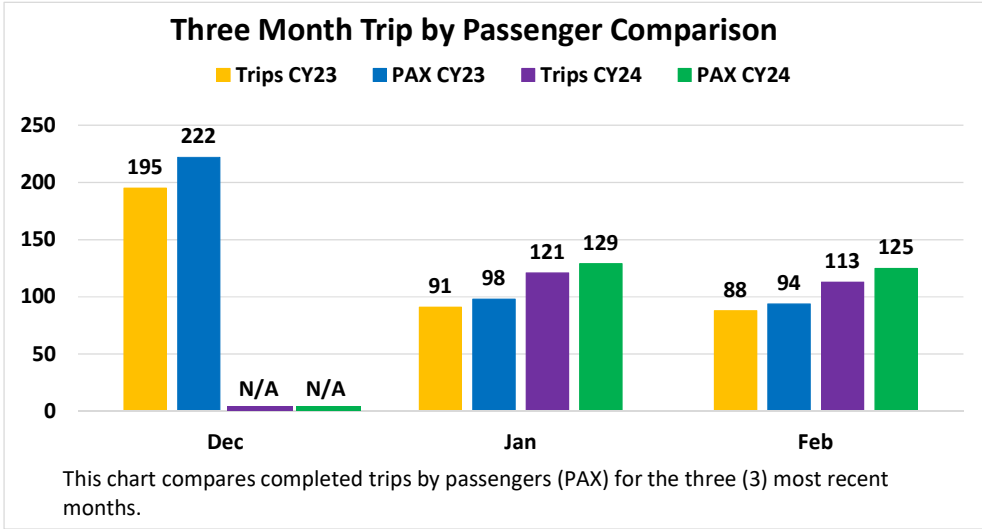
**Customer Satisfaction Rating**  
 Avg. rider trip rating 5.0  
 Goal: 4.5

**EXCEEDS GOAL**

## Coachella Geo-Fence Metrics CYTD 2024

**Total Completed Trips: 234**

**Total Number of Passengers: 254**



**Combined Zone: Coachella-Indio-LaQuinta**  
**Percentage of Trips as Ridesharing: 15%.**  
 [Based on No. of Shared Rides for the month (69) divided by Total Trips Completed (448).]

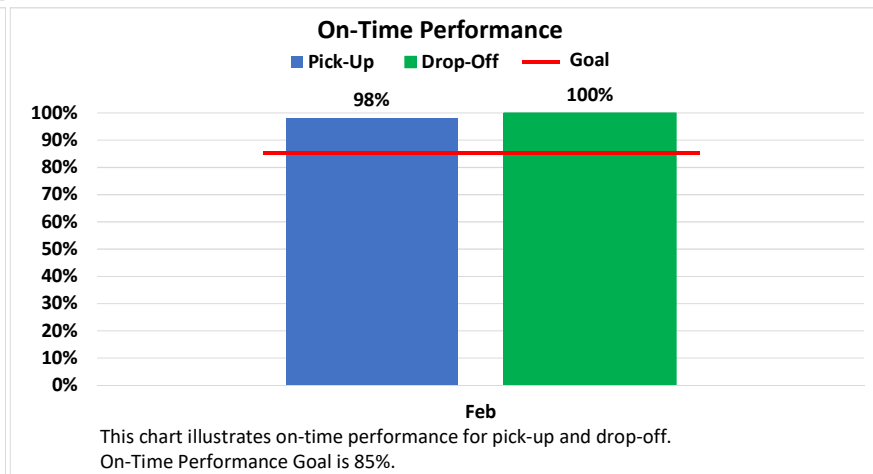
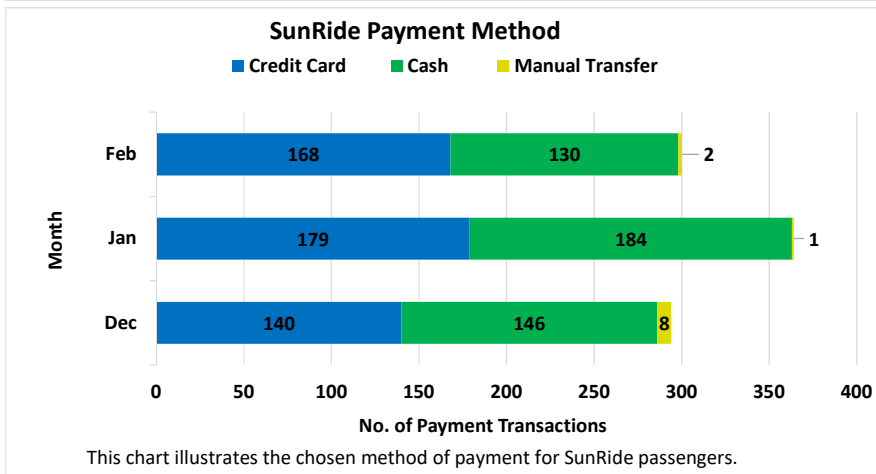
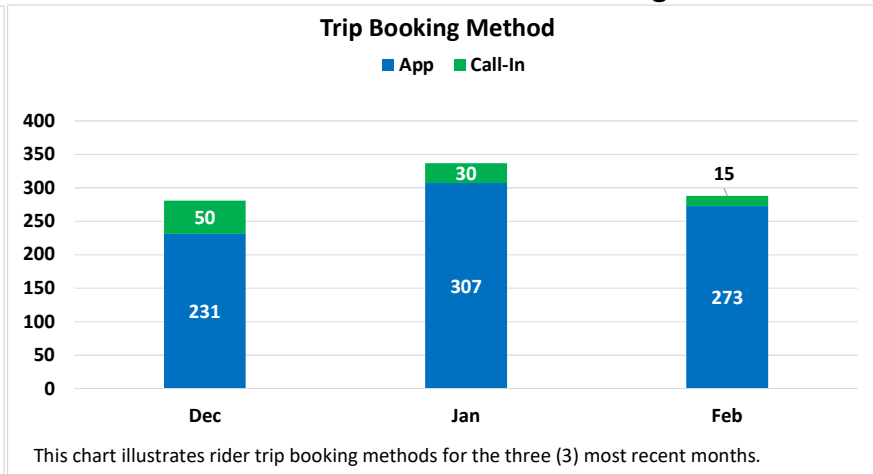
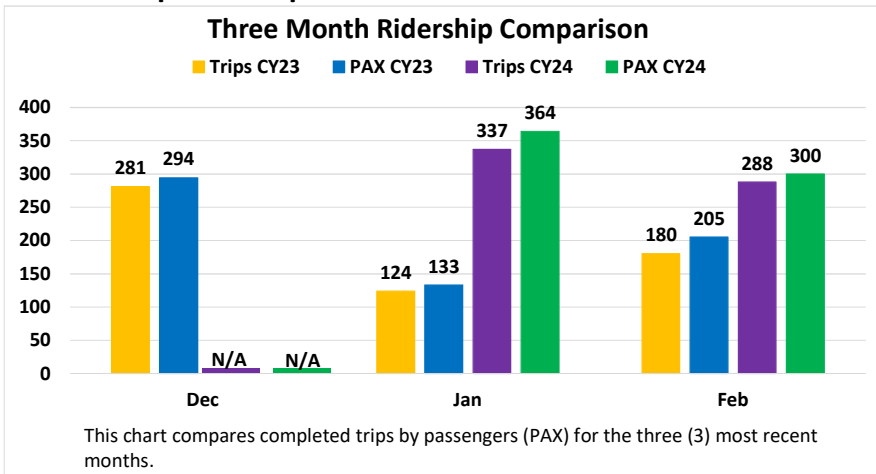
**Customer Satisfaction Rating**  
 Avg. rider trip rating: 5.0  
 Goal: 4.5

**EXCEEDS GOAL!**

## Desert Hot Springs/Desert Edge Geo-Fence Metrics CYTD 2024

**Total Completed Trips: 625**

**Total Number of Passengers: 664**



**Percentage of Trips as Ridesharing: 40%.**  
 [Based on No. of Shared Rides for the month (116) divided by Total Trips Completed (288).]

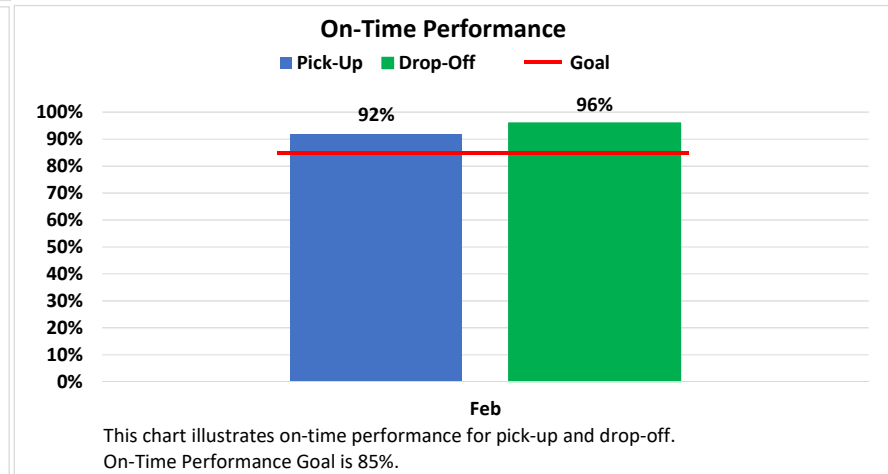
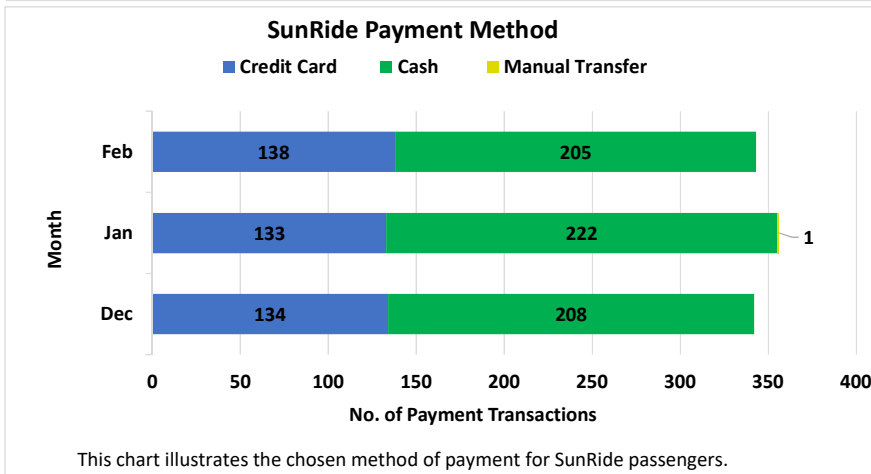
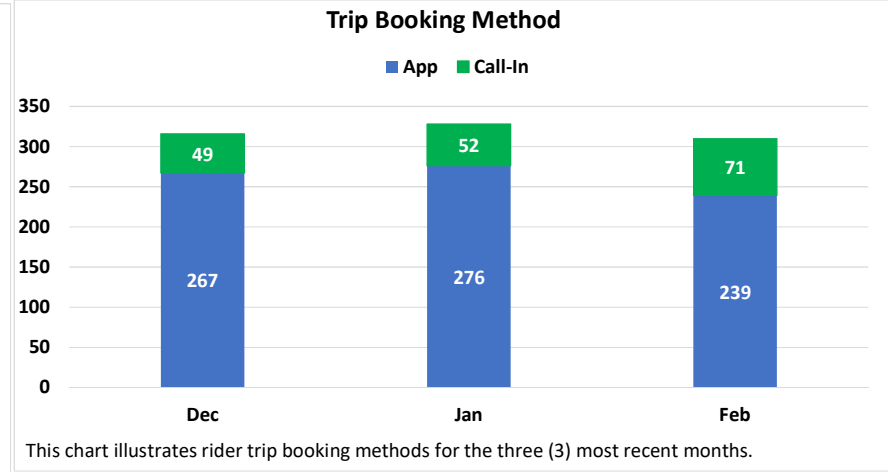
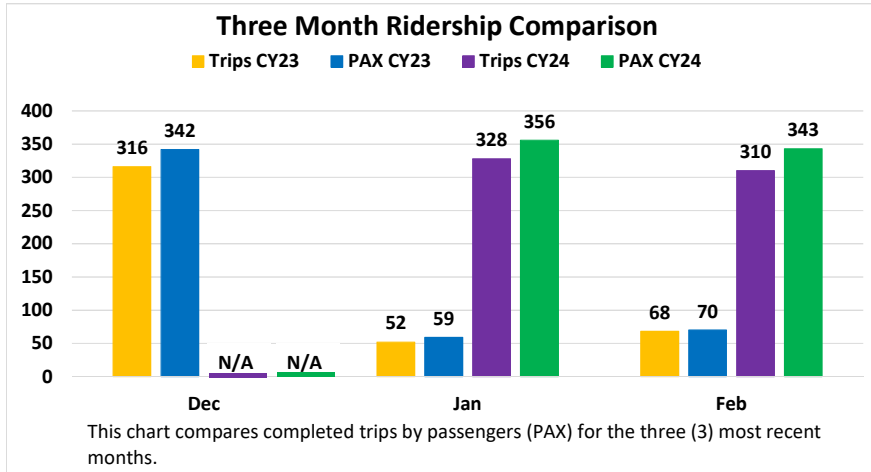
**Customer Satisfaction Rating**  
 Avg. rider trip rating 5.0  
 Goal: 4.5



## Indio Geo-Fence Metrics CYTD 2024

**Total Completed Trips: 638**

**Total Number of Passengers: 699**



**Combined Zone: Coachella-Indio-LaQuinta**  
**Percentage of Trips as Ridesharing: 15%.**  
 [Based on No. of Shared Rides for the month (69) divided by Total Trips Completed (448).]

