



SunLine Transit Agency  
January 25, 2023  
9:35 a.m. – 10:30 a.m.

## AGENDA

### FINANCE/AUDIT COMMITTEE Regular Meeting

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### VIA VIDEOCONFERENCE

Pursuant to California Government Code section 54953(e), the Board of Directors regular meeting will be conducted remotely through Zoom. Please follow the instructions below to join the meeting remotely.

#### INSTRUCTIONS FOR ELECTRONIC PARTICIPATION

##### Join Zoom Meeting - from PC, Laptop or Phone

<https://us02web.zoom.us/j/83884401794>

Meeting ID: 838 8440 1794

Teleconference Dial In  
888-475-4499 (Toll Free)  
Meeting ID: 838 8440 1794

One tap mobile  
+16699009128,,83884401794#

Phone controls for participants:

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

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

For members of the public wishing to submit comment in connection with the Finance/Audit Committee Meeting: public comment requests may be submitted via email to the Clerk of the Board at [clerkoftheboard@sunline.org](mailto:clerkoftheboard@sunline.org) prior to January 24, 2023 at 5:00 p.m. with your name, telephone number and subject of your public comment (agenda item or non-agenda item). Members of the public may make public comments through their telephone or Zoom connection when recognized by the Chair. Those who have submitted a request to speak by the deadline above will be recognized first, then anyone else who wishes to speak will be provided an opportunity to make public comment. If you send written comments, your comments will be made part of the official record of the proceedings and read into the record if they are received by the deadline above.

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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 2022](#)

(PAGE 4-12)

[8b\) Credit Card Statement for October and November 2022](#)

(PAGE 13-30)

<u>ITEM</u>	<u>RECOMMENDATION</u>
8c) Monthly Budget Variance Report for October and November 2022	(PAGE 31-40)
8d) Contracts Signed in Excess of \$25,000 for November and December 2022	(PAGE 41-43)
8e) Union & Non-Union Pension Investment Asset Summary October and November 2022	(PAGE 44-64)
8f) Ridership Report for November and December 2022	(PAGE 65-70)
8g) SunDial Operational Notes for November December 2022	(PAGE 71-76)
8h) Metrics for November and December 2022	(PAGE 77-115)
8i) Quarterly Capital Project Update for 4th Quarter Calendar Year 2022	(PAGE 116-120)
8j) Board Member Attendance for December 2022	(PAGE 121-122)
<b>9. LIQUID HYDROGEN STATION CHANGE ORDER/ CHANGE DIRECTIVE</b> (Staff: Rudy Le Flore, Chief Project Consultant)	<b>APPROVE</b> (PAGE 123-129)
<b>10. APPROVAL OF FUEL CELL EXTENDED WARRANTY AGREEMENT</b> (Staff: Rudy Le Flore, Chief Project Consultant)	<b>APPROVE</b> (PAGE 130)
<b>11. PURCHASE OF TRANSIT ASSET MANAGEMENT SOFTWARE</b> (Staff: Walter Watcher, Procurement Officer)	<b>APPROVE</b> (PAGE 131-135)
<b>12. LOCAL PREFERENCE PROGRAM</b> (Staff: Walter Watcher, Procurement Officer)	<b>INFORMATION</b> (PAGE 136-137)
<b>13. REVISIONS TO CHECKS POLICY</b> (Staff: Luis Garcia, Controller/Assistant Chief Financial Officer)	<b>INFORMATION</b> (PAGE 138-142)
<b>14. ADJOURN</b>	

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

DATE: January 25, 2023

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

RE: Checks \$1,000 and Over Report October and November 2022

Summary:

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

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

<b>Vendor</b>	<b>Check #</b>	<b>Amount</b>
<i>Red Canary, Inc.</i>	690941	\$98,962.50
<i>CDW Government, Inc.</i>	690940	\$61,092.50
<i>Creative Bus Sales, Inc.</i>	691032	\$112,117.10
<i>Fleet Refinishing</i>	690961	\$64,347.23
<i>Creative Bus Sales, Inc.</i>	691092	\$56,058.55

Recommendation:

Receive and file.

**SunLine Transit Agency  
Checks \$1,000 and Over  
October 2022**

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
CALPERS	Group Health Premiums	691028	10/28/2022	329,990.10
PERMA - INSURANCE	General Liability Premium	690926	10/13/2022	226,312.99
PERMA - INSURANCE	Workers Comp Premium	690869	10/06/2022	225,997.27
ANEW RNG, LLC	Utilities	691023	10/28/2022	177,234.56
IMPERIAL IRRIGATION DIST	Utilities	690971	10/20/2022	126,537.89
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	690886	10/06/2022	116,137.13
CREATIVE BUS SALES, INC,	WIP-Purchase 2 of 3 SunRide Vans Project Acct#2104	691032	10/28/2022	112,117.10
RED CANARY, INC.	WIP-3 Year Cyber Security Protection Project Acct #1903	690941	10/17/2022	98,962.50
SO CAL GAS CO.	Utilities	690998	10/20/2022	68,697.47
FLEET REFINISHING	Repair Claims	690961	10/20/2022	64,347.23
CDW GOVERNMENT, INC	WIP-3 Year Cyber Security Protection Project Acct #1903	690940	10/17/2022	61,092.50
ATKINSON, ANDELSON, LOYA RUUD AND ROMO	Legal Service	690841	10/06/2022	45,622.00
MUTUAL OF OMAHA INSURANCE COMPANY	Supplement Benefits LTD/STD/LIFE Ins Prem	691059	10/28/2022	28,210.34
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service	690949	10/20/2022	28,142.18
MICHELIN NORTH AMERICA, INC.	Lease Tires Services	690863	10/06/2022	25,815.10
GARON WYATT INVESTIGATIVE SERVICES, LLC.	Insurance Loss	690966	10/20/2022	24,094.55
ROBERT HALF	Temporary Help	690990	10/20/2022	22,730.00
VASQUEZ AND COMPANY LLP	Audit Services	691014	10/20/2022	21,637.50
TEC EQUIPMENT, INC.	Inventory Repair Parts	691083	10/28/2022	20,384.09
THE LEFLORE GROUP LLC	Projects Consultant	691076	10/28/2022	20,196.00
WSP USA INC.	TDM & Vanpool Program	690891	10/06/2022	19,976.80
IMPERIAL IRRIGATION DIST	Utilities	690915	10/13/2022	17,705.26
UNITED SECURITY SERVICES	Security Guard Services	690839	10/06/2022	17,369.74
ROBERT HALF	Temporary Help	691074	10/28/2022	14,792.50
NAPA AUTO PARTS	Inventory Repair Parts	691061	10/28/2022	14,178.19
NFI PARTS	Inventory Repair Parts	691019	10/28/2022	14,151.38
ROBERT HALF	Temporary Help	690874	10/06/2022	12,796.25
UNUM	Group Dental & Vision Premiums	690931	10/13/2022	12,546.43
BALLARD POWER SYSTEMS	Inventory Repair Parts	691027	10/28/2022	12,452.67
VERIZON WIRELESS	Wireless Telephone Service	690938	10/13/2022	12,124.00
COACHELLA VALLEY TAXI	SunRide Ride Share Expenses	690976	10/20/2022	10,141.88
KL2 CONNECTS LLC	Contract Services - General	690860	10/06/2022	10,050.00
KL2 CONNECTS LLC	Contract Services - General	690975	10/20/2022	10,050.00
NFI PARTS	Inventory Repair Parts	690835	10/06/2022	9,930.91
INLAND EMPIRE COLLISION	Repair Claims	690881	10/06/2022	9,742.98
OLD GREEN HOUSE LLC	Planning Consultant	690991	10/20/2022	9,570.00
GLORIA G. SALAZAR	Consulting	690856	10/06/2022	9,537.50
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	691077	10/28/2022	9,521.06
DYNAMIC BUILDING MAINTENANCE INC	Janitorial Services	690959	10/20/2022	9,240.00

**SunLine Transit Agency  
Checks \$1,000 and Over  
October 2022**

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
AVAIL TECHNOLOGIES	WIP-H2 Ride Equipment Project Acct# 2215	691025	10/28/2022	8,259.28
MOTOR COACH INDUSTRIES, INC.	Bus lease	690864	10/06/2022	8,081.25
SONSRAY FLEET SERVICES	Inventory Repair Parts	690883	10/06/2022	7,626.59
EV CHARGE SOLUTIONS	WIP-Charging Equipment for 5 Chevy Bolts Project Acct# 2111	690980	10/20/2022	7,544.06
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	690877	10/06/2022	7,442.88
RIDECO US INC	SunRide Ride Share Expenses	690988	10/20/2022	7,407.34
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	691068	10/28/2022	7,161.88
ISABELLA A. AMADEO	Consulting-General	690973	10/20/2022	6,875.00
US BANK VOYAGER FLEET SYSTEMS	Unleaded/Diesel Fuel	691012	10/20/2022	6,770.69
ENTECH ENGINEERING INC.	Consulting Services-General	691042	10/28/2022	6,575.00
ANDREA CARTER & ASSOCIATES	Marketing & Communication Services	690947	10/20/2022	6,530.00
INLAND EMPIRE COLLISION	Repair Claims	691002	10/20/2022	6,466.28
COMPLETE COACH WORKS	WIP-Door Barrier for 5 New Flyer Buses Project Acct# 2217	690953	10/20/2022	6,290.27
DESERT SUN PUBLISHING CO., THE	SunRide Ride Share Expenses	691038	10/28/2022	6,235.71
CALIFORNIA COMPRESSOR INC.	Inventory Repair Parts	690899	10/13/2022	5,880.80
AMALGAMATED TRANSIT UNION	Union Dues	690946	10/20/2022	5,680.42
SC FUELS	Lubricants- Oil	691080	10/28/2022	5,607.60
CALIFORNIA DEPARTMENT OF TAX & FEE	Quarterly Used Sale Tax	690846	10/06/2022	5,457.00
COUNTY OF RIVERSIDE	WIP- CoE Facility Reference #BGR2200355 Project Acct# 1808	690902	10/13/2022	5,372.02
MURCHISON & CUMMING, LLP	Insurance Loss	691058	10/28/2022	5,357.50
ALEXANDER COHN, ESQ	Legal Services	690945	10/20/2022	5,250.00
COACHELLA VALLEY TAXI	SunRide Ride Share Expenses	690861	10/06/2022	5,109.79
COUNTY OF RIVERSIDE	WIP- CoE Facility Reference# BNR2200143 Project Acct# 1808	690907	10/13/2022	5,000.02
COUNTY OF RIVERSIDE	WIP- CoE Facility Reference# BNR2200142 Project Acct# 1808	690903	10/13/2022	5,000.00
COUNTY OF RIVERSIDE	WIP- CoE Facility Reference# BNR2200141 Project Acct# 1808	690906	10/13/2022	5,000.00
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	691017	10/20/2022	4,991.25
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	690892	10/06/2022	4,970.90
ROBERT HALF	Temporary Help	690928	10/13/2022	4,920.60
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	691029	10/28/2022	4,678.61
JESSE FRESCAS JR.	Public Works Technical Support	690916	10/13/2022	4,400.00
PDC MACHINES, INC	Inventory Repair Parts	690984	10/20/2022	4,389.00
PLAZA TOWING, INC.	Towing Services	690985	10/20/2022	4,325.00
TPX COMMUNICATIONS	Communication Service	691007	10/20/2022	4,109.49
INLAND EMPIRE COLLISION	Repair Claims	691082	10/28/2022	3,976.25
DECALS BY DESIGN, INC.	WIP-Decals for SunRide Vans Project Acct# 2103	691034	10/28/2022	3,886.31
BAE SYSTEMS CONTROLS, INC.	Repair Parts- Fuel Cell	691026	10/28/2022	3,318.00
CHARTER COMMUNICATIONS	Utilities	691000	10/20/2022	3,262.72
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	690913	10/13/2022	3,227.83
CANADA TICKET, INC.	Printing Expense	690951	10/20/2022	3,090.92

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PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	690922	10/13/2022	3,010.55
SONSRAY FLEET SERVICES	Outside Repair-Fixed Route	690933	10/13/2022	3,007.80
PLAZA TOWING, INC.	Towing Services	690870	10/06/2022	2,950.00
BAE SYSTEMS CONTROLS, INC.	Inventory Repair Parts	690895	10/13/2022	2,946.53
VALLEY OFFICE EQUIPMENT, INC.	Cpoier Service	690936	10/13/2022	2,864.42
GILLIG LLC	Inventory Repair Parts	690855	10/06/2022	2,833.21
JACKSON LEWIS P.C.	Insurance Loss	690858	10/06/2022	2,783.50
YELLOW CAB OF THE DESERT	Taxi Voucher Program	691091	10/28/2022	2,765.76
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	690950	10/20/2022	2,681.29
SAFETY-KLEEN CORPORATION	Contract Svc-Haz Waste Removal	690994	10/20/2022	2,666.30
VALLEY SANITARY DISTRICT	Annual Sewer Service Permit	690937	10/13/2022	2,658.04
FORENSIC DRUG TESTING SERVICES	Alcohol & Drug Testing	690962	10/20/2022	2,636.50
BROADLUX, INC.	Consulting Services-General	690896	10/13/2022	2,590.56
CITY CAB	Taxi Voucher Program	691079	10/28/2022	2,497.17
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	690847	10/06/2022	2,467.25
TRANSIT RESOURCES, INC.	Inventory Repair Parts	691008	10/20/2022	2,460.68
DESERT CRANE SERVICE, INC.	WIP-TP Facility Crane Services Project Acct# 1912	690957	10/20/2022	2,400.00
ULINE, INC.	Emergency Preparedness Supplies	691009	10/20/2022	2,276.65
MAGALDI & MAGALDI, INC.	Inventory Repair Parts	690977	10/20/2022	2,266.82
PRUDENTIAL OVERALL SUPPLY	Uniforms	690986	10/20/2022	2,222.99
ALPHA MEDIA LLC	Advertising	690893	10/13/2022	2,000.00
QUADIENT FINANCE USA, INC.	Postage	690927	10/13/2022	2,000.00
GRAINGER	Small Tools & Equipment	691045	10/28/2022	1,965.42
ULINE, INC.	Office Supplies	690887	10/06/2022	1,942.53
DESERT HOSE & SUPPLY CORP.	Inventory Repair Parts	691036	10/28/2022	1,927.72
NFI PARTS	Inventory Repair Parts	690943	10/20/2022	1,808.92
PAUL ASSOCIATES	Printing Expense	691070	10/28/2022	1,782.00
TRANSIT RESOURCES, INC.	Inventory Repair Parts	690884	10/06/2022	1,762.74
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	691040	10/28/2022	1,754.44
GRAINGER	Facility Maintenance	690857	10/06/2022	1,753.28
JOSEPH LYNN FRIEND	Contracted Services	690918	10/13/2022	1,686.25
AMERICAN MOVING PARTS	Inventory Repair Parts	691022	10/28/2022	1,603.00
GRAINGER	Electrical Expense	690967	10/20/2022	1,553.13
HOME DEPOT CREDIT SERVICES	Facility Maintenance	690969	10/20/2022	1,526.25
FRONTIER COMMUNICATIONS	Utilities- OPS Bldg	690965	10/20/2022	1,525.00
MILE3 WEB DEVELOPMENT	Website Maintenance	690979	10/20/2022	1,470.00
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	690898	10/13/2022	1,437.97
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	690897	10/13/2022	1,436.87
TRANSIT RESOURCES, INC.	Inventory Repair Parts	691085	10/28/2022	1,403.10

**SunLine Transit Agency  
Checks \$1,000 and Over  
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<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
OMNITRACS, LLC	General Services	690867	10/06/2022	1,380.00
ULINE, INC.	Facility Maintenance	691087	10/28/2022	1,356.42
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	690875	10/06/2022	1,297.01
SEFAC USA, INC.	Contract Services-General	690929	10/13/2022	1,269.78
HOLLAND GLASS AND MIRROR	Facility Maintenance	690960	10/20/2022	1,260.00
DEALER EQUIPMENT REPAIR SERVICE INC.	Contract Services-General	690908	10/13/2022	1,241.09
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	690993	10/20/2022	1,230.39
LEADERSHIP COACHELLA VALLEY	Travel Meetings/Seminars	690862	10/06/2022	1,200.00
HIRERIGHT, LLC	Background Service	690914	10/13/2022	1,152.58
MSC INDUSTRIAL SUPPLY CO	Shop Supplies	690865	10/06/2022	1,139.74
C V WATER DISTRICT	Utilities	691031	10/28/2022	1,133.79
1000BULBS.COM	Electrical Expense	691018	10/28/2022	1,119.89
DECALS BY DESIGN, INC.	Inventory Repair Parts	690956	10/20/2022	1,112.24
COUNTY OF RIVERSIDE	WIP-CoE Facility Reference# FPCBP2200614 Project Acct# 1808	690904	10/13/2022	1,056.00
IDWHOLESALER	ID Badge Supplies	691048	10/28/2022	1,038.70
TEAMSTERS LOCAL 1932	Union Dues	691005	10/20/2022	1,012.01
<b>Total Checks Over \$1,000</b>	\$2,399,988.59			
<b>Total Checks Under \$1,000</b>	\$34,238.09			
<b>Total Checks</b>	\$2,434,226.68			



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<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
CALPERS	Group Health Premiums	691281	11/29/2022	329,782.83
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	691207	11/09/2022	230,739.91
IMPERIAL IRRIGATION DIST	Utilities	691299	11/29/2022	125,341.00
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	691322	11/29/2022	117,821.86
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	691266	11/17/2022	116,468.97
SO CAL GAS CO.	Utilities	691257	11/17/2022	67,626.86
CREATIVE BUS SALES, INC,	WIP-Purchase 1 of 3 SunRide Vans Project Acct#2104	691092	11/01/2022	56,058.55
SUNLINE REGULATORY ADMINI	Dec- June 2022 Due to SRA	691316	11/29/2022	41,302.63
BAE SYSTEMS CONTROLS, INC.	Repair Parts-Fixed Route	691096	11/02/2022	36,859.27
GILLIG LLC	WIP- Inqline Wheelchair Assist Kit Project Acct#2110	691296	11/29/2022	34,319.88
MOLINA MANUFACTURING, INC.	Repair Parts-Fixed Route	691245	11/17/2022	33,429.88
MUTUAL OF OMAHA INSURANCE COMPANY	Supplement Benefits LTD/STD/LIFE Ins Prem	691304	11/29/2022	30,689.19
CIRQUE ANALYTICS	Legal Service	691101	11/02/2022	27,876.50
HD INDUSTRIES	Inventory Repair Parts	691164	11/09/2022	26,915.95
MICHELIN NORTH AMERICA, INC.	Lease Tires Services	691111	11/02/2022	25,787.97
ROBERT HALF	Temporary Help	691190	11/09/2022	24,752.60
NFI PARTS	Inventory Repair Parts	691130	11/09/2022	24,548.23
TEC EQUIPMENT, INC.	Inventory Repair Parts	691199	11/09/2022	23,841.68
THE LEFLORE GROUP LLC	Projects Consultant	691311	11/29/2022	23,282.35
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service	691223	11/17/2022	21,161.00
WSP USA INC.	TDM & Vanpool Program	691128	11/02/2022	20,877.85
IMPERIAL IRRIGATION DIST	Utilities	691166	11/09/2022	18,424.73
TOWNSEND PUBLIC AFFAIRS, INC	Consulting-General	691320	11/29/2022	18,000.00
DECALS BY DESIGN, INC.	Student Art Contest Bus Wrap for 3 Busses	691286	11/29/2022	17,913.75
UNITED SECURITY SERVICES	Security Guard Services	691139	11/09/2022	17,787.80
GLORIA G. SALAZAR	Consulting	691232	11/17/2022	16,794.48
OLD GREEN HOUSE LLC	Projects Consultant	691309	11/29/2022	16,791.00
HD INDUSTRIES	Repair Parts-Fixed Route	691298	11/29/2022	16,222.56
COACHELLA VALLEY TAXI	SunRide Ride Share Expenses	691242	11/17/2022	15,268.11
ROBERT HALF	Temporary Help	691254	11/17/2022	14,449.96
ISABELLA A. AMADEO	Consulting-General	691238	11/17/2022	14,410.00
TRANSLITE ENTERPRISES INC.	Inventory Repair Parts	691206	11/09/2022	14,245.83
IMPERIAL IRRIGATION DIST	Utilities	691237	11/17/2022	13,983.62
SPECIALTY FIELD SERVICE, INC.	Outside Repair-Fixed Route	691197	11/09/2022	13,500.00
UNUM	Group Dental & Vision Premiums	691315	11/29/2022	11,714.22
VERIZON WIRELESS	Wireless Telephone Service	691210	11/09/2022	10,949.94
ANDERSON COMMUNICATIONS	Aug-Nov Radio Repeater Hill Top Rental	691141	11/09/2022	10,135.88
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	691129	11/02/2022	10,120.50
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	691215	11/09/2022	9,928.50

**SunLine Transit Agency  
Checks \$1,000 and Over  
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<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	691270	11/17/2022	9,869.39
TRANSIT PRODUCTS & SERVICES	Inventory Repair Parts	691204	11/09/2022	9,742.50
PALMER KAZANJIAN WOHL HODSON LLP	Legal Service	691248	11/17/2022	9,261.00
DYNAMIC BUILDING MAINTENANCE INC	Janitorial Services	691157	11/09/2022	9,240.00
KAMINSKY PRODUCTIONS, INC	SunRide Ride Share Expenses	691168	11/09/2022	8,920.00
AIR & LUBE SYSTEMS INC	WIP-Air compressor installed Project Acct#1922	691133	11/09/2022	8,334.14
IBI GROUP, A CALIFORNIA PARTNERSHIP	WIP-Radio Replacement Consultant Project Acct#1905	691165	11/09/2022	8,270.62
SONSRAY FLEET SERVICES	Inventory Repair Parts	691319	11/29/2022	8,114.18
NFI PARTS	Inventory Repair Parts	691217	11/17/2022	8,000.21
HEPTAGON SEVEN CONSULTING, INC.	WIP-Coachella Transit Hub A&E Services Project Acct#2212	691233	11/17/2022	7,374.87
BAE SYSTEMS CONTROLS, INC.	Inventory Repair Parts	691142	11/09/2022	6,964.00
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	691312	11/29/2022	6,767.26
US BANK VOYAGER FLEET SYSTEMS	Unleaded/Diesel Fuel	691324	11/29/2022	6,330.58
DESERT SUN PUBLISHING LLC	Advertising	691295	11/29/2022	6,000.00
AMALGAMATED TRANSIT UNION	Union Dues	691094	11/02/2022	5,776.18
AMALGAMATED TRANSIT UNION	Union Dues	691276	11/29/2022	5,712.34
AMALGAMATED TRANSIT UNION	Union Dues	691220	11/17/2022	5,680.42
PRUDENTIAL OVERALL SUPPLY	Uniforms	691187	11/09/2022	5,294.80
NFI PARTS	Inventory Repair Parts	691273	11/29/2022	5,290.33
ALPHA MEDIA LLC	Advertising	691219	11/17/2022	5,020.00
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	691328	11/29/2022	4,970.25
COACHELLA VALLEY TAXI	SunRide Ride Share Expenses	691300	11/29/2022	4,945.85
TOWNSEND PUBLIC AFFAIRS, INC	Consulting-General	691265	11/17/2022	4,500.00
ANDREA CARTER & ASSOCIATES	Marketing & Communication Services	691138	11/09/2022	4,480.00
UP IN SMOKE CATERING	Sunline Event Expense	691272	11/22/2022	4,440.00
RIDECO US INC	SunRide Ride Share Expenses	691252	11/17/2022	4,389.51
SONSRAY FLEET SERVICES	Inventory Repair Parts	691202	11/09/2022	4,180.60
TPX COMMUNICATIONS	Communication Service	691321	11/29/2022	4,110.58
JESSE FRESCAS JR.	WIP-COE Project Acct# 1808/Coachella Hub Project Acct #2212	691240	11/17/2022	4,000.00
MSC INDUSTRIAL SUPPLY CO	Shop Supplies	691175	11/09/2022	3,771.87
GRAINGER	Shop Supplies/Small Tools & Equipment	691163	11/09/2022	3,705.90
PARKHOUSE TIRE, INC.	Repair Parts-Fixed Route	691183	11/09/2022	3,609.63
SC FUELS	Lubricants- Oil	691118	11/02/2022	3,495.80
SAFETY-KLEEN CORPORATION	Bus Wash Vac Service	691256	11/17/2022	3,462.80
FORENSIC DRUG TESTING SERVICES	Alcohol & Drug Testing	691230	11/17/2022	3,446.00
WAYTEK INC	Inventory Repair Parts	691211	11/09/2022	3,368.48
TOTAL CARE WORK INJURY CLINIC	Alcohol & Drug Testing	691327	11/29/2022	3,290.00
INLAND EMPIRE COLLISION	Repair Claims	691261	11/17/2022	3,178.84
SC FUELS	Lubricants- Oil	691193	11/09/2022	2,909.26

**SunLine Transit Agency  
Checks \$1,000 and Over  
November 2022**

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
CHARTER COMMUNICATIONS	Utilities	691198	11/09/2022	2,855.00
PRUDENTIAL OVERALL SUPPLY	Uniforms	691249	11/17/2022	2,778.60
TINT CITY INC	WIP- Window Tint for fixed route buses Project Acct#2207	691264	11/17/2022	2,700.00
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	691098	11/02/2022	2,681.29
PLAZA TOWING, INC.	Towing Services	691306	11/29/2022	2,675.00
FULTON DISTRIBUTING	Bus Stop Supplies	691156	11/09/2022	2,660.67
ULINE, INC.	WIP- Fixed Assets-Maint Equipment Project Acct#2316-01	691208	11/09/2022	2,640.01
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	691282	11/29/2022	2,580.68
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	691224	11/17/2022	2,580.68
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	691182	11/09/2022	2,494.46
YELLOW CAB OF THE DESERT	Taxi Voucher Program	691271	11/17/2022	2,451.70
VALLEY OFFICE EQUIPMENT, INC.	Copier Service	691209	11/09/2022	2,391.88
THERMOGUARD	Inventory Repair Parts	691205	11/09/2022	2,200.00
CMD CORPORATION	Inventory Repair Parts	691151	11/09/2022	2,179.41
KUNA FM	Advertising	691170	11/09/2022	2,000.00
GRAINGER	WIP-Heavy Duty Air/Hydraulic Service Jack Project Acct#2207	691107	11/02/2022	1,923.40
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	691148	11/09/2022	1,738.03
JACKSON LEWIS P.C.	Insurance Loss	691239	11/17/2022	1,690.00
ULINE, INC.	WIP-10 Step Grip Ladder Project Acct#2207	691124	11/02/2022	1,570.54
FRONTIER COMMUNICATIONS	Utilities- OPS Bldg	691161	11/09/2022	1,525.00
MILE3 WEB DEVELOPMENT	Website Maintenance	691174	11/09/2022	1,470.00
HOME DEPOT CREDIT SERVICES	Facility Maintenance	691235	11/17/2022	1,430.22
WILLIAM LOPER	Consulting-General	691214	11/09/2022	1,425.00
SERVEXO	Security Services	691194	11/09/2022	1,423.50
BUREAU VERITAS NORTH AMERICA	Inventory Repair Parts	691146	11/09/2022	1,407.38
JOSEPH LYNN FRIEND	Contracted Services	691167	11/09/2022	1,401.25
PREMIER SECURITY INC	Inventory Repair Parts	691186	11/09/2022	1,382.49
OMNITRACS, LLC	General Services	691179	11/09/2022	1,380.00
JESSUP AUTO PLAZA	Inventory Repair Parts	691185	11/09/2022	1,358.48
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	691147	11/09/2022	1,352.91
BRYAN VALENZUELA	Expenses Reimbursement	691222	11/17/2022	1,255.38
WILLIAM LOPER	Consulting-General	691269	11/17/2022	1,250.00
BALLARD POWER SYSTEMS	Inventory Repair Parts	691143	11/09/2022	1,231.58
DEAN HOLM	Consulting-General	691227	11/17/2022	1,167.65
C V WATER DISTRICT	Utilities	691285	11/29/2022	1,071.48
CLIFFORD SHERMAN	Contract Services - General	691225	11/17/2022	1,050.00
LIFECOM, INC.	Contract Services - General	691243	11/17/2022	1,050.00
GEYSER EQUIPMENT, LLC	Small Tools & Equipment	691106	11/02/2022	1,044.15
TEAMSTERS LOCAL 1932	Union Dues	691122	11/02/2022	1,012.01

**SunLine Transit Agency  
Checks \$1,000 and Over  
November 2022**

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
TEAMSTERS LOCAL 1932	Union Dues	691263	11/17/2022	1,012.01
QUADIENT FINANCE USA, INC.	Postage	691251	11/17/2022	1,000.00
<b>Total Checks Over \$1,000</b>	\$1,992,835.87			
<b>Total Checks Under \$1,000</b>	\$14,253.66			
<b>Total Checks</b>	\$2,007,089.53			

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

DATE: January 25, 2023

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Credit Card Statements for October and November 2022

Summary:

The attached report summarizes the Agency's credit card expenses for October and November 2022. Credit card transactions through the CEO/General Manager credit card align with the statement closing dates of November 3, 2022 and December 2, 2022. The report also summarizes transactions for the credit card utilized for Procurement which aligns with the statement closing date of October 31, 2022 and November 30, 2022, for the reporting period.

Recommendation:

Receive and file.

**SunLine Transit Agency Visa Credit Card Statement**

**Closing Date: 11/3/2022**

**Name on Card: Lauren Skiver**

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	10/4/2022	10/5/2022	Cisco Webex	Cisco WebEx; Renewal of Annual Membership		\$468.00
2	10/5/2022	10/5/2022	Luna Grill	Luna Grill Catering Order; Service planning visioning session		\$352.97
3	10/7/2022	10/9/2022	Airport Taxi	Airport Taxi Cab Fare for the APTA 2022 TRANSform Conference in Seattle, WA; Lauren Skiver, CEO/General Manager  <i>*Receipt pending</i>		\$50.00
4	10/10/2022	10/11/2022	Teneo Linguistics	Translation services; September SunLine Board of Directors meeting		\$700.00
5	10/12/2022	10/13/2022	Sheraton	APTA 2022 TRANSform Conference in Seattle, WA - Lodging for 4 Nights; Lauren Skiver, CEO/General Manager		\$1,330.36
6	10/13/2022	10/14/2022	Sheraton	APTA 2022 TRANSform Conference in Seattle, WA - Lodging for 5 Nights; Brittney Sowell, Chief of Staff		\$1,662.95
7	10/17/2022	10/18/2022	TRYPPS	Courier services; Same day deliveries in August 2022		\$225.00
8	10/19/2022	10/19/2022	Aspens Mills	Aspen Mills Catering Order; Legislative visioning session		\$272.21
9	10/19/2022	10/21/2022	United Airlines	United Airlines Roundtrip Flight from Palm Springs, CA to Denver, CO for Travel to 2022 Clean Cities Training Workshop in Lakewood, CO; Yvonne Eckert, Project Manager		\$967.19
10	10/20/2022	10/23/2022	United Airlines	United Airlines Roundtrip Flight from Palm Springs, CA to San Diego, CA for Travel to 2022 CALACT Autumn Conference & Expo in Santa Rosa, CA; Lauren Skiver, CEO/General Manager  <i>*Flight error; additional charge seen later in statement</i>		\$379.20
11	10/20/2022	10/23/2022	United Airlines	United Airlines Roundtrip Flight from Palm Springs, CA to San Diego, CA for Travel to 2022 CALACT Autumn Conference & Expo in Santa Rosa, CA; Frank Rytych, Chief Maintenance Officer  <i>*Flight canceled; future credits provided</i>		\$379.20

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
12	10/20/2022	10/23/2022	United Airlines	United Airlines Roundtrip Flight from Palm Springs, CA to San Diego, CA for Travel to 2022 CALACT Autumn Conference & Expo in Santa Rosa, CA; Vanessa Mora, Chief Safety Officer  <i>*Flight error; additional charge seen later in statement</i>		\$379.20
13	10/20/2022	10/23/2022	United Airlines	United Airlines Roundtrip Flight from Palm Springs, CA to San Diego, CA for Travel to 2022 CALACT Autumn Conference & Expo in Santa Rosa, CA; Brittney Sowell, Chief of Staff  <i>*Flight error; additional charge seen later in statement</i>		\$379.20
14	10/21/2022	10/23/2022	Expedia	Expedia Trip Protection Fee for Rountrip Flight from Palm Springs, CA to Pasco, WA for Travel to DOT TSI Fundamentals of Bus Collision Investigation in Richland, WA; Bryan Valenzuela, Deputy Chief Safety Officer		\$96.37
15	10/21/2022	10/23/2022	Delta Airlines	Delta Airlines Roundtrip Flight from Palm Springs, CA to Pasco, WA for Travel to DOT TSI Fundamentals of Bus Collision Investigation in Richland, WA; Bryan Valenzuela, Deputy Chief Safety Officer		\$1,090.20
16	10/24/2022	10/27/2022	APTA	APTA 2022 TRANSform Conference October 9-12, 2022 - Registration; Isabel Acosta, Chief Transportation Officer  <i>*Trip canceled; reimbursement from previous statement*</i>	\$1,100.00	
17	10/25/2022	10/27/2022	United Airlines	United Airlines Roundtrip Flight from Palm Springs, CA to San Francisco, CA for Travel to 2022 CALACT Autumn Conference & Expo in Santa Rosa, CA; Lauren Skiver, CEO/General Manager's Preferred Seating		\$13.00
18	10/26/2022	10/27/2022	United Airlines	United Airlines Roundtrip Flight from Palm Springs, CA to San Diego, CA for Travel to 2022 CALACT Autumn Conference & Expo in Santa Rosa, CA; Brittney Sowell, Chief of Staff  <i>*Additional charge as noted previously in statement</i>		\$550.00
19	10/26/2022	10/27/2022	United Airlines	United Airlines Roundtrip Flight from Palm Springs, CA to San Diego, CA for Travel to 2022 CALACT Autumn Conference & Expo in Santa Rosa, CA; Vanessa Mora, Chief Safety Officer  <i>*Additional charge as noted previously in statement</i>		\$270.00
20	10/26/2022	10/27/2022	United Airlines	United Airlines Roundtrip Flight from Palm Springs, CA to San Francisco, CA for Travel to 2022 CALACT Autumn Conference & Expo in Santa Rosa, CA; Lauren Skiver, CEO/General Manager  <i>*Additional charge as noted previously in statement</i>		\$270.00
21	10/29/2022	10/31/2022	United Airlines	United Airlines Roundtrip Flight from Palm Springs, CA to San Francisco, CA for Travel to Clean Buses in the US 2022 in San Francisco, CA; Lauren Skiver, CEO/General Manager		\$649.21

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
22	10/29/2022	10/31/2022	United Airlines	United Airlines Roundtrip Flight from Palm Springs, CA to San Francisco, CA for Travel to Clean Buses in the US 2022 in San Francisco, CA; Lauren Skiver, CEO/General Manager's Preferred Seating		\$13.00
23	10/31/2022	11/2/2022	United Airlines	United Airlines Flight from Palm Springs, CA to San Francisco, CA for Travel to 2022 CALACT Autumn Conference & Expo in Santa Rosa, CA; Lauren Skiver, CEO/General Manager's Luggage Fee		\$35.00
<b>Credits and Charges:</b>					\$1,100.00	\$10,532.26





SUB ACCOUNT MEMO STATEMENT

Prepared For	SUNLINE TRANSIT LAURA SKIVER
Sub Account Number	[REDACTED]
Statement Closing Date	11/03/22
Next Statement Date	12/02/22

For Customer Service Call:  
800-231-5511

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

Monthly Spending Limit*	\$40,000
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\*Available funds are subject to the monthly spending limit and the available credit on the control account.

Sub Account Summary

Purchases and Other Charges	+	\$10,532.26
Cash Advances	+	\$0.00
Credits	-	\$1,100.00
Statement Total		\$9,432.26

The transactions detailed reflect activity on this card number only. The company control account has been billed for all transactions. Please refer payment inquiries to your company card administrator or owner.

Sub Account Transactions

Trans	Post	Reference Number	Description	Credits	Charges
10/04	10/05	2443099M6BM5A24BG	DRI* CISCO WEBEX cs.co/wbxhelpMN		468.00
10/05	10/05	2449215M6MKNPNMQM	EZCATERLUNA GRILL 8004881803 MA		352.97
10/07	10/09	2469216M82Z8G0NQ6	SQ *E CAB AIRPORT TAXI Seattle WA		50.00
10/10	10/11	2475542MB7Y32JKLE	TENEO LINGUISTICS COMPANY817-4419974 TX		700.00
10/12	10/13	2475542MD50ZJEW3L	SHERATON SEATTLE HOTEL SEATTLE WA		1,330.36
10/13	10/14	2475542ME50ZWSXYZ	SHERATON SEATTLE HOTEL SEATTLE WA		1,662.95
10/17	10/18	2413746MK01BBSGLZ	TRYPPS PALM SPRINGS CA		225.00
10/19	10/19	2449215MLMNLVFSMD	EZCATERASPEN MILLS BA 8004881803 MA		272.21
10/19	10/21	2469216MM35M525PL	UNITED 0167839603866800-932-2732 TX		967.19
		11/13/22	ECKERT MARTINEZ/IRAI		
		1 UA M	PALM SPRINGS DENVER		
		2 UA U	DENVER PALM SPRINGS		
		11617270	EXPEDIA.COM TRAVEL		
10/20	10/23	2469216MN366G3Z0M	UNITED 0162442479659800-932-2732 TX		379.20
		11/01/22	SKIVER/LAURALEE		
		1 UA V	PALM SPRINGS SAN FRANCISCO		
		2 UA S	SAN FRANCISCO SAN DIEGO		
10/20	10/23	2469216MN366G3Z0X	UNITED 0162442479660800-932-2732 TX		379.20
		11/01/22	RYTYCH/FRANKCHARLES		
		1 UA V	PALM SPRINGS SAN FRANCISCO		
		2 UA S	SAN FRANCISCO SAN DIEGO		
10/20	10/23	2469216MN366G3Z1N	UNITED 0162442479662800-932-2732 TX		379.20
		11/01/22	MORA/VANESSAMARIE		
		1 UA V	PALM SPRINGS SAN FRANCISCO		
		2 UA S	SAN FRANCISCO SAN DIEGO		
10/20	10/23	2469216MN366G3Z15	UNITED 0162442479661800-932-2732 TX		379.20
		11/01/22	SOWELL/BRITTNEYBAIRD		
		1 UA V	PALM SPRINGS SAN FRANCISCO		
		2 UA S	SAN FRANCISCO SAN DIEGO		
10/21	10/23	2469216MN36AAAJ5L	EXPEDIA 72414886581859 EXPEDIA.COM WA		96.37

See reverse side for important information.

The transactions detailed on this statement are for informational use only.

Sub Account Number	[REDACTED]
No Payment is due on this Sub Account	

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

SUNLINE TRANSIT  
LAURA SKIVER 71122  
32505 HARRY OLIVER TRL S318  
THOUSAND PALMS CA 92276-3501



**Sub Account Transactions**

Trans	Post	Reference Number	Description	Credits	Charges
10/21	10/23	2471705MPTD019155 10/23/22	DELTA AIR 0067839831612SEATTLE WA VALENZUELA/BRYA		1,090.20
		1 DL T	PALM SPRINGS SALT LAKE CITY		
		2 DL U	SALT LAKE CITY PASCO		
		3 DLM	PASCO SALT LAKE CITY		
		4 DLM	SALT LAKE CITY PALM SPRINGS		
		11617270	EXPEDIA.COM TRA		
10/24	10/27	7463923MVS66DXJA6	APTA WASHINGTON DC	1,100.00	
10/25	10/27	2469216MV30AT0SMB	UNITED 0169805809772800-932-2732 TX		13.00
10/26	10/27	2469216MV30ARNYSD	UNITED 0162443468902800-932-2732 TX		550.00
		11/01/22	SOWELL/BRITTNEYBAIRD		
		1 UA V	PALM SPRINGS SAN FRANCISCO		
		2 UA B	SAN FRANCISCO PALM SPRINGS		
10/26	10/27	2469216MV30ARNYSM	UNITED 0162443470571800-932-2732 TX		270.00
		11/01/22	MORA/VANESSAMARIE		
		1 UA V	PALM SPRINGS SAN FRANCISCO		
		2 UA M	SAN FRANCISCO PALM SPRINGS		
10/26	10/27	2469216MV30ARNYTV	UNITED 0162443468220800-932-2732 TX		270.00
		11/01/22	SKIVER/LAURALEE		
		1 UA V	PALM SPRINGS SAN FRANCISCO		
		2 UA M	SAN FRANCISCO PALM SPRINGS		
10/29	10/31	2469216MZ33AL3VSJ	UNITED 0167840899142800-932-2732 TX		649.21
		11/09/22	SKIVER/LAURA LEE		
		1 AS S	PALM SPRINGS SAN FRANCISCO		
		2 UA M	SAN FRANCISCO PALM SPRINGS		
		11617270	EXPEDIA.COM TRAVEL		
10/29	10/31	2469216MZ335N1FNY	UNITED 0169806679624800-932-2732 TX		13.00
10/31	11/02	2469216N134F0DVW2	UNITED 0169807020029800-932-2732 TX		35.00
11/03	11/03	000000000000COMPC	TOTAL PURCHASES	\$10,532.26	
			TOTAL RETURNS	\$1,100.00	
			TOTAL	\$9,432.26	

All transactions detailed above have been billed to the company control account.

**Wells Fargo News**

**Take advantage of the features that come with Online Banking:**

Messages and alerts: Stay informed about your account with updates sent to your email or mobile phone.

Wells Fargo Card Design Studio® service: Make your card as unique as your business. Customize your card design with this free service.

Automatic Payments: Never miss a payment, avoid late charges and protect your credit rating.

**SunLine Transit Agency Visa Credit Card Statement**

**Closing Date: 12/2/2022**

**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	11/3/2022	11/4/2022	CTA	CTA Fall Conference & Expo November 16-18, 2022 - Registration; Isabel Acosta, Chief Transportation Officer		\$500.00
2	11/3/2022	11/6/2022	United Airlines	United Airlines Flight from San Francisco, CA to Palm Springs, CA for Travel from 2022 CALACT Autumn Conference & Expo in Santa Rosa, CA; Lauren Skiver, CEO/General Manager's Luggage Fee		\$35.00
3	11/4/2022	11/6/2022	Hyatt Regency	2022 CALACT Autumn Conference & Expo in Santa Rosa, CA - Lodging for 3 Nights; Lauren Skiver, CEO/General Manager		\$759.00
4	11/4/2022	11/6/2022	Hyatt Regency	2022 CALACT Autumn Conference & Expo in Santa Rosa, CA - Lodging for 3 Nights; Brittney Sowell, Chief of Staff		\$669.00
5	11/4/2022	11/6/2022	Hyatt Regency	2022 CALACT Autumn Conference & Expo in Santa Rosa, CA - Lodging for 3 Nights; Vanessa Mora, Chief Safety Officer		\$669.00
6	11/4/2022	11/6/2022	Alamo	2022 CALACT Autumn Conference & Expo in Santa Rosa, CA - Car Rental for 3 Days; Lauren Skiver, CEO/General Manager		\$428.35
7	11/4/2022	11/10/2022	Hyatt Regency	2022 CALACT Autumn Conference & Expo in Santa Rosa, CA - Lodging for 3 Nights; Frank Rytych, Chief Maintenance Officer		\$711.00
8	11/12/2022	11/13/2022	Alamo	2022 CALACT Autumn Conference & Expo in Santa Rosa, CA - Car Rental Toll Fee; Lauren Skiver, CEO/General Manager		\$11.95
9	11/17/2022	11/20/2022	DoubleTree Airport	CTA Fall Conference & Expo November in Ontario, CA - Lodging for 1 Night; Isabel Acosta, Chief Transportation Officer		\$204.06
10	11/18/2022	11/20/2022	Sheraton	2022 Clean Cities Training Workshop in Lakewood, CO - Lodging for 3 Nights; Yvonne Eckert, Project Manager		\$493.95
11	11/18/2022	11/20/2022	DoubleTree Airport	CTA Fall Conference & Expo November in Ontario, CA - Lodging for 3 Nights; Lauren Skiver, CEO/General Manager		\$702.18
12	11/30/2022	12/1/2022	EIG Constant Contact	E-newsletter and mass e-mail software; Constant Contact Toolkit Bi-annual membership		\$243.00
<b>Credits and Charges:</b>					<b>\$0.00</b>	<b>\$5,426.49</b>



SUB ACCOUNT MEMO STATEMENT

Prepared For	SUNLINE TRANSIT LAURA SKIVER
Sub Account Number	[REDACTED]
Statement Closing Date	12/02/22
Next Statement Date	01/03/23

For Customer Service Call:  
800-231-5511

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

Monthly Spending Limit*	\$40,000
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\*Available funds are subject to the monthly spending limit and the available credit on the control account.

Sub Account Summary

Purchases and Other Charges	+	\$5,426.49
Cash Advances	+	\$0.00
Credits	-	\$0.00
Statement Total		\$5,426.49

The transactions detailed reflect activity on this card number only. The company control account has been billed for all transactions. Please refer payment inquiries to your company card administrator or owner.

Sub Account Transactions

Trans	Post	Reference Number	Description	Credits	Charges
11/03	11/04	2444500N38PWHJFFH	FSP*CTA 916-446-4656 CA		500.00
11/03	11/06	2469216N42XA283YX	UNITED 0169807864584800-932-2732 TX		35.00
11/04	11/06	2405523N5M199VPX2	HYATT REGENCY SONOMA WIN 7072841234 CA		759.00
11/04	11/06	2405523N5M199WGF3	HYATT REGENCY SONOMA WIN 7072841234 CA		669.00
11/04	11/06	2405523N5M199W6Q3	HYATT REGENCY SONOMA WIN 7072841234 CA		669.00
11/04	11/06	2416407N41R0P1FLB	ALAMO RENT-A-CAR SAN FRANCISCO CA		428.35
11/04	11/10	2405523N9M19QLMAL	HYATT REGENCY SONOMA WIN SANTA ROSA CA		711.00
11/12	11/13	2443099NQ2DK6S07E	ALAMO TOLL 558882413 877-860-1284 CA		11.95
11/17	11/20	2475542NJ7M4NTXG6	DOUBLETREE AIRPORT ONTARIO CA		204.06
11/18	11/20	2469216NJ2XR7P444	SHERATON DENVER WEST LAKEWOOD CO		493.95
11/18	11/20	2475542NK7YEYF88S	DOUBLETREE AIRPORT ONTARIO CA		702.18
11/30	12/01	2490641NY4NKLQLL6	EIG*CONSTANTCONTACT.COM 855-2295506 MA		243.00
12/02	12/02	000000000000COMPC	TOTAL PURCHASES	\$5,426.49	
			TOTAL	\$5,426.49	

All transactions detailed above have been billed to the company control account.

Wells Fargo News

Take advantage of the features that come with Online Banking:

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

See reverse side for important information.



The transactions detailed on this statement are for informational use only.

