



SunLine Transit Agency
January 26, 2022
10:00 a.m. – 10:40 a.m.

AGENDA

FINANCE/AUDIT COMMITTEE Regular Meeting

VIA VIDEOCONFERENCE

Pursuant to California Government Code section 54953(e), 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/89933472372>

Meeting ID: 899 3347 2372

Teleconference Dial In
888-475-4499 (Toll Free)
Meeting ID: 899 3347 2372

One tap mobile
+16699009128,,89933472372#

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 Finance/Audit Committee Meeting: public comment requests may be submitted via email to the Clerk of the Board at clerkoftheboard@sunline.org prior to January 25, 2022 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. Those who have submitted a request to speak by the deadline above will be recognized first, then anyone else who wishes to speak will be provided an opportunity to make public comment. If you send written comments, your comments will be made part of the official record of the proceedings and read into the record if they are received by the deadline above.

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. PUBLIC COMMENTS

RECEIVE COMMENTS

NON AGENDA ITEMS

Members of the public may address the Committee regarding any item within the subject matter jurisdiction of the Committee; 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. Comments may be limited to 3 minutes in length.

7. COMMITTEE MEMBER COMMENTS

RECEIVE COMMENTS

8. 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.

[8a\) Checks \\$1,000 and Over Report for October and November 2021](#)

(PAGE 4-11)

[8b\) Credit Card Statement for October and November 2021](#)

(PAGE 12-27)

<u>ITEM</u>	<u>RECOMMENDATION</u>
8c) Monthly Budget Variance Report for October and November 2021	(PAGE 28-37)
8d) Contracts Signed in Excess of \$25,000 for November and December 2021	(PAGE 38-40)
8e) Union & Non-Union Pension Investment Asset Summary October and November 2021	(PAGE 41-59)
8f) Ridership Report for November and December 2021	(PAGE 60-67)
8g) SunDial Operational Notes for November and December 2021	(PAGE 68-72)
8h) Metrics for November and December 2021	(PAGE 73-105)
8i) Quarterly Capital Project Update for 4th Quarter of Calendar Year 2021	(PAGE 106-110)
8j) Board Member Attendance for December 2021	(PAGE 111-112)
9. RATIFICATION OF FEDERAL EMERGENCY FUNDING CLAIMS (Staff: Luis Garcia, Chief Financial Officer)	APPROVE (PAGE 113-114)
10. APPROVAL OF ADDITIONAL FUNDING FOR FY22 OPERATING BUDGET (Staff: Luis Garcia, Controller)	APPROVE (PAGE 115)
11. APPROVAL OF JANITORIAL SERVICES CONTRACT (Staff: Javier Flores, Superintendent of Facilities)	APPROVE (PAGE 116-121)
12. THOUSAND PALMS LAND ACQUISITION (Staff: Rudy Le Flore, Chief Project Consultant)	INFORMATION (PAGE 122-127)
13. ADJOURN	

SunLine Transit Agency

CONSENT CALENDAR

DATE: January 26, 2022 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Checks \$1,000 and Over Report - October and November 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 months of October and November which required signature from the Chair or Vice Chair.

October 2021

Vendor	Check #	Amount
AVAIL TECHNOLOGIES	687692	\$156,673.50
CREATIVE BUS SALES	687481	\$152,283.42
ALVAREZ & MARSAL PUBLIC SECTOR	687473	\$100,000.00

November 2021

Vendor	Check #	Amount
CREATIVE BUS SALES	687893	\$152,283.42
AMERICAN SECURITY GROUP	687770	\$66,482.91
TYLER TECHNOLOGIES	687991	\$57,763.06

Recommendation:

Receive and file.

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
CALPERS	Group Health Premium	687696	10/28/2021	354,509.14
PERMA - INSURANCE	General Liability & Workers Comp Premium	687516	10/07/2021	189,364.77
AVAIL TECHNOLOGIES	Annual Support Agreement	687692	10/28/2021	156,673.50
CREATIVE BUS SALES, INC,	WIP- FY2020 Replacement & Exp of Paratransit Buses	687481	10/07/2021	152,283.42
IMPERIAL IRRIGATION DIST	Utilities	687572	10/13/2021	129,103.00
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	687533	10/07/2021	117,815.67
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	687678	10/20/2021	116,873.56
ALVAREZ & MARSAL PUBLIC SECTOR SERVICES,	Consulting Services	687473	10/07/2021	100,000.00
ELEMENT MARKETS RENEWABLE ENERGY, LLC	Utilities	687708	10/28/2021	90,639.55
SO CAL GAS CO.	Utilities	687598	10/13/2021	61,577.15
GUARDIAN LIFE INSURANCE COMPANY THE	Supplement Benefits LTD/STD/LIFE Ins Prem	687716	10/28/2021	45,484.63
VASQUEZ AND COMPANY LLP	Financial Auditing Services	687748	10/28/2021	33,805.00
ND CONSTRUCTION COMPANY, INC.	East Valley Refueled Bus Stops Project	687760	10/29/2021	31,288.25
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	Data Collection & Analysis	687614	10/13/2021	28,987.50
COMPLETE COACH WORKS	vShields for Fixed Route Buses	687635	10/20/2021	25,161.10
DECALS BY DESIGN, INC.	Route 1X Bus Wraps	687701	10/28/2021	24,934.50
ROBERT HALF	Temporary Help	687733	10/28/2021	24,387.87
JACKSON LEWIS P.C.	Insurance Loss	687541	10/11/2021	21,724.21
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service	687625	10/20/2021	20,988.50
WSP USA INC.	TDM & Vanpool Program	687750	10/28/2021	20,010.98
ATKINSON, ANDELSON, LOYA RUUD AND ROMO	Legal Service Negotiations	687624	10/20/2021	19,116.00
VEHICLE TECHNICAL CONSULTANTS, INC.	WIP- FY2020 Replacement & Exp of Paratransit Buses	687681	10/20/2021	19,105.50
THE LEFLORE GROUP LLC	Projects Consultant	687734	10/28/2021	18,704.25
OLD GREEN HOUSE LLC	Planning Consultant	687669	10/20/2021	16,050.00
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	687751	10/28/2021	12,492.40
VERIZON WIRELESS	Wireless Telephone Service	687608	10/13/2021	12,010.86
GARON WYATT INVESTIGATIVE SERVICES	Investigation Consultant	687564	10/13/2021	11,923.51
NFI PARTS	Inventory Repair Parts	687544	10/13/2021	11,489.77
ROBERT HALF	Temporary Help	687667	10/20/2021	10,084.58
COACHELLA VALLEY TAXI	SunRide Ride Share Expenses	687576	10/13/2021	10,035.06
KEYPER SYSTEMS	Key Valet System and Equipment	687725	10/28/2021	10,013.96
VECTOR SOLUTIONS	Annual Industry Safe Software	687592	10/13/2021	9,999.00
NFI PARTS	Inventory Repair Parts	687617	10/20/2021	9,305.31
MOTOR COACH INDUSTRIES, INC.	MCI bus lease	687579	10/13/2021	8,081.25
NAPA AUTO PARTS	Inventory Repair Parts	687657	10/20/2021	7,920.94
IMPERIAL IRRIGATION DIST	Utilities	687757	10/29/2021	7,742.80
APTA	Leadership Class 2022 Tuition	687685	10/20/2021	7,500.00
STANTEC ARCHITECTURE, INC.	Operations Facility	687739	10/28/2021	6,841.35
FONTANA RADIATOR SERVICE, INC.	Fixed Rte Repair Parts	687712	10/28/2021	6,731.79

**SunLine Transit Agency
Checks \$1,000 and Over
For the month of October
Checking Account**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
ANDREA CARTER & ASSOCIATES	Marketing & Communication Services	687690	10/28/2021	6,410.00
AMALGAMATED TRANSIT UNION	Union Dues	687474	10/07/2021	6,054.00
AMALGAMATED TRANSIT UNION	Union Dues	687622	10/20/2021	5,932.92
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	687524	10/07/2021	5,500.10
WE THE CREATIVE	PR Creative Services	687721	10/28/2021	5,368.00
US BANK VOYAGER FLEET SYSTEMS	Unleaded/Diesel Fuel Service	687605	10/13/2021	5,142.34
IMPERIAL IRRIGATION DIST	Utilities	687498	10/07/2021	5,093.93
TRC ENGINEERING SERVICES, LLC	Vehicle Inspection for 5 FC Buses	687745	10/28/2021	4,760.00
PARKHOUSE TIRE, INC.	Fixed Rte Repair Parts	687586	10/13/2021	4,733.56
ROBERT HALF	Temp Help	687594	10/13/2021	4,507.38
GILLIG LLC	Inventory Repair Parts	687646	10/20/2021	4,435.80
ROBERT HALF	Temporary Help	687521	10/07/2021	4,348.48
KELLERMEYER BERGENSONS SERVICES, LLC	Janitorial Services	687650	10/20/2021	4,309.68
KELLERMEYER BERGENSONS SERVICES, LLC	Janitorial Services	687575	10/13/2021	4,309.66
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	687630	10/20/2021	4,153.01
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	687487	10/07/2021	3,893.37
TPX COMMUNICATIONS	Communication	687742	10/28/2021	3,882.42
NFI PARTS	Fixed Rte Repair Parts	687471	10/07/2021	3,622.62
MAGALDI & MAGALDI, INC.	Inventory Repair Parts	687506	10/07/2021	3,574.58
SC FUELS	Lubricants- Oil	687528	10/07/2021	3,556.68
WELTYS ENTERPRISES, INC.	Advertising	687749	10/28/2021	3,440.74
ADMIRAL SECURITY SERVICES, INC.	Security Guard Service	687542	10/13/2021	3,415.44
PRUDENTIAL OVERALL SUPPLY	Uniforms	687590	10/13/2021	3,385.44
COACHELLA VALLEY TAXI	SunRide Ride Share Expenses	687724	10/28/2021	3,356.10
BAY CITY ELECTRIC WORKS	ATS Calibration Service	687693	10/28/2021	3,216.96
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	687612	10/13/2021	3,118.60
COACHELLA VALLEY WEEKLY	Advertising HumanTrafficking Ads	687743	10/28/2021	3,000.00
DOUG WALL CONSTRUCTION	CNG fuel building Power meter	687707	10/28/2021	2,972.75
TIME WARNER CABLE	Utilities	687676	10/20/2021	2,969.98
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	687628	10/20/2021	2,809.31
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	687478	10/07/2021	2,809.31
OMNITRACS, LLC	General Service	687660	10/20/2021	2,760.00
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	687514	10/07/2021	2,736.36
CALIFORNIA DEPARTMENT OF TAX & FEE	Quarterly Used Sales Tax	687540	10/11/2021	2,727.00
FEDEX OFFICE PRINT & SHIP CENTER	Safety OperatorsTraining Books	687561	10/13/2021	2,670.58
CPAC INC.COM	Barracuda Adv Threat Protect	687636	10/20/2021	2,633.40
CDW GOVERNMENT, INC	Computer Equipment	687551	10/13/2021	2,598.59
IMPERIAL IRRIGATION DIST	Utilities	687717	10/28/2021	2,541.71
SC FUELS	Lubricants- Oil	687596	10/13/2021	2,414.68

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
YELLOW CAB OF THE DESERT	Taxi Voucher Program	687769	10/29/2021	2,389.41
TOPS N BARRICADES, INC.	Traffic Barriers - Liquid H2 Station Div II	687603	10/13/2021	2,380.54
KORD FIRE PROTECTION	Inventory Repair Parts	687504	10/07/2021	2,267.00
HOME DEPOT CREDIT SERVICES	Facility Maints	687569	10/13/2021	2,266.49
CUMMINS SALES AND SERVICE	Fixed Rte Repair Parts	687700	10/28/2021	2,231.94
CITY CAB	Taxi Voucher Program	687527	10/07/2021	2,164.82
VALLEY OFFICE EQUIPMENT, INC.	Copier Service	687607	10/13/2021	2,127.99
MAGALDI & MAGALDI, INC.	Inventory Repair Parts	687656	10/20/2021	2,119.36
NFI PARTS	Fixed Rte Repair Parts	687687	10/28/2021	2,087.17
JESSE FRESCAS JR.	Public Works Technical Support	687573	10/13/2021	2,080.00
GRAINGER	Inventory Repair Parts	687497	10/07/2021	2,070.77
AVAIL TECHNOLOGIES	Inventory Repair Parts	687476	10/07/2021	2,029.95
KGAY PSP CORPORATION	Advertising Human Trafficking Ads	687652	10/20/2021	2,000.00
QUADIENT FINANCE USA, INC.	Postage	687665	10/20/2021	2,000.00
SONSRAY FLEET SERVICES	Fixed Rte Repair Parts	687741	10/28/2021	1,957.64
LUMINATOR TECHNOLOGY GROUP, INC.	Computer Supplies	687655	10/20/2021	1,952.71
DESERT PARADISE CONSTRUCTION, LLC	Technical Support Services	687705	10/28/2021	1,920.00
DESERT AIR CONDITIONING, INC.	Preventive Maintenance	687638	10/20/2021	1,914.00
CREATIVE BUS SALES, INC,	Paratransit Repair Parts	687555	10/13/2021	1,872.82
YELLOW CAB OF THE DESERT	Taxi Voucher Program	687539	10/07/2021	1,819.68
SOUTHWEST NETWORKS, INC.	Server Install OPS Building	687600	10/13/2021	1,781.25
SC FUELS	Lubricants- Oil	687671	10/20/2021	1,755.15
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	687686	10/28/2021	1,707.72
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	687616	10/20/2021	1,707.72
MITECH CONTROLS INC.	Inventory Repair Parts	687728	10/28/2021	1,696.29
KELLY PAPER COMPANY	Perforated Paper-Payroll	687651	10/20/2021	1,658.55
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	687550	10/13/2021	1,609.61
ANDERSON COMMUNICATIONS, INC.	Radio Repeater Hilltop Rental	687548	10/13/2021	1,600.00
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	687695	10/28/2021	1,583.49
OFFICE DEPOT	Office Supplies	687511	10/07/2021	1,565.28
FRONTIER COMMUNICATIONS	Utilities- OPS Bldg	687645	10/20/2021	1,525.00
CREATIVE BUS SALES, INC,	Inventory Repair Parts	687637	10/20/2021	1,513.66
ALEXANDER COHN, ESQ	Labor Legal Services	687688	10/28/2021	1,500.00
FORENSIC DRUG TESTING SERVICES	Alcohol and Drug Testing	687563	10/13/2021	1,479.25
MILE3 WEB DEVELOPMENT	Web Hosting and Maintenance	687727	10/28/2021	1,470.00
DECALS BY DESIGN, INC.	Commuter Llink Bus Decals	687483	10/07/2021	1,429.25
ROBERT HALF	Temporary Help	687764	10/29/2021	1,359.20
HIRERIGHT, LLC	Background Service	687568	10/13/2021	1,347.40
DS AIR	Safety Vests	687552	10/13/2021	1,316.15

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
BROADLUX, INC.	Monthly Contracted Service	687694	10/28/2021	1,242.00
JOSEPH LYNN FRIEND	IT Consulting Services	687574	10/13/2021	1,232.50
ZOOM VIDEO COMMUNICATION, INC.	Quarterly Subscriptions	687684	10/20/2021	1,209.64
TEC EQUIPMENT, INC.	Inventory Repair Parts	687675	10/20/2021	1,125.98
GILLIG LLC	Inventory Repair Parts	687566	10/13/2021	1,121.42
ROBERT HALF	Temporary Help	687763	10/29/2021	1,087.36
GENFARE	Inventory Repair Parts	687565	10/13/2021	1,012.84
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	687595	10/13/2021	1,003.54
GEORGE HERNANDEZ	Reimburse Emp for Tool Allowance	687494	10/07/2021	1,000.00
MARCUS VASQUEZ	Reimburse Emp for Tool Allowance	687507	10/07/2021	1,000.00
CARLOS SOSA	Reimburse Emp for Tool Allowance	687469	10/01/2021	1,000.00
JOSE LOAIZA	Reimburse Emp for Tool Allowance	687502	10/07/2021	1,000.00
Total Checks Over \$1,000	\$2,194,218.65			
Total Checks Under \$1,000	\$43,283.87			
Total Checks	\$2,237,502.52			

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
PERMA – INSURANCE	General Liability & Workers Comp Premium	687916	11/17/2021	189,322.57
CREATIVE BUS SALES, INC,	WIP- FY2020 Replacement & Exp of Paratransit Buses	687893	11/17/2021	152,283.42
ELEMENT MARKETS RENEWABLE ENERGY, LLC	Utilities	687949	11/22/2021	119,450.95
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	687817	11/03/2021	116,143.78
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	687992	11/22/2021	111,998.02
IMPERIAL IRRIGATION DIST	Utilities	687962	11/22/2021	87,414.97
AMERICAN SECURITY GROUP	WIP- Operations Facility Low Voltage Project	687770	11/03/2021	66,482.91
TYLER TECHNOLOGIES, INC.	Annual Maintenance	687991	11/22/2021	57,763.06
SO CAL GAS CO.	Utilities	687986	11/22/2021	57,746.46
GUARDIAN LIFE INSURANCE COMPANY THE	Supplement Benefits LTD/STD/LIFE Ins Prem	687960	11/22/2021	45,458.21
DECALS BY DESIGN, INC.	Student Art Contest Bus Wrap for 3 Busses	687831	11/10/2021	42,157.87
MURCHISON & CUMMING, LLP	Insurance Loss	687878	11/12/2021	32,174.63
MICHELIN NORTH AMERICA, INC.	Lease Tires Services	687799	11/03/2021	25,024.35
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service- General Arbitration	687887	11/17/2021	24,964.18
PERMA – INSURANCE	Insurance Loss	687855	11/10/2021	24,104.88
THE LEFLORE GROUP LLC	Projects Consultant	687982	11/22/2021	18,589.50
HD INDUSTRIES	Inventory Repair Parts	687840	11/10/2021	18,276.02
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	PM Services for the Liquid H2 Station	687929	11/17/2021	17,675.29
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	General Support	687874	11/10/2021	15,337.50
ND CONSTRUCTION COMPANY, INC.	East Valley Refueled Bus Stops Project	687909	11/17/2021	15,029.00
COUNTY OF RIVERSIDE	WIP- Zero Emissions Maintenance Facility	687784	11/03/2021	15,000.02
IMPERIAL IRRIGATION DIST	Utilities	687902	11/17/2021	13,672.74
ROBERT HALF	Temp Help	687859	11/10/2021	13,370.02
COACHELLA VALLEY TAXI	SunRide Ride Share Expense	687906	11/17/2021	13,274.03
ROBERT HALF	Temp Help	687918	11/17/2021	13,219.67
ROBERT HALF	Temp Help	687980	11/22/2021	12,726.69
ROBERT HALF	Temp Help	687811	11/03/2021	11,790.80
VERIZON WIRELESS	Wireless Telephone Service	687926	11/17/2021	11,216.36
NFI PARTS	Inventory Repair Parts	687931	11/22/2021	10,053.72
SONSRAY FLEET SERVICES	Paratransit Repair Parts	687815	11/03/2021	9,968.24
SUNLINE REGULATORY ADMINI	July- Sept 2021 Due to SRA	687812	11/03/2021	8,143.53
MOTOR COACH INDUSTRIES, INC.	Bus lease	687801	11/03/2021	8,081.25
AGREEMENT DYNAMICS, INC.	ATU Negotiations	687882	11/17/2021	7,302.25
KELLERMEYER BERGENSONS SERVICES, LLC	Janitorial Services	687841	11/10/2021	7,242.58
NFI PARTS	Inventory Repair Parts	687772	11/03/2021	6,565.23
OFFICETEAM	Temp Help	687852	11/10/2021	6,414.40
YELLOW CAB OF THE DESERT	SunRide Ride Share Expense	687928	11/17/2021	6,156.20
OFFICETEAM	Recruitment	687912	11/17/2021	5,940.00

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
AMALGAMATED TRANSIT UNION	Union Dues	687934	11/22/2021	5,849.34
MEYERS FOZI & DWORK, LLP	Insurance Loss	687877	11/12/2021	5,799.00
SPROUT SOCIAL, INC.	Marketing Annual Contracted Service	687865	11/10/2021	5,292.48
LIFECOM, INC.	WIP- Facility Improvement Project	687847	11/10/2021	5,117.82
CREATIVE BUS SALES, INC,	Inventory Repair Parts	687785	11/03/2021	4,845.29
BROADLUX, INC.	Contract Service	687937	11/22/2021	4,705.17
SC FUELS	Lubricants- Oil	687860	11/10/2021	4,512.22
TPX COMMUNICATIONS	Communication Serv	687990	11/22/2021	4,112.64
YELLOW CAB OF THE DESERT	Taxi Voucher Program	687998	11/22/2021	3,978.29
AARVIG & ASSOCIATES, APC	Insurance Loss	687875	11/12/2021	3,971.77
ANDREA CARTER & ASSOCIATES	Marketing & Communication Services	687823	11/10/2021	3,750.00
NFI PARTS	Fixed Rte Repair Parts	687820	11/10/2021	3,613.34
US BANK VOYAGER FLEET SYSTEMS	Unleaded/Diesel Fuel	687870	11/10/2021	3,431.84
CHAMPA ASSOCIATES INC.	Inventory Repair Parts	687941	11/22/2021	3,391.41
BERNELL HYDRAULICS INC	WIP- CNG Station	687825	11/10/2021	3,387.41
PRUDENTIAL OVERALL SUPPLY	Uniforms	687857	11/10/2021	3,386.32
TIME WARNER CABLE	Utilities	687921	11/17/2021	3,248.68
BORDIN SEMMER LLP	Insurance Loss	687876	11/12/2021	3,243.50
ASPEN REFRIGERANTS, INC.	Freon Coolant	687884	11/17/2021	3,180.58
I/O CONTROLS CORP #201115	Inventory Repair Parts	687961	11/22/2021	3,060.88
PLAZA TOWING, INC.	Towing Serv	687808	11/03/2021	2,985.00
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	687948	11/22/2021	2,976.24
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	687983	11/22/2021	2,930.88
GRAINGER	Inventory Repair Parts	687959	11/22/2021	2,899.22
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	687780	11/03/2021	2,897.74
JESSE FRESCAS JR.	Public Works Technical Support	687904	11/17/2021	2,880.00
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	687834	11/10/2021	2,879.47
SOCALGAS	Utilities	687919	11/17/2021	2,864.93
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	687939	11/22/2021	2,740.08
MILE3 WEB DEVELOPMENT	Marketing Contracted Services	687848	11/10/2021	2,707.50
ADMIRAL SECURITY SERVICES, INC.	Security Guard Serv	687930	11/22/2021	2,628.99
DESERT URGENT CARE	Medical Exam & Testing	687795	11/03/2021	2,520.00
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	687837	11/10/2021	2,449.84
ADMIRAL SECURITY SERVICES, INC.	Security Guard Service	687881	11/17/2021	2,426.76
SPECTRAPURE, INC.	Inventory Repair Parts	687782	11/03/2021	2,424.45
DAP HEALTH	Refund CC charge	687946	11/22/2021	2,225.00
NAPA AUTO PARTS	Paratransit Repair Parts	687908	11/17/2021	2,209.56
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	687805	11/03/2021	2,209.03
TOOLTOPIA, LLC.	Inventory Repair Parts	687923	11/17/2021	2,081.03

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
FORENSIC DRUG TESTING SERVICES	Alcohol & Drug Testing	687956	11/22/2021	1,960.00
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	687889	11/17/2021	1,935.09
DESERT URGENT CARE	Medical Exam & Testing	687963	11/22/2021	1,935.00
R.S. HUGHES COMPANY	Gloves – PPE	687809	11/03/2021	1,767.10
VALLEY OFFICE EQUIPMENT, INC.	Copier Service	687925	11/17/2021	1,737.75
JOSEPH LYNN FRIEND	IT Consulting Services	687905	11/17/2021	1,721.25
ADMIRAL SECURITY SERVICES, INC.	Security Guard Serv	687771	11/03/2021	1,707.72
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	687819	11/10/2021	1,707.72
MIKE HAYES	Reimburse Emp Travel Training	687971	11/22/2021	1,666.57
HOME DEPOT CREDIT SERVICES	Facility Maints	687900	11/17/2021	1,537.66
FRONTIER COMMUNICATIONS	Utilities- OPS Bldg	687899	11/17/2021	1,525.00
FRANK RYTYCH	Reimburse Emp Travel Training	687898	11/17/2021	1,500.13
BYD COACH & BUS LLC	Inventory Repair Parts	687778	11/03/2021	1,468.19
CUMMINS-ALLISON CORP.	Coin Counter Machines Annual Premium	687945	11/22/2021	1,385.77
PALM SPRINGS MOTORS, INC.	Paratransit Repair Parts	687974	11/22/2021	1,378.75
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	687890	11/17/2021	1,368.27
ALPHA MEDIA LLC	Advertising Human Trafficking Campaign	687822	11/10/2021	1,350.00
PLAZA TOWING, INC.	Towing Services	687976	11/22/2021	1,290.00
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	687888	11/17/2021	1,288.43
BROADLUX, INC.	Monthly Contracted Service	687826	11/10/2021	1,242.00
TOXGUARD FLUID	Freon & Coolant	687867	11/10/2021	1,151.68
GILLIG LLC	Inventory Repair Parts	687792	11/03/2021	1,083.62
CREATIVE BUS SALES, INC,	Inventory Repair Parts	687830	11/10/2021	1,016.46
LUMINATOR TECHNOLOGY GROUP, INC.	WIP- DAR Bus Graphics, Decals & Equip.	687798	11/03/2021	1,015.39
QUADIENT FINANCE USA, INC.	Postage	687978	11/22/2021	1,000.00
Total Checks Over \$1,000	\$1,586,088.55			
Total Checks Under \$1,000	\$36,386.12			
Total Checks	\$1,622,474.67			

SunLine Transit Agency**CONSENT CALENDAR**

DATE: January 26, 2022

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Credit Card Statements for October and November 2021

Summary:

The attached report summarizes the Agency's credit card expenses for October and November 2021. Credit card transactions through the CEO/General Manager credit card align with the statement closing dates of November 3, 2021 and December 3, 2021. The report also summarizes transactions for the credit card utilized for Procurement which aligns with the statement closing dates of October 31, 2021 and November 30, 2021, for the reporting periods.

Recommendation:

Receive and file.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 11/03/21

Name on Card: Lauren Skiver

Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
9/30/2021	10/4/2021	APTA	APTATransform Conference November 6-10, 2021 - Registration; Lauren Skiver, CEO/General Manager		\$975.00
9/30/2021	10/4/2021	APTA	APTATransform Conference November 6-10, 2021 - Registration; Demetrius Genera, Deputy Chief of Maintenance <i>*Registration canceled; credit shown later in statement*</i>		\$975.00
10/1/2021	10/4/2021	APTA	APTATransform Conference November 6-10, 2021 - Registration placeholder for extra attendee <i>*Registration canceled; credit shown later in statement*</i>		\$975.00
10/5/2021	10/5/2021	Cisco Webex	Cisco WebEx; Renewal of Annual Membership		\$468.00
10/5/2021	10/5/2021	American Airlines	American Airlines Roundtrip Flight from Los Angeles, CA to Orlando, FL for Travel to APTATransform Conference in Florida; Lauren Skiver, CEO/General Manager		\$515.39
10/5/2021	10/5/2021	American Airlines	American Airlines Preferred Seats for Roundtrip Flight from Los Angeles, CA to Orlando, FL for Travel to APTATransform Conference in Florida; Lauren Skiver, CEO/General Manager		\$169.53
10/6/2021	10/6/2021	Alaska Airlines	Alaska Airlines Flight from San Diego, CA to Orlando, FL for Travel to APTATransform Conference in Florida; Brittney Sowell, Chief of Staff		\$156.40
10/6/2021	10/6/2021	American Airlines	American Airlines Roundtrip Flight from Palm Springs, CA to Orlando, FL for Travel to APTATransform Conference in Florida; Lauren Skiver, CEO/General Manager <i>*Refund due to flight cancellation to change travel plans*</i>	\$515.39	
10/6/2021	10/6/2021	American Airlines	American Airlines Roundtrip Flight from Palm Springs, CA to Orlando, FL for Travel to APTATransform Conference in Florida; Lauren Skiver, CEO/General Manager's Seats Fee <i>*Refund of \$169.53 for seats on the flight canceled*</i>	\$169.53	
10/8/2021	10/8/2021	CALACT	CALACT 2021 Autumn Conference October 26-29, 2021 - Registration; Frank Rytych, Deputy Chief Zero Emissions Technology Officer		\$585.00
10/12/2021	10/12/2021	United Airlines	United Airlines One Way Flight from Houston, TX to Los Angeles, CA for Candidate Interview		\$308.40

Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
10/13/2021	10/13/2021	GFOA	Government Finance Officers Association - Chief Financial Officer; Employment Ad Posting		\$150.00
10/13/2021	10/13/2021	Sam's Club	Sam's Club - 20 Personal Tables for Boardroom Meetings		\$538.32
10/13/2021	10/13/2021	Red Robin	Red Robin Catering Order; Bolt Training, Maintenance Department		\$131.06
10/15/2021	10/15/2021	Southwest Airlines	Southwest Airlines Flight from Palm Springs, CA to Sacramento, CA for Travel to CTA Fall Conference in Sacramento; Lauren Skiver, CEO/General Manager		\$58.98
10/15/2021	10/15/2021	Southwest Airlines	Southwest Airlines Flight from Palm Springs, CA to Sacramento, CA for Travel to CTA Fall Conference in Sacramento; Lauren Skiver, CEO/General Manager's Early Bird Fee		\$20.00
10/15/2021	10/15/2021	Southwest Airlines	Southwest Airlines Flight from Orlando, FL to Palm Springs, CA for Travel Returning from APTATransform Conference in Orlando; Lauren Skiver, CEO/General Manager's Early Bird Fee		\$25.00
10/15/2021	10/15/2021	Southwest Airlines	Southwest Airlines Flight from Orlando, FL to Palm Springs, CA for Travel Returning from APTATransform Conference in Orlando; Lauren Skiver, CEO/General Manager		\$234.48
10/15/2021	10/15/2021	United Airlines	United Airlines Flight from Sacramento, CA to Orlando, FL for Travel to APTATransform Conference in Orlando; Lauren Skiver, CEO/General Manager		\$273.20
10/15/2021	10/15/2021	United Airlines	United Airlines Flight from Sacramento, CA to Orlando, FL for Travel to APTATransform Conference in Orlando; Lauren Skiver, CEO/General Manager's Luggage Fee		\$69.00
10/15/2021	10/15/2021	United Airlines	United Airlines Flight from Sacramento, CA to Orlando, FL for Travel to APTATransform Conference in Orlando; Lauren Skiver, CEO/General Manager's Luggage Fee <i>*Refund; credit shown later in statement*</i>		\$86.00
10/16/2021	10/16/2021	Southwest Airlines	Southwest Airlines Flight from Orlando, FL to Palm Springs, CA for Travel returning from APTATransform Conference in Orlando; Brittney Sowell, Chief of Staff		\$294.48
10/19/2021	10/19/2021	Southwest Airlines	Southwest Airlines Flight from Palm Springs, CA to Sacramento, CA for Travel to CHBC Policy Summit in Sacramento; Lauren Skiver, CEO/General Manager		\$264.96

Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
10/20/2021	10/20/2021	Red Robin	Red Robin Catering Order; ATU and SunLine Negotiations Meeting		\$386.66
10/20/2021	10/20/2021	Expedia	Expedia Booking Fee for Flight from Palm Springs, CA to Orlando, FL for Travel to APTATransform Conference in Florida; Demetrius Genera, Deputy Chief of Maintenance		\$3.40
10/20/2021	10/20/2021	United Airlines	United Airlines Roundtrip Flight from Palm Springs, CA to Orlando, FL for Travel to APTATransform Conference in Florida; Demetrius Genera, Deputy Chief of Maintenance <i>*Trip canceled; future credits provided*</i>		\$148.20
10/20/2021	10/20/2021	American Airlines	American Airlines Roundtrip Flight from Palm Springs, CA to Orlando, FL for Travel to APTATransform Conference in Florida; Demetrius Genera, Deputy Chief of Maintenance <i>*Trip canceled; future credits provided*</i>		\$263.20
10/25/2021	10/25/2021	El Ranchito	El Ranchito Catering Order; ATU and SunLine Negotiations Meeting		\$232.09
10/27/2021	10/27/2021	APTA	APTATransform Conference November 6-10, 2021 - Registration; Demetrius Genera, Deputy Chief of Maintenance <i>*Refund due to employee not being able to attend*</i>	\$975.00	
10/28/2021	10/28/2021	Sunshine Taxi	Sunshine Taxi Fare for the CHBC Policy Summit in Sacramento, CA; Lauren Skiver, CEO/General Manager		\$43.12
10/29/2021	10/29/2021	Hotel Pacific Monterey	CALACT Conference October 26-29, 2021 - Lodging for 3 Nights; Frank Rytych, Deputy Chief Zero Emissions Technology Officer		\$732.48
10/29/2021	10/29/2021	Hyatt	CHBC Policy Summit in Sacramento - Lodging for 1 Night; Lauren Skiver, CEO/General Manager		\$208.10
10/29/2021	10/29/2021	PSP Parking	Parking for 1 day in Palm Springs, CA for travel to CHBC Policy Summit; Lauren Skiver, CEO/General Manager		\$40.00

Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
10/29/2021	10/29/2021	PSP Parking	Parking for 1 day in Palm Springs, CA for travel to CHBC Policy Summit; Lauren Skiver, CEO/General Manager		\$40.00
10/29/2021	10/29/2021	Yellow Cab	Yellow Cab Fare for the CHBC Policy Summit in Sacramento, CA; Lauren Skiver, CEO/General Manager		\$42.40
11/1/2021	11/1/2021	CMT	Sacramento Independent Taxi Fare for Travel to CTA Fall Conference in Sacramento, CA; Lauren Skiver, CEO/General Manager		\$47.20
11/1/2021	11/1/2021	United Airlines	United Airlines Roundtrip Flight from Sacramento, CA to Orlando, FL for Travel to APTATransform Conference in Orlando; Lauren Skiver, CEO/General Manager <i>*Refund of \$86 from earlier in statement*</i>	\$86.00	
Credits and Charges:				\$2,720.92	\$9,420.05



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	11/03/21
Days in Billing Cycle	31
Next Statement Date	12/03/21

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	\$31,640

Payment Information

New Balance	\$8,359.05
Current Payment Due (Minimum Payment)	\$500.00
Current Payment Due Date	11/28/21

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		\$5,666.05
Credits	-	\$1,745.92
Payments	-	\$4,981.13
Purchases & Other Charges	+	\$9,420.05
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$8,359.05

Wells Fargo Cash Back SM Program Summary

Previous Cash Back Balance		\$84.99
Cash Earned this Month		\$115.11
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$200.10
Cash Awarded this Period		\$0.00
Year to Date Cash Back Awarded		\$337.59

Cash Back Notice

Your next cash back reward is scheduled for 12/2021. 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	\$8,359.05
Total Amount Due (Minimum Payment)	\$500.00
Current Payment Due Date	11/28/21

Print address or phone changes:

Work ()

Amount Enclosed:



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

SUNLINE TRANSIT
LUIS GARCIA
32505 HARRY OLIVER TRL
THOUSAND PALMS CA 92276-3501
73929
S310



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 - \$8,359.05 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 11/28/21. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

Summary of Sub Account Usage

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	[REDACTED]	40,000	\$7,674.13

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
10/28	10/28	F3268009D00CHGDDA	AUTOMATIC PAYMENT - THANK YOU TOTAL 4484610004265941 \$4,981.13-	4,981.13	

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

09/30	10/04	24639238MS66QXBFK	APTA 202-4964800 DC		975.00
09/30	10/04	24639238MS66QXBG5	APTA 202-4964800 DC		975.00
10/01	10/04	24639238NS66D0DV9	APTA 202-4964800 DC		975.00
10/05	10/05	24906418N3SKL62ZR	DRI*Cisco Webex cs.co/wbxhelp MN		468.00
10/05	10/05	24943008PWESND8M8	AMERICAN AIR0012303108148 FORT WORTH TX		515.39
		11/01/21	SKIVER/LAURA		
		1 AA S	LOS ANGELES SACRAMENTO		
		2 AA V	SACRAMENTO FORT WORTH		
		3 AA V	FORT WORTH ORLANDO		
		4 AA S	ORLANDO LOS ANGELES		
10/05	10/05	24943008PWESP6ZK8	AMERICAN AIR0010639453955 FORT WORTH TX		169.53
		10/05/21	SKIVER/LAURA		
		1 AA Y	RVU FEE		
10/06	10/06	24431068R11MRW1MG	ALASKA AIR 0272116420830 SEATTLE WA		156.40
		11/05/21	SOWELL/BRITTNEY		
		1 AS G	SAN DIEGO ORLANDO		
		55260004			
10/06	10/06	74943008RWESN3FYS	AMERICAN AIR0012303108148 FORT WORTH TX	515.39	
10/06	10/06	74943008RWESP128Y	AMERICAN AIR0010639453955 FORT WORTH TX	169.53	
10/08	10/08	24493988T8B0M6FY6	CALACT 800-422-5228 CA		585.00
10/12	10/12	24692168Y2XN115JL	UNITED 0162372868903800-932-2732 TX		308.40
		10/17/21	MORAI/JOSEVICTOR		
		1 UA W	HOUSTON LOS ANGELES		
10/13	10/13	24005948Y8PYQWEHT	GOVERNMENT FINANCE OFFIC CHICAGO IL		150.00
10/13	10/13	242263890AT7BP21X	SAMSClub.COM 888-746-7726 AR		538.32
10/13	10/13	24445008YEJ3B0GHE	RED ROBIN NO 253 760-324-8310 CA		131.06
10/15	10/15	2469216912X8ZNMFG	SOUTHWES 5261442705214800-435-9792 TX		58.98
		11/01/21	SKIVER/LAURA LEE		
		1 WN V	PALM SPRINGS SACRAMENTO		
10/15	10/15	2469216912X8ZNMFO	SWA*EARLYBRD5269903841913800-435-9792 TX		20.00
10/15	10/15	2469216912X8ZNMF8	SWA*EARLYBRD5269903842034800-435-9792 TX		25.00
10/15	10/15	2469216912X8ZNMG1	SOUTHWES 5261442706726800-435-9792 TX		234.48
		11/11/21	SKIVER/LAURA LEE		
		1 WN N	ORLANDO PALM SPRINGS		
10/15	10/15	2469216912Y10RNX5	UNITED 0162373395210800-932-2732 TX		273.20
		11/04/21	SKIVER/LAURALEE		
		1 UA W	SACRAMENTO DENVER		

Transaction Details

Trans	Post	Reference Number	Description	Credits	Charges
		2 UA W	DENVER ORLANDO		
10/15	10/15	2469216912Y110F6Y	UNITED 0169948493575800-932-2732 TX		69.00
10/15	10/15	2469216912Y110F75	UNITED 0169948493576800-932-2732 TX		86.00
10/16	10/16	2469216922XZLPRS8	SOUTHWES 5261443148347800-435-9792 TX		294.48
		11/11/21	SOWELL/BRITTNEY BAIR		
		1 WN T	ORLANDO PALM SPRINGS		
10/19	10/19	2469216952X9ZY34V	SOUTHWES 5261444103224800-435-9792 TX		264.96
		10/28/21	SKIVER/LAURA LEE		
		1 WN F	PALM SPRINGS SACRAMENTO		
		2 WN I	SACRAMENTO PALM SPRINGS		
10/20	10/20	244450095EJ2LTMJG	RED ROBIN NO 253 760-324-8310 CA		386.66
10/20	10/20	2469216952X9SY5G8	EXPEDIA 72183717046655 EXPEDIA.COM WA		3.40
10/20	10/20	2469216962X79QPBN	UNITED 0167672570044800-932-2732 TX		148.20
		11/06/21	GENERA/DEMETRIUS R		
		1 UA L	PALM SPRINGS DENVER		
		2 UA L	DENVER ORLANDO		
		11617270	EXPEDIA.COM TRAVEL		
10/20	10/20	249430096A16V0F05	AMERICAN AIR0017672562663 FORT WORTH TX		263.20
		11/10/21	GENERA/DEMETRIUS R		
		1 AA V	ORLANDO PHOENIX		
		2 AA V	PHOENIX PALM SPRINGS		
		11617270	EXPEDIA.COM TRAVEL		
10/25	10/25	24431069BBLMKEGB6	EL RANCHITO clover.com CA		232.09
10/27	10/27	74639239ES66FQW28	APTA 202-4964800 DC	975.00	
10/28	10/28	24692169D2XDLKSKE	SQ *SUNSHINE TAXI Wesy Sacramen CA		43.12
10/29	10/29	24000979GQL3D63S6	HOTEL PACIFIC MONTEREY CA		732.48
10/29	10/29	24055239FM0P5F4BR	HYATT CENTRIC SACRAMENTO SACRAMENTO CA		208.10
10/29	10/29	24431069EBMDXGS9T	PALM SPRINGS AIRPORT PALM SPRINGS CA		40.00
10/29	10/29	24733099F2LWXP0AF	YELLOW CAB OF SACRAMENTO SACRAMENTO CA		42.40
11/01	11/01	24164079J2KY71SK7	CMT SACRAMENTO27680016 SACRAMENTO CA		47.20
11/01	11/01	74692169J2X6A600W	UNITED 0169948493576800-932-2732 TX	86.00	
			TOTAL \$7,674.13		
			LAURA SKIVER / Sub Acct Ending In [REDACTED]		



Wells Fargo News

The Business Elite Online Reporting® service that is currently housed on a third-party site has moved to Wells Fargo Online Banking. All previously saved reports on the third-party site must be downloaded and saved by 1/31/2022. Effective February 1, 2022 the reporting service will only be available through Wells Fargo Online Banking and you will no longer have access to reports that were saved on the previous site.

To access Business Elite card reports, sign on to Wells Fargo Business Online:

- Then select "Accounts"
- Under "Manage Cards", select "Business Credit Card Center"
- Then go to "Spending Reports"

Visit the Business Credit Card Center and start simplifying your expense tracking today.

