



SunLine Transit Agency
October 28, 2020
9:30 a.m. – 10:10 a.m.

AGENDA

FINANCE/AUDIT COMMITTEE Regular Meeting

VIA VIDEOCONFERENCE

Pursuant to California Governor Newsom's Executive Orders N-25-20 issued on March 4, 2020 and N-29-20 issued on March 18, 2020, the Finance/Audit Committee 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/81987166733>
Meeting ID: 819 8716 6733

Teleconference Dial In
888-475-4499 (Toll Free)
Meeting ID: 819 8716 6733

One tap mobile
+16699009128,,81987166733#

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: all public comment requests need to be submitted via email to the Clerk of the Board at clerkoftheboard@sunline.org prior to October 27, 2020 at 5:00 p.m. with your name, telephone number and subject of your public comment (agenda item or non-agenda item). Members of the public may make public comments through their telephone or Zoom connection when recognized by the Chair. If you send written comments, your comments will be made part of the official record of the proceedings and read into the record.

ITEM

RECOMMENDATION

In compliance with the Brown Act and Government Code Section 54957.5, agenda materials distributed 72 hours prior to the meeting, which are public records relating to open session agenda items, will be available for inspection by members of the public prior to the meeting at SunLine Transit Agency's Administration Building, 32505 Harry Oliver Trail, Thousand Palms, CA 92276 and on the Agency's website, www.sunline.org.

In compliance with the Americans with Disabilities Act, Government Code Section 54954.2, and the Federal Transit Administration Title VI, please contact the Clerk of the Board at (760) 343-3456 if special assistance is needed to participate in a Board meeting, including accessibility and translation services. Notification of at least 48 hours prior to the meeting time will assist staff in assuring reasonable arrangements can be made to provide assistance at the meeting.

ITEM

RECOMMENDATION

1. CALL TO ORDER

2. FLAG SALUTE

3. ROLL CALL

4. PRESENTATIONS

5. FINALIZATION OF AGENDA

6. 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 August 2020](#)

(PAGE 4-8)

[8b\) Credit Card Statement for August 2020](#)

(PAGE 9-12)

ITEM

RECOMMENDATION

- 8c) Monthly Budget Variance Report for August 2020 (PAGE 13-18)
- 8d) Contracts Signed in Excess of \$25,000 September 2020 (PAGE 19)
- 8e) Union & Non-Union Pension Investment Asset Summary August 2020 (PAGE 20-23)
- 8f) Ridership Report for September 2020 (PAGE 24-26)
- 8g) SunDial Operational Notes for September 2020 (PAGE 27-30)
- 8h) Metrics for September 2020 (PAGE 31-41)
- 8i) Quarterly Capital Project Update for 3rd Quarter of Calendar Year 2020 (PAGE 42-44)
- 8j) Board Member Attendance for September 2020 (PAGE 45-46)

- 9. UPDATE ON SUNLINE TRANSIT AGENCY'S FINANCIAL STATUS** (PAGE 47-48)
(Staff: Luis Garcia, Chief Financial Officer)

- 10. REPLACEMENT OPERATIONS FACILITY LOW VOLTAGE CONTRACT** **APPROVE**
(PAGE 49)
(Staff: Rudy Le Flore, Chief Project Consultant)

- 11. REPLACEMENT OPERATIONS FACILITY FURNITURE CONTRACT** **APPROVE**
(PAGE 50)
(Staff: Rudy Le Flore, Chief Project Consultant)

- 12. SHOP FLOOR RESURFACING** **APPROVE**
(PAGE 51-55)
(Staff: Tony Cohen, Chief Maintenance Officer)

- 13. SUNRIDE MICROTRANSIT PILOT PROGRAM (PHASE II) – TRANSPORTATION PROVIDERS** **APPROVE**
(PAGE 56-57)
(Staff: Michal Brock, Taxi Administrator)

- 14. AMENDMENT TO ANDREA CARTER AND ASSOCIATES CONTRACT** **APPROVE**
(PAGE 58)
(Staff: Brittney B. Sowell, Chief of Public Affairs/
Clerk of the Board)

- 15. ADJOURN**

SunLine Transit Agency
CONSENT CALENDAR

DATE: October 28, 2020

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Checks \$1,000 and Over Report for August 2020

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. Items identified in bold font represent "pass through" payments that were, or will be, reimbursed to SunLine under the provisions of specific grants or contracts. Items identified with underlines represent "shared" payments with SunLine and specific vendors/employees.

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

<i>Vendor</i>	<i>Check #</i>	<i>Amount</i>
GP STRATEGIES	683696	\$488,739.73
CANNONDESIGN BUILDERS, INC.	683753	\$327,129.42
NEL HYDROGEN INC.	683786	\$136,028.00
AVAIL TECHNOLOGIES	683568	\$134,393.00
BAE SYSTEMS CONTROLS, INC.	683569	\$91,378.10
DAHL, TAYLOR AND ASSOCIATES, INC.	683761	\$64,177.40

Recommendation:

Receive and file.

**SunLine Transit Agency
Checks \$1,000 and Over
August 2020**

NOTE: 1). Bold check payments represent "pass through", bold Italicized check payments represent "Capital Expenses", payments that were, or will be reimbursed to SunLine under the provisions of specific grants or contracts. 2). Underlined check payments represent "shared" payments with SunLine and specific vendors/employees.

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
GP STRATEGIES	WIP-CNG Fueling Station	683696	08/19/2020	488,739.73
CANNONDESIGN BUILDERS, INC.	WIP- Operation Facility Design	683753	08/26/2020	327,129.42
NEL HYDROGEN INC.	WIP- Hydrogen Refueling Station	683786	08/26/2020	136,028.00
AVAIL TECHNOLOGIES	Annual Support Billing 7/1/20 - 6/30/21	683568	08/05/2020	134,393.00
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>683822</u>	<u>08/26/2020</u>	<u>104,689.75</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>683670</u>	<u>08/12/2020</u>	<u>104,462.21</u>
BAE SYSTEMS CONTROLS, INC.	Jan-Mar 2020 BAE Service Agmt Tech Support&Parts	683569	08/05/2020	91,378.10
IMPERIAL IRRIGATION DIST	Utilities	683776	08/26/2020	79,328.46
DAHL, TAYLOR AND ASSOCIATES, INC.	WIP-Operation Facility Consulting Engineer	683761	08/26/2020	64,177.40
SO CAL GAS CO.	Utilities	683808	08/26/2020	51,023.96
<u>GUARDIAN LIFE INSURANCE COMPANY THE</u>	<u>Employee Benefits/ LTD/STD/LIFE Ins Prem Sept</u>	<u>683774</u>	<u>08/26/2020</u>	<u>35,739.28</u>
CREATIVE BUS SALES, INC,	WIP-Covid19 Capital Expenditures	683759	08/26/2020	33,611.35
ELEMENT MARKETS RENEWABLE ENERGY, LLC	Utilities	683766	08/26/2020	33,494.19
NPG, INC.	DIV 1 Admin Asphalt Slurry Seal	683715	08/19/2020	25,444.00
ERMA EMPLOYMENT RISK MANAGEMENT	Insurance Loss	683631	08/12/2020	24,868.54
IMPERIAL IRRIGATION DIST	Utilities	683699	08/19/2020	22,639.44
TK SERVICES, INC.	Inventory Repair Parts	683815	08/26/2020	20,125.76
KELLERMAYER BERGENSONS SERVICES, LLC	Janitorial Services	683586	08/05/2020	19,489.00
TRANSIT PRODUCTS & SERVICES	Inventory Repair Parts	683821	08/26/2020	16,909.00
THE LEFLORE GROUP LLC	Projects Consultant	683728	08/19/2020	16,881.70
JOHNSON EQUIPMENT COMANY	WIP-Replacement & Expansion of Support Vehicles	683582	08/05/2020	16,326.81
CITYWIDE AUTO GLASS, INC.	WIP-TIRCP (4) Electric Buses	683687	08/19/2020	14,983.45
OLD GREEN HOUSE LLC	Planning Consulting	683800	08/26/2020	14,250.00
MICHELIN NORTH AMERICA, INC.	Lease Tire Service	683642	08/12/2020	14,184.98
TEC OF CALIFORNIA, INC.	Inventory Repair Parts	683666	08/12/2020	13,614.68
OLD GREEN HOUSE LLC	Planning Consulting	683656	08/12/2020	13,500.00
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	Consultant Services	683827	08/26/2020	12,112.50
MANTICORE ADVOCACY, LLC	Nov 2019-Aug 2020 Legislative Advocacy Services	683777	08/26/2020	11,857.50
VERIZON WIRELESS	Wireless Telephone Service	683673	08/12/2020	10,426.19
BTS USA, INC.	Rapid Learning Maintenance Supervisor Training	683684	08/19/2020	9,999.91
NFI PARTS	Inventory Repair Parts	683679	08/19/2020	9,900.92
CALLIDUS SOFTWARE, INC.	6/30/20-6/29/21 Employee Development Program	683623	08/12/2020	9,700.00
WINQUEST ENGINEERING CORPORATION	IT Security Penetration Test	683675	08/12/2020	9,500.00
4IMPRINT, INC.	Advertising	683564	08/05/2020	9,499.37
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service	683750	08/26/2020	8,927.36
JACKSON LEWIS P.C.	Insurance Loss	683640	08/12/2020	8,373.50
BATTERY SYSTEMS, INC.	Inventory Repair Parts	683570	08/05/2020	8,111.51

**SunLine Transit Agency
Checks \$1,000 and Over
August 2020**

NOTE: 1). Bold check payments represent "pass through", bold Italicized check payments represent "Capital Expenses", payments that were, or will be reimbursed to SunLine under the provisions of specific grants or contracts. 2). Underlined check payments represent "shared" payments with SunLine and specific vendors/employees.

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
DNSFILTER, INC.	Computer Network Software Agmt 4/9/20-4/9/21	683575	08/05/2020	8,100.00
ROBERT HALF	Temporary Help	683600	08/05/2020	7,500.00
AMERICAN SECURITY GROUP	WIP-Covid19 Capital Expenditures	683744	08/26/2020	7,421.19
BATTERY SYSTEMS, INC.	Inventory Repair Parts	683683	08/19/2020	7,384.46
NFI PARTS	Inventory Repair Parts	683740	08/26/2020	7,350.79
BATTERY SYSTEMS, INC.	Inventory Repair Parts	683748	08/26/2020	7,328.40
KELLERMAYER BERGENSONS SERVICES, LLC	Janitorial Services	683706	08/19/2020	7,240.00
AMALGAMATED TRANSIT UNION	Amalgamated Transit Union #1277	683614	08/12/2020	6,692.75
AMALGAMATED TRANSIT UNION	Amalgamated Transit Union #1277	683743	08/26/2020	6,620.87
ANDREA CARTER & ASSOCIATES	Marketing Consultant	683745	08/26/2020	6,100.00
PIEDMONT PLASTICS, INC.	Bus Stop Supplies	683651	08/12/2020	6,039.39
JOHNSON EQUIPMENT COMANY	WIP-Replacement & Expansion of Support Vehicles	683641	08/12/2020	5,953.20
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	683566	08/05/2020	5,647.07
ROBERT HALF	Temporary Help	683601	08/05/2020	5,512.00
ROBERT HALF	Temporary Help	683726	08/19/2020	5,475.00
LG-GRAPHIX	Printing Expense	683610	08/05/2020	5,276.52
JESSE FRESCAS JR.	WIP-Indio Facility Improvements	683703	08/19/2020	5,040.00
C V WATER DISTRICT	WIP-Operation Facility Bldg Sewer Developer Deposit	683689	08/19/2020	5,000.00
YELLOW CAB OF THE DESERT	Taxi Voucher Program	683611	08/05/2020	4,960.38
TECHPRISE SAFETY SOLUTIONS	WIP-Covid19 Capital Expenditures	683668	08/12/2020	4,638.85
TECHPRISE SAFETY SOLUTIONS	Emergency Preparedness Supplies	683814	08/26/2020	4,632.39
AUGER CONSULTING GROUP LLC	Consulting Services	683708	08/19/2020	4,620.00
VINCENT PRINTING COMPANY, INC.	Advertising	683608	08/05/2020	4,538.53
PRUDENTIAL OVERALL SUPPLY	Uniforms	683598	08/05/2020	4,188.18
TPX COMMUNICATIONS	Communications	683820	08/26/2020	4,106.61
ROBERT HALF	Temporary Help	683799	08/26/2020	4,000.00
OFFICETEAM	Temporary Help	683594	08/05/2020	3,912.00
CALIFORNIA DENTAL NETWORK, INC.	Dental Benefits	683751	08/26/2020	3,853.37
WALTERS WHOLESALE ELECTRIC CO.	WIP-Misc Maintenance Equipment Project	683735	08/19/2020	3,549.86
SAFETY-KLEEN CORPORATION	Contract Svc-Haz Waste Remove	683804	08/26/2020	3,530.50
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	683612	08/12/2020	3,525.44
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	683678	08/19/2020	3,443.47
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	683622	08/12/2020	3,436.02
NAPA AUTO PARTS	Inventory Repair Parts	683710	08/19/2020	3,398.61
TIME WARNER CABLE	Utilities	683732	08/19/2020	3,231.85
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	683752	08/26/2020	3,168.79
BAY CITY ELECTRIC WORKS	Facility Maintenance	683618	08/12/2020	2,809.39
NFI PARTS	Inventory Repair Parts	683567	08/05/2020	2,805.43
NFI PARTS	Inventory Repair Parts	683613	08/12/2020	2,771.75

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Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
CREATIVE BUS SALES, INC,	Inventory Repair Parts	683690	08/19/2020	2,751.99
PRUDENTIAL OVERALL SUPPLY	Uniforms	683723	08/19/2020	2,750.50
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	683754	08/26/2020	2,685.94
HOME DEPOT CREDIT SERVICES	Facility Maintenance Supplies	683636	08/12/2020	2,499.40
THE LEARNING & PERFORMANCE IMPROVEMENT	Consulting General	683704	08/19/2020	2,441.25
CPAC INC.COM	Contracted Services	683758	08/26/2020	2,362.50
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	683739	08/26/2020	2,323.04
SC FUELS	Lubricants and Oils	683602	08/05/2020	2,286.49
OFFICETEAM	Temporary Help	683716	08/19/2020	2,244.00
OFFICETEAM	Temporary Help	683792	08/26/2020	2,244.00
CREATIVE BUS SALES, INC,	Inventory Repair Parts	683573	08/05/2020	2,212.02
PROMO	Advertising	683597	08/05/2020	2,187.31
PIEDMONT PLASTICS, INC.	Bus Stop Supplies	683720	08/19/2020	2,149.61
ROBERT HALF	Temporary Help	683727	08/19/2020	2,120.00
ROBERT HALF	Temporary Help	683798	08/26/2020	2,120.00
R.S. HUGHES COMPANY	Emergency Preparedness Supplies	683796	08/26/2020	2,091.18
SC FUELS	Lubricants and Oils	683805	08/26/2020	1,972.76
SPORTWORKS NORTHWEST, INC.	Inventory Repair Parts	683604	08/05/2020	1,803.51
STERLING HEALTH SERVICES, INC.	Benefit Management Expenses	683812	08/26/2020	1,800.00
NORTON MEDICAL INDUSTRIES	Medical Exams	683714	08/19/2020	1,739.25
ASPEN REFRIGERANTS, INC.	Freon & Coolant	683746	08/26/2020	1,735.49
DESERT URGENT CARE	Medical Exams	683639	08/12/2020	1,685.00
DESERT CITY CAB	Taxi Voucher Program	683574	08/05/2020	1,679.85
DESERT URGENT CARE	Medical Exams	683700	08/19/2020	1,665.00
DELUXE SMALL BUSINESS SALES, INC.	Advertising	683762	08/26/2020	1,615.84
THE LEARNING & PERFORMANCE IMPROVEMENT	Consulting General	683585	08/05/2020	1,590.75
SMARTDRIVE SYSTEMS, INC.	General Services	683603	08/05/2020	1,580.00
SMARTDRIVE SYSTEMS, INC.	General Services	683662	08/12/2020	1,580.00
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	683635	08/12/2020	1,569.84
VALLEY OFFICE EQUIPMENT, INC.	Office Equipment Maintenance	683824	08/26/2020	1,527.92
DECALS BY DESIGN, INC.	Repair Claims	683625	08/12/2020	1,509.82
LA PRENSA HISPANA INC	Advertising	683783	08/26/2020	1,500.00
NORTON MEDICAL INDUSTRIES	Medical Exams	683787	08/26/2020	1,484.25
MILE3 WEB DEVELOPMENT	Website Maintenance	683784	08/26/2020	1,478.00
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	683686	08/19/2020	1,458.24
NS CORPORATION	Contracted Services General	683788	08/26/2020	1,366.84
DESERT ELECTRIC SUPPLY	Bus Stop Supplies	683818	08/26/2020	1,350.66
WELTYS ENTERPRISES, INC.	Advertising	683826	08/26/2020	1,336.99
MURCHISON & CUMMING, LLP	Insurance Loss	683645	08/12/2020	1,322.97

