



SunLine Transit Agency  
January 27, 2021  
9:00 a.m. – 10:00 a.m.

## AGENDA

### FINANCE/AUDIT COMMITTEE Regular Meeting

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### 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/83101980374>

Meeting ID: 831 0198 0374

Teleconference Dial In  
888-475-4499 (Toll Free)  
Meeting ID: 831 0198 0374

One tap mobile  
+16699009128,,83101980374#

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](mailto:clerkoftheboard@sunline.org) prior to January 26, 2021 at 5:00 p.m. with your name, telephone number and subject of your public comment (agenda item or non-agenda item). Members of the public may make public comments through their telephone or Zoom connection when recognized by the Chair. If you send written comments, your comments will be made part of the official record of the proceedings and read into the record.

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**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 2020](#)

(PAGE 5-13)

<u>ITEM</u>	<u>RECOMMENDATION</u>
8b) Credit Card Statement for October and November 2020	(PAGE 14-31)
8c) Monthly Budget Variance Report for October and November 2020	(PAGE 32-42)
8d) Contracts Signed in Excess of \$25,000 for November and December 2020	(PAGE 43-45)
8e) Union & Non-Union Pension Investment Asset Summary October and November 2020	(PAGE 46-51)
8f) Ridership Report for November and December 2020	(PAGE 52-59)
8g) SunDial Operational Notes for November and December 2020	(PAGE 60-66)
8h) Metrics for November and December 2020	(PAGE 67-87)
8i) Quarterly Capital Project Update for 4th Quarter of Calendar Year 2020	(PAGE 88-90)
8j) Board Member Attendance for December 2020	(PAGE 91-92)
<b>9. UPDATE ON SUNLINE TRANSIT AGENCY'S FINANCIAL STATUS</b> (Staff: Luis Garcia, Chief Financial Officer)	<b>INFORMATION</b> (PAGE 93-94)
<b>10. RATIFICATION OF LETTER OF COMMITMENT FOR CITY OF COACHELLA FOR SCAG GRANT APPLICATION</b> (Staff: Brittney B. Sowell, Chief of Public Affairs/ Clerk of the Board)	<b>APPROVE</b> (PAGE 95)
<b>11. AGREEMENT WITH CITY OF COACHELLA FOR AFFORDABLE HOUSING AND SUSTAINABLE COMMUNITIES PROGRAM (AHSC) FUNDING</b> (Staff: Luis Garcia, Chief Financial Officer)	<b>APPROVE</b> (PAGE 96)
<b>12. RATIFICATION OF CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT CLAIM</b> (Staff: Luis Garcia, Chief Financial Officer)	<b>APPROVE</b> (PAGE 97-98)
<b>13. RESOLUTION NO. 0785 – FEDERAL EMERGENCY FUNDING</b> (Staff: Luis Garcia, Chief Financial Officer)	<b>APPROVE</b> (PAGE 99-102)
<b>14. APPROVAL OF CONSTRUCTION CHANGE ORDER FOR THE CNG FUELING PROJECT</b> (Staff: Luis Garcia, Chief Financial Officer)	<b>APPROVE</b> (PAGE 103-105)

**ITEM**

**RECOMMENDATION**

15. **AWARD OF CONTRACT FOR MARKETING AND COMMUNICATIONS SERVICES**  
(Staff: Nicholas Robles, Marketing and Events Manager)

**APPROVE**  
(PAGE 106-109)

16. **ADJOURN**



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

DATE: January 27, 2021 **RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

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

<b><i>Vendor</i></b>	<b><i>Check #</i></b>	<b><i>Amount</i></b>
<i>NEW FLYER OF AMERICA, INC</i>	<i>684322</i>	<i>\$1,362,032.40</i>
<i>CANNONDESIGN BUILDERS, INC</i>	<i>684154</i>	<i>\$1,207,761.16</i>
<i>CANNONDESIGN BUILDERS, INC</i>	<i>684358</i>	<i>\$860,992.06</i>
<i>BALLARD POWER SYSTEMS</i>	<i>684217</i>	<i>\$233,700.00</i>
<i>CANNONDESIGN BUILDERS, INC</i>	<i>684538</i>	<i>\$1,520,008.79</i>
<i>NEW FLYER OF AMERICA, INC</i>	<i>684483</i>	<i>\$1,362,032.40</i>

Recommendation:

Receive and file.

**SunLine Transit Agency  
Checks \$1,000 and Over  
October 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
<b>NEW FLYER OF AMERICA INC.</b>	<b>WIP-Purchase of Four (4) Fixed Route CNG Buses</b>	<b>684322</b>	<b>10/21/2020</b>	<b>1,362,032.40</b>
<b>CANNONDESIGN BUILDERS, INC.</b>	<b>WIP- Operation Facility Design</b>	<b>684154</b>	<b>10/07/2020</b>	<b>1,207,761.16</b>
<b>CANNONDESIGN BUILDERS, INC.</b>	<b>WIP- Operation Facility Design</b>	<b>684358</b>	<b>10/22/2020</b>	<b>860,992.06</b>
BALLARD POWER SYSTEMS	Extended warranty for Fuel cell buses	684217	10/12/2020	233,700.00
PERMA - INSURANCE	General Liability & Workers Comp Premium	684188	10/07/2020	170,353.58
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>684350</u>	<u>10/21/2020</u>	<u>105,171.07</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>684208</u>	<u>10/07/2020</u>	<u>104,595.55</u>
IMPERIAL IRRIGATION DIST	Utilities	684372	10/28/2020	64,145.72
SO CAL GAS CO.	Utilities	684388	10/28/2020	55,433.68
ELEMENT MARKETS RENEWABLE ENERGY, LLC	Utilities	684368	10/28/2020	40,565.56
<u>GUARDIAN LIFE INSURANCE COMPANY THE</u>	<u>Employee Benefits/ LTD/STD/LIFE Ins Prem</u>	<u>684370</u>	<u>10/28/2020</u>	<u>39,230.41</u>
<b>PSOMAS</b>	<b>WIP-CNG Fueling Station</b>	<b>684189</b>	<b>10/07/2020</b>	<b>37,764.93</b>
VASQUEZ AND COMPANY LLP	Audit Services	684389	10/28/2020	34,760.00
<b>DAHL, TAYLOR AND ASSOCIATES, INC.</b>	<b>WIP-Operation Facility Consulting Engineer</b>	<b>684365</b>	<b>10/28/2020</b>	<b>32,191.61</b>
HDR ENGINEERING, INC.	Planning Consultant	684175	10/07/2020	30,482.50
<b>URRUTIA MARKS ARCHITECTS</b>	<b>WIP- Zero Emission Maintenance Facility</b>	<b>684319</b>	<b>10/21/2020</b>	<b>26,211.63</b>
<b>COMPLETE COACH WORKS</b>	<b>WIP-Covid19 Capital Expenditures</b>	<b>684290</b>	<b>10/21/2020</b>	<b>25,161.10</b>
<b>DESERT BUSINESS INTERIORS</b>	<b>WIP-Covid19 Capital Expenditures</b>	<b>684161</b>	<b>10/07/2020</b>	<b>24,136.00</b>
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	684226	10/14/2020	23,761.12
MICHELIN NORTH AMERICA, INC.	Lease Tire Service	684321	10/21/2020	23,416.41
IMPERIAL IRRIGATION DIST	Utilities	684177	10/07/2020	22,680.18
NFI PARTS	Inventory Repair Parts	684273	10/21/2020	21,540.18
<b>DAHL, TAYLOR AND ASSOCIATES, INC.</b>	<b>WIP-Operation Facility Consulting Engineer</b>	<b>684392</b>	<b>10/30/2020</b>	<b>18,686.48</b>
THE LEFLORE GROUP LLC	Projects Consultant	684386	10/28/2020	18,467.90
IMPERIAL IRRIGATION DIST	Utilities	684240	10/14/2020	16,177.95
DECALS BY DESIGN, INC.	On Board Bus Advertising	684160	10/07/2020	15,918.04
OLD GREEN HOUSE LLC	Sept 2020 Consulting Services	684384	10/28/2020	14,962.50
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	Consultant Services	684357	10/21/2020	13,100.00
NFI PARTS	Inventory Repair Parts	684139	10/07/2020	12,387.12
BALLARD POWER SYSTEMS	Inventory Repair Parts	684223	10/14/2020	11,987.19
TEC OF CALIFORNIA, INC.	Inventory Repair Parts	684267	10/14/2020	11,962.26
CPAC INC.COM	Fax Finder Capitol Replacement	684291	10/21/2020	11,777.91
WESTGATE CENTER FOR LEADERSHIP	Travel-Meetings/Seminars	684390	10/28/2020	11,205.00
VERIZON WIRELESS	Wireless Telephone Service	684213	10/07/2020	10,679.31
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	684367	10/28/2020	8,984.45
KELLERMEYER BERGENSONS SERVICES, LLC	Janitorial Services	684317	10/21/2020	8,619.34
<b>WSP USA INC.</b>	<b>TDM &amp; Vanpool Program</b>	<b>684391</b>	<b>10/28/2020</b>	<b>8,303.40</b>
R.S. HUGHES COMPANY	Emergency Preparedness Supplies	684334	10/21/2020	7,781.27

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

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<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	684251	10/14/2020	7,568.33
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	684238	10/14/2020	7,202.16
ROBERT HALF	Temporary Help	684192	10/07/2020	7,200.00
ANDREA CARTER & ASSOCIATES	Marketing Consultant	684362	10/28/2020	6,600.00
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>684278</b>	<b>10/21/2020</b>	<b>6,502.11</b>
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>684146</b>	<b>10/07/2020</b>	<b>6,472.42</b>
<b><i>PSOMAS</i></b>	<b><i>WIP-CNG Fueling Station</i></b>	<b><i>684331</i></b>	<b><i>10/21/2020</i></b>	<b><i>6,346.95</i></b>
SC FUELS	Lubricants and Oils	684341	10/21/2020	6,064.78
DECALS BY DESIGN, INC.	Inventory Repair Parts	684234	10/14/2020	5,572.15
NFI PARTS	Inventory Repair Parts	684219	10/14/2020	5,481.76
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	684194	10/07/2020	5,117.11
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	684138	10/07/2020	5,077.89
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	684272	10/21/2020	5,051.35
ANDREA CARTER & ASSOCIATES	Marketing Consultant	684148	10/07/2020	4,950.00
<u>PRINCIPAL LIFE INSURANCE COMPANY</u>	<u>PPO Dental Benefits Nov 2020</u>	<u>684383</u>	<u>10/28/2020</u>	<u>4,906.74</u>
MURCHISON & CUMMING, LLP	Insurance Loss	684242	10/14/2020	4,586.85
NAPA AUTO PARTS	Inventory Repair Parts	684244	10/14/2020	4,500.48
ROBERT HALF	Temporary Help	684337	10/21/2020	4,240.00
<b><i>GLOBAL EQUIPMENT CO. INC.</i></b>	<b><i>WIP- Misc Maintenance Equipment Projects</i></b>	<b><i>684308</i></b>	<b><i>10/21/2020</i></b>	<b><i>4,127.25</i></b>
IMPERIAL IRRIGATION DIST	Utilities	684315	10/21/2020	4,082.34
TPX COMMUNICATIONS	Communications	684348	10/21/2020	3,857.77
KELLERMEYER BERGENSONS SERVICES, LLC	Janitorial Services	684375	10/28/2020	3,825.00
CALIFORNIA DENTAL NETWORK, INC.	Dental Benefits	684363	10/28/2020	3,795.65
PIEDMONT PLASTICS, INC.	Bus Stop Supplies	684256	10/14/2020	3,733.54
ROBERT HALF	Temporary Help	684338	10/21/2020	3,650.00
PRUDENTIAL OVERALL SUPPLY	Uniforms	684330	10/21/2020	3,491.81
SAFETY-KLEEN CORPORATION	Contract Svc-Haz Waste Remove	684340	10/21/2020	3,385.50
HOME DEPOT CREDIT SERVICES	Facility Maintenance Supplies	684310	10/21/2020	3,297.44
CALIFORNIA STATE DISBURSEMENT UNIT	<b>Garnishments</b>	684136	10/05/2020	3,288.25
<b><i>TOPS N BARRICADES, INC.</i></b>	<b><i>WIP- West Valley Refueled Bus Stop Project</i></b>	<b><i>684206</i></b>	<b><i>10/07/2020</i></b>	<b><i>3,259.78</i></b>
TIME WARNER CABLE	Utilities	684346	10/21/2020	3,234.95
ROBERT HALF	Temporary Help	684261	10/14/2020	3,200.00
<b>CALIFORNIA STATE DISBURSEMENT UNIT</b>	<b>Garnishments</b>	<b>684284</b>	<b>10/21/2020</b>	<b>3,199.29</b>
<b>CALIFORNIA STATE DISBURSEMENT UNIT</b>	<b>Garnishments</b>	<b>684153</b>	<b>10/07/2020</b>	<b>3,199.29</b>
OFFICETEAM	Temporary Help	684248	10/14/2020	3,194.34
SO CAL GAS CO.	Utilities	684343	10/21/2020	3,144.95
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	684228	10/14/2020	3,004.22
CTE	Memberships & Subscriptions	684155	10/07/2020	3,000.00
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	684262	10/14/2020	2,906.99

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<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
ROTO ROOTER	Plumbing Related Expense	684196	10/07/2020	2,790.00
SC FUELS	Lubricants and Oils	684264	10/14/2020	2,638.83
<b>YELLOW CAB OF THE DESERT</b>	<b>Taxi Voucher Program</b>	<b>684215</b>	<b>10/07/2020</b>	<b>2,534.40</b>
SC FUELS	Lubricants and Oils	684401	10/30/2020	2,514.78
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	684307	10/21/2020	2,434.30
OFFICETEAM	Temporary Help	684326	10/21/2020	2,244.00
VALLEY OFFICE EQUIPMENT, INC.	Office Equipment Maintenance	684270	10/14/2020	2,239.95
INTERSTATE BATTERY SYSTEM OF SOUTHERN	Emergency Preparedness Supplies	684179	10/07/2020	2,225.68
PLAZA TOWING, INC.	Towing Service	684257	10/14/2020	2,200.00
OFFICETEAM	Temporary Help	684184	10/07/2020	2,193.05
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	684387	10/28/2020	2,157.76
ROBERT HALF	Temporary Help	684193	10/07/2020	2,120.00
<b>YELLOW CAB OF THE DESERT</b>	<b>Taxi Voucher Program</b>	<b>684271</b>	<b>10/14/2020</b>	<b>2,059.70</b>
DESERT URGENT CARE	Medical Exams	684373	10/28/2020	1,960.00
FULTON DISTRIBUTING	Bus Stop Supplies	684394	10/30/2020	1,914.94
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	684151	10/07/2020	1,898.38
CREATIVE BUS SALES, INC,	Inventory Repair Parts	684292	10/21/2020	1,851.59
DESERT HOSE & SUPPLY CORP.	Inventory Repair Parts	684296	10/21/2020	1,799.22
AUGER CONSULTING GROUP LLC	Consulting Services	684318	10/21/2020	1,760.00
DS AIR	Safety Materials & Supplies	684232	10/14/2020	1,722.18
FORENSIC DRUG TESTING SERVICES	Medical Exams	684172	10/07/2020	1,703.75
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	684385	10/28/2020	1,637.80
CREATIVE BUS SALES, INC,	Inventory Repair Parts	684159	10/07/2020	1,594.44
MEYERS FOZI & DWORK, LLP	Insurance Loss	684378	10/28/2020	1,588.20
SMARTDRIVE SYSTEMS, INC.	General Services	684200	10/07/2020	1,580.00
MILE3 WEB DEVELOPMENT	Website Maintenance	684181	10/07/2020	1,478.00
NFI PARTS	Inventory Repair Parts	684360	10/28/2020	1,352.48
SOUTHWEST NETWORKS, INC.	IT Support Services	684266	10/14/2020	1,350.00
CALIFORNIA DEPARTMENT OF TAX & FEE	Use Sales Tax	684283	10/21/2020	1,288.00
NANCY CARRILLO	Reissued Payroll Check	684243	10/14/2020	1,272.47
BURRTEC WASTE & RECYCLING SERVICES	Trash Services	684150	10/07/2020	1,224.69
INLAND LIGHTING SUPPLIES, INC.	Electrical Related Expense	684178	10/07/2020	1,223.53
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	684197	10/07/2020	1,152.60
GRAINGER	Facility Maintenance Supplies	684309	10/21/2020	1,113.77
<b><i>GRAINGER</i></b>	<b><i>WIP- West Valley Refueled Bus Stop Project</i></b>	<b><i>684174</i></b>	<b><i>10/07/2020</i></b>	<b><i>1,102.94</i></b>
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	684381	10/28/2020	1,094.48
CREATIVE BUS SALES, INC,	Inventory Repair Parts	684233	10/14/2020	1,080.69
ALPHA MEDIA LLC	Advertising	684361	10/28/2020	1,000.00
QUADIENT FINANCE USA, INC.	Postage	684259	10/14/2020	1,000.00

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<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
ALPHA MEDIA LLC	Advertising	684145	10/07/2020	1,000.00
<b>Total Checks Over \$1,000</b>	\$4,991,503.01			
<b>Total Checks Under \$1,000</b>	\$39,904.82			
<b>Total Checks</b>	\$5,031,407.83			

**SunLine Transit Agency  
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Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
<b>CANNONDESIGN BUILDERS, INC.</b>	<b>WIP- Operation Facility Design</b>	<b>684538</b>	<b>11/17/2020</b>	<b>1,520,008.79</b>
<b>NEW FLYER OF AMERICA INC.</b>	<b>WIP-Purchase of Four (4) Fixed Route CNG Buses</b>	<b>684483</b>	<b>11/05/2020</b>	<b>1,362,032.40</b>
<u>CALPERS</u>	<u>Group Health Ins Prem</u>	<u>684622</u>	<u>11/25/2020</u>	<u>346,398.71</u>
PERMA - INSURANCE	General Liability & Workers Comp Premium	684526	11/12/2020	170,204.17
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>684691</u>	<u>11/25/2020</u>	<u>107,365.20</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>684609</u>	<u>11/18/2020</u>	<u>106,678.07</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>684475</u>	<u>11/04/2020</u>	<u>105,085.23</u>
IMPERIAL IRRIGATION DIST	Utilities	684573	11/18/2020	83,600.86
<u>GUARDIAN LIFE INSURANCE COMPANY THE</u>	<u>Employee Benefits/ LTD/STD/LIFE Ins Prem</u>	<u>684644</u>	<u>11/25/2020</u>	<u>36,901.53</u>
<b>DAHL, TAYLOR AND ASSOCIATES, INC.</b>	<b>WIP-Operation Facility Consulting Engineer</b>	<b>684629</b>	<b>11/25/2020</b>	<b>33,904.03</b>
HDR ENGINEERING, INC.	Planning Consultant	684514	11/12/2020	31,863.86
<b>URRUTIA MARKS ARCHITECTS</b>	<b>WIP- Zero Emission Maintenance Facility</b>	<b>684519</b>	<b>11/12/2020</b>	<b>31,730.61</b>
<b>URRUTIA MARKS ARCHITECTS</b>	<b>WIP- Zero Emission Maintenance Facility</b>	<b>684650</b>	<b>11/25/2020</b>	<b>26,829.00</b>
<b>COMPLETE COACH WORKS</b>	<b>WIP-Covid19 Capital Expenditures</b>	<b>684625</b>	<b>11/25/2020</b>	<b>26,143.78</b>
MICHELIN NORTH AMERICA, INC.	Lease Tire Service	684652	11/25/2020	24,207.20
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	Consultant Services	684682	11/25/2020	23,137.50
OLD GREEN HOUSE LLC	Consulting Services	684595	11/18/2020	21,600.00
<b>C V WATER DISTRICT</b>	<b>WIP- Operation Facility</b>	<b>684422</b>	<b>11/04/2020</b>	<b>20,000.00</b>
THE LEFLORE GROUP LLC	Projects Consultant	684667	11/25/2020	18,581.20
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	684465	11/04/2020	16,245.37
CITYWIDE AUTO GLASS, INC.	Inventory Repair Parts	684500	11/12/2020	15,530.38
IMPERIAL IRRIGATION DIST	Utilities	684515	11/12/2020	15,336.19
<b>PSOMAS</b>	<b>WIP-CNG Fueling Station</b>	<b>684662</b>	<b>11/25/2020</b>	<b>15,321.51</b>
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	684552	11/18/2020	13,746.15
VERIZON WIRELESS	Wireless Telephone Service	684535	11/12/2020	12,840.48
NFI PARTS	Inventory Repair Parts	684404	11/04/2020	12,706.34
ROBERT HALF	Temporary Help	684462	11/04/2020	12,225.00
OFFICETEAM	Temporary Help	684583	11/18/2020	12,017.16
BYD COACH & BUS LLC	Inventory Repair Parts	684415	11/04/2020	11,530.99
NFI PARTS	Inventory Repair Parts	684615	11/25/2020	10,336.51
<b>DOUG WALL CONSTRUCTION</b>	<b>WIP- Misc Maintenance Equipment Projects</b>	<b>684507</b>	<b>11/12/2020</b>	<b>9,904.52</b>
KELLERMAYER BERGENSONS SERVICES, LLC	Janitorial Services	684577	11/18/2020	8,619.34
HD INDUSTRIES	Inventory Repair Parts	684645	11/25/2020	7,134.28
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	684666	11/25/2020	7,115.85
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>684683</b>	<b>11/25/2020</b>	<b>6,620.87</b>
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>684544</b>	<b>11/18/2020</b>	<b>6,502.11</b>
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	684525	11/12/2020	6,472.36
GARON WYATT INVESTIGATIVE SERVICES	Legal Services	684565	11/18/2020	6,127.96

**SunLine Transit Agency  
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November 2020**

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<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	684496	11/12/2020	5,929.30
SPROUT SOCIAL, INC.	Advertising	684673	11/25/2020	5,292.48
<u>PRINCIPAL LIFE INSURANCE COMPANY</u>	<u>PPO Dental Benefits Dec 2020</u>	<u>684660</u>	<u>11/25/2020</u>	<u>5,288.31</u>
<b>DESERT PARADISE CONSTRUCTION, LLC</b>	<b>WIP- Operation Facility</b>	<b>684506</b>	<b>11/12/2020</b>	<b>5,280.00</b>
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	684403	11/04/2020	5,087.76
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	684597	11/18/2020	5,004.22
TRANSIT PRODUCTS & SERVICES	Inventory Repair Parts	684608	11/18/2020	4,968.50
SOUTHWEST NETWORKS, INC.	IT Support Services	684601	11/18/2020	4,900.00
MURCHISON & CUMMING, LLP	Insurance Loss	684521	11/12/2020	4,681.05
REVIEWSNAP	Membership & Subscriptions	684490	11/12/2020	4,677.00
NFI PARTS	Inventory Repair Parts	684541	11/18/2020	4,587.62
<b>DESERT PARADISE CONSTRUCTION, LLC</b>	<b>WIP- Operation Facility</b>	<b>684631</b>	<b>11/25/2020</b>	<b>4,560.00</b>
AMETZA ARIZONA, LLC.	Lubricants and Oils	684546	11/18/2020	4,467.29
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	684510	11/12/2020	4,438.69
SONSRAY FLEET SERVICES	Inventory Repair Parts	684604	11/18/2020	4,418.89
SONSRAY FLEET SERVICES	Inventory Repair Parts	684674	11/25/2020	4,412.34
ANDREA CARTER & ASSOCIATES	Marketing Consultant	684489	11/12/2020	4,400.00
SONSRAY FLEET SERVICES	Inventory Repair Parts	684473	11/04/2020	4,180.01
IMPERIAL IRRIGATION DIST	Utilities	684646	11/25/2020	4,058.66
TPX COMMUNICATIONS	Communications	684607	11/18/2020	3,932.77
SO CAL GAS CO.	Utilities	684600	11/18/2020	3,898.38
CALIFORNIA DENTAL NETWORK, INC.	Dental Benefits	684621	11/25/2020	3,873.41
ROBERT HALF	Temporary Help	684665	11/25/2020	3,855.75
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	684540	11/18/2020	3,793.23
MAGALDI & MAGALDI, INC.	Inventory Repair Parts	684447	11/04/2020	3,539.87
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	684668	11/25/2020	3,535.17
AVAIL TECHNOLOGIES	Inventory Repair Parts	684412	11/04/2020	3,442.31
OFFICETEAM	Temporary Help	684453	11/04/2020	3,432.40
ROBERT HALF	Temporary Help	684664	11/25/2020	3,350.00
TIME WARNER CABLE	Utilities	684603	11/18/2020	3,234.95
ROBERT HALF	Temporary Help	684593	11/18/2020	3,200.00
<b>CALIFORNIA STATE DISBURSEMENT UNIT</b>	<b>Garnishments</b>	<b>684684</b>	<b>11/25/2020</b>	<b>3,199.29</b>
<b>CALIFORNIA STATE DISBURSEMENT UNIT</b>	<b>Garnishments</b>	<b>684554</b>	<b>11/18/2020</b>	<b>3,199.29</b>
<b>CALIFORNIA STATE DISBURSEMENT UNIT</b>	<b>Garnishments</b>	<b>684417</b>	<b>11/04/2020</b>	<b>3,185.82</b>
<b>YELLOW CAB OF THE DESERT</b>	<b>Taxi Voucher Program</b>	<b>684537</b>	<b>11/12/2020</b>	<b>3,161.98</b>
AUGER CONSULTING GROUP LLC	Consulting Services	684578	11/18/2020	3,080.00
BAE SYSTEMS CONTROLS, INC.	Inventory Repair Parts	684413	11/04/2020	3,028.85
PROMELI VIDEOWORKS	Advertising	684419	11/04/2020	2,958.68
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	684620	11/25/2020	2,946.16

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<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
SC FUELS	Lubricants and Oils	684670	11/25/2020	2,819.55
AMERICAN SECURITY GROUP	Camera Maintenance Agreement	684545	11/18/2020	2,682.12
ELEMENT MARKETS RENEWABLE ENERGY, LLC	Utilities	684633	11/25/2020	2,628.30
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	684614	11/25/2020	2,543.88
<b>YELLOW CAB OF THE DESERT</b>	<b>Taxi Voucher Program</b>	<b>684482</b>	<b>11/04/2020</b>	<b>2,531.30</b>
MURCHISON & CUMMING, LLP	Insurance Loss	684450	11/04/2020	2,520.00
PRUDENTIAL OVERALL SUPPLY	Uniforms	684589	11/18/2020	2,403.20
JOSEPH LYNN FRIEND	IT Consulting Service	684576	11/18/2020	2,400.00
HOME DEPOT CREDIT SERVICES	Facility Maintenance Supplies	684569	11/18/2020	2,309.17
<b>YELLOW CAB OF THE DESERT</b>	<b>Taxi Voucher Program</b>	<b>684681</b>	<b>11/25/2020</b>	<b>2,190.83</b>
<b>GLOBAL EQUIPMENT CO. INC.</b>	<b>WIP- Misc Maintenance Equipment Projects</b>	<b>684642</b>	<b>11/25/2020</b>	<b>1,968.59</b>
FULTON DISTRIBUTING	Emergency Preparedness Supplies	684638	11/25/2020	1,937.88
CREATIVE BUS SALES, INC,	Inventory Repair Parts	684423	11/04/2020	1,925.58
SC FUELS	Lubricants and Oils	684531	11/12/2020	1,839.49
FORENSIC DRUG TESTING SERVICES	Medical Exams	684433	11/04/2020	1,829.00
<b>JESSE FRESCAS JR.</b>	<b>WIP-Zero Emissions Maintenance Facility</b>	<b>684575</b>	<b>11/18/2020</b>	<b>1,760.00</b>
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	684494	11/12/2020	1,739.58
VALLEY OFFICE EQUIPMENT, INC.	Office Equipment Maintenance	684611	11/18/2020	1,671.84
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	684427	11/04/2020	1,581.63
SMARTDRIVE SYSTEMS, INC.	General Services	684599	11/18/2020	1,580.00
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	684493	11/12/2020	1,563.61
AMETZA ARIZONA, LLC.	Lubricants and Oils	684409	11/04/2020	1,533.12
GILLIG LLC	Inventory Repair Parts	684640	11/25/2020	1,502.39
C V WATER DISTRICT	Utilities	684624	11/25/2020	1,459.02
APPLIED MEMBRANES, INC.	Plumbing Expenditures	684549	11/18/2020	1,415.16
BUREAU VERITAS NORTH AMERICA	Inventory Repair Parts	684441	11/04/2020	1,409.82
PLAZA TOWING, INC.	Towing Services	684457	11/04/2020	1,400.00
<b>CLAIREMONT EQUIPMENT</b>	<b>WIP-Div 1 Parking Lot Upgrade</b>	<b>684501</b>	<b>11/12/2020</b>	<b>1,373.50</b>
CUMMINS-ALLISON CORP.	Contract Renewal FY21	684628	11/25/2020	1,357.51
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	684485	11/12/2020	1,315.80
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	684455	11/04/2020	1,226.21
MZ AUTO GLASS	Outside Repair-Fixed Route	684520	11/12/2020	1,200.00
LUMINATOR TECHNOLOGY GROUP, INC.	Inventory Repair Parts	684579	11/18/2020	1,169.81
DECALS BY DESIGN, INC.	Inventory Repair Parts	684503	11/12/2020	1,070.53
AMERICAN SECURITY GROUP	Camera Maintenance Agreement	684407	11/04/2020	1,062.50
<b>DESERT CITY CAB</b>	<b>Taxi Voucher Program</b>	<b>684505</b>	<b>11/12/2020</b>	<b>1,061.77</b>
PARKHOUSE TIRE, INC.	Inventory Repair Parts	684657	11/25/2020	1,033.33
SUN CHEMICAL	Cleaning Supplies-Vehicles	684460	11/04/2020	1,029.02
ALPHA MEDIA LLC	Advertising	684487	11/12/2020	1,000.00



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<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
SCR TTC	Travel-Meetings/Seminars	684532	11/12/2020	1,000.00
<b>Total Checks Over \$1,000</b>	\$4,529,130.98			
<b>Total Checks Under \$1,000</b>	\$43,379.06			
<b>Total Checks</b>	\$4,572,510.04			

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

DATE: January 27, 2020

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

RE: Credit Card Statements for October &amp; November 2020

Summary:

The attached report summarizes the Agency's credit card expenses for October and November 2020. Credit card transactions through the CEO/General Manager credit card align with statement closing dates of November 3, 2020 and December 3, 2020. The report also summarizes transactions for the credit cards utilized for Accounts Payable and Procurement which align with statement closing dates of October 31, 2020 and November 30, 2020 for the reporting period.

Recommendation:

Receive and file.

**SunLine Transit Agency Visa Credit Card Statement**

**Closing Date: 11/03/20**

**Name on Card: Lauren Skiver**

	<b>Trans. Date</b>	<b>Post Date</b>	<b>Reference</b>	<b>Detail - Description</b>	<b>Credits</b>	<b>Charges</b>
1	10/4/2020	10/4/2020	Cisco Webex	Cisco Webex; Renewal of Annual Membership		\$468.00
2	10/8/2020	10/8/2020	Daily Grill	Daily Grill Catering Order; Nikola Motor Corporation Lunch Meeting		\$200.74
3	10/28/2020	10/28/2020	Costco	8 Laptops for SunLine Staff; Support Continued Remote Working Schedule (COVID-19 Response)		\$4,748.91
<b>Credits and Charges:</b>					\$0.00	\$5,417.65



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	11/03/20
Days in Billing Cycle	32
Next Statement Date	12/03/20

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	\$34,318

Payment Information

New Balance	\$5,417.65
<b>Current Payment Due (Minimum Payment)</b>	<b>\$500.00</b>
<b>Current Payment Due Date</b>	<b>11/28/20</b>

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		\$2,530.12
Credits	-	\$0.00
Payments	-	\$2,530.12
Purchases & Other Charges	+	\$5,417.65
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
<b>New Balance</b>	<b>=</b>	<b>\$5,417.65</b>

Wells Fargo Cash Back SM Program Summary

Previous Cash Back Balance		\$37.95
Cash Earned this Month		\$81.26
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$119.21
<b>Cash Awarded this Period</b>		<b>\$0.00</b>
Year to Date Cash Back Awarded		\$399.39

Cash Back Notice

Your next cash back reward is scheduled for 12/2020. 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	\$5,417.65
<b>Total Amount Due (Minimum Payment)</b>	<b>\$500.00</b>
<b>Current Payment Due Date</b>	<b>11/28/20</b>

Print address or phone changes:

Work ( )

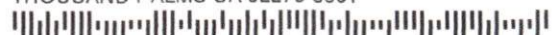
Amount Enclosed:



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

56779  
P311





**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 - \$5,417.65 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 11/28/20. 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	\$5,417.65

**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	F326800MY00CHGDDA	AUTOMATIC PAYMENT - THANK YOU	2,530.12	
			TOTAL [REDACTED] \$2,530.12-		

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

10/04	10/04	2490641M6310B8JNT	DRI*Cisco Webex orderfind.com MN		468.00
10/08	10/08	2449215MALW1LQ3KA	EZCATERDAILY GRILL 8004881803 MA		200.74
10/28	10/28	2443106MZS4AFL5KM	COSTCO WHSE #0441 PALM DESERT CA		4,748.91
			<b>TOTAL \$5,417.65</b>		
<b>LAURA SKIVER / Sub Acct Ending In [REDACTED]</b>					

**Wells Fargo News**

**What can alerts do for your business?\***

Receive timely updates on your business credit card account via email or text. Alerts allow you to set up and receive only the messages that are important to you. Sign up for alerts during your Wells Fargo Business Online® session by going to your Business Elite Card account screen and selecting the Manage Alerts menu option.