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: 12/03/21

Name on Card: Lauren Skiver

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges	GL#
1	11/4/2021	11/4/2021	Orange Cab	Orange Cab Sacramento Fare for Travel to CTA Fall Conference in Sacramento, CA; Lauren Skiver, CEO/General Manager		\$47.90	40-5090200000
2	11/11/2021	11/11/2021	Mears Transportation	City Cab of Orlando Fare for Travel to APTATransform Conference in Orlando, FL; Lauren Skiver, CEO/General Manager		\$46.08	40-5090200000
3	11/11/2021	11/11/2021	Hyatt	APTATransform Conference in Orlando, FL - Lodging for 7 Nights; Lauren Skiver, CEO/General Manager		\$1,980.51	40-5090200000
4	11/11/2021	11/11/2021	Hyatt	APTATransform Conference in Orlando, FL - Lodging for 6 Nights; Brittney B. Sowell, Chief of Staff		\$1,697.58	40-5090200000
5	11/12/2021	11/12/2021	Unique Bite Eatery	Unique Bite Eatery Catering Order; DBE Workshop		\$498.83	40-5090200000
6	11/15/2021	11/15/2021	Transit Talent	Transittalent.com - Chief Financial Officer; Employment Ad Posting		\$135.00	32-5090800000
7	11/15/2021	11/15/2021	Hampton Inn	Hampton Inn and Suites Palm Desert Meeting Room; DBE Workshop		\$333.00	40-5090200000
8	11/18/2021	11/18/2021	CTAA	CCTS Virtual Training December 1-2, 2021 - Registration; David Estrada, Senior Supervisor		\$600.00	11-5090200000
9	11/18/2021	11/18/2021	CTAA	CCTS Virtual Training December 1-2, 2021 - Registration; Dylan Narz, Lead Controller		\$600.00	11-5090200000
10	11/18/2021	11/18/2021	CTAA	CCTS Virtual Training December 1-2, 2021 - Registration; Patricia Arellano, Operations System Specialist		\$600.00	11-5090200000
11	11/25/2021	11/25/2021	United Airlines	United Airlines Flight from Washington DC, MD to Palm Springs, CA for Travel returning from APTA Leadership Conference in Washington DC; Brittney Sowell, Chief of Staff		\$366.20	40-5090200000
12	11/25/2021	11/25/2021	United Airlines	United Airlines Flight from Palm Springs, CA to Washington DC, MD for Travel to APTA Leadership Conference in Washington DC; Brittney Sowell, Chief of Staff		\$290.20	40-5090200000
13	11/25/2021	11/25/2021	EIG Constant Contact	E-newsletter and mass e-mail software; Constant Contact Toolkit Bi-annual membership		\$243.00	31-5030303260
Credits and Charges:						\$0.00	\$7,438.30



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	12/03/21
Days in Billing Cycle	30
Next Statement Date	01/03/22
Credit Line	\$40,000
Available Credit	\$32,531

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

Payment Information

New Balance	\$7,141.25
Current Payment Due (Minimum Payment)	\$500.00
Current Payment Due Date	12/28/21

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		\$8,359.05
Credits	-	\$1,272.05
Payments	-	\$7,384.05
Purchases & Other Charges	+	\$7,438.30
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$7,141.25

Wells Fargo Cash Back SM Program Summary

Previous Cash Back Balance		\$200.10
Cash Earned this Month		\$96.95
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$0.00
Cash Awarded this Period		\$297.05
Year to Date Cash Back Awarded		\$634.64

Cash Back Notice

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	\$7,141.25
Total Amount Due (Minimum Payment)	\$500.00
Current Payment Due Date	12/28/21

Print address or phone changes:

Work ()

Amount Enclosed:



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

SUNLINE TRANSIT
 LUIS GARCIA 75169
 32505 HARRY OLIVER TRL
 THOUSAND PALMS CA 92276-3501 S311



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 - \$7,141.25 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 12/28/21. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

TOTAL *FINANCE CHARGE* BILLED IN 2021 \$0.00

Summary of Sub Account Usage

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	[REDACTED]	40,000	\$6,463.30

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
11/28	11/28	F326800AC00CHGDDA	AUTOMATIC PAYMENT - THANK YOU TOTAL [REDACTED] \$7,384.05-	7,384.05	
12/03	12/03		WELLS FARGO CASH BACK - CREDIT	297.05	

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

11/04	11/04	24692169L2XRQ2D8X	SQ *ORANGE CAB. Sacramento CA		47.90
11/09	11/09	74639239VS66GLMDD	APTA 202-4964800 DC	975.00	
11/11	11/11	24164079V2KYKKPFF	CITY CAB OF ORL ORLANDO FL		46.08
11/11	11/11	24943009WM15DW2K0	HYATT REGENCY ORLANDO 8558690846 FL		1,980.51
11/11	11/11	24943009WM15HM5LD	HYATT REGENCY ORLANDO ORLANDO FL		1,697.58
11/12	11/12	24323039X2M9ZDNNB	UNIQUE BITE EATERY INDIO CA		498.83
11/15	11/15	2412157A0009GBMY6	TRANSITTALENT.COM 310-3757957 CA		135.00
11/15	11/15	2475542A051A103K9	HAMPTON INN AND SUITES P 760-3401001 CA		333.00
11/18	11/18	2443565A28AFG2FS2	COMMUNITY TRANSPORTATION 800-891-0590 DC		600.00
11/18	11/18	2443565A28AFG2FTJ	COMMUNITY TRANSPORTATION 800-891-0590 DC		600.00
11/18	11/18	2443565A28AFG2FTS	COMMUNITY TRANSPORTATION 800-891-0590 DC		600.00
11/25	11/25	2469216A92XHV6LNE	UNITED 0162380509307800-932-2732 TX		366.20
		12/04/21	SOWELL/BRITNEYBAIRD		
		1 UA Q	WASHINGTON HOUSTON		
		2 UA Q	HOUSTON PALM SPRINGS		
11/25	11/25	2469216A92XHV6LNN	UNITED 0162380509888800-932-2732 TX		290.20
		11/30/21	SOWELL/BRITNEYBAIRD		
		1 UA W	PALM SPRINGS HOUSTON		
		2 UA W	HOUSTON WASHINGTON		
11/25	11/25	2490641A93XPRP40A	EIG*CONSTANTCONTACT.COM 855-2295506 MA		243.00
			TOTAL \$6,463.30		
			LAURA SKIVER / Sub Acct Ending In [REDACTED]		



Statement Expenses

11/01/2021 11:04 AM PT
Requested By: AMADEO, ISABELLA

User Name: WATCHER, WALTER

Card Number: XXXX-XXXX-X0

Charges

1.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency	
10/01/2021	10/04/2021	No	Cablewholesale 925-455-0800,CA	5049900010 - COMPUTER SUPPLIES	Finance(FIN)	No	No	235.33 USD / 235.33	
FUND 00		DIVISION							
2.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency	
10/19/2021	10/20/2021	No	Calendly Httpscalendly,GA	5030300011 - COMPUTER/NETWORK SOFTWARE AGMT	Finance(FIN)	No	No	87.56 USD / 87.56	
FUND 00		DIVISION							
3.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency	
10/20/2021	10/20/2021	No	Amazon Web Services Aws.amazon.co,WA	5039903800 - OTHER SERVICES	Finance(FIN)	No	No	6.40 USD / 6.40	
FUND 00		DIVISION							

Total Charges: 329.29 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: 11/30/2021

Name on Card: Walter Watcher (Procurement Card)

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	11/2/2021	11/3/2021	Amazon	Alexa for Business account		\$ 6.40
2	11/5/2021	11/8/2021	Amazon	Laptop battery		\$ 31.12
3	11/5/2021	11/8/2021	Amazon	Envelopes		\$ 22.23
4	11/5/2021	11/8/2021	Amazon	USB to lightning charging cables		\$ 53.75
5	11/5/2021	11/8/2021	Amazon	HDMI to display port video cables		\$ 28.00
6	11/6/2021	11/8/2021	Walmart	Electric paper trimmer		\$ 669.99
7	11/6/2021	11/8/2021	Amazon	Parts for fogging sprayers		\$ 243.49
8	11/7/2021	11/8/2021	Power Manufacturing	AC belt for MCI bus		\$ 210.84
9	11/11/2021	11/12/2021	Amazon	Drone batteries		\$ 204.70
10	11/23/2021	11/24/2021	Amazon	HDMI to display port video cables		\$ 148.20
11	11/23/2021	11/24/2021	Amazon	Laptop battery		\$ 203.95
Credits and Charges					\$0.00	\$ 1,822.67



Statement Expenses

12/09/2021 12:57 PM PT
Requested By: AMADEO, ISABELLA

Cardholder Summary

Cardholder Name:	WATCHER, WALTER	Start Date:	11/01/2021
Card Number:	xxxx-xxxx-xx	End Date:	11/30/2021
Status:	Open	Reminder Period:	12/01/2021 through 12/05/2021
Charges:	1,822.67 USD	Grace Period:	12/06/2021 through 12/07/2021
Out-of-pocket:	0.00 USD	Approval Period:	12/08/2021 through 12/11/2021
Total Amount:	1,822.67 USD		

Charges

1.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	11/02/2021	11/03/2021	No	Amazon Web Services Aws.amazon.co,WA	5039903800 - OTHER SERVICES	Finance(FIN)	No	No	6.40 USD / 6.40
	FUND 00		DIVISION						
2.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	11/05/2021	11/08/2021	No	Amzn Mktp Us Jt3h16v93 Am Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	31.12 USD / 31.12
	FUND 00		DIVISION						
3.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	11/05/2021	11/08/2021	No	Amzn Mktp Us Wt3oo8ow3 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	22.23 USD / 22.23
	FUND 00		DIVISION						
4.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	11/05/2021	11/08/2021	No	Amzn Mktp Us Hu3n036w3 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	53.75 USD / 53.75
	FUND 00		DIVISION						
5.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	11/05/2021	11/08/2021	No	Amzn Mktp Us T39bm5y23 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	28.00 USD / 28.00
	FUND 00		DIVISION						
6.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	11/06/2021	11/08/2021	No	Walmart.com Aa 800-966-6546,AR	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	669.99 USD / 669.99
	FUND 00		DIVISION						
7.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted	Amount / Original

								‡	Currency
11/06/2021	11/08/2021	No	Amzn Mktp Us 735t653b3 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	243.49 USD / 243.49	
FUND		00	DIVISION						
8.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency	
11/07/2021	11/08/2021	No	Power Manufacturing 877-5006999,IN	5049900400 - REPAIR PARTS- CNG - TPALMS	Finance(FIN)	No	No	210.84 USD / 210.84	
FUND		00	DIVISION						
9.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency	
11/11/2021	11/12/2021	No	Amzn Mktp Us 0a32h3hw3 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	204.70 USD / 204.70	
FUND		00	DIVISION						
10.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency	
11/23/2021	11/24/2021	No	Amzn Mktp Us Ft3xs7293 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	148.20 USD / 148.20	
FUND		00	DIVISION						
11.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency	
11/23/2021	11/24/2021	No	Amzn Mktp Us 0y6ke82f3 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	203.95 USD / 203.95	
FUND		00	DIVISION						

Total Charges: 1,822.67 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: January 26, 2022 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Monthly Budget Variance Report for October and November 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. The FYTD budget values for the month of October 2021 are equal to 4/12^{ths} of the yearly budget and the FYTD budget values for the month of November 2021 are equal to 5/12^{ths} of the yearly budget.

Year to Date Summary

- As of October 31, 2021, the Agency's FYTD revenues are \$816,373 or 80.23% above the FYTD budget due to large amounts of emission credit and CNG fueling revenue.
- As of October 31, 2021, the Agency's FYTD expenditures are \$525,077 or 3.84% below the FYTD budget.
- As of November 30, 2021, the Agency's FYTD revenues are \$1,171,545 or 92.10% above the FYTD budget due to large amounts of emission credit and CNG fueling revenue.
- As of November 30, 2021, the Agency's FYTD expenditures are \$939,742 or 5.50% below the FYTD budget.

Monthly Spotlight

- For the months of October and November, natural gas expenditures exceeded the monthly budget value. The cost increase is attributed to additional outside fuel sales for CNG. The increase in costs are offset by the increase in revenue.

Recommendation:

Receive and file.

SunLine Transit Agency
Budget Variance Report
October 2021

Description	FY22 Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY22 FYTD Budget	Positive (Negative)	Percentage Remaining
Operating Revenues:								
Passenger Revenue	938,400	139,924	78,200	61,724	507,759	312,800	194,959	45.9%
Other Revenue	2,114,326	323,199	176,194	147,005	1,326,190	704,775	621,415	37.3%
Total Operating Revenue	3,052,726	463,123	254,394	208,729	1,833,949	1,017,575	816,373	39.9%
Operating Expenses:								
Operator & Mechanic Salaries & Wages	9,997,674	772,756	833,140	60,384	3,110,098	3,332,558	222,460	68.9%
Operator & Mechanic Overtime	720,900	92,729	60,075	(32,654)	338,040	240,300	(97,740)	53.1%
Administration Salaries & Wages	6,384,693	482,615	532,058	49,442	1,966,385	2,128,231	161,846	69.2%
Administration Overtime	119,516	3,269	9,960	6,690	21,083	39,839	18,756	82.4%
Fringe Benefits	10,504,975	825,544	875,415	49,871	3,189,594	3,501,658	312,064	69.6%
Communications	250,000	20,361	20,833	473	82,755	83,333	579	66.9%
Legal Services	575,000	55,839	47,917	(7,922)	108,174	191,667	83,493	81.2%
Computer/Network Software Agreement	600,000	55,041	50,000	(5,041)	195,996	200,000	4,004	67.3%
Uniforms	103,966	2,720	8,664	5,944	11,523	34,655	23,132	88.9%
Contracted Services	698,728	41,551	58,227	16,677	160,348	232,909	72,561	77.1%
Equipment Repairs	8,500	61	708	647	7,150	2,833	(4,317)	15.9%
Security Services	160,000	8,736	13,333	4,597	39,767	53,333	13,566	75.1%
Fuel - CNG	1,516,432	156,338	126,369	(29,969)	583,593	505,477	(78,115)	61.5%
Fuel - Hydrogen	845,934	69,624	70,495	870	342,621	281,978	(60,643)	59.5%
Tires	236,183	16,769	19,682	2,912	63,202	78,728	15,526	73.2%
Office Supplies	70,392	3,837	5,866	2,029	15,438	23,464	8,026	78.1%
Travel/Training	97,980	13,911	8,165	(5,746)	20,188	32,660	12,472	79.4%
Repair Parts	1,494,101	116,778	124,508	7,731	441,526	498,034	56,508	70.4%
Facility Maintenance	41,300	3,515	3,442	(74)	16,910	13,767	(3,143)	59.1%
Electricity - CNG & Hydrogen	1,230,000	87,563	102,500	14,937	399,332	410,000	10,668	67.5%
Natural Gas	1,175,000	163,863	97,917	(65,946)	602,368	391,667	(210,701)	48.7%
Water and Gas	10,575	803	881	78	3,107	3,525	418	70.6%
Insurance Losses	1,950,000	185,975	162,500	(23,475)	519,281	650,000	130,719	73.4%
Insurance Premium - Property	50,000	6,579	4,167	(2,412)	26,314	16,667	(9,648)	47.4%
Repair Claims	50,000	0	4,167	4,167	11,492	16,667	5,174	77.0%
Fuel Taxes	94,400	7,729	7,867	138	43,096	31,467	(11,630)	54.3%
Other Expenses	4,504,392	414,918	375,366	(39,552)	1,749,615	1,501,464	(248,151)	61.2%
Self Consumed Fuel	(2,487,067)	(225,963)	(207,256)	18,707	(926,214)	(829,022)	97,192	62.8%
Total Operating Expenses (Before Depreciation)	41,003,574	3,383,461	3,416,965	33,504	13,142,781	13,667,858	525,077	67.9%
Operating Expenses in Excess of Operating Revenue		\$ (2,920,338)			\$ (11,308,833)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	7,262,861	558,881	605,238	46,357	2,164,233	2,420,954	256,721	70.2%
State - LTF, LCTOP	7,135,429	549,075	594,619	45,544	2,126,260	2,378,476	252,216	70.2%
Federal	23,552,558	1,812,382	1,962,713	150,331	7,018,340	7,850,853	832,513	70.2%
Total Subsidies	37,950,848	2,920,338	3,162,571	242,232	11,308,833	12,650,283	1,341,450	70.2%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

SunLine Transit Agency
Budget Variance Report
October 2021

Description	FY22 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY22 FYTD Budget	Positive (Negative)	Percentage Remaining
Operating Expenses:								
Wages & Benefits	27,727,758	2,176,913	2,310,647	133,733	8,625,201	9,242,586	617,385	68.9%
Services	4,010,568	363,913	334,214	(29,699)	1,266,459	1,336,856	70,397	68.4%
Fuels & Lubricants	2,525,519	236,630	210,460	(26,170)	982,502	841,840	(140,662)	61.1%
Tires	236,183	16,769	19,682	2,912	63,202	78,728	15,526	73.2%
Materials and Supplies	1,915,838	148,422	159,653	11,231	606,906	638,613	31,707	68.3%
Utilities	2,699,927	278,217	224,994	(53,223)	1,117,611	899,976	(217,636)	58.6%
Casualty & Liability	3,305,200	306,345	275,433	(30,912)	1,019,036	1,101,733	82,698	69.2%
Taxes and Fees	94,400	7,729	7,867	138	43,096	31,467	(11,630)	54.3%
Miscellaneous Expenses	975,248	74,485	81,271	6,785	344,983	325,083	(19,901)	64.6%
Self Consumed Fuel	(2,487,067)	(225,963)	(207,256)	18,707	(926,214)	(829,022)	97,192	62.8%
Total Operating Expenses (Before Depreciation)	41,003,574	3,383,461	3,416,965	33,504	13,142,781	13,667,858	525,077	67.9%
Revenues:								
Passenger Revenue	938,400	139,924	78,200	61,724	507,759	312,800	194,959	45.9%
Other Revenue	2,114,326	323,199	176,194	147,005	1,326,190	704,775	621,415	37.3%
Total Operating Revenue	3,052,726	463,123	254,394	208,729	1,833,949	1,017,575	816,373	39.9%
Net Operating Gain (Loss)		\$ (2,920,338)			\$ (11,308,833)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	7,262,861	558,881	605,238	46,357	2,164,233	2,420,954	256,721	70.2%
State - LTF, LCTOP	7,135,429	549,075	594,619	45,544	2,126,260	2,378,476	252,216	70.2%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	23,552,558	1,812,382	1,962,713	150,331	7,018,340	7,850,853	832,513	70.2%
Total Subsidies	37,950,848	2,920,338	3,162,571	242,232	11,308,833	12,650,283	1,341,450	70.2%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue

- The positive variance in passenger fares is attributed to conservative budget estimates due to unknown ridership impacts due to COVID-19.
- As of October, ridership was at 0.1% below FY21 FYTD totals.
- Total system ridership was 552 trips below FY21 FYTD amounts.

Ridership

	FY21-October	FY22-October	Variance	%Δ
Fixed Route	185,159	187,878	2,719	1.5%
Paratransit	6,098	8,878	2,780	45.6%
SolVan	1,384	1,277	(107)	-7.7%
SunRide	-	406	406	-
System Total	192,641	198,439	5,798	3.0%

Ridership

	FYTD-FY21	FYTD-FY22	Variance	%Δ
Fixed Route	686,937	672,745	(14,192)	-2.1%
Paratransit	21,348	32,766	11,418	53.5%
SolVan	5,108	5,650	542	10.6%
SunRide	-	1,680	1,680	-
System Total	713,393	712,841	(552)	-0.1%

Other Revenue

- The positive variance is attributed to greater external CNG fuel sales, emissions credits revenue and CNG rebate revenue.

Operator & Mechanic Salaries & Wages

- The positive variance in operator and mechanic wage expenditures is attributed to absences and vacant positions.

Operator & Mechanic Overtime

- The negative variance is primarily attributed to required overtime for operators to cover absences.

Administration Salaries & Wages

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

Administration Overtime

- The positive variance is attributed to vacant positions across the Agency and less than anticipated overtime expenditures.

Fringe Benefits

- Savings in fringe benefit expenditures are associated with vacancies across the Agency.
- Savings in fringe benefits will be reduced in the second half of FY22 due to planned cost increases in calendar year 2022.

Communications

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

Legal Services

- The savings in legal services is attributed to a larger FY22 budget in anticipation of expected legal costs associated with union negotiations which have not yet been fully incurred.

Computer/Network Software Agreement

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

Uniforms

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

Contracted Services

- The positive variance in contracted services is attributed to expenses which have not yet been incurred.

Equipment Repairs

- The unfavorable variance is attributed to unexpected repairs to a bus lift in the month of September.

Security Services

- Security services are within an acceptable range of the budgeted amount.

Fuel - CNG

- The negative variance is primarily attributed to increased usage of CNG fixed route vehicles over budgeted estimates for FY22.

Fuel - Hydrogen

- The negative variance is attributed to higher cost per kilogram of H2.

Tires

- The lower tire expenditures are attributed to fewer miles related to the postponement of Level 1 service.

Office Supplies

- Savings in office supply expenses are primarily associated with a reduction in costs due to remote work, lower coin counting equipment expense, and vacancies.

Travel/Training

- COVID-19 restrictions have reduced anticipated training related expenses for staff travel.

Repair Parts

- The positive variance is primarily attributed to lower FYTD expenses related to fixed route repairs.

Facility Maintenance

- The negative variance is attributed to the unexpected replacement of two (2) broken coffee machines in July.

Electricity - CNG & Hydrogen

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

Natural Gas

- The negative variance is attributed to increased natural gas usage due to an increase of CNG sold through outside fuel sales.

Water and Gas

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

Insurance Losses

- Insurance loss experience has not exceeded budgeted expectations as of October.

Insurance Premium - Property

- Insurance premiums for property expenditures increased with completion of new facilities around the property.

Repair Claims

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

Fuel Taxes

- Outside fuel sales are currently \$181,112 above FY21 FYTD amounts.
- For October, sales increased by \$7,126 from the previous month.
- The negative variance in fuel taxes is due to larger outside fleet fuel sales which are offset by an increase in revenue.

Outside Fueling Revenue

	Revenue	Variance FY21 vs. FY22	Variance Previous Month	%Δ FY21 vs FY22	%Δ Previous Month
October FY21	\$ 57,480				
October FY22	\$ 116,116	\$ 58,636	\$ 7,126	102.01%	6.54%
September FY22	\$ 108,991				
FYTD October FY21	\$ 253,016				
FYTD October FY22	\$ 434,128	\$ 181,112		71.58%	

Other Expenses

- Costs vary from month to month depending on the needs of the Agency or when programs are active. The negative variance is primarily attributed to high non-recurring expenses in such as consulting and audit expenses.
- The negative variance is also attributed to higher temporary help costs across multiple departments to cover administrative vacancies.

Self-Consumed Fuel

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

SunLine Transit Agency
Budget Variance Report
November 2021

Description	FY22 Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY22 FYTD Budget	Positive (Negative)	Percentage Remaining
Operating Revenues:								
Passenger Revenue	938,400	120,252	78,200	42,052	628,011	391,000	237,011	33.1%
Other Revenue	2,114,326	489,314	176,194	313,120	1,815,504	880,969	934,535	14.1%
Total Operating Revenue	3,052,726	609,566	254,394	355,172	2,443,514	1,271,969	1,171,545	20.0%
Operating Expenses:								
Operator & Mechanic Salaries & Wages	9,997,674	765,063	833,140	68,077	3,875,161	4,165,698	290,537	61.2%
Operator & Mechanic Overtime	720,900	76,194	60,075	(16,119)	414,234	300,375	(113,859)	42.5%
Administration Salaries & Wages	6,384,693	474,391	532,058	57,667	2,438,820	2,660,289	221,468	61.8%
Administration Overtime	119,516	4,972	9,960	4,987	28,011	49,798	21,787	76.6%
Fringe Benefits	10,504,975	708,962	875,415	166,453	3,898,556	4,377,073	478,517	62.9%
Communications	250,000	20,430	20,833	403	103,185	104,167	982	58.7%
Legal Services	575,000	22,252	47,917	25,664	130,426	239,583	109,157	77.3%
Computer/Network Software Agreement	600,000	48,210	50,000	1,790	244,206	250,000	5,794	59.3%
Uniforms	103,966	3,351	8,664	5,313	14,874	43,319	28,445	85.7%
Contracted Services	698,728	40,869	58,227	17,358	201,217	291,137	89,920	71.2%
Equipment Repairs	8,500	1,051	708	(342)	8,200	3,542	(4,659)	3.5%
Security Services	160,000	11,261	13,333	2,072	51,028	66,667	15,638	68.1%
Fuel - CNG	1,516,432	146,768	126,369	(20,399)	730,361	631,847	(98,514)	51.8%
Fuel - Hydrogen	845,934	96,889	70,495	(26,395)	439,511	352,473	(87,038)	48.0%
Tires	236,183	18,152	19,682	1,530	81,353	98,410	17,056	65.6%
Office Supplies	70,392	3,853	5,866	2,013	19,291	29,330	10,039	72.6%
Travel/Training	97,980	10,883	8,165	(2,718)	31,071	40,825	9,754	68.3%
Repair Parts	1,494,101	56,675	124,508	67,833	498,201	622,542	124,341	66.7%
Facility Maintenance	41,300	1,906	3,442	1,536	18,816	17,208	(1,607)	54.4%
Electricity - CNG & Hydrogen	1,230,000	102,486	102,500	14	501,818	512,500	10,682	59.2%
Natural Gas	1,175,000	140,585	97,917	(42,668)	742,953	489,583	(253,369)	36.8%
Water and Gas	10,575	721	881	160	3,829	4,406	578	63.8%
Insurance Losses	1,950,000	78,942	162,500	83,558	598,223	812,500	214,277	69.3%
Insurance Premium - Property	50,000	6,579	4,167	(2,412)	32,893	20,833	(12,060)	34.2%
Repair Claims	50,000	0	4,167	4,167	11,492	20,833	9,341	77.0%
Fuel Taxes	94,400	8,542	7,867	(675)	51,638	39,333	(12,305)	45.3%
Other Expenses	4,504,392	384,428	375,366	(9,062)	2,136,047	1,876,830	(259,217)	52.6%
Self Consumed Fuel	(2,487,067)	(234,121)	(207,256)	26,866	(1,160,335)	(1,036,278)	124,057	53.3%
Total Operating Expenses (Before Depreciation)	41,003,574	3,000,295	3,416,965	416,670	16,145,080	17,084,823	939,742	60.6%
Operating Expenses in Excess of Operating Revenue		\$ (2,390,729)			\$ (13,701,566)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	7,262,861	457,527	605,238	147,712	2,622,143	3,026,192	404,049	63.9%
State - LTF, LCTOP	7,135,429	449,499	594,619	145,120	2,576,136	2,973,095	396,959	63.9%
Federal	23,552,558	1,483,703	1,962,713	479,010	8,503,286	9,813,566	1,310,280	63.9%
Total Subsidies	37,950,848	2,390,729	3,162,571	771,842	13,701,566	15,812,853	2,111,288	63.9%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

SunLine Transit Agency
Budget Variance Report
November 2021

Description	FY22 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY22 FYTD Budget	Positive (Negative)	Percentage Remaining
Operating Expenses:								
Wages & Benefits	27,727,758	2,029,582	2,310,647	281,064	10,654,783	11,553,233	898,450	61.6%
Services	4,010,568	314,813	334,214	19,401	1,581,272	1,671,070	89,798	60.6%
Fuels & Lubricants	2,525,519	259,604	210,460	(49,144)	1,242,106	1,052,300	(189,807)	50.8%
Tires	236,183	18,152	19,682	1,530	81,353	98,410	17,056	65.6%
Materials and Supplies	1,915,838	66,615	159,653	93,038	673,521	798,266	124,745	64.8%
Utilities	2,699,927	272,029	224,994	(47,035)	1,389,640	1,124,970	(264,670)	48.5%
Casualty & Liability	3,305,200	199,295	275,433	76,139	1,218,330	1,377,167	158,836	63.1%
Taxes and Fees	94,400	8,542	7,867	(675)	51,638	39,333	(12,305)	45.3%
Miscellaneous Expenses	975,248	65,785	81,271	15,486	412,772	406,353	(6,419)	57.7%
Self Consumed Fuel	(2,487,067)	(234,121)	(207,256)	26,866	(1,160,335)	(1,036,278)	124,057	53.3%
Total Operating Expenses (Before Depreciation)	41,003,574	3,000,295	3,416,965	416,670	16,145,080	17,084,823	939,742	60.6%
Revenues:								
Passenger Revenue	938,400	120,252	78,200	42,052	628,011	391,000	237,011	33.1%
Other Revenue	2,114,326	489,314	176,194	313,120	1,815,504	880,969	934,535	14.1%
Total Operating Revenue	3,052,726	609,566	254,394	355,172	2,443,514	1,271,969	1,171,545	20.0%
Net Operating Gain (Loss)		\$ (2,390,729)			\$ (13,701,566)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	7,262,861	457,527	605,238	147,712	2,622,143	3,026,192	404,049	63.9%
State - LTF, LCTOP	7,135,429	449,499	594,619	145,120	2,576,136	2,973,095	396,959	63.9%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	23,552,558	1,483,703	1,962,713	479,010	8,503,286	9,813,566	1,310,280	63.9%
Total Subsidies	37,950,848	2,390,729	3,162,571	771,842	13,701,566	15,812,853	2,111,288	63.9%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue

- The positive variance in passenger fares is attributed to conservative budget estimates due to unknown ridership impacts due to COVID-19.
- As of October, ridership was at 1.4% above FY21 FYTD totals.
- Total system ridership was 12,175 trips above FY21 FYTD amounts.

Ridership

	FY21-November	FY22-November	Variance	%Δ
Fixed Route	168,536	177,680	9,144	5.4%
Paratransit	5,442	8,621	3,179	58.4%
SolVan	1,338	1,243	(95)	-7.1%
SunRide	-	499	499	-
System Total	175,316	188,043	12,727	7.3%

Ridership

	FYTD-FY21	FYTD-FY22	Variance	%Δ
Fixed Route	855,473	850,425	(5,048)	-0.6%
Paratransit	26,790	41,387	14,597	54.5%
SolVan	6,446	6,893	447	6.9%
SunRide	-	2,179	2,179	-
System Total	888,709	900,884	12,175	1.4%

Other Revenue

- The positive variance is attributed to greater external CNG fuel sales, emissions credits revenue and CNG rebate revenue.

Operator & Mechanic Salaries & Wages

- The positive variance in operator and mechanic wage expenditures is attributed to absences and vacant positions.

Operator & Mechanic Overtime

- The negative variance is primarily attributed to required overtime for operators to cover absences.

Administration Salaries & Wages

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

Administration Overtime

- The positive variance is attributed to vacant positions across the Agency and less than anticipated overtime expenditures.

Fringe Benefits

- Savings in fringe benefit expenditures are associated with vacancies across the Agency.
- Savings in fringe benefits will be reduced in the second half of FY22 due to planned cost increases in calendar year 2022.

Communications

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

Legal Services

- The savings in legal services is attributed to a larger FY22 budget in anticipation of expected legal costs associated with union negotiations which have not yet been fully incurred.

Computer/Network Software Agreement

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

Uniforms

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

Contracted Services

- The positive variance in contracted services is attributed to expenses which have not yet been incurred.

Equipment Repairs

- The unfavorable variance is attributed to unexpected repairs to a bus lift in the month of September.

Security Services

- Security services are within an acceptable range of the budgeted amount.

Fuel - CNG

- The negative variance is primarily attributed to increased usage of CNG fixed route vehicles over budgeted estimates for FY22.

Fuel - Hydrogen

- The negative variance is attributed to higher cost per kilogram of H2.

Tires

- The lower tire expenditures are attributed to fewer miles related to the postponement of Level 1 service.

Office Supplies

- Savings in office supply expenses are primarily associated with a reduction in costs due to remote work, lower coin counting equipment expense, and vacancies.

Travel/Training

- COVID-19 restrictions have reduced anticipated training related expenses for staff travel.

Repair Parts

- The positive variance is primarily attributed to lower FYTD expenses related to fixed route repairs.

Facility Maintenance

- The negative variance is attributed to the unexpected replacement of two (2) broken coffee machines in July.

Electricity - CNG & Hydrogen

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

Natural Gas

- The negative variance is attributed to increased natural gas usage due to an increase of CNG sold through outside fuel sales.

Water and Gas

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

Insurance Losses

- Insurance loss experience has not exceeded YTD budgeted expectations.

Insurance Premium - Property

- Insurance premiums for property expenditures increased with completion of new facilities around the property.

Repair Claims

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

Fuel Taxes

- Outside fuel sales are currently \$206,482 above FY21 FYTD amounts.
- For November, sales decreased by \$41,873 from the previous month.
- The negative variance in fuel taxes is due to larger outside fleet fuel sales which are offset by an increase in revenue.

Outside Fueling Revenue

	Revenue	Variance FY21 vs. FY22	Variance Previous Month	%Δ FY21 vs FY22	%Δ Previous Month
November FY21	\$ 48,873				
November FY22	\$ 74,243	\$ 25,370	\$ (41,873)	51.91%	-36.06%
October FY22	\$ 116,116				
FYTD November FY21	\$ 301,889				
FYTD November FY22	\$ 508,371	\$ 206,482		68.40%	

Other Expenses

- Costs vary from month to month depending on the needs of the Agency or when programs are active. The negative variance is primarily attributed to high non-recurring expenses in such as consulting and audit expenses.
- The negative variance is also attributed to higher temporary help costs across multiple departments to cover administrative vacancies.

Self-Consumed Fuel

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

SunLine Transit Agency
CONSENT CALENDAR

DATE: January 26, 2022 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Contracts Signed between \$25,000 and \$100,000 for November and December 2021

Summary:

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

- For the month of November 2021, there were two (2) purchase orders executed between \$25,000 and \$100,000:

Vendor	Purpose	Amount
Tyler Technologies	Annual fees for financial software	\$57,763.06
Ballard	Repair parts for fuel cell buses	\$30,283.14

- For the month of December 2021, there were two (2) contracts executed between \$25,000 and \$100,000:

Vendor	Purpose	Amount
BMI Consulting	Public works technical support	\$30,000.00
Desert Paradise Construction	Public works technical support	\$30,000.00

Recommendation:

Receive and file.

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

November 2021

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Tyler Technology Inc	Software License Renewal	Financial System Software	FY22	\$ 55,000.00	\$ 57,763.06	Sole Source
Ballard Power Systems	Repair Parts	For Fuel Cell Buses	FY22	\$ 30,283.14	\$ 30,283.14	Sole Source

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

December 2021

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
BMI Consulting	Technical support	Ongoing capital projects	FY22	\$ 30,000.00	\$ 30,000.00	Executed Agreement
Desert Paradise Construction	Technical support	Ongoing capital projects	FY22	\$ 30,000.00	\$ 30,000.00	Executed Agreement

SunLine Transit Agency

CONSENT CALENDAR

DATE: January 26, 2022

RECEIVE & FILETO: Finance/Audit Committee
Board of DirectorsRE: Union & Non-Union Pension Investment Asset Summary October and
November 2021Summary:

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

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

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

Union

Asset Class		Actual	Range
Growth Assets			
	Domestic Equity	36.8%	16% - 56%
	International Equity	18.5%	0% - 39%
	Other	5.6%	0% - 20%
Income Assets			
	Fixed Income	32.5%	25% - 65%
	Other	3.4%	0% - 20%
Real Return Assets		2.3%	0% - 20%

Cash Equivalents	0.9%	0% - 20%
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Non-Union

Asset Class		Actual	Range
Growth Assets			
	Domestic Equity	36.8%	16% - 56%
	International Equity	18.6%	0% - 39%
	Other	5.6%	0% - 20%
Income Assets			
	Fixed Income	32.5%	25% - 65%
	Other	3.4%	0% - 20%
Real Return Assets		2.3%	0% - 20%
Cash Equivalents		0.8%	0% - 20%

For the month of October, the market value of assets increased by \$1,411,188 and \$1,381,282 for the union and non-union plans, respectively.

Month to Month Asset Comparison

Month	Market Value – Union	Market Value – Non-Union
September 2021	\$39,434,494	\$39,516,863
October 2021	\$40,845,682	\$40,898,145
Increase (Decrease)	\$1,411,188	\$1,381,282

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

Union

Asset Class		Actual	Range
Growth Assets			
	Domestic Equity	36.9%	16% - 56%
	International Equity	19.3%	0% - 39%
	Other	4.8%	0% - 20%
Income Assets			
	Fixed Income	33.3%	25% - 65%
	Other	2.4%	0% - 20%
Real Return Assets		2.2%	0% - 20%
Cash Equivalents		1.0%	0% - 20%

Non-Union

Asset Class		Actual	Range
Growth Assets			
	Domestic Equity	36.9%	16% - 56%
	International Equity	19.4%	0% - 39%
	Other	4.9%	0% - 20%

Income Assets			
	Fixed Income	33.4%	25% - 65%
	Other	2.4%	0% - 20%
Real Return Assets		2.2%	0% - 20%
Cash Equivalents		0.9%	0% - 20%

For the month of November, the market value of assets decreased by \$618,593 and \$629,887 for the union and non-union plans, respectively. The decrease in the value of assets is due to poor market performance for the month of November. The Dow Jones Industrial Average has since recovered and the losses in November have been regained.

Month to Month Asset Comparison

Month	Market Value – Union	Market Value – Non-Union
October 2021	\$40,845,682	\$40,898,145
November 2021	\$40,227,089	\$40,268,258
Increase (Decrease)	(\$618,593)	(\$629,887)

Recommendation:

Receive and file.