**SunLine Transit Agency
Checks \$1,000 and Over
August 2020**

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Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
OFFICETEAM	Temporary Help	683646	08/12/2020	1,320.80
DESERT AIR CONDITIONING, INC.	Air Conditioning Expense	683627	08/12/2020	1,285.50
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	683685	08/19/2020	1,275.25
ROBERT HALF	Temporary Help	683655	08/12/2020	1,272.00
MITECH CONTROLS INC.	Repair Parts-Fixed Route	683588	08/05/2020	1,220.48
FULTON DISTRIBUTING	Emergency Preparedness Supplies	683695	08/19/2020	1,017.51
SOUTHWEST NETWORKS, INC.	IT Support Services	683810	08/26/2020	1,000.00
QUADIANT FINANCE USA, INC.	Postage	683724	08/19/2020	1,000.00
Total Checks Over \$1,000	\$2,474,397.99			
Total Checks Under \$1,000	\$38,120.16			
Total Checks	\$2,512,518.15			

SunLine Transit Agency

CONSENT CALENDAR

DATE: October 28, 2020

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Credit Card Statement for August 2020

Summary:

The attached report summarizes the Agency's credit card expenses for August 2020 with a statement closing date of September 3, 2020.

Recommendation:

Receive and file.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 09/03/20

Name on Card: Lauren Skiver

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	8/12/2020	8/12/2020	EZCaterLuna Grill	Luna Grill Catering Order; Executive Team Lunch Planning Session		\$169.01
2	8/20/2020	8/20/2020	Red Robin	Red Robin Catering Order; Executive Team Lunch Planning Session		\$175.51
3	8/29/2020	8/29/2020	NNA Services	National Notary Association - Notary Certification; Brittney Sowell, Chief of Public Affairs/Clerk of the Board		\$302.91
4	8/29/2020	8/29/2020	NNA Services	National Notary Association - Notary Certification; Yvonne Eckert, Project Manager Assistant		\$302.91
5	8/31/2020	8/31/2020	EEOC Training	EEOC Training Institute - EEOC Training; Tina Hamel, DBELO/EEO/Compliance/Eligibility Officer		\$295.00
6	8/31/2020	8/31/2020	SocietyforHumanResource	Society for Human Resource Management - EEOC Training; Tina Hamel, DBELO/EEO/Compliance/Eligibility Officer		\$995.00
7	9/3/2020	9/3/2020	Red Robin	Red Robin Catering Order; Executive Team Lunch Planning Session		\$160.89
Credits and Charges:					\$0.00	\$2,401.23



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 - \$2,334.06 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 09/28/20. 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	\$2,401.23

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
08/28	08/28	F326800L100CHGDDA	AUTOMATIC PAYMENT - THANK YOU	108.00	
			TOTAL [REDACTED] \$108.00-		
09/03	09/03		WELLS FARGO CASH BACK - CREDIT	67.17	
Transaction Summary For LAURA SKIVER					
Sub Account Number Ending In [REDACTED]					
08/12	08/12	2449215KHMLL8BVAA	EZCATERLUNA GRILL 8004881803 MA		169.01
08/20	08/20	2444500KT00MJ2NQ9	RED ROBIN NO 253 303-846-6111 CA		175.51
08/29	08/29	2469216L22XSRWLKG	NNA SERVICES LLC 800-876-6827 CA		302.91
08/29	08/29	2469216L22XSRWP81	NNA SERVICES LLC 800-876-6827 CA		302.91
08/31	08/31	2424098L5HEWKD2JS	EEOC TRAINING INST 202-663-4914 DC		295.00
08/31	08/31	2443654L50ADZGFS7	SOCIETYFORHUMANRESOURCE 800-2837476 VA		995.00
09/03	09/03	2444500L700MA03N7	RED ROBIN NO 253 303-846-6111 CA		160.89
			TOTAL \$2,401.23		
LAURA SKIVER / Sub Acct Ending In [REDACTED]					

Wells Fargo News

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SunLine Transit Agency**CONSENT CALENDAR**

DATE: October 28, 2020

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Monthly Budget Variance Report for August 2020

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. Most of the current monthly budget values are calculated by taking 1/12th of the annual budget. The FYTD budget values are calculated by dividing the yearly budget by the number of months progressed through the fiscal year.

- As of August 31, 2020, the Agency's revenues net of subsidies are unfavorable by \$109,544 or 18.52% under the FYTD budget. Expenditures are favorable by \$848,546 or 12.47% below the FYTD budget.

Recommendation:

Receive and file.

SunLine Transit Agency
Budget Variance Report
August 2020

Description	FY21 Total Budget	Current Month			Fiscal Year-to-Date			
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	FY21 FYTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Revenues:								
Passenger Revenue	1,399,824	4,164	116,652	(112,488)	4,412	233,304	(228,892)	99.7%
Other Revenue	2,149,017	237,285	179,085	58,201	477,518	358,170	119,348	77.8%
Total Operating Revenue	3,548,841	241,449	295,737	(54,287)	481,929	591,474	(109,544)	86.4%
Operating Expenses:								
Operator & Mechanic Salaries & Wages	10,110,722	808,975	842,560	33,585	1,614,848	1,685,120	70,273	84.0%
Operator & Mechanic Overtime	1,237,377	33,660	103,115	69,455	97,223	206,230	109,007	92.1%
Administration Salaries & Wages	6,283,696	486,246	523,641	37,395	976,363	1,047,283	70,920	84.5%
Administration Overtime	82,132	5,364	6,844	1,480	9,286	13,689	4,402	88.7%
Fringe Benefits	9,892,136	711,442	824,345	112,903	1,604,532	1,648,689	44,157	83.8%
Communications	243,300	17,762	20,275	2,513	35,443	40,550	5,107	85.4%
Legal Services	425,000	17,252	35,417	18,165	26,147	70,833	44,686	93.8%
Computer/Network Software Agreement	627,653	41,091	52,304	11,213	93,730	104,609	10,879	85.1%
Uniforms	85,084	3,489	7,090	3,602	18,286	14,181	(4,105)	78.5%
Contracted Services	522,700	30,338	43,558	13,220	69,335	87,117	17,782	86.7%
Equipment Repairs	10,858	474	905	431	474	1,810	1,336	95.6%
Security Services	110,000	9,946	9,167	(779)	20,498	18,333	(2,165)	81.4%
Fuel - CNG	1,219,687	100,815	101,641	825	196,497	203,281	6,784	83.9%
Fuel - Hydrogen	1,033,088	62,325	86,091	23,765	137,938	172,181	34,243	86.6%
Tires	226,381	21,530	18,865	(2,665)	28,025	37,730	9,705	87.6%
Office Supplies	73,221	3,490	6,102	2,612	5,726	12,204	6,478	92.2%
Travel/Training	156,482	10,841	13,040	2,199	11,682	26,080	14,399	92.5%
Repair Parts	1,423,348	116,820	118,612	1,792	203,891	237,225	33,334	85.7%
Facility Maintenance	48,598	1,412	4,050	2,637	6,137	8,100	1,963	87.4%
Electricity - CNG & Hydrogen	921,000	71,312	76,750	5,438	155,374	153,500	(1,874)	83.1%
Natural Gas	1,095,000	83,653	91,250	7,597	168,186	182,500	14,314	84.6%
Water and Gas	7,900	782	658	(124)	1,283	1,317	33	83.8%
Insurance Losses	1,781,829	107,017	148,486	41,469	218,639	296,972	78,332	87.7%
Insurance Premium - Property	24,737	2,754	2,061	(692)	5,508	4,123	(1,385)	77.7%
Repair Claims	50,000	77	4,167	4,089	4,429	8,333	3,904	91.1%
Fuel Taxes	134,400	8,248	11,200	2,952	16,446	22,400	5,954	87.8%
Other Expenses	4,949,976	260,405	412,498	152,093	566,654	824,996	258,342	88.6%
Self Consumed Fuel	(1,936,155)	(163,140)	(161,346)	(1,794)	(334,435)	(322,693)	11,743	82.7%
Total Operating Expenses (Before Depreciation)	40,840,150	2,854,380	3,403,346	548,966	5,958,145	6,806,692	848,546	85.4%
Operating Expenses in Excess of Operating Revenue		\$ (2,612,930)			\$ (5,476,216)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	6,228,744	436,436	519,062	82,626	914,689	1,038,124	123,435	85.3%
State - LTF, LCTOP	11,337,000	794,362	944,750	150,388	1,664,835	1,889,500	224,665	85.3%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	6,162,705	431,809	513,559	81,750	904,991	1,027,118	122,126	85.3%
CARES Act 5307, 5311, 5311(f)	13,562,860	950,324	1,130,238	179,915	1,991,701	2,260,477	268,775	85.3%
Total Subsidies	37,291,309	2,612,930	3,107,609	494,679	5,476,216	6,215,218	739,002	85.3%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

SunLine Transit Agency
Budget Variance Report
August 2020

Description	FY21 Total Budget	Current Month			Fiscal Year-to-Date			
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	FY21 FYTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Expenses:								
Wages & Benefits	27,606,063	2,045,687	2,300,505	254,818	4,302,252	4,601,011	298,759	84.4%
Services	3,930,788	191,792	327,566	135,773	432,694	655,131	222,437	89.0%
Fuels & Lubricants	2,458,579	174,366	204,882	30,516	352,527	409,763	57,237	85.7%
Tires	226,381	21,530	18,865	(2,665)	28,025	37,730	9,705	87.6%
Materials and Supplies	1,859,844	152,927	154,987	2,060	291,395	309,974	18,579	84.3%
Utilities	2,310,240	181,975	192,520	10,545	373,970	385,040	11,070	83.8%
Casualty & Liability	2,890,550	195,564	240,879	45,316	403,930	481,758	77,828	86.0%
Taxes and Fees	134,400	8,248	11,200	2,952	16,446	22,400	5,954	87.8%
Miscellaneous Expenses	1,359,460	45,432	113,288	67,857	91,343	226,577	135,234	93.3%
Self Consumed Fuel	(1,936,155)	(163,140)	(161,346)	(1,794)	(334,435)	(322,693)	11,743	82.7%
Total Operating Expenses (Before Depreciation)	40,840,150	2,854,380	3,403,346	548,966	5,958,145	6,806,692	848,546	85.4%
Revenues:								
Passenger Revenue	1,399,824	4,164	116,652	(112,488)	4,412	233,304	(228,892)	99.7%
Other Revenue	2,149,017	237,285	179,085	58,201	477,518	358,170	119,348	77.8%
Total Operating Revenue	3,548,841	241,449	295,737	(54,287)	481,929	591,474	(109,544)	86.4%
Net Operating Gain (Loss)		\$ (2,612,930)			\$ (5,476,216)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	6,228,744	436,436	519,062	82,626	914,689	1,038,124	123,435	85.3%
State - LTF, LCTOP	11,337,000	794,362	944,750	150,388	1,664,835	1,889,500	224,665	85.3%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	6,162,705	431,809	513,559	81,750	904,991	1,027,118	122,126	85.3%
CARES Act 5307, 5311, 5311(f)	13,562,860	950,324	1,130,238	179,915	1,991,701	2,260,477	(268,775)	85.3%
Total Subsidies	37,291,309	2,612,930	3,107,609	494,679	5,476,216	6,215,218	739,002	85.3%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue - Unfavorable

- The negative variance in passenger fares is attributed to a decrease in ridership and no fare collection as of March 17, 2020. Local fixed route and paratransit bus service will be provided free of charge until further notice. The Agency is taking precautions to provide the recommended social distancing and to help the community in these uncertain times.
- For August, ridership was at 44.10% below FY20 FYTD totals.
- Total system ridership was 274,063 trips below FY20 FYTD amounts.

Ridership				
	FY20-August	FY21-August	Variance	%Δ
Fixed Route	309,996	164,236	(145,760)	-47.0%
Paratransit	13,035	4,896	(8,139)	-62.4%
SolVan	1,376	1,216	(160)	-11.6%
System Total	324,407	170,348	(154,059)	-47.5%

Ridership				
	FYTD-FY20	FYTD-FY21	Variance	%Δ
Fixed Route	593,007	335,485	(257,522)	-43.4%
Paratransit	25,969	9,759	(16,210)	-62.4%
SolVan	2,748	2,417	(331)	-12.0%
System Total	621,724	347,661	(274,063)	-44.1%

Other Revenue - Favorable

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

Operator & Mechanic Salaries & Wages - Favorable

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

Operator & Mechanic Overtime - Favorable

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

Administration Salaries & Wages - Favorable

- The favorable variance in administrative salaries and wages is attributed to vacant positions across the Agency (e.g. Human Resources Generalist, Field Supervisor, ZEB Administrator).

Administration Overtime - Favorable

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

Fringe Benefits - Favorable

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

Communications - Favorable

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

Legal Services - Favorable

- Legal service fees are a variable cost that change depending on usage; expenditures vary from month-to-month.

Computer/Network Software Agreement - Favorable

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

Uniforms - Unfavorable

- At the beginning of the fiscal year, operators are given a \$300 credit toward uniform expenses.
- The unfavorable balance is due to a large amount of operators using their annual credit in July. The costs will vary throughout the year depending on when the operator uses his or her uniform credit.

Contracted Services - Favorable

- The favorable expenses are primarily attributed to lower use of the public relations/marketing consultant in the months of July and August. The usage is scheduled to increase as more hours are allocated to the ReFueled initiative.

Equipment Repairs - Favorable

- Equipment repair costs vary depending on the needs of the Agency (i.e., Shop Equipment, Farebox). Farebox repairs have been reduced due to the temporary free service related to COVID-19.

Security Services - Unfavorable

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

Fuel - CNG - Favorable

- Internal consumption has decreased by 38,562 GGEs compared to FY20 FYTD amounts. The lower internal consumption is primarily attributed to service redesign projects not yet initiated. The redesign will include streamlined routes and increased frequency.

Internal GGE Usage

	GGE Usage	Variance FY20 vs. FY21	Variance Previous Month	%Δ FY20 vs FY21	%Δ Previous Month
August FY20	119,909				
August FY21	100,482	(19,427)	1,941	-16.20%	1.97%
July FY21	98,541				
FYTD August FY20	237,585				
FYTD August FY21	199,023	(38,562)		-16.23%	

Fuel - Hydrogen - Favorable

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

Tires - Favorable

- The lower tire expenditures are primarily attributed to redesign route projects that have not yet commenced.

