



SunLine Transit Agency  
February 24, 2021  
10:10 a.m. – 10:35 a.m.

## AGENDA

### FINANCE/AUDIT COMMITTEE Regular Meeting

\*\*\*\*\*

### VIA VIDEOCONFERENCE

Pursuant to California Governor Newsom's Executive Orders N-25-20 issued on March 4, 2020 and N-29-20 issued on March 18, 2020, the Finance/Audit Committee meeting will be conducted remotely through Zoom. Please follow the instructions below to join the meeting remotely.

#### INSTRUCTIONS FOR ELECTRONIC PARTICIPATION

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

<https://us02web.zoom.us/j/87941908929>

Meeting ID: 879 4190 8929

Teleconference Dial In  
888-475-4499 (Toll Free)  
Meeting ID: 879 4190 8929

One tap mobile  
+16699009128,,87941908929#

Phone controls for participants:

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

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

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

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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 December 2020](#)

(PAGE 4-8)

**ITEM**

**RECOMMENDATION**

- |  |                                |
|--|--------------------------------|
| 8b) Credit Card Statement for December 2020  | (PAGE 9-20)                    |
| 8c) Monthly Budget Variance Report for December 2020   | (PAGE 21-26)                   |
| 8d) Contracts Signed in Excess of \$25,000 for January 2021  | (PAGE 27-28)                   |
| 8e) Union & Non-Union Pension Investment Asset<br>Summary December 2020  | (PAGE 29-32)                   |
| 8f) Quarterly Performance Summary for 4th Quarter<br>of Calendar Year 2020   | (PAGE 33-37)                   |
| 8g) Ridership Report for January 2021  | (PAGE 38-42)                   |
| 8h) SunDial Operational Notes for January 2021   | (PAGE 43-46)                   |
| 8i) Metrics for January 2021   | (PAGE 47-55)                   |
| 8j) Board Member Attendance for January 2021   | (PAGE 56-57)                   |
| <br>   |                                |
| <b>9. CNG FUELING STATION PROJECT CHANGE<br/>ORDER NO. 004</b><br>(Staff: Dean Holm, Facility Engineer)  | <b>APPROVE</b><br>(PAGE 58-59) |
| <br>   |                                |
| <b>10. AMENDMENT TO JANITORIAL SERVICES AGREEMENT</b><br>(Staff: Anthony Cohen, Chief Maintenance Officer)   | <b>APPROVE</b><br>(PAGE 60)    |
| <br>   |                                |
| <b>11. AUTHORIZATION TO NEGOTIATE AND EXECUTE<br/>MEMORANDUM OF UNDERSTANDING WITH<br/>RIVERSIDE COUNTY OFFICE OF EDUCATION</b><br>(Staff: Brittney B. Sowell, Chief of Public Affairs/<br>Clerk of the Board) | <b>APPROVE</b><br>(PAGE 61)    |
| <br>   |                                |
| <b>12. ADJOURN</b>   |                                |

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

DATE: February 24, 2021

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

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

Summary:

The Checks \$1,000 and Over Report lists all of the checks processed at the Agency with a value of over \$1,000 for a given month. Items identified in bold font represent pass through payments that were, or will be, reimbursed to SunLine under the provisions of specific grants or contracts. Items identified with underlines represent shared payments with SunLine and specific vendors/employees.

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

<b>Vendor</b>	<b>Check #</b>	<b>Amount</b>
<b>COMPLETE COACH WORKS</b>	<b>684878</b>	<b>\$170,328.74</b>
<b>TYLER TECHNOLOGIES, INC</b>	<b>684863</b>	<b>\$55,048.27</b>
<b>NEL HYDROGEN INC.</b>	<b>684905</b>	<b>\$50,000.00</b>

Recommendation:

Receive and file.

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

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
<b>COMPLETE COACH WORKS</b>	<b>WIP-Covid19 Capital Expenditures</b>	<b>684878</b>	<b>12/23/2020</b>	<b>170,328.74</b>
PERMA - INSURANCE	General Liability & Workers Comp Premium	684725	12/02/2020	170,091.14
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>684975</u>	<u>12/30/2020</u>	<u>110,031.78</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>684864</u>	<u>12/16/2020</u>	<u>106,625.00</u>
ELEMENT MARKETS RENEWABLE ENERGY, LLC	Utilities	684886	12/23/2020	106,446.03
IMPERIAL IRRIGATION DIST	Utilities	684832	12/16/2020	94,248.87
SO CAL GAS CO.	Utilities	684918	12/23/2020	78,427.41
TYLER TECHNOLOGIES, INC.	Annual Fees 12/1/20-11/30/21	684863	12/16/2020	55,048.16
<u>GUARDIAN LIFE INSURANCE COMPANY THE</u>	<u>Employee Benefits/ LTD/STD/LIFE Ins Prem</u>	<u>684930</u>	<u>12/24/2020</u>	<u>50,048.27</u>
<b>NEL HYDROGEN INC.</b>	<b>WIP- Hydrogen Refueling Station</b>	<b>684905</b>	<b>12/23/2020</b>	<b>50,000.00</b>
<b>AIR &amp; LUBE SYSTEMS INC</b>	<b>WIP- Fall Arrest System</b>	<b>684873</b>	<b>12/23/2020</b>	<b>45,357.44</b>
<b>WSP USA INC.</b>	<b>TDM &amp; Vanpool Program</b>	<b>684738</b>	<b>12/02/2020</b>	<b>42,918.92</b>
<b>URRUTIA MARKS ARCHITECTS</b>	<b>WIP- Zero Emission Maintenance Facility</b>	<b>684902</b>	<b>12/23/2020</b>	<b>39,652.25</b>
<b>ND CONSTRUCTION COMPANY, INC.</b>	<b>WIP- West Valley Refueled Bus Stops Project</b>	<b>684953</b>	<b>12/30/2020</b>	<b>33,578.00</b>
<b>COMPLETE COACH WORKS</b>	<b>WIP-Covid19 Capital Expenditures</b>	<b>684819</b>	<b>12/16/2020</b>	<b>32,679.72</b>
JESSUP AUTO PLAZA	Fixed Assets-Non Rev Vehicles	684910	12/23/2020	29,192.62
<b>COAST RECREATION, INC.</b>	<b>WIP- Retention Beautification Phase II</b>	<b>684877</b>	<b>12/23/2020</b>	<b>28,355.21</b>
<b>COMPLETE COACH WORKS</b>	<b>WIP-Covid19 Capital Expenditures</b>	<b>684820</b>	<b>12/16/2020</b>	<b>26,143.78</b>
<b>CALSTART, INC.</b>	<b>WIP-Hydrogen FCB Lo-No</b>	<b>684817</b>	<b>12/16/2020</b>	<b>20,700.00</b>
<b>WSP USA INC.</b>	<b>TDM &amp; Vanpool Program</b>	<b>684929</b>	<b>12/23/2020</b>	<b>18,098.10</b>
TYLER TECHNOLOGIES, INC.	Annual Fees Jan-Dec 2021	684794	12/09/2020	17,018.00
TEC OF CALIFORNIA, INC.	Inventory Repair Parts	684733	12/02/2020	16,006.07
NFI PARTS	Inventory Repair Parts	684803	12/16/2020	15,956.92
THE LEFLORE GROUP LLC	Projects Consultant	684914	12/23/2020	15,182.20
LINDE INC.	Fuel-Hydrogen	684712	12/02/2020	14,145.97
<b>AIR &amp; LUBE SYSTEMS INC</b>	<b>WIP- Fall Arrest System</b>	<b>684742</b>	<b>12/09/2020</b>	<b>13,650.86</b>
ALL AMERICAN HYDRAULIC TOOLS, INC.	Fixed Assets-Maint Equipment	684695	12/02/2020	13,182.75
<b>CONTAINER ALLIANCE COMPANY</b>	<b>WIP-Parts Department Warehouse Relocation</b>	<b>684754</b>	<b>12/09/2020</b>	<b>12,913.60</b>
KELLERMEYER BERGENSONS SERVICES, LLC	Janitorial Services	684836	12/16/2020	12,444.34
BALLARD POWER SYSTEMS	Repair Parts-Fuel Cell	684934	12/30/2020	11,987.19
NAPA AUTO PARTS	Inventory Repair Parts	684719	12/02/2020	11,788.68
VERIZON WIRELESS	Wireless Telephone Service	684867	12/16/2020	11,048.43
TEC OF CALIFORNIA, INC.	Inventory Repair Parts	684920	12/23/2020	10,672.02
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	684813	12/16/2020	10,462.46
OLD GREEN HOUSE LLC	Consulting Services	684853	12/16/2020	10,350.00
<b>PSOMAS</b>	<b>WIP-CNG Fueling Station</b>	<b>684911</b>	<b>12/23/2020</b>	<b>9,911.98</b>
ROBERT HALF	Temporary Help	684729	12/02/2020	8,920.00
HDR ENGINEERING, INC.	Planning Consultant	684710	12/02/2020	8,527.61

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

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<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	684963	12/30/2020	7,671.71
ADVANCED WEB OFFSET, INC.	Printing Expense	684802	12/16/2020	7,292.52
GRAINGER	Fixed Assets-Misc Equipment	684895	12/23/2020	7,283.79
NFI PARTS	Inventory Repair Parts	684740	12/09/2020	6,903.21
KAMINSKY PRODUCTIONS, INC	Contracted Services	684835	12/16/2020	6,700.00
ANDREA CARTER & ASSOCIATES	Marketing Consultant	684874	12/23/2020	6,650.00
PRUDENTIAL OVERALL SUPPLY	Uniforms	684848	12/16/2020	6,648.44
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>684807</b>	<b>12/16/2020</b>	<b>6,620.87</b>
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>684933</b>	<b>12/30/2020</b>	<b>6,591.18</b>
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	684908	12/23/2020	5,769.26
NFI PARTS	Inventory Repair Parts	684931	12/30/2020	5,079.41
<b>DESERT PARADISE CONSTRUCTION, LLC</b>	<b>WIP- Operation Facility</b>	<b>684882</b>	<b>12/23/2020</b>	<b>4,980.00</b>
NFI PARTS	Inventory Repair Parts	684870	12/23/2020	4,960.10
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	684801	12/16/2020	4,824.60
MURCHISON & CUMMING, LLP	Insurance Loss	684840	12/16/2020	4,315.30
CREATIVE BUS SALES, INC,	Inventory Repair Parts	684755	12/09/2020	4,260.02
<b>BEST BUY BUSINESS ADVANTAGE ACCOUNT</b>	<b>WIP- Transloc/Sun Ride Pilot Program</b>	<b>684904</b>	<b>12/23/2020</b>	<b>4,157.67</b>
CREATIVE BUS SALES, INC,	Inventory Repair Parts	684821	12/16/2020	4,150.95
PIEDMONT PLASTICS, INC.	Bus Stop Supplies	684846	12/16/2020	3,995.37
ROBERT HALF	Temporary Help	684912	12/23/2020	3,950.00
EV CHARGE SOLUTIONS	Fixed Assets-Misc Equipment	684838	12/16/2020	3,918.76
TPX COMMUNICATIONS	Communications	684923	12/23/2020	3,859.74
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	684885	12/23/2020	3,616.12
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	684781	12/09/2020	3,492.69
<b>LONGOBART-ROSS CONSULTING</b>	<b>WIP- Fleet Management Information Sys</b>	<b>684713</b>	<b>12/02/2020</b>	<b>3,490.00</b>
<b>JESSE FRESCAS JR.</b>	<b>WIP-Zero Emissions Maintenance Facility</b>	<b>684898</b>	<b>12/23/2020</b>	<b>3,360.00</b>
AARVIG & ASSOCIATES, APC	Insurance Loss	684799	12/16/2020	3,141.04
TIME WARNER CABLE	Utilities	684793	12/09/2020	3,140.19
<b>CALIFORNIA STATE DISBURSEMENT UNIT</b>	<b>Garnishments</b>	<b>684936</b>	<b>12/30/2020</b>	<b>3,136.06</b>
<b>CALIFORNIA STATE DISBURSEMENT UNIT</b>	<b>Garnishments</b>	<b>684816</b>	<b>12/16/2020</b>	<b>3,136.06</b>
IMPERIAL IRRIGATION DIST	Utilities	684897	12/23/2020	3,096.14
OFFICETEAM	Temporary Help	684841	12/16/2020	2,957.04
MILE3 WEB DEVELOPMENT	Website Maintenance	684716	12/02/2020	2,940.00
DESERT URGENT CARE	Medical Exams	684951	12/30/2020	2,920.00
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	684965	12/30/2020	2,890.75
SONSRAY FLEET SERVICES	Inventory Repair Parts	684972	12/30/2020	2,658.33
<b>YELLOW CAB OF THE DESERT</b>	<b>Taxi Voucher Program</b>	<b>684739</b>	<b>12/02/2020</b>	<b>2,650.54</b>
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	684869	12/23/2020	2,543.88
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	684693	12/02/2020	2,542.78