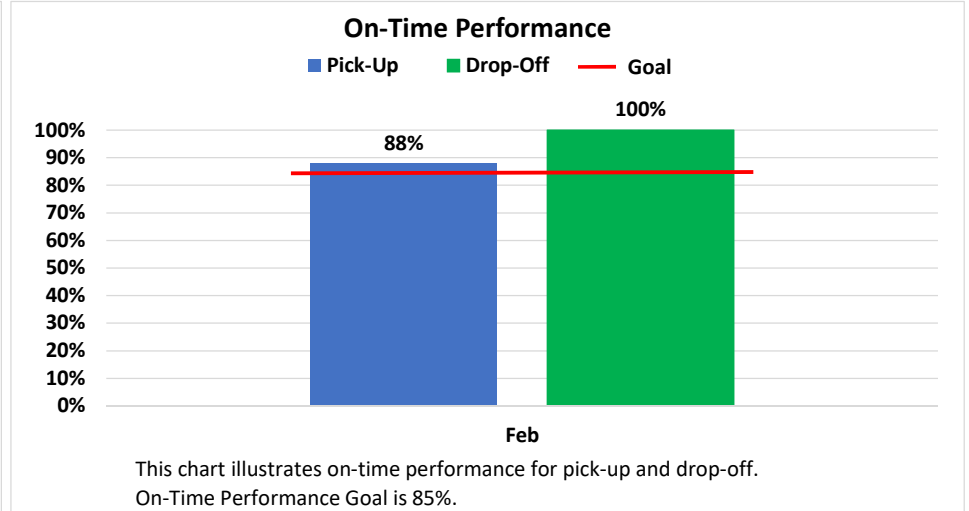
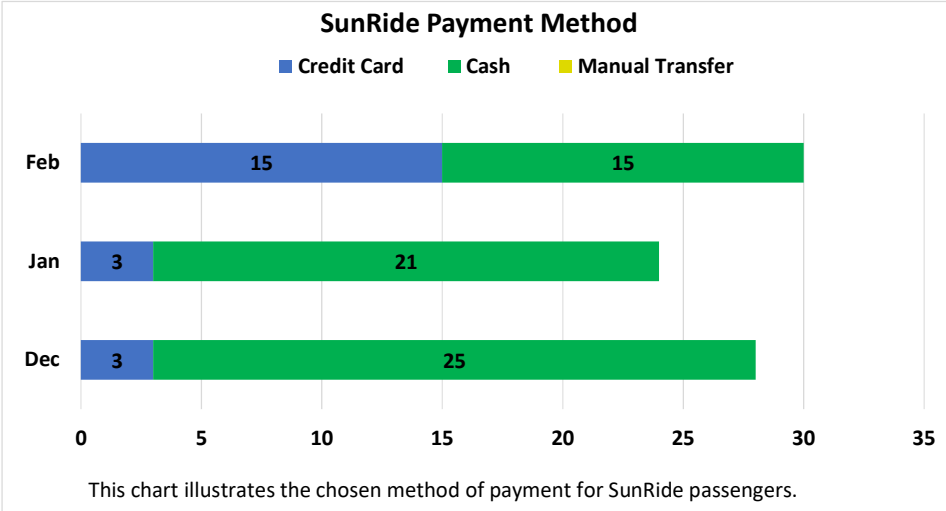
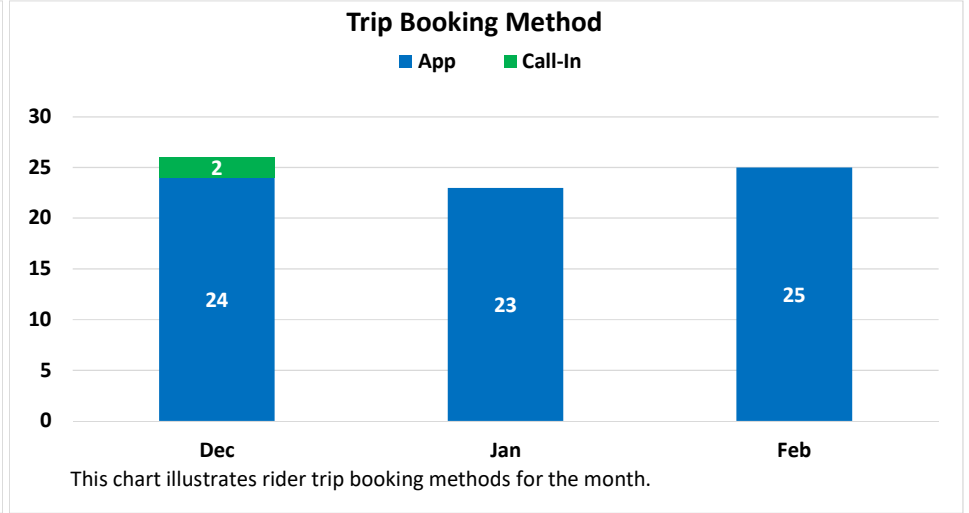
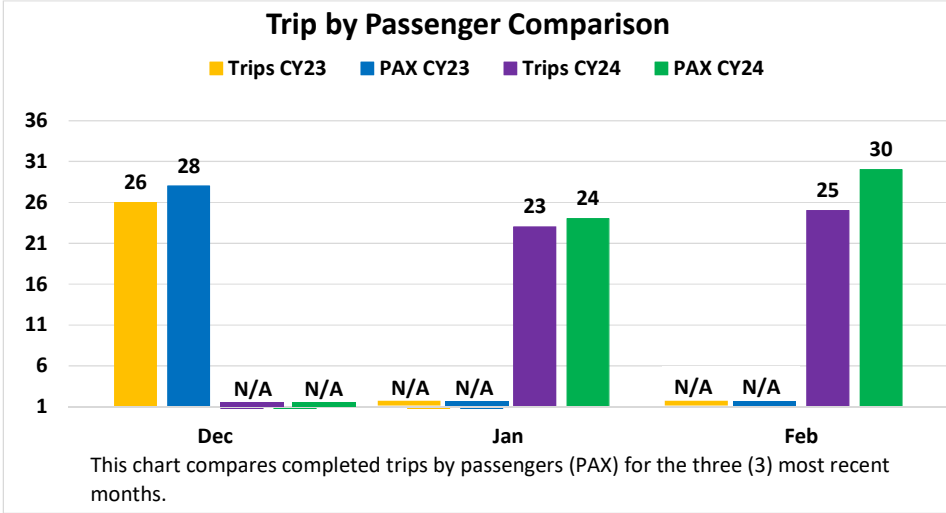
**Customer Satisfaction Rating**  
 Avg. rider trip rating 4.7  
 Goal: 4.5



## La Quinta Geo-Fence Metrics CYTD 2024

**Total Completed Trips: 48**

**Total Number of Passengers: 54**



**Combined Zone: Coachella-Indio-LaQuinta**

**Percentage of Trips as Ridesharing: 15%.**

[Based on No. of Shared Rides for the month (69) divided by Total Trips Completed (448).]

**Customer Satisfaction Rating**

Avg. rider trip rating: 5.0

Goal: 4.5

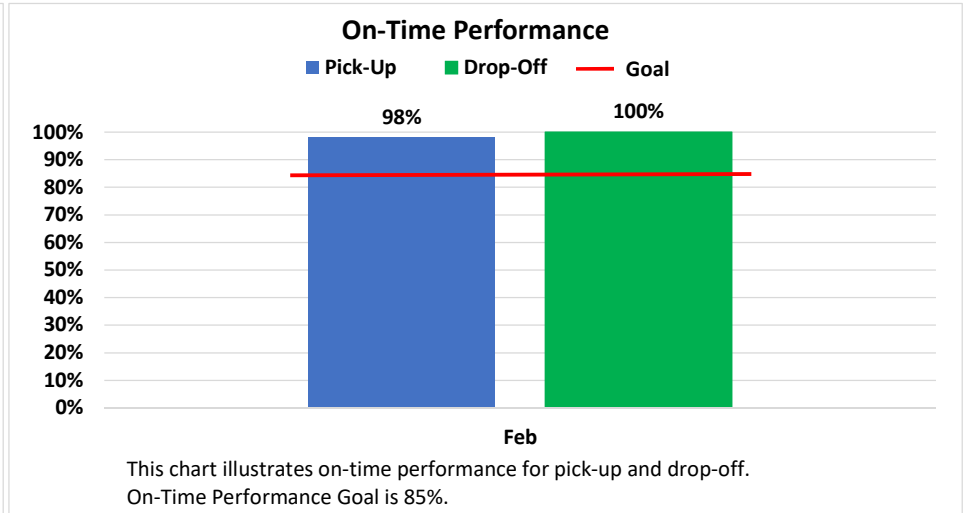
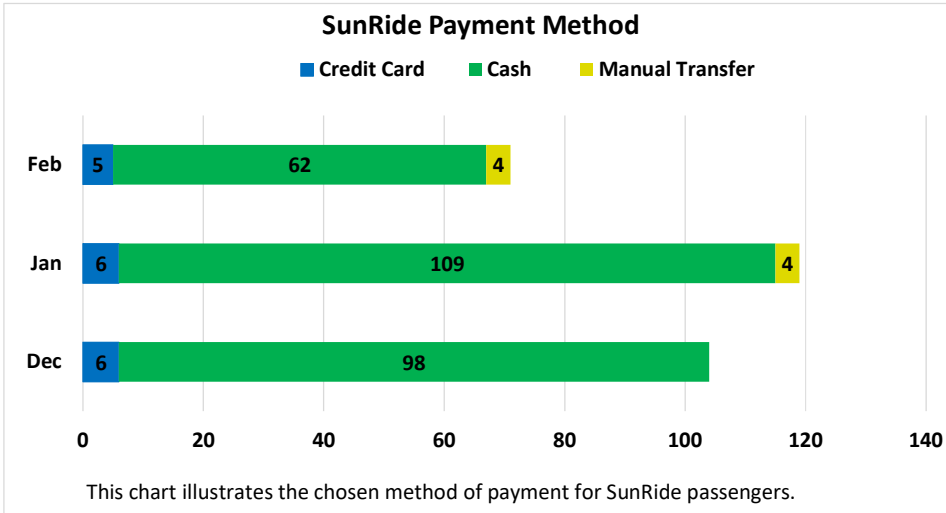
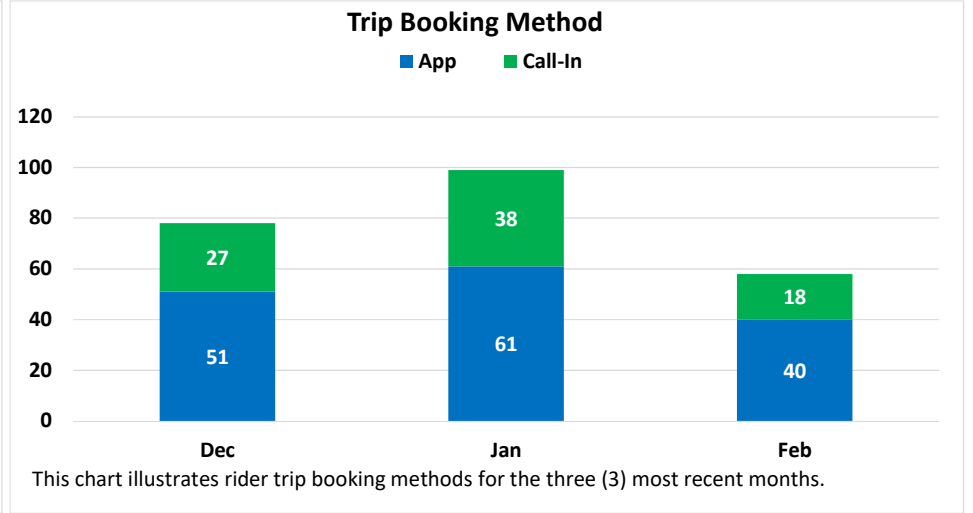
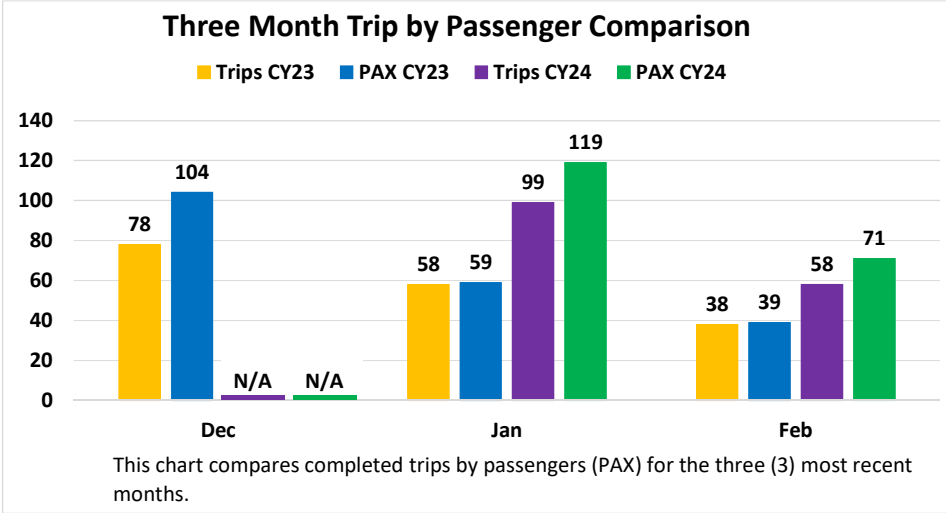