Office Supplies - Favorable

- Office supplies are a variable expense; costs change throughout the year as supplies are needed.

Travel/Training - Favorable

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

Repair Parts - Favorable

- The favorable balance is primarily attributed to savings for fixed route repairs in the month of July.

Facility Maintenance - Favorable

- The favorable balance is primarily attributed to lower repair costs in the month of August.

Electricity - CNG & Hydrogen - Unfavorable

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

Natural Gas - Favorable

- In August, there was a decrease of 4,709 GGEs used for outside fueling sales compared to the previous month.
- GGE outside usage has increased 19,684 GGEs compared to FY20 FYTD amounts.

Outside GGE Usage

	GGE Usage	Variance FY20 vs. FY21	Variance Previous Month	%Δ FY20 vs FY21	%Δ Previous Month
August FY20	12,602				
August FY21	22,185	9,583	(4,709)	76.04%	-17.51%
July FY21	26,894				
FYTD August FY20	29,395				
FYTD August FY21	49,079	19,684		66.96%	

Water and Gas - Favorable

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

Insurance Losses - Favorable

- Insurance losses can vary widely from month to month.

Insurance Premium - Property - Unfavorable

- Expenses for property insurance premiums are within an acceptable range of the budget.

Repair Claims - Favorable

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

Fuel Taxes - Favorable

- Outside fueling sales are currently \$16,565 above FY20 FYTD amounts.
- For August, sales have decreased by \$49,770 from the previous month.
- The favorable variance in fuel taxes is due to lower fuel sales.

Outside Fueling Revenue

	Revenue	Variance FY20 vs. FY21	Variance Previous Month	%Δ FY20 vs FY21	%Δ Previous Month
August FY20	\$ 35,095				
August FY21	\$ 22,959	\$ (12,136)	\$ (49,770)	-34.58%	-68.43%
July FY21	\$ 72,729				
FYTD August FY20	\$ 79,123				
FYTD August FY21	\$ 95,687	\$ 16,565		20.94%	

Other Expenses - Favorable

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

Self-Consumed Fuel - Favorable

- The favorable variance in self-consumed fuel is due to lower internal fuel consumption.

SunLine Transit Agency

CONSENT CALENDAR

DATE: October 28, 2020 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Contracts Signed Between \$25,000 and \$100,000 for September 2020

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 September, no contracts were signed in this category.

Recommendation:

Receive and file.

SunLine Transit Agency

CONSENT CALENDAR

DATE: October 28, 2020 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Union & Non-Union Pension Investment Asset Summary August 2020

Summary:

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

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

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

Union

	Actual	Range
Equities	61.23%	35 – 75%
Fixed Income	38.24%	25 – 64%
Cash & Equivalent	0.53%	0 – 10%

Non-Union

	Actual	Range
Equities	61.24%	35 – 75%
Fixed Income	38.18%	25 – 64%
Cash & Equivalent	0.58%	0 – 10%

For the month of August, the market value of assets increased by \$1,163,682 and \$1,156,532 for the union and non-union plans, respectively.

Month-to-Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
July 2020	\$32,270,585	\$32,507,313
August 2020	\$33,434,267	\$33,663,845
Increase (Decrease)	\$1,163,682	\$1,156,532

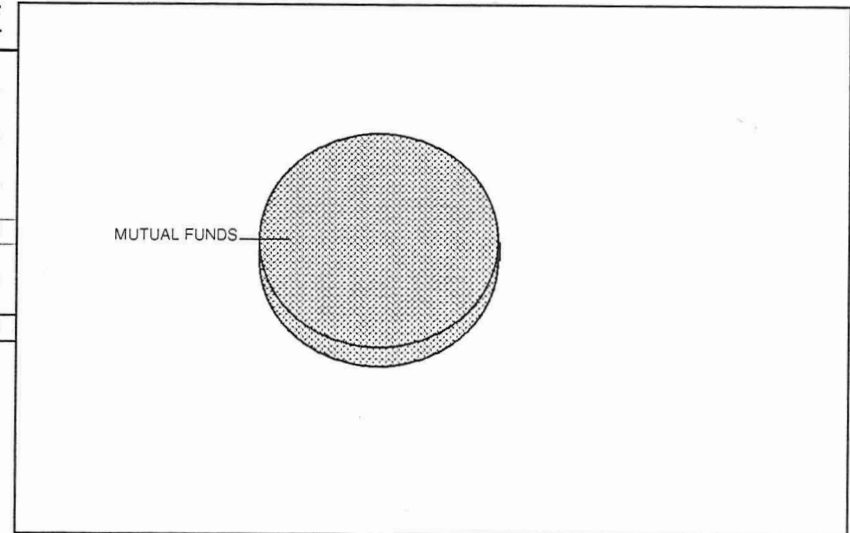
Recommendation:

Receive and file.

ASSET SUMMARY

ASSETS	08/31/2020 MARKET	08/31/2020 BOOK VALUE	% OF MARKET
Cash And Equivalents	178,587.21	178,587.21	0.53
Mutual Funds-Equity	20,469,292.94	16,367,034.53	61.23
Mutual Funds-Fixed Income	12,786,378.29	12,224,455.59	38.24
Total Assets	33,434,258.44	28,770,077.33	100.00
Accrued Income	8.70	8.70	0.00
Grand Total	33,434,267.14	28,770,086.03	100.00

Estimated Annual Income 727,976.37



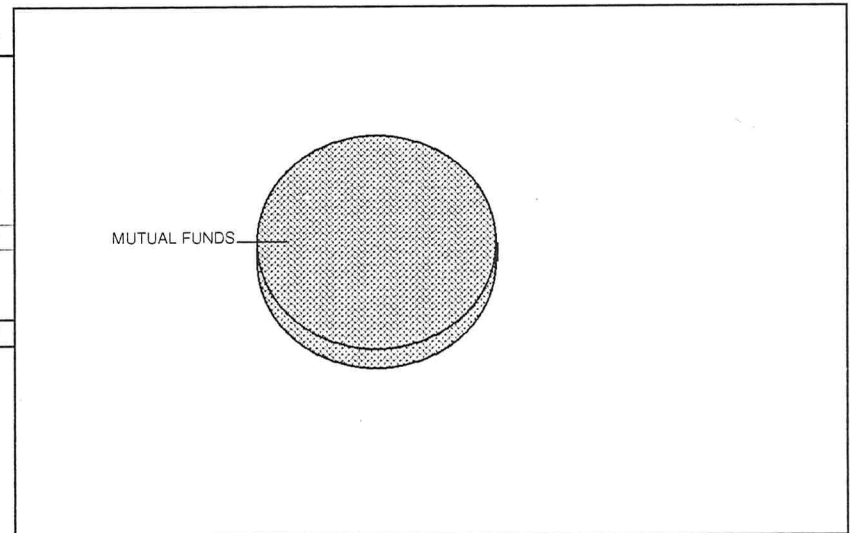
ASSET SUMMARY MESSAGES

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

ASSET SUMMARY

ASSETS	08/31/2020 MARKET	08/31/2020 BOOK VALUE	% OF MARKET
Cash And Equivalents	194,268.28	194,268.28	0.58
Mutual Funds-Equity	20,617,948.44	16,490,471.15	61.24
Mutual Funds-Fixed Income	12,851,618.40	12,288,085.95	38.18
Total Assets	33,663,835.12	28,972,825.38	100.00
Accrued Income	9.43	9.43	0.00
Grand Total	33,663,844.55	28,972,834.81	100.00

Estimated Annual Income 732,393.76



ASSET SUMMARY MESSAGES

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

SunLine Transit Agency
CONSENT CALENDAR

DATE: October 28, 2020

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Ridership Report for September 2020

Summary:

	Monthly Ridership		Monthly Variance	
	Sep 19	Sep 20	Net	Percent
Fixed Route	338,300	166,293	(172,007)	-50.8%
SolVan	1,304	1,307	3	0.2%
SunDial	12,873	5,491	(7,382)	-57.3%
System Total*	352,477	173,091	(179,386)	-50.9%

*The COVID-19 pandemic caused a major national and global disruption with the closures of businesses, schools, entertainment venues, and the enforcement of state and local public health policies. In September 2020, the adverse effects of COVID-19 on SunLine's system-wide ridership caused a decrease of 179,386 rides or -50.9% compared to the same month of the previous year.

Consequently, the fiscal year-to-date system ridership dropped by 453,449 rides or -46.5% compared to the previous fiscal year.

September 2020 Fiscal year-to-date Ridership	
Fiscal Year 2020	974,201
Fiscal Year 2021	520,752
Ridership decrease	(453,449)

Recommendation:

Receive and file.



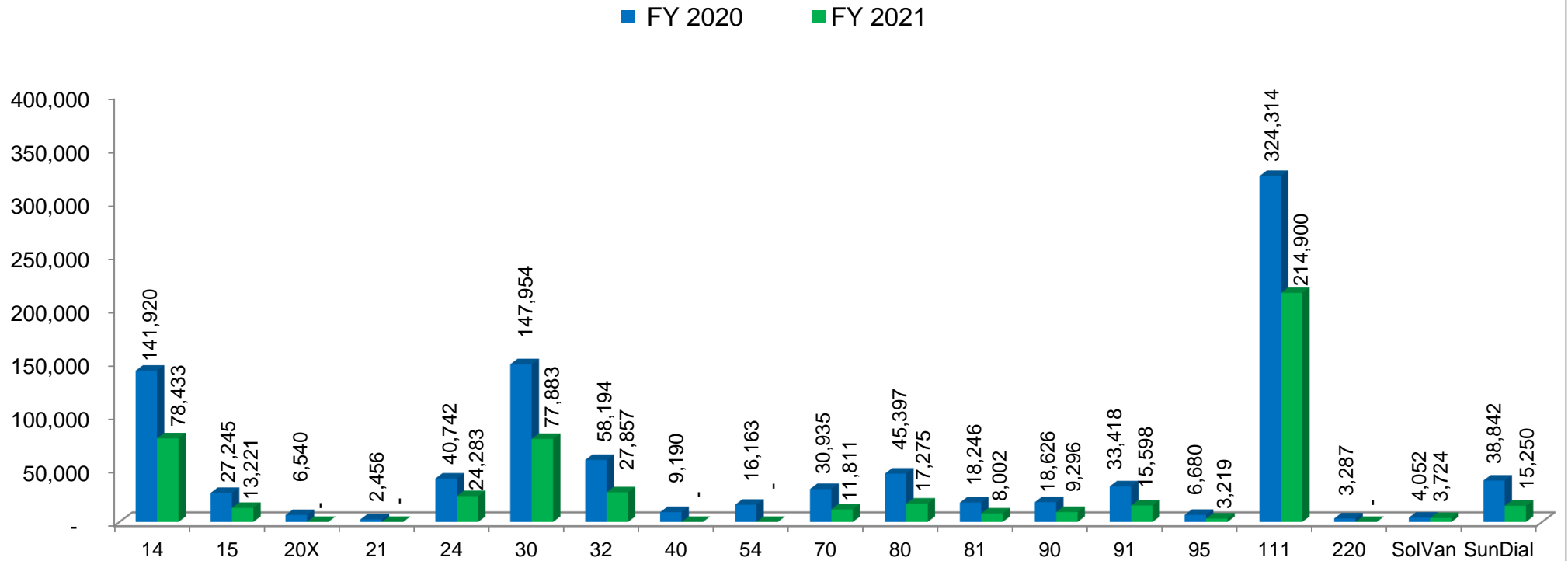
SunLine Transit Agency Monthly Ridership Report September 2020

		FY		2021 & 2020										
		Sep 2020	Sep 2019	Aug 2020	FY 2021	%	FY 2021	FY 2020	YTD	%	Bikes		Wheelchairs	
Route	Fixed Route Description				Month Var.	Var.	YTD	YTD	Var.	Var.	Monthly	YTD	Monthly	YTD
14	DHS/PS	25,428	49,494	25,707	(24,066)	-48.6%	78,433	141,920	(63,487)	-44.7%	1,011	3,184	382	1,360
15	DHS	3,730	10,308	4,812	(6,578)	-63.8%	13,221	27,245	(14,024)	-51.5%	57	243	144	404
20X	DHS/PD	-	2,924	-	(2,924)	-100.0%	-	6,540	(6,540)	-100.0%	-	-	-	-
21	PD	-	1,141	-	(1,141)	-100.0%	-	2,456	(2,456)	-100.0%	-	-	-	-
24	PS	8,137	14,954	7,788	(6,817)	-45.6%	24,283	40,742	(16,459)	-40.4%	358	1,105	218	568
30	CC/PS	23,993	50,892	26,172	(26,899)	-52.9%	77,883	147,954	(70,071)	-47.4%	1,162	3,988	450	1,347
32	PD/RM/TP/CC/PS	10,177	20,998	8,259	(10,821)	-51.5%	27,857	58,194	(30,337)	-52.1%	544	1,547	120	370
40	PS/BUZZ	-	2,640	-	(2,640)	-100.0%	-	9,190	(9,190)	-100.0%	-	-	-	-
54	Indio/LQ/IW/PD	-	7,652	-	(7,652)	-100.0%	-	16,163	(16,163)	-100.0%	-	-	-	-
70	LQ/BD	4,277	13,178	3,954	(8,901)	-67.5%	11,811	30,935	(19,124)	-61.8%	284	1,071	57	142
80	Indio	5,525	19,082	5,913	(13,557)	-71.0%	17,275	45,397	(28,122)	-61.9%	307	752	95	220
81	Indio	2,653	8,454	2,564	(5,801)	-68.6%	8,002	18,246	(10,244)	-56.1%	111	400	21	78
90	Coachella/Indio	3,248	6,306	2,922	(3,058)	-48.5%	9,296	18,626	(9,330)	-50.1%	102	301	51	154
91	I/Cch/Th/Mec/Oas	5,381	13,560	4,939	(8,179)	-60.3%	15,598	33,418	(17,820)	-53.3%	155	557	68	151
95	I/Cch/Th/Mec/NS	1,117	2,183	1,068	(1,066)	-48.8%	3,219	6,680	(3,461)	-51.8%	37	148	11	23
111	PS to Indio	72,627	113,535	70,138	(40,908)	-36.0%	214,900	324,314	(109,414)	-33.7%	3,912	12,309	1,008	3,097
220	PD to Riverside	-	999	-	(999)	-100.0%	-	3,287	(3,287)	-100.0%	-	-	-	13
Fixed Route Total		166,293	338,300	164,236	(172,007)	-50.8%	501,778	931,307	(429,529)	-46.1%	8,040	25,605	2,625	7,927
SolVan		1,307	1,304	1,216	3	0.2%	3,724	4,052	(328)	-8.1%				
Demand Response														
SunDial		5,491	12,873	4,896	(7,382)	-57.3%	15,250	38,842	(23,592)	-60.7%				
System Total		173,091	352,477	170,348	(179,386)	-50.9%	520,752	974,201	(453,449)	-46.5%				
		Sep-20	Sep-19	Aug-20										
Weekdays:		22	20	21										
Saturdays:		4	4	5										
Sundays:		4	6	5										
Total Days:		30	30	31										

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

**SunLine Transit Agency
Fiscal Year-to-Date Ridership
September - 2020**

Fiscal Year-to-Date System Ridership



SunLine Transit Agency
CONSENT CALENDAR

DATE: October 28, 2020

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: SunDial Operational Notes for September 2020