Sub Account Number	[REDACTED]
No Payment is due on this Sub Account	

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

SUNLINE TRANSIT  
 LAURA SKIVER  
 32505 HARRY OLIVER TRL  
 THOUSAND PALMS CA 92276-3501  
 86126  
 S311

**SunLine Transit Agency Visa Credit Card Statement**

**Closing Date: 10/31/2022**

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

	<b>Trans. Date</b>	<b>Post. Date</b>	<b>Name</b>	<b>Detail-Description</b>	<b>Credits</b>	<b>Charges</b>
1	10/01/22	10/3/2022	Amazon	Battery for foggers		\$ 332.52
2	10/02/22	10/3/2022	Amazon	Alexa for Business Subscription		\$ 6.40
3	10/04/22	10/5/2022	Amazon	External hard drive		\$ 127.14
4	10/04/22	10/5/2022	JEM	Plumbing parts		\$ 179.27
5	10/04/22	10/5/2022	Amazon	External hard drive		\$ 67.87
6	10/05/22	10/5/2022	Mfg Edge	Valve repair parts		\$ 269.28
7	10/05/22	10/6/2022	Amazon	Hex keys		\$ 10.16
8	10/05/22	10/6/2022	SmartSign	Spill kit labels		\$ 51.76
9	10/05/22	10/6/2022	Jackson Racing	Specialty lubricant for fuel cell bus		\$ 1,231.26
10	10/08/22	10/10/2022	Amazon	Phone cases		\$ 139.90
11	10/08/22	10/10/2022	LED Light Expert	LED lights		\$ 331.23
12	10/12/22	10/14/2022	Sam's Club	Laptop for West Coast Center of Excellence		\$ 898.25
13	10/13/22	10/14/2022	NCE Safety	AED battery		\$ 170.29
14	10/14/22	10/17/2022	Amazon	Threaded foot valve return from September		\$ (89.70)
15	10/14/22	10/17/2022	Amazon	DVD drive		\$ 159.18
16	10/19/22	10/20/2022	Calendly	Calendar management subscription		\$ 96.00

17	10/21/22	10/24/2022	AED Superstore	Electrode pads		\$	118.53
18	10/24/22	10/25/2022	Amazon	UPS batteries (2)		\$	538.74
					\$	-	\$ 4,638.08



Reporting Period : 10/1/2022 - 10/31/2022

**Statement Summary**

<b>Name</b>	Walter Watcher	<b>Company</b>	Sunline Transit Agency
<b>Account #</b>	XXXX-XXXX-XXXX-7572	<b>Currency</b>	US Dollar
<b>Reporting Period</b>	10/1/2022 - 10/31/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
1 10/1/2022	10/3/2022	Amzn Mktp Us					332.52
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
		Amazon - Facilities - Electrostatic Sprayer Batteries (3)					
<hr/>							
2 10/2/2022	10/3/2022	Amazon Web Services					6.40
		Purchase Amazon Web Services	General Ledger Code: 5039903800 Fund: 00				
		Amazon - Executive - Alexa for Business subscription					
<hr/>							
3 10/4/2022	10/5/2022	Amzn Mktp Us					127.14
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
		Amazon - IT Department - USB Hard Drives (2)					
<hr/>							
4 10/4/2022	10/5/2022	John M Ellsworth Co Inc					179.27
		Purchase John M Ellsworth Co Inc	General Ledger Code: 5049900010 Fund: 00				
		JME Sales - Facilities - Vent Cap & Overfill Alert					
<hr/>							
5 10/4/2022	10/5/2022	Amzn Mktp Us					67.87
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
		Amazon - IT Department - USB Hard Drive (1)					
<hr/>							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
6 10/5/2022	10/5/2022	Mfg Edge/Pumpcatalog.C					269.28
		Purchase Mfg Edge/Pumpcatalog.C	General Ledger Code: 5099900002 Fund: 00				
		Mfg Edge - Facilities - Check Valve for Bus Wash					
7 10/5/2022	10/6/2022	Amzn Mktp Us					10.16
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
		Amazon - Operations - Hex Key Set					
8 10/5/2022	10/6/2022	Smartsign					51.76
		Purchase Smartsign	General Ledger Code: 5099900002 Fund: 00				
		Smartsign - Safety - Signs for Safety Trucks					
9 10/5/2022	10/6/2022	Jacksonracing					1,231.26
		Purchase Jacksonracing	General Ledger Code: 5049900022 Fund: 00				
		Jackson Racing - Finance - Inventory 10 liters Rotrex oil					
10 10/8/2022	10/10/2022	Amzn Mktp Us					139.90
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
		Amazon - IT Department - Iphone protective cases (10)					
11 10/8/2022	10/10/2022	Led Light Expert					331.23
		Purchase Led Light Expert	General Ledger Code: 5049900011 Fund: 00				
		LED Light Expert - Facilities - Replacement parking lot fixture					



Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
12 10/12/2022	10/14/2022	Samsclub.Com					898.25
		Purchase Samsclub.Com	General Ledger Code: 5099900002 Fund: 00				
		Sam's Club - Performance - WCCoE Laptop					
13 10/13/2022	10/14/2022	Nce Empowering Safety					170.29
		Purchase Nce Empowering Safety	General Ledger Code: 5020300000 Fund: 00				
		NCE Safety - Safety Department - AED Battery					
14 10/14/2022	10/17/2022	Amzn Mktp Us					-89.70
		Credit Voucher Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
		Amazon - Facilities - Refund 4" Dixon Foot Valve (less shipping)					
15 10/14/2022	10/17/2022	Amzn Mktp Us					159.18
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
		Amazon - IT Department - External DVD Drive (3)					
16 10/19/2022	10/20/2022	Calendly					96.00
		Purchase Calendly	General Ledger Code: 5030300011 Fund: 00				
		Calendly.com - Marketing - Yearly Software Renewal					
17 10/21/2022	10/24/2022	Aed Superstore					118.53
		Purchase Aed Superstore	General Ledger Code: 5020300000 Fund: 00				
		AED Superstore - Defibrillator pads (2 sets)					

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
18 10/24/2022	10/25/2022	Amzn Mktp Us					538.74
Purchase Amzn Mktp Us			General Ledger Code: 5099900002 Fund: 00				
Amazon - IT Department - Replacement UPS Battery for hub							

Transaction Count: 18

**Total: 4,638.08**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**SunLine Transit Agency Visa Credit Card Statement**

**Closing Date: 11/30/2022**

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

	<b>Trans. Date</b>	<b>Post. Date</b>	<b>Name</b>	<b>Detail-Description</b>	<b>Credits</b>	<b>Charges</b>
1	11/02/22	11/3/2022	JME	Overfill alert gaufe		\$ 56.50
2	11/02/22	11/3/2022	Amazon	Alexa for Business Subscription		\$ 6.40
3	11/04/22	11/7/2022	Plumbing Hub	Currency conversion fee		\$ 1.66
4	11/04/22	11/7/2022	Plumbing Hub	Faucet handles		\$ 166.15
5	11/09/22	11/10/2022	Amazon	Face masks		\$ 696.00
6	11/10/22	11/11/2022	HD Pro	Valve repair parts		\$ 178.71
7	11/12/22	11/14/2022	eComfort	Replacement filter kit		\$ 527.98
8	11/13/22	11/14/2022	Amazon	Acrylic sign holder		\$ 30.59
9	11/15/22	11/16/2022	Amazon	Port switch		\$ 2,178.49
10	11/21/22	11/22/2022	Business Radio Licensing	FCC license application		\$ 110.00
11	11/23/22	11/25/2022	Amazon	Solar timer controller		\$ 274.65
12	11/23/22	11/25/2022	Amazon	Sink handles		\$ 10.18
13	11/25/22	11/28/2022	Amazon	Safety incentive prize		\$ 402.49
14	11/27/22	11/28/2022	Amazon	Safety incentive prize		\$ 459.17
15	11/28/22	11/29/2022	Amazon	Laptop screen replacement		\$ 63.21
16	11/29/22	11/29/2022	Amazon	Sink handles		\$ 10.92
					<b>\$ -</b>	<b>\$ 5,173.10</b>



Reporting Period : 11/1/2022 - 11/30/2022

**Statement Summary**

<b>Name</b>	Walter Watcher	<b>Company</b>	Sunline Transit Agency
<b>Account #</b>	XXXX-XXXX-XXXX-7572	<b>Currency</b>	US Dollar
<b>Reporting Period</b>	11/1/2022 - 11/30/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
1 11/2/2022	11/3/2022	John M Ellsworth Co Inc					56.50
		Purchase John M Ellsworth Co Inc	General Ledger Code: 5049900010				
		JME - Overfill Alert Oil Tank - Facilities	Fund: 00				
<hr/>							
2 11/2/2022	11/3/2022	Amazon Web Services					6.40
		Purchase Amazon Web Services	General Ledger Code: 5039903800				
		AWS - Alexa for Business Subscription - Executive	Fund: 00				
<hr/>							
3 11/4/2022	11/7/2022						1.66
		Other Debits Currency Conversion Fee	Fund: 00				
		Plumbing Hub - Currency Conversion Fee - Facilities					
<hr/>							
4 11/4/2022	11/7/2022	Sp Plumbinghubameric					166.15
		Purchase Sp Plumbinghubameric	General Ledger Code: 5030300011				
		Plumbing Hub - Delta Faucet Handles - Facilities	Fund: 00				
<hr/>							
5 11/9/2022	11/10/2022	Amzn Mktp Us					696.00
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002				
			Fund: 00				
<hr/>							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
6 11/10/2022	11/11/2022	Hd Supply Facilities					178.71
		Purchase Hd Supply Facilities	General Ledger Code: 5099900002				
		HD Pro - Delta Faucet Parts - Facilities	Fund: 00				
<hr/>							
7 11/12/2022	11/14/2022	Ecomfort.Com					527.98
		Purchase Ecomfort.Com	General Ledger Code: 5099900002				
		eComfort - Walter Filter Kits (5) - Facilities	Fund: 00				
<hr/>							
8 11/13/2022	11/14/2022	Amzn Mktp Us					30.59
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002				
			Fund: 00				
<hr/>							
9 11/15/2022	11/16/2022	Amzn Mktp Us					2,178.49
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002				
			Fund: 00				
<hr/>							
10 11/21/2022	11/22/2022	Businessradiolicensing					110.00
		Purchase Businessradiolicensing	General Ledger Code: 5049900010				
			Fund: 00				
<hr/>							
11 11/23/2022	11/25/2022	Amazon.Com*hw50h3mn0 Amzn					274.65
		Purchase Amazon.Com*hw50h3mn0 Amzn	General Ledger Code: 5099900002				
			Fund: 00				
<hr/>							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
12 11/23/2022	11/25/2022	Amzn Mktp Us					10.18
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
13 11/25/2022	11/28/2022	Amzn Mktp Us					402.49
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
14 11/27/2022	11/28/2022	Amzn Mktp Us					459.17
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
15 11/28/2022	11/29/2022	Amzn Mktp Us					63.21
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
		Amazon - Replacement Laptop Screen - IT Department					
16 11/29/2022	11/29/2022	Amazon.Com*y142c8t53					10.92
		Purchase Amazon.Com*y142c8t53	General Ledger Code: 5099900002 Fund: 00				
		Amazon - Danco Faucet Handle - Facilities					

Transaction Count: 16

**Total: 5,173.10**

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

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

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

DATE: January 25, 2023 **RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Monthly Budget Variance Report for October and November 2022

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as fiscal year to date (FYTD) values. The budgetary figures are represented as a straight line budget. Accordingly, the current monthly budget values are calculated by taking 1/12<sup>th</sup> of the annual budget. The FYTD budget values for the month of October 2022 are equal to 4/12<sup>ths</sup> of the yearly budget. The FYTD budget values for the month of November 2022 are equal to 5/12<sup>ths</sup> of the yearly budget.

Year to Date Summary

- As of October 31, 2022, the Agency's FYTD revenues are \$572,059 or 9.6% above the FYTD budget due to an increase in ridership over FY22.
- As of October 31, 2022, the Agency's FYTD expenditures are \$14,089,133 or 8.3% below the FYTD budget.
- As of November 30, 2022, the Agency's FYTD revenues are \$718,134 or 10.0% above the FYTD budget due to an increase in ridership over FY22.
- As of November 30, 2022, the Agency's FYTD expenditures are \$17,254,849 or 10.1% below the FYTD budget.

Monthly Spotlight:

- The negative variance in Natural Gas CNG is primarily attributed to increased usage of CNG fixed route vehicles over budgeted estimates for FY23.

Recommendation:

Receive and file.



SunLine Transit Agency  
Budget Variance Report  
October 2022

Description	FY23 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY23 FYTD Budget	Positive (Negative)	Percentage Remaining
<b>Operating Revenues:</b>								
Passenger Revenue	1,529,001	137,919	127,417	10,502	558,889	509,667	49,222	63.4%
Other Revenue	37,500	3,345	3,125	220	13,170	12,500	670	64.9%
<b>Total Operating Revenue</b>	<b>1,566,501</b>	<b>141,264</b>	<b>130,542</b>	<b>10,722</b>	<b>572,059</b>	<b>522,167</b>	<b>49,892</b>	<b>63.5%</b>
<b>Operating Expenses:</b>								
Operator & Mechanic Salaries & Wages	10,601,638	684,069	883,470	199,401	2,813,172	3,533,879	720,707	73.5%
Operator & Mechanic Overtime	1,067,000	104,093	88,917	(15,176)	535,337	355,667	(179,671)	49.8%
Administration Salaries & Wages	6,986,398	518,242	582,200	63,958	2,061,340	2,328,799	267,459	70.5%
Administration Overtime	105,449	6,605	8,787	2,182	37,392	35,150	(2,242)	64.5%
Fringe Benefits	11,124,750	684,242	927,063	242,821	3,104,574	3,708,250	603,676	72.1%
Communications	277,879	19,888	23,157	3,269	81,971	92,626	10,655	70.5%
Legal Services	398,485	60,924	33,207	(27,717)	218,634	132,828	(85,806)	45.1%
Computer/Network Software Agreement	750,000	50,873	62,500	11,628	205,310	250,000	44,690	72.6%
Uniforms	132,610	7,370	11,051	3,681	16,586	44,203	27,617	87.5%
Contracted Services	704,809	69,205	58,734	(10,471)	218,950	234,936	15,986	68.9%
Equipment Repairs	34,000	554	2,833	2,279	1,712	11,333	9,622	95.0%
Security Services	200,000	19,271	16,667	(2,604)	75,430	66,667	(8,764)	62.3%
Fuel - CNG	1,599,327	159,440	133,277	(26,163)	768,741	533,109	(235,632)	51.9%
Fuel - Hydrogen	1,250,000	117,069	104,167	(12,902)	422,793	416,667	(6,126)	66.2%
Tires	237,165	17,516	19,764	2,248	69,583	79,055	9,472	70.7%
Office Supplies	71,085	8,725	5,924	(2,801)	26,165	23,695	(2,470)	63.2%
Travel/Training	136,980	5,745	11,415	5,670	26,976	45,660	18,684	80.3%
Repair Parts	1,627,700	169,681	135,642	(34,040)	507,932	542,567	34,635	68.8%
Facility Maintenance	49,300	4,329	4,108	(221)	20,736	16,433	(4,303)	57.9%
Electricity - CNG & Hydrogen	1,345,000	140,382	112,083	(28,299)	491,102	448,333	(42,768)	63.5%
Natural Gas	1,325,000	182,575	110,417	(72,159)	857,770	441,667	(416,103)	35.3%
Water and Gas	13,500	904	1,125	221	3,756	4,500	744	72.2%
Insurance Losses	1,650,000	40,781	137,500	96,720	404,344	550,000	145,656	75.5%
Insurance Premium - Property	79,394	11,113	6,616	(4,496)	44,450	26,465	(17,986)	44.0%
Repair Claims	200,000	71,502	16,667	(54,836)	98,176	66,667	(31,509)	50.9%
Fuel Taxes	70,998	10,889	5,916	(4,972)	41,360	23,666	(17,694)	41.7%
Other Expenses	7,014,340	541,801	584,528	42,728	2,131,289	2,338,113	206,824	69.6%
Self Consumed Fuel	(2,967,162)	(277,776)	(247,264)	30,513	(1,196,448)	(989,054)	207,394	59.7%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>46,085,646</b>	<b>3,430,011</b>	<b>3,840,471</b>	<b>410,460</b>	<b>14,089,133</b>	<b>15,361,882</b>	<b>1,272,749</b>	<b>69.4%</b>
<b>Operating Expenses in Excess of Operating Revenue</b>		<b>\$ (3,288,747)</b>			<b>\$ (13,517,074)</b>			
<b>Subsidies:</b>								
Local - Measure A, Commuter 10, Haul Pass	11,231,000	829,664	935,917	106,253	3,409,999	3,743,667	333,667	69.6%
State - LTF, LCTOP	24,349,683	1,798,776	2,029,140	230,365	7,393,145	8,116,561	723,416	69.6%
Federal	8,938,462	660,308	744,872	84,564	2,713,930	2,979,487	265,557	69.6%
<b>Total Subsidies</b>	<b>44,519,145</b>	<b>3,288,747</b>	<b>3,709,929</b>	<b>421,182</b>	<b>13,517,074</b>	<b>14,839,715</b>	<b>1,322,641</b>	<b>69.6%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>			

SunLine Transit Agency  
Budget Variance Report  
October 2022

Description	FY22 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY22 FYTD Budget	Positive (Negative)	Percentage Remaining
<b>Operating Expenses:</b>								
Wages & Benefits	29,885,236	1,997,251	2,490,436	493,185	8,551,815	9,961,745	1,409,930	71.4%
Services	5,284,960	474,982	440,413	(34,568)	1,696,252	1,761,653	65,401	67.9%
Fuels & Lubricants	3,064,617	289,528	255,385	(34,143)	1,264,813	1,021,539	(243,274)	58.7%
Tires	237,165	17,516	19,764	2,248	69,583	79,055	9,472	70.7%
Materials and Supplies	2,265,936	206,412	188,828	(17,584)	665,739	755,312	89,573	70.6%
Utilities	3,029,280	351,216	252,440	(98,776)	1,461,642	1,009,760	(451,882)	51.7%
Casualty & Liability	3,561,934	261,366	296,828	35,462	1,151,280	1,187,311	36,031	67.7%
Taxes and Fees	70,998	10,889	5,916	(4,972)	41,360	23,666	(17,694)	41.7%
Miscellaneous Expenses	1,652,682	98,628	137,724	39,096	383,096	550,894	167,798	76.8%
Self Consumed Fuel	(2,967,162)	(277,776)	(247,264)	30,513	(1,196,448)	(989,054)	207,394	59.7%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>46,085,646</b>	<b>3,430,011</b>	<b>3,840,471</b>	<b>410,460</b>	<b>14,089,133</b>	<b>15,361,882</b>	<b>1,272,749</b>	<b>69.4%</b>
<b>Revenues:</b>								
Passenger Revenue	1,529,001	137,919	127,417	10,502	558,889	509,667	49,222	63.4%
Other Revenue	37,500	3,345	3,125	220	13,170	12,500	670	64.9%
<b>Total Operating Revenue</b>	<b>1,566,501</b>	<b>141,264</b>	<b>130,542</b>	<b>10,722</b>	<b>572,059</b>	<b>522,167</b>	<b>49,892</b>	<b>63.5%</b>
<b>Net Operating Gain (Loss)</b>		<b>\$ (3,288,747)</b>			<b>\$ (13,517,074)</b>			
<b>Subsidies:</b>								
Local - Measure A, Commuter 10, Haul Pass	11,231,000	829,664	935,917	106,253	3,409,999	3,743,667	333,667	69.6%
State - LTF, LCTOP	24,349,683	1,798,776	2,029,140	230,365	7,393,145	8,116,561	723,416	69.6%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	8,938,462	660,308	744,872	84,564	2,713,930	2,979,487	265,557	69.6%
<b>Total Subsidies</b>	<b>44,519,145</b>	<b>3,288,747</b>	<b>3,709,929</b>	<b>421,182</b>	<b>13,517,074</b>	<b>14,839,715</b>	<b>1,322,641</b>	<b>69.6%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>			

**Budget Variance Analysis - SunLine Transit Agency**

**Passenger Revenue**

- The positive variance in passenger revenue is due to an 22.8% increase in ridership over FY22.
- As of October, ridership was at 22.8% above FY22 FYTD totals.
- Total system ridership was 155,332 trips above FY22 FYTD amounts.

**Ridership**

	FY22-October	FY23-October	Variance	%Δ
Fixed Route	187,878	228,790	40,912	21.8%
Paratransit	8,878	9,101	223	2.5%
SolVan	1,277	1,699	422	33.0%
SunRide	406	612	206	50.7%
<b>System Total</b>	<b>198,439</b>	<b>240,202</b>	<b>41,763</b>	<b>21.0%</b>

**Ridership**

	FYTD-FY22	FYTD-FY23	Variance	%Δ
Fixed Route	672,745	824,235	151,490	22.5%
Paratransit	32,766	35,225	2,459	7.5%
SolVan	5,650	6,625	975	17.3%
SunRide	1,680	2,088	408	24.3%
<b>System Total</b>	<b>712,841</b>	<b>868,173</b>	<b>155,332</b>	<b>21.8%</b>

**Other Revenue**

- The other revenue is within an accepted range of the budget amount.

**Operator & Mechanic Salaries & Wages**

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

**Operator & Mechanic Overtime**

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

**Administration Salaries & Wages**

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

**Administration Overtime**

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

**Fringe Benefits**

- Savings in fringe benefit expenditures are associated with vacancies across the Agency.

**Communications**

- Savings in communications are primarily attributed to fewer YTD cellular expenditures.

**Legal Services**

- Legal service fees are a variable cost that change depending on usage; expenditures vary from month-to-month.
- Legal services have had higher expenses due to negotiations and labor legal counsel.

**Computer/Network Software Agreement**

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

**Uniforms**

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

**Contracted Services**

- The positive variance in contracted services is attributed to multiple expense line items which have not yet been incurred.

**Equipment Repairs**

- The positive variance in equipment repair is attributed to a lower level of repairs than budgeted.

**Security Services**

- Security service costs have increased due to an increase in scope and services of guards.

**Fuel - CNG**

- The negative variance is primarily attributed to increased usage of CNG fixed route vehicles over budgeted estimates for FY23.

**Fuel - Hydrogen**

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

**Tires**

- The lower tire expenditures are attributed to fewer miles than budgeted for.

**Office Supplies**

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

**Travel/Training**

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

**Repair Parts**

- The positive variance is primarily attributed to lower FYTD expenses than budgeted for.

**Facility Maintenance**

- The negative variance primarily due to timing of an annual expense.

**Electricity - CNG & Hydrogen**

- The unfavorable variance is due to the increased kilowatt usage in production of hydrogen.

**Natural Gas**

- The negative variance is attributed to increased natural gas usage due to an increase in outside fuel sales and cost of natural gas used to produce CNG.

**Water and Gas**

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

**Insurance Losses**

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

**Insurance Premium - Property**

- Insurance premiums for property increased exceeding budgeted amount.

**Repair Claims**

- Repair claim expenses are unfavorable due to the completion of large repairs in October.

**Fuel Taxes**

- The negative variance in fuel taxes is due to larger fleet fuel sales.

**Other Expenses**

- Costs vary from month to month depending on the needs of the Agency or when programs are active.

**Self-Consumed Fuel**

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

SunLine Transit Agency  
Budget Variance Report  
November 2022

Description	FY23 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY23 FYTD Budget	Positive (Negative)	Percentage Remaining
<b>Operating Revenues:</b>								
Passenger Revenue	1,529,001	142,158	127,417	14,741	701,047	637,084	63,963	54.2%
Other Revenue	37,500	3,917	3,125	792	17,087	15,625	1,462	54.4%
<b>Total Operating Revenue</b>	<b>1,566,501</b>	<b>146,075</b>	<b>130,542</b>	<b>15,533</b>	<b>718,134</b>	<b>652,709</b>	<b>65,425</b>	<b>54.2%</b>
<b>Operating Expenses:</b>								
Operator & Mechanic Salaries & Wages	10,601,638	696,613	883,470	186,857	3,509,785	4,417,349	907,565	66.9%
Operator & Mechanic Overtime	1,067,000	106,167	88,917	(17,250)	641,504	444,583	(196,921)	39.9%
Administration Salaries & Wages	6,986,398	487,617	582,200	94,582	2,548,957	2,910,999	362,042	63.5%
Administration Overtime	105,449	3,422	8,787	5,366	40,813	43,937	3,124	61.3%
Fringe Benefits	11,124,750	674,122	927,063	252,941	3,778,696	4,635,313	856,617	66.0%
Communications	277,879	20,422	23,157	2,735	102,394	115,783	13,389	63.2%
Legal Services	398,485	19,123	33,207	14,084	237,758	166,035	(71,722)	40.3%
Computer/Network Software Agreement	750,000	49,658	62,500	12,842	254,968	312,500	57,533	66.0%
Uniforms	132,610	103	11,051	10,948	16,690	55,254	38,564	87.4%
Contracted Services	704,809	34,941	58,734	23,793	253,891	293,670	39,779	64.0%
Equipment Repairs	34,000	0	2,833	2,833	1,712	14,167	12,455	95.0%
Security Services	200,000	18,856	16,667	(2,189)	94,286	83,333	(10,953)	52.9%
Fuel - CNG	1,599,327	213,811	133,277	(80,533)	982,552	666,386	(316,165)	38.6%
Fuel - Hydrogen	1,250,000	165,124	104,167	(60,957)	587,917	520,833	(67,084)	53.0%
Tires	237,165	17,600	19,764	2,164	87,184	98,819	11,635	63.2%
Office Supplies	71,085	(2,128)	5,924	8,051	24,037	29,619	5,582	66.2%
Travel/Training	136,980	8,837	11,415	2,578	35,813	57,075	21,262	73.9%
Repair Parts	1,627,700	224,415	135,642	(88,773)	732,346	678,208	(54,138)	55.0%
Facility Maintenance	49,300	1,910	4,108	2,198	22,646	20,542	(2,105)	54.1%
Electricity - CNG & Hydrogen	1,345,000	146,591	112,083	(34,508)	637,693	560,417	(77,276)	52.6%
Natural Gas	1,325,000	164,418	110,417	(54,001)	1,022,188	552,083	(470,104)	22.9%
Water and Gas	13,500	941	1,125	184	4,697	5,625	928	65.2%
Insurance Losses	1,650,000	33,722	137,500	103,778	438,066	687,500	249,434	73.5%
Insurance Premium - Property	79,394	11,113	6,616	(4,496)	55,563	33,081	(22,482)	30.0%
Repair Claims	200,000	2,025	16,667	14,642	100,200	83,333	(16,867)	49.9%
Fuel Taxes	70,998	12,075	5,916	(6,159)	53,435	29,582	(23,853)	24.7%
Other Expenses	7,014,340	435,467	584,528	149,062	2,566,756	2,922,642	355,886	63.4%
Self Consumed Fuel	(2,967,162)	(381,248)	(247,264)	133,985	(1,577,696)	(1,236,318)	341,379	46.8%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>46,085,646</b>	<b>3,165,716</b>	<b>3,840,471</b>	<b>674,755</b>	<b>17,254,849</b>	<b>19,202,353</b>	<b>1,947,504</b>	<b>62.6%</b>
<b>Operating Expenses in Excess of Operating Revenue</b>		<b>\$ (3,019,641)</b>			<b>\$ (16,536,715)</b>			
<b>Subsidies:</b>								
Local - Measure A, Commuter 10, Haul Pass	11,231,000	761,775	935,917	174,141	4,171,775	4,679,583	507,809	62.9%
State - LTF, LCTOP	24,349,683	1,651,588	2,029,140	377,552	9,044,733	10,145,701	1,100,968	62.9%
Federal	8,938,462	606,277	744,872	138,595	3,320,208	3,724,359	404,152	62.9%
<b>Total Subsidies</b>	<b>44,519,145</b>	<b>3,019,641</b>	<b>3,709,929</b>	<b>690,288</b>	<b>16,536,715</b>	<b>18,549,644</b>	<b>2,012,929</b>	<b>62.9%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>			

SunLine Transit Agency  
Budget Variance Report  
November 2022

Description	FY22 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY22 FYTD Budget	Positive (Negative)	Percentage Remaining
<b>Operating Expenses:</b>								
Wages & Benefits	29,885,236	1,967,940	2,490,436	522,496	10,519,756	12,452,182	1,932,426	64.8%
Services	5,284,960	333,667	440,413	106,747	2,029,919	2,202,067	172,147	61.6%
Fuels & Lubricants	3,064,617	391,309	255,385	(135,924)	1,656,122	1,276,924	(379,198)	46.0%
Tires	237,165	17,600	19,764	2,164	87,184	98,819	11,635	63.2%
Materials and Supplies	2,265,936	235,086	188,828	(46,258)	900,825	944,140	43,315	60.2%
Utilities	3,029,280	341,505	252,440	(89,065)	1,803,147	1,262,200	(540,947)	40.5%
Casualty & Liability	3,561,934	184,061	296,828	112,767	1,335,342	1,484,139	148,798	62.5%
Taxes and Fees	70,998	12,075	5,916	(6,159)	53,435	29,582	(23,853)	24.7%
Miscellaneous Expenses	1,652,682	63,720	137,724	74,003	446,816	688,618	241,802	73.0%
Self Consumed Fuel	(2,967,162)	(381,248)	(247,264)	133,985	(1,577,696)	(1,236,318)	341,379	46.8%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>46,085,646</b>	<b>3,165,716</b>	<b>3,840,471</b>	<b>674,755</b>	<b>17,254,849</b>	<b>19,202,353</b>	<b>1,947,504</b>	<b>62.6%</b>
<b>Revenues:</b>								
Passenger Revenue	1,529,001	142,158	127,417	14,741	701,047	637,084	63,963	54.2%
Other Revenue	37,500	3,917	3,125	792	17,087	15,625	1,462	54.4%
<b>Total Operating Revenue</b>	<b>1,566,501</b>	<b>146,075</b>	<b>130,542</b>	<b>15,533</b>	<b>718,134</b>	<b>652,709</b>	<b>65,425</b>	<b>54.2%</b>
<b>Net Operating Gain (Loss)</b>		<b>\$ (3,019,641)</b>			<b>\$ (16,536,715)</b>			
<b>Subsidies:</b>								
Local - Measure A, Commuter 10, Haul Pass	11,231,000	761,775	935,917	174,141	4,171,775	4,679,583	507,809	62.9%
State - LTF, LCTOP	24,349,683	1,651,588	2,029,140	377,552	9,044,733	10,145,701	1,100,968	62.9%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	8,938,462	606,277	744,872	138,595	3,320,208	3,724,359	404,152	62.9%
<b>Total Subsidies</b>	<b>44,519,145</b>	<b>3,019,641</b>	<b>3,709,929</b>	<b>690,288</b>	<b>16,536,715</b>	<b>18,549,644</b>	<b>2,012,929</b>	<b>62.9%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>			

**Budget Variance Analysis - SunLine Transit Agency**

**Passenger Revenue**

- The positive variance in passenger revenue is due to an 20.5% increase in ridership over FY22.
- As of November, ridership was at 20.5% above FY22 FYTD totals.
- Total system ridership was 184,997 trips above FY22 FYTD amounts.

**Ridership**

	FY22-November	FY23-November	Variance	%Δ
Fixed Route	177,680	207,091	29,411	16.6%
Paratransit	8,621	8,609	(12)	-0.1%
SolVan	1,243	1,446	203	16.3%
SunRide	499	562	63	12.6%
<b>System Total</b>	<b>188,043</b>	<b>217,708</b>	<b>29,665</b>	<b>15.8%</b>

**Ridership**

	FYTD-FY22	FYTD-FY23	Variance	%Δ
Fixed Route	850,425	1,031,326	180,901	21.3%
Paratransit	41,387	43,834	2,447	5.9%
SolVan	6,893	8,071	1,178	17.1%
SunRide	2,179	2,650	471	21.6%
<b>System Total</b>	<b>900,884</b>	<b>1,085,881</b>	<b>184,997</b>	<b>20.5%</b>

**Other Revenue**

- The other revenue is within an accepted range of the budget amount.

**Operator & Mechanic Salaries & Wages**

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

**Operator & Mechanic Overtime**

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

**Administration Salaries & Wages**

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

**Administration Overtime**

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

**Fringe Benefits**

- Savings in fringe benefit expenditures are associated with vacancies across the Agency.

**Communications**

- Savings in communications are primarily attributed to fewer YTD cellular expenditures.

**Legal Services**

- Legal service fees are a variable cost that change depending on usage; expenditures vary from month-to-month.
- Legal services have had higher expenses due to negotiations and labor legal counsel.

**Computer/Network Software Agreement**

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

**Uniforms**

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

**Contracted Services**

- The positive variance in contracted services is attributed to multiple expense line items which have not yet been incurred.

**Equipment Repairs**

- The positive variance in equipment repair is attributed to a lower level of repairs than budgeted.

**Security Services**

- Security service costs have increased due to an increase in scope and services of guards.

**Fuel - CNG**

- The negative variance is primarily attributed to increased usage of CNG fixed route vehicles over budgeted estimates for FY23.

**Fuel - Hydrogen**

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

**Tires**

- The lower tire expenditures are attributed to fewer miles than budgeted for.

**Office Supplies**

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

**Travel/Training**

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

**Repair Parts**

- The negative variance is primarily attributed to higher FYTD expenses for fixed route vehicles in the months of September through November.

**Facility Maintenance**

- The negative variance primarily due to timing of an annual expense.

**Electricity - CNG & Hydrogen**

- The unfavorable variance is due to the increased kilowatt usage in production of hydrogen.

**Natural Gas**

- The negative variance is attributed to increased natural gas usage due to an increase in outside fuel sales and cost of natural gas used to produce CNG.

**Water and Gas**

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

**Insurance Losses**

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

**Insurance Premium - Property**

- Insurance premiums for property increased exceeding budgeted amount.

**Repair Claims**

- Repair claim expenses are unfavorable due to the completion of large repairs in October.

**Fuel Taxes**

- The negative variance in fuel taxes is due to larger fleet fuel sales.

**Other Expenses**

- Costs vary from month to month depending on the needs of the Agency or when programs are active.

**Self-Consumed Fuel**

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



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

DATE: January 25, 2023

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

RE: Contracts Signed between \$25,000 and \$250,000 for November and December 2022

Summary:

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

- For the month of November 2022, there were three (3) agreements and one (1) amendment executed between \$25,000 and \$250,000:

<b>Vendor</b>	<b>Purpose</b>	<b>Amount</b>
Dahl Taylor	T1/T2 Generator Study	\$55,303.00
Anderson Communication	Radio Tower Space -Edom Hill	\$57,356.00
Anderson Communication	Radio Tower Space -Indio Hill	\$75,259.00
Atkinson, Andelson, Loya, Rudd & Romo	Labor Counsel & Negotiations	\$55,000.00

- For the month of December 2022, there were two (2) purchase orders executed between \$25,000 and \$250,000.

<b>Vendor</b>	<b>Purpose</b>	<b>Amount</b>
BAE Systems	Batteries for FC12	\$39,190.00
Tyler Technologies	Annual OEM Licensing	\$60,613.69

Recommendation:

Receive and file.

## Contracts Signed Between \$25,000 and \$250,000

November 2022

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Dahl Taylor	Engineering Study	To determine performance ability of T1/T2 Generators	FY23	\$60,000.00	\$55,303.00	Agreement
Anderson Communication	Tower Rental for 2 Way Radio - Edom Hill	Two way radio for bus dispatch communication	FY23 FY24 FY25 FY26 FY27	\$10,380.00 \$10,899.00 \$11,444.13 \$12,016.34 \$12,617.15	\$10,380.00 \$10,899.00 \$11,444.13 \$12,016.34 \$12,617.15	Agreement
Anderson Communication	Tower Rental for 2 Way Radio - Indio Hill	Two way radio for bus dispatch communication	FY23 FY24 FY25 FY26 FY27	\$13,620.00 \$14,301.00 \$15,016.23 \$15,767.04 \$16,555.39	\$13,620.00 \$14,301.00 \$15,016.23 \$15,767.04 \$16,555.39	Agreement
Atkinson, Andelson, Loya, Rudd & Romo	Legal Services - Labor Counsel & Negotiations	Labor Negotiations (amendment executed under CEO/GM authority)	FY23	\$55,000.00	\$55,000.00	Amendment

**Contracts Signed Between \$25,000 and \$250,000**  
December 2022

<b>Vendor</b>	<b>Product/Service</b>	<b>Need</b>	<b>Budgeted</b>	<b>Budgeted Amount</b>	<b>Cost</b>	<b>Type</b>
BAE Systems	High Voltage Batteries	16 Batteries for FC12	FY23	\$39,190.00	\$39,190.00	Purchase Order
Tyler Technologies	OEM Licensing	Annual Software Renewal - Finance System (Tyler Incode 10)	FY23	\$60,613.69	\$60,613.69	Purchase Order

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

DATE: January 25, 2023

**RECEIVE & FILE**TO: Finance/Audit Committee  
Board of DirectorsRE: Union & Non-Union Pension Investment Asset Summary October and  
November 2022Summary:

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

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

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

## Union

Asset Class		Actual	Range
<b>Growth Assets</b>			
	Domestic Equity	36.1%	16% – 56%
	International Equity	14.8%	0% - 39%
	Other	4.8%	0% – 20%
<b>Income Assets</b>			
	Fixed Income	36.4%	25% - 65%
	Other	2.9%	0% – 20%
<b>Real Return Assets</b>		2.9%	0% – 20%

<b>Cash Equivalents</b>	2.0%	0% – 20%
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## Non-Union

Asset Class		Actual	Range
<b>Growth Assets</b>			
	Domestic Equity	36.1%	16% – 56%
	International Equity	14.7%	0% - 39%
	Other	4.9%	0% – 20%
<b>Income Assets</b>			
	Fixed Income	36.4%	25% - 65%
	Other	2.9%	0% – 20%
<b>Real Return Assets</b>		2.9%	0% – 20%
<b>Cash Equivalents</b>		2.1%	0% – 20%

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

For the month of October, the market value of assets increased by \$952,756 and \$954,297 for the union and non-union plans, respectively.

## Month to Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
September 2022	\$32,707,071	\$32,824,117
October 2022	\$33,659,827	\$33,778,414
Increase (Decrease)	\$952,756	\$954,297

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

## Union

Asset Class		Actual	Range
<b>Growth Assets</b>			
	Domestic Equity	35.9%	16% – 56%
	International Equity	18.8%	0% - 39%
	Other	1.0%	0% – 20%
<b>Income Assets</b>			
	Fixed Income	36.9%	25% - 65%
	Other	0.7%	0% – 20%
<b>Real Return Assets</b>		0.0%	0% – 20%
<b>Cash Equivalents</b>		6.7%	0% – 20%

## Non-Union

Asset Class		Actual	Range
<b>Growth Assets</b>			
	Domestic Equity	35.9%	16% – 56%
	International Equity	18.8%	0% - 39%
	Other	1.0%	0% – 20%
<b>Income Assets</b>			
	Fixed Income	36.8%	25% - 65%
	Other	0.7%	0% – 20%
<b>Real Return Assets</b>		0.0%	0% – 20%
<b>Cash Equivalents</b>		6.8%	0% – 20%

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

For the month of November, the market value of assets increased by \$1,985,517 and \$2,023,369 for the union and non-union plans, respectively.

## Month to Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
October 2022	\$33,659,827	\$33,778,414
November 2022	\$35,645,344	\$35,801,783
Increase (Decrease)	\$1,985,517	\$2,023,369

Recommendation:

Receive and file.

**Portfolio Summary and Statistics**

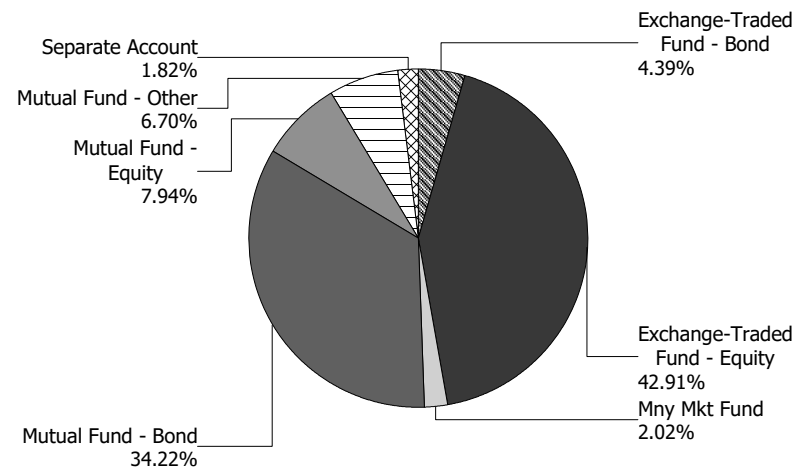
For the Month Ending **October 31, 2022**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - ██████████

**Account Summary**

<b>Description</b>	<b>Par Value</b>	<b>Market Value</b>	<b>Percent</b>
Separate Account	510,830.66	612,257.71	1.82
Mutual Fund - Other	224,151.32	2,255,751.44	6.70
Mutual Fund - Equity	107,410.85	2,673,904.92	7.94
Mutual Fund - Bond	1,237,821.56	11,517,410.55	34.22
Money Market Mutual Fund	679,683.16	679,683.16	2.02
Exchange-Traded Fund - Equity	141,648.00	14,443,686.87	42.91
Exchange-Traded Fund - Bond	39,539.00	1,477,132.67	4.39
<b>Managed Account Sub-Total</b>	<b>2,941,084.56</b>	<b>33,659,827.32</b>	<b>100.00%</b>
Accrued Interest		0.00	
<b>Total Portfolio</b>	<b>2,941,084.56</b>	<b>33,659,827.32</b>	
<b>Unsettled Trades</b>	<b>0.00</b>	<b>0.00</b>	

**Sector Allocation**



**Detail of Securities Held & Market Analytics**

For the Month Ending **October 31, 2022**

**SUNLINE EMPLOYEES RETIREMENT BARGAINING**

<b>Security Type/Description</b>	<b>Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Ticker</b>	<b>Shares</b>	<b>Average Cost/Share</b>	<b>Original Cost</b>	<b>Market Price</b>	<b>Market Value</b>	<b>Unreal G/L on Cost</b>	<b>Percentage</b>
<b>Exchange-Traded Fund - Bond</b>										
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	631.00	56.69	35,771.39	47.89	30,218.59	(5,552.80)	0.09
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	633.00	56.99	36,074.67	47.89	30,314.37	(5,760.30)	0.09
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	1,146.00	61.13	70,054.98	47.89	54,881.94	(15,173.04)	0.16
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	2,389.00	60.31	144,080.59	47.89	114,409.21	(29,671.38)	0.34
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	965.00	61.01	58,874.65	47.89	46,213.85	(12,660.80)	0.14
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	7,097.00	50.33	357,192.01	47.89	339,875.33	(17,316.68)	1.01
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	2,720.00	57.68	156,892.32	47.89	130,260.80	(26,631.52)	0.39
ISHARES PREFERRED&INCOME SECURITIES ETF		464288687	PFF	10,074.00	39.10	393,892.39	30.51	307,357.74	(86,534.65)	0.91
ISHARES PREFERRED&INCOME SECURITIES ETF		464288687	PFF	13,884.00	39.22	544,524.93	30.51	423,600.84	(120,924.09)	1.26

**Security Type Sub-Total** **39,539.00** **1,797,357.93** **396.25** **1,477,132.67** **(320,225.26)** **4.39**

<b>Exchange-Traded Fund - Equity</b>										
INVESCO S&P 500 EQUAL WEIGHT ETF		46137V357	RSP	2,440.00	155.89	380,371.12	139.56	340,526.40	(39,844.72)	1.01
INVESCO S&P 500 EQUAL WEIGHT ETF		46137V357	RSP	2,500.00	138.29	345,724.75	139.56	348,900.00	3,175.25	1.04
INVESCO S&P 500 EQUAL WEIGHT ETF		46137V357	RSP	3,263.00	156.88	511,899.11	139.56	455,384.28	(56,514.83)	1.35
ISHARES CORE S&P MIDCAP ETF		464287507	IJH	751.00	234.30	175,958.55	242.53	182,140.03	6,181.48	0.54
ISHARES CORE S&P MIDCAP ETF		464287507	IJH	2,656.00	276.40	734,118.40	242.53	644,159.68	(89,958.72)	1.91
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	1,784.00	95.51	170,388.77	97.92	174,689.28	4,300.51	0.52
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	3,251.00	117.36	381,537.03	97.92	318,337.92	(63,199.11)	0.95
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	1,257.00	107.25	134,813.12	97.92	123,085.44	(11,727.68)	0.37
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	1,234.00	106.97	132,000.86	97.92	120,833.28	(11,167.58)	0.36
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	884.00	106.82	94,428.35	97.92	86,561.28	(7,867.07)	0.25
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	5,979.00	49.91	298,408.30	38.57	230,610.03	(67,798.27)	0.69
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	15,565.00	42.95	668,507.41	38.57	600,342.05	(68,165.36)	1.78
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	9,194.00	39.68	364,817.92	38.57	354,612.58	(10,205.34)	1.05
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	2,614.00	37.17	97,162.38	38.57	100,821.98	3,659.60	0.30
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	4,354.00	49.33	214,780.21	38.57	167,933.78	(46,846.43)	0.50
VANGUARD TOTAL INTL STOCK		921909768	VXUS	1,932.00	53.54	103,439.28	47.33	91,441.56	(11,997.72)	0.27



Detail of Securities Held & Market Analytics

For the Month Ending October 31, 2022

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]										
Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
<b>Exchange-Traded Fund - Equity</b>										
VANGUARD TOTAL INTL STOCK		921909768	VXUS	553.00	64.35	35,585.55	47.33	26,173.49	(9,412.06)	0.08
VANGUARD TOTAL INTL STOCK		921909768	VXUS	593.00	56.01	33,213.93	47.33	28,066.69	(5,147.24)	0.08
VANGUARD TOTAL INTL STOCK		921909768	VXUS	6,979.00	65.37	456,217.23	47.33	330,316.07	(125,901.16)	0.98
VANGUARD TOTAL INTL STOCK		921909768	VXUS	8,244.00	52.51	432,892.44	47.33	390,188.52	(42,703.92)	1.16
VANGUARD TOTAL INTL STOCK		921909768	VXUS	23,203.00	52.12	1,209,340.36	47.33	1,098,197.99	(111,142.37)	3.26
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	4,809.00	195.76	941,409.84	194.03	933,090.27	(8,319.57)	2.77
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	35,630.00	169.04	6,022,895.20	194.03	6,913,288.90	890,393.70	20.54
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	433.00	233.92	101,287.36	194.03	84,014.99	(17,272.37)	0.25
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	1,546.00	226.21	349,720.35	194.03	299,970.38	(49,749.97)	0.89
<b>Security Type Sub-Total</b>				<b>141,648.00</b>		<b>14,390,917.82</b>	<b>2,646.29</b>	<b>14,443,686.87</b>	<b>52,769.05</b>	<b>42.90</b>
<b>Money Market Mutual Fund</b>										
FIRST AMERICAN GOVERNMENT OBLIGATION - Z		31846V567	FGZXX	679,683.16	1.00	679,683.16	1.00	679,683.16	0.00	2.02
<b>Security Type Sub-Total</b>				<b>679,683.16</b>		<b>679,683.16</b>	<b>1.00</b>	<b>679,683.16</b>	<b>0.00</b>	<b>2.02</b>
<b>Mutual Fund - Bond</b>										
BAIRD CORE PLUS BOND - INST		057071870	BCOIX	354,091.38	11.36	4,023,553.46	9.58	3,392,195.45	(631,358.01)	10.08
DOUBLELINE CORE FIXED INCOME I		258620301	DBLFX	227,306.82	10.61	2,410,990.51	9.00	2,045,761.35	(365,229.16)	6.08
MAINSTAY MACKAY HIGH YIELD CORP BD R6		56063N881	MHYSX	66,291.12	5.63	373,156.60	4.87	322,837.74	(50,318.86)	0.96
PACIFIC FUNDS FLOATING RATE INCOME FUND		69447T771	PLFRX	117,227.50	9.68	1,135,152.45	9.15	1,072,631.60	(62,520.85)	3.19
PRUDENTIAL TOTAL RETRN BND-Q		74440B884	PTROX	229,841.92	14.63	3,362,626.94	11.57	2,659,271.05	(703,355.89)	7.90
VOYA INTERMEDIATE BOND R6		92913L569	IIBZX	243,062.83	10.29	2,500,778.16	8.33	2,024,713.36	(476,064.80)	6.02
<b>Security Type Sub-Total</b>				<b>1,237,821.56</b>		<b>13,806,258.12</b>	<b>52.50</b>	<b>11,517,410.55</b>	<b>(2,288,847.57)</b>	<b>34.23</b>
<b>Mutual Fund - Equity</b>										
HARDING LOEVNER INTERNATIONAL EQUITY POR		412295107	HLMIX	35,725.71	26.38	942,527.42	21.42	765,244.76	(177,282.66)	2.27
HRTFRD SCHR EM MRKT EQ-SDR		41665H789	SEMTX	31,093.23	19.14	595,178.73	13.24	411,674.42	(183,504.31)	1.22