Detail of Securities Held & Market Analytics

For the Month Ending **October 31, 2021**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Bond									
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,146.00	61.13	70,054.98	59.71	68,427.66	(1,627.32)	0.17
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	965.00	61.01	58,874.65	59.71	57,620.15	(1,254.50)	0.14
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	6,684.00	57.68	385,539.80	59.71	399,101.64	13,561.84	0.98
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,389.00	60.31	144,080.59	59.71	142,647.19	(1,433.40)	0.35
ISHARES J.P. MORGAN USD EMERGING MARKETS	464288281	EMB	743.00	112.00	83,216.00	109.89	81,648.27	(1,567.73)	0.20
ISHARES J.P. MORGAN USD EMERGING MARKETS	464288281	EMB	1,800.00	108.05	194,488.74	109.89	197,802.00	3,313.26	0.48
ISHARES J.P. MORGAN USD EMERGING MARKETS	464288281	EMB	177.00	113.00	20,001.00	109.89	19,450.53	(550.47)	0.05
ISHARES J.P. MORGAN USD EMERGING MARKETS	464288281	EMB	1,046.00	108.22	113,197.81	109.89	114,944.94	1,747.13	0.28
ISHARES PREFERRED&INCOME SECURITIES ETF	464288687	PFF	10,074.00	39.10	393,892.39	39.37	396,613.38	2,720.99	0.97
ISHARES PREFERRED&INCOME SECURITIES ETF	464288687	PFF	23,121.00	39.22	906,796.37	39.37	910,273.77	3,477.40	2.23
Security Type Sub-Total			48,145.00		2,370,142.33	757.14	2,388,529.53	18,387.20	5.85
Exchange-Traded Fund - Equity									
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	2,656.00	276.40	734,118.40	278.65	740,094.40	5,976.00	1.81
SPDR BLOOMBERG BARCLAYS CONVERTIBLE SECU	78464A359	CWB	7,425.00	88.58	657,705.76	87.98	653,251.50	(4,454.26)	1.60
SPDR BLOOMBERG BARCLAYS CONVERTIBLE SECU	78464A359	CWB	4,584.00	86.67	397,294.82	87.98	403,300.32	6,005.50	0.99
VANGUARD TOTAL INTL STOCK	921909768	VXUS	553.00	64.35	35,585.55	65.08	35,989.24	403.69	0.09
VANGUARD TOTAL INTL STOCK	921909768	VXUS	35,037.00	52.12	1,826,128.44	65.08	2,280,207.96	454,079.52	5.58
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	51,880.00	169.04	8,769,795.20	236.91	12,290,890.80	3,521,095.60	30.09
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,546.00	226.21	349,720.35	236.91	366,262.86	16,542.51	0.90
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	433.00	233.92	101,287.36	236.91	102,582.03	1,294.67	0.25
Security Type Sub-Total			104,114.00		12,871,635.88	1,295.50	16,872,579.11	4,000,943.23	41.31



Detail of Securities Held & Market Analytics

For the Month Ending **October 31, 2021**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Money Market Mutual Fund									
FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	357,111.00	1.00	357,111.00	1.00	357,111.00	0.00	0.87
Security Type Sub-Total			357,111.00		357,111.00	1.00	357,111.00	0.00	0.87
Mutual Fund - Bond									
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	293,490.99	11.66	3,423,479.48	11.79	3,460,258.72	36,779.24	8.47
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	155,234.80	10.84	1,682,602.68	11.04	1,713,792.21	31,189.53	4.20
MAINSTAY MACKAY HIGH YIELD CORP BD R6	56063N881	MHYSX	62,798.30	5.65	355,072.30	5.61	352,298.47	(2,773.83)	0.86
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTRQX	301,135.17	14.75	4,443,205.12	14.56	4,384,528.03	(58,677.09)	10.73
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	220,367.41	10.64	2,345,502.60	10.30	2,269,784.34	(75,718.26)	5.56
Security Type Sub-Total			1,033,026.67		12,249,862.18	53.30	12,180,661.77	(69,200.41)	29.82
Mutual Fund - Equity									
ARTISAN INTL SMALL-MID	04314H576	APHJX	17,922.59	19.31	346,085.20	21.81	390,891.67	44,806.47	0.96
HARDING LOEVNER INTERNATIONAL EQUITY POR	412295107	HLMIX	65,442.85	24.21	1,584,604.64	30.69	2,008,440.96	423,836.32	4.92
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	SEMTX	22,963.37	17.48	401,491.17	20.19	463,630.44	62,139.27	1.14
JENSEN QUALITY GROWTH-Y	476313408	JENYX	23,047.67	48.30	1,113,140.91	66.82	1,540,045.54	426,904.63	3.77
JOHCM INTERNATIONAL SELECT I	46653M849	JOHIX	56,732.52	22.18	1,258,044.09	32.42	1,839,268.30	581,224.21	4.50
VANGUARD TOT INST ST IDX - ADM	921909818	VTIAX	0.00	33.33	0.03	34.90	0.03	0.00	0.00
VIRTUS KAR INTL SMALL MID CAP R6	92828W551	VRISX	21,734.41	21.99	477,927.62	25.53	554,879.42	76,951.80	1.36
Security Type Sub-Total			207,843.41		5,181,293.66	232.36	6,797,156.36	1,615,862.70	16.65
Mutual Fund - Other									
COHEN & STEERS INST REALTY SHARES	19247U106	CSRIX	10,977.15	43.85	481,311.03	56.30	618,013.77	136,702.74	1.51
PIMCO COMMODITY REAL RETURN STRATEGY	722005667	PCRIX	143,266.55	6.73	963,478.49	6.58	942,693.93	(20,784.56)	2.31
PRINCIPAL RE SECURITIES INST FUND	74253Q580	PIREX	18,639.14	26.16	487,667.73	33.61	626,461.61	138,793.88	1.53
Security Type Sub-Total			172,882.85		1,932,457.25	96.49	2,187,169.31	254,712.06	5.35



Detail of Securities Held & Market Analytics

For the Month Ending **October 31, 2021**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]									
Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Separate Account									
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	34,300.00	1.00	34,300.00	100.00	34,300.00	0.00	0.08
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	28,175.00	1.00	28,175.00	100.00	28,175.00	0.00	0.07
Security Type Sub-Total			62,475.00		62,475.00	200.00	62,475.00	0.00	0.15
Managed Account Sub-Total			1,985,597.93		35,024,977.30	2,635.79	40,845,682.08	5,820,704.78	100.00
Securities Sub-Total			\$1,985,597.93		\$35,024,977.30	\$2,635.79	\$40,845,682.08	\$5,820,704.78	100.00%
Accrued Interest							\$0.00		
Total Investments							\$40,845,682.08		



Portfolio Summary and Statistics

For the Month Ending **October 31, 2021**

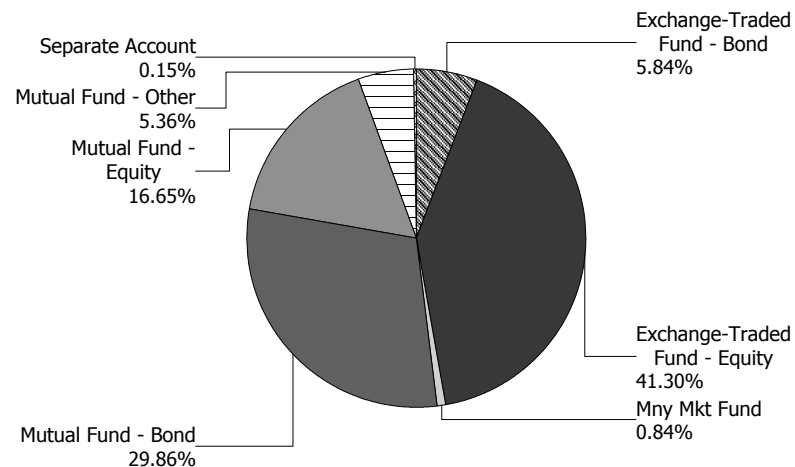
SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]

Account Summary

Description	Par Value	Market Value	Percent
Separate Account	62,475.00	62,475.00	0.15
Mutual Fund - Other	173,232.00	2,191,596.86	5.36
Mutual Fund - Equity	208,242.94	6,810,530.49	16.65
Mutual Fund - Bond	1,035,509.83	12,210,700.99	29.86
Money Market Mutual Fund	344,189.17	344,189.17	0.84
Exchange-Traded Fund - Equity	104,294.00	16,889,629.83	41.30
Exchange-Traded Fund - Bond	48,186.00	2,389,022.20	5.84
Managed Account Sub-Total	1,976,128.94	40,898,144.54	100.00%
Accrued Interest		0.00	
Total Portfolio	1,976,128.94	40,898,144.54	

Unsettled Trades **0.00** **0.00**

Sector Allocation





Detail of Securities Held & Market Analytics

For the Month Ending **October 31, 2021**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Bond									
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	6,667.00	57.68	384,559.22	59.71	398,086.57	13,527.35	0.97
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	982.00	61.01	59,911.82	59.71	58,635.22	(1,276.60)	0.14
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,405.00	60.31	145,045.55	59.71	143,602.55	(1,443.00)	0.35
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,113.00	61.13	68,037.69	59.71	66,457.23	(1,580.46)	0.16
ISHARES J.P. MORGAN USD EMERGING MARKETS	464288281	EMB	1,317.00	108.22	142,525.35	109.89	144,725.13	2,199.78	0.36
ISHARES J.P. MORGAN USD EMERGING MARKETS	464288281	EMB	625.00	112.00	70,000.00	109.89	68,681.25	(1,318.75)	0.17
ISHARES J.P. MORGAN USD EMERGING MARKETS	464288281	EMB	1,813.00	108.05	195,893.38	109.89	199,230.57	3,337.19	0.49
ISHARES PREFERRED&INCOME SECURITIES ETF	464288687	PFF	10,095.00	39.10	394,713.49	39.37	397,440.15	2,726.66	0.97
ISHARES PREFERRED&INCOME SECURITIES ETF	464288687	PFF	23,169.00	39.22	908,678.91	39.37	912,163.53	3,484.62	2.23
Security Type Sub-Total			48,186.00		2,369,365.41	647.25	2,389,022.20	19,656.79	5.84
Exchange-Traded Fund - Equity									
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	2,662.00	276.40	735,776.80	278.65	741,766.30	5,989.50	1.81
SPDR BLOOMBERG BARCLAYS CONVERTIBLE SECU	78464A359	CWB	4,590.00	86.67	397,814.84	87.98	403,828.20	6,013.36	0.99
SPDR BLOOMBERG BARCLAYS CONVERTIBLE SECU	78464A359	CWB	7,446.00	88.58	659,565.93	87.98	655,099.08	(4,466.85)	1.60
VANGUARD TOTAL INTL STOCK	921909768	VXUS	632.00	64.35	40,669.20	65.08	41,130.56	461.36	0.10
VANGUARD TOTAL INTL STOCK	921909768	VXUS	35,085.00	52.12	1,828,630.20	65.08	2,283,331.80	454,701.60	5.58
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	433.00	233.92	101,287.36	236.91	102,582.03	1,294.67	0.25
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	51,895.00	169.04	8,772,330.80	236.91	12,294,444.45	3,522,113.65	30.06
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,551.00	226.21	350,851.40	236.91	367,447.41	16,596.01	0.90
Security Type Sub-Total			104,294.00		12,886,926.53	1,295.50	16,889,629.83	4,002,703.30	41.29
Money Market Mutual Fund									



Detail of Securities Held & Market Analytics

For the Month Ending **October 31, 2021**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]										
Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage	
Money Market Mutual Fund										
FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	344,189.17	1.00	344,189.17	1.00	344,189.17	0.00	0.84	
Security Type Sub-Total			344,189.17		344,189.17	1.00	344,189.17	0.00	0.84	
Mutual Fund - Bond										
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	294,047.31	11.67	3,431,466.88	11.79	3,466,817.75	35,350.87	8.48	
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	155,460.37	10.84	1,685,039.45	11.04	1,716,282.53	31,243.08	4.20	
MAINSTAY MACKAY HIGH YIELD CORP BD R6	56063N881	MHYSX	62,961.91	5.65	355,996.73	5.61	353,216.33	(2,780.40)	0.86	
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTRQX	302,129.09	14.76	4,460,048.11	14.56	4,398,999.53	(61,048.58)	10.76	
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	220,911.15	10.64	2,351,583.29	10.30	2,275,384.85	(76,198.44)	5.56	
Security Type Sub-Total			1,035,509.83		12,284,134.46	53.30	12,210,700.99	(73,433.47)	29.86	
Mutual Fund - Equity										
ARTISAN INTL SMALL-MID	04314H576	APHJX	17,955.81	19.31	346,726.76	21.81	391,616.30	44,889.54	0.96	
HARDING LOEVNER INTERNATIONAL EQUITY POR	412295107	HLMIX	65,571.66	24.21	1,587,792.69	30.69	2,012,394.11	424,601.42	4.92	
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	SEMTX	23,006.27	17.48	402,253.72	20.19	464,496.53	62,242.81	1.14	
JENSEN QUALITY GROWTH-Y	476313408	JENYX	23,099.57	48.30	1,115,707.36	66.82	1,543,513.25	427,805.89	3.77	
JOHCM INTERNATIONAL SELECT I	46653M849	JOHIX	56,836.91	22.15	1,259,146.36	32.42	1,842,652.70	583,506.34	4.51	
VANGUARD TOTAL STOCK MARKET INDEX	922908801	VITSX	0.00	75.00	0.03	115.37	0.05	0.02	0.00	
VIRTUS KAR INTL SMALL MID CAP R6	92828W551	VRISX	21,772.72	21.99	478,771.00	25.53	555,857.55	77,086.55	1.36	
Security Type Sub-Total			208,242.94		5,190,397.92	312.83	6,810,530.49	1,620,132.57	16.66	
Mutual Fund - Other										
COHEN & STEERS INST REALTY SHARES	19247U106	CSRIX	10,998.82	43.85	482,261.41	56.30	619,233.77	136,972.36	1.51	
PIMCO COMMODITY REAL RETURN STRATEGY	722005667	PCRIX	143,555.09	6.73	965,509.35	6.58	944,592.49	(20,916.86)	2.31	
PRINCIPAL RE SECURITIES INST FUND	74253Q580	PIREX	18,678.09	26.16	488,686.64	33.61	627,770.60	139,083.96	1.54	
Security Type Sub-Total			173,232.00		1,936,457.40	96.49	2,191,596.86	255,139.46	5.36	



Detail of Securities Held & Market Analytics

For the Month Ending **October 31, 2021**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]									
Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Separate Account									
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	34,300.00	1.00	34,300.00	100.00	34,300.00	0.00	0.08
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	28,175.00	1.00	28,175.00	100.00	28,175.00	0.00	0.07
Security Type Sub-Total			62,475.00		62,475.00	200.00	62,475.00	0.00	0.15
Managed Account Sub-Total			1,976,128.94		35,073,945.89	2,606.37	40,898,144.54	5,824,198.65	100.00
Securities Sub-Total			\$1,976,128.94		\$35,073,945.89	\$2,606.37	\$40,898,144.54	\$5,824,198.65	100.00%
Accrued Interest							\$0.00		
Total Investments							\$40,898,144.54		



Detail of Securities Held & Market Analytics

For the Month Ending **November 30, 2021**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Bond									
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	6,684.00	57.68	385,539.80	59.46	397,430.64	11,890.84	0.99
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,389.00	60.31	144,080.59	59.46	142,049.94	(2,030.65)	0.35
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	965.00	61.01	58,874.65	59.46	57,378.90	(1,495.75)	0.14
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,146.00	61.13	70,054.98	59.46	68,141.16	(1,913.82)	0.17
ISHARES J.P. MORGAN USD EMERGING MARKETS	464288281	EMB	743.00	112.00	83,216.00	107.47	79,850.21	(3,365.79)	0.20
ISHARES J.P. MORGAN USD EMERGING MARKETS	464288281	EMB	1,800.00	108.05	194,488.74	107.47	193,446.00	(1,042.74)	0.48
ISHARES J.P. MORGAN USD EMERGING MARKETS	464288281	EMB	1,046.00	108.22	113,197.81	107.47	112,413.62	(784.19)	0.28
ISHARES J.P. MORGAN USD EMERGING MARKETS	464288281	EMB	177.00	113.00	20,001.00	107.47	19,022.19	(978.81)	0.05
ISHARES PREFERRED&INCOME SECURITIES ETF	464288687	PFF	13,884.00	39.22	544,524.93	38.41	533,284.44	(11,240.49)	1.33
ISHARES PREFERRED&INCOME SECURITIES ETF	464288687	PFF	10,074.00	39.10	393,892.39	38.41	386,942.34	(6,950.05)	0.96
Security Type Sub-Total			38,908.00		2,007,870.89	744.54	1,989,959.44	(17,911.45)	4.95
Exchange-Traded Fund - Equity									
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	2,656.00	276.40	734,118.40	270.24	717,757.44	(16,360.96)	1.78
SPDR BLOOMBERG CONVERTIBLE SECURITIES ET	78464A359	CWB	3,981.00	88.58	352,636.58	83.95	334,204.95	(18,431.63)	0.83
SPDR BLOOMBERG CONVERTIBLE SECURITIES ET	78464A359	CWB	4,584.00	86.67	397,294.82	83.95	384,826.80	(12,468.02)	0.96
VANGUARD TOTAL INTL STOCK	921909768	VXUS	6,979.00	65.37	456,217.23	62.31	434,861.49	(21,355.74)	1.08
VANGUARD TOTAL INTL STOCK	921909768	VXUS	553.00	64.35	35,585.55	62.31	34,457.43	(1,128.12)	0.09
VANGUARD TOTAL INTL STOCK	921909768	VXUS	35,037.00	52.12	1,826,128.44	62.31	2,183,155.47	357,027.03	5.43
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	433.00	233.92	101,287.36	233.45	101,083.85	(203.51)	0.25
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	51,880.00	169.04	8,769,795.20	233.45	12,111,386.00	3,341,590.80	30.11
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,546.00	226.21	349,720.35	233.45	360,913.70	11,193.35	0.89



Detail of Securities Held & Market Analytics

For the Month Ending **November 30, 2021**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage	
Security Type Sub-Total			107,649.00		13,022,783.93	1,325.42	16,662,647.13	3,639,863.20	41.42	
Money Market Mutual Fund										
FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	393,591.24	1.00	393,591.24	1.00	393,591.24	0.00	0.98	
Security Type Sub-Total			393,591.24		393,591.24	1.00	393,591.24	0.00	0.98	
Mutual Fund - Bond										
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	302,503.76	11.67	3,529,938.62	11.78	3,563,494.27	33,555.65	8.86	
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	159,939.33	10.85	1,734,573.29	11.01	1,760,932.02	26,358.73	4.38	
MAINSTAY MACKAY HIGH YIELD CORP BD R6	56063N881	MHYSX	63,085.61	5.65	356,661.10	5.53	348,863.41	(7,797.69)	0.87	
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTROX	301,849.85	14.75	4,453,610.91	14.56	4,394,933.81	(58,677.10)	10.93	
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	220,788.64	10.64	2,349,832.80	10.28	2,269,707.20	(80,125.60)	5.64	
Security Type Sub-Total			1,048,167.18		12,424,616.72	53.16	12,337,930.71	(86,686.01)	30.68	
Mutual Fund - Equity										
ARTISAN INTL SMALL-MID	04314H576	APHJX	18,426.80	19.35	356,562.75	20.13	370,931.53	14,368.78	0.92	
HARDING LOEVNER INTERNATIONAL EQUITY POR	412295107	HLMIX	67,496.19	24.42	1,648,504.63	29.50	1,991,137.55	342,632.92	4.95	
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	SEMTX	22,963.37	17.48	401,491.17	19.14	439,518.90	38,027.73	1.09	
JENSEN QUALITY GROWTH-Y	476313408	JENYX	23,047.67	48.30	1,113,140.91	67.10	1,546,498.89	433,357.98	3.84	
JOHCM INTERNATIONAL SELECT I	46653M849	JOHIX	56,732.52	22.18	1,258,044.09	31.74	1,800,690.19	542,646.10	4.48	
VANGUARD TOT INST ST IDX - ADM	921909818	VTIAX	0.00	33.33	0.03	33.36	0.03	0.00	0.00	
VIRTUS KAR INTL SMALL MID CAP R6	92828W551	VRISX	21,734.41	21.99	477,927.62	24.29	527,928.75	50,001.13	1.31	
Security Type Sub-Total			210,400.96		5,255,671.20	225.26	6,676,705.84	1,421,034.64	16.59	
Mutual Fund - Other										
COHEN & STEERS INST REALTY SHARES	19247U106	CSRIX	10,977.15	43.85	481,311.03	55.80	612,525.19	131,214.16	1.52	
PIMCO COMMODITY REAL RETURN STRATEGY	722005667	PCRIX	143,266.55	6.73	963,478.49	6.10	873,925.98	(89,552.51)	2.17	
PRINCIPAL RE SECURITIES INST FUND	74253Q580	PIREX	18,639.14	26.16	487,667.73	33.12	617,328.43	129,660.70	1.53	
Security Type Sub-Total			172,882.85		1,932,457.25	95.02	2,103,779.60	171,322.35	5.22	



Detail of Securities Held & Market Analytics

For the Month Ending **November 30, 2021**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]									
Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Separate Account									
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	34,300.00	1.00	34,300.00	100.00	34,300.00	0.00	0.09
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	28,175.00	1.00	28,175.00	100.00	28,175.00	0.00	0.07
Security Type Sub-Total			62,475.00		62,475.00	200.00	62,475.00	0.00	0.16
Managed Account Sub-Total			2,034,074.24		35,099,466.23	2,644.40	40,227,088.96	5,127,622.73	100.00
Securities Sub-Total			\$2,034,074.24		\$35,099,466.23	\$2,644.40	\$40,227,088.96	\$5,127,622.73	100.00%
Accrued Interest							\$0.00		
Total Investments							\$40,227,088.96		



Portfolio Summary and Statistics

For the Month Ending **November 30, 2021**

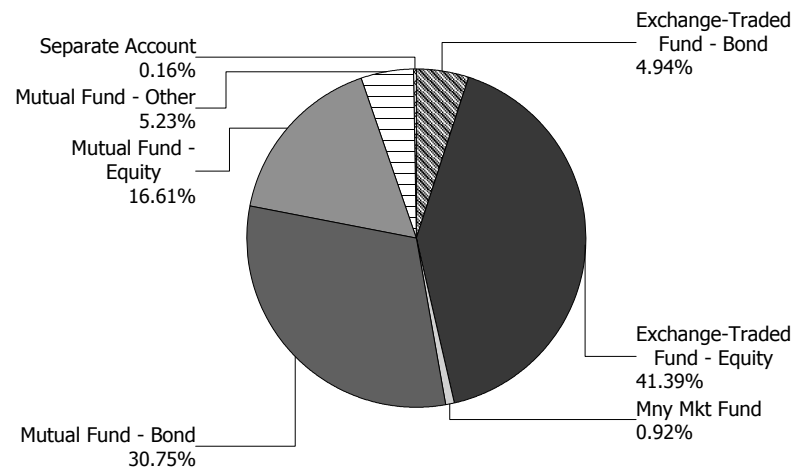
SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]

Account Summary

Description	Par Value	Market Value	Percent
Separate Account	62,475.00	62,475.00	0.16
Mutual Fund - Other	173,232.00	2,108,038.74	5.23
Mutual Fund - Equity	210,708.24	6,686,991.66	16.61
Mutual Fund - Bond	1,051,852.99	12,380,983.26	30.75
Money Market Mutual Fund	369,861.97	369,861.97	0.92
Exchange-Traded Fund - Equity	107,712.00	16,671,372.88	41.39
Exchange-Traded Fund - Bond	38,900.00	1,988,534.65	4.94
Managed Account Sub-Total	2,014,742.21	40,268,258.16	100.00%
Accrued Interest		0.00	
Total Portfolio	2,014,742.21	40,268,258.16	

Unsettled Trades **0.00** **0.00**

Sector Allocation





Detail of Securities Held & Market Analytics

For the Month Ending **November 30, 2021**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Bond									
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,113.00	61.13	68,037.69	59.46	66,178.98	(1,858.71)	0.16
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	982.00	61.01	59,911.82	59.46	58,389.72	(1,522.10)	0.14
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,405.00	60.31	145,045.55	59.46	143,001.30	(2,044.25)	0.36
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	6,667.00	57.68	384,559.22	59.46	396,419.82	11,860.60	0.98
ISHARES J.P. MORGAN USD EMERGING MARKETS	464288281	EMB	625.00	112.00	70,000.00	107.47	67,168.75	(2,831.25)	0.17
ISHARES J.P. MORGAN USD EMERGING MARKETS	464288281	EMB	1,813.00	108.05	195,893.38	107.47	194,843.11	(1,050.27)	0.48
ISHARES J.P. MORGAN USD EMERGING MARKETS	464288281	EMB	1,317.00	108.22	142,525.35	107.47	141,537.99	(987.36)	0.35
ISHARES PREFERRED&INCOME SECURITIES ETF	464288687	PFF	13,883.00	39.22	544,485.71	38.41	533,246.03	(11,239.68)	1.32
ISHARES PREFERRED&INCOME SECURITIES ETF	464288687	PFF	10,095.00	39.10	394,713.49	38.41	387,748.95	(6,964.54)	0.96
Security Type Sub-Total			38,900.00		2,005,172.21	637.07	1,988,534.65	(16,637.56)	4.92
Exchange-Traded Fund - Equity									
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	2,662.00	276.40	735,776.80	270.24	719,378.88	(16,397.92)	1.79
SPDR BLOOMBERG CONVERTIBLE SECURITIES ET	78464A359	CWB	4,590.00	86.67	397,814.84	83.95	385,330.50	(12,484.34)	0.96
SPDR BLOOMBERG CONVERTIBLE SECURITIES ET	78464A359	CWB	3,981.00	88.58	352,636.58	83.95	334,204.95	(18,431.63)	0.83
VANGUARD TOTAL INTL STOCK	921909768	VXUS	35,085.00	52.12	1,828,630.20	62.31	2,186,146.35	357,516.15	5.43
VANGUARD TOTAL INTL STOCK	921909768	VXUS	6,883.00	65.37	449,941.71	62.31	428,879.73	(21,061.98)	1.07
VANGUARD TOTAL INTL STOCK	921909768	VXUS	632.00	64.35	40,669.20	62.31	39,379.92	(1,289.28)	0.10
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	51,895.00	169.04	8,772,330.80	233.45	12,114,887.75	3,342,556.95	30.09
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,551.00	226.21	350,851.40	233.45	362,080.95	11,229.55	0.90
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	433.00	233.92	101,287.36	233.45	101,083.85	(203.51)	0.25
Security Type Sub-Total			107,712.00		13,029,938.89	1,325.42	16,671,372.88	3,641,433.99	41.42



Detail of Securities Held & Market Analytics

For the Month Ending **November 30, 2021**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Money Market Mutual Fund									
FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	369,861.97	1.00	369,861.97	1.00	369,861.97	0.00	0.92
Security Type Sub-Total			369,861.97		369,861.97	1.00	369,861.97	0.00	0.92
Mutual Fund - Bond									
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	302,806.83	11.67	3,534,932.49	11.78	3,567,064.41	32,131.92	8.86
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	161,616.65	10.85	1,753,051.70	11.01	1,779,399.29	26,347.59	4.42
MAINSTAY MACKAY HIGH YIELD CORP BD R6	56063N881	MHYSX	63,249.97	5.65	357,589.67	5.53	349,772.32	(7,817.35)	0.87
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTRQX	302,846.13	14.76	4,470,488.26	14.56	4,409,439.67	(61,048.59)	10.95
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	221,333.42	10.64	2,355,924.24	10.28	2,275,307.57	(80,616.67)	5.65
Security Type Sub-Total			1,051,852.99		12,471,986.36	53.16	12,380,983.26	(91,003.10)	30.75
Mutual Fund - Equity									
ARTISAN INTL SMALL-MID	04314H576	APHJX	18,460.96	19.35	357,223.73	20.13	371,619.16	14,395.43	0.92
HARDING LOEVNER INTERNATIONAL EQUITY POR	412295107	HLMIX	67,531.81	24.42	1,648,792.69	29.50	1,992,188.39	343,395.70	4.95
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	SEMTX	23,006.27	17.48	402,253.72	19.14	440,339.95	38,086.23	1.09
JENSEN QUALITY GROWTH-Y	476313408	JENYX	23,099.57	48.30	1,115,707.36	67.10	1,549,981.13	434,273.77	3.85
JOHCM INTERNATIONAL SELECT I	46653M849	JOHIX	56,836.91	22.15	1,259,146.36	31.74	1,804,003.60	544,857.24	4.48
VANGUARD TOTAL STOCK MARKET INDEX	922908801	VITSX	0.00	75.00	0.03	113.66	0.05	0.02	0.00
VIRTUS KAR INTL SMALL MID CAP R6	92828W551	VRISX	21,772.72	21.99	478,771.00	24.29	528,859.38	50,088.38	1.31
Security Type Sub-Total			210,708.24		5,261,894.89	305.56	6,686,991.66	1,425,096.77	16.60
Mutual Fund - Other									
COHEN & STEERS INST REALTY SHARES	19247U106	CSRIX	10,998.82	43.85	482,261.41	55.80	613,734.36	131,472.95	1.52
PIMCO COMMODITY REAL RETURN STRATEGY	722005667	PCRIX	143,555.09	6.73	965,509.35	6.10	875,686.04	(89,823.31)	2.17
PRINCIPAL RE SECURITIES INST FUND	74253Q580	PIREX	18,678.09	26.16	488,686.64	33.12	618,618.34	129,931.70	1.54
Security Type Sub-Total			173,232.00		1,936,457.40	95.02	2,108,038.74	171,581.34	5.23



Detail of Securities Held & Market Analytics

For the Month Ending **November 30, 2021**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]										
Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Separate Account										
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	34,300.00	1.00	34,300.00	100.00	34,300.00	0.00	0.09
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	28,175.00	1.00	28,175.00	100.00	28,175.00	0.00	0.07
Security Type Sub-Total				62,475.00		62,475.00	200.00	62,475.00	0.00	0.16
Managed Account Sub-Total				2,014,742.21		35,137,786.72	2,617.23	40,268,258.16	5,130,471.44	100.00
Securities Sub-Total				\$2,014,742.21		\$35,137,786.72	\$2,617.23	\$40,268,258.16	\$5,130,471.44	100.00%
Accrued Interest								\$0.00		
Total Investments								\$40,268,258.16		

SunLine Transit Agency
CONSENT CALENDAR

DATE: January 26, 2022

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Ridership Report for November and December 2021

Summary:

Monthly Ridership			Monthly Variance	
	Nov-20	Nov-21	Net	Percent
Fixed Route	168,536	177,680	9,144	5.4%
SolVan	1,338	1,243	-95	-7.1%
SunRide	0	499	499	100.0%
Taxi Voucher*	373	278	-95	-34.2%
SunDial	5,442	8,621	3,179	58.4%
Total	175,689	188,321	12,632	7.2%

*Taxi Voucher rides are included for the system total, however, they are not NTD reportable. The decrease in rides for SolVan is explained by one (1) vanpool vehicle reported only 14 days in November 2021. November weekday average for fixed route ridership increased by 9.9% compared to November 2020.

Monthly Ridership			Monthly Variance	
	Dec-20	Dec-21	Net	Percent
Fixed Route	168,364	173,621	5,257	3.1%
SolVan	1,406	1,336	-70	-5.0%
SunRide	0	514	514	100.0%
Taxi Voucher*	306	250	-56	-22.4%
SunDial	5,373	8,659	3,286	61.2%
Total	175,449	184,287	8,838	5.0%

*Taxi Voucher rides are included for the system total, however, they are not NTD reportable. December weekday average for fixed route increased by 12% compared to December 2020.

December 2021 Fiscal Year To Date Ridership	
Fiscal Year 2021	1,066,113
Fiscal Year 2022	1,086,739
Ridership Decrease	20,626

Fiscal year to date system ridership is up by 20,626 rides or 2% compared to the previous fiscal year. The baseline of the attached COVID-19 Recovery charts is calendar year 2019, this allows a comparison of three (3) years. This will be the final report to include previous route numbering and 2019 ridership data on the COVID-19 Recovery chart.

Recommendation:

Receive and file.



SunLine Transit Agency Monthly Ridership Report November 2021

Fixed Route	Description	Nov 2021	Nov 2020	FY 2022	FY 2021	Monthly KPI		Bikes		Wheelchairs	
				YTD	YTD	Passengers/ Rev. Hours	Passengers/ Rev. Miles	Monthly	FYTD	Monthly	FYTD
Route 1	Coachella - Hwy 111 - Palm Springs	71,634	-	349,446	-	12.1	0.8	3,199	16,905	558	3,419
Route 2	Desert Hot Springs - Palm Springs - Cathedral City	48,721	-	240,471	-	16.2	1.2	1,664	9,212	437	2,392
Route 3	Desert Hot Springs - Desert Edge	4,967	-	22,791	-	10.5	0.7	96	413	50	310
Route 4	Westfield Palm Desert - Palm Springs	14,974	-	75,062	-	7.7	0.5	417	2,869	89	519
Route 5	Desert Hot Springs - CSUSB - Palm Desert	1,240	-	2,935	-	4.6	0.2	51	102	4	37
Route 6	Coachella - Fred Waring - Westfield Palm Desert	5,667	-	27,883	-	4.5	0.4	139	947	30	185
Route 7	Bermuda Dunes - Indian Wells - La Quinta	5,379	-	25,617	-	9.0	0.7	295	1,490	35	265
Route 8	North Indio - Coachella - Thermal/Mecca	10,223	-	49,038	-	6.4	0.4	291	1,402	73	319
Route 9	North Shore - Mecca - Oasis	5,857	-	22,838	-	4.9	0.2	73	397	98	229
Route 10	Indio - CSUSB - San Bernardino - Metrolink	2,288	-	8,616	-	10.7	0.1	26	79	8	15
Route 200 SB	Palm Springs High School AM Tripper	304	-	1,210	-	25.9	1.3	1	1	-	2
Route 400 SB	Raymond Cree / Palm Springs HS Tripper	161	-	700	-	14.1	0.9	-	2	-	2
Route 401 SB/NB	Vista Chino / Sunrise PM Tripper	-	-	206	-	8.0	0.6	-	-	-	-
Route 402 NB	Palm Canyon / Stevens AM Tripper	48	-	207	-	8.8	0.6	-	4	-	-
Route 403 NB	Vista Chino / Sunrise PM Tripper	158	-	414	-	37.1	1.0	-	2	-	-
Route 500 SB	Westfield Palm Desert PM Tripper	253	-	784	-	24.4	1.8	10	38	2	3
Route 501 NB	Palm Desert High School AM Tripper	-	-	95	-	13.1	0.9	-	20	2	2
Route 700 SB/NB	Harris / Washington - Calle Madrid / Ave Vallejo AM Tripper	300	-	1,377	-	20.5	1.3	4	10	1	5
Route 701 SB/NB	Harris / Washington - Calle Madrid / Ave Vallejo PM Tripper	880	-	3,186	-	44.7	3.1	14	34	-	1
Route 800 NB	Shadow Hills High School AM Tripper	2,224	-	7,422	-	83.2	4.7	2	14	-	-
Route 801 SB	Jackson / 44th PM Tripper	2,068	-	7,265	-	144.4	8.2	-	1	1	12
Route 802 SB	Hwy 111 / Golf Center Pkwy PM Tripper	79	-	1,964	-	39.3	1.6	-	1	-	-
Route 803 NB	Shadow Hills High School AM Tripper	255	-	898	-	59.6	1.4	-	1	-	1
Fixed Route Total		177,680	168,536	850,425	855,473	10.6	0.7	6,282	33,944	1,388	7,718
SolVan		1,243	1,338	6,893	6,446						
SunRide		499	-	2,179	-						
Taxi Voucher		278	373	1,475	1,955						
SunDial		8,621	5,442	41,387	26,790	1.8	0.2				
System Total		188,321	175,689	902,359	890,664	8.3	0.6				
		Nov-21	Nov-20								
	Weekdays:	21	20								
	Saturdays:	4	4								
	Sundays:	4	5								
	Total Days:	29	29								

Haul Pass COD contributed with 1,666 rides, CSUSB with 1,890 rides, High School Haul Pass with 10,731 rides.
Mobile Ticketing contributed with 20,255 rides, the total for November 2021 includes 213 paratransit mobile tickets.



SunLine Transit Agency Monthly Ridership Report November 2021

Fixed Route		Description	Nov 2021	Nov 2020	FY 2022 YTD	FY 2021 YTD	Monthly KPI					
							Passengers/ Rev. Hours	Passengers/ Rev. Miles	Bikes		Wheelchairs	
								Monthly	FYTD	Monthly	FYTD	
Former Route 14	DHS/PS		-	25,000	-	130,936	-	-	-	-	-	
Former Route 15	DHS		-	3,572	-	21,200	-	-	-	-	-	
Former Route 20	DHS/PD		-	-	-	-	-	-	-	-	-	
Former Route 21	PD		-	-	-	-	-	-	-	-	-	
Former Route 24	PS		-	7,233	-	39,407	-	-	-	-	-	
Former Route 30	CC/PS		-	23,455	-	128,764	-	-	-	-	-	
Former Route 32	PD/RM/TP/CC/PS		-	10,455	-	49,633	-	-	-	-	-	
Former Route BUZZ	PS/BUZZ		-	-	-	-	-	-	-	-	-	
Former Route 54	Indio/LQ/IW/PD		-	-	-	-	-	-	-	-	-	
Former Route 90	LQ/BD		-	4,913	-	22,433	-	-	-	-	-	
Former Route 70	Indio		-	6,072	-	30,329	-	-	-	-	-	
Former Route 80	Indio		-	2,703	-	13,809	-	-	-	-	-	
Former Route 81	Coachella/Indio		-	2,947	-	15,437	-	-	-	-	-	
Former Route 91	I/Cch/Th/Mec/Oas		-	5,655	-	27,045	-	-	-	-	-	
Former Route 95	I/Cch/Th/Mec/NS		-	1,155	-	5,628	-	-	-	-	-	
Former Route 111	PS to Indio		-	75,376	-	370,852	-	-	-	-	-	
Former Route 220	PD to Riverside		-	-	-	-	-	-	-	-	-	
Fixed Route Total			177,680	168,536	850,425	855,473	10.6	0.7	6,282	33,944	1,388	7,718
SolVan			1,243	1,338	6,893	6,446						
SunRide			499	-	2,179	-						
Taxi Voucher			278	373	1,475	1,955						
SunDial			8,621	5,442	41,387	26,790	1.8	0.2				
System Total			188,321	175,689	902,359	890,664	8.3	0.6				
			Nov-21	Nov-20								
Weekdays:			21	20								
Saturdays:			4	4								
Sundays:			4	5								
Total Days:			29	29								

Haul Pass COD contributed with 1,666 rides, CSUSB with 1,890 rides, High School Haul Pass with 10,731 rides.
Mobile Ticketing contributed with 20,255 rides, the total for November 2021 includes 213 paratransit mobile tickets.



SunLine Transit Agency Monthly Ridership Report December 2021

Fixed Route	Description	Dec 2021	Dec 2020	FY 2022	FY 2021	Monthly KPI		Bikes		Wheelchairs	
				YTD	YTD	Passengers/ Rev. Hours	Passengers/ Rev. Miles	Monthly	FYTD	Monthly	FYTD
Route 1	Coachella - Hwy 111 - Palm Springs	72,822	-	422,268	-	12.2	0.8	3,214	20,119	603	4,022
Route 2	Desert Hot Springs - Palm Springs - Cathedral City	45,891	-	286,362	-	16.5	1.2	1,561	10,773	387	2,779
Route 3	Desert Hot Springs - Desert Edge	4,626	-	27,417	-	10.6	0.7	67	480	37	347
Route 4	Westfield Palm Desert - Palm Springs	14,892	-	89,954	-	7.9	0.5	429	3,298	104	623
Route 5	Desert Hot Springs - CSUSB - Palm Desert	1,204	-	4,139	-	4.6	0.2	70	172	4	41
Route 6	Coachella - Fred Waring - Westfield Palm Desert	6,519	-	34,402	-	4.6	0.4	177	1,124	31	216
Route 7	Bermuda Dunes - Indian Wells - La Quinta	5,419	-	31,036	-	9.4	0.7	264	1,754	53	318
Route 8	North Indio - Coachella - Thermal/Mecca	10,372	-	59,410	-	6.5	0.4	262	1,664	76	395
Route 9	North Shore - Mecca - Oasis	6,039	-	28,877	-	5.1	0.2	24	421	96	325
Route 10	Indio - CSUSB - San Bernardino - Metrolink	910	-	9,526	-	9.7	0.1	9	88	3	18
Route 200 SB	Palm Springs High School AM Tripper	297	-	1,507	-	29.5	1.4	-	1	1	3
Route 400 SB	Raymond Cree / Palm Springs HS Tripper	152	-	852	-	15.4	1.0	1	3	2	4
Route 401 SB/NB	Vista Chino / Sunrise PM Tripper	-	-	206	-	8.0	0.6	-	-	-	-
Route 402 NB	Palm Canyon / Stevens AM Tripper	36	-	243	-	9.2	0.6	-	4	-	-
Route 403 NB	Vista Chino / Sunrise PM Tripper	89	-	503	-	27.0	0.9	-	2	-	-
Route 500 SB	Westfield Palm Desert PM Tripper	168	-	952	-	28.3	1.8	4	42	-	3
Route 501 NB	Palm Desert High School AM Tripper	-	-	95	-	13.1	0.9	3	23	-	2
Route 700 SB/NB	Harris / Washington - Calle Madrid / Ave Vallejo AM Tripper	324	-	1,701	-	21.0	1.3	6	16	-	5
Route 701 SB/NB	Harris / Washington - Calle Madrid / Ave Vallejo PM Tripper	515	-	3,701	-	45.8	3.0	-	34	1	2
Route 800 NB	Shadow Hills High School AM Tripper	1,634	-	9,056	-	99.0	4.9	-	14	3	3
Route 801 SB	Jackson / 44th PM Tripper	1,688	-	8,953	-	137.7	8.1	-	1	4	16
Route 802 SB	Hwy 111 / Golf Center Pkwy PM Tripper	-	-	1,964	-	25.5	1.3	-	1	-	-
Route 803 NB	Shadow Hills High School AM Tripper	24	-	922	-	21.4	1.0	-	1	-	1
Fixed Route Total		173,621	168,364	1,024,046	1,023,837	10.7	0.7	6,091	40,035	1,405	9,123
SolVan		1,336	1,406	8,229	7,852						
SunRide		514	-	2,693	-						
Taxi Voucher		250	306	1,725	2,261						
SunDial		8,659	5,373	50,046	32,163	1.8	0.1				
System Total		184,380	175,449	1,086,739	1,066,113	8.4	0.5				
		Dec-21	Dec-20								
	Weekdays:	22	22								
	Saturdays:	3	4								
	Sundays:	5	4								
	Total Days:	30	30								

Haul Pass COD contributed with 1,324 rides, CSUSB with 620 rides, High School Haul Pass with 9,507 rides.
Mobile Ticketing contributed with 19,368 rides, the total for December 2021 includes 215 paratransit mobile tickets.



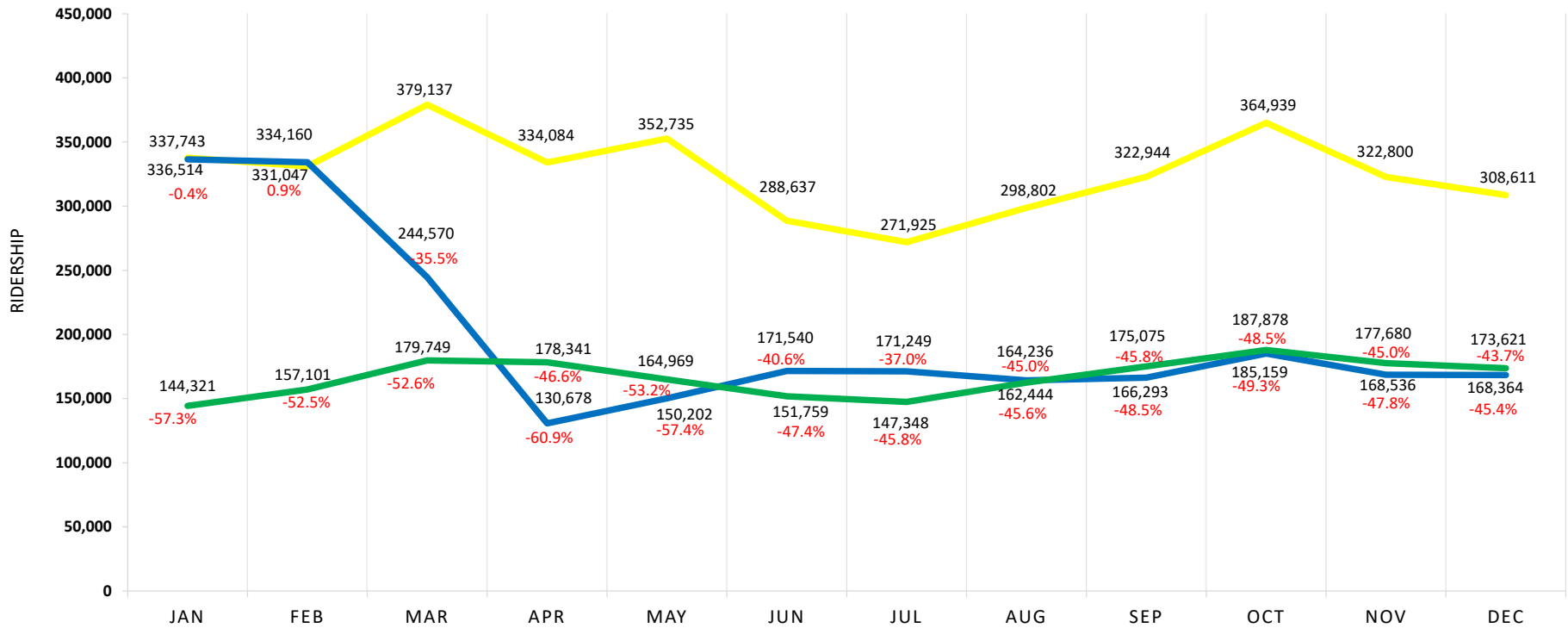
SunLine Transit Agency Monthly Ridership Report December 2021

Fixed Route		Description	Dec 2021	Dec 2020	FY 2022 YTD	FY 2021 YTD	Monthly KPI		Bikes		Wheelchairs	
							Passengers/ Rev. Hours	Passengers/ Rev. Miles	Monthly	FYTD	Monthly	FYTD
Former Route 14	DHS/PS		-	25,072	-	156,008	-	-	-	-	-	-
Former Route 15	DHS		-	3,874	-	25,074	-	-	-	-	-	-
Former Route 20	DHS/PD		-	-	-	-	-	-	-	-	-	-
Former Route 21	PD		-	-	-	-	-	-	-	-	-	-
Former Route 24	PS		-	6,916	-	46,323	-	-	-	-	-	-
Former Route 30	CC/PS		-	24,347	-	153,111	-	-	-	-	-	-
Former Route 32	PD/RM/TP/CC/PS		-	10,488	-	60,121	-	-	-	-	-	-
Former Route BUZZ	PS/BUZZ		-	-	-	-	-	-	-	-	-	-
Former Route 54	Indio/LQ/IW/PD		-	-	-	-	-	-	-	-	-	-
Former Route 90	LQ/BD		-	5,106	-	27,539	-	-	-	-	-	-
Former Route 70	Indio		-	6,525	-	36,854	-	-	-	-	-	-
Former Route 80	Indio		-	2,543	-	16,352	-	-	-	-	-	-
Former Route 81	Coachella/Indio		-	2,875	-	18,312	-	-	-	-	-	-
Former Route 91	I/Cch/Th/Mec/Oas		-	5,217	-	32,262	-	-	-	-	-	-
Former Route 95	I/Cch/Th/Mec/NS		-	3,140	-	8,768	-	-	-	-	-	-
Former Route 111	PS to Indio		-	72,261	-	443,113	-	-	-	-	-	-
Former Route 220	PD to Riverside		-	-	-	-	-	-	-	-	-	-
Fixed Route Total			173,621	168,364	1,024,046	1,023,837	10.7	0.7	6,091	40,035	1,405	9,123
SolVan			1,336	1,406	8,229	7,852						
SunRide			514	-	2,693	-						
Taxi Voucher			250	306	1,725	2,261						
SunDial			8,659	5,373	50,046	32,163	1.8	0.1				
System Total			184,380	175,449	1,086,739	1,066,113	8.4	0.5				
			Dec-21	Dec-20								
		Weekdays:	22	22								
		Saturdays:	3	4								
		Sundays:	5	4								
		Total Days:	30	30								

Haul Pass COD contributed with 1,324 rides, CSUSB with 620 rides, High School Haul Pass with 9,507 rides.
Mobile Ticketing contributed with 19,368 rides, the total for December 2021 includes 215 paratransit mobile tickets.