**Exceeds Goal**

## Mecca/North Shore Geo-Fence Metrics CYTD 2024

**Total Completed Trips: 157**

**Total Number of Passengers: 190**



**Percentage of Trips as Ridesharing: Three (3) percent.**  
 [Based on No. of Shared Rides for the month (2) divided by Total Trips Completed (58).]

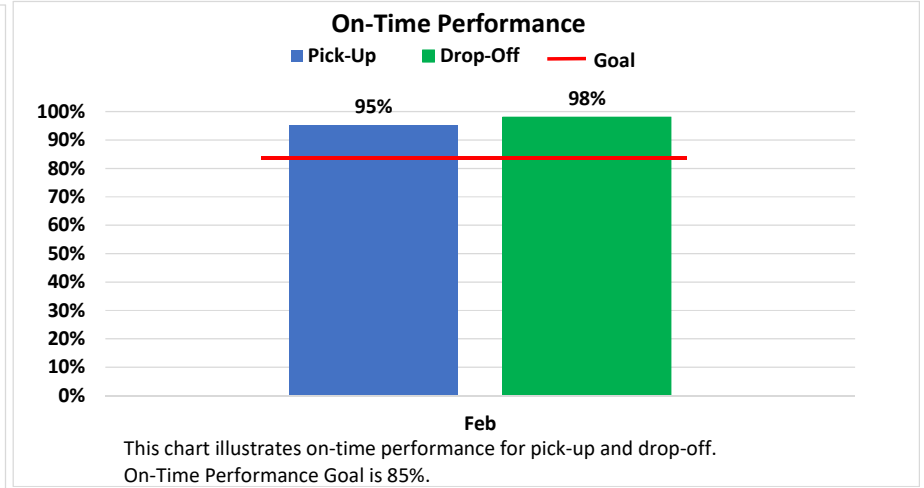
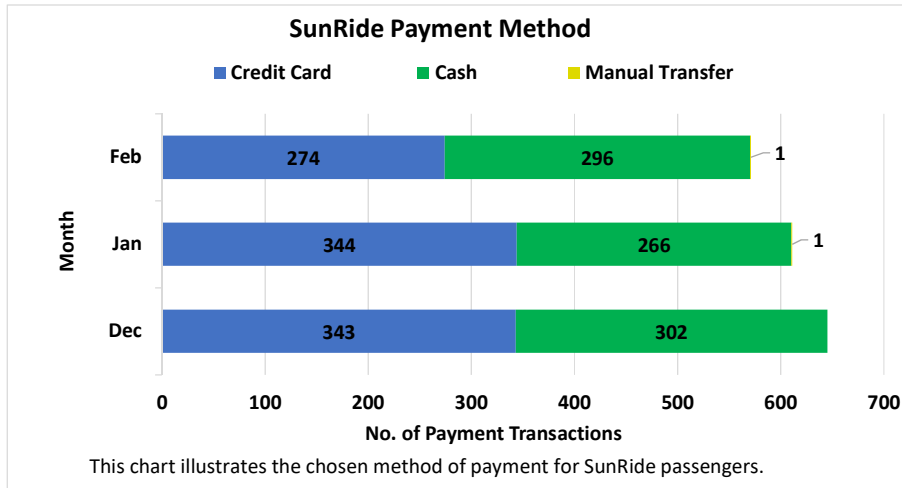
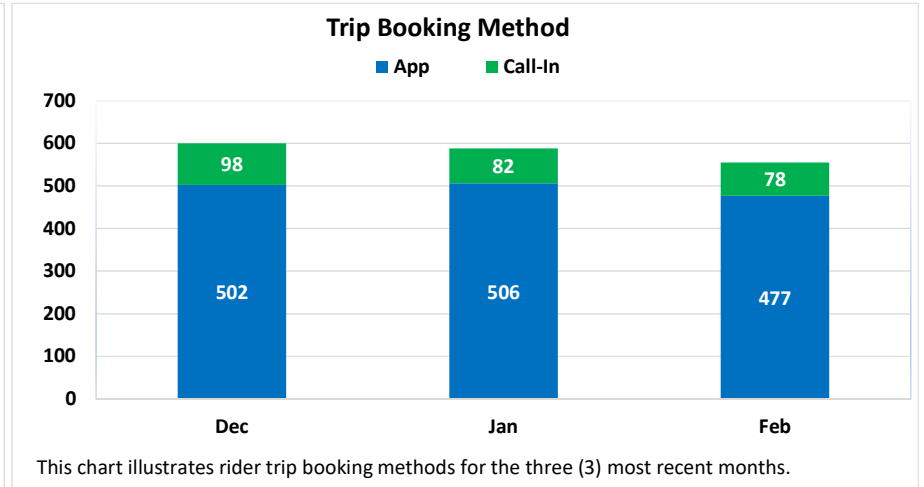
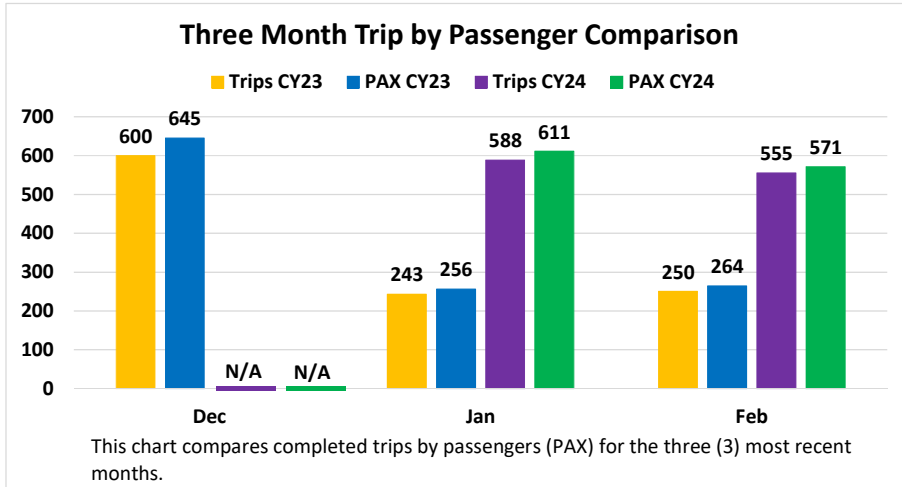
**Customer Satisfaction Rating**  
 Avg. rider trip rating: 5.0  
 Goal: 4.5



## Palm Desert Geo-Fence Metrics CYTD 2024

**Total Completed Trips: 1,143**

**Total Number of Passengers: 1,182**



**Percentage of Trips as Ridesharing: 46%.**  
 [Based on No. of Shared Rides for the month (253) divided by Total Trips Completed (555).]

**Customer Satisfaction Rating**  
 Avg. rider trip rating: 5.0  
 Goal: 4.5

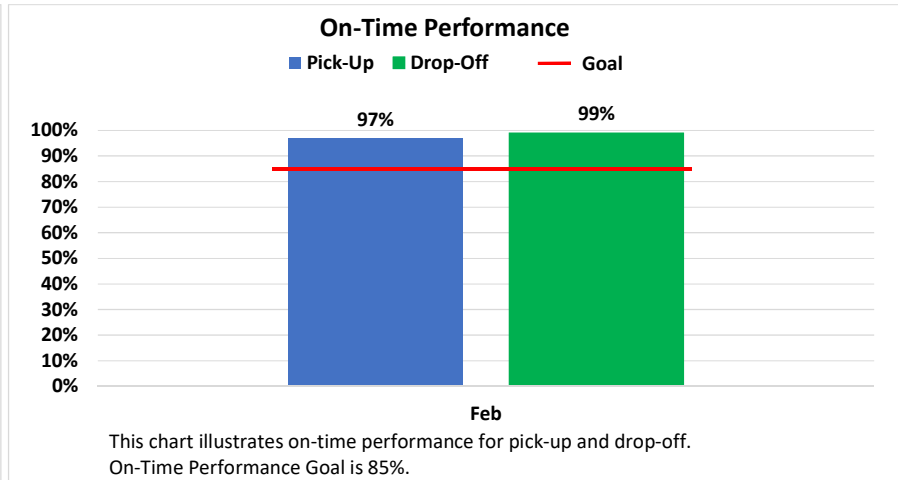
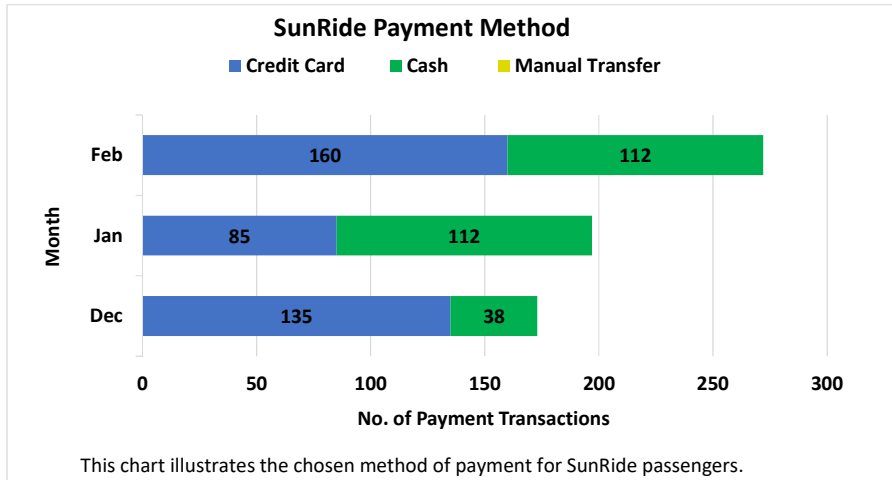
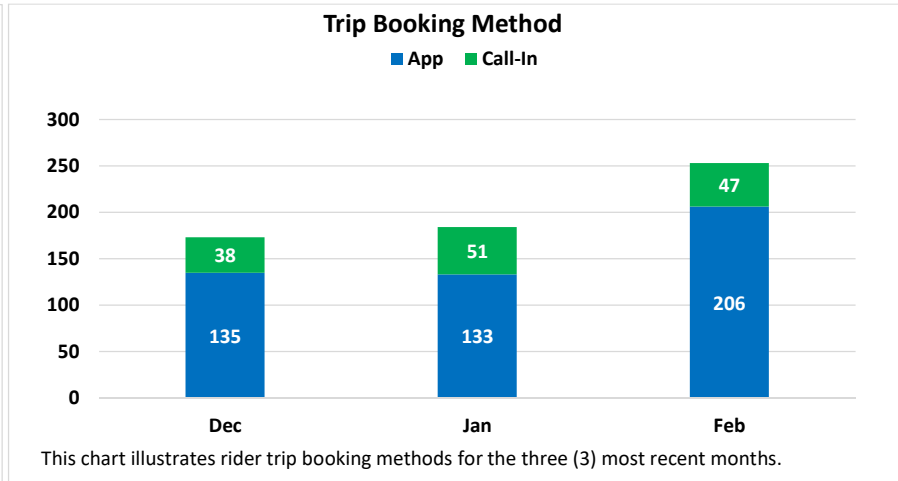
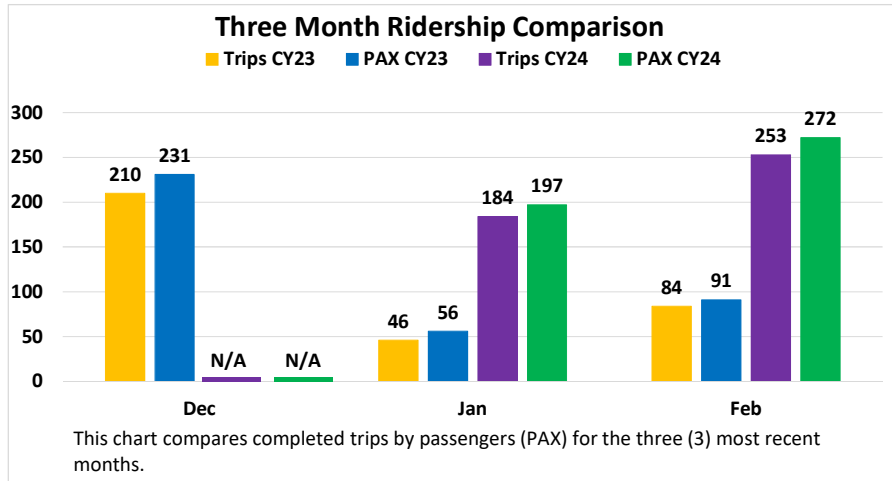
★ ★ ★ ★ ★  
**EXCEEDS GOAL!**