**Detail of Securities Held & Market Analytics**

For the Month Ending **October 31, 2022**

**SUNLINE EMPLOYEES RETIREMENT BARGAINING**

<b>Security Type/Description</b> <b>Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Ticker</b>	<b>Shares</b>	<b>Average</b> <b>Cost/Share</b>	<b>Original</b> <b>Cost</b>	<b>Market</b> <b>Price</b>	<b>Market</b> <b>Value</b>	<b>Unreal G/L</b> <b>on Cost</b>	<b>Percentage</b>
<b>Mutual Fund - Equity</b>									
JENSEN QUALITY GROWTH-Y	476313408	JENYX	20,417.06	49.60	1,012,734.57	55.04	1,123,754.75	111,020.18	3.34
JOHCM INTERNATIONAL SELECT I	46653M849	JOHIX	20,174.36	25.55	515,503.46	18.50	373,225.73	(142,277.73)	1.11
MFS EMERGING MARKETS DEBT R6	552746364	MEDHX	0.49	10.85	5.26	10.81	5.24	(0.02)	0.00
VANGUARD TOT INST ST IDX - ADM	921909818	VTIAX	0.00	33.33	0.03	25.43	0.02	(0.01)	0.00
<b>Security Type Sub-Total</b>			<b>107,410.85</b>		<b>3,065,949.47</b>	<b>144.44</b>	<b>2,673,904.92</b>	<b>(392,044.55)</b>	<b>7.94</b>
<b>Mutual Fund - Other</b>									
COHEN & STEERS INST REALTY SHARES	19247U106	CSRIX	14,792.99	46.23	683,913.34	43.09	637,430.06	(46,483.28)	1.89
PIMCO COMMODITY REAL RETURN STRATEGY	722005667	PCRIX	184,722.79	6.50	1,199,804.98	5.34	986,419.69	(213,385.29)	2.93
PRINCIPAL RE SECURITIES INST FUND	74253Q580	PIREX	24,635.54	27.52	677,896.01	25.65	631,901.69	(45,994.32)	1.88
<b>Security Type Sub-Total</b>			<b>224,151.32</b>		<b>2,561,614.33</b>	<b>74.08</b>	<b>2,255,751.44</b>	<b>(305,862.89)</b>	<b>6.70</b>
<b>Separate Account</b>									
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	49,000.00	1.00	49,000.00	100.91	49,447.21	447.21	0.15
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	18,873.34	1.00	18,873.34	100.91	19,045.59	172.25	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	21,070.00	1.00	21,070.00	100.91	21,262.30	192.30	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	30,625.00	1.00	30,625.00	100.91	30,904.50	279.50	0.09
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	22,050.00	1.00	22,050.00	100.91	22,251.24	201.24	0.07
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	24,500.00	1.00	24,500.00	100.91	24,723.61	223.61	0.07
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	34,300.00	1.00	34,300.00	100.91	34,613.04	313.04	0.10
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	49,980.00	1.00	49,980.00	100.91	50,436.15	456.15	0.15
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	191,676.07	1.00	191,676.07	138.07	264,643.59	72,967.52	0.79
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	68,756.25	1.00	68,756.25	138.07	94,930.48	26,174.23	0.28
<b>Security Type Sub-Total</b>			<b>510,830.66</b>		<b>510,830.66</b>	<b>1,083.44</b>	<b>612,257.71</b>	<b>101,427.05</b>	<b>1.82</b>
<b>Managed Account Sub-Total</b>			<b>2,941,084.56</b>		<b>36,812,611.49</b>	<b>4,398.00</b>	<b>33,659,827.32</b>	<b>(3,152,784.17)</b>	<b>100.00</b>

**Detail of Securities Held & Market Analytics**

For the Month Ending **October 31, 2022**

<b>SUNLINE EMPLOYEES RETIREMENT BARGAINING</b>						
<b>Securities Sub-Total</b>	<b>\$2,941,084.56</b>	<b>\$36,812,611.49</b>	<b>\$4,398.00</b>	<b>\$33,659,827.32</b>	<b>(\$3,152,784.17)</b>	<b>100.00%</b>
<b>Accrued Interest</b>				<b>\$0.00</b>		
<b>Total Investments</b>				<b>\$33,659,827.32</b>		

**Portfolio Summary and Statistics**

For the Month Ending **October 31, 2022**

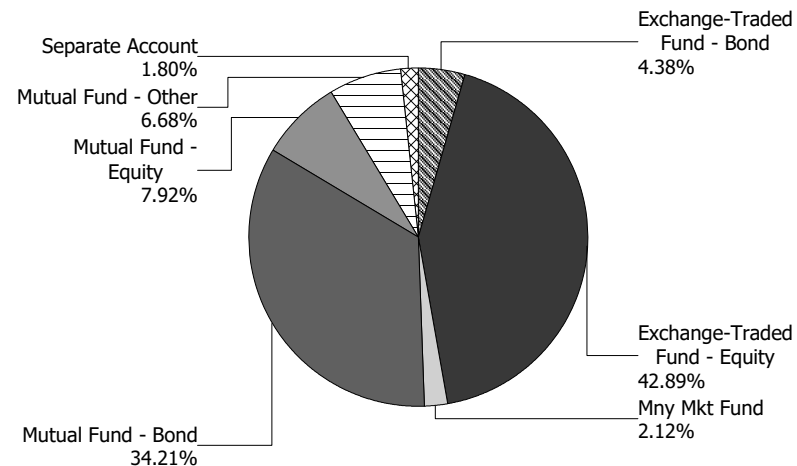
SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]

**Account Summary**

<b>Description</b>	<b>Par Value</b>	<b>Market Value</b>	<b>Percent</b>
Separate Account	510,830.66	606,880.71	1.80
Mutual Fund - Other	224,431.97	2,257,230.96	6.68
Mutual Fund - Equity	107,574.52	2,676,730.89	7.92
Mutual Fund - Bond	1,241,852.29	11,555,345.85	34.21
Money Market Mutual Fund	715,140.14	715,140.14	2.12
Exchange-Traded Fund - Equity	141,990.00	14,487,091.67	42.89
Exchange-Traded Fund - Bond	39,606.00	1,479,993.70	4.38
<b>Managed Account Sub-Total</b>	<b>2,981,425.58</b>	<b>33,778,413.92</b>	<b>100.00%</b>
Accrued Interest		0.00	
<b>Total Portfolio</b>	<b>2,981,425.58</b>	<b>33,778,413.92</b>	

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

**Sector Allocation**



**Detail of Securities Held & Market Analytics**

For the Month Ending **October 31, 2022**

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

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
<b>Exchange-Traded Fund - Bond</b>									
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,734.00	57.68	157,699.85	47.89	130,931.26	(26,768.59)	0.39
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	633.00	56.99	36,074.67	47.89	30,314.37	(5,760.30)	0.09
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,405.00	60.31	145,045.55	47.89	115,175.45	(29,870.10)	0.34
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	7,130.00	50.33	358,852.90	47.89	341,455.70	(17,397.20)	1.01
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	982.00	61.01	59,911.82	47.89	47,027.98	(12,883.84)	0.14
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	631.00	56.69	35,771.39	47.89	30,218.59	(5,552.80)	0.09
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,113.00	61.13	68,037.69	47.89	53,301.57	(14,736.12)	0.16
ISHARES PREFERRED&INCOME SECURITIES ETF	464288687	PFF	10,095.00	39.10	394,713.49	30.51	307,998.45	(86,715.04)	0.91
ISHARES PREFERRED&INCOME SECURITIES ETF	464288687	PFF	13,883.00	39.22	544,485.71	30.51	423,570.33	(120,915.38)	1.25

**Security Type Sub-Total** **39,606.00** **1,800,593.07** **396.25** **1,479,993.70** **(320,599.37)** **4.38**

<b>Exchange-Traded Fund - Equity</b>									
INVESCO S&P 500 EQUAL WEIGHT ETF	46137V357	RSP	2,437.00	155.89	379,903.45	139.56	340,107.72	(39,795.73)	1.01
INVESCO S&P 500 EQUAL WEIGHT ETF	46137V357	RSP	2,515.00	138.29	347,799.10	139.56	350,993.40	3,194.30	1.04
INVESCO S&P 500 EQUAL WEIGHT ETF	46137V357	RSP	3,264.00	156.88	512,055.99	139.56	455,523.84	(56,532.15)	1.35
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	2,662.00	276.40	735,776.80	242.53	645,614.86	(90,161.94)	1.91
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	751.00	234.30	175,958.55	242.53	182,140.03	6,181.48	0.54
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	1,233.00	106.97	131,893.89	97.92	120,735.36	(11,158.53)	0.36
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	3,250.00	117.36	381,419.68	97.92	318,240.00	(63,179.68)	0.94
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	1,256.00	107.25	134,705.87	97.92	122,987.52	(11,718.35)	0.36
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	886.00	106.82	94,641.99	97.92	86,757.12	(7,884.87)	0.26
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	1,798.00	95.51	171,725.90	97.92	176,060.16	4,334.26	0.52
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	5,980.00	49.91	298,458.21	38.57	230,648.60	(67,809.61)	0.68
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	9,189.00	39.68	364,619.52	38.57	354,419.73	(10,199.79)	1.05
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	15,623.00	42.95	670,998.48	38.57	602,579.11	(68,419.37)	1.78
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	4,352.00	49.33	214,681.55	38.57	167,856.64	(46,824.91)	0.50
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,614.00	37.17	97,162.38	38.57	100,821.98	3,659.60	0.30
VANGUARD TOTAL INTL STOCK	921909768	VXUS	8,570.00	52.51	450,010.70	47.33	405,618.10	(44,392.60)	1.20

Detail of Securities Held & Market Analytics

For the Month Ending October 31, 2022

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
<b>Exchange-Traded Fund - Equity</b>									
VANGUARD TOTAL INTL STOCK	921909768	VXUS	580.00	56.01	32,485.80	47.33	27,451.40	(5,034.40)	0.08
VANGUARD TOTAL INTL STOCK	921909768	VXUS	23,215.00	52.12	1,209,965.80	47.33	1,098,765.95	(111,199.85)	3.25
VANGUARD TOTAL INTL STOCK	921909768	VXUS	1,714.00	53.54	91,767.56	47.33	81,123.62	(10,643.94)	0.24
VANGUARD TOTAL INTL STOCK	921909768	VXUS	6,883.00	65.37	449,941.71	47.33	325,772.39	(124,169.32)	0.96
VANGUARD TOTAL INTL STOCK	921909768	VXUS	632.00	64.35	40,669.20	47.33	29,912.56	(10,756.64)	0.09
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	35,671.00	169.04	6,029,825.84	194.03	6,921,244.13	891,418.29	20.49
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,551.00	226.21	350,851.40	194.03	300,940.53	(49,910.87)	0.89
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	433.00	233.92	101,287.36	194.03	84,014.99	(17,272.37)	0.26
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	4,931.00	195.76	965,292.56	194.03	956,761.93	(8,530.63)	2.83
<b>Security Type Sub-Total</b>			<b>141,990.00</b>		<b>14,433,899.29</b>	<b>2,646.29</b>	<b>14,487,091.67</b>	<b>53,192.38</b>	<b>42.89</b>
<b>Money Market Mutual Fund</b>									
FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	715,140.14	1.00	715,140.14	1.00	715,140.14	0.00	2.12
<b>Security Type Sub-Total</b>			<b>715,140.14</b>		<b>715,140.14</b>	<b>1.00</b>	<b>715,140.14</b>	<b>0.00</b>	<b>2.12</b>
<b>Mutual Fund - Bond</b>									
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	355,182.25	11.36	4,035,043.06	9.58	3,402,645.91	(632,397.15)	10.07
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	227,998.19	10.61	2,418,676.38	9.00	2,051,983.69	(366,692.69)	6.07
MAINSTAY MACKAY HIGH YIELD CORP BD R6	56063N881	MHYSX	66,463.83	5.63	374,128.13	4.87	323,678.85	(50,449.28)	0.96
PACIFIC FUNDS FLOATING RATE INCOME FUND	69447T771	PLFRX	117,366.19	9.68	1,136,489.56	9.15	1,073,900.63	(62,588.93)	3.18
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTROX	230,772.93	14.62	3,374,800.83	11.57	2,670,042.76	(704,758.07)	7.90
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	244,068.91	10.29	2,511,676.14	8.33	2,033,094.01	(478,582.13)	6.02
<b>Security Type Sub-Total</b>			<b>1,241,852.29</b>		<b>13,850,814.10</b>	<b>52.50</b>	<b>11,555,345.85</b>	<b>(2,295,468.25)</b>	<b>34.20</b>
<b>Mutual Fund - Equity</b>									
HARDING LOEVNER INTERNATIONAL EQUITY POR	412295107	HLMIX	35,779.79	26.36	943,238.12	21.42	766,403.00	(176,835.12)	2.27
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	SEMTX	31,134.75	19.14	595,877.60	13.24	412,224.11	(183,653.49)	1.22

**Detail of Securities Held & Market Analytics**

For the Month Ending **October 31, 2022**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]										
Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
<b>Mutual Fund - Equity</b>										
JENSEN QUALITY GROWTH-Y		476313408	JENYX	20,413.19	49.61	1,012,658.26	55.04	1,123,541.78	110,883.52	3.33
JOHCM INTERNATIONAL SELECT I		46653M849	JOHIX	20,246.31	25.54	517,136.76	18.50	374,556.72	(142,580.04)	1.11
MFS EMERGING MARKETS DEBT R6		552746364	MEDHX	0.49	10.85	5.26	10.81	5.24	(0.02)	0.00
VANGUARD TOTAL STOCK MARKET INDEX		922908801	VITSX	0.00	75.00	0.03	94.46	0.04	0.01	0.00
<b>Security Type Sub-Total</b>				<b>107,574.52</b>		<b>3,068,916.03</b>	<b>213.47</b>	<b>2,676,730.89</b>	<b>(392,185.14)</b>	<b>7.93</b>
<b>Mutual Fund - Other</b>										
COHEN & STEERS INST REALTY SHARES		19247U106	CSRIX	14,792.83	46.22	683,699.03	43.09	637,423.18	(46,275.85)	1.89
PIMCO COMMODITY REAL RETURN STRATEGY		722005667	PCRIX	185,004.24	6.50	1,201,675.08	5.34	987,922.65	(213,752.43)	2.92
PRINCIPAL RE SECURITIES INST FUND		74253Q580	PIREX	24,634.90	27.51	677,656.12	25.65	631,885.13	(45,770.99)	1.87
<b>Security Type Sub-Total</b>				<b>224,431.97</b>		<b>2,563,030.23</b>	<b>74.08</b>	<b>2,257,230.96</b>	<b>(305,799.27)</b>	<b>6.68</b>
<b>Separate Account</b>										
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	21,070.00	1.00	21,070.00	100.98	21,276.60	206.60	0.06
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	22,050.00	1.00	22,050.00	100.98	22,266.21	216.21	0.07
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	30,625.00	1.00	30,625.00	100.98	30,925.30	300.30	0.09
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	18,873.34	1.00	18,873.34	100.98	19,058.40	185.06	0.06
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	49,980.00	1.00	49,980.00	100.98	50,470.08	490.08	0.15
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	24,500.00	1.00	24,500.00	100.98	24,740.24	240.24	0.07
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	49,000.00	1.00	49,000.00	100.98	49,480.48	480.48	0.15
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	34,300.00	1.00	34,300.00	100.98	34,636.33	336.33	0.10
NB SECONDARY OPPORTUNITIES V OFFSHORE		NBSOFV008	SA426	68,756.25	1.00	68,756.25	135.94	93,466.02	24,709.77	0.28
NB SECONDARY OPPORTUNITIES V OFFSHORE		NBSOFV008	SA426	191,676.07	1.00	191,676.07	135.94	260,561.05	68,884.98	0.77
<b>Security Type Sub-Total</b>				<b>510,830.66</b>		<b>510,830.66</b>	<b>1,079.72</b>	<b>606,880.71</b>	<b>96,050.05</b>	<b>1.80</b>
<b>Managed Account Sub-Total</b>				<b>2,981,425.58</b>		<b>36,943,223.52</b>	<b>4,463.31</b>	<b>33,778,413.92</b>	<b>(3,164,809.60)</b>	<b>100.00</b>

**Detail of Securities Held & Market Analytics**

For the Month Ending **October 31, 2022**

<b>SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]</b>						
<b>Securities Sub-Total</b>	<b>\$2,981,425.58</b>	<b>\$36,943,223.52</b>	<b>\$4,463.31</b>	<b>\$33,778,413.92</b>	<b>(\$3,164,809.60)</b>	<b>100.00%</b>
<b>Accrued Interest</b>				<b>\$0.00</b>		
<b>Total Investments</b>				<b>\$33,778,413.92</b>		



**Portfolio Summary and Statistics**

For the Month Ending **November 30, 2022**

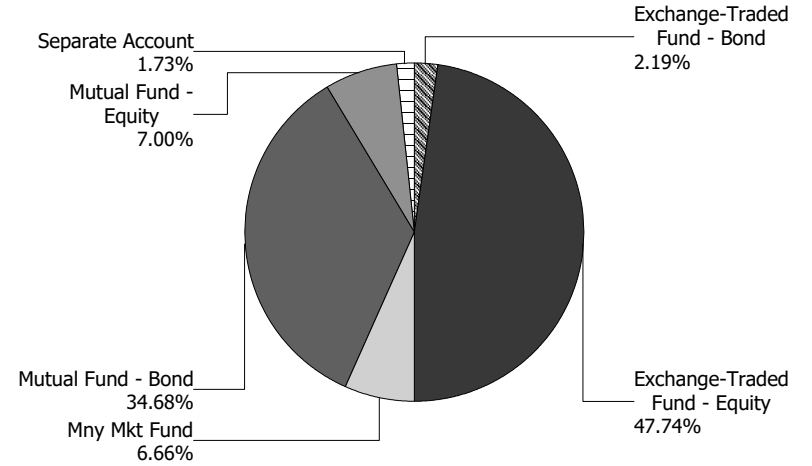
SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]

**Account Summary**

Description	Par Value	Market Value	Percent
Separate Account	510,830.66	615,592.07	1.73
Mutual Fund - Equity	83,686.76	2,496,739.48	7.00
Mutual Fund - Bond	1,278,912.39	12,361,958.63	34.68
Money Market Mutual Fund	2,373,987.00	2,373,987.00	6.66
Exchange-Traded Fund - Equity	172,352.00	17,017,705.59	47.74
Exchange-Traded Fund - Bond	15,581.00	779,361.62	2.19
<b>Managed Account Sub-Total</b>	<b>4,435,349.82</b>	<b>35,645,344.39</b>	<b>100.00%</b>
Accrued Interest		0.00	
<b>Total Portfolio</b>	<b>4,435,349.82</b>	<b>35,645,344.39</b>	

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

**Sector Allocation**



**Detail of Securities Held & Market Analytics**

For the Month Ending **November 30, 2022**

**SUNLINE EMPLOYEES RETIREMENT BARGAINING**

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
<b>Exchange-Traded Fund - Bond</b>									
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	631.00	56.69	35,771.39	50.02	31,562.62	(4,208.77)	0.09
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	965.00	61.01	58,874.65	50.02	48,269.30	(10,605.35)	0.14
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	633.00	56.99	36,074.67	50.02	31,662.66	(4,412.01)	0.09
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,720.00	57.68	156,892.32	50.02	136,054.40	(20,837.92)	0.38
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,146.00	61.13	70,054.98	50.02	57,322.92	(12,732.06)	0.16
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	7,097.00	50.33	357,192.01	50.02	354,991.94	(2,200.07)	1.00
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,389.00	60.31	144,080.59	50.02	119,497.78	(24,582.81)	0.34

**Security Type Sub-Total** **15,581.00** **858,940.61** **350.14** **779,361.62** **(79,578.99)** **2.20**

**Exchange-Traded Fund - Equity**

INVESCO S&P 500 EQUAL WEIGHT ETF	46137V357	RSP	2,500.00	138.29	345,724.75	148.82	372,050.00	26,325.25	1.04
INVESCO S&P 500 EQUAL WEIGHT ETF	46137V357	RSP	2,440.00	155.89	380,371.12	148.82	363,120.80	(17,250.32)	1.02
INVESCO S&P 500 EQUAL WEIGHT ETF	46137V357	RSP	3,263.00	156.88	511,899.11	148.82	485,599.66	(26,299.45)	1.36
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	2,656.00	276.40	734,118.40	257.00	682,592.00	(51,526.40)	1.92
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	751.00	234.30	175,958.55	257.00	193,007.00	17,048.45	0.54
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	1,234.00	106.97	132,000.86	101.84	125,670.56	(6,330.30)	0.35
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	1,784.00	95.51	170,388.77	101.84	181,682.56	11,293.79	0.51
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	1,257.00	107.25	134,813.12	101.84	128,012.88	(6,800.24)	0.36
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	3,251.00	117.36	381,537.03	101.84	331,081.84	(50,455.19)	0.93
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	884.00	106.82	94,428.35	101.84	90,026.56	(4,401.79)	0.25
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	6,816.00	38.86	264,869.76	43.41	295,882.56	31,012.80	0.83
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	9,194.00	39.68	364,817.92	43.41	399,111.54	34,293.62	1.12
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,614.00	37.17	97,162.38	43.41	113,473.74	16,311.36	0.32
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	15,565.00	42.95	668,507.41	43.41	675,676.65	7,169.24	1.90
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	4,354.00	49.33	214,780.21	43.41	189,007.14	(25,773.07)	0.53
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,193.00	42.18	92,500.74	43.41	95,198.13	2,697.39	0.27
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	5,979.00	49.91	298,408.30	43.41	259,548.39	(38,859.91)	0.73
VANGUARD TOTAL INTL STOCK	921909768	VXUS	6,979.00	65.37	456,217.23	53.50	373,376.50	(82,840.73)	1.05
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,875.00	51.82	148,982.21	53.50	153,812.50	4,830.29	0.43
VANGUARD TOTAL INTL STOCK	921909768	VXUS	593.00	56.01	33,213.93	53.50	31,725.50	(1,488.43)	0.09

Detail of Securities Held & Market Analytics

For the Month Ending November 30, 2022

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
<b>Exchange-Traded Fund - Equity</b>									
VANGUARD TOTAL INTL STOCK	921909768	VXUS	23,203.00	52.12	1,209,340.36	53.50	1,241,360.50	32,020.14	3.48
VANGUARD TOTAL INTL STOCK	921909768	VXUS	8,244.00	52.51	432,892.44	53.50	441,054.00	8,161.56	1.24
VANGUARD TOTAL INTL STOCK	921909768	VXUS	18,820.00	47.87	900,909.64	53.50	1,006,870.00	105,960.36	2.82
VANGUARD TOTAL INTL STOCK	921909768	VXUS	553.00	64.35	35,585.55	53.50	29,585.50	(6,000.05)	0.08
VANGUARD TOTAL INTL STOCK	921909768	VXUS	1,932.00	53.54	103,439.28	53.50	103,362.00	(77.28)	0.29
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,546.00	226.21	349,720.35	204.06	315,476.76	(34,243.59)	0.89
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	4,809.00	195.76	941,409.84	204.06	981,324.54	39,914.70	2.75
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	35,630.00	169.04	6,022,895.20	204.06	7,270,657.80	1,247,762.60	20.40
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	433.00	233.92	101,287.36	204.06	88,357.98	(12,929.38)	0.25
<b>Security Type Sub-Total</b>			<b>172,352.00</b>		<b>15,798,180.17</b>	<b>3,017.77</b>	<b>17,017,705.59</b>	<b>1,219,525.42</b>	<b>47.75</b>
<b>Money Market Mutual Fund</b>									
FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	2,373,987.00	1.00	2,373,987.00	1.00	2,373,987.00	0.00	6.66
<b>Security Type Sub-Total</b>			<b>2,373,987.00</b>		<b>2,373,987.00</b>	<b>1.00</b>	<b>2,373,987.00</b>	<b>0.00</b>	<b>6.66</b>
<b>Mutual Fund - Bond</b>									
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	381,682.48	11.24	4,288,452.39	9.92	3,786,290.24	(502,162.15)	10.62
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	228,192.93	10.60	2,419,195.91	9.26	2,113,066.52	(306,129.39)	5.93
MAINSTAY MACKAY HIGH YIELD CORP BD R6	56063N881	MHYSX	59,238.72	5.62	333,114.20	4.93	292,046.88	(41,067.32)	0.82
PACIFIC FUNDS FLOATING RATE INCOME FUND	69447T771	PLFRX	112,306.77	9.68	1,086,681.37	9.21	1,034,345.32	(52,336.05)	2.90
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTROX	253,811.87	14.34	3,640,793.10	11.97	3,038,128.07	(602,665.03)	8.52
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	243,679.63	10.28	2,506,088.81	8.61	2,098,081.60	(408,007.21)	5.89
<b>Security Type Sub-Total</b>			<b>1,278,912.39</b>		<b>14,274,325.78</b>	<b>53.90</b>	<b>12,361,958.63</b>	<b>(1,912,367.15)</b>	<b>34.68</b>
<b>Mutual Fund - Equity</b>									
HARDING LOEVNER INTERNATIONAL EQUITY POR	412295107	HLMIX	26,524.78	27.70	734,770.32	24.78	657,283.99	(77,486.33)	1.84
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	SEMTX	21,294.58	19.39	412,811.63	15.27	325,168.18	(87,643.45)	0.91

**Detail of Securities Held & Market Analytics**

For the Month Ending **November 30, 2022**

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

<b>Security Type/Description</b> <b>Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Ticker</b>	<b>Shares</b>	<b>Average</b> <b>Cost/Share</b>	<b>Original</b> <b>Cost</b>	<b>Market</b> <b>Price</b>	<b>Market</b> <b>Value</b>	<b>Unreal G/L</b> <b>on Cost</b>	<b>Percentage</b>
<b>Mutual Fund - Equity</b>									
JENSEN QUALITY GROWTH-Y	476313408	JENYX	20,417.06	49.60	1,012,734.57	58.39	1,192,151.88	179,417.31	3.34
JOHCM INTERNATIONAL SELECT I	46653M849	JOHIX	15,449.87	27.29	421,674.98	20.85	322,129.76	(99,545.22)	0.90
MFS EMERGING MARKETS DEBT R6	552746364	MEDHX	0.49	10.85	5.26	11.62	5.64	0.38	0.00
VANGUARD TOT INST ST IDX - ADM	921909818	VTIAX	0.00	33.33	0.03	28.83	0.03	0.00	0.00
<b>Security Type Sub-Total</b>			<b>83,686.76</b>		<b>2,581,996.79</b>	<b>159.74</b>	<b>2,496,739.48</b>	<b>(85,257.31)</b>	<b>6.99</b>
<b>Separate Account</b>									
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	49,000.00	1.00	49,000.00	102.24	50,099.70	1,099.70	0.14
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	21,070.00	1.00	21,070.00	102.24	21,542.87	472.87	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	18,873.34	1.00	18,873.34	102.24	19,296.91	423.57	0.05
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	22,050.00	1.00	22,050.00	102.24	22,544.87	494.87	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	34,300.00	1.00	34,300.00	102.24	35,069.79	769.79	0.10
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	24,500.00	1.00	24,500.00	102.24	25,049.85	549.85	0.07
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	30,625.00	1.00	30,625.00	102.24	31,312.31	687.31	0.09
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	49,980.00	1.00	49,980.00	102.24	51,101.70	1,121.70	0.14
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	191,676.07	1.00	191,676.07	138.07	264,643.59	72,967.52	0.74
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	68,756.25	1.00	68,756.25	138.07	94,930.48	26,174.23	0.27
<b>Security Type Sub-Total</b>			<b>510,830.66</b>		<b>510,830.66</b>	<b>1,094.09</b>	<b>615,592.07</b>	<b>104,761.41</b>	<b>1.72</b>
<b>Managed Account Sub-Total</b>			<b>4,435,349.82</b>		<b>36,398,261.01</b>	<b>4,676.64</b>	<b>35,645,344.39</b>	<b>(752,916.62)</b>	<b>100.00</b>
<b>Securities Sub-Total</b>			<b>\$4,435,349.82</b>		<b>\$36,398,261.01</b>	<b>\$4,676.64</b>	<b>\$35,645,344.39</b>	<b>(\$752,916.62)</b>	<b>100.00%</b>
<b>Accrued Interest</b>							<b>\$0.00</b>		
<b>Total Investments</b>							<b>\$35,645,344.39</b>		



**Detail of Securities Held & Market Analytics**

For the Month Ending **November 30, 2022**

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

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
<b>Exchange-Traded Fund - Bond</b>									
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	982.00	61.01	59,911.82	50.02	49,119.64	(10,792.18)	0.14
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,405.00	60.31	145,045.55	50.02	120,298.10	(24,747.45)	0.34
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	631.00	56.69	35,771.39	50.02	31,562.62	(4,208.77)	0.09
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	633.00	56.99	36,074.67	50.02	31,662.66	(4,412.01)	0.09
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,113.00	61.13	68,037.69	50.02	55,672.26	(12,365.43)	0.16
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,734.00	57.68	157,699.85	50.02	136,754.68	(20,945.17)	0.38
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	7,130.00	50.33	358,852.90	50.02	356,642.60	(2,210.30)	1.00

**Security Type Sub-Total** **15,628.00** **861,393.87** **350.14** **781,712.56** **(79,681.31)** **2.20**

<b>Exchange-Traded Fund - Equity</b>									
INVESCO S&P 500 EQUAL WEIGHT ETF	46137V357	RSP	2,515.00	138.29	347,799.10	148.82	374,282.30	26,483.20	1.05
INVESCO S&P 500 EQUAL WEIGHT ETF	46137V357	RSP	3,264.00	156.88	512,055.99	148.82	485,748.48	(26,307.51)	1.36
INVESCO S&P 500 EQUAL WEIGHT ETF	46137V357	RSP	2,437.00	155.89	379,903.45	148.82	362,674.34	(17,229.11)	1.01
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	751.00	234.30	175,958.55	257.00	193,007.00	17,048.45	0.54
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	2,662.00	276.40	735,776.80	257.00	684,134.00	(51,642.80)	1.91
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	3,250.00	117.36	381,419.68	101.84	330,980.00	(50,439.68)	0.92
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	1,233.00	106.97	131,893.89	101.84	125,568.72	(6,325.17)	0.35
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	1,798.00	95.51	171,725.90	101.84	183,108.32	11,382.42	0.51
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	1,256.00	107.25	134,705.87	101.84	127,911.04	(6,794.83)	0.36
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	886.00	106.82	94,641.99	101.84	90,230.24	(4,411.75)	0.25
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	5,980.00	49.91	298,458.21	43.41	259,591.80	(38,866.41)	0.73
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,614.00	37.17	97,162.38	43.41	113,473.74	16,311.36	0.32
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	9,189.00	39.68	364,619.52	43.41	398,894.49	34,274.97	1.11
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,211.00	42.18	93,259.98	43.41	95,979.51	2,719.53	0.27
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	15,623.00	42.95	670,998.48	43.41	678,194.43	7,195.95	1.89
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	4,352.00	49.33	214,681.55	43.41	188,920.32	(25,761.23)	0.53
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	6,915.00	38.86	268,716.90	43.41	300,180.15	31,463.25	0.84
VANGUARD TOTAL INTL STOCK	921909768	VXUS	580.00	56.01	32,485.80	53.50	31,030.00	(1,455.80)	0.09
VANGUARD TOTAL INTL STOCK	921909768	VXUS	18,935.00	47.87	906,414.66	53.50	1,013,022.50	106,607.84	2.83
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,875.00	51.82	148,982.21	53.50	153,812.50	4,830.29	0.43

Detail of Securities Held & Market Analytics

For the Month Ending November 30, 2022

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
<b>Exchange-Traded Fund - Equity</b>									
VANGUARD TOTAL INTL STOCK	921909768	VXUS	632.00	64.35	40,669.20	53.50	33,812.00	(6,857.20)	0.09
VANGUARD TOTAL INTL STOCK	921909768	VXUS	1,714.00	53.54	91,767.56	53.50	91,699.00	(68.56)	0.26
VANGUARD TOTAL INTL STOCK	921909768	VXUS	6,883.00	65.37	449,941.71	53.50	368,240.50	(81,701.21)	1.03
VANGUARD TOTAL INTL STOCK	921909768	VXUS	23,215.00	52.12	1,209,965.80	53.50	1,242,002.50	32,036.70	3.47
VANGUARD TOTAL INTL STOCK	921909768	VXUS	8,570.00	52.51	450,010.70	53.50	458,495.00	8,484.30	1.28
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,551.00	226.21	350,851.40	204.06	316,497.06	(34,354.34)	0.88
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	433.00	233.92	101,287.36	204.06	88,357.98	(12,929.38)	0.25
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	4,931.00	195.76	965,292.56	204.06	1,006,219.86	40,927.30	2.81
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	35,671.00	169.04	6,029,825.84	204.06	7,279,024.26	1,249,198.42	20.33
<b>Security Type Sub-Total</b>			<b>172,926.00</b>		<b>15,851,273.04</b>	<b>3,017.77</b>	<b>17,075,092.04</b>	<b>1,223,819.00</b>	<b>47.70</b>
<b>Money Market Mutual Fund</b>									
FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	2,425,301.37	1.00	2,425,301.37	1.00	2,425,301.37	0.00	6.77
<b>Security Type Sub-Total</b>			<b>2,425,301.37</b>		<b>2,425,301.37</b>	<b>1.00</b>	<b>2,425,301.37</b>	<b>0.00</b>	<b>6.77</b>
<b>Mutual Fund - Bond</b>									
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	382,985.31	11.23	4,301,975.78	9.92	3,799,214.31	(502,761.47)	10.61
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	228,887.00	10.60	2,426,906.74	9.26	2,119,493.58	(307,413.16)	5.92
MAINSTAY MACKAY HIGH YIELD CORP BD R6	56063N881	MHYSX	59,536.26	5.62	334,790.01	4.93	293,513.74	(41,276.27)	0.82
PACIFIC FUNDS FLOATING RATE INCOME FUND	69447T771	PLFRX	112,841.12	9.68	1,091,882.34	9.21	1,039,266.69	(52,615.65)	2.90
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTROX	254,832.91	14.34	3,654,011.94	11.97	3,050,349.93	(603,662.01)	8.52
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	244,688.27	10.29	2,517,008.86	8.61	2,106,766.02	(410,242.84)	5.88
<b>Security Type Sub-Total</b>			<b>1,283,770.86</b>		<b>14,326,575.67</b>	<b>53.90</b>	<b>12,408,604.27</b>	<b>(1,917,971.40)</b>	<b>34.65</b>
<b>Mutual Fund - Equity</b>									
HARDING LOEVNER INTERNATIONAL EQUITY POR	412295107	HLMIX	26,616.23	27.66	736,325.13	24.78	659,550.28	(76,774.85)	1.84
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	SEMTX	21,365.92	19.39	414,269.96	15.27	326,257.63	(88,012.33)	0.91

**Detail of Securities Held & Market Analytics**

For the Month Ending **November 30, 2022**

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

<b>Security Type/Description</b> <b>Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Ticker</b>	<b>Shares</b>	<b>Average Cost/Share</b>	<b>Original Cost</b>	<b>Market Price</b>	<b>Market Value</b>	<b>Unreal G/L on Cost</b>	<b>Percentage</b>
<b>Mutual Fund - Equity</b>									
JENSEN QUALITY GROWTH-Y	476313408	JENYX	20,413.19	49.61	1,012,658.26	58.39	1,191,925.95	179,267.69	3.33
JOHCM INTERNATIONAL SELECT I	46653M849	JOHIX	15,505.45	27.28	422,983.24	20.85	323,288.58	(99,694.66)	0.90
MFS EMERGING MARKETS DEBT R6	552746364	MEDHX	0.49	10.85	5.26	11.62	5.64	0.38	0.00
VANGUARD TOTAL STOCK MARKET INDEX	922908801	VITX	0.00	75.00	0.03	99.40	0.04	0.01	0.00
<b>Security Type Sub-Total</b>			<b>83,901.28</b>		<b>2,586,241.88</b>	<b>230.31</b>	<b>2,501,028.12</b>	<b>(85,213.76)</b>	<b>6.98</b>
<b>Separate Account</b>									
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	22,050.00	1.00	22,050.00	102.24	22,544.87	494.87	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	30,625.00	1.00	30,625.00	102.24	31,312.31	687.31	0.09
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	18,873.34	1.00	18,873.34	102.24	19,296.91	423.57	0.05
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	49,000.00	1.00	49,000.00	102.24	50,099.70	1,099.70	0.14
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	49,980.00	1.00	49,980.00	102.24	51,101.70	1,121.70	0.14
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	24,500.00	1.00	24,500.00	102.24	25,049.85	549.85	0.07
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	21,070.00	1.00	21,070.00	102.24	21,542.87	472.87	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	34,300.00	1.00	34,300.00	102.24	35,069.79	769.79	0.10
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	191,676.07	1.00	191,676.07	135.94	260,561.05	68,884.98	0.73
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	68,756.25	1.00	68,756.25	135.94	93,466.02	24,709.77	0.26
<b>Security Type Sub-Total</b>			<b>510,830.66</b>		<b>510,830.66</b>	<b>1,089.83</b>	<b>610,045.07</b>	<b>99,214.41</b>	<b>1.70</b>
<b>Managed Account Sub-Total</b>			<b>4,492,358.17</b>		<b>36,561,616.49</b>	<b>4,742.95</b>	<b>35,801,783.43</b>	<b>(759,833.06)</b>	<b>100.00</b>
<b>Securities Sub-Total</b>			<b>\$4,492,358.17</b>		<b>\$36,561,616.49</b>	<b>\$4,742.95</b>	<b>\$35,801,783.43</b>	<b>(\$759,833.06)</b>	<b>100.00%</b>
<b>Accrued Interest</b>							<b>\$0.00</b>		
<b>Total Investments</b>							<b>\$35,801,783.43</b>		



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

DATE: January 25, 2023

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

RE: Ridership Report for November and December 2022

Summary:

	Monthly Ridership		Monthly Variance	
	Nov-22	Nov-21	Net	Percent
Fixed Route	207,091	177,680	29,411	16.6%
SolVan	1,446	1,243	203	16.3%
SunRide	562	499	63	11.2%
Taxi Voucher*	233	278	-45	-19.3%
SunDial	8,609	8,621	-12	-0.1%
<b>Total</b>	<b>217,941</b>	<b>188,321</b>	<b>29,620</b>	<b>15.7%</b>

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

	Monthly Ridership		Monthly Variance	
	Dec-22	Dec-21	Net	Percent
Fixed Route	202,560	173,621	28,939	16.7%
SolVan	1,525	1,336	189	14.1%
SunRide	586	514	72	12.3%
Taxi Voucher*	189	250	-61	-32.2%
SunDial	8,529	8,659	-130	-1.5%
<b>Total</b>	<b>213,389</b>	<b>184,380</b>	<b>29,009</b>	<b>15.7%</b>

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

<b>Yearly Ridership</b>	
<b>Fiscal Year 2023</b>	1,300,536
<b>Fiscal Year 2022</b>	1,086,739
<b>Ridership Increase</b>	<b>213,797</b>

Fiscal year to date system ridership is up by 213,797 rides or 19.7% increase compared to the previous fiscal year. The baseline of the attached COVID-19 Recovery chart is calendar year 2020, this allows a comparison of three (3) years.

Recommendation:

Receive and file.



## SunLine Transit Agency Monthly Ridership Report November 2022

Fixed Route	Nov 2022	Nov 2021	FY 2023	FY 2022	Monthly KPI		Bikes		Wheelchairs		
			YTD	YTD	Passengers/ Rev. Hours	Passengers/ Rev. Miles	Monthly	FYTD	Monthly	FYTD	
Route 1	Coachella - Hwy 111 - Palm Springs	85,560	71,634	427,226	349,446	14.9	1.0	3,866	19,331	645	3,664
Route 2	Desert Hot Springs - Palm Springs - Cathedral City	53,322	48,721	273,277	240,471	21.7	1.5	2,142	10,721	635	2,642
Route 3	Desert Hot Springs - Desert Edge	5,947	4,967	28,713	22,791	13.6	0.8	116	698	125	535
Route 4	Westfield Palm Desert - Palm Springs	17,049	14,974	86,065	75,062	9.9	0.7	671	3,054	105	543
Route 5	Desert Hot Springs - CSUSB - Palm Desert	2,047	1,240	8,599	2,935	7.3	0.3	64	246	3	18
Route 6	Coachella - Fred Waring - Westfield Palm Desert	8,781	5,667	38,668	27,883	6.2	0.5	308	1,317	34	207
Route 7	Bermuda Dunes - Indian Wells - La Quinta	5,305	5,379	26,944	25,617	11.0	0.8	189	984	49	222
Route 8	North Indio - Coachella -Thermal/Mecca	13,046	10,223	68,892	49,038	9.4	0.6	401	2,080	77	343
Route 9	North Shore - Mecca - Oasis	6,261	5,857	30,341	22,838	6.4	0.3	41	300	11	100
Route 10	Indio - CSUSB - San Bernardino - Metrolink	2,918	2,288	12,292	8,616	14.5	0.2	22	117	4	20
Route 200 SB	Palm Springs High School AM Tripper	350	304	1,486	1,210	34.8	1.6	1	12	-	1
Route 400 SB	Raymond Cree / Palm Springs HS Tripper	82	161	313	700	7.1	0.5	-	-	-	-
Route 401 SB	Palm Canyon / Stevens AM Tripper	-	-	-	206	-	-	-	-	-	-
Route 402 NB	Palm Canyon / Stevens AM Tripper	22	48	109	207	3.2	0.2	-	-	-	2
Route 403 NB	Vista Chino /Sunrise PM Tripper	48	158	319	414	15.2	0.5	1	6	-	-
Route 500 SB	Westfield Palm Desert PM Tripper	262	253	1,092	784	38.0	2.4	2	10	2	2
Route 501 NB	Palm Desert High School AM Tripper	-	-	-	95	-	-	-	-	-	-
Route 700 SB/NB	Harris / Washington - Calle Madrid / Ave Vallejo AM Tripper	285	300	1,353	1,377	18.5	1.2	-	7	-	1
Route 701 SB/NB	Harris / Washington - Calle Madrid / Ave Vallejo PM Tripper	741	880	3,235	3,186	45.8	3.0	-	14	-	-
Route 800 NB	Shadow Hills High School AM Tripper	1,168	2,224	4,983	7,422	71.9	3.5	2	3	-	-
Route 801 SB	Jackson / 44th PM Tripper	1,855	2,068	8,393	7,265	119.9	7.1	3	15	1	3
Route 802 SB	Hwy 111 / Golf Center Pkwy PM Tripper	617	79	2,249	1,964	32.1	1.7	1	8	-	8
Route 803 NB	Shadow Hills High School AM Tripper	1,425	255	6,777	898	116.6	5.7	1	1	-	-
<b>Fixed Route Total</b>		<b>207,091</b>	<b>177,680</b>	<b>1,031,326</b>	<b>850,425</b>	<b>13.5</b>	<b>0.8</b>	<b>7,831</b>	<b>38,924</b>	<b>1,691</b>	<b>8,311</b>
SolVan		1,446	1,243	8,071	6,893						
SunRide		562	499	2,650	2,179						
Taxi Voucher		233	278	1,266	1,475						
SunDial		8,609	8,621	43,834	41,387	0.9	0.2				
<b>System Total</b>		<b>217,941</b>	<b>188,321</b>	<b>1,087,147</b>	<b>902,359</b>	<b>10.5</b>	<b>0.7</b>				
		<b>Nov-22</b>	<b>Nov-21</b>								
	Weekdays:	21	21								
	Saturdays:	4	4								
	Sundays:	4	4								
	<b>Total Days:</b>	<b>29</b>	<b>29</b>								

On Sunday, May 2, 2021, SunLine resumed fare collection. Haul Pass Programs returned, Haul Pass COD contributed with 6,699 rides, CSUSB with 2,201 rides. Mobile Ticketing contributed with 32,413 rides, the total for November 2022 includes 142 paratransit mobile tickets.



