



SunLine Transit Agency/
 SunLine Services Group
 March 24, 2021
 12:00 p.m.

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

VIA VIDEOCONFERENCE

Pursuant to California Governor Newsom’s Executive Orders N-25-20 issued on March 4, 2020 and N-29-20 issued on March 18, 2020, the Board of Directors regular meeting will be conducted remotely through Zoom. Please follow the instructions below to join the meeting remotely.

INSTRUCTIONS FOR ELECTRONIC PARTICIPATION

Join Zoom Meeting - from PC, Laptop or Phone

<https://us02web.zoom.us/j/84314694038>

Meeting ID: 843 1469 4038

Teleconference Dial In
 888-475-4499 (Toll Free)
 Conference Number: 843 1469 4038

One tap mobile
 +16699009128,,84314694038 #

Phone controls for participants:

The following commands can be used on your phone’s dial pad while in Zoom meeting:

- *6 - Toggle mute/unmute
- *9 - Raise hand

For members of the public wishing to submit comment in connection with the Board Meeting: all public comment requests need to be submitted via email to the Clerk of the Board at clerkoftheboard@sunline.org prior to March 23, 2021 at 5:00 p.m. with your name, telephone number and subject of your public comment (agenda item or non-agenda item). Members of the public may make public comments through their telephone or Zoom connection when recognized by the Chair. If you send written comments, your comments will be made part of the official record of the proceedings and read into the record.

ITEM

RECOMMENDATION

In compliance with the Brown Act and Government Code Section 54957.5, agenda materials distributed 72 hours 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 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.

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 48 hours prior to the meeting time will assist staff in assuring reasonable arrangements can be made to provide assistance at the meeting.

ITEM

RECOMMENDATION

1. **CALL TO ORDER**

2. **FLAG SALUTE**

3. **ROLL CALL**

4. **PRESENTATIONS**

5. **FINALIZATION OF AGENDA**

6. **APPROVAL OF MINUTES –
FEBRUARY 24, 2021 JOINT BOARD MEETING**

**APPROVE
(PAGE 5-8)**

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**

RECEIVE & FILE

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.

9a) Checks \$1,000 and Over Report for January 2021

(PAGE 9-12)

| <u>ITEM</u> | <u>RECOMMENDATION</u> |
|--|--------------------------------|
| 9b) Credit Card Statement for January 2021 | (PAGE 13-22) |
| 9c) Monthly Budget Variance Report for January 2021 | (PAGE 23-28) |
| 9d) Contracts Signed in Excess of \$25,000 for February 2021 | (PAGE 29-30) |
| 9e) Union & Non-Union Pension Investment Asset Summary January 2021 | (PAGE 31-34) |
| 9f) Ridership Report for February 2021 | (PAGE 35-39) |
| 9g) SunDial Operational Notes for February 2021 | (PAGE 40-43) |
| 9h) Metrics for February 2021 | (PAGE 44-52) |
| 9i) Board Member Attendance for February 2021 | (PAGE 53-54) |
| 9j) SSG/SRA Checks \$1,000 and Over Report for January 2021 | (PAGE 55-56) |
| 9k) SSG Monthly Budget Variance Report for January 2021 | (PAGE 57-59) |
| 9l) Taxi Trip Data – February 2021 | (PAGE 60-61) |
| 10. RATIFICATION OF CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT CLAIM (Lisa Middleton, Chair of Finance/Audit Committee; Staff: Luis Garcia, Chief Financial Officer) | APPROVE (PAGE 62-63) |
| 11. RESOLUTION NO. 0786 TO OBTAIN LOW CARBON TRANSIT OPERATIONS PROGRAM FUNDING (Lisa Middleton, Chair of Finance/Audit Committee; Staff: Rhonda Williams, Deputy Chief Financial Officer) | APPROVE (PAGE 64-67) |
| 12. PURCHASE OF FIVE (5) CHEVY BOLT EV RELIEF CARS (Lisa Middleton, Chair of Finance/Audit Committee; Staff: Tony Cohen, Chief Maintenance Officer) | APPROVE (PAGE 68-70) |
| 13. CONSTRUCTION CHANGE ORDER FOR THE OPERATIONS FACILITY LOW VOLTAGE CONTRACT (Lisa Middleton, Chair of Finance/Audit Committee; Staff: Rudy Le Flore, Chief Project Consultant) | APPROVE (PAGE 71-72) |
| 14. REVISED GENERAL MANAGER EVALUATION PROCESS POLICY NO. B-070192 (Glenn Miller, Chair of Board Operations Committee; Staff: Brittney B. Sowell, Chief of Public Affairs/ Clerk of the Board) | APPROVE (PAGE 73-90) |
| 15. GENERAL COUNSEL’S REPORT | |
| 16. CEO/GENERAL MANAGER’S REPORT | |
| 17. CLOSED SESSION | |

ITEM

RECOMMENDATION

18. NEXT MEETING DATE

April 22, 2021 at 12 p.m.

19. ADJOURN

MINUTES

Joint SunLine Transit Agency/SunLine Services Group Board of Directors Meeting February 24, 2021

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 24, 2021 via Zoom videoconference, pursuant to paragraph 3 of Executive Order N-20-29.

1. CALL TO ORDER

The meeting was called to order at 12:00 p.m. by Chairperson Robert Radi.

2. FLAG SALUTE

Board Member Griffith led the pledge of allegiance.

3. ROLL CALL

Members Present:

Robert Radi, Chair, SunLine Agency Board Member, City of La Quinta
Glenn Miller, Vice-Chair, SunLine Agency Board Member, City of Indio
Raymond Gregory, SunLine Agency Board Member, City of Cathedral City
Denise Delgado, SunLine Agency Board Member, City of Coachella*
Russell Betts, SunLine Agency Board Member, City of Desert Hot Springs
Donna Griffith, SunLine Agency Board Member, City of Indian Wells
Kathleen Kelly, SunLine Agency Board Member, City of Palm Desert
Lisa Middleton, SunLine Agency Board Member, City of Palm Springs
Charles Townsend, SunLine Agency Board Member, City of Rancho Mirage
Supervisor V. Manuel Perez, SunLine Agency Board Member, County of Riverside

**Joined the meeting after it was called to order.*

4. PRESENTATIONS

No separate presentations apart from agenda items.

5. FINALIZATION OF AGENDA

No changes to the agenda.

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
FEBRUARY 24, 2021**

6. APPROVAL OF MINUTES FOR JOINT STA/SSG JANUARY 27, 2021 BOARD MEETING

Board Member Kelly moved to approve the minutes of the January 27, 2021 Board meeting. The motion was seconded by Board Member Gregory. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

7. PUBLIC COMMENTS

None.

8. BOARD MEMBER COMMENTS

None.

9. CONSENT CALENDAR

Board Member Betts moved to approve the consent calendar. The motion was seconded by Board Member Townsend. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

10. CNG FUELING STATION PROJECT CHANGE ORDER NO. 004

Finance/Audit Committee Chair Middleton reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Middleton moved to approve the CNG Fueling Station Project Change Order No. 004, on behalf of the committee. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

11. AMENDMENT TO JANITORIAL SERVICES AGREEMENT

Finance/Audit Committee Chair Middleton reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Middleton moved to approve the Amendment to Janitorial Services Agreement, on behalf of the committee. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

12. AUTHORIZATION TO NEGOTIATE AND EXECUTE MEMORANDUM OF UNDERSTANDING WITH RIVERSIDE COUNTY OFFICE OF EDUCATION

Finance/Audit Committee Chair Middleton reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Middleton moved to approve the Authorization to Negotiate and Execute Memorandum of Understanding with Riverside County Office of Education, on behalf of the committee. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
FEBRUARY 24, 2021**

13. EMERGENCY POLICY CHANGES – FARE COLLECTION

Board Operations Committee Chair Miller reported that this item was brought to the committee and they unanimously approved the item. Additional information was provided by Todd McDaniel, Chief Transportation Officer. SunLine Transit Agency Board Vice-Chair Miller moved to approve the Emergency Policy Changes – Fare Collection, on behalf of the committee. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

14. FARE POLICY NO. B-060102 REVISION APPROVAL

Board Operations Committee Chair Miller reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Vice-Chair Miller moved to approve Fare Policy No. B-060102 Revision Approval, on behalf of the committee. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

15. REVISIONS TO INVESTMENT POLICY STATEMENTS – POLICY NO. B-090298(A) AND B-090298(B)

Board Operations Committee Chair Miller reported that this item was brought to the committee and they unanimously approved the item. Additional information was provided by Luis Garcia, Chief Financial Officer and Eric Vail, General Counsel. SunLine Transit Agency Board Vice-Chair Miller moved to approve the Revisions to Investment Policy Statements – Policy No. B-090298(a) and B-090298(b), on behalf of the committee. Board Member comments were made by Board Member Betts, Board Member Middleton and Board Member Kelly. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

16. GENERAL COUNSEL’S REPORT

General Counsel had no updates to report.

17. CEO/GENERAL MANAGER’S REPORT

CEO/General Manager, Lauren Skiver, provided a brief oral report.

Board Member comments were made by:

- Board Vice-Chair Miller, City of Indio
- Board Member Kelly, City of Palm Desert
- Board Member Griffith, City of Indian Wells
- Board Chair Radi, City of La Quinta

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
FEBRUARY 24, 2021**

18. CLOSED SESSION

a) CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code section 54957.6

Agency designated representatives: Lauren Skiver, CEO/GM SunLine, Kelly Trainer, special legal counsel, Burke Williams Sorensen, LLP
Employee organization: Request for New Unit Recognition

No reportable action.

19. NEXT MEETING DATE

March 24, 2021 at 12 p.m.

20. ADJOURN

The SunLine Services Group and SunLine Transit Agency meeting concurrently adjourned at 1:21 p.m.

Respectfully Submitted,

Carmen Cubero
Assistant Clerk of the Board

SunLine Transit Agency**CONSENT CALENDAR**

DATE: March 24, 2021

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Checks \$1,000 and Over Report for January 2021

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.

| Vendor | Check # | Amount |
|------------------------------------|----------------|---------------------|
| <i>CANNON DESIGN BUILDERS, INC</i> | <i>684987</i> | <i>\$625,057.84</i> |

Recommendation:

Receive and file.

**SunLine Transit Agency
Checks \$1,000 and Over
January 2021**

| Vendor Filed As Name | Description | Check # | Payment Date | Payment Amount |
|---|--|----------------|---------------------|-----------------------|
| CANNONDESIGN BUILDERS, INC. | WIP- Operation Facility Design | 684987 | 01/06/2021 | 625,057.84 |
| PERMA - INSURANCE | General Liability & Workers Comp Premium | 685024 | 01/06/2021 | 170,172.53 |
| U.S. BANK INSTITUTIONAL TRUST-WESTERN | Pension Deposit | 685249 | 01/27/2021 | 125,899.75 |
| U.S. BANK INSTITUTIONAL TRUST-WESTERN | Pension Deposit | 685109 | 01/13/2021 | 120,172.43 |
| IMPERIAL IRRIGATION DIST | Utilities | 685146 | 01/20/2021 | 100,688.91 |
| GUARDIAN LIFE INSURANCE COMPANY THE | Employee Benefits/ LTD/STD/LIFE Ins Prem | 685215 | 01/27/2021 | 48,823.24 |
| DAHL, TAYLOR AND ASSOCIATES, INC. | WIP-Operation Facility Consulting Engineer | 684992 | 01/06/2021 | 46,889.88 |
| SO CAL GAS CO. | Utilities | 685173 | 01/20/2021 | 38,933.47 |
| IMPERIAL IRRIGATION DIST | Utilities | 685077 | 01/13/2021 | 29,130.61 |
| PACKET FUSION, INC. | Computer Network Software Agmt 11/29/20-11/28/23 | 685023 | 01/06/2021 | 27,531.90 |
| COMPLETE COACH WORKS | WIP-Covid19 Capital Expenditures | 684991 | 01/06/2021 | 25,161.10 |
| AIR & LUBE SYSTEMS INC | WIP-Maintenance shop wall removal | 685123 | 01/20/2021 | 23,665.45 |
| MICHELIN NORTH AMERICA, INC. | Lease Tire Service | 685011 | 01/06/2021 | 22,712.80 |
| ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS | WIP-Hydrogen Electric Hybrid FCB & Station | 685042 | 01/06/2021 | 21,762.50 |
| THE LEFLORE GROUP LLC | Projects Consultant | 685096 | 01/13/2021 | 17,221.60 |
| WORLD BACK TO WORK, INC | Medical Exam and Testing | 685185 | 01/25/2021 | 16,000.00 |
| BURKE, WILLIAMS & SORENSEN, LLP | Legal Services | 685131 | 01/20/2021 | 15,302.75 |
| CART MART, INC | Fixed Assets-Non Rev Vehicles | 685133 | 01/20/2021 | 14,147.56 |
| OLD GREEN HOUSE LLC | Consulting Services | 685094 | 01/13/2021 | 13,200.00 |
| VERIZON WIRELESS | Wireless Telephone Service | 685039 | 01/06/2021 | 10,845.48 |
| NFI PARTS | Inventory Repair Parts | 685121 | 01/20/2021 | 9,206.82 |
| KELLERMEYER BERGENSONS SERVICES, LLC | Janitorial Services | 685222 | 01/27/2021 | 8,619.34 |
| PRUDENTIAL OVERALL SUPPLY | Uniforms | 685025 | 01/06/2021 | 8,264.25 |
| TRANSIT PRODUCTS & SERVICES | Inventory Repair Parts | 685248 | 01/27/2021 | 8,239.00 |
| TEC OF CALIFORNIA, INC. | Inventory Repair Parts | 685103 | 01/13/2021 | 8,209.53 |
| PSOMAS | WIP-CNG Fueling Station | 685232 | 01/27/2021 | 7,905.70 |
| PALM SPRINGS MOTORS, INC. | Inventory Repair Parts | 685162 | 01/20/2021 | 7,616.71 |
| ROBERT HALF | Temporary Help | 685234 | 01/27/2021 | 7,456.75 |
| HD INDUSTRIES | Inventory Repair Parts | 685216 | 01/27/2021 | 7,131.12 |
| ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS | Consulting Services | 685255 | 01/27/2021 | 7,125.00 |
| NAPA AUTO PARTS | Inventory Repair Parts | 685226 | 01/27/2021 | 6,834.70 |
| ROBERT HALF | Temporary Help | 685028 | 01/06/2021 | 6,800.00 |
| AMALGAMATED TRANSIT UNION | Union Dues | 685189 | 01/27/2021 | 6,531.80 |
| AMALGAMATED TRANSIT UNION | Union Dues | 685047 | 01/13/2021 | 6,531.80 |
| ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS | WIP-Hydrogen Electric Hybrid FCB & Station | 685116 | 01/13/2021 | 6,187.50 |
| JANEK CORPORATION THE | Inventory Repair Parts | 685147 | 01/20/2021 | 5,895.25 |
| SONSRAY FLEET SERVICES | Inventory Repair Parts | 685106 | 01/13/2021 | 5,845.16 |
| MANERI SIGN CO INC | WIP-West Valley Refueled Bus Stops Project | 685081 | 01/13/2021 | 5,549.30 |

**SunLine Transit Agency
Checks \$1,000 and Over
January 2021**

| Vendor Filed As Name | Description | Check # | Payment Date | Payment Amount |
|--|--|----------------|---------------------|-----------------------|
| COMPLETE COACH WORKS | WIP-Covid19 Capital Expenditures | 685060 | 01/13/2021 | 5,217.78 |
| NAPA AUTO PARTS | Inventory Repair Parts | 685014 | 01/06/2021 | 5,140.18 |
| ROBERT HALF | Temporary Help | 685093 | 01/13/2021 | 5,088.00 |
| ADMIRAL SECURITY SERVICES, INC. | Security Guard Services | 684980 | 01/06/2021 | 4,813.85 |
| AIR & LUBE SYSTEMS INC | WIP-Fall Arrest System | 685188 | 01/27/2021 | 4,323.75 |
| CARQUEST AUTO PARTS STORES | Inventory Repair Parts | 685055 | 01/13/2021 | 4,265.40 |
| WELTYS ENTERPRISES, INC. | Printing Expense | 685040 | 01/06/2021 | 4,209.59 |
| BAE SYSTEMS CONTROLS, INC. | Repair Parts-Fuel Cell | 685128 | 01/20/2021 | 4,016.00 |
| SOUTHWEST NETWORKS, INC. | IT Support Services | 685101 | 01/13/2021 | 3,925.00 |
| KELLERMEYER BERGENSONS SERVICES, LLC | Janitorial Services | 685007 | 01/06/2021 | 3,825.00 |
| TPX COMMUNICATIONS | Communication | 685247 | 01/27/2021 | 3,811.01 |
| AARVIG & ASSOCIATES, APC | Insurance Loss | 685118 | 01/20/2021 | 3,657.93 |
| THE LEARNING & PERFORMANCE IMPROVEMENT | Consulting General | 685148 | 01/20/2021 | 3,454.50 |
| TIME WARNER CABLE | Utilities | 685105 | 01/13/2021 | 3,242.88 |
| SOCALGAS | Utilities | 685100 | 01/13/2021 | 3,220.24 |
| CALIFORNIA STATE DISBURSEMENT UNIT | Garnishments | 685053 | 01/13/2021 | 3,137.71 |
| CALIFORNIA STATE DISBURSEMENT UNIT | Garnishments | 685195 | 01/27/2021 | 3,137.71 |
| ANDREA CARTER & ASSOCIATES | Marketing Consultant | 685125 | 01/20/2021 | 3,050.00 |
| SC FUELS | Lubricants and Oils | 685241 | 01/27/2021 | 3,045.68 |
| JESSE FRESCAS JR. | Consulting General | 685078 | 01/13/2021 | 3,040.00 |
| WELTYS ENTERPRISES, INC. | Advertising | 685182 | 01/20/2021 | 2,946.81 |
| CALIFORNIA DEPARTMENT OF TAX & FEE | Use Sales Tax | 685132 | 01/20/2021 | 2,924.00 |
| VALLEY OFFICE EQUIPMENT, INC. | Copier Service | 685038 | 01/06/2021 | 2,839.24 |
| WELTYS ENTERPRISES, INC. | WIP-West Valley Refueled Bus Stops Project | 685113 | 01/13/2021 | 2,830.32 |
| R.S. HUGHES COMPANY | Emergency Preparedness Supplies | 685167 | 01/20/2021 | 2,828.44 |
| ELDORADO NATIONAL (CALIFORNIA), INC. | Repair Parts-Fuel Cell | 685203 | 01/27/2021 | 2,788.02 |
| TEC OF CALIFORNIA, INC. | Inventory Repair Parts | 685033 | 01/06/2021 | 2,773.57 |
| FULTON DISTRIBUTING | Emergency Preparedness Supplies | 685001 | 01/06/2021 | 2,613.49 |
| FRANKLIN TRUCK PARTS, INC | Inventory Repair Parts | 685069 | 01/13/2021 | 2,548.11 |
| ADMIRAL SECURITY SERVICES, INC. | Security Guard Services | 685045 | 01/13/2021 | 2,543.88 |
| ADMIRAL SECURITY SERVICES, INC. | Security Guard Services | 685120 | 01/20/2021 | 2,543.88 |
| ADMIRAL SECURITY SERVICES, INC. | Security Guard Services | 685186 | 01/27/2021 | 2,543.88 |
| FORENSIC DRUG TESTING SERVICES | Medical Exams | 685000 | 01/06/2021 | 2,447.00 |
| YELLOW CAB OF THE DESERT | Taxi Voucher Program | 685254 | 01/27/2021 | 2,405.41 |
| WESTPORT DALLAS, INC. | Inventory Repair Parts | 685183 | 01/20/2021 | 2,379.34 |
| CREATIVE BUS SALES, INC, | Inventory Repair Parts | 685061 | 01/13/2021 | 2,324.80 |
| AUGER CONSULTING GROUP LLC | Consulting Services | 685080 | 01/13/2021 | 2,310.00 |
| PRUDENTIAL OVERALL SUPPLY | Uniforms | 685231 | 01/27/2021 | 2,297.58 |
| SONSRAY FLEET SERVICES | Repair Parts-Fixed Route | 685245 | 01/27/2021 | 2,256.44 |

**SunLine Transit Agency
Checks \$1,000 and Over
January 2021**

| Vendor Filed As Name | Description | Check # | Payment Date | Payment Amount |
|--|--|----------------|---------------------|-----------------------|
| HOME DEPOT CREDIT SERVICES | Facility Maintenance Supplies | 685074 | 01/13/2021 | 2,169.79 |
| ROBERT HALF | Temporary Help | 685235 | 01/27/2021 | 2,120.00 |
| VINCENT PRINTING COMPANY, INC. | Advertising | 685112 | 01/13/2021 | 2,118.32 |
| TOPS N BARRICADES, INC. | WIP-West Valley Refueled Bus Stops Project | 685246 | 01/27/2021 | 2,116.28 |
| NFI PARTS | Inventory Repair Parts | 685046 | 01/13/2021 | 2,048.57 |
| ROMAINE ELECTRIC CORP. | Inventory Repair Parts | 685168 | 01/20/2021 | 1,938.02 |
| CREATIVE BUS SALES, INC, | Inventory Repair Parts | 685135 | 01/20/2021 | 1,930.82 |
| DESERT CITY CAB | Taxi Voucher Program | 685200 | 01/27/2021 | 1,779.65 |
| VALLEY LOCK & SAFE | WIP-CNG Fueling Station | 685251 | 01/27/2021 | 1,775.36 |
| ELDORADO NATIONAL (CALIFORNIA), INC. | Inventory Repair Parts | 685064 | 01/13/2021 | 1,729.08 |
| 4IMPRINT, INC. | Advertising | 685044 | 01/13/2021 | 1,715.61 |
| ASPEN REFRIGERANTS, INC. | Freon & Coolant | 684986 | 01/06/2021 | 1,696.34 |
| ROBERT HALF | Temporary Help | 685027 | 01/06/2021 | 1,696.00 |
| ALPHA MEDIA LLC | Advertising | 685124 | 01/20/2021 | 1,683.17 |
| DS AIR | Materials & Supplies | 685196 | 01/27/2021 | 1,666.23 |
| MITECH CONTROLS INC. | Repair Parts-Fixed Route | 685012 | 01/06/2021 | 1,599.66 |
| SMARTDRIVE SYSTEMS, INC. | General Services | 685099 | 01/13/2021 | 1,580.00 |
| SWRCB ACCOUNTING OFFICE | Permits & Licenses | 685043 | 01/07/2021 | 1,474.00 |
| SWRCB ACCOUNTING OFFICE | Permits & Licenses | 685175 | 01/20/2021 | 1,474.00 |
| BURRTEC WASTE & RECYCLING SERVICES | Trash Service | 685051 | 01/13/2021 | 1,473.07 |
| MILE3 WEB DEVELOPMENT | Website Maintenance | 685155 | 01/20/2021 | 1,470.00 |
| BURRTEC WASTE & RECYCLING SERVICES | Trash Service | 685050 | 01/13/2021 | 1,390.73 |
| KUNA FM | Advertising | 685152 | 01/20/2021 | 1,360.00 |
| TYLER TECHNOLOGIES, INC. | Travel-Meeting/Seminars | 685178 | 01/20/2021 | 1,356.88 |
| DESERT URGENT CARE | Medical Exams | 685218 | 01/27/2021 | 1,335.00 |
| WESTPORT DALLAS, INC. | Inventory Repair Parts | 685114 | 01/13/2021 | 1,277.31 |
| RICHARD D. LORETTA | Travel-Meeting/Seminars | 685184 | 01/25/2021 | 1,250.00 |
| LA PRENSA HISPANA INC | Advertising | 685008 | 01/06/2021 | 1,200.00 |
| SEFAC USA, INC. | Equipment Repairs-Shop Equipment | 685098 | 01/13/2021 | 1,191.50 |
| RUSH TRUCK CENTERS OF CALIFORNIA, INC. | Inventory Repair Parts | 685238 | 01/27/2021 | 1,163.09 |
| GLEN ALAN COY | Advertising | 685213 | 01/27/2021 | 1,145.70 |
| OFFICETEAM | Temporary Help | 685160 | 01/20/2021 | 1,133.20 |
| OFFICETEAM | Temporary Help | 685229 | 01/27/2021 | 1,133.20 |
| GILLIG LLC | Inventory Repair Parts | 685212 | 01/27/2021 | 1,122.04 |
| RICON CORPORATION | Inventory Repair Parts | 685091 | 01/13/2021 | 1,103.89 |
| TRAPEZE SOFTWARE GROUP INC. | Consulting Service | 685107 | 01/13/2021 | 1,093.76 |
| ELDORADO NATIONAL (CALIFORNIA), INC. | Inventory Repair Parts | 685138 | 01/20/2021 | 1,053.99 |
| BROADLUX, INC. | WIP-CNG Fueling Station | 685130 | 01/20/2021 | 1,000.00 |
| QUADIENT FINANCE USA, INC. | Postage | 685088 | 01/13/2021 | 1,000.00 |
| Total Checks Over \$1,000 | \$1,828,600.21 | | | |
| Total Checks Under \$1,000 | \$50,729.64 | | | |
| Total Checks | \$1,879,329.85 | | | |

SunLine Transit Agency
CONSENT CALENDAR

DATE: March 24, 2021

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Credit Card Statement for January 2021

Summary:

The attached report summarizes the Agency's credit card expenses for January 2021. Credit card transactions through the CEO/General Manager credit card align with statement closing date of February 3, 2021. The report also summarizes transactions for the credit cards utilized for Accounts Payable and Procurement which align with statement closing date of January 31, 2021 for the reporting period.