## Palm Springs Geo-Fence Metrics CYTD 2024

**Total Completed Trips: 437**

**Total Number of Passengers: 469**

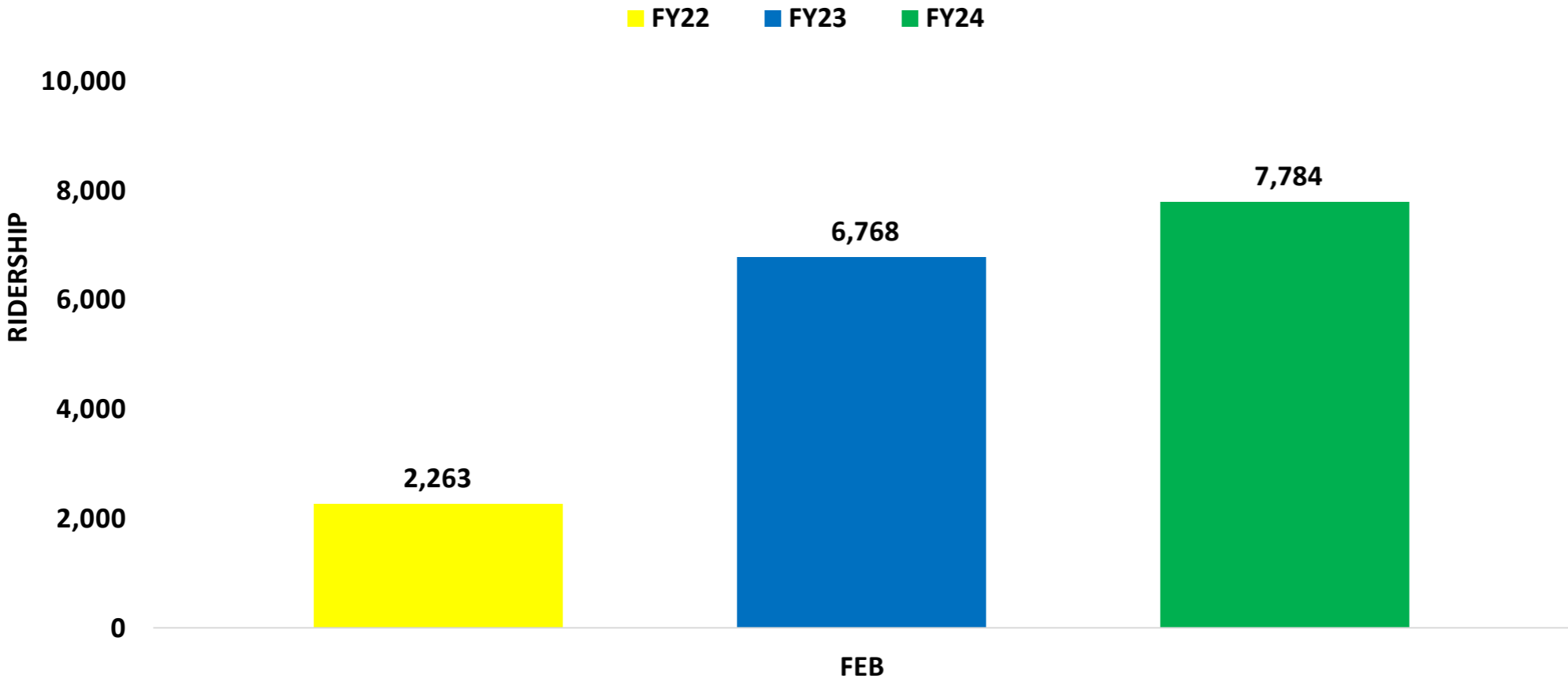


**Percentage of Trips as Ridesharing: 22%.**  
 [Based on No. of Shared Rides for the month (56) divided by Total Trips Completed (253).]

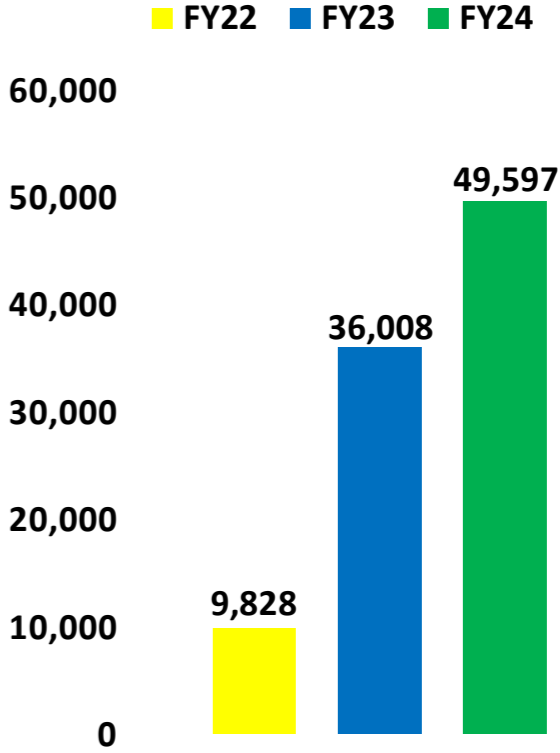
**Customer Satisfaction Rating**  
 Avg. rider trip rating 5.0  
 Goal: 4.5



### Haul Pass COD Ridership - February 2024

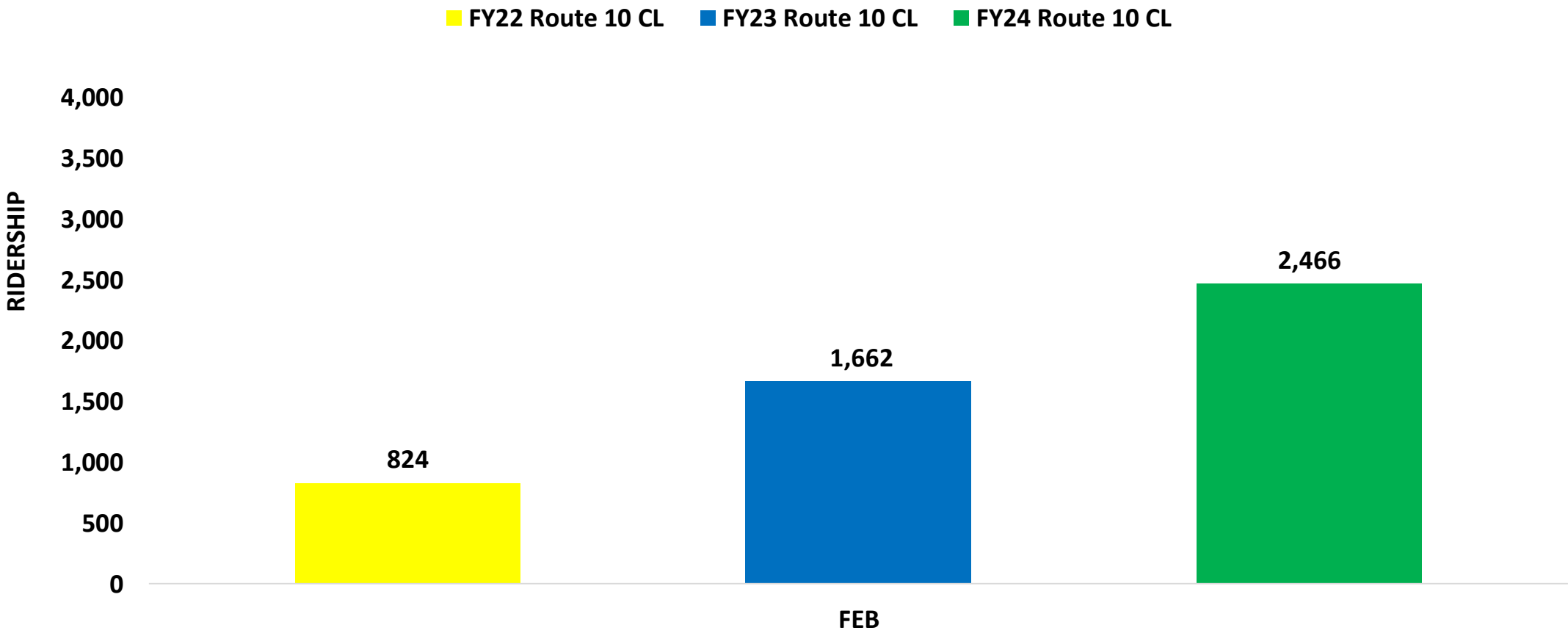


### COD Fixed Route Ridership Year to Date

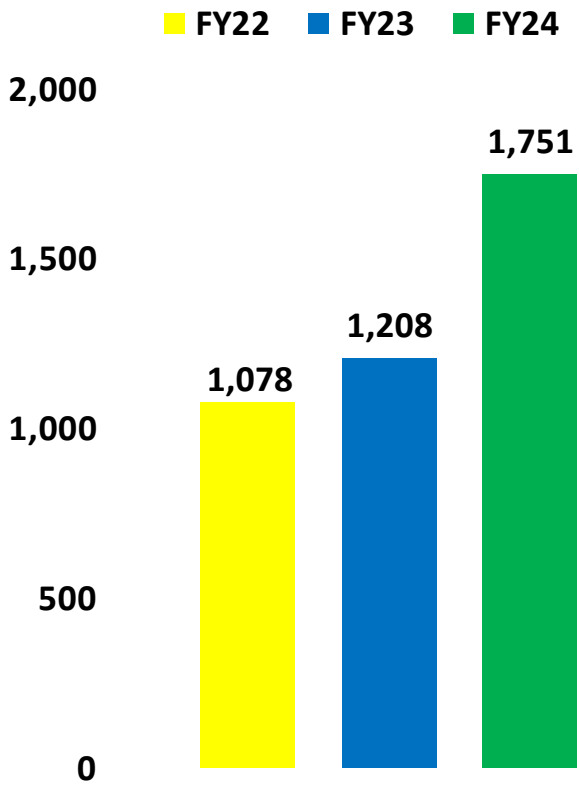


The Haul Pass program was introduced in August 2018. This chart represents monthly ridership on the Haul Pass COD. For the month of February 2024, Haul Pass COD contributed with 7,784 rides from 513 unique riders.