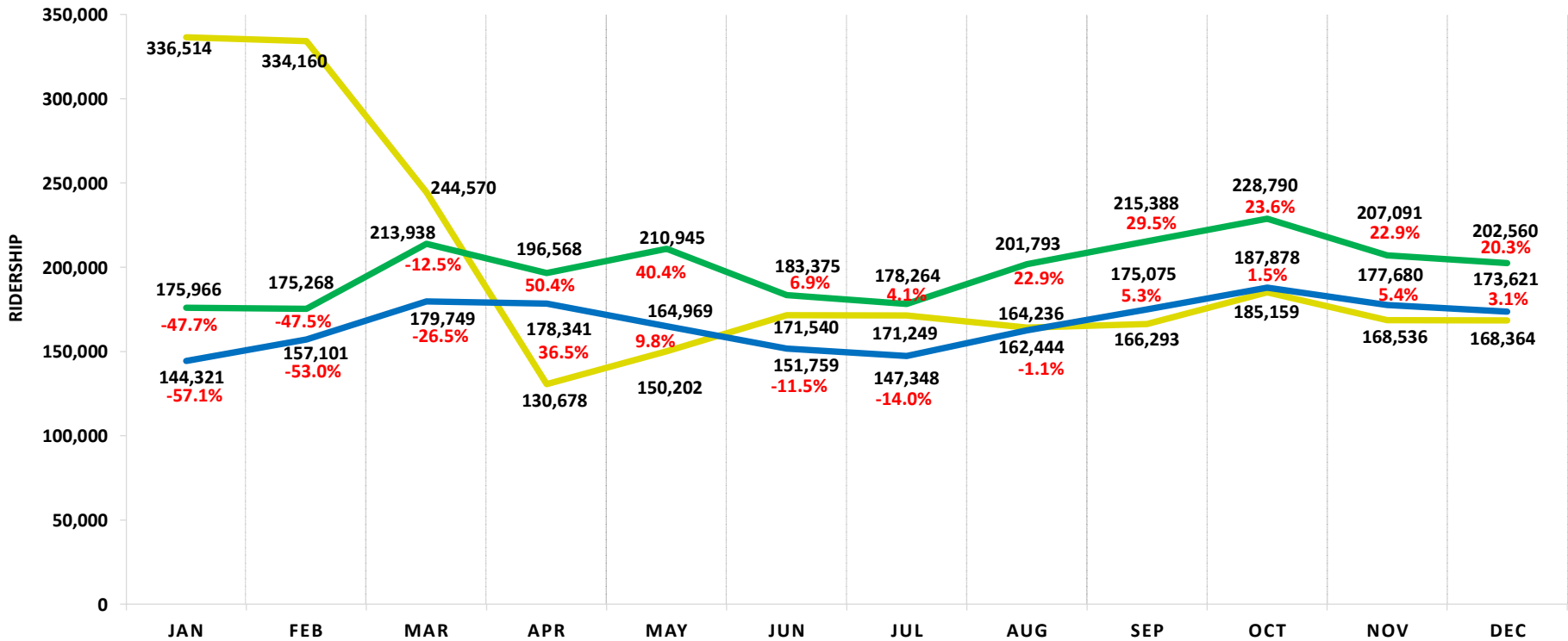
## SunLine Transit Agency Monthly Ridership Report December 2022

Fixed Route	Dec 2022	Dec 2021	FY 2023	FY 2022	Monthly KPI		Bikes		Wheelchairs		
			YTD	YTD	Passengers/ Rev. Hours	Passengers/ Rev. Miles	Monthly	FYTD	Monthly	FYTD	
Route 1	Coachella - Hwy 111 - Palm Springs	84,336	72,822	511,562	422,268	15.0	1.0	3,729	23,060	621	4,285
Route 2	Desert Hot Springs - Palm Springs - Cathedral City	53,671	45,891	326,948	286,362	21.8	1.5	2,246	10,721	570	3,212
Route 3	Desert Hot Springs - Desert Edge	5,987	4,626	34,700	27,417	13.8	0.8	115	698	62	597
Route 4	Westfield Palm Desert - Palm Springs	16,985	14,892	103,050	89,954	10.0	0.7	715	3,054	108	651
Route 5	Desert Hot Springs - CSUSB - Palm Desert	1,741	1,204	10,340	4,139	7.3	0.3	97	246	9	27
Route 6	Coachella - Fred Waring - Westfield Palm Desert	8,397	6,519	47,065	34,402	6.3	0.5	329	1,317	49	256
Route 7	Bermuda Dunes - Indian Wells - La Quinta	5,717	5,419	32,661	31,036	11.2	0.8	292	984	35	257
Route 8	North Indio - Coachella - Thermal/Mecca	13,824	10,372	82,716	59,410	9.5	0.6	409	2,080	31	374
Route 9	North Shore - Mecca - Oasis	5,628	6,039	35,969	28,877	6.4	0.3	34	300	18	118
Route 10	Indio - CSUSB - San Bernardino - Metrolink	1,217	910	13,509	9,526	13.2	0.2	10	117	9	29
Route 200 SB	Palm Springs High School AM Tripper	223	297	1,709	1,507	34.4	1.6	-	12	-	1
Route 400 SB	Raymond Cree / Palm Springs HS Tripper	108	152	421	852	8.2	0.5	-	-	-	-
Route 401 SB	Palm Canyon / Stevens AM Tripper	-	-	-	206	-	-	-	-	-	-
Route 402 NB	Palm Canyon / Stevens AM Tripper	32	36	141	243	3.5	0.2	-	-	-	2
Route 403 NB	Vista Chino / Sunrise PM Tripper	22	89	341	503	13.9	0.5	-	6	-	-
Route 500 SB	Westfield Palm Desert PM Tripper	168	168	1,260	952	37.5	2.4	1	10	-	2
Route 501 NB	Palm Desert High School AM Tripper	-	-	-	95	-	-	3	-	-	-
Route 700 SB/NB	Harris / Washington - Calle Madrid / Ave Vallejo AM Tripper	278	324	1,631	1,701	41.0	1.2	61	7	-	1
Route 701 SB/NB	Harris / Washington - Calle Madrid / Ave Vallejo PM Tripper	517	515	3,752	3,701	152.5	3.0	-	14	2	2
Route 800 NB	Shadow Hills High School AM Tripper	828	1,634	5,811	9,056	172.8	3.5	-	3	-	-
Route 801 SB	Jackson / 44th PM Tripper	1,364	1,688	9,757	8,953	245.4	7.0	7	15	-	3
Route 802 SB	Hwy 111 / Golf Center Pkwy PM Tripper	486	-	2,735	1,964	111.2	1.7	-	8	-	8
Route 803 NB	Shadow Hills High School AM Tripper	1,031	24	7,808	922	232	6	-	1	-	-
<b>Fixed Route Total</b>		<b>202,560</b>	<b>173,621</b>	<b>1,233,886</b>	<b>1,024,046</b>	<b>13</b>	<b>1</b>	<b>8,048</b>	<b>42,653</b>	<b>1,514</b>	<b>9,825</b>
SolVan		1,525	1,336	9,596	8,229						
SunRide		586	514	3,236	2,693						
Taxi Voucher		189	250	1,455	1,725						
SunDial		8,529	8,659	52,363	50,046	1.9	0.1				
<b>System Total</b>		<b>213,389</b>	<b>184,380</b>	<b>1,300,536</b>	<b>1,086,739</b>	<b>10.5</b>	<b>0.7</b>				
		<b>Dec-22</b>	<b>Dec-21</b>								
	Weekdays:	22	23								
	Saturdays:	5	3								
	Sundays:	3	4								
	<b>Total Days:</b>	<b>30</b>	<b>30</b>								

On Sunday, May 2, 2021, SunLine resumed fare collection. Haul Pass Programs returned, Haul Pass COD contributed with 5,014 rides, CSUSB with 601 rides. Mobile Ticketing contributed with 30,772 rides, the total for December 2022 includes 196 paratransit mobile tickets.

## Fixed Route Ridership COVID-19 Recovery

— CY 2020   
 — CY 2021   
 — CY 2022   
 %VAR. 2020 vs 2021   
 %VAR. 2020 vs 2022



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

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

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

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

Variances are in red close to their corresponding ridership number. 2021 and 2022 are referring to the baseline of 2020.

**Ridership:**

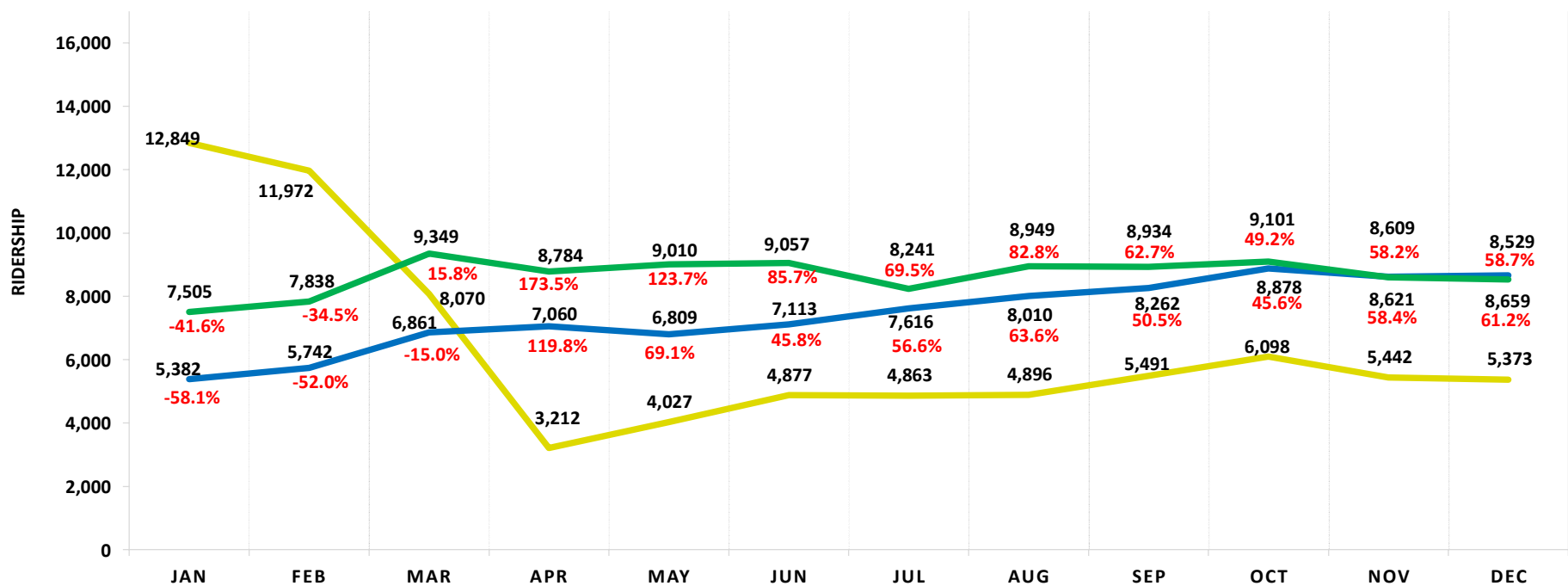
FY 2021 Actual = 2,088,342

FY 2022 Actual = 2,303,785

FY 2023 SRTP Predicted = 2,506,993

### Paratransit Ridership COVID-19 Recovery

— CY 2020   
 — CY 2021   
 — CY 2022   
 %VAR. 2020 vs 2021   
 %VAR. 2020 vs 2022



Beginning January 2022, instead of comparing the ridership to the 2019 pre COVID levels, we will be moving forward with comparing the ridership growth from 2020 and 2021. Variances are in red close to their corresponding ridership number. 2021 and 2022 are referring to the baseline of 2020. January 2020 and February 2020 show pre-pandemic COVID-19 ridership numbers.

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

DATE: January 25, 2023 **RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: SunDial Operational Notes for November and December 2022

Summary:

The attached report summarizes SunDial's operation for the month of November and December 2022. This report identifies that for the month of November, the on-time performance for SunDial did not meet the internal service standard goal of 85% which is comparable to the fixed route service. In the month of December, SunDial did meet and exceeded the internal service standard goal.

In November, SunDial was under the internal service standard at 83.2%. Road closures due to adverse weather conditions, road construction and special events throughout the valley created heavy traffic and delays which affected our on-time performance. The following are specific events which created these delays:

- Palm Springs Pride Parade
- Coachella Run de los Muertos
- Palm Springs Veterans Parade routes
- Road work on Palm Dr. in Desert Hot Springs which began on November 14, 2022 and ended on December 15, 2022
- Palm Springs Festival of Lights Parade
- La Quinta Ironman Triathlon
- Coachella Christmas Parade
- Desert Hot Springs Holiday Parade and Festival
- Ongoing construction on Cook St.
- Wash closures at North Indian Canyon, Gene Autry Trail and Vista Chino

Fiscal-year-to-date, SunDial has maintained an on-time performance of 87.1%. Total vehicle miles for November 2022 decreased by 2,169 compared to November 2021. Total trips for the month of November were 8,270. When compared to November 2021 this is an increase of 161 trips or 2%.

Total passengers for the month of November were 8,609. When compared to November 2021 this is a decrease of 12 passengers or 0.1%. Mobility device

boardings for November 2022 increased 29% or 319 compared to November 2021. Field Supervisors performed 53 onboard inspections and 55 safety evaluations which included pre-trip inspections and trailing evaluations.

In December, SunDial met and exceeded the internal service standard at 88.5%. Fiscal-year-to-date, SunDial has maintained an on-time performance of 87.3%. Total vehicle miles for December 2022 increased by 962 compared to December 2021. Total trips for the month of December were 8,141. When compared to December 2021 this is an increase of five (5) trips or 0.1%.

Total passengers for the month of December were 8,529. When compared to December 2021 this is a decrease of 130 passengers or 1.5%. Mobility device boardings for December 2022 increased 23% or 270 compared to December 2021. Field Supervisors performed 49 onboard inspections and 53 safety evaluations which included pre-trip inspections and trailing evaluations.

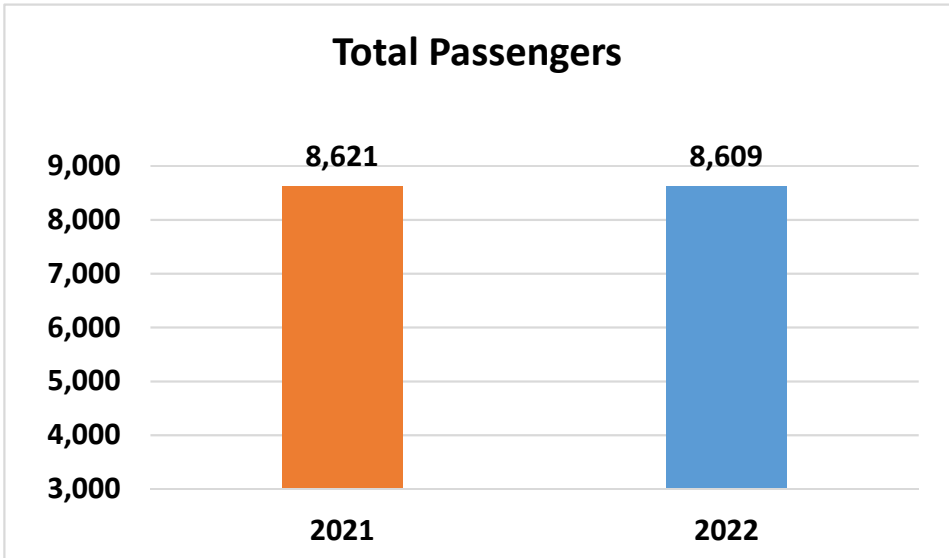
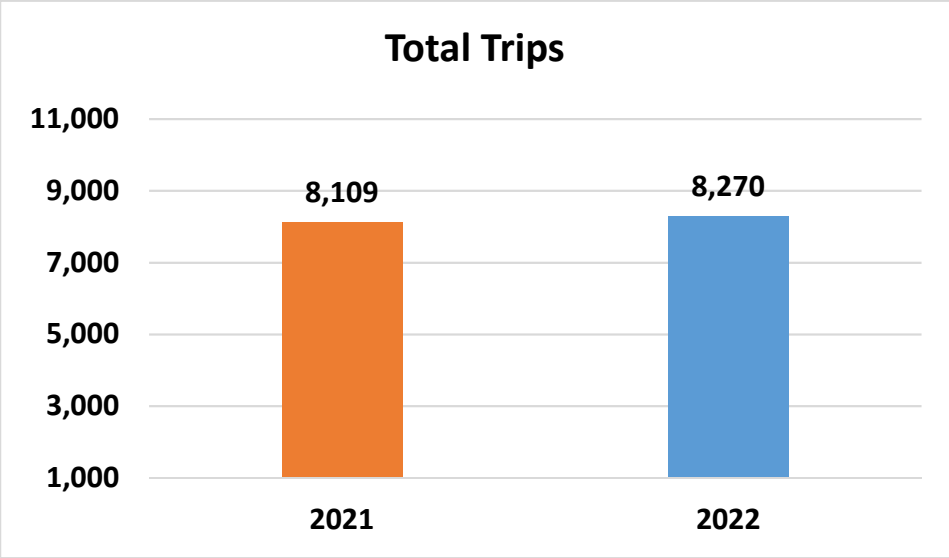
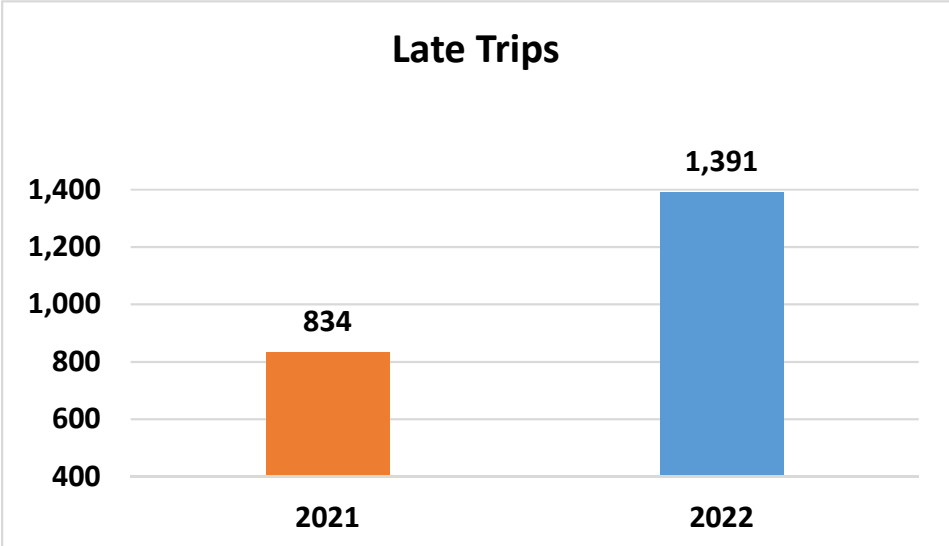
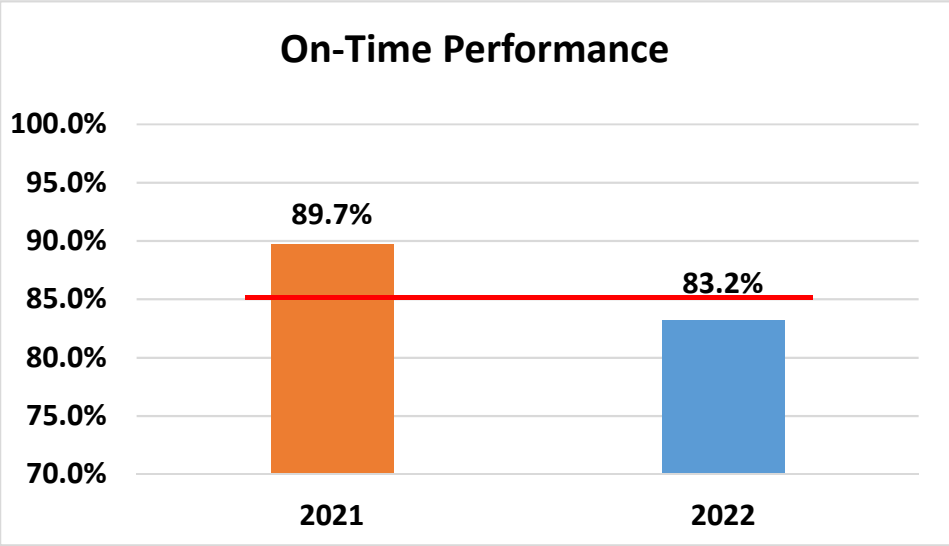
Recommendation:

Receive and file.



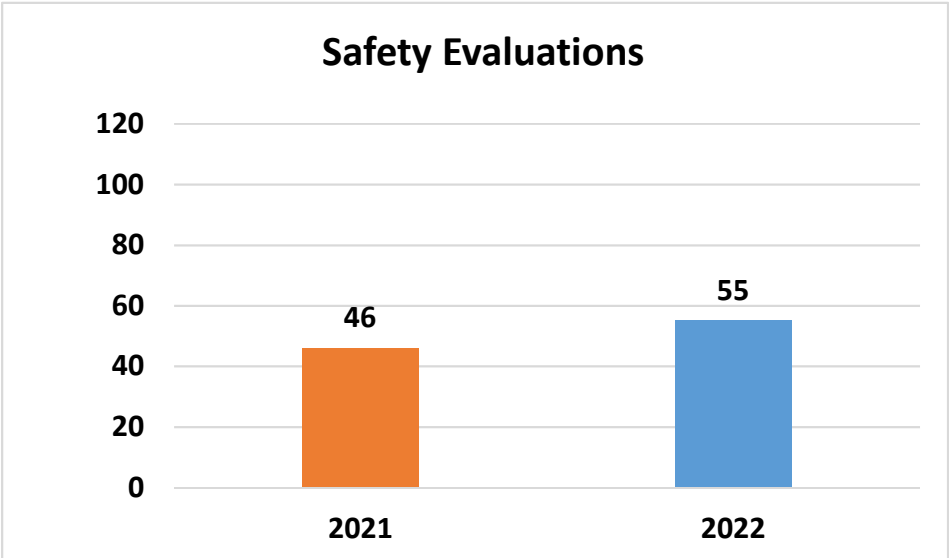
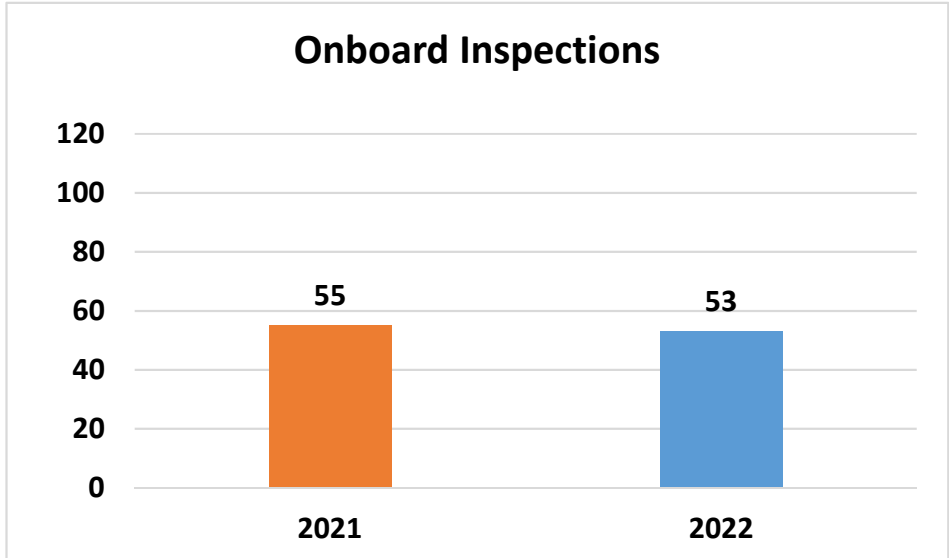
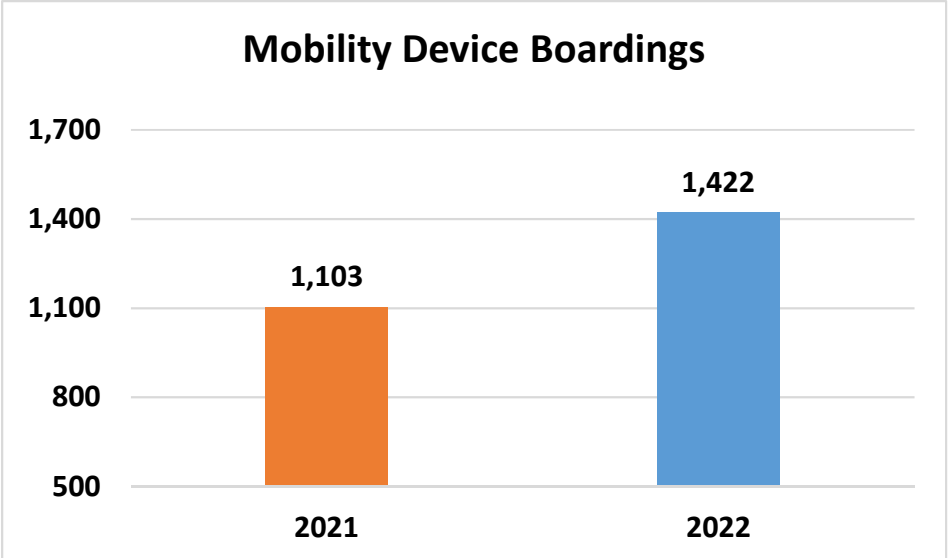
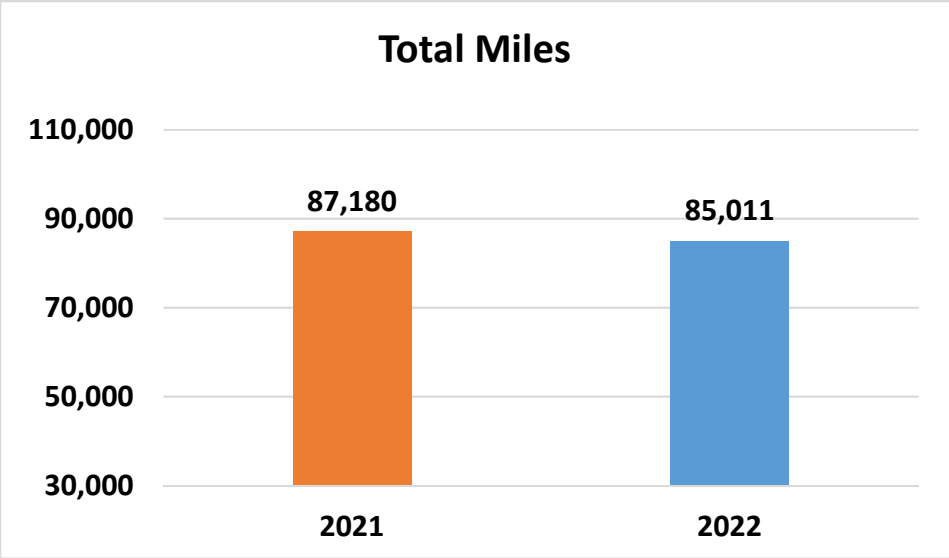
# SunDial Operational Charts

## November 2021 vs. November 2022



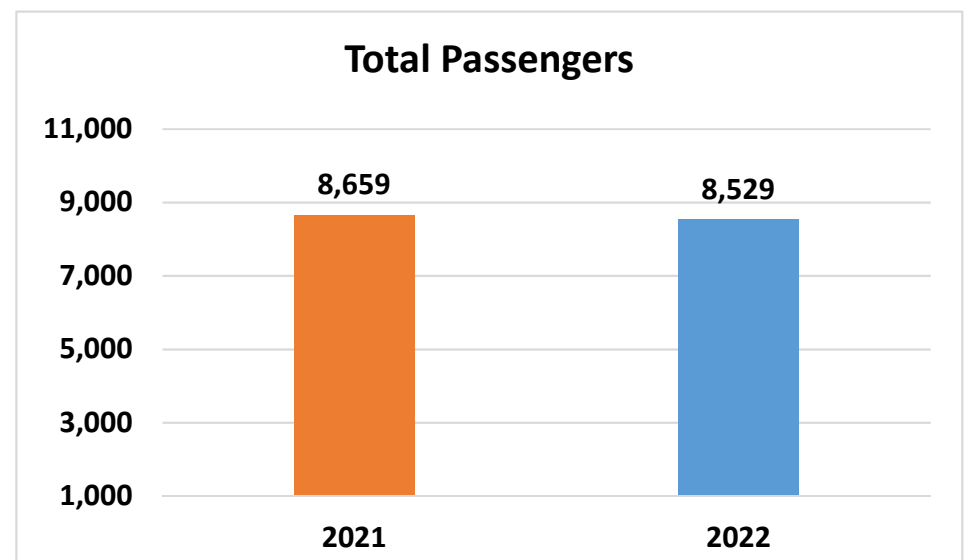
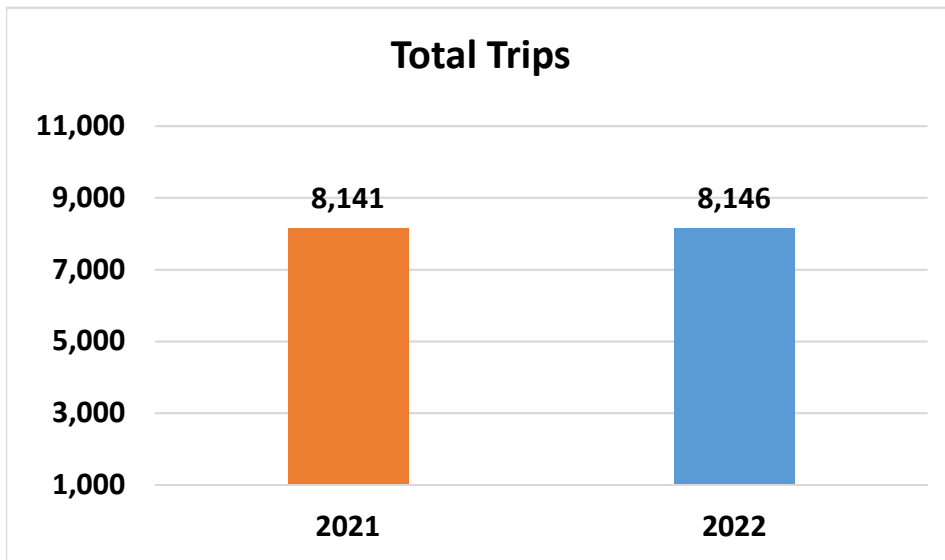
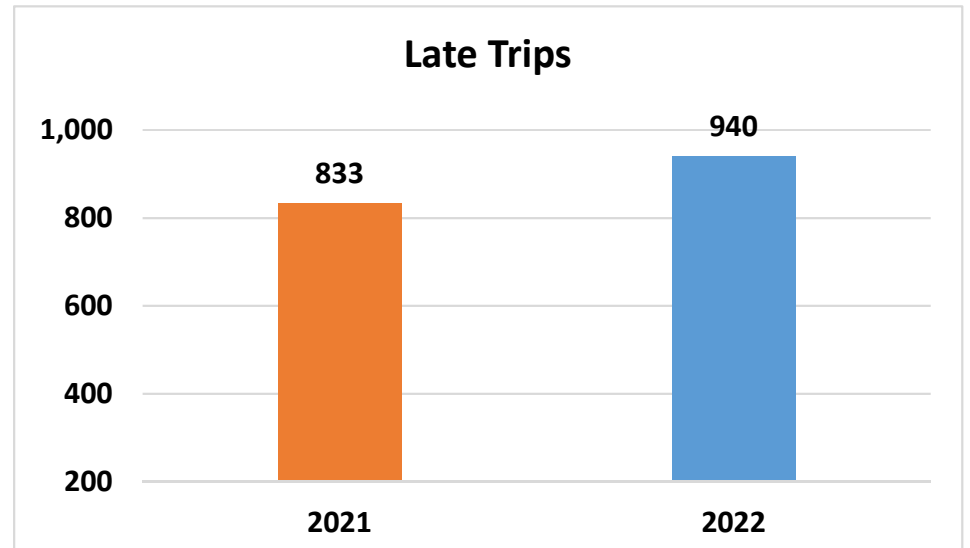
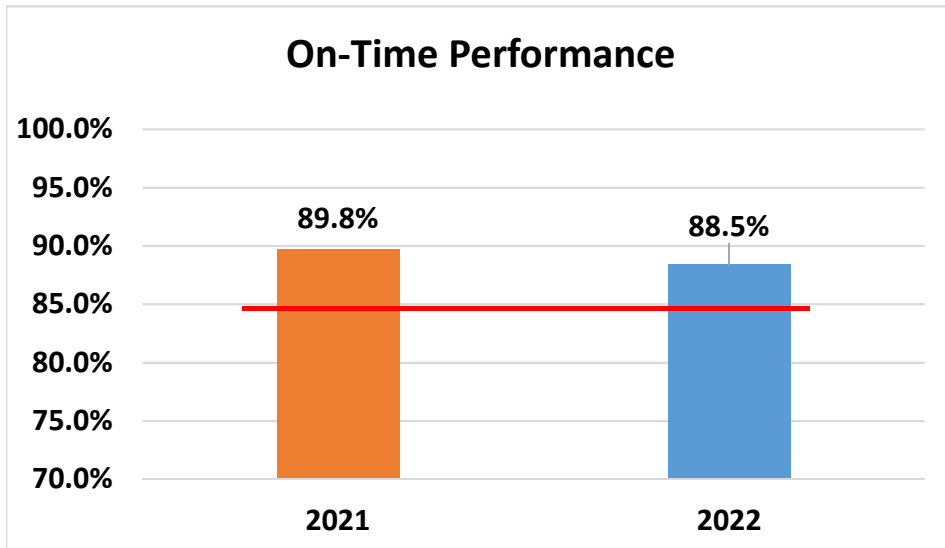
# SunDial Operational Charts

## November 2021 vs. November 2022



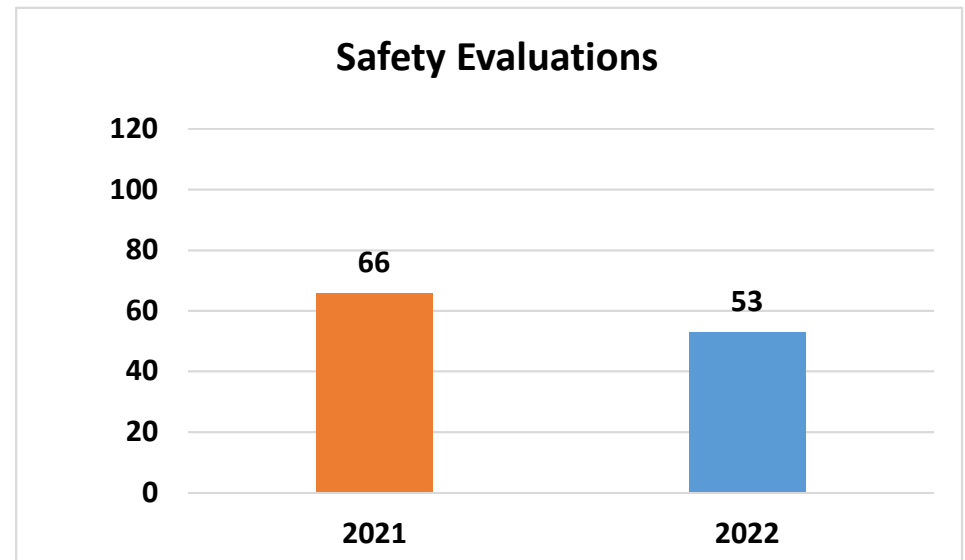
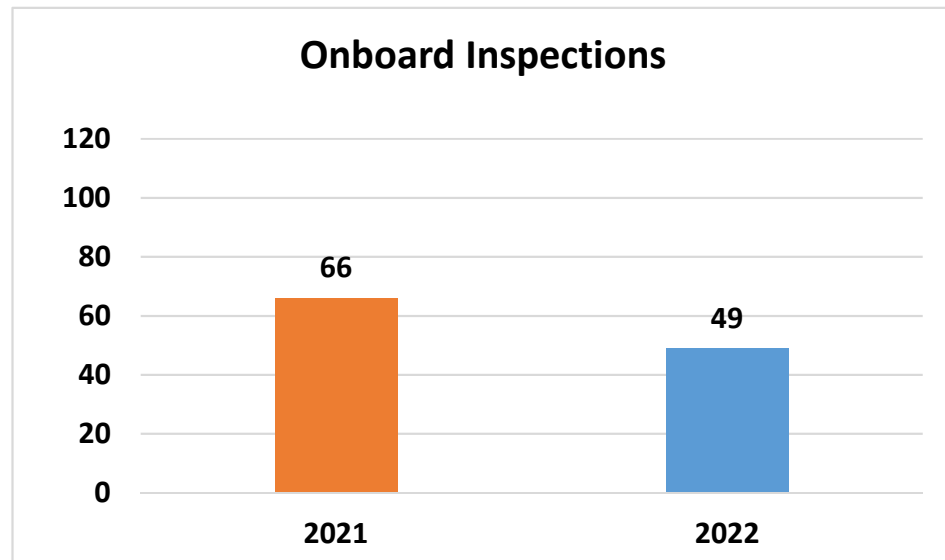
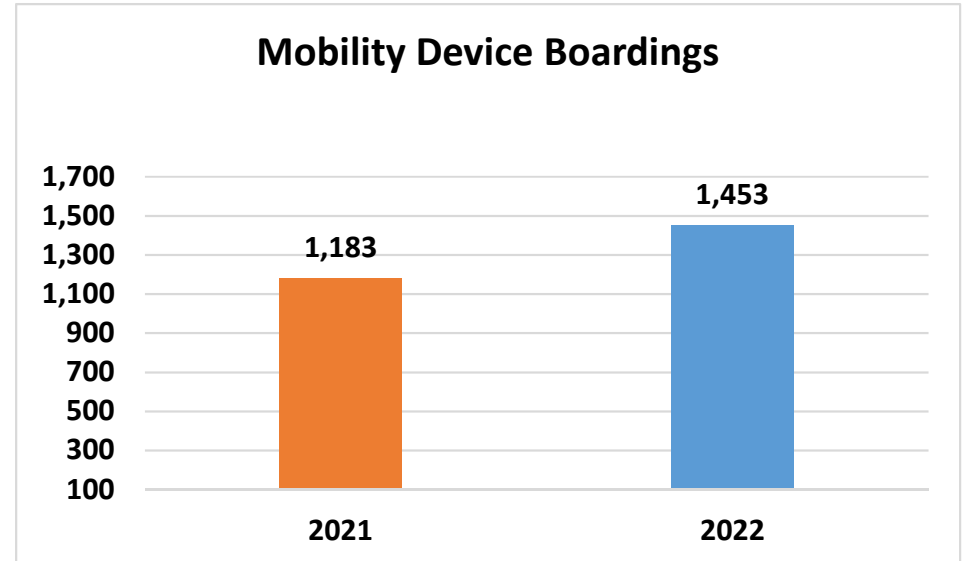
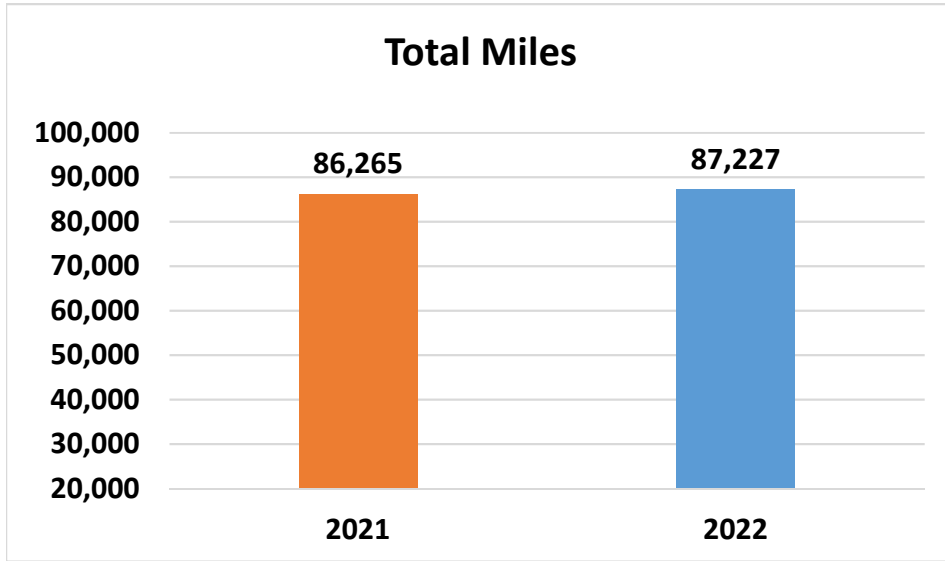
# SunDial Operational Charts

## December 2021 vs. December 2022



# SunDial Operational Charts

## December 2021 vs. December 2022



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

DATE: January 25, 2023

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Metrics for November and December 2022

Summary:

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

SunRide

- Palm Desert had its best month to date with 203 rides by 211 passengers, up 5% from its second highest month.
- Mecca/North Shore had its best month for 2022 with 81 rides by 88 passengers.
- Coachella is currently experiencing a downward trend over the past three (3) months, down 115% (89 trips) over the high of 204 in September. This seems to be a pattern within this geofence where ridership increases and then drops off and steadily increases again.
- Outreaches are planned for each geo-fence in the first quarter of 2023 to build brand awareness.

Fixed Route

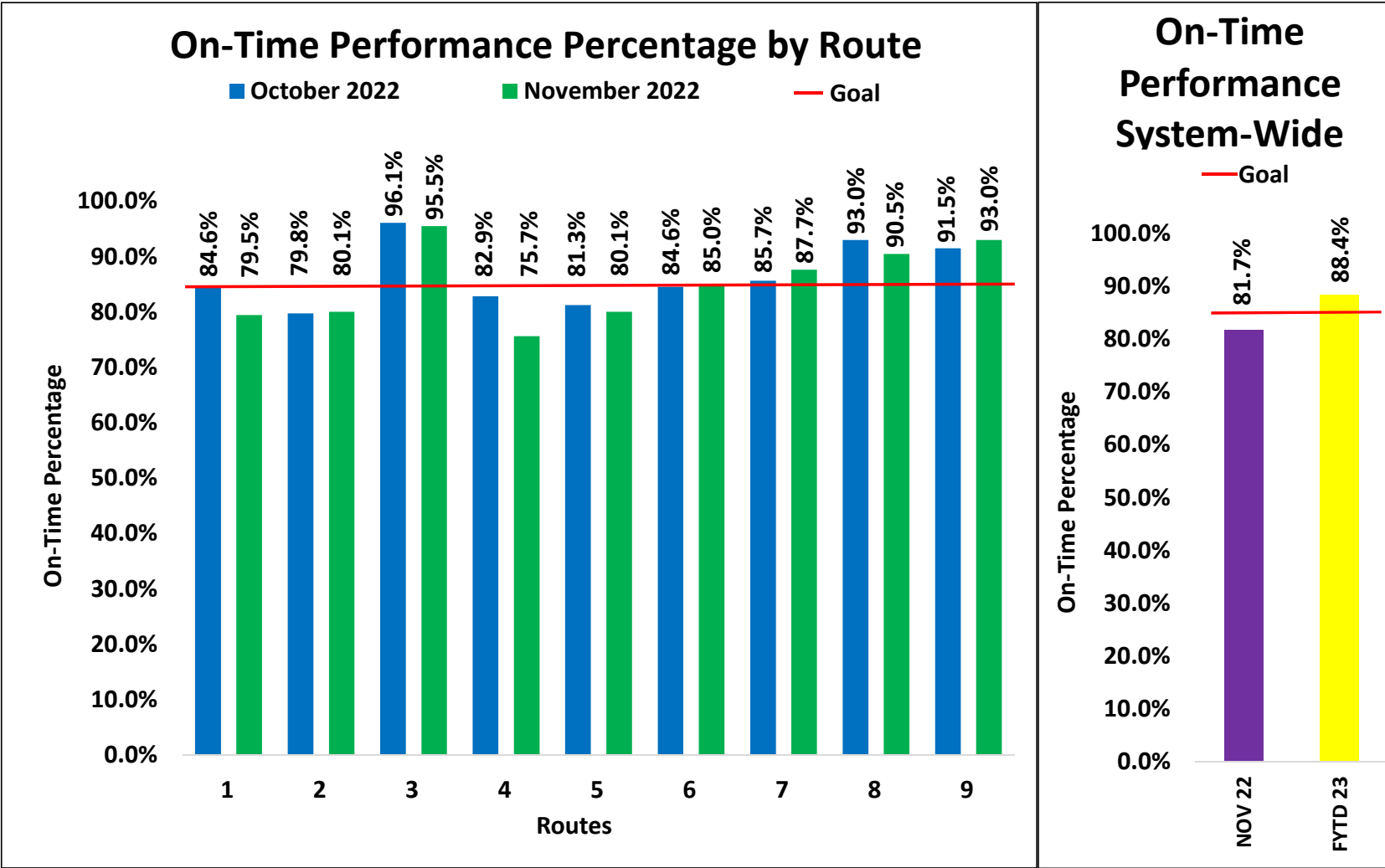
- Fixed route's on-time performance had a decrease of 1.2% from November 2022 to December 2022.
- For the months of November and December 2022, the Agency did not meet its service standard goal of 85%. Routes 1, 2, 4 and 5 also did not meet their

on-time performance for both months. All routes were impacted due to construction, weather conditions, traffic, shortage of operators and events throughout the valley.

- Routes 1, 2, & 4 - Palm Springs Pride Parade
- Route 1, 6 & 8 - Coachella Run de los Muertos
- Routes 1, 2 & 4 - Palm Springs Veterans Parade
- Route 2 - Road work on Palm Dr. in Desert Hot Springs which began on November 14, 2022 and ended on December 15, 2022
- Routes 1, 2 & 4 - Palm Springs Festival of Lights Parade
- Routes 1, 7 & 9 - Ironman Triathlon
- Routes 1, 6 & 8 - Coachella Christmas Parade
- Routes 2 & 3 - Desert Hot Springs Holiday Parade and Festival
- Route 5 - Ongoing construction on Cook St.
- Routes 2 & 4 - Wash closures at Gene Autry Trl. and Vista Chino
- Early departures remained the same when compared to the previous month. However, Route 7 and 8 saw an increase due to operator error, which management has taken corrective action.
- Late departures for December had an increase of 1.2% when compared to the previous month. This was due to the impact made by the events mentioned above.
- Route 5 continues to experience high traffic delays exiting Desert Hot Springs by the I-10 Freeway and evening traffic delays at Palm Dr. going northbound. Heavy traffic also effects Cook St. corridor in both directions due to construction delays causing high late departures.
- For the month of November 2021, 16% of SunLine's fixed route operator workforce was absent when compared to November 2022 at 19%.
- For the month of December 2021, 14.6% of SunLine's fixed route operator workforce was absent when compared to December 2022 at 20.7%.
- The December 2022 Haul Pass program ridership decrease is a result of CSUSB's last day of instruction being on December 2, 2022.

Recommendation:

Receive and file.

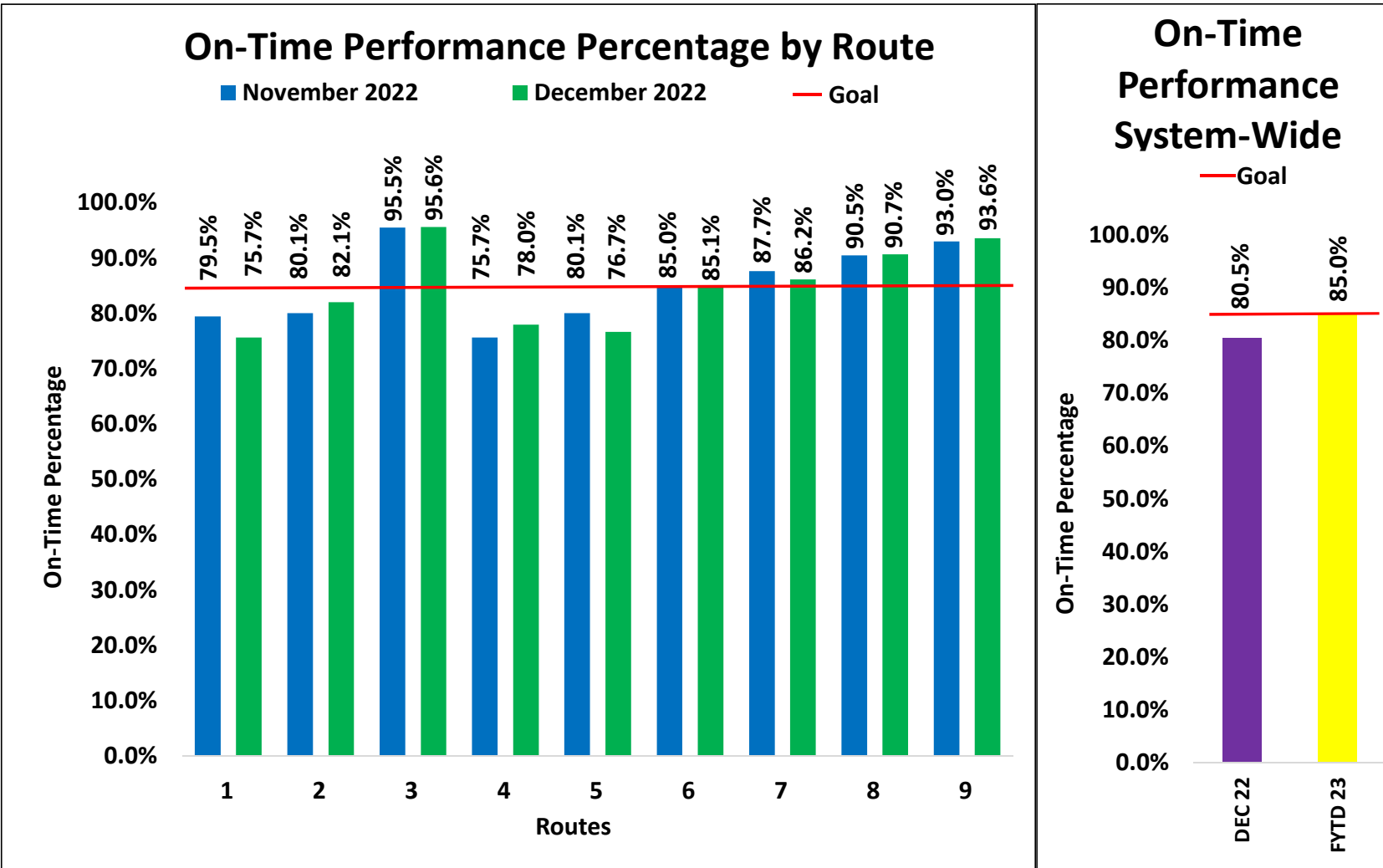


On-Time Definition: When a trip departs a time point within a range of zero (0) minutes early to five (5) minutes late.