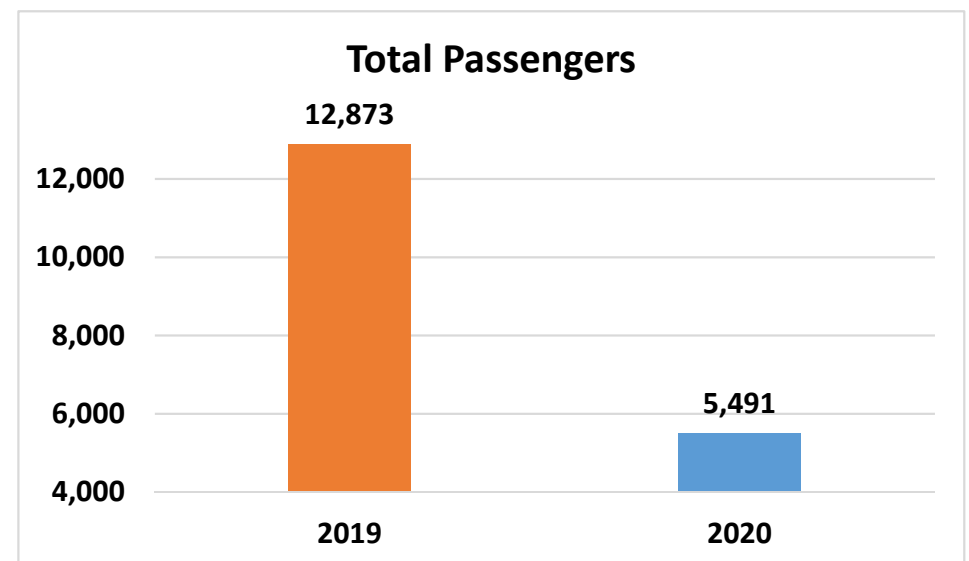
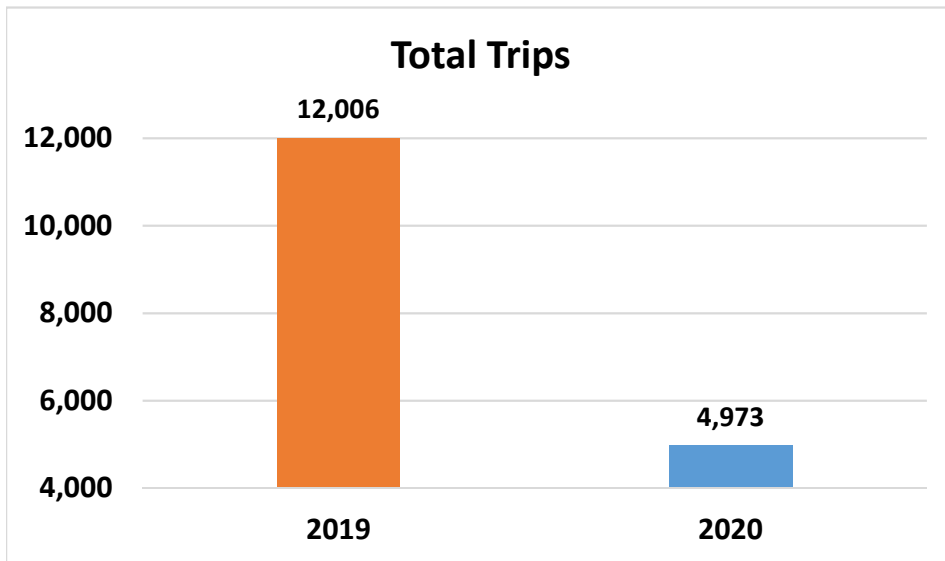
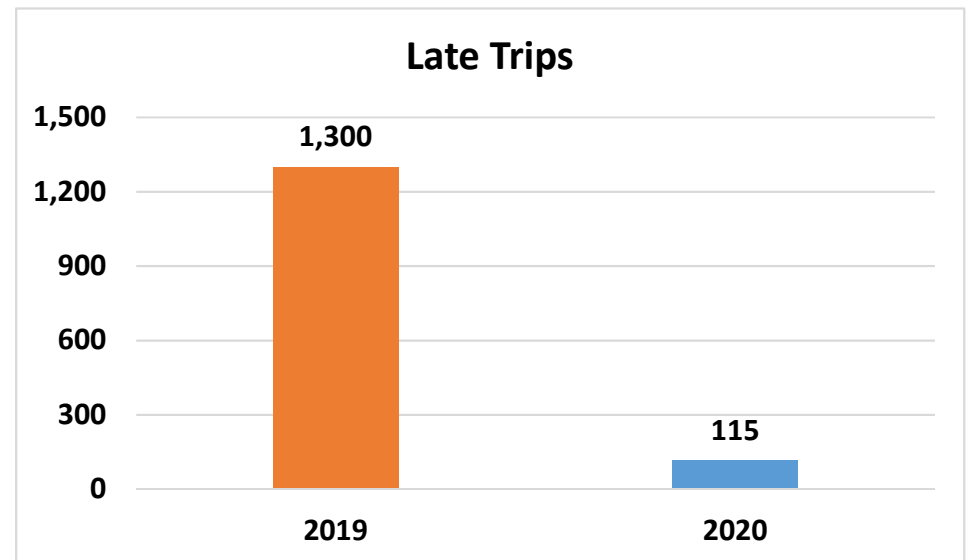
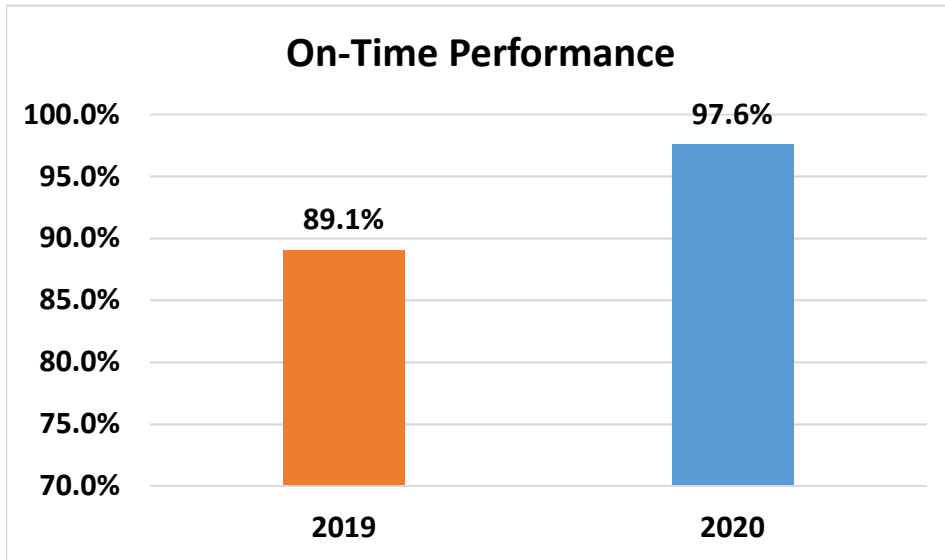
Summary:

The attached report summarizes SunDial's operation for September 2020. There was a 9.5% increase in on-time performance. There were a total of 115 late trips compared to last year which had 1,300. The total trips decreased by 58.5% from the same period last year and the total passengers decreased by 57.3%. The total miles traveled decreased by 25.9%. Field supervisors are performing onboard inspections and safety evaluations which include pre-trips and yard checks when possible, utilizing CDC guidelines for social distancing. Mobility device boardings have decreased by 60.8%.

Recommendation:

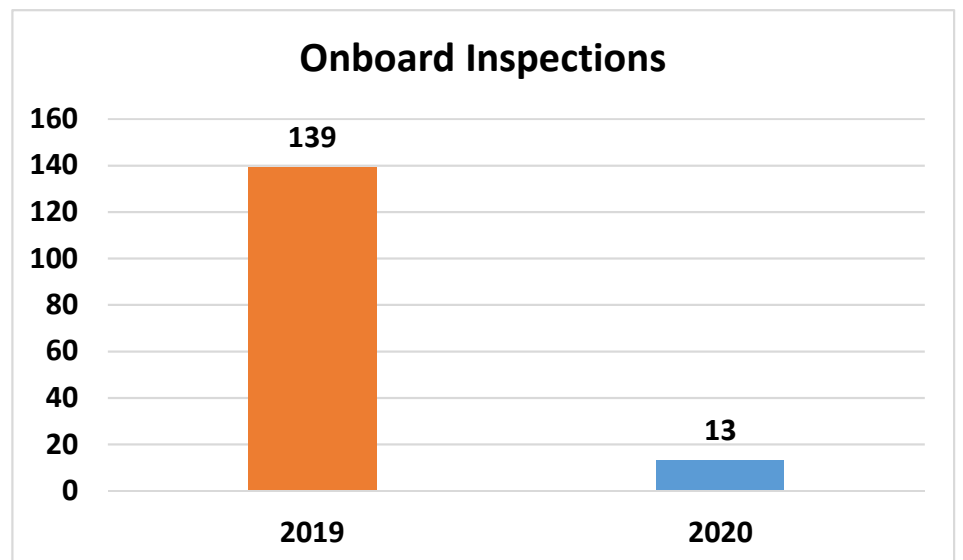
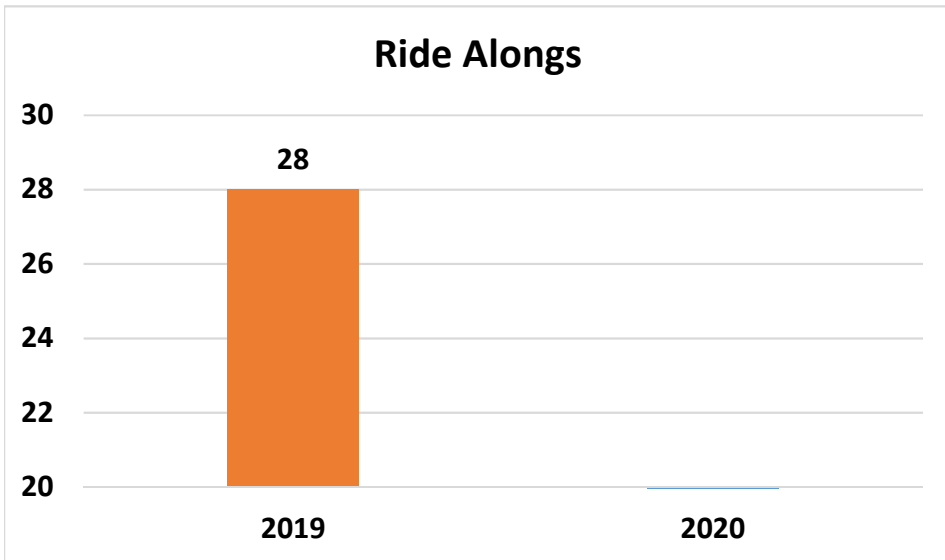
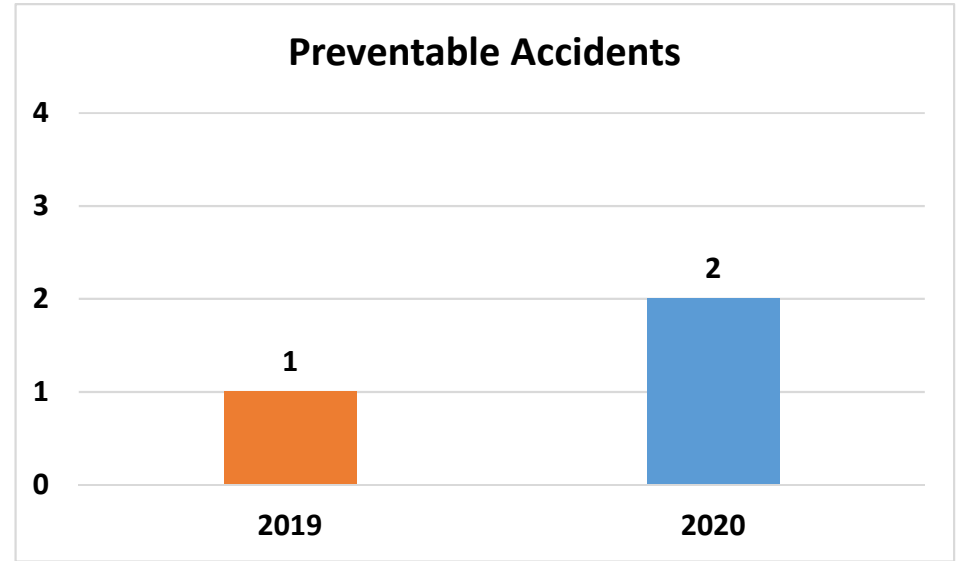
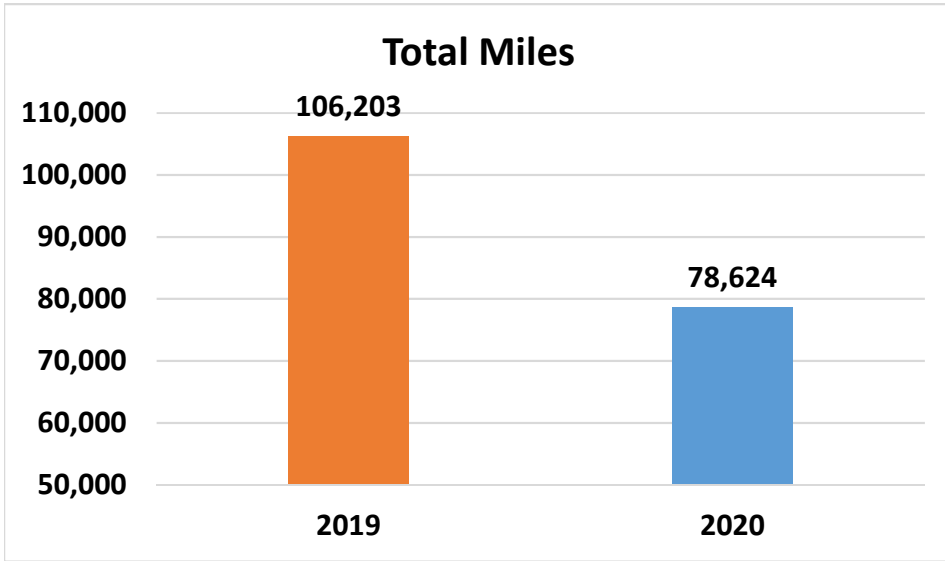
Receive and file.