### Haul Pass CSUSB Ridership - February 2024



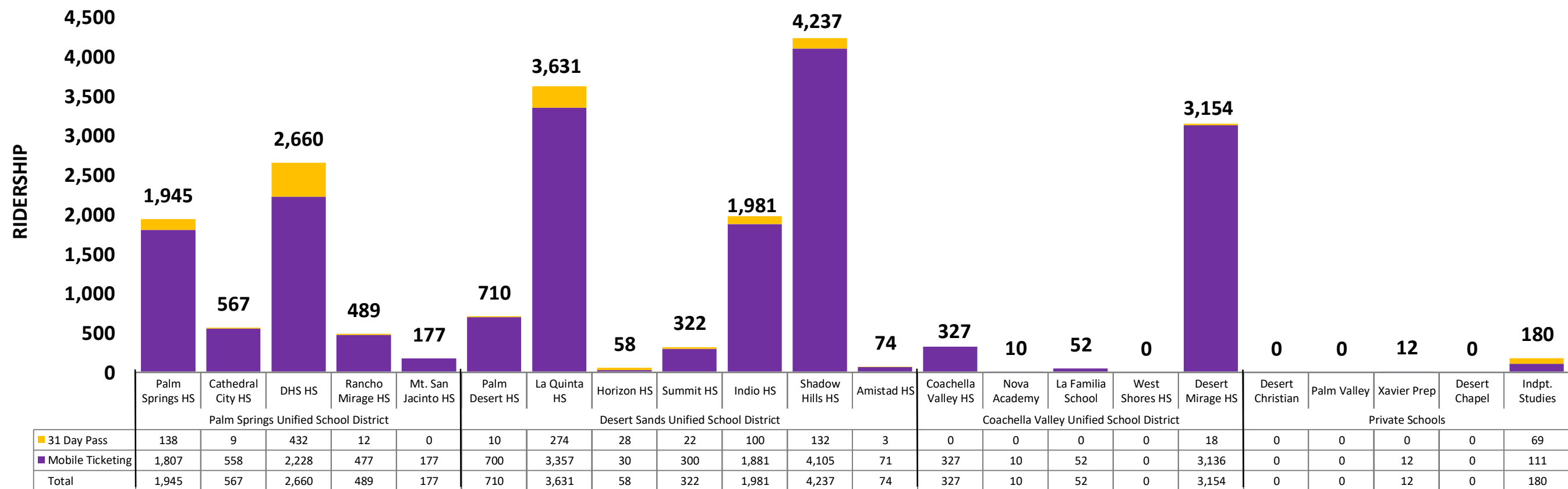
### CSUSB Fixed Route Ridership Total



The Haul Pass CSUSB program was introduced in September 2019. This chart represents monthly ridership on the Haul Pass CSUSB. For the month of February 2024, CSUSB contributed 2,764 rides from 247 unique users. From that total, 2,466 rides were used on Route 10 and 298 rides on the fixed route system.

## High School Haul Pass - February 2024

■ Mobile Ticketing    
 ■ 31 Day Pass

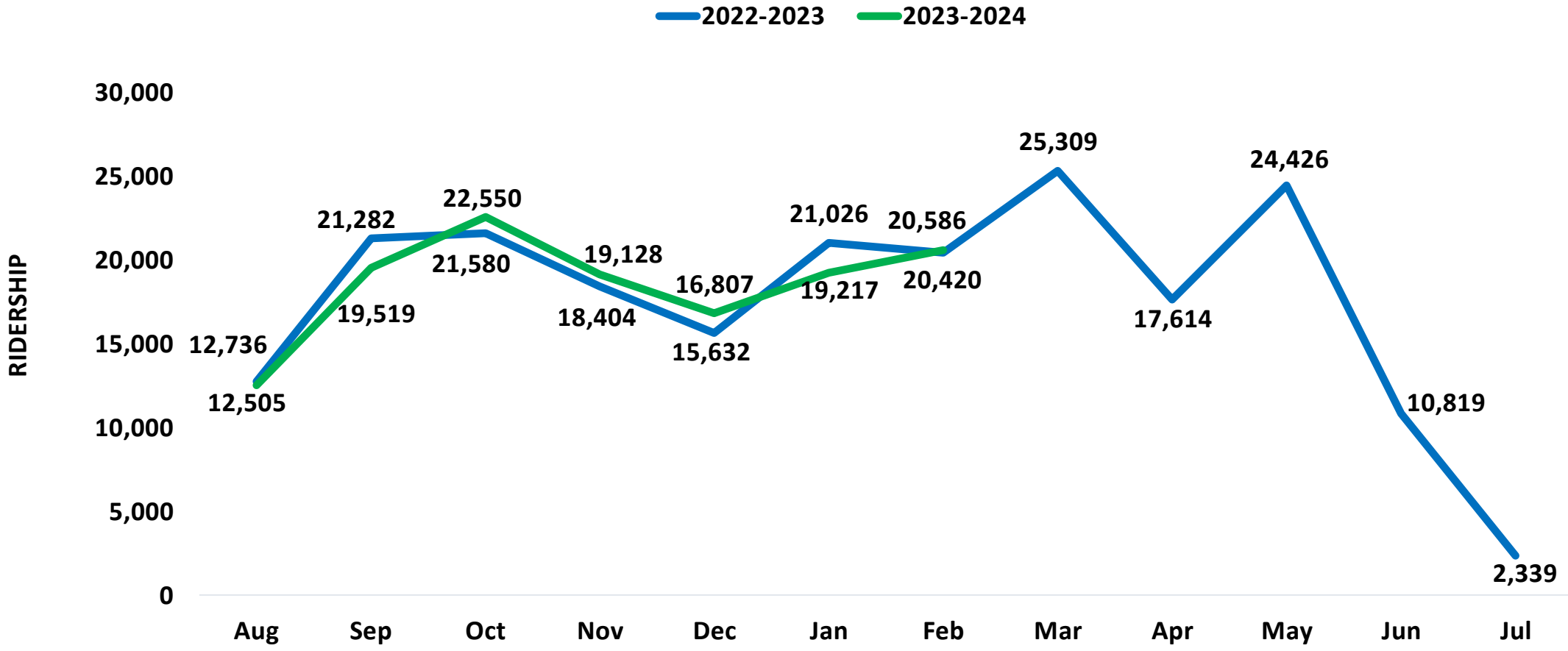


The High School Haul Pass program was introduced in August 2021.

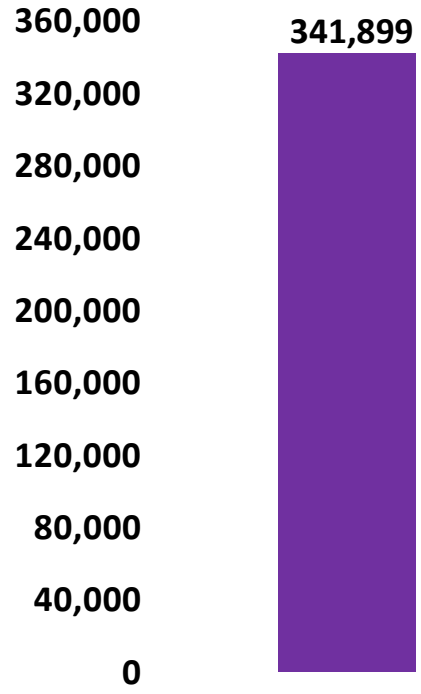
This chart represents a monthly combination of Mobile Ticketing and 31 Day Pass ridership by school for the High School Haul Pass.

The total active users as of February 2024 are 3,965 using the High School Haul Pass.

### High School Haul Pass - Year to Date

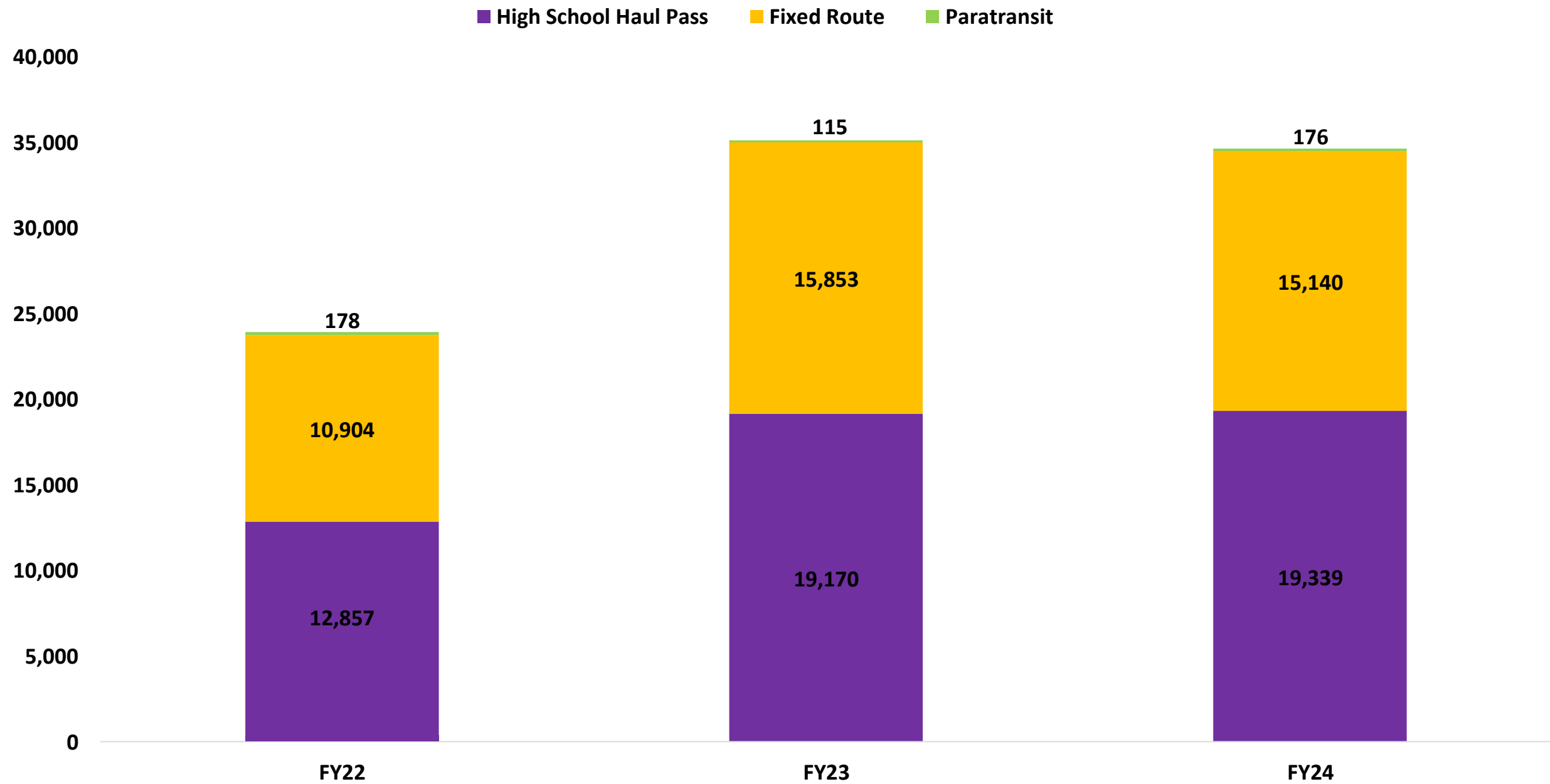


### High School Haul Pass Ridership Total



The High School Haul Pass program was introduced in August 2021.  
 This chart represents monthly ridership comparison for the High School Haul Pass.

## Mobile Ticketing Usage - February 2024



This chart represents all monthly mobile ticketing usage by category based on the Token Transit app data.

The total for February 2024 includes the following passes used through Token Transit: High School Haul Pass, Fixed Route, Paratransit.

A total of 2,184 unique users used mobile ticketing in the month of February 2024. Unique users made a total of 34,655 rides.

**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: March 27, 2024

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Board Member Attendance for February 2024

Summary:

The attached report summarizes the Board of Directors' attendance for fiscal year to date February 2024.

Recommendation:

Receive and file.

FY 23/24	Board Member Matrix Attendance													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Meetings	Total Attended
Desert Hot Springs	X		X	X		X	X	X					10	6
Palm Desert	X		X	X		X		X					10	5
Palm Springs	X		X	X		X	X						10	5
Cathedral City	X		X	X		X	X	X					10	6
Rancho Mirage	X		X	X		X	X	X					10	6
Indian Wells	X		X	X		X	X						10	5
La Quinta	X		X	X		X	X	X					10	6
Indio	X		X	X		X	X						10	5
Coachella	X		X	X			X	X					10	5
County of Riverside	X		X	X		X	X	X					10	6

**X - ATTENDED (Primary/Alternate)**

**DARK –**



**SunLine Services Group**

**CONSENT CALENDAR**

DATE: March 27, 2024

**RECEIVE & FILE**

TO: Taxi Committee  
Board of Directors

RE: Checks \$1,000 and Over Report for January 2024

Summary:

This report lists all of the checks processed at the Agency with a value of over \$1,000 for a given month.

Recommendation:

Receive and file.