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<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
MZ AUTO GLASS	Outside Repair-Fixed Route	684903	12/23/2020	2,400.00
<b>AIRWAVE COMMUNICATIONS</b>	<b>WIP-Purchase of Four Fixed Route CNG Buses</b>	<b>684806</b>	<b>12/16/2020</b>	<b>2,331.11</b>
SPECIALTY FIELD SERVICE, INC.	Repair Parts-Fuel Cell	684732	12/02/2020	2,275.00
HOME DEPOT CREDIT SERVICES	Facility Maintenance Supplies	684829	12/16/2020	2,270.88
TRANSIT PRODUCTS & SERVICES	Inventory Repair Parts	684973	12/30/2020	2,210.00
TRANSIT PRODUCTS & SERVICES	Inventory Repair Parts	684924	12/23/2020	2,205.00
VALLEY OFFICE EQUIPMENT, INC.	Office Equipment Maintenance	684866	12/16/2020	2,170.59
OFFICETEAM	Temporary Help	684907	12/23/2020	2,159.85
GENFARE	Inventory Repair Parts	684827	12/16/2020	2,147.78
ROBERT HALF	Temporary Help	684913	12/23/2020	2,120.00
ROBERT HALF	Temporary Help	684785	12/09/2020	2,120.00
ROBERT HALF	Temporary Help	684962	12/30/2020	2,120.00
SC FUELS	Lubricants and Oils	684789	12/09/2020	2,043.88
DESERT AIR CONDITIONING, INC.	Contract Services	684757	12/09/2020	1,981.76
SOCALGAS	Utilities	684790	12/09/2020	1,923.25
CREATIVE BUS SALES, INC,	Inventory Repair Parts	684879	12/23/2020	1,909.85
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	684891	12/23/2020	1,782.02
JOSEPH LYNN FRIEND	IT Consulting Service	684833	12/16/2020	1,743.75
SC FUELS	Lubricants and Oils	684916	12/23/2020	1,730.49
AUGER CONSULTING GROUP LLC	Consulting Services	684772	12/09/2020	1,650.00
SMARTDRIVE SYSTEMS, INC.	General Services	684857	12/16/2020	1,646.40
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	684843	12/16/2020	1,612.55
<b>FRANCHISE TAX BOARD</b>	<b>Garnishments</b>	<b>684946</b>	<b>12/30/2020</b>	<b>1,606.08</b>
SPECIALTY FIELD SERVICE, INC.	Inventory Repair Parts	684792	12/09/2020	1,600.00
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	684749	12/09/2020	1,452.22
WELTYS ENTERPRISES, INC.	Printing Expenses	684927	12/23/2020	1,389.41
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	684915	12/23/2020	1,338.87
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	684958	12/30/2020	1,336.74
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	684748	12/09/2020	1,304.50
SONSRAY FLEET SERVICES	Inventory Repair Parts	684922	12/23/2020	1,293.26
MEYERS FOZI & DWORK, LLP	Insurance Loss	684715	12/02/2020	1,292.00
KELLY PAPER COMPANY	Office Supplies	684901	12/23/2020	1,277.65
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	684823	12/16/2020	1,140.52
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	684943	12/30/2020	1,126.47
OFFICETEAM	Temporary Help	684723	12/02/2020	1,122.00
DESERT URGENT CARE	Medical Exams	684767	12/09/2020	1,090.00
CALACT	Membership & Subscriptions	684700	12/02/2020	1,055.00
CPAC INC.COM	Computer Network Software Agmt 12/7/20-12/6/21	684939	12/30/2020	1,054.95
QUADIENT FINANCE USA, INC.	Postage	684849	12/16/2020	1,000.00

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<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
<b>Total Checks Over \$1,000</b>	\$1,770,468.87			
<b>Total Checks Under \$1,000</b>	\$48,841.04			
<b>Total Checks</b>	\$1,819,309.91			



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

DATE: February 24, 2021

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Credit Card Statement for December 2020

Summary:

The attached report summarizes the Agency's credit card expenses for December 2020. Credit card transactions through the CEO/General Manager credit card align with statement closing date of January 3, 2021. The report also summarizes transactions for the credit cards utilized for Accounts Payable and Procurement which align with statement closing date of December 31, 2020 for the reporting period.

Recommendation:

Receive and file.

**SunLine Transit Agency Visa Credit Card Statement**

**Closing Date: 1/03/21**

**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	12/7/2020	12/7/2020	ADA Webinar	ADA Guru - ADA Paratransit Eligibility Determination Webinar; Tina Hamel, DBELO/EEO/Compliance/Eligibility Officer & Karina Villalpando, ADA Eligibility & Compliance Specialist		\$330.00
2	12/8/2020	12/8/2020	Lowe's	Lowe's - 6 Tables for Outdoor Lunch/Break Areas; COVID-19 Social Distance Compliance		\$258.47
3	12/15/2020	12/15/2020	Rancho Mirage Florist	Rancho Mirage Florist - Floral arrangement; Executive Team Member Condolences		\$158.93
<b>Credits and Charges:</b>					\$0.00	\$747.40



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	01/03/21
Days in Billing Cycle	31
Next Statement Date	02/03/21

For Customer Service Call:  
800-231-5511

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

Credit Line	\$40,000
Available Credit	\$39,252

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

Payment Information

New Balance	\$747.40
<b>Current Payment Due (Minimum Payment)</b>	<b>\$500.00</b>
<b>Current Payment Due Date</b>	<b>01/28/21</b>

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

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

Account Summary

Previous Balance		\$973.00
Credits	-	\$0.00
Payments	-	\$973.00
Purchases & Other Charges	+	\$747.40
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$747.40

Wells Fargo Cash Back SM Program Summary

Previous Cash Back Balance		\$0.00
Cash Earned this Month		\$11.21
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$11.21
<b>Cash Awarded this Period</b>		<b>\$0.00</b>
Year to Date Cash Back Awarded		\$0.00

Cash Back Notice

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

See reverse side for important information.

DETACH HERE

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

Make checks payable to: Wells Fargo

Account Number	[REDACTED]
New Balance	\$747.40
<b>Total Amount Due (Minimum Payment)</b>	<b>\$500.00</b>
<b>Current Payment Due Date</b>	<b>01/28/21</b>



Print address or phone changes: \_\_\_\_\_  
Work (    ) \_\_\_\_\_

Amount Enclosed: \$

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

SUNLINE TRANSIT  
LUIS GARCIA  
32505 HARRY OLIVER TRL  
THOUSAND PALMS CA 92276-3501  
58097  
P312



**Rate Information**

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

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

**Important Information**

\$0 - \$747.40 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 01/28/21. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

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

**Summary of Sub Account Usage**

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	[REDACTED]	40,000	\$747.40

**Transaction Details**

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

Trans	Post	Reference Number	Description	Credits	Charges
12/28	12/28	F326800PV00CHGDDA	AUTOMATIC PAYMENT - THANK YOU	973.00	
			TOTAL [REDACTED] \$973.00-		

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

12/07	12/07	2449215P6RTLS5Q51	PAYPAL *ADA GURU 402-935-7733 CA		330.00
12/08	12/08	2469216P82XGYSRAK	LOWES #00907* 866-483-7521 NC		258.47
12/15	12/15	2449215PERS43EFVA	PAYPAL *RANCHOMIRAG 402-935-7733 CA		158.93
			<b>TOTAL \$747.40</b>		
LAURA SKIVER / Sub Acct Ending In [REDACTED]					

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 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.

1-1

YTC

Sunline Transit Agency Visa Credit Card Statement

Closing Date: 12/31/2020

Name on Card: Liz Granillo (Accounts Payable Card)

Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1 11/30/2020	12/1/2020	Ratermann Manufacturing	Pressure relief device (2)		\$763.96
2 12/1/2020	12/2/2020	Jackson Racing	Rotrex oil (5 liters)		\$559.97
3 12/3/2020	12/4/2020	Amazon	Alexa for Business Account		\$6.40
4 12/8/2020	12/9/2020	Best Buy	External Hard Drive		\$258.59
5 12/8/2020	12/9/2020	Best Buy	External Hard Drive		\$258.59
6 12/14/2020	12/15/2020	Burrtec	Utilities Acct # 44-VC-225377		\$250.75
7 12/22/2020	12/24/2020	Amazon	Volt charger starter		\$1,731.93
8 12/23/2020	12/24/2020	Amazon	Tablet holder mounts		\$558.24
9 12/24/2020	12/28/2020	IID	Utilities Acct # 50677437		\$175.35
10 12/24/2020	12/28/2020	CVWD	Utilities Acct # 226783-601148		\$78.21
11 12/24/2020	12/28/2020	CVWD	Utilities Acct # 314009-845852		\$47.75
12 12/24/2020	12/28/2020	CVWD	Utilities Acct # 226773-601132		\$86.99
13 12/24/2020	12/28/2020	CVWD	Utilities Acct # 596263-566514		\$90.28
14 12/24/2020	12/28/2020	CVWD	Utilities Acct # 596433-601158		\$44.74
15 12/24/2020	12/28/2020	CVWD	Utilities Acct # 711835-567044		\$439.73
16 12/24/2020	12/28/2020	CVWD	Utilities Acct # 596261-601130		\$86.99
17 12/24/2020	12/28/2020	CVWD	Utilities Acct # 314011-845854		\$210.78
18 12/24/2020	12/28/2020	CVWD	Utilities Acct # 596265-403818		\$104.24
19 12/24/2020	12/28/2020	CVWD	Utilities Acct # 596437-601156		\$87.10
20 12/30/2020	12/31/2020	Tequipment	Thermal-camera		\$4,039.73
<b>Credits and Charges</b>				<b>\$0.00</b>	<b>\$9,880.32</b>



Statement Expenses

01/08/2021 04:09 PM PT  
Requested By: GRANILLO, LIZ

Cardholder Summary			
Cardholder Name:	GRANILLO, LIZ	Start Date:	12/01/2020
Card Number:	xxxx-xxxx-xxxx	End Date:	12/31/2020
Status:	Cardholder Reviewed	Reminder Period:	01/01/2021 through 01/05/2021
Charges:	9,880.32 USD	Grace Period:	01/06/2021 through 01/07/2021
Out-of-pocket:	0.00 USD		
Total Amount:	9,880.32 USD		

**Charges**

1.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency	
	11/30/2020	12/01/2020	No	Ratermann Manufacturing I Livermore, CA	5099900002 - MISCELLANEOUS EXPENSES	Finance (FIN)	Yes	Yes	763.96 USD / 763.96	
	Description PRESSURE RELIEF DEVICE 2									
	FUND 00		DIVISION 00							
2.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency	
	12/01/2020	12/02/2020	No	Jackson Racing 909-927-8500, CA	5049900022 - REPAIR PARTS-SUPPORT VEHICLES	Finance (FIN)	Yes	Yes	559.97 USD / 559.97	
	Description RETREX OIL - 5 LITERS									
	FUND 00		DIVISION 00							
3.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency	
	12/03/2020	12/04/2020	No	Amazon Web Services Aws.amazon.co, WA	5030300011 - COMPUTER/NETWORK SOFTWARE AGMT	Finance (FIN)	Yes	Yes	6.40 USD / 6.40	
	Description WEB SERVICES									
	FUND 00		DIVISION 42							
4.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency	
	12/08/2020	12/09/2020	No	Best Buy 00001248 Palm Desert, CA	5030300011 - COMPUTER/NETWORK SOFTWARE AGMT	Finance (FIN)	Yes	Yes	258.59 USD / 258.59	
	Description EXTERNAL HARD DRIVE									
	FUND 00		DIVISION 42							
5.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency	
	12/08/2020	12/09/2020	No	Best Buy 00001248 Palm Desert, CA	5030300011 - COMPUTER/NETWORK SOFTWARE AGMT	Finance (FIN)	Yes	Yes	258.59 USD / 258.59	
	Description EXTERNAL HARD DRIVE									
	FUND 00		DIVISION 42							
6.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency	
	12/14/2020	12/15/2020	No				Yes	Yes		

			Burtec Waste And Recycl 760-3402113,CA	5050200001 - UTILITIES MAIN FACILITY	Finance (FIN)			250.75 USD / 250.75	
Description		UTILITIES							
FUND	00	DIVISION		23					
7.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	12/22/2020	12/24/2020	No	Amzn Mktg Us Y166h1953 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance (FIN)	Yes	Yes	1,731.93 USD / 1,731.93
Description		VOLT CHARGER STARTER							
FUND	00	DIVISION		22					
8.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	12/23/2020	12/24/2020	No	Amazon.com C32nj6uf3 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance (FIN)	Yes	Yes	558.24 USD / 558.24
Description		TABLET HOLDER MOUNTS							
FUND	00	DIVISION		22					
9.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	12/24/2020	12/28/2020	No	Spl Imperial Irrigati 800-303-7756,CA	5050200001 - UTILITIES MAIN FACILITY	Finance (FIN)	Yes	Yes	175.35 USD / 175.35
Description		UTILITIES							
FUND	00	DIVISION		24					
10.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	12/24/2020	12/28/2020	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance (FIN)	Yes	Yes	78.21 USD / 78.21
Description		UTILITIES							
FUND	00	DIVISION		23					
11.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	12/24/2020	12/28/2020	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance (FIN)	Yes	Yes	47.75 USD / 47.75
Description		UTILITIES							
FUND	00	DIVISION		23					
12.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	12/24/2020	12/28/2020	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance (FIN)	Yes	Yes	86.99 USD / 86.99
Description		UTILITIES							
FUND	00	DIVISION		23					
13.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	12/24/2020	12/28/2020	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance (FIN)	Yes	Yes	90.28 USD / 90.28
Description		UTILITIES							
FUND	00	DIVISION		23					
14.		Personal	Merchant	General Ledger Code	Unit				