SunDial Operational Notes SEPTEMBER 2019 vs. 2020



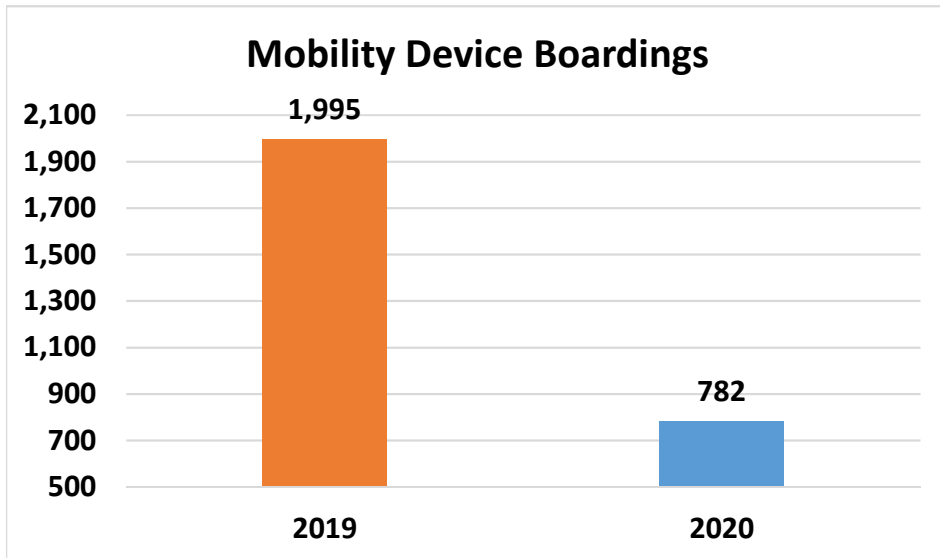
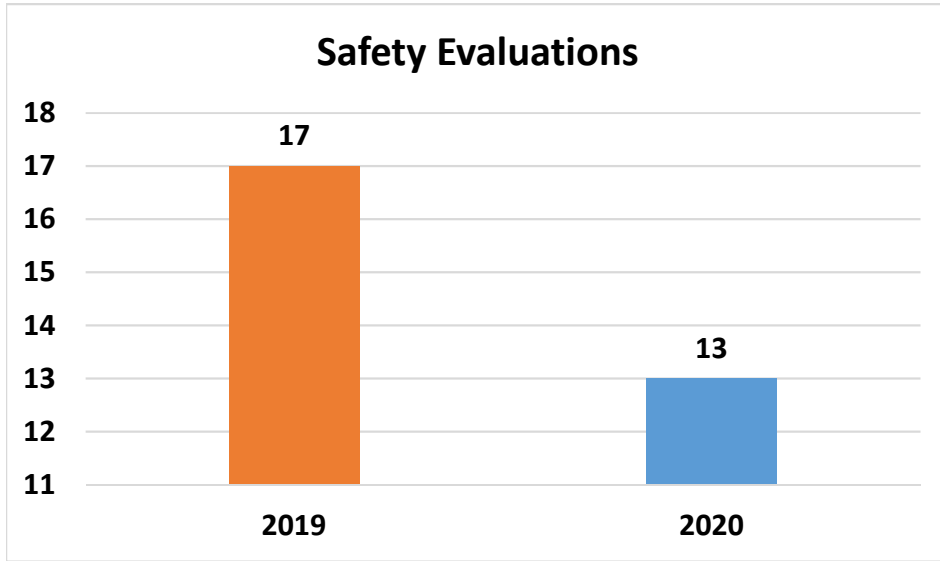
SunDial Operational Notes

SEPTEMBER 2019 vs. 2020



SunDial Operational Notes

SEPTEMBER 2019 vs. 2020



SunLine Transit Agency

CONSENT CALENDAR

DATE: October 28, 2020

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Metrics for September 2020

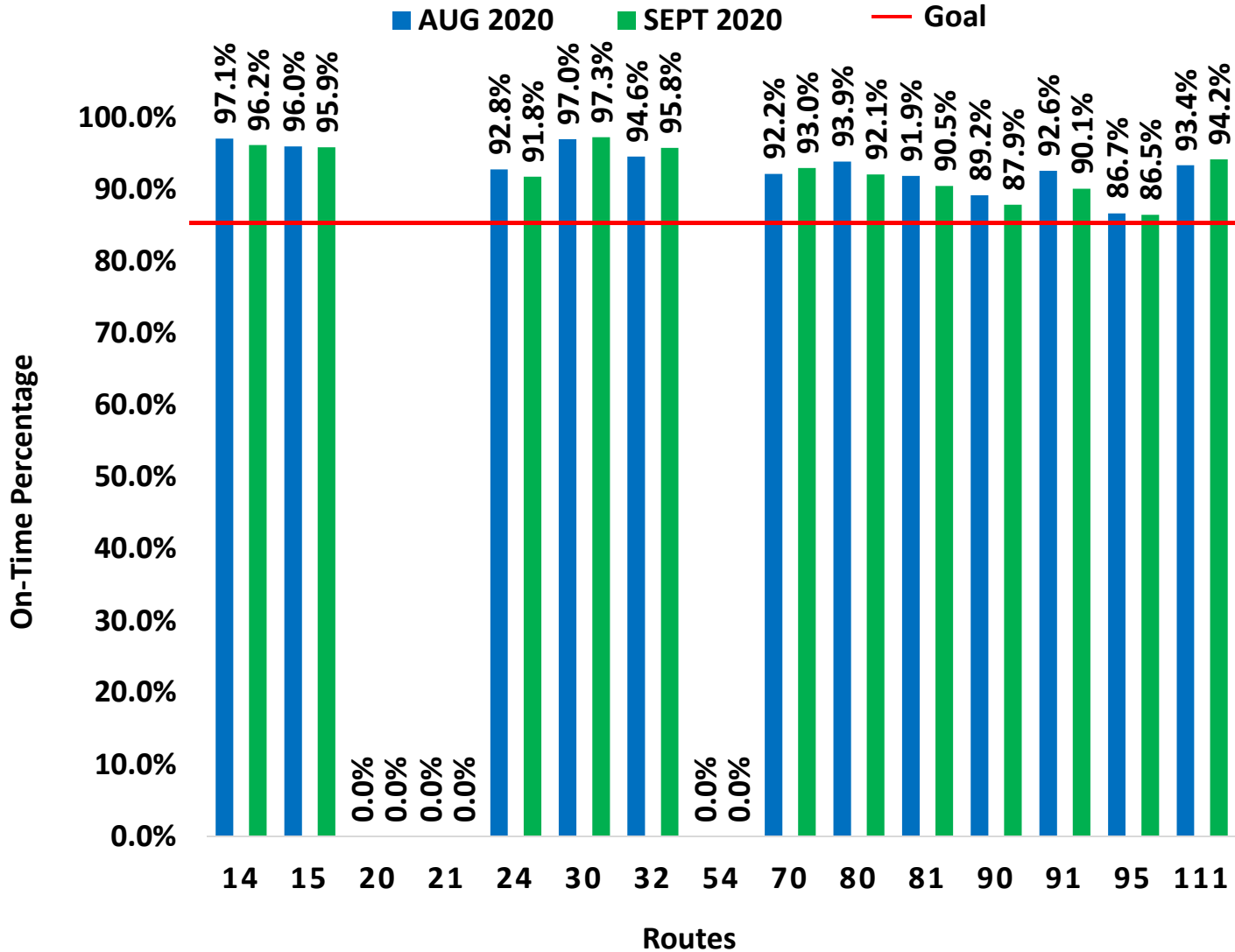
Summary:

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

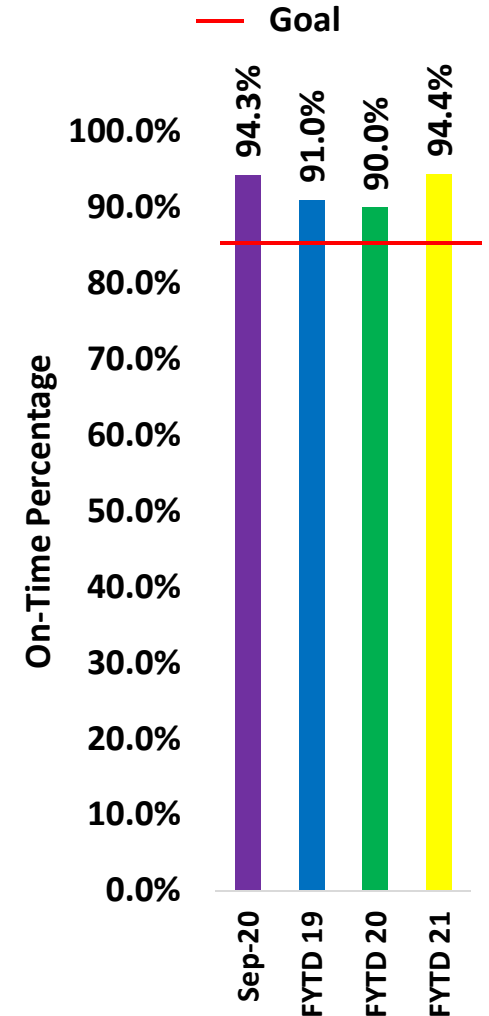
Recommendation:

Receive and file.

On-Time Performance Percent by Route



On-Time Performance System Wide

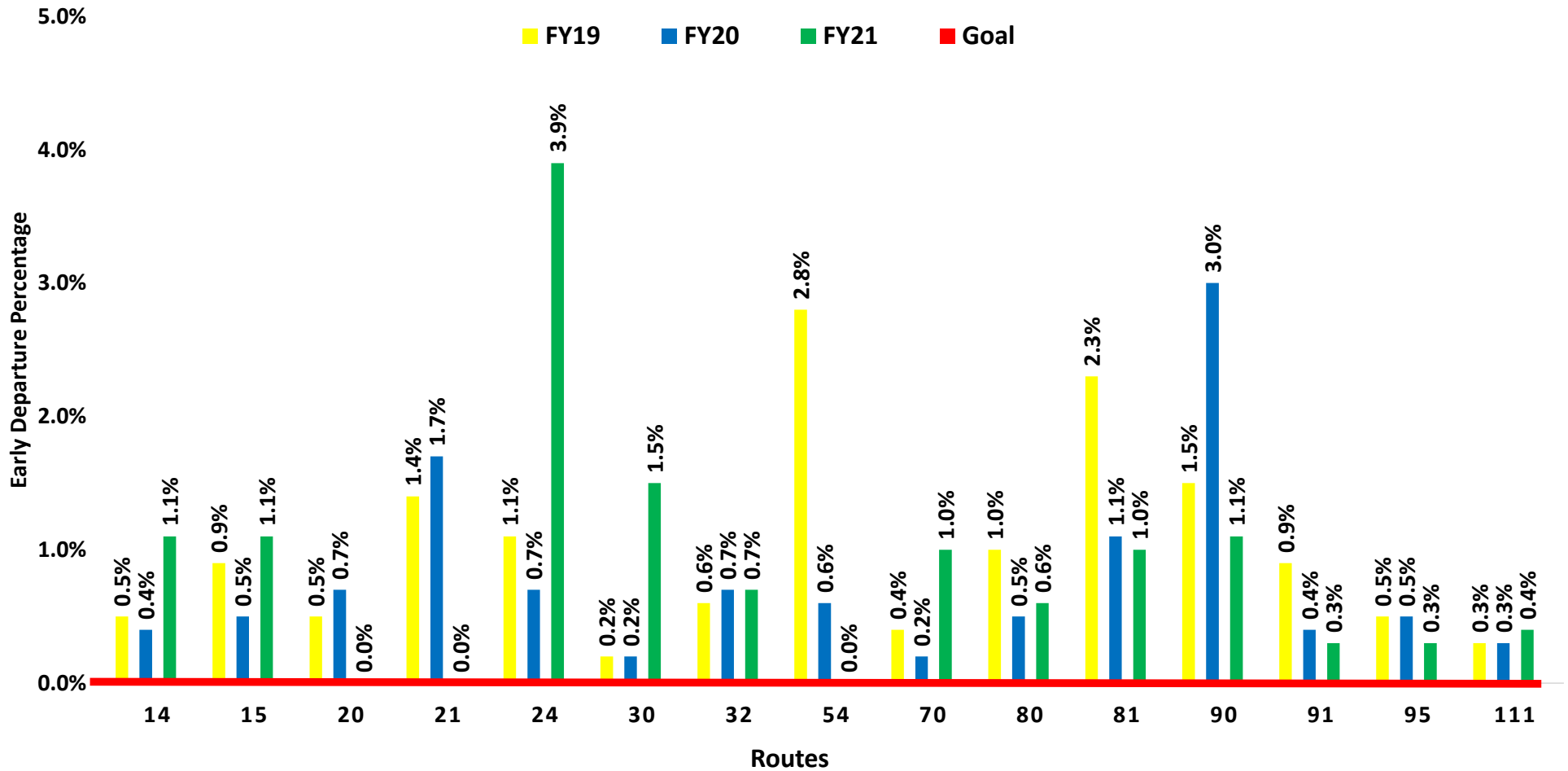


Definition: "On-Time" - When a trip departs a time point within range of zero minutes early to five (5) minutes late.

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

Exceptions: Detours, train stuck on tracks, passenger problems, Information Technology System issues.

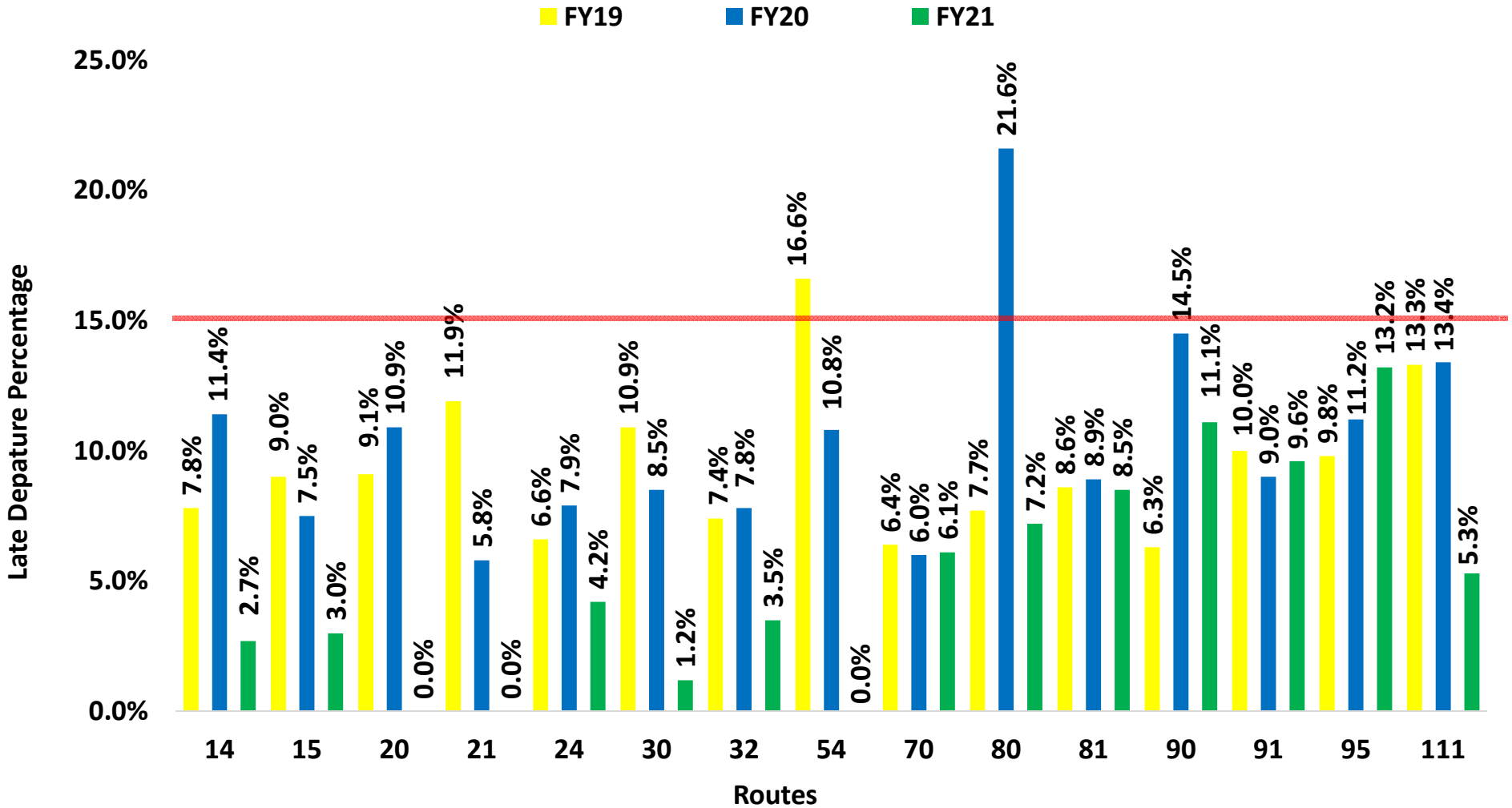
Early Departure Percent by Route September