Not enrolled in Online banking? Enroll today at [wellsfargo.com/biz/online-banking](http://wellsfargo.com/biz/online-banking)

\*Availability may be affected by your mobile carrier's coverage area. Your mobile carrier's message and data rates may apply.



**SunLine Transit Agency Visa Credit Card Statement**  
**Closing Date: 10/31/20**  
**Name on Card: Liz Granillo (Accounts Payable Card)**

	<b>Trans. Date</b>	<b>Post Date</b>	<b>Reference</b>	<b>Detail - Description</b>	<b>Credits</b>	<b>Charges</b>
1	9/29/2020	10/1/2020	Imperial Irrigation District	Utilities - Account # 50677437		\$360.99
2	9/29/2020	10/1/2020	Imperial Irrigation District	Utilities - Account # 50081082		\$36.15
3	10/1/2020	10/2/2020	Panera Bread	Finance Team Lunch Meeting		\$264.63
4	10/3/2020	10/5/2020	Amazon	Alexa for Business Account		\$3.02
5	10/7/2020	10/8/2020	Amazon	Pressure Pump for Stops & Zones Trailer		\$754.77
6	10/9/2020	10/12/2020	Burrtec	Utilities Account # 44-VC-225377		\$250.75
7	10/26/2020	10/27/2020	Coachella Valley Water District	Utilities Account # 226773-601132		\$86.99
8	10/26/2020	10/27/2020	Coachella Valley Water District	Utilities Account # 596265-403818		\$116.57
9	10/26/2020	10/27/2020	Coachella Valley Water District	Utilities Account # 596437-601156		\$70.66
10	10/26/2020	10/27/2020	Coachella Valley Water District	Utilities Account # 314011-845854		\$282.02
11	10/26/2020	10/27/2020	Coachella Valley Water District	Utilities Account # 596263-566514		\$94.39
12	10/26/2020	10/27/2020	Coachella Valley Water District	Utilities Account # 596433-601158		\$44.74
13	10/26/2020	10/27/2020	Coachella Valley Water District	Utilities Account # 314009-845852		\$47.75
14	10/26/2020	10/27/2020	Coachella Valley Water District	Utilities Account # 596261-601130		\$86.99
15	10/26/2020	10/27/2020	Coachella Valley Water District	Utilities Account # 226783-601148		\$60.40
16	10/26/2020	10/27/2020	Coachella Valley Water District	Utilities Account # 711835-567044		\$494.53
<b>Credits and Charges:</b>					<b>\$0.00</b>	<b>\$3,055.35</b>

Cardholder Summary			
Cardholder Name:	GRANILLO, LIZ	Start Date:	10/01/2020
Card Number:	xxxx-xxxx-xxxx-xxxx	End Date:	10/31/2020
Status:	Cardholder Reviewed	Reminder Period:	11/03/2020 through 11/07/2020
Charges:	3,055.35 USD	Grace Period:	11/08/2020 through 11/09/2020
Out-of-pocket:	0.00 USD		
Total Amount:	3,055.35 USD		

**Charges**

1.	<b>Transaction Date</b>	<b>Posting Date</b>	<b>Personal</b>	<b>Merchant</b>	<b>General Ledger Code</b>	<b>Unit</b>	<b>Receipt Image</b>	<b>Receipt Submitted ‡</b>	<b>Amount / Original Currency</b>
	09/29/2020	10/01/2020	No	Spi Imperial Irrigati 800-303-7756,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	360.99 USD / 360.99
	<b>Description</b> UTILITIES								
	<b>FUND</b>	00		<b>DIVISION</b>	24				
2.	<b>Transaction Date</b>	<b>Posting Date</b>	<b>Personal</b>	<b>Merchant</b>	<b>General Ledger Code</b>	<b>Unit</b>	<b>Receipt Image</b>	<b>Receipt Submitted ‡</b>	<b>Amount / Original Currency</b>
	09/29/2020	10/01/2020	No	Spi Imperial Irrigati 800-303-7756,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	36.15 USD / 36.15
	<b>Description</b> UTILITIES								
	<b>FUND</b>	00		<b>DIVISION</b>	23				
3.	<b>Transaction Date</b>	<b>Posting Date</b>	<b>Personal</b>	<b>Merchant</b>	<b>General Ledger Code</b>	<b>Unit</b>	<b>Receipt Image</b>	<b>Receipt Submitted ‡</b>	<b>Amount / Original Currency</b>
	10/01/2020	10/02/2020	No	Panera Bread #601771 O 760-895-6948,CA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	Yes	Yes	264.63 USD / 264.63
	<b>Description</b> FINANCE MEETING								
	<b>FUND</b>	00		<b>DIVISION</b>	41				
4.	<b>Transaction Date</b>	<b>Posting Date</b>	<b>Personal</b>	<b>Merchant</b>	<b>General Ledger Code</b>	<b>Unit</b>	<b>Receipt Image</b>	<b>Receipt Submitted ‡</b>	<b>Amount / Original Currency</b>
	10/03/2020	10/05/2020	No	Amazon Web Services Aws.amazon.co,WA	5039903800 - OTHER SERVICES	Finance(FIN)	Yes	Yes	3.02 USD / 3.02
	<b>Description</b> IT SERVICES								
	<b>FUND</b>	00		<b>DIVISION</b>	42				
5.	<b>Transaction Date</b>	<b>Posting Date</b>	<b>Personal</b>	<b>Merchant</b>	<b>General Ledger Code</b>	<b>Unit</b>	<b>Receipt Image</b>	<b>Receipt Submitted ‡</b>	<b>Amount / Original Currency</b>
	10/07/2020	10/08/2020	No	Amzn Mktp Us Mk9xw18c1 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	Yes	Yes	754.77 USD / 754.77
	<b>Description</b> PRESSURE WATER PUMP								
	<b>FUND</b>	00		<b>DIVISION</b>	22				
6.	<b>Transaction Date</b>	<b>Posting Date</b>	<b>Personal</b>	<b>Merchant</b>	<b>General Ledger Code</b>	<b>Unit</b>	<b>Receipt Image</b>	<b>Receipt Submitted ‡</b>	<b>Amount / Original Currency</b>
	10/09/2020	10/12/2020	No	Burrtec Waste And	5050200001 -	Finance(FIN)	Yes	Yes	250.75 USD

Description		UTILITIES		FUND 00		DIVISION 23			
<b>7.</b>	<b>Transaction Date</b>	<b>Posting Date</b>	<b>Personal</b>	<b>Merchant</b>	<b>General Ledger Code</b>	<b>Unit</b>	<b>Receipt Image</b>	<b>Receipt Submitted \$</b>	<b>Amount / Original Currency</b>
	10/26/2020	10/27/2020	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	86.99 USD / 86.99
<b>Description</b>		UTILITIES		<b>FUND 00</b>		<b>DIVISION 23</b>			
<b>8.</b>	<b>Transaction Date</b>	<b>Posting Date</b>	<b>Personal</b>	<b>Merchant</b>	<b>General Ledger Code</b>	<b>Unit</b>	<b>Receipt Image</b>	<b>Receipt Submitted \$</b>	<b>Amount / Original Currency</b>
	10/26/2020	10/27/2020	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	116.57 USD / 116.57
<b>Description</b>		UTILITIES		<b>FUND 00</b>		<b>DIVISION 23</b>			
<b>9.</b>	<b>Transaction Date</b>	<b>Posting Date</b>	<b>Personal</b>	<b>Merchant</b>	<b>General Ledger Code</b>	<b>Unit</b>	<b>Receipt Image</b>	<b>Receipt Submitted \$</b>	<b>Amount / Original Currency</b>
	10/26/2020	10/27/2020	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	70.66 USD / 70.66
<b>Description</b>		UTILITIES		<b>FUND 00</b>		<b>DIVISION 23</b>			
<b>10.</b>	<b>Transaction Date</b>	<b>Posting Date</b>	<b>Personal</b>	<b>Merchant</b>	<b>General Ledger Code</b>	<b>Unit</b>	<b>Receipt Image</b>	<b>Receipt Submitted \$</b>	<b>Amount / Original Currency</b>
	10/26/2020	10/27/2020	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	282.02 USD / 282.02
<b>Description</b>		UTILITIES		<b>FUND 00</b>		<b>DIVISION 23</b>			
<b>11.</b>	<b>Transaction Date</b>	<b>Posting Date</b>	<b>Personal</b>	<b>Merchant</b>	<b>General Ledger Code</b>	<b>Unit</b>	<b>Receipt Image</b>	<b>Receipt Submitted \$</b>	<b>Amount / Original Currency</b>
	10/26/2020	10/27/2020	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	94.39 USD / 94.39
<b>Description</b>		UTILITIES		<b>FUND 00</b>		<b>DIVISION 23</b>			
<b>12.</b>	<b>Transaction Date</b>	<b>Posting Date</b>	<b>Personal</b>	<b>Merchant</b>	<b>General Ledger Code</b>	<b>Unit</b>	<b>Receipt Image</b>	<b>Receipt Submitted \$</b>	<b>Amount / Original Currency</b>
	10/26/2020	10/27/2020	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	44.74 USD / 44.74
<b>Description</b>		UTILITIES		<b>FUND 00</b>		<b>DIVISION 23</b>			
<b>13.</b>	<b>Transaction Date</b>	<b>Posting Date</b>	<b>Personal</b>	<b>Merchant</b>	<b>General Ledger Code</b>	<b>Unit</b>	<b>Receipt Image</b>	<b>Receipt Submitted \$</b>	<b>Amount / Original Currency</b>
	10/26/2020	10/27/2020	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	47.75 USD / 47.75
<b>Description</b>		UTILITIES		<b>FUND 00</b>		<b>DIVISION 23</b>			
<b>14.</b>	<b>Transaction Date</b>	<b>Posting Date</b>	<b>Personal</b>	<b>Merchant</b>	<b>General Ledger Code</b>	<b>Unit</b>	<b>Receipt Image</b>	<b>Receipt Submitted</b>	<b>Amount / Original</b>



10/26/2020	10/27/2020	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	‡ Yes	86.99 USD / 86.99
<b>Description</b>		UTILITIES						
<b>FUND</b>	00	<b>DIVISION</b>		23				
<b>15.</b>								
<b>Transaction Date</b>	<b>Posting Date</b>	<b>Personal</b>	<b>Merchant</b>	<b>General Ledger Code</b>	<b>Unit</b>	<b>Receipt Image</b>	<b>Receipt Submitted ‡</b>	<b>Amount / Original Currency</b>
10/26/2020	10/27/2020	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	60.40 USD / 60.40
<b>Description</b>		UTILITIES						
<b>FUND</b>	00	<b>DIVISION</b>		23				
<b>16.</b>								
<b>Transaction Date</b>	<b>Posting Date</b>	<b>Personal</b>	<b>Merchant</b>	<b>General Ledger Code</b>	<b>Unit</b>	<b>Receipt Image</b>	<b>Receipt Submitted ‡</b>	<b>Amount / Original Currency</b>
10/26/2020	10/27/2020	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	494.53 USD / 494.53
<b>Description</b>		UTILITIES						
<b>FUND</b>	00	<b>DIVISION</b>		10				

**Total Charges: 3,055.35 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: 10/31/20**  
**Name on Card: Walter Watcher (Procurement Card)**

	<b>Trans. Date</b>	<b>Post Date</b>	<b>Reference</b>	<b>Detail - Description</b>	<b>Credits</b>	<b>Charges</b>
1	10/7/2020	10/8/2020	Phytools	Bus Diagnostic Tool		\$364.00
2	10/7/2020	10/8/2020	Amazon	IT Equipment - Power Supply for Laptop		\$62.20
3	10/13/2020	10/14/2020	Amazon	Supplies - Truck and Trailer Wash for Stops & Zones		\$43.53
4	10/13/2020	10/16/2020	Yucaipa Auto & Trailer	Leaf Springs for Stops & Zones Trailer		\$215.28
5	10/17/2020	10/19/2020	Amazon	Washing Equipment for Stops & Zones		\$85.60
6	10/19/2020	10/20/2020	Phytools	Bus Diagnostic Tool		\$315.00
7	10/21/2020	10/21/2020	Amazon	IT Equipment - Tablet Cases x 8		\$172.76
<b>Credits and Charges:</b>					\$0.00	\$1,258.37

**Cardholder Summary**

Cardholder Name:	WATCHER, WALTER	Start Date:	10/01/2020
Card Number:	xxxx-xxxx-xxxx	End Date:	10/31/2020
Status:	Cardholder Reviewed	Reminder Period:	11/03/2020 through 11/07/2020
Charges:	1,258.37 USD	Grace Period:	11/08/2020 through 11/09/2020
Out-of-pocket:	0.00 USD		
Total Amount:	1,258.37 USD		

**Charges**

1.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	10/07/2020	10/08/2020	No	Sp Phytools1 Httpsphytools,WA	5049900018 - MECHANIC TOOLS/SHOES	Finance(FIN)	Yes	Yes	364.00 USD / 364.00
	<b>Description</b>		Maintenance items						
	<b>FUND</b>	00		<b>DIVISION</b>	22				
2.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	10/07/2020	10/08/2020	No	Amzn Mktp Us Mk4dl41k0 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	Yes	Yes	62.20 USD / 62.20
	<b>Description</b>		IT items						
	<b>FUND</b>	00		<b>DIVISION</b>	42				
3.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	10/13/2020	10/14/2020	No	Amzn Mktp Us Mk1v46ks0 Amzn.com/bill,WA	5049900026 - FACILITY MAINTENANCE-MAIN FAC	Finance(FIN)	Yes	Yes	43.53 USD / 43.53
	<b>Description</b>		Maintenance items						
	<b>FUND</b>	00		<b>DIVISION</b>	25				
4.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	10/13/2020	10/16/2020	No	Yucaipa Auto & Trailer Ce 909-794-6971,CA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	Yes	Yes	215.28 USD / 215.28
	<b>Description</b>		Maintenance items						
	<b>FUND</b>	00		<b>DIVISION</b>	22				
5.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	10/17/2020	10/19/2020	No	Amzn Mktp Us 2t4t45fm2 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	Yes	Yes	85.60 USD / 85.60
	<b>Description</b>		Maintenance items						
	<b>FUND</b>	00		<b>DIVISION</b>	25				
6.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	10/19/2020	10/20/2020	No	Sp Phytools1	5030300011 -	Finance(FIN)	Yes	Yes	315.00 USD

<b>Description</b>	Maintenance items									
<b>FUND</b>	00	<b>DIVISION</b>		22						
<b>7.</b>										
<b>Transaction Date</b>	<b>Posting Date</b>	<b>Personal</b>	<b>Merchant</b>	<b>General Ledger Code</b>	<b>Unit</b>	<b>Receipt Image</b>	<b>Receipt Submitted ‡</b>	<b>Amount / Original Currency</b>		
10/21/2020	10/21/2020	No	Amzn Mktp Us 2t02x7go0 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	Yes	Yes	172.76 USD / 172.76		
<b>Description</b>	IT items									
<b>FUND</b>	00	<b>DIVISION</b>		42						

**Total Charges: 1,258.37 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: 12/03/20**

**Name on Card: Lauren Skiver**

	<b>Trans. Date</b>	<b>Post Date</b>	<b>Reference</b>	<b>Detail - Description</b>	<b>Credits</b>	<b>Charges</b>
1	11/2/2020	11/4/2020	Unique Bite Eatery	Unique Bite Eatery Order; Refueled Planning Session - Executive Team Lunch Meeting		\$264.09
2	11/13/2020	11/16/2020	Signature Party Rentals	Tables & Chairs Rental; California Foundation Legislative Tour Meeting		\$498.23
3	11/23/2020	11/25/2020	Si Bon	Si Bon Restaurant; Rail Discussion Lunch Meeting with Councilmember Dana Reed and Donna DeMartino, LOSSAN Rail Corridor Agency Managing Director		\$120.52
4	11/24/2020	11/26/2020	Don Diego	Don Diego Restaurant; Lunch in Recognition of Board Member Ty Peabody's Service		\$176.00
5	11/30/2020	12/1/2020	Southern California Association of Governements	SCAG Economic Summit (Virtual) -Registration; Nicholas Robles, Marketing & Events Manager		\$50.00
<b>Credits and Charges:</b>					\$0.00	\$1,108.84



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	12/03/20
Days in Billing Cycle	30
Next Statement Date	01/03/21

For Customer Service Call:  
800-231-5511

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

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

Credit Line	\$40,000
Available Credit	\$39,027

Payment Information

New Balance	\$973.00
<b>Current Payment Due (Minimum Payment)</b>	<b>\$500.00</b>
<b>Current Payment Due Date</b>	<b>12/28/20</b>

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		\$5,417.65
Credits	-	\$135.84
Payments	-	\$5,417.65
Purchases & Other Charges	+	\$1,108.84
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$973.00

Wells Fargo Cash Back SM Program Summary

Previous Cash Back Balance		\$119.21
Cash Earned this Month		\$16.63
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$0.00
<b>Cash Awarded this Period</b>		<b>\$135.84</b>
Year to Date Cash Back Awarded		\$535.23

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	\$973.00
<b>Total Amount Due (Minimum Payment)</b>	<b>\$500.00</b>
<b>Current Payment Due Date</b>	<b>12/28/20</b>



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

55939  
P311







**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 - \$973.00 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 12/28/20. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

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

**Summary of Sub Account Usage**

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	[REDACTED]	40,000	\$1,108.84

**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
11/27 11/27	F326800NW00CHGDDA	AUTOMATIC PAYMENT - THANK YOU TOTAL [REDACTED] \$5,417.65-	5,417.65	
12/03 12/03		WELLS FARGO CASH BACK - CREDIT	135.84	

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

11/02 11/04	2432303N42M9XGMJR	UNIQUE BITE EATERY INDIO CA		264.09
11/13 11/13	2455930NGS66JX0D4	SIGNATURE PARTY RENTALS 714-5456777 CA		498.23
11/23 11/23	2472193NTS66KFALB	SI BON RANCHO MIRAGE CA		120.52
11/24 11/24	2401339NS03BMK52R	DON DIEGO OF INDIAN WELLS INDIAN WELLS CA		176.00
11/30 11/30	2449215NZRS3HHVRF	PAYPAL *SOUTHERNCAL 402-935-7733 CA		50.00
		<b>TOTAL \$1,108.84</b>		
		LAURA SKIVER / Sub Acct Ending In [REDACTED]		

**Wells Fargo News**

**What can alerts do for your business?\***

Receive timely updates on your business credit card account via email or text. Alerts allow you to set up and receive only the messages that are important to you. Sign up for alerts during your Wells Fargo Business Online® session by going to your Business Elite Card account screen and selecting the Manage Alerts menu option.

Not enrolled in Online banking? Enroll today at [wellsfargo.com/biz/online-banking](https://wellsfargo.com/biz/online-banking)

\*Availability may be affected by your mobile carrier's coverage area. Your mobile carrier's message and data rates may apply.

**SunLine Transit Agency Visa Credit Card Statement**  
**Closing Date: 11/30/20**  
**Name on Card: Liz Granillo (Accounts Payable Card)**

	<b>Trans. Date</b>	<b>Post Date</b>	<b>Reference</b>	<b>Detail - Description</b>	<b>Credits</b>	<b>Charges</b>
1	11/3/2020	11/4/2020	Amazon	Alexa for Business Account		\$6.40
2	11/3/2020	11/5/2020	Imperial Irrigation District	Utilities Account # 50677437		\$320.25
3	11/13/2020	11/16/2020	Burrtec	Utilities Account # 44-VC-225377		\$250.75
<b>Credits and Charges:</b>					\$0.00	\$577.40





Statement Expenses

12/07/2020 10:41 AM PT  
Requested By: GRANILLO, LIZ

Cardholder Summary

Cardholder Name:	GRANILLO, LIZ	Start Date:	11/01/2020
Card Number:	xxxx-xxxx-xxxx-xxxx	End Date:	11/30/2020
Status:	Cardholder Reviewed	Reminder Period:	12/01/2020 through 12/05/2020
Charges:	577.40 USD	Grace Period:	12/06/2020 through 12/07/2020
Out-of-pocket:	0.00 USD		
Total Amount:	577.40 USD		

Charges

1.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	11/03/2020	11/04/2020	No	Amazon Web Services Aws.amazon.co,WA	5039903800 - OTHER SERVICES	Finance (FIN)	Yes	Yes	6.40 USD / 6.40
<b>Description</b>		AWS Services for October 2020							
<b>FUND</b>		00	<b>DIVISION</b>		42				
2.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	11/03/2020	11/05/2020	No	Spi Imperial Irrigati 800-303-7756,CA	5050200001 - UTILITIES MAIN FACILITY	Finance (FIN)	Yes	Yes	320.25 USD / 320.25
<b>Description</b>		Utilities							
<b>FUND</b>		00	<b>DIVISION</b>		24				
3.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	11/13/2020	11/16/2020	No	Burrtec Waste And Recycli 760-3402113,CA	5050200001 - UTILITIES MAIN FACILITY	Finance (FIN)	Yes	Yes	250.75 USD / 250.75
<b>Description</b>		Utilities							
<b>FUND</b>		00	<b>DIVISION</b>		23				

Total Charges: 577.40 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: 11/30/20**

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

	<b>Trans. Date</b>	<b>Post Date</b>	<b>Reference</b>	<b>Detail - Description</b>	<b>Credits</b>	<b>Charges</b>
1	11/4/2020	11/4/2020	Amazon	IT Equipment - Phone Case		\$27.99
2	11/4/2020	11/5/2020	Sam's Club	IT Equipment - Keyboards & Mice x 10 for Remote Laptops		\$430.78
3	11/5/2020	11/6/2020	Amazon	IT Equipment - Laptop Carrying Case x 10 for Remote Laptops		\$153.32
4	11/16/2020	11/17/2020	Best Buy	IT Equipment - 12 Terabyte Hard Drive		\$226.26
<b>Credits and Charges:</b>					\$0.00	\$838.35



Statement Expenses

12/07/2020 11:20 AM PT  
Requested By: WATCHER, WALTER

Cardholder Summary			
Cardholder Name:	WATCHER, WALTER	Start Date:	11/01/2020
Card Number:	xxxx-xxxx-xxxx	End Date:	11/30/2020
Status:	Cardholder Reviewed	Reminder Period:	
Charges:	838.35 USD	12/01/2020 through	12/05/2020
Out-of-pocket:	0.00 USD	Grace Period:	
Total Amount:	838.35 USD	12/06/2020 through	12/07/2020

Charges

1.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency	
11/04/2020	11/04/2020	No	Amazon.com 287418531 Amzn Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance (FIN)	Yes	Yes	27.99 USD / 27.99	
<b>Description</b> iPhone case XS 5.8									
FUND	00		DIVISION	42					
2.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency	
11/04/2020	11/05/2020	No	Samsclub #6609 Palm Desert,CA	5099900002 - MISCELLANEOUS EXPENSES	Finance (FIN)	Yes	Yes	430.78 USD / 430.78	
<b>Description</b> 10 Logitech wireless keyboard and mouse combo									
FUND	00		DIVISION	42					
3.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency	
11/05/2020	11/06/2020	No	Amazon.com 288x77b50 Amzn Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance (FIN)	Yes	Yes	153.32 USD / 153.32	
<b>Description</b> 2 Laptop bag carrying case									
FUND	00		DIVISION	42					
4.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency	
11/16/2020	11/17/2020	No	Best Buy 00001248 Palm Desert,CA	5049900010 - COMPUTER SUPPLIES	Finance (FIN)	Yes	Yes	226.26 USD / 226.26	
<b>Description</b> Portable Hard drive									
FUND	00		DIVISION	42					

Total Charges: 838.35 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 27, 2021 **RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Monthly Budget Variance Report for October & November 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 1/12<sup>th</sup> of the annual budget and the FYTD budget values are calculated by dividing the yearly budget by the number of months progressed through the fiscal year. The exception to the straight-line budgeting method is the passenger revenue which is budgeted using historical monthly trends.

- As of October 31, 2020, the Agency's revenues net of subsidies are favorable by \$473,405 or 40.02% over the FYTD budget. Expenditures are favorable by \$1,340,320 or 9.85% below the FYTD budget.
- As of November 30, 2020, the Agency's revenues net of subsidies are unfavorable by \$232,883 or 15.75% below the FYTD budget. Expenditures are favorable by \$2,119,374 or 12.45% below the FYTD budget.
  - The unfavorable revenue is primarily attributed to the temporary elimination of fares on the Agency's service.

Recommendation:

Receive and file.

SunLine Transit Agency  
Budget Variance Report  
October 2020

Description	FY21 Total Budget	Current Month			Fiscal Year-to-Date			
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	FY21 FYTD Budget	Favorable (Unfavorable)	Percentage Remaining
<b>Operating Revenues:</b>								
Passenger Revenue	1,399,824	7,020	116,652	(109,633)	15,220	466,608	(451,388)	98.9%
Other Revenue	2,149,017	236,788	179,085	57,703	1,641,132	716,339	924,793	23.6%
<b>Total Operating Revenue</b>	<b>3,548,841</b>	<b>243,807</b>	<b>295,737</b>	<b>(51,929)</b>	<b>1,656,352</b>	<b>1,182,947</b>	<b>473,405</b>	<b>53.3%</b>
<b>Operating Expenses:</b>								
Operator & Mechanic Salaries & Wages	10,110,722	851,546	842,560	(8,986)	3,273,379	3,370,241	96,862	67.6%
Operator & Mechanic Overtime	1,237,377	31,529	103,115	71,586	191,780	412,459	220,680	84.5%
Administration Salaries & Wages	6,283,696	508,555	523,641	15,086	1,992,862	2,094,565	101,703	68.3%
Administration Overtime	82,132	4,184	6,844	2,661	22,374	27,377	5,003	72.8%
Fringe Benefits	9,892,136	791,446	824,345	32,899	3,153,829	3,297,379	143,550	68.1%
Communications	243,300	18,224	20,275	2,051	71,385	81,100	9,715	70.7%
Legal Services	425,000	23,159	35,417	12,258	73,175	141,667	68,492	82.8%
Computer/Network Software Agreement	627,653	40,616	52,304	11,689	177,614	209,218	31,604	71.7%
Uniforms	85,084	2,822	7,090	4,268	23,940	28,361	4,421	71.9%
Contracted Services	522,700	40,098	43,558	3,461	153,684	174,233	20,550	70.6%
Equipment Repairs	10,858	0	905	905	719	3,619	2,900	93.4%
Security Services	110,000	11,496	9,167	(2,329)	42,532	36,667	(5,865)	61.3%
Fuel - CNG	1,219,687	111,312	101,641	(9,672)	420,132	406,562	(13,570)	65.6%
Fuel - Hydrogen	1,033,088	76,082	86,091	10,009	289,947	344,363	54,416	71.9%
Tires	226,381	15,506	18,865	3,359	62,194	75,460	13,266	72.5%
Office Supplies	73,221	2,934	6,102	3,167	11,525	24,407	12,882	84.3%
Travel/Training	156,482	11,243	13,040	1,797	26,343	52,161	25,818	83.2%
Repair Parts	1,423,348	173,742	118,612	(55,130)	515,458	474,449	(41,009)	63.8%
Facility Maintenance	48,598	2,543	4,050	1,507	17,088	16,199	(889)	64.8%
Electricity - CNG & Hydrogen	921,000	86,096	76,750	(9,346)	324,719	307,000	(17,719)	64.7%
Natural Gas	1,095,000	89,865	91,250	1,385	357,211	365,000	7,789	67.4%
Water and Gas	7,900	1,000	658	(342)	2,799	2,633	(165)	64.6%
Insurance Losses	1,781,829	112,996	148,486	35,489	455,507	593,943	138,436	74.4%
Insurance Premium - Property	24,737	2,754	2,061	(692)	11,016	8,246	(2,770)	55.5%
Repair Claims	50,000	4,581	4,167	(414)	9,822	16,667	6,845	80.4%
Fuel Taxes	134,400	7,601	11,200	3,599	31,547	44,800	13,253	76.5%
Other Expenses	4,949,976	348,168	412,498	64,330	1,270,542	1,649,992	379,450	74.3%
Self Consumed Fuel	(1,936,155)	(187,394)	(161,346)	(26,048)	(710,059)	(645,385)	64,674	63.3%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>40,840,150</b>	<b>3,182,705</b>	<b>3,403,346</b>	<b>220,640</b>	<b>12,273,063</b>	<b>13,613,383</b>	<b>1,340,320</b>	<b>69.9%</b>
<b>Operating Expenses in Excess of Operating Revenue</b>		<b>\$ (2,938,898)</b>			<b>\$ (10,616,712)</b>			
<b>Subsidies:</b>								
Local - Measure A, Commuter 10, Haul Pass	6,228,744	490,882	519,062	28,180	1,773,303	2,076,248	302,945	71.5%
State - LTF, LCTOP	11,337,000	893,460	944,750	51,290	3,227,606	3,779,000	551,394	71.5%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	6,162,705	485,678	513,559	27,881	1,754,502	2,054,235	299,733	71.5%
CARES Act 5307, 5311, 5311(f)	13,562,860	1,068,878	1,130,238	61,360	3,861,301	4,520,953	659,652	71.5%
<b>Total Subsidies</b>	<b>37,291,309</b>	<b>2,938,898</b>	<b>3,107,609</b>	<b>168,711</b>	<b>10,616,712</b>	<b>12,430,436</b>	<b>1,813,725</b>	<b>71.5%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>			

SunLine Transit Agency  
Budget Variance Report  
October 2020

Description	FY21 Total Budget	Current Month			Fiscal Year-to-Date			
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	FY21 FYTD Budget	Favorable (Unfavorable)	Percentage Remaining
<b>Operating Expenses:</b>								
Wages & Benefits	27,606,063	2,187,260	2,300,505	113,246	8,634,223	9,202,021	567,798	68.7%
Services	3,930,788	298,823	327,566	28,743	1,034,838	1,310,263	275,425	73.7%
Fuels & Lubricants	2,458,579	205,162	204,882	(281)	751,594	819,526	67,932	69.4%
Tires	226,381	15,506	18,865	3,359	62,194	75,460	13,266	72.5%
Materials and Supplies	1,859,844	195,440	154,987	(40,453)	671,754	619,948	(51,806)	63.9%
Utilities	2,310,240	199,710	192,520	(7,190)	784,856	770,080	(14,776)	66.0%
Casualty & Liability	2,890,550	205,807	240,879	35,072	822,731	963,517	140,785	71.5%
Taxes and Fees	134,400	7,601	11,200	3,599	31,547	44,800	13,253	76.5%
Miscellaneous Expenses	1,359,460	54,790	113,288	58,499	189,384	453,153	263,769	86.1%
Self Consumed Fuel	(1,936,155)	(187,394)	(161,346)	(26,048)	(710,059)	(645,385)	64,674	63.3%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>40,840,150</b>	<b>3,182,705</b>	<b>3,403,346</b>	<b>220,640</b>	<b>12,273,063</b>	<b>13,613,383</b>	<b>1,340,320</b>	<b>69.9%</b>
<b>Revenues:</b>								
Passenger Revenue	1,399,824	7,020	116,652	(109,633)	15,220	466,608	(451,388)	98.9%
Other Revenue	2,149,017	236,788	179,085	57,703	1,641,132	716,339	924,793	23.6%
<b>Total Operating Revenue</b>	<b>3,548,841</b>	<b>243,807</b>	<b>295,737</b>	<b>(51,929)</b>	<b>1,656,352</b>	<b>1,182,947</b>	<b>473,405</b>	<b>53.3%</b>
<b>Net Operating Gain (Loss)</b>		<b>\$ (2,938,898)</b>			<b>\$ (10,616,712)</b>			
<b>Subsidies:</b>								
Local - Measure A, Commuter 10, Haul Pass	6,228,744	490,882	519,062	28,180	1,773,303	2,076,248	302,945	71.5%
State - LTF, LCTOP	11,337,000	893,460	944,750	51,290	3,227,606	3,779,000	551,394	71.5%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	6,162,705	485,678	513,559	27,881	1,754,502	2,054,235	299,733	71.5%
CARES Act 5307, 5311, 5311(f)	13,562,860	1,068,878	1,130,238	61,360	3,861,301	4,520,953	(659,652)	71.5%
<b>Total Subsidies</b>	<b>37,291,309</b>	<b>2,938,898</b>	<b>3,107,609</b>	<b>168,711</b>	<b>10,616,712</b>	<b>12,430,436</b>	<b>1,813,725</b>	<b>71.5%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>			

**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 October, ridership was at 48.10% below FY20 FYTD totals.
- Total system ridership was 660,8969 trips below FY20 FYTD amounts.