Transaction Date	Posting Date					Receipt Image	Receipt Submitted ‡	Amount / Original Currency
12/24/2020	12/28/2020	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance (FIN)	Yes	Yes	44.74 USD / 44.74
<b>Description</b>		<b>UTILITIES</b>						
<b>FUND</b>		<b>00</b>		<b>DIVISION</b>		<b>23</b>		
<b>15.</b>								
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
12/24/2020	12/28/2020	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance (FIN)	Yes	Yes	439.73 USD / 439.73
<b>Description</b>		<b>UTILITIES</b>						
<b>FUND</b>		<b>00</b>		<b>DIVISION</b>		<b>10</b>		
<b>16.</b>								
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
12/24/2020	12/28/2020	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance (FIN)	Yes	Yes	86.99 USD / 86.99
<b>Description</b>		<b>UTILITIES</b>						
<b>FUND</b>		<b>00</b>		<b>DIVISION</b>		<b>23</b>		
<b>17.</b>								
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
12/24/2020	12/28/2020	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance (FIN)	Yes	Yes	210.78 USD / 210.78
<b>Description</b>		<b>UTILITIES</b>						
<b>FUND</b>		<b>00</b>		<b>DIVISION</b>		<b>23</b>		
<b>18.</b>								
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
12/24/2020	12/28/2020	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance (FIN)	Yes	Yes	104.24 USD / 104.24
<b>Description</b>		<b>UTILITIES</b>						
<b>FUND</b>		<b>00</b>		<b>DIVISION</b>		<b>23</b>		
<b>19.</b>								
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
12/24/2020	12/28/2020	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance (FIN)	Yes	Yes	87.10 USD / 87.10
<b>Description</b>		<b>UTILITIES</b>						
<b>FUND</b>		<b>00</b>		<b>DIVISION</b>		<b>23</b>		
<b>20.</b>								
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
12/30/2020	12/31/2020	No	Tequipment.net 732-7282583,NJ	5040300200 - ELECTRICAL RELATED EXPENDITURE	Finance (FIN)	No	No	4,039.73 USD / 4,039.73
<b>Description</b>		<b>THERMAL CAMERA</b>						
<b>FUND</b>		<b>00</b>		<b>DIVISION</b>		<b>00</b>		

Total Charges: 9,880.32 USD

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

—End of Report—



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Sunline Transit Agency Visa Credit Card Statement

Closing Date: 12/31/2020

Name on Card: Walter Watcher (Procurement Card)

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	12/09/20	12/10/20	Amazon	Replacement tanks for handheld sprayers		\$129.15
2	12/21/20	12/22/20	Network Solutions	Domain renewal for 9 years		\$332.91
3	12/22/20	12/23/20	Ring Service	Ring yearly plan		\$150.00
4	12/22/20	12/23/20	Amazon	Tablet mounts		\$105.02
5	12/23/20	12/24/20	Amazon	Seven (7) units of 2-Gallon Farm and Garden Weed sprayer		\$243.32
<b>Credits and Charges</b>					<b>\$0.00</b>	<b>\$960.40</b>



Statement Expenses

01/08/2021 04:13 PM PT  
Requested By: WATCHER, WALTER

Cardholder Summary			
Cardholder Name:	WATCHER, WALTER	Start Date:	12/01/2020
Card Number:	xxxx-xxxx-xxxx-xxxx	End Date:	12/31/2020
Status:	Cardholder Reviewed	Reminder Period:	01/01/2021 through 01/05/2021
Charges:	960.40 USD	Grace Period:	01/06/2021 through 01/07/2021
Out-of-pocket:	0.00 USD		
Total Amount:	960.40 USD		

**Charges**

1.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	12/09/2020	12/10/2020	No	Amzn Mktp Us 2d6tv7dz3 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance (FIN)	Yes	Yes	129.15 USD / 129.15
<b>Description</b>		Replacement Tanks for Handheld Sprayers							
<b>FUND</b>		00	<b>DIVISION</b>		15				
2.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	12/21/2020	12/22/2020	No	Web Networksolutions 888-6429675,FL	5030300011 - COMPUTER/NETWORK SOFTWARE AGMT	Finance (FIN)	Yes	Yes	332.91 USD / 332.91
<b>Description</b>		Domain renewal for 9 years							
<b>FUND</b>		00	<b>DIVISION</b>		42				
3.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	12/22/2020	12/23/2020	No	Ring Yearly Plan Httpspring.com,CA	5030300011 - COMPUTER/NETWORK SOFTWARE AGMT	Finance (FIN)	Yes	Yes	150.00 USD / 150.00
<b>Description</b>		RING YEARLY PLAN							
<b>FUND</b>		00	<b>DIVISION</b>		15				
4.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	12/22/2020	12/23/2020	No	Amzn Mktp Us C09d08e93 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance (FIN)	Yes	Yes	105.02 USD / 105.02
<b>Description</b>		TABLET MOUNTS							
<b>FUND</b>		00	<b>DIVISION</b>		00				
5.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	12/23/2020	12/24/2020	No	Amazon.com 3v7ni7r03 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance (FIN)	Yes	Yes	243.32 USD / 243.32
<b>Description</b>		WEED SPRAYER							
<b>FUND</b>		00	<b>DIVISION</b>		15				

Total Charges: 960.40 USD

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

--End of Report--

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

DATE: February 24, 2021

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Monthly Budget Variance Report for December 2020

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as fiscal year to date (FYTD) values. Most of the current monthly budget values are calculated by taking 1/12<sup>th</sup> of the annual budget and the FYTD budget values are calculated by dividing the yearly budget by the number of months progressed through the fiscal year. The exception to the straight-line budgeting method is the passenger revenue which is budgeted using historical monthly trends.

- As of December 31, 2020, the Agency's revenues net of subsidies are unfavorable by \$287,780 or 16.22% below the FYTD budget due to free fares related to COVID-19. Expenditures are favorable by \$1,143,997 or 5.6% below the FYTD budget.

Recommendation:

Receive and file.

SunLine Transit Agency  
Budget Variance Report  
December 2020

Description	FY21 Total Budget	Current Month			Fiscal Year-to-Date			
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	FY21 FYTD Budget	Favorable (Unfavorable)	Percentage Remaining
<b>Operating Revenues:</b>								
Passenger Revenue	1,399,824	11,406	116,652	(105,246)	36,949	699,912	(662,963)	97.4%
Other Revenue	2,149,017	229,509	179,085	50,424	1,449,692	1,074,509	375,183	32.5%
<b>Total Operating Revenue</b>	<b>3,548,841</b>	<b>240,915</b>	<b>295,737</b>	<b>(54,822)</b>	<b>1,486,641</b>	<b>1,774,421</b>	<b>(287,780)</b>	<b>58.1%</b>
<b>Operating Expenses:</b>								
Operator & Mechanic Salaries & Wages	10,110,722	813,851	842,560	28,709	4,821,839	5,055,361	233,522	52.3%
Operator & Mechanic Overtime	1,237,377	26,036	103,115	77,078	249,133	618,689	369,556	79.9%
Administration Salaries & Wages	6,298,696	477,609	524,891	47,282	2,903,428	3,149,348	245,920	53.9%
Administration Overtime	82,132	2,929	6,844	3,915	27,335	41,066	13,731	66.7%
Fringe Benefits	9,880,136	915,374	823,345	(92,030)	4,756,519	4,940,068	183,549	51.9%
Communications	243,300	18,015	20,275	2,260	107,459	121,650	14,191	55.8%
Legal Services	425,000	15,266	35,417	20,150	98,862	212,500	113,638	76.7%
Computer/Network Software Agreement	634,653	34,959	52,888	17,929	253,586	317,327	63,741	60.0%
Uniforms	85,084	14,340	7,090	(7,250)	41,749	42,542	793	50.9%
Contracted Services	522,700	37,303	43,558	6,255	228,868	261,350	32,482	56.2%
Equipment Repairs	10,858	1,210	905	(305)	2,092	5,429	3,337	80.7%
Security Services	110,000	11,132	9,167	(1,966)	64,272	55,000	(9,272)	41.6%
Fuel - CNG	1,219,687	161,656	101,641	(60,015)	702,963	609,844	(93,119)	42.4%
Fuel - Hydrogen	1,033,088	110,848	86,091	(24,758)	472,101	516,544	44,443	54.3%
Tires	226,381	13,894	18,865	4,972	92,559	113,191	20,632	59.1%
Office Supplies	73,221	4,329	6,102	1,773	17,927	36,611	18,683	75.5%
Travel/Training	156,482	1,417	13,040	11,624	29,035	78,241	49,206	81.4%
Repair Parts	1,436,348	110,406	119,696	9,290	731,105	718,174	(12,931)	49.1%
Facility Maintenance	48,598	1,850	4,050	2,199	20,135	24,299	4,164	58.6%
Electricity - CNG & Hydrogen	921,000	119,997	76,750	(43,247)	528,127	460,500	(67,627)	42.7%
Natural Gas	1,095,000	159,546	91,250	(68,296)	542,549	547,500	4,951	50.5%
Water and Gas	7,900	1,205	658	(547)	4,273	3,950	(323)	45.9%
Insurance Losses	1,781,829	1,292,371	148,486	(1,143,885)	1,830,314	890,915	(939,399)	-2.7%
Insurance Premium - Property	24,737	2,754	2,061	(692)	16,523	12,369	(4,155)	33.2%
Repair Claims	40,000	1,545	3,333	1,788	13,221	20,000	6,779	66.9%
Fuel Taxes	134,400	6,072	11,200	5,128	44,337	67,200	22,863	67.0%
Other Expenses	4,936,976	295,312	411,415	116,103	1,850,810	2,468,488	617,678	62.5%
Self Consumed Fuel	(1,936,155)	(272,504)	(161,346)	111,158	(1,175,043)	(968,078)	206,966	39.3%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>40,840,150</b>	<b>4,378,722</b>	<b>3,403,346</b>	<b>(975,377)</b>	<b>19,276,078</b>	<b>20,420,075</b>	<b>1,143,997</b>	<b>52.8%</b>
<b>Operating Expenses in Excess of Operating Revenue</b>		<b>\$ (4,137,808)</b>			<b>\$ (17,789,437)</b>			
<b>Subsidies:</b>								
Local - Measure A, Commuter 10, Haul Pass	6,228,744	691,135	519,062	(172,073)	2,971,359	3,114,372	143,013	52.3%
State - LTF, LCTOP	11,337,000	1,257,943	944,750	(313,193)	5,408,200	5,668,500	260,300	52.3%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	6,162,705	683,808	513,559	(170,249)	2,939,855	3,081,353	141,497	52.3%
CARES Act 5307, 5311, 5311(f)	13,562,860	1,504,922	1,130,238	(374,684)	6,470,024	6,781,430	311,406	52.3%
<b>Total Subsidies</b>	<b>37,291,309</b>	<b>4,137,808</b>	<b>3,107,609</b>	<b>(1,030,199)</b>	<b>17,789,437</b>	<b>18,645,655</b>	<b>856,217</b>	<b>52.3%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>			

SunLine Transit Agency  
Budget Variance Report  
December 2020

Description	FY21 Total Budget	Current Month			Fiscal Year-to-Date			
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	FY21 FYTD Budget	Favorable (Unfavorable)	Percentage Remaining
<b>Operating Expenses:</b>								
Wages & Benefits	27,609,063	2,235,800	2,300,755	64,955	12,758,254	13,804,532	1,046,277	53.8%
Services	3,925,788	243,332	327,149	83,817	1,527,127	1,962,894	435,767	61.1%
Fuels & Lubricants	2,438,579	281,443	203,215	(78,228)	1,232,154	1,219,290	(12,864)	49.5%
Tires	226,381	13,894	18,865	4,972	92,559	113,191	20,632	59.1%
Materials and Supplies	1,912,844	143,639	159,404	15,765	941,705	956,422	14,717	50.8%
Utilities	2,310,240	302,284	192,520	(109,764)	1,216,990	1,155,120	(61,870)	47.3%
Casualty & Liability	2,880,550	1,382,042	240,046	(1,141,996)	2,377,232	1,440,275	(936,957)	17.5%
Taxes and Fees	134,400	6,072	11,200	5,128	44,337	67,200	22,863	67.0%
Miscellaneous Expenses	1,338,460	42,721	111,538	68,817	260,763	669,230	408,467	80.5%
Self Consumed Fuel	(1,936,155)	(272,504)	(161,346)	111,158	(1,175,043)	(968,078)	206,966	39.3%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>40,840,150</b>	<b>4,378,722</b>	<b>3,403,346</b>	<b>(975,377)</b>	<b>19,276,078</b>	<b>20,420,075</b>	<b>1,143,997</b>	<b>52.8%</b>
<b>Revenues:</b>								
Passenger Revenue	1,399,824	11,406	116,652	(105,246)	36,949	699,912	(662,963)	97.4%
Other Revenue	2,149,017	229,509	179,085	50,424	1,449,692	1,074,509	375,183	32.5%
<b>Total Operating Revenue</b>	<b>3,548,841</b>	<b>240,915</b>	<b>295,737</b>	<b>(54,822)</b>	<b>1,486,641</b>	<b>1,774,421</b>	<b>(287,780)</b>	<b>58.1%</b>
<b>Net Operating Gain (Loss)</b>		<b>\$ (4,137,808)</b>			<b>\$ (17,789,437)</b>			
<b>Subsidies:</b>								
Local - Measure A, Commuter 10, Haul Pass	6,228,744	691,135	519,062	(172,073)	2,971,359	3,114,372	143,013	52.3%
State - LTF, LCTOP	11,337,000	1,257,943	944,750	(313,193)	5,408,200	5,668,500	260,300	52.3%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	6,162,705	683,808	513,559	(170,249)	2,939,855	3,081,353	141,497	52.3%
CARES Act 5307, 5311, 5311(f)	13,562,860	1,504,922	1,130,238	(374,684)	6,470,024	6,781,430	(311,406)	52.3%
<b>Total Subsidies</b>	<b>37,291,309</b>	<b>4,137,808</b>	<b>3,107,609</b>	<b>(1,030,199)</b>	<b>17,789,437</b>	<b>18,645,655</b>	<b>856,217</b>	<b>52.3%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>			

**Budget Variance Analysis - SunLine Transit Agency**

**Passenger Revenue - Unfavorable**

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

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

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

**Other Revenue - Favorable**

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

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

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

**Operator & Mechanic Overtime - Favorable**

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

**Administration Salaries & Wages - Favorable**

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

**Administration Overtime - Favorable**

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

**Fringe Benefits - Favorable**

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

**Communications - Favorable**

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

**Legal Services - Favorable**

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

**Computer/Network Software Agreement - Favorable**

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

**Uniforms - Favorable**

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

**Contracted Services - Favorable**

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

**Equipment Repairs - Favorable**

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

**Security Services - Unfavorable**

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



**Fuel - CNG - Unfavorable**

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

**Internal GGE Usage**

	GGE Usage	Variance FY20 vs. FY21	Variance Previous Month	%Δ FY20 vs FY21	%Δ Previous Month
December FY20	102,247				
December FY21	79,280	(22,967)	(7,445)	-22.46%	-8.58%
November FY21	86,725				
FYTD December FY20	679,416				
FYTD December FY21	564,659	(114,757)		-16.89%	

**Fuel - Hydrogen - Favorable**

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

**Tires - Favorable**

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

**Office Supplies - Favorable**

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

**Travel/Training - Favorable**

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

**Repair Parts - Unfavorable**

- The unfavorable balance is primarily attributed to paratransit vehicle repairs for the months from September to November.
- In addition, expenses are unfavorable due to a fuel cell bus compressor replacement.