Fixed Route Ridership COVID-19 Recovery

— 2019
 — 2020
 — 2021
 %VAR. 2019 vs 2020
 %VAR. 2019 vs 2021



Since March 21, 2020, thru September 4, 2021, SunLine operated at a reduced level of service, Level 3, in response to the COVID-19 disease.

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

FY 2022 data includes the resumption of the school trippers in March 2021, and the new Route 10 that started on July 12, 2021.

On October 17, 2021, SunLine commenced operations under Level 2.

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

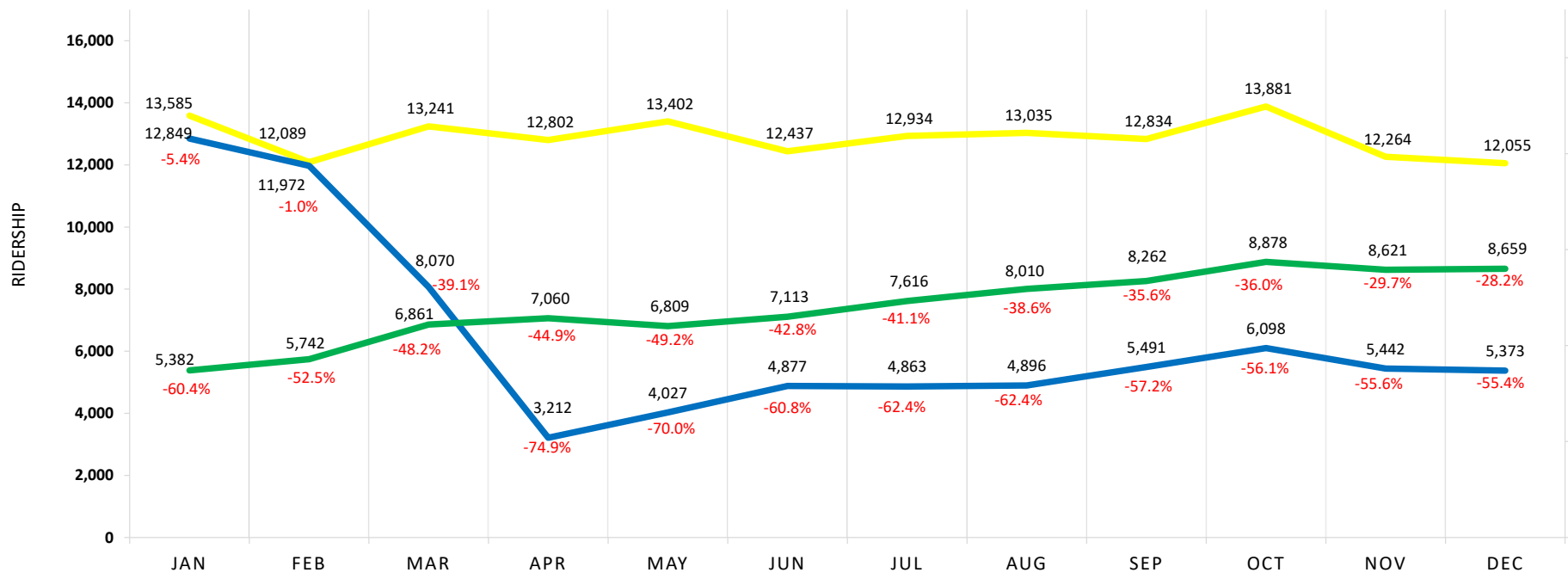
FY 2020 Actual = 3,379,520

FY 2021 Actual = 2,000,077

FY 2022 SRTP Predicted = 1,755,235

Paratransit Ridership COVID-19 Recovery

2019 2020 2021 %VAR. 2019 vs 2020 %VAR. 2019 vs 2021



Paratransit ridership continues to increase since the easing of COVID-19 restrictions, increased vaccination rates, the opening of businesses, schools, and entertainment venues. Variances 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: January 26, 2022 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: SunDial Operational Notes for November and December 2021

Summary:

The attached report summarizes SunDial's operation for November and December 2021. This report identifies that the on-time performance for November was under the Agency's internal 90% goal by 0.3%. There was an increase of late trips compared to November 2020, due to a 63.5% increase in total trips (3,152) and a 58.3% increase in total passengers (3,178). The total miles increased by 9,117 and mobility device boardings increased by 204. Road Supervisors performed 55 onboard inspections and 46 safety evaluations which include pre-trip inspections and trailing evaluations.

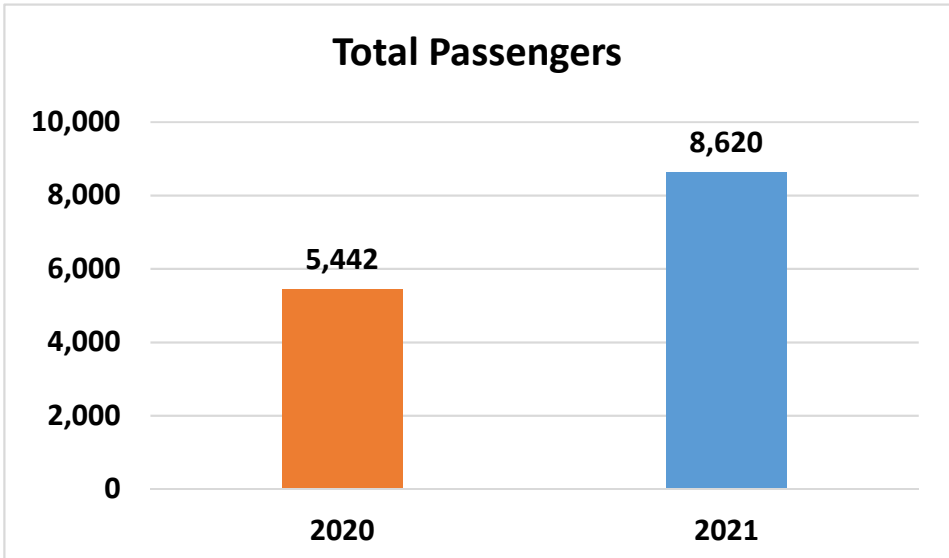
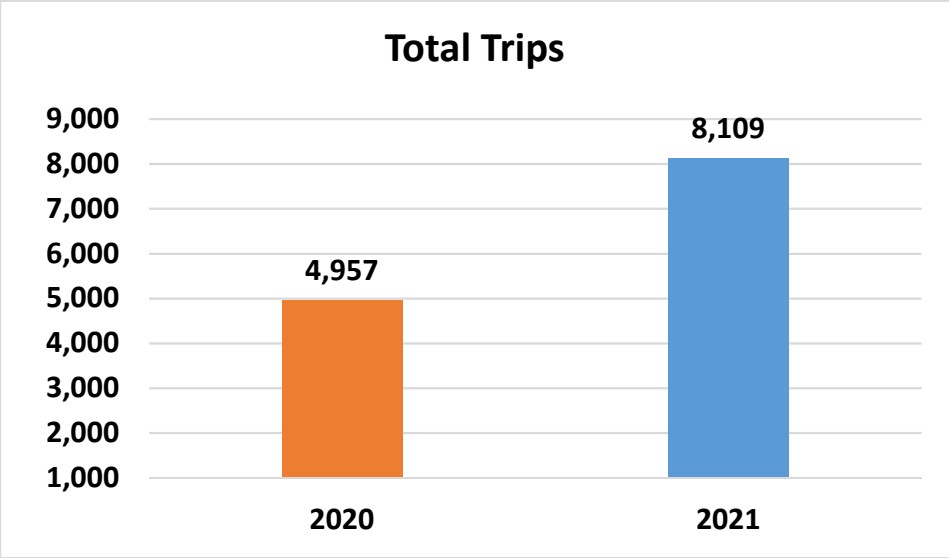
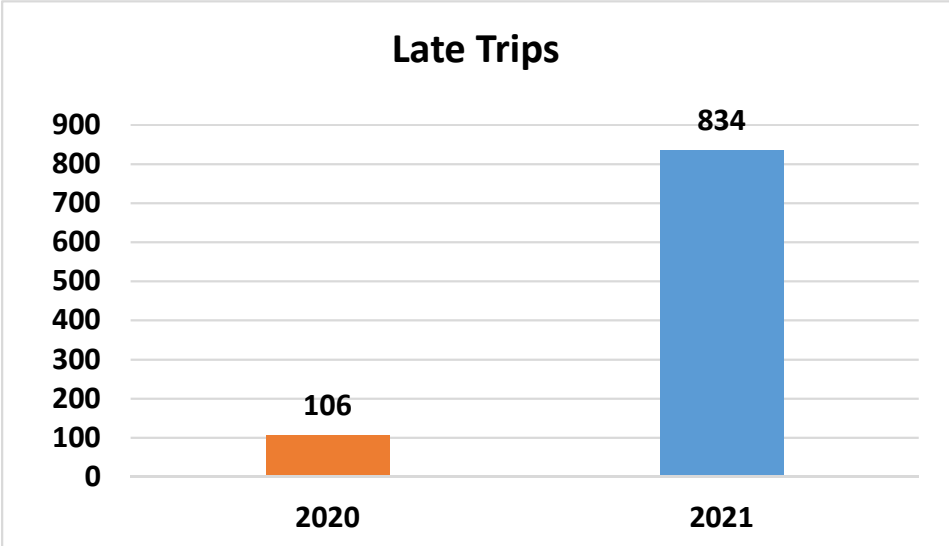
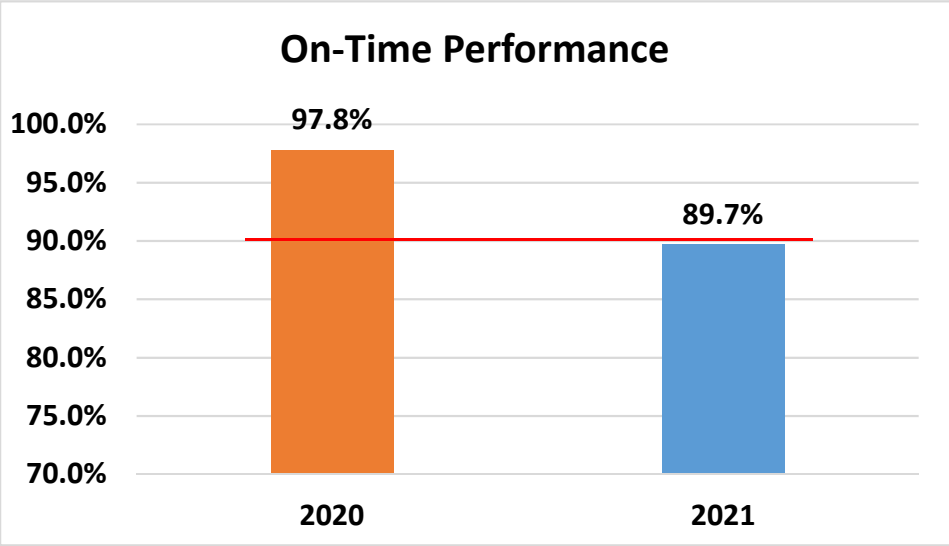
For the month of December, the on-time performance was under the Agency's internal 90% goal by 0.3%. There was an increase in late trips compared to December 2020, due to a 64.8% increase in total trips (3,200) and a 61.1% increase in total passengers (3,286). The total miles increased by 10,606 and mobility device boardings increased by 393. Road Supervisors performed 66 onboard inspections and 66 safety evaluations.

Recommendation:

Receive and file.

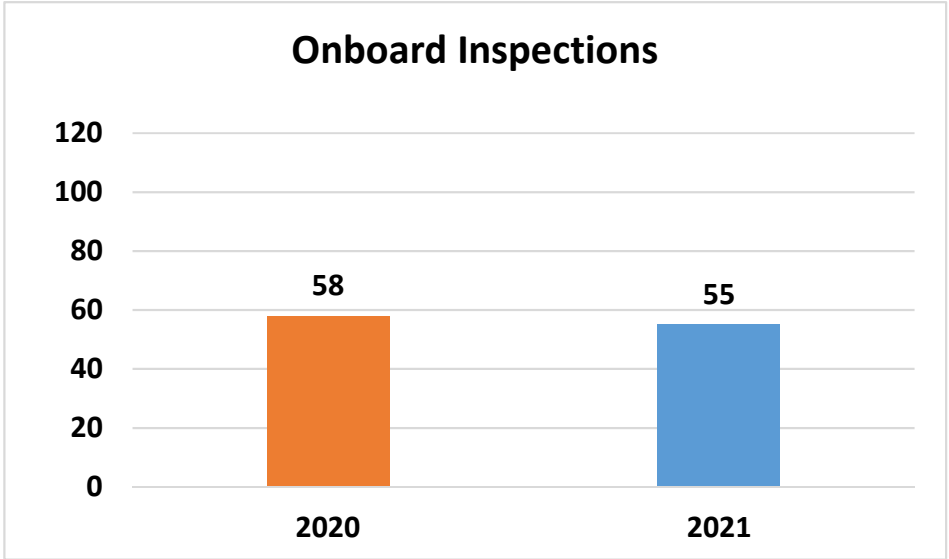
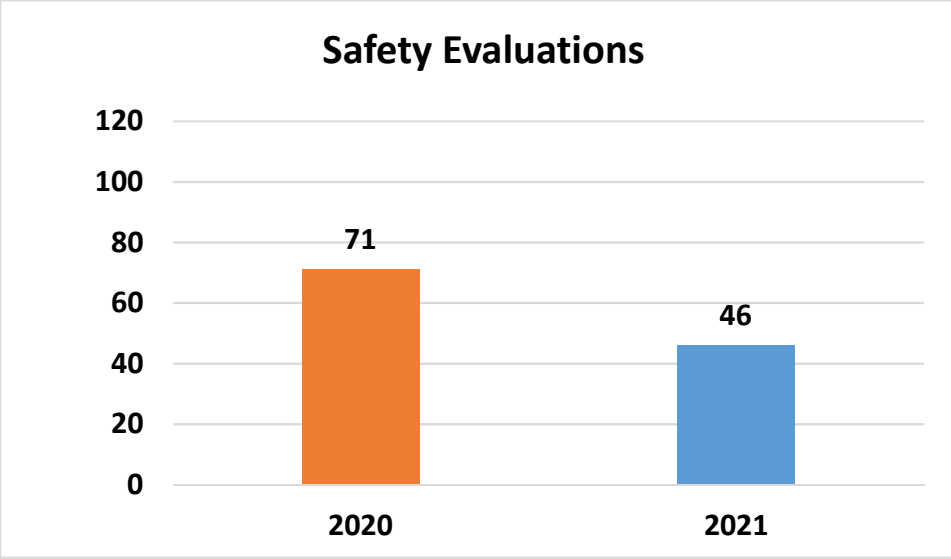
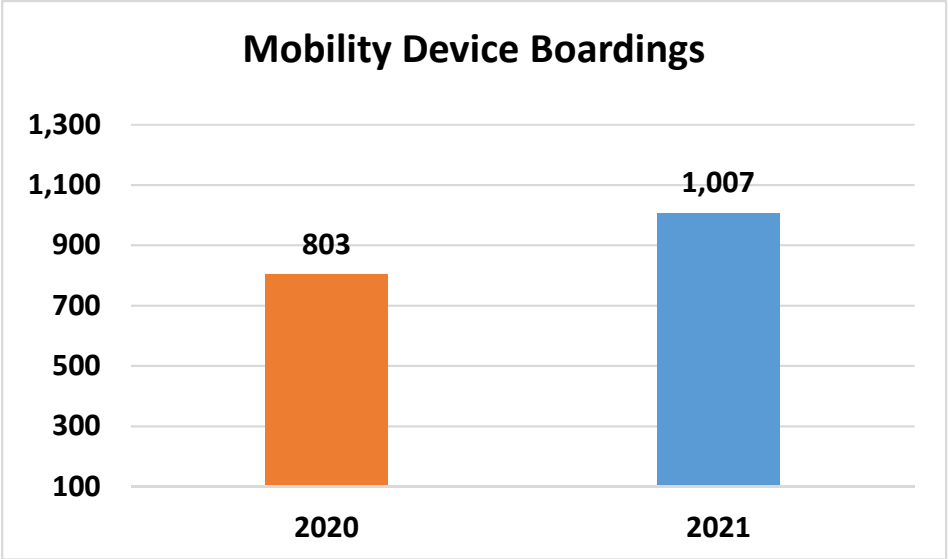
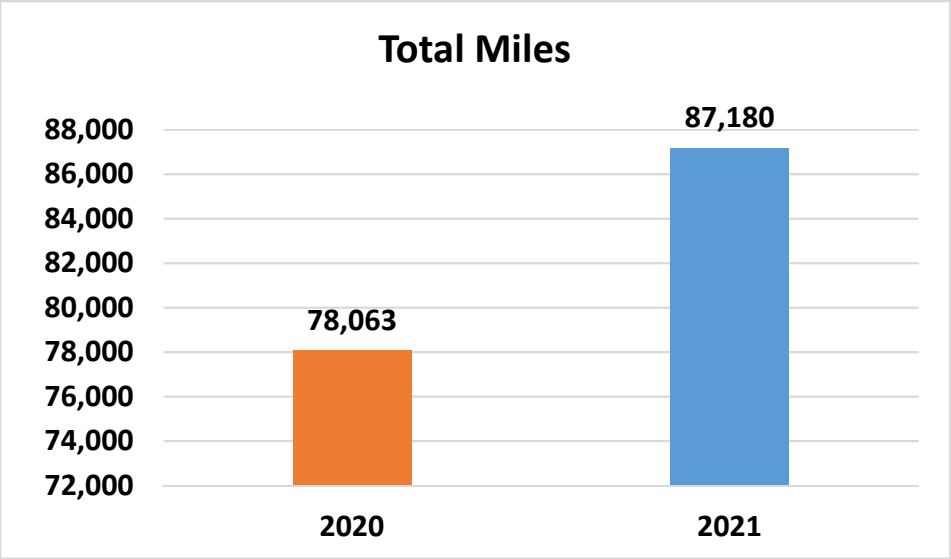
SunDial Operational Charts

November 2020 vs. November 2021



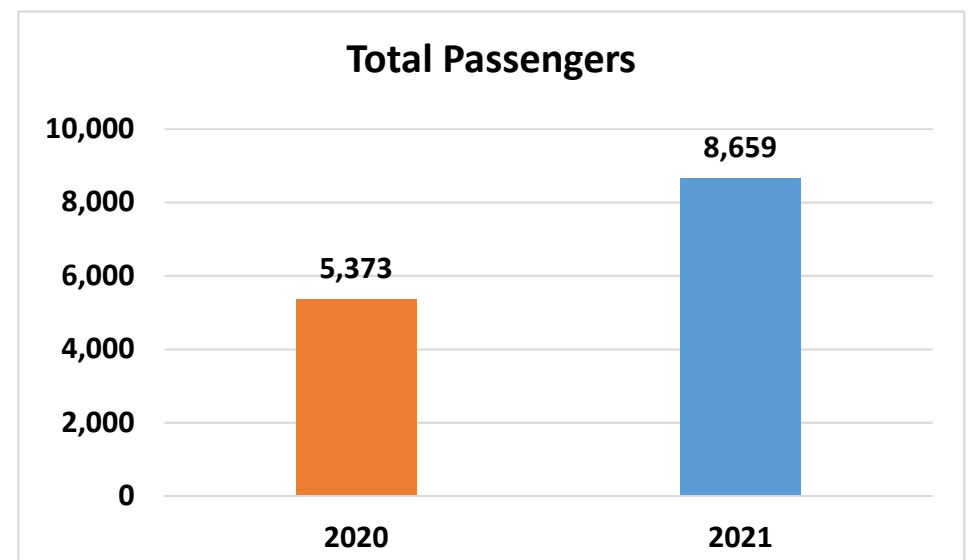
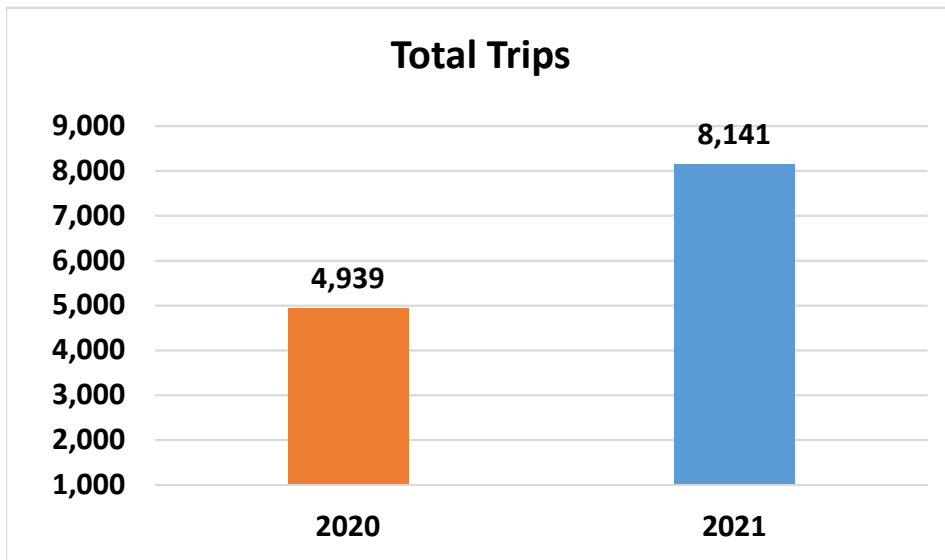
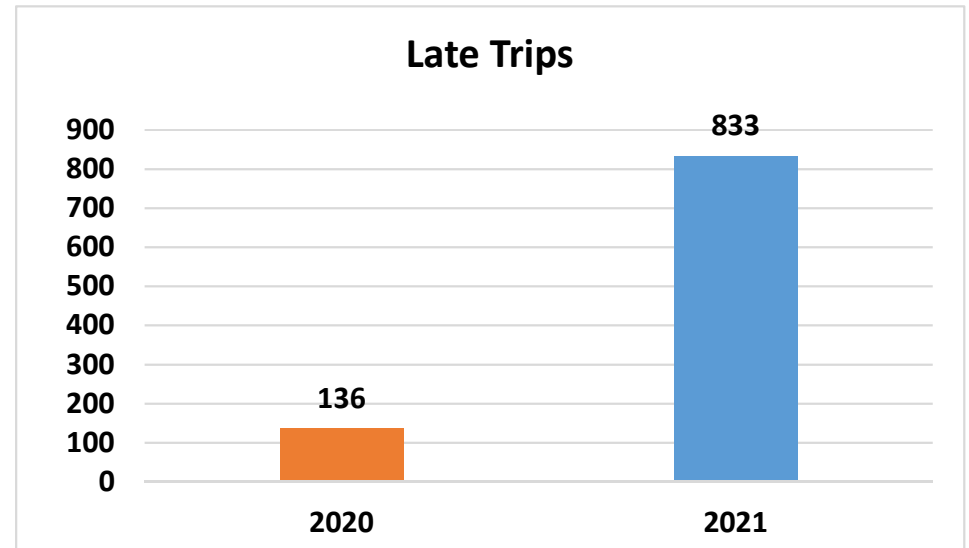
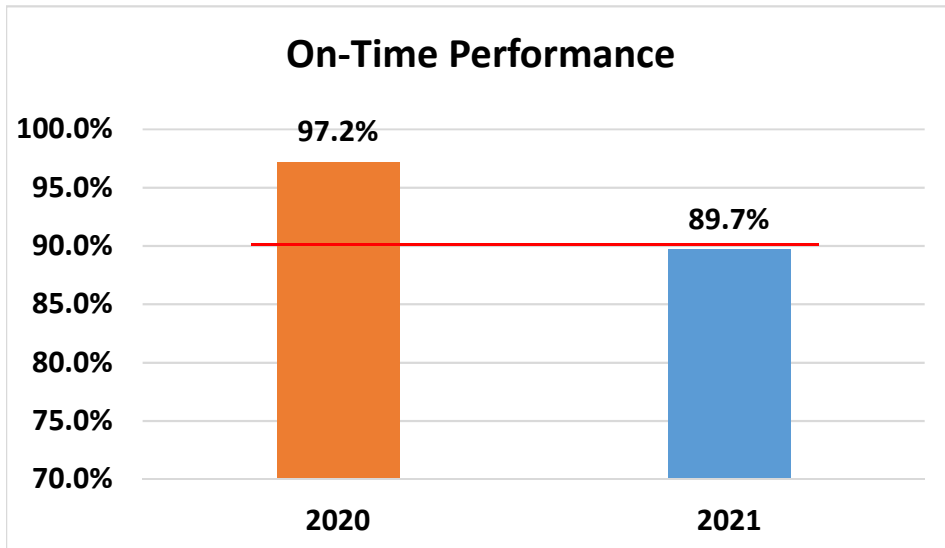
SunDial Operational Charts

November 2020 vs. November 2021



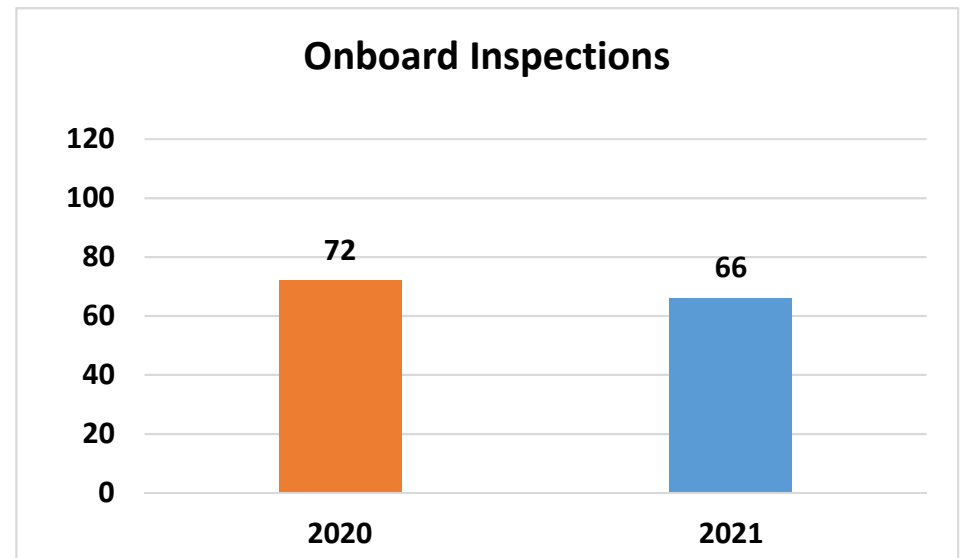
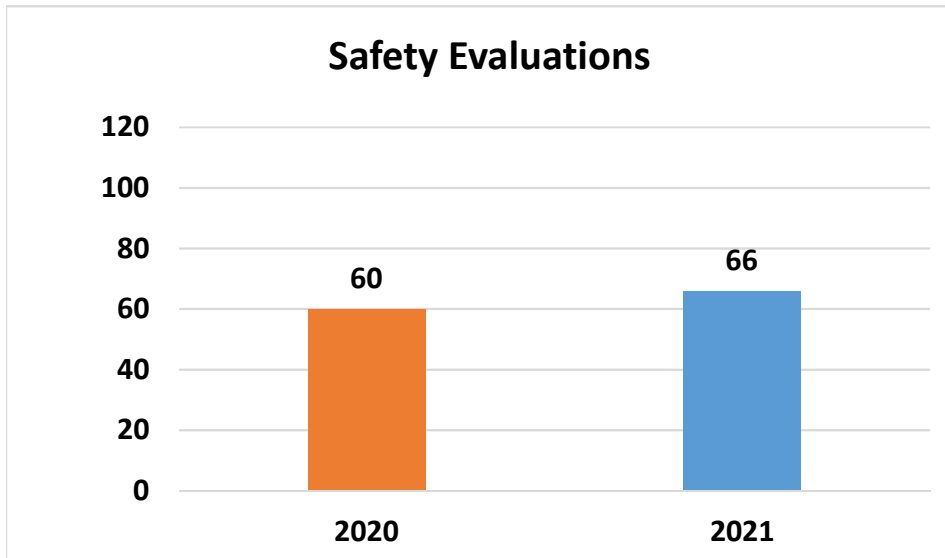
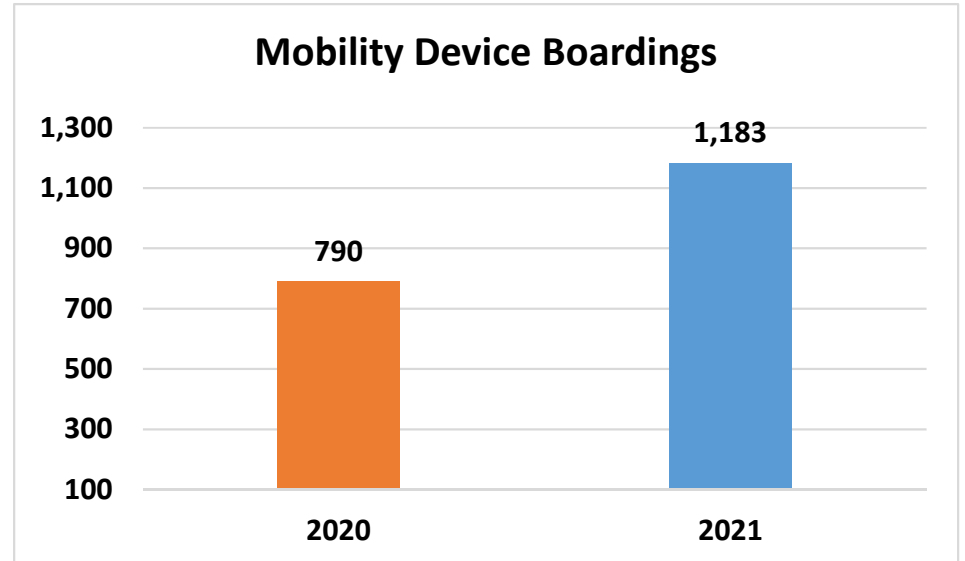
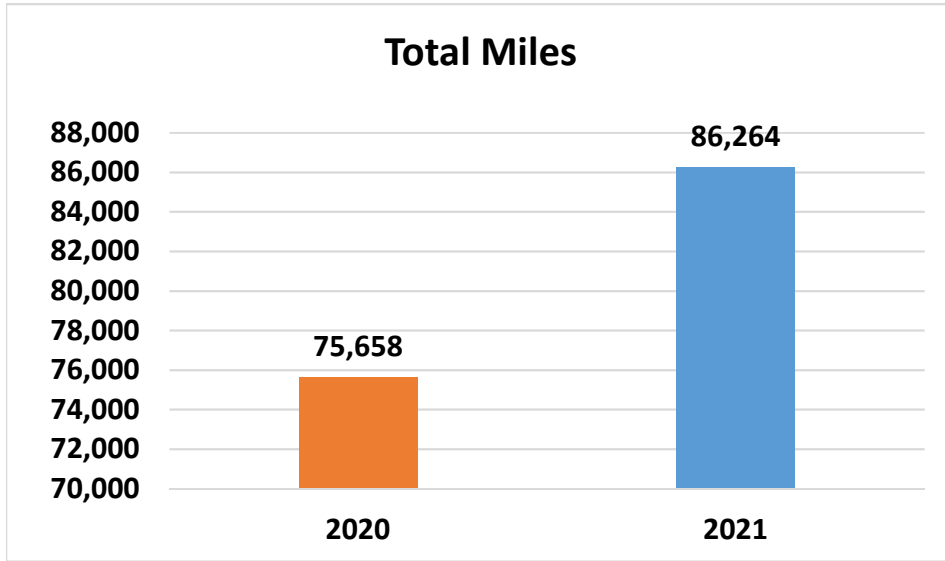
SunDial Operational Charts

December 2020 vs. December 2021



SunDial Operational Charts

December 2020 vs. December 2021



SunLine Transit Agency
CONSENT CALENDAR

DATE: January 26, 2022 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Metrics for November and December 2021

Summary:

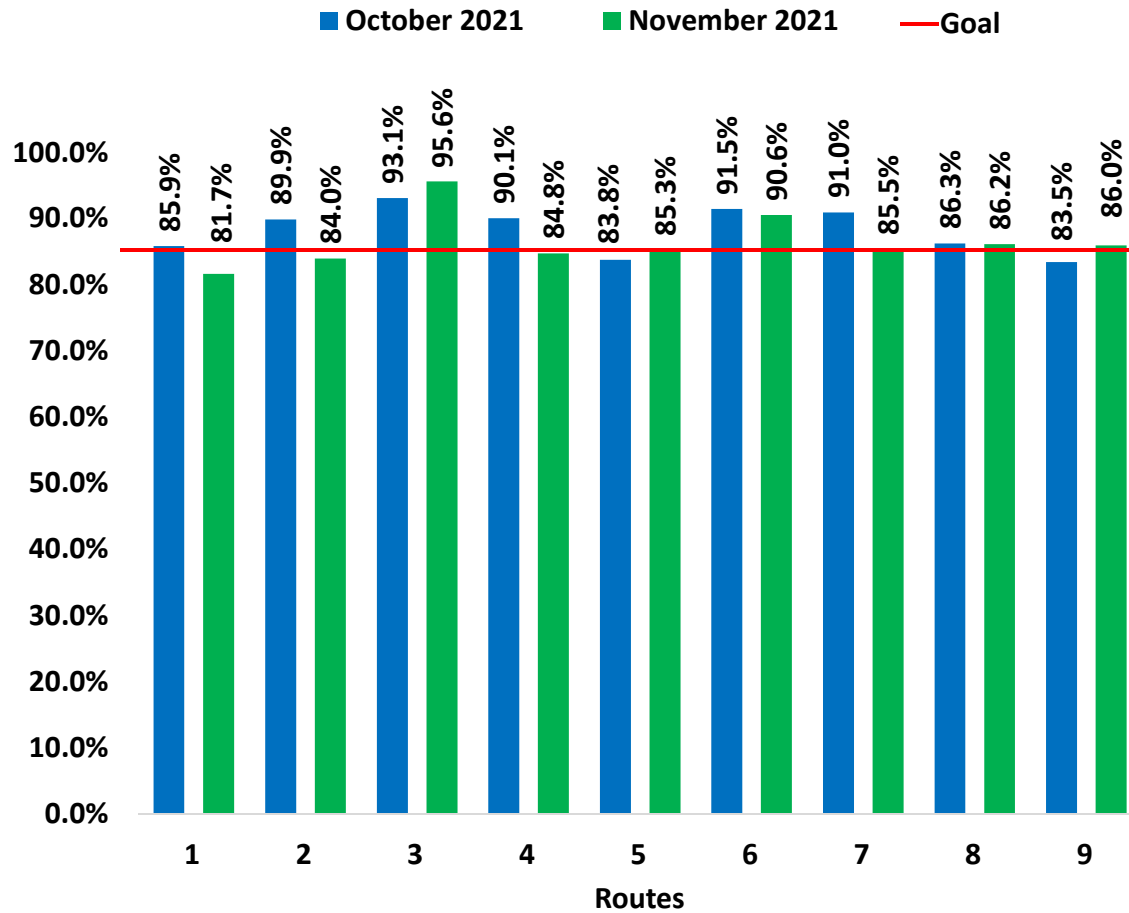
The metrics packet includes data highlighting on-time performance, early departures, late departures, late cancellations, operator absences, fixed route customer feedback, paratransit customer feedback, advertising revenue and system performance. SunRide performance includes system-wide, trip booking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

- Along Routes 1, 2 and 9 late performance increased due to construction, weather road closures and various events valley wide. We are continuously monitoring and identifying problem areas.
- SunRide November 2021
 - Coachella had its highest performing month with 182 trips.
 - Desert Hot Springs app usage increased to 75% of trip bookings.
- SunRide December 2021
 - Palm Desert had its best month with 118 rides.
 - Palm Desert app usage increased to 84% of trip bookings.
 - Mecca/North Shore trips declined by 31 trips.
- Due to winter off-season, last day for fall classes was on December 3, 2021 causing a decrease in rides for the Haul Pass CSUSB.

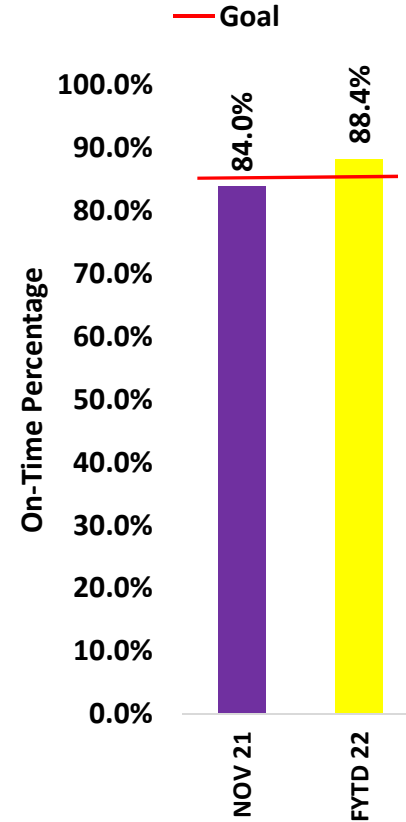
Recommendation:

Receive and file.

On-Time Performance Percentage by Route



On-Time Performance System-Wide

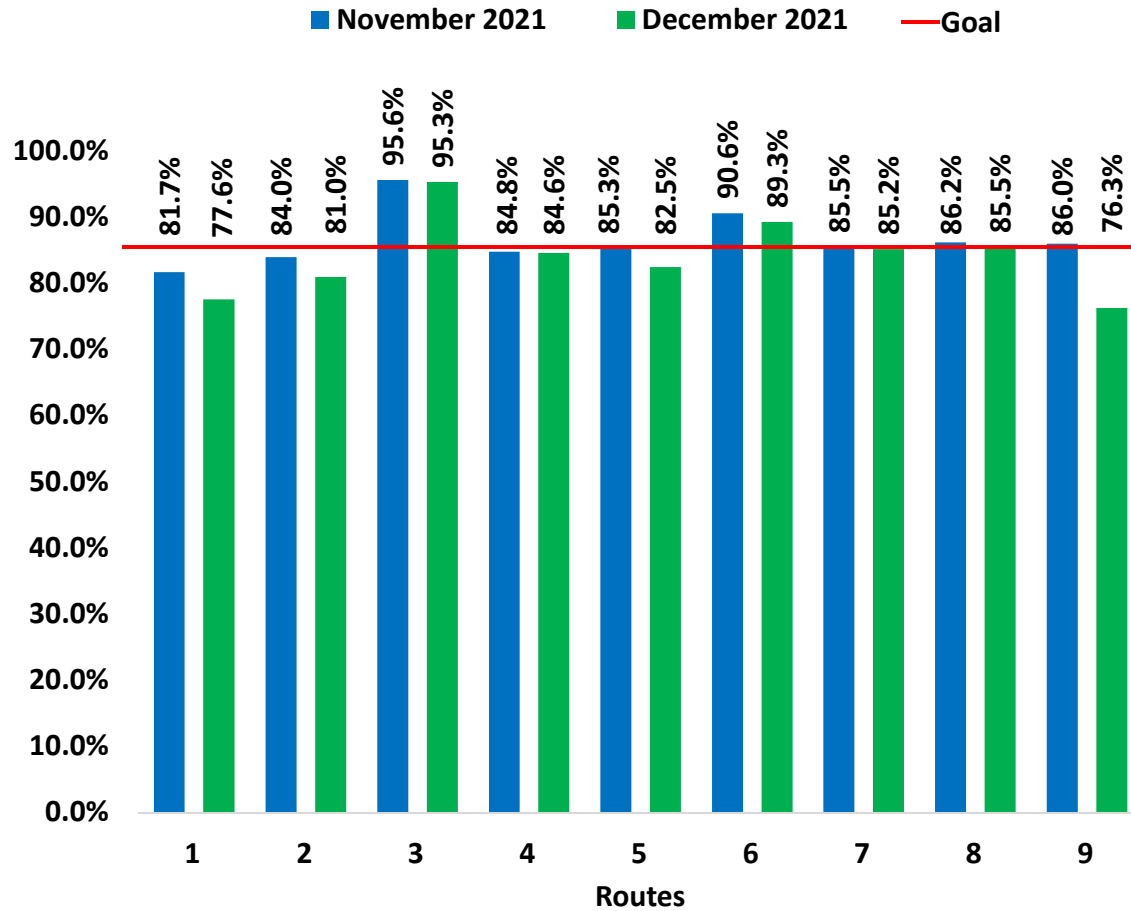


Definition: "On-Time" - When a trip departs a time point within a range of zero minutes early to five minutes late.

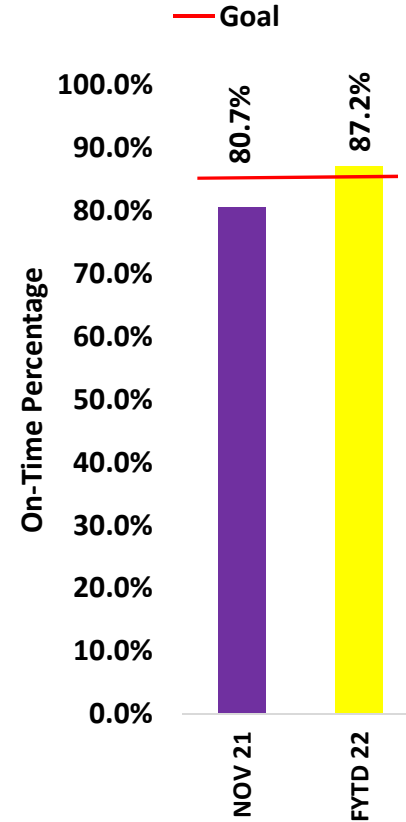
Goal: Minimum target for On-Time performance is 85%.

Exceptions: Detours & valley events, passenger problems.