**Ridership**

	FY20-October	FY21-October	Variance	%Δ
Fixed Route	384,795	185,159	(199,636)	-51.9%
Paratransit	13,924	6,098	(7,826)	-56.2%
SolVan	1,369	1,384	15	1.1%
<b>System Total</b>	<b>400,088</b>	<b>192,641</b>	<b>(207,447)</b>	<b>-51.9%</b>

**Ridership**

	FYTD-FY20	FYTD-FY21	Variance	%Δ
Fixed Route	1,316,102	686,937	(629,165)	-47.8%
Paratransit	52,766	21,348	(31,418)	-59.5%
SolVan	5,421	5,108	(313)	-5.8%
<b>System Total</b>	<b>1,374,289</b>	<b>713,393</b>	<b>(660,896)</b>	<b>-48.1%</b>

**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 - Unfavorable**

- Operator & Mechanic Salaries & Wages expenditures are within an acceptable range of the budgeted amount.

**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 changes depending on usage; expenditures vary from month-to-month.

**Computer/Network Software Agreement - Favorable**

- Software agreement expenditures are dependent on annual renewals of software agreements. The expenses vary month-to-month.

**Uniforms - Favorable**

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

**Contracted Services - Favorable**

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

- Internal consumption has decreased by 79,020 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
October FY20	115,601				
October FY21	103,292	(12,309)	6,953	-10.65%	7.22%
September FY21	96,339				
FYTD October FY20	477,674				
FYTD October FY21	398,654	(79,020)		-16.54%	

**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 - Unfavorable**

- The unfavorable balance is primarily attributed to Work Order WO-01-202010 for fixed route repairs, paratransit repairs, support vehicles, & parts inventory adjustment in the month of October.

**Facility Maintenance - Unfavorable**

- The unfavorable balance is primarily attributed to emergency repairs in the month of September.

**Electricity - CNG & Hydrogen - Unfavorable**

- The unfavorable balance in electricity expenditures is primarily attributed to increased costs associated with cooling needs of hydrogen production in the summer months.

**Natural Gas - Favorable**

- In October, there was an decrease of 2,461 GGEs used for outside fueling sales compared to the previous month.
- GGE outside usage has increased 34,798 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
October FY20	16,964				
October FY21	21,153	4,189	(2,461)	24.69%	-10.42%
September FY21	23,614				
FYTD October FY20	59,048				
FYTD October FY21	93,846	34,798		58.93%	



**Water and Gas -Unfavorable**

- 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 vary month-to-month.

**Fuel Taxes - Favorable**

- Outside fueling sales are currently \$84,768 above FY20 FYTD amounts.
- For October, sales have increased by \$2,192 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
October FY20	\$ 55,288				
October FY21	\$ 57,480	\$ 2,192	\$ (5,919)	3.97%	-9.34%
September FY21	\$ 63,399				
FYTD October FY20	\$ 168,248				
FYTD October FY21	\$ 253,016	\$ 84,768		50.38%	

**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  
Budget Variance Report  
November 2020

Description	FY21 Total Budget	Current Month			Fiscal Year-to-Date			
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	FY21 FYTD Budget	Favorable (Unfavorable)	Percentage Remaining
<b>Operating Revenues:</b>								
Passenger Revenue	1,399,824	10,323	116,652	(106,329)	25,543	583,260	(557,717)	98.2%
Other Revenue	2,149,017	263,767	179,085	84,682	1,220,258	895,424	324,834	43.2%
<b>Total Operating Revenue</b>	<b>3,548,841</b>	<b>274,090</b>	<b>295,737</b>	<b>(21,647)</b>	<b>1,245,801</b>	<b>1,478,684</b>	<b>(232,883)</b>	<b>64.9%</b>
<b>Operating Expenses:</b>								
Operator & Mechanic Salaries & Wages	10,110,722	734,609	842,560	107,951	4,007,988	4,212,801	204,813	60.4%
Operator & Mechanic Overtime	1,237,377	31,317	103,115	71,798	223,096	515,574	292,477	82.0%
Administration Salaries & Wages	6,298,696	432,957	524,891	91,934	2,425,819	2,624,457	198,638	61.5%
Administration Overtime	82,132	2,032	6,844	4,813	24,406	34,222	9,816	70.3%
Fringe Benefits	9,880,136	687,316	823,345	136,028	3,841,145	4,116,723	275,578	61.1%
Communications	243,300	18,059	20,275	2,216	89,444	101,375	11,931	63.2%
Legal Services	425,000	10,421	35,417	24,995	83,596	177,083	93,487	80.3%
Computer/Network Software Agreement	634,653	41,013	52,888	11,874	218,627	264,439	45,812	65.6%
Uniforms	85,084	3,469	7,090	3,622	27,409	35,452	8,043	67.8%
Contracted Services	522,700	37,881	43,558	5,677	191,565	217,792	26,227	63.4%
Equipment Repairs	10,858	163	905	742	882	4,524	3,642	91.9%
Security Services	110,000	10,608	9,167	(1,441)	53,140	45,833	(7,306)	51.7%
Fuel - CNG	1,219,687	121,175	101,641	(19,534)	541,307	508,203	(33,104)	55.6%
Fuel - Hydrogen	1,033,088	71,305	86,091	14,785	361,252	430,453	69,201	65.0%
Tires	226,381	16,471	18,865	2,394	78,665	94,325	15,660	65.3%
Office Supplies	73,221	2,073	6,102	4,029	13,599	30,509	16,910	81.4%
Travel/Training	156,482	1,275	13,040	11,765	27,618	65,201	37,582	82.4%
Repair Parts	1,436,348	105,241	119,696	14,455	620,699	598,478	(22,220)	56.8%
Facility Maintenance	48,598	1,196	4,050	2,854	18,285	20,249	1,965	62.4%
Electricity - CNG & Hydrogen	921,000	83,412	76,750	(6,662)	408,131	383,750	(24,381)	55.7%
Natural Gas	1,095,000	109,115	91,250	(17,865)	383,003	456,250	73,247	65.0%
Water and Gas	7,900	269	658	389	3,068	3,292	224	61.2%
Insurance Losses	1,781,829	82,436	148,486	66,050	537,943	742,429	204,486	69.8%
Insurance Premium - Property	24,737	2,754	2,061	(692)	13,770	10,307	(3,462)	44.3%
Repair Claims	40,000	1,854	3,333	1,479	11,676	16,667	4,991	70.8%
Fuel Taxes	134,400	6,719	11,200	4,481	38,266	56,000	17,734	71.5%
Other Expenses	4,936,976	284,956	411,415	126,459	1,555,498	2,057,073	501,575	68.5%
Self Consumed Fuel	(1,936,155)	(192,480)	(161,346)	(31,134)	(902,539)	(806,731)	95,808	53.4%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>40,840,150</b>	<b>2,707,616</b>	<b>3,403,346</b>	<b>695,730</b>	<b>14,897,356</b>	<b>17,016,729</b>	<b>2,119,374</b>	<b>63.5%</b>
<b>Operating Expenses in Excess of Operating Revenue</b>		<b>\$ (2,433,526)</b>			<b>\$ (13,651,555)</b>			
<b>Subsidies:</b>								
Local - Measure A, Commuter 10, Haul Pass	6,228,744	406,470	519,062	112,592	2,280,211	2,595,310	315,099	63.4%
State - LTF, LCTOP	11,337,000	739,821	944,750	204,929	4,150,234	4,723,750	573,516	63.4%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	6,162,705	402,161	513,559	111,398	2,256,035	2,567,794	311,759	63.4%
CARES Act 5307, 5311, 5311(f)	13,562,860	885,074	1,130,238	245,164	4,965,074	5,651,192	686,117	63.4%
<b>Total Subsidies</b>	<b>37,291,309</b>	<b>2,433,526</b>	<b>3,107,609</b>	<b>674,083</b>	<b>13,651,555</b>	<b>15,538,045</b>	<b>1,886,491</b>	<b>63.4%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>			

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		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	FY21 FYTD Budget	Favorable (Unfavorable)	Percentage Remaining
<b>Operating Expenses:</b>								
Wages & Benefits	27,609,063	1,888,231	2,300,755	412,524	10,522,454	11,503,776	981,322	61.9%
Services	3,925,788	248,957	327,149	78,192	1,283,795	1,635,745	351,950	67.3%
Fuels & Lubricants	2,438,579	199,117	203,215	4,098	950,711	1,016,075	65,364	61.0%
Tires	226,381	16,471	18,865	2,394	78,665	94,325	15,660	65.3%
Materials and Supplies	1,912,844	126,312	159,404	33,091	798,066	797,018	(1,048)	58.3%
Utilities	2,310,240	213,173	192,520	(20,653)	914,706	962,600	47,894	60.4%
Casualty & Liability	2,880,550	172,459	240,046	67,587	995,190	1,200,229	205,039	65.5%
Taxes and Fees	134,400	6,719	11,200	4,481	38,266	56,000	17,734	71.5%
Miscellaneous Expenses	1,338,460	28,658	111,538	82,881	218,042	557,692	339,650	83.7%
Self Consumed Fuel	(1,936,155)	(192,480)	(161,346)	(31,134)	(902,539)	(806,731)	95,808	53.4%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>40,840,150</b>	<b>2,707,616</b>	<b>3,403,346</b>	<b>695,730</b>	<b>14,897,356</b>	<b>17,016,729</b>	<b>2,119,374</b>	<b>63.5%</b>
			0			0		
<b>Revenues:</b>								
Passenger Revenue	1,399,824	10,323	116,652	(106,329)	25,543	583,260	(557,717)	98.2%
Other Revenue	2,149,017	263,767	179,085	84,682	1,220,258	895,424	324,834	43.2%
<b>Total Operating Revenue</b>	<b>3,548,841</b>	<b>274,090</b>	<b>295,737</b>	<b>(21,647)</b>	<b>1,245,801</b>	<b>1,478,684</b>	<b>(232,883)</b>	<b>64.9%</b>
<b>Net Operating Gain (Loss)</b>		<b>\$ (2,433,526)</b>			<b>\$ (13,651,555)</b>			
<b>Subsidies:</b>								
Local - Measure A, Commuter 10, Haul Pass	6,228,744	406,470	519,062	112,592	2,280,211	2,595,310	315,099	63.4%
State - LTF, LCTOP	11,337,000	739,821	944,750	204,929	4,150,234	4,723,750	573,516	63.4%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	6,162,705	402,161	513,559	111,398	2,256,035	2,567,794	311,759	63.4%
CARES Act 5307, 5311, 5311(f)	13,562,860	885,074	1,130,238	245,164	4,965,074	5,651,192	(686,117)	63.4%
<b>Total Subsidies</b>	<b>37,291,309</b>	<b>2,433,526</b>	<b>3,107,609</b>	<b>674,083</b>	<b>13,651,555</b>	<b>15,538,045</b>	<b>1,886,491</b>	<b>63.4%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>			

**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 November, ridership was at 51.40% below FY20 FYTD totals.
- Total system ridership was 837,542 trips below FY20 FYTD amounts.

**Ridership**

	FY20-November	FY21-November	Variance	%Δ
Fixed Route	338,532	168,536	(169,996)	-50.2%
Paratransit	12,298	1,338	(10,960)	-89.1%
SolVan	1,232	1,338	106	8.6%
<b>System Total</b>	<b>352,062</b>	<b>171,212</b>	<b>(180,850)</b>	<b>-51.4%</b>

**Ridership**

	FYTD-FY20	FYTD-FY21	Variance	%Δ
Fixed Route	1,654,534	855,473	(799,061)	-48.3%
Paratransit	65,064	26,790	(38,274)	-58.8%
SolVan	6,653	6,446	(207)	-3.1%
<b>System Total</b>	<b>1,726,251</b>	<b>888,709</b>	<b>(837,542)</b>	<b>-48.5%</b>

**Other Revenue - Favorable**

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

**Operator & Mechanic Salaries & Wages - Favorable**

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

**Operator & Mechanic Overtime - Favorable**

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

**Administration Salaries & Wages - Favorable**

- The favorable variance in administrative salaries and wages is attributed to vacant positions across the Agency (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 changes depending on usage; expenditures vary from month-to-month.

**Computer/Network Software Agreement - Favorable**

- Software agreement expenditures are dependent on annual renewals of software agreements. The expenses vary month-to-month.

**Uniforms - Favorable**

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

**Contracted Services - Favorable**

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

- Internal consumption has decreased by 91,790 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
November FY20	99,495				
November FY21	86,725	(12,770)	(16,567)	-12.83%	-16.04%
October FY21	103,292				
FYTD November FY20	577,169				
FYTD November FY21	485,379	(91,790)		-15.90%	

**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 - Unfavorable**

- The unfavorable balance is primarily attributed to increased expenses for fixed route repairs, paratransit repairs and support vehicles.

**Facility Maintenance - Favorable**

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

**Electricity - CNG & Hydrogen - Unfavorable**

- The unfavorable balance in electricity expenditures is primarily attributed to continuing increased costs associated with cooling needs of hydrogen production, including in the summer months.

**Natural Gas - Unfavorable**

- In November, there was a decrease of 2,580 GGEs used for outside fueling sales compared to the previous month.
- GGE outside usage has increased 29,168 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
November FY20	24,203				
November FY21	18,573	(5,630)	(2,580)	-23.26%	-12.20%
October FY21	21,153				
FYTD November FY20	83,251				
FYTD November FY21	112,419	29,168		35.04%	

**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 vary month-to-month.

**Fuel Taxes - Favorable**

- Outside fueling sales are currently \$77,829 above FY20 FYTD amounts.
- For November, sales have decreased by \$8,607 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
November FY20	\$ 66,104				
November FY21	\$ 48,873	\$ (17,230)	\$ (8,607)	-26.07%	-14.97%
October FY21	\$ 57,480				
FYTD November FY20	\$ 224,060				
FYTD November FY21	\$ 301,889	\$ 77,829		34.74%	

**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: January 27, 2021 **RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Contracts Signed Between \$25,000 and \$100,000 for November and December 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 November 2020, there was one (1) purchase order executed between \$25,000 and \$100,000.
- For the month of December 2020, there was one (1) agreement, and one (1) purchase order executed between \$25,000 and \$100,000.
- Contracts executed:

<b>VENDOR</b>	<b>PURPOSE</b>
Tyler Technologies	Annual fees for the continual use of Tyler software.
Complete Coach Works	Services needed for accident repairs to bus 622.
Packet Fusion	License and support for the Agency's phone system.

Recommendation:

Receive and file.

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

November 2020

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Tyler Technologies	Tyler Annual Fees	Annual fees for the continual use of Tyler software.	FY21 Budget	\$ 55,000.00	\$ 55,048.16	Executed Purchase Order



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

December 2020

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Complete Coach Works	Accident Repairs for Bus 622	Services needed for accident repairs to bus 622.	FY21 Budget	\$ 50,000.00	\$ 44,040.56	Executed Agreement
Packet Fusion	Shoretel / Mitel License and Support 3 years	License and support for the Agency's phone system.	FY21 Budget	\$ 27,531.90	\$ 27,531.90	Executed Purchase Order

## SunLine Transit Agency

### CONSENT CALENDAR

DATE: January 27, 2021 **RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Union & Non-Union Pension Investment Asset Summary October and November 2020

#### Summary:

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

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

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

#### Union

	Actual	Range
Equities	60.53%	35 – 75%
Fixed Income	38.35%	25 – 64%
Cash & Equivalent	1.12%	0 – 10%

#### Non-Union

	Actual	Range
Equities	60.60%	35 – 75%
Fixed Income	38.31%	25 – 64%
Cash & Equivalent	1.09%	0 – 10%

For the month of October, the market value of assets decreased by \$409,656 and \$433,480 for the union and non-union plans, respectively. Overall market performance during October 2020 decreased compared to the gains in the first

portion of the calendar year. Overall the year-to-date plan assets are still at an estimated positive gain of \$1,757,621 and \$1,645,201 for the union and non-union plans, respectively.

#### Month-to-Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
September 2020	\$32,954,269	\$33,162,326
October 2020	\$32,544,613	\$32,728,845
Increase (Decrease)	(\$409,656)	(\$433,480)

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

#### Union

	Actual	Range
Equities	62.54%	35 – 75%
Fixed Income	36.20%	25 – 64%
Cash & Equivalent	1.26%	0 – 10%

#### Non-Union

	Actual	Range
Equities	62.65%	35 – 75%
Fixed Income	36.18%	25 – 64%
Cash & Equivalent	1.17%	0 – 10%

For the month of November, the market value of assets increased by \$2,593,510 and \$2,593,327 for the union and non-union plans, respectively.

#### Month-to-Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
October 2020	\$32,544,613	\$32,728,845
November 2020	\$35,138,123	\$35,322,172
Increase (Decrease)	\$2,593,510	\$2,593,327

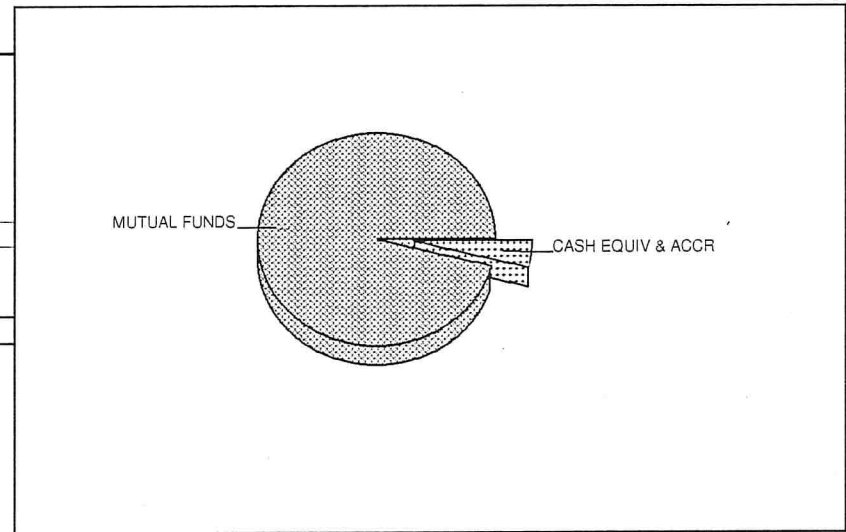
#### Recommendation:

Receive and file.

**ASSET SUMMARY**

ASSETS	10/31/2020 MARKET	10/31/2020 BOOK VALUE	% OF MARKET
Cash And Equivalents	355,401.06	355,401.06	1.09
Mutual Funds-Equity	19,835,108.56	16,705,734.86	60.60
Mutual Funds-Fixed Income	12,538,326.82	12,247,319.49	38.31
<b>Total Assets</b>	<b>32,728,836.44</b>	<b>29,308,455.41</b>	<b>100.00</b>
Accrued Income	8.09	8.09	0.00
<b>Grand Total</b>	<b>32,728,844.53</b>	<b>29,308,463.50</b>	<b>100.00</b>

Estimated Annual Income                      733,173.75

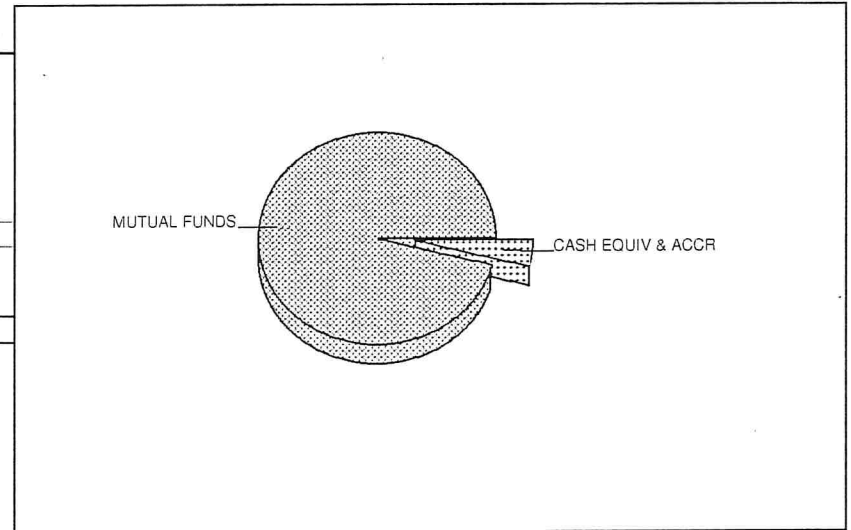


**ASSET SUMMARY MESSAGES**

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	10/31/2020 MARKET	10/31/2020 BOOK VALUE	% OF MARKET
Cash And Equivalents	365,511.96	365,511.96	1.12
Mutual Funds-Equity	19,698,006.34	16,586,861.66	60.53
Mutual Funds-Fixed Income	12,481,086.67	12,190,281.96	38.35
<b>Total Assets</b>	<b>32,544,604.97</b>	<b>29,142,655.58</b>	<b>100.00</b>
Accrued Income	8.37	8.37	0.00
<b>Grand Total</b>	<b>32,544,613.34</b>	<b>29,142,663.95</b>	<b>100.00</b>
Estimated Annual Income	729,188.42		



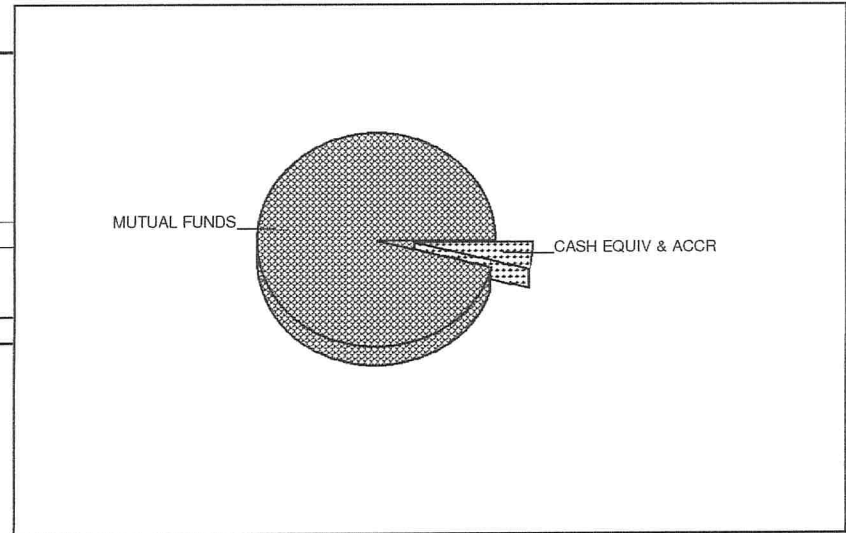
**ASSET SUMMARY MESSAGES**

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**ASSET SUMMARY**

<b>ASSETS</b>	<b>11/30/2020 MARKET</b>	<b>11/30/2020 BOOK VALUE</b>	<b>% OF MARKET</b>
Cash And Equivalents	415,546.02	415,546.02	1.17
Mutual Funds-Equity	22,127,788.91	16,676,480.90	62.65
Mutual Funds-Fixed Income	12,778,829.56	12,273,448.28	36.18
<b>Total Assets</b>	<b>35,322,164.49</b>	<b>29,365,475.20</b>	<b>100.00</b>
Accrued Income	7.38	7.38	0.00
<b>Grand Total</b>	<b>35,322,171.87</b>	<b>29,365,482.58</b>	<b>100.00</b>

Estimated Annual Income                      740,755.42



**ASSET SUMMARY MESSAGES**

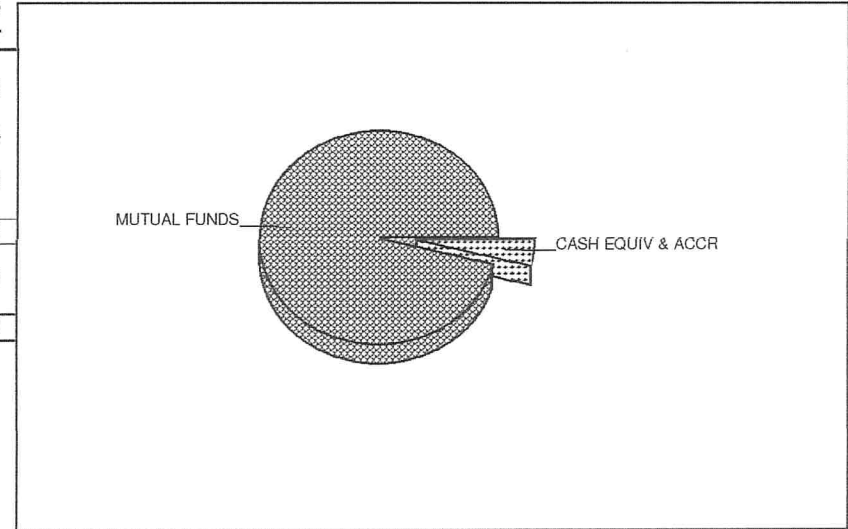
Estimated Annual Income is an estimate provided for informational purposes only and should not be relied on for making investment, trading, or tax decisions. The estimates may not represent the actual value earned by your investments and they provide no guarantee of what your investments may earn in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



**ASSET SUMMARY**

ASSETS	11/30/2020 MARKET	11/30/2020 BOOK VALUE	% OF MARKET
Cash And Equivalents	442,296.02	442,296.02	1.26
Mutual Funds-Equity	21,974,964.95	16,557,862.18	62.54
Mutual Funds-Fixed Income	12,720,854.22	12,216,251.51	36.20
<b>Total Assets</b>	<b>35,138,115.19</b>	<b>29,216,409.71</b>	<b>100.00</b>
Accrued Income	7.98	7.98	0.00
<b>Grand Total</b>	<b>35,138,123.17</b>	<b>29,216,417.69</b>	<b>100.00</b>

Estimated Annual Income                      736,726.99



**ASSET SUMMARY MESSAGES**

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

DATE: January 27, 2021

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

RE: Ridership Report for November &amp; December 2020

Summary:

	Monthly Ridership		Monthly Variance	
	Nov 19	Nov 20	Net	Percent
Fixed Route	338,532	168,536	(169,996)	-50.2%
SolVan	1,232	1,338	106	8.6%
SunDial	12,298	5,442	(6,856)	-55.7%
<b>System Total</b>	<b>352,062</b>	<b>175,316</b>	<b>(176,746)</b>	<b>-50.2%</b>

In November 2020, the adverse effects of COVID-19 on SunLine's system-wide ridership caused a decrease of 176,746 rides or -50.2% compared to the same month of the previous year.

	Monthly Ridership		Monthly Variance	
	Dec 19	Dec 20	Net	Percent
Fixed Route	321,860	168,364	(153,496)	-47.7%
SolVan	1,322	1,406	84	6.4%
SunDial	12,055	5,373	(6,682)	-55.4%
<b>System Total</b>	<b>335,237</b>	<b>175,143</b>	<b>(160,094)</b>	<b>-47.8%</b>

December 2020 fixed route ridership was calculated through January 2, 2021, to maintain data for previous route numbering scheme. In December 2020, the adverse effects of COVID-19 on SunLine's system-wide ridership caused a decrease of 160,094 rides or -47.8% compared to the same month of the previous year.

Consequently, the fiscal year-to-date system ridership dropped by 997,736 rides



or -48.4% compared to the previous fiscal year. Two (2) supplemental charts are included to demonstrate fixed route and paratransit ridership trends, and the percentage of ridership recovered.

<b>December 2020 Fiscal year-to-date Ridership</b>	
Fiscal Year 2020	2,061,588
Fiscal Year 2021	1,063,852
<b>Ridership decrease</b>	<b>(997,736)</b>

Recommendation:

Receive and file.



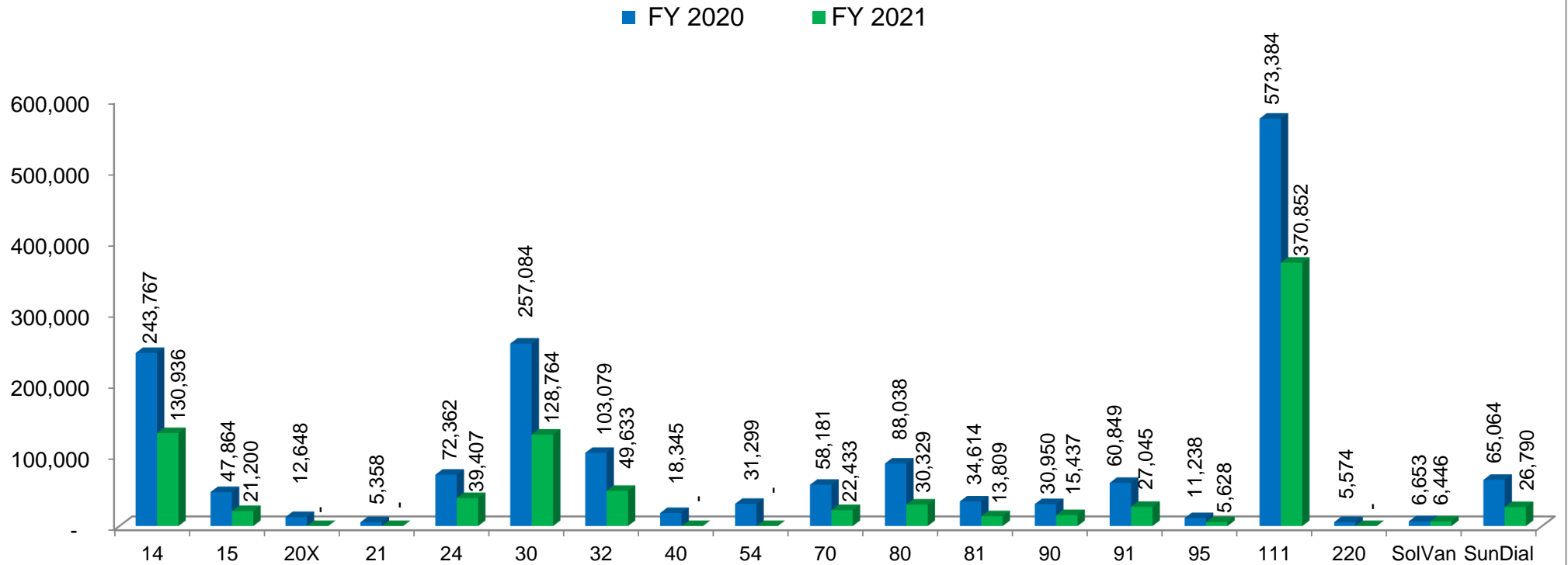
## SunLine Transit Agency Monthly Ridership Report November 2020

		FY 2021 & 2020													
		Nov 2020	Nov 2019	Oct 2020	FY 2021 Month Var.	% Var.	FY 2021 YTD	FY 2020 YTD	YTD Var.	% Var.	Bikes		Wheelchairs		
Route	Fixed Route Description									Monthly	YTD	Monthly	YTD		
14	DHS/PS	25,000	48,163	27,503	(23,163)	-48.1%	130,936	243,767	(112,831)	-46.3%	1,004	5,296	362	2,182	
15	DHS	3,572	9,356	4,407	(5,784)	-61.8%	21,200	47,864	(26,664)	-55.7%	53	364	55	573	
20X	DHS/PD	-	2,668	-	(2,668)	-100.0%	-	12,648	(12,648)	-100.0%	-	-	-	-	
21	PD	-	1,256	-	(1,256)	-100.0%	-	5,358	(5,358)	-100.0%	-	-	-	-	
24	PS	7,233	14,517	7,891	(7,284)	-50.2%	39,407	72,362	(32,955)	-45.5%	305	1,760	204	1,001	
30	CC/PS	23,455	51,011	27,426	(27,556)	-54.0%	128,764	257,084	(128,320)	-49.9%	1,145	6,290	527	2,412	
32	PD/RM/TP/CC/PS	10,455	21,016	11,321	(10,561)	-50.3%	49,633	103,079	(53,446)	-51.8%	571	2,692	153	681	
40	PS/BUZZ	-	4,346	-	(4,346)	-100.0%	-	18,345	(18,345)	-100.0%	-	-	-	-	
54	Indio/LQ/IW/PD	-	6,444	-	(6,444)	-100.0%	-	31,299	(31,299)	-100.0%	-	-	-	-	
70	LQ/BD	4,913	12,078	5,709	(7,165)	-59.3%	22,433	58,181	(35,748)	-61.4%	332	1,725	59	287	
80	Indio	6,072	19,751	6,982	(13,679)	-69.3%	30,329	88,038	(57,709)	-65.6%	214	1,220	63	349	
81	Indio	2,703	6,924	3,104	(4,221)	-61.0%	13,809	34,614	(20,805)	-60.1%	93	578	17	110	
90	Coachella/Indio	2,947	5,677	3,194	(2,730)	-48.1%	15,437	30,950	(15,513)	-50.1%	82	459	24	216	
91	I/Cch/Th/Mec/Oas	5,655	12,989	5,792	(7,334)	-56.5%	27,045	60,849	(33,804)	-55.6%	179	946	72	292	
95	I/Cch/Th/Mec/NS	1,155	2,228	1,254	(1,073)	-48.2%	5,628	11,238	(5,610)	-49.9%	20	203	-	32	
111	PS to Indio	75,376	119,090	80,576	(43,714)	-36.7%	370,852	573,384	(202,532)	-35.3%	3,801	19,960	910	5,199	
220	PD to Riverside	-	1,018	-	(1,018)	-100.0%	-	5,574	(5,574)	-100.0%	-	-	-	13	
<b>Fixed Route Total</b>		<b>168,536</b>	<b>338,532</b>	<b>185,159</b>	<b>(169,996)</b>	<b>-50.2%</b>	<b>855,473</b>	<b>1,654,634</b>	<b>(799,161)</b>	<b>-48.3%</b>	<b>7,799</b>	<b>41,493</b>	<b>2,446</b>	<b>13,347</b>	
<b>SolVan</b>		1,338	1,232	1,384	106	8.6%	6,446	6,653	(207)	-3.1%					
<b>Demand Response</b>															
<b>SunDial</b>		5,442	12,298	6,098	(6,856)	-55.7%	26,790	65,064	(38,274)	-58.8%					
<b>System Total</b>		<b>175,316</b>	<b>352,062</b>	<b>192,641</b>	<b>(176,746)</b>	<b>-50.2%</b>	<b>888,709</b>	<b>1,726,351</b>	<b>(837,642)</b>	<b>-48.5%</b>					
		<b>Nov-20</b>	<b>Nov-19</b>	<b>Oct-20</b>											
Weekdays:		20	21	22											
Saturdays:		4	4	5											
Sundays:		5	4	4											
Total Days:		<b>29</b>	<b>29</b>	<b>31</b>											

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 November 2020.