Recommendation:

Receive and file.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 2/03/21

Name on Card: Lauren Skiver

| | Trans. Date | Post Date | Reference | Detail - Description | Credits | Charges |
|-----------------------------|--------------------|------------------|------------------|--|----------------|----------------|
| 1 | 1/3/2021 | 1/4/2021 | Wells Fargo | Annual membership fee; Bank Fee | | \$75.00 |
| 2 | 1/26/2021 | 1/26/2021 | Constant Contact | E-newsletter and mass e-mail software; Constant Contact Toolkit Bi-annual membership | | \$108.00 |
| Credits and Charges: | | | | | \$0.00 | \$183.00 |

CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

| | |
|------------------------|--------------------------------|
| Prepared For | SUNLINE TRANSIT LUIS GARCIA |
| Account Number | [REDACTED] |
| Statement Closing Date | 02/03/21 |
| Days in Billing Cycle | 31 |
| Next Statement Date | 03/03/21 |

For Customer Service Call:
800-231-5511

Inquiries or Questions:
Wells Fargo SBL PO Box 29482
Phoenix, AZ 85038-8650

Payments:
Elite Card Payment Center PO Box 77066
Minneapolis, MN 55480-7766

| | |
|------------------|----------|
| Credit Line | \$40,000 |
| Available Credit | \$39,817 |

Payment Information

| | |
|--|-----------------|
| New Balance | \$183.00 |
| Current Payment Due (Minimum Payment) | \$183.00 |
| Current Payment Due Date | 02/28/21 |

Thank you for using our Automatic Payment service. See the **Important Information** section below for your next scheduled payment.

If you wish to pay off your balance in full: The balance noted on your statement is not the payoff amount. Please call 800-231-5511 for payoff information.

Account Summary

| | | |
|---------------------------|----------|-----------------|
| Previous Balance | | \$747.40 |
| Credits | - | \$0.00 |
| Payments | - | \$747.40 |
| Purchases & Other Charges | + | \$183.00 |
| Cash Advances | + | \$0.00 |
| Finance Charges | + | \$0.00 |
| New Balance | = | \$183.00 |

Wells Fargo Cash Back SM Program Summary

| | | |
|---------------------------------|---|---------------|
| Previous Cash Back Balance | | \$11.21 |
| Cash Earned this Month | | \$1.62 |
| Trades From Other Company Cards | | \$0.00 |
| Bonus/Adjustments | | \$0.00 |
| Cash Back Balance | = | \$12.83 |
| Cash Awarded this Period | | \$0.00 |
| Year to Date Cash Back Awarded | | \$0.00 |

Cash Back Notice

Your next cash back reward is scheduled for 03/2021. Use your Business Card for all of your business expenses plus everyday purchases and get 1.5% Cash Back.

See reverse side for important information.

DETACH HERE

Detach and mail with check payable to "Wells Fargo" to arrive by Current Payment Due Date.

Make checks payable to: Wells Fargo

| | |
|---|-----------------|
| Account Number | [REDACTED] |
| New Balance | \$183.00 |
| Total Amount Due (Minimum Payment) | \$183.00 |
| Current Payment Due Date | 02/28/21 |

Print address or phone changes: _____
Work () _____

Amount Enclosed: \$

ELITE CARD PAYMENT CENTER YTG 29
PO BOX 77066
MINNEAPOLIS MN 55480-7766

SUNLINE TRANSIT
LUIS GARCIA
32505 HARRY OLIVER TRL
THOUSAND PALMS CA 92276-3501
55557 P301



Rate Information

Your rate may vary according to the terms of your agreement.

| TYPE OF BALANCE | ANNUAL INTEREST RATE | DAILY FINANCE CHARGE RATE | AVERAGE DAILY BALANCE | PERIODIC FINANCE CHARGES | TRANSACTION FINANCE CHARGES | TOTAL FINANCE CHARGES |
|-----------------|----------------------|---------------------------|-----------------------|--------------------------|-----------------------------|-----------------------|
| PURCHASES | 11.240% | .03079% | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| CASH ADVANCES | 23.990% | .06572% | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| TOTAL | | | | \$0.00 | \$0.00 | \$0.00 |

Important Information

\$0 - \$183.00 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 02/28/21. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

TOTAL *FINANCE CHARGE* BILLED IN 2020 \$0.00
 TOTAL *FINANCE CHARGE* PAID IN 2020 \$0.00

Summary of Sub Account Usage

| Name | Sub Account Number Ending In | Monthly Spending Cap | Spend This Period |
|--------------|------------------------------|----------------------|-------------------|
| LAURA SKIVER | [REDACTED] | 40,000 | \$108.00 |

Transaction Details

The transactions detailed on this Consolidated Billing Control Account Statement contain transactions made directly to this Control Account plus all transactions made on Sub Accounts. If there were no transactions made by a Sub Account that Sub Account will not appear.

| Trans | Post | Reference Number | Description | Credits | Charges |
|-------|-------|-------------------|-------------------------------|---------|-----------|
| 01/03 | 01/04 | 24484610400XTMJG3 | REWARDS ANNUAL MEMBERSHIP FEE | | 75.00 |
| 01/28 | 01/28 | F3268000W00CHGDDA | AUTOMATIC PAYMENT - THANK YOU | 747.40 | |
| | | | TOTAL [REDACTED] | | \$672.40- |

Transaction Summary For **LAURA SKIVER**
 Sub Account Number Ending In [REDACTED]

| | | | | | |
|-------|-------|-------------------|--|--|--------|
| 01/26 | 01/26 | 24906410S38YL0LMZ | EIG*CONSTANTCONTACT.COM 855-2295506 MA | | 108.00 |
| | | | TOTAL \$108.00 | | |
| | | | LAURA SKIVER / Sub Acct Ending In [REDACTED] | | |

Wells Fargo News

Take advantage of the features that come with Online Banking:

- Messages and alerts: Stay informed about your account with updates sent to your email or mobile phone.
- Wells Fargo Card Design Studio® service: Make your card as unique as your business. Customize your card design with this free service.
- Automatic Payments: Never miss a payment, avoid late charges and protect your credit rating.

Sunline Transit Agency Visa Credit Card Statement

Closing Date: 01/31/2021

Name on Card: Liz Granillo (Accounts Payable Card)

| | Trans. Date | Post Date | Reference | Detail - Description | Credits | Charges |
|----------------------------|--------------------|------------------|------------------|---|----------------|-------------------|
| 1 | 12/31/2020 | 1/4/2021 | TEquipment.net | Temperature scanning camera | | \$742.39 |
| 2 | 1/3/2021 | 1/4/2021 | Amazon | Alexa for Business Account | | \$6.40 |
| 3 | 1/6/2021 | 1/7/2021 | Burrtec | Utilities Acct # 44-VC-225377 | | \$250.75 |
| 4 | 1/12/2021 | 1/13/2021 | Nana's Flower S. | Condolences Arrangement for Finance Team Member | | \$231.58 |
| 5 | 1/27/2021 | 1/28/2021 | CVWD | Utilities Acct # 226773-601132 | | \$86.99 |
| 6 | 1/27/2021 | 1/28/2021 | CVWD | Utilities Acct # 314009-845852 | | \$66.93 |
| 7 | 1/27/2021 | 1/28/2021 | CVWD | Utilities Acct # 314011-845854 | | \$292.98 |
| 8 | 1/27/2021 | 1/28/2021 | CVWD | Utilities Acct # 596261-601130 | | \$86.99 |
| 9 | 1/27/2021 | 1/28/2021 | CVWD | Utilities Acct # 596265-403818 | | \$85.06 |
| 10 | 1/27/2021 | 1/28/2021 | CVWD | Utilities Acct # 596433-601158 | | \$44.74 |
| 11 | 1/27/2021 | 1/28/2021 | CVWD | Utilities Acct # 226783-601148 | | \$122.05 |
| 12 | 1/27/2021 | 1/28/2021 | CVWD | Utilities Acct # 596263-566514 | | \$103.98 |
| 13 | 1/27/2021 | 1/28/2021 | CVWD | Utilities Acct # 596437-601156 | | \$69.29 |
| 14 | 1/27/2021 | 1/29/2021 | IID | Utilities Acct # 50677437 | | \$118.96 |
| 15 | 1/28/2021 | 1/29/2021 | CVWD | Utilities Acct # 711835-567044 | | \$553.44 |
| Credits and Charges | | | | | \$0.00 | \$2,862.53 |



| Cardholder Summary | | | |
|--------------------|----------------|------------------|-------------------------------|
| Cardholder Name: | GRANILLO, LIZ | Start Date: | 01/01/2021 |
| Card Number: | xxxx-xxxx-xxxx | End Date: | 01/31/2021 |
| Status: | Open | Reminder Period: | 02/02/2021 through 02/06/2021 |
| Charges: | 2,862.53 USD | Grace Period: | 02/07/2021 through 02/08/2021 |
| Out-of-pocket: | 0.00 USD | | |
| Total Amount: | 2,862.53 USD | | |

Charges

| 1. | | | | | | | | | |
|---|--------------|----------|---|--|--------------|---------------|----------------------|----------------------------|--|
| Transaction Date | Posting Date | Personal | Merchant | General Ledger Code | Unit | Receipt Image | Receipt Submitted \$ | Amount / Original Currency | |
| 12/31/2020 | 01/04/2021 | No | Tequipment.net 732-7282583,NJ | 5040300200 - ELECTRICAL RELATED EXPENDITURE | Finance(FIN) | Yes | Yes | 742.39 USD / 742.39 | |
| Description THERMAL LAPTOP | | | | | | | | | |
| FUND 00 DIVISION | | | | | | | | | |
| 2. | | | | | | | | | |
| Transaction Date | Posting Date | Personal | Merchant | General Ledger Code | Unit | Receipt Image | Receipt Submitted \$ | Amount / Original Currency | |
| 01/03/2021 | 01/04/2021 | No | Amazon Web Services Aws.amazon.co,WA | 5039903800 - OTHER SERVICES | Finance(FIN) | Yes | Yes | 6.40 USD / 6.40 | |
| Description AWS SERVICES | | | | | | | | | |
| FUND 00 DIVISION | | | | | | | | | |
| 3. | | | | | | | | | |
| Transaction Date | Posting Date | Personal | Merchant | General Ledger Code | Unit | Receipt Image | Receipt Submitted \$ | Amount / Original Currency | |
| 01/06/2021 | 01/07/2021 | No | Burrtec Waste And Recycl 760-3402113,CA | 5050200001 - UTILITIES MAIN FACILITY | Finance(FIN) | Yes | Yes | 250.75 USD / 250.75 | |
| Description UTILITIES | | | | | | | | | |
| FUND 00 DIVISION | | | | | | | | | |
| 4. | | | | | | | | | |
| Transaction Date | Posting Date | Personal | Merchant | General Ledger Code | Unit | Receipt Image | Receipt Submitted \$ | Amount / Original Currency | |
| 01/12/2021 | 01/13/2021 | No | Nanas Flow Nanas Flow Www.floristin,CA | 5099900002 - MISCELLANEOUS EXPENSES | Finance(FIN) | Yes | Yes | 231.58 USD / 231.58 | |
| Description CONDOLENCES ARRANGEMENT - FINANCE | | | | | | | | | |
| FUND 00 DIVISION | | | | | | | | | |
| 5. | | | | | | | | | |
| Transaction Date | Posting Date | Personal | Merchant | General Ledger Code | Unit | Receipt Image | Receipt Submitted \$ | Amount / Original Currency | |
| 01/27/2021 | 01/28/2021 | No | Coachella Valley Water Di 760-398-2651,CA | 5050200001 - UTILITIES MAIN FACILITY | Finance(FIN) | Yes | Yes | 86.99 USD / 86.99 | |
| Description UTILITIES | | | | | | | | | |
| FUND 00 DIVISION | | | | | | | | | |
| 6. | | | | | | | | | |
| Transaction Date | Posting Date | Personal | Merchant | General Ledger Code | Unit | Receipt Image | Receipt Submitted \$ | Amount / Original Currency | |

| | | | | | | | | | |
|-------------------------|-------------------------|---------------------|--|--------------------------------------|----------------------------|----------------------|--------------------------|-----------------------------------|-----------------|
| 01/27/2021 | 01/28/2021 | No | Coachella Valley Water Di 760-398-2651,CA | 5050200001 - UTILITIES MAIN FACILITY | Finance(FIN) | Yes | Yes | 66.93 USD / 66.93 | |
| Description | | UTILITIES | | | | | | | |
| FUND | | 00 DIVISION | | | | | | | |
| 7. | | | | | | | | | |
| Transaction Date | Posting Date | Personal | Merchant | General Ledger Code | Unit | Receipt Image | Receipt Submitted | Amount / Original Currency | |
| 01/27/2021 | 01/28/2021 | No | Coachella Valley Water Di 760-398-2651,CA | 5050200001 - UTILITIES MAIN FACILITY | Finance(FIN) | Yes | Yes | 292.98 USD / 292.98 | |
| Description | | UTILITIES | | | | | | | |
| FUND | | 00 DIVISION | | | | | | | |
| 8. | | | | | | | | | |
| Transaction Date | Posting Date | Personal | Merchant | General Ledger Code | Unit | Receipt Image | Receipt Submitted | Amount / Original Currency | |
| 01/27/2021 | 01/28/2021 | No | Coachella Valley Water Di 760-398-2651,CA | 5050200001 - UTILITIES MAIN FACILITY | Finance(FIN) | Yes | Yes | 86.99 USD / 86.99 | |
| Description | | UTILITIES | | | | | | | |
| FUND | | 00 DIVISION | | | | | | | |
| 9. | | | | | | | | | |
| Transaction Date | Posting Date | Personal | Merchant | General Ledger Code | Unit | Receipt Image | Receipt Submitted | Amount / Original Currency | |
| 01/27/2021 | 01/28/2021 | No | Coachella Valley Water Di 760-398-2651,CA | 5050200001 - UTILITIES MAIN FACILITY | Finance(FIN) | Yes | Yes | 85.06 USD / 85.06 | |
| Description | | UTILITIES | | | | | | | |
| FUND | | 00 DIVISION | | | | | | | |
| 10. | | | | | | | | | |
| Transaction Date | Posting Date | Personal | Merchant | General Ledger Code | Unit | Receipt Image | Receipt Submitted | Amount / Original Currency | |
| 01/27/2021 | 01/28/2021 | No | Coachella Valley Water Di 760-398-2651,CA | 5050200001 - UTILITIES MAIN FACILITY | Finance(FIN) | Yes | Yes | 44.74 USD / 44.74 | |
| Description | | UTILITIES | | | | | | | |
| FUND | | 00 DIVISION | | | | | | | |
| 11. | | | | | | | | | |
| Transaction Date | Posting Date | Personal | Merchant | General Ledger Code | Unit | Receipt Image | Receipt Submitted | Amount / Original Currency | |
| 01/27/2021 | 01/28/2021 | No | Coachella Valley Water Di 760-398-2651,CA | 5050200001 - UTILITIES MAIN FACILITY | Finance(FIN) | Yes | Yes | 122.05 USD / 122.05 | |
| Description | | UTILITIES | | | | | | | |
| FUND | | 00 DIVISION | | | | | | | |
| 12. | | | | | | | | | |
| Transaction Date | Posting Date | Personal | Merchant | General Ledger Code | Unit | Receipt Image | Receipt Submitted | Amount / Original Currency | |
| 01/27/2021 | 01/28/2021 | No | Coachella Valley Water Di 760-398-2651,CA | 5050200001 - UTILITIES MAIN FACILITY | Finance(FIN) | Yes | Yes | 103.98 USD / 103.98 | |
| Description | | UTILITIES | | | | | | | |
| FUND | | 00 DIVISION | | | | | | | |
| 13. | | | | | | | | | |
| Transaction Date | Posting Date | Personal | Merchant | General Ledger Code | Unit | Receipt Image | Receipt Submitted | Amount / Original Currency | |
| 01/27/2021 | 01/28/2021 | No | Coachella Valley Water Di 760-398-2651,CA | 5050200001 - UTILITIES MAIN FACILITY | Finance(FIN) | Yes | Yes | 69.29 USD / 69.29 | |
| Description | | UTILITIES | | | | | | | |
| FUND | | 00 DIVISION | | | | | | | |
| 14. | Transaction Date | Posting Date | Personal | Merchant | General Ledger Code | Unit | Receipt Image | Receipt | Amount / |

| Date | Date | | | Code | | Image | Submitted ‡ | Original Currency |
|---------------------|-----------------|-----------|---|--|--------------|------------------|---------------------------|----------------------------------|
| 01/27/2021 | 01/29/2021 | No | Spi Imperial Irrigati 800-303-7756,CA | 5050200001 - UTILITIES MAIN FACILITY | Finance(FIN) | Yes | Yes | 118.96 USD / 118.96 |
| Description | | UTILITIES | | | | | | |
| FUND | | 00 | | DIVISION | | | | |
| 15. | | | | | | | | |
| Transaction Date | Posting Date | Personal | Merchant | General Ledger Code | Unit | Receipt Image | Receipt Submitted ‡ | Amount / Original Currency |
| 01/28/2021 | 01/29/2021 | No | Coachella Valley Water DI 760-398-2651,CA | 5050200001 - UTILITIES MAIN FACILITY | Finance(FIN) | Yes | Yes | 553.44 USD / 553.44 |
| Description | | UTILITIES | | | | | | |
| FUND | | 00 | | DIVISION | | | | |

Total Charges: 2,862.53 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

—End of Report—

Sunline Transit Agency Visa Credit Card Statement

Closing Date: 01/31/2021

Name on Card: Walter Watcher (Procurement Card)

| | Trans. Date | Post Date | Reference | Detail - Description | Credits | Charges |
|----------------------------|-------------|-----------|-----------|---|---------------|-----------------|
| 1 | 01/08/21 | 01/11/21 | DocuSign | License for DocuSign-Clerk of the Board | | \$76.44 |
| 2 | 01/13/21 | 01/14/21 | Amazon | Ignition keys for Div. 1 Forklift | | \$23.68 |
| Credits and Charges | | | | | \$0.00 | \$100.12 |



Cardholder Summary

| | | | |
|------------------|-----------------|------------------|-------------------------------|
| Cardholder Name: | WATCHER, WALTER | Start Date: | 01/01/2021 |
| Card Number: | xxxx-xxxx-xxxx | End Date: | 01/31/2021 |
| Status: | Open | Reminder Period: | 02/02/2021 through 02/06/2021 |
| Charges: | 100.12 USD | Grace Period: | 02/07/2021 through 02/08/2021 |
| Out-of-pocket: | 0.00 USD | | |
| Total Amount: | 100.12 USD | | |

Charges

| 1. | Transaction Date | Posting Date | Personal | Merchant | General Ledger Code | Unit | Receipt Image | Receipt Submitted \$ | Amount / Original Currency |
|----|--|--------------|-----------------|---|---|--------------|---------------|----------------------|----------------------------|
| | 01/08/2021 | 01/11/2021 | No | DocuSign 866-219-4318,WA | 5039903800 - OTHER SERVICES | Finance(FIN) | Yes | Yes | 76.44 USD / 76.44 |
| | Description License for DocuSign - Clerk of the Board | | | | | | | | |
| | FUND 00 | | DIVISION | | | | | | |
| 2. | Transaction Date | Posting Date | Personal | Merchant | General Ledger Code | Unit | Receipt Image | Receipt Submitted \$ | Amount / Original Currency |
| | 01/13/2021 | 01/14/2021 | No | Amzn Mktp Us S327n72n3 Amzn.com/bill,WA | 5099900002 - MISCELLANEOUS EXPENSES | Finance(FIN) | Yes | Yes | 23.68 USD / 23.68 |
| | Description Replacement Forklift keys | | | | | | | | |
| | FUND 00 | | DIVISION | | | | | | |

Total Charges: 100.12 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---

SunLine Transit Agency
CONSENT CALENDAR

DATE: March 24, 2021

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Monthly Budget Variance Report for January 2021

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 1/12th of the annual budget and the FYTD budget values for the month of January 2021 are equal to 7/12^{ths} of the yearly budget.