**Facility Maintenance - Favorable**

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

**Electricity - CNG & Hydrogen - Unfavorable**

- The unfavorable balance in electricity expenditures is primarily attributed to continuing increased costs associated with cooling needs of hydrogen production, including in the summer months. Element invoices for September 20 through November 20 all posted in December 20.

**Natural Gas - Favorable**

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

**Outside GGE Usage**

	GGE Usage	Variance FY20 vs. FY21	Variance Previous Month	%Δ FY20 vs FY21	%Δ Previous Month
December FY20	28,922				
December FY21	17,975	(10,947)	(598)	-37.85%	-3.22%
November FY21	18,573				
FYTD December FY20	112,174				
FYTD December FY21	130,394	18,220		16.24%	

**Water and Gas -Unfavorable**

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

**Insurance Losses - Unfavorable**

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

**Insurance Premium - Property - Unfavorable**

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

**Repair Claims - Favorable**

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

**Fuel Taxes - Favorable**

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

**Outside Fueling Revenue**

	Revenue	Variance FY20 vs. FY21	Variance Previous Month	%Δ FY20 vs FY21	%Δ Previous Month
December FY20	\$ 77,955				
December FY21	\$ 49,504	\$ (28,452)	\$ 630	-36.50%	1.29%
November FY21	\$ 48,873				
FYTD December FY20	\$ 302,016				
FYTD December FY21	\$ 351,393	\$ 49,377		16.35%	

**Other Expenses - Favorable**

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

**Self-Consumed Fuel - Favorable**

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

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

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

TO: Finance/Audit Committee  
Board of Directors

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

Summary:

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

- For the month of January 2021, there was one (1) purchase order executed between \$25,000 and \$100,000:

VENDOR	PURPOSE	AMOUNT
CDW-G	Microsoft Enterprise Agreement	\$88,358.67

Recommendation:

Receive and file.

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

January 2021

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
CDW Government	Microsoft Enterprise Renewal	This is the second year of the Microsoft Enterprise Agreement for support and upgrades for Microsoft products used throughout the Agency.	FY21 Operating Budget FY22 Operating Budget	\$ 88,000.00	\$ 88,358.67	Executed Purchase Order

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

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

TO: Finance/Audit Committee  
Board of Directors

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

Summary:

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

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

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

Union

	Actual	Range
Equities	63.29%	35 – 75%
Fixed Income	35.53%	25 – 64%
Cash & Equivalent	1.18%	0 – 10%

Non-Union

	Actual	Range
Equities	63.42%	35 – 75%
Fixed Income	35.55%	25 – 64%
Cash & Equivalent	1.03%	0 – 10%

For the month of December, the market value of assets increased by \$1,255,293 and \$1,250,751 for the union and non-union plans, respectively.

## Month-to-Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
November 2020	\$35,138,123	\$35,322,172
December 2020	\$36,393,416	\$36,572,923
Increase (Decrease)	\$1,255,293	\$1,250,751

Recommendation:

Receive and file.

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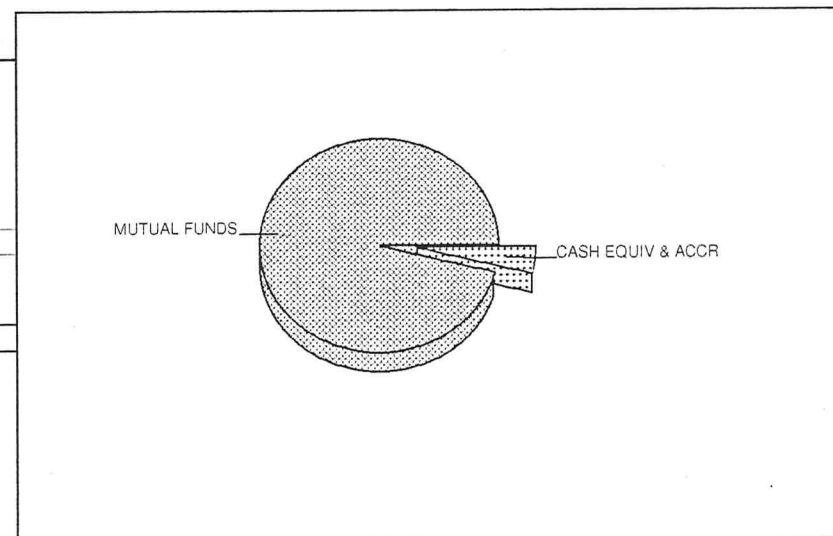
SUNLINE TRANSIT AGENCY - UNION  
 ACCOUNT 6746032000

Page 5 of 29  
 Period from December 1, 2020 to December 31, 2020

### ASSET SUMMARY

ASSETS	12/31/2020 MARKET	12/31/2020 BOOK VALUE	% OF MARKET
Cash And Equivalents	426,011.17	426,011.17	1.18
Mutual Funds-Equity	23,035,031.84	17,331,883.71	63.29
Mutual Funds-Fixed Income	12,932,363.84	12,457,163.87	35.53
<b>Total Assets</b>	<b>36,393,406.85</b>	<b>30,215,058.75</b>	<b>100.00</b>
Accrued Income	9.18	9.18	0.00
<b>Grand Total</b>	<b>36,393,416.03</b>	<b>30,215,067.93</b>	<b>100.00</b>

Estimated Annual Income                      684,583.04



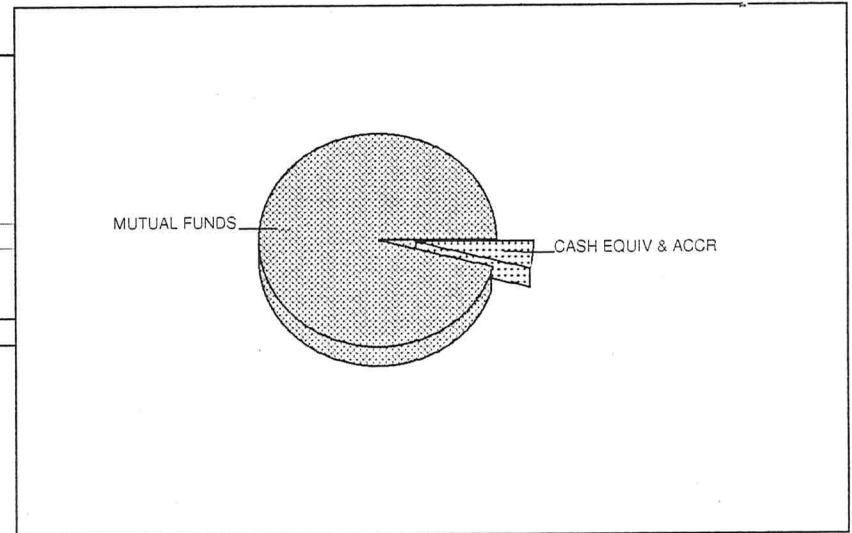
### ASSET SUMMARY MESSAGES

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

**ASSET SUMMARY**

ASSETS	12/31/2020 MARKET	12/31/2020 BOOK VALUE	% OF MARKET
Cash And Equivalents	377,371.81	377,371.81	1.03
Mutual Funds-Equity	23,195,052.51	17,454,936.55	63.42
Mutual Funds-Fixed Income	13,000,490.01	12,524,976.18	35.55
<b>Total Assets</b>	<b>36,572,914.33</b>	<b>30,357,284.54</b>	<b>100.00</b>
Accrued Income	8.23	8.23	0.00
<b>Grand Total</b>	<b>36,572,922.56</b>	<b>30,357,292.77</b>	<b>100.00</b>

Estimated Annual Income                      688,517.61



**ASSET SUMMARY MESSAGES**

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



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

DATE: February 24, 2021

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

RE: Quarterly Performance Summary for Q4 of Calendar Year 2020

Summary:

The following quarterly reports demonstrate the performance of the bargaining and non-bargaining pension plans for the fourth quarter of calendar year 2020. The report shows market value, asset allocation percentage and performance compared to benchmarks. The bargaining and non-bargaining pension assets returned 10.16% and 10.18% in the fourth quarter of calendar year 2020, respectively.

Recommendation:

Receive and file.

## Asset Allocation &amp; Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	2020	1 Year	3 Years	5 Years	Since Inception	Inception Date
<b>Total Fund</b>	<b>36,392,746</b>	<b>100.00</b>	<b>10.16</b>	<b>16.85</b>	<b>16.85</b>	<b>10.11</b>	<b>N/A</b>	<b>10.87</b>	<b>07/01/2017</b>
<i>Blended Benchmark</i>			9.03	16.28	16.28	11.26	N/A	11.76	07/01/2017
<i>PFM Blended Benchmark</i>			9.51	14.14	14.14	9.23	N/A	10.02	07/01/2017
<b>Equities</b>	<b>23,035,032</b>	<b>63.30</b>	<b>15.38</b>	<b>20.60</b>	<b>20.60</b>	<b>12.03</b>	<b>N/A</b>	<b>13.62</b>	<b>07/01/2017</b>
<i>Russell 3000 Index</i>			14.68	20.89	20.89	14.49	15.43	15.76	07/01/2017
<i>PFM Blended Equity Benchmark</i>			15.49	17.28	17.28	11.11	13.18	12.85	07/01/2017
Vanguard Total Stock Market ETF	12,066,318	33.16	14.68	20.95	20.95	14.49	15.43	52.89	04/01/2020
<i>Russell 3000 Index</i>			14.68	20.89	20.89	14.49	15.43	52.83	04/01/2020
Jensen Quality Growth Fund	1,381,324	3.80	11.44	18.62	18.62	16.26	16.87	18.22	04/01/2019
<i>S&amp;P 500</i>			12.15	18.40	18.40	14.18	15.22	19.70	04/01/2019
Touchstone Mid Cap Fund	582,297	1.60	14.21	12.67	12.67	14.19	15.70	23.22	07/01/2020
<i>Russell Midcap Index</i>			19.91	17.10	17.10	11.61	13.40	28.86	07/01/2020
iShares Core S&P Small-Cap ETF	886,192	2.44	31.29	11.24	11.24	7.74	12.36	N/A	01/01/2021
<i>S&amp;P SmallCap 600</i>			31.31	11.29	11.29	7.74	12.37	N/A	01/01/2021
Vanguard Total International Stock ETF	2,390,939	6.57	16.92	11.32	11.32	5.02	9.11	47.05	04/01/2020
<i>MSCI AC World ex USA (Net)</i>			17.01	10.65	10.65	4.88	8.93	44.37	04/01/2020
J. O. Hambro International Select	1,868,451	5.13	13.17	29.71	29.71	12.30	12.86	13.51	07/01/2017
<i>MSCI AC World ex USA (Net)</i>			17.01	10.65	10.65	4.88	8.93	7.45	07/01/2017
Harding Loevner International Equity	1,874,130	5.15	16.13	20.33	20.33	9.04	12.14	26.16	07/01/2020
<i>MSCI AC World ex USA (Net)</i>			17.01	10.65	10.65	4.88	8.93	24.33	07/01/2020
Artisan International Small-Mid	417,927	1.15	17.96	33.31	33.31	14.89	N/A	N/A	01/01/2021
<i>MSCI AC World ex USA Smid Cap Index (Net)</i>			17.78	12.01	12.01	4.37	8.94	N/A	01/01/2021
Virtus KAR International Small-Cap	593,507	1.63	23.04	24.46	24.46	14.03	18.25	N/A	01/01/2021
<i>MSCI AC World ex USA Small Cap (Net)</i>			18.56	14.24	14.24	4.59	9.37	N/A	01/01/2021
Hartford Schrodgers Emerging Markets Equity	973,948	2.68	21.39	23.80	23.80	8.60	14.86	7.99	03/01/2018
<i>MSCI EM (net)</i>			19.70	18.31	18.31	6.17	12.81	5.32	03/01/2018

Returns are net of mutual fund fees.  
Returns are expressed as percentages.