**SunLine Regulatory Administration  
Checks \$1,000 and Over  
January 2024**

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
SUNLINE TRANSIT AGENCY	Payroll Liabilities 01/05/2024	91265	01/10/2024	6,105.25
<b>Total Checks Over \$1,000</b>	\$6,105.25			
<b>Total Checks Under \$1,000</b>	\$1,194.72			
<b>Total Checks</b>	\$7,299.97			

**SunLine Services Group****CONSENT CALENDAR**

DATE: March 27, 2024

**RECEIVE & FILE**TO: Taxi Committee  
Board of Directors

RE: Monthly Budget Variance Report for January 2024

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as fiscal year to date (FYTD) values. The budgetary figures are represented as a straight line budget. Accordingly, the current monthly budget values are calculated by taking 1/12<sup>th</sup> of the annual budget. The FYTD budget values for the month of January 2024 are equal to 7/12<sup>ths</sup> of the yearly budget.

## Year to Date Summary

- As of January 31, 2024, the organization's revenues are \$17,110 or 14.84% above the FYTD budget.
- As of January 31, 2024, expenditures are \$30,859 or 26.76% below the FYTD budget.
- The net FYTD operating gain (loss) after expenses is \$47,968.

Recommendation:

Receive and file.

SunLine Regulatory Administration  
Budget Variance Report  
January 2024

Description	FY24 Total Budget	Current Month			Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY24 FYTD Budget	Positive (Negative)	Percentage Remaining
<b>Revenues:</b>								
Revenue Fines	3,500	525	292	233	14,185	2,042	12,144	-305.3%
New Driver Permit Revenue	750	75	63	13	1,050	438	613	-40.0%
Taxi Business Permit	96,000	8,825	8,000	825	64,221	56,000	8,221	33.1%
Driver Transfer Revenue	125	-	10	(10)	175	73	102	-40.0%
Driver Renewal Revenue	1,800	250	150	100	1,400	1,050	350	22.2%
Driver Permit Reinstatement/Replacement	-	10	-	10	20	-	20	0%
Vehicle Permit Revenue	94,000	8,069	7,833	235	51,369	54,833	(3,465)	45.4%
Operator Application Fee	1,500	-	125	(125)	-	875	(875)	100.0%
<b>Total Revenue</b>	<b>197,675</b>	<b>17,754</b>	<b>16,473</b>	<b>1,281</b>	<b>132,420</b>	<b>115,310</b>	<b>17,110</b>	<b>14.8%</b>
<b>Expenses:</b>								
Salaries and Wages	94,908	1,791	7,909	6,118	47,383	55,363	7,980	50.1%
Fringe Benefits	41,202	6,142	3,434	(2,709)	27,264	24,035	(3,229)	33.8%
Services	39,609	23	3,301	3,278	1,265	23,105	21,840	96.8%
Supplies and Materials	3,965	457	330	(127)	901	2,313	1,412	77.3%
Utilities	5,802	-	484	484	2,418	3,385	967	58.3%
Casualty and Liability	5,589	-	466	466	2,329	3,260	932	58.3%
Taxes and Fees	100	-	8	8	-	58	58	100.0%
Miscellaneous	6,500	165	542	377	2,892	3,792	899	55.5%
<b>Total Expenses</b>	<b>197,675</b>	<b>8,578</b>	<b>16,473</b>	<b>7,895</b>	<b>84,452</b>	<b>115,310</b>	<b>30,859</b>	<b>26.8%</b>
<b>Total Operating Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ 9,176</b>			<b>\$ 47,968</b>			

**Budget Variance Analysis - SunLine Regulatory Administration**

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**Revenue**

- The positive variance in revenue is largely due to fine revenue.
- As of FYTD24, there is a decrease of 10,932 taxi trips compared to FYTD23.

**Taxi Trips**

	FY23-January	FY24-January	Variance	%Δ
Trips	11,887	9,147	(2,740)	-23.1%

**Taxi Trips**

	FYTD-FY23	FYTD-FY24	Variance	%Δ
Trips	68,159	57,227	(10,932)	-16.0%

**Salaries and Wages**

- Wage expenses are within an acceptable range of the budget

**Fringe Benefits**

- Fringe benefit expenses are unfavorable for the month of January due to a timing difference in the payout of accruals for a terminated employee

**Services**

- The favorable variance in services is due to costs not yet incurred for legal and audit services

**Supplies and Materials**

- Supplies and material expenses are within an acceptable range of the budget

**Utilities**

- Utility expenses are within an acceptable range of the budget

**Casualty and Liability**

- Casualty and liability expenses are within an acceptable range of the budget

**Taxes and Fees**

- Tax expenses are within an acceptable range of the budget

**Miscellaneous**

- Miscellaneous expenses are within an acceptable range of the budget

**SunLine Services Group**  
**CONSENT CALENDAR**

DATE: March 27, 2024

**RECEIVE & FILE**

TO: Taxi Committee  
Board of Directors

RE: Taxi Trip Data – February 2024

Summary:

The attached charts summarize the total number of taxi trips generated in the Coachella Valley for the previous three (3) month period and total taxi trips for the current fiscal year to date (FYTD) compared to the last two (2) fiscal years.

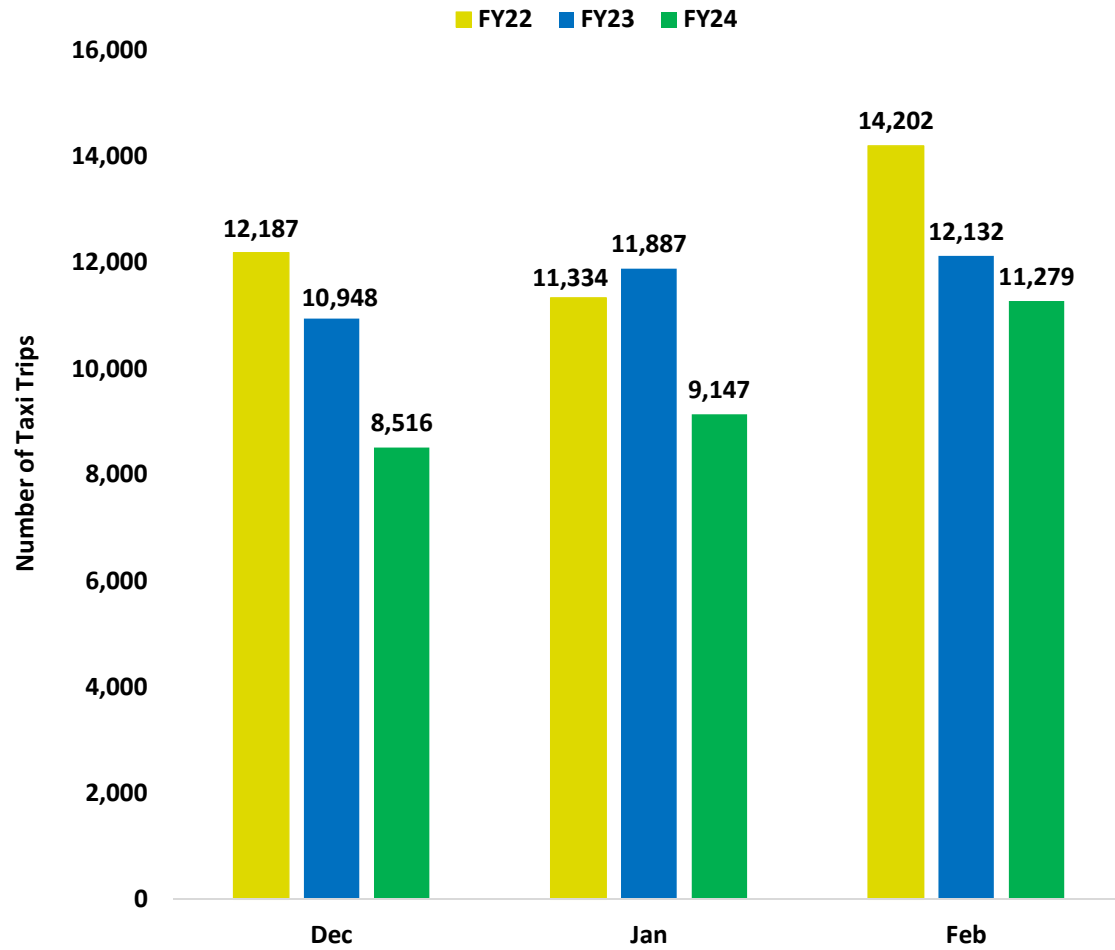
For the month of February, there were 853 fewer taxi trips serviced by four (4) fewer cabs compared to February 2023 (72 cabs in 2024 compared to 76 cabs in 2023).

There were 11,785 fewer taxi trips for FYTD24 compared to FYTD23.

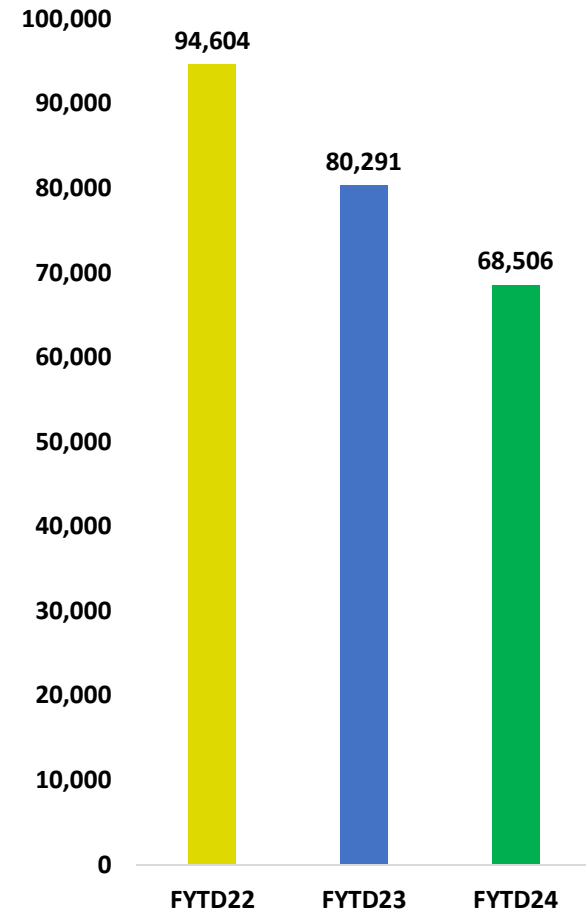
Recommendation:

Receive and file.

### Taxi Trip Three (3) Month Comparison as of February 2023



### FYTD No. of Taxi Trips



This chart compares the three (3) most recent months and measures the total number of taxi trips taken year to date for FY22, FY23, and FY24.

## SunLine Transit Agency

**DATE:** March 27, 2024 **ACTION**

**TO:** Finance/Audit Committee  
Board of Directors

**FROM:** Walter Watcher, Deputy Chief of Project Delivery

**RE:** Liquid Hydrogen Station Change Order/Change Directive

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### Recommendation

Recommend that the Board of Directors authorize the CEO/General Manager to negotiate and execute a change order to the contract with Integrated Cryogenic Solutions, LLC (Cryogenic) in an amount not-to-exceed \$55,000 for owner directed changes, upon approval as to form by general counsel.

### Background

In November of 2021, SunLine released a solicitation to design and build a liquid hydrogen fueling station. Cryogenic was awarded the contract to design and build the fueling station for SunLine in July 2022. The amount of the original fueling station award approved by the Board of Directors was \$6,200,955. At that time, staff notified the Board that they were seeking discretionary funding to bridge the gap between the California Energy Commission (CEC) grant and the cost of the liquid hydrogen fueling station.

On August 16, 2022, SunLine was notified that it had been awarded Federal Transit Administration (FTA) discretionary funding in an amount of \$3,500,000 for the liquid hydrogen station. This amount not only bridged the gap in funding from the previous CEC award amount, but also allowed SunLine to exercise a separate bid item which substantially increased the stations fueling capacity.

The station construction is currently progressing on schedule. The contractor has recently completed installation of the major components and is currently working on mechanical connections. Upon approval a change directive will be submitted to Cryogenic for the placement of approximately 2600 square feet of concrete. This concrete will not only replace the asphalt as called for in the original construction plans but will also extend out to replace existing asphalt pavement in the fueling lane area of the station. Concrete is a stronger material and can withstand the heavy weight of the buses. In addition, concrete does not soften in high temperatures which will prevent cracks and provide for a longer life.



In an effort to preserve the project schedule, staff is requesting the Board approve a not-to-exceed amount of \$55,000 while staff works with Cryogenic to finalize the actual cost for the change. The final change order will include saw cutting, removal of existing asphalt, the addition of crushed base material, the addition of the concrete and a deduction for the asphalt included in the original specifications. Staff will perform a cost analysis on the final change order prior to execution to ensure the costs are reasonable.

### **Financial Impact**

This change is within the approved capital project budget.