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

### Fiscal Year-to-Date System Ridership





## SunLine Transit Agency Monthly Ridership Report December 2020

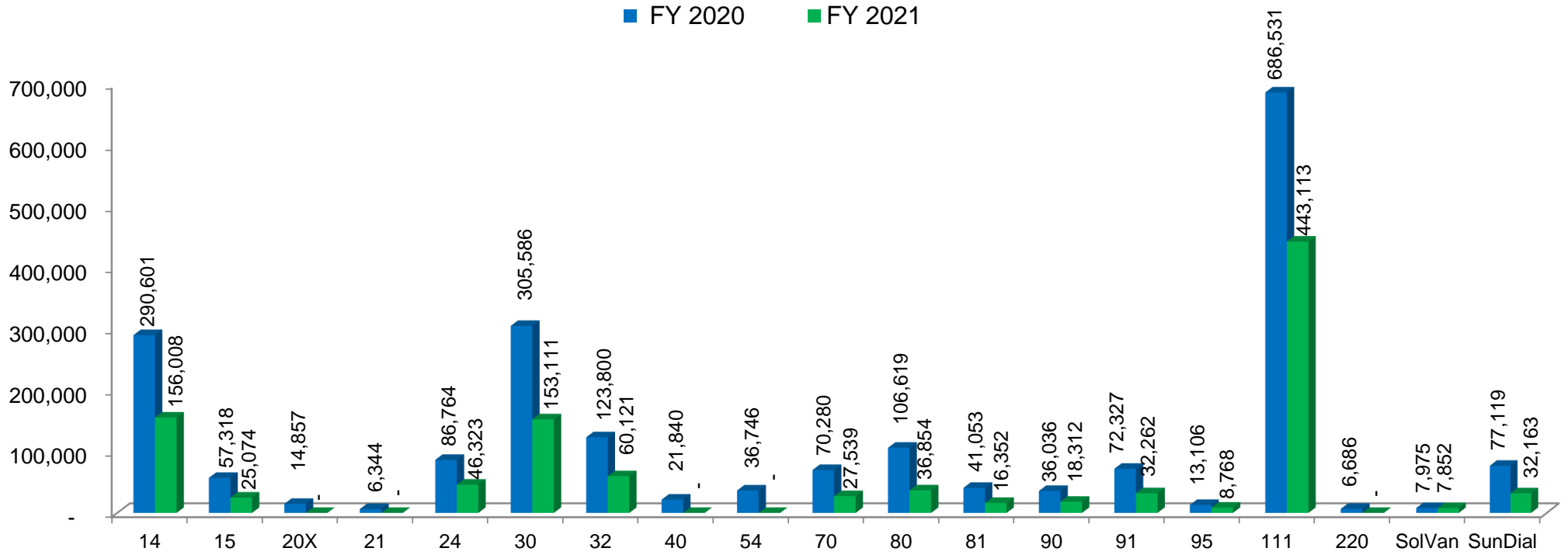
		FY 2021 & 2020												
		Dec 2020	Dec 2019	Nov 2020	FY 2021 Month Var.	% Var.	FY 2021 YTD	FY 2020 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
Route	Fixed Route Description										Monthly	YTD	Monthly	YTD
14	DHS/PS	25,072	46,834	25,000	(21,762)	-46.5%	156,008	290,601	(134,593)	-46.3%	1,211	6,507	380	2,562
15	DHS	3,874	9,454	3,572	(5,580)	-59.0%	25,074	57,318	(32,244)	-56.3%	98	462	87	660
20X	DHS/PD	-	2,209	-	(2,209)	-100.0%	-	14,857	(14,857)	-100.0%	-	-	-	-
21	PD	-	986	-	(986)	-100.0%	-	6,344	(6,344)	-100.0%	-	-	-	-
24	PS	6,916	14,402	7,233	(7,486)	-52.0%	46,323	86,764	(40,441)	-46.6%	343	2,103	202	1,203
30	CC/PS	24,347	48,502	23,455	(24,155)	-49.8%	153,111	305,586	(152,475)	-49.9%	1,084	7,374	468	2,880
32	PD/RM/TP/CC/PS	10,488	20,721	10,455	(10,233)	-49.4%	60,121	123,800	(63,679)	-51.4%	587	3,279	191	872
40	PS/BUZZ	-	3,495	-	(3,495)	-100.0%	-	21,840	(21,840)	-100.0%	-	-	-	-
54	Indio/LQ/IW/PD	-	5,447	-	(5,447)	-100.0%	-	36,746	(36,746)	-100.0%	-	-	-	-
70	LQ/BD	5,106	12,099	4,913	(6,993)	-57.8%	27,539	70,280	(42,741)	-60.8%	330	2,055	86	373
80	Indio	6,525	18,581	6,072	(12,056)	-64.9%	36,854	106,619	(69,765)	-65.4%	260	1,480	85	434
81	Indio	2,543	6,439	2,703	(3,896)	-60.5%	16,352	41,053	(24,701)	-60.2%	89	667	29	139
90	Coachella/Indio	2,875	5,086	2,947	(2,211)	-43.5%	18,312	36,036	(17,724)	-49.2%	52	511	36	252
91	I/Cch/Th/Mec/Oas	5,217	11,478	5,655	(6,261)	-54.5%	32,262	72,327	(40,065)	-55.4%	195	1,141	61	353
95	I/Cch/Th/Mec/NS	3,140	1,868	1,155	1,272	68.1%	8,768	13,106	(4,338)	-33.1%	23	226	10	42
111	PS to Indio	72,261	113,147	75,376	(40,886)	-36.1%	443,113	686,531	(243,418)	-35.5%	3,983	23,943	1,181	6,380
220	PD to Riverside	-	1,112	-	(1,112)	-100.0%	-	6,686	(6,686)	-100.0%	-	-	-	13
<b>Fixed Route Total</b>		<b>168,364</b>	<b>321,860</b>	<b>168,536</b>	<b>(153,496)</b>	<b>-47.7%</b>	<b>1,023,837</b>	<b>1,976,494</b>	<b>(952,657)</b>	<b>-48.2%</b>	<b>8,255</b>	<b>49,748</b>	<b>2,816</b>	<b>16,163</b>
<b>SolVan</b>		1,406	1,322	1,338	84	6.4%	7,852	7,975	(123)	-1.5%				
<b>Demand Response</b>														
<b>SunDial</b>		5,373	12,055	5,442	(6,682)	-55.4%	32,163	77,119	(44,956)	-58.3%				
<b>System Total</b>		<b>175,143</b>	<b>335,237</b>	<b>175,316</b>	<b>(160,094)</b>	<b>-47.8%</b>	<b>1,063,852</b>	<b>2,061,588</b>	<b>(997,736)</b>	<b>-48.4%</b>				
		<b>Dec-20</b>	<b>Dec-19</b>	<b>Nov-20</b>										
Weekdays:		23	20	20										
Saturdays:		5	5	4										
Sundays:		4	5	5										
Total Days:		32	30	29										

December 2020 fixed route ridership was calculated through January 2, 2021, to maintain data for previous route numbering scheme.

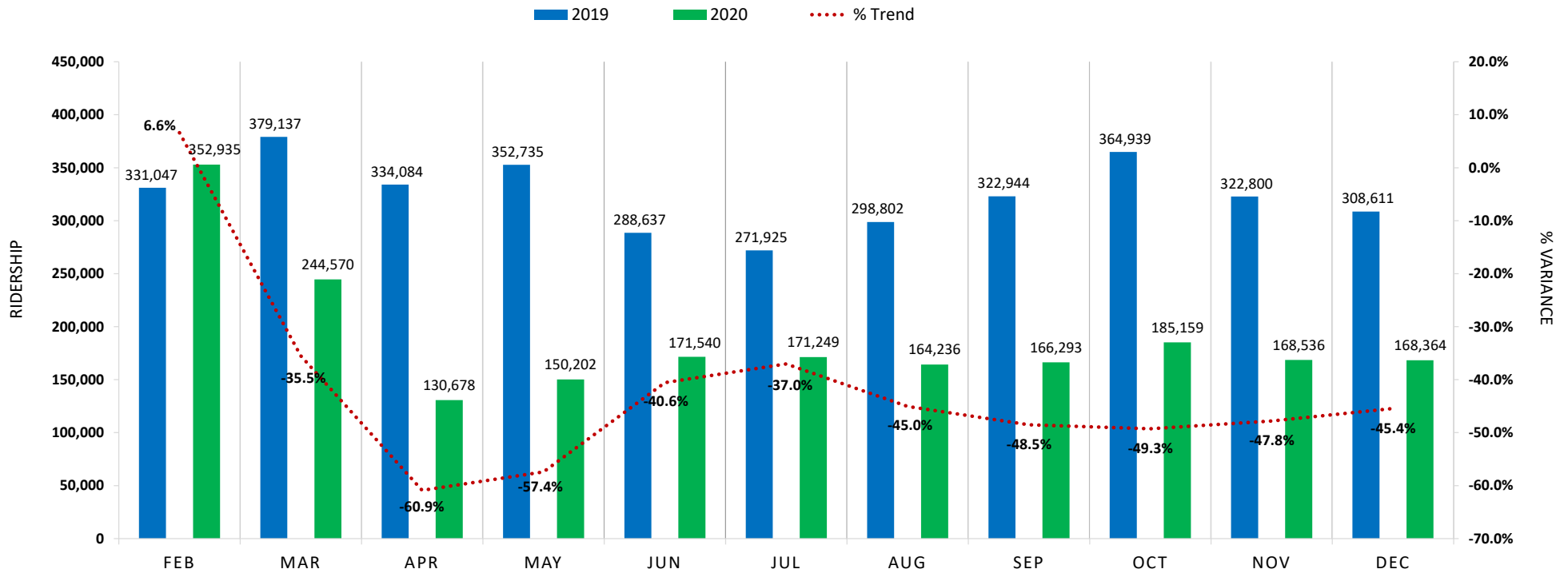
On Wednesday, March 18th, 2020, SunLine implemented fare-free rides and rear door boardings in response to the potential spread of Coronavirus Disease (COVID-19). Due to this implementation, there is no data available for the Haul Pass Program or Mobile Ticketing for December 2020.

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

**Fiscal Year-to-Date System Ridership**



## Fixed Route Ridership COVID-19 Impact



The COVID-19 pandemic caused a major national and global disruption with closures of businesses, schools and entertainment venues due to the implementation of national and statewide public health policies. Since March 21, 2020 SunLine has been operating at a reduced level of service (Level-3) in response to the potential spread of the disease.

**December 2020 fixed route ridership was calculated through January 2nd to maintain data for previous route numbering scheme.**

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

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

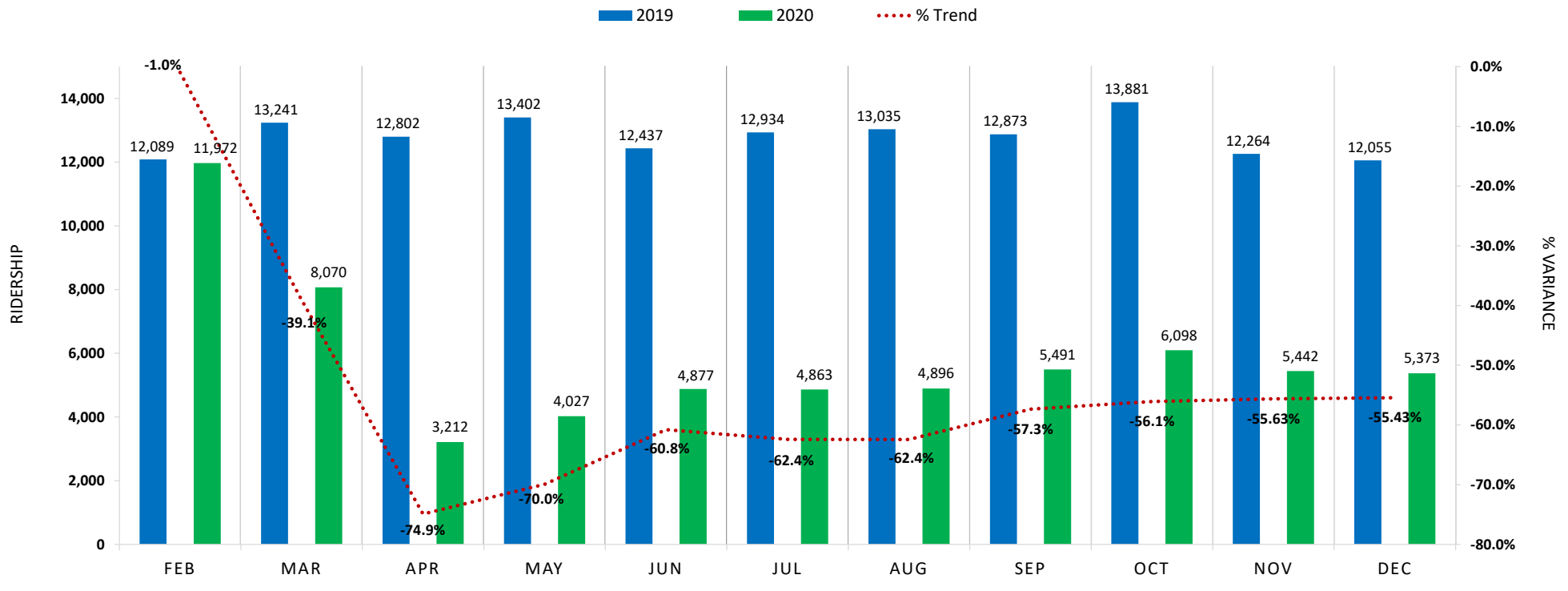
Ridership:

FY 2019 Actual = 4,039,450

FY 2020 Actual = 3,379,520

FY 2021 SRTP Predicted = 3,761,953

## Paratransit Ridership COVID-19 Impact



The COVID-19 pandemic caused a major national and global disruption with closures of businesses, schools and entertainment venues due to the implementation of national and statewide public health policies. Since March 25, 2020 SunDial has been operating one on one off service in response to the potential spread of the disease.

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

DATE: January 27, 2021

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: SunDial Operational Notes for November & December 2020

Summary:

The attached report summarizes SunDial's operation for November and December 2020. This report identifies that the on-time performance for November has met the Agency's internal 90.0% goal. There was a 90.4% decrease in late trips compared to November 2019, as well as a 56.2% decrease in total trips and a 55.6% decrease in total passengers. The total miles decreased 21.7% for the month and mobility device boarding's have decreased 54.6%. For December, the on-time performance has met the Agency's internal 90.0% goal. There was a 86.2% decrease in late trips compared to December 2019, as well as a 54.3% decrease in total trips and a 55.4% decrease in total passengers. The total miles decreased 24.5% for the month and mobility device boarding's have decreased 57.8%. For both November and December, field supervisors utilized Center for Disease Control and Prevention (CDC) guidelines for social distancing, and continued performing ride alongs, onboard inspections and safety evaluations which include pre-trips and yard checks.

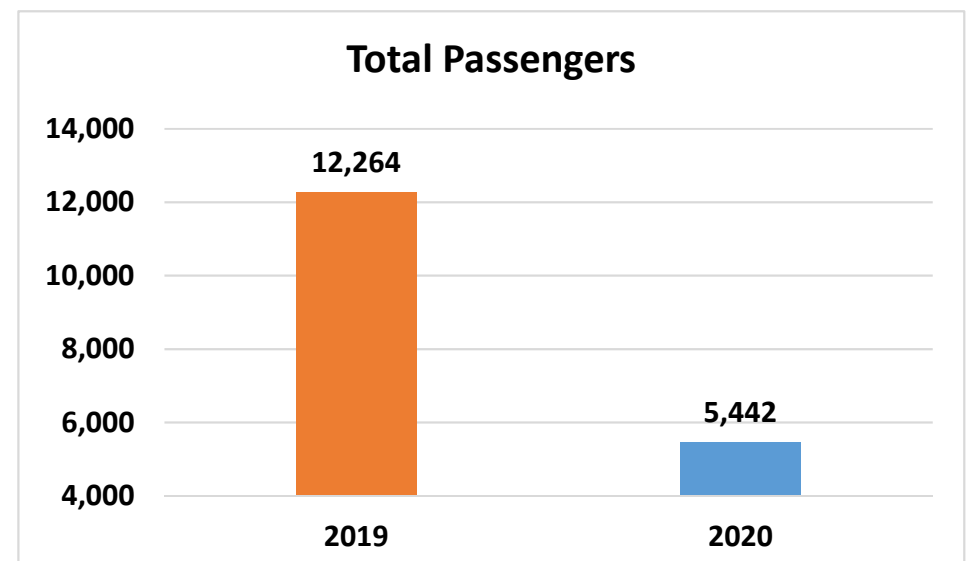
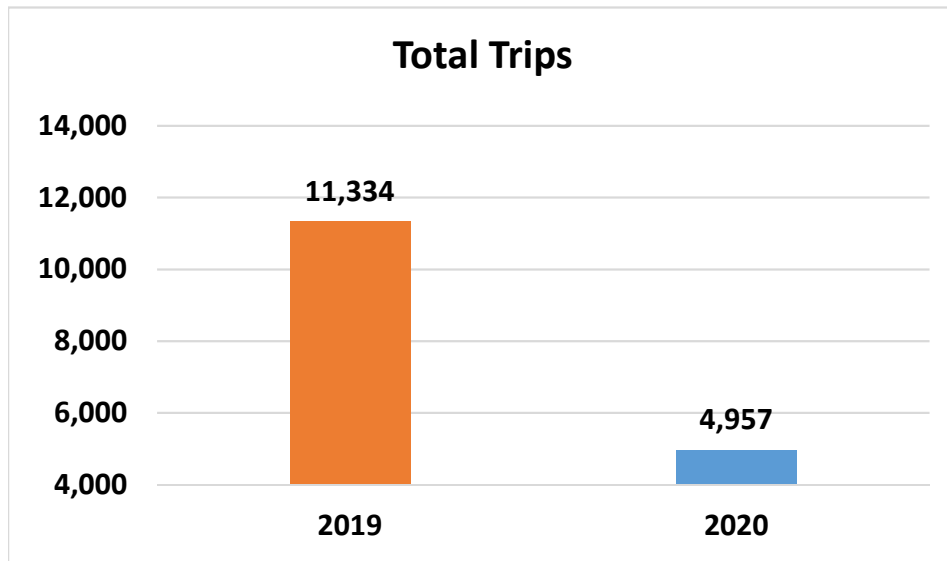
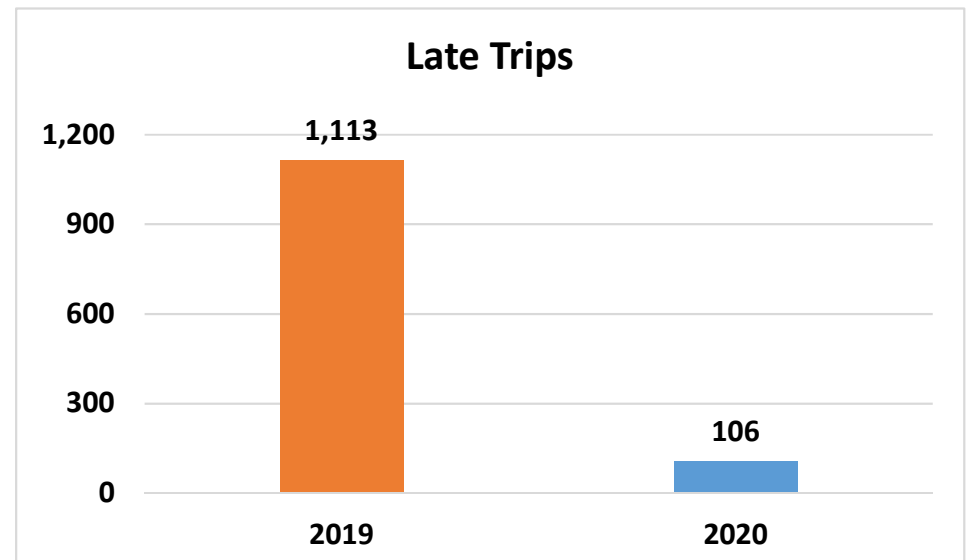
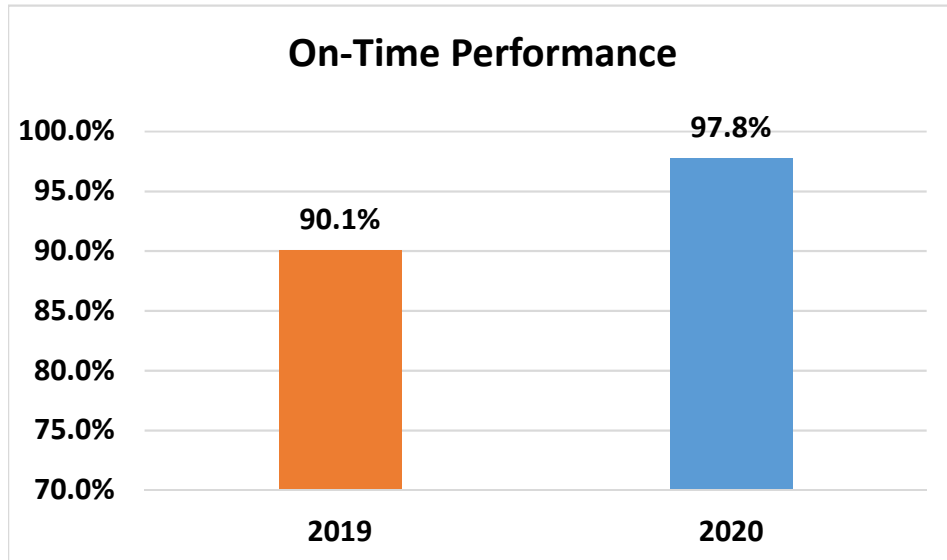
Recommendation:

Receive and file.



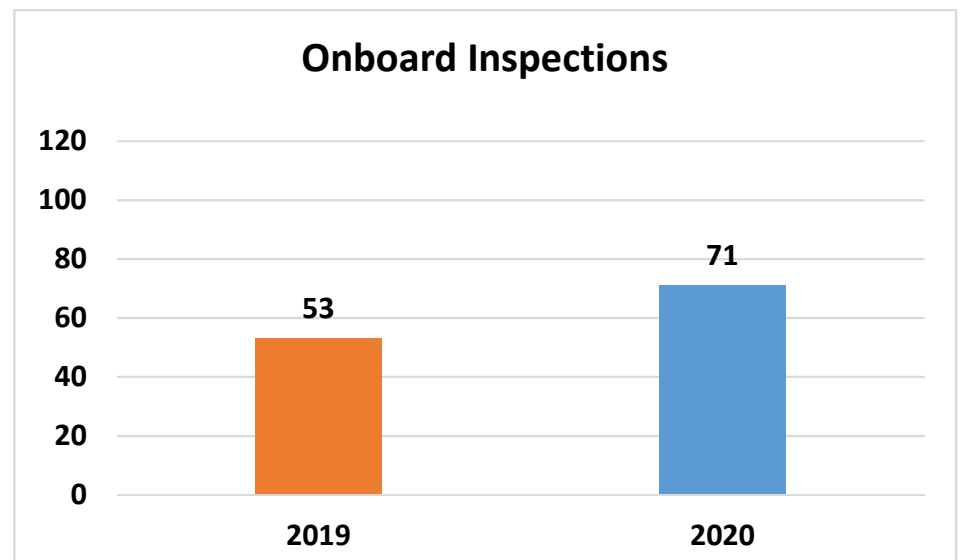
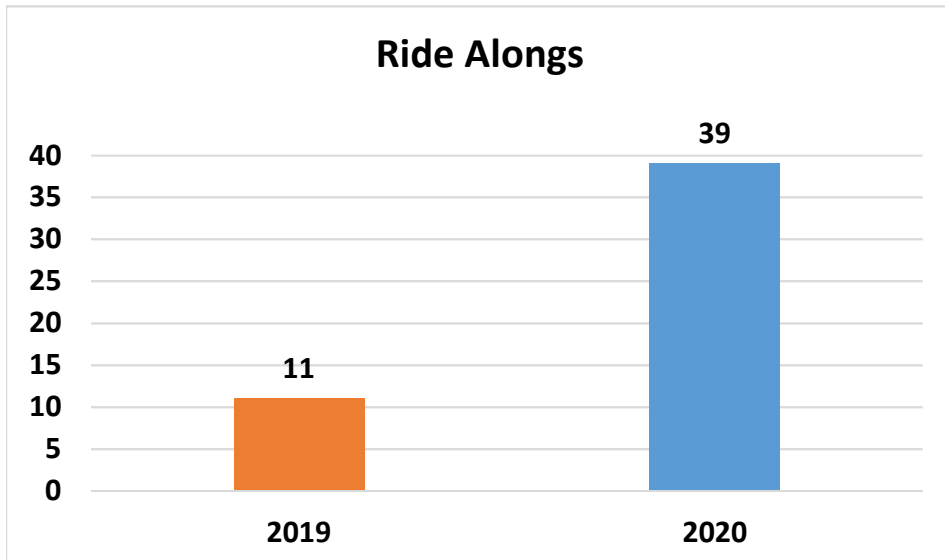
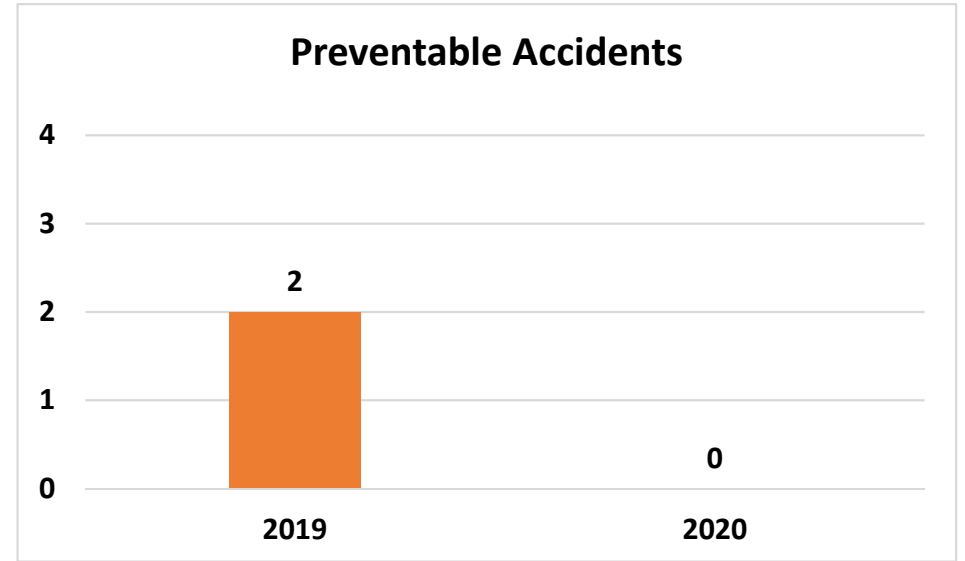
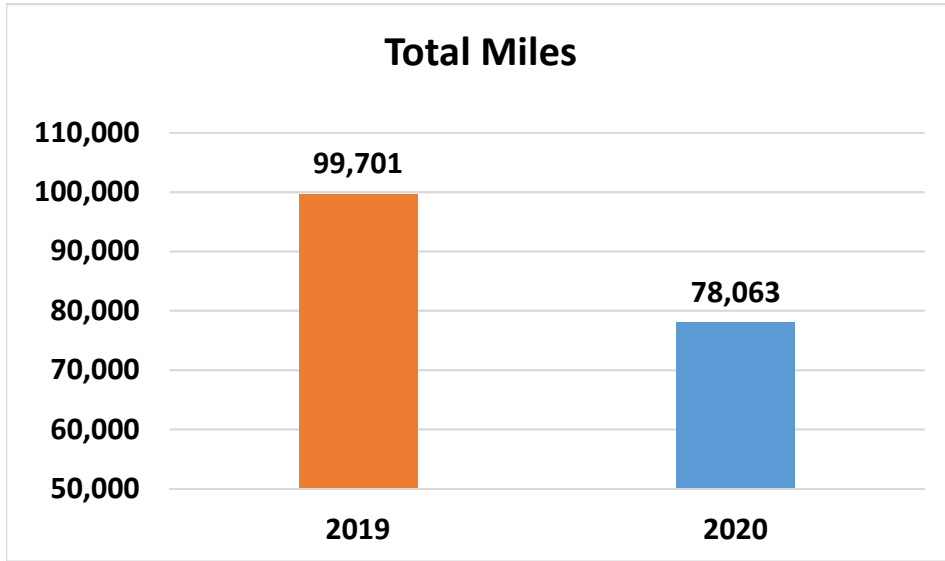
# SunDial Operational Charts