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

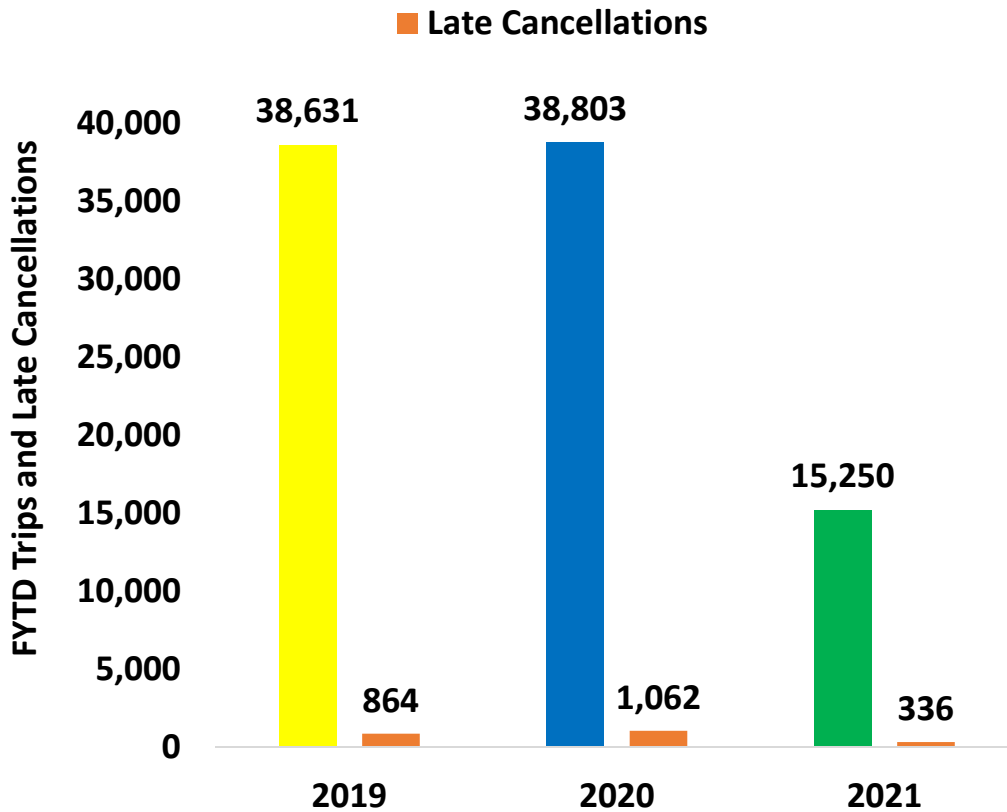
Goal: To reduce early departures to 0%.

Late Departure Percent by Route September

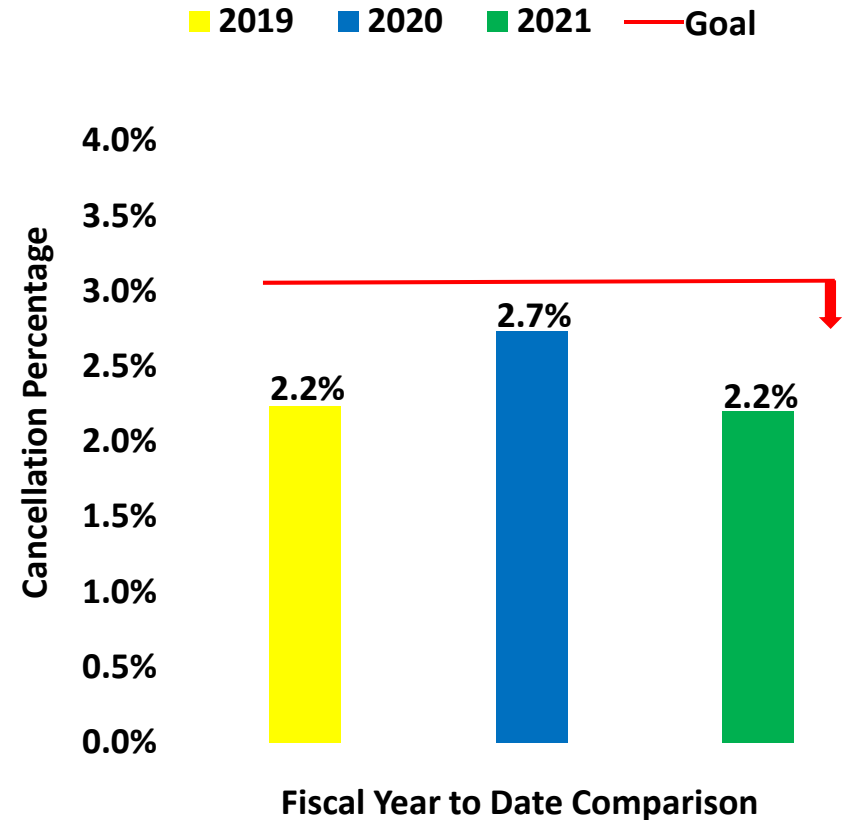


Late Definition: When a bus leaves a time point after the scheduled departure time.
 The route is running late with a departure greater than five (5) minutes.
 Goal: To reduce late departures to 15%.

Total Trips vs. Late Cancellations FYTD



Late Cancellation Percentage FYTD



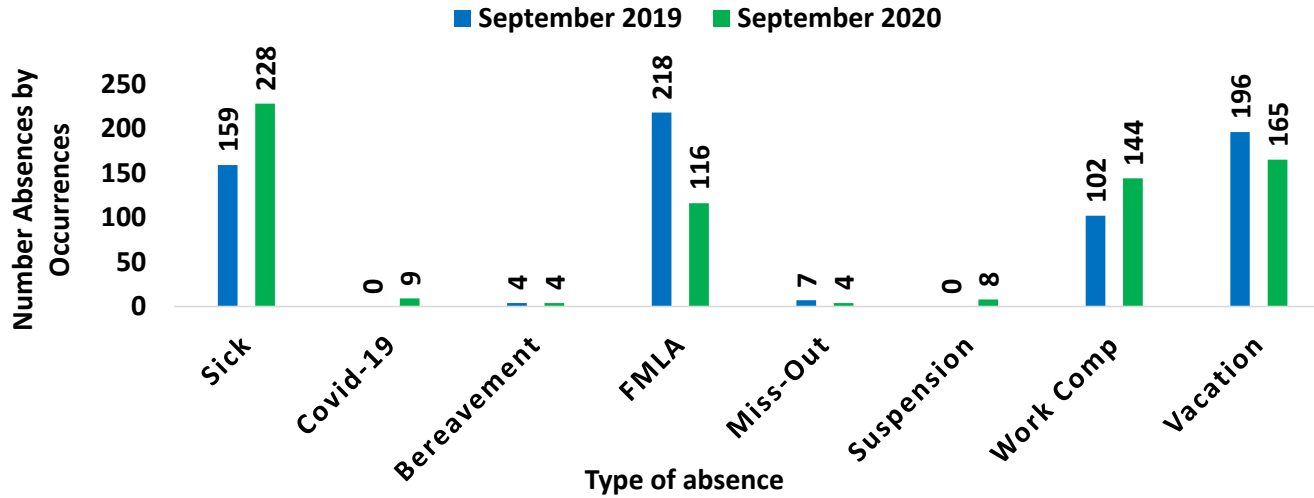
Trip: A one-way ride booked by the client. A round trip is counted as two trips.

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

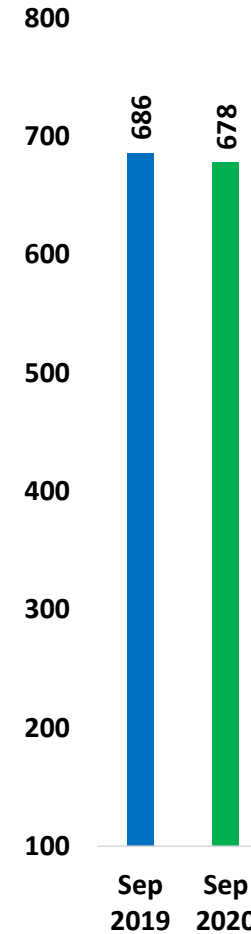
Goal for Late Cancellations: 3% or below.

Total Trips: Total one way trips completed.

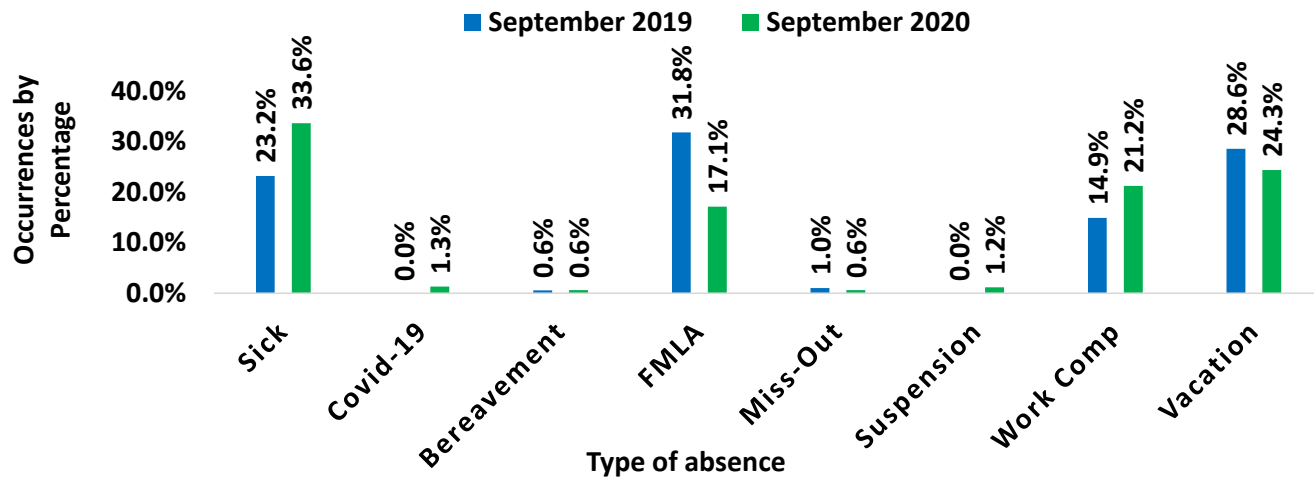
Driver Absence Occurrences



Total Absence Occurrences

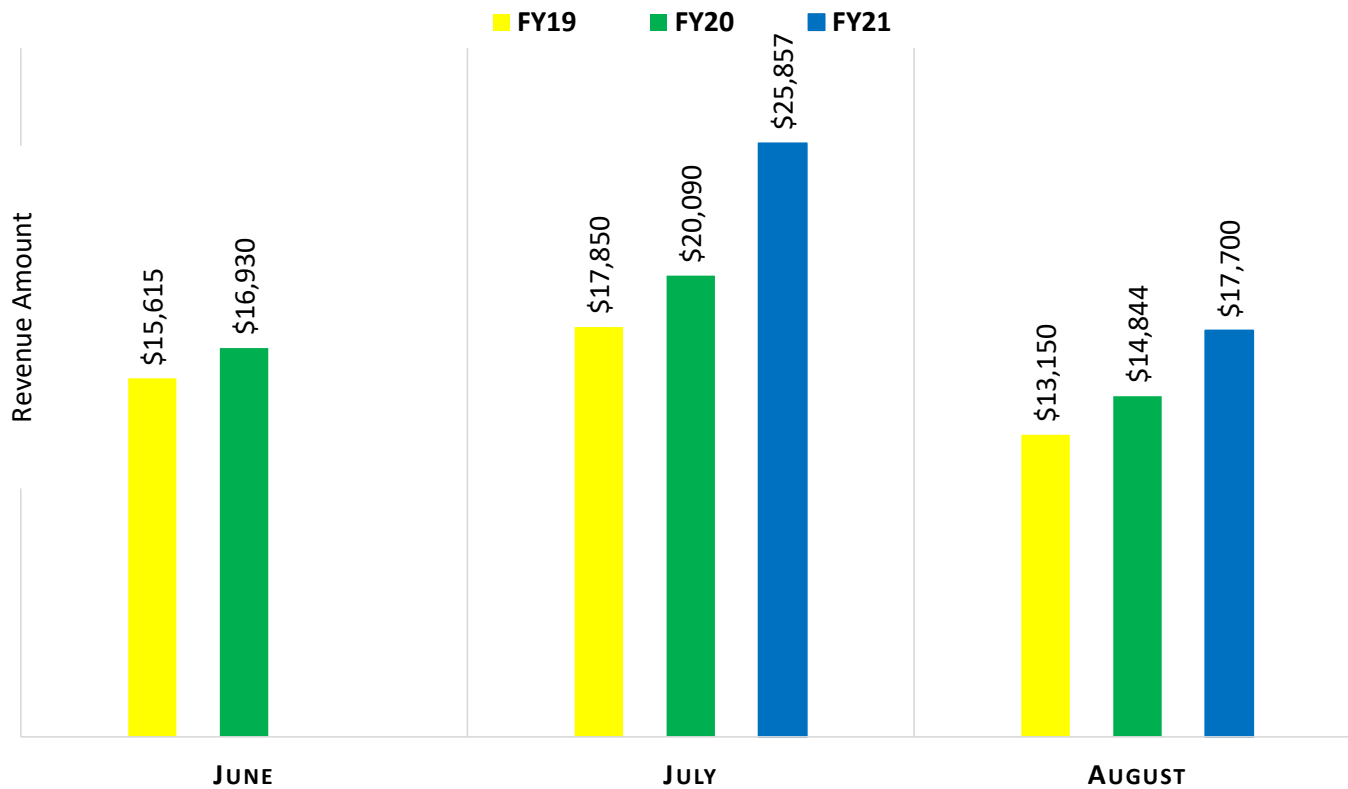


Driver Absence Occurrences by Percentage

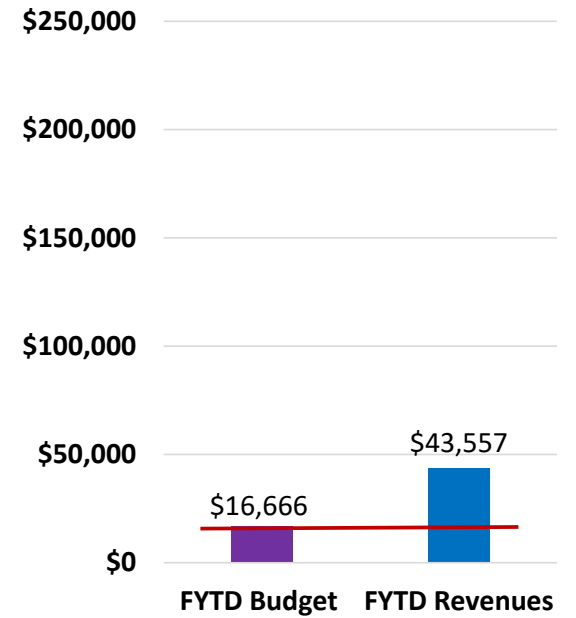


Goal: Reduce by 2% from previous year by enforcing attendance policy regularly and monitor trending.
Absences include unscheduled for Fixed Route drivers.