On-Time Performance Percentage by Route



On-Time Performance System-Wide



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

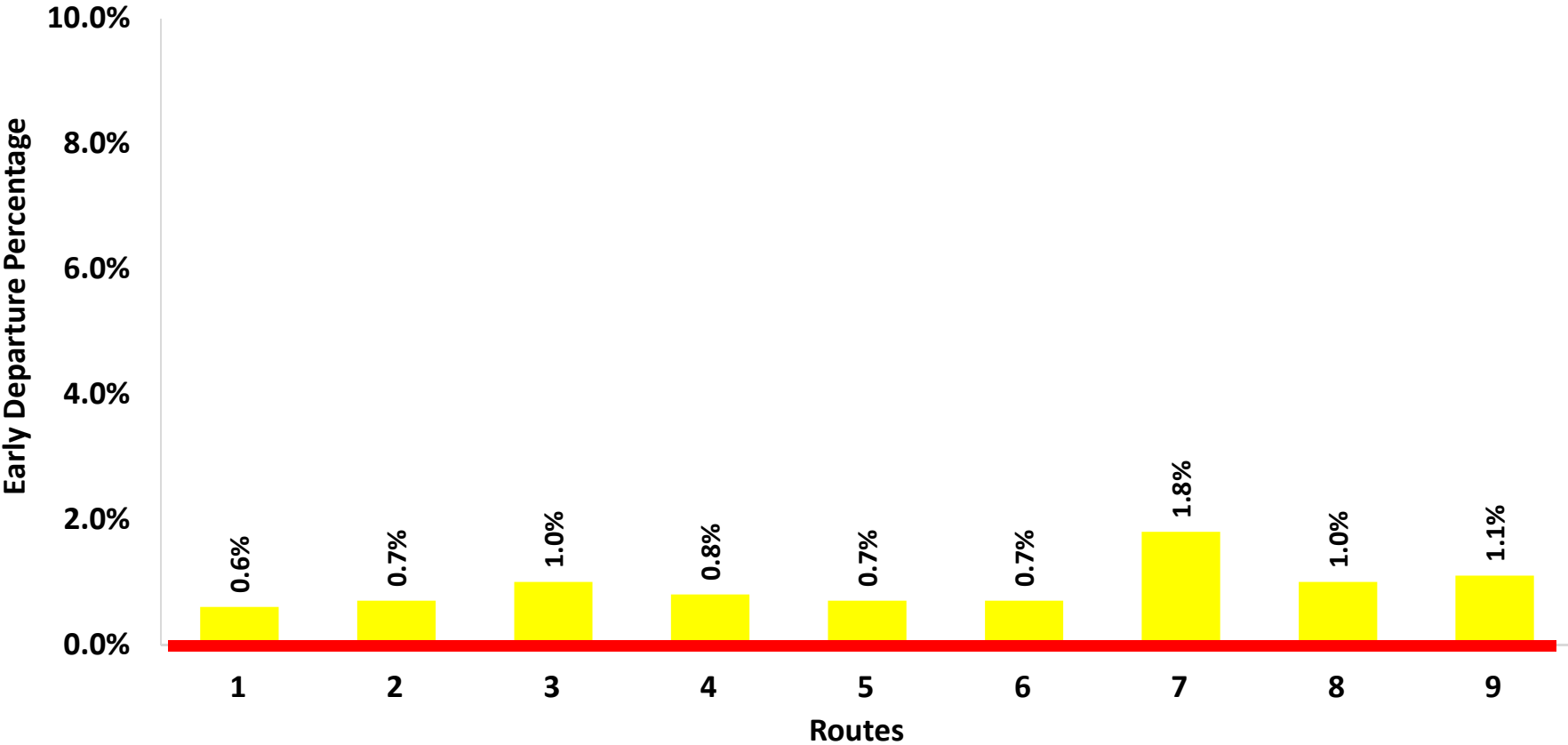
Goal: Minimum target for On-Time performance is 85%.

Exceptions: Detours & valley events, passenger problems.

Early Departures by Route FYTD

November 2021

FY22 Goal



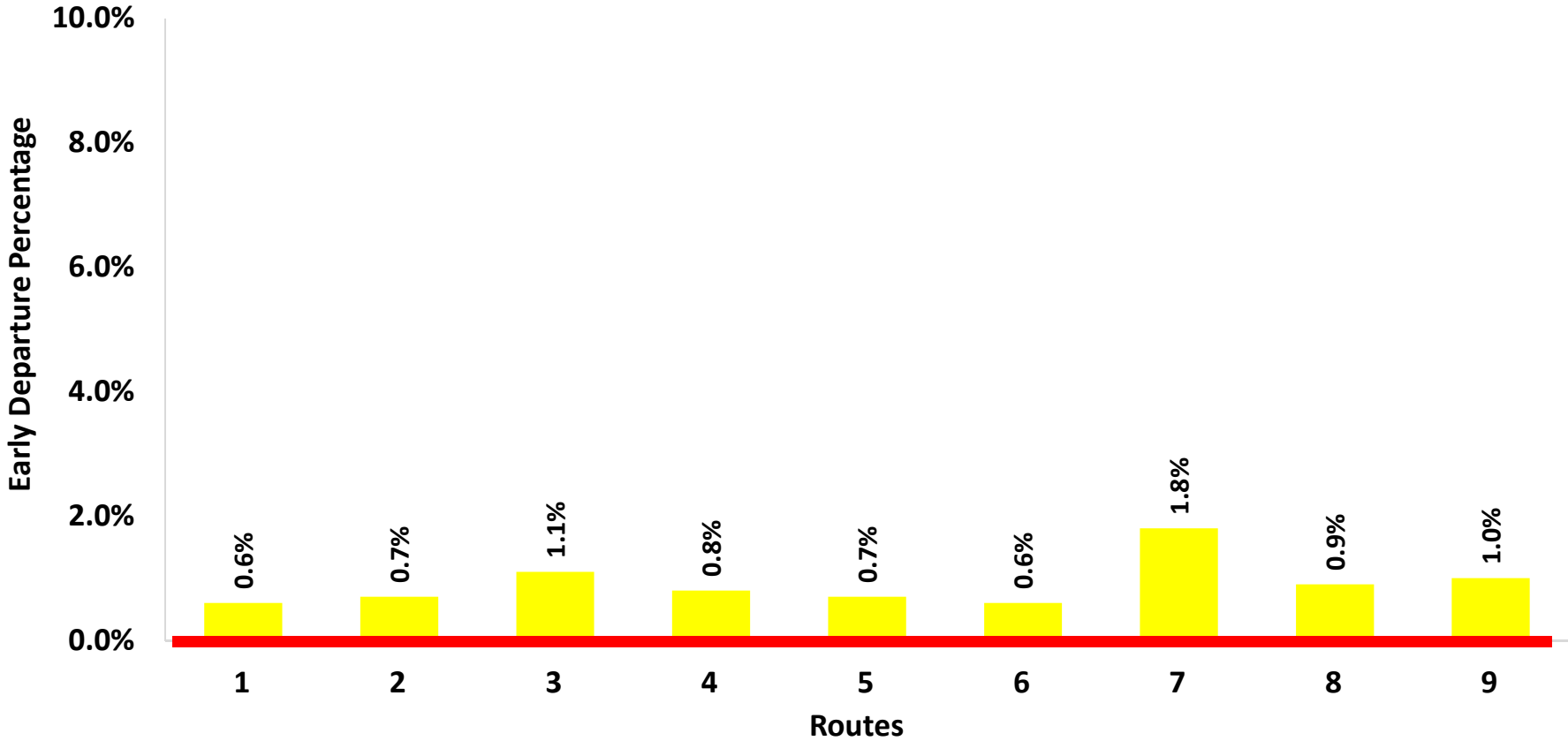
Definition: When a bus leaves a time point ahead of the scheduled departure time.

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

Early Departures by Route FYTD

December 2021

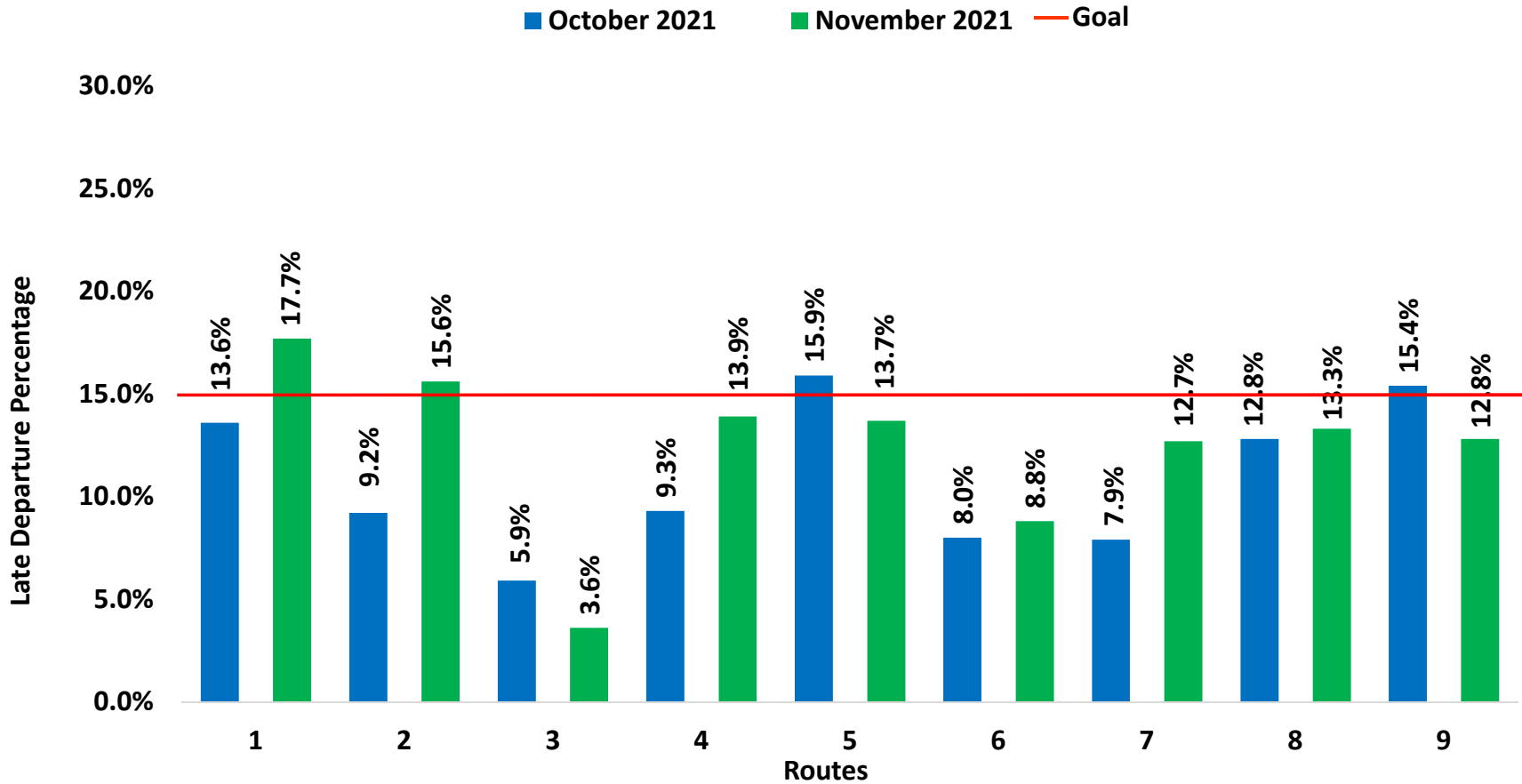
FY22 Goal



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

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

Late Departure Percentage by Route

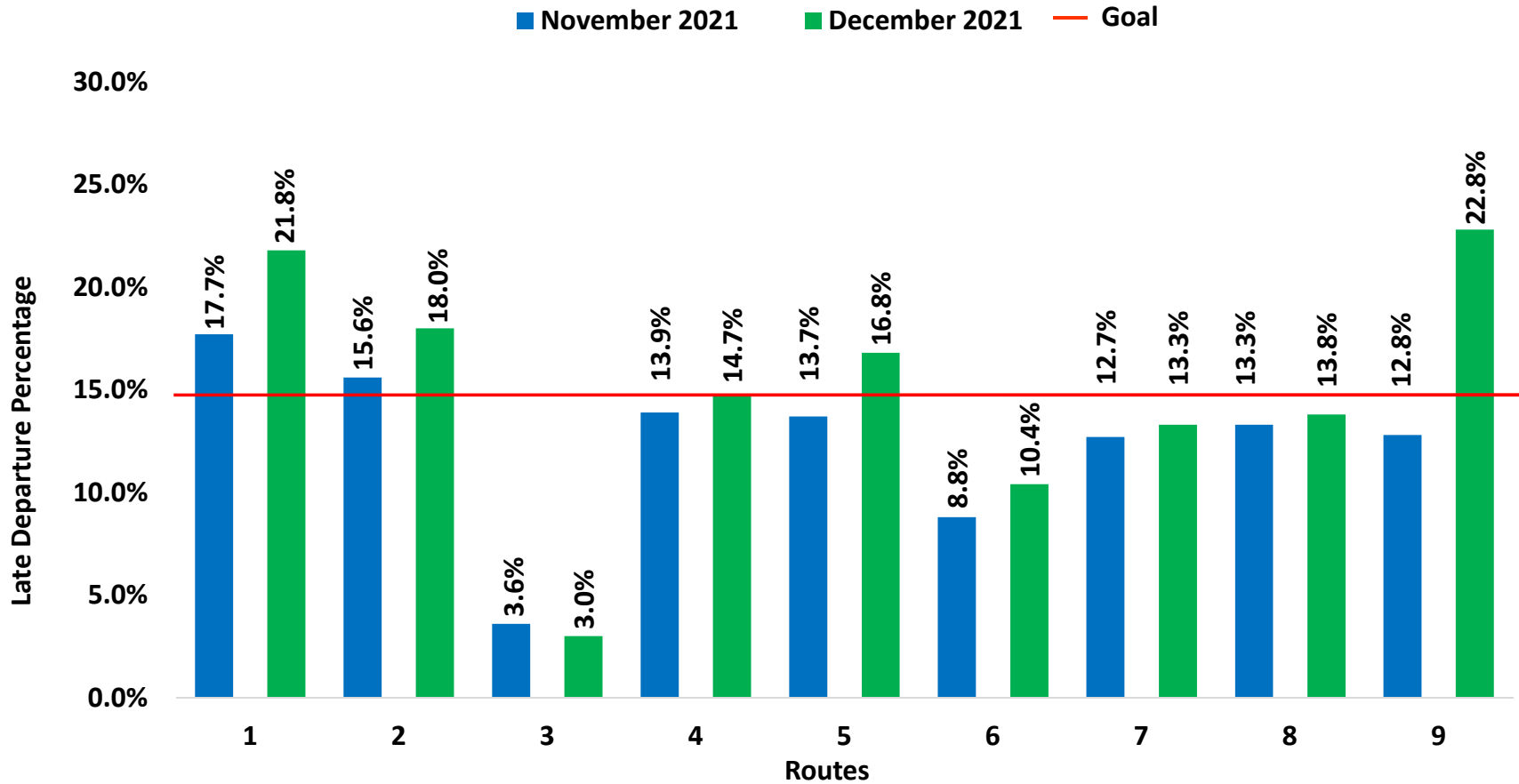


Late Definition: When a bus leaves a time point after the scheduled departure time and the route is running late with a departure greater than 5 minutes.

Goal: To ensure late departures remain below 15%.

Note: Along Routes 1, 2 and 9 late performance increased due to construction, weather road closures and various events valley wide. We are continuously monitoring and identifying problem areas.

Late Departure Percentage by Route

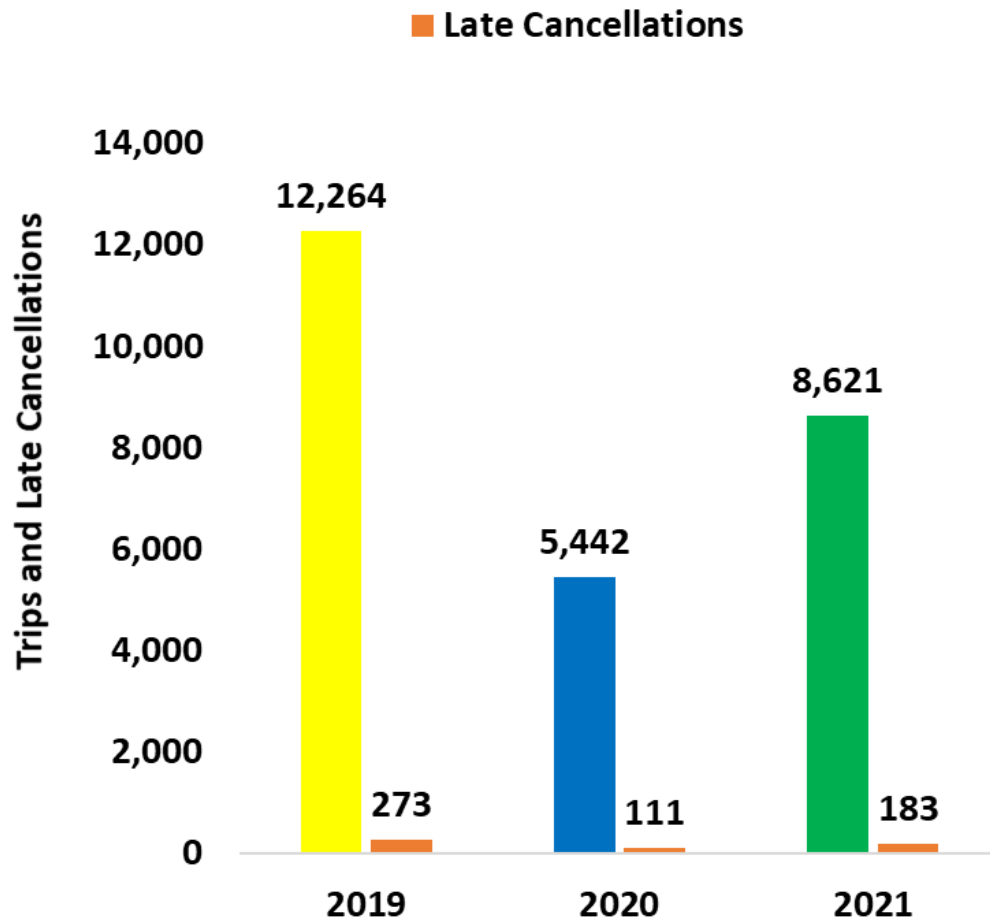


Late Definition: When a bus leaves a time point after the scheduled departure time and the route is running late with a departure greater than 5 minutes.

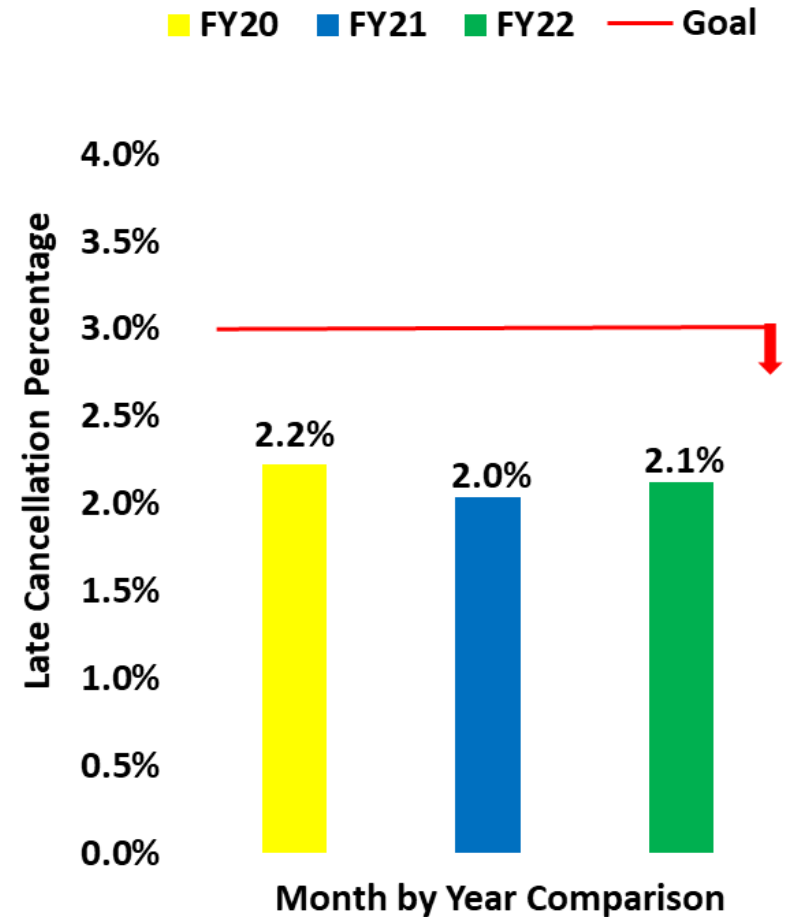
Goal: To ensure late departures remain below 15%.

Note: Along Routes 1, 2 and 9 late performance increased due to construction, weather road closures and various events valley wide. We are continuously monitoring and identifying problem areas.

Total Trips vs. Late Cancellations November



Late Cancellation Percentage



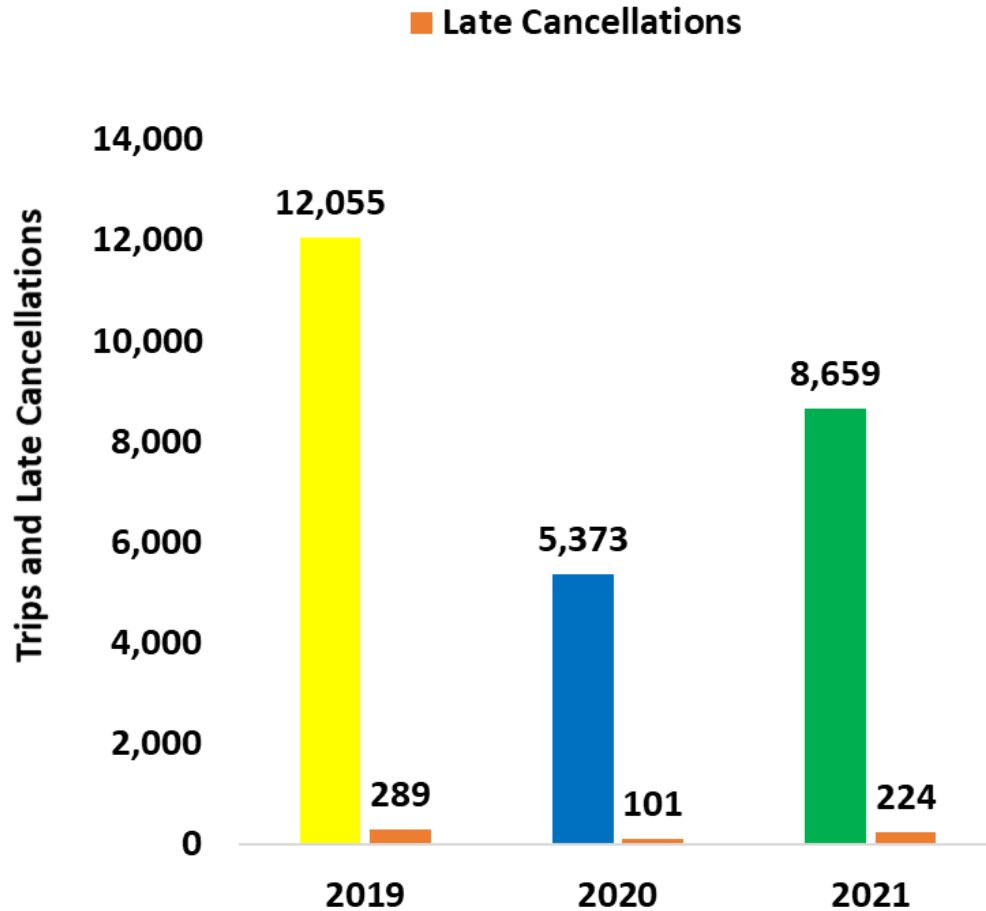
Trip: A one-way trip booked by the rider. A round trip is counted as two (2) trips.

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

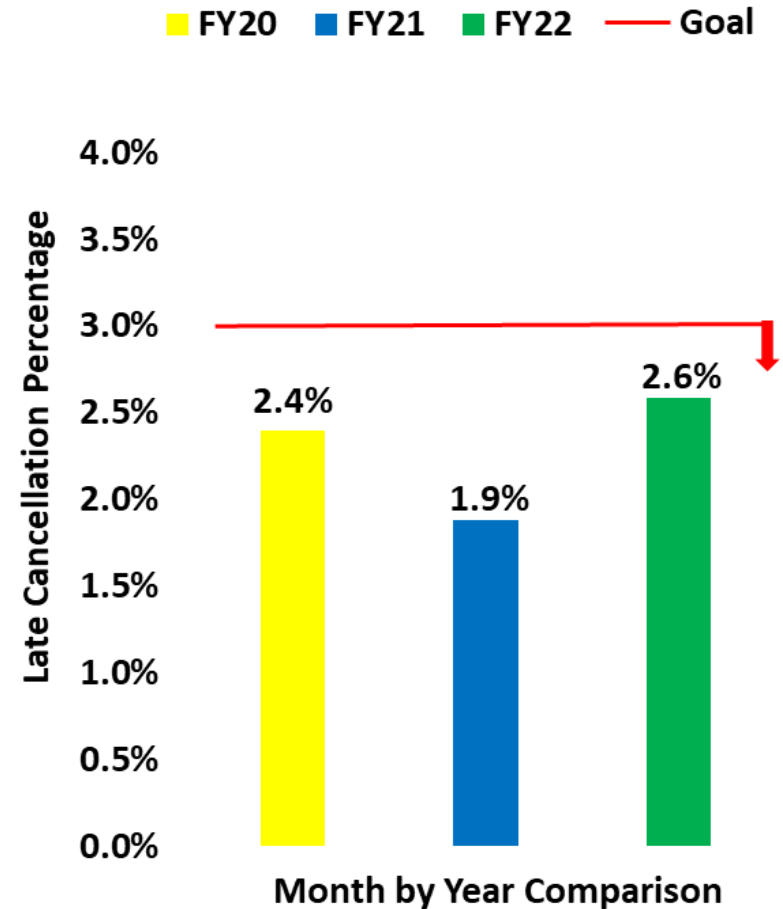
Goal for Late Cancellations: 3% or below.

Total Trips: Total one-way trips completed.

Total Trips vs. Late Cancellations December



Late Cancellation Percentage



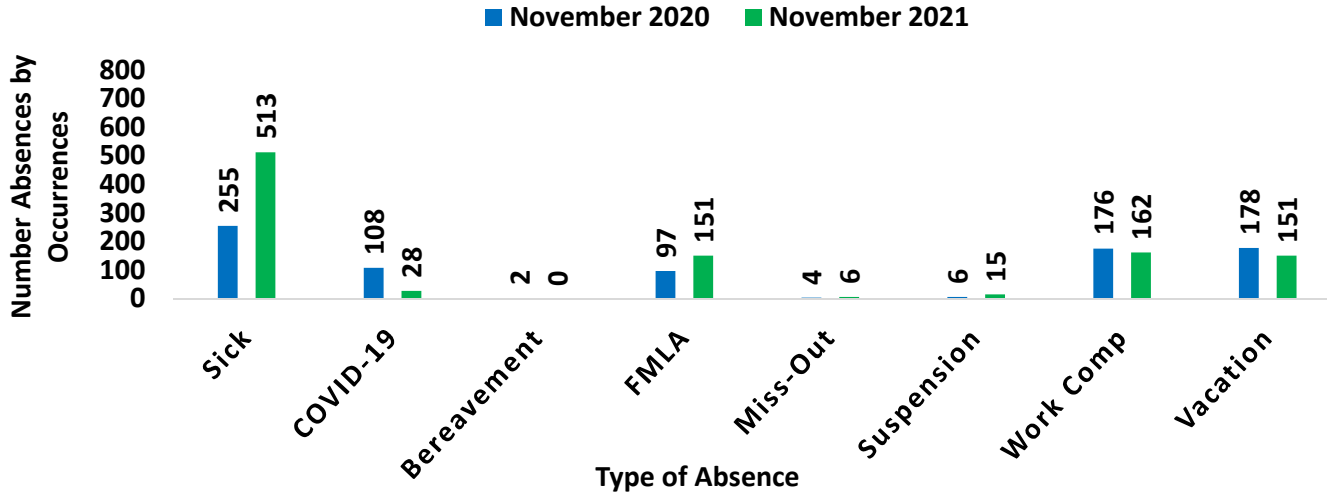
Trip: A one-way trip booked by the rider. A round trip is counted as two (2) trips.

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

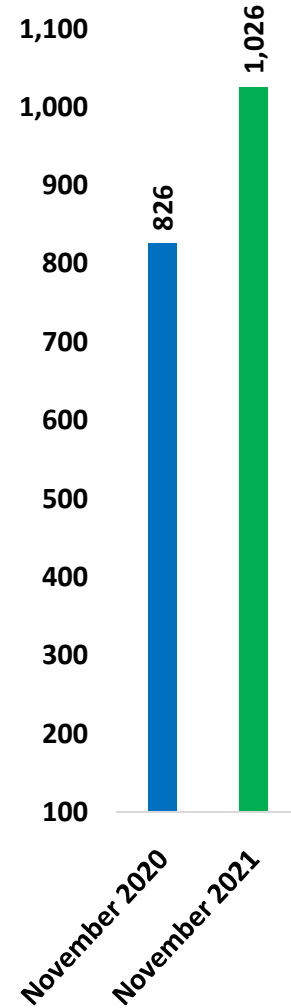
Goal for Late Cancellations: 3% or below.

Total Trips: Total one-way trips completed.

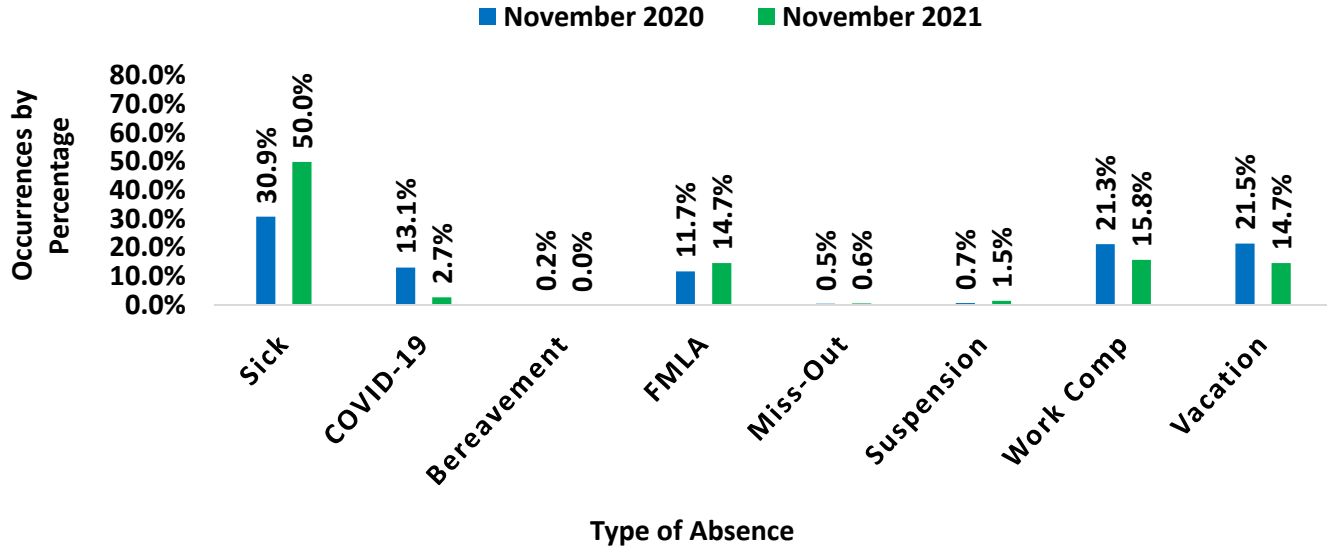
Operator Absence by Type



Total Absence Occurrences

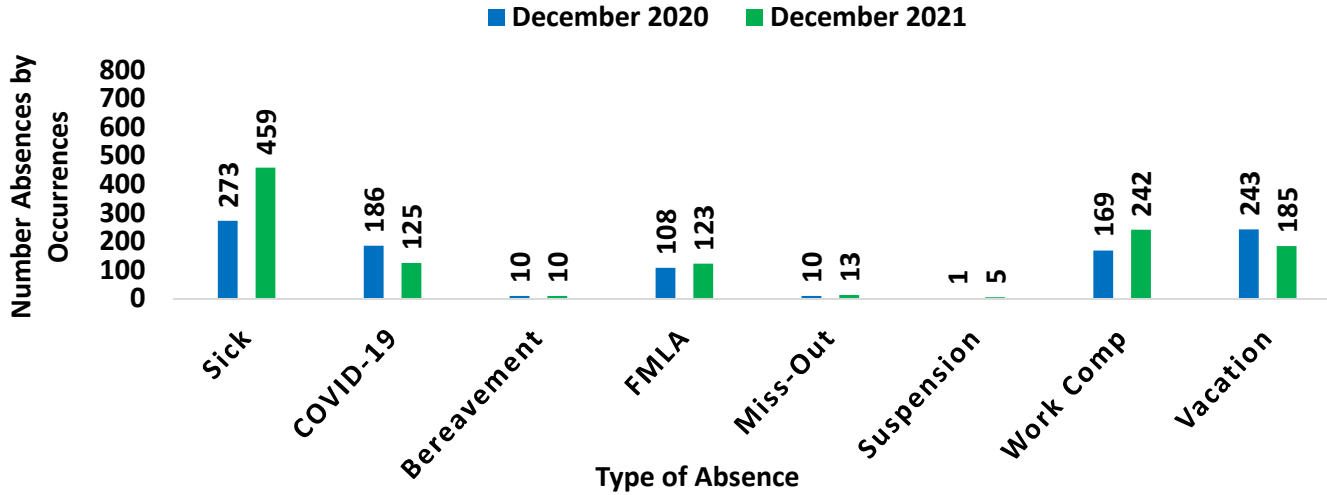


Operator Absence Type by Percentage

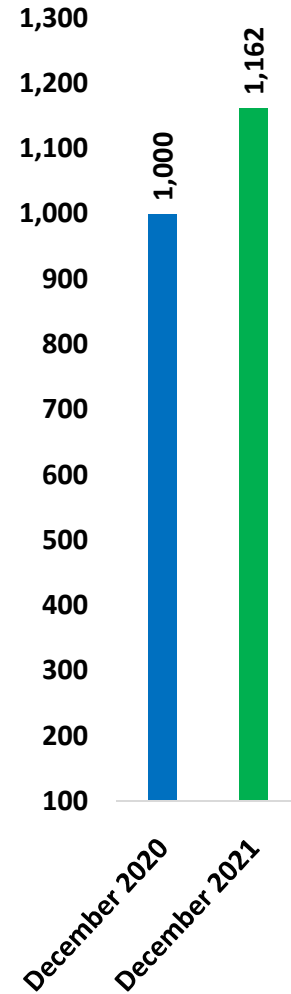


This chart includes unplanned/unscheduled and COVID-19 absences for Fixed Route drivers. SunLine continues to monitor all driver absences and have seen an increase in workforce absences for November 2021 when compared to November 2020.

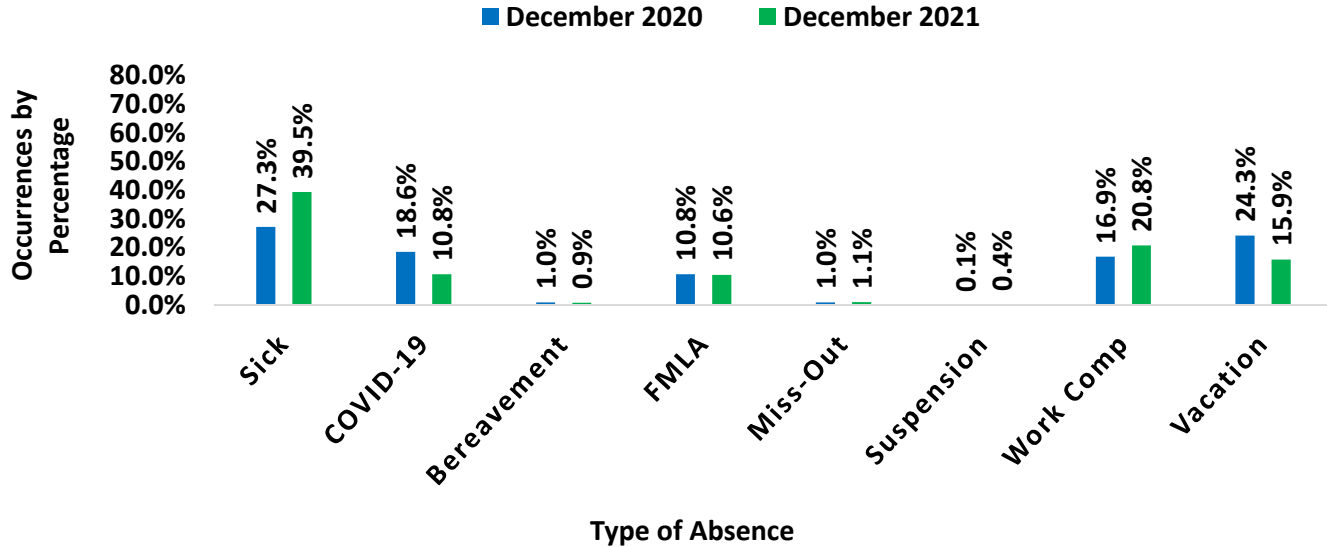
Operator Absence by Type



Total Absence Occurrences

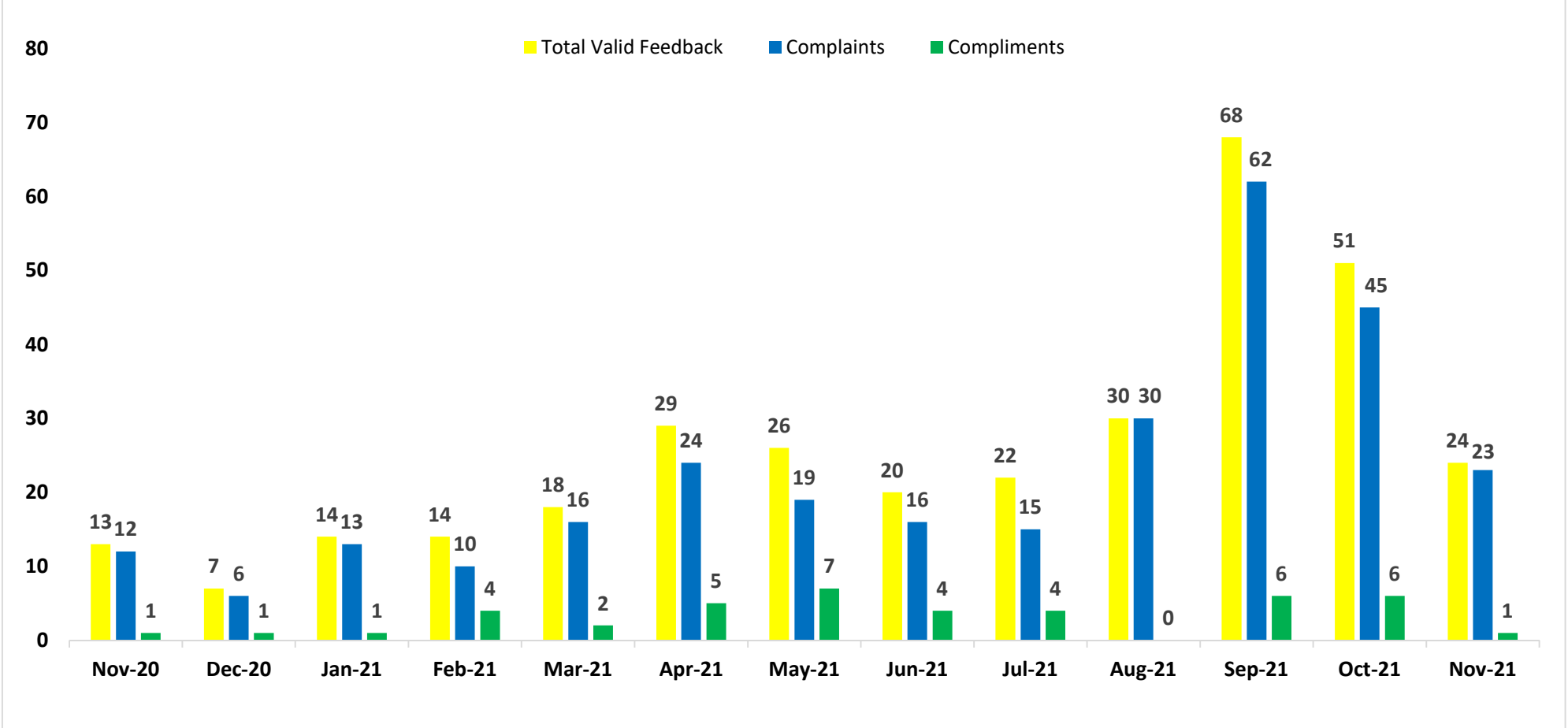


Operator Absence Type by Percentage



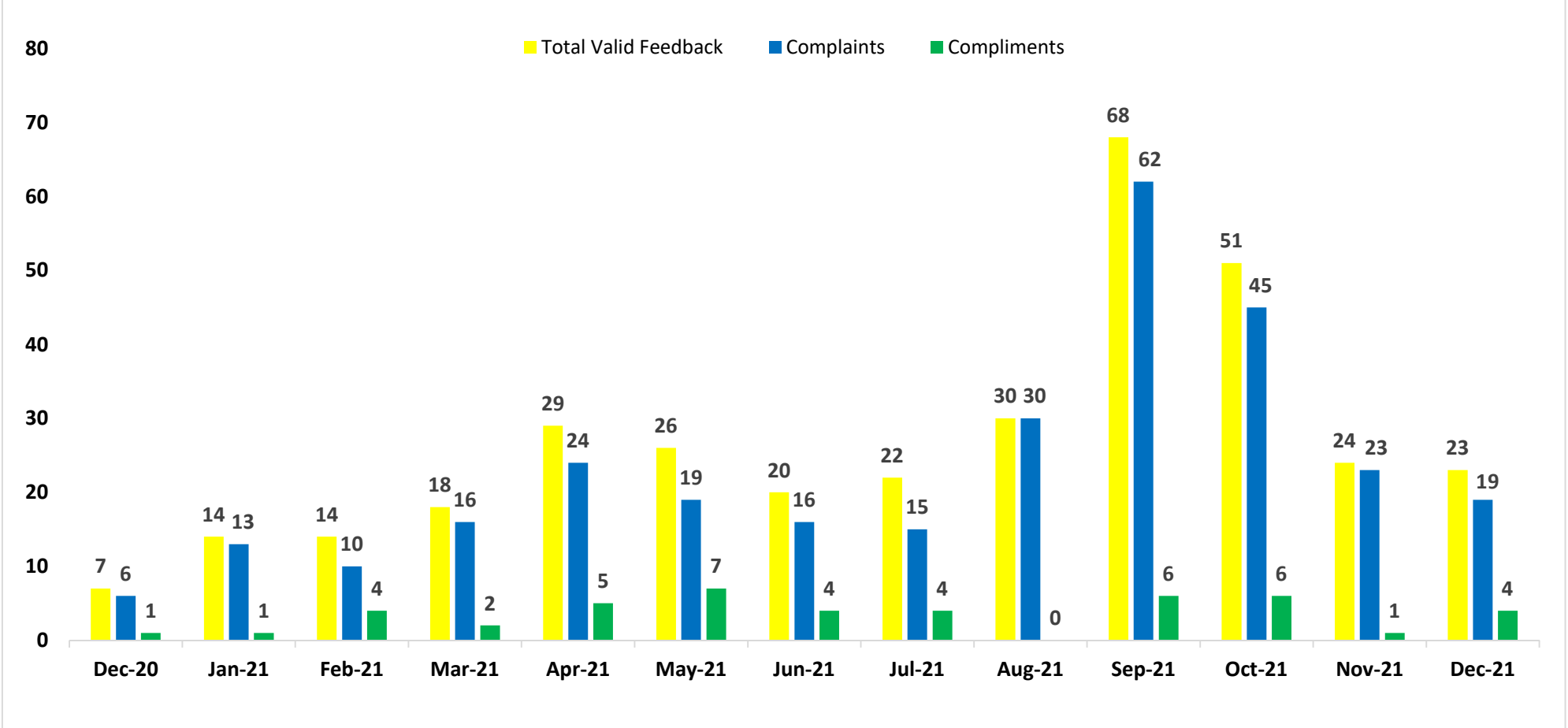
This chart includes unplanned/unscheduled and COVID-19 absences for Fixed Route drivers. SunLine continues to monitor all driver absences and have seen an increase in workforce absences for December 2021 when compared to December 2020.