### **Change Order Log**

Amount of Original Contract = \$6,200,955		
Approved by the Board		
\$ 1,557,055	CO #1	Bid Alternate 3 – Increase to station capacity
\$ 197,813	CO #2	Increase dispenser capacity dual hose
\$ 182,117	CO #3	Fueling station relocation
Recommendation for approval		
\$ 55,000	CO #4	Additional concrete in the fueling lanes
\$ 1,991,985	Total Changes	
\$ 8,192,940	New Contract Total	

**SunLine Transit Agency**

**DATE:** March 27, 2024 **ACTION**

**TO:** Finance/Audit Committee  
Board of Directors

**FROM:** Luis Garcia, Chief Financial Officer

**RE:** Additional Board Approval – Financial Auditing Services

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**Recommendation**

Recommend that the Board of Directors authorize an additional \$48,310 with Vasquez and Company, LLP for financial auditing services through April 30, 2025 for SunLine Transit Agency (STA) and SunLine Services Group (SSG).

**Background**

SunLine's financial auditors complete required yearly audits for the Agency. The Joint Powers Agreement requires that STA and SSG have independent audits of its finances conducted annually. On June 24, 2020, SunLine received Board approval to delegate authority to the CEO/General Manager to negotiate and execute a contract with Vasquez and Company LLP for a one (1) year contract with four (4) option years, in an amount not to exceed \$296,290 for Financial Audit Services related to STA and SSG. SunLine is currently in the third option year of the contract and is able to exercise one (1) final option year.

As a result of increased sector wages and in order to keep experienced personnel, Vasquez submitted a proposal increasing costs. After meeting with the audit firm and conducting a price analysis of available public sector rates, staff determined that the costs were fair and reasonable. In order to exercise option year four (4) with the increased costs, the total not-to-exceed value must be increased by \$48,310 for a total revised five (5) year cost of \$344,600.

Exercising the final option year will allow SunLine to maintain its audit timeline while staying in line with current estimated market rates for auditing services. SunLine anticipates issuing a solicitation in the next six (6) months for a new five (5) year contract for auditing services. In accordance with the Board approved audit rotation policy, the current audit firm will be excluded from the planned solicitation.

**Financial Impact**

The total financial impact of \$85,000 for the final option year will be related to the audit of FY24 will be budgeted in STA and SSG's FY25 operating budgets.

## SunLine Services Group

**DATE:**       **March 27, 2024** **ACTION**

**TO:**         **Taxi Committee**  
**Board of Directors**

**FROM:**      **Jill Plaza, Taxi/Contract Transportation Services Administrator**

**RE:**         **Resolution No. 097 Setting Special Music Festival Venue Fee**

---

### **Recommendation**

Staff recommends that the Board of Directors approve Resolution No. 097, allowing for a special event pick up fee of \$35 to be charged for taxicab pickups made at the Coachella and Stagecoach Festivals between April 12, 2024 and April 29, 2024.

### **Background**

In accordance with SunLine Services Group Ordinance No. 2021-01, Section 1.070(C), “The Board may from time to time establish maximum flat rates for special events or fixed routes.” Since 2016 the taxi companies of the Coachella Valley have requested an amendment to the Taxi Fee Resolution allowing for an event pick up fee to be charged for the Coachella and Stagecoach music festivals. The Board is requested to approve a maximum flat rate fee of \$35 for the 2023 Coachella and Stagecoach music festivals. The fee provides incentive for drivers to wait at the taxi pick up area, giving patrons the option of taking a taxi. A line item allowing for a maximum flat rate fee of \$35 to be charged for Coachella and Stagecoach music festival pick-ups has been added to the FY25 Taxicab Permitting Fee Schedule.

The fee shall be restricted to only those trips that originate from the area designated for taxicab pickups by the festival organizers. The \$35 fee will only be effective from the start of the first music festival, April 12, 2024 to April 29, 2024.

### **Financial Impact**

None.

Attachment:

- [Item 12a](#) – Resolution No. 097

## SUNLINE SERVICES GROUP

### RESOLUTION NO. 097

#### RESOLUTION ADOPTING SPECIAL MUSIC FESTIVAL VENUE FEE FOR THE PERIOD STARTING APRIL 12, 2024 AND ENDING AT THE LAST FESTIVAL APRIL 29, 2024

**WHEREAS**, SunLine Services Group is a local agency and its Board of Directors is authorized pursuant to Government Code Section 53075.5 to regulate fares and charges imposed by taxicab services on customers within the Coachella Valley; and

**WHEREAS**, the Board of Directors hereby finds that the maximum special music festival venue fee established herein is reasonable and helps the taxicab industry be competitive within the Coachella Valley and furthers protection of public health, safety and welfare;

**NOW THEREFORE, BE IT RESOLVED** by the Board of Directors of SunLine Services Group:

Section 1. That the following fee may be charged for pick-up at the Coachella and Stage Coach Festivals.

The following fee is effective April 12, 2024 to the end of the last festival April 29, 2024.

<b>Special Music Festival Venue Fee</b>	<b>\$ 35.00</b>
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ADOPTED THIS 27<sup>th</sup> DAY OF March, 2024

ATTEST:

\_\_\_\_\_  
Edith Hernandez  
Clerk of the Board  
SunLine Services Group

\_\_\_\_\_  
Lisa Middleton  
Chairperson of the Board  
SunLine Services Group

APPROVED AS TO FORM:

\_\_\_\_\_  
General Counsel  
Eric Vail

STATE OF CALIFORNIA )  
 ) ss.  
COUNTY OF RIVERSIDE )

I, EDITH HERNANDEZ, Clerk of the Board of Directors of the SunLine Transit Agency, do hereby certify that Resolution No. \_\_\_\_\_ was adopted at a regular meeting of the Board of Directors held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

---

Edith Hernandez  
Clerk of the Board  
SunLine Services Group

## SunLine Services Group

**DATE:**       **March 27, 2024** **ACTION**

**TO:**         **Taxi Committee**  
**Board of Directors**

**FROM:**      **Jill Plaza, Taxi/Contracted Transportation Services Administrator**

**RE:**         **Resolution No. 098 Setting FY25 SunLine Services Group (SSG)**  
**Taxicab Permitting Fees**

---

### **Recommendation**

Recommend that the Board of Directors approve the attached Resolution No. 098 which sets taxicab permitting fees and a 12-month installment payment plan effective July 1, 2024 through June 30, 2025.

### **Background**

California Government Code 53075.5 authorizes SunLine Services Group (SSG) to levy fees in an amount sufficient to cover the costs of carrying out an ordinance relating to taxicab transportation services. These fees are proposed in each calendar year in preparation of the yearly budget process. For Fiscal Year 2025 (FY25), staff presented a proposed fee schedule to the Board of Directors at the February 28, 2024 Board meeting. During this meeting, no concerns were raised on the proposed fee schedule.

Since the goal of SSG is to operate a balanced budget, revenues and expenses must be analyzed each year. Given the current industry trends, staff anticipates that revenues for FY25 will fall short of FY24 estimates. In lieu of increasing fees to the taxi operators, staff focused on reducing expenditures as much as possible while maintaining regulatory compliance. Based on current budgetary projections, staff believe the proposed fee schedule would still be sufficient to cover operating cost for FY25. SSG does carry a strategic reserve which covers items such as variances to budgetary assumptions and industry fluctuations which would allow for uninterrupted continuity of SunLine Regulatory Administration.

Staff proposes no change to the FY25 regulatory fees and recommends that the installment plans for the annual business permit and vehicle permits remain in place. A special music festival venue fee has been added to the fee schedule. In the past, this fee schedule was added mid-year via a special resolution. This fee would allow the taxi operators to charge a maximum flat rate charge of \$35 for the Coachella and Stagecoach music festival pick-ups. This fee goes directly to the taxi industry and is not used to balance the SSG budget.

## **Financial Impact**

The proposed fee schedule is expected to create a balanced FY25 budget to carryout SRA's regulatory mandate.

Attachment:

- [Item 13a](#) – Resolution No. 098
- [Item 13b](#) – FY25 SSG Fee Schedule



## SUNLINE SERVICES GROUP

### RESOLUTION NO. 098

#### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SUNLINE SERVICES GROUP, CALIFORNIA, ADOPTING FEES FOR TAXICAB SERVICES WITHIN THE COACHELLA VALLEY

**WHEREAS**, the County of Riverside and the Coachella Valley cities comprising the joint powers agency known as SunLine Services Group (SSG) desire to provide for the orderly, efficient, and safe operation of taxicab services within the Coachella Valley;

**WHEREAS**, SSG and its Board of Directors is authorized pursuant to Government Code Section 53075.5 to levy by resolution, fees in an amount sufficient to pay for the costs of carrying out Ordinance No. 2021-01 regulating taxicab services within the Coachella Valley; and

**WHEREAS**, the Board of Directors hereby finds that the fees established herein are imposed solely to recover the actual and reasonable costs of regulating taxicabs within the Coachella Valley, and therefore is not a tax under Article 13C, Section 1 of the California Constitution.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Directors of SunLine Services Group that:

1. Definitions. The following terms shall have the meanings ascribed to them below. Terms that are not specifically defined below shall have the meaning provided for in Ordinance No. 2021-01:

- 1.1 ALT FUEL means alternative fuel vehicles that use Compressed Natural Gas (CNG), Biodiesel or Ethanol (E 85) fuel bonds to operate.
- 1.2 BUSINESS PERMIT means the permit issued by SSG to a business authorizing the business to operate taxicab services in the jurisdictional boundaries of SSG as provided for in Ordinance No. 2021-01.
- 1.3 DRIVER PERMIT means the permit issued by SSG to an individual person authorizing the individual to control and manage a taxicab as provided for in Ordinance No. 2021-01.
- 1.4 HYBRID means Hybrid Electric/Gas Vehicle (HEV) and Plug-in Electric Gas Hybrid Vehicle (PHEV)
- 1.5 VEHICLE PERMIT FEE means a non-transferrable authorization to drive or operate a vehicle in an authorized taxicab transportation

service within the jurisdictional boundaries of SSG, whether as owner, lesser, lessee or otherwise.

- 1.6 WAV means the wheelchair accessible vehicle that has the ability to load wheelchair users safely and without the need for the wheelchair user to leave their wheelchair.
- 1.7 ZERO EMISSION means Electric Vehicles (EV) and Hydrogen-Powered Fuel-Cell Vehicles (FCEV)

2. As a condition precedent to issuance of a permit as authorized by SSG Ordinance 2021-01, all applicable fees shall be paid in full at the time an application has been approved, unless otherwise provided for in Section 3 of this Resolution. The following fees shall be charged for the administration and regulation of taxicab services within the Coachella Valley:

New Taxicab Business Application Fee	\$ 1,000.00
Annual Taxicab Business Permit Renewal Application Fee	\$ 500.00
Annual Taxicab Business Permit	\$ 32,000.00
Business Permit Reinstatement Fee	\$ 10,000.00
Annual Vehicle Permit Fee (Gasoline/Diesel)	\$ 1,650.00
Annual Vehicle Permit Fee (Hybrid/Alt Fuel)	\$ 850.00
Annual Vehicle Permit Fee (WAV/Zero Emission)	\$ 200.00
Vehicle Permit Fee, Reinstatement	\$ 65.00
New Driver Permit	\$ 75.00
Driver Permit Renewal	\$ 25.00
Driver Permit Transfer Fee	\$ 25.00
Driver Permit Reinstatement Fee	\$ 25.00
Driver Permit Replacement	\$ 10.00
Appeal Fee	\$ 100.00
Taxicab Distinct Appearance Determination Appeal Fee	\$ 1,200.00

3. Installment Payments.

- 3.1 The Board of SSG hereby authorizes the Taxi Administrator to accept payments of the "Annual Taxicab Business Permit" fee in 12 monthly installments, beginning July 1, 2024 through June 1, 2025, for a total of \$32,000.00, with the initial installment payment being due as a condition precedent to issuance of such permit.
- 3.2 The Board of SSG hereby authorizes the Taxi Administrator to accept payments of "Annual Vehicle Permit" fees in 12 monthly installments, beginning July 1, 2024 through June 1, 2025. Installment payments for "Annual Vehicle Permit" fees must meet the following requirements:
  - (a) Each permitted taxi business must provide a list of taxicabs to be included in the installment plan no later than June 21, 2024.

- (b) Taxicabs permitted after June 21, 2024 will be due in full; prorated for the remainder of the fiscal year.
- (c) If a vehicle is permanently taken out of service with a balance due to SSG of the Vehicle Permit Fee for the year, such fee shall become immediately due and payable.

3.3 Installment payments shall be due on the first day of the month.

4. Late Payments.

4.1 A payment is late if not paid on or before the first day of each month. Late payments impose a late payment fee of \$25.00 per day that the payment is delinquent, not to exceed \$1,000.00.

5. Special Music Festival Venue Fee.

5.1 The following fee of \$35 may be charged for pick-up at the Coachella and Stage Coach Festivals and is effective April 11, 2025 to the end of the last festival April 28, 2025.