## NOVEMBER 2019 vs. 2020

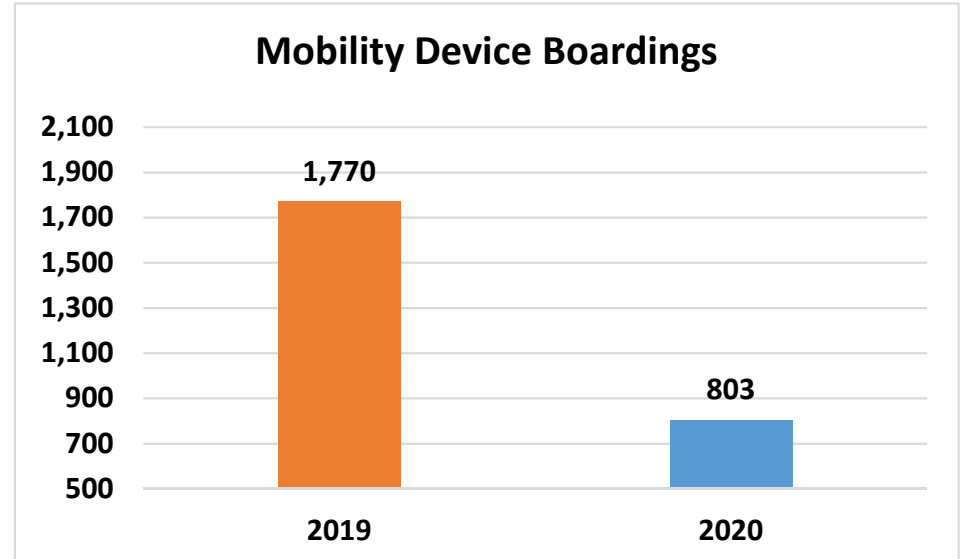
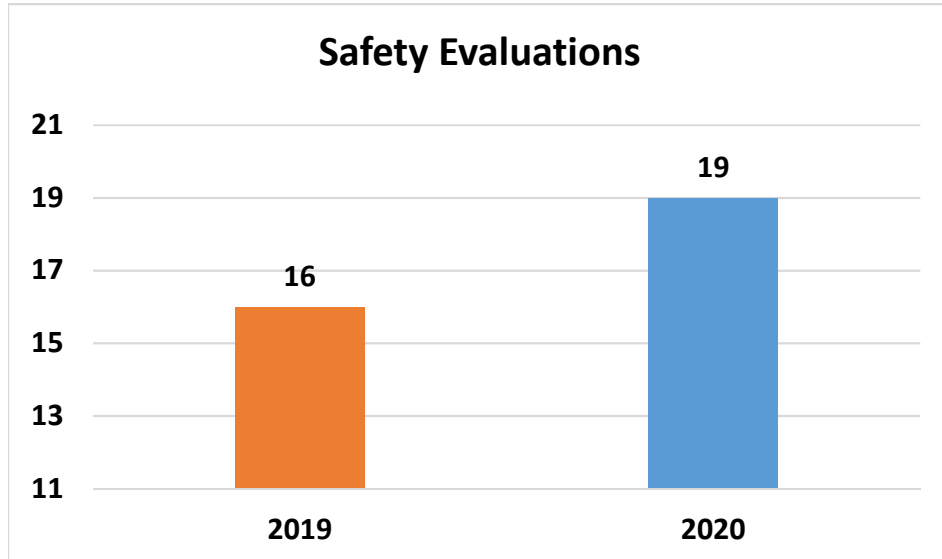


# SunDial Operational Charts

## NOVEMBER 2019 vs. 2020

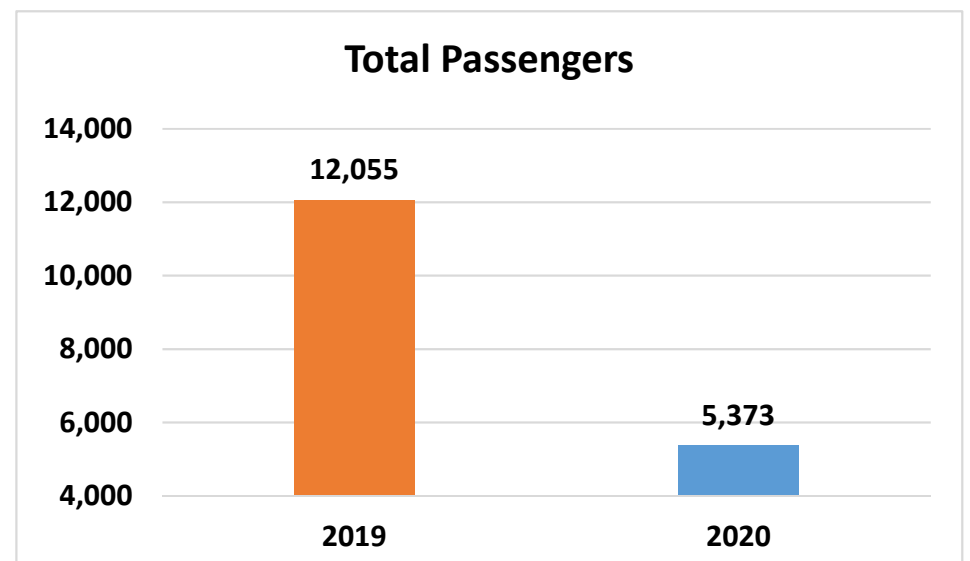
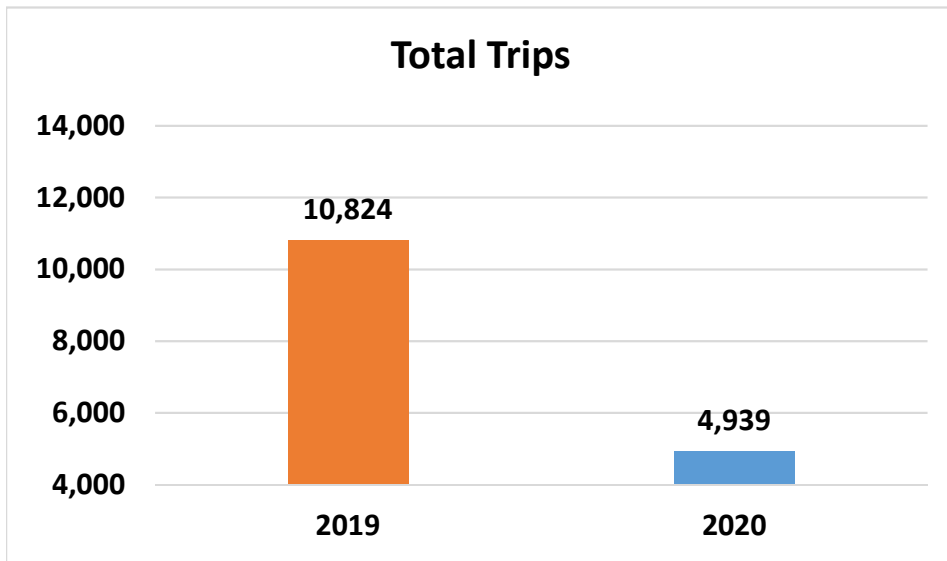
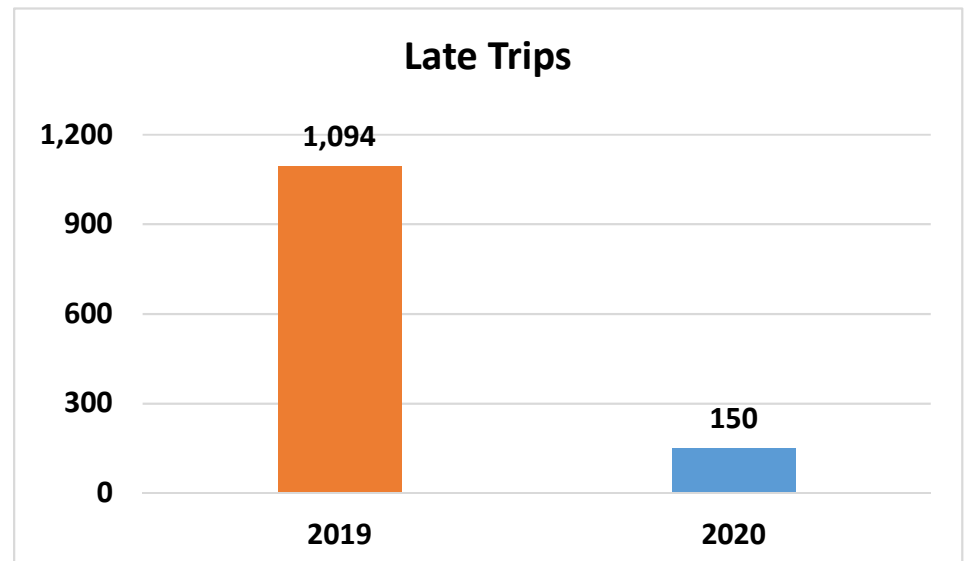
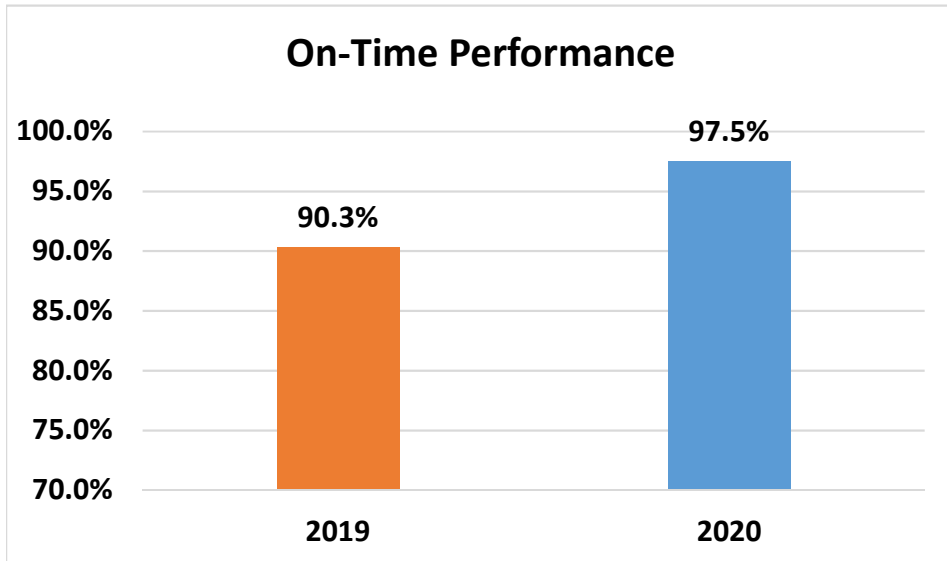


## SunDial Operational Charts NOVEMBER 2019 vs. 2020



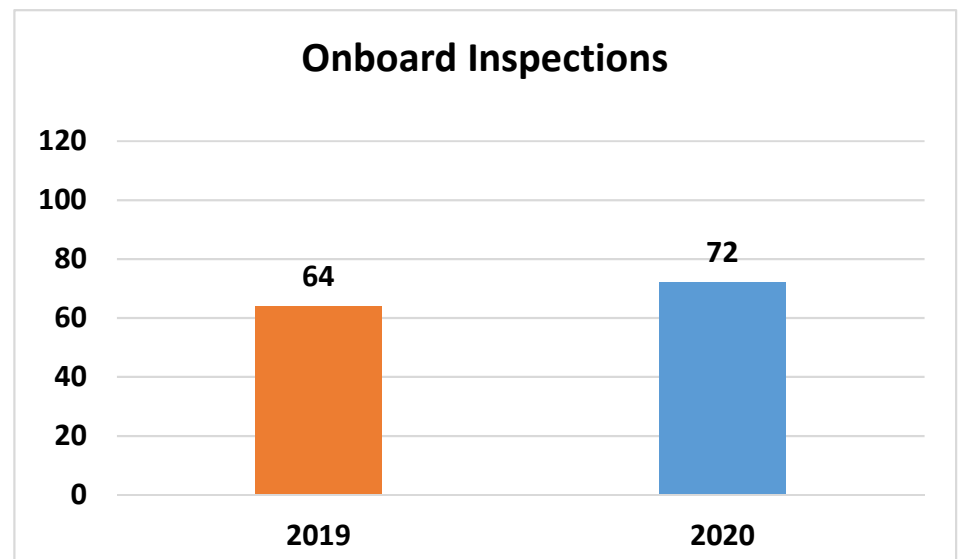
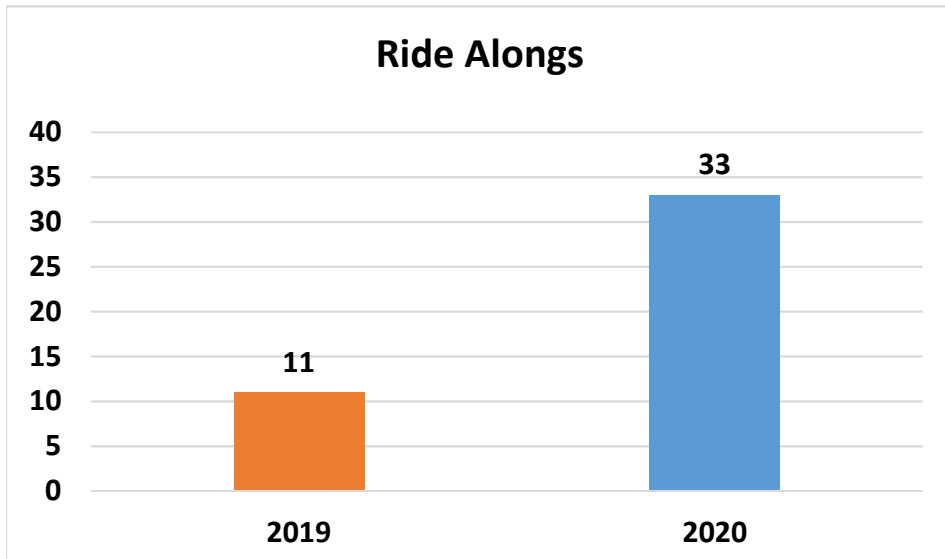
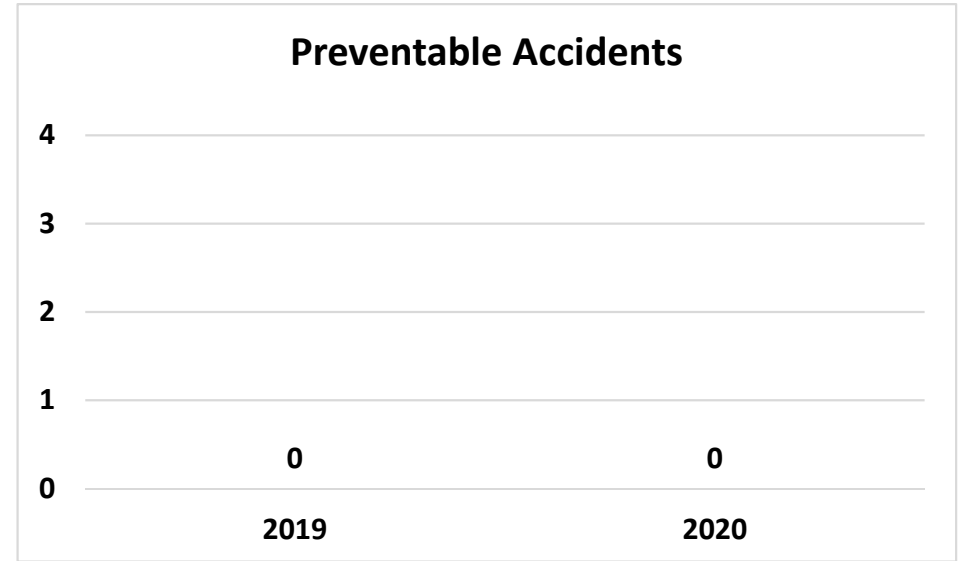
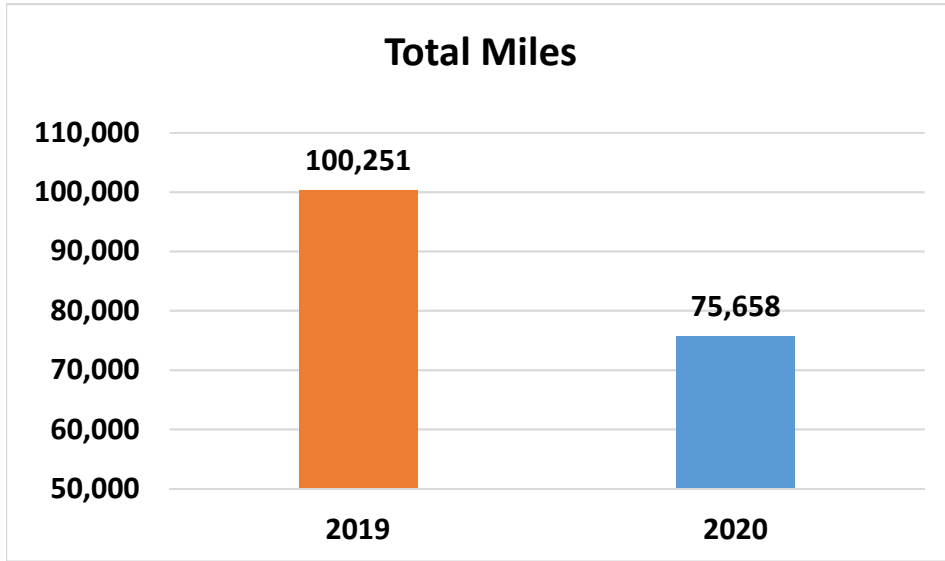
# SunDial Operational Charts

## DECEMBER 2019 vs. 2020

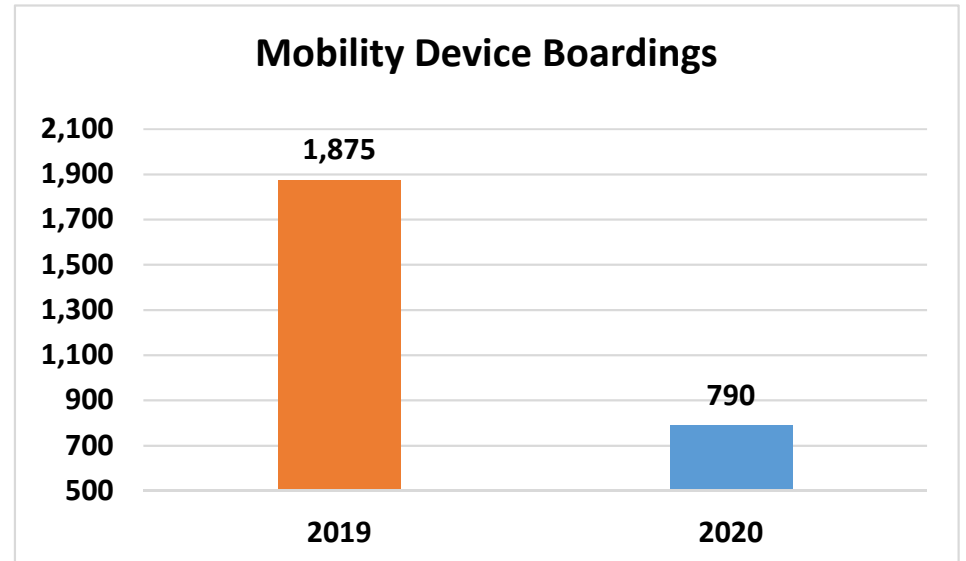
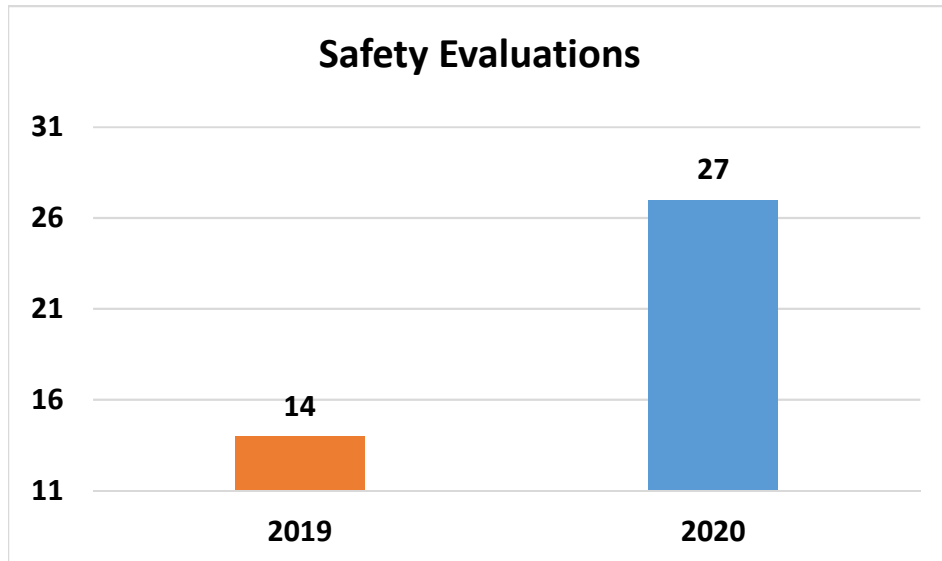


# SunDial Operational Charts

## DECEMBER 2019 vs. 2020



## SunDial Operational Charts DECEMBER 2019 vs. 2020



**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: January 27, 2021

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Metrics for November and December 2020

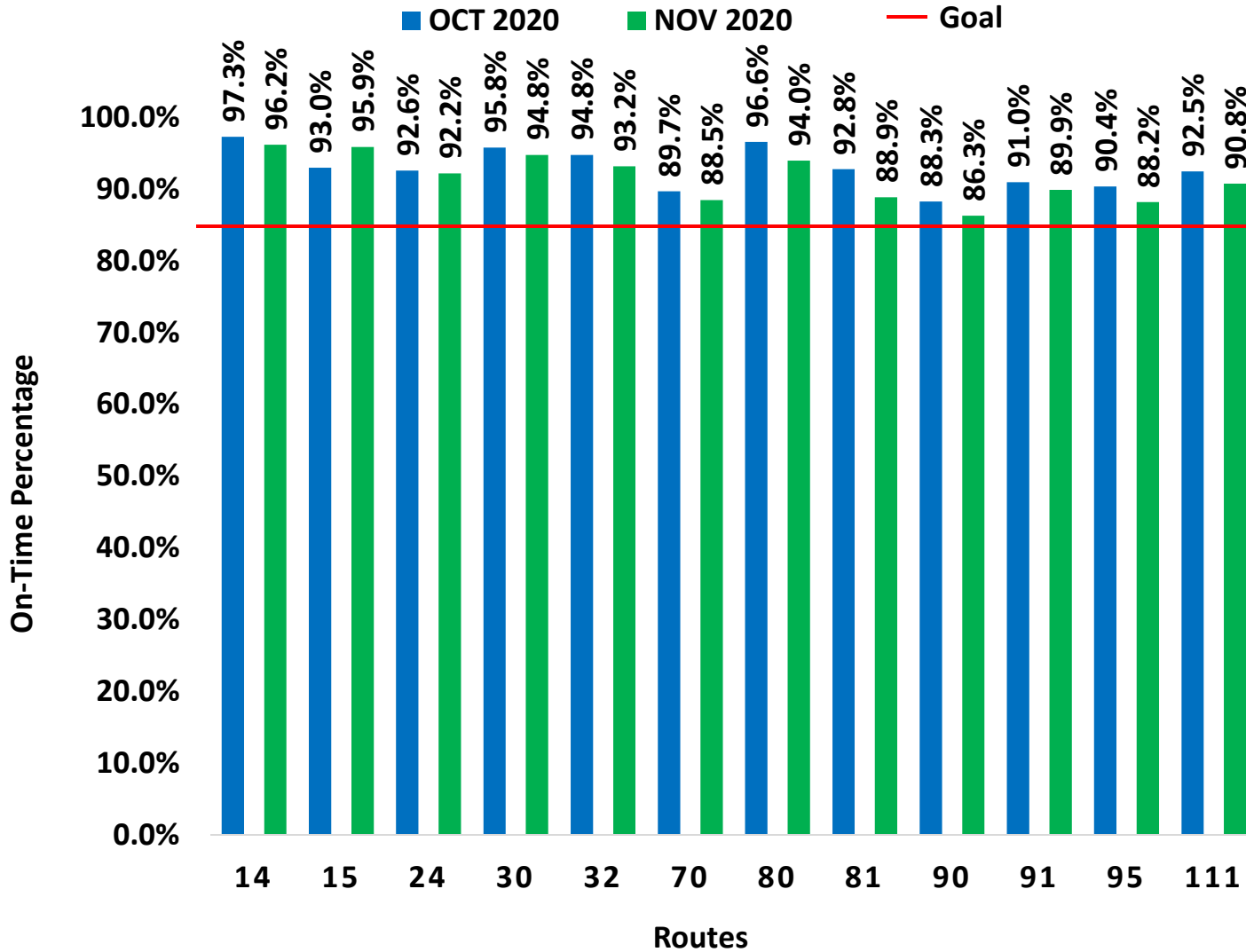
Summary:

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.

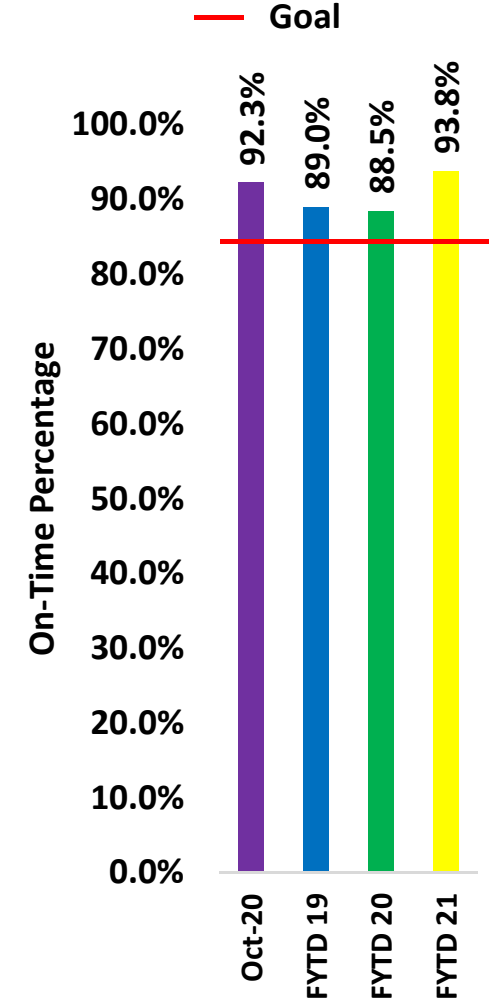
Recommendation:

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 minutes late.

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

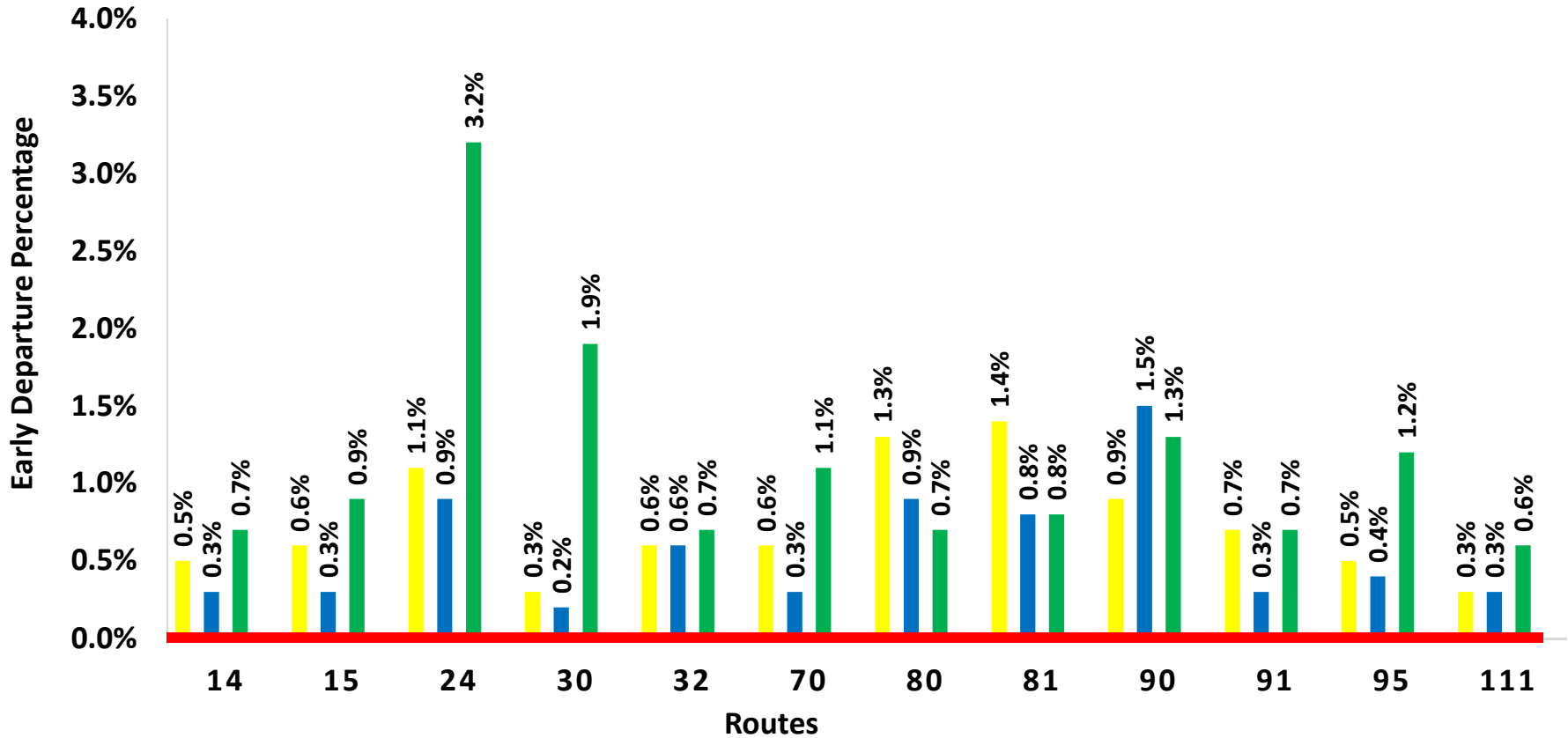
Exceptions: Detours, train stuck on tracks, passenger problems, information technology system issues.