Year to Date Summary

- As of January 31, 2021, the Agency's FYTD **revenues** are \$365,655 or 17.66% below the FYTD budget due to free fares related to COVID-19.
- As of January 31, 2021, the Agency's FYTD **expenditures** are \$1,281,980 or 5.38% below the FYTD budget.

Monthly Spotlight

- Electricity expenses related to hydrogen and CNG production were over the straight line budget in the month of January due to unexpected hydrogen venting losses in the system. Preventive detection measures were implemented to ensure it does not occur again.
- Fringe benefit expenses for the month of January were over the straight line budget. This is primarily due to tax payments which are weighted towards the beginning of the calendar year. The year to date balance remains favorable.

Recommendation:

Receive and file.

SunLine Transit Agency
Budget Variance Report
January 2021

| Description | FY21 Total Budget | Current Month | | | Fiscal Year-to-Date | | | |
|--|----------------------|-----------------------|----------------------|----------------------------|------------------------|---------------------|----------------------------|-------------------------|
| | | Actual | Budget | Favorable (Unfavorable) | FYTD Actual | FY21 FYTD Budget | Favorable (Unfavorable) | Percentage Remaining |
| Operating Revenues: | | | | | | | | |
| Passenger Revenue | 1,399,824 | 9,147 | 116,652 | (107,505) | 46,096 | 816,564 | (770,468) | 96.7% |
| Other Revenue | 2,149,017 | 208,715 | 179,085 | 29,630 | 1,658,406 | 1,253,593 | 404,813 | 22.8% |
| Total Operating Revenue | 3,548,841 | 217,862 | 295,737 | (77,875) | 1,704,503 | 2,070,157 | (365,655) | 52.0% |
| Operating Expenses: | | | | | | | | |
| Operator & Mechanic Salaries & Wages | 10,110,722 | 816,736 | 842,560 | 25,824 | 5,638,575 | 5,897,921 | 259,346 | 44.2% |
| Operator & Mechanic Overtime | 1,237,377 | 54,400 | 103,115 | 48,715 | 303,532 | 721,803 | 418,271 | 75.5% |
| Administration Salaries & Wages | 6,298,696 | 494,025 | 524,891 | 30,867 | 3,397,453 | 3,674,239 | 276,787 | 46.1% |
| Administration Overtime | 82,132 | 5,728 | 6,844 | 1,116 | 33,063 | 47,910 | 14,847 | 59.7% |
| Fringe Benefits | 9,880,136 | 937,659 | 823,345 | (114,314) | 5,694,178 | 5,763,413 | 69,235 | 42.4% |
| Communications | 243,300 | 18,543 | 20,275 | 1,732 | 126,002 | 141,925 | 15,923 | 48.2% |
| Legal Services | 425,000 | 22,236 | 35,417 | 13,181 | 121,098 | 247,917 | 126,818 | 71.5% |
| Computer/Network Software Agreement | 634,653 | 33,759 | 52,888 | 19,129 | 287,345 | 370,214 | 82,870 | 54.7% |
| Uniforms | 85,084 | 3,195 | 7,090 | 3,895 | 44,944 | 49,632 | 4,688 | 47.2% |
| Contracted Services | 522,700 | 30,772 | 43,558 | 12,786 | 259,640 | 304,908 | 45,268 | 50.3% |
| Equipment Repairs | 10,858 | 0 | 905 | 905 | 2,092 | 6,334 | 4,242 | 80.7% |
| Security Services | 110,000 | 11,453 | 9,167 | (2,286) | 75,725 | 64,167 | (11,559) | 31.2% |
| Fuel - CNG | 1,219,687 | 109,726 | 101,641 | (8,085) | 744,507 | 711,484 | (33,023) | 39.0% |
| Fuel - Hydrogen | 1,033,088 | 120,787 | 86,091 | (34,697) | 592,888 | 602,635 | 9,747 | 42.6% |
| Tires | 226,381 | 16,601 | 18,865 | 2,264 | 109,160 | 132,056 | 22,896 | 51.8% |
| Office Supplies | 73,221 | 5,304 | 6,102 | 798 | 23,232 | 42,712 | 19,481 | 68.3% |
| Travel/Training | 156,482 | 3,046 | 13,040 | 9,995 | 32,081 | 91,281 | 59,201 | 79.5% |
| Repair Parts | 1,436,348 | 97,562 | 119,696 | 22,134 | 829,248 | 837,870 | 8,622 | 42.3% |
| Facility Maintenance | 48,598 | 2,550 | 4,050 | 1,500 | 22,685 | 28,349 | 5,664 | 53.3% |
| Electricity - CNG & Hydrogen | 921,000 | 130,958 | 76,750 | (54,208) | 659,086 | 537,250 | (121,836) | 28.4% |
| Natural Gas | 1,095,000 | 90,647 | 91,250 | 603 | 633,196 | 638,750 | 5,554 | 42.2% |
| Water and Gas | 7,900 | 1,018 | 658 | (360) | 5,291 | 4,608 | (682) | 33.0% |
| Insurance Losses | 1,781,829 | 88,770 | 148,486 | 59,716 | 1,919,084 | 1,039,400 | (879,684) | -7.7% |
| Insurance Premium - Property | 24,737 | 2,754 | 2,061 | (692) | 19,277 | 14,430 | (4,847) | 22.1% |
| Repair Claims | 40,000 | 661 | 3,333 | 2,672 | 13,883 | 23,333 | 9,451 | 65.3% |
| Fuel Taxes | 134,400 | 5,756 | 11,200 | 5,444 | 50,093 | 78,400 | 28,307 | 62.7% |
| Other Expenses | 4,936,976 | 398,957 | 411,415 | 12,458 | 2,241,459 | 2,879,903 | 638,444 | 54.6% |
| Self Consumed Fuel | (1,936,155) | (230,513) | (161,346) | 69,167 | (1,337,376) | (1,129,424) | 207,952 | 30.9% |
| Total Operating Expenses (Before Depreciation) | 40,840,150 | 3,273,089 | 3,403,346 | 130,257 | 22,541,440 | 23,823,421 | 1,281,980 | 44.8% |
| Operating Expenses in Excess of Operating Revenue | | \$ (3,055,227) | | | \$ (20,836,938) | | | |
| Subsidies: | | | | | | | | |
| Local - Measure A, Commuter 10, Haul Pass | 6,228,744 | 510,313 | 519,062 | 8,749 | 3,480,381 | 3,633,434 | 153,053 | 44.1% |
| State - LTF, LCTOP | 11,337,000 | 928,825 | 944,750 | 15,925 | 6,334,676 | 6,613,250 | 278,574 | 44.1% |
| Federal - CMAQ,5307,5309,5310,5311,5311(f),5312 | 6,162,705 | 504,902 | 513,559 | 8,657 | 3,443,481 | 3,594,911 | 151,431 | 44.1% |
| CARES Act 5307, 5311, 5311(f) | 13,562,860 | 1,111,187 | 1,130,238 | 19,051 | 7,578,400 | 7,911,668 | 333,268 | 44.1% |
| Total Subsidies | 37,291,309 | 3,055,227 | 3,107,609 | 52,382 | 20,836,938 | 21,753,264 | 916,326 | 44.1% |
| Net Operating Gain (Loss) After Subsidies | \$ - | \$ | Page 24 of 90 | \$ - | | | | |

SunLine Transit Agency
Budget Variance Report
January 2021

| Description | FY21 Total Budget | Current Month | | | Fiscal Year-to-Date | | | |
|---|----------------------|-----------------------|------------------|----------------------------|------------------------|---------------------|----------------------------|-------------------------|
| | | Actual | Budget | Favorable (Unfavorable) | FYTD Actual | FY21 FYTD Budget | Favorable (Unfavorable) | Percentage Remaining |
| Operating Expenses: | | | | | | | | |
| Wages & Benefits | 27,609,063 | 2,308,547 | 2,300,755 | (7,792) | 15,066,801 | 16,105,287 | 1,038,486 | 45.4% |
| Services | 3,925,788 | 350,343 | 327,149 | (23,194) | 1,877,470 | 2,290,043 | 412,573 | 52.2% |
| Fuels & Lubricants | 2,438,579 | 236,849 | 203,215 | (33,634) | 1,400,822 | 1,422,504 | 21,683 | 42.6% |
| Tires | 226,381 | 16,601 | 18,865 | 2,264 | 109,160 | 132,056 | 22,896 | 51.8% |
| Materials and Supplies | 1,912,844 | 129,979 | 159,404 | 29,425 | 1,063,957 | 1,115,826 | 51,868 | 44.4% |
| Utilities | 2,310,240 | 244,608 | 192,520 | (52,088) | 1,461,598 | 1,347,640 | (113,958) | 36.7% |
| Casualty & Liability | 2,880,550 | 177,522 | 240,046 | 62,523 | 2,554,754 | 1,680,321 | (874,434) | 11.3% |
| Taxes and Fees | 134,400 | 5,756 | 11,200 | 5,444 | 50,093 | 78,400 | 28,307 | 62.7% |
| Miscellaneous Expenses | 1,338,460 | 33,397 | 111,538 | 78,141 | 294,160 | 780,768 | 486,608 | 78.0% |
| Self Consumed Fuel | (1,936,155) | (230,513) | (161,346) | 69,167 | (1,337,376) | (1,129,424) | 207,952 | 30.9% |
| Total Operating Expenses (Before Depreciation) | 40,840,150 | 3,273,089 | 3,403,346 | 130,257 | 22,541,440 | 23,823,421 | 1,281,980 | 44.8% |
| Revenues: | | | | | | | | |
| Passenger Revenue | 1,399,824 | 9,147 | 116,652 | (107,505) | 46,096 | 816,564 | (770,468) | 96.7% |
| Other Revenue | 2,149,017 | 208,715 | 179,085 | 29,630 | 1,658,406 | 1,253,593 | 404,813 | 22.8% |
| Total Operating Revenue | 3,548,841 | 217,862 | 295,737 | (77,875) | 1,704,503 | 2,070,157 | (365,655) | 52.0% |
| Net Operating Gain (Loss) | | \$ (3,055,227) | | | \$ (20,836,938) | | | |
| Subsidies: | | | | | | | | |
| Local - Measure A, Commuter 10, Haul Pass | 6,228,744 | 510,313 | 519,062 | 8,749 | 3,480,381 | 3,633,434 | 153,053 | 44.1% |
| State - LTF, LCTOP | 11,337,000 | 928,825 | 944,750 | 15,925 | 6,334,676 | 6,613,250 | 278,574 | 44.1% |
| Federal - CMAQ,5307,5309,5310,5311,5311(f),5312 | 6,162,705 | 504,902 | 513,559 | 8,657 | 3,443,481 | 3,594,911 | 151,431 | 44.1% |
| CARES Act 5307, 5311, 5311(f) | 13,562,860 | 1,111,187 | 1,130,238 | 19,051 | 7,578,400 | 7,911,668 | (333,268) | 44.1% |
| Total Subsidies | 37,291,309 | 3,055,227 | 3,107,609 | 52,382 | 20,836,938 | 21,753,264 | 916,326 | 44.1% |
| Net Operating Gain (Loss) After Subsidies | \$ - | \$ - | | | \$ - | | | |

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue - Unfavorable

- The negative variance in passenger fares is attributed to no fare collection as of March 17, 2020. Local fixed route and paratransit bus service will be provided free of charge until further notice. The Agency is taking precautions to provide the recommended social distancing and to help the community in these uncertain times.
- For January, ridership was at 48.40% below FY20 FYTD totals.
- Total system ridership was 997,736 trips below FY20 FYTD amounts.

Ridership

| | FY20-January | FY21-January | Variance | %Δ |
|--------------|--------------|--------------|-----------|--------|
| Fixed Route | 321,860 | 168,364 | (153,496) | -47.7% |
| Paratransit | 12,055 | 5,373 | (6,682) | -55.4% |
| SolVan | 1,322 | 1,406 | 84 | 6.4% |
| System Total | 335,237 | 175,143 | (160,094) | -47.8% |

Ridership

| | FYTD-FY20 | FYTD-FY21 | Variance | %Δ |
|--------------|-----------|-----------|-----------|--------|
| Fixed Route | 1,976,494 | 1,023,837 | (952,657) | -48.2% |
| Paratransit | 77,119 | 32,163 | (44,956) | -58.3% |
| SolVan | 7,975 | 7,852 | (123) | -1.5% |
| System Total | 2,061,588 | 1,063,852 | (997,736) | -48.4% |

Other Revenue - Favorable

- The favorable variance is attributed to a large amount of advertising revenue, emissions credits revenue, and accrued CNG rebate revenue. CNG revenue will be weighted more in the first half of FY21.
- CNG rebate was federally approved through the end of calendar year 2020.

Operator & Mechanic Salaries & Wages - Favorable

- The favorable balance is primarily attributed to expenses that have not yet been incurred for the Refueled initiative which will be implemented in the second half of FY21.

Operator & Mechanic Overtime - Favorable

- The favorable balance is primarily attributed to the low amount of overtime scheduled in the modified service due to COVID-19.

Administration Salaries & Wages - Favorable

- The favorable variance in administrative salaries and wages is attributed to vacant positions across the Agency.

Administration Overtime - Favorable

- Administrative overtime is a variable expense dependent on the needs of the Agency and holiday work schedules.

Fringe Benefits - Favorable

- The favorable balance in expenditures will diminish during the second half of the fiscal year due to insurance premium price increases.

Communications - Favorable

- Communication expenditures are consistent monthly within an acceptable range of the budgeted amount.

Legal Services - Favorable

- Legal services general have had lower expense for review and analysis for contracts, service agreements, projects, case reviews, procurements, claims, and funding resources.

Computer/Network Software Agreement - Favorable

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

Uniforms - Favorable

- Expenditures are within an acceptable range of the budgeted amount.

Contracted Services - Favorable

- The favorable expenses are primarily attributed to lower use of the public relations/marketing consultant in the first half of the FY.

Equipment Repairs - Favorable

- Farebox repairs have been reduced due to the temporary free service related to COVID-19.

Security Services - Unfavorable

- Additional security service expenditures are required in Division 2 based on modified service due to COVID - 19.

Fuel - CNG - Unfavorable

- The unfavorable variance is primarily attributed to the increase in costs.

Internal GGE Usage

| | GGE Usage | Variance FY20 vs. FY21 | Variance Previous Month | %Δ FY20 vs FY21 | %Δ Previous Month |
|-------------------|-----------|------------------------|-------------------------|-----------------|-------------------|
| January FY20 | 101,939 | | | | |
| January FY21 | 82,347 | (19,592) | 3,067 | -19.22% | 3.87% |
| December FY21 | 79,280 | | | | |
| FYTD January FY20 | 775,308 | | | | |
| FYTD January FY21 | 647,006 | (128,302) | | -16.55% | |

Fuel - Hydrogen - Favorable

- Hydrogen usage will increase with additional usage and the addition of more hydrogen vehicles.

Tires - Favorable

- The lower tire expenditures are attributed to a 12 % drop in revenue miles.

Office Supplies - Favorable

- Office supplies are a variable expense; the costs are projected to be favorable for the remainder of the FY due to increased remote work, coin counting equipment, & vacancies.

Travel/Training - Favorable

- Travel & training savings can be attributed to different times at which training sessions are attended. Additionally, COVID-19 restrictions has affected staff travel.

Repair Parts - Favorable

- The favorable balance is primarily attributed to lower FYTD expenses related to fixed route repairs.

Facility Maintenance - Favorable

- The favorable balance is due to lower monthly expenses despite emergency repairs in the month of September.

Electricity - CNG & Hydrogen - Unfavorable

- The unfavorable balance in electricity expenditures is primarily attributed to increased costs associated with hydrogen production.

Natural Gas - Favorable

- The favorable balance is attributed to lower expenses for Indio.

Outside GGE Usage

| | GGE Usage | Variance FY20 vs. FY21 | Variance Previous Month | %Δ FY20 vs FY21 | %Δ Previous Month |
|-------------------|-----------|------------------------|-------------------------|-----------------|-------------------|
| January FY20 | 34,383 | | | | |
| January FY21 | 15,371 | (19,012) | (2,604) | -55.29% | -14.49% |
| December FY21 | 17,975 | | | | |
| FYTD January FY20 | 146,967 | | | | |
| FYTD January FY21 | 145,765 | (1,202) | | -0.82% | |

Water and Gas - Unfavorable

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

Insurance Losses - Unfavorable

- Unfavorable balance is due to a reconciliation of estimated losses recorded in December 2020.

Insurance Premium - Property - Unfavorable

- Insurance Premium - Property expenditures are within an acceptable range of the budgeted amount.

Repair Claims - Favorable

- Repair claim expenses vary monthly but are under the budgeted amount.

Fuel Taxes - Favorable

- Outside fueling sales are currently \$49,377 above FY20 FYTD amounts.
- For December, sales have increased by \$630 from the previous month.
- The favorable variance in fuel taxes is due to lower internal consumption of fuel.

Outside Fueling Revenue

| | Revenue | Variance FY20 vs. FY21 | Variance Previous Month | %Δ FY20 vs FY21 | %Δ Previous Month |
|-------------------|------------|---------------------------|----------------------------|-----------------------|-------------------------|
| January FY20 | \$ 77,955 | | | | |
| January FY21 | \$ 49,504 | \$ (28,452) | \$ - | -36.50% | 0.00% |
| December FY21 | \$ 49,504 | | | | |
| FYTD January FY20 | \$ 302,016 | | | | |
| FYTD January FY21 | \$ 351,393 | \$ 49,377 | | 16.35% | |

Other Expenses - Favorable

- Costs vary from month-to-month depending on the needs of the Agency or when programs are active (e.g., medical exams and testing, consulting fees, recruiting employees, printing services, temporary help services, SunRide Rideshare, Vanpool).

Self-Consumed Fuel - Favorable

- The favorable variance in self-consumed fuel is due to higher fuel cost.

SunLine Transit Agency
CONSENT CALENDAR

DATE: March 24, 2021 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Contracts Signed Between \$25,000 and \$100,000 for February 2021

Summary:

In accordance with Chapter 2, Section 1.2 of the Procurement Policy, the attached report summarizes SunLine's contracts between \$25,000 and \$100,000. This ensures the Board is aware of the obligations entered into under the CEO/General Manager's authority.

- For the month of February 2021, there were two (2) agreements executed between \$25,000 and \$100,000.
- Contracts executed

| VENDOR | PURPOSE | AMOUNT |
|--------------------|---------------------------|---------------|
| Promeli Videoworks | Video Production Services | \$26,000.00 |
| Desert Urgent Care | Physician Services | \$25,000.00 |

Recommendation:

Receive and file.

Contracts Signed Between \$25,000 and \$100,000

February 2021

| Vendor | Product/Service | Need | Budgeted | Budgeted Amount | Cost | Type |
|--------------------|---------------------------|---|--|-----------------|--------------|--------------------|
| Promeli Videoworks | Video Production Services | Video production services for the Agency. | FY21 Budget FY22 Budget FY23 Budget FY24 Budget | \$ 26,000.00 | \$ 26,000.00 | Executed Agreement |
| Desert Urgent Care | Physician Services | Physician services for the Agency. | FY21 Budget FY22 Budget | \$ 25,000.00 | \$ 25,000.00 | Executed Agreement |

SunLine Transit Agency

CONSENT CALENDAR

DATE: March 24, 2021

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Union & Non-Union Pension Investment Asset Summary January 2021

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:

| | Target | Range |
|-------------------|--------|----------|
| Equities | 60% | 35 – 75% |
| Fixed Income | 40% | 25 – 64% |
| Cash & Equivalent | 0% | 0 – 10% |

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

Union

| | Actual | Range |
|-------------------|--------|----------|
| Equities | 62.36% | 35 – 75% |
| Fixed Income | 37.08% | 25 – 64% |
| Cash & Equivalent | 0.56% | 0 – 10% |

Non-Union

| | Actual | Range |
|-------------------|--------|----------|
| Equities | 62.35% | 35 – 75% |
| Fixed Income | 37.07% | 25 – 64% |
| Cash & Equivalent | 0.58% | 0 – 10% |

For the month of January, the market value of assets decreased by \$110,034 and \$120,386 or 0.30% and 0.33% for the union and non-union plans, respectively.

Month-to-Month Asset Comparison

| Month | Market Value - Union | Market Value – Non-Union |
|---------------------|----------------------|--------------------------|
| December 2020 | \$36,393,416 | \$36,572,923 |
| January 2021 | \$36,283,382 | \$36,452,537 |
| Increase (Decrease) | (\$110,034) | (\$120,386) |

New union and non-union pension investment policies were approved at the February 2021 board meeting. The targets from the previous investment policy statements will be utilized for January and February 2021 reports.

Recommendation:

Receive and file.