Fixed Route Customer Feedback November 2020 through November 2021



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

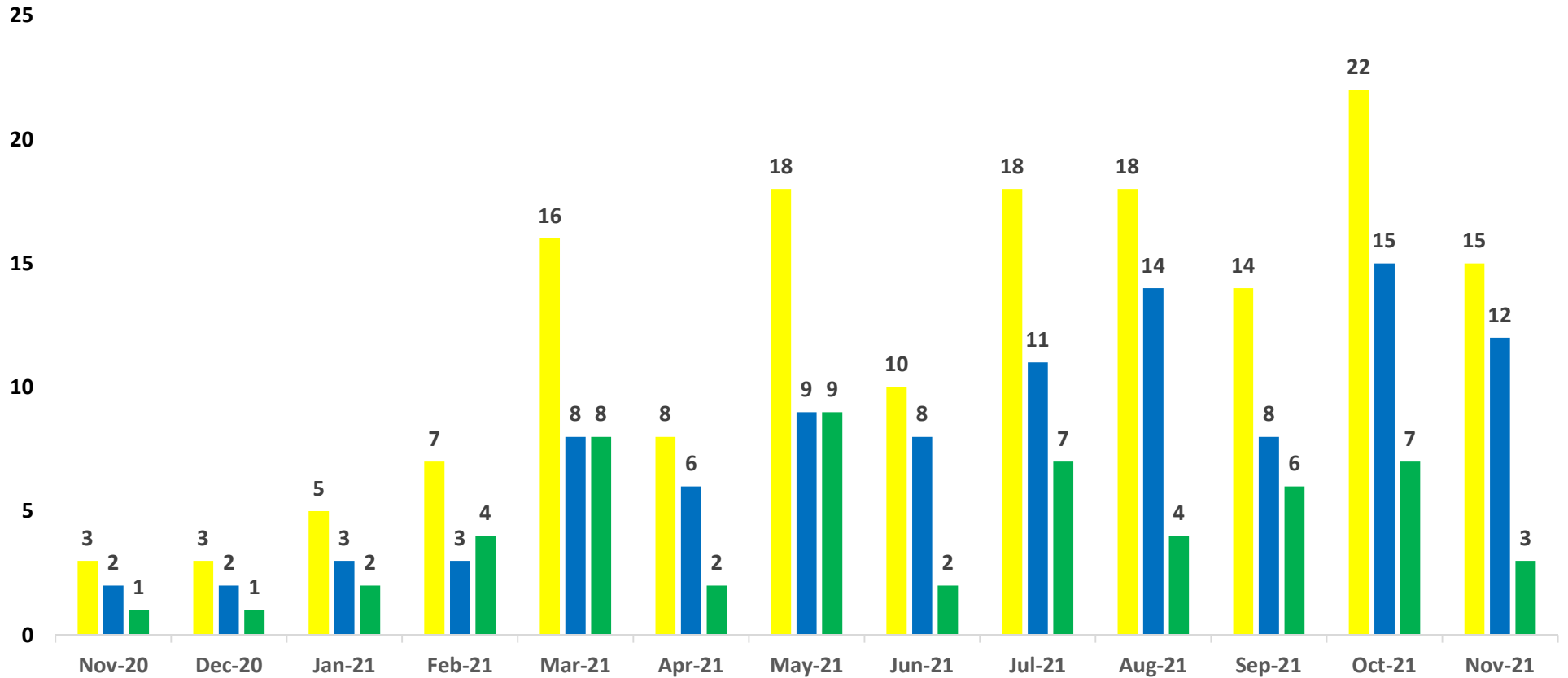
Fixed Route Customer Feedback December 2020 through December 2021



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

Paratransit Customer Feedback November 2020 through November 2021

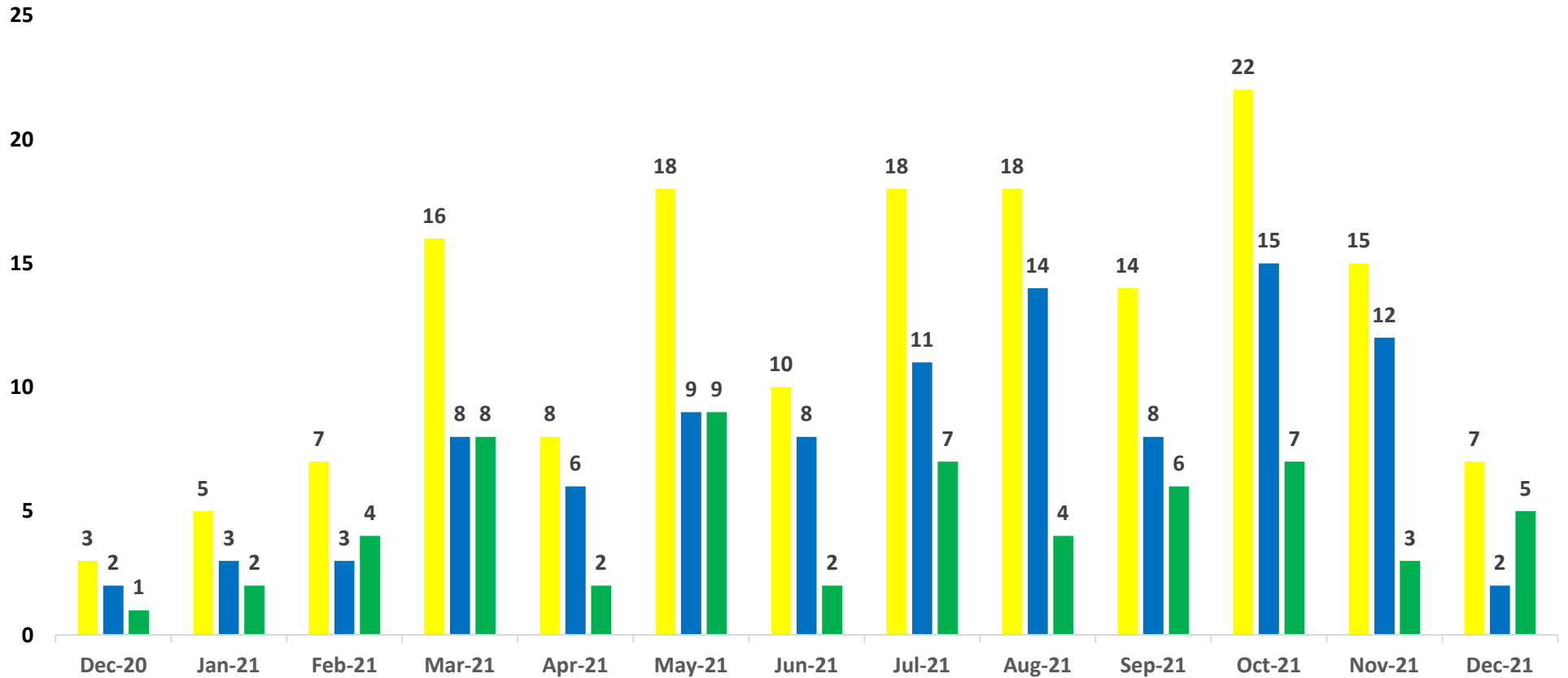
■ Total Valid Feedback
 ■ Complaints
 ■ Compliments



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

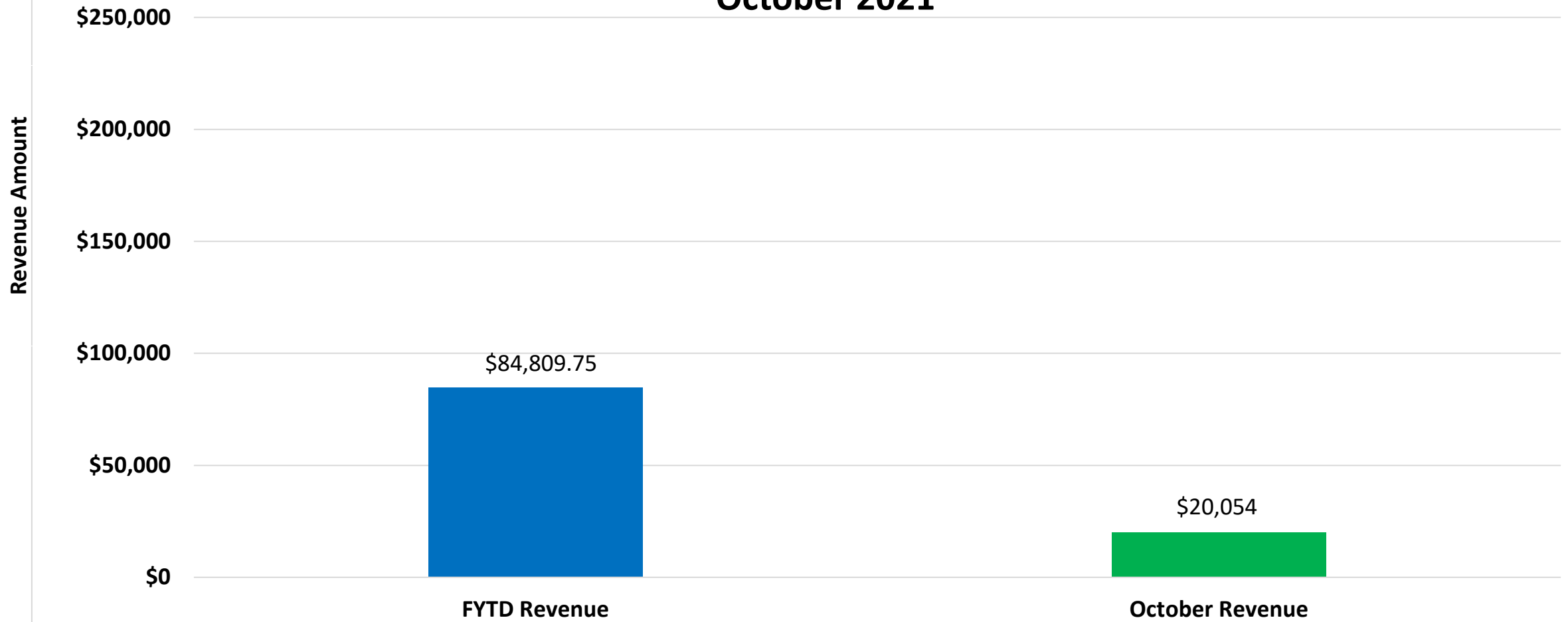
Paratransit Customer Feedback December 2020 through December 2021

■ Total Valid Feedback
 ■ Complaints
 ■ Compliments



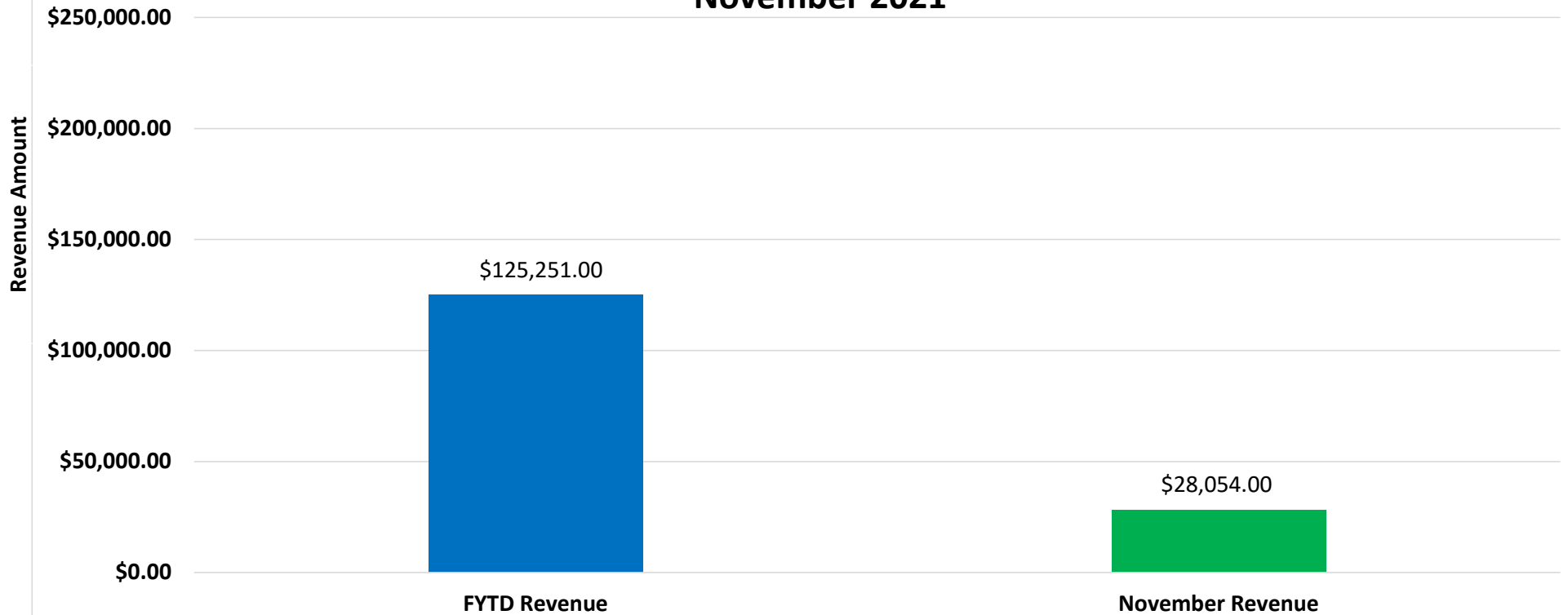
Valid paratransit feedback comprised of compliments and complaints for December 2020 through December 2021

Advertising Revenue FYTD Budget vs FYTD Agency Revenue October 2021



Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. The graph tracks FYTD revenue accrued with the monthly revenue accrued. The annual budget amount for FY22 is \$250,000. *(Advertising revenues follow Finance Department reporting from the previous two (2) months)*

Advertising Revenue FYTD Budget vs FYTD Agency Revenue November 2021

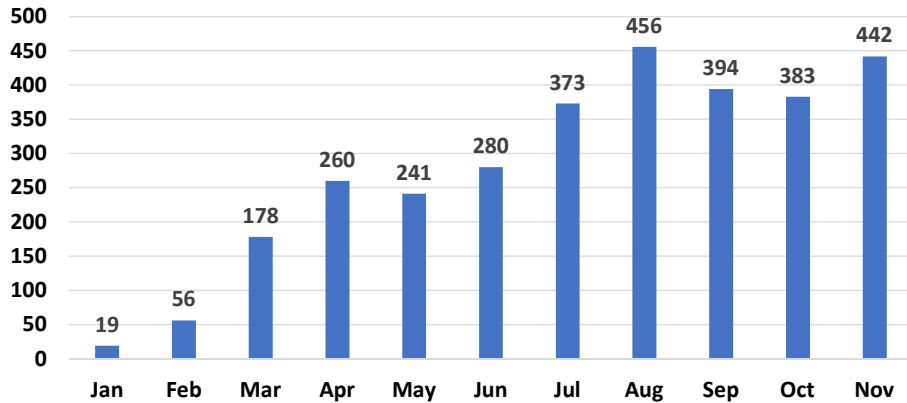


Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. The graph tracks FYTD revenue accrued with the monthly revenue accrued. The annual budget amount for FY22 is \$250,000. (Advertising revenues follow Finance Department reporting from the previous two (2) months)

SunRide System-Wide Metrics January 2021 through November 2021

Total Completed Trips: 3,534

Completed Trips by Month

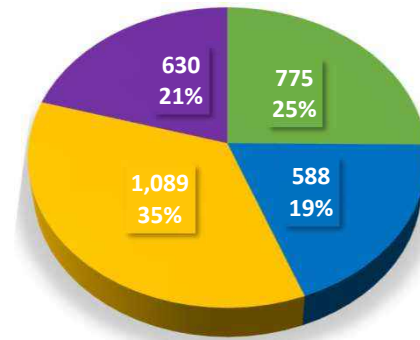


The chart compares completed trips for the current month compared to the previous two (2) months.

Trips by Zone

1/4/21 - 11/30/2021

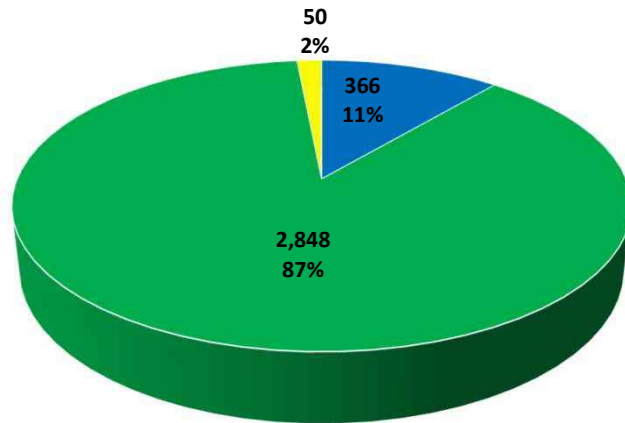
■ Desert Hot Springs ■ Palm Desert ■ Coachella ■ Mecca/North Shore



The pie chart illustrates the number and percentage of trips completed by each geo-fence zone.

SunRide Payment Method

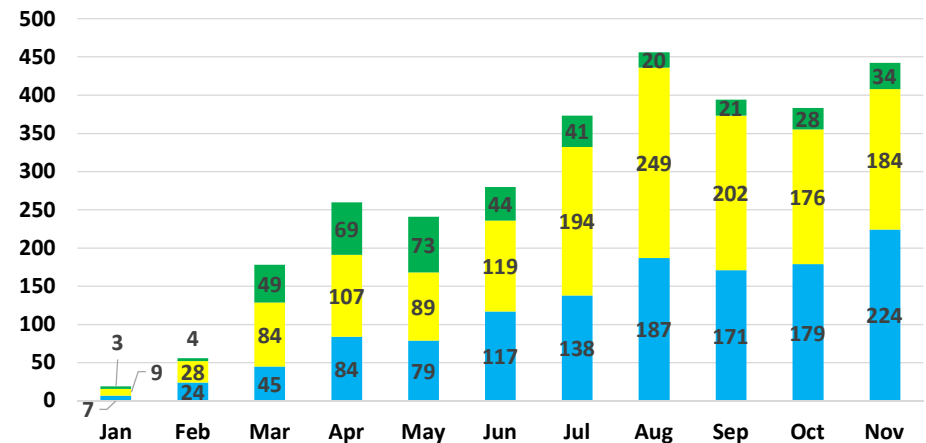
■ Credit Card ■ Cash ■ Manual Transfer Card



The pie chart illustrates the rider's chosen method of payment for SunRide by number and percentage of riders.

Trip Booking Method

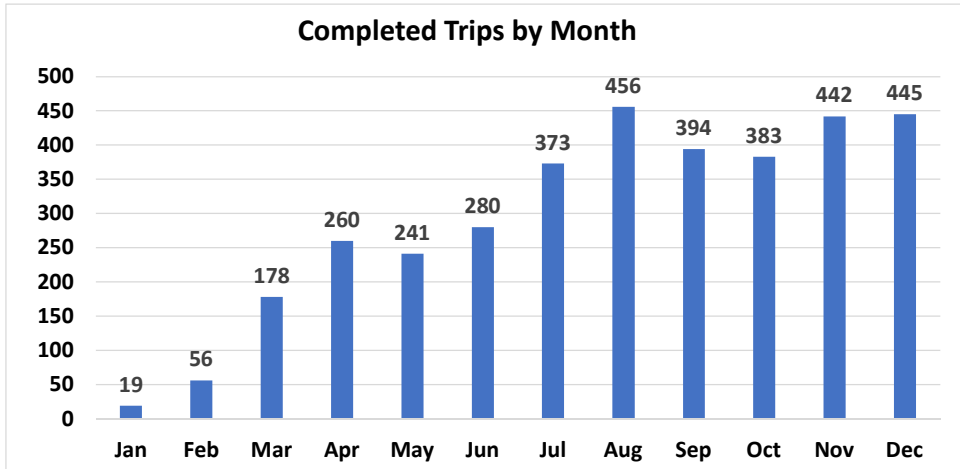
■ App ■ Walk-Up Rider ■ Call-In



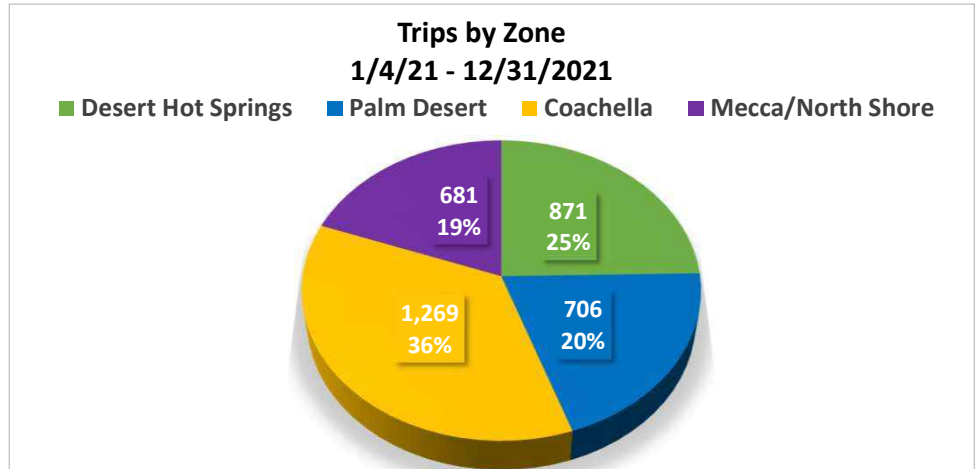
This chart illustrates rider booking methods by trip.

SunRide System-Wide Metrics January 2021 through December 2021

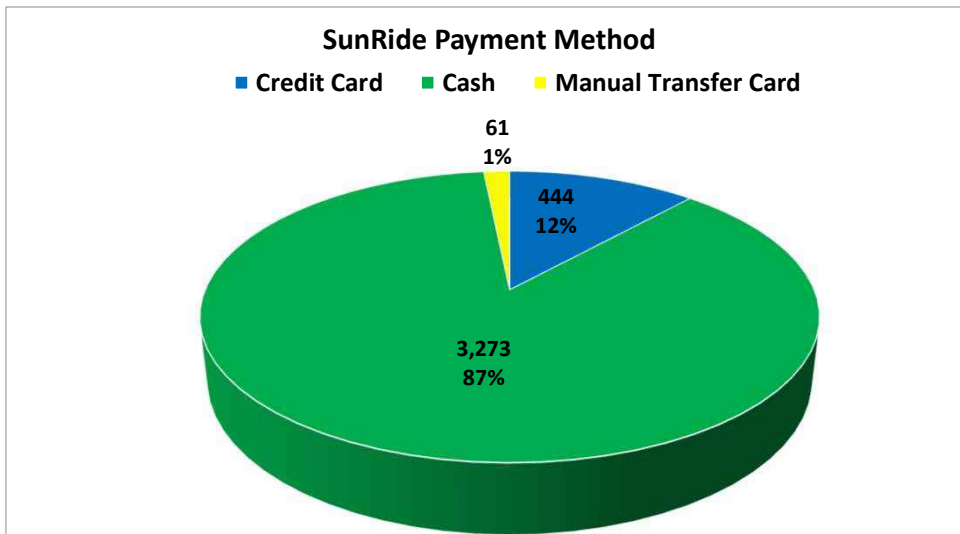
Total Completed Trips: 3,527



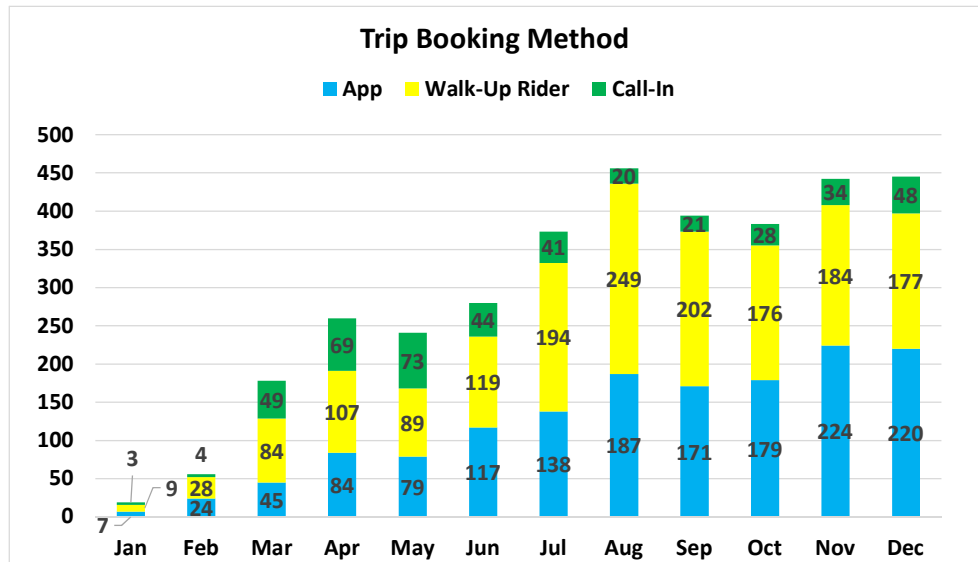
The chart compares completed trips for the current month compared to the previous two (2) months.



The pie chart illustrates the number and percentage of trips completed by each geo-fence zone.



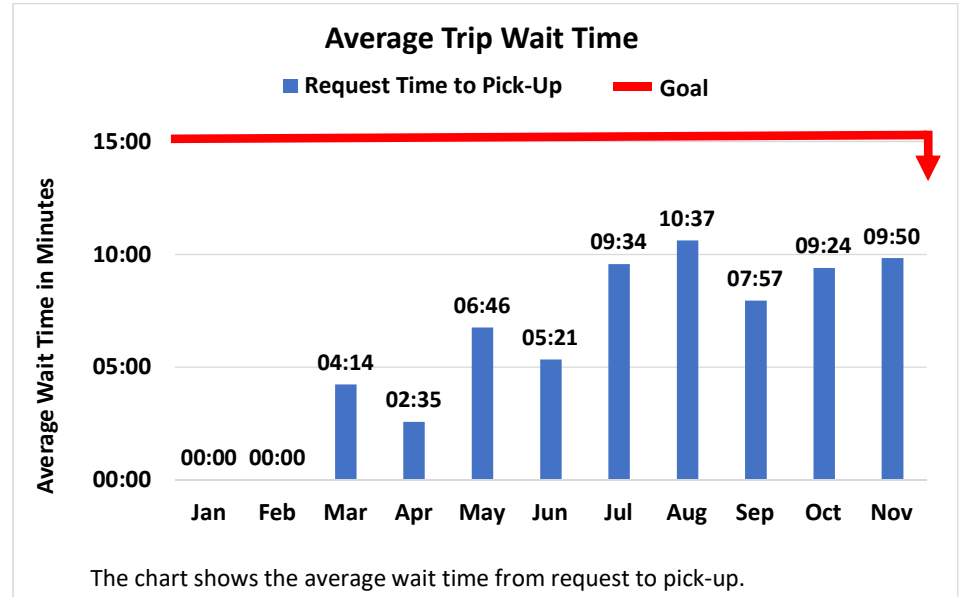
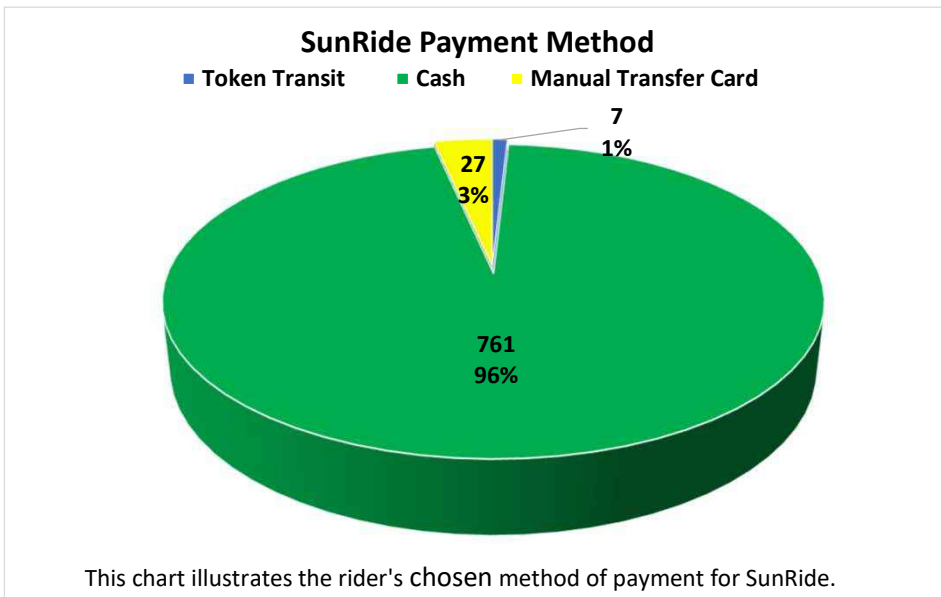
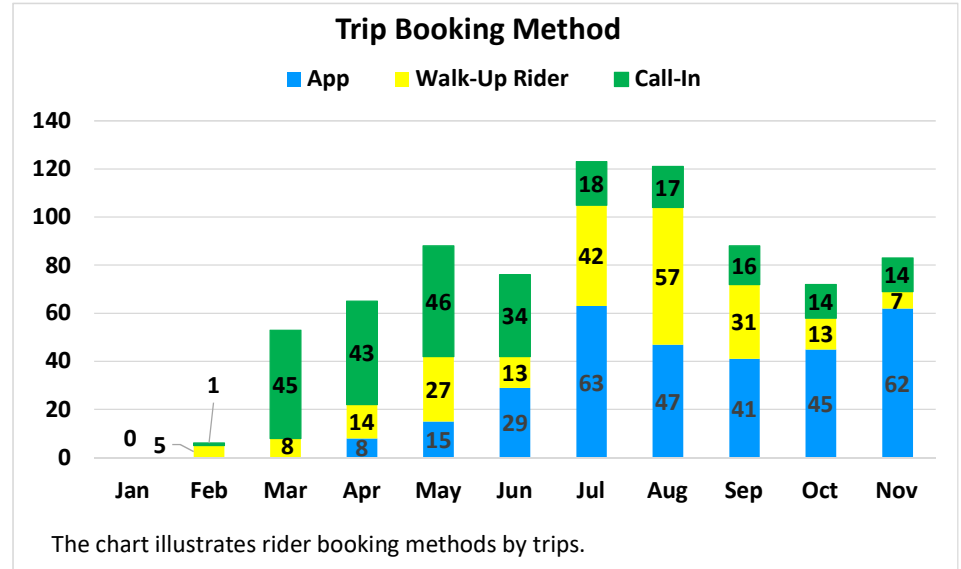
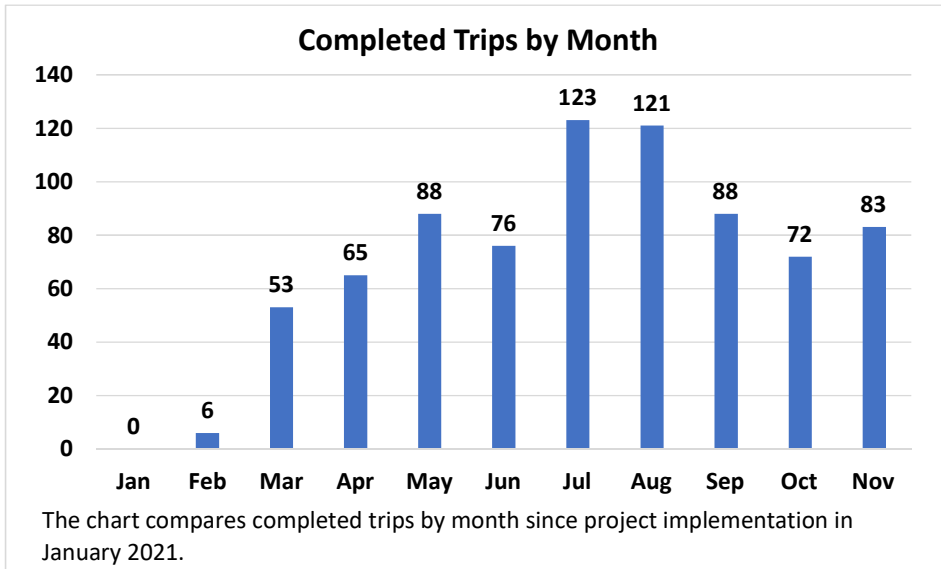
The pie chart illustrates the rider's chosen method of payment for SunRide by number and percentage of riders.



This chart illustrates rider booking methods by trip.

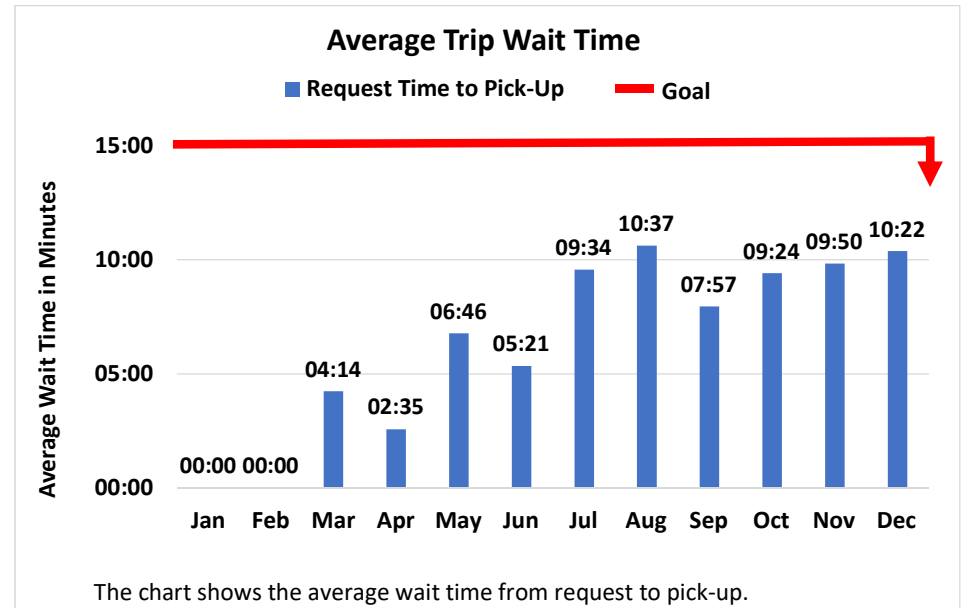
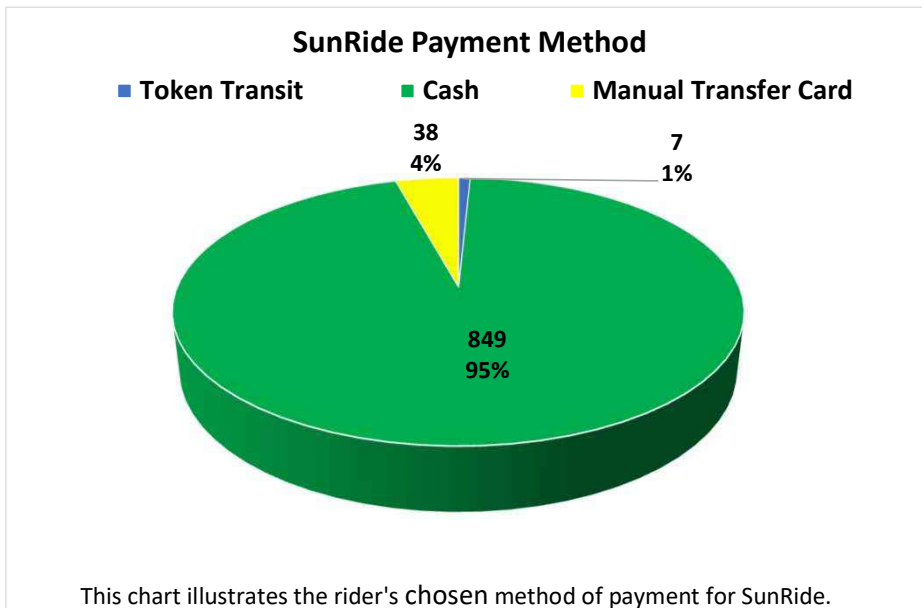
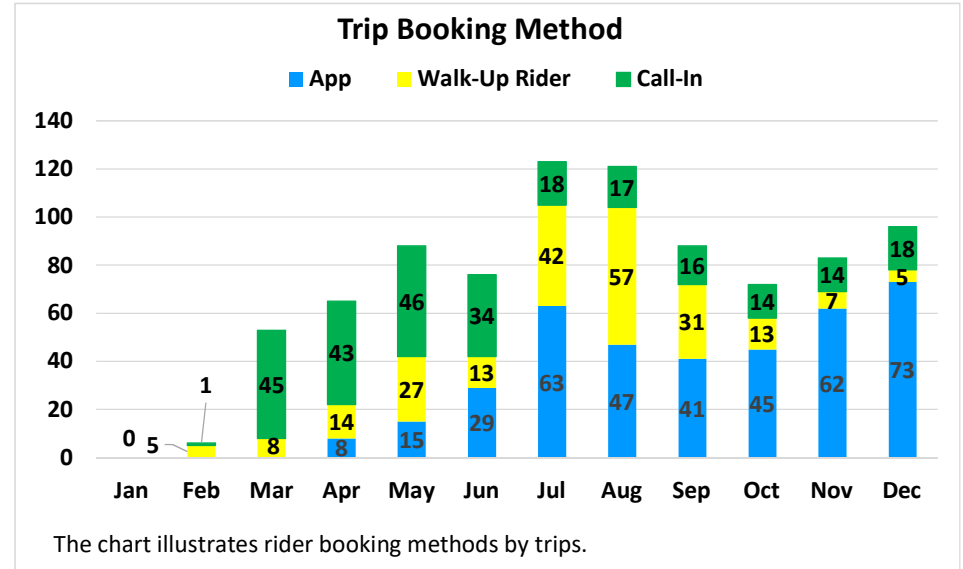
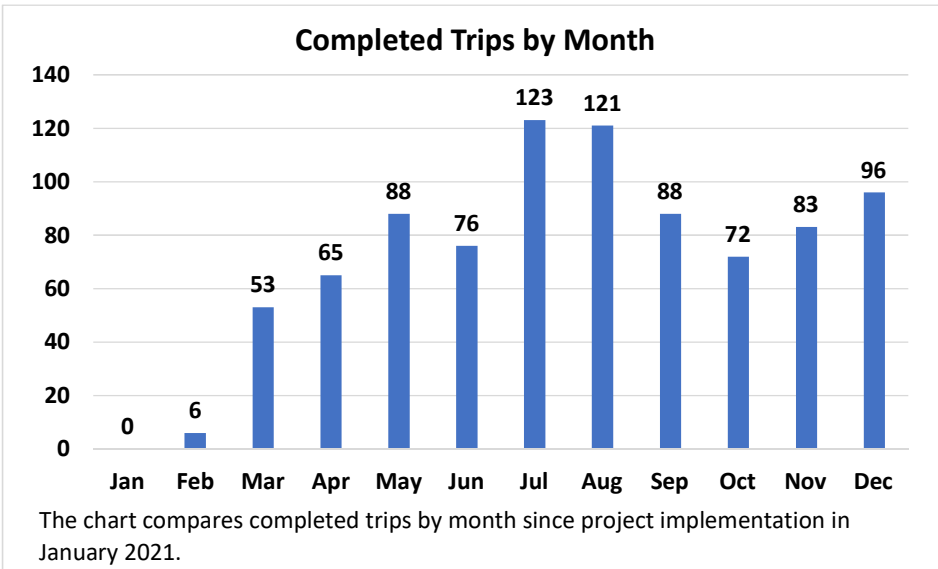
Desert Hot Springs/Desert Edge Geo-Fence Metrics January 2021 through November 2021