Advertising Revenue FYTD21

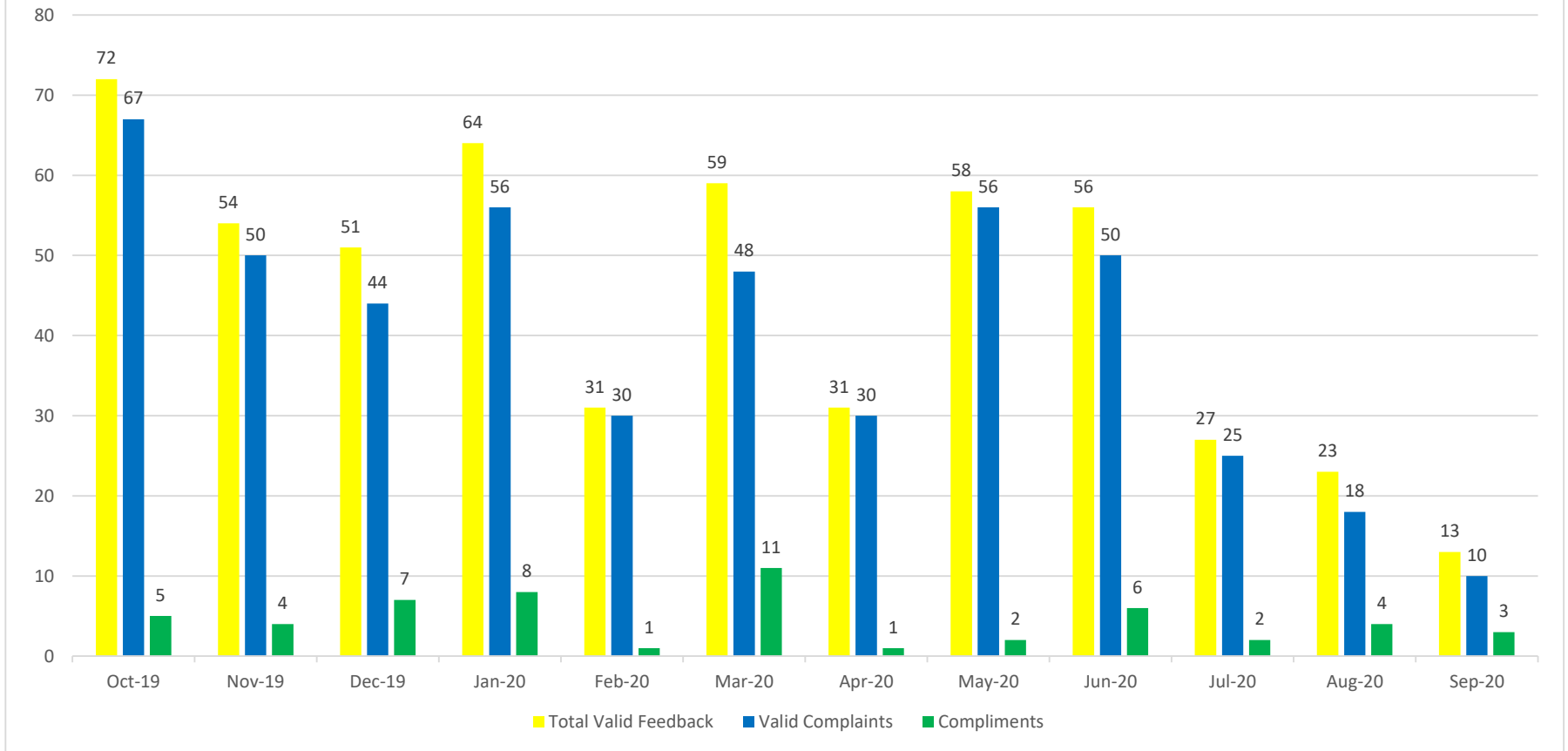


FYTD Budget vs FYTD Agency Revenues August 2020



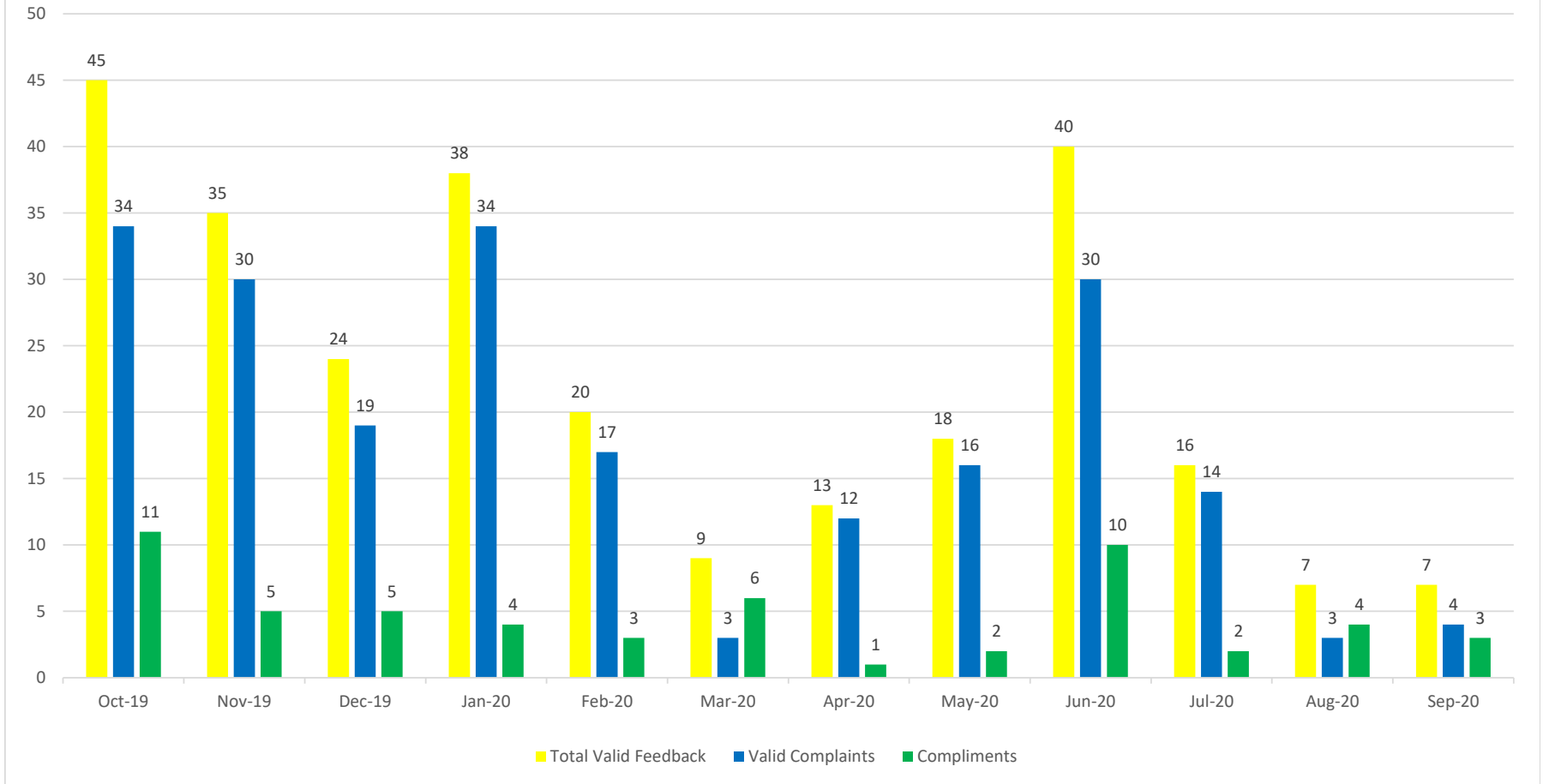
Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. This section of the chart compares the FYTD21 against FYTD19 and FYTD20 totals. The graph tracks FYTD revenue accrued vs the FYTD budget. The annual budget amount for FY21 is \$100,000.

Fixed Route Customer Feedback October 2019 through September 2020



Valid fixed route feedback comprised of compliments and complaints for Oct 2019 through Sept 2020

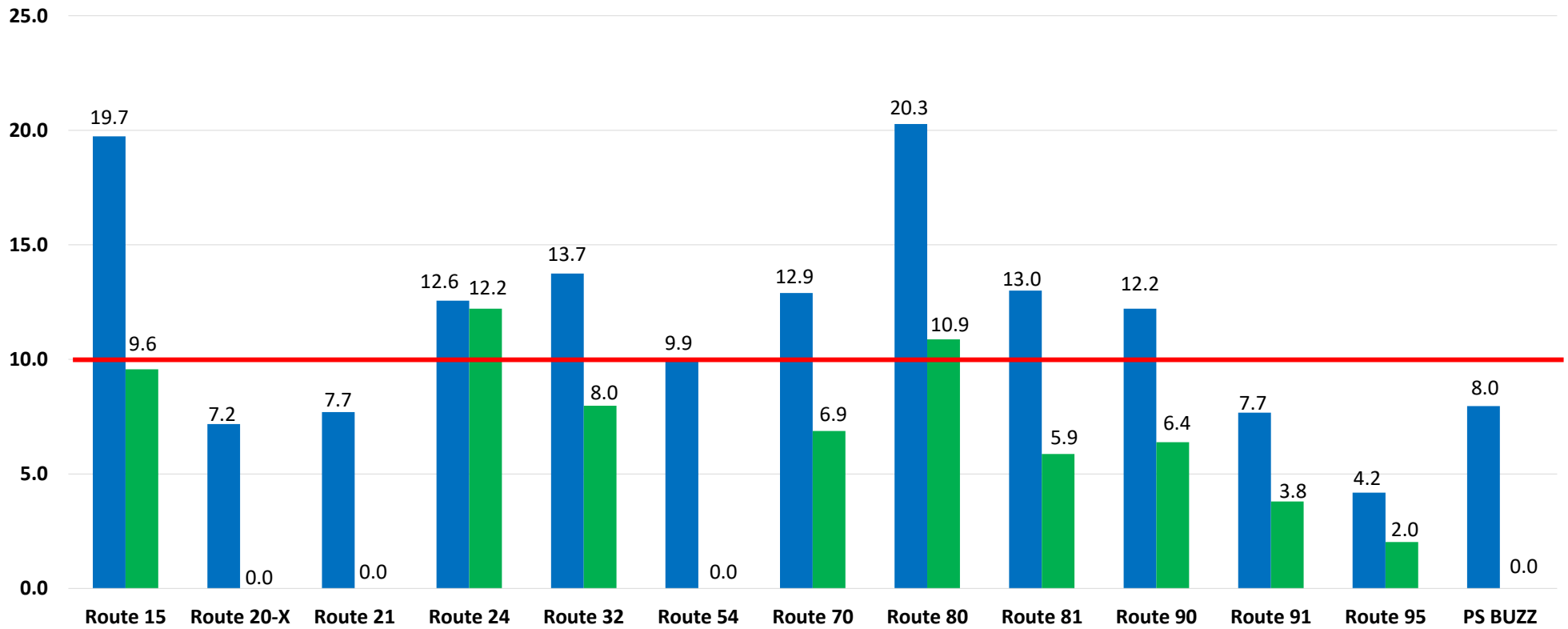
Paratransit Customer Feedback October 2019 through September 2020



Valid paratransit feedback comprised of compliments and complaints for Oct 2019 through Sept 2020

FYTD Passengers Per Revenue Hour - Local Routes Through September 2020

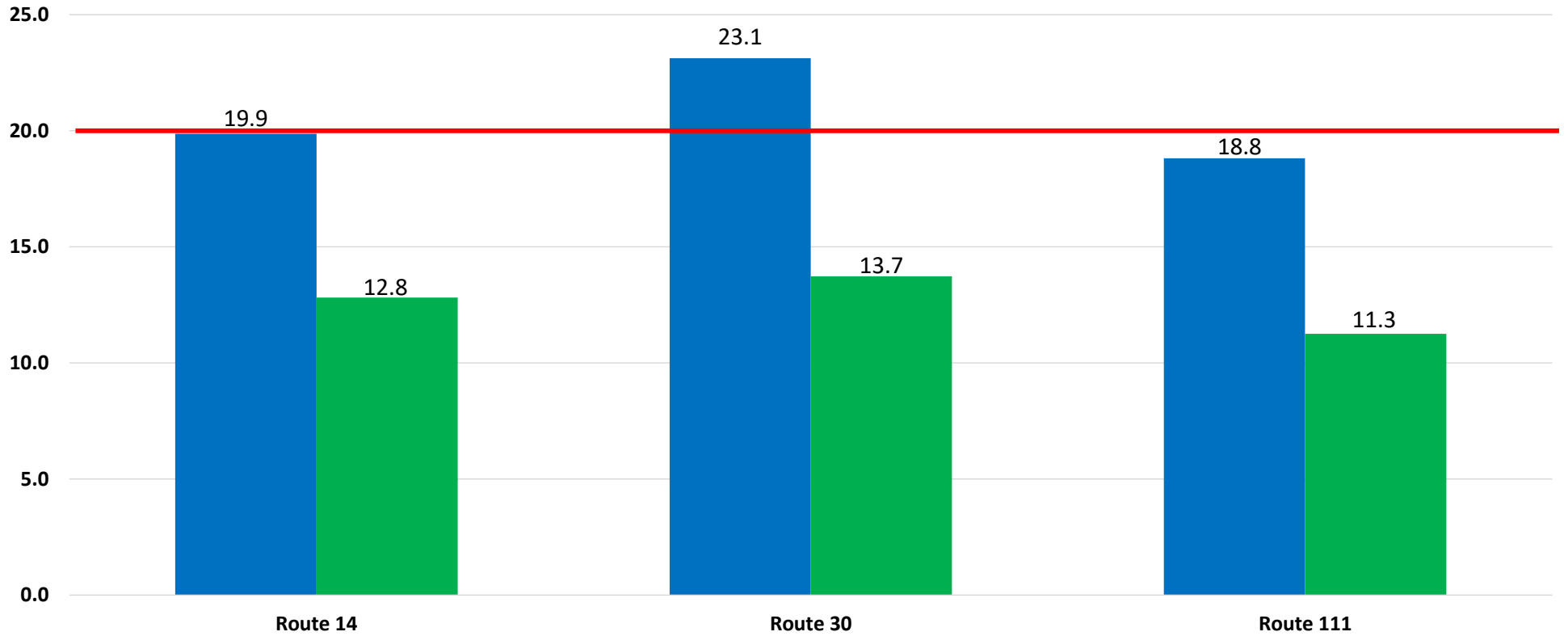
■ FY20 ■ FY21 — Target



The chart above represents the system performance on local routes for Passengers Per Revenue Hour (PPRH). The target for local fixed routes is 10 PPRH. The FY21 goal is based on Board approved Service Standards Policy (B-190613). Local routes are secondary routes that connect to the trunk routes and supplement the SunBus network.

FYTD Passengers Per Revenue Hour - Trunk Routes Through September 2020

FY20 FY21 Target



The chart above represents the system performance on trunk routes for Passengers Per Revenue Hour (PPRH). The target for trunk fixed routes is 20 PPRH. The FY21 goal is based on Board approved Service Standards Policy (B-190613). Trunk routes are highly traveled corridors serving a variety of trip purposes and connect a variety of regional destinations.

SunLine Transit Agency

CONSENT CALENDAR

DATE: October 28, 2020

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Quarterly Capital Project Update for 3rd Quarter Calendar Year 2020

Summary:

The capital projects update summarizes the quarterly status of the large capital projects that are active. For the 3rd quarter of calendar year 2020, there are 11 large projects in progress.

Recommendation:

Receive and file.