## Asset Allocation &amp; Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	2020	1 Year	3 Years	5 Years	Since Inception	Inception Date
<b>Fixed Income</b>	<b>12,931,694</b>	<b>35.53</b>	<b>2.17</b>	<b>7.27</b>	<b>7.27</b>	<b>5.45</b>	<b>N/A</b>	<b>5.13</b>	<b>07/01/2017</b>
<i>Blmbg. Barc. U.S. Aggregate</i>			0.67	7.51	7.51	5.34	4.44	4.93	07/01/2017
Baird Core Plus	3,438,053	9.45	1.44	8.80	8.80	6.03	5.49	5.62	07/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			0.67	7.51	7.51	5.34	4.44	4.93	07/01/2017
DoubleLine Core Fixed Income	1,629,378	4.48	1.72	5.60	5.60	4.47	4.44	4.04	09/01/2017
PGIM Total Return Bond Fund	4,074,376	11.20	2.38	8.10	8.10	6.08	5.96	5.70	09/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			0.67	7.51	7.51	5.34	4.44	4.77	09/01/2017
Voya Intermediate Bond	2,164,998	5.95	1.82	8.22	8.22	5.91	5.32	8.22	01/01/2020
<i>Blmbg. Barc. U.S. Aggregate</i>			0.67	7.51	7.51	5.34	4.44	7.51	01/01/2020
iShares Intermediate-Term Corporate Bond ETF	827,430	2.27	2.44	9.62	9.62	7.64	5.94	8.74	10/01/2019
<i>ICE BofAML U.S. Corporate 5-10 Year Index</i>			2.52	9.95	9.95	7.31	6.72	8.99	10/01/2019
iShares JP Morgan USD Emerging Mkts Bond ETF	412,292	1.13	5.97	5.48	5.48	4.76	6.71	8.51	07/01/2020
<i>JPM EMBI Global Diversified</i>			5.80	5.26	5.26	5.05	7.08	8.25	07/01/2020
iShares iBoxx \$ High Yield Corporate Bond ETF	385,168	1.06	5.97	5.48	5.48	4.76	6.71	8.51	07/01/2020
<i>Bloomberg Barclays U.S. High Yield Very Liquid Ind</i>			5.96	5.87	5.87	5.94	8.18	10.77	07/01/2020
<b>Cash Equivalent</b>	<b>426,020</b>	<b>1.17</b>	<b>0.01</b>	<b>0.38</b>	<b>0.38</b>	<b>1.38</b>	<b>N/A</b>	<b>1.32</b>	<b>07/01/2017</b>
First American Prime Obligation - Z	426,020	1.17	0.00	0.50	0.50	1.58	1.20	1.52	07/01/2017

Returns are net of mutual fund fees.  
Returns are expressed as percentages.



## Asset Allocation &amp; Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	2020	1 Year	3 Years	5 Years	Since Inception	Inception Date
<b>Total Fund - Non-Bargaining</b>	<b>36,572,312</b>	<b>100.00</b>	<b>10.18</b>	<b>16.85</b>	<b>16.85</b>	<b>10.09</b>	<b>N/A</b>	<b>10.86</b>	<b>07/01/2017</b>
<i>Blended Benchmark</i>			9.03	16.28	16.28	11.26	N/A	11.76	07/01/2017
<i>PFM Blended Benchmark</i>			9.51	14.14	14.14	9.23	N/A	10.02	07/01/2017
<b>Equities</b>	<b>23,195,052</b>	<b>63.42</b>	<b>15.38</b>	<b>20.60</b>	<b>20.60</b>	<b>12.00</b>	<b>N/A</b>	<b>13.57</b>	<b>07/01/2017</b>
<i>Russell 3000 Index</i>			14.68	20.89	20.89	14.49	15.43	15.76	07/01/2017
<i>PFM Blended Equity Benchmark</i>			15.49	17.28	17.28	11.11	13.18	14.03	01/01/2017
Vanguard Total Stock Market ETF	12,156,630	33.24	14.68	20.95	20.95	14.49	15.43	52.89	04/01/2020
<i>Russell 3000 Index</i>			14.68	20.89	20.89	14.49	15.43	52.83	04/01/2020
Jensen Quality Growth Fund	1,392,932	3.81	11.44	18.62	18.62	16.26	16.87	18.22	04/01/2019
<i>S&amp;P 500</i>			12.15	18.40	18.40	14.18	15.22	19.70	04/01/2019
Touchstone Mid Cap Fund	586,045	1.60	14.21	12.67	12.67	14.19	15.70	23.22	07/01/2020
<i>Russell Midcap Index</i>			19.91	17.10	17.10	11.61	13.40	28.86	07/01/2020
iShares Core S&P Small-Cap ETF	890,052	2.43	31.29	11.24	11.24	7.74	12.36	N/A	01/01/2021
<i>S&amp;P SmallCap 600</i>			31.31	11.29	11.29	7.74	12.37	N/A	01/01/2021
Vanguard Total International Stock ETF	2,405,798	6.58	16.92	11.32	11.32	5.02	9.11	47.05	04/01/2020
<i>MSCI AC World ex USA (Net)</i>			17.01	10.65	10.65	4.88	8.93	44.37	04/01/2020
J. O. Hambro International Select	1,880,009	5.14	13.17	29.71	29.71	12.30	12.86	13.51	07/01/2017
<i>MSCI AC World ex USA (Net)</i>			17.01	10.65	10.65	4.88	8.93	7.45	07/01/2017
Harding Loevner International Equity	1,885,785	5.16	16.13	20.33	20.33	9.04	12.14	26.16	07/01/2020
<i>MSCI AC World ex USA (Net)</i>			17.01	10.65	10.65	4.88	8.93	24.33	07/01/2020
Artisan International Small-Mid	420,586	1.15	17.96	33.31	33.31	14.89	N/A	N/A	01/01/2021
<i>MSCI AC World ex USA Smid Cap Index (Net)</i>			17.78	12.01	12.01	4.37	8.94	N/A	01/01/2021
Virtus KAR International Small-Cap	597,174	1.63	23.04	24.46	24.46	14.03	18.25	N/A	01/01/2021
<i>MSCI AC World ex USA Small Cap (Net)</i>			18.56	14.24	14.24	4.59	9.37	N/A	01/01/2021
Hartford Schrodgers Emerging Markets Equity	980,041	2.68	21.39	23.80	23.80	8.60	14.86	7.99	03/01/2018
<i>MSCI EM (net)</i>			19.70	18.31	18.31	6.17	12.81	5.32	03/01/2018

Returns are net of mutual fund fees.  
Returns are expressed as percentages.



## Asset Allocation &amp; Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	2020	1 Year	3 Years	5 Years	Since Inception	Inception Date
<b>Fixed Income</b>	<b>12,999,879</b>	<b>35.55</b>	<b>2.17</b>	<b>7.26</b>	<b>7.26</b>	<b>5.45</b>	<b>N/A</b>	<b>5.13</b>	<b>07/01/2017</b>
<i>Blmbg. Barc. U.S. Aggregate</i>			0.67	7.51	7.51	5.34	4.44	4.93	07/01/2017
Baird Core Plus	3,472,507	9.49	1.44	8.80	8.80	6.03	5.49	5.62	07/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			0.67	7.51	7.51	5.34	4.44	4.93	07/01/2017
DoubleLine Core Fixed Income	1,639,755	4.48	1.72	5.60	5.60	4.47	4.44	4.04	09/01/2017
PGIM Total Return Bond Fund	4,097,016	11.20	2.38	8.10	8.10	6.08	5.96	5.70	09/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			0.67	7.51	7.51	5.34	4.44	4.77	09/01/2017
Voya Intermediate Bond	2,175,679	5.95	1.82	8.22	8.22	5.91	5.32	8.22	01/01/2020
<i>Blmbg. Barc. U.S. Aggregate</i>			0.67	7.51	7.51	5.34	4.44	7.51	01/01/2020
iShares Intermediate-Term Corporate Bond ETF	830,334	2.27	2.44	9.62	9.62	7.64	5.94	8.74	10/01/2019
<i>ICE BofAML U.S. Corporate 5-10 Year Index</i>			2.52	9.95	9.95	7.31	6.72	8.99	10/01/2019
iShares JP Morgan USD Emerging Mkts Bond ETF	393,746	1.08	5.97	5.48	5.48	4.76	6.71	8.51	07/01/2020
<i>JPM EMBI Global Diversified</i>			5.80	5.26	5.26	5.05	7.08	8.25	07/01/2020
iShares iBoxx \$ High Yield Corporate Bond ETF	390,842	1.07	5.97	5.48	5.48	4.76	6.71	8.51	07/01/2020
<i>Bloomberg Barclays U.S. High Yield Very Liquid Ind</i>			5.96	5.87	5.87	5.94	8.18	10.77	07/01/2020
<b>Cash &amp; Equivalent</b>	<b>377,380</b>	<b>1.03</b>	<b>0.01</b>	<b>0.38</b>	<b>0.38</b>	<b>1.38</b>	<b>N/A</b>	<b>1.32</b>	<b>07/01/2017</b>
First American Prime Obligation - Z	377,380	1.03	0.00	0.50	0.50	1.58	1.20	1.52	07/01/2017

Returns are net of mutual fund fees.  
Returns are expressed as percentages.



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

DATE: February 24, 2021

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

RE: Ridership Report for January 2021

Summary:

	Monthly Ridership		Monthly Variance	
	Jan-20	Jan-21	Net	Percent
Fixed Route	353,471	144,321	-209,150	-59.2%
SolVan	1,403	1,420	17	1.2%
SunRide	0	19	19	100.0%
SunDial	12,849	5,382	-7,467	-58.1%
<b>Total</b>	<b>367,723</b>	<b>151,142</b>	<b>-216,581</b>	<b>-58.9%</b>

January 2021 fixed route ridership was calculated from January 3, 2021, to maintain data integrity of the new Refueled system. SunRide is a microtransit service that launched on January 4, 2021, and is available in four (4) Coachella Valley zones.

In January 2021, the adverse effects of COVID-19 on SunLine's system-wide ridership caused a decrease of 216,581 rides or -58.9% compared to the same month of the previous year. Consequently, the fiscal year to date system ridership dropped by 1,214,317 rides or -50% compared to the previous fiscal year. Two (2) supplemental charts are included to demonstrate fixed route and paratransit ridership trends, and the percentage of ridership recovered.

January 2021 Fiscal Year To Date Ridership	
Fiscal Year 2020	2,429,311
Fiscal Year 2021	1,214,994
<b>Ridership Decrease</b>	<b>(1,214,317)</b>

Recommendation:

Receive and file.