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 100 -13-03482-01

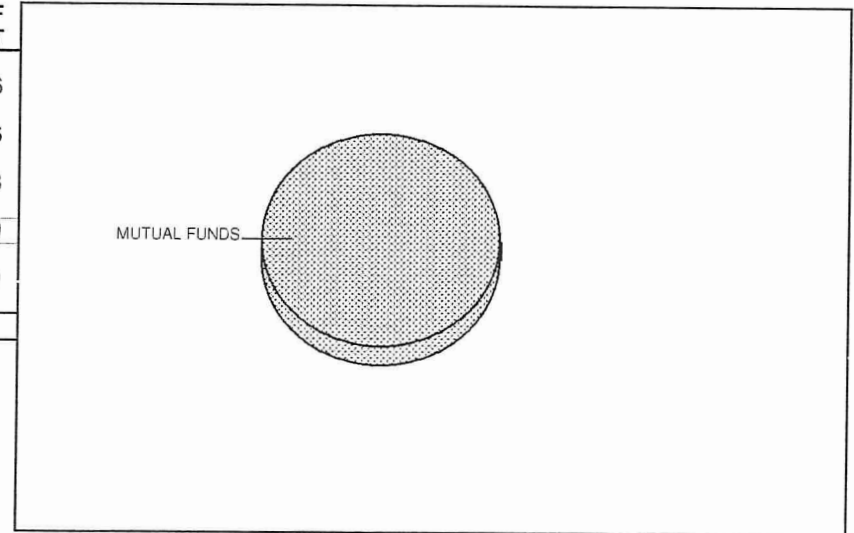


SUNLINE TRANSIT AGENCY - UNION
 ACCOUNT 6746032000

Page 7 of 26
 Period from January 1, 2021 to January 31, 2021

ASSET SUMMARY

| ASSETS | 01/31/2021 MARKET | 01/31/2021 BOOK VALUE | % OF MARKET |
|---------------------------|------------------------------|----------------------------------|------------------------|
| Cash And Equivalents | 202,182.55 | 202,182.55 | 0.56 |
| Mutual Funds-Equity | 22,626,701.04 | 17,041,678.25 | 62.36 |
| Mutual Funds-Fixed Income | 13,454,492.15 | 13,086,177.24 | 37.08 |
| Total Assets | 36,283,375.74 | 30,330,038.04 | 100.00 |
| Accrued Income | 6.29 | 6.29 | 0.00 |
| Grand Total | 36,283,382.03 | 30,330,044.33 | 100.00 |
| | | | |
| Estimated Annual Income | 695,520.16 | | |

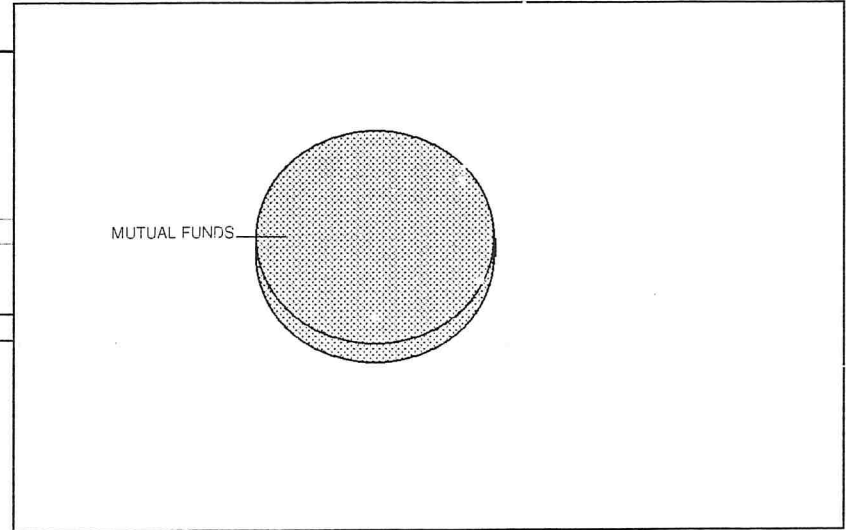


ASSET SUMMARY MESSAGES

Estimated Annual Income is an estimate provided for informational purposes only and should not be relied on for making investment, trading, or tax decisions. The estimates may not represent the actual value earned by your investments and they provide no guarantee of what your investments may earn in the future.

ASSET SUMMARY

| ASSETS | 01/31/2021 MARKET | 01/31/2021 BOOK VALUE | % OF MARKET |
|---------------------------|------------------------------|----------------------------------|------------------------|
| Cash And Equivalents | 210,533.23 | 210,533.23 | 0.58 |
| Mutual Funds-Equity | 22,729,506.77 | 17,124,262.96 | 62.35 |
| Mutual Funds-Fixed Income | 13,512,491.29 | 13,144,166.40 | 37.07 |
| Total Assets | 36,452,531.29 | 30,478,962.59 | 100.00 |
| Accrued Income | 5.81 | 5.81 | 0.00 |
| Grand Total | 36,452,537.10 | 30,478,968.40 | 100.00 |
| | | | |
| Estimated Annual Income | 698,443.94 | | |



ASSET SUMMARY MESSAGES

Estimated Annual Income is an estimate provided for informational purposes only and should not be relied on for making investment, trading, or tax decisions. The estimates may not represent the actual value earned by your investments and they provide no guarantee of what your investments may earn in the future.

SunLine Transit Agency
CONSENT CALENDAR

DATE: March 24, 2021

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Ridership Report for February 2021

Summary:

| | Monthly Ridership | | Monthly Variance | |
|--------------|-------------------|----------------|------------------|---------------|
| | Feb-20 | Feb-21 | Net | Percent |
| Fixed Route | 352,935 | 157,101 | -195,834 | -55.5% |
| SolVan | 1,314 | 1,267 | -47 | -3.6% |
| SunRide | 0 | 56 | 56 | 100.0% |
| SunDial | 11,972 | 5,741 | -6,231 | -52.0% |
| Total | 366,221 | 164,165 | -202,056 | -55.2% |

SunRide is a microtransit service that launched on January 4, 2021, and is available in four (4) Coachella Valley zones. In February 2021, the adverse effects of COVID-19 on SunLine's system-wide ridership caused a decrease of 202,056 rides or -55.2% compared to the same month of the previous year.

Consequently, the fiscal year to date system ridership decreased by 1,416,373 rides or -50.7% compared to the previous fiscal year. Two (2) supplemental charts are included to demonstrate fixed route and paratransit ridership trends and the percentage of ridership recovered. The chart's baseline is now January 2019, and this change will allow a comparison between three (3) years.

| February 2021 Fiscal Year To Date Ridership | |
|---|--------------------|
| Fiscal Year 2020 | 2,795,532 |
| Fiscal Year 2021 | 1,379,159 |
| Ridership Decrease | (1,416,373) |

Recommendation:

Receive and file.

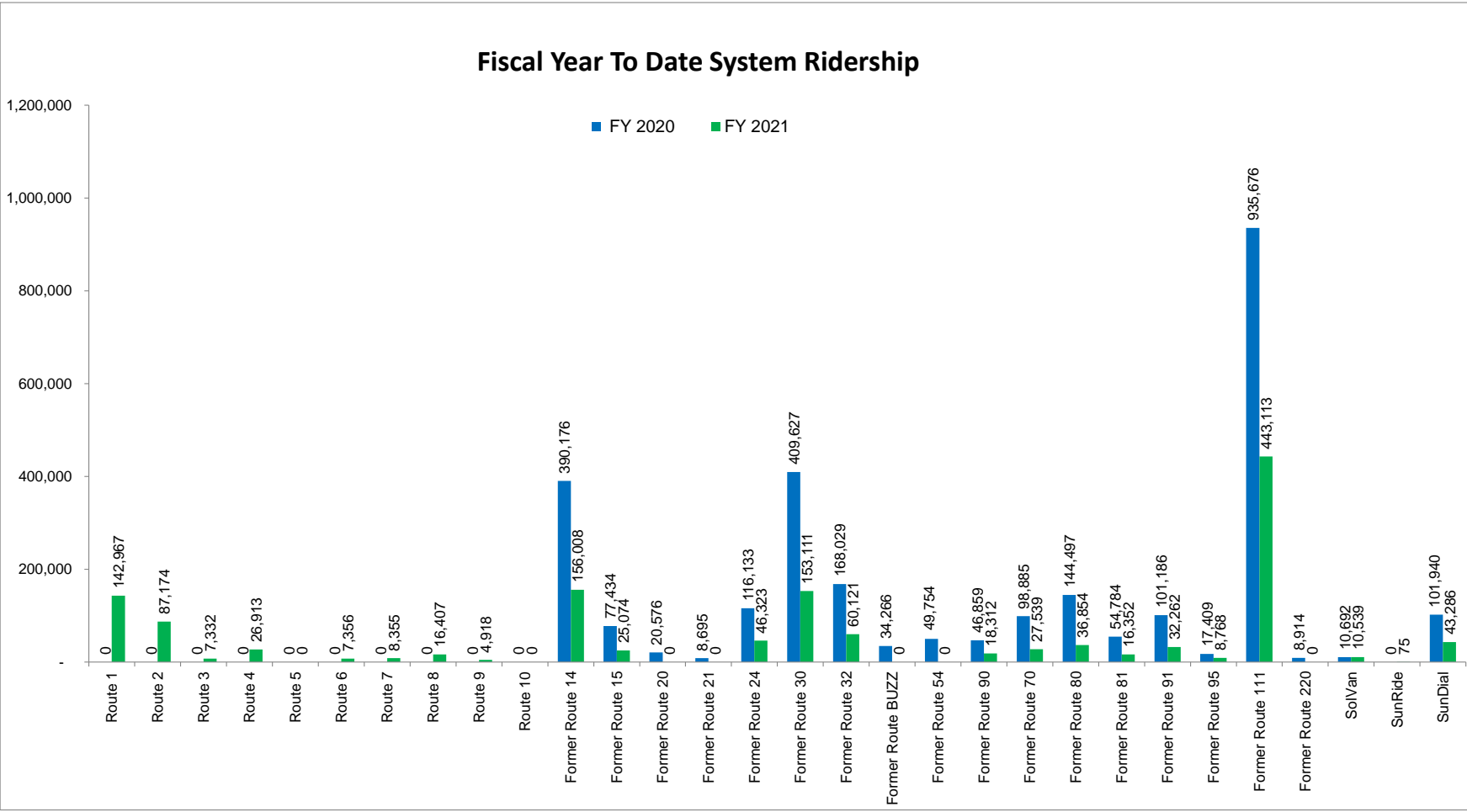


**SunLine Transit Agency
Monthly Ridership Report
February 2021**

| Fixed Route | Description | Feb 2021 | Feb 2020 | FY 2021 | FY 2020 | Monthly KPI | | | | | |
|-------------------|--|----------------|----------------|------------------|------------------|---------------------------|---------------------------|--------------|---------------|--------------|---------------|
| | | | | YTD | YTD | Passengers/ Rev. Hours | Passengers/ Rev. Miles | Bikes | | Wheelchairs | |
| | | | | | | | | Monthly | FYTD | Monthly | FYTD |
| Route 1 | Coachella - Hwy 111 - Palm Springs | 74,506 | - | 142,967 | - | 11.6 | 0.7 | 3,690 | 6,985 | 1,099 | 2,150 |
| Route 2 | Desert Hot Springs - Palm Springs - Cathedral City | 45,105 | - | 87,174 | - | 14.7 | 1.0 | 2,191 | 4,151 | 847 | 1,617 |
| Route 3 | Desert Hot Springs - Desert Edge | 3,857 | - | 7,332 | - | 9.2 | 0.6 | 60 | 107 | 76 | 135 |
| Route 4 | Westfield Palm Desert - Palm Springs | 13,664 | - | 26,913 | - | 7.7 | 0.5 | 706 | 1,350 | 152 | 274 |
| Route 5 | Desert Hot Springs - CSUSB - Palm Desert | - | - | - | - | - | - | - | - | - | - |
| Route 6 | Coachella - Fred Waring - Westfield Palm Desert | 3,998 | - | 7,356 | - | 3.1 | 0.3 | 208 | 349 | 51 | 118 |
| Route 7 | Bermuda Dunes - Indian Wells - La Quinta | 4,462 | - | 8,355 | - | 9.1 | 0.7 | 445 | 794 | 74 | 122 |
| Route 8 | North Indio - Coachella - Thermal/Mecca | 9,033 | - | 16,407 | - | 5.8 | 0.4 | 336 | 576 | 107 | 232 |
| Route 9 | North Shore - Mecca - Oasis | 2,476 | - | 4,918 | - | 2.7 | 0.1 | 75 | 123 | 65 | 132 |
| Route 10 | Indio - CSUSB - San Bernardino - Metrolink | - | - | - | - | - | - | - | - | - | - |
| Former Route 14 | DHS/PS | - | 49,581 | 156,008 | 390,176 | - | - | - | 6,507 | - | 2,562 |
| Former Route 15 | DHS | - | 10,175 | 25,074 | 77,434 | - | - | - | 462 | - | 660 |
| Former Route 20 | DHS/PD | - | 2,904 | - | 20,576 | - | - | - | - | - | - |
| Former Route 21 | PD | - | 1,195 | - | 8,695 | - | - | - | - | - | - |
| Former Route 24 | PS | - | 14,670 | 46,323 | 116,133 | - | - | - | 2,103 | - | 1,203 |
| Former Route 30 | CC/PS | - | 51,574 | 153,111 | 409,627 | - | - | - | 7,374 | - | 2,880 |
| Former Route 32 | PD/RM/TP/CC/PS | - | 22,450 | 60,121 | 168,029 | - | - | - | 3,279 | - | 872 |
| Former Route BUZZ | PS/BUZZ | - | 6,595 | - | 34,266 | - | - | - | - | - | - |
| Former Route 54 | Indio/LQ/IW/PD | - | 6,919 | - | 49,754 | - | - | - | - | - | - |
| Former Route 90 | LQ/BD | - | 5,416 | 18,312 | 46,859 | - | - | - | 511 | - | 252 |
| Former Route 70 | Indio | - | 14,080 | 27,539 | 98,885 | - | - | - | 2,055 | - | 373 |
| Former Route 80 | Indio | - | 18,756 | 36,854 | 144,497 | - | - | - | 1,480 | - | 434 |
| Former Route 81 | Coachella/Indio | - | 6,678 | 16,352 | 54,784 | - | - | - | 667 | - | 139 |
| Former Route 91 | I/Cch/Th/Mec/Oas | - | 14,780 | 32,262 | 101,186 | - | - | - | 1,141 | - | 353 |
| Former Route 95 | I/Cch/Th/Mec/NS | - | 2,193 | 8,768 | 17,409 | - | - | - | 226 | - | 42 |
| Former Route 111 | PS to Indio | - | 123,807 | 443,113 | 935,676 | - | - | - | 23,943 | - | 6,380 |
| Former Route 220 | PD to Riverside | - | 1,162 | - | 8,914 | - | - | - | - | - | - |
| | Fixed Route Total | 157,101 | 352,935 | 1,325,259 | 2,682,900 | 9.87 | 0.64 | 7,711 | 64,183 | 2,471 | 16,150 |
| SolVan | | 1,267 | 1,314 | 10,539 | 10,692 | | | | | | |
| SunRide | | 56 | | 75 | - | | | | | | |
| SunDial | | 5,741 | 11,972 | 43,286 | 101,940 | 1.26 | 0.10 | | | | |
| | System Total | 164,165 | 366,221 | 1,379,159 | 2,795,532 | 5.27 | 0.34 | | | | |
| | | Feb-21 | Feb-20 | | | | | | | | |
| | Weekdays: | 20 | 20 | | | | | | | | |
| | Saturdays: | 4 | 4 | | | | | | | | |
| | Sundays: | 4 | 4 | | | | | | | | |
| | Total Days: | 28 | 28 | | | | | | | | |

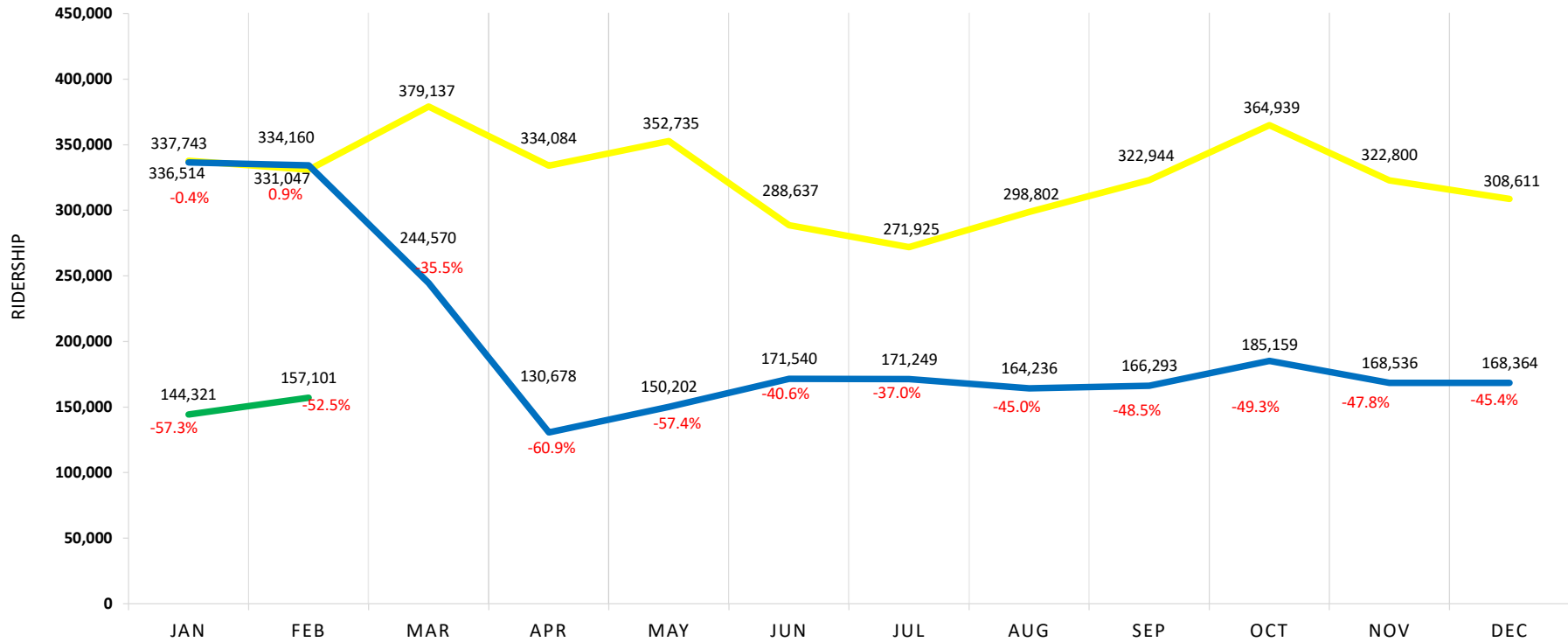
On Wednesday, March 18th, 2020, SunLine implemented fare-free rides and rear door boardings in response to the potential spread of Coronavirus Disease (COVID-19). Due to this implementation, there is no data available for the Haul Pass Program or Mobile Ticketing for February 2021.

**SunLine Transit Agency
Fiscal Year To Date Ridership
February 2021**



Fixed Route Ridership COVID-19 Impact

— 2019
 — 2020
 — 2021
 %VAR. 2019 Vs 2020
 %VAR. 2019 Vs 2021



Since March 21, 2020, SunLine has been operating at a reduced level of service (Level-3) in response to the potential spread of the disease.

January 2021 fixed route ridership was calculated from January 3, 2021, to maintain data integrity of the new Refueled system.

April 2020 was the first complete month of operation of the (Level-3) Service.

Routes 20, 21, 54, BUZZ Trolley and the Commuter Link 220 are not part of the calculations starting April 2019 to produce a more accurate comparison.

Variations are in red close to their corresponding ridership number. 2020 and 2021 are referring to the baseline of 2019.

Ridership:

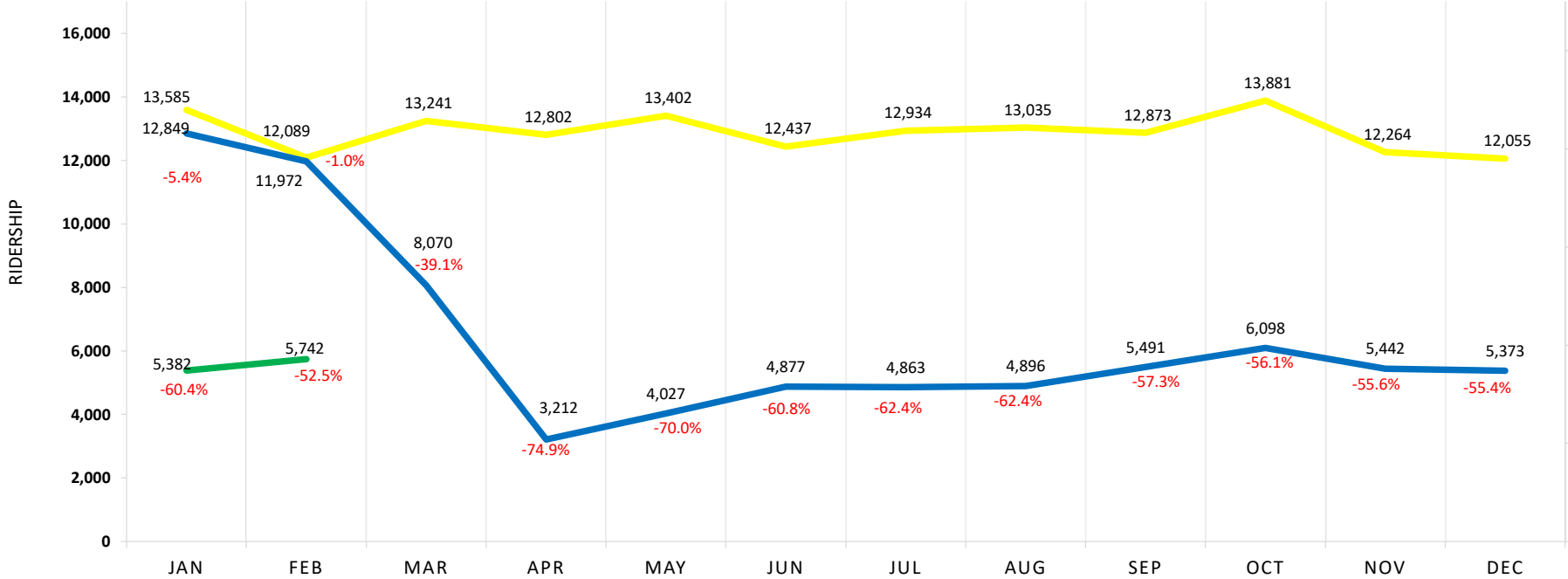
FY 2019 Actual = 4,039,450

FY 2020 Actual = 3,379,520

FY 2021 SRTP Predicted = 3,761,953

Paratransit Ridership COVID-19 Impact

— 2019
 — 2020
 — 2021
 %VAR. 2019 Vs 2020
 %VAR. 2019 Vs 2021



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. Since March 25, 2020, SunDial has been operating one on one off service in response to the potential spread of the disease. **Variations are in red close to their corresponding ridership number. 2020 and 2021 are referring to the baseline of 2019.**

SunLine Transit Agency
CONSENT CALENDAR

DATE: March 24, 2021

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: SunDial Operational Notes for February 2021

Summary:

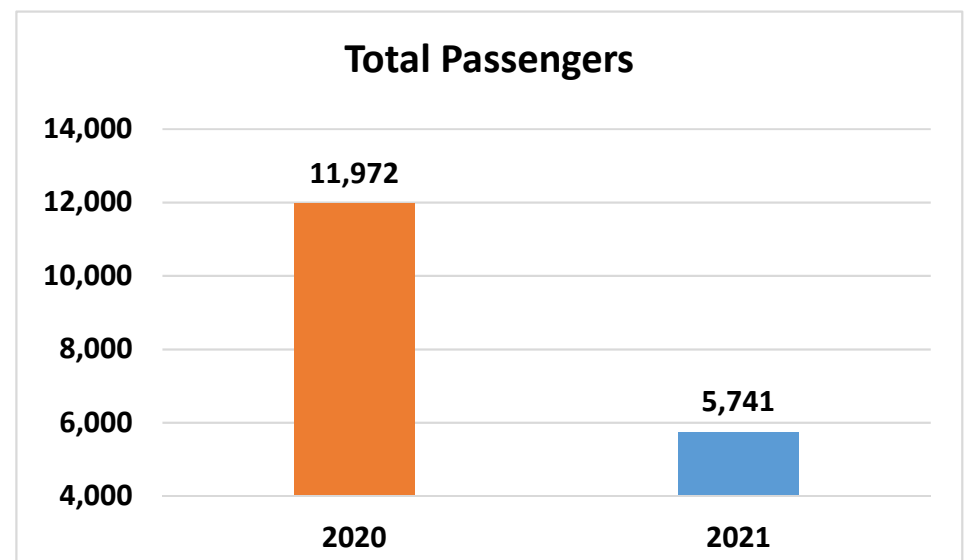
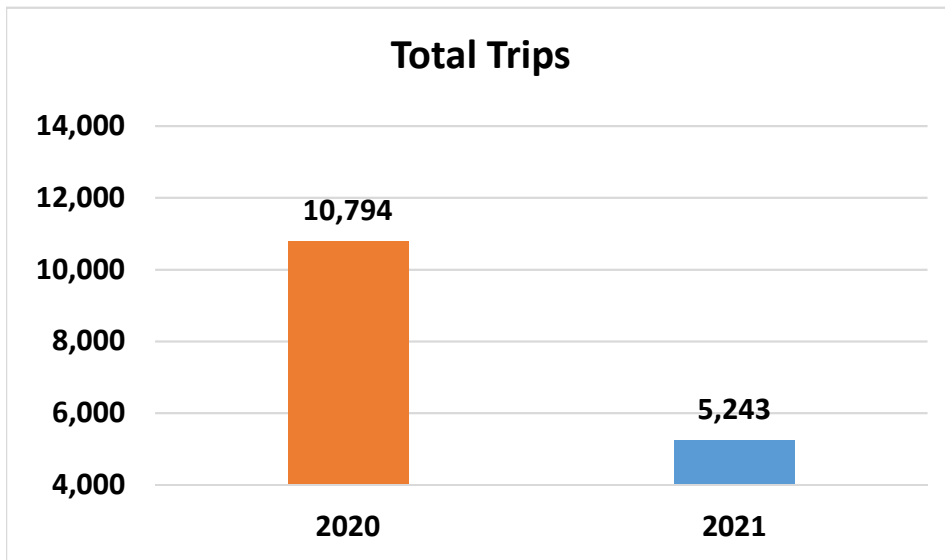
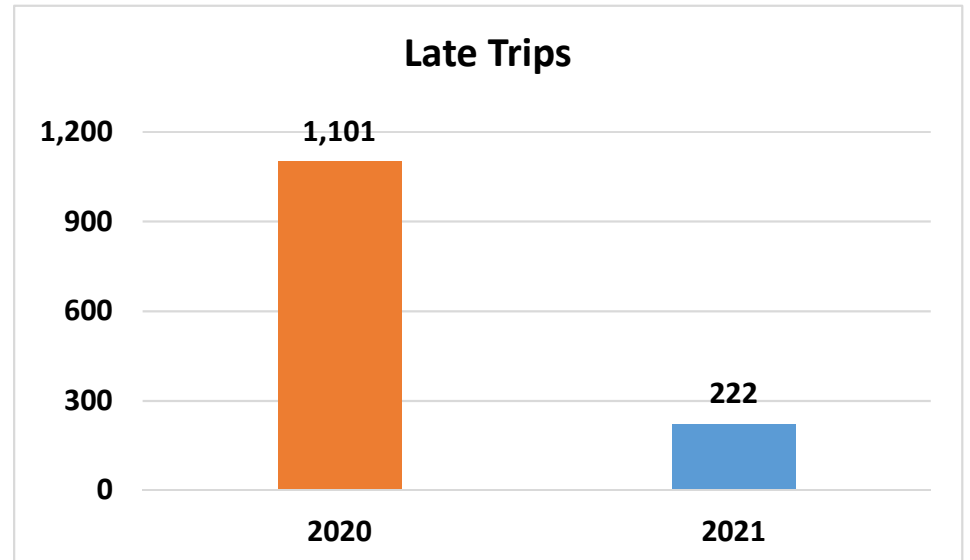
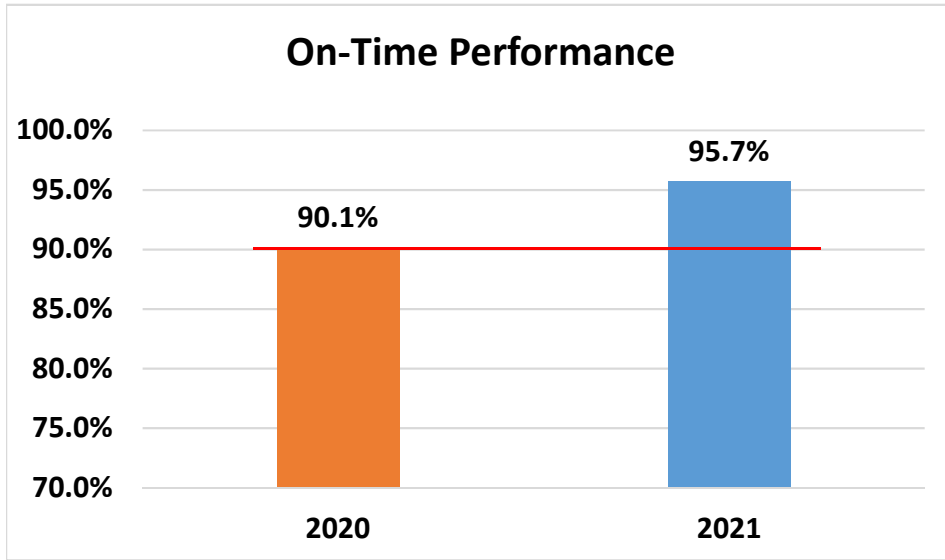
The attached report summarizes SunDial's operation for February 2021. This report identifies that the on-time performance for February exceeded the Agency's internal 90% goal by 5.6%. There was a 79.8% decrease in late trips compared to February 2020, as well as a 51.4% decrease in total trips and a 52% decrease in total passengers. The total miles decreased by 21.9% for the month and mobility device boardings decreased by 52.4%. Field supervisors are utilizing Center for Disease Control and Prevention (CDC) guidelines for social distancing and continue performing onboard inspections and safety evaluations, which includes pre-trips, yard checks and trailing evaluations.

Recommendation:

Receive and file.

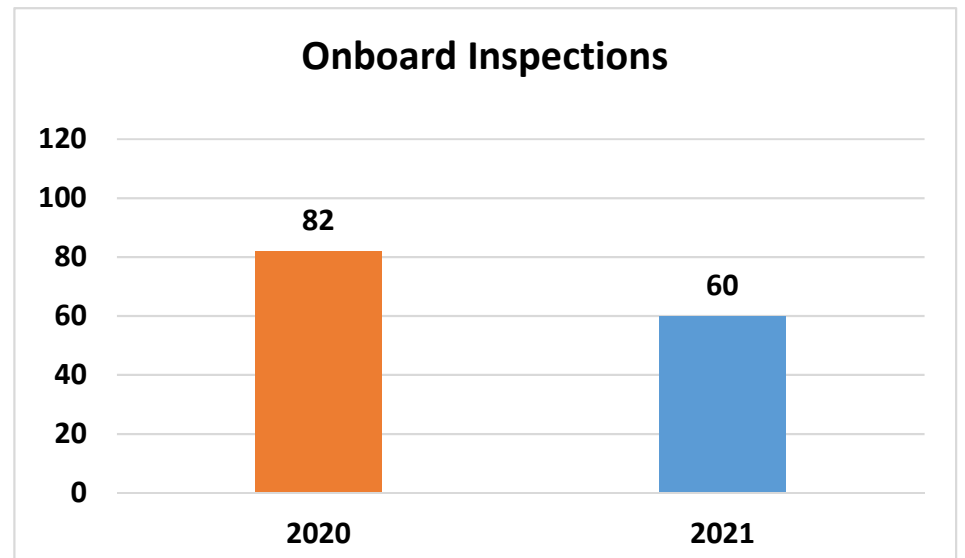
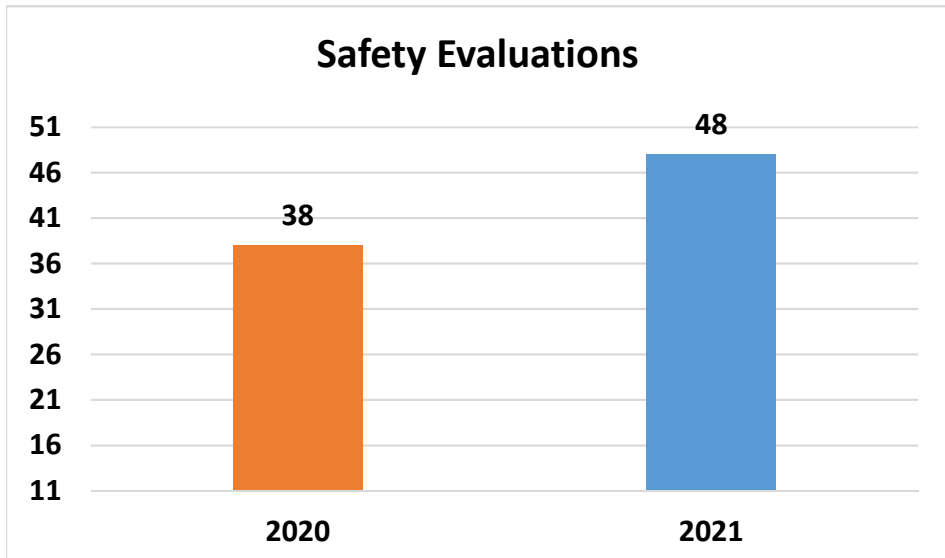
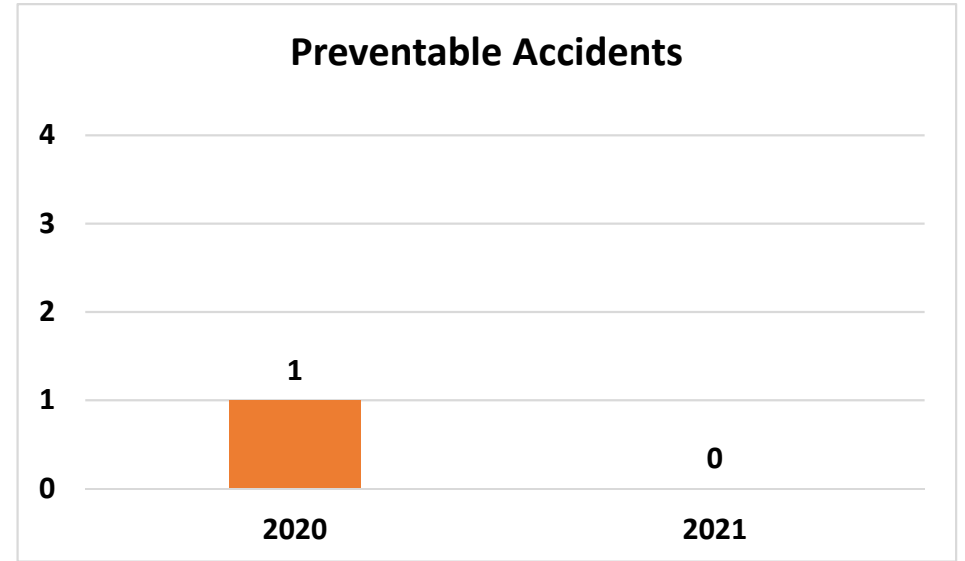
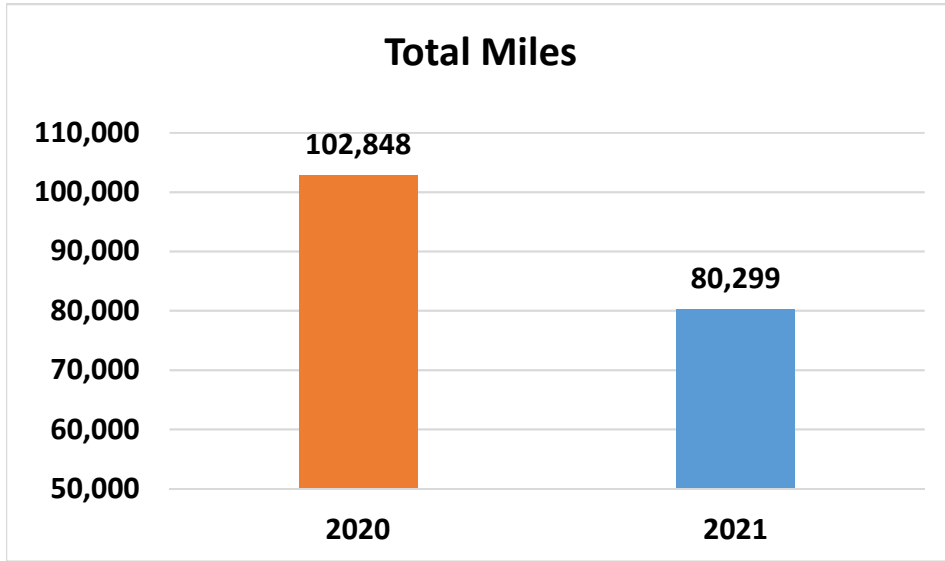
SunDial Operational Charts

FEBRUARY 2020 vs. 2021



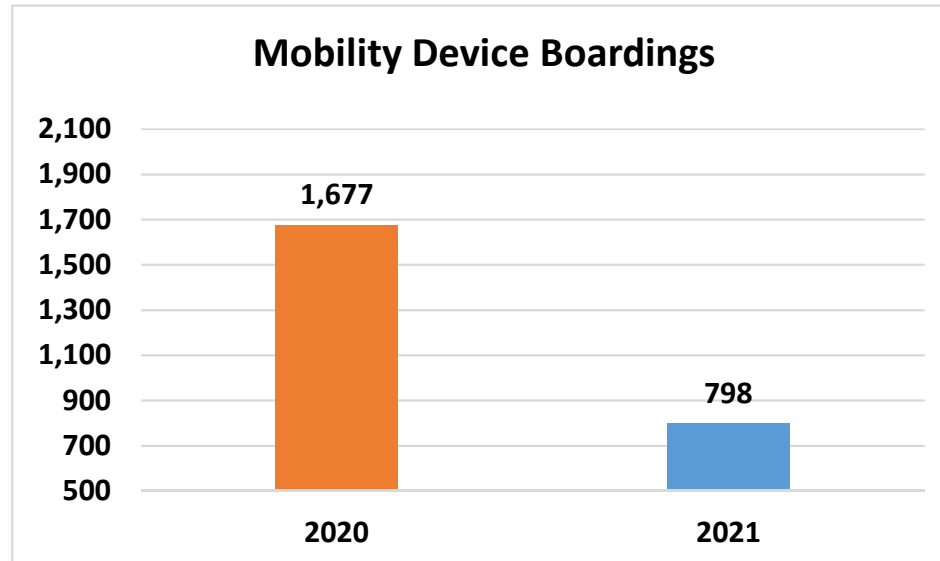
SunDial Operational Charts

FEBRUARY 2020 vs. 2021



SunDial Operational Charts

FEBRUARY 2020 vs. 2021



SunLine Transit Agency
CONSENT CALENDAR

DATE: March 24, 2021

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Metrics for February 2021

Summary:

The metrics packet includes data highlighting on-time performance, early departures, late departures, late cancellations, driver absences, advertising revenue, fixed route customer feedback, paratransit customer feedback, and system performance.

Due to the new route structure, fiscal year reporting has been changed to Refueled year to date (RYTD) for the remainder of the current fiscal year.

Some of the items staff is addressing from the data:

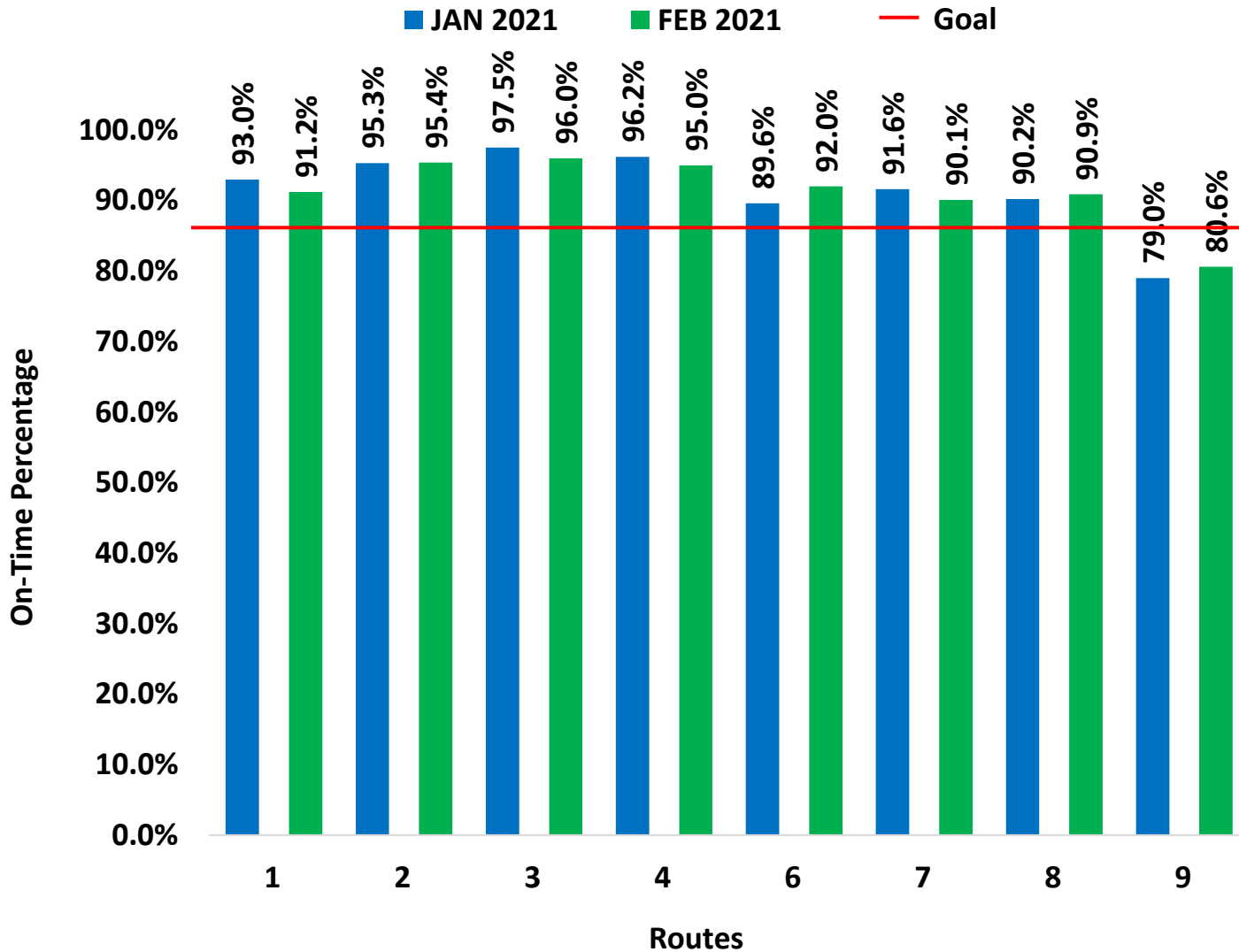
- Route 9 on-time performance has been closely monitored since the start of Refueled. The combination of ongoing construction in Mecca, operator's learning the new routes and new time point timing has affected our on-time performance. An upcoming micro adjustment in departure time for the Route 9 is planned for our May service change to help address this.
- Route 6 has been impacted by on-going construction along Fred Waring affecting the time point at Fred Waring & Washington. This has also caused periodic stop closures. Construction is expected to be complete in the area by late March.

Recommendation:

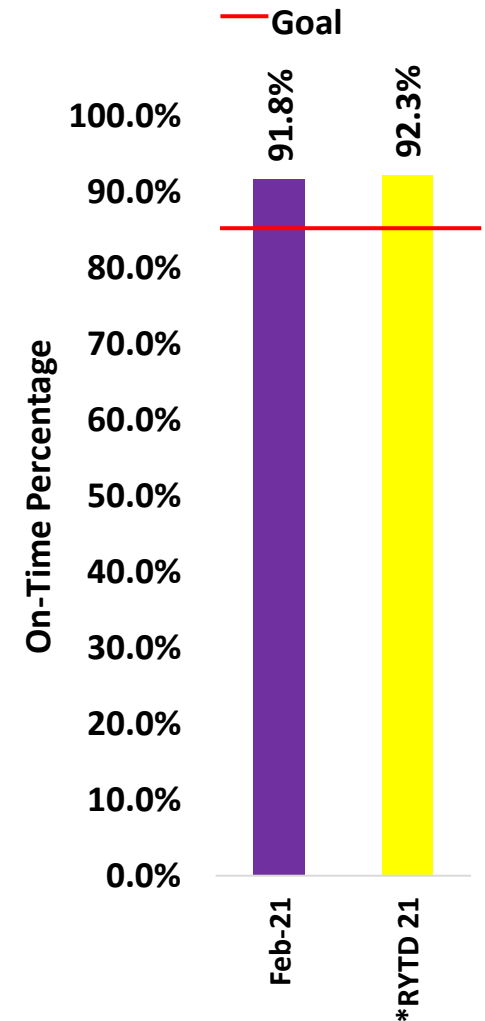
Receive and file.

On-Time Performance Percent by Route

February 2021



On-Time Performance System Wide



Definition: "On-Time" - When a trip departs a time point within range of zero minutes early to five minutes late.