Goal: Minimum target for on-time performance is 85%.

Note: For the month of November 2021, the Agency's on-time performance was at 83.4% when compared to November 2022 at 81.7%. This is a decrease of 1.7% .

Route 5 continues to experience high traffic delays exiting Desert Hot Springs by the I-10 and evening traffic delays at Palm Dr. going northbound. Heavy traffic also affects Cook St. corridor in both directions due to construction delays causing high late departures.



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

Goal: Minimum target for on-time performance is 85%.

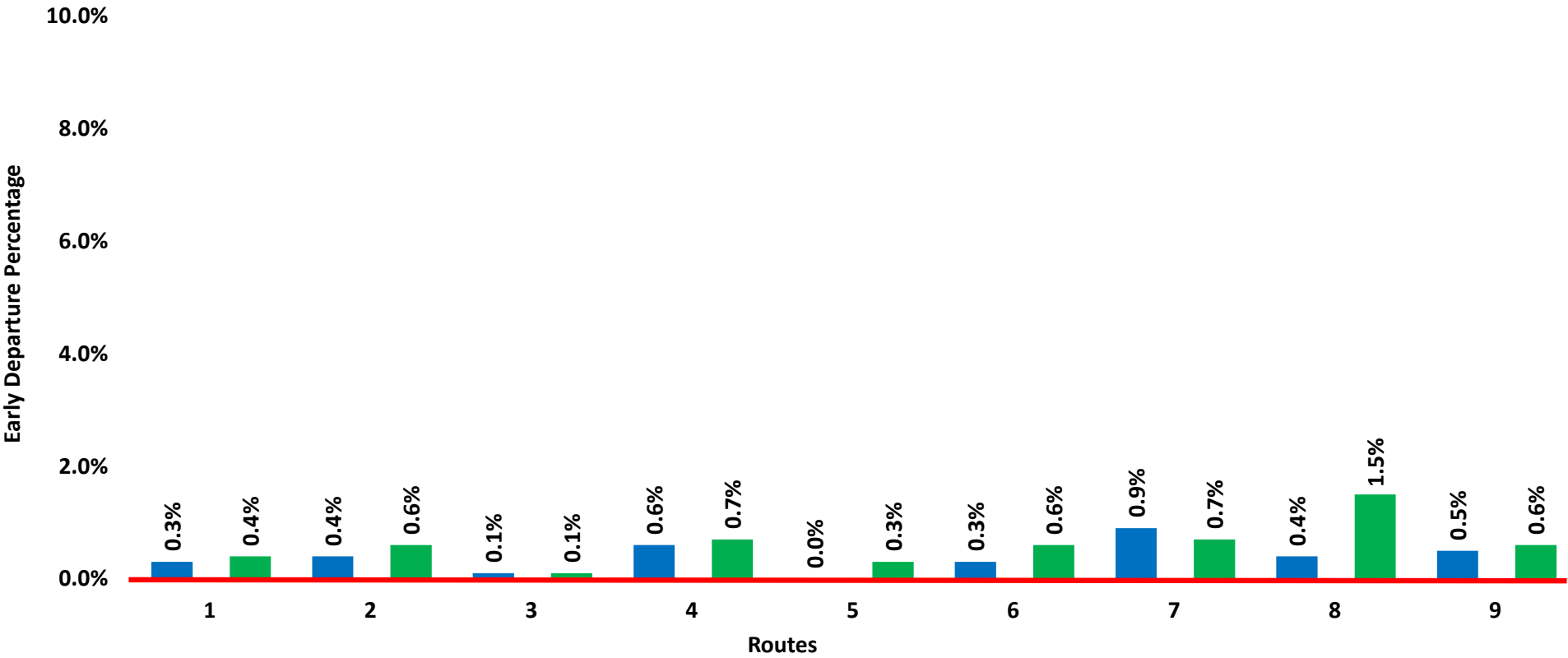
Note: For the month of December 2021, the Agency's on-time performance was at 80.7% when compared to December 2022 at 80.5%. This is a decrease of 0.02%.

Route 5 continues to experience high traffic delays exiting Desert Hot Springs by the I-10 and evening traffic delays at Palm Dr. going northbound. Heavy traffic also affects Cook St. corridor in both directions due to construction delays causing high late departures.



# Early Departure Percentage by Route

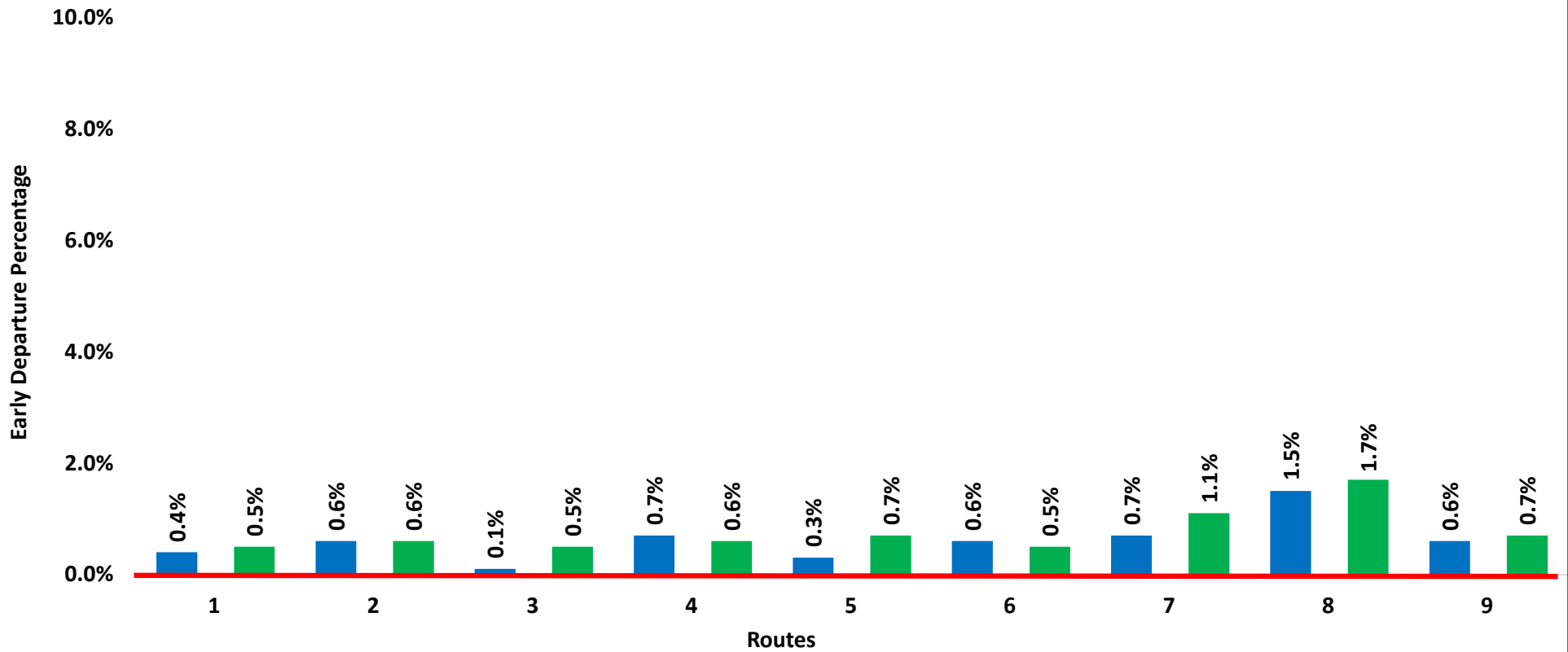
■ October 2021    ■ November 2022



Early Departure Definition: When a bus leaves a time point ahead of the scheduled departure time.  
Goal: To reduce early departures to 0%.

## Early Departure Percentage by Route

■ November 2022    ■ December 2022

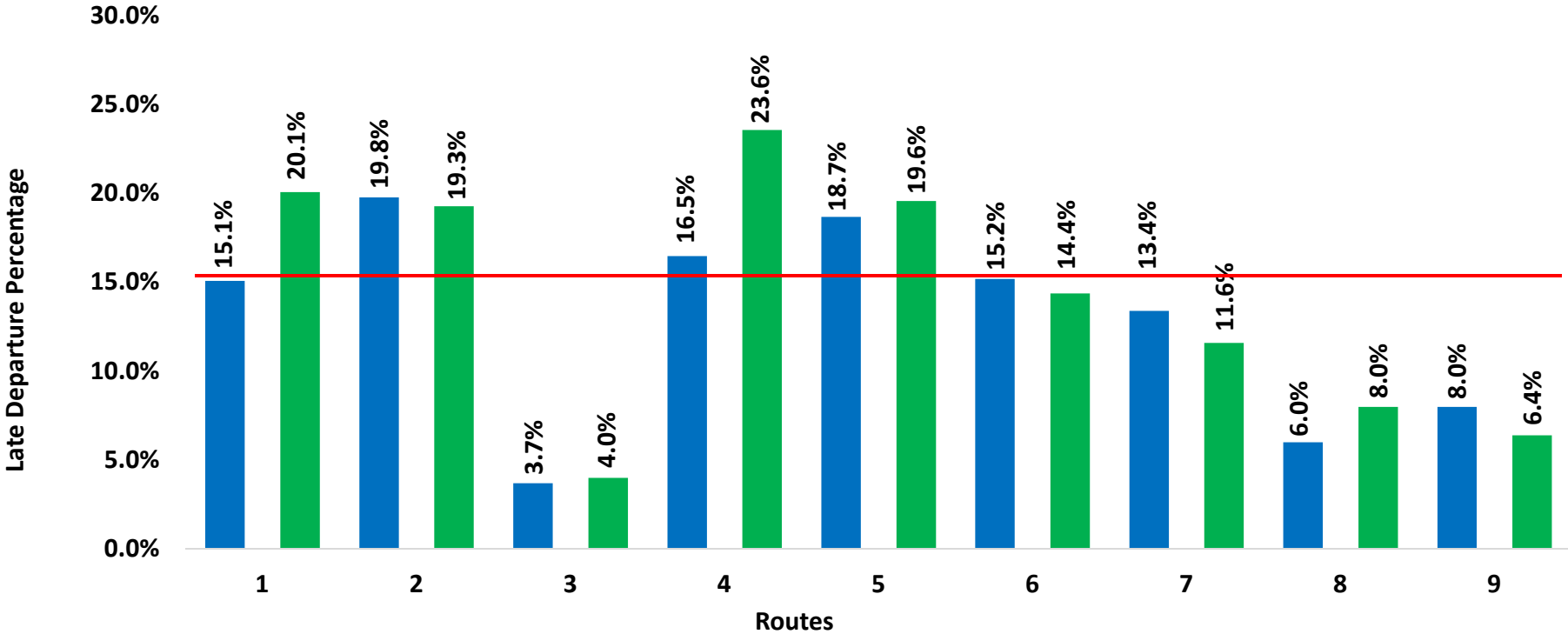


Early Departure Definition: When a bus leaves a time point ahead of the scheduled departure time.

Goal: To reduce early departures to 0%.

## Late Departure Percentage by Route

■ October 2022   
 ■ November 2022   
 — Goal



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

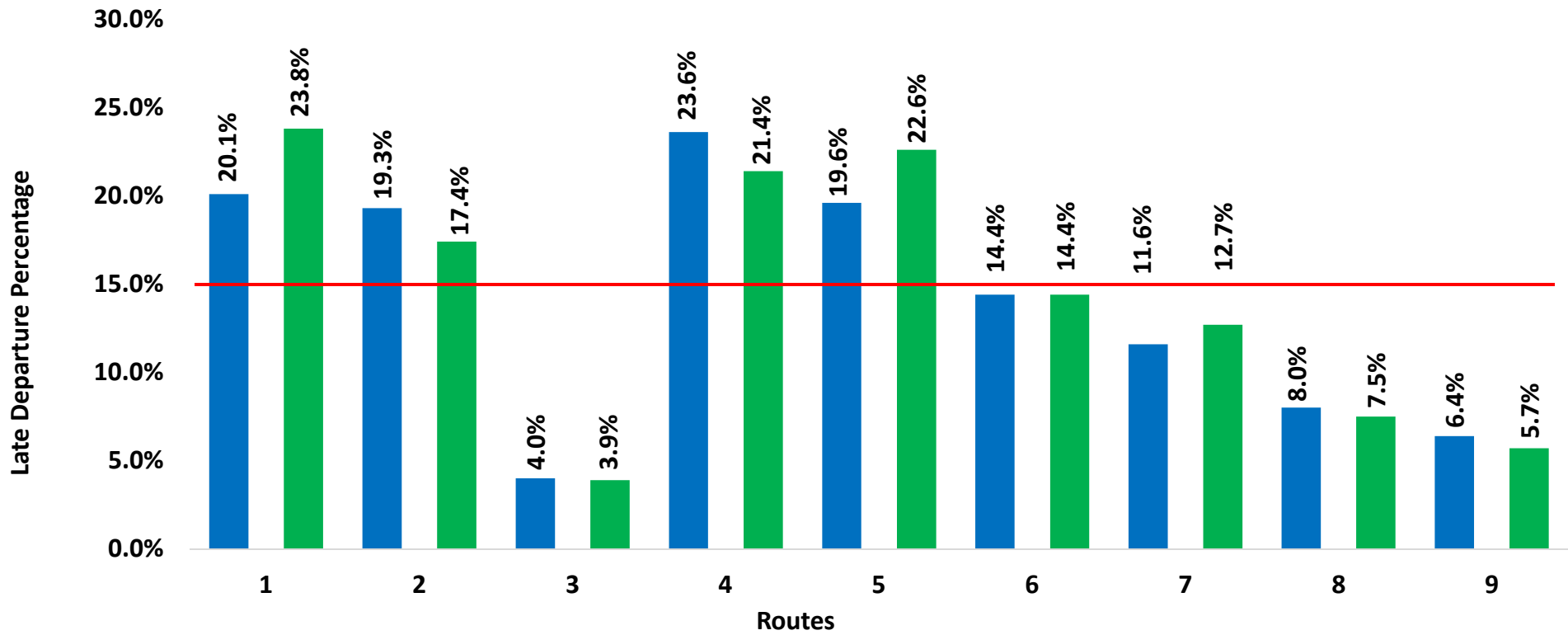
Goal: To ensure late departures remain below 15%.

Note: For the month of December, we did not meet the Agency's goal of 85% due to road closures/detours caused by construction, weather conditions, heavy ridership, traffic, shortage of operators and events throughout the Coachella Valley.

The Route 5 continues to experience construction and traffic delays during peak hours between Desert Hot Springs and Palm Desert causing it to have a high late departure percentage and not meet the Agency's overall goal.

## Late Departure Percentage by Route

■ November 2022 ■ December 2022 — Goal



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

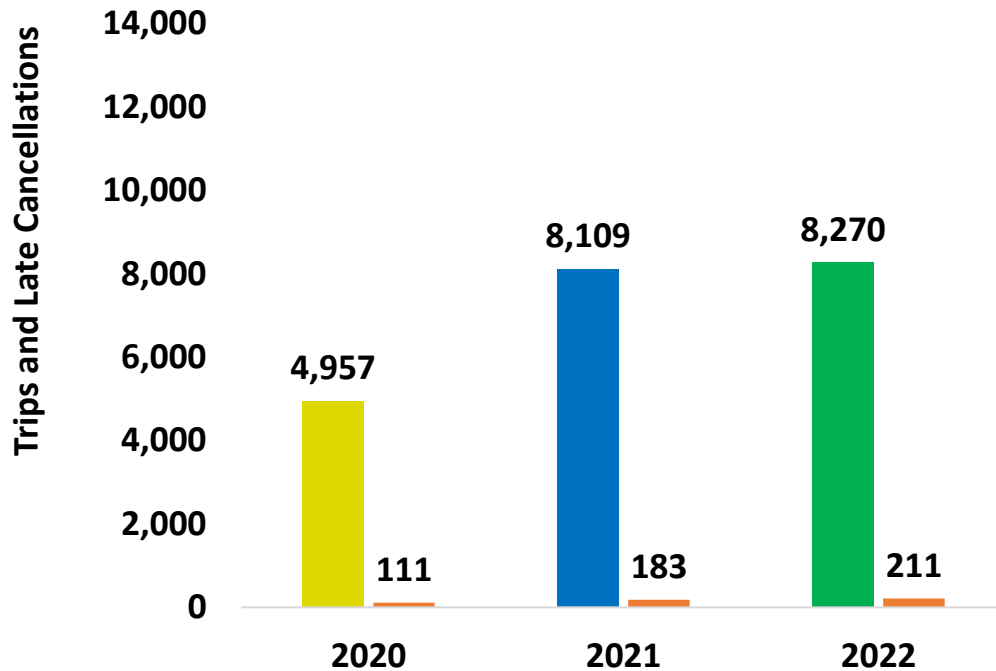
Goal: To ensure late departures remain below 15%.

Note: For the month of December, we did not meet the Agency's goal of 85% due to road closures/detours caused by construction, weather conditions, heavy ridership, traffic, shortage of operators and events throughout the Coachella Valley.

The Route 5 continues to experience construction and traffic delays during peak hours between Desert Hot Springs and Palm Desert causing it to have a high late departure percentage and not meet the Agency's overall goal.

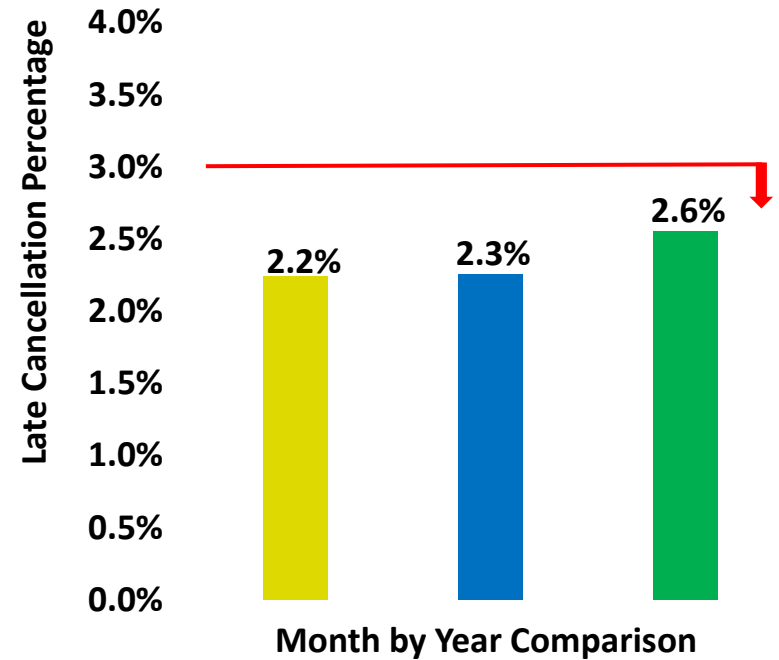
## Total Trips vs. Late Cancellations November

■ Late Cancellations



## Late Cancellation Percentage

■ FY21 ■ FY22 ■ FY23 — Goal



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

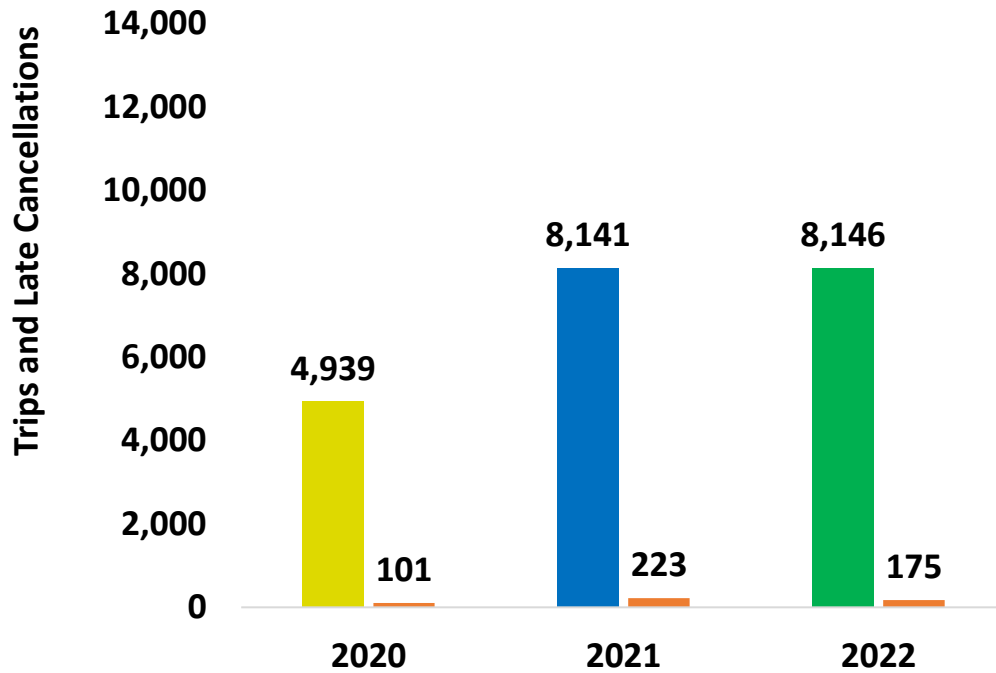
**Late Cancellation:** A trip for which a rider cancels two (2) hours or less before the scheduled pick-up time.

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

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

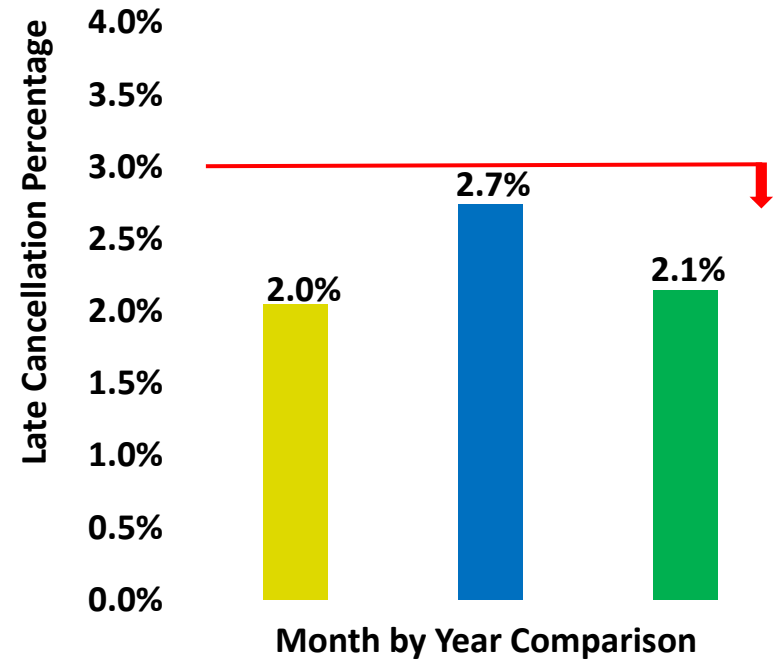
## Total Trips vs. Late Cancellations December

■ Late Cancellations



## Late Cancellation Percentage

■ FY21 ■ FY22 ■ FY23 — Goal



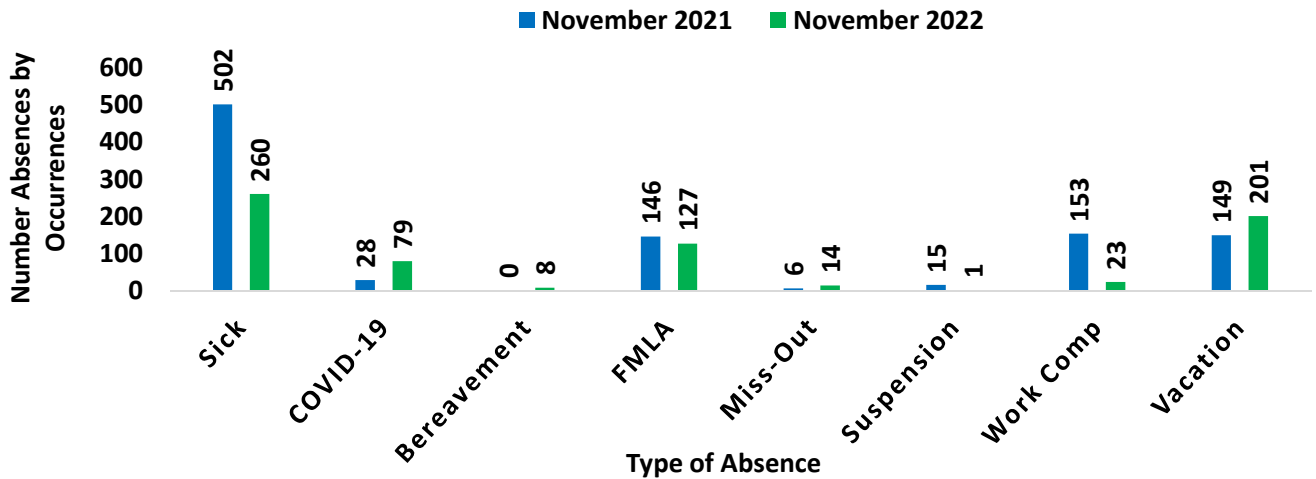
**Trip:** A one-way trip booked by the rider. A roundtrip is counted as two (2) trips.

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

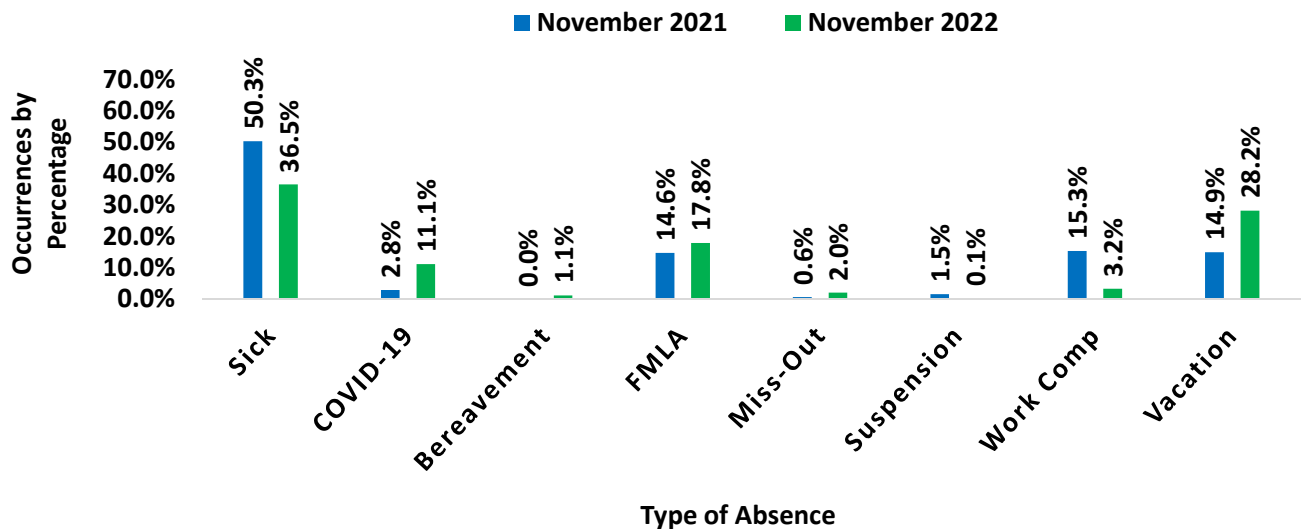
**Goal for Late Cancellations:** 3% or below.

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

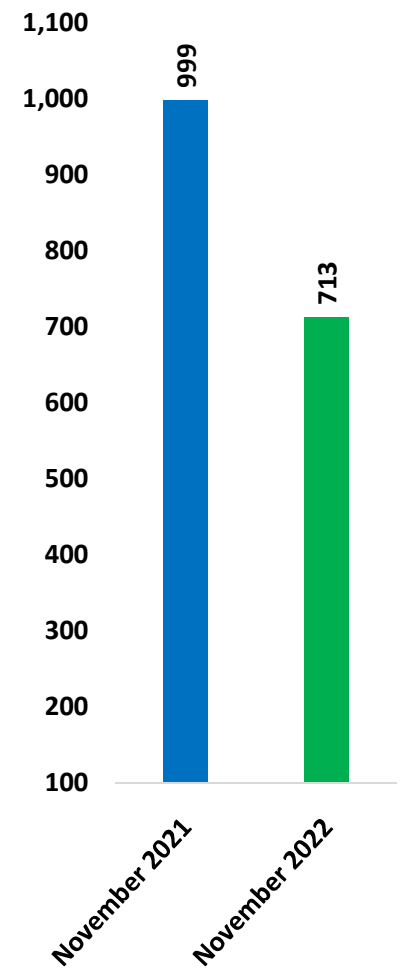
### Operator Absence by Type



### Operator Absence Type by Percentage

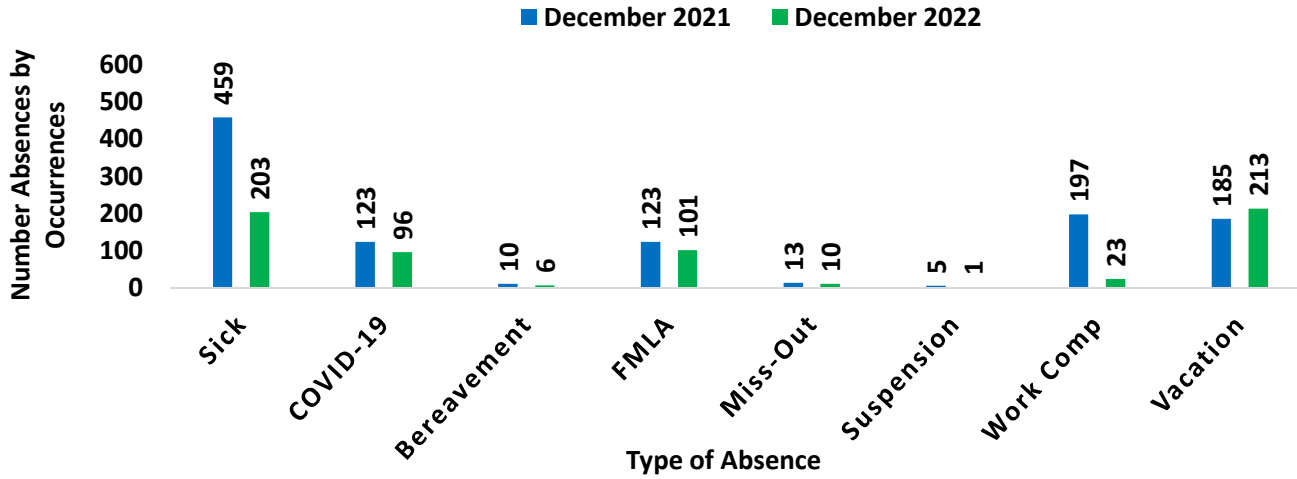


### Total Absence Occurrences

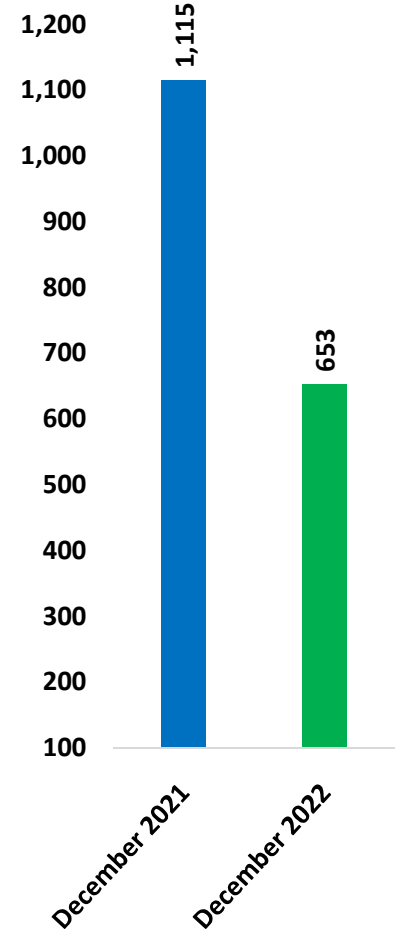


This chart includes unplanned/unscheduled and COVID-19 absences for Fixed Route drivers.  
 For the month of November 2021, 16% of SunLine's fixed route operator workforce was absent when compared to November 2022 at 19%.

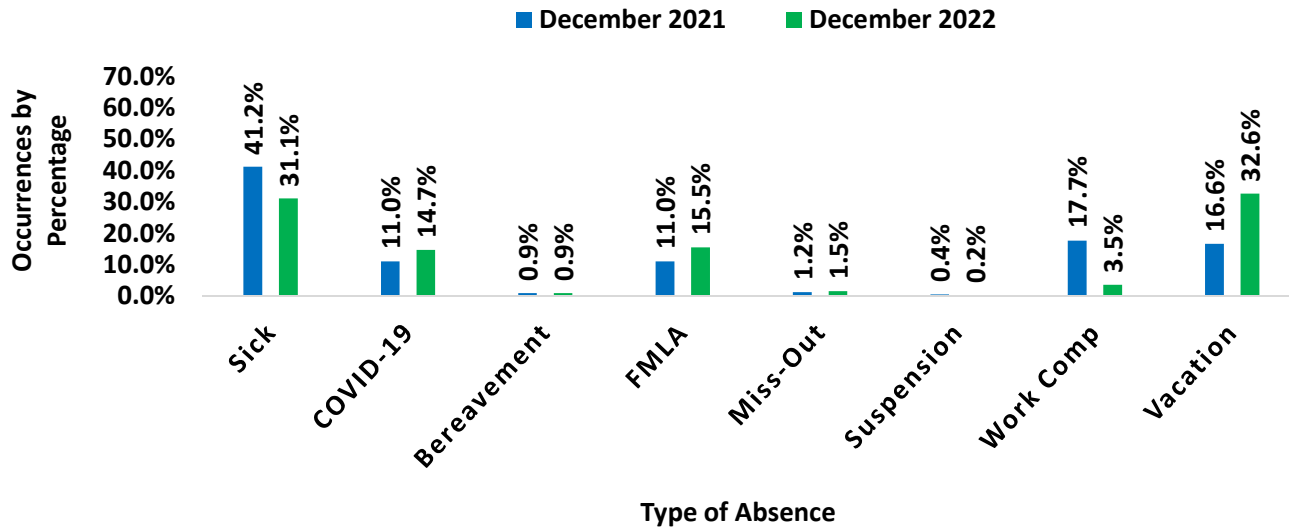
### Operator Absence by Type



### Total Absence Occurrences



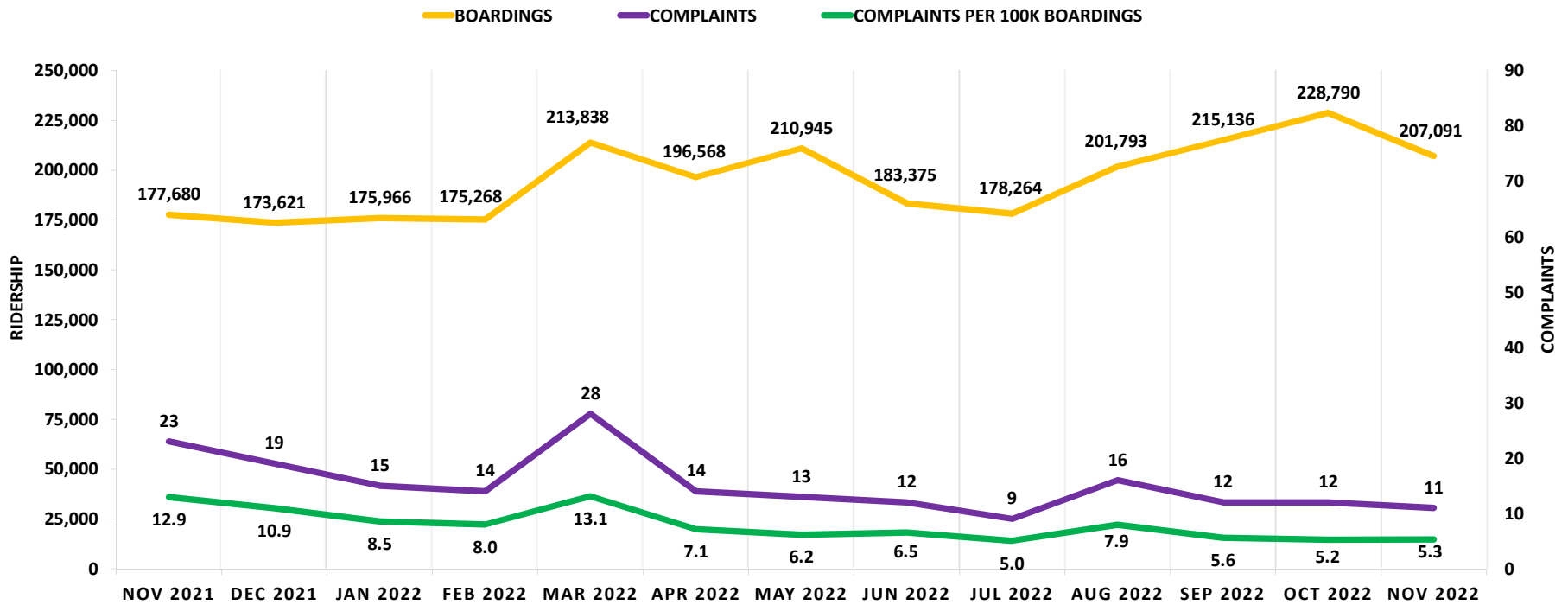
### Operator Absence Type by Percentage



This chart includes unplanned/unscheduled and COVID-19 absences for Fixed Route drivers.  
 For the month of December 2021, 14.6% of SunLine's fixed route operator workforce was absent when compared to December 2022 at 20.7%.



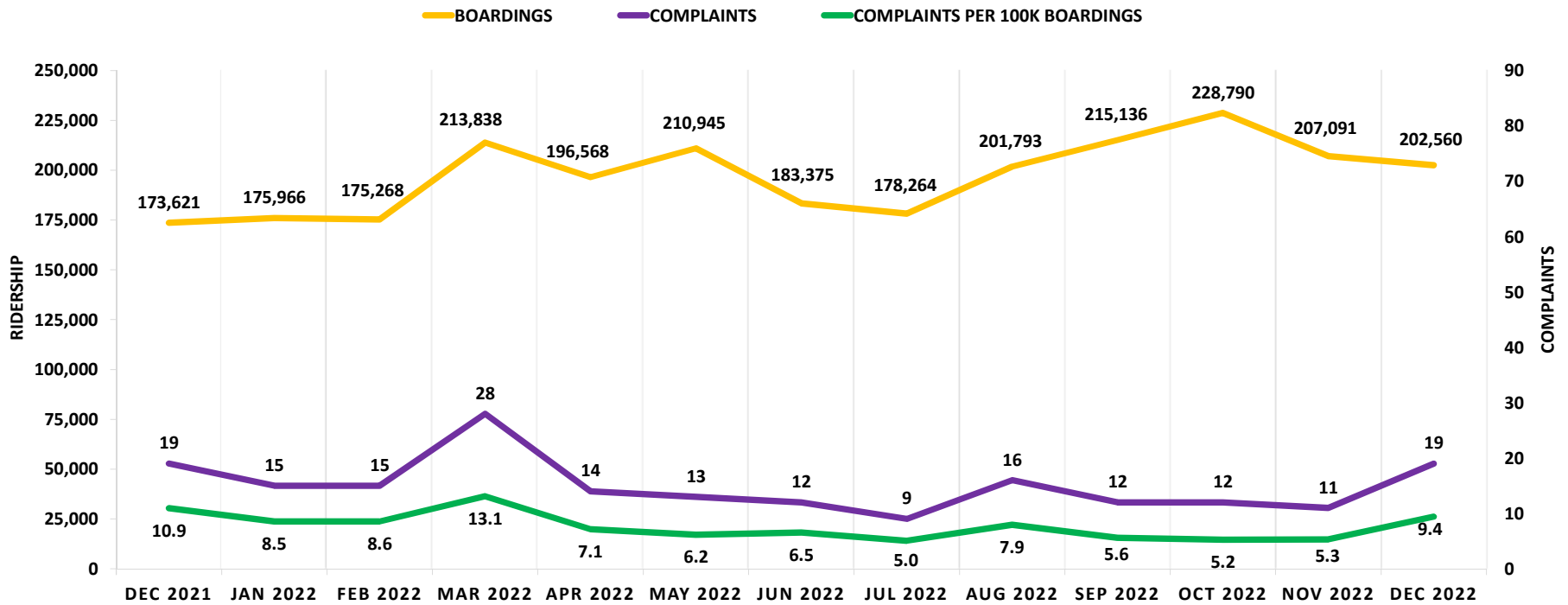
## Fixed Route Customer Complaints November 2022



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

For the month of November, 99.99% of our total rides did not receive a complaint.

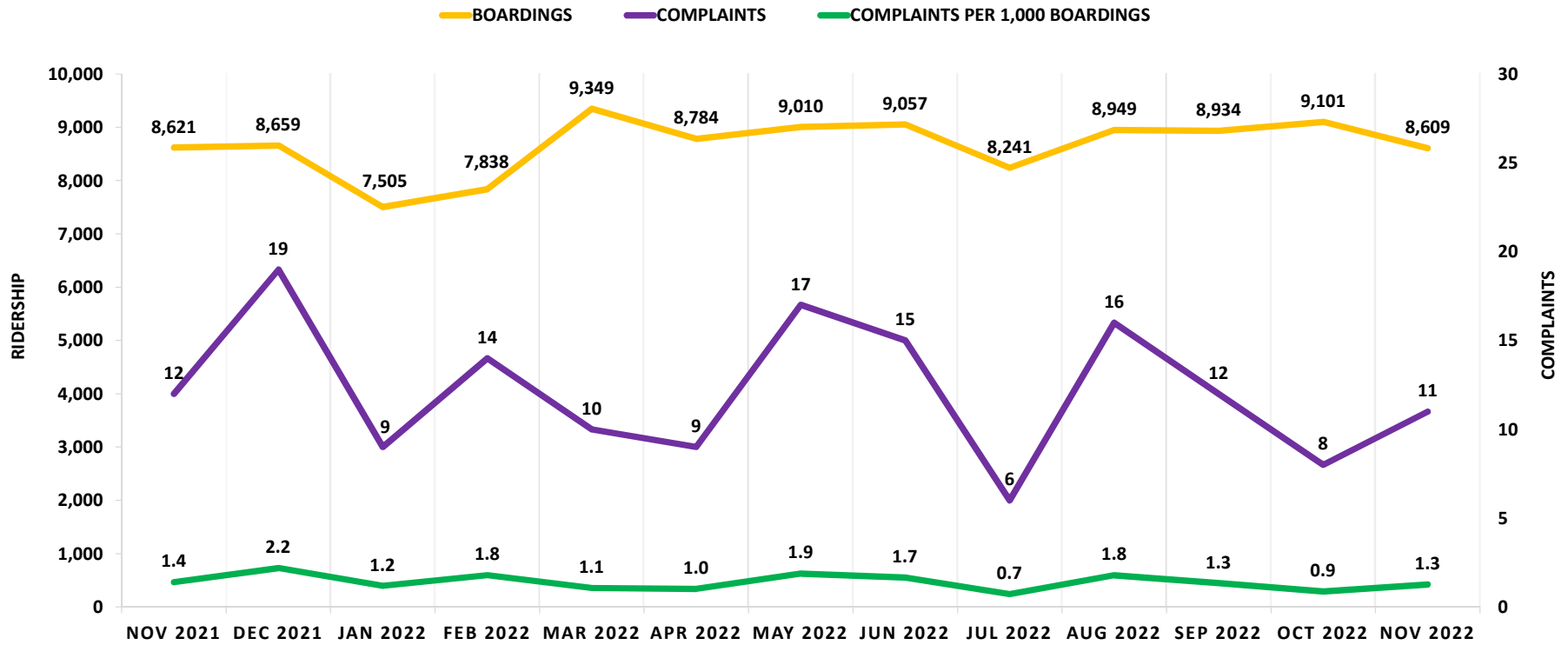
## Fixed Route Customer Complaints December 2022



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

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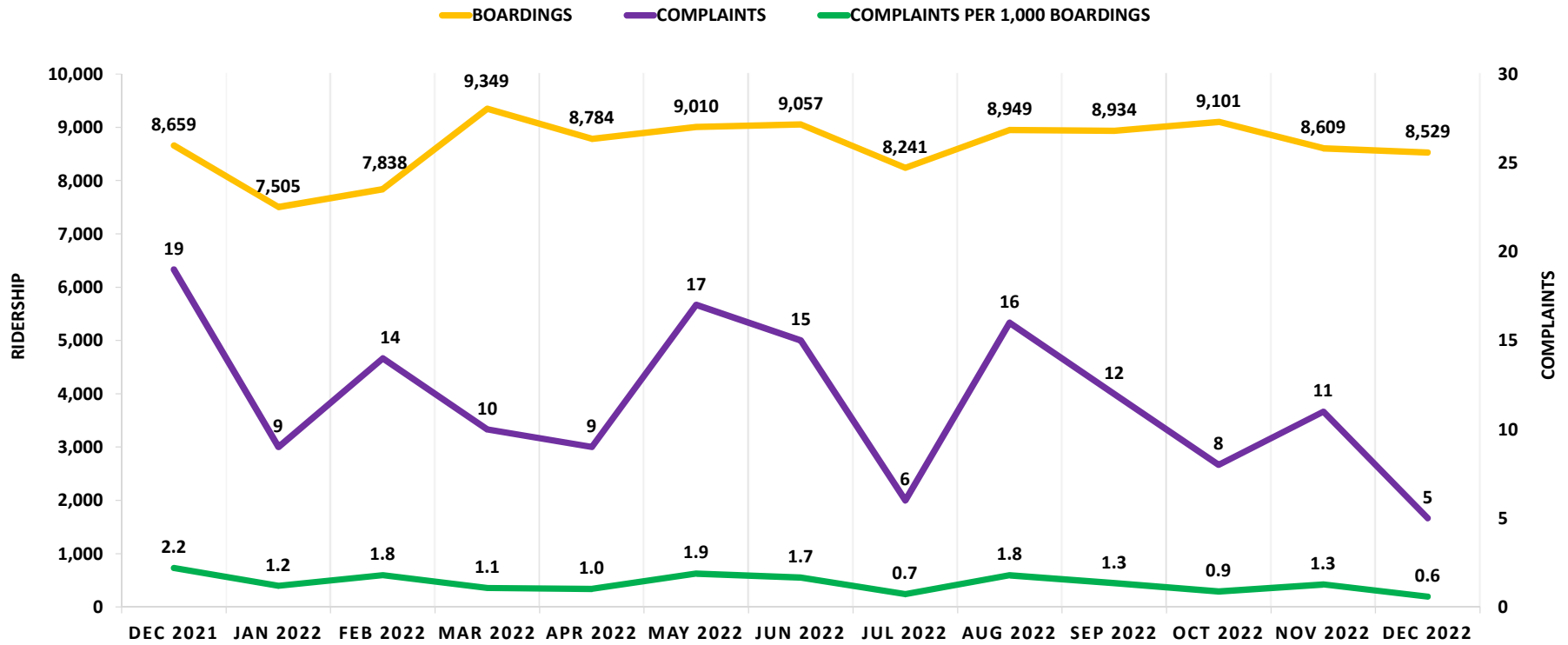
## Paratransit Customer Complaints November 2022



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

For the month of November, 99.87% of our total rides did not receive a complaint.