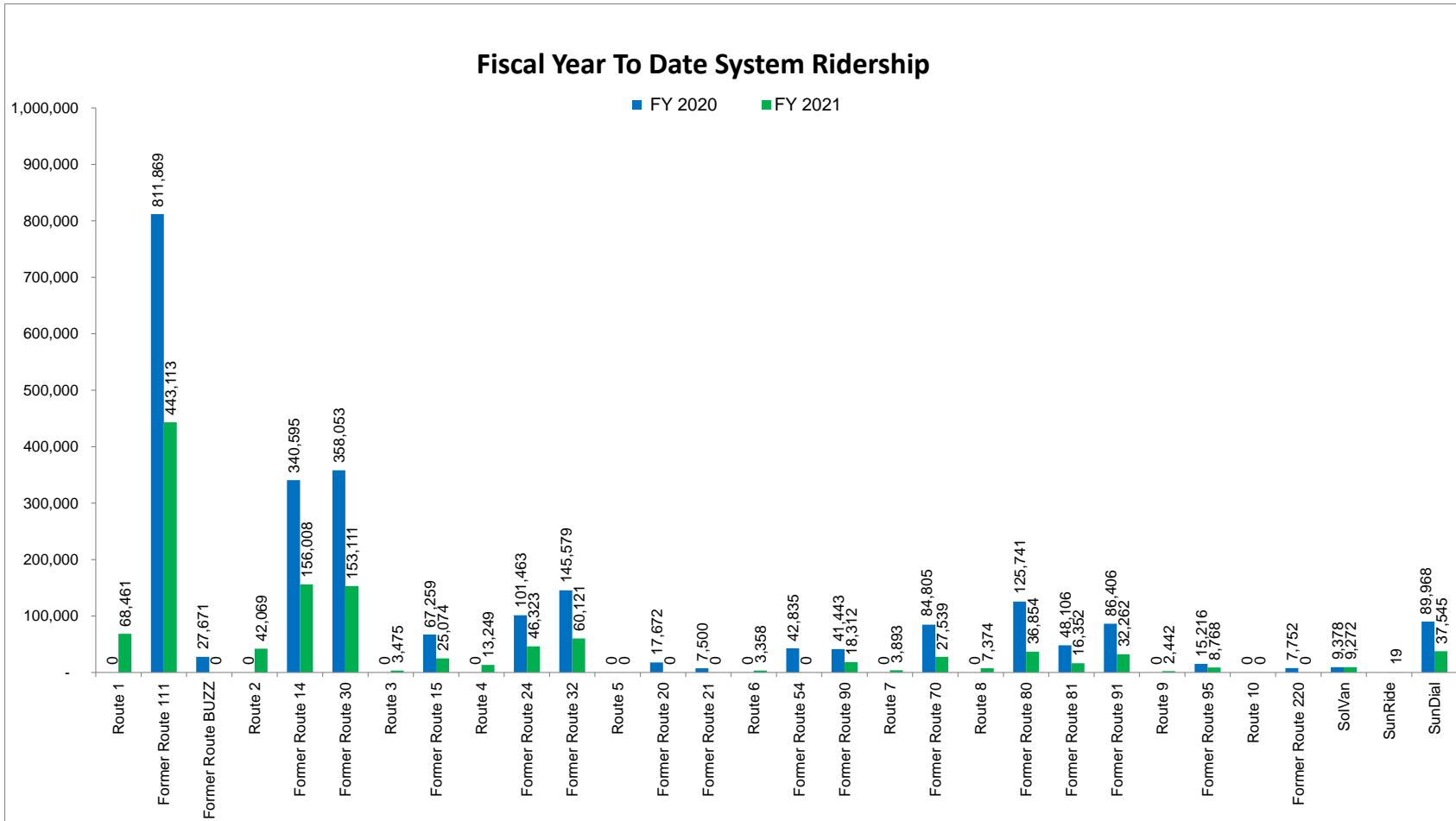


**SunLine Transit Agency  
Monthly Ridership Report  
January 2021**

Fixed Route	Description	Jan 2021	Jan 2020	FY 2021	FY 2020	Monthly KPI					
				YTD	YTD	Passengers/ Rev. Hours	Passengers/ Rev. Miles	Bikes		Wheelchairs	
								Monthly	FYTD	Monthly	FYTD
<b>Route 1</b>	<b>Coachella - Hwy 111 - Palm Springs</b>	68,461	-	68,461	-	11.2	0.72	3,295	3,295	1,051	1,051
Former Route 111		-	125,338	443,113	811,869	-	-	-	23,943	-	6,380
Former Route BUZZ		-	5,831	-	27,671	-	-	-	-	-	-
<b>Route 2</b>	<b>Desert Hot Springs - Palm Springs - Cathedral City</b>	42,069	-	42,069	-	14.4	0.98	1,960	1,960	770	770
Former Route 14		-	49,994	156,008	340,595	-	-	-	6,507	-	2,562
Former Route 30		-	52,467	153,111	358,053	-	-	-	7,374	-	2,880
<b>Route 3</b>	<b>Desert Hot Springs - Desert Edge</b>	3,475	-	3,475	-	8.6	0.54	47	47	59	59
Former Route 15		-	9,941	25,074	67,259	-	-	-	462	-	660
<b>Route 4</b>	<b>Westfield Palm Desert - Palm Springs</b>	13,249	-	13,249	-	7.1	0.48	644	644	122	122
Former Route 24		-	14,699	46,323	101,463	-	-	-	2,103	-	1,203
Former Route 32		-	21,779	60,121	145,579	-	-	-	3,279	-	872
<b>Route 5</b>	<b>Desert Hot Springs - CSUSB - Palm Desert</b>	-	-	-	-	-	-	-	-	-	-
Former Route 20		-	2,815	-	17,672	-	-	-	-	-	-
Former Route 21		-	1,156	-	7,500	-	-	-	-	-	-
<b>Route 6</b>	<b>Coachella - Fred Waring - Westfield Palm Desert</b>	3,358	-	3,358	-	2.8	0.24	141	141	67	67
Former Route 54		-	6,089	-	42,835	-	-	-	-	-	-
Former Route 90		-	5,407	18,312	41,443	-	-	-	511	-	252
<b>Route 7</b>	<b>Bermuda Dunes - Indian Wells - La Quinta</b>	3,893	-	3,893	-	8.3	0.63	349	349	48	48
Former Route 70		-	14,525	27,539	84,805	-	-	-	2,055	-	373
<b>Route 8</b>	<b>North Indio - Coachella -Thermal/Mecca</b>	7,374	-	7,374	-	5.0	0.32	240	240	125	125
Former Route 80		-	19,122	36,854	125,741	-	-	-	1,480	-	434
Former Route 81		-	7,053	16,352	48,106	-	-	-	667	-	139
Former Route 91		-	14,079	32,262	86,406	-	-	-	1,141	-	353
<b>Route 9</b>	<b>North Shore - Mecca - Oasis</b>	2,442	-	2,442	-	2.6	0.12	48	-	67	-
Former Route 95		-	2,110	8,768	15,216	-	-	-	226	-	42
<b>Route 10</b>	<b>Indio - CSUSB - San Bernardino - Metrolink</b>	-	-	-	-	-	-	-	-	-	-
Former Route 220		-	1,066	-	7,752	-	-	-	-	-	-
<b>Fixed Route Total</b>		<b>144,321</b>	<b>353,471</b>	<b>1,168,158</b>	<b>2,329,965</b>	<b>9.39</b>	<b>1.50</b>	<b>6,724</b>	<b>56,424</b>	<b>2,309</b>	<b>17,341</b>
<b>SolVan</b>		1,420	1,403	9,272	9,378						
<b>SunRide</b>		19		19							
<b>SunDial</b>		5,382	12,849	37,545	89,968	1.28	0.10				
<b>System Total</b>		<b>151,142</b>	<b>367,723</b>	<b>1,214,994</b>	<b>2,429,311</b>	<b>7.60</b>	<b>0.49</b>				
		<b>Jan-21</b>	<b>Jan-20</b>								
	<b>Weekdays:</b>	20	23								
	<b>Saturdays:</b>	4	4								
	<b>Sundays:</b>	5	4								
	<b>Total Days:</b>	29	31								

On Wednesday, March 18th, 2020, SunLine implemented fare-free rides and rear door boardings in response to the potential spread of Coronavirus Disease (COVID-19). Due to this implementation, there is no data available for the Haul Pass Program or Mobile Ticketing for January 2021. January 2021 fixed route ridership was calculated from January 3, 2021, to maintain data integrity for the new Refueled system and to prevent mixing of data in future reporting.

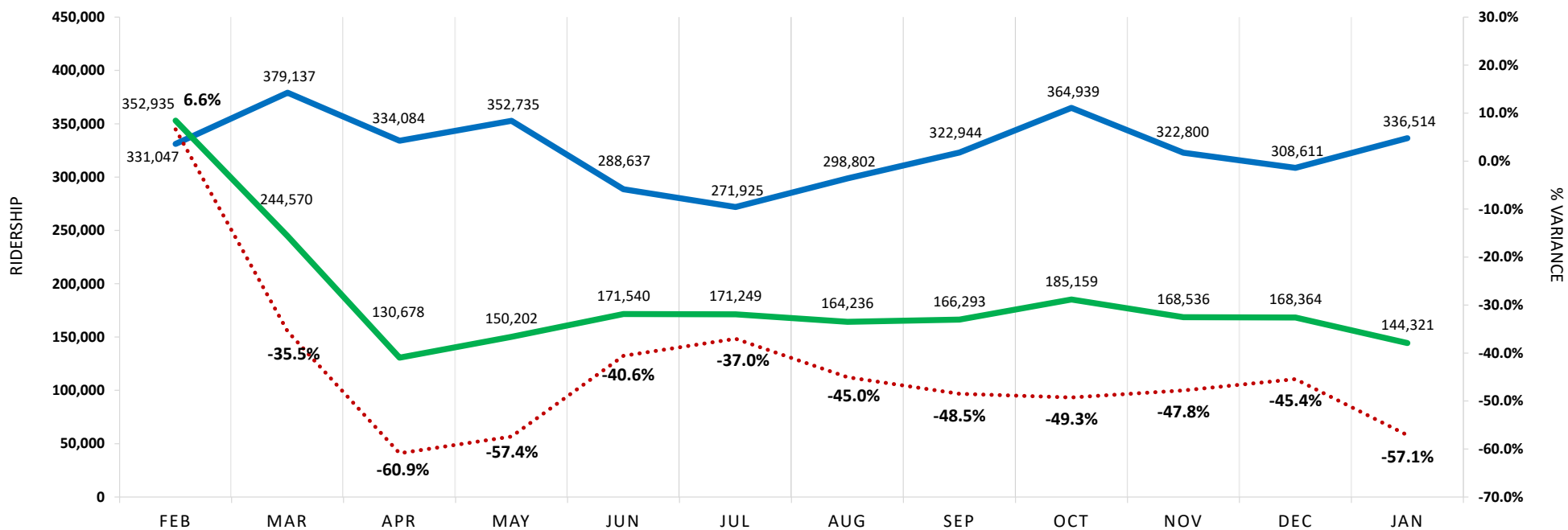
**SunLine Transit Agency  
Fiscal Year To Date Ridership  
January 2021**





## Fixed Route Ridership COVID-19 Impact

— Feb 2019 - Jan 2020   
 — Feb 2020 - Jan 2021   
 ⋯ % Trend

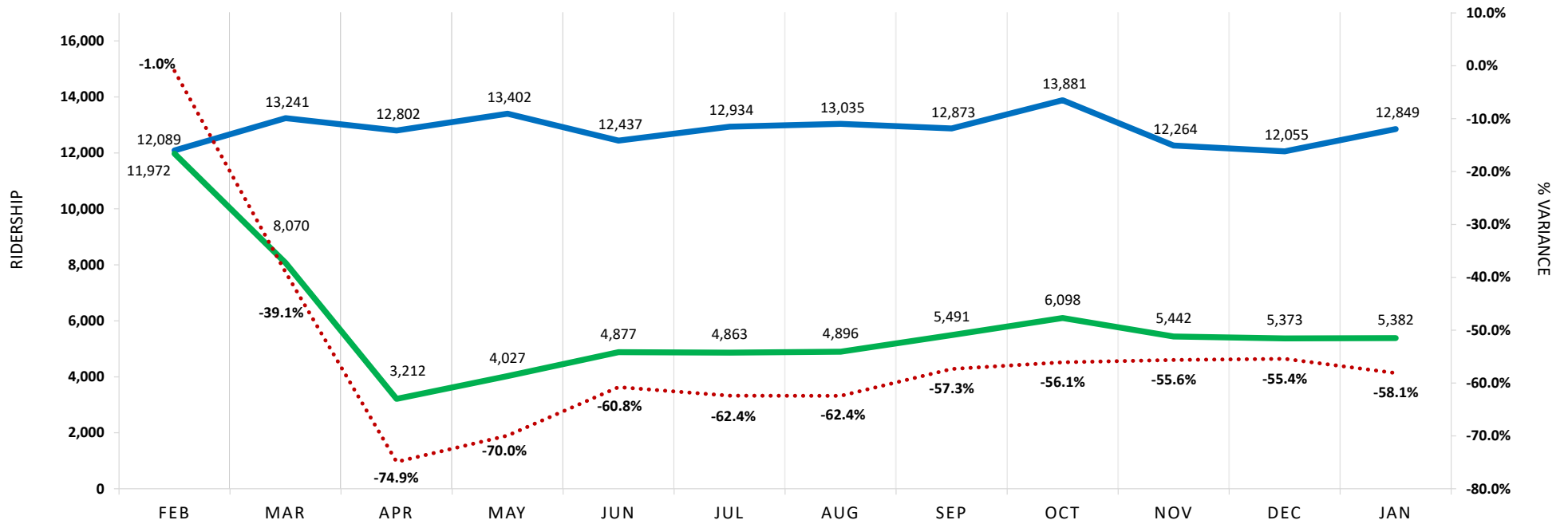


The COVID-19 pandemic caused a major national and global disruption with closures of businesses, schools and entertainment venues due to the implementation of national and statewide public health policies. Since March 21, 2020, SunLine has been operating at a reduced level of service (Level-3) in response to the potential spread of the disease. **January 2021 fixed route ridership was calculated from January 3, 2021, to maintain data integrity of the new Refueled system.** **April 2020 was the first complete month of operation of the (Level-3) Service.** **Routes 20, 21, 54, BUZZ Trolley and the Commuter Link 220 are not part of the calculations starting April 2019 to produce a more accurate comparison.**

Ridership:  
 FY 2019 Actual = 4,039,450  
 FY 2020 Actual = 3,379,520  
 FY 2021 SRTP Predicted = 3,761,953

## Paratransit Ridership COVID-19 Impact

— Feb 2019 - Jan 2020   
 — Feb 2020 - Jan 2021   
 ⋯ % Trend



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

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

DATE: February 24, 2021

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: SunDial Operational Notes for January 2021

Summary:

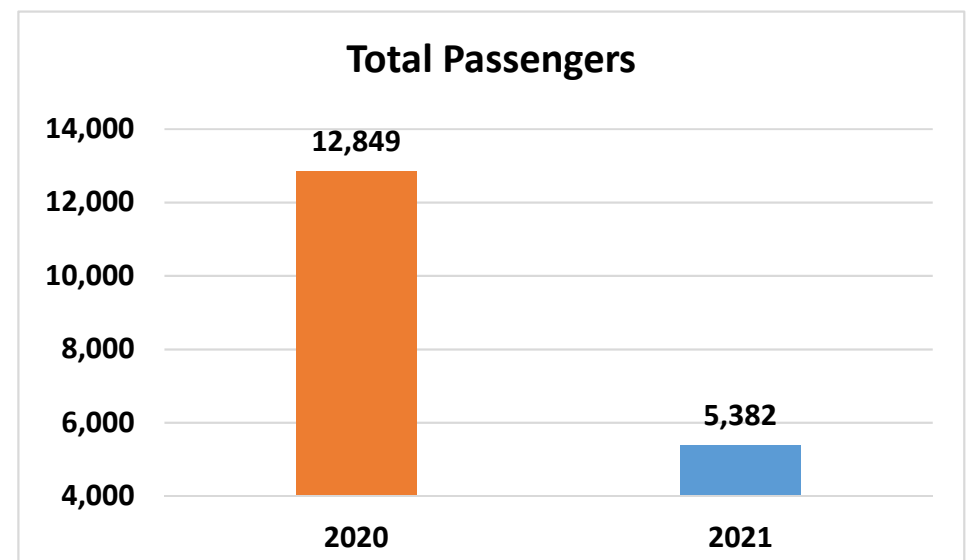
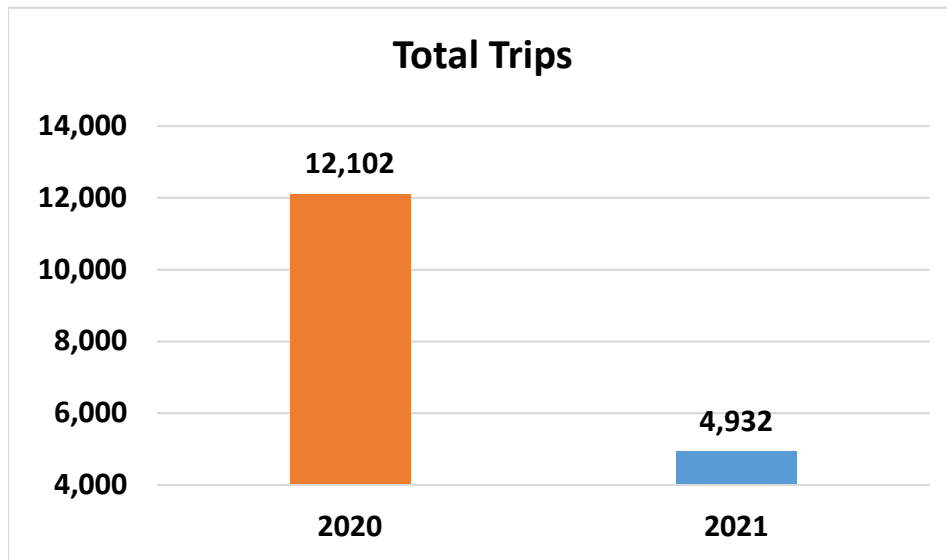
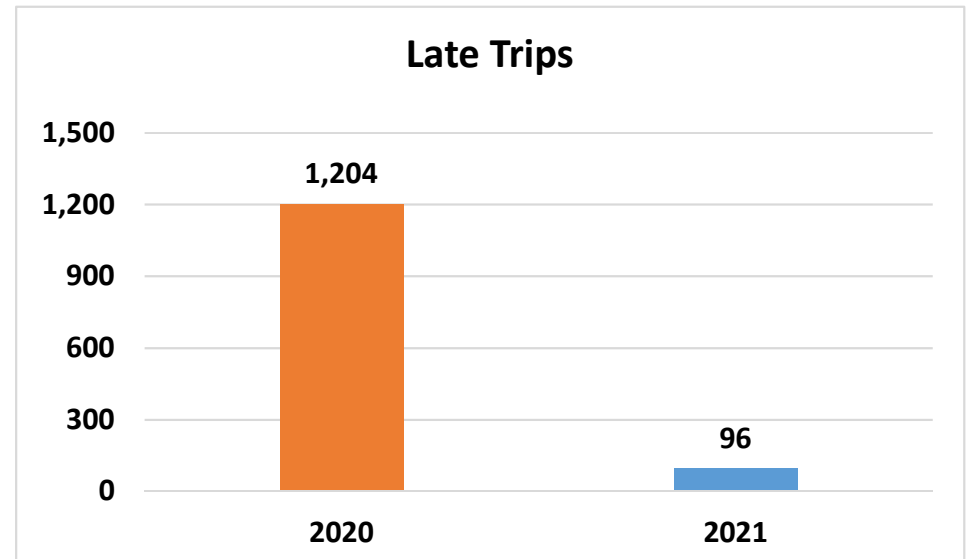
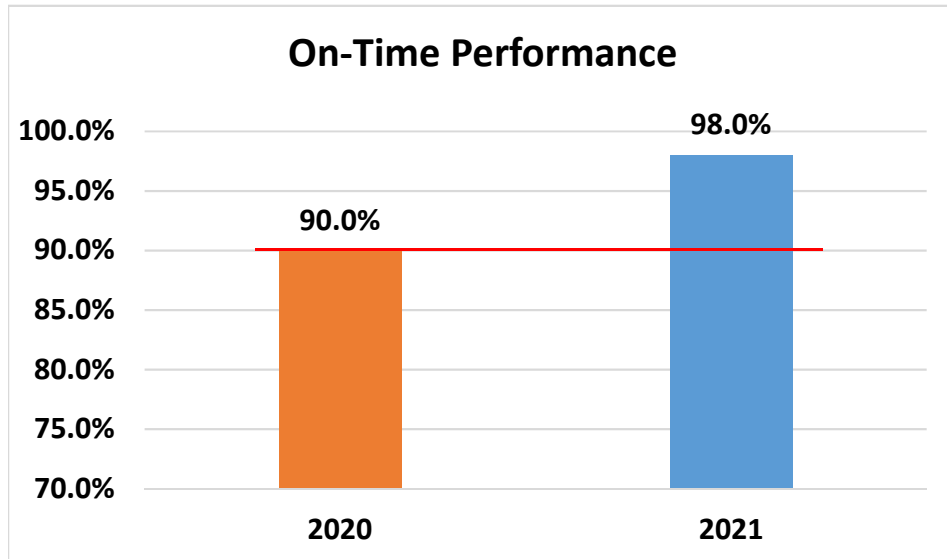
The attached report summarizes SunDial's operation for January 2021. This report identifies that the on-time performance for January has exceeded the Agency's internal 90% goal. There was a 92% decrease in late trips compared to January 2020, as well as a 59.2% decrease in total trips and a 58.1% decrease in total passengers. The total miles decreased 31% for the month and mobility device boardings have decreased 59.3%. Field supervisors are utilizing Center for Disease Control and Prevention (CDC) guidelines for social distancing, by performing trailing evaluations instead of ride alongs and continue onboard inspections and safety evaluations which include pre-trips and yard checks.

Recommendation:

Receive and file.

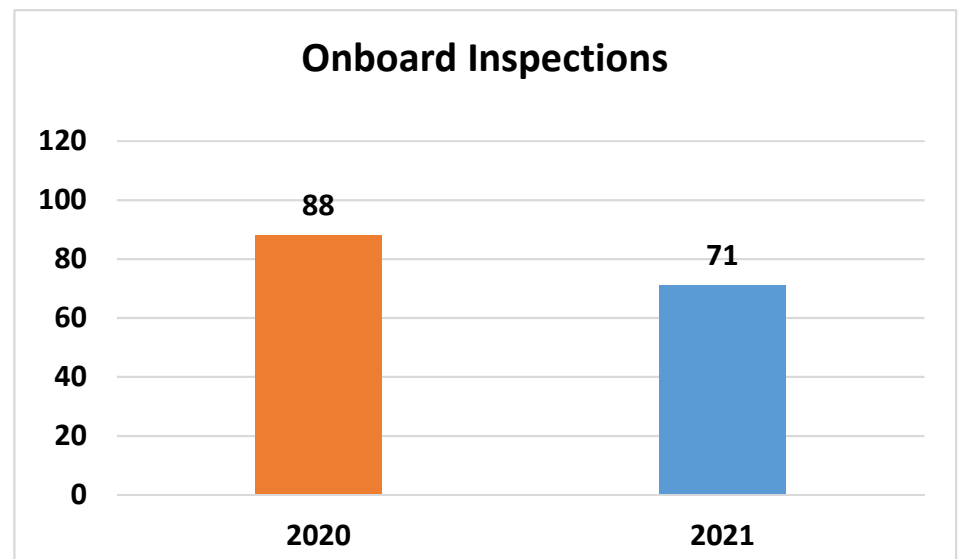
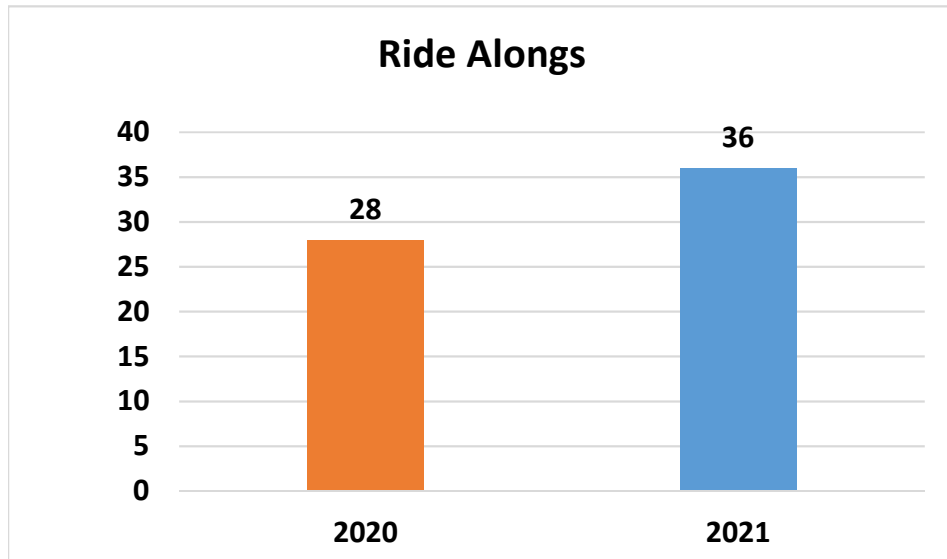
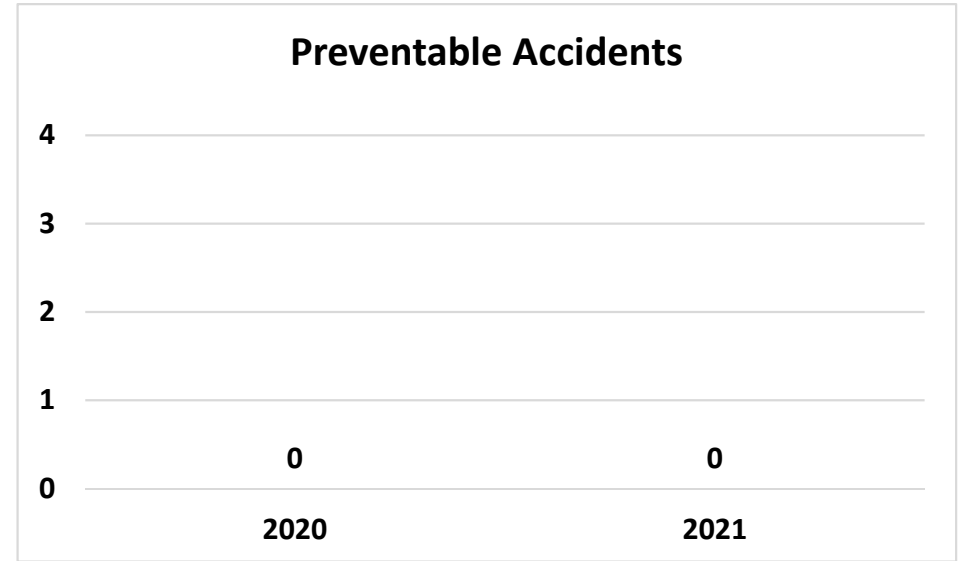
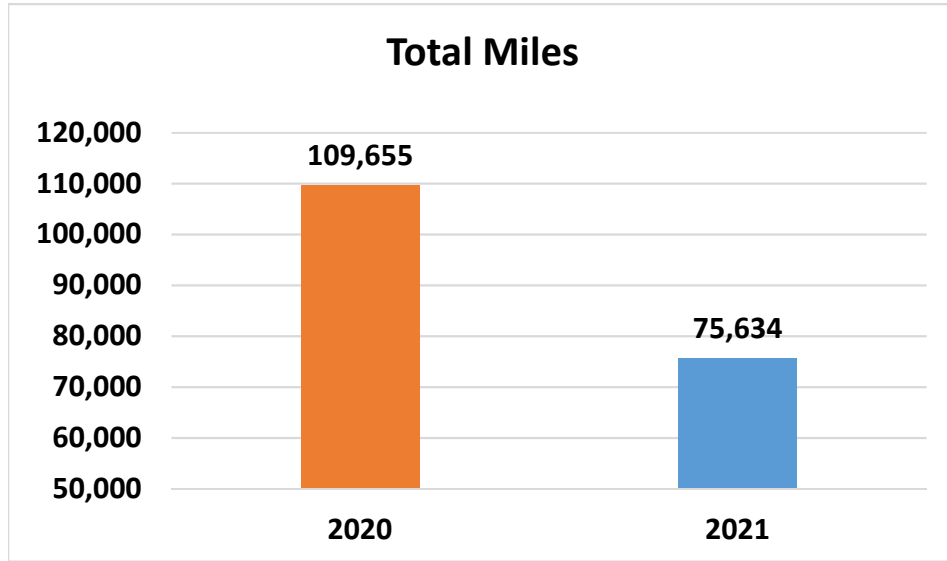
# SunDial Operational Charts