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

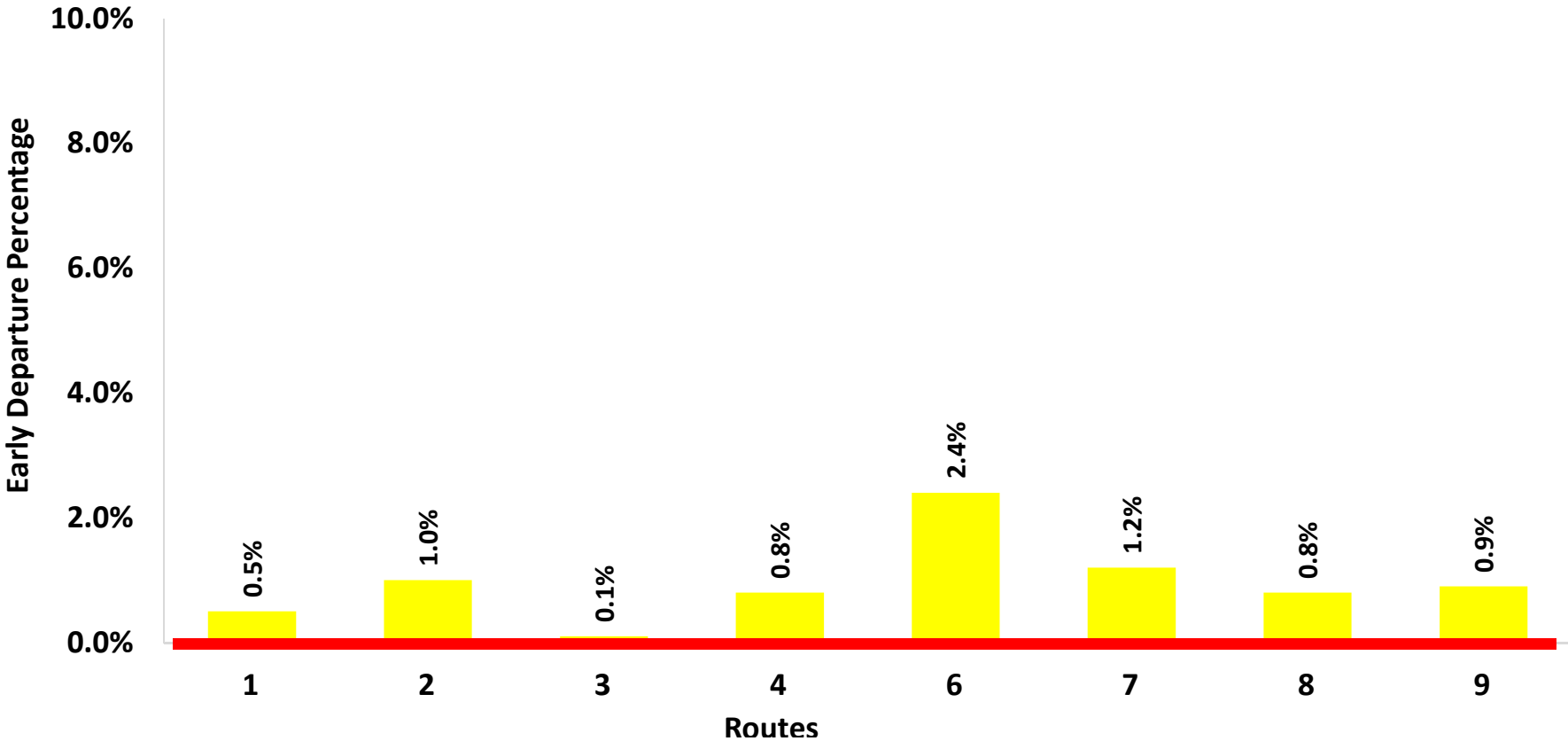
Exceptions: Detours, train stuck on tracks, passenger problems, information technology system issues.

*Refueled Year reporting began January 3, 2021, with the rollout of the new route structure.

Early Departures by Route RYTD

February 2021

*RY21 Goal



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

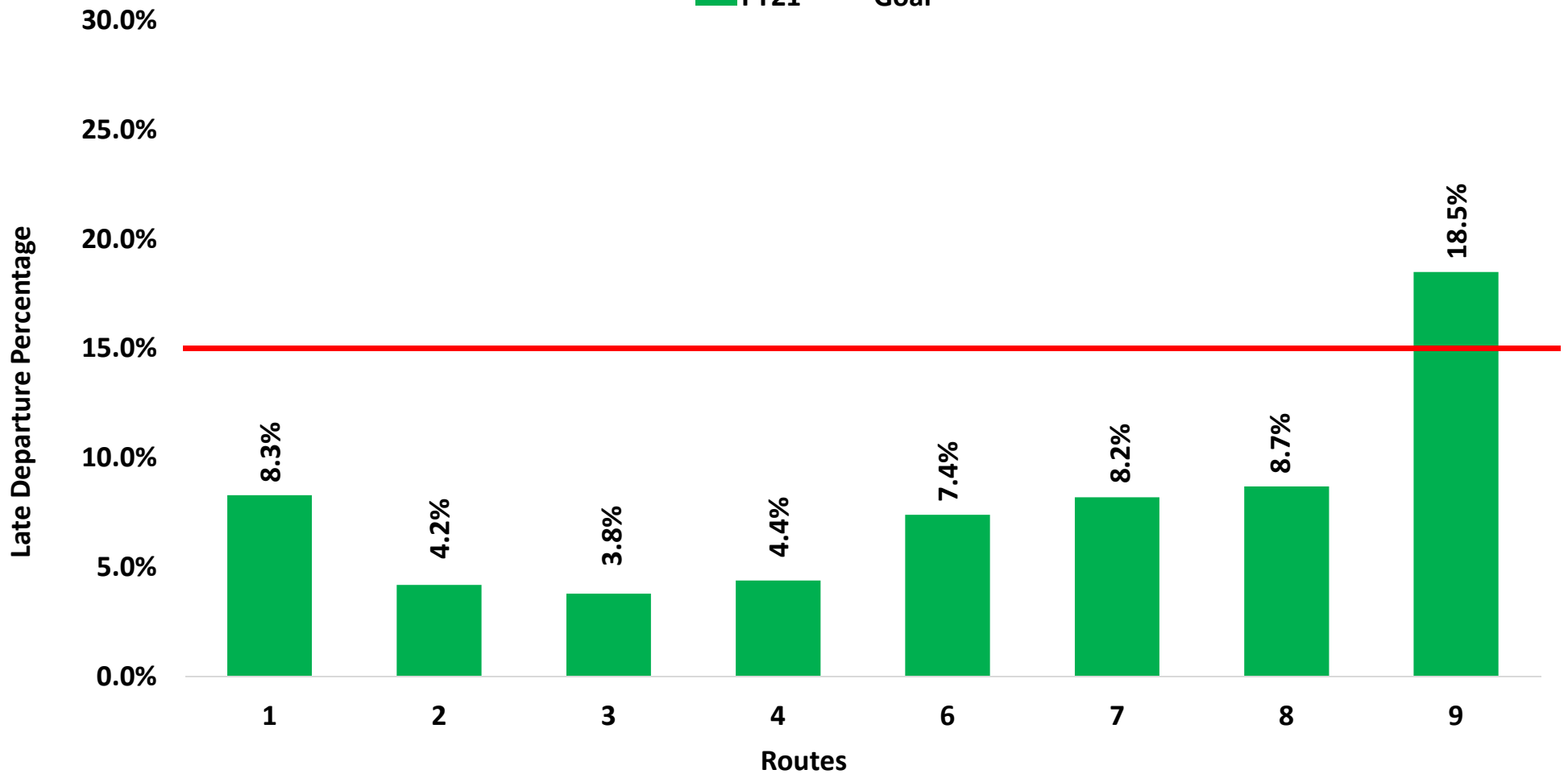
Goal: To reduce early departures to 0% for each route.

*Refueled Year reporting began January 3, 2021, with the rollout of the new route structure.

Late Departure Percent by Route

February 2021

FY21 Goal

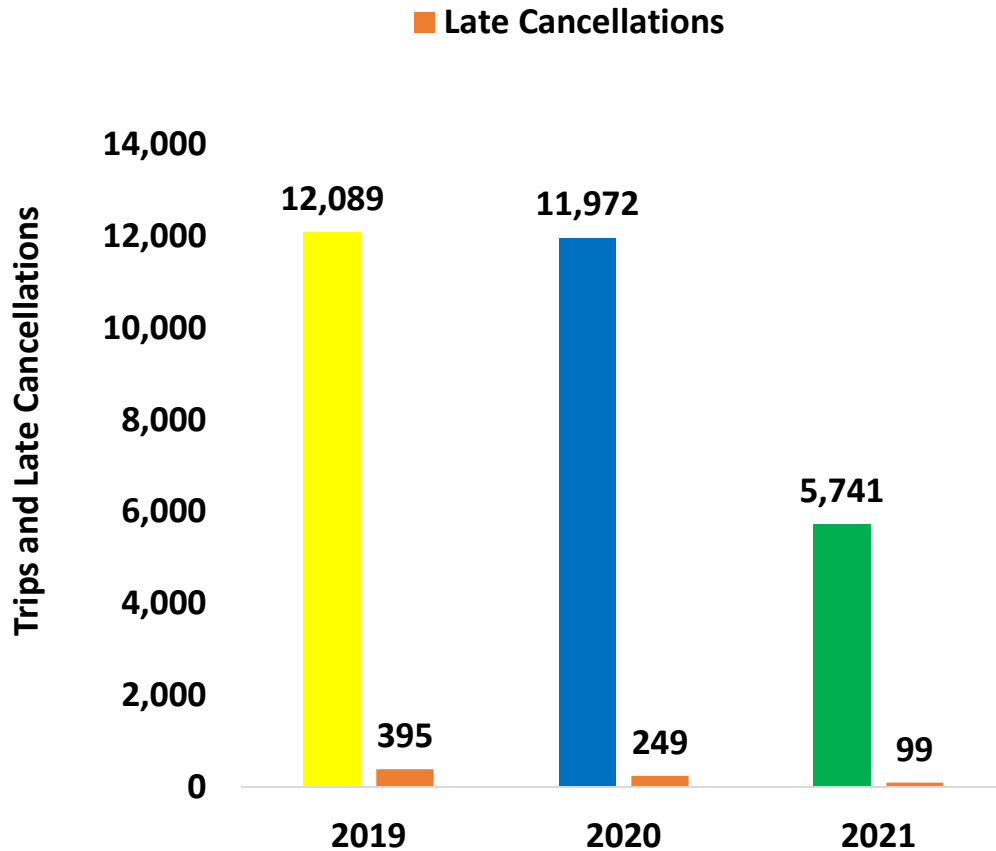


Late Definition: When a bus leaves a time point after the scheduled departure time.

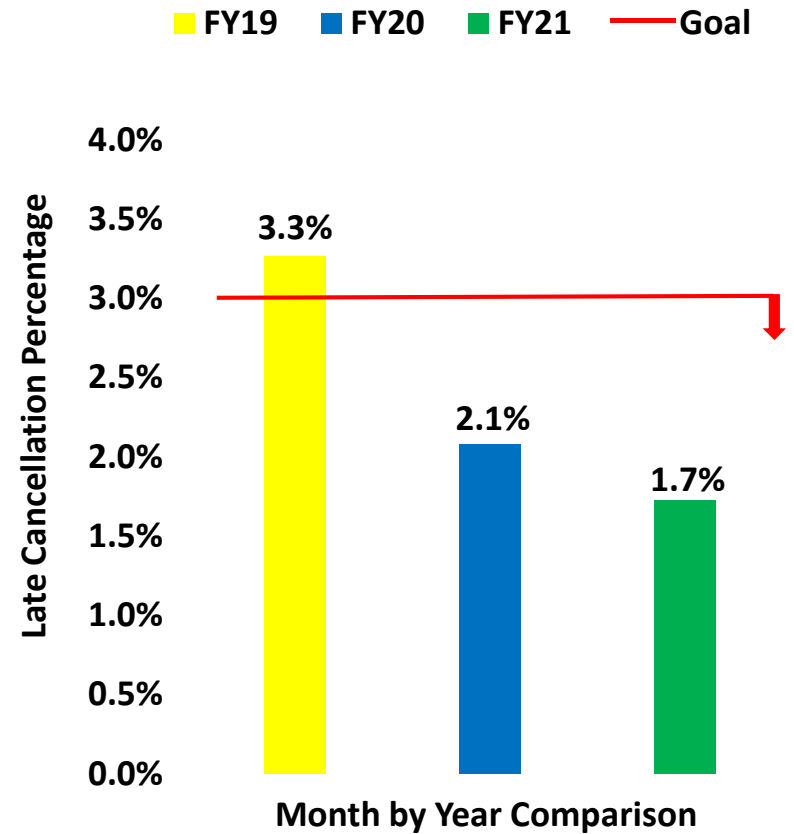
The route is running late with a departure greater than 5 minutes.

Goal: To reduce late departures to 15%.

Total Trips vs. Late Cancellations February



Late Cancellation Percentage



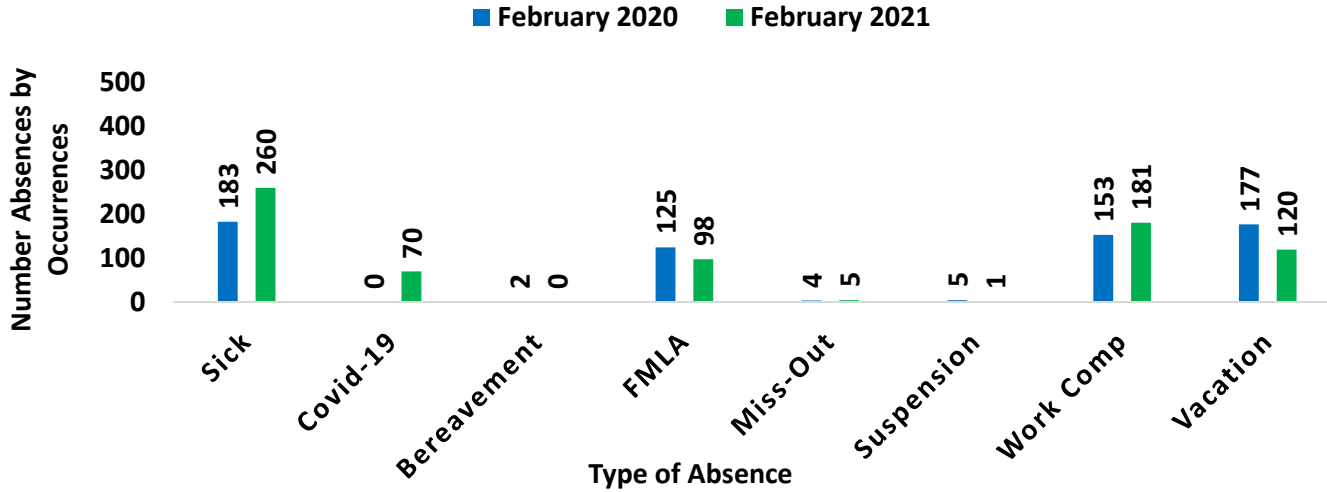
Trip: A one-way ride booked by the client. A round trip is counted as two (2) trips.

Late Cancellation: A trip for which an ADA client does not cancel two (2) hours or more before the scheduled pick up time.

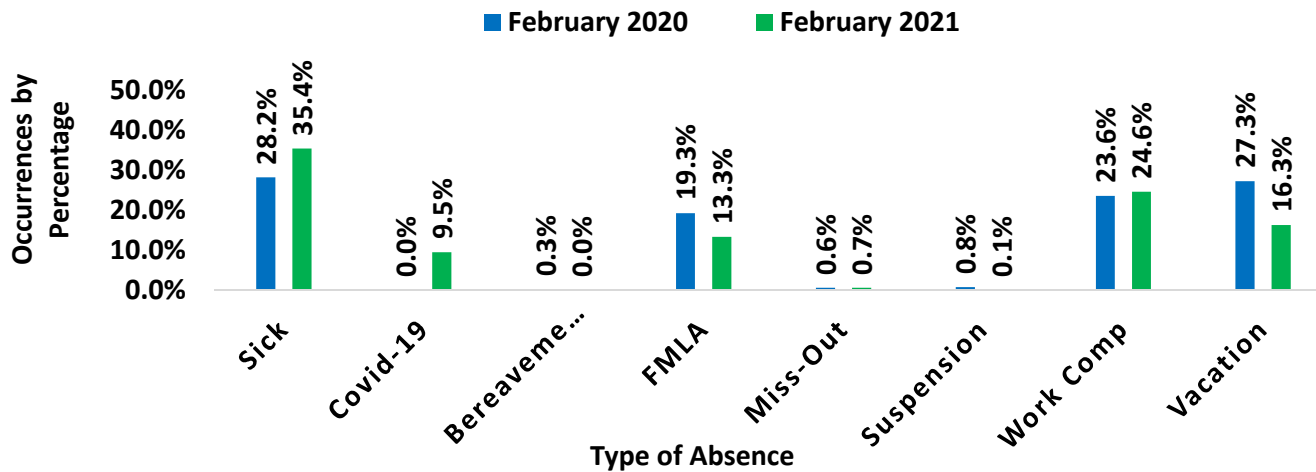
Goal for Late Cancellations: 3% or below.

Total Trips: Total one way trips completed.

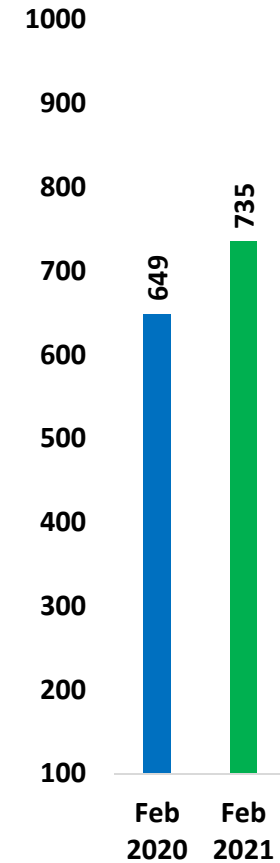
Driver Absence Occurrences



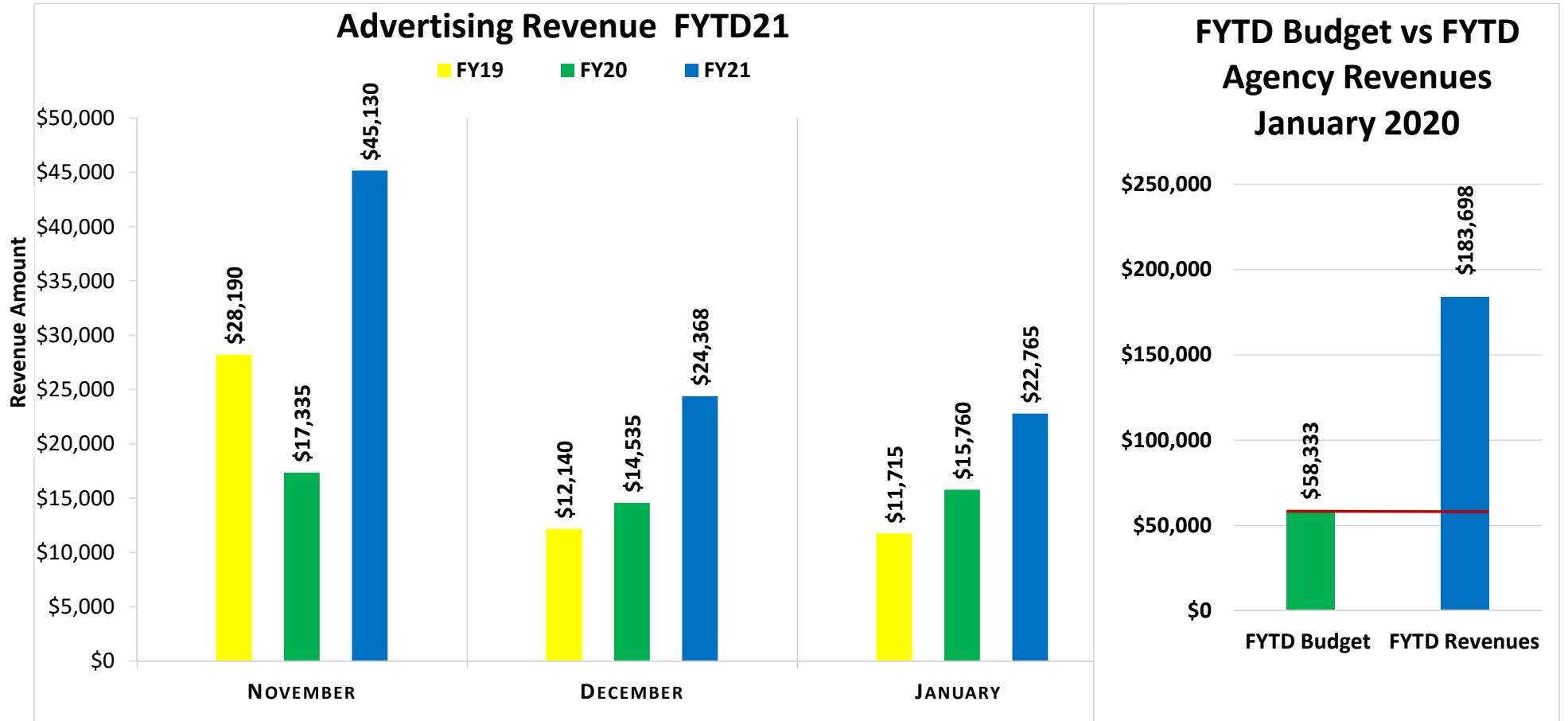
Driver Absence Occurrences by Percentage



Total Absence Occurrences

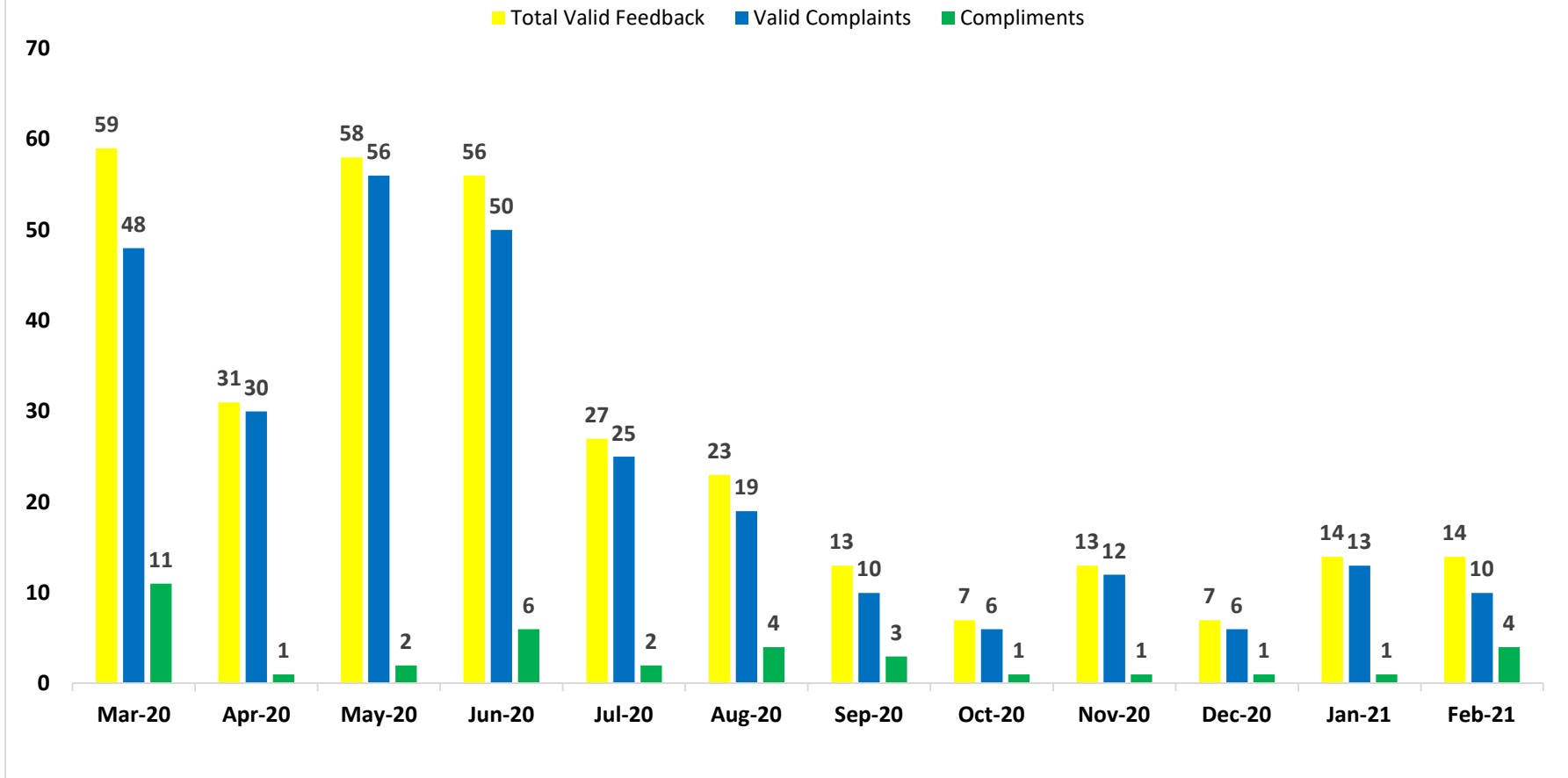


Goal: Reduce by 2% from previous year by enforcing attendance policy regularly and monitor trending. Absences include unplanned/unscheduled absences for Fixed Route drivers.