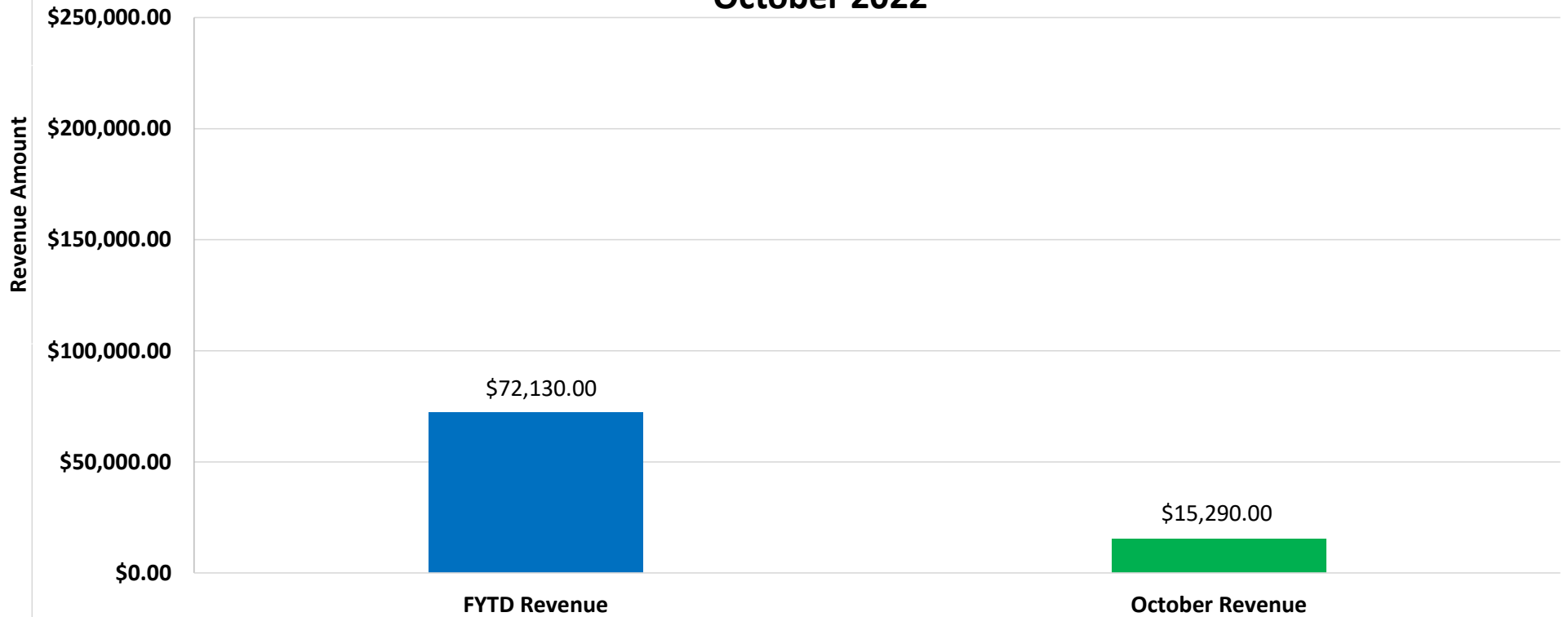
## Paratransit Customer Complaints December 2022



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

For the month of December, 99.94% of our total rides did not receive a complaint.

### Advertising Revenue FYTD Budget vs FYTD Agency Revenue October 2022



Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. The graph tracks FYTD revenue accrued with the monthly revenue accrued. The annual budget amount for FY23 is \$250,000 (*advertising revenues follow Finance Department reporting from the previous two (2) months*).

### Advertising Revenue FYTD Budget vs FYTD Agency Revenue November 2022

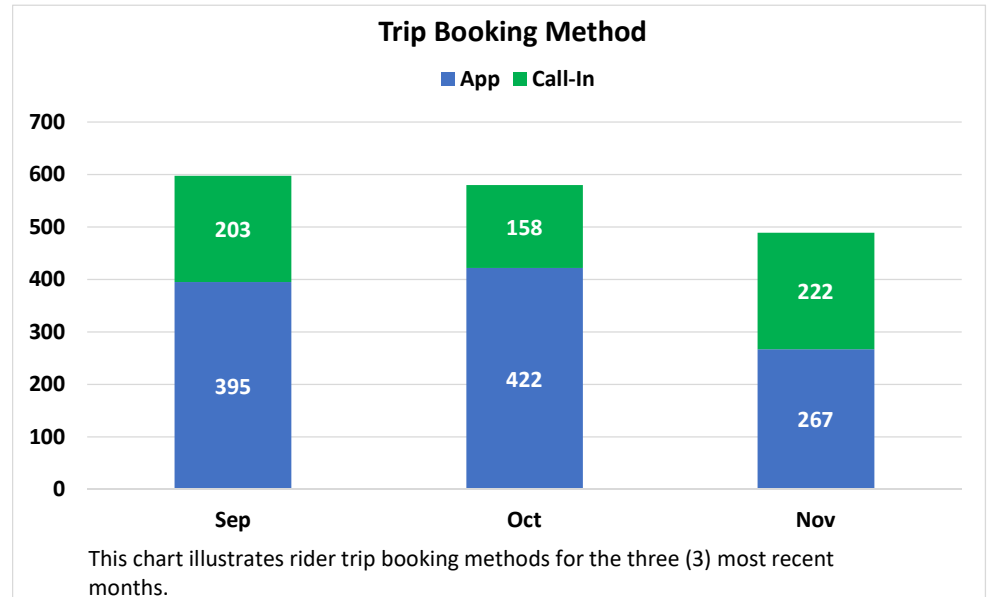
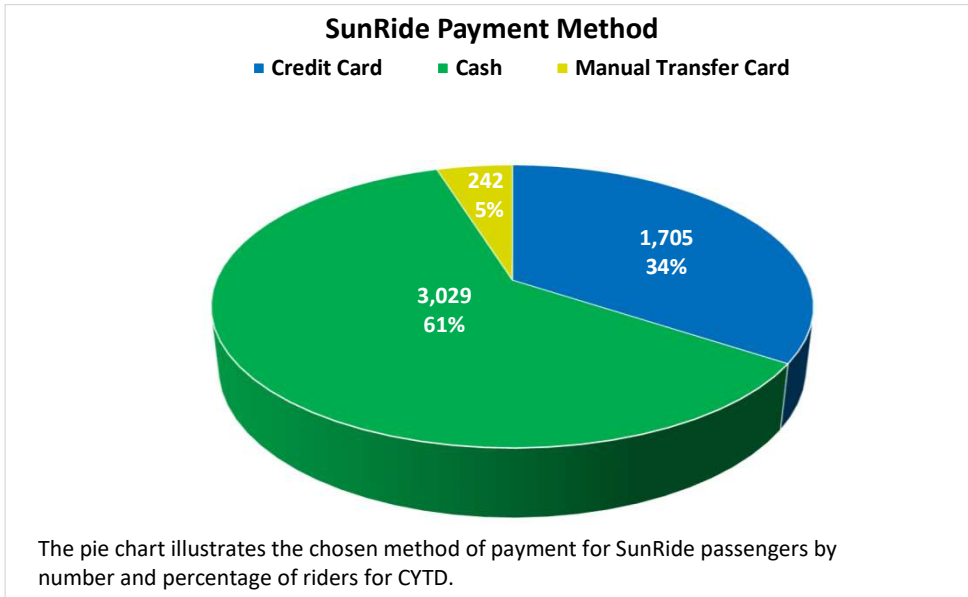
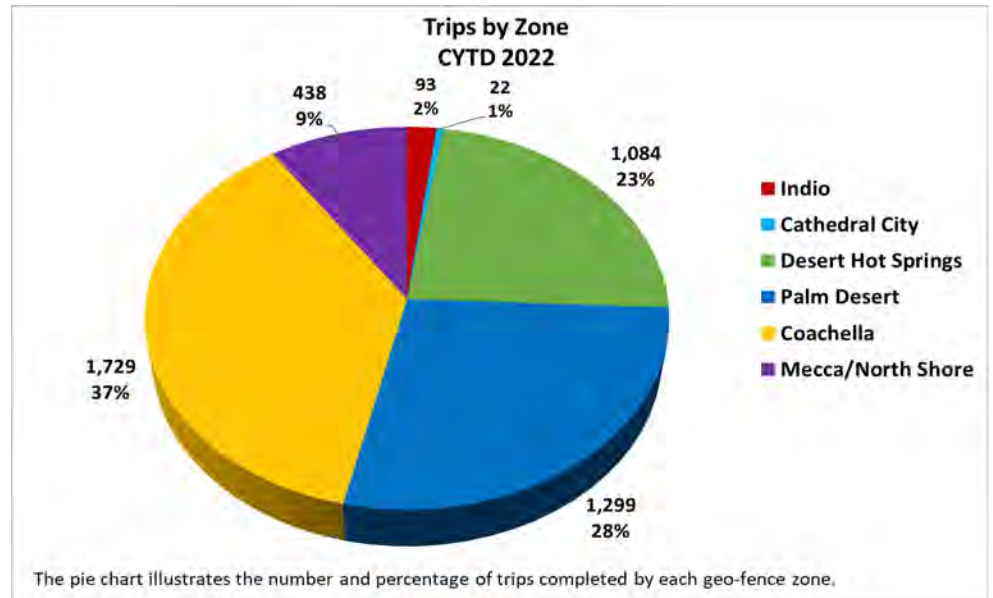
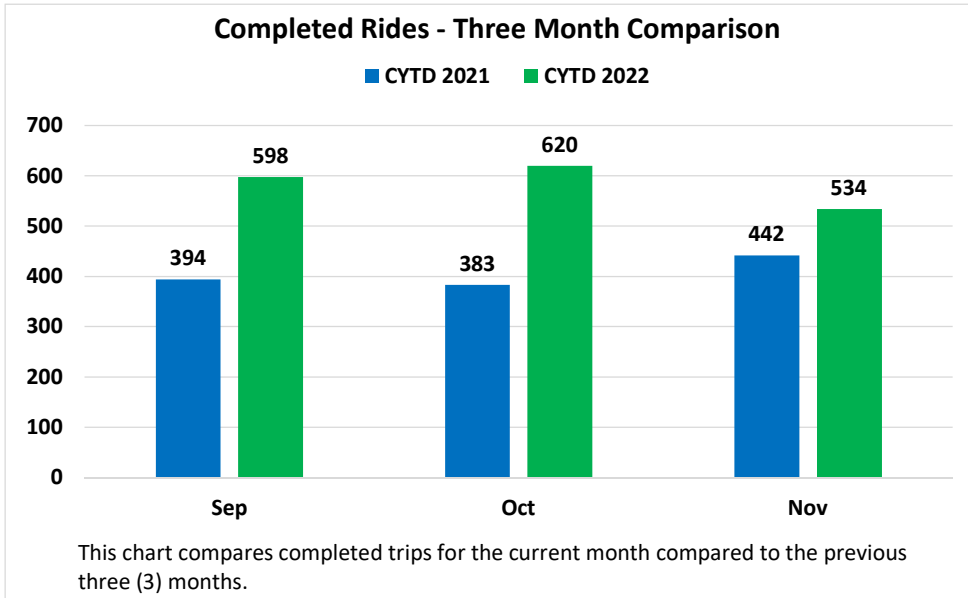


Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. The graph tracks FYTD revenue accrued with the monthly revenue accrued. The annual budget amount for FY23 is \$250,000 (*advertising revenues follow Finance Department reporting from the previous two (2) months*).

## SunRide System-Wide Metrics CYTD 2022

**Total Completed Trips: 4,665**

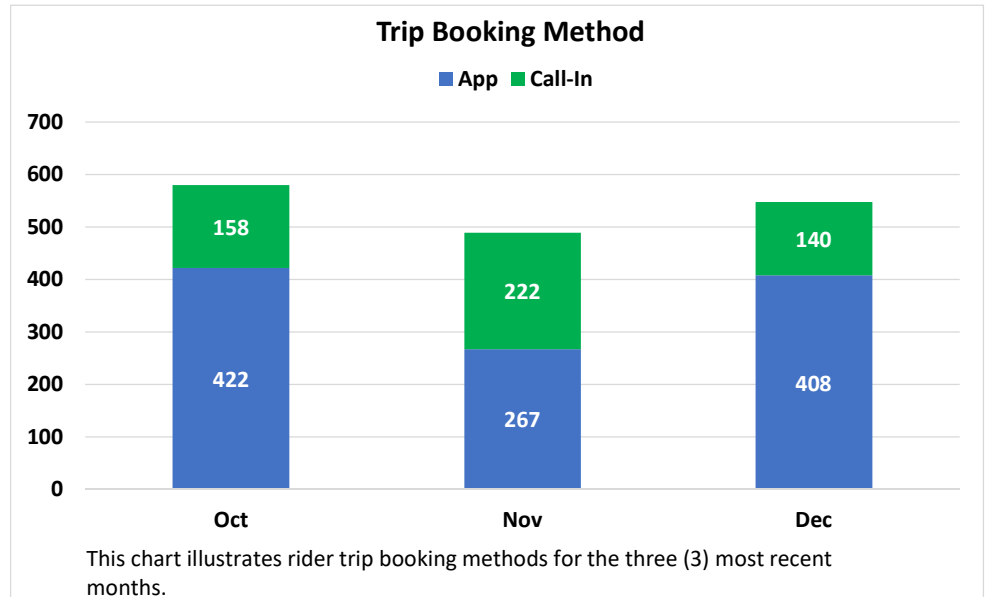
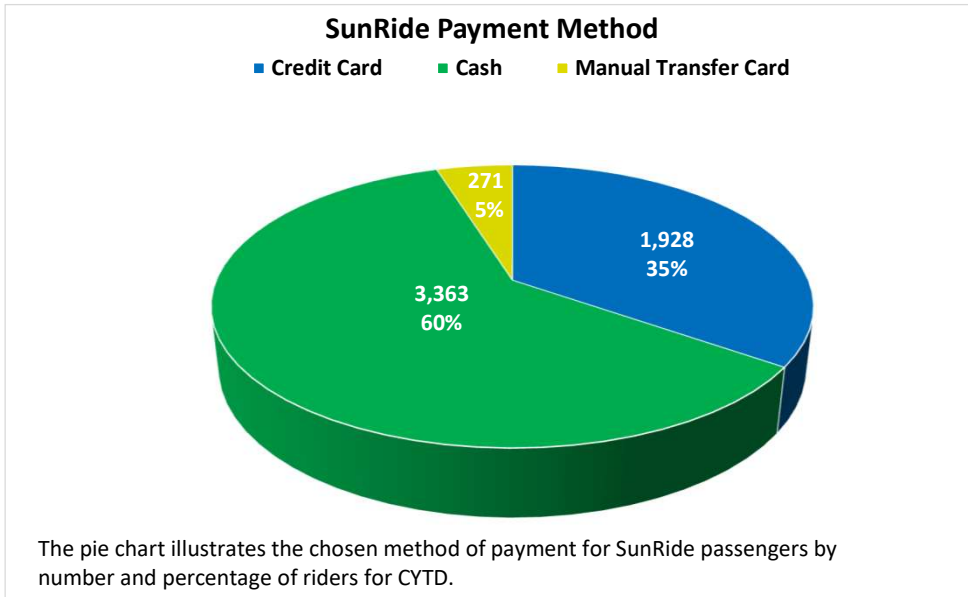
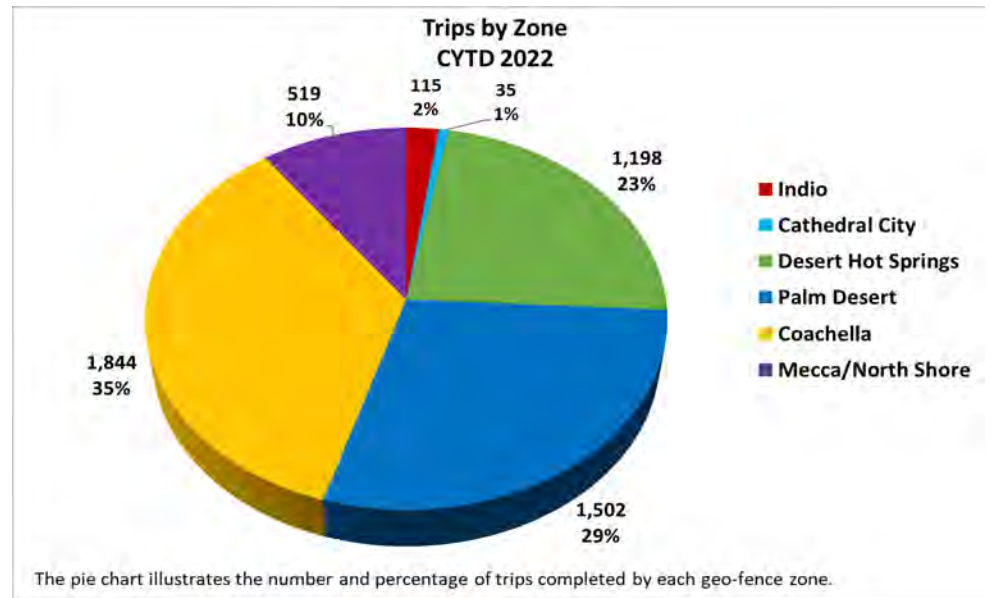
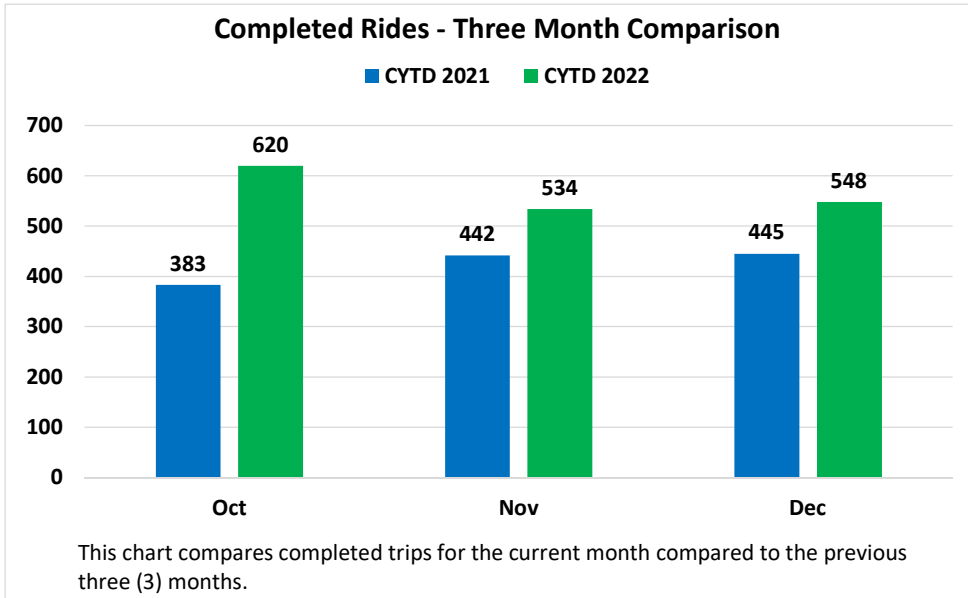
**Total Number of Passengers: 4,976**



## SunRide System-Wide Metrics CYTD 2022

**Total Completed Trips: 5,213**

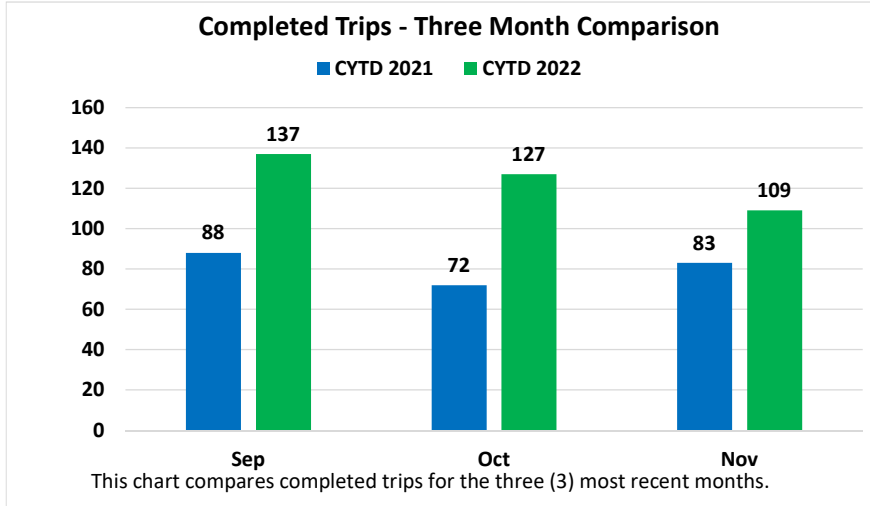
**Total Number of Passengers: 5,562**



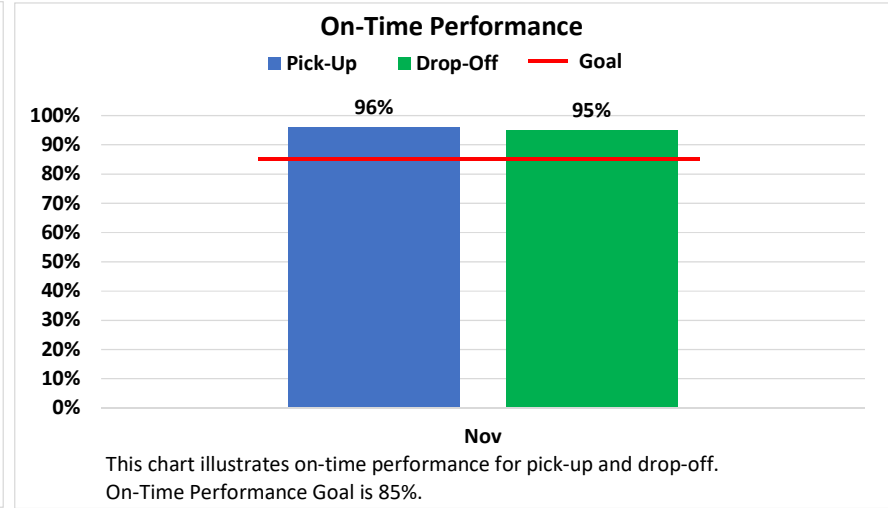
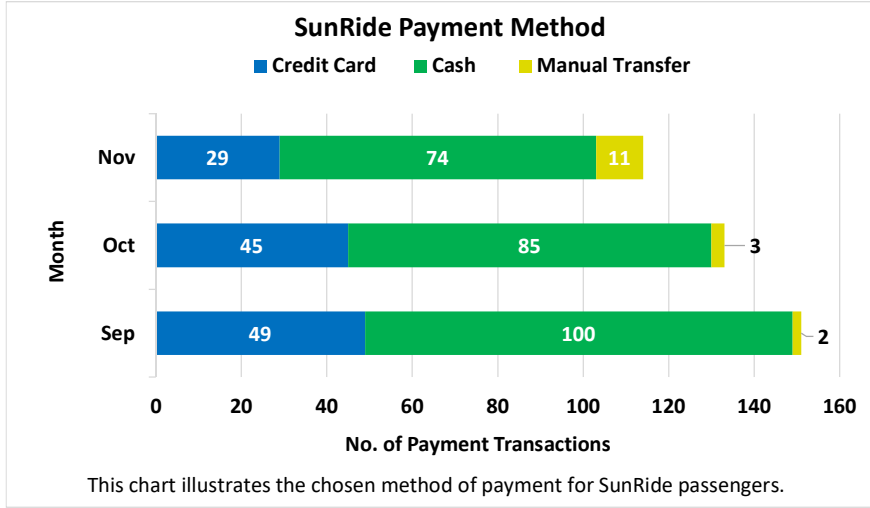
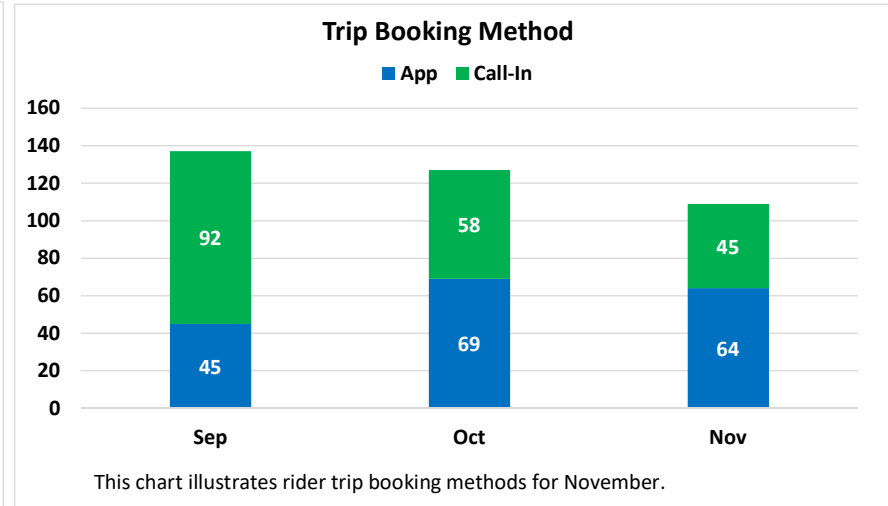


## Desert Hot Springs/Desert Edge Geo-Fence Metrics CYTD 2022

**Total Completed Trips: 1,084**



**Total Number of Passengers: 1,185**

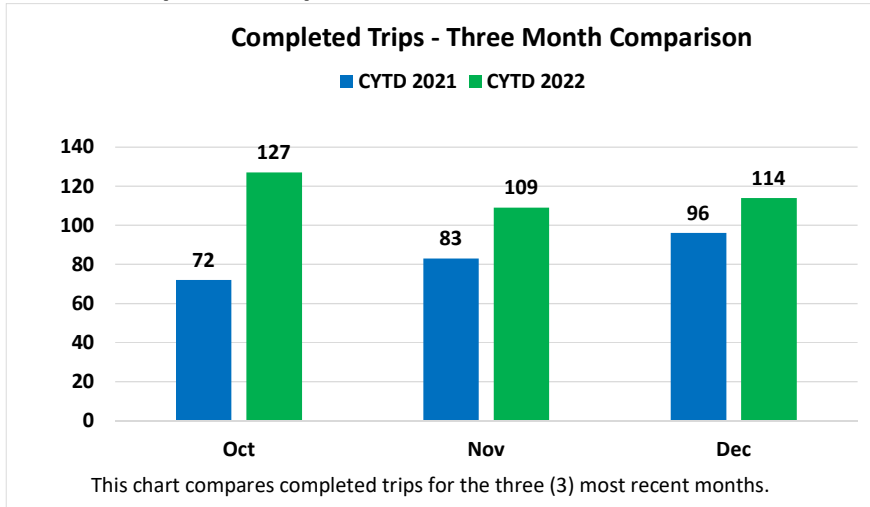


**Customer Satisfaction Rating**  
Avg. rider trip rating 5.0  
Goal: 4.5

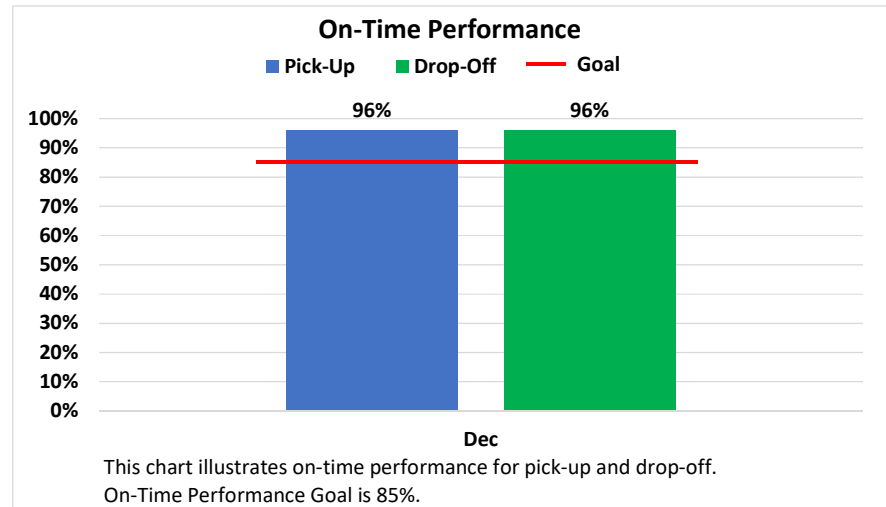
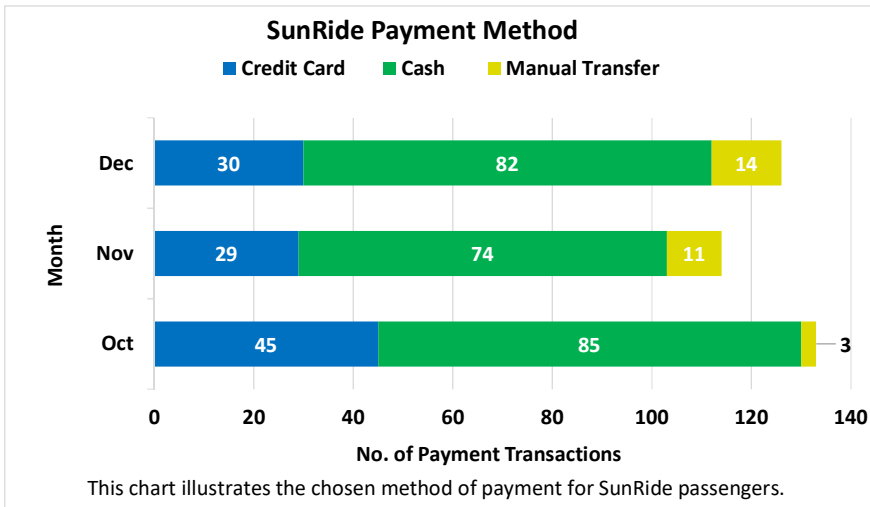
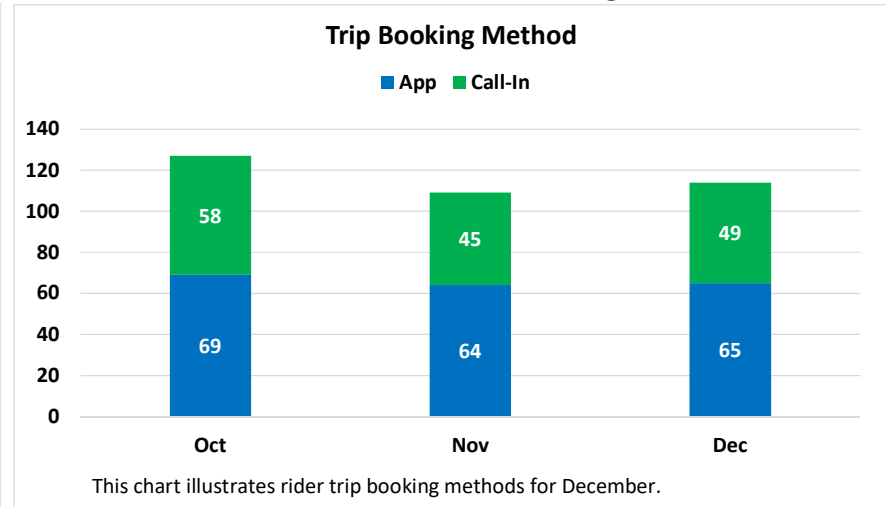


## Desert Hot Springs/Desert Edge Geo-Fence Metrics CYTD 2022

**Total Completed Trips: 1,198**



**Total Number of Passengers: 1,311**



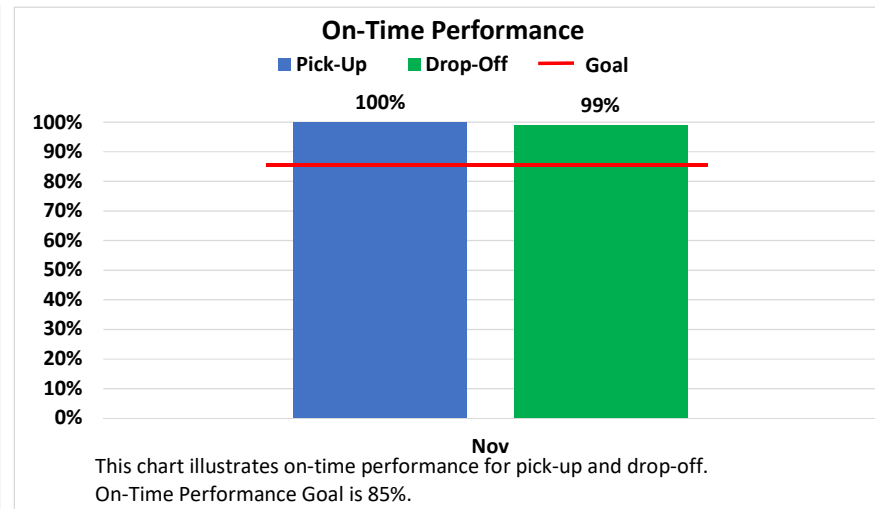
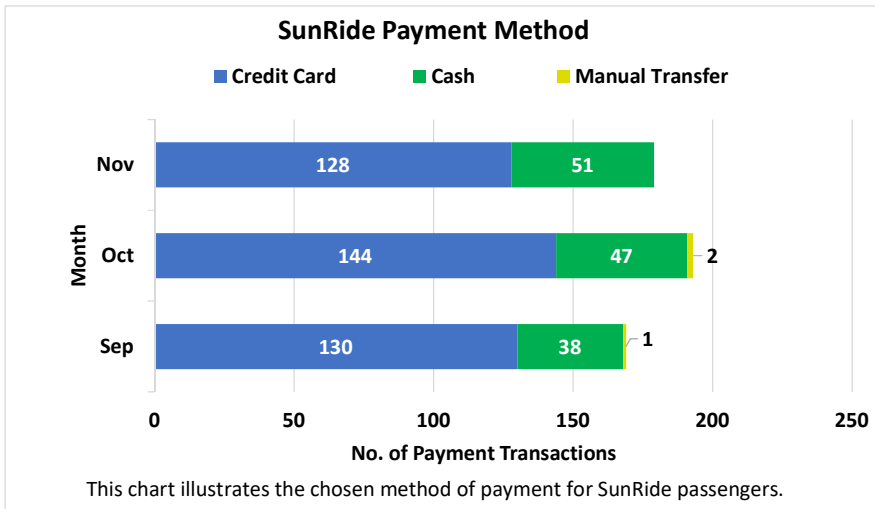
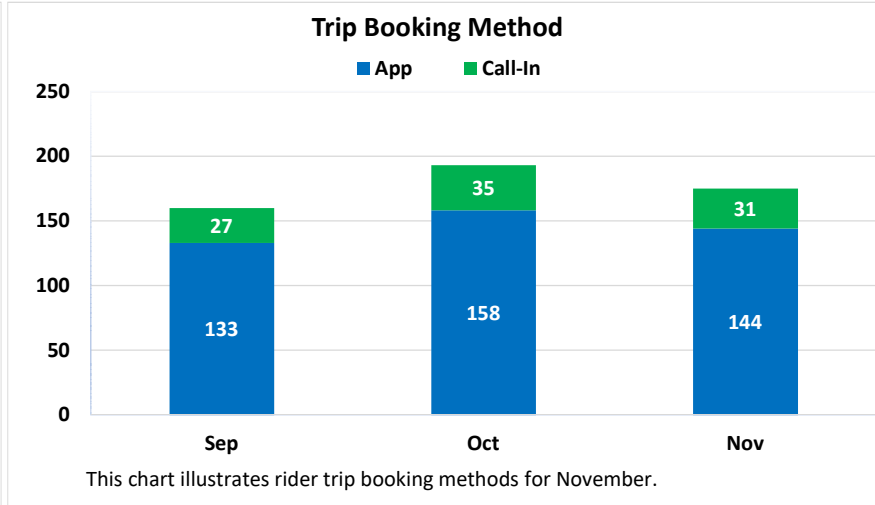
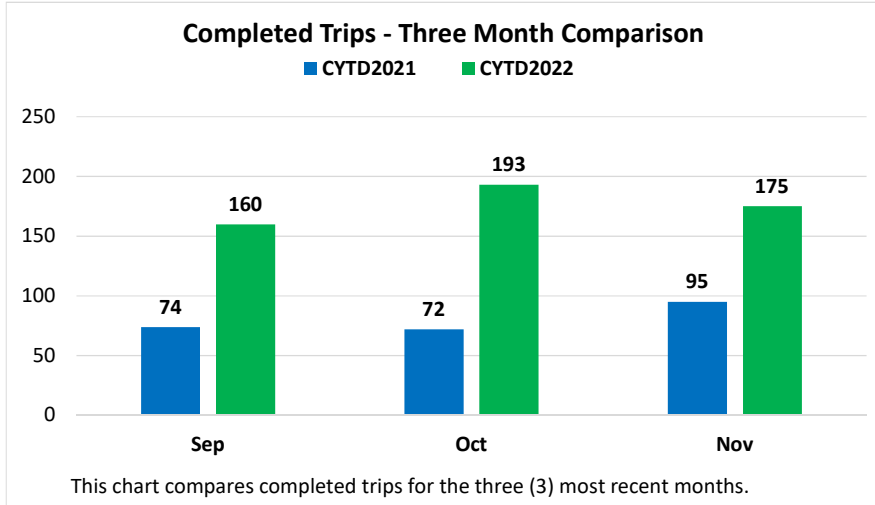
**Customer Satisfaction Rating**  
Avg. rider trip rating 4.9  
Goal: 4.5



## Palm Desert Geo-Fence Metrics CYTD 2022

**Total Completed Trips: 1,299**

**Total Number of Passengers: 1,355**



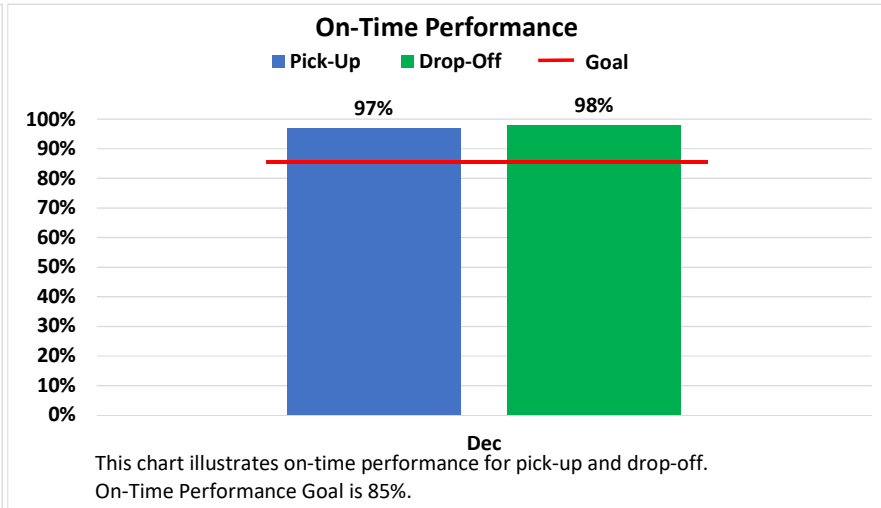
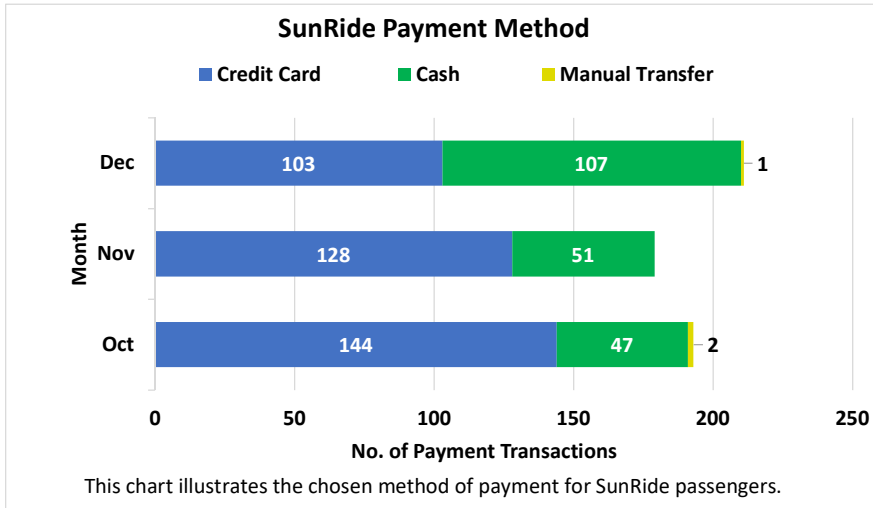
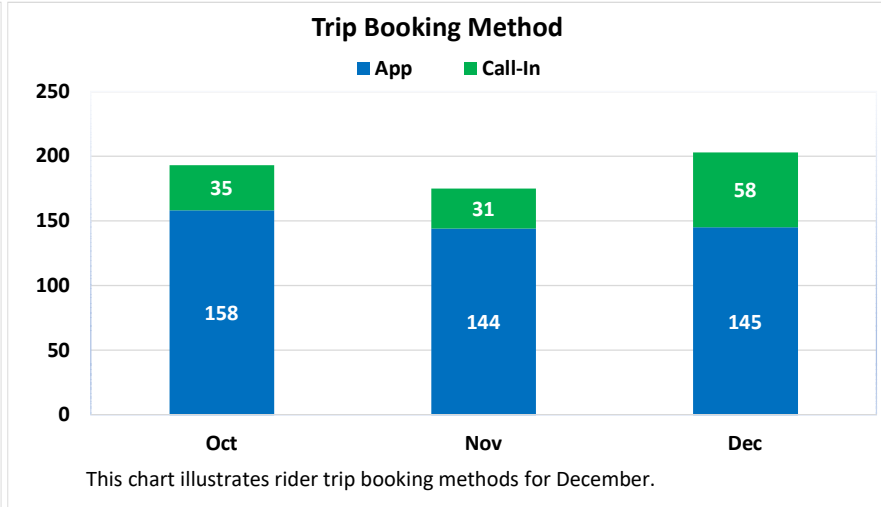
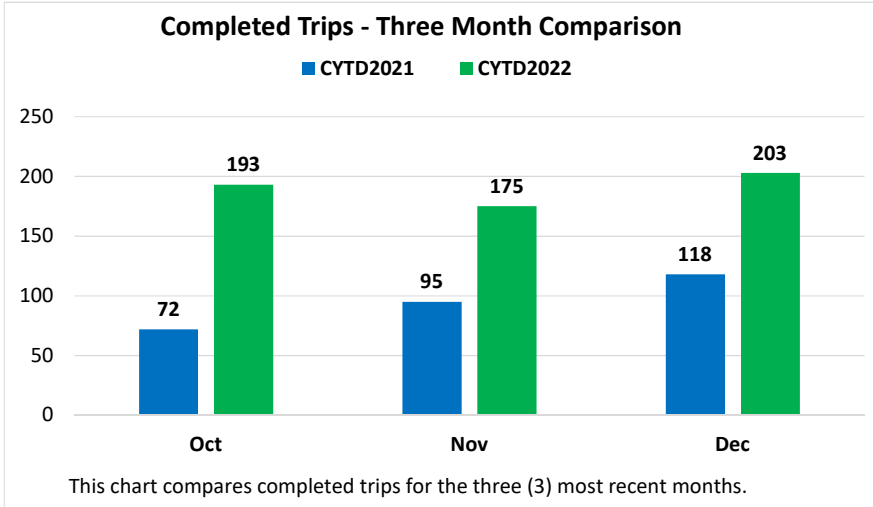
**Customer Satisfaction Rating**  
Avg. rider trip rating: 5.0  
Goal: 4.5