# Early Departures by Route FYTD

Through November 2020

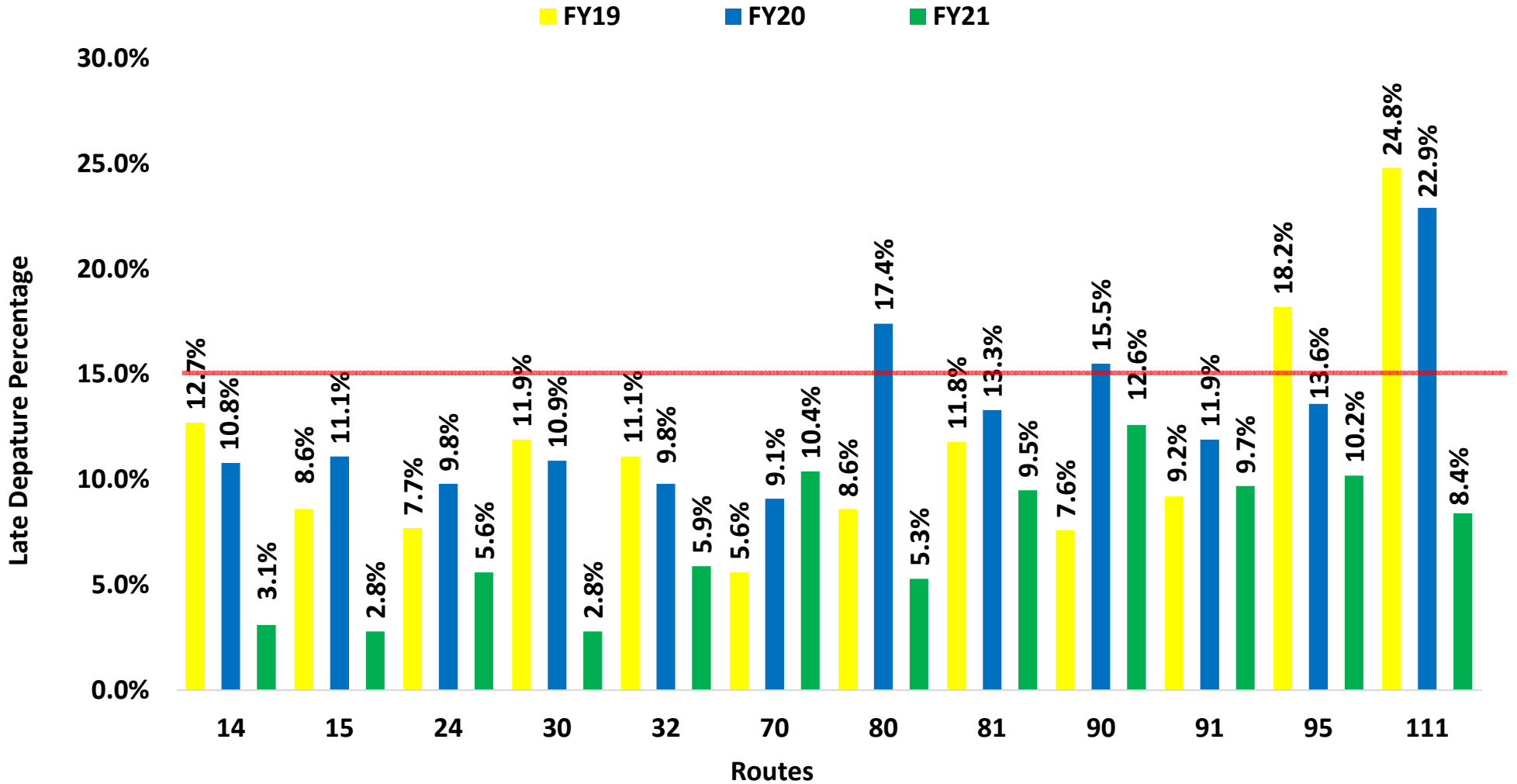
■ FY19   
 ■ FY20   
 ■ FY21   
 ■ Goal



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

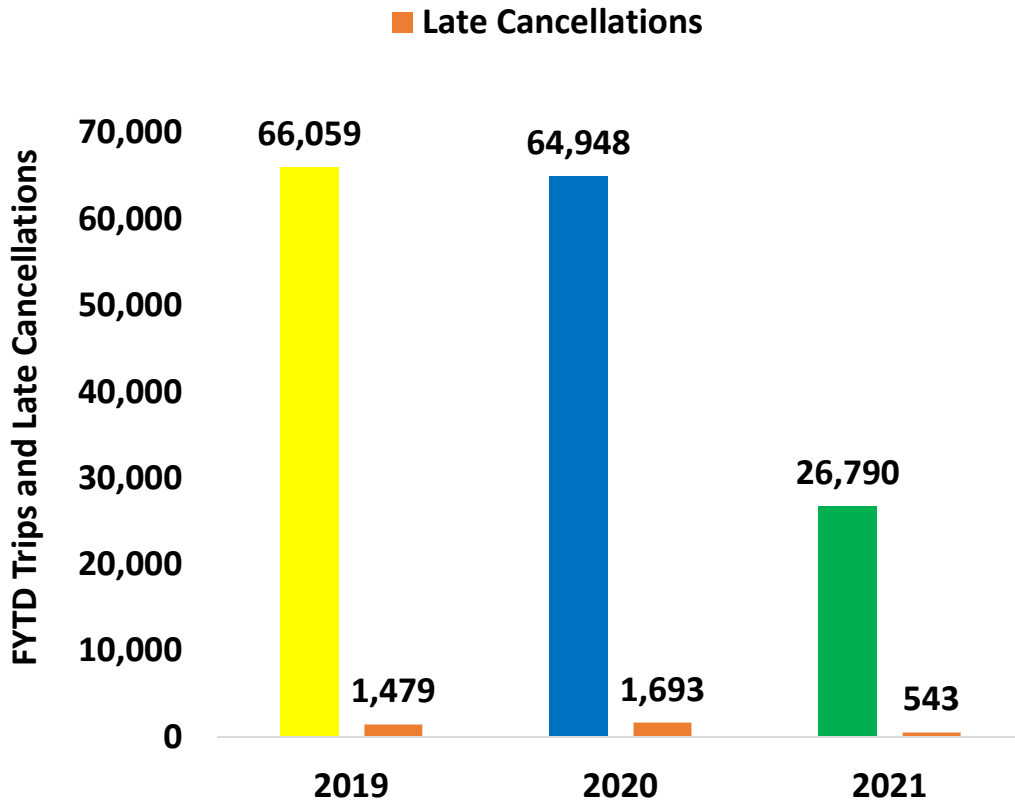
Goal: To reduce early departures to 0% for each route.

# Late Departure Percent by Route - November

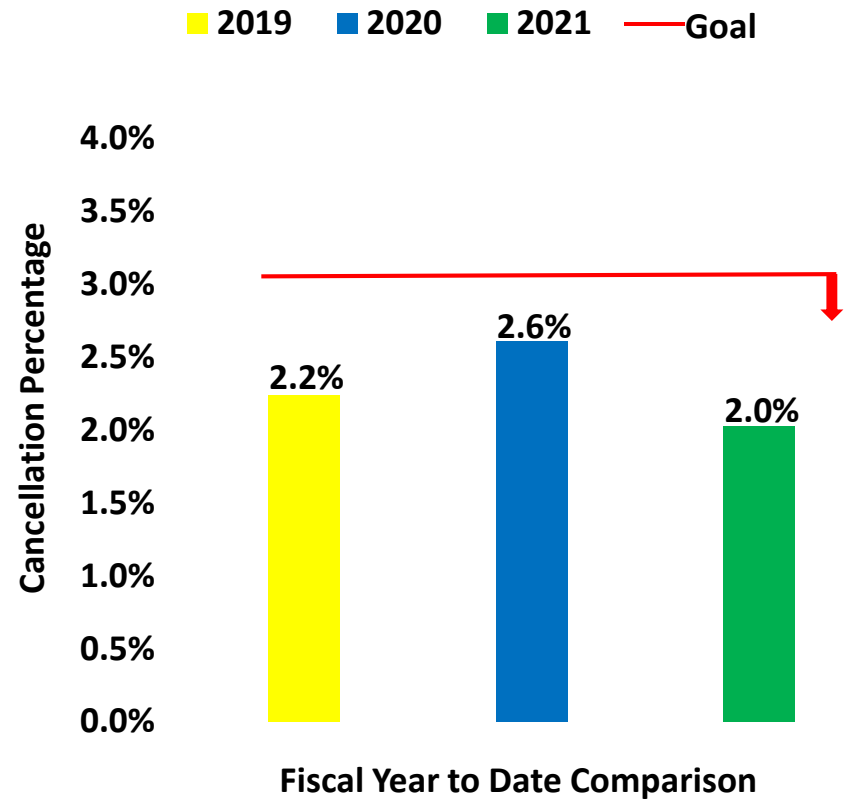


Late Definition: When a bus leaves a time point after the scheduled departure time.  
 The route is running late with a departure greater than 5 minutes.  
 Goal: To reduce late departures to 15%.

## Total Trips vs. Late Cancellations FYTD Through November



## Late Cancellation Percentage FYTD



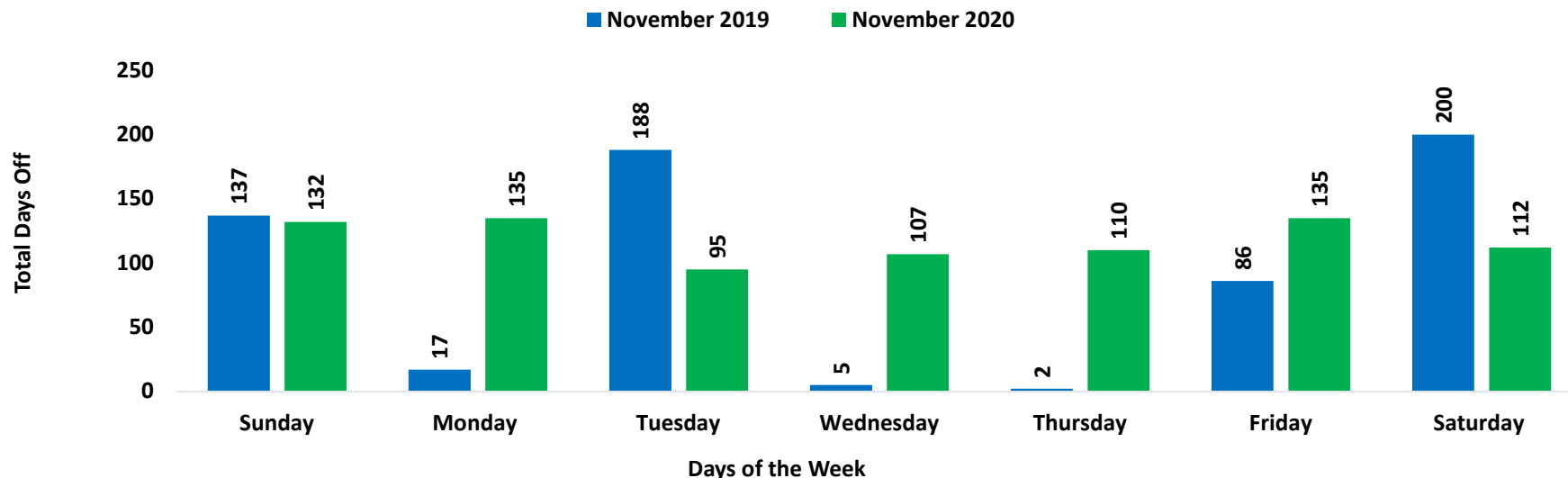
**Trip:** A one-way ride booked by the client. A round trip is counted as two trips.

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

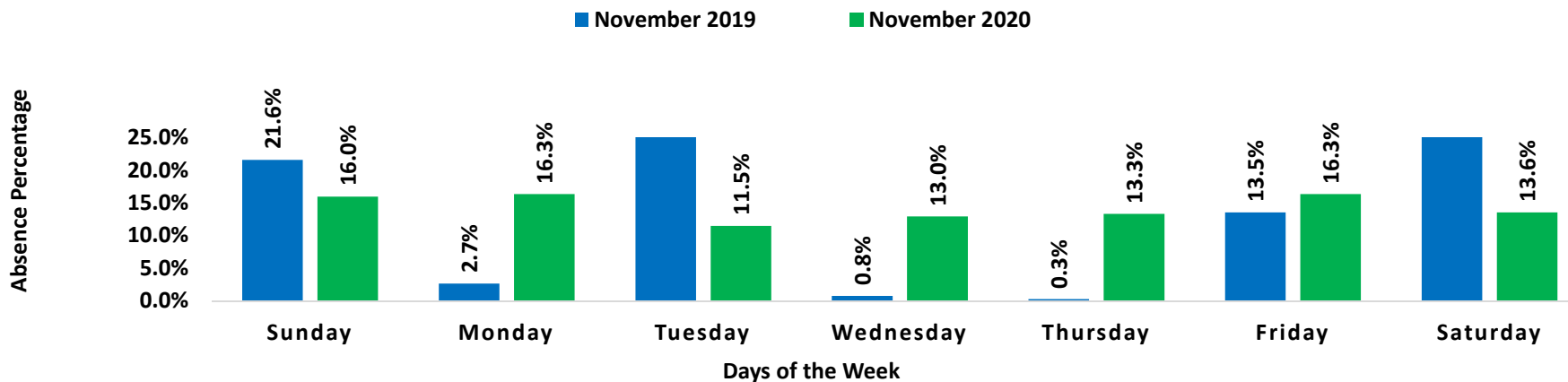
**Goal for Late Cancellations:** 3% or below.

**Total Trips:** Total one way trips completed.

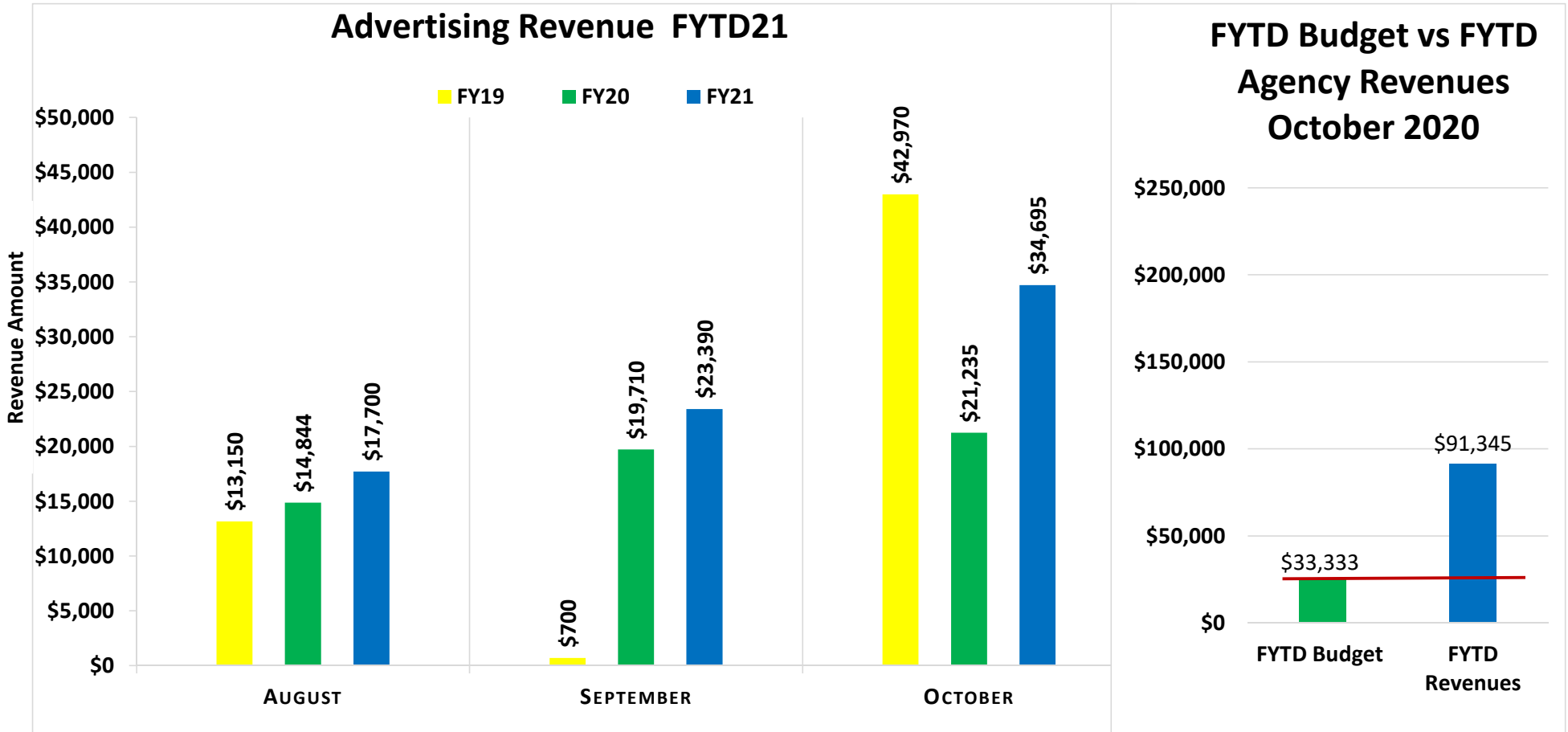
## Manpower Absences by Day



## Driver Absence Occurrences by Percentage

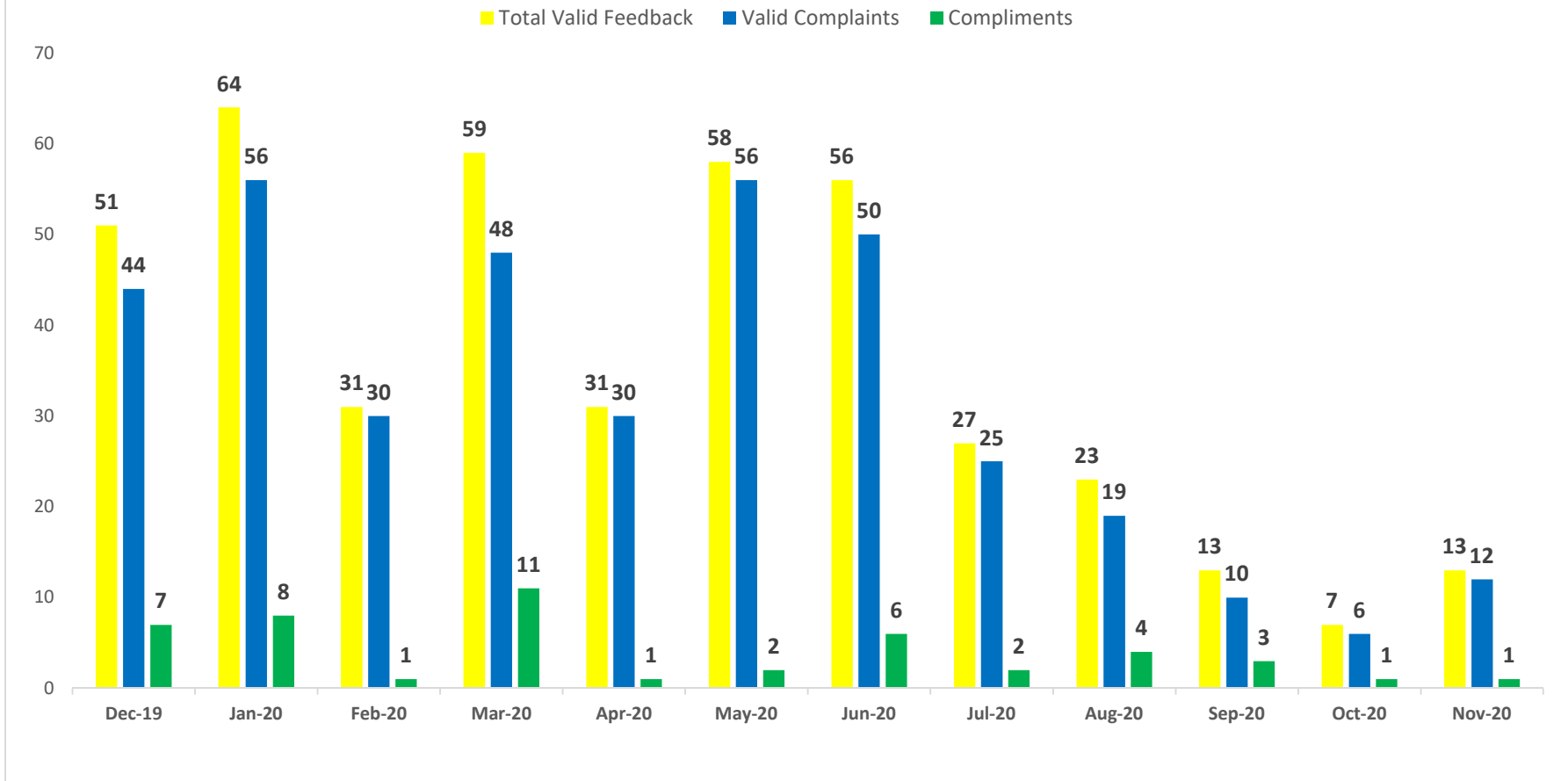


\*Number of Fixed Route operator absence occurrences by day of the week and total for the month  
Absences (Man Power Days Off) include Sick, Bereavement, FMLA, Miss-Out, Suspension, Workers Comp and Vacation.



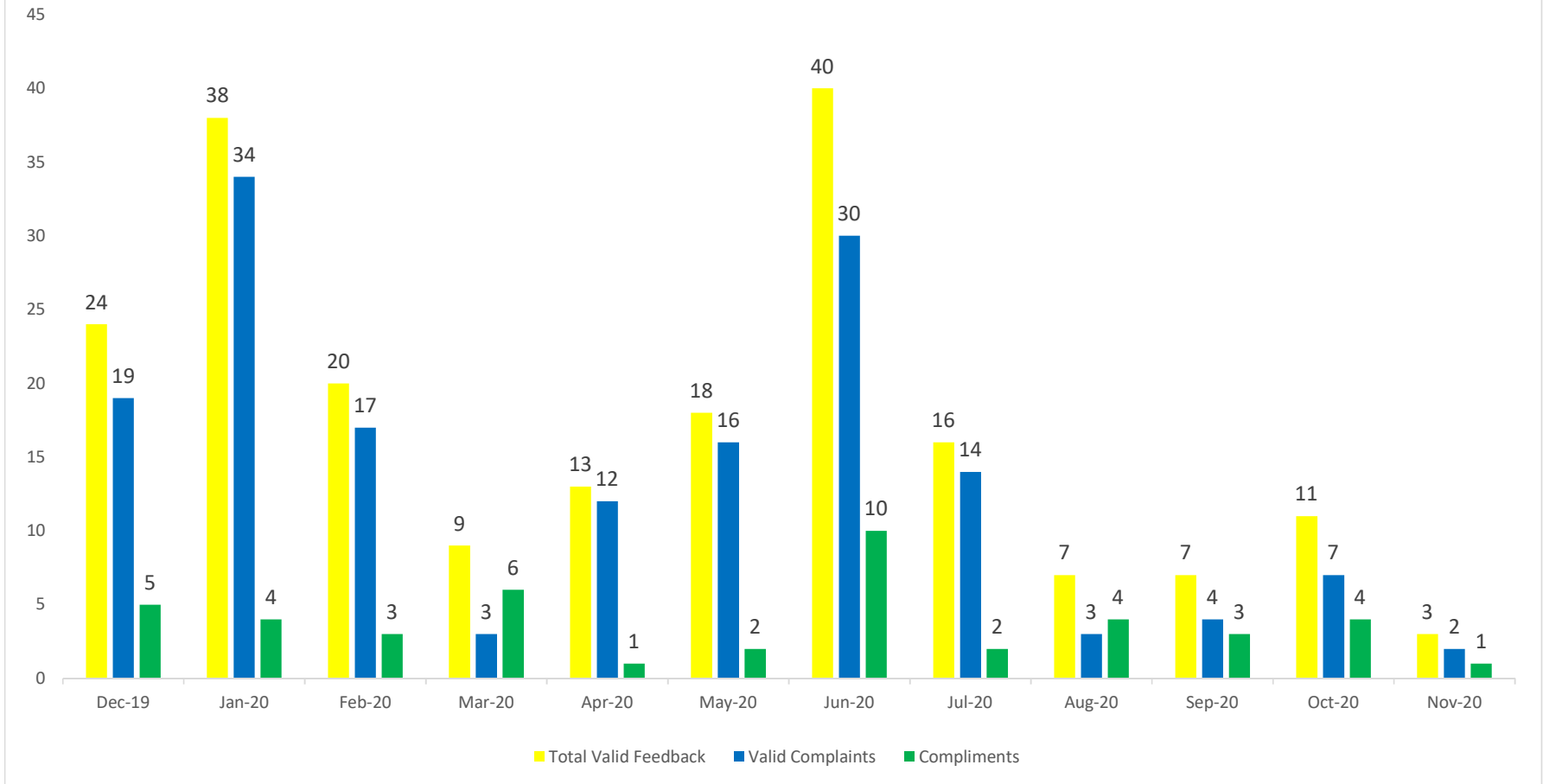
Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. This section of the chart compares the FYTD21 against FYTD19 and FYTD20 totals. The graph tracks FYTD revenue accrued vs the FYTD budget. The annual budget amount for FY21 is \$100,000.

## Fixed Route Customer Feedback December 2019 through November 2020



Valid fixed route feedback comprised of compliments and complaints for Dec 2019 through Nov 2020

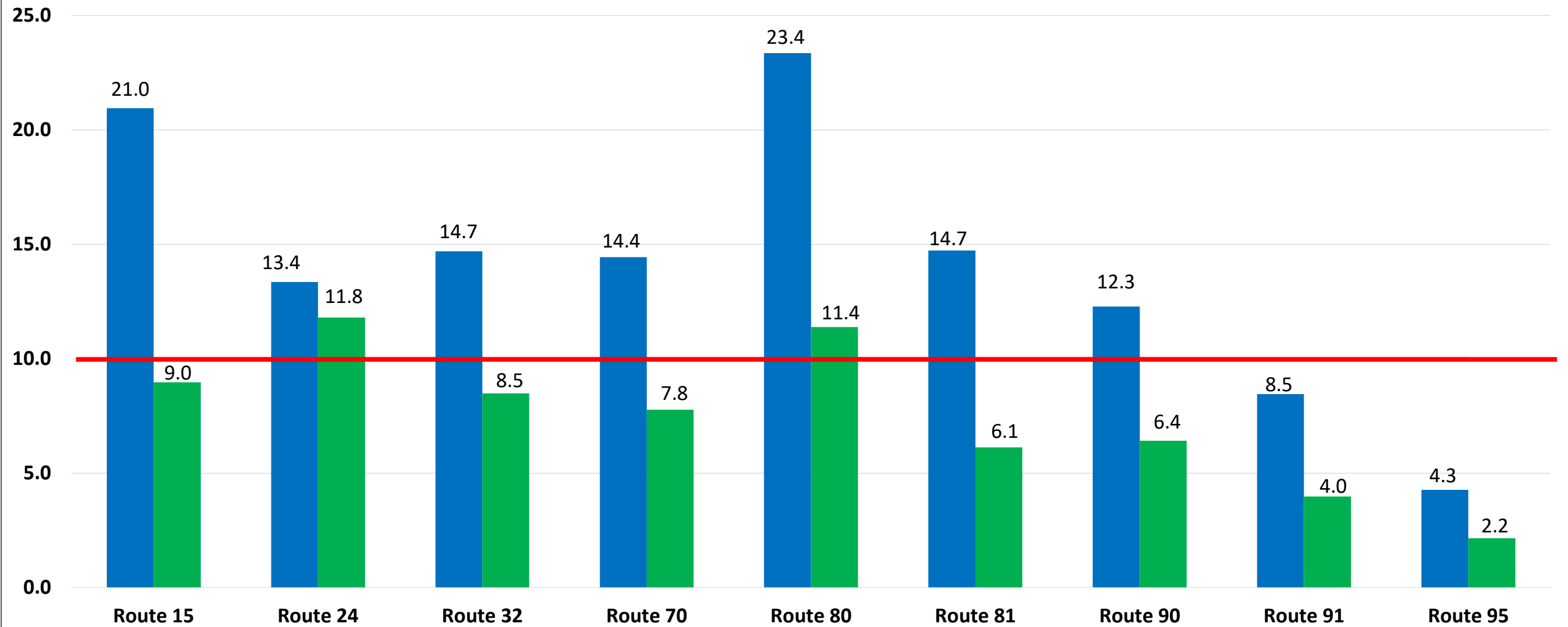
## Paratransit Customer Feedback December 2019 through November 2020



Valid paratransit feedback comprised of compliments and complaints for Dec 2019 through Nov 2020

## FYTD Passengers Per Revenue Hour - Local Routes Through November 2020

■ FY20      ■ FY21      — Target

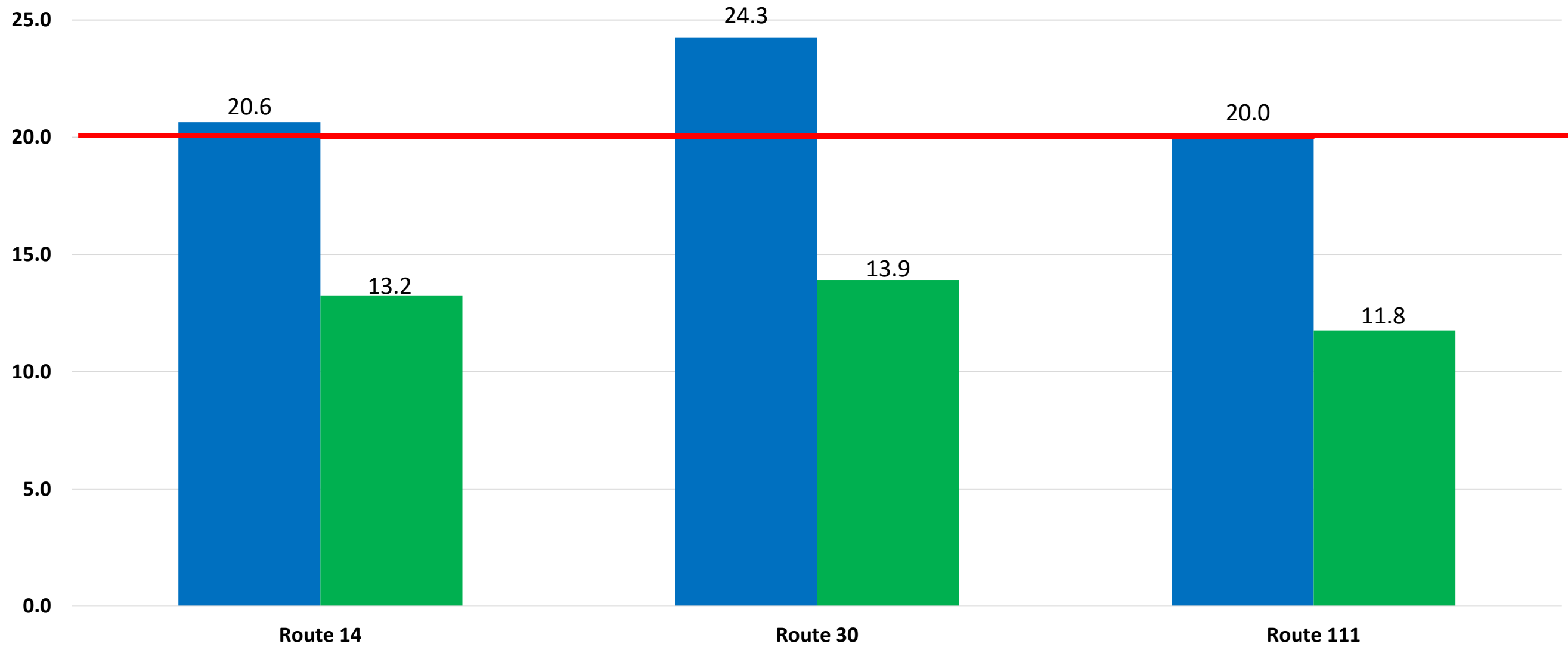


The chart above represents the system performance on local routes for Passengers Per Revenue Hour (PPRH). The target for local fixed routes is 10 PPRH. The FY21 goal is based on Board approved Service Standards Policy (B-190613). Local routes are secondary routes that connect to the trunk routes and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



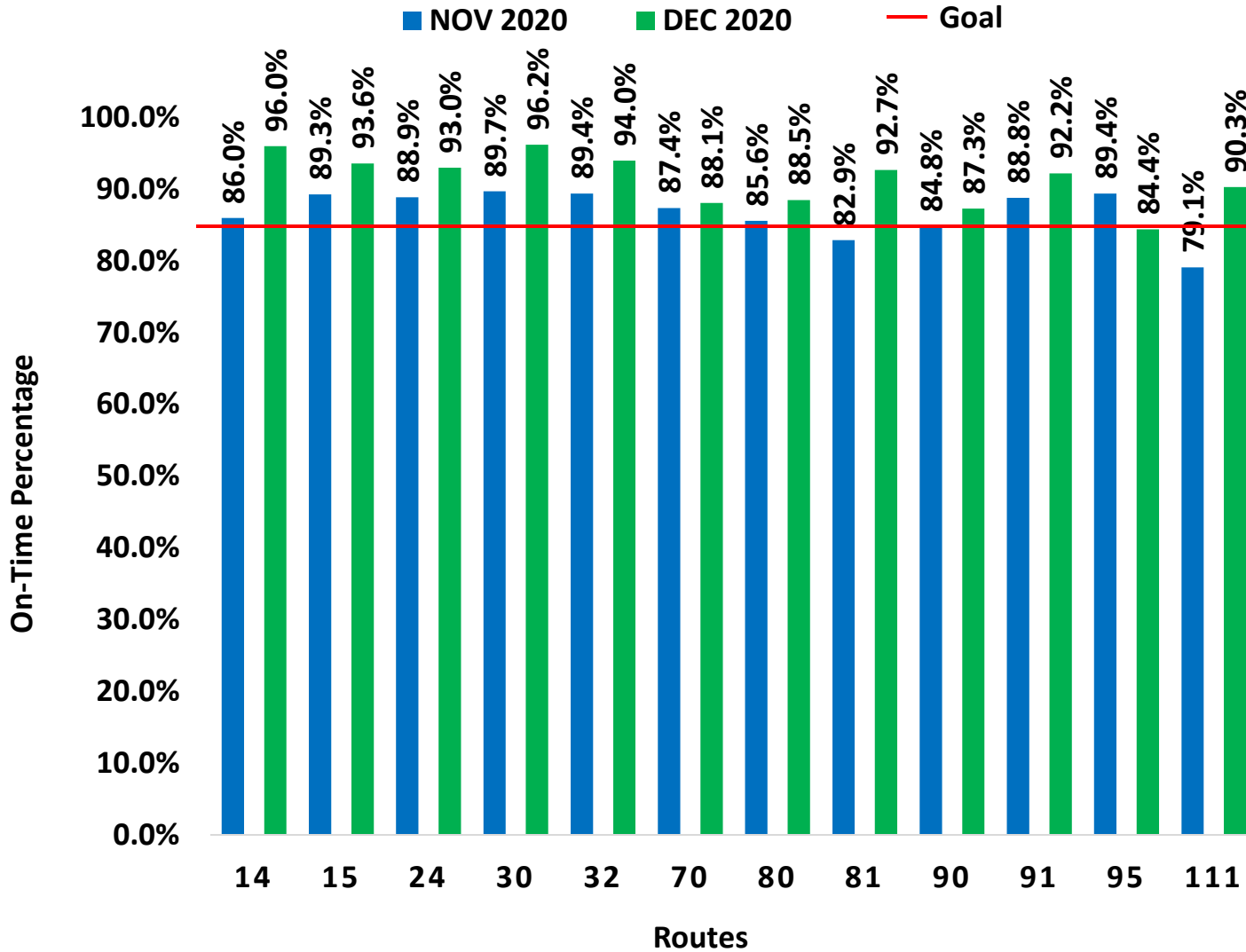
## FYTD Passengers Per Revenue Hour - Trunk Routes Through November 2020