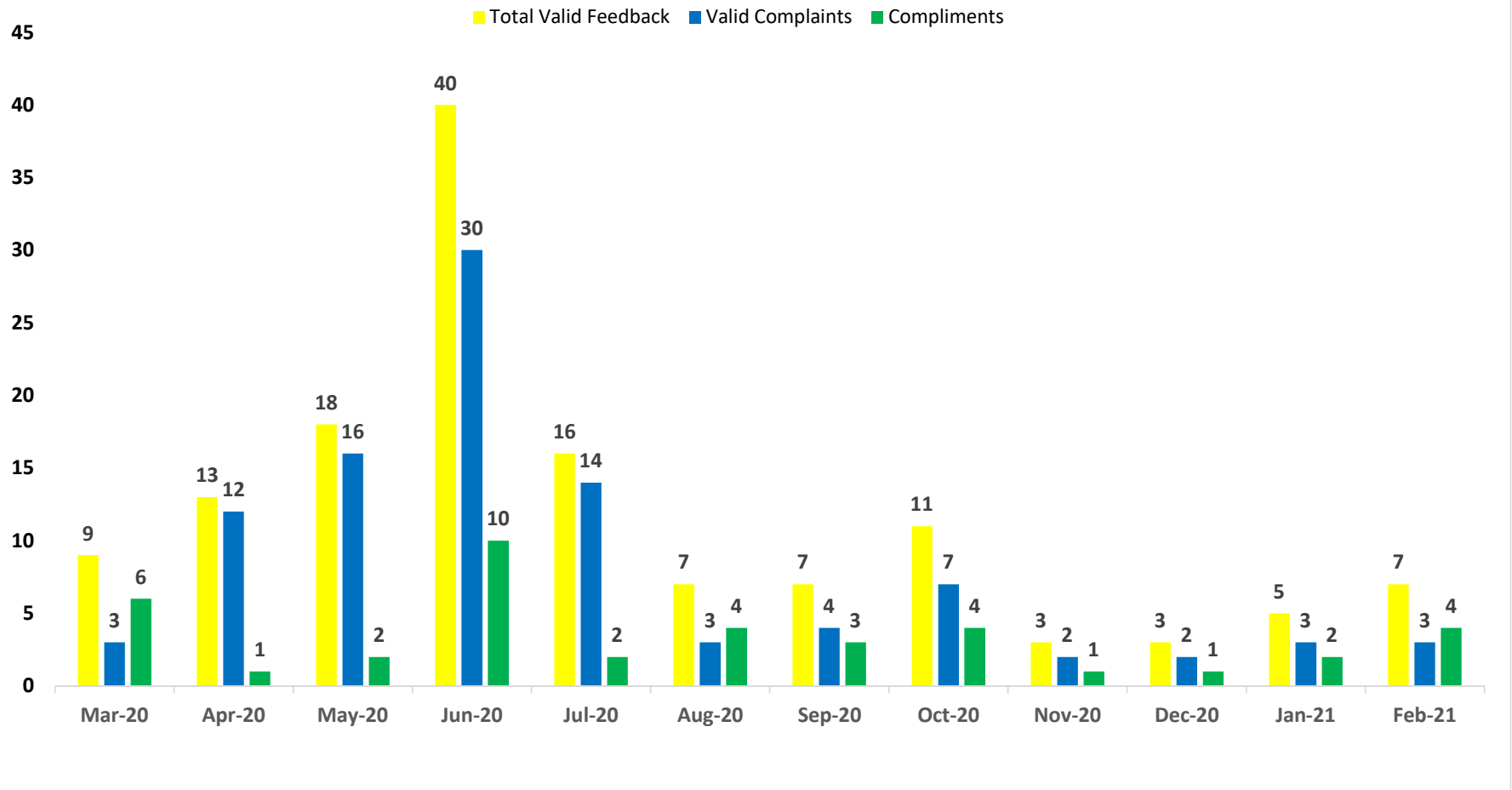
Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. This section of the chart compares the FYTD21 against FYTD19 and FYTD20 totals. The graph tracks FYTD revenue accrued vs the FYTD budget. The annual budget amount for FY21 is \$100,000.

Fixed Route Customer Feedback March 2020 through February 2021



Valid fixed route feedback comprised of compliments and complaints for Mar 2020 through Feb 2021

Paratransit Customer Feedback March 2020 through February 2021



Valid paratransit feedback comprised of compliments and complaints for Mar 2020 through Feb 2021

SunLine Transit Agency

CONSENT CALENDAR

DATE: March 24, 2021

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Board Member Attendance for February 2021

Summary:

The attached report summarizes the Board of Directors' attendance for fiscal year to date February 2021.

Recommendation:

Receive and file.

| FY 20/21 | Board Member Matrix Attendance | | | | | | | | | | | | | Total Meetings | Total Attended |
|---------------------|--------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----|----------------|----------------|
| | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | | | |
| Desert Hot Springs | X | | X | X | | X | X | X | | | | | 10 | 6 | |
| Palm Desert | X | | X | X | | X | X | X | | | | | 10 | 6 | |
| Palm Springs | X | | X | X | | X | X | X | | | | | 10 | 6 | |
| 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 | X | | | | | 10 | 6 | |
| La Quinta | X | | X | X | | X | X | X | | | | | 10 | 6 | |
| Indio | X | | X | X | | X | X | X | | | | | 10 | 6 | |
| Coachella | X | | X | | | X | X | X | | | | | 10 | 5 | |
| County of Riverside | X | | X | X | | | X | X | | | | | 10 | 5 | |

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Services Group

CONSENT CALENDAR

DATE: March 24, 2021

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Checks \$1,000 and Over Report for January 2021

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 2021**

| Vendor Filed As Name | Description | Check # | Payment Date | Payment Amount |
|---------------------------------------|--|----------------|---------------------|-----------------------|
| SUNLINE TRANSIT AGENCY | Payroll Liabilities 01/08/2021 and SRA Overhead Jan 2021 | 90866 | 01/13/2021 | 7,156.27 |
| SUNLINE TRANSIT AGENCY | Payroll Liabilities 01/22/2021 | 90871 | 01/27/2021 | 4,986.69 |
| U.S. BANK INSTITUTIONAL TRUST-WESTERN | Pension Deposit | 90868 | 01/13/2021 | 1,073.74 |
| Total Checks Over \$1,000 | \$13,216.70 | | | |
| Total Checks Under \$1,000 | \$1,818.13 | | | |
| Total Checks | \$15,034.83 | | | |

SunLine Services Group**CONSENT CALENDAR**

DATE: March 24, 2021

RECEIVE & FILETO: Taxi Committee
Board of Directors

RE: Monthly Budget Variance Report for January 2021

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 1/12th of the annual budget and the FYTD budget values for the month of January 2021 are equal to 7/12^{ths} of the yearly budget.

Year to Date Summary

- As of January 31, 2021, the organization's **revenues** are \$30,843 or 20.77% below the FYTD budget due to lower vehicle permit revenue relating to fewer taxi vehicles in service.
- As of January 31, 2021, **expenditures** are \$35,324 or 23.79% below the FYTD budget.
- The net FYTD operating gain (loss) after expenses is \$4,482.

Recommendation:

Receive and file.

SunLine Regulatory Administration
Budget Variance Report
January 2021

| Description | FY21 Total Budget | Current Month | | | Year-to-Date | | | |
|--|-------------------|---------------|---------------|-------------------------|-----------------|------------------|-------------------------|----------------------|
| | | Actual | Budget | Favorable (Unfavorable) | FYTD Actual | FY21 FYTD Budget | Favorable (Unfavorable) | Percentage Remaining |
| Revenues: | | | | | | | | |
| Revenue Fines | 1,400 | - | 117 | (117) | 550 | 817 | (267) | 60.7% |
| New Driver Permit Revenue | 3,600 | 75 | 300 | (225) | 375 | 2,100 | (1,725) | 89.6% |
| Taxi Business Permit | 120,000 | 10,000 | 10,000 | (0) | 70,000 | 70,000 | (0) | 41.7% |
| Driver Transfer Revenue | 500 | - | 42 | (42) | 125 | 292 | (167) | 75.0% |
| Driver Renewal Revenue | 2,500 | 300 | 208 | 92 | 1,450 | 1,458 | (8) | 42.0% |
| Driver Permit Reinstatement/Replacement | 50 | - | 4 | (4) | - | 29 | (29) | 100.0% |
| Vehicle Permit Revenue | 124,500 | 6,549 | 10,375 | (3,826) | 44,795 | 72,625 | (27,830) | 64.0% |
| Other Revenue | 500 | - | 42 | (42) | 350 | 292 | 58 | 30.0% |
| Operator Application Fee | 1,500 | - | 125 | (125) | - | 875 | (875) | 100.0% |
| Total Revenue | 254,550 | 16,924 | 21,213 | (4,288) | 117,645 | 148,488 | (30,843) | 53.8% |
| Expenses: | | | | | | | | |
| Salaries and Wages | 96,614 | 6,455 | 8,051 | 1,597 | 50,635 | 56,358 | 5,723 | 47.6% |
| Fringe Benefits | 79,692 | 7,420 | 6,641 | (779) | 44,930 | 46,487 | 1,557 | 43.6% |
| Services | 53,730 | 1,019 | 4,478 | 3,458 | 6,903 | 31,343 | 24,439 | 87.2% |
| Supplies and Materials | 4,575 | 90 | 381 | 291 | 860 | 2,669 | 1,808 | 81.2% |
| Utilities | 5,220 | 432 | 435 | 3 | 3,024 | 3,045 | 21 | 42.1% |
| Casualty and Liability | 7,894 | 657 | 658 | 1 | 4,599 | 4,605 | 6 | 41.7% |
| Taxes and Fees | 100 | - | 8 | 8 | - | 58 | 58 | 100.0% |
| Miscellaneous | 6,725 | 62 | 560 | 499 | 2,211 | 3,923 | 1,711 | 67.1% |
| Total Expenses | 254,550 | 16,135 | 21,213 | 5,078 | 113,163 | 148,488 | 35,324 | 55.5% |
| Total Operating Surplus (Deficit) | \$ - | \$ 790 | | | \$ 4,482 | | | |

Budget Variance Analysis - SunLine Regulatory Administration

Revenue - Unfavorable

- The unfavorable variance in revenue is attributed to a low number of vehicle permits.
- As of FYTD FY21, there is a decrease of 47,866 taxi trips compared to FYTD FY20.

| Taxi Trips | | | | |
|------------|--------------|--------------|----------|--------|
| | FY20-January | FY21-January | Variance | %Δ |
| Trips | 17,631 | 7,195 | (10,436) | -59.2% |

| Taxi Trips | | | | |
|------------|-----------|-----------|----------|--------|
| | FYTD-FY20 | FYTD-FY21 | Variance | %Δ |
| Trips | 103,060 | 55,194 | (47,866) | -46.4% |

Salaries and Wages - Favorable

- Salary and wage expenses are within an acceptable range of the budget.

Fringe Benefits - Favorable

- Fringe benefit expenses are within an acceptable range of the budget.

Services - Favorable

- The favorable balance in services is primarily attributed to legal fees and audit expenses which have not been incurred.

Supplies and Materials - Favorable

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

Utilities - Favorable

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

Casualty and Liability - Favorable

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

Taxes and Fees - Favorable

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

Miscellaneous - Favorable

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

SunLine Services Group
CONSENT CALENDAR

DATE: March 24, 2021

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Taxi Trip Data – February 2021

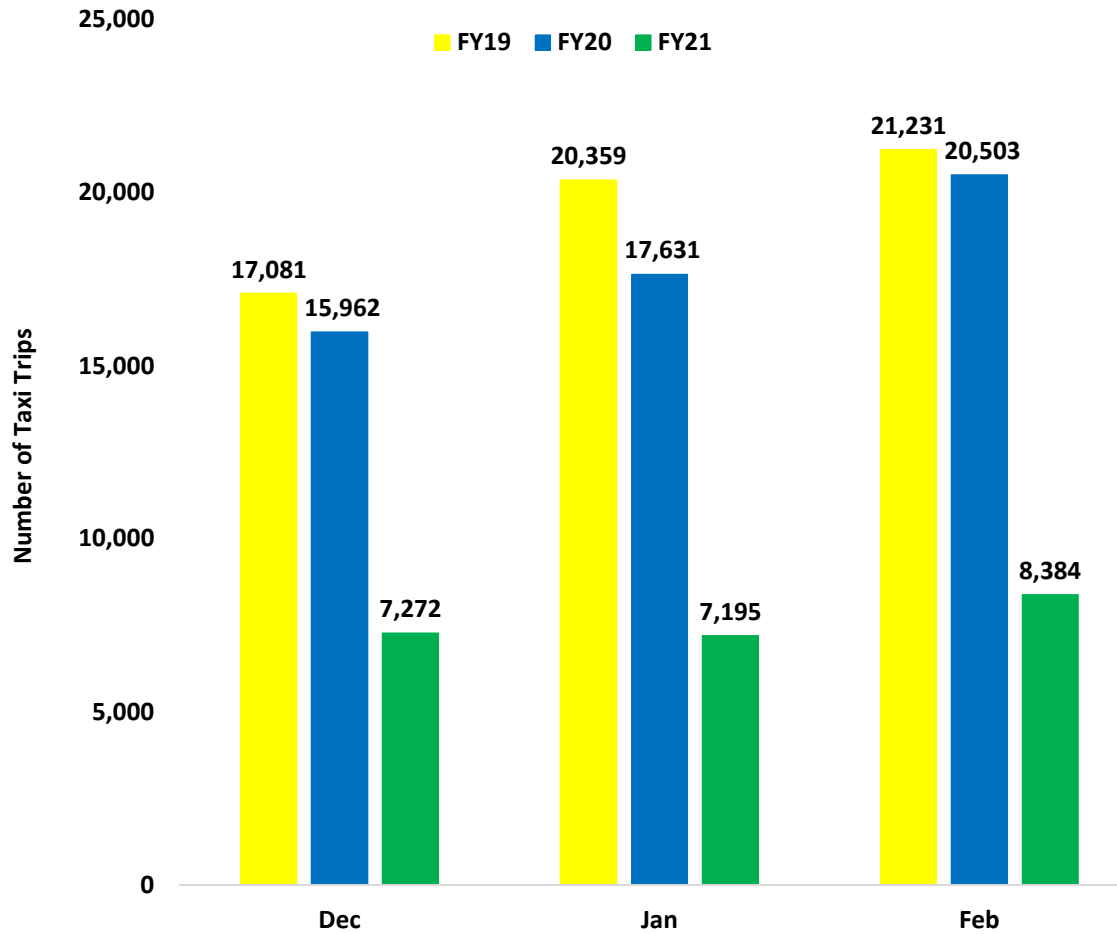
Summary:

The attached chart summarizes 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. There were 12,119 fewer taxi trips in February 2021 compared to February 2020. The decrease in trips for February 2021 is mainly attributed to the impact that the COVID-19 pandemic has had on the industry. There were 59,985 fewer taxi trips for FYTD21 compared to FYTD20.

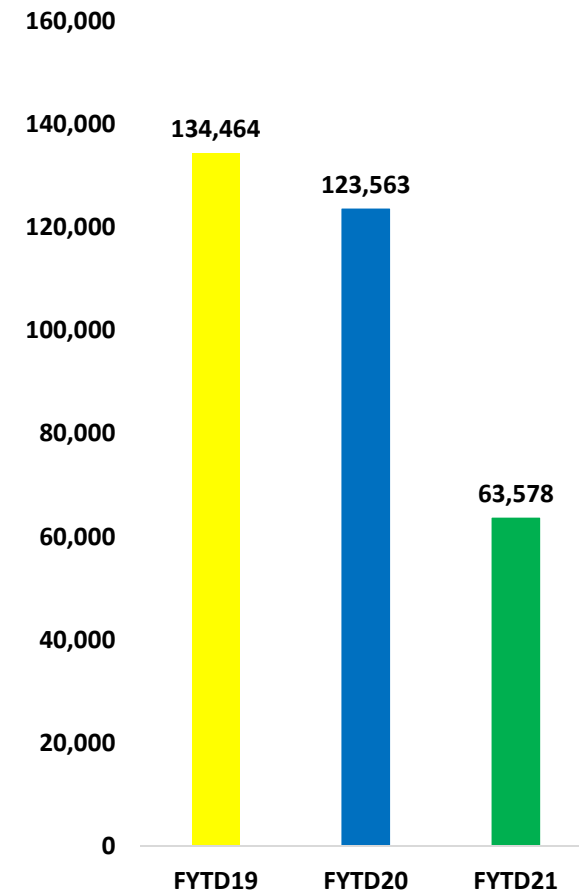
Recommendation:

Receive and file.

Taxi Trip Three (3) Month Comparison as of February 2021



FYTD No. of Taxi Trips



The chart compares the three (3) most recent months and measures the total number of taxi trips taken year to date for FY 2019, 2020 and 2021.

SunLine Transit Agency

DATE: March 24, 2021 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Luis Garcia, Chief Financial Officer

RE: Ratification of Coronavirus Aid, Relief, and Economic Security
(CARES) Act Claim

Recommendation

Recommend that the Board of Directors ratify the claim of CARES Act funding in the amount of \$3,095,909 for operating assistance.

Background

On April 22, 2020, the Board approved Resolution No. 0778 regarding federal emergency funding. The resolution granted the Agency the ability to spend federal emergency funding made available from the Federal Emergency Management Agency (FEMA) and the CARES Act. The resolution requires that the Board ratify the expenditures of CARES Act or FEMA funds at the next regular SunLine Board meeting following the submission of a claim against those funds. Since the January Board meeting, the Agency made three (3) total claims of CARES Act funding for a total amount of \$3,095,909 to cover eligible operating costs. The reimbursement of CARES Act operating funds aligns with the financial plan presented to the Board of Directors. The Agency will leverage the CARES Act funding in order to minimize the usage of Local Transportation Funds (LTF) and build reserves in state funding for FY22 and beyond. The chart below illustrates a running total of CARES Act & FEMA funding that have been claimed.

| Total Claims on CARES Act or FEMA Funding | | | |
|--|---------------------|--------------|------------------|
| Date | Amount | Funding Type | Approved/Pending |
| 8/3/2020 | \$ 2,024,513 | CARES Act | Approved |
| 10/21/2020 | \$ 1,975,487 | CARES Act | Approved |
| 12/11/2020 | \$ 1,000,000 | CARES Act | Approved |
| 12/21/2020 | \$ 48,769 | CARES Act | Approved |
| 1/4/2021 | \$ 6,290 | CARES Act | Approved |
| 2/17/2021 | \$ 91,275 | CARES Act | Pending |
| 2/22/2021 | \$ 4,634 | CARES Act | Pending |
| 2/24/2021 | \$ 3,000,000 | CARES Act | Pending |
| Total | \$ 8,150,968 | | |

Financial Impact

The \$3,095,909 in operating assistance allows the Agency to leverage emergency assistance and build its operating reserves in LTF.

SunLine Transit Agency

DATE: March 24, 2021 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Rhonda Williams, Deputy Chief Financial Officer

RE: Resolution No. 0786 to Obtain Low Carbon Transit Operations
Program Funding

Recommendation

Recommend that the Board of Directors approve Resolution No. 0786, which grants authorization to the CEO/General Manager to execute the certifications and assurances, Authorized Agent Form, and required documentation to obtain the Low Carbon Transit Operations Program (LCTOP) FY 2020-2021 funding.

Background

SunLine's various funding agencies require a resolution from the Board of Directors authorizing the CEO/General Manager to act on behalf of the Agency in completing the necessary paperwork to obtain program funds.

The State Legislature approved SB 862, which establishes long-term funding programs from the Greenhouse Gas Reduction Fund for Transit, Affordable Housing, and Sustainable Communities Program. Five percent of these funds are appropriated by the State Controller and administered by Caltrans to the LCTOP. The LCTOP provides funding allocations based on criteria included in the Public Utilities Code, which are based on population and farebox revenue. SunLine will be submitting for an appropriated funding award of \$675,000, which can be utilized to reduce greenhouse gas emissions and improve mobility with a priority on serving disadvantaged communities.

The award will be utilized to allow the Agency to expand its current solar power in support of its current and future energy needs. This will also provide more flexibility for future Agency expansion.