QUARTERLY CAPITAL PROJECT UPDATES 3RD QUARTER CALENDAR YEAR 2020

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 of the CNG fueling station is in final stages of substantial completion. Commissioning of the station is in progress.	\$8,000,778
Solar Carports	Project to complete solar carports at the Administrative parking lot at Division I.	The general contractor is performing work related to energizing the system in coordination with IID.	\$656,815
Replacement Operations Facility	Replacement Operations Facility will allow SunLine to complete the demolition and removal of the existing Operations buildings in Division I.	Construction of the Operations Facility is in progress. Contractor is installing decking and continuing electric and plumbing work. Steel decking for the roof has been delivered.	\$8,100,000
5 Hydrogen Buses & On-Site Hydrogen Fueling Station	This project will deploy five (5) new 40' fuel cell electric buses along with the upgrade of SunLine's existing hydrogen refueling station with a new electrolyzer.	All five (5) buses have been delivered to SunLine and are in service. Commissioning of the hydrogen station and dispensers are in progress.	\$15,571,561
Facility Improvements Division II	Project will provide much needed improvements at Division II such as: roof repair, relocating operator and dispatch area along with other improvements as needed.	The work has been completed. The project is being closed out.	\$1,000,000
Center of Excellence Facility	Project will build a facility to serve as a training facility and maintenance bay for the zero emission vehicles.	Contract for Design Firm has been executed and design work has started.	\$3,097,654
Purchase of Two (2) CNG MCI Over the Road Replacement Buses	Project to procure two (2) 55 passenger over the road MCI CNG buses.	Buses have been delivered and are being prepped with make-ready equipment.	\$1,682,612
Purchase of 15 Paratransit Vehicles	Project to procure 15 Paratransit vehicles.	Vehicles are in production and expected to be delivered in the fourth quarter of 2020.	\$2,375,076
Purchase of five (5) New Flyer Fuel Cell Buses	Project is to purchase five (5) 40 foot fuel cell fixed route buses that will replace the old CNG buses.	The purchase order has been issued and pre-production meeting with New Flyer was held in September.	\$5,995,922
Purchase of four (4) Micro Transit Vehicles	Project is to purchase four (4) Dodge Caravan ADA accessible vehicles that will be utilized in providing SunLine's micro transit services.	Project initiation checklist has been completed and the procurement process is in progress.	\$238,666

QUARTERLY CAPITAL PROJECT UPDATES 3RD QUARTER CALENDAR YEAR 2020

Purchase of Fleet Management Information System	Project to purchase new maintenance software to support the growing need of the department, to maintain documentation of fleet maintenance records and parts inventory management.	Project team has hired a consulting firm to assist the Agency with procuring best suited fleet management system that meets all minimum requirements.	\$499,487
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SunLine Transit Agency

CONSENT CALENDAR

DATE: October 28, 2020

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Board Member Attendance for September 2020

Summary:

The attached report summarizes the Board of Directors' attendance for Fiscal year-to-date September 2020.

Recommendation:

Receive and file.

FY 20/21	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										10	2
Palm Desert	X		X										10	2
Palm Springs	X		X										10	2
Cathedral City	X		X										10	2
Rancho Mirage	X		X										10	2
Indian Wells	X		X										10	2
La Quinta	X		X										10	2
Indio	X		X										10	2
Coachella	X		X										10	2
County of Riverside	X		X										10	2

X - ATTENDED (Primary/Alternate)

DARK –

In addition to monitoring operating expenditures, the health of the pension plans is another good indication of the Agency's financial position. The Agency continues to fund its pension plans at the recommended actuarial values. In addition to the Agency's regular contributions, the performance of pension assets has increased the market value of the assets through calendar year 2020. The table below gives an estimate of funded percentage using the market value of assets as of October 19, 2020 and liabilities derived from the valuation reports dated January 1, 2020. SunLine's actuaries measure liabilities on a calendar year basis. Accordingly, the funded percentage is estimated below using the most recent valuation report. A new valuation report will be completed in the second quarter of calendar year 2021 and will provide updated liabilities.

Plan Assets	Market Value of Assets as of 10/19/20	Liabilities as of 1/1/20	Estimated Funded Percentage
Total	\$ 67,582,961.40	\$ 61,278,478.00	110.3%

The Agency also monitors funding on a regular basis. One of the key strategies to the Agency's financial stability is the Local Transportation Fund (LTF) reserves. Normally, the LTF provides the majority of the Agency's operating subsidies. The Agency is leveraging emergency funding provided by the Coronavirus Aid, Relief, and Economic Security (CARES) Act and other opportunities such as Federal Emergency Management Agency (FEMA) funding in an effort to build its LTF reserves. The table below demonstrates LTF estimates that were presented at the May 27, 2020 Board meeting. The table has also been updated to show updated values based on information available after the close of FY20 and updated values provided by the Riverside County Transportation Commission (RCTC) on September 9, 2020. Staff will continue to monitor updates provided by RCTC including a true-up of estimates which are provided in January.

	Presented to Board on May 27, 2020	Updated as of 9/9/20	Variance
FY20 Balance	\$ 7,178,897	\$ 6,900,640	\$ (278,257)
Estimated FY20			
Add: Budget/Performance Savings	\$ 6,407,983	\$ 6,658,353	\$ 250,370
Add: FY21 Apportionment 90%	\$ 13,305,000	\$ 13,305,000	\$ -
Add: FY21 Apportionment 10% restricted reserve	\$ 1,478,000	\$ 1,478,000	\$ -
	\$ 28,369,880	\$ 28,341,993	\$ (27,887)
			\$ -
Less: FY21 Request	\$ (11,000,000)	\$ (11,000,000)	\$ -
Estimated Reserve Balance FY22	\$ 17,369,880	\$ 17,341,993	\$ (27,887)

SunLine Transit Agency

DATE: October 28, 2020 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Rudy Le Flore, Chief Project Consultant

RE: Replacement Operations Facility Low Voltage Contract

Recommendation

Recommend that the Board of Directors authorize the CEO/General Manager to negotiate and execute a contract with American Security Group for an amount not to exceed \$280,000 for Information Technology (IT) infrastructure, security and related services for the replacement Operations Facility subject to review and approval by SunLine's General Counsel.

Background

The replacement Operations Facility is under construction and requires the services of a contractor to install equipment for the IT requirements, access controls and security cameras. For compatibility purposes, SunLine is utilizing the same contractor that previously installed these systems. American Security Group has installed and provided security cameras, access control, and IT infrastructure at SunLine's Division I, and Division II. Additional work in this contract consists of low voltage cabling, fiber optics and equipment.

The costs of this effort will be subject to a cost analysis and the proposed prices will be determined to be fair and reasonable.

Financial Impact

The financial impact of \$280,000 will utilize Board approved capital funds from the FY21 SRTP associated with IT projects.

SunLine Transit Agency

DATE: October 28, 2020 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Rudy Le Flore, Chief Project Consultant

RE: Replacement Operations Facility Furniture Contract

Recommendation

Recommend that the Board of Directors authorize the CEO/General Manager to negotiate and execute a contract with North America Knoll Inc. for an amount not to exceed \$220,000 to purchase furniture for the replacement Operations Facility subject to review and approval by SunLine's General Counsel.

Background

In coordination with SunLine's staff, the furniture plans for the replacement Operations Facility was developed by Stantec Inc. and confirmed by CannonDesign Builders who is the architect of record on the project.

SunLine utilized the California State Department of General Services (DGS) Contracts, which provides the best pricing available for SunLine and alleviates the time constraints of a formal solicitation. SunLine is allowed to use the state contracts without further competition as provided for in state law. On October 13, 2020, SunLine's Executive Team met with North America Knoll Inc., reviewed their proposed furniture offering and confirmed that the proposed furniture met SunLine's requirements for aesthetics, quality and cost.

Financial Impact

The financial impact of \$220,000 will utilize approved capital project funds.

SunLine Transit Agency

DATE:	October 28, 2020	ACTION
TO:	Finance/Audit Committee Board of Directors	
FROM:	Tony Cohen, Chief Maintenance Officer	
RE:	Shop Floor Resurfacing	

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a contract with Specialty Flooring, Inc. DBA ACI Builders of Riverside, CA to resurface the maintenance shop floors with an anti-slip urethane floor system for a total cost not to exceed \$120,000 upon approval as to form by SunLine's General Counsel.

Background

Due to normal wear and tear, the shop floor condition is depreciated and requires resurfacing. Further, over the years, new in ground hoists were installed and sections of walls removed resulting in patches of flooring that are bare concrete. The resurfacing project will provide a safe anti-slip urethane finish throughout the entire 14,700 square foot area, which will include repainting of 700 linear feet of safety striping in accordance with Cal OSHA best practices and regulations.

On July 30, 2020, staff issued Invitation for Bid (IFB) No. 20-052. The IFB was publicly advertised in a newspaper of general circulation and a notice was posted on the Agency's website along with a copy of the IFB documents. The bid submitted by Specialty Flooring, Inc. DBA ACI Builders for \$120,000 was deemed to be the lowest responsive and responsible bid.

Financial Impact

The financial impact of \$120,000 will be funded by a combination of Section 5307, State Transit Assistance, and Local Transportation Funds budgeted in facility improvement projects for SL-12-05 and SL-19-12.

PRICE ANALYSIS

	Specialty Flooring, Inc.	Pacific Coast Contracting Services, Inc.	Independent Cost Estimate
Price Per Square Foot	\$ 8.10	\$ 12.15	\$ 7.74
Lump Sum Total	\$ 120,000.00	\$ 175,067.00	\$ 111,479.54

	Difference	Delta
Difference between Specialty Flooring, Inc. and Pacific Coast Contracting Services, Inc. Lump Sum Total	\$ (55,067.00)	31.45%
Difference between Specialty Flooring, Inc. and Independent Cost Estimate	\$ 8,520.46	7.64%

There was adequate price competition since two (2) bidders independently contended for the contract that is to be awarded. Award is based on the Lump Sum Total.

Based on the findings, the prices submitted by the lowest responsive and responsible bidder, Specialty Flooring, Inc., is 31.45% lower than the second bidder Pacific Coast Contracting Services, Inc., and 7.64% higher than the Independent Cost Estimate.

Based on the results, it is determined that the price submitted by Specialty Flooring, Inc. is considered fair and reasonable.



Jennifer Tran, Contracts Administrator

Floor Resurfacing

Solicitation List**The Works Floor & Wall**

979 S Gene Autry Trl,
Palm Springs, CA 92264
760-770-5778
info@twfaw.com
mike@twfaw.com
jerry@twfaw.com
gthomas@twfaw.com

Premier Flooring Solutions

760-776-4300
sacha@pfsolutions.us

Del's Flooring Contractors

760-568-0060
info@delsflooring.com
jay@delsflooring.com

Affinity Flooring

760-369-3081
affinityflooring@yahoo.com

Cathedral Canyon Flooring

760-770-2020
ccfloor@yahoo.com

G&S Carpet Mills, Inc.

3205 Pomona Blvd.
Pomona, CA 91768
909-468-5600
480-247-5492
909-997-2535
agorginfar@gscarpet.com

Commtrac Floors, Inc.

12381 Doherty Street
Riverside, CA 92503
commtracfloors@hotmail.com

Miller & Sons Floor Covering, Inc.

231 N. State St, Suite E
Hemet, CA 92543
mscarpetone@aol.com

Specialty Flooring Inc

3517 Campbell St.
Riverside, CA 92509

estimating@specialtyflooringinc.com

Statewide Services, Inc.

73-700 Dinah Shore Dr., Suite 405
Palm Desert, CA 92211
maria@statewideinc.net

Brilliant Garage and House Epoxy Floors

77899 Wolf Road
Palm Desert, CA 92210
760-275-1686
brilliantcu@yahoo.com

Epoxy It Socal

760-391-3113
epoxyitcoatings@gmail.com

One Floors

info@onefloors.com

AJ Fistes Corporation

2214 Atlantic Avenue
Long Beach, CA 90806
562-988-8669
ajfistes@yahoo.com

Everlast Builder's Inc.

16654 Soledad Canyon Rd. #302
Canyon Country, CA 91387
310-889-6438
vas@everlastbuildersinc.com

Magnesite Specialities

8686 Production Ave., Suite A
San Diego, CA 92121
858-578-4186
korina@magnesitespecialties.com

Sunbelt Flooring

14251 Fern Ave.
Chino, CA 91710
909-270-8080
chris@sunbeltflooring.com
dee@sunbeltflooring.com

TrueLine Surfacing

1651 Market St., Suite B
Corona, CA 92880
951-817-0777
Trueline40@aol.com

Extreme Pressure Systems

818-402-5224

tommy@epsprep.com

Pacific Coast Contracting Services

714-719-9244

cdec01@pacificcoastcontracting.com

Sunshine Supply

714-292-3444

brycer@sunshinesupply.com

BidAmerica Eng. Est.

Eng-est@bidamerica.com

SunLine Transit Agency

DATE:	October 28, 2020	ACTION
TO:	Finance/Audit Committee Board of Directors	
FROM:	Michal Brock, Taxi Administrator	
RE:	SunRide Microtransit Pilot Program (Phase II) – Transportation Providers	

Recommendation

Recommend that the Board of Directors authorize the CEO/General Manager to negotiate and execute contracts with Coachella Valley Taxi and Yellow Cab of the Desert for a combined amount not to exceed \$235,000 to provide transportation services for Phase II of SunLine's SunRide Microtransit Pilot Program, subject to review and approval by SunLine's General Counsel.

Background

SunLine received a Congestion Mitigation and Air Quality (CMAQ) grant to operate a three (3) year microtransit ridesharing pilot program in the Coachella Valley. The first phase of this pilot program launched in January 2020. Through a partnership with College of the Desert (COD), a select group of students were invited to test this new form of on-demand transportation service. Students received free rides to and from campus, and between the Palm Desert and Indio campuses. Staff was in the process of expanding the program to more students when the service was abruptly terminated after just seven (7) weeks, as COD closed campus in response to the COVID-19 pandemic.

Phase II of this pilot program will introduce and test the microtransit concept in a public setting with goals of attracting new ridership through the convenience of app-based technology and increasing ridership to the fixed route bus network by bridging the gap between first mile/last mile challenges. Additionally, contracting this service out allows SunLine to test the viability and sustainability of public/private partnerships while maintaining the high-quality safety standards valued by this Agency.

The Agency received proposals from two out of the three local taxi businesses to perform the transportation services for this phase of the pilot program. Further discussions and clarifications will be held to resolve the final pricing and the distribution of service between the two providers. Further assistance and guidance will be given to the providers on the technical specifications required by the Agency. A minimum of one (1) driver/vehicle dedicated to each of the four (4) geo-fence zones during the program operation hours will

be required. The driver(s) will be required to arrive at the requested pickup location in each respective zone within an average of 10 minutes, and a maximum of no later than 15 minutes, from the time service is requested.

Financial Impact

The financial impact of \$235,000 will utilize approved operational project funds assigned to this project from the CMAQ grant in FY21.

SunLine Transit Agency

DATE: October 28, 2020 **ACTION**

TO: Finance/Audit Committee
Board of Directors

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

RE: Amendment to Andrea Carter and Associates Contract

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute an amendment to the Andrea Carter and Associates contract in the amount of \$10,000. The proposed amendment will ensure that the contract provides support through the rest of the Refueled initiative's marketing development, outreach and launch.

Background

SunLine has been actively working on a robust marketing and outreach campaign as part of the Refueled initiative. The contract with Andrea Carter and Associates provides the Agency with additional resources including help with graphic design and written copy.

Andrea Carter and Associates' contract is currently under its second option year and additional contract authority will be utilized to create education materials and ad campaigns for the January 2021 launch of the Refueled services.

Financial Impact

The total financial impact of this item will be \$10,000 and will be covered by operating funds in the fiscal year 2021 budget.