FY20      FY21      Target

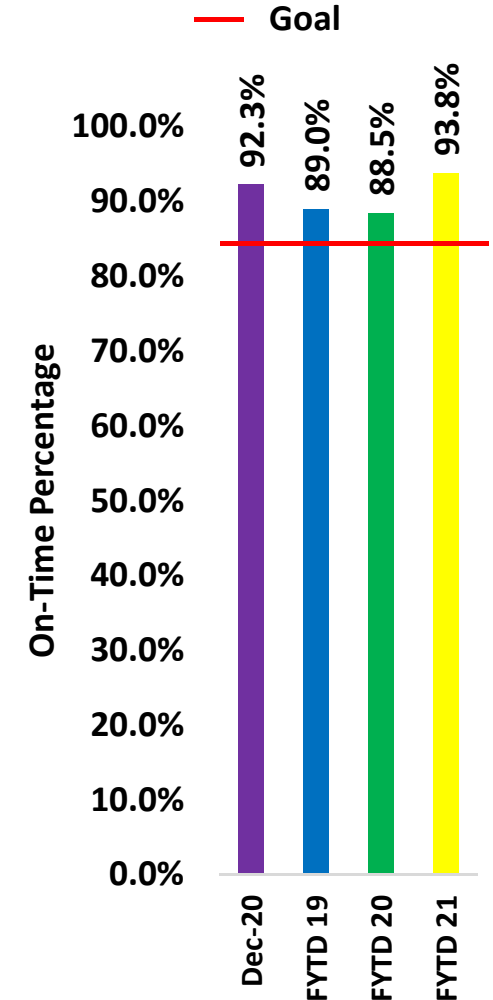


The chart above represents the system performance on trunk routes for Passengers Per Revenue Hour (PPRH). The target for trunk fixed routes is 20 PPRH. The FY21 goal is based on Board approved Service Standards Policy (B-190613). Trunk routes are highly traveled corridors serving a variety of trip purposes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

## 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 minutes late.

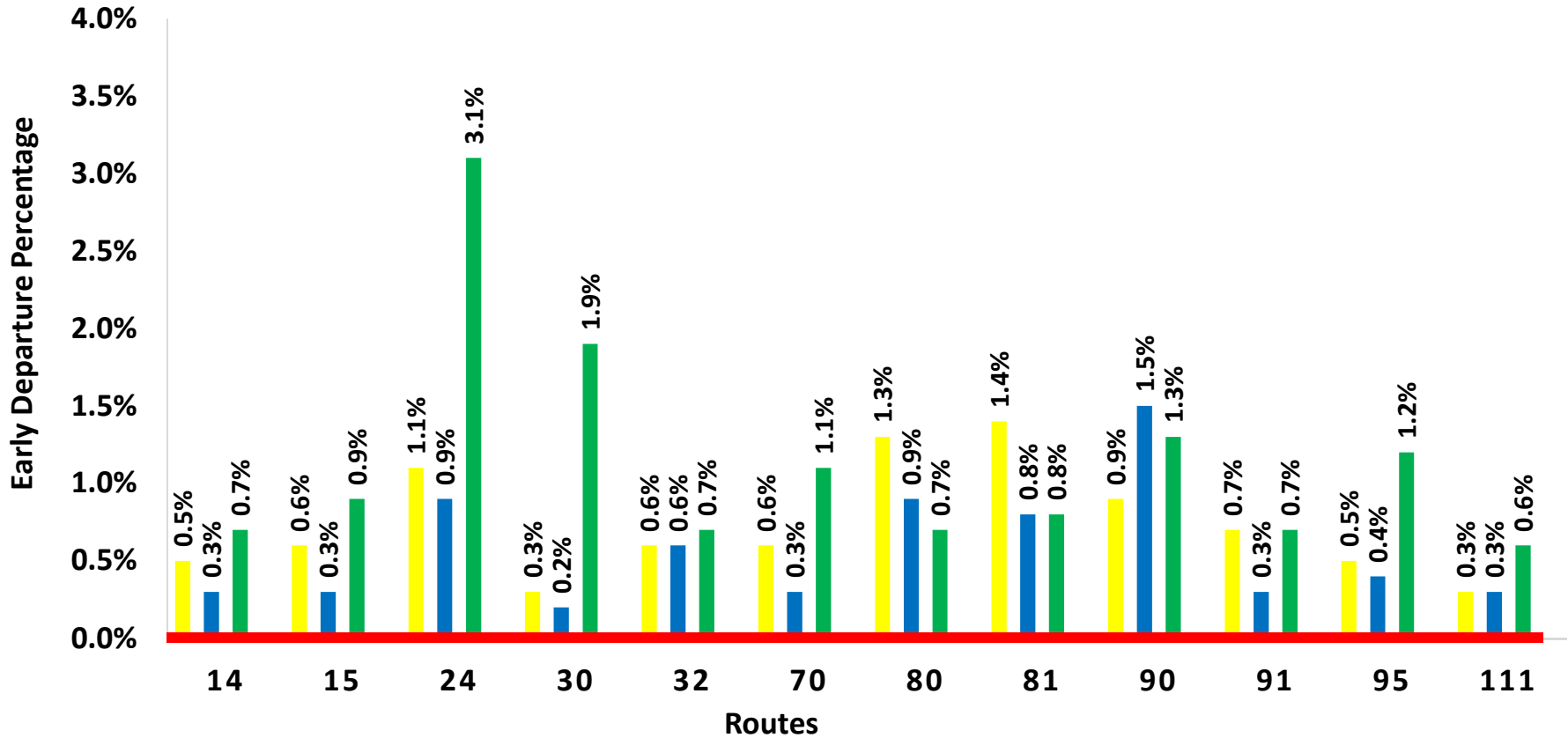
Goal: Minimum target for On-Time performance is 85%.

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

# Early Departures by Route FYTD

Through December 2020

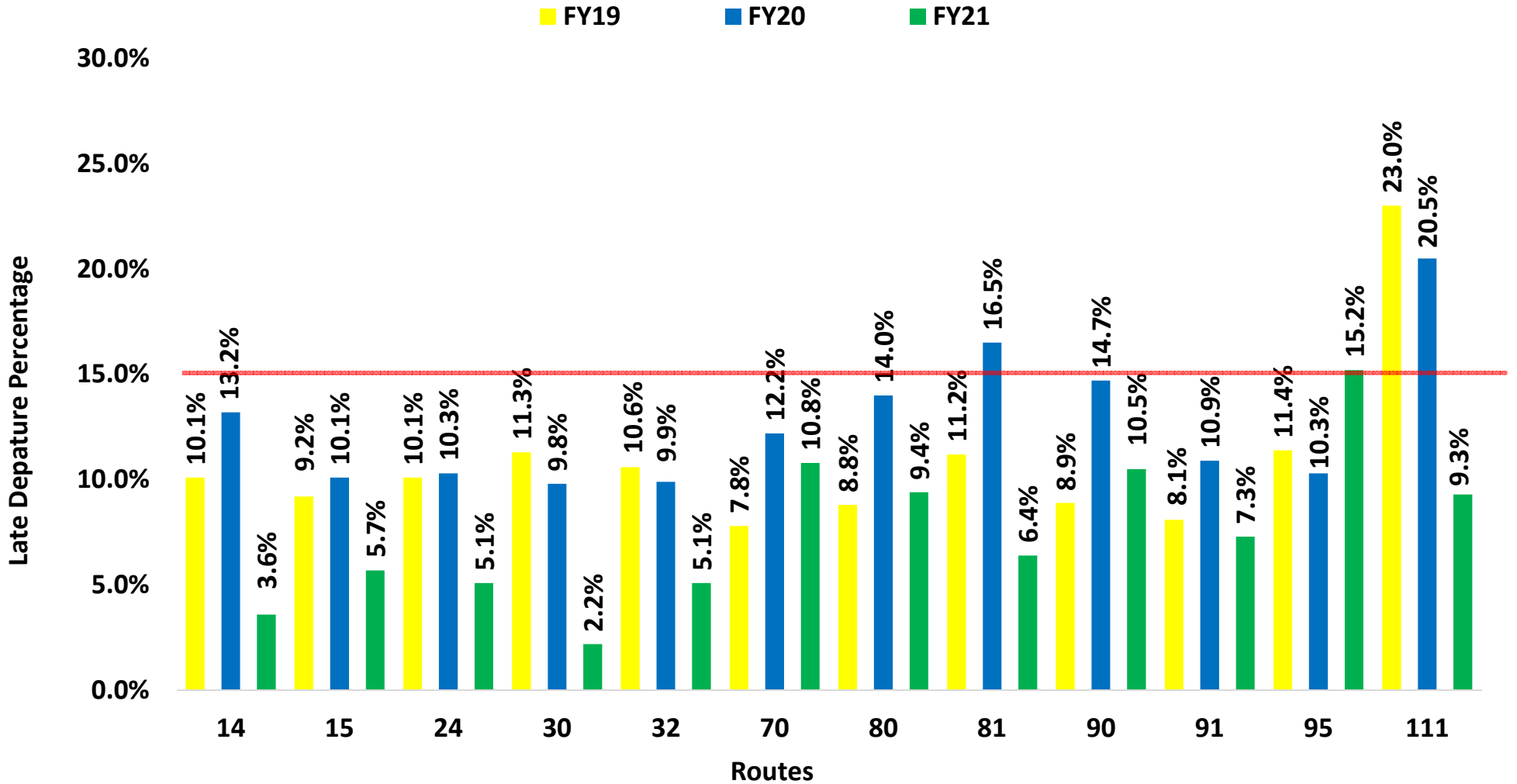
FY19    FY20    FY21    Goal



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 Percent by Route - December

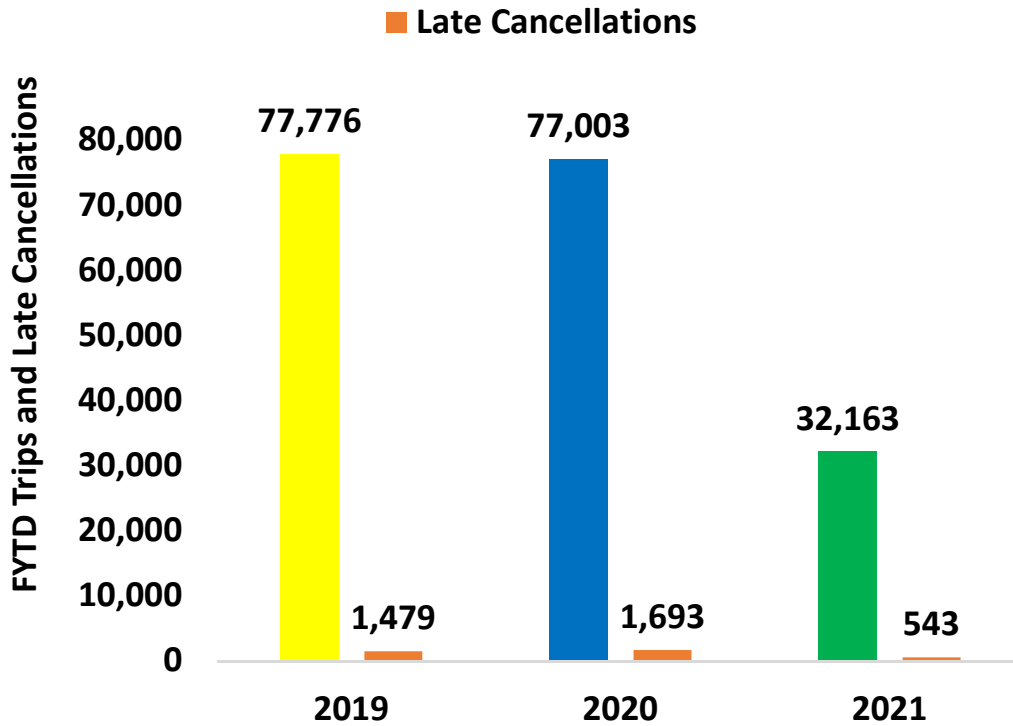


Late Definition: When a bus leaves a time point after the scheduled departure time.

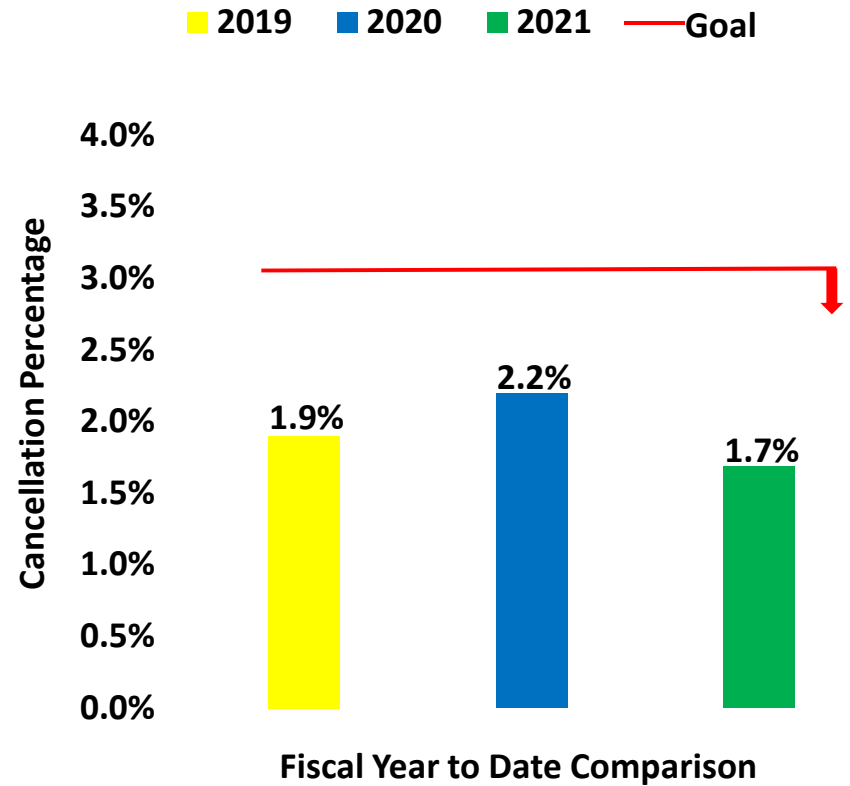
The route is running late with a departure greater than 5 minutes.

Goal: To reduce late departures to 15%.

## Total Trips vs. Late Cancellations FYTD Through December



## Late Cancellation Percentage FYTD



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

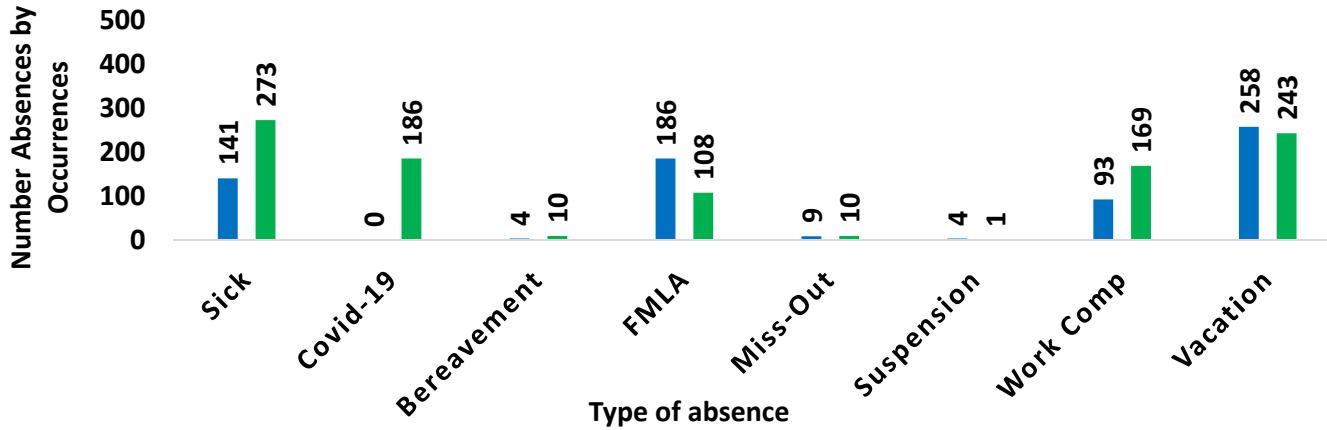
**Late cancellation:** A trip for which an ADA client does not cancel within two (2) hours before the scheduled pick up time.

**Goal for Late Cancellations:** 3% or below.

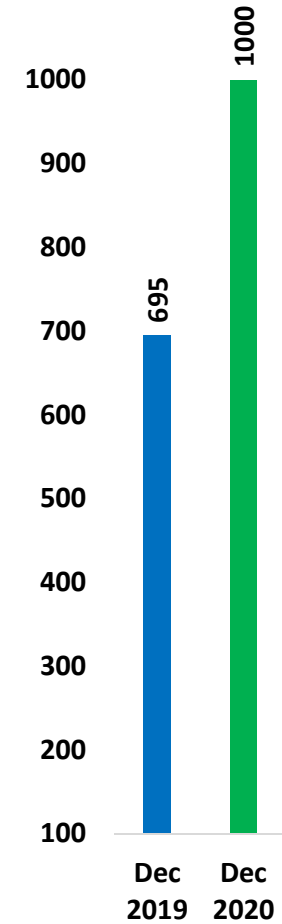
**Total Trips:** Total one way trips completed.

## Driver Absence Occurrences

December 2019 December 2020

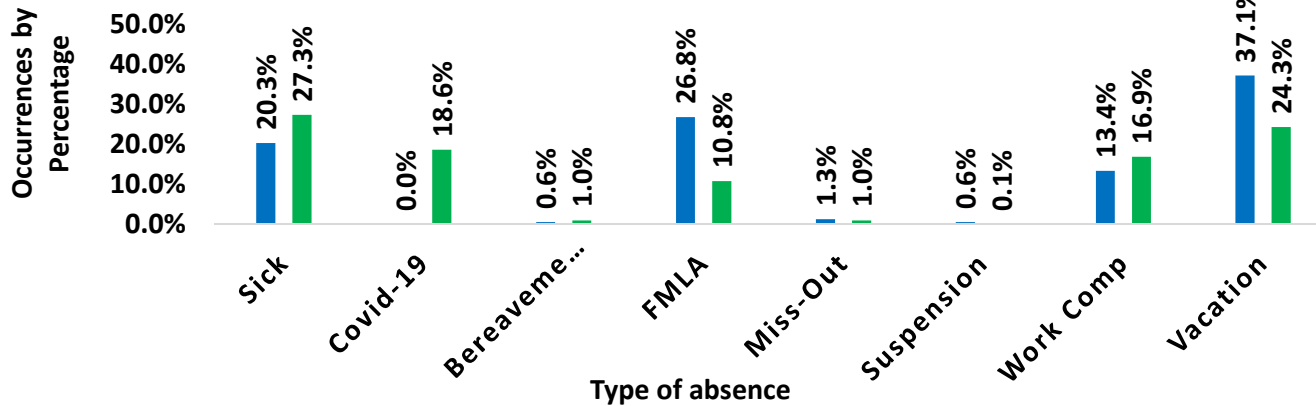


## Total Absence Occurrences

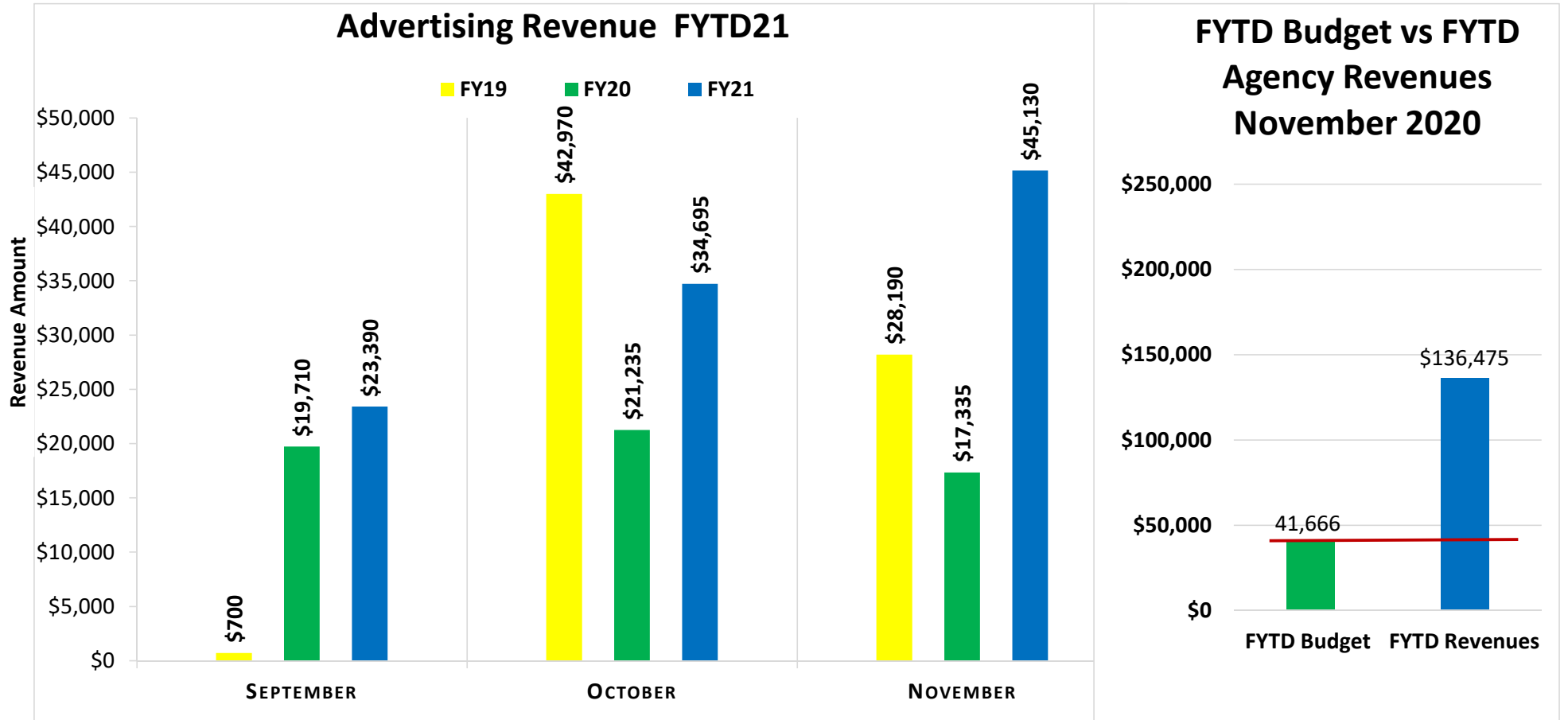


## Driver Absence Occurrences by Percentage

December 2019 December 2020

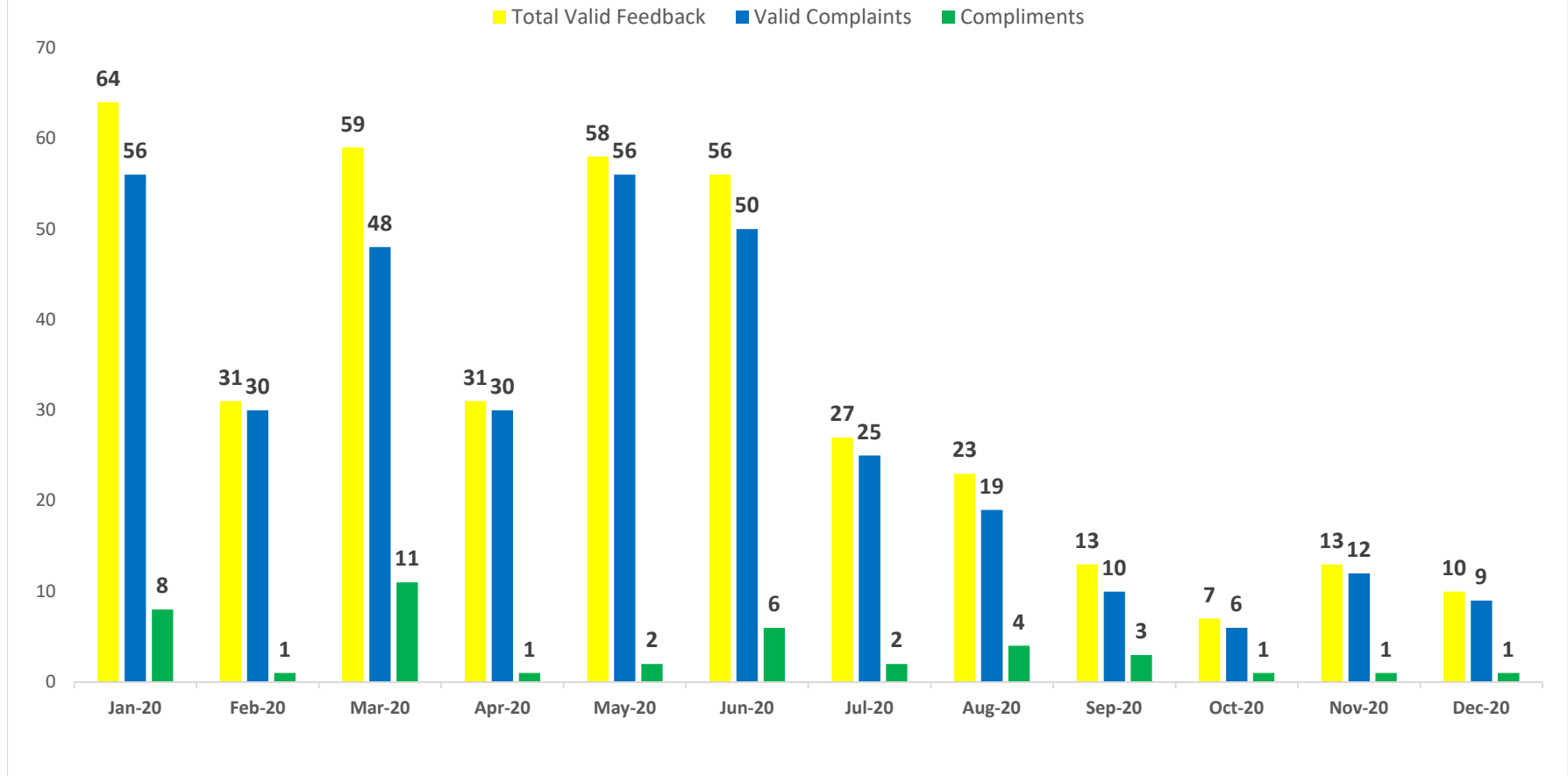


Goal: Reduce by 2% from previous year by enforcing attendance policy regularly and monitor trending. Absences include unplanned/unscheduled absences for Fixed Route drivers.



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

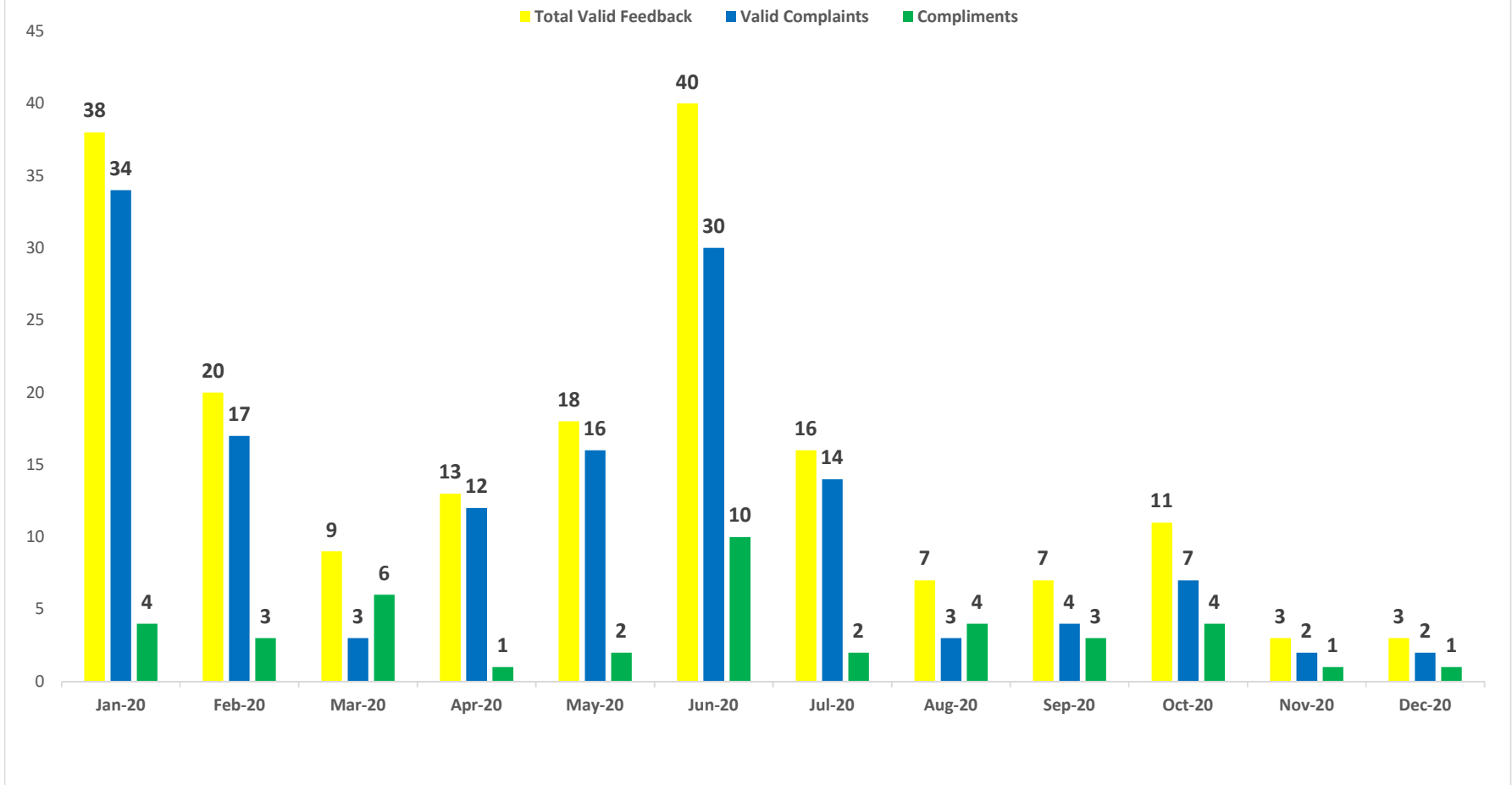
## Fixed Route Customer Feedback January 2020 through December 2020



Valid fixed route feedback comprised of compliments and complaints for Jan 2020 through Dec 2020