## Palm Desert Geo-Fence Metrics CYTD 2022

**Total Completed Trips: 1,502**

**Total Number of Passengers: 1,566**



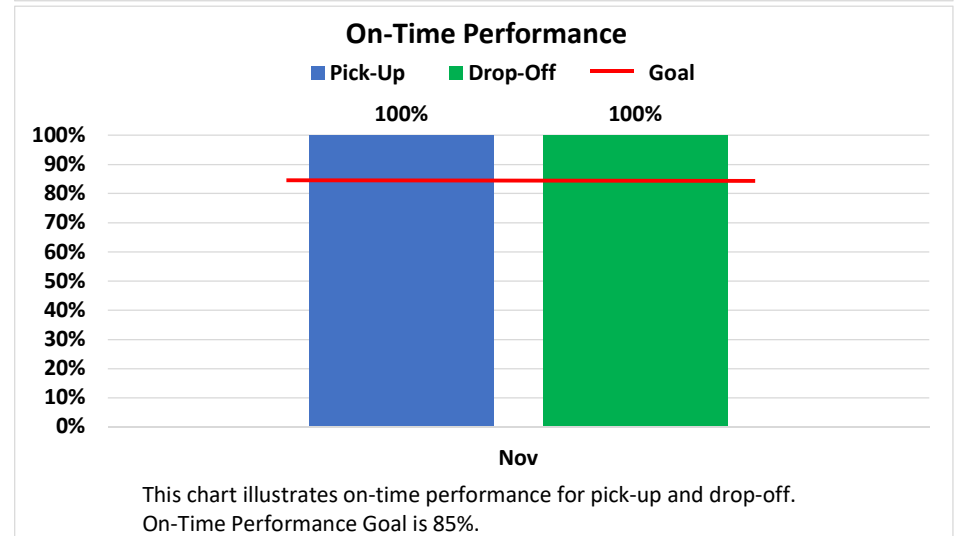
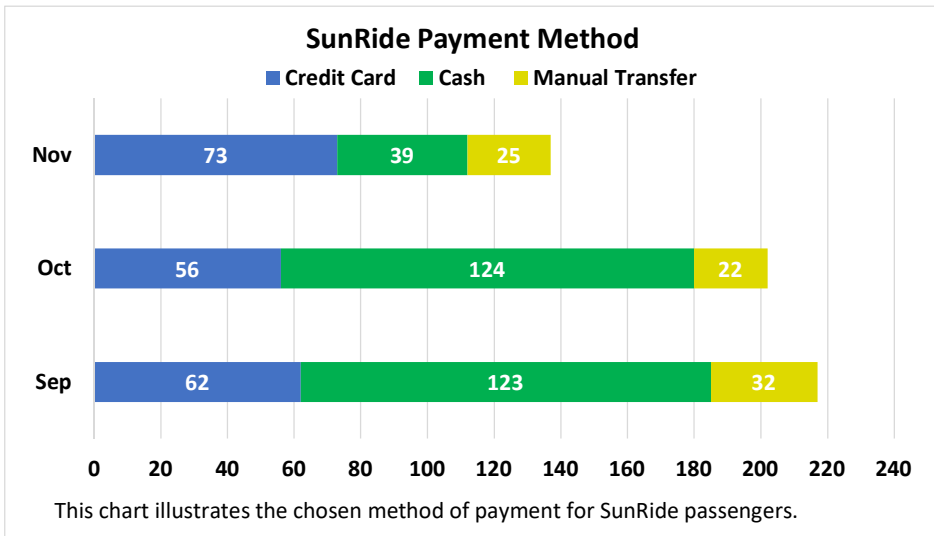
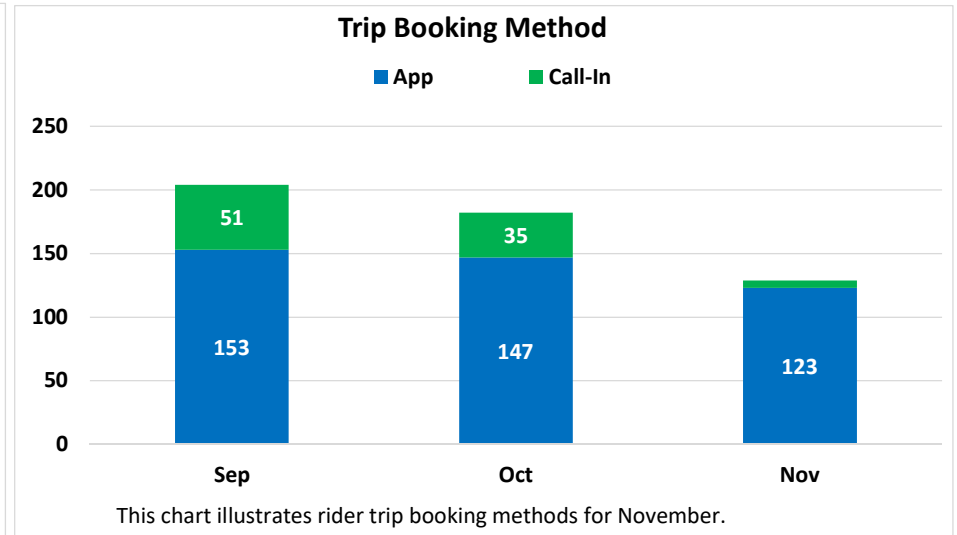
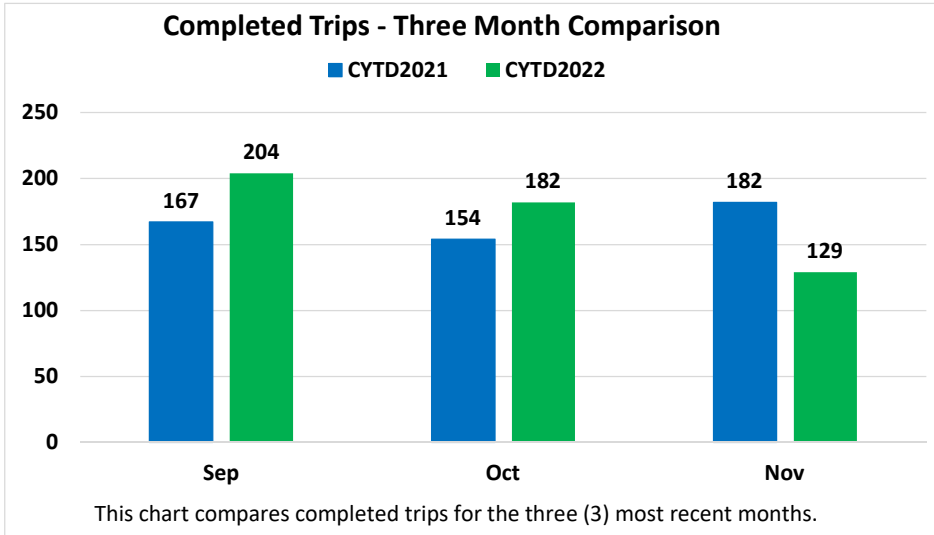
**Customer Satisfaction Rating**  
Avg. rider trip rating: 5.0  
Goal: 4.5



## Coachella Geo-Fence Metrics CYTD 2022

**Total Completed Trips: 1,729**

**Total Number of Passengers: 1,810**



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

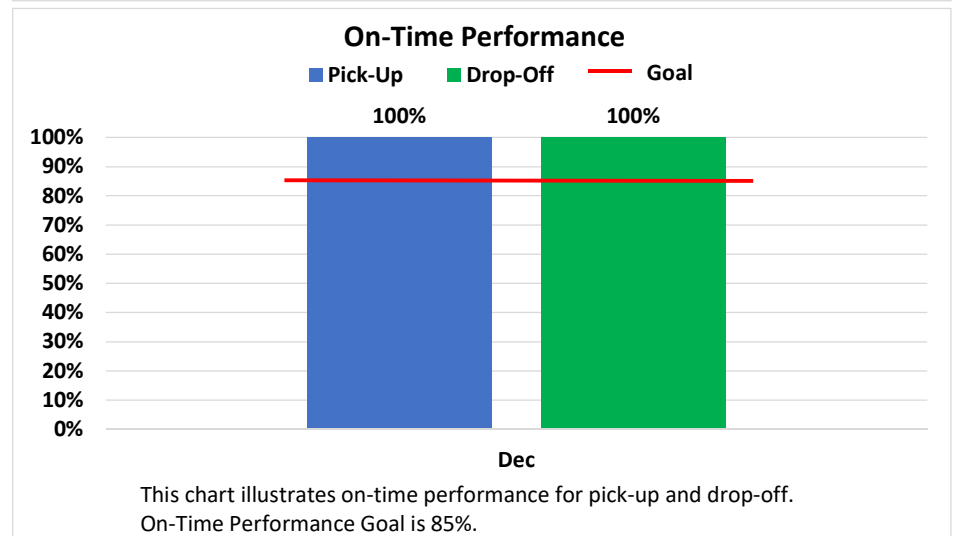
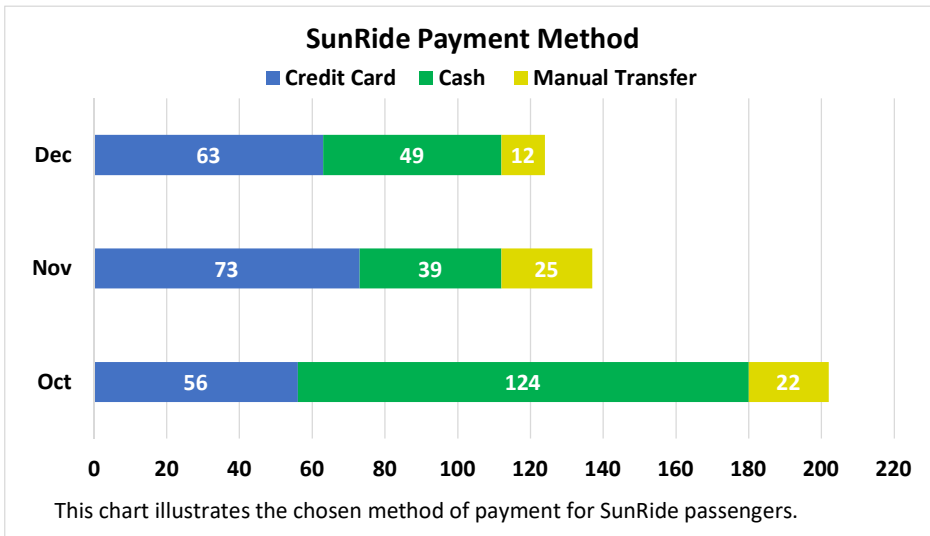
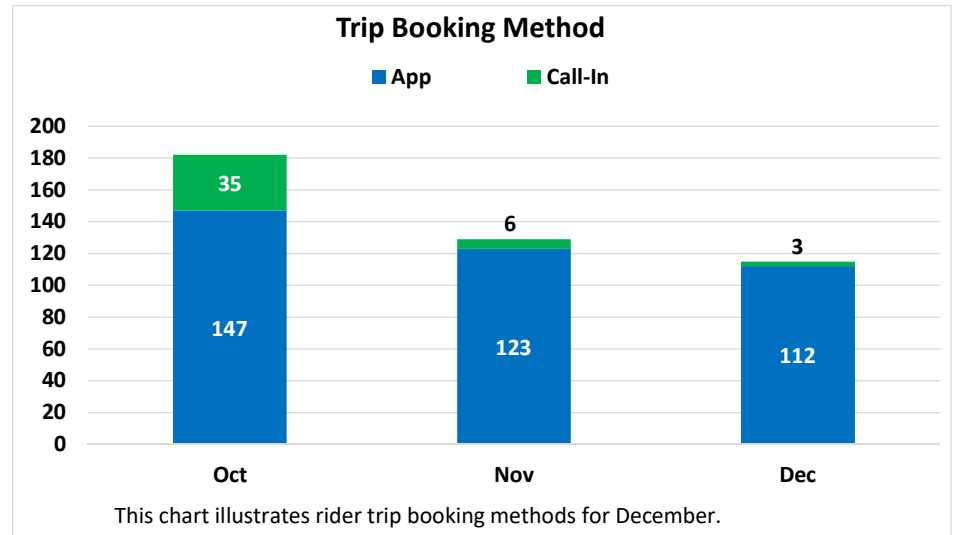
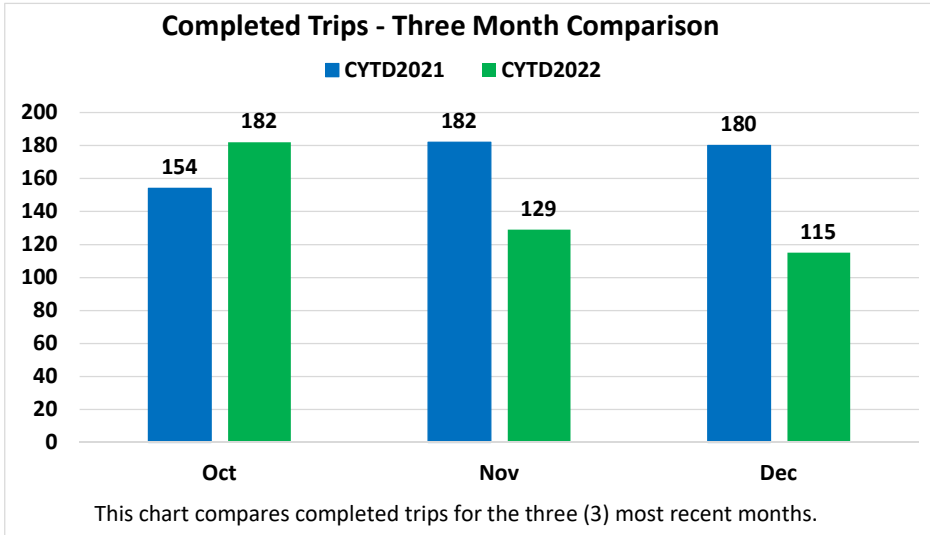


**EXCEEDS GOAL!**

## Coachella Geo-Fence Metrics CYTD 2022

**Total Completed Trips: 1,844**

**Total Number of Passengers: 1,934**



**Customer Satisfaction Rating**  
Avg. rider trip rating: 4.9  
Goal: 4.5

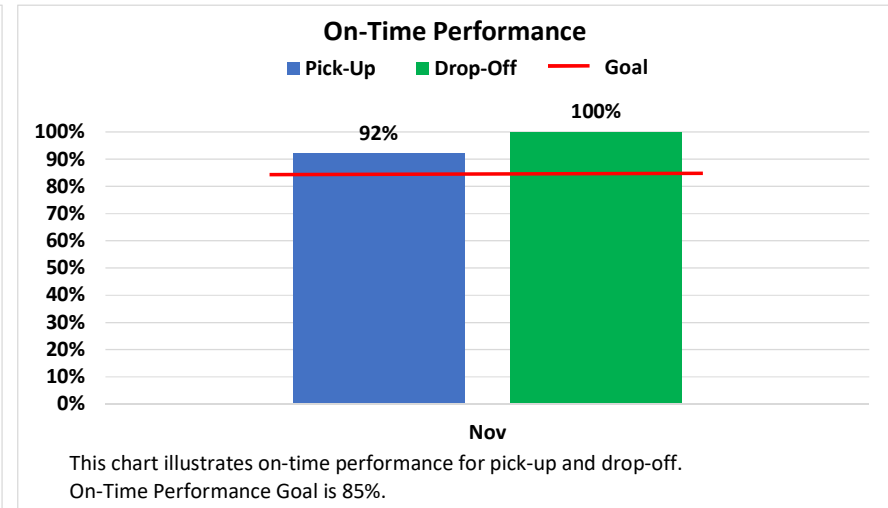
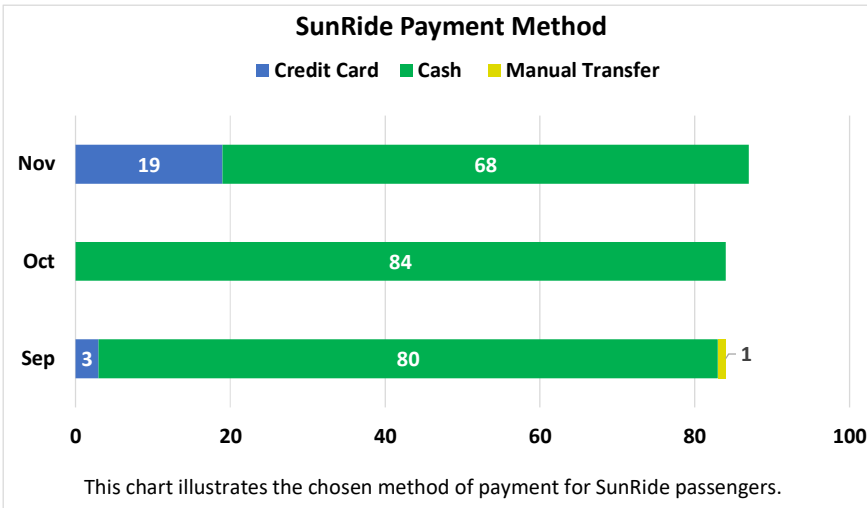
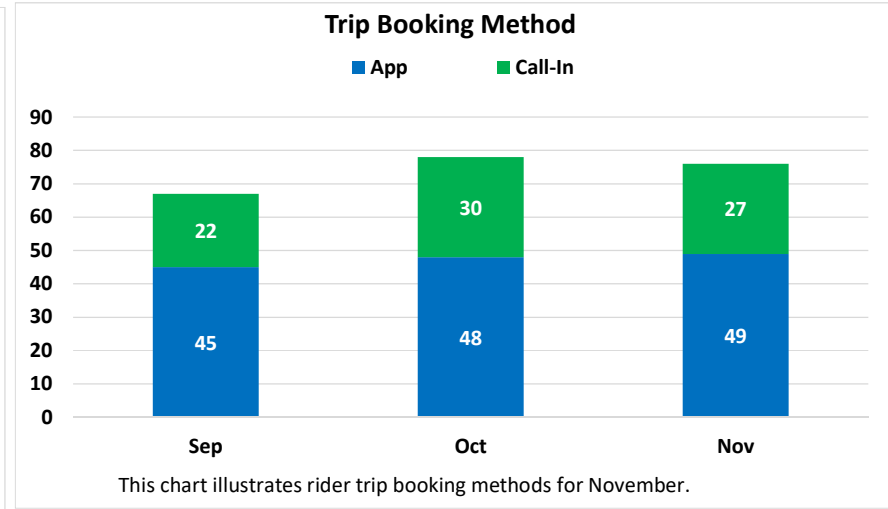
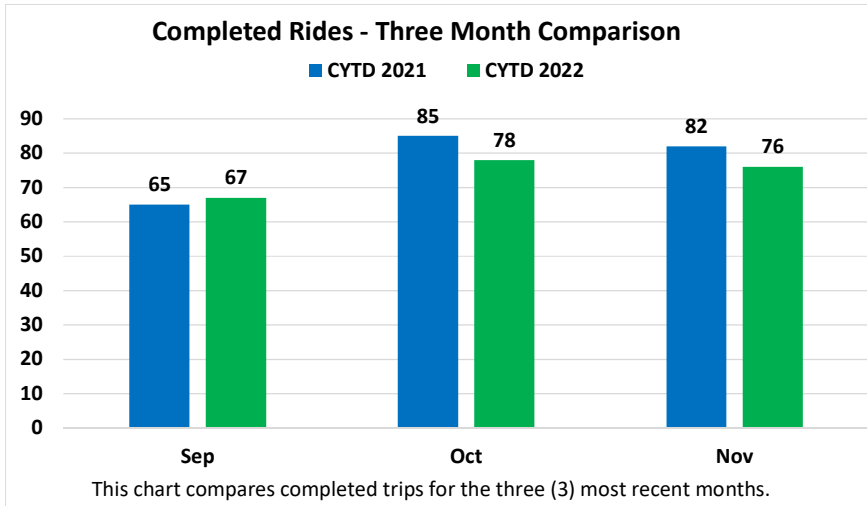


**EXCEEDS GOAL!**

## Mecca/North Shore Geo-Fence Metrics CYTD 2022

**Total Completed Trips: 438**

**Total Number of Passengers: 502**



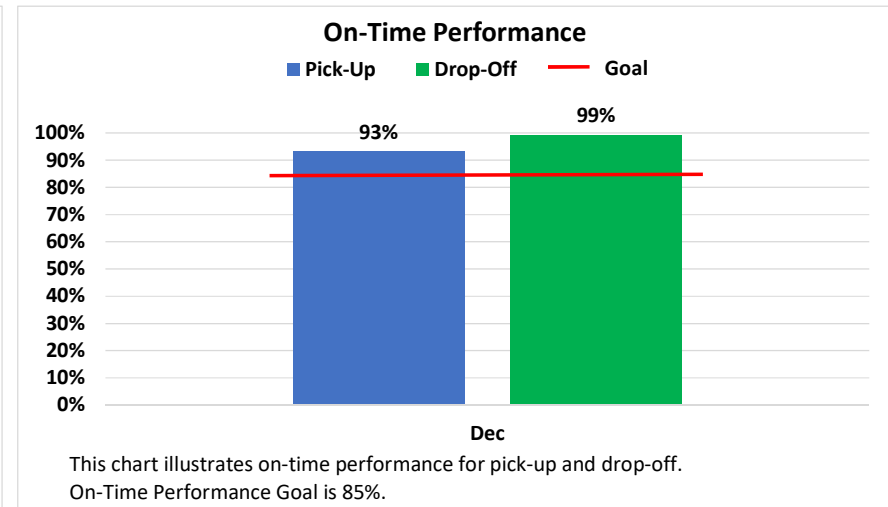
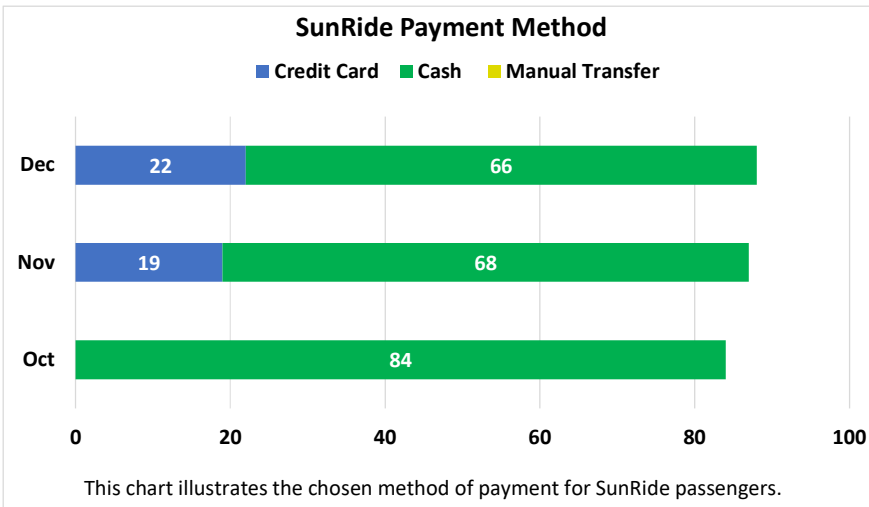
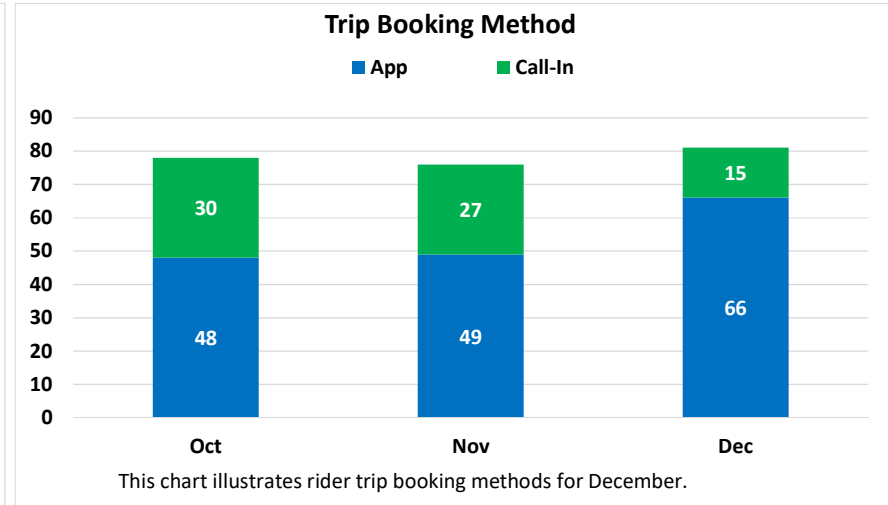
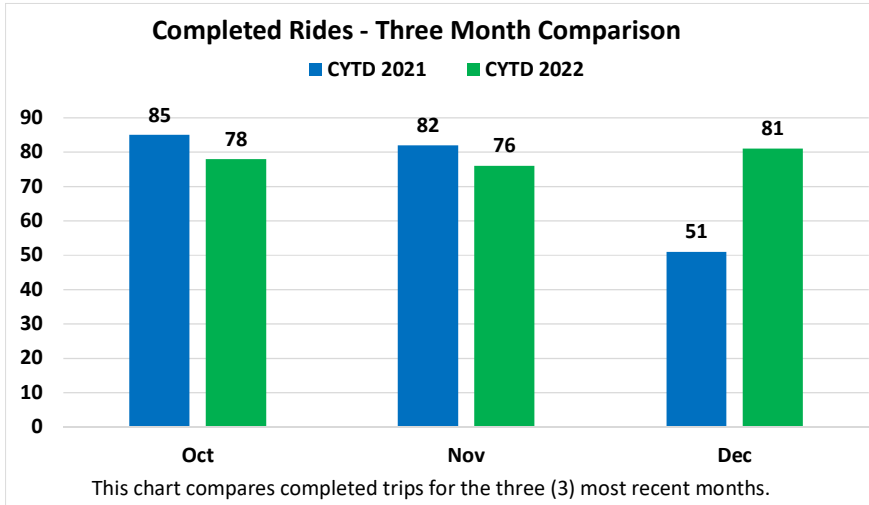
**Customer Satisfaction Rating**  
Avg. rider trip rating: 4.8  
Goal: 4.5



## Mecca/North Shore Geo-Fence Metrics CYTD 2022

**Total Completed Trips: 519**

**Total Number of Passengers: 590**



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

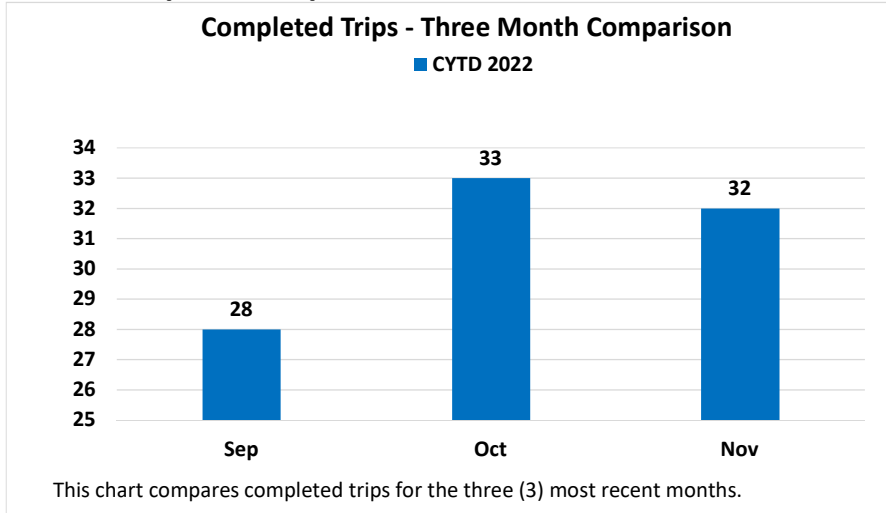


**EXCEEDS GOAL!**

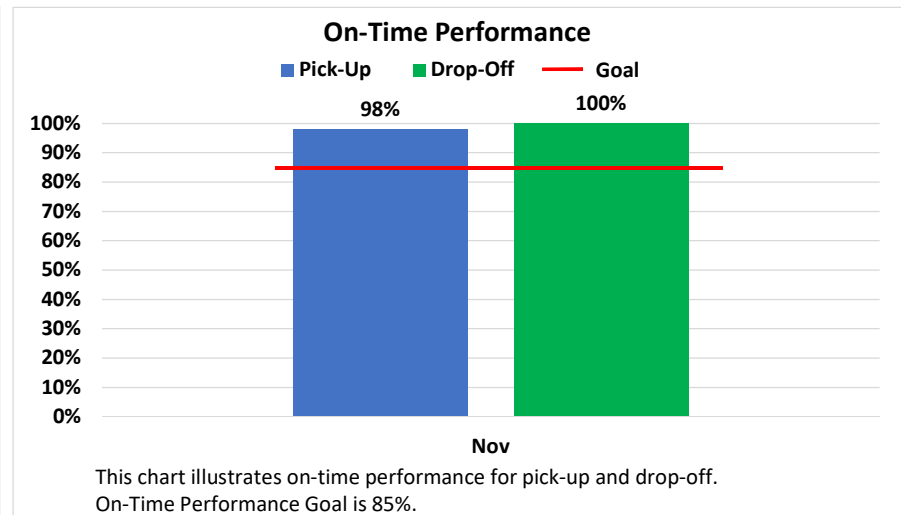
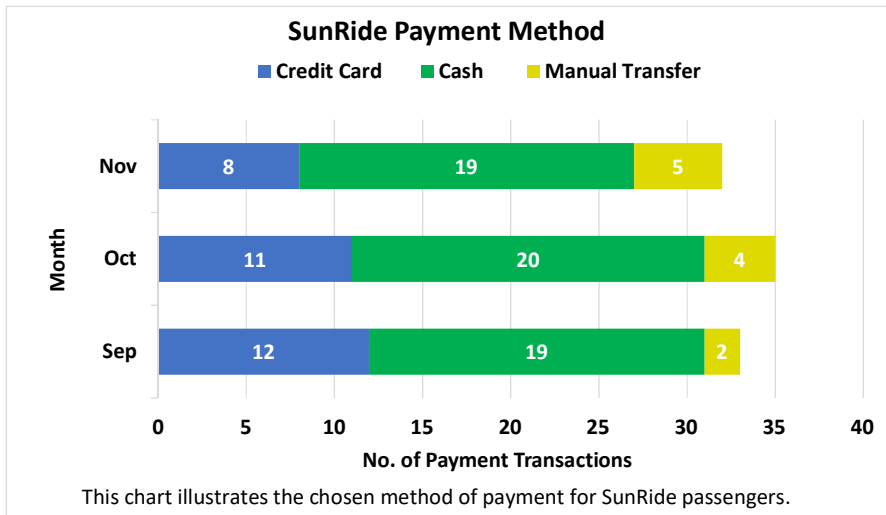
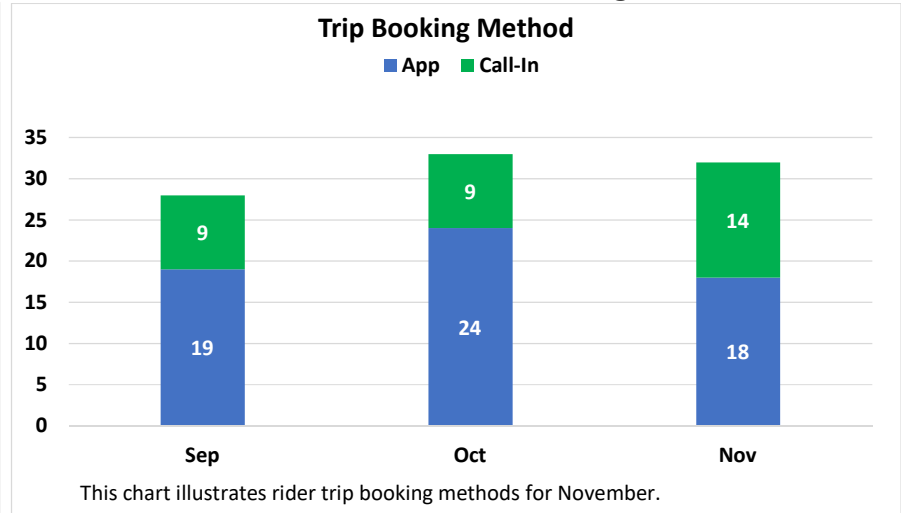


## Indio Geo-Fence Metrics CYTD 2022

**Total Completed Trips: 93**



**Total Number of Passengers: 100**



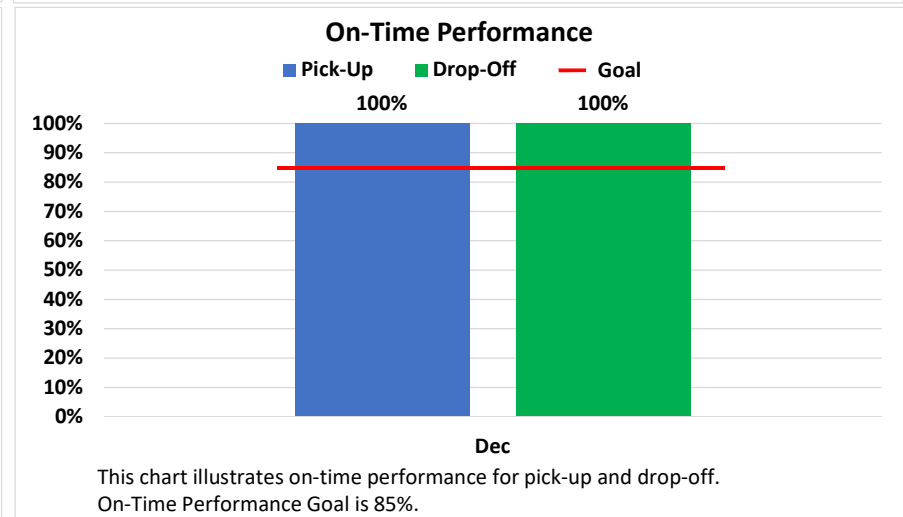
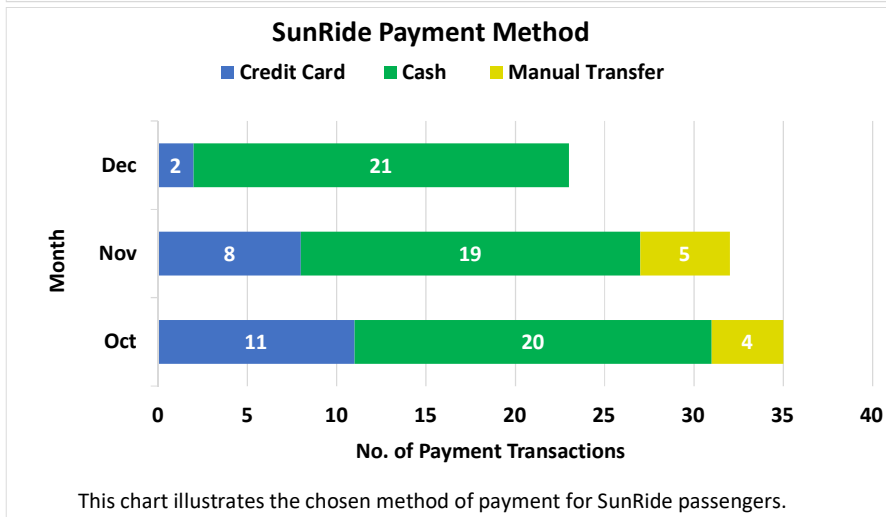
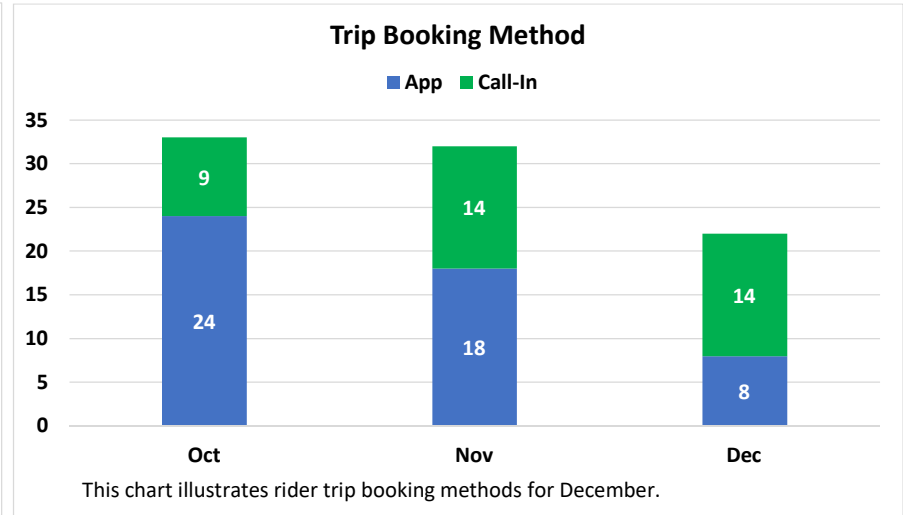
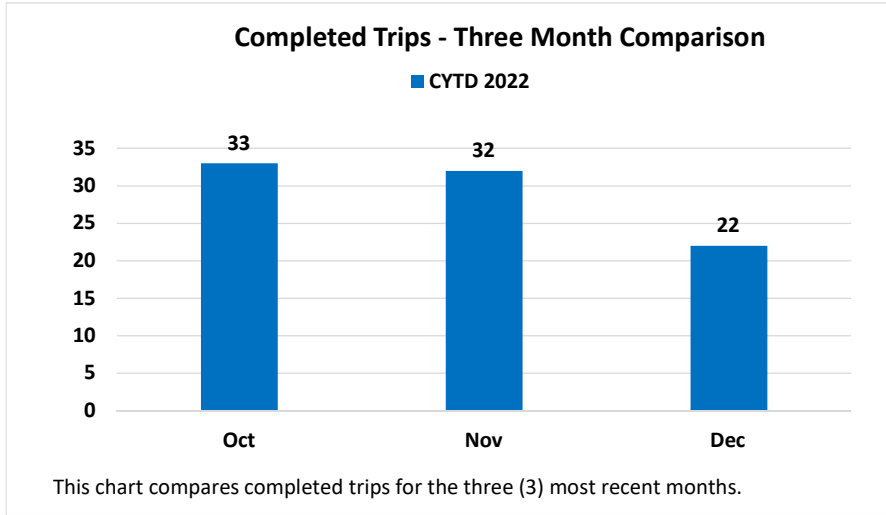
**Customer Satisfaction Rating**  
Avg. rider trip rating 5.0  
Goal: 4.5



## Indio Geo-Fence Metrics CYTD 2022

**Total Completed Trips: 115**

**Total Number of Passengers: 123**



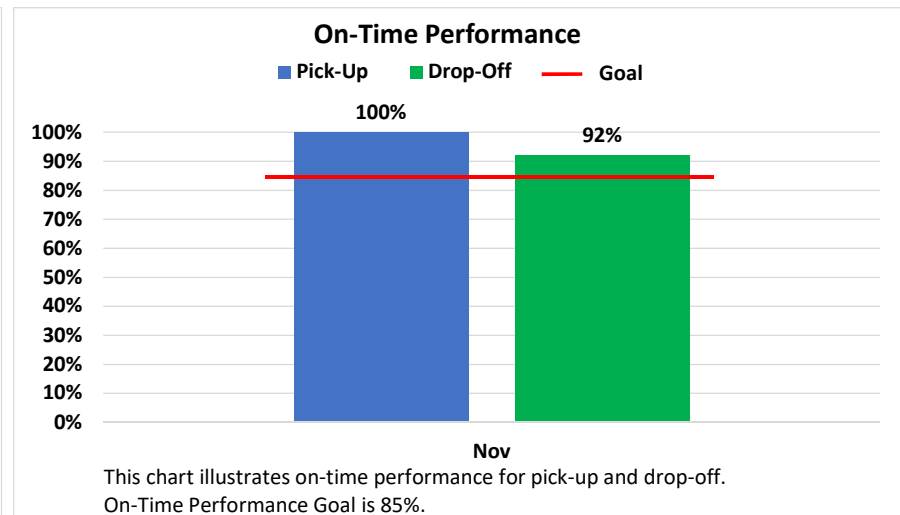
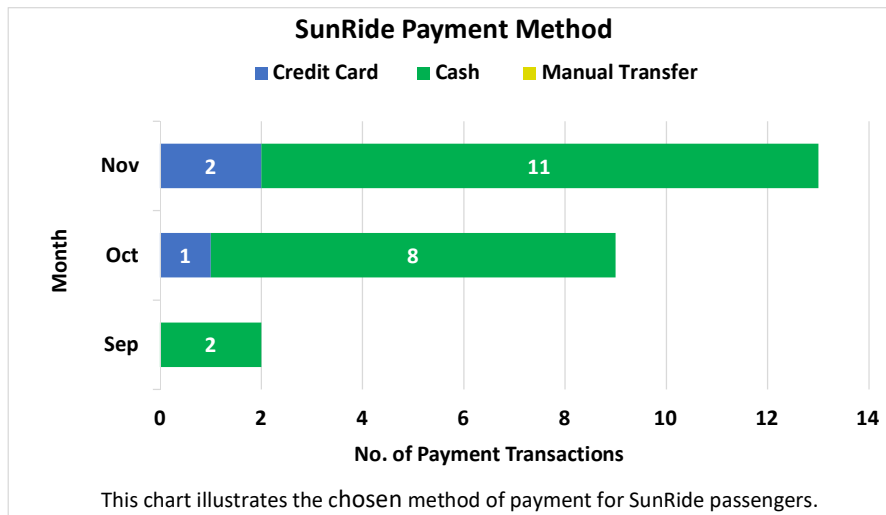
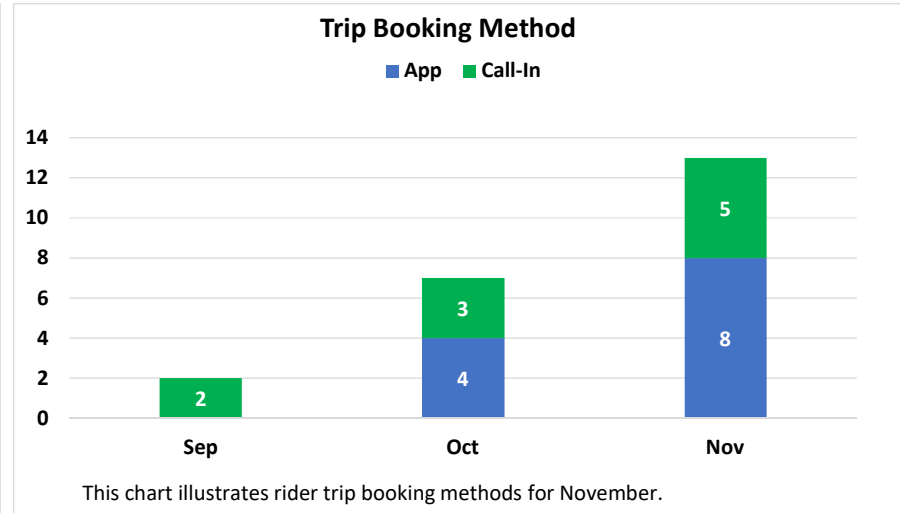
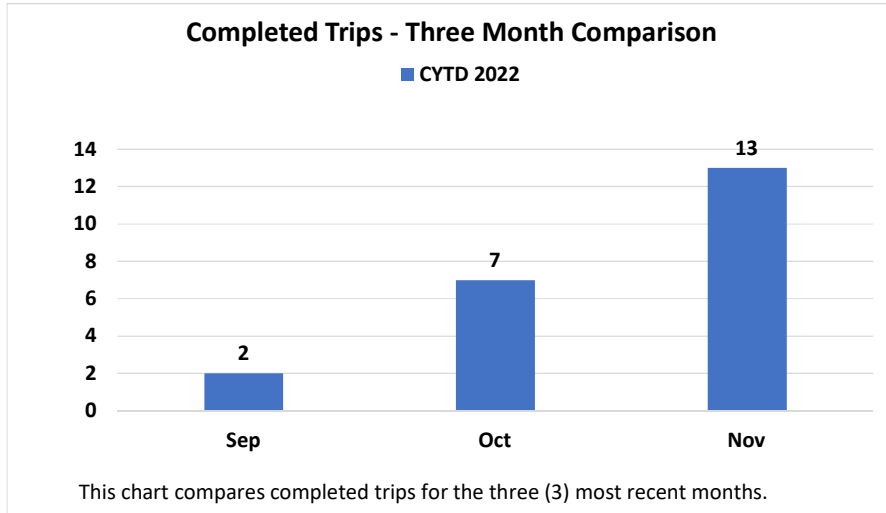
**Customer Satisfaction Rating**  
Avg. rider trip rating 5.0  
Goal: 4.5



## Cathedral City Geo-Fence Metrics CYTD 2022

**Total Completed Trips: 22**

**Total Number of Passengers: 24**



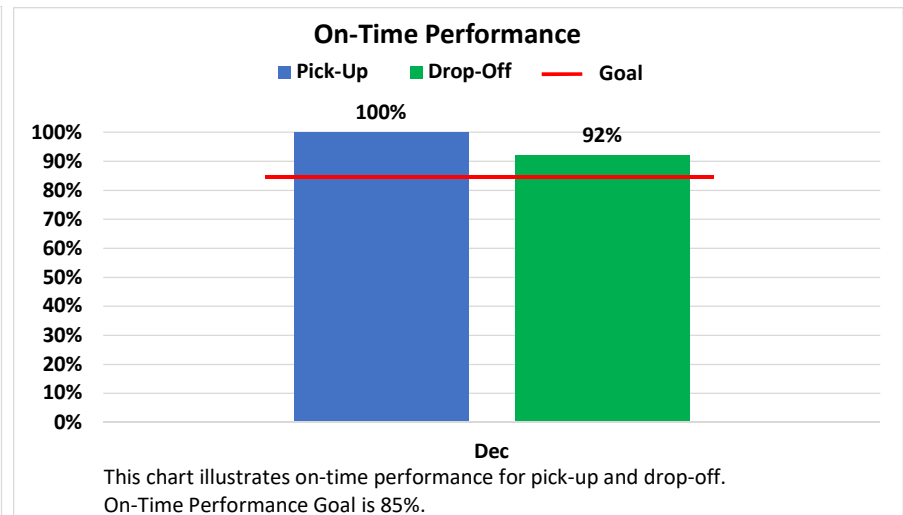
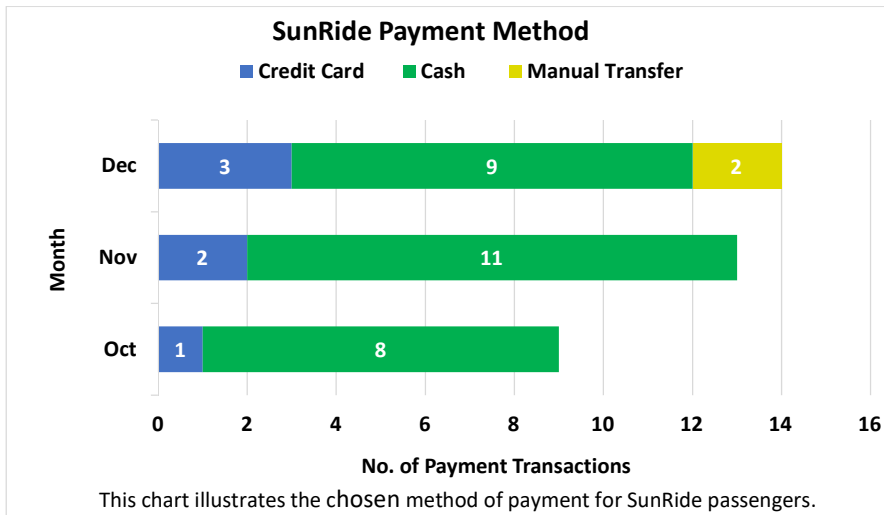
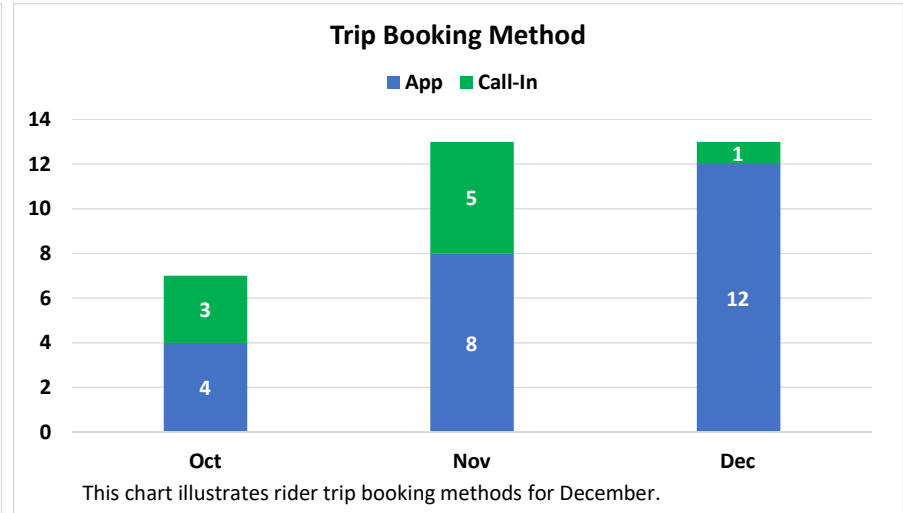
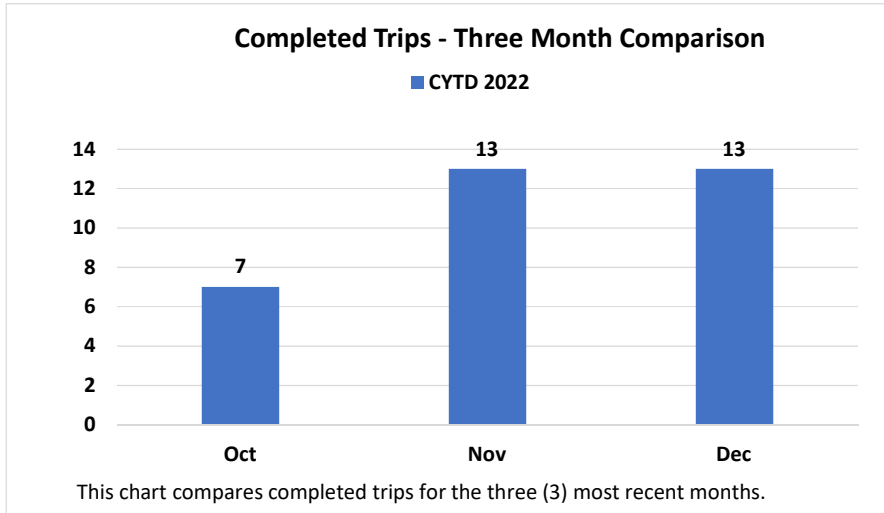
**Customer Satisfaction Rating**  
Avg. rider trip rating 5.0  
Goal: 4.5



## Cathedral City Geo-Fence Metrics CYTD 2022

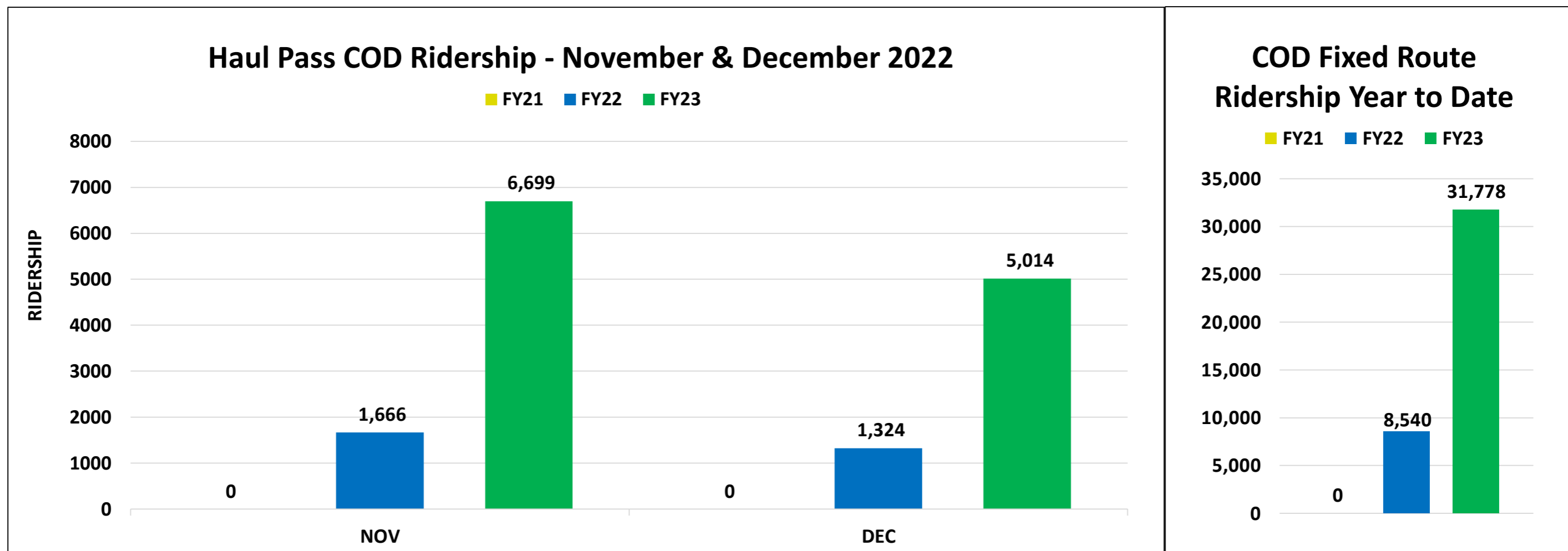
**Total Completed Trips: 35**

**Total Number of Passengers: 38**

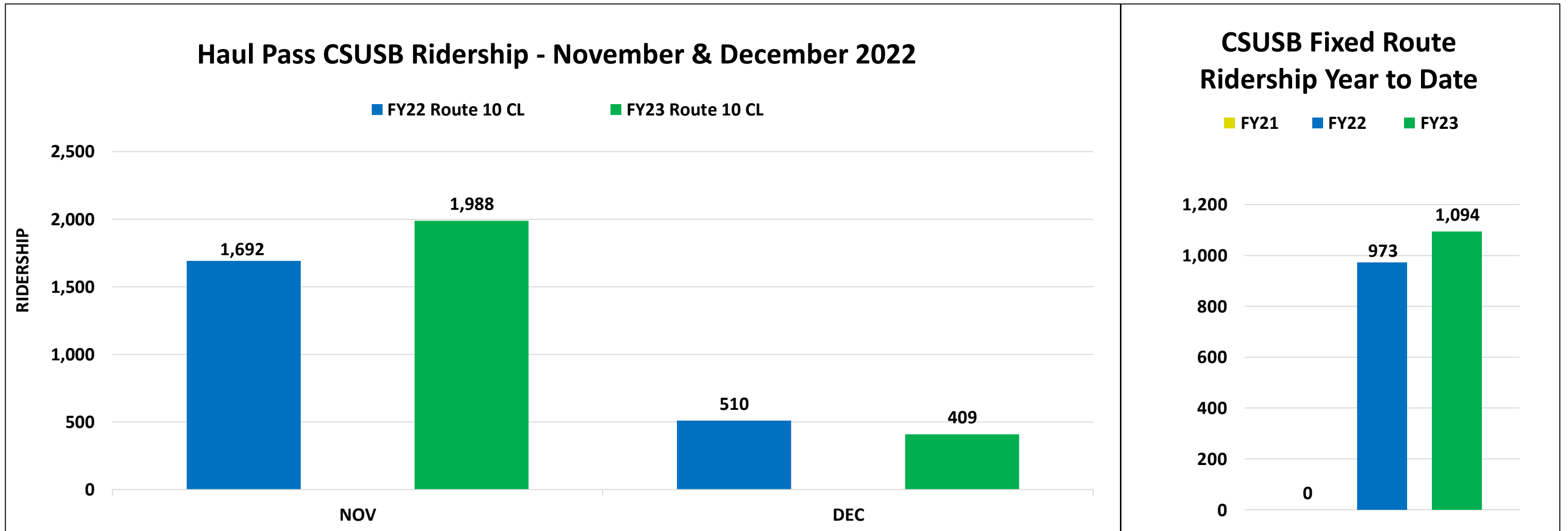


**Customer Satisfaction Rating**  
Avg. rider trip rating 5.0  
Goal: 4.5





The Haul Pass program was introduced in August 2018.  
 This chart represents monthly ridership on the Haul Pass COD.  
 For November 2022, Haul Pass COD contributed with 6,699 rides from 419 unique riders.  
 For December 2022, Haul Pass COD contributed with 5,014 rides from 376 unique riders.  
 November & December 2020 have zero (0) ridership data due to SunLine not collecting fares until May 2021.