Financial Impact

The financial impact is \$675,000 in program funding, which will be budgeted in the upcoming FY 2021-2022 Short Range Transit Plan (SRTP).

SUNLINE TRANSIT AGENCY

RESOLUTION NO. 0786

RESOLUTION AUTHORIZING THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES, AUTHORIZED AGENT FORM AND REQUIRED DOCUMENTATION FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) FOR THE AGENCY EXPANSION/SOLAR PROJECT FOR \$675,000

WHEREAS, SunLine Transit Agency is an eligible project sponsor and may receive state funding from the LCTOP for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, SunLine Transit Agency wishes to delegate authorization to execute these documents and any amendments thereto to the CEO/General Manager; and

WHEREAS, SunLine Transit Agency wishes to implement the LCTOP projects listed above,

NOW THEREFORE, BE IT RESOLVED by the Board Of Directors of SunLine Transit Agency that the fund recipient agrees to comply with all conditions and requirements set forth in the certification and assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that the CEO/General Manager be authorized to execute all required documents of the LCTOP program and any amendments thereto with the California Department of Transportation.

NOW THEREFORE, BE IT RESOLVED by the Board Of Directors of SunLine Transit Agency that it hereby authorizes the submittal of the following project nomination and allocation request to the Department in FY 2021-2022 LCTOP funds:

Project name: SunLine Transit Agency Expansion/Solar Panel Project
Amount of LCTOP Funds Requested: \$675,000
Short description of project: This multi-phase project will apply FY 2020-2021 funding to the Agency's Solar Farm Project to meet current and future Agency energy needs.

ADOPTED THIS ____ DAY OF March, 2021

ATTEST:

Brittney B. Sowell
Clerk of the Board
SunLine Transit Agency

Robert Radi
Chair of the Board
SunLine Transit Agency

APPROVED AS TO FORM:

General Counsel
Eric Vail

SunLine Transit Agency

DATE: March 24, 2021 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Tony Cohen, Chief Maintenance Officer

RE: Purchase of Five (5) Chevy Bolt EV Relief Vehicles

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a contract with Jessup Chevrolet of Cathedral City to purchase five (5) Chevy Bolt electric vehicles, in an amount not to exceed \$175,141.10 including taxes, registration, infrastructure costs and contingency, upon approval as to form by General Counsel.

Background

This procurement will replace three (3) 2014 year model Honda Civic CNG vehicles and two (2) 2012 year model MV 1 CNG vehicles which have past their useful life. These vehicles are used to transport operators to and from route assignments, and support supervisor activities. In support of Sunline's mission statement, the replacement vehicles are zero emission battery electric vehicles.

The Chevy Bolt was selected because they are comparable with the current SunLine EV relief vehicle fleet. Jessup Auto Plaza was awarded a competitive bid contract through an invitation to bid.

Financial Impact

The financial impact of \$175,141.10 will utilize State Transit Assistance funds (STA) and 5307 funds.

Attachments:

- [Item 12a](#) – Price Analysis
- [Item 12b](#) – Solicitation List



INVITATION FOR BIDS
Electric Sedan Support Vehicles (5)
21-042

PRICE ANALYSIS


| | Jessup Chevrolet | Merchant's Fleet | Rotolo Chevrolet | Penske Chevrolet | Cost Estimate |
|----------------|------------------|------------------|------------------|------------------|---------------|
| Lump Sum Total | \$ 141,212.90 | \$ 142,905.00 | \$ 149,001.90 | \$ 153,533.65 | \$ 160,963.00 |

| | Difference | Delta |
|--|----------------|--------|
| Difference between Jessup Chevrolet and Merchants Fleet Lump Sum Total | \$ (1,692.10) | 1.18% |
| Difference between Jessup Chevrolet and Independent Cost Estimate | \$ (19,750.10) | 12.27% |

There was adequate price competition since four (4) bidders independently contended for the contract that is to be awarded. Award is based on the Lump Sum Total.

Based on the findings, the prices submitted by the lowest responsive and responsible bidder, Jessup Chevrolet, is 1.18% lower than the second bidder Merchants Fleet, and 12.27% lower than the Independent Cost Estimate.

Based on the results, it is determined that the price submitted by Jessup Chevrolet is considered fair and reasonable.



Amy gunderloy, Procurement Specialist

Electric Sedan Support Vehicles

Solicitation List

Jessup Chevrolet

68-111 E Palm Canyon Drive
Cathedral City, CA 92234
760-906-8989
larrymartin@jessupautoplaza.com

Anderson Chevrolet

31201 Auto Center Drive
Lake Elsinore, CA 92530
855-661-3342
jdiaz@andersonauto.com

Paradise Chevrolet Cadillac

27360 Ynez Road
Temecula, CA 92591
888-387-7019
aj@mychevyguy.com

Rotolo Chevrolet

16666 South Highland Ave
Fontana, CA 92336
866-506-9728
jamie@rotolo.com

Penske Chevrolet

18605 South Studebaker Road
Cerritos, CA 90703
877-772-3022
Kyle.slavin@gmail.com

Diamond Hills Chevrolet

4545 W Ramsey St
Banning, CA 92220
866-410-7823
rgill@daliaaauto.com

Courtesy Chevrolet Center

750 Camino Del Rio
San Diego, CA 92108
Javier.botero@courtesysd.com

Merchant's Fleet

7071 Warner Ave
Huntington Beach, 92647
courtneywolschleger@MerchantsFleet.com

Change Order Log

| | | |
|--|--|--------------------------------|
| Amount of Original Contract = \$245,560.58 (SRTP FY 21) | | |
| | | |
| Approved Change Orders: | | |
| \$11,259.75 | Change Order #1 | Additional Scope and Equipment |
| | | |
| Change Request No. 002 & 003: | | |
| \$50,246.22 | Net Amount for Change Order # 2 | |
| | Increase for Request No. 002 | \$21,502.38 |
| | Increase for Request No. 003 | \$28,743.84 |
| | | |
| \$61,505.97 | Total Changes | |
| \$307,066.55 | Total Contract | |

SunLine Transit Agency

DATE: March 24, 2021 **ACTION**

TO: Board Operations Committee
Board of Directors

FROM: Brittney B. Sowell, Chief of Public Affairs/Clerk of the Board

RE: Revised General Manager Evaluation Process Policy No. B-070192

Recommendation

Staff recommends that the Board of Directors approve the attached revised General Manager Evaluation Process Policy No. B-070192.

Background

The General Manager evaluation process was adopted by Board policy in February 1992 and revised by the Board of Directors in March 2015. The policy, No. B-070192, outlines how the annual evaluation process will be conducted and includes a copy of the evaluation form, which is to be completed by each Board Member.

During the 2020 evaluation cycle, the Board engaged in a discussion during closed session regarding the effectiveness of the current policy and the Chairman of the Board directed the Clerk of the Board's office to compare similar policies and develop a revised policy for Board review in collaboration with the CEO/General Manager.

Of note, the proposed revision to the policy makes changes to the overall format and types of questions. The new format took into consideration comments received in previous years regarding how questions were phrased and the topics they covered. The revised policy includes space for the CEO/General Manager to provide comments under each category prior to the evaluation being distributed for Board rating. In addition, the evaluation form would now be hosted electronically on Survey Monkey so there would be no paper transmittal between the Board of Directors and the Clerk of the Board. The evaluation form results would go directly to the Chairperson of the Board.

The policy was presented in draft format to the Board Operations Committee at the February meeting and distributed to the Board of Directors for comment. The attached policy incorporates feedback received during this process.

Approving a revised policy at the Board meeting would allow the Board of Directors to follow the evaluation process that has been typically utilized, as outlined below:

- April –
 - Memo from Chairperson of the Board distributed to Board of Directors with the policy and evaluation form
- May –
 - Evaluation results received by Chairperson of the Board
 - Closed session evaluation of CEO/General Manager
- June –
 - Goals and objectives for CEO/General Manager established for next fiscal year

Financial Impact

No financial impact.

Attachments:

- [Item 14a](#) - Proposed Revised Policy No. B-070192
- [Item 14b](#) - Current Policy No. B-070192 (Dated March 4, 2015)

SunLine Transit Agency
Evaluation of the CEO/General Manager Policy
Policy No: B-070192

Adopted: 02/26/1992
Revised: 03/24/2021

EVALUATION OF THE CEO/GENERAL MANAGER POLICY

PURPOSE

To provide guidelines for the CEO/General Manager's annual performance evaluation.

SCOPE

SunLine Transit Agency Board of Directors, as the governing body for the Agency, has the authority to appoint a CEO/General Manager. The CEO/General Manager is accountable for all aspects of the Agency operation. The Board will conduct an annual evaluation of the CEO/General Manager's performance.

POLICY

The primary purpose of annually evaluating the CEO/General Manager's performance is to provide the rational, structured communications between the Board and its CEO/General Manager in charting the objectives for the growth and development of the Agency in serving the transportation needs of the residents of the Coachella Valley. The process will clarify and/or identify future performance expectations.

Through the evaluation of the CEO/General Manager, the Board shall strive to accomplish the following:

1. Develop and maintain with the CEO/General Manager, the role in the leadership of the Agency as seen by the Board.
2. Develop harmonious working relationships between the Board and the CEO/General Manager.
3. Review of performance in carrying out Board policies relating to service delivery, organization, budget and business affairs.

PROCEDURES

The evaluation form will be first provided to the CEO/General Manager to complete a self-assessment of the categories being evaluated by the Board. The rating and comments of the CEO/General Manager will be included in the document distributed to the Board.

Each member of the Board will evaluate the CEO/General Manager using the attached

evaluation form. The individual evaluations will be submitted to the Chairperson of the Board, or designee, who will compile a summary profile of Board Member ratings for use at the annual performance review meeting. Electronic surveys will be utilized where feasible.

In May of each year, the Board will devote a portion or all one meeting to a discussion of the working relationship between the CEO/General Manager and the Board.

During, or subsequent to, the annual performance review meeting, an annual performance review summary will be prepared by the Chairperson of the Board or designee. This summary will contain the major points of merit and needs presented in the evaluation discussions.

The process of evaluation is recognized as being positive in intent and designed to improve the quality of the CEO/General Manager's service to the Agency.

REVIEW OF POLICY

The Board will review this policy at least every three (3) years to ensure that it remains relevant.



CEO/GENERAL MANAGER EVALUATION FORM

Evaluator: _____

Date: _____ **Time Period Covered:** _____

Please assess the CEO/General Manager’s performance by rating each question listed below. For ratings 3 and under, please provide comments and/or suggestions for professional growth.

Performance Rating Scale:

| | | | | |
|------------------------------|--------------------------|------------------------|-----------------------------------|--------------------------------|
| 5 – Far Exceeds Requirements | 4 – Exceeds Requirements | 3 – Meets Requirements | 2 – Progress Towards Requirements | 1 – Does Not Meet Requirements |
|------------------------------|--------------------------|------------------------|-----------------------------------|--------------------------------|

1. Technical Competency

- Demonstrated knowledge and understanding of all phases of the job. The SunLine Transit Agency (SunLine) CEO/General Manager has the day to day responsibility to manage and/or direct all aspects of SunLine operations in full compliance with directives of the SunLine Board of Directors and federal and state laws.
- This includes but is not limited to: planning; direction and oversight of all SunLine operations; budget development and fiscal management; safety and security; general procurement; contract administration; service development; route planning and scheduling; facility and equipment maintenance oversight; marketing and promotion; customer service; oversight of facility development, design, and construction; and human resource management and supervision of the SunLine staff.

| |
|---|
| CEO/GM Self-Rating: Met Goals / Did Not Meet Goals |
| CEO/General Manager Self-Assessment & Comments: |

| |
|----------------------------|
| Board Rating: _____ |
| Board Comments: |

2. Quality of Work

- Accuracy and thoroughness of work performed.

| |
|---|
| CEO/GM Self-Rating: Met Goals / Did Not Meet Goals |
| CEO/General Manager Self-Assessment & Comments: |

| |
|----------------------------|
| Board Rating: _____ |
| Board Comments: |

3. Communication/Interpersonal Skills

- Communicates in a clear, concise, logical manner, both orally and in writing; communicates sensitive information with tact and impartiality; makes effective presentations, speeches, and briefings before the Board, elected officials, staff, community groups and the public.

| |
|---|
| CEO/GM Self-Rating: Met Goals / Did Not Meet Goals |
| CEO/General Manager Self-Assessment & Comments: |

| |
|----------------------------|
| Board Rating: _____ |
| Board Comments: |

4. Productivity Effectiveness

- Reviews management and operating results of the organization; compares them to established goals and objectives; develops and oversees implementation of steps to ensure that appropriate measures are taken to correct unsatisfactory results.

| |
|---|
| CEO/GM Self-Rating: Met Goals / Did Not Meet Goals |
| CEO/General Manager Self-Assessment & Comments: |

| |
|----------------------------|
| Board Rating: _____ |
| Board Comments: |

5. Leadership, Management, and Administration

- Effectively manages and motivates staff as seen in presentations to Board Committees and Board of Directors as well as general interactions with Board Members.

| |
|---|
| CEO/GM Self-Rating: Met Goals / Did Not Meet Goals |
| CEO/General Manager Self-Assessment & Comments: |

| |
|----------------------------|
| Board Rating: _____ |
| Board Comments: |

6. Growth and Attention Towards Alternative Fuel

- Develops and implements immediate and long-range goals, objectives, and plans that advance the mission of the Agency in regards to the development of alternative fuel technology; furthering the vision set by the Board of Directors in 1993.

| |
|---|
| CEO/GM Self-Rating: Met Goals / Did Not Meet Goals |
| CEO/General Manager Self-Assessment & Comments: |

| |
|----------------------------|
| Board Rating: _____ |
| Board Comments: |

7. Representation of SunLine and SunLine’s Interests

- Creates a favorable impression; promotes a positive image of SunLine at various meetings of community groups and organizations; expresses and protects SunLine’s interests.

| |
|---|
| CEO/GM Self-Rating: Met Goals / Did Not Meet Goals |
| CEO/General Manager Self-Assessment & Comments: |

| |
|----------------------------|
| Board Rating: _____ |
| Board Comments: |

8. Relationship to the Board

- Provides effective staff support and communication; maintains open communications; understands group needs for information; cooperates and works well with all members of the Board; investigates and responds in a timely manner to issues raised by the Board; anticipates Board needs; is responsible to Board’s concerns and interests.

| |
|---|
| CEO/GM Self-Rating: Met Goals / Did Not Meet Goals |
| CEO/General Manager Self-Assessment & Comments: |

| |
|----------------------------|
| Board Rating: _____ |
| Board Comments: |

9. Additional Comments

| |
|---|
| CEO/General Manager Self-Assessment & Comments: |
|---|

| |
|-----------------|
| Board Comments: |
|-----------------|

| | | |
|-----------------------|--|----------------------------|
| Overall Rating | CEO/GM Self-Rating: Met Goals / Did Not Meet Goals | Board Rating: _____ |
|-----------------------|--|----------------------------|

SunLine Transit Agency
Evaluation of the General Manager Policy
Policy No: B-070192

Revised: 03-04-15
Adopted: 02-26-92

The General Manager is accountable for all aspects of the Agency operation. The Board will conduct an annual evaluation of the General Manager's performance. The primary purpose of annually evaluating the General Manager's performance is to provide the rational, structured communications between the Board and its General Manager in charting the objectives for the growth and development of the Agency in serving the transportation needs of the residents of the Coachella Valley. The process will clarify and/or identify future performance expectations.

Through the evaluation of the General Manager, the Board shall strive to accomplish the following:

1. Develop and maintain with the General Manager, the role in the leadership of the Agency as seen by the Board.
2. Develop harmonious working relationships between the Board and the General Manager.
3. Review of performance in carrying out Board policies relating to service delivery, organization, budget and business affairs.

As part of the evaluation process, the Board has agreed to annually develop with the General Manager, a set of performance objectives/goals. Performance will be reviewed, in part, in accordance with these specified goals.

In May of each year, the Board will devote a portion or all of one meeting to a discussion of the working relationship between the General Manager and the Board.

Each member of the Board will evaluate the General Manager using the attached Evaluation Form. The individual evaluations will be submitted to the Chairman of the Board, or designee, who will compile a summary profile of Board Member ratings for use at the Annual Performance Review meeting.

During, or subsequent to, the Annual Performance Review meeting, an Annual Performance Review Summary will be prepared by the Board Chairman or Board Member designee. This Summary will contain the major points of merit and needs presented in the evaluation discussions.

The process of evaluation is recognized as being positive in intent and designed to improve the quality of the General Manager's service to the Agency.

Subsequent to the Board's development of the Annual Performance Review Summary, the General Manager will provide information on current goals/objectives outcomes. These will be incorporated into the body of performance objectives toward which the General Manager will work during the ensuing year. In addition, a list of up to five proposed priority goals/objectives for the ensuing fiscal year will be provided by the General Manager and each Board Member. When completing a summary of Board Member ratings, the Board Chair will condense/combine the most frequently mentioned objectives to 5-10 for discussion at the review of the General Manager.

GENERAL MANAGER EVALUATION FORM

Evaluator: _____

Date: _____ **Time period covered:** _____

Please assess the General Manager's performance by rating each question listed below. Comments may be added after each section to provide commendation and/or suggestion for professional growth.

Assisting the Board with its Policy-Making Role

A. Providing Information:

1. Does the General Manager keep you informed in a timely manner of the things you want to know about?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory
2. Do you feel that you receive information on an equal basis with other Board Members?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory
3. Do reports provide adequate information and analysis to help you make sound decisions?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory
4. Are agenda items and supporting documents appropriate and brought to the Board in sufficient time for deliberations?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory
5. Does the General Manager regularly consult with the Chairman before setting the agenda to determine appropriate topics and timing?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory
6. Does the General Manager follow up promptly on Board Member requests for information or action without having to be reminded?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory
7. Are Board packets relatively free of errors and omissions?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory

Comments: _____

B. Providing Advice:

1. Does the General Manager have adequate knowledge of municipal affairs?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory
2. Do you feel the General Manager considers alternatives before making recommendations?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory
3. Does the General Manager plan ahead, anticipate needs and recognize potential problems?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory
4. How do you feel about the quality of analysis that accompanies recommendations?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory
5. Does the General Manager have a good sense of timing in bringing issues to the Board for action?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory

Comments: _____

Internal Administration

A. Financial Management:

1. Are you comfortable with the General Manager's approach to budget preparation and review?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory
2. Is the General Manager effective in controlling costs through economical utilization of manpower, materials and equipment?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory
3. Does the General Manager have sufficient knowledge of financial matters?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory

4. Does the General Manager provide you with sufficient information on the financial status of the Agency?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory
5. Is the budget submitted on time?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory
6. Are audits completed on time, with no findings?

Comments: _____

B. Personnel Management

1. Is the General Manager successful in guiding people so that they work together as a team toward common objectives?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory
2. Does the General Manager collaborate with the Agency's executive and senior teams to provide transparent and decisive leadership to SunLine staff?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory
3. Is the General Manager effective in selecting and placing personnel?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory
4. Does the General Manager develop and motivate personnel so that they are increasingly effective in performing their duties?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory
5. Is the General Manager willing to face up to disciplinary problems and take action when warranted?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory
6. Is the General Manager effective in promoting positive employee-employee relations?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory
7. Does the General Manager respond to Board Member suggestions on employee training, work priorities and productivity and are the decisions explained to the Board?

- Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory

8. Is the General Manager effective on assuring that staff makes a positive impression on citizens?

- Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory

9. Does the General Manager ensure that every SunLine employee receives a written annual performance review?

- Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory

Comments: _____

C. Getting the Job Done

1. Do you feel that decisions and directions given by the Board are being completed?

- Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory

2. Does the General Manager organize or assign work so that it is performed efficiently and effectively?

- Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory

3. Does the General Manager pay sufficient attention to detail to avoid error or things "slipping through the cracks"?

- Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory

4. Does the General Manager put in sufficient time and effort to perform to your expectations?

- Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory

5. Does the General Manager have a good sense of priorities based on time spent on the job?

- Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory

6. Is the General Manager able to analyze problems or issues and identify causes, reasons and implications?

- Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory

7. Does the General Manager develop and carry out short and long-term action plans?

- Exceeds requirements Needs improvement

Meets requirements Unsatisfactory

Comments: _____

External Relations

A. Citizen Relations

1. Does the General Manager generally make a positive impression on citizens and is the General Manager respected in the Coachella Valley?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory

2. Is the General Manager effective in handling disputes or complaints involving citizens?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory

3. Does the General Manager have appropriate visibility or identity in the community?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory

4. Does the General Manager represent the Board positions and policies accurately and effectively?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory

5. Does the General Manager give sufficient credit to the Board?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory

6. Does the General Manager think and act in a manner reflecting an attitude that client (Board Members, staff or citizens) perceptions and satisfactions are key?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory

Comments: _____

B. Intergovernmental Relations

1. Is the General Manager effective representing the Agency's interests in dealing with other agencies?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory

2. Does the General Manager participate in enough intergovernmental activity to have an impact on behalf of the Agency?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory

Comments: _____

Personal Characteristics

A. Personality

1. Is the General Manager's personality suited to effective performance of duties?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory

B. Communications

1. Is the General Manager easy to talk to?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory

2. Is the General Manager is a good listener?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory

3. Are communications thoughtful, clear and to the point?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory

4. Does the General Manager show sensitivity to the concerns of others?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory

5. Does the General Manager maintain a professional demeanor at all times in interactions with Board Members and Staff?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory

Comments: _____

C. Management Style

1. Does the General Manager demonstrate interest and enthusiasm in performing duties?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory
2. Does the General Manager have sufficient leadership characteristics to command respect and good performance from employees?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory
3. Does the General Manager show initiative and creativity in dealing with issues, problems and unusual situations?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory
4. Is the General Manager open to new ideas and suggestions for change?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory
5. Does the General Manager create an atmosphere in which employees can enjoy working for the Agency?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory
6. Is the General Manager honest and ethical?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory
6. Does the General Manager exercise good judgment?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory
7. Does the General Manager work well under pressure?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory
8. Is the General Manager able to change approach to fit new situations?
 Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory
9. Can the General Manager consistently put aside personal views and implement Board policy and direction?

- Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory

Comments: _____

Achievements

List the top three achievements or strong points of the General Manager for the past twelve (12) months.

Future Development

List three, up to five, performance objectives/goals for the General Manager that you feel are the most important targets for the upcoming year.

- Overall Rating: Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory

Board Member: _____

Date: _____