Total Completed Trips: 775



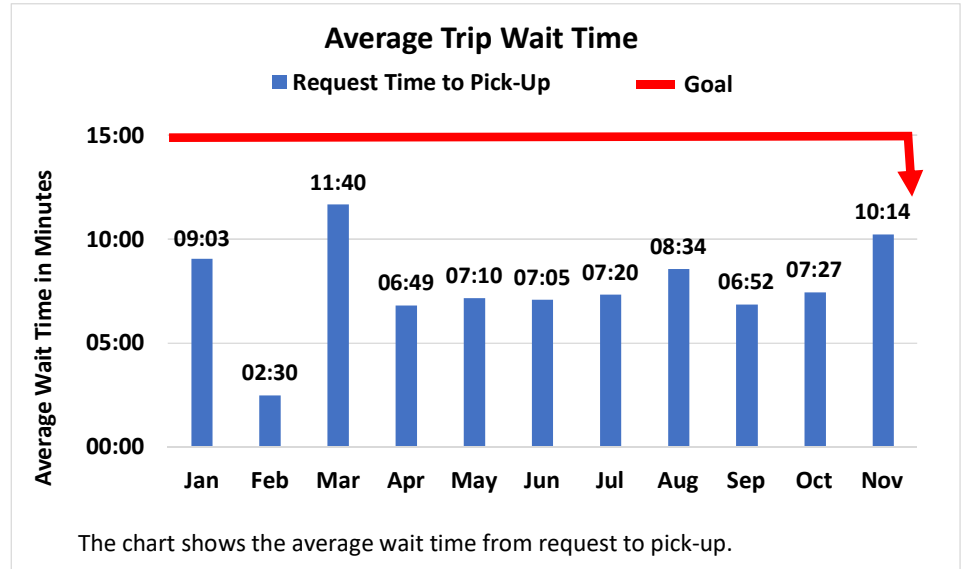
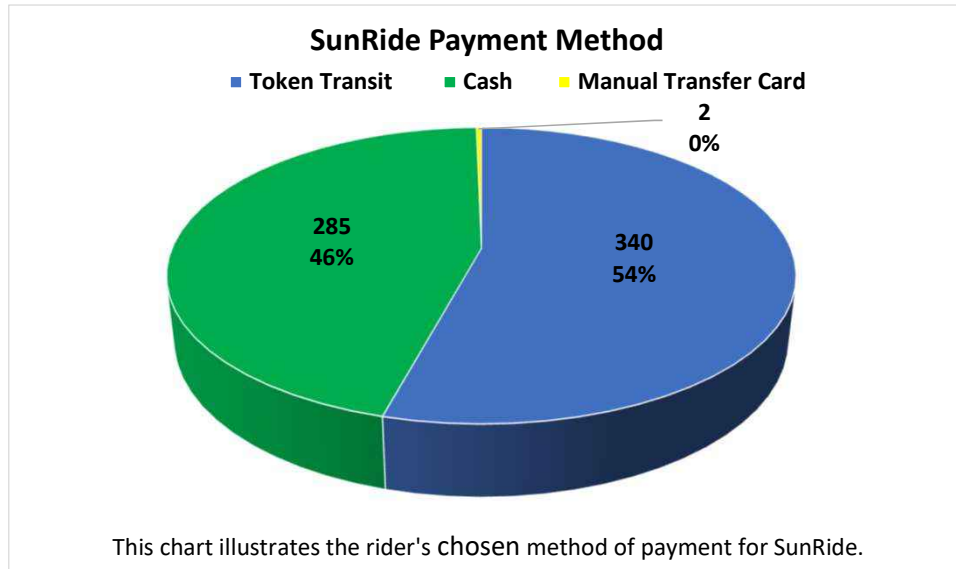
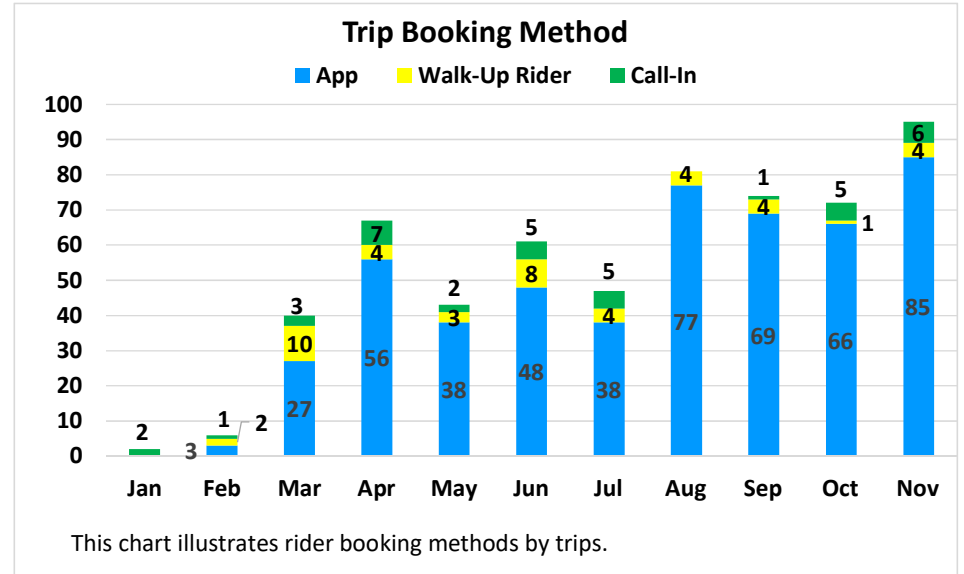
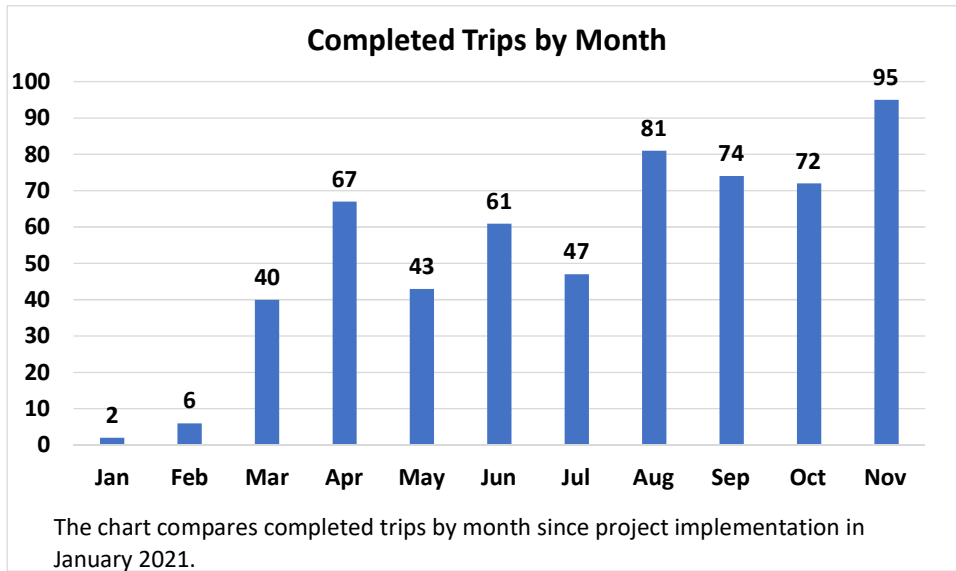
Desert Hot Springs/Desert Edge Geo-Fence Metrics January 2021 through December 2021

Total Completed Trips: 871



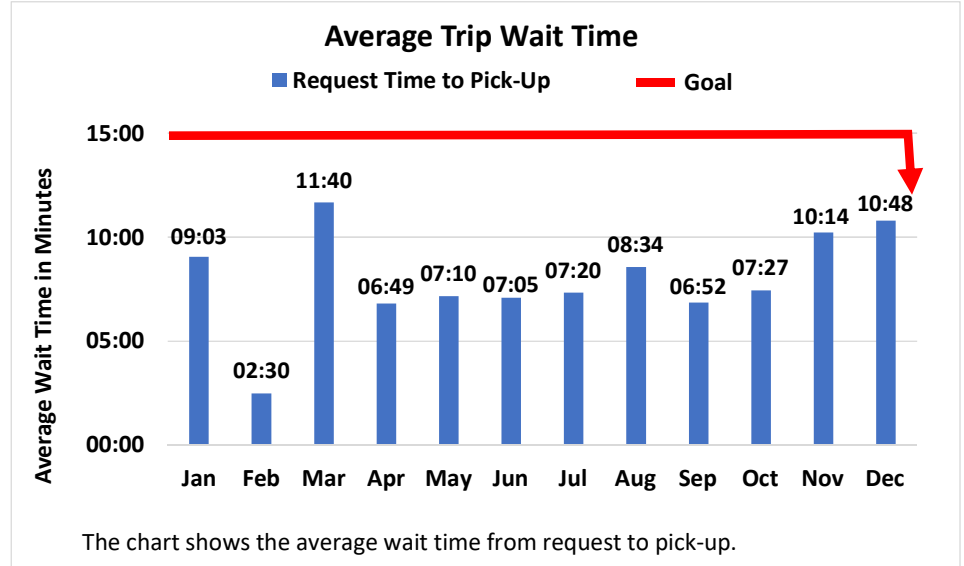
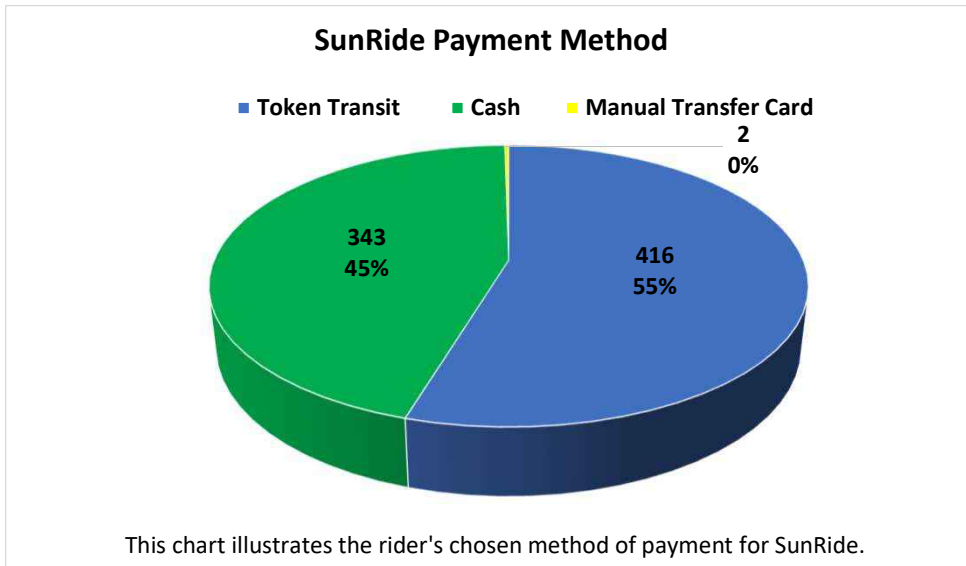
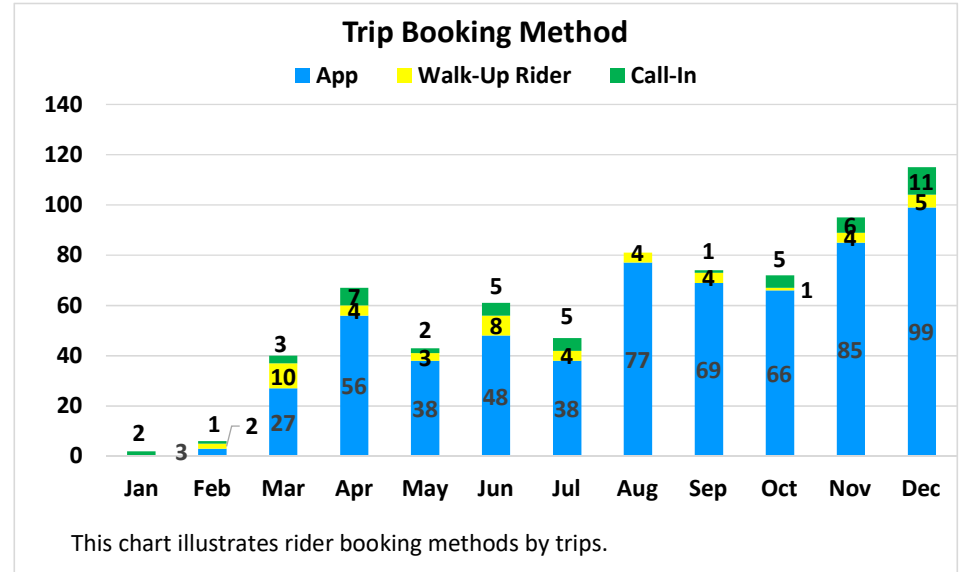
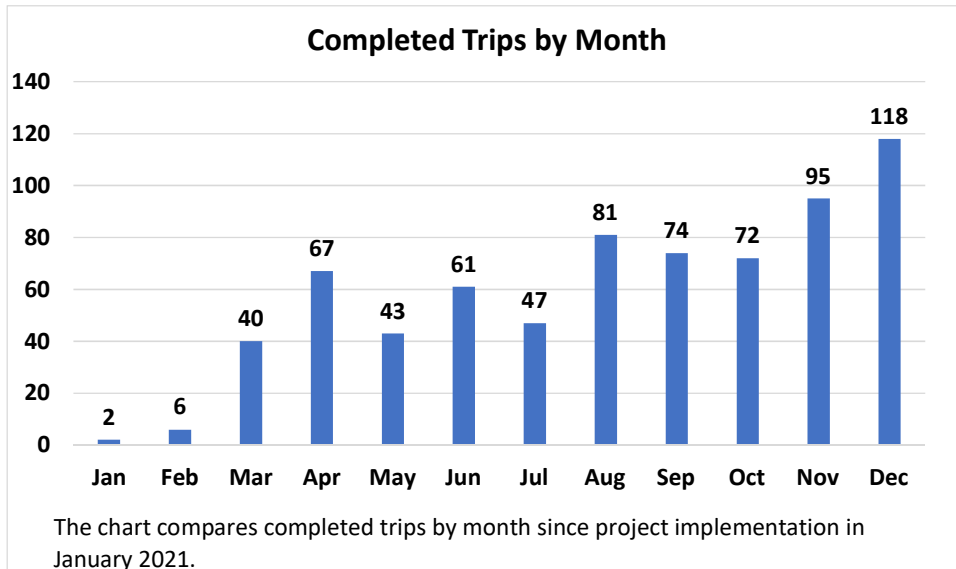
Palm Desert Corridor Geo-Fence Metrics January 2021 through November 2021

Total Completed Trips: 588



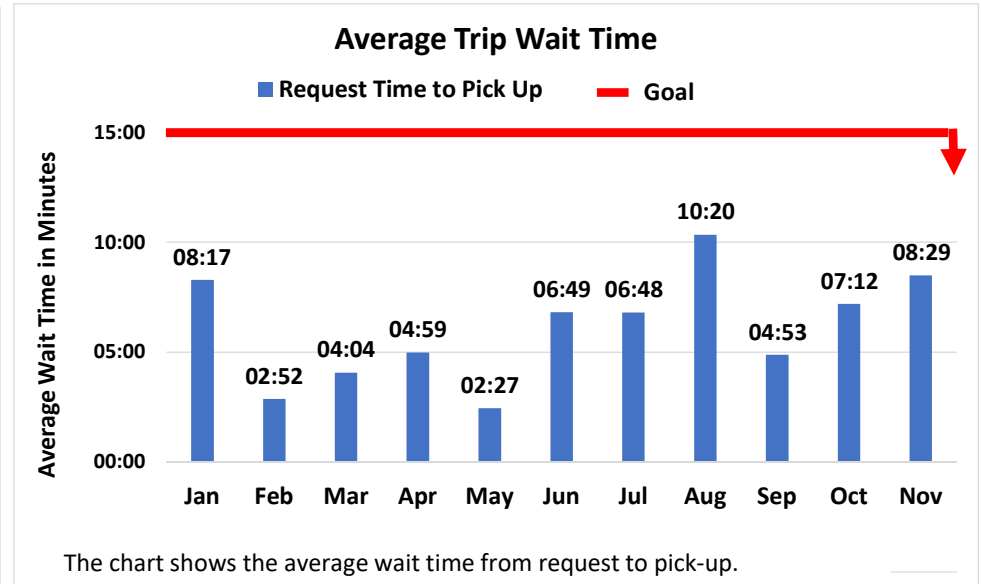
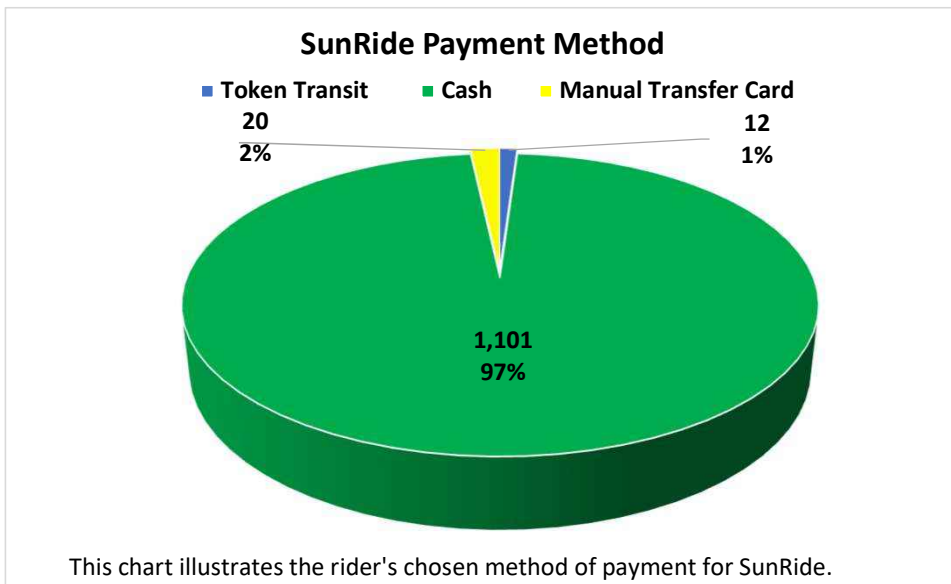
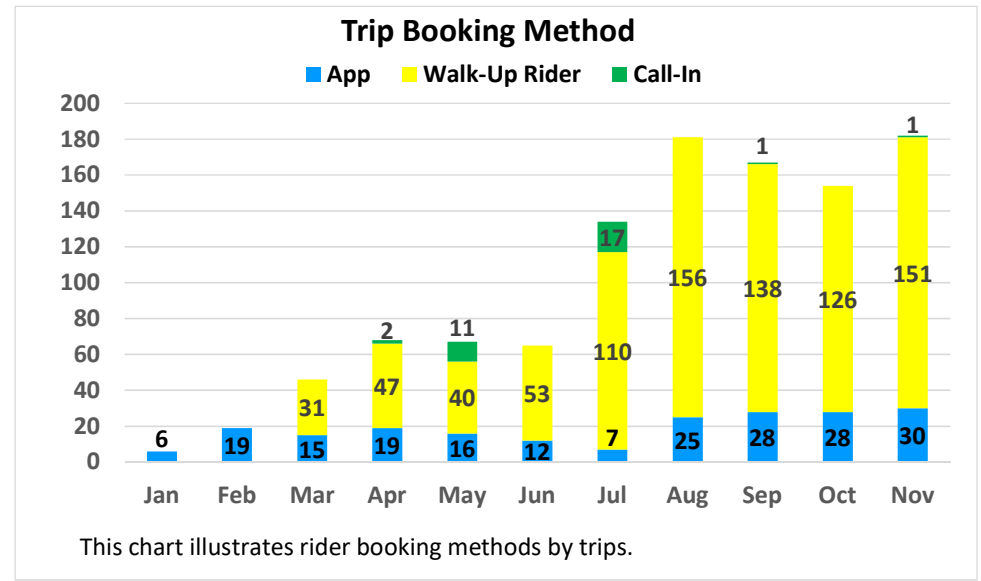
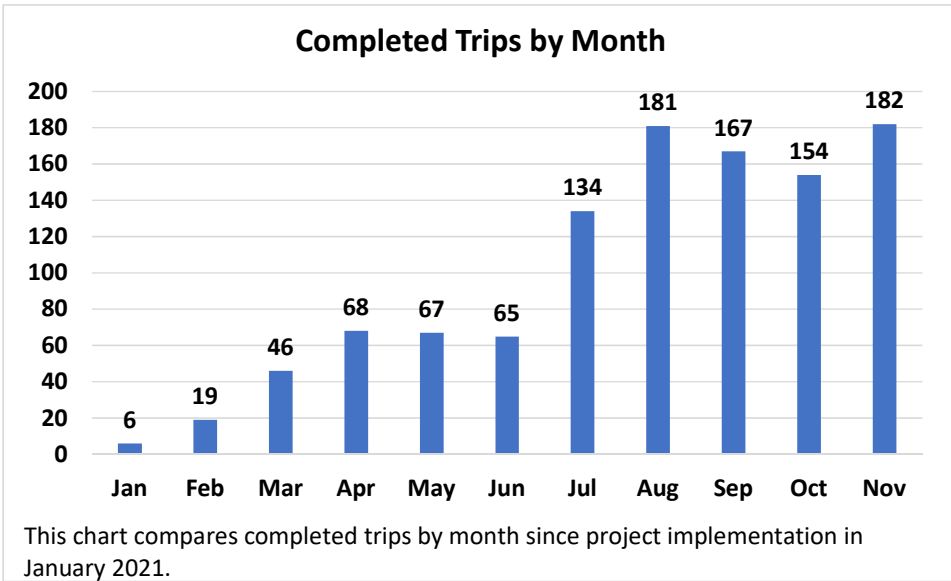
Palm Desert Corridor Geo-Fence Metrics January 2021 through December 2021

Total Completed Trips: 706



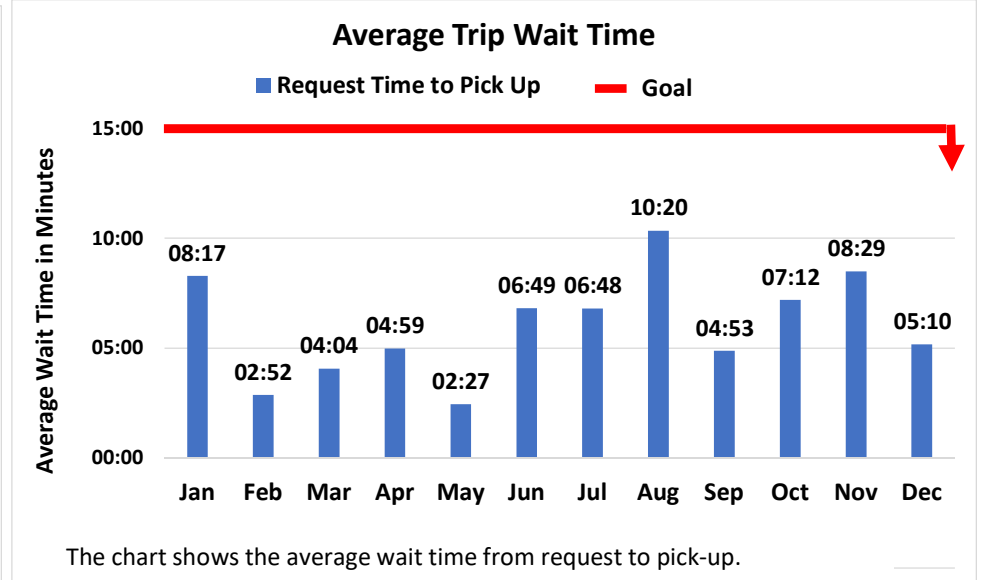
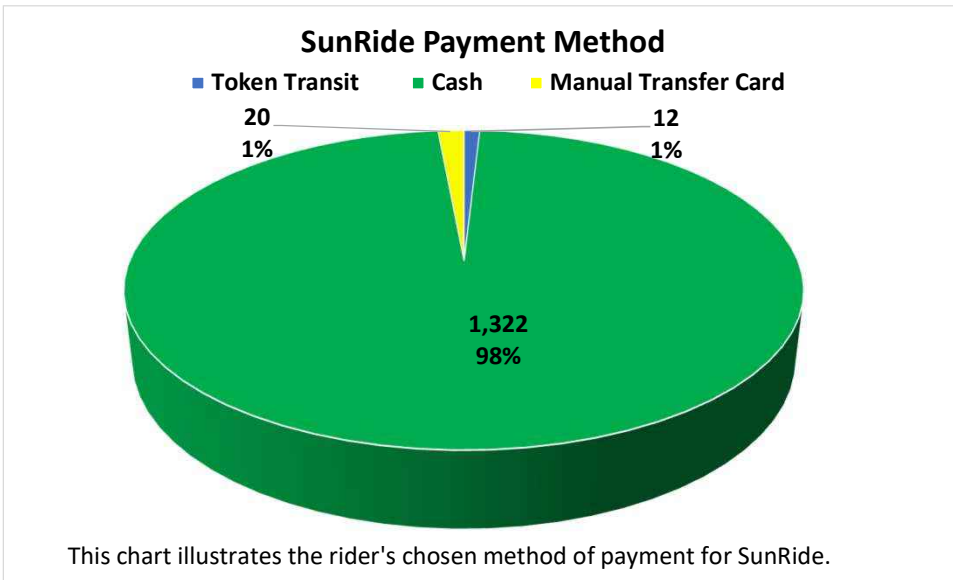
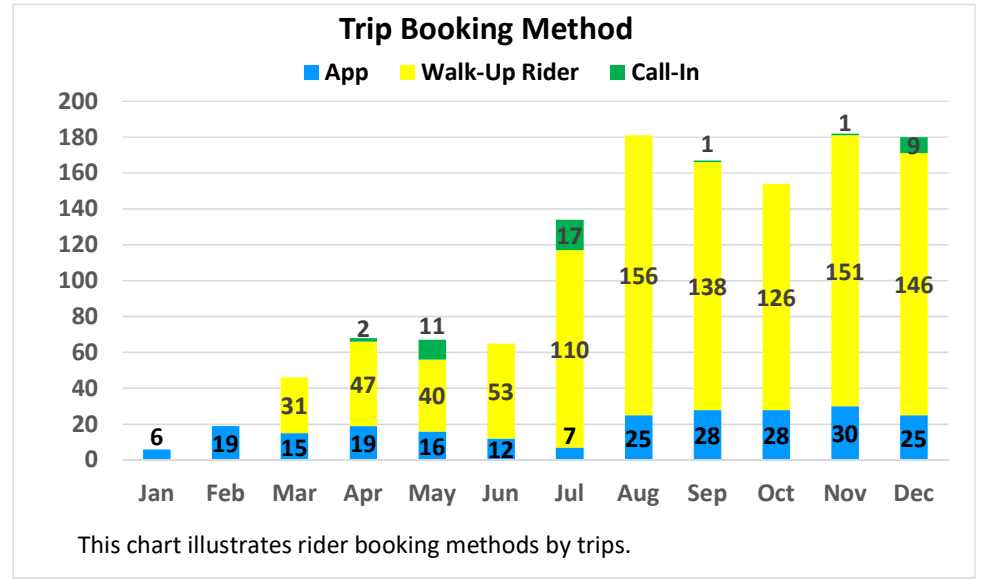
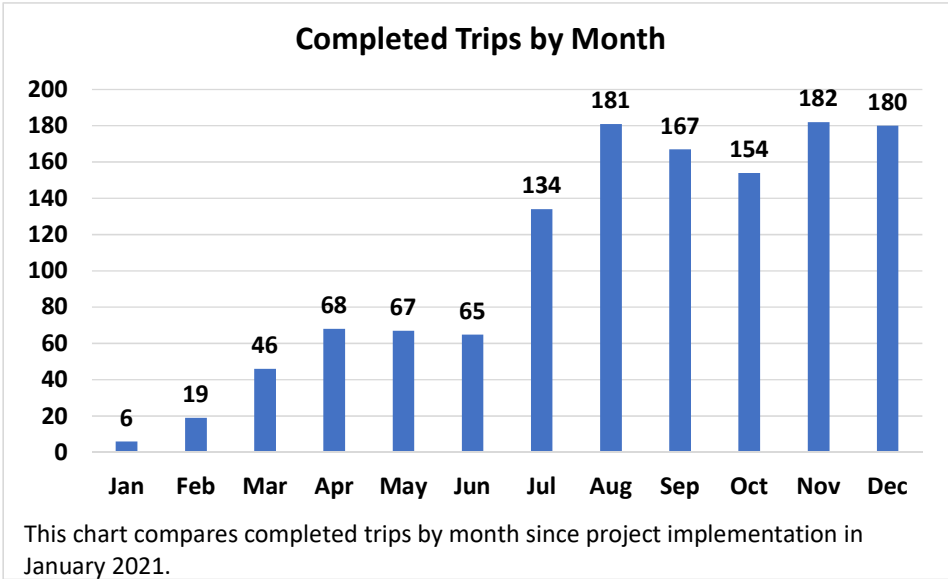
Coachella Geo-Fence Metrics January 2021 through November 2021

Total Completed Trips: 1,089



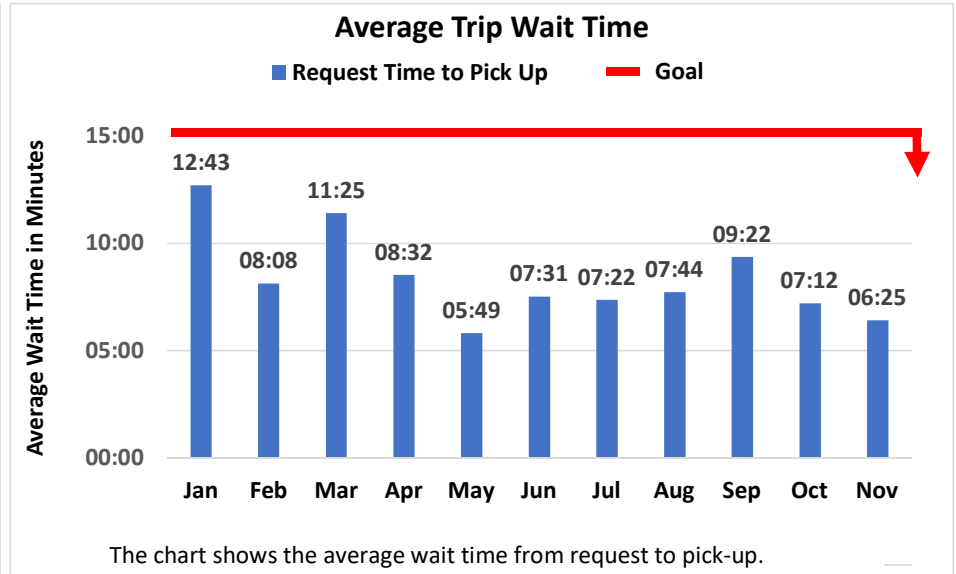
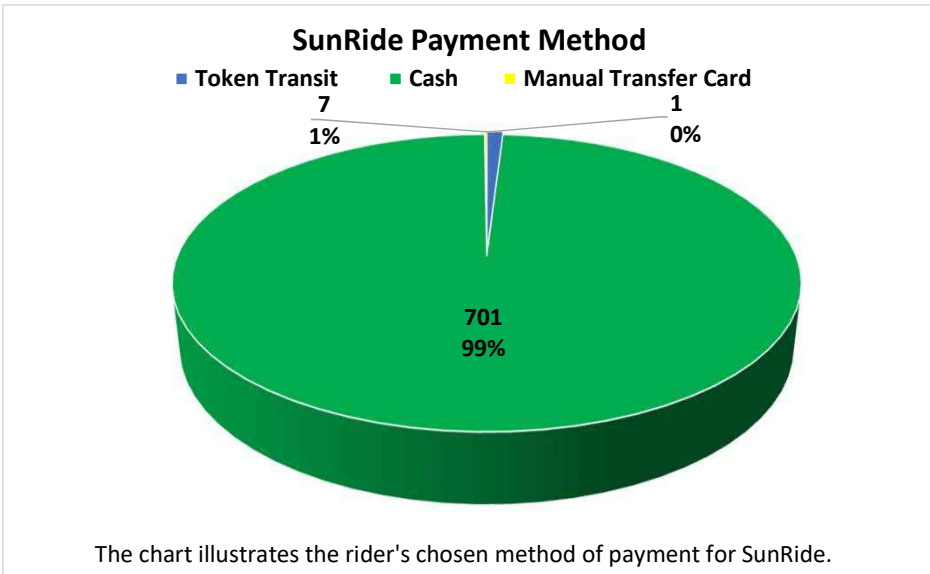
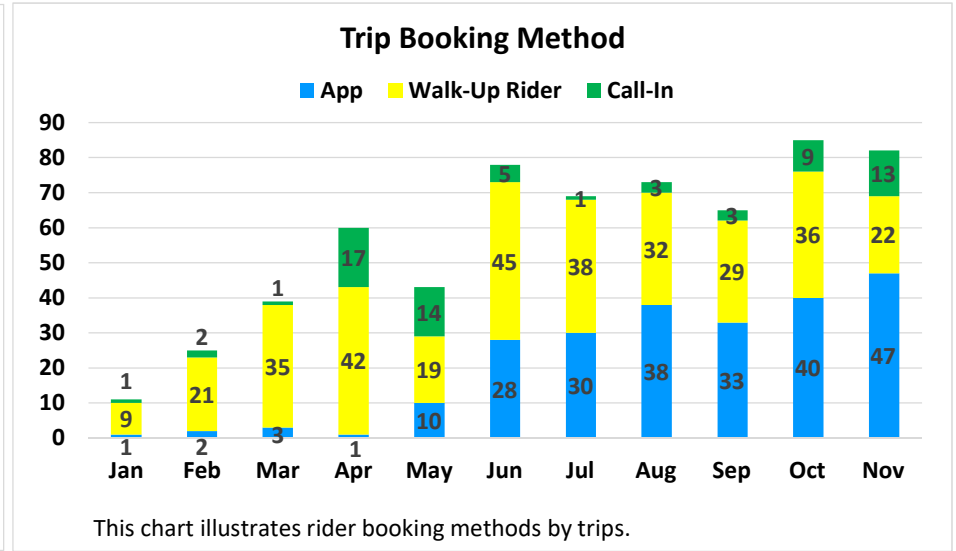
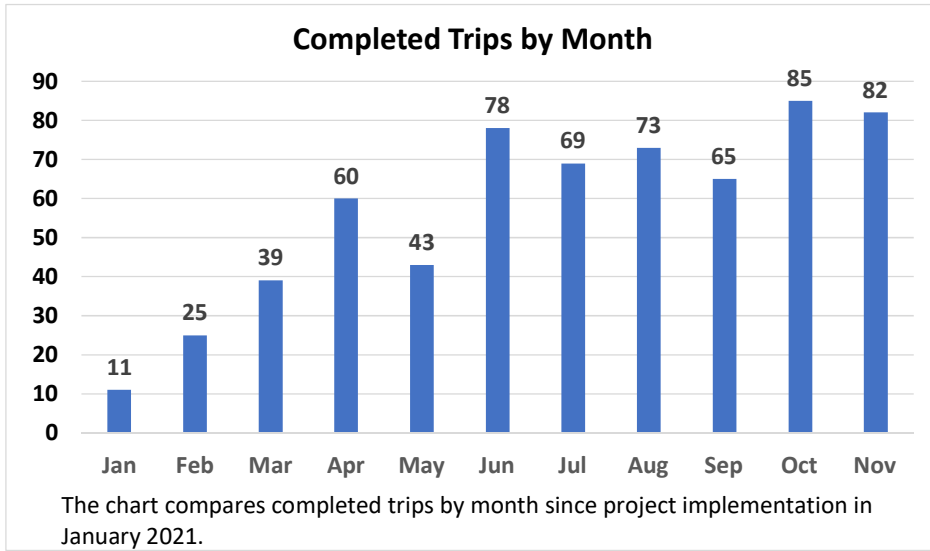
Coachella Geo-Fence Metrics January 2021 through December 2021

Total Completed Trips: 1,269



Mecca/North Shore Geo-Fence Metrics January 2021 through November 2021

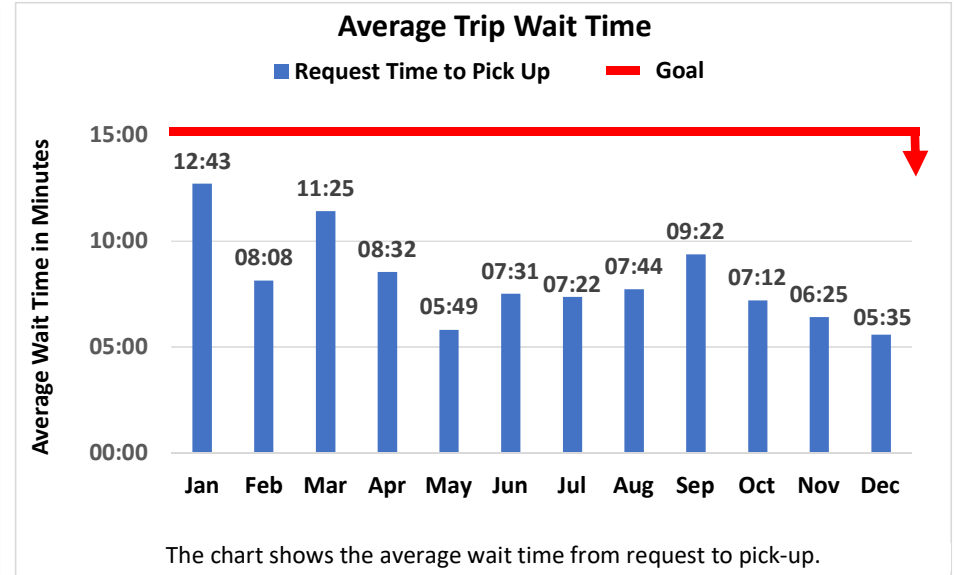
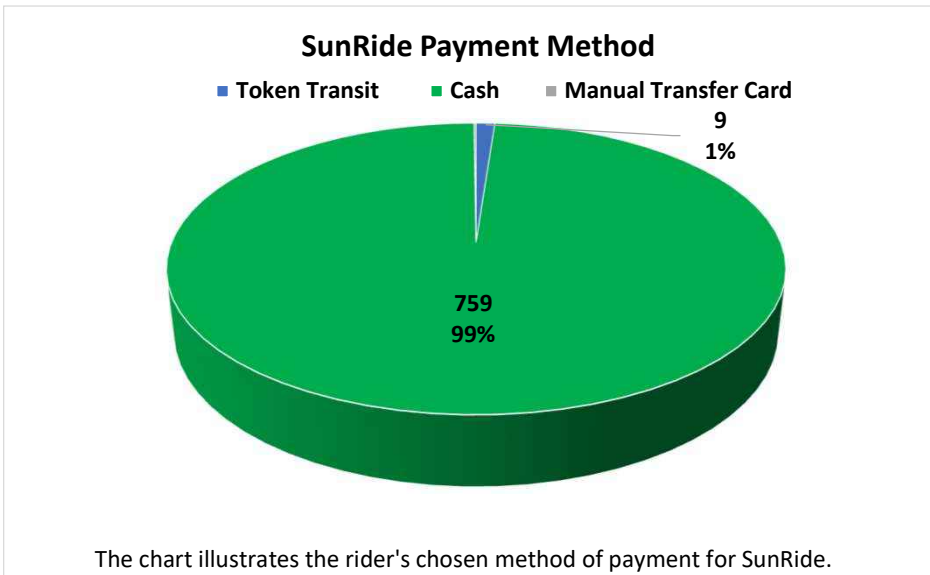
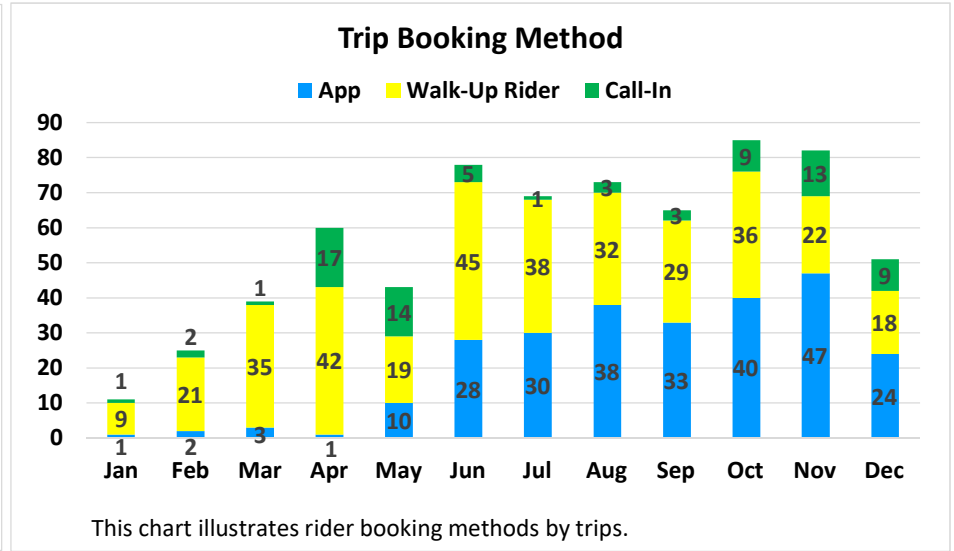
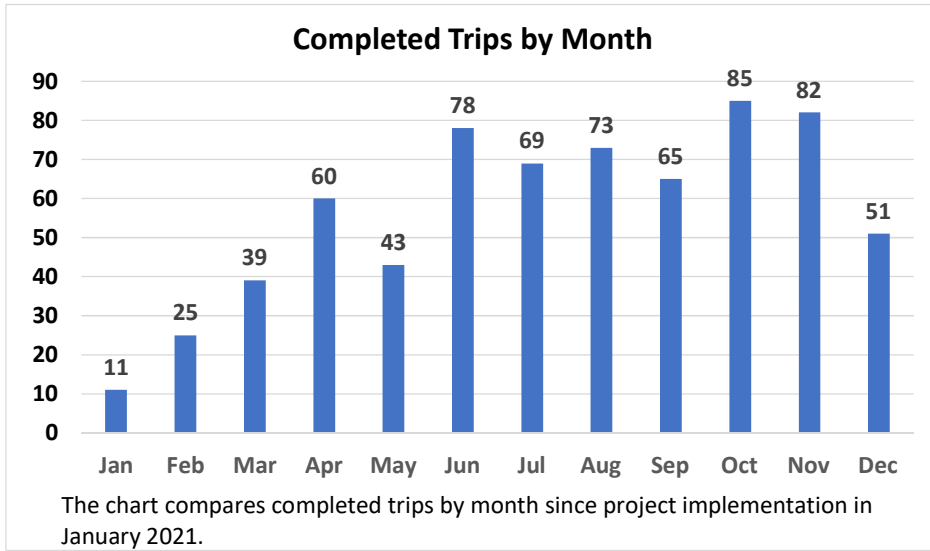
Total Completed Trips: 630



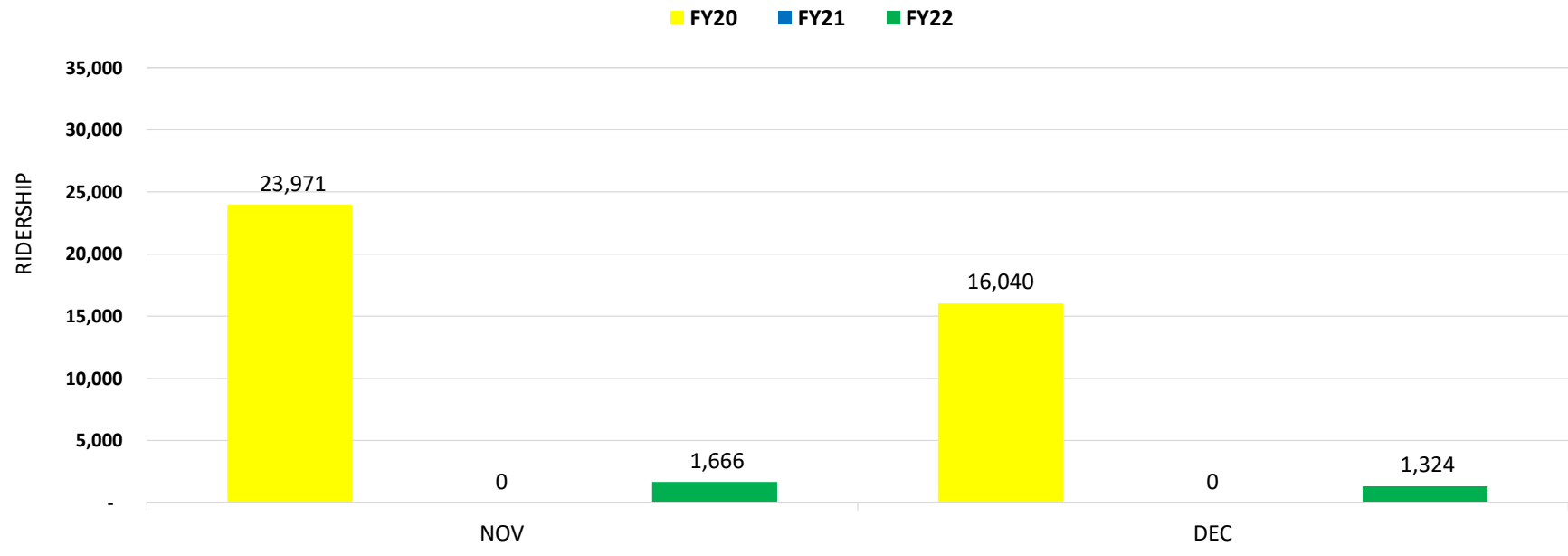
Mecca/North Shore Geo-Fence Metrics

January 2021 through December 2021

Total Completed Trips: 681



Haul Pass COD Ridership - November & December 2021



The Haul Pass program was introduced in August 2018.