The Haul Pass CSUSB program was introduced in September 2019.

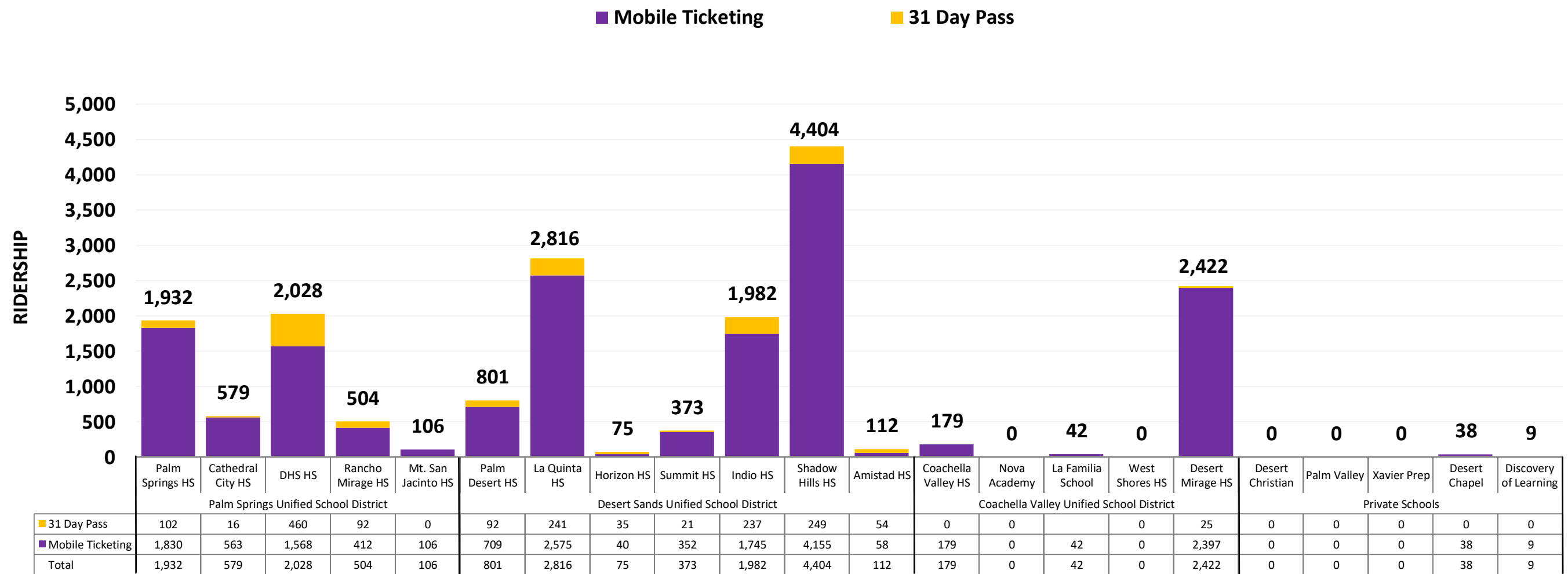
This chart represents monthly ridership on the Haul Pass CSUSB.

For November 2022, CSUSB contributed 2,201 rides from 237 unique users. From that total 1,988 rides were used on Route 10, and 210 rides on the fixed route system.

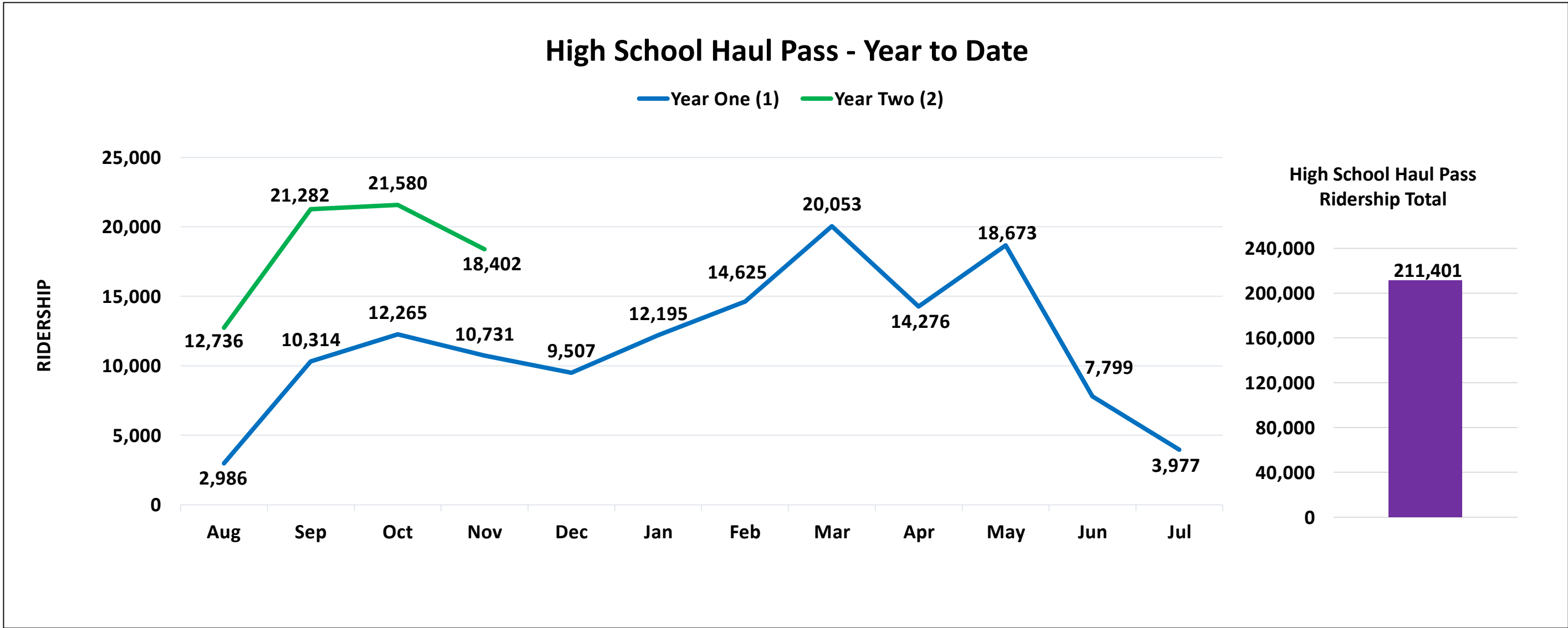
For December 2022, CSUSB contributed 601 rides from 154 unique users. From that total 409 rides were used on Route 10, and 192 rides on the fixed route system.

In May 2021, SunLine resumed fare collection.

## High School Haul Pass - November 2022



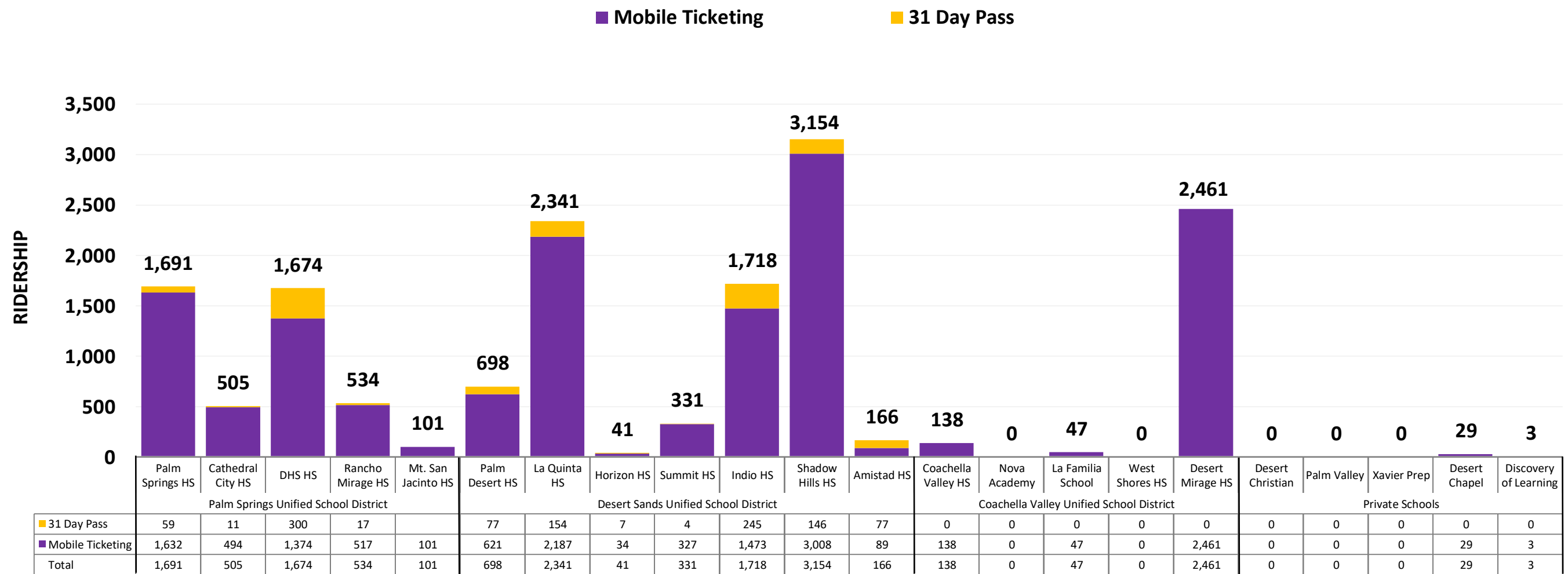
The High School Haul Pass program was introduced in August 2021.  
 This chart represents monthly ridership by school for the High School Haul Pass.  
 The total active users as of November 2022 are 3,056 using the High School Haul Pass.



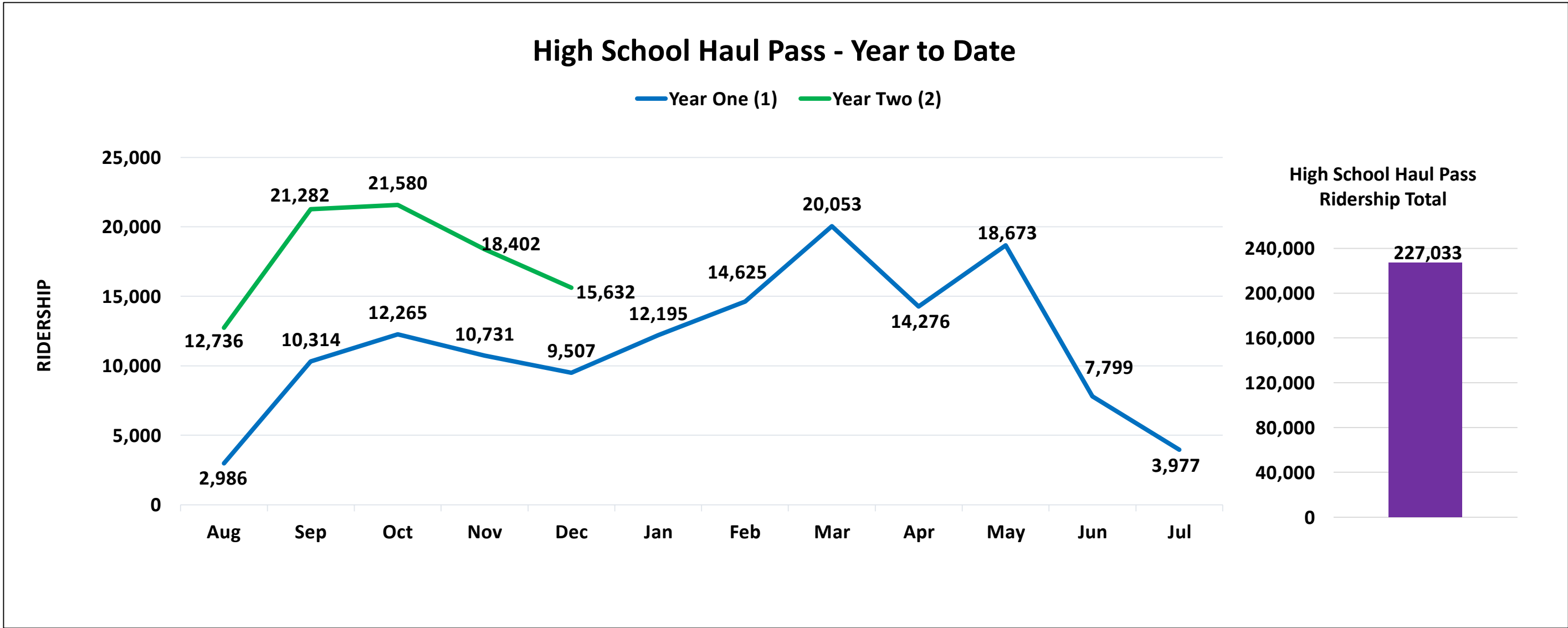
The High School Haul Pass program was introduced in August 2021.  
This chart represents monthly ridership comparison for the High School Haul Pass.



## High School Haul Pass - December 2022

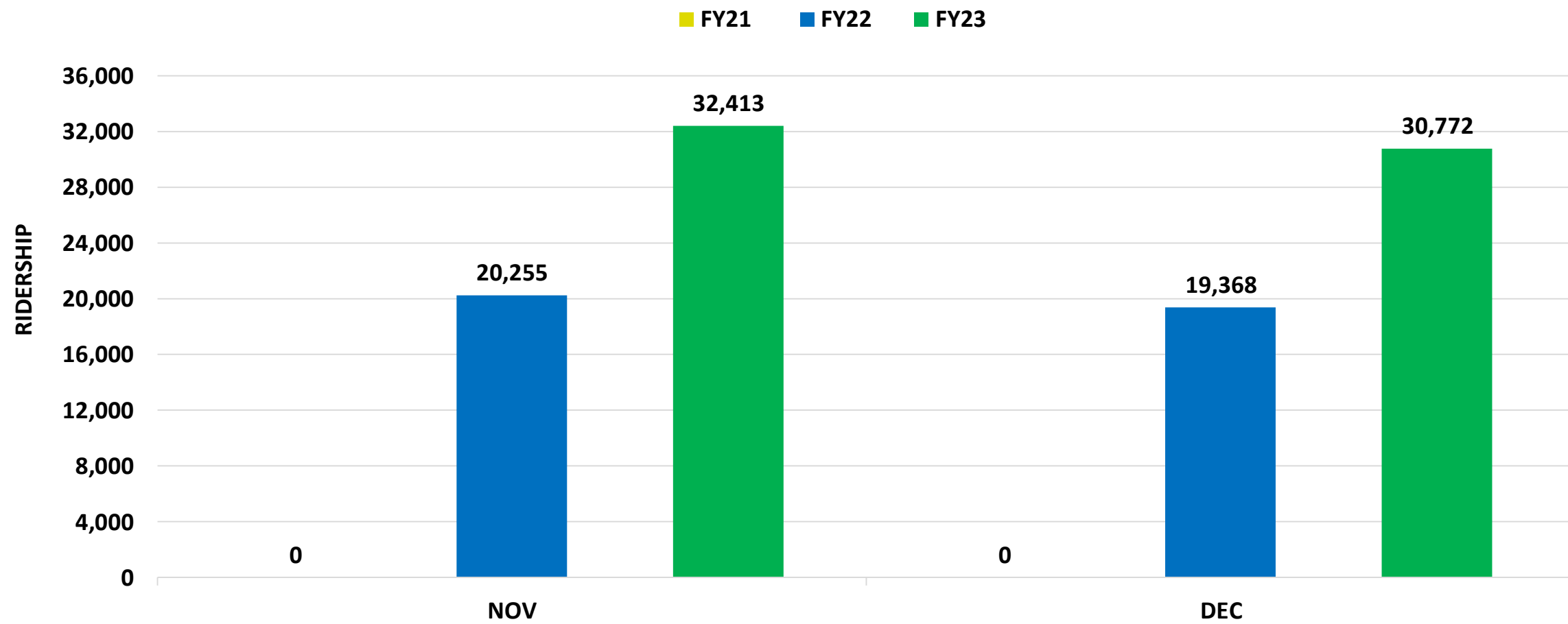


The High School Haul Pass program was introduced in August 2021.  
 This chart represents monthly ridership by school for the High School Haul Pass.  
 The total active users as of December 2022 are 3,132 using the High School Haul Pass.



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

## Mobile Ticketing Ridership - November & December 2022



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

The total for November 2022 includes 142 paratransit mobile tickets. A total of 2,023 unique users used mobile ticketing in the month of November.

The total for December 2022 includes 196 paratransit mobile tickets. A total of 2,036 unique users used mobile ticketing in the month of December.

November & December 2020 have zero (0) ticket usage due to SunLine not collecting fares until May 2021.

**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: January 25, 2023

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Quarterly Capital Projects Update for 4<sup>th</sup> Quarter Calendar Year 2022

Summary:

The capital projects update summarizes the quarterly status of the large capital projects that are active. For the fourth quarter of calendar year 2022, there are 16 large projects in progress. During the fourth quarter, projects had some impacts such as long lead time on vehicle deliveries and equipment accessibility due to the COVID-19 pandemic following similar trends nationwide. Any substantial impacts will be reported to the Board of Directors.

Recommendation:

Receive and file.

QUARTERLY CAPITAL PROJECT UPDATES 4TH QUARTER CALENDAR YEAR 2022

<b>Projects Update</b>			
<b>Project Title</b>	<b>Brief Description</b>	<b>Current Status</b>	<b>Funding</b>
Five (5) Hydrogen Buses & On-Site Hydrogen Fueling Station	This project deployed five (5) new 40-foot fuel cell electric buses along with the upgrade of SunLine’s existing hydrogen refueling station with a new electrolyzer.	All five (5) buses and fueling station are in service. The fueling station is being used by staff to fuel SunLine’s fleet. The project team is working to finalize an amendment that will clarify the timeline for the site acceptance test, warranty period, and allocation of funds.	\$15,571,561
Purchase Five (5) New Flyer Fuel Cell Buses (SCAQMD Airshed Project)	This project is for the purchase of five (5) 40-foot fuel cell fixed route buses that will replace CNG buses.	Five (5) buses have been delivered and are in service. Project team is working with the funder to add one (1) additional bus at no cost to SunLine.	\$6,794,635
Liquid Hydrogen Station Project	The new liquid hydrogen station will include liquid storage, compression equipment, gaseous storage and dispensing, providing both additional capacity and resiliency for the existing fueling infrastructure. The new station will be capable of dispensing fuel at 350 and 700 bar.	The Notice to Proceed was issued by SunLine’s Procurement team. Kick-off meeting was held in mid-December 2022. Contractor is expected to submit design and engineering drawings to the project team for review and approval.	\$5,161,250
Center of Excellence Facility	This project is for the construction of a facility to serve as a training center and maintenance bay for the zero emission vehicles.	Design plans have been finalized by Riverside County. Staff has been preparing the bidding documents, which are expected to be released in January 2023.	\$3,097,654
Purchase of 15 Paratransit Vehicles	This project is to procure 15 Paratransit vehicles to replace old vehicles that have exceeded their useful life.	All 15 vehicles have been delivered to SunLine and are in service. Final project closeout documentation is in progress.	\$2,375,076

QUARTERLY CAPITAL PROJECT UPDATES 4TH QUARTER CALENDAR YEAR 2022

Project Title	Brief Description	Current Status	Funding
Land Acquisition	Land acquisition of approximately 5.87 acres, located north of SunLine's Division I in Thousand Palms. This property will position the Agency to provide improved operational choices for its customers and support the Agency's zero emission technology expansion.	Land acquisition is in escrow and expected to close in mid-January 2023.	\$2,100,000
Coachella Hub	This project is in conjunction with a grant awarded to SunLine as part of the Affordable Housing Sustainability Community Grant. SunLine, along with the City of Coachella, will construct sustainable transportation infrastructure to provide transportation related amenities.	Site improvement plans were submitted to the City. Project team and City staff are working together on solidifying the project terms. Bidding documents are expected to be released in the first quarter of 2023.	\$1,813,500
Radio Replacement for Fixed Route Buses - Phase I	This project will allow the replacement of the current radio system from analog to cellular services that will improve the day-to-day operational communications of SunLine's Transportation department.	A kick-off meeting between the technical consultant and the project team was held. The technical consultant has provided the project team the scope of work and will assist with the procurement of a radio system. Upon the completion of the scope of work, staff will begin to work on bidding documents.	\$997,500
Purchase of MCI Commuter Bus	This project will allow the purchase of one (1) additional MCI bus to meet the needs of the Agency.	The bus was delivered in December 2022. Maintenance staff is prepping the bus with make-ready equipment. The vehicle is expected to be in service by the end of January 2023.	\$950,000

QUARTERLY CAPITAL PROJECT UPDATES 4TH QUARTER CALENDAR YEAR 2022

Project Title	Brief Description	Current Status	Funding
SoCalGas/Hydrogen Demonstration Project	SunLine, in partnership with the Southern California Gas Company, will install, test, monitor, and demonstrate a Steam Methane Reformer (SMR) in various operating conditions at SunLine's Thousand Palms facility.	Construction phase was completed in mid-December. Commissioning phase and equipment integration is anticipated to be completed by the end of January 2023.	\$600,000
Operations Facility IT Equipment	The project focuses on the purchase of information technology equipment such as servers, switches and battery backup systems for the new Operations Facility.	Information technology equipment has been delivered and installed. Final project closeout documentation is in progress.	\$230,291
Purchase of Five (5) Replacement Zero Emission Relief Cars	This project will allow the purchase of five (5) replacement Chevy Bolt 2022 cars and charging infrastructure.	Four (4) vehicles have been delivered and are in service. The remaining vehicle is expected to be delivered by mid-January 2023.	\$224,187
Purchase of Three (3) Microtransit Vehicles	This project is for the purchase of three (3) expansion microtransit vehicles to support the growing need of the Coachella Valley.	Three (3) vehicles have been delivered and are in service. The project team will begin to work on closing the project.	\$179,019
Purchase Shop Service CNG Vehicle (F-450)	This project is for the purchase of a shop service vehicle to support the Maintenance and Transportation departments.	Project team is working on issuing a purchase order through the state contract. Due to inventory shortages, there is a delay in manufacturing vehicles. Project team will release a purchase order upon vehicle availability.	\$119,750
Surveillance Camera Addition and Replacement	This project will allow the procurement and installation of new surveillance cameras to be installed at SunLine's Thousand Palms and Indio facilities.	Staff is working on the development of the scope of work. Upon completion, Procurement team will issue an invitation for bids in the first quarter of 2023.	\$109,582

QUARTERLY CAPITAL PROJECT UPDATES 4TH QUARTER CALENDAR YEAR 2022

Project Title	Brief Description	Current Status	Funding
H2Ride	This project will support the make ready costs for the demonstration of four (4) 22-foot hydrogen fuel cell vehicles.	One (1) vehicle has been delivered and is being prepped with make-ready equipment. The remaining three (3) vehicles are expected to be delivered during the first quarter of 2023.	\$99,000



**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: January 25, 2023

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Board Member Attendance for December 2022

Summary:

The attached report summarizes the Board of Directors' attendance for fiscal year to date December 2022.

Recommendation:

Receive and file.

FY 22/23	Board Member Matrix Attendance													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Meetings	Total Attended
Desert Hot Springs	X		X	X		X							10	4
Palm Desert	X		X	X		X							10	4
Palm Springs	X		X	X									10	3
Cathedral City	X		X	X		X							10	4
Rancho Mirage	X		X			X							10	3
Indian Wells	X		X	X									10	3
La Quinta	X		X	X		X							10	4
Indio	X		X	X		X							10	4
Coachella	X			X		X							10	3
County of Riverside	X		X	X		X							10	4

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

**DARK –**

## SunLine Transit Agency

<b>DATE:</b>	January 25, 2023	<b>ACTION</b>
<b>TO:</b>	Finance/Audit Committee Board of Directors	
<b>FROM:</b>	Rudy Le Flore, Chief Project Consultant	
<b>RE:</b>	Liquid Hydrogen Station Change Order/Change Directive	

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### **Recommendation**

Recommend that the Board of Directors authorize the CEO/General Manager to negotiate and execute a Change Order/Change Directive to the contract with Cryogenic Industries, LLC (Cryogenic) in the amount of \$1,557,055.09 for owner directed changes.

### **Background**

In February 2021, SunLine was announced as receiving an award from the California Energy Commission (CEC) for \$4,986,250 for a liquid hydrogen fueling station. The maximum amount available to small operators from CEC was \$5,000,000. This station will provide expanded fueling capabilities to support SunLine's fleet of zero emission buses.

SunLine managed a competition for the award of the contract to design and build the fueling station. Cryogenic was awarded a contract to design and build the liquid hydrogen fueling station for SunLine in July 2022. The amount of the fueling station award approved by the Board of Directors was \$6,200,955. At that time, staff notified the Board that it was seeking discretionary funding to bridge the gap between the CEC grant and the cost of the liquid hydrogen fueling station.

On August 16, 2022, SunLine was notified that it had been awarded Federal Transit Administration (FTA) discretionary funding in an amount of \$3,500,000 for the liquid hydrogen station. This amount not only bridges the gap in funding from the award amount, but also allows the Agency to exercise a separate bid item, which was not originally incorporated into the agreement due to its cost. With the discretionary funding received from the FTA, SunLine can include the additional fueling infrastructure represented by this separate bid item, which will double the station's fueling capacity. SunLine will utilize \$375,403 of State Transportation Assistance to match the \$8,486,250 won in discretionary funding to complete the total project budget.

**Financial Impact**

SunLine will program \$375,403 in FY24 to supplement the FTA funding of \$3,500,000 and CEC funding of \$4,986,250.

Attachment:

- [Item 9a](#) – Liquid Hydrogen Station Project Presentation



# Liquid Hydrogen Station Project

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Rudy Le Flore  
Chief Project Consultant

Original Presentation to the Board of Directors: July 27, 2022  
Financial Information Update: January 25, 2023

# Project Layout

**Alternate 1: Connect to Existing systems**

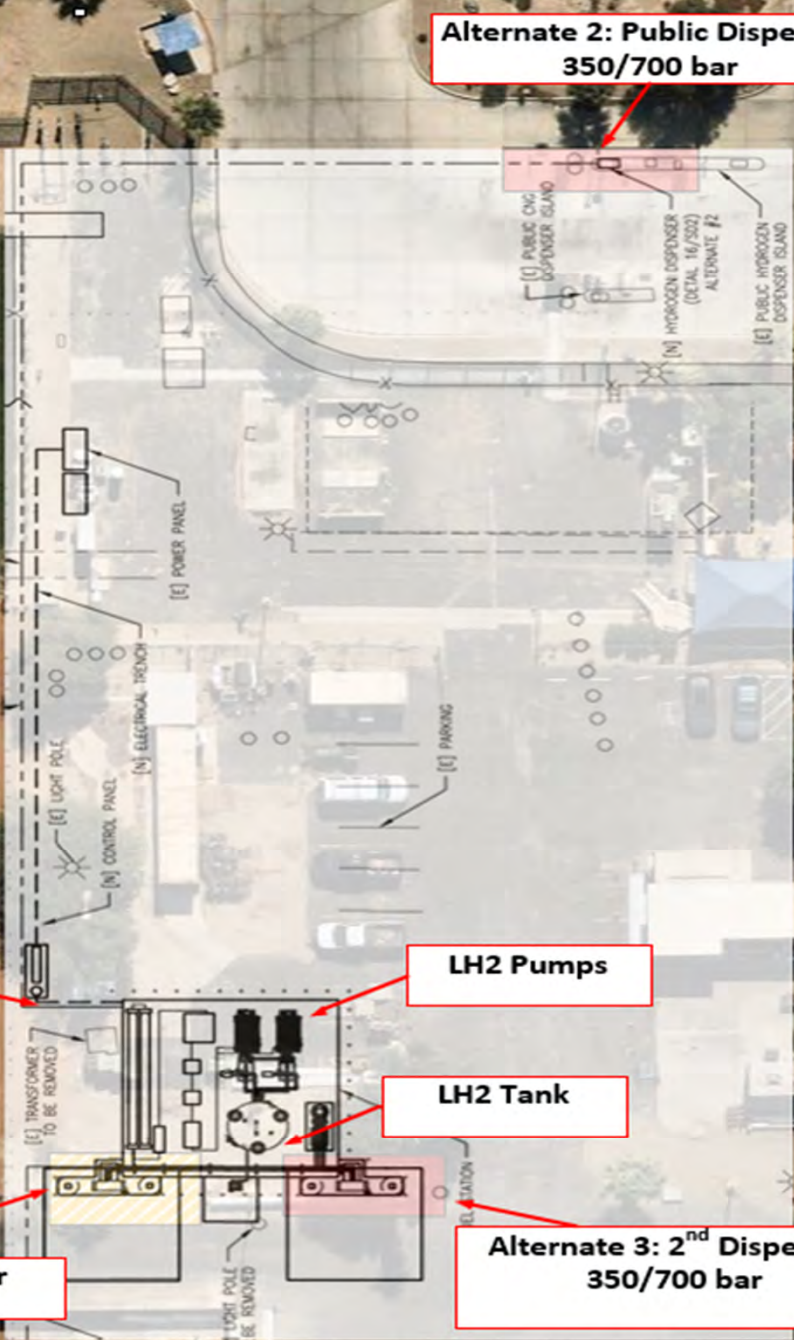
**Alternate 2: Public Dispenser 350/700 bar**

**Dispenser 350/700 bar**

**LH2 Pumps**

**LH2 Tank**

**Alternate 3: 2<sup>nd</sup> Dispenser 350/700 bar**



# Budget & Funding



*Presented to Board July 27, 2022*

## Proposed Budget

Item	Amount
Cryogenics Industries LLC Contract Amount	\$ 6,200,955
Project Management (CEC Funded)	\$ 228,643
Construction Management	\$ 300,000
Technical Support	\$ 75,000
Permits	\$ 100,000
SunLine Construction Consulting	\$ 75,000
Contingency	\$ 500,000
<b>Total Amount:</b>	<b>\$ 7,479,598</b>

## Funding

Funds Source & Year	Amount
CEC Grant	\$ 4,986,250
CNG Rebate	\$ 175,000
Capital Funds for Public Fueling Station (FY21 & FY22)	\$ 2,318,348
<b>Total Available Funds:</b>	<b>\$ 7,479,598</b>

# Budget & Funding

*Update January 25, 2023*



## Revised Budget

Item	Amount
Cryogenics Industries LLC Contract Amount	\$ 6,200,955
Project Management (CEC Funded)	\$ 228,643
Construction Management	\$ 300,000
Technical Support	\$ 75,000
Permits	\$ 100,000
SunLine Construction Consulting	\$ 75,000
Contingency	\$ 500,000
<b>Bid Item No. 3</b>	<b>\$ 1,557,055</b>
<b>Total Amount:</b>	<b>\$ 9,036,653</b>

## Funding

Funds Source & Year	Amount
CEC Grant	\$ 4,986,250
CNG Rebate	\$ 175,000
FTA Award of Low No Funds	\$ <b>3,500,000</b>
STA Capital FY24 Funds	<b>\$ 375,403</b>
<b>Total Available Funds:</b>	<b>\$ 9,036,653</b>





Thank you!



**SunLine Transit Agency**

**DATE:** January 25, 2023 **ACTION**

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

**FROM:** Rudy Le Flore, Chief Project Consultant

**RE:** Approval of Fuel Cell Extended Warranty Agreement

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**Recommendation**

Recommend that the Board of Directors authorize the CEO/General Manager to negotiate and execute a one (1) year agreement with three (3) one (1) year option periods with Ballard Power Systems Inc. (Ballard) for a total amount not to exceed \$1,054,500, upon approval as to form by General Counsel.

**Background**

SunLine currently owns ten fuel cell vehicles made by various manufacturers. Due to the nature of the grants in which the vehicles were awarded, extended warranties were not purchased at the time of award. The warranty on these vehicles have since met their expiration and SunLine is recommending continued warranty coverage for these vehicles. SunLine's Maintenance Department requires technical support from these manufacturers for this proprietary equipment. This will provide SunLine cost certainty over this period for all warranty eligible corrective maintenance parts and labor related to the vehicles.

**Financial Impact**

The total financial impact of \$1,054,500 will be funded out of SunLine's yearly operating budget. The costs associated with FY23 will be covered under the existing operating budget. The remainder will be programmed in future fiscal year operating budget requests.

**SunLine Transit Agency**

**DATE:** January 25, 2023 **ACTION**

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

**FROM:** Walter Watcher, Procurement Officer

**RE:** Purchase of Transit Asset Management Software

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**Recommendation**

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a contract with EAM Solutions, LLC for the purchase and implementation of Transit Asset Management (TAM) software system, for a total cost not to exceed \$433,550.00 including tax, upon approval as to form by General Counsel.

**Background**

Staff requires the services of a firm to provide and implement TAM software for the Agency. This project requires a firm experienced in TAM software implementation and with proven abilities in software integration, facilities and personnel to effectively carry out this project.

On August 17, 2022, staff issued Request for Proposals (RFP) 22-017. The RFP was advertised in a newspaper of general circulation and a notice was posted on the Agency's website along with a copy of the RFP document. On September 29, 2022 seven (7) proposals were received. Out of the seven (7) proposals received, six (6) firms were invited to in person interviews and software product demonstrations. The firms brought technical personnel and gave demonstrations that highlighted how each firm would accomplish the installation and migration for their proposed software. The firms answered questions that dealt with technical and performance issues that were specific to implementing new software for SunLine and configuring it to provide the best results for use in the transit industry.

An evaluation committee representing staff from SunLine's Maintenance, Information Technology, Facilities and Finance departments evaluated the proposals and software offerings in accordance with the criteria listed in the RFP. Upon completion of the review 21 Tech LLC, and EAM Solutions, LLC were the two highest ranked proposals. Both firms were invited to submit Best and Final Offer (BAFO) pricing.

EAM Solutions submitted a best and final offer proposal that reflected a complete understanding of the Agency's needs for the installation and migration to the new

software. The costs in their proposal reflected the analysis of the current Fleetnet Software, identifying current business processes, research and design of tools that convert data to a format that is compatible with the new software, new software implementation, training and configuration to produce the best practices in the industry.

### **Financial Impact**

The financial impact of \$433,550.00 will be funded via section 5307 and State Transit Assistance funds approved by the Board in the Agency's FY15 Short Range Transit Plan.

Attachment:

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



REQUEST FOR PROPOSAL  
Transit Asset Management System Software  
23-017

**PRICE ANALYSIS**

September 29, 2022 Initial Proposals	TransTrack Systems Inc	TT <i>FASTER</i> LLC	Fulcrum Technologies Inc	Trapeze Software Group, Inc.	EAM Solutions	Avail Technologies Inc	21Tech LLC
	\$127,907	\$157,460	\$292,166	\$409,312	\$559,117	\$599,479	\$635,372
<b>Total Proposal</b>	<b>\$127,907</b>	<b>\$157,460</b>	<b>\$292,166</b>	<b>\$409,312</b>	<b>\$559,117</b>	<b>\$599,479</b>	<b>\$635,372</b>

December 2022 Best and Final Offer Proposals (BAFO)	EAM Solutions	21Tech LLC
	<b>\$433,550</b>	\$460,884
<b>Total BAFO</b>	<b>\$433,550</b>	\$460,884

	Difference	Delta
Difference between EAM Solutions and 21Tech 2022 BAFO proposals	-\$27,334	-6.30%

There was adequate price competition since seven (7) bidders independently contended for the contract that is to be awarded. From the seven (7) proposals, six (6) companies were requested to interview and provide demonstrations. Best and Final Offers were requested from two (2) of the remaining six (6) vendors. Award is based on the highest evaluated proposal score for the evaluation criteria elements; Software Offering/Work Plan, Cost, Qualification & Related Experience, Staffing & Organization and Completeness of Response.

Based upon the results noted above, it is determined that the price submitted by EAM Solutions is considered fair and reasonable and represents the best value to the Agency.

  
Sara Parrish, Contract Administrator  
3-Jan-23

21Tech LLC  
9000 Crow Canyon Rd, #200  
Danville, CA 94506  
415 355 9090  
Dilraj Kahai  
[dilraj.kahai@21tech.com](mailto:dilraj.kahai@21tech.com)

Advoco, Inc  
864-630-1221  
[jsturkey@advoco.com](mailto:jsturkey@advoco.com)

Trapeze Group  
5265 Rockwell Drive NE  
Cedar Rapids, IA 52402  
319 743 1000  
Skip Maurer  
[skip.maurer@trapezegrp.com](mailto:skip.maurer@trapezegrp.com)

ABS Group  
Genesis Solutions  
1701 City Plaza Drive  
Spring, TX 77389  
Randall Smith  
[RanSmith@absconsulting.com](mailto:RanSmith@absconsulting.com)  
(No Bid)

Fulcrum Technologies, Inc.  
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Raintek Enterprises Inc  
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Keith Carman  
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Hexagon EAM  
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[nicole.lane@hexagon.com](mailto:nicole.lane@hexagon.com)

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866 514 2513  
Adam Tolbert  
[adam.t@fasterasset.com](mailto:adam.t@fasterasset.com)

Hardcat  
Anthea Gedge  
[agedge@hardcat.com](mailto:agedge@hardcat.com)

Data Transfer Solutions  
Jeff Freund  
407-806-4200  
[jeff.freund@dtsgis.com](mailto:jeff.freund@dtsgis.com)

Cambridge Systematics  
Wendy Williamson  
415-407-4675

[wwilliamson@camsys.com](mailto:wwilliamson@camsys.com)

## SunLine Transit Agency

**DATE:** January 25, 2023 **INFORMATION**

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

**FROM:** Walter Watcher, Procurement Officer

**RE:** Local Preference Program

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### Background

The Infrastructure Investment and Jobs Act (IIJA) changed the requirements of the Federal Transit Administration (FTA) with respect to local preferences. Specifically, the law eliminated the prohibition on granting geographic preferences on federally funded projects. The IIJA ends prohibitions on local hiring and allows recipients of federal transportation grants to implement a local hiring preference for construction work. The law states in relevant part that...

**“SEC. 25019. LOCAL HIRING PREFERENCE FOR CONSTRUCTION JOBS.**

(a) AUTHORIZATION.—

(1) IN GENERAL.—A recipient or subrecipient of a grant provided by the Secretary under title 23 or 49, United States Code, may implement a local or other geographical or economic hiring preference relating to the use of labor for construction of a project funded by the grant, including prehire agreements, subject to any applicable State and local laws, policies, and procedures.

(2) TREATMENT.—The use of a local or other geographical or economic hiring preference pursuant to paragraph (1) in any bid for a contract for the construction of a project funded by a grant described in paragraph (1) shall not be considered to unduly limit competition.”

Though no regulatory guidance has been provided by the FTA relative to the implementation of this change in law, it is Staff’s intention to develop a framework which would allow SunLine to take advantage of this change in federal law. The FTA has not yet changed their procurement circular to reflect the change in law. However, staff will put in place guidelines to take advantage of this opportunity provided by this change.



This change applies only to construction projects and will allow this body to seek opportunities to increase the economic impact of SunLine's construction projects in the Coachella Valley.

Staff will develop policies that will allow for the implementation of this change in federal law.

**SunLine Transit Agency**

**DATE:** January 25, 2023 **INFORMATION**

**TO:** Board Operations Committee  
Finance/Audit Committee

**FROM:** Luis Garcia, Controller/Asst. Chief Financial Officer

**RE:** Revisions to Checks Policy

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**Background**

In a continuing effort to streamline SunLine's business processes and in response to the Board's direction to revisit SunLine's checks procedures, staff is presenting proposed changes to the Checks Policy, as an information item for now. This will provide the Board time to reflect on the changes and provide input to staff before this item is presented for approval in February 2023.

The highlights of the changes to the Checks Policy are as follows:

- Replace manual signatures with electronic signatures – This feature has been available through SunLine's financial system but is not currently being used
- Introduce Electronic Fund Transfers either through Automated Clearing House transfers or wire transfers. This will change the title of the policy from "Checks Policy" to "Checks and Electronic Fund Transfers Policy"
- Introduce additional layers of review and wet signature requirements above specific thresholds
- Remove Chair and Vice Chair from the list of signatories to minimize transactional questions and audit risks

The recommended changes above will not weaken SunLine's internal controls but will add efficiencies to the process. Staff has sought the auditors' opinion and they do not have any concerns as long as the policy is approved by the Board.

Staff will provide the Board with policy recommendation changes in detail at the February Board meeting. Staff is seeking input and direction in order to incorporate any comments into the February action item.

Attachment:

- [Item 13a](#) – Checks Policy Revision Presentation



# Checks Policy Revision

January 25, 2023

# Background

- Updated signatories in September 2022
- Staff directed by Board members to review policy to implement efficiencies
  - Information in January 2023
  - Action item in February 2023

# Proposed Changes

- Replace manual signatures with electronic signatures
- Update signature requirements
- Remove Chair and Vice Chair as signatories
- Introduce Electronic Fund Transfer (EFT) payments
- Introduce new layers of reviews and controls
- No concern from proposed changes from independent auditors

Thank  
You

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