6. This Resolution shall take effect July 1, 2024.

ADOPTED this 27<sup>th</sup> day of March, 2024.

ATTEST:

\_\_\_\_\_  
Edith Hernandez  
Clerk of the Board  
SunLine Services Group

\_\_\_\_\_  
Lisa Middleton  
Chairperson of the Board  
SunLine Services Group

APPROVED AS TO FORM:

\_\_\_\_\_  
Eric S. Vail  
General Counsel

STATE OF CALIFORNIA    )  
  ) ss.  
COUNTY OF RIVERSIDE    )

I, EDITH HERNANDEZ, Clerk of the Board of Directors of the SunLine Services Group, do hereby certify that Resolution No. \_\_\_\_\_ was adopted at a regular meeting of the Board of Directors held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Edith Hernandez  
Clerk of the Board  
SunLine Services Group

**FY25 SSG FEE SCHEDULE**

<b>Fee Description</b>	<b>FY23 Fee Amount</b>	<b>FY24 Fee Amount</b>	<b>Proposed FY25 Fee Amount</b>	<b>Variance</b>
New Taxicab Application	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -
Annual Taxicab Business Permit Renewal Application Fee	\$ 500.00	\$ 500.00	\$ 500.00	\$ -
Annual Business Permit	\$ 32,000.00	\$ 32,000.00	\$ 32,000.00	\$ -
Business Permit Reinstatement	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -
Annual Vehicle Permit (Gasoline/Diesel)	\$ 1,650.00	\$ 1,650.00	\$ 1,650.00	\$ -
Annual Vehicle Permit (Hybrid <sup>1</sup> /Alt Fuel <sup>2</sup> )	\$ 850.00	\$ 850.00	\$ 850.00	\$ -
Annual Vehicle Permit (WAV <sup>3</sup> /Zero Emission <sup>4</sup> )	\$ 200.00	\$ 200.00	\$ 200.00	\$ -
Vehicle Permit Reinstatement	\$ 65.00	\$ 65.00	\$ 65.00	\$ -
New Driver Permit	\$ 75.00	\$ 75.00	\$ 75.00	\$ -
Driver Permit Renewal	\$ 25.00	\$ 25.00	\$ 25.00	\$ -
Driver Permit Transfer	\$ 25.00	\$ 25.00	\$ 25.00	\$ -
Driver Permit Reinstatement	\$ 25.00	\$ 25.00	\$ 25.00	\$ -
Driver Permit Replacement	\$ 10.00	\$ 10.00	\$ 10.00	\$ -
Appeal Fee	\$ 100.00	\$ 100.00	\$ 100.00	\$ -
Taxicab Distinct Appearance Determination Appeal Fee	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ -
Late Fee <sup>5</sup> (for late payment of invoices)	\$ 25.00	\$ 25.00	\$ 25.00	\$ -
Special Music Festival Venue Fee	\$ 35.00	\$ 35.00	\$ 35.00	\$ -

<sup>[1]</sup> "Hybrid" means Hybrid Electric/Gas Vehicle (HEV) and Plug-in Electric/Gas Hybrid Vehicle (PHEV)

<sup>[2]</sup> "Alt Fuel" means alternative fuel vehicles that use Compressed Natural Gas (CNG), Biodiesel, or Ethanol (E85) fuel blends to operate

<sup>[3]</sup> "WAV" means wheelchair accessible vehicle that has the ability to load wheelchair users safely and without the need for the wheelchair user to leave their wheelchair.

<sup>[4]</sup> "Zero Emission" means Electric Vehicles (EV) and Hydrogen-Powered Fuel-Cell Vehicles (FCEV)

**SunLine Transit Agency**

**DATE:** March 27, 2024 **INFORMATION**

**TO:** Finance/Audit Committee  
Board of Directors

**FROM:** Luis Garcia, Chief Financial Officer

**RE:** SunLine's Fiscal Year 2024 Bus and Bus Facilities Grant Application

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**Background**

On February 8, 2024, the U.S. Department of Transportation's Federal Transit Administration (FTA) announced the availability of approximately \$1.5 billion to support traditional and zero-emission vehicle manufacturing, help build bus facilities, and promote workforce development. The funding is available through the Bipartisan Infrastructure Law and will assist transit agencies replace aging buses and facilities, reduce air pollution and improve the reliability of transit systems.

At the February 28, 2024 Board meeting, staff brought forward an information item regarding its RAISE grant submittal. Similarly, staff is providing this item to inform the Board of Directors of its pursuit of additional funding. As such, staff may be reaching out to stakeholders to receive support letters which are required for grant submittal.

SunLine will pursue funding for a capital project that will fund the replacement of its maintenance facility in Thousand Palms. The replacement of SunLine's aging facilities is a top priority for the Agency in order to provide staff the needed resources to support its main operating activities. A new maintenance facility would be equipped with the necessary features required to support the transition to zero emissions as required under the State's Innovative Clean Transit regulation.

## SunLine Transit Agency

**DATE:** March 27, 2024 **INFORMATION**

**TO:** Board of Directors

**FROM:** Mona Babauta, CEO/General Manager

**RE:** General Manager's Report for March 2024

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### **Capital Projects**

#### ***Nel Hydrogen Electrolyzer Station***

The electrolyzer portion of the station continues to produce hydrogen at approximately 75% capacity as a result of system challenges, and staff continues to work with Nel on repairs. The systems associated with the dispensing of hydrogen fuel continues to be inoperable.

#### ***Liquid Hydrogen Station***

The station's foundation has been poured. The liquid hydrogen storage tank, cryogenic pumps and vaporizer equipment have been installed. The contractor is currently working on the piping, electrical and mechanical connections. The project is currently on schedule to be completed by late spring/early summer 2024.

#### ***Coachella Transit Hub***

Work continues on the new transit center at the corner of Cesar Chavez and Fourth Streets in the City of Coachella. Once done, SunLine routes serving the City will converge at this new hub instead of the existing one at 5<sup>th</sup> and Vine Streets. Project completion is expected by the middle of June 2024.

### **Safety Update**

#### ***Valley Wide Mass Casualty Drill, Acrisure Arena and Local Hospitals (March 4, 2024)***

On Monday, March 4th, various organizations throughout the Valley, including SunLine, collaborated on an important mass casualty drill. It was demonstrated in this drill that teamwork and preparedness are key for ensuring safety for our communities. The goal was to test emergency protocols/procedures and practice operational responses during a mass casualty incident. The participants were: Acrisure Arena, AMR/Reach, Arrowhead Medical Center, CalFire, Cathedral City Fire, City of Rancho Mirage, College of the Desert, County of Riverside Emergency Management Department, Desert Care

Network, Eisenhower Health, Inland Counties Emergency Medical Agency, Loma Linda University Children's Hospital, Mercy Air, and SunLine Transit Agency.

SunLine's role was to respond to the call from CalFire and provide buses to transport victims to the local hospitals. SunLine was able to provide three (3) buses without cutting service. Operators, safety officers, transportation supervisors were on scene quickly after receiving the call. Marketing staff was onsite throughout the duration of the event documenting the drill by taking pictures and video.

### ***Gene Autry Wash Transportation***

On Tuesday, March 5th, SunLine Transit Agency (SunLine) partnered with the Palms Springs Police Department by offering transportation to approximately 60 unhoused individuals from a camp at the Gene Autry Wash bridge to a temporary housing resource center at 225 S. El Cielo Rd in Palm Springs, CA. SunLine provided support from 7 am to 9 am, deploying one (1) fixed-route bus and operator, alongside a field supervisor and the Deputy Chief of Transportation to ensure smooth operation.

### ***Partnership with Local Law Enforcement from Cities of Palm Springs, Desert Hot Springs, Cathedral City and Indio***

On March 6, 2024, the regional SWAT team, composed of members from the police departments of the Cities of Palm Springs, Desert Hot Springs, Cathedral City and Indio, requested a training bus to enhance their proficiency in handling emergency situations. The training aimed to familiarize them with the bus layout, including the location of all entrances/exits, the onboard video surveillance system, and the proper procedure to shut off the bus in case of an emergency. The focus was on operator and patron assaults, which are common in transit-related security events. This joint training has enabled local law enforcement to respond more swiftly and effectively to such events.

### **Community/Industry Engagement Events**

#### ***Taxi Voucher Program***

SunLine staff is currently conducting outreach on the planned termination of the Taxi Voucher Program, which currently provides single rides for eligible Coachella Valley citizens anywhere throughout the Valley. To be eligible, individuals must present proof of age 60 or older or proof of a disability. Examples of proof of a disability include Medicare card, Social Security or Veterans' Administration Award Letters, SunLine ADA Certification, or Half-Fare Cards. A "Physician Verification of Disability Form", located on the [Taxi Voucher](#) page of SunLine.org may also be provided as proof of disability. The reason for the planned termination is due to the discontinuation of federal grant subsidies; over the years, SunLine received approximately \$400,000 in federal New Freedom and Section 5310 grants which have been fully depleted.



Alternative programs for users of subsidized local taxi service include SunLine's [SunDial](#) (paratransit) service and [SunRide](#) (on-demand, micro-transit service). Staff can also assist with [travel training](#) for those unfamiliar with these traditional public transit services.

Next steps include gathering community feedback and providing a summary of feedback to the Board by the May 2024 Board meeting before any final steps are taken to pare back the program starting in June 2024 and terminate completely by December 31, 2024.

### ***APTA Marketing, Communications and Customer Experience Workshop (February 11-14, 2024)***

SunLine Marketing staff attended the annual APTA Marketing, Communications and Customer Experience Workshop that took place February 11-14. The team came back with new knowledge and is excited to implement what was discussed and learned at the conference. Some of the topics covered were: social media and how to make your posts more engaging and gain followers; how to tell your story, to communicate with your riders and when it comes to getting government officials to notice the work that transit agencies put in and how they might need assistance with infrastructure or in other areas; attracting more ridership especially youth and teen riders; and employee recruitment.

### ***California CareForce Event Transportation (March 8-March 10, 2024)***

California CareForce Event Transportation from March 8th through March 10th, 2024. SunLine Transit Agency partnered with the California CareForce during their three (3) day free health care event that was held at the Indio Polo Fields. This event offered free vision, dental, and health care to the community. Participants from SunLine included Fixed Route Controllers, Field Supervisors, Fixed Route Operators, Superintendent of Transportation, Maintenance staff, and Marketing staff. SunLine's role was to provide transportation from two major stops in the east Valley: Ave 66th/Family Health Center in Mecca and 5th/Vine in Coachella. Members of the Cal CareForce and SunLine staff developed a schedule that included three (3) trips per day, which included one at 6:00am, a round trip at noon, and a final trip at 5:00 p.m. This was completed utilizing one (1) fixed route bus along with two (2) Fixed Route Operators per day.

### ***National Transit Employee Appreciation Day (March 18, 2024)***

Monday, March 18th, SunLine along with other transit agencies throughout the nation, celebrated National Transit Employee Appreciation Day. It is a day to honor and celebrate the passionate and hardworking team at SunLine and the team's commitment to serving the Coachella Valley community. Posters signed by thankful riders and our Board members were posted throughout the Agency. Breakrooms in each building were decorated and goodies and coffee were provided. A pool table was installed in the Operators' Lounge. Operators can now enjoy a game while they are waiting for their

shift. Games were set up for them by the Operations Administrative Staff. Pictures of the celebration are posted on our social media channels.

***Riverside County State of the 4th District 2024 – Indio, CA (March 18, 2024)***

SunLine Transit Agency staff attended the inaugural State of the 4th District event hosted by Supervisor V. Manuel Perez. Guest speakers and Supervisor Perez discussed future projects and economic development in the 4th District including infrastructure, housing and the unhoused population, parks, health and wellness, and community services.

***Migrant Education Program Health Resource Fair – Thermal, CA (March 22, 2024)***

SunLine Transit Agency joined the 33rd annual Migrant Educational Program Health Resource Fair again this year. The fair was hosted on Friday, March 22nd from 3pm – 6pm at Mountain Estates Mobile Park Homes. We had many interactions – most of them in Spanish. Attendees asked information about SunLine’s services. It is always a great opportunity to be able to provide our Eastern Coachella Valley communities with information about our services. We also shared information with other Coachella Valley organizations that participated in this fair – they found the information/services very useful for their customers.

***Ability Sports Festival – Coachella Valley High School, Thermal, CA (March 23, 2024)***

For the first time, SunLine was invited to have a booth and participate in the Ability Sports Festival at Coachella Valley High School. This is an event that Coachella Valley Unified School District hosts for students and their families. The marketing team made it interactive and fun for the students and parents to learn more about SunLine’s services by having a ball dispensing machine with promotional items that the attendees could win for free.