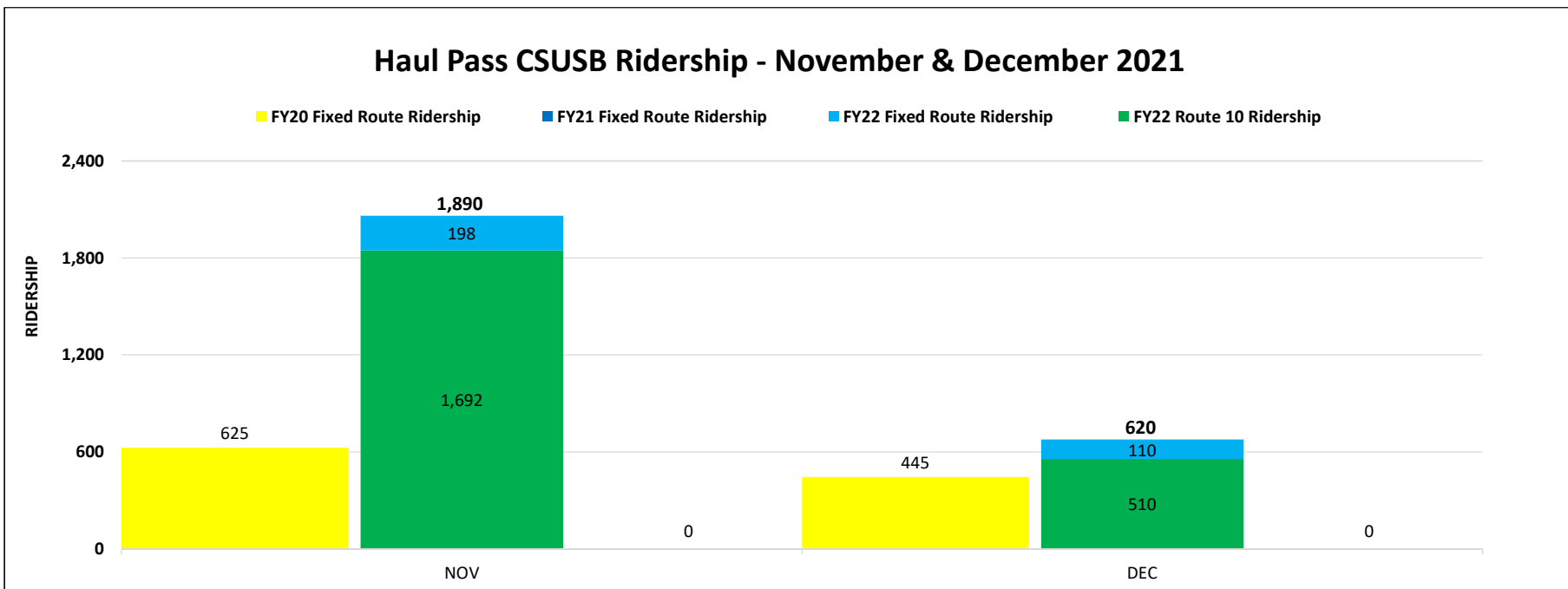
This chart represents monthly ridership on the Haul Pass COD program.

Haul Pass COD contributed with 1,324 rides from 105 unique riders.

On Sunday, May 2, 2021, SunLine resumed fare collection. May 2021 was the first month to have data available for FY21.

On October 17, 2021, SunLine commenced operations under Level 2.

Haul Pass CSUSB Ridership - November & December 2021



The Haul Pass CSUSB program was introduced in September 2019.

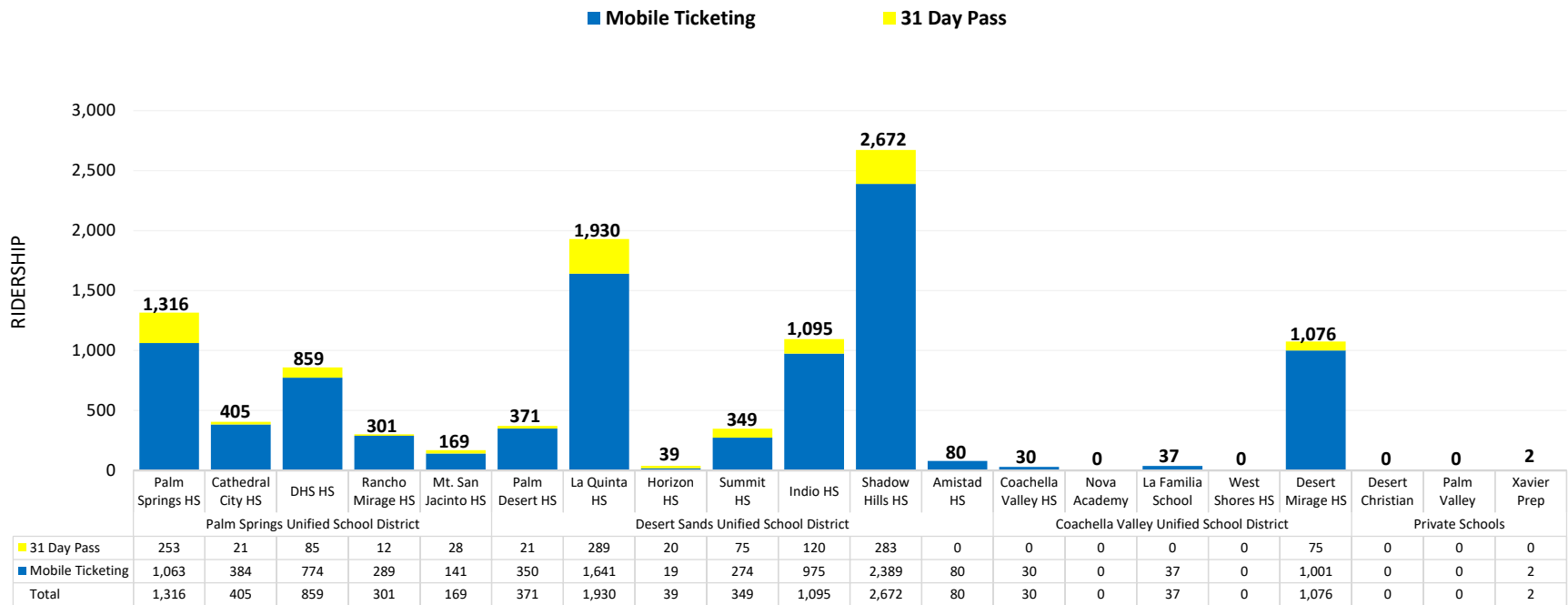
This chart represents monthly ridership on the Haul Pass CSUSB program.

Haul Pass CSUSB contributed with 620 rides from 129 unique riders and a total of 510 rides from the Route 10.

On Sunday, May 2, 2021, SunLine resumed fare collection. May 2021 was the first month to have data available for FY21. Last day of fall semester was December 3, 2021.

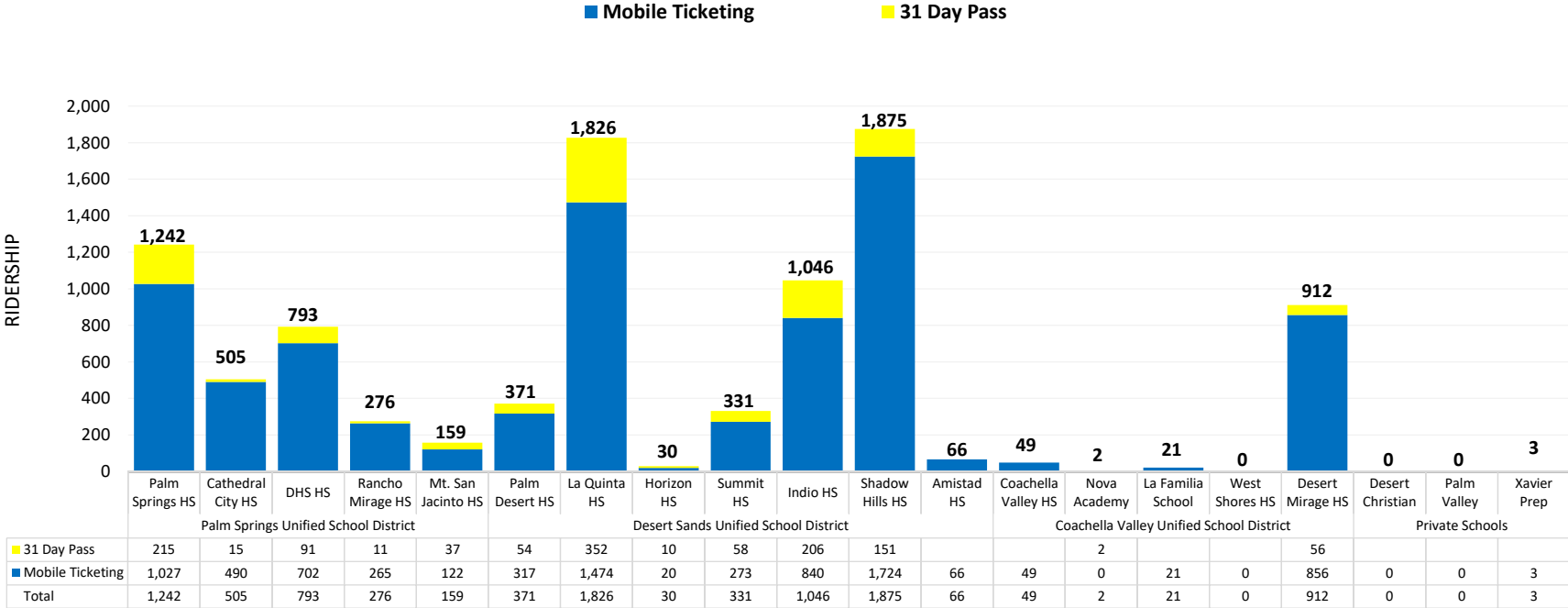
On October 17, 2021, SunLine commenced operations under Level 2.

High School Haul Pass - November 2021

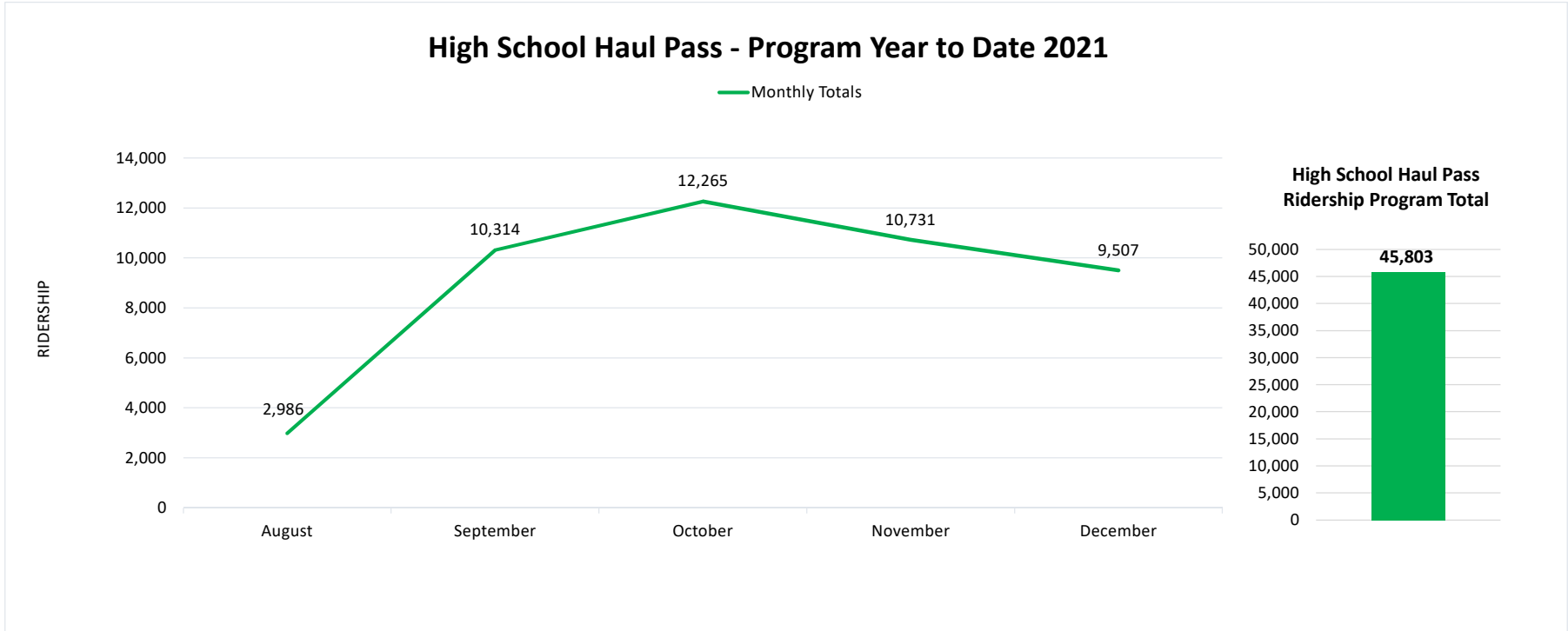


The High School Haul Pass program was introduced in August 2021.
 This chart represents monthly ridership by school for the High School Haul Pass program.
 The total active users as of November 2021 are 1,522 using the High School Haul Pass Program.

High School Haul Pass - December 2021

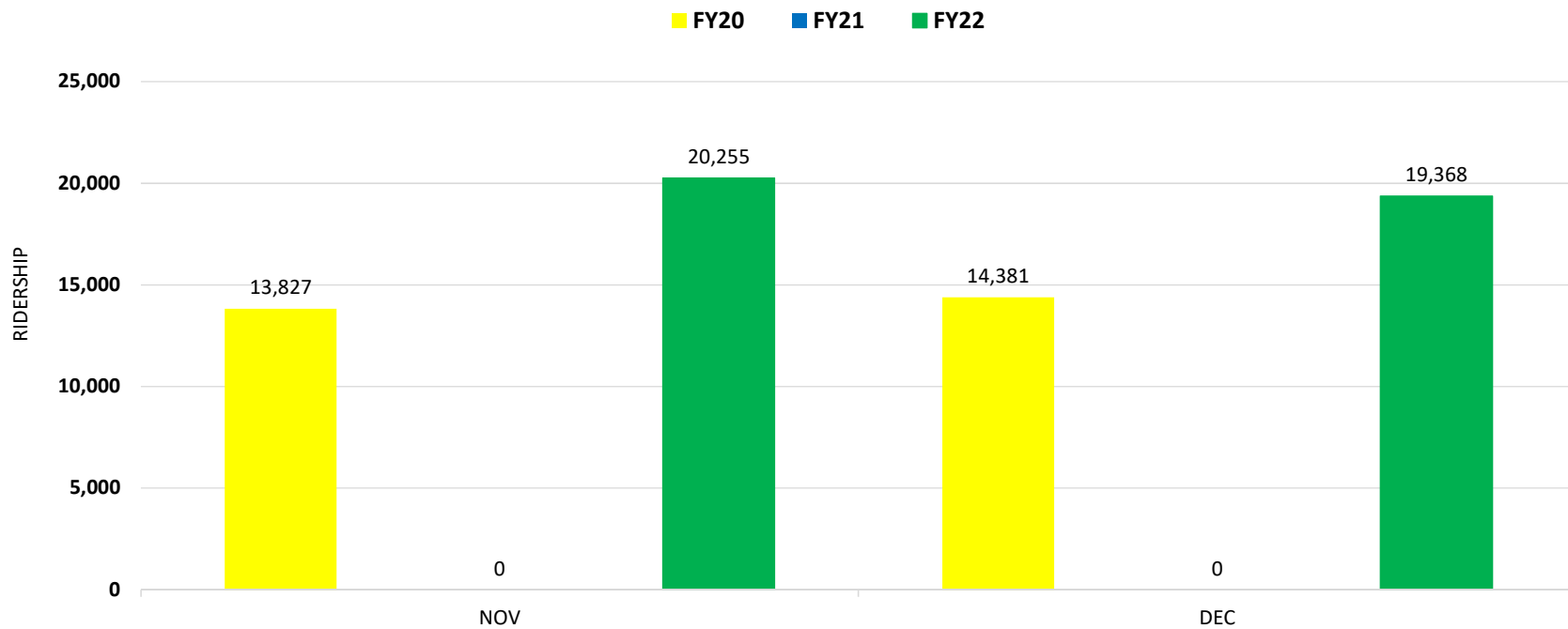


The High School Haul Pass program was introduced in August 2021.
 This chart represents monthly ridership by school for the High School Haul Pass program.
 The total active users as of December 2021 are 1,547 using the High School Haul Pass Program.



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

Mobile Ticketing Ridership - November & December 2021



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

The total for December 2021 includes 215 paratransit mobile tickets. A total of 1,306 unique users used mobile ticketing in the month of December.

On Sunday, May 2, 2021, SunLine resumed fare collection. May 2021 was the first month to have data available for FY21.

On October 17, 2021, SunLine commenced operations under Level 2.

SunLine Transit Agency

CONSENT CALENDAR

DATE: January 26, 2022

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Quarterly Capital Projects Update for 4th Quarter Calendar Year 2021

Summary:

The capital projects update summarizes the quarterly status of the large capital projects that are active. For the fourth quarter of calendar year 2021, there are 17 large projects in progress. Fourth quarter projects have been minimally impacted by the COVID-19 pandemic. Any substantial impacts will be reported.

Recommendation:

Receive and file.

QUARTERLY CAPITAL PROJECT UPDATES 4TH QUARTER CALENDAR YEAR 2021

New Projects Update			
Project Title	Brief Description	Current Status	Funding
Purchase Five (5) New Flyer Fuel Cell Buses (SCAQMD Airshed Project)	This project is to purchase five (5) 40-foot fuel cell fixed route buses that will replace CNG buses.	The contract to purchase buses from New Flyer was approved by the Board on April 22, 2021. Staff is working on issuing a purchase order for the five (5) vehicles.	\$6,794,635
Modular Trailer Demolition	Demolition of trailers, formerly occupied by Transportation Department staff, that have exceeded their useful life. This project will further fulfill the County's requirements in connecting SunLine's property to the sewer system and to abandon the remaining septic systems.	Staff is currently working on the scope of work to issue an invitation for bids.	\$110,000

Projects Update			
Project Title	Brief Description	Current Status	Funding
Five (5) Hydrogen Buses & On-Site Hydrogen Fueling Station	This project will deploy five (5) new 40-foot fuel cell electric buses along with the upgrade of SunLine's existing hydrogen refueling station with a new electrolyzer.	All five (5) buses are in service. Commissioning of the hydrogen station and dispensers are in progress. Staff is working with the contractor on the root cause analysis of the equipment issues and monitoring the performance of the station.	\$15,571,561
Replacement Operations Facility	Replacement Operations Facility will allow SunLine to complete the demolition and removal of the existing Operations buildings at Division I.	Construction has been completed. The facility is currently in use by SunLine staff. Project team is working on additional building improvements such as the installation of a handrail.	\$8,100,000

QUARTERLY CAPITAL PROJECT UPDATES 4TH QUARTER CALENDAR YEAR 2021

Project Title	Brief Description	Current Status	Funding
CNG Fueling Station	CNG station will be located at Division I and will replace the existing station that has exceeded its useful life.	Construction has been completed. The facility is currently in use by SunLine staff. Staff is working on closing the project.	\$8,000,778
Purchase of Five (5) New Flyer Fuel Cell Buses (VW Mitigation)	This project is to purchase five (5) 40-foot fuel cell fixed route buses that will replace the old CNG buses.	All five (5) buses have been delivered to SunLine. Four (4) buses are in service, the fifth bus is expected to be in service by mid-January.	\$5,995,922
Liquid Hydrogen Station Project	The new liquid hydrogen station will include liquid storage, compression equipment, gaseous storage and dispensing, providing both additional capacity and resiliency for the existing fueling infrastructure. The new station will be capable of dispensing fuel at 350 and 700 bar.	The request for qualifications has been issued.	\$5,161,250
Center of Excellence Facility	Project will build a facility to serve as a training facility and maintenance bay for the zero emission vehicles.	Design plans have been submitted to Riverside County for review and are currently pending approval. Staff has been working on preparing the bidding documents.	\$3,097,654
Purchase of 15 Paratransit Vehicles	Project to procure 15 Paratransit vehicles.	All 15 vehicles have been delivered to SunLine. Twelve vehicles are in service. Final three (3) buses will be accepted by mid-January.	\$2,375,076
Coachella Hub	Project is in conjunction with a grant awarded to SunLine as part of the Affordable Housing Sustainability Community Grant. SunLine, along with the City of Coachella, will construct sustainable transportation infrastructure to provide transportation related amenities.	In coordination with the City of Coachella, the design work has been submitted to the City for approval.	\$1,313,500

QUARTERLY CAPITAL PROJECT UPDATES 4TH QUARTER CALENDAR YEAR 2021

Project Title	Brief Description	Current Status	Funding
Purchase of MCI Commuter Bus	Purchase of one (1) additional MCI bus to meet the needs of the Agency.	The Board of Directors approved the project in October 2021. Staff has issued the purchase order. The bus is expected to be delivered in the third quarter of 2022.	\$950,000
SoCalGas/Hydrogen Demonstration Project	SunLine in partnership with the Southern California Gas Company will install, test, monitor, and demonstrate a Steam Methane Reformer (SMR) in various operating conditions.	Site layout has been finalized by the engineering team and approved by SunLine. SoCalGas is coordinating construction and equipment permits with Riverside County. Upon approval of the site layout by the County, civil work will commence.	\$600,000
Operations Facility IT Equipment	Purchase of information technology equipment such as servers, switches and battery backup systems for the new Operations Facility.	Information technology equipment has been delivered. Staff is working on final punch list items to begin the project closeout process.	\$230,291
Purchase of Driving Simulator	Project to purchase and install a bus simulator at the Operations Facility.	Simulator has been installed and is used by the Safety department for training purposes. The project team will begin to work on closing this project.	\$200,000
Purchase of Five (5) Replacement Zero Emission Relief Cars	Purchase five (5) replacement Chevy Bolt 2021 cars and charging infrastructure.	All five (5) cars have been delivered. The charging infrastructure is due to be installed by the first quarter of 2022.	\$196,866

QUARTERLY CAPITAL PROJECT UPDATES 4TH QUARTER CALENDAR YEAR 2021

Project Title	Brief Description	Current Status	Funding
Purchase of Administrative Vehicles Two (2) Hybrid Ford Explorers	Purchase of two (2) hybrid administrative vehicles to be used by staff to transport employees for trainings, meetings, conventions or to support the transportation needs of other required activities.	Two (2) vehicles have been delivered. One (1) vehicle is in service and one (1) vehicle is being prepped for service.	\$103,705
SunRide Microtransit Pilot – Software Application Technology	Microtransit software application and professional services for the Agency’s SunRide microtransit pilot program.	The contract was awarded and the project team is working with the vendor to successfully launch the project in January.	\$77,000

SunLine Transit Agency

CONSENT CALENDAR

DATE: January 26, 2022

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Board Member Attendance for December 2021

Summary:

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

Recommendation:

Receive and file.

FY 21/22	Board Member Matrix Attendance													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Meetings	Total Attended
Desert Hot Springs	X		X	X		X							10	4
Palm Desert	X		X	X		X							10	4
Palm Springs	X		X	X		X							10	4
Cathedral City	X		X	X		X							10	4
Rancho Mirage	X		X	X		X							10	4
Indian Wells	X		X			X							10	3
La Quinta	X		X	X		X							10	4
Indio	X		X	X		X							10	4
Coachella	X		X	X		X							10	4
County of Riverside	X		X	X		X							10	4

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Transit Agency

DATE: January 26, 2022 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Luis Garcia, Controller

RE: Ratification Federal Emergency Funding Claims

Recommendation

Recommend that the Board of Directors ratify the claim of Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) and American Rescue Plan Act (ARPA) funding in the amount of \$6,800,000 for operating assistance.

Background

In FY21, the Board approved three (3) resolutions granting the Agency the ability to spend federal emergency funding made available through the Coronavirus Aid, Relief, and Economic Security Act (CARES), CRRSAA, ARPA and Federal Emergency Management Agency (FEMA). The resolutions require that the Board ratify the expenditure of emergency funds at the next regular SunLine Board meeting following the submission of a claim against those funds. Since the last Board meeting, the Agency made three (3) total claims of CRRSAA and ARPA funding for a total amount of \$6,800,000 to cover eligible operating costs. With approval of this item, CRRSAA funds will be fully reimbursed. The reimbursement of CRRSAA & ARPA operating funds aligns with the financial plan presented to the Board of Directors and the FY22 budget. The Agency will leverage the emergency funding in order to minimize the usage of Local Transportation Funds (LTF) and build reserves in state funding for FY23 and beyond. The chart below illustrates a running total of emergency funding that has been claimed.

Total Federal Emergency Funding Claims							
Date	Amount	Funding Type	Approved/ Pending	Date	Amount	Funding Type	Approved/ Pending
8/3/2020	\$ 2,024,513	CARES Act	Approved	7/6/2021	\$ 3,208,971	CARES Act	Approved
10/21/2020	\$ 1,975,487	CARES Act	Approved	9/9/2021	\$ 1,000,000	CRRSAA	Approved
12/11/2020	\$ 1,000,000	CARES Act	Approved	9/17/2021	\$ 1,000,000	CRRSAA	Approved
12/21/2020	\$ 48,769	CARES Act	Approved	9/20/2021	\$ 500,000	CRRSAA	Approved
1/4/2021	\$ 6,290	CARES Act	Approved	10/14/2021	\$ 1,200,000	CRRSAA	Approved
2/17/2021	\$ 91,275	CARES Act	Approved	11/18/2021	\$ 1,311,454	CRRSAA	Pending
2/22/2021	\$ 4,634	CARES Act	Approved	11/18/2021	\$ 1,188,546	ARPA	Pending
2/24/2021	\$ 3,000,000	CARES Act	Approved	12/10/2021	\$ 4,300,000	ARPA	Pending
4/23/2021	\$ 4,000,000	CARES Act	Approved				
				Total	\$ 25,859,939		

Financial Impact

The \$6,800,000 in operating assistance allows the Agency to leverage emergency assistance and build its operating reserves in LTF.

SunLine Transit Agency

DATE:	January 26, 2022	ACTION
TO:	Finance/Audit Committee Board of Directors	
FROM:	Luis Garcia, Controller	
RE:	Approval of Additional Funding for FY22 Operating Budget	

Recommendation

Recommend that the Board of Directors:

1. Grant the CEO/General Manager the authority to negotiate and execute a funding agreement with Alliance for Sustainable Energy, LLC for an amount not to exceed \$65,000; and
2. Authorize future receipt of the funding in the amount of \$65,000 from the National Renewable Energy Laboratory (NREL), which is operated by the Alliance for Sustainable Energy, LLC, for use in the FY22 operating budget.

Background

In 2021, SunLine Transit Agency (SunLine) became a member of the Clean Cities Program (Program). Under this Program, SunLine was designated as Clean Cities Coordinator (Coordinator) for the Coachella Valley. The Program was formed in 1993 by the U.S. Department of Energy in coordination with the Environmental Protection Agency. This Program promotes the development of local government and industry partnerships to encourage the use of alternative fuels and vehicles through voluntary fleet initiatives.

SunLine has leveraged its designation as Coordinator to receive funding to support various data tracking and reporting activities related to our existing use, and production of alternative fuels. The data SunLine will compile and report under this Program is expected to be shared with the NREL and other peers participating under the Program.

Financial Impact

The financial impact of \$65,000 will fund specific activities that support data tracking and reporting requirements. Expenses will remain within the Board of Directors' approved FY22 budgeted amount.

SunLine Transit Agency

DATE: January 26, 2022 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Javier Flores, Superintendent of Facilities

RE: Approval of Janitorial Services Contract

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a contract with Dynamic Building Maintenance for janitorial services for two (2) years, with three (3) single-year options. The total cost for this contract, including option years, is not to exceed \$636,384 upon approval as to form by General Counsel.

Background

In July 2016, the Board of Directors approved a two (2) year agreement with three (3) option years to Kellermeyer Bergensons Services (KBS). During the contract period, as a result of the COVID-19 pandemic and the addition of our new operations facility, the scope of work has changed requiring additional cleaning frequency to all buildings.

The Request for Proposals (RFP) solicitation was selected as the procurement method in order to award the contract based on the established criteria: detailed work plan, past performance of the contractor, price, and key personnel. On September 14, 2021, the solicitation was sent to 37 firms that provide janitorial services. In addition, the solicitation was advertised in the local newspaper and on SunLine's website. On October 28, 2021, two (2) separate and individual proposals were received from Dynamic Building Maintenance and KBS. A committee comprised of SunLine's performance, facilities, and maintenance personnel evaluated the proposals based on their detailed work plans, past performance, price, and experience of key personnel found in the proposal. According to the evaluations, Dynamic Building Maintenance's proposal was found to be the best value for the Agency, and their price was determined to be fair and reasonable based on price analysis and adequate price competition.

Financial Impact

The first-year expenditures have been budgeted in the FY22 operating budget, and future years will continue funding in subsequent budget years.

Attachment:

- [Item 11a](#) – Price Analysis
- [Item 11b](#) – Solicitation List



PRICE ANALYSIS

	Dynamic Building Maintenance 2021 BAFO	Kellermeyer Bergensons Services (KBS) 2021 BAFO	Independent Cost Estimate (ICE) based on actual invoices
Monthly - Year 1	\$ 10,365.00	\$ 11,499.67	\$ 11,470.00
Monthly - Year 2	\$ 10,430.00	\$ 11,963.67	\$ 11,573.00
Monthly - Year 3 (Option)	\$ 10,649.00	\$ 12,152.67	\$ 12,133.00
Monthly - Year 4 (Option)	\$ 10,749.00	\$ 12,415.67	\$ 12,133.00
Monthly - Year 5 (Option)	\$ 10,839.00	\$ 12,669.67	\$ 12,133.00
Total - 5 Years	\$ 636,384.00	\$ 728,416.20	\$ 713,304.00

	Difference	Delta
Difference between Kellermeyer and Dynamic 2021 proposals	\$ (92,032.20)	-14.46%
Difference between 5 Year Dynamic and ICE	\$ (76,920.00)	-12.09%

There was adequate price competition since two (2) bidders independently contended for the contract that is to be awarded. Award is based on the highest evaluated proposal (also lowest price) for a 5 year contract. Initial Term is for 2 years with 3 one (1) year options to be exercised at the sole discretion of the CEO/General Manager.

Based on the results above, it is determined that the price submitted by Dynamic Building Maintenance is considered fair and reasonable.

Sara Parrish, Contract Administrator
11/17/2021

Solicitation List – Sent 9/20/21

Coachella Valley Cleaning
73733 Fred Waring Dr #203
Palm Desert, CA
(760) 486-2532
coachellavalleycleaning@gmail.com

Coachella Valley Janitorial, Inc.
74905 Highway 111, Ste 9-317
La Quinta, CA 92253
(877) 616-5524
info@coachellavalleyjanitorial.com

Commercial Cleaning Specialist
4195 Boardwalk
Palm Desert, CA 92211
(760) 341-2335
ccsinc@dc.rr.com

Custom Service Systems
PO Box 5596
Riverside, CA 92517
(951) 781-9345
Jayme@cssclean.com

Eddy's Maintenance & Janitorial Services
82880 Davis Dr.
Indio, CA 92201
(760)641-9203
Eddysjanitorialsvcs@verizon.net

KBM Essential Facility Services
3949 Ruffin Rd, Suite C
San Diego, CA. 92123
(858) 232-5723
claudia.garcia@kbs-services.com

Perfect Images Janitorial
10/18/21 – decline to bid
79220 Corporate Center Dr #105
La Quinta, CA
(760) 564-8999
Perfectimagesjan@aol.com

Richerson's Janitorial
73070 Catalina Way
Palm Desert, CA 92260
(760)835-3319
Mad4tazzy@dc.rr.com

Rogan Building Service, Inc.
1521 7th St
Riverside, CA 92507
(951) 248-1261
ceciliaswiney@rogan4.com

White Glove Janitorial Services
Indio, CA
(760) 238-0160
mramirez@dc.rr.com

Vanguard
rob.dusthimer@vanguardsocal.com

Briteworks, Inc. (DBE)
620 N. Commercial Avenue
Covina, CA 91723
(626) 337-0099
services@briteworks.com

Century Clean, Inc.
8939 S. Sepulveda Blvd., Ste. 528
Los Angeles, CA 90045
(310) 216-0999
doncci@aol.com

Corporate Image Maintenance
2116 S. Wright Street
Santa Ana, CA 92705
(714) 966-5329
gil@corp-image-maint.com

DNS Solutions, Inc. (DBE)
22003 Independencia St.
Woodland Hills, CA 91364
(818) 292-2460
Lena2312@aol.com

Dedicated Building Services LLC (DBE)

11338 Moorpark Street
Studio City, CA 91602
(818) 732-4162
dsmith@dedicatedservicesusa.com

El Prado Cleaning Service, Inc. (DBE)

24707 Abita Avenue
Lomita, CA 90717
(310) 326-9505
lpuneto@sbcglobal.net

Ittoukoku International

1018 S. Montebello Blvd. Apt #B
Montebello, CA 90640
(323) 376-0853
Startnew35@gmail.com

Jabez Building Services (DBE)

2094 Orange Ave.
Costa Mesa, CA 92627
(714)981-3612
drubio@jabezbs.com

Maid Fast (DBE)

440 Chambers St. #104
El Cajon, CA 92020
(619) 749-6116
scottmarrone@maid-fast.com

Master Janitorial Maintenance

PO Box 2032
Gardena, CA 90247
(800) 952-1117
kimbo@sbcglobal.net

NMS Management Inc. (DBE)

155 W. 35th Street, Suite A
National City, CA 91950
(619) 425-0440
nmsmanagement@msn.com

Science of Cleaning, Inc. (DBE)

6547 Moon River Way
Elk Grove, CA 95624
(916) 383-8961
scienceofcleaning@yahoo.com

TSCM Corporation

17791 Jamestown Lane
Huntington Beach, CA 92647
(714) 841-1988
Margaret.pappano@gmail.com

T&T Janitorial, Inc. (DBE)

2959 Frankel Way
San Diego, CA 92196
(858) 336-8837
tandt_janitorial@yahoo.com

The Mop Crew, Inc. (DBE)

11277 Sardis Ave.
Los Angeles, CA 90064
(310) 500-1409
Juan.marquez@skanska.com

Trans-Global Services, Inc.

709 N. Hildalgo Avenue
Alhambra, CA 91801
(626) 423-4871
transglobalusa@aol.com

Ver-O- Roses Maintenance Inc

2429 Agostino Drive
Rowland Heights, CA 91748
(626) 839-6717
service@avorinc.com

VIP Cleaning Services (DBE)

1310 Santa Rita St. 193
Chula Vista, CA 91915
(619) 796-0776
Ana.vipcleaning@gmail.com

Will & Connie's Cleaning Service (DBE)

4604 Cherryrock Ave.
Bakersfield, CA 93313
Harriswill1100@gmail.com
(661) 835-7690

Dynamic Building Maintenance

Mike Sullivan
mjs@dynamic-bldg.com
services@dynamic-bldg.com
 888-684-7740 x 3
 4187 Flat Rock Drive, Ste 300
 Riverside, CA 92505

Added 9/21/21

AMS Advance Maintenance Service
 Armando and Stella
 760-625-5665
advancedmaintenanceservices@msn.com

We Are All About Cleaning

www.weareallaboutcleaning.com
 Tim Smith
 360-303-9786 (c) 951-361-2535 (office)
Aac.tim.smith@gmail.com
 9/29/21 – decline to bid

Sent on 10/7/21

Palm Springs Cleaning

79-405 Highway 111, Suite 9
 La Quinta, CA 92253
 760-200-3555
christopheralimoli@hotmail.com
 10/27/21 – Decline to bid

Palm Springs Cleaning and Disinfecting

pscleaninganddisinfecting@gmail.com
 760-409-8098
 10/8/21 – decline to bid

Portal Solicitation Review List

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 Horsham, PA 19044

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 714 622 4844
 7400 E Slauson Ave Ste 3W
 Commerce, CA 90040

SunLine Transit Agency

DATE: January 26, 2022 **INFORMATION**

TO: Finance/Audit Committee
Board of Directors

FROM: Rudy Le Flore, Chief Project Consultant

RE: Thousand Palms Land Acquisition

Background

This item is intended to keep the Board apprised of SunLine's land pursuits. On April 22, 2020, the Board of Directors authorized the CEO/General Manager to negotiate and execute an agreement for ten (10) acres of land located at the southeast corner of Haskell Road and Harry Oliver Trail. A copy of this Board action is attached to this report for reference as attachment b.

The landowner subsequently hired a consultant to conduct a flood risk analysis where it was reported that most of the owner's acreage is in a one-hundred-year flood zone. Based on the outcome of the flood risk analysis and discussions between SunLine and the owner, it was determined that the sale and acquisition of such property would not be in both party's best interest. Therefore, the owner withdrew the offer to sell the land to SunLine.

A new opportunity has been made available to SunLine for the acquisition of approximately 5.87 acres of land, adjacent to, and North of, SunLine's current property at Division I in Thousand Palms. In comparison to the ten (10) acres, this 5.87 acres of land is of great value to SunLine as it includes 33 parcels with street-to-street, mixed-used zoning that will considerably reduce civil and construction costs. The location of the property offers the Agency an opportunity for direct access to SunLine's Division I and Ramon Road. SunLine has obtained an appraisal and is providing a nonbinding letter of intent to the owner to see if a deal can be reached. This is being managed in consultation with SunLine counsel.

This land purchase will help facilitate SunLine's goals of energy resiliency, providing cleaner and more cost effective sources of hydrogen, and improving its revenue potential relative to the dispensing of hydrogen. In all, this purchase will position the Agency to provide improved operational choices for its customers.

Attachment:

- [Item 12a](#) – Land Purchase Image
- [Item 12b](#) – April 22, 2020 Board Report for Item 12, Harry Oliver Trail Land Acquisition
- [Item 12c](#) – Action Minutes from April 22, 2022 for Item 12



- 10 Acres East – Land Acquisition Withdrawn in 2020
- 5.8 Acres North – Current Proposed Land Acquisition

SunLine Transit Agency

DATE: April 22, 2020 **ACTION**

TO: Board of Directors

FROM: Tommy D. Edwards, Chief Performance Officer

RE: Harry Oliver Trail Land Acquisition

Recommendation

Recommend that the Board of Directors authorize the CEO/General Manager to negotiate and execute:

1. Real Property Acquisition Agreement and Joint Escrow Instruction (Agreement) with the Lazar Family in the amount of \$1,000,000, for the procurement of ten (10) acres of land, subject to review and approval by SunLine's general counsel; and
2. An environmental site assessment, flood-survey, and other related due diligence and escrow closing costs in an amount not to exceed \$100,000.

Background

The Lazar Family is the current owner of a 75 acre parcel of which ten (10) acres are located directly across SunLine's Division I in Thousand Palms, at the southeast corner of Haskell Road and Harry Oliver Trail (Property). The owner has agreed to sell the Property and the Agency has agreed to procure the Property to develop its infrastructure that will support the expansion of its zero-emissions fleet.

Under the Agreement, both parties agreed to comply with due diligence requirements. Prior to the close of escrow, there will be a due diligence period of 90 days (with an option to extend the period by an additional 30 days). During this due diligence period, SunLine will have access to inspect the physical condition of the Property. This inspection will include a Phase 1 environmental assessment and other environmental testing, a geological investigation, and surveying. During this time, the seller will also be required to engage a consultant to prepare a flood hazard assessment of the Property, which will be shared with SunLine. Lastly, during the due diligence period, SunLine will have an opportunity to inspect and approve any exceptions to title to the Property. Prior to the end of the due diligence period, SunLine must approve the condition of the property and title; otherwise, the Agreement will be terminated.

The acquisition of the Property will offer SunLine the opportunity to install a solar microgrid, on a portion of the land. This will support the substantial energy required to

power the Agency's hydrogen electrolyzer by harnessing the infinite power of the sun and storing it onsite. The solar microgrid is a first-of-its-kind, self-sustained, onsite solar, plus battery storage that will provide clean, renewable energy used specifically to deliver hydrogen power to SunLine's transit fleet. In the long term, the solar microgrid will offset the incremental cost of producing hydrogen or charging buses by averting the utility cost from the public electrical grid. It will assist SunLine in complying with the California Air Resources Board's Innovative Clean Transit mandate and will offer the Agency an opportunity to earn Low Carbon Fuel Standard credits by reducing greenhouse gas emissions.

The remaining portion of the Property gives SunLine the additional space required to build future Agency related infrastructure.

Financial Impact

The financial impact of \$1,100,000 will utilize FY20 Low Carbon Transit Operations Program grant funds and FY19 Local Transportation Funds.

ACTION MINUTES FOR ITEM 12

Joint SunLine Transit Agency/SunLine Services Group Board of Directors Meeting April 22, 2020

A joint regular meeting of the SunLine Transit Agency and SunLine Services Group Board of Directors was held at 12:03 p.m. on Wednesday, April 22, 2020 via Zoom videoconference, pursuant to paragraph 3 of Executive Order N-20-29.

Members Present:

Kathleen Kelly, Chair, SunLine Agency Board Member, City of Palm Desert
Robert Radi, Vice-Chair, SunLine Agency Board Member, City of La Quinta
Raymond Gregory, SunLine Agency Board Member, City of Cathedral City
Megan Beaman Jacinto, SunLine Agency Board Member, City of Coachella
Russell Betts, SunLine Agency Board Member, City of Desert Hot Springs
Ty Peabody, SunLine Agency Board Member, City of Indian Wells
Glenn Miller, SunLine Agency Board Member, City of Indio
Dennis Woods, SunLine Agency Board Member (Alternate), City of Palm Springs
G. Dana Hobart, SunLine Agency Board Member, City of Rancho Mirage
Supervisor V. Manuel Perez, SunLine Agency Board Member, County of Riverside

Members Absent:

Megan Beaman Jacinto, SunLine Agency Board Member, City of Coachella

ITEM 12 - HARRY OLIVER TRAIL LAND ACQUISITION

Following an oral report by Tommy Edwards, Chief Performance Officer, Board Member Hobart provided comments and moved to approve the Harry Oliver Trail Land Acquisition. The motion was seconded by Board Vice-Chair Radi. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

A recording of the April 22, 2020 Board proceedings is available [here](#).