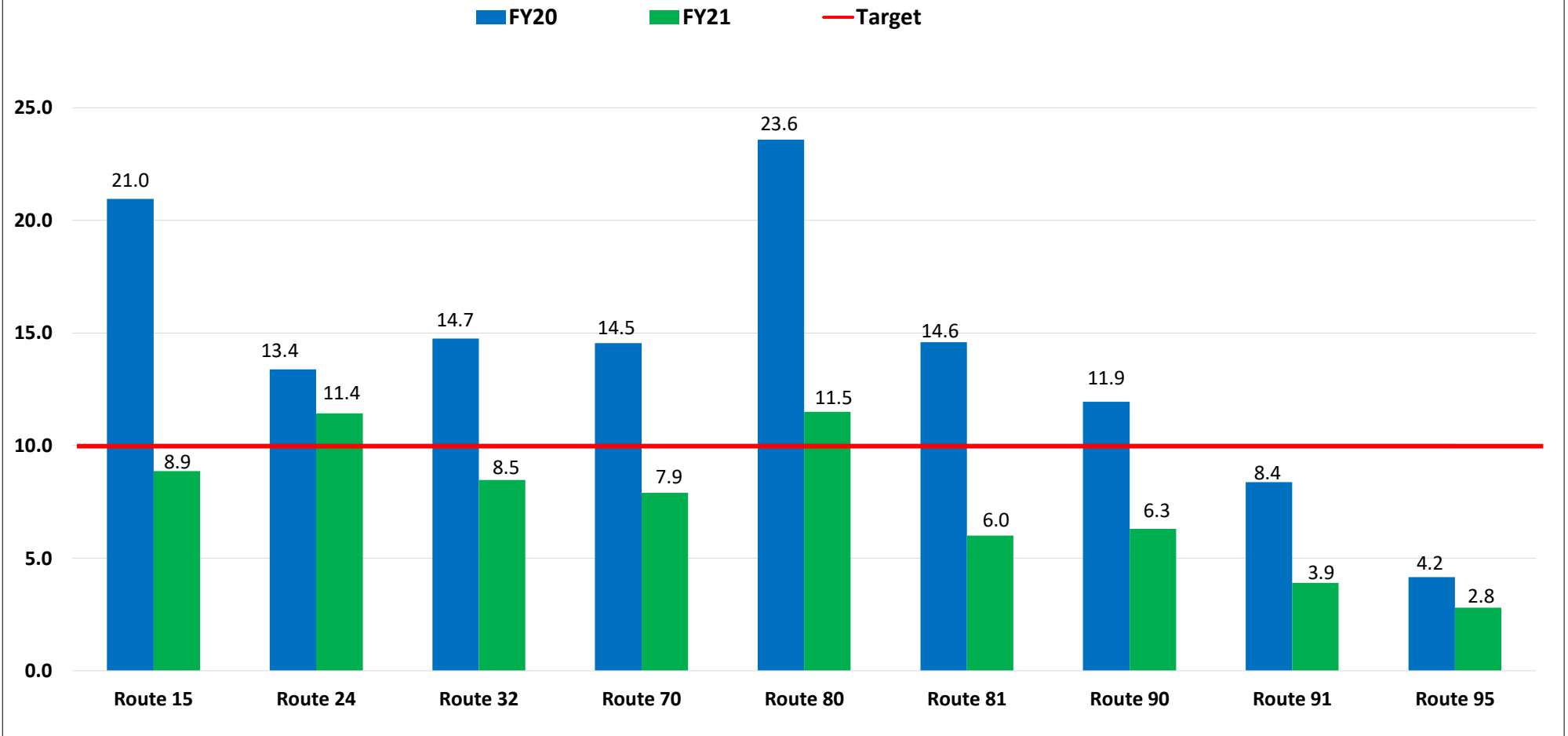


## Paratransit Customer Feedback January 2020 through December 2020



Valid paratransit feedback comprised of compliments and complaints for Jan 2020 through Dec 2020

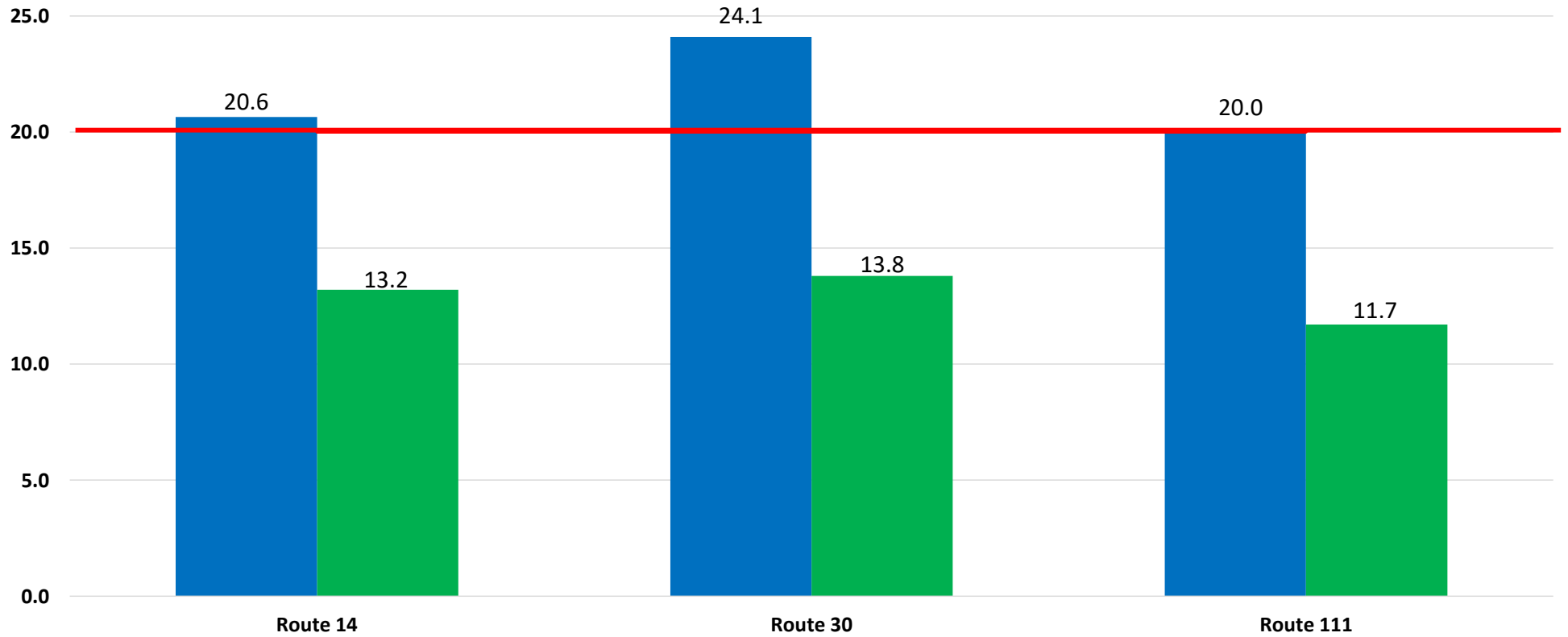
## FYTD Passengers Per Revenue Hour - Local Routes Through January 2, 2021



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. December 2020 fixed route ridership was calculated through January 2nd to maintain data for previous route numbering scheme.

### FYTD Passengers Per Revenue Hour - Trunk Routes Through January 2, 2021

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. December 2020 fixed route ridership was calculated through January 2nd to maintain data for previous route numbering scheme.

**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: January 27, 2021

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Quarterly Capital Project Update for 4<sup>th</sup> Quarter Calendar Year 2020

Summary:

The capital projects update summarizes the quarterly status of the large capital projects that are active. For the 4<sup>th</sup> quarter of calendar year 2020, there are 11 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 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.	The county has provided the certificate of occupancy. Project team is working with the contractor on final punch list items. This will be followed by project closed out.	\$8,000,778
Solar Carports	Project to complete solar carports at the Administrative parking lot at Division I.	All work related to this project has been completed. Project team is working on submitting notice of completion with the county.	\$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. The project team is working toward substantial completion with minor utility coordination interruptions.	\$8,100,000
Five (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 for the acceptance test.	\$15,571,561
Center of Excellence Facility	Project will build a facility to serve as a training facility and maintenance bay for the zero emission vehicles.	The architect and engineering firm is working on the design and getting SunLine's programming input.	\$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 including COVID barriers.	\$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 first quarter of 2021.	\$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.	Buses are in production at the New Flyer facility. Buses are expected to be delivered in third quarter of 2021.	\$5,995,922
Purchase of Four (4) Microtransit Vehicles	Project is to purchase four (4) Dodge Caravan ADA accessible vehicles that will be utilized in providing SunLine's microtransit services.	Vehicles have been delivered and transferred to the microtransit provider (taxi companies).	\$238,666

QUARTERLY CAPITAL PROJECT UPDATES 4TH 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
Purchase of Driving Simulator	Project to purchase and install a bus simulator at the operations facility.	The contract has been awarded for the purchase and installation of the bus simulator. Delivery is expected to be no later than second quarter of 2021.	\$200,000

**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: January 27, 2021

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Board Member Attendance for December 2020

Summary:

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

Recommendation:

Receive and file.

FY 20/21	Board Member Matrix Attendance													Total Meetings	Total Attended
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
Desert Hot Springs	X		X	X		X								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		X								10	4
La Quinta	X		X	X		X								10	4
Indio	X		X	X		X								10	4
Coachella	X		X			X								10	3
County of Riverside	X		X	X										10	3

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

**DARK –**



## SunLine Transit Agency

**DATE:** January 27, 2021 **INFORMATION**

**TO:** Finance/Audit Committee

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

**RE:** Update on SunLine Transit Agency's Financial Status

### Background

Staff provided a detailed financial presentation to the Finance/Audit Committee at the June 2020 committee meeting. The presentation included both macroeconomic and SunLine specific financial estimates. Staff is monitoring funding opportunities, economic indicators and financial spending to ensure that the Agency remains in a good financial position. Through the second quarter of FY21, the Agency's expenses were 11.55% or \$2,357,662 below the fiscal year-to-date (FYTD) budget. The Agency's FYTD revenues were unfavorable by 16.22% or \$287,780 when compared to the FYTD budget. The unfavorable revenue is primarily attributed to the temporary elimination of fares on the Agency's service.

The table below compares FYTD expenses with the FYTD budget and calculates the corresponding FYTD variance. The last column also demonstrates the projected yearly variance. The projected variance is derived by annualizing the FYTD actual expenses. Accordingly, the projected variance does not take into account new services that will be implemented in the latter half of FY21. However, the projected variance still provides the Agency with a general overview of estimated expenses at year-end.

Expense Category	FYTD - December Expenses	FYTD - December Budget	FYTD Variance - Favorable (Unfavorable)	Projected Yearly Variance - Favorable (Unfavorable)
Wages & Benefits	\$ 12,758,165	\$ 13,804,532	\$ 1,046,367	\$ 2,089,733.48
Services	\$ 1,527,079	\$ 2,012,894	\$ 485,815	\$ 876,630.46
Miscellaneous Expenses	\$ 1,225,420	\$ 1,219,290	\$ (6,131)	\$ (1,091,380.06)
Casualty & Liability	\$ 92,559	\$ 113,191	\$ 20,632	\$ 2,705,432.10
Fuels & Lubricants	\$ 942,545	\$ 956,422	\$ 13,877	\$ 573,488.30
Self Consumed Fuel	\$ 1,208,734	\$ 1,155,120	\$ (53,614)	\$ (4,353,622.76)
Tires	\$ 1,172,277	\$ 1,390,275	\$ 217,998	\$ (2,118,173.12)
Taxes and Fees	\$ 44,337	\$ 67,200	\$ 22,863	\$ 45,725.12
Utilities	\$ 259,606	\$ 669,230	\$ 409,624	\$ 1,791,027.90
Materials and Supplies	\$ (1,168,309)	\$ (968,078)	\$ 200,232	\$ 4,196,462.88
<b>Total</b>	<b>\$ 18,062,413</b>	<b>\$ 20,420,075</b>	<b>\$ 2,357,662</b>	<b>\$ 4,715,324</b>

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 shows the change in market value of assets for a one (1) year period.

Plan Assets	Market Value of Assets as of 12/31/19	Market Value of Assets as of 12/31/20	Increase (Decrease) in Assets
Total	\$ 61,869,192	\$ 72,965,058	\$ 11,095,865.60

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 in an effort to build its LTF reserves. The table below demonstrates the most recent mid-year revisions from RCTC for Measure A and LTF funding. RCTC revised FY21 LTF and Measure A estimates in March 2020 after concerns around COVID-19. At the January 2021 commission meeting, RCTC staff increased the estimates as tax revenues were not reduced to the extent they had originally projected.

Funding Type	Projection - 3/30/2020	Projection - 1/13/2021	Increase (Decrease)
LTF	\$ 13,305,000	\$ 17,716,000	\$ 4,411,000
Measure A	\$ 5,148,000	\$ 6,274,000	\$ 1,126,000
Total	\$ 18,453,000	\$ 23,990,000	\$ 5,537,000

In addition to the increases in LTF and Measure A, additional federal relief was also made available to transit properties under the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA). Federal relief from CRRSAA funds will be made available through FTA Sections 5307, 5310 and 5311 programs. The estimated funding for SunLine under CRRSAA is projected to be \$5.2 million.

## SunLine Transit Agency

<b>DATE:</b>	January 27, 2021	<b>ACTION</b>
<b>TO:</b>	Finance/Audit Committee Board of Directors	
<b>FROM:</b>	Brittney B. Sowell, Chief of Public Affairs/Clerk of the Board	
<b>RE:</b>	Ratification of Letter of Commitment for City of Coachella for SCAG Grant Application	

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### **Recommendation**

Recommend that the Board of Directors ratify the letter of commitment SunLine submitted in support of the City of Coachella's application for funding under the 2020-2021 Sustainable Communities Program – Active Transportation & Safety.

### **Background**

The City of Coachella applied for grant funding from the Southern California Association of Governments (SCAG) in an effort to enhance connectivity across its transportation network through the development of a Local Streets and Roads Plan.

As part of the application process, the City of Coachella identified partners whose involvement would create a more comprehensive plan. These partners were asked to submit letters of commitment, outlining the role they would play in the development of the plan. The City of Coachella budgeted \$10,000 as part of their application for each partner organization.

SunLine Transit Agency's involvement will help the City of Coachella integrate the public transportation network in an effort to better optimize headways and encourage ridership. If awarded, SunLine will review and comment on plans, and collaborate in meetings facilitated by the City regarding the project.

Due to the timing of the grant, SunLine needed to submit a letter of commitment by January 14, 2021, which was prior to the next regularly scheduled Board meeting. Staff consulted with the Chairman of the Board for approval of the letter and the action is now being brought before the Board for ratification.

### **Financial Impact**

If awarded, the \$10,000 would cover the costs associated with SunLine's collaboration with the City of Coachella on this project.

## SunLine Transit Agency

**DATE:** January 27, 2021 **ACTION**

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

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

**RE:** Agreement with City of Coachella for Affordable Housing and Sustainable Communities Program (AHSC) Funding

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### **Recommendation**

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an agreement with the City of Coachella which would allow SunLine to pass-through AHSC funding to the City in an amount not to exceed \$500,000. The agreement will allow the City to be reimbursed for funds expended on the land acquisition which will be utilized for the new transit hub.

### **Background**

In January 2019, the Board of Directors approved Resolution No. 0771 which authorized the CEO/General Manager to execute a joint AHSC application package with the City of Coachella and Chelsea Investment Corporation. The application primarily consisted of the construction of a transit hub, purchase of four (4) CNG buses, and low income housing. In July 2019, staff was informed that the application had been approved which included \$6,500,000 in grant funds for the project.

In September 2020, the joint applicants signed the standard agreement with the State of California which allocated funds to different program scopes within the overall project. SunLine's total award within the agreement was \$4,613,500 for the construction of the transit hub and the purchase of buses. The land acquisition cost is included within the transit hub scope and must be distributed to the City of Coachella.

### **Financial Impact**

The agreement with the City of Coachella does not change the project expenses and SunLine will be able to construct the transit hub as originally intended. SunLine will act as an intermediary between the City of Coachella and the funding source. As such, the pass-through funding in an amount not to exceed \$500,000 will not be an expense to SunLine.

## SunLine Transit Agency

**DATE:** January 27, 2021 **ACTION**

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

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

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

### Recommendation

Recommend that the Board of Directors ratify the claim of CARES Act funding in the amount of \$1,055,059 for operating assistance.

### Background

On April 22, 2020, the Board approved Resolution No. 0778 regarding federal emergency funding. The resolution granted the Agency the ability to spend federal emergency funding made available from the Federal Emergency Management Agency (FEMA) and the CARES Act. The resolution requires that the Board ratify the expenditures of CARES Act or FEMA funds at the next regular SunLine Board meeting following the submission of a claim against those funds. Since the December Board meeting, the Agency made three (3) total claims of CARES Act funding for a total amount of \$1,055,059 to cover eligible operating costs. The reimbursement of CARES Act operating funds aligns with the financial plan presented to the Board of Directors. The Agency will leverage the CARES Act funding in order to minimize the usage of Local Transportation Funds (LTF) and build reserves in state funding for FY22 and beyond. The chart below illustrates a running total of CARES Act and FEMA funding that have been claimed.

<b>Total Claims on CARES Act or FEMA Funding</b>			
Date	Amount	Funding Type	Approved/Pending
8/3/2020	\$ 2,024,513	CARES Act	Approved
10/21/2020	\$ 1,975,487	CARES Act	Approved
12/11/2020	\$ 1,000,000	CARES Act	Pending
12/21/2020	\$ 48,769	CARES Act	Pending
1/4/2021	\$ 6,290	CARES Act	Pending
<b>Total</b>	<b>\$ 5,055,059</b>		

**Financial Impact**

The \$1,055,059 in operating assistance allows the Agency to leverage emergency assistance and build its operating reserves in LTF.

## SunLine Transit Agency

**DATE:** January 27, 2021 **ACTION**

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

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

**RE:** Resolution No. 0785 – Federal Emergency Funding

---

### **Recommendation**

Recommend that the Board of Directors approve the attached Resolution No. 0785 granting the CEO/General Manager authority to spend federal emergency funding made available from the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA) approved by congress for public transportation systems in an amount estimated at \$5.2 million.

### **Background**

On April 22, 2020, the Board of directors adopted Resolution No. 0778 authorizing the CEO/General Manager to Expend Emergency Funds through the Coronavirus Aid, Relief, and Economic Security Act, and through the Federal Emergency Management Agency to respond to the COVID-19 pandemic. In accordance with the resolution, staff has since brought forward ratification items to the Board for approval on claims against CARES Act funding.

Additional federal funding has been made available through CRRSAA to help transit agencies cope with the financial impacts of the COVID-19 pandemic. SunLine is eager to utilize these funds to continue to respond to the needs of the community while balancing the economic impact of this pandemic.

This item is made necessary to allow the CEO/General Manager to forego the traditional budgeting process and to obtain board approval to use these funds to offset operational and capital expenditures impacted by the current pandemic. As required by Resolution No. 0778, all claims of CRRSAA funds shall also be brought to the SunLine Board for ratification at the next regular SunLine Board meeting following the request for funds.

### **Financial Impact**

This item will allow SunLine to utilize federal funding to respond to the urgent needs of the Agency.

# SUNLINE TRANSIT AGENCY

ITEM 13  
ATTACHMENT #1

## RESOLUTION NO. 0785

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SUNLINE TRANSIT AGENCY AUTHORIZING THE CEO/GENERAL MANAGER TO EXPEND EMERGENCY FUNDS

**WHEREAS**, on March 4, 2020 Governor Newsom of the State of California declared a State of Emergency in response to the COVID-19 pandemic. On March 13, 2020, the Board of Supervisors of the County of Riverside proclaimed the existence of a local health emergency. On March 13, 2020 the President of the United States declared a National Emergency due to the continued spread and the effects of COVID-19. On March 25, 2020 the Board of Directors of the SunLine Services Group and the SunLine Transit Agency, adopted a Joint Resolution Proclaiming a Local Emergency in response to the COVID-19 Emergency. The declarations and proclamations of an emergency by the President of the United States, the Governor of California, and the County of Riverside and the SunLine Board remain in effect.

**WHEREAS**, on April 22, 2020, the SunLine Board adopted Resolution No. 0778, a Resolution of the Board of Directors of the SunLine Transit Agency authorizing the CEO/General Manager to Expend Emergency Funds. This Resolution authorized the CEO/General Manager to expend general funds that will be reimbursed to SunLine through the Coronavirus Aid, Relief, and Economic Security Act, and through the Federal Emergency Management Agency to respond to the COVID-19 pandemic.

**WHEREAS**, additional funds to help support public transportation agencies during the COVID-19 pandemic may be available to SunLine through the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 ("CRRSAA").

**WHEREAS**, to ensure that SunLine Transit Agency ("SunLine") can continue quickly and efficiently respond to the COVID-19 pandemic and continue to serve the public, it is important that the CEO/General Manager of SunLine ("CEO/General Manager") be authorized to expend CRRSAA funds without unnecessary oversight.

**NOW THEREFORE, BE IT RESOLVED** by the SunLine Board of Directors ("SunLine Board") that:

**Section 1:** The recitals set forth herein are found to be true and correct.

**Section 2:** The CEO/General Manager is hereby authorized and directed to expend general funds that will be reimbursed through CRRSAA funds for capital costs, payroll, operational needs, and all other expenditures authorized by CRRSAA. In the expenditure of general funds that will be reimbursed through CRRSAA funds, the CEO/General Manager shall do so in the exercise of her or his reasonable business judgment, in accordance with all federal, state, and local laws governing the expenditure of such funds, and without obtaining prior authorization from the Finance/Audit



Committee or SunLine Board. Moreover, in the expenditure of general funds that will be reimbursed through CRRSAA funds, the CEO/General Manager is authorized to enter into contracts on behalf of SunLine in an amount not to exceed \$250,000, without obtaining prior authorization from the Finance/Audit Committee or SunLine Board.

**Section 3:** The CEO/General Manager shall notify the members of the Finance/Audit Committee at the earliest feasible time after the submission of a claim for reimbursement against CRRSAA funds made or authorized by the CEO/General Manager, describing the necessity and use of the funds. All expenditures of CRRSAA funds made under this Resolution shall be brought to the SunLine Board for ratification at the next regular SunLine Board meeting following the submission of a claim against those funds.

**Section 4:** This Resolution shall take effect immediately upon adoption by the Board of Directors of the SunLine Transit Agency.

**ADOPTED** this 27 day of January, 2021.

ATTEST:

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Brittney B. Sowell  
Clerk of the Board  
SunLine Transit Agency

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Robert Radi  
Chairperson of the Board  
SunLine Transit Agency

APPROVED AS TO FORM:

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Eric S. Vail  
General Counsel  
Burke, Williams & Sorensen, LLP

STATE OF CALIFORNIA    )  
  ) ss.  
COUNTY OF RIVERSIDE    )

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

AYES:

NOES:

ABSENT:

ABSTAIN:

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

\_\_\_\_\_  
Brittney B. Sowell  
Clerk of the Board  
SunLine Transit Agency

**SunLine Transit Agency**

**DATE:** January 27, 2021 **ACTION**

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

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

**RE:** Approval of Construction Change Order for the CNG Fueling Project

---

**Recommendation**

Recommend that the Board of Directors approve the Change Order with GP Strategies in an amount of \$74,978.83 for owner requested changes to fiber optics and rerouting of the water pipes, unforeseen conditions and utility requirements.

**Background**

On July 25, 2018 the Board of Directors approved a construction agreement with GP Strategies for an amount not to exceed \$6,557,332 for the construction of the CNG fueling station. During the construction of the station in late 2020, there were three (3) changes which required additional expenses. These change order requests were grouped into one transaction by SunLine staff. The cumulative value of the change order was \$74,978.83.

Although the CEO/General Manager has authority to execute construction change orders under \$25,000, the grouping of the change order requests required additional approval by the Chair or Vice Chair. Staff incorrectly submitted this change for signature to the CEO/General Manager which was signed prior to getting Board approval. The document for signature contained multiple change order requests instead of treating the change order request that exceeded the CEO/General Manager's authority separately. This lack of procedural clarity contributed to the difficulty in understanding the transaction.

Staff has corrected the process that created this error by changing the nomenclature utilized on change orders and has created a standard operating procedure and checklist specifically surrounding the change order process. This will assist staff in clearly monitoring transactions to ensure compliance with the Procurement Policies and Procedures.

**Financial Impact**

The financial impact of \$74,978.83 will be paid utilizing Board approved capital funds obligated to the CNG Fueling Station project. These funds are within the Board approved project budget.

### Change Order Log

<b>Amount of Original Contract = \$6,557,332.08</b>		
<b>Recommendation</b>		
\$ 14,980.17	CO #1	Unforeseen Conditions
\$ 50,293.32	CO #2	Owner requested changes to fiber optic installation and water piping reroute
\$ 9,705.34	CO #3	Additional Utilities Requirements
\$ 74,978.83	<b>Total Changes</b>	
\$6,632,310.91	<b>New Contract Total</b>	

## SunLine Transit Agency

**DATE:** January 27, 2021 **ACTION**

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

**FROM:** Nicholas Robles, Marketing and Events Manager

**RE:** Award of Contract for Marketing & Communications Services

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### **Recommendation**

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a 16-month marketing services contract, with two (2) one (1) year renewal options, with Andrea Carter & Associates in an amount not to exceed \$232,000, upon review as to form by General Counsel.

### **Background**

SunLine has benefitted from the use of an outside marketing and communications consultant for the previous six (6) years. The outside consultant offers insight and strategy development to further build SunLine's brand, assist in community outreach, and provide strategic development with our overall storytelling efforts.

On November 20, 2020, a Request for Proposal ("RFP") was solicited to provide marketing and communications services to SunLine Transit Agency. On December 21, 2020, eight (8) proposals in total were received.

A three-member evaluation committee comprised of SunLine's staff, independently reviewed all submitted proposals received utilizing the evaluation criteria found in the RFP. According to the evaluation scores, the committee determined that Andrea Carter & Associates represents the best value to SunLine to help spearhead SunLine's efforts moving forward.

### **Financial Impact**

The contract cost over three (3) years is an amount not to exceed \$232,000 through FY 24. These expenditures are currently budgeted and will be included in the Marketing Department operating budget.

## Solicitation List

**Action Research**

3630 Ocean Ranch Blvd.  
Oceanside, CA 92506  
(760) 772-4000  
[coppock@action3630.com](mailto:coppock@action3630.com)

**Allegra Consulting**

129A North Marengo Ave.  
Pasadena, CA 91101  
(626)405-4848  
[suzanne@allegraconsulting.net](mailto:suzanne@allegraconsulting.net)

**Andrea Carter & Associates**

PO Box 5871  
La Quinta, CA 92248  
(760) 285-6828  
[andrea@andreacarterassociates.com](mailto:andrea@andreacarterassociates.com)

**Angela Starr Consulting, LLC**

Los Angeles CA 90017  
(213) 300-3418  
[astarrconsulting@gmail.com](mailto:astarrconsulting@gmail.com)

**Arellano Associates, LLC**

5851 Pine Ave.  
Chino, CA 91709  
(909) 627-2974  
[garellano@arellanoassociates.com](mailto:garellano@arellanoassociates.com)

**Brown Marketing Strategies**

3687 Voltaire Street, Suite C  
San Diego, CA 92106  
(619) 546-5390  
[shannon@brownmarketingstrategies.com](mailto:shannon@brownmarketingstrategies.com)

**Christina G. Rodriguez Consulting**

736 Payette Drive  
Corona, CA 92881  
(951)515-3992  
[cgr@christinegrodriguez.com](mailto:cgr@christinegrodriguez.com)

**CityWorks**

[michele.mckinney@cityworks.biz](mailto:michele.mckinney@cityworks.biz)

**Communications LAB**

701 E. Chapman Ave.  
Orange, CA 92866  
(949) 215-5539  
[arianna@communicationslab.com](mailto:arianna@communicationslab.com)

**COOK + SCHMID, LLC**

740 13th Street, Suite 502  
San Diego, CA 92101  
(619) 814-2370  
[jschmid@cookandschmid.com](mailto:jschmid@cookandschmid.com)

**Cord Media Company**

43645 Monterey Ave  
Palm Desert, CA 92660  
(760) 834-8599  
[jonas@cordmedia.com](mailto:jonas@cordmedia.com)  
[jaci@cordmedia.com](mailto:jaci@cordmedia.com)

**Creative Experts in Marketing**

74020 Alessandro Dr., Suite E.  
Palm Desert, CA 92260  
(760) 773-1707  
[stephanie@fgcreative.com](mailto:stephanie@fgcreative.com)

**Creative Sizzle**

528 W Ashford Lane  
Arlington Heights, IL 60004  
(847) 345-6329  
[mitch@creativesizzle.com](mailto:mitch@creativesizzle.com)

**CV Strategies**

73700 Dinah Shore, Ste 402  
Palm Desert, CA 92211  
(760) 776-1766  
[erin@cvstrat.com](mailto:erin@cvstrat.com)

**db&m media**

[don@dbm-media.com](mailto:don@dbm-media.com)

Marketing Services

**Deltek**

[JeremyHeim@deltek.com](mailto:JeremyHeim@deltek.com)

**Entercom**

[Deanna.Mendes@entercom.com](mailto:Deanna.Mendes@entercom.com)

[Susan.Bungay@entercom.com](mailto:Susan.Bungay@entercom.com)

**Hyatt Ward**

1706 Plum Lane, Suite 103

Redlands, CA 92374

(909) 793-3840 x 223

[adrian@hyattward.com](mailto:adrian@hyattward.com)

**Imagine IT! Media**

318 North Palm Canyon Drive

Palm Springs, CA 92262

(760) 325-6998

[info@imagineitmedia.com](mailto:info@imagineitmedia.com)

**Ilium Associates, Inc.**

[carolyn@ilium.com](mailto:carolyn@ilium.com)

**Jones Agency**

3603 N. Indian Canyon Drive

Palm Springs, CA 92262

(760) 325 1437 x 214

Ron Brady

[ronb@jonesagency.com](mailto:ronb@jonesagency.com)

**MOB Media, Inc.**

26632 Towne Centre Dr #300

Foothill Ranch, CA 92610

(949) 222-0220

[Paul.Otis@mobmedia.com](mailto:Paul.Otis@mobmedia.com)

**Moore & Associates, Inc.**

28159 Avenue Stanford, Suite 110

Valencia, CA 91355

(661) 253-1277

Kathy Chambers

[kathy@moore-associates.net](mailto:kathy@moore-associates.net)

**Seven Outsource**

(315) 308-7852

[Rfpmart.solutions@gmail.com](mailto:Rfpmart.solutions@gmail.com)

**Snap Productions**

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Los Angeles, CA 90036

(323) 933-4155

[ginger@snap-productions.com](mailto:ginger@snap-productions.com)

**The 20/20 Network**

1808 Albright Way

Upland, CA 91784

(909) 841-7527

[steve@the2020network.com](mailto:steve@the2020network.com)

**The Coachella Valley Marketing Exchange**

(855) 385-1500

[info@marketingexchange.com](mailto:info@marketingexchange.com)

**We The Creative**

27132 Paseo Espada, Unit B1225

San Juan Capistrano, CA 92675

(877) 887-1318

[barbaradesalvio@gmail.com](mailto:barbaradesalvio@gmail.com)

**WeUsThem Inc.**

1791 Barrington St., Suite 402

Halifax, NS Canada B3J 3K9

(902) 407-8150

[hello@weusthem.com](mailto:hello@weusthem.com)





**Price Analysis**

	Andrea Carter & Associates	Creative Sizzle	CV Strategies	HyattWard	MOB Media	Snap Productions	We the Creative	WeUsThem
Total Not to Exceed Year 1	\$ 92,800.00	\$ 123,900.00	\$ 81,180.00	\$ 90,000.00	\$ 99,400.00	\$ 94,350.00	\$ 82,001.15	\$ 99,925.00
Total Not to Exceed Option Year 1	\$ 69,600.00	\$ 100,000.00	\$ 81,180.00	\$ 90,000.00	\$ 99,400.00	\$ 90,562.50	\$ 82,001.15	\$ 99,925.00
Total Not to Exceed Option Year 2	\$ 69,600.00	\$ 100,000.00	\$ 81,180.00	\$ 90,000.00	\$ 99,400.00	\$ 95,150.00	\$ 82,001.15	\$ 99,925.00
<b>Total</b>	\$ 232,000.00	\$ 323,900.00	\$ 243,540.00	\$ 270,000.00	\$ 298,200.00	\$ 280,062.50	\$ 246,003.45	\$ 299,775.00

	Difference	Delta
Difference between Andrea Carter & Associates and CV Strategies	\$ (11,540.00)	4.97%
Difference between Andrea Carter & Associates and We the Creative	\$ (14,003.45)	6.04%

There was adequate price competition since 8 proposers independently contended for the contract that is to be awarded and were all responsive to the requirements of the solicitation.

Based on the findings, the total not to exceed for Year 1, Option Year 1, and Option Year 2 submitted by Andrea Carter & Associates, the highest evaluated proposer, is 4.97% lower than CV Strategies and 6.04% lower than We the Creative.

Based on the results, it is reasonable to assume that Andrea Carter & Associates understood the Scope of Work and/ or the level of effort to complete the required services. Therefore, it is determined that the prices submitted by Andrea Carter & Associates are considered fair and reasonable.

DocuSigned by:  
*Jennifer Tran*  
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