## JANUARY 2020 vs. 2021



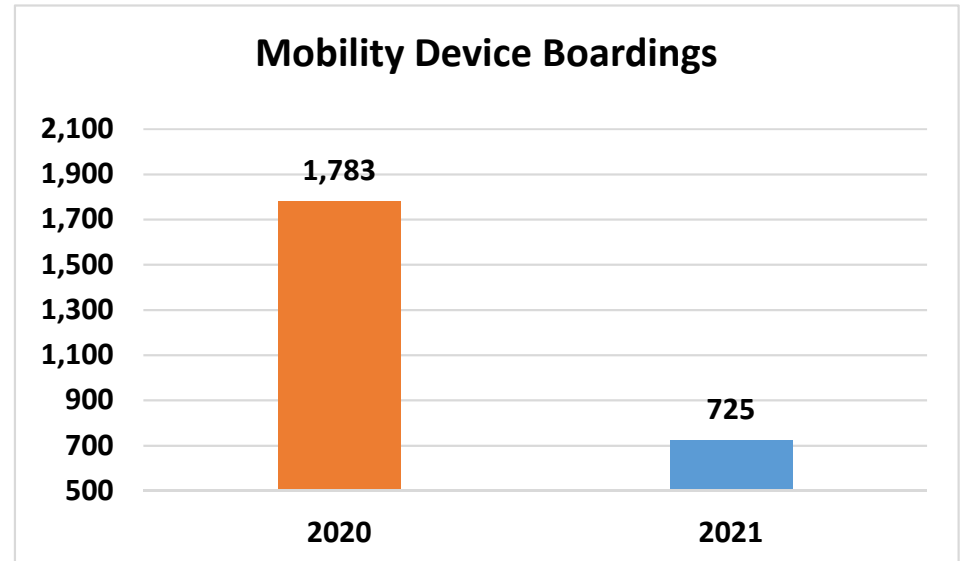
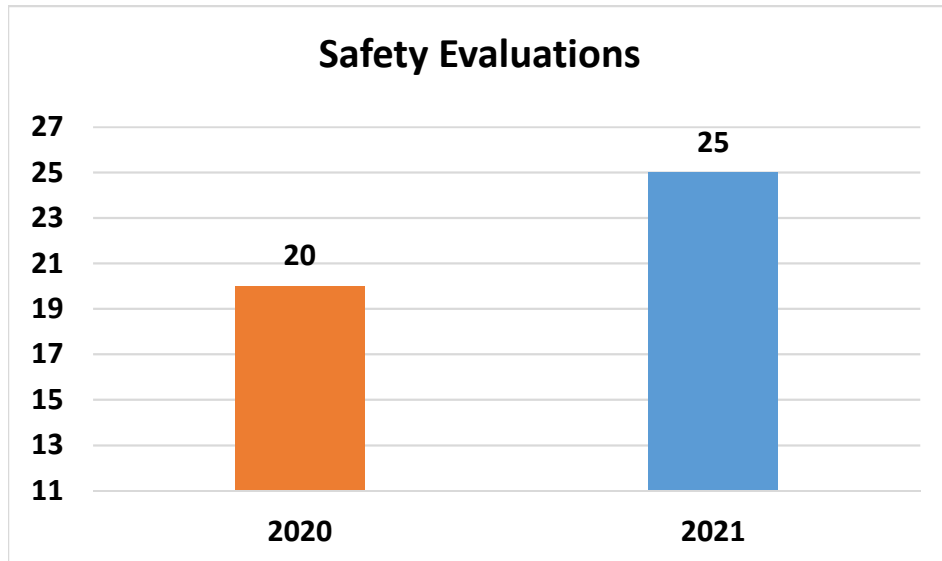
# SunDial Operational Charts

## JANUARY 2020 vs. 2021



# SunDial Operational Charts

## JANUARY 2020 vs. 2021



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

DATE: February 24, 2021  
TO: Finance/Audit Committee  
Board of Directors  
RE: Metrics for January 2021

**RECEIVE & FILE**

Summary:

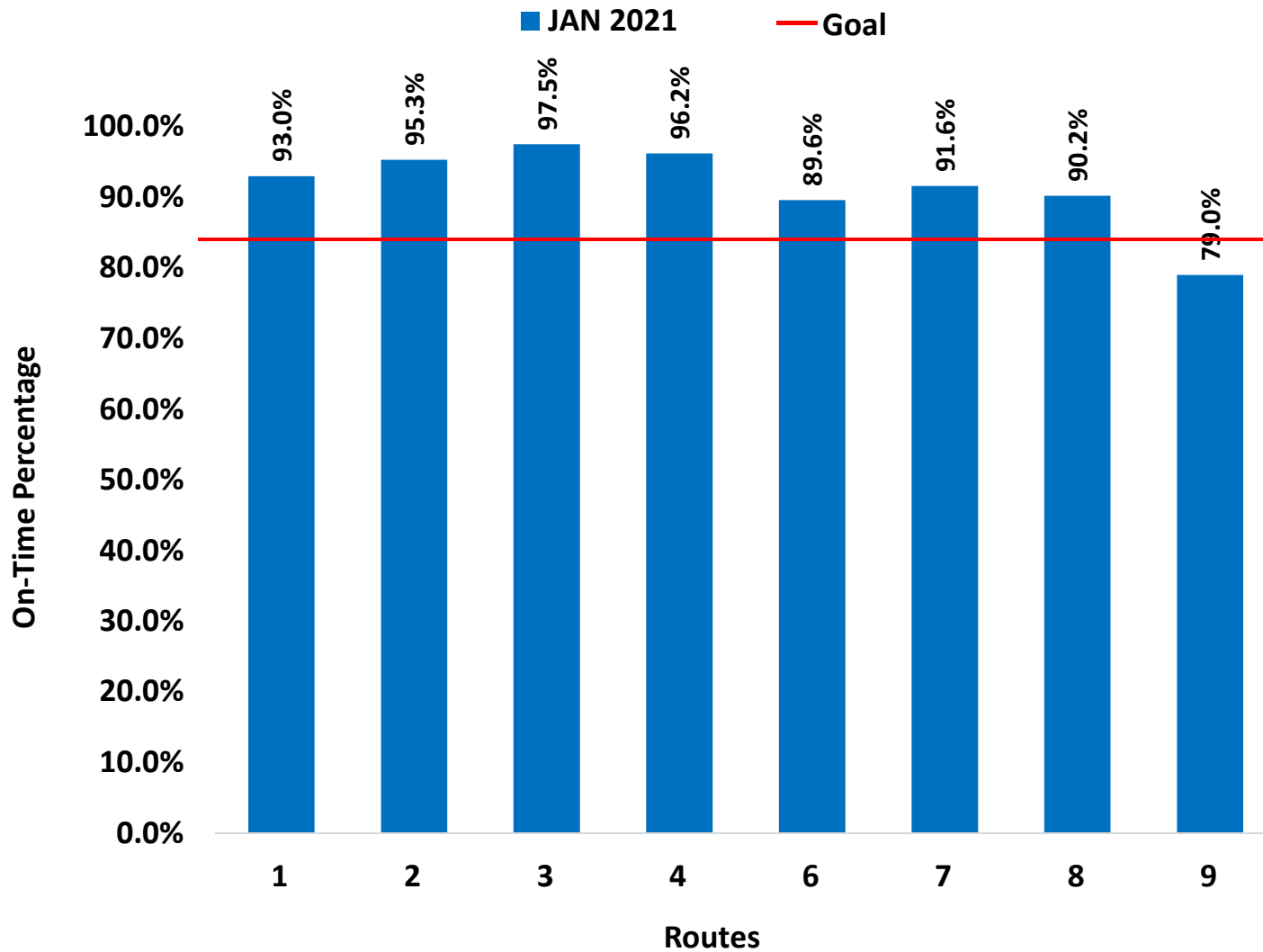
The metrics packet includes data highlighting on-time performance, early departures, late departures, late cancellations, driver absences, advertising revenue, fixed route customer feedback, paratransit customer feedback, and system performance.

In January 2021, the fixed route metrics were calculated between January 3, 2021 through January 31, 2021 to maintain the integrity of the data for the new Refueled routes and for future reporting. Due to the new route structure, fiscal year reporting has been changed to Refueled year to date (RYTD) for the remainder of the current fiscal year.

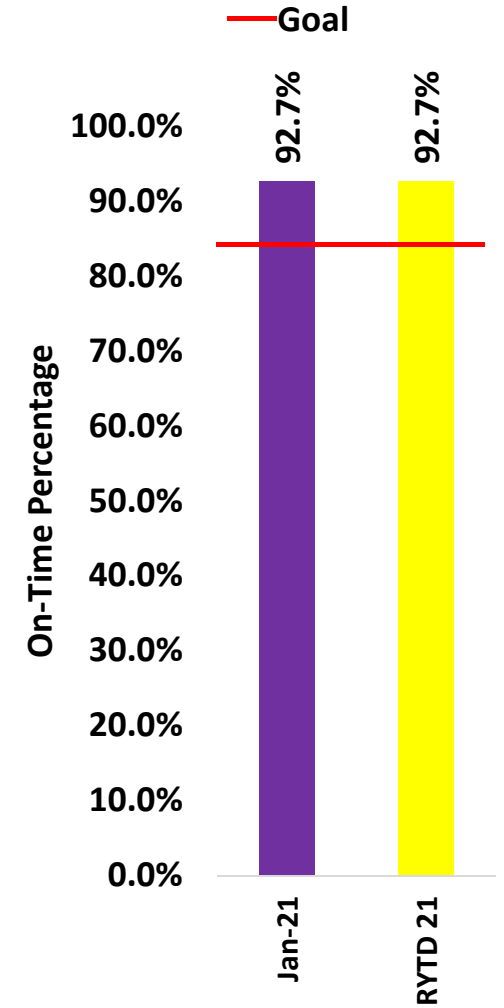
Recommendation:

Receive and file.

## On-Time Performance Percent by Route



## On-Time Performance System Wide



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

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

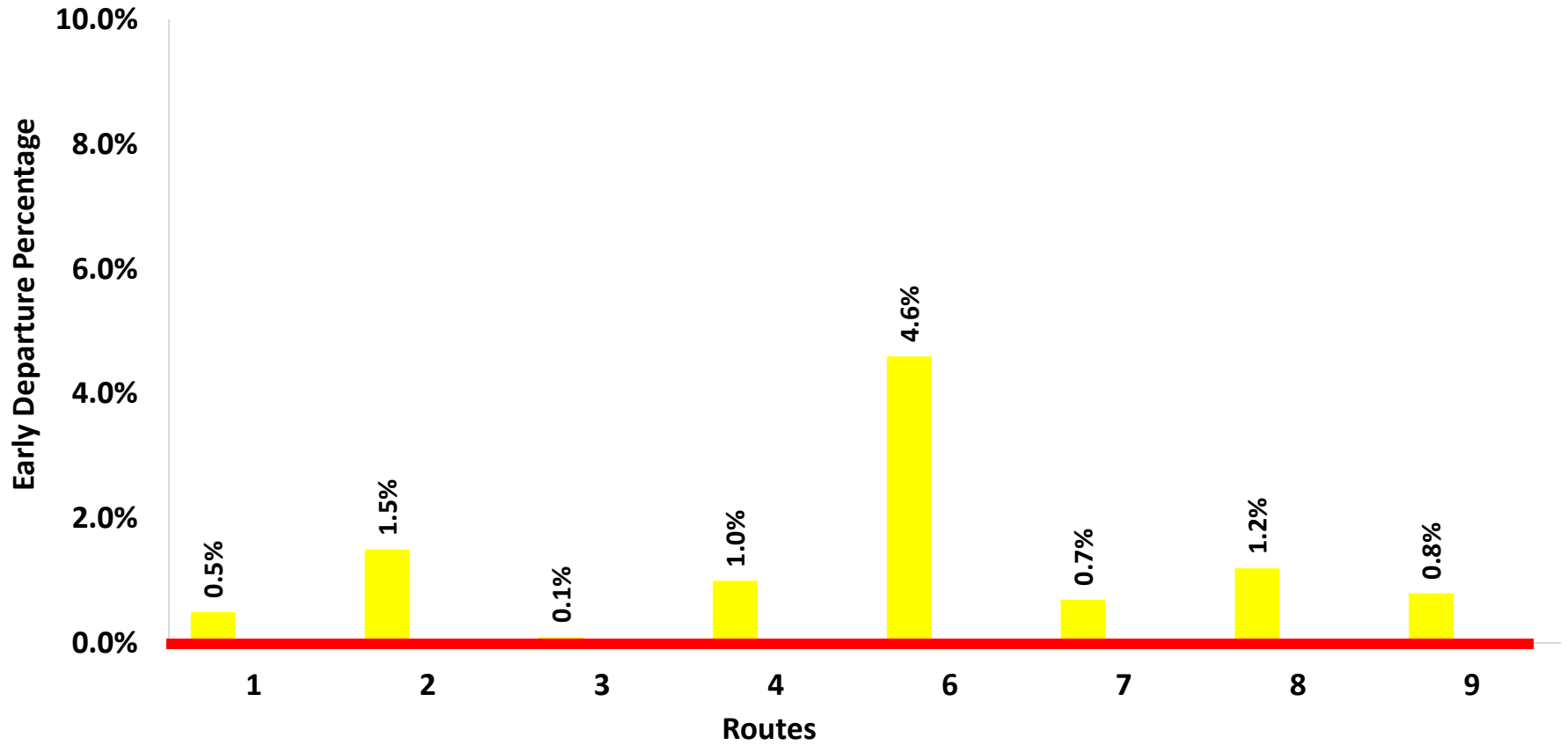
Exceptions: Detours, train stuck on tracks, passenger problems, information technology system issues.



# Early Departures by Route RYTD

Refueled Jan. 3 - Jan. 31

RY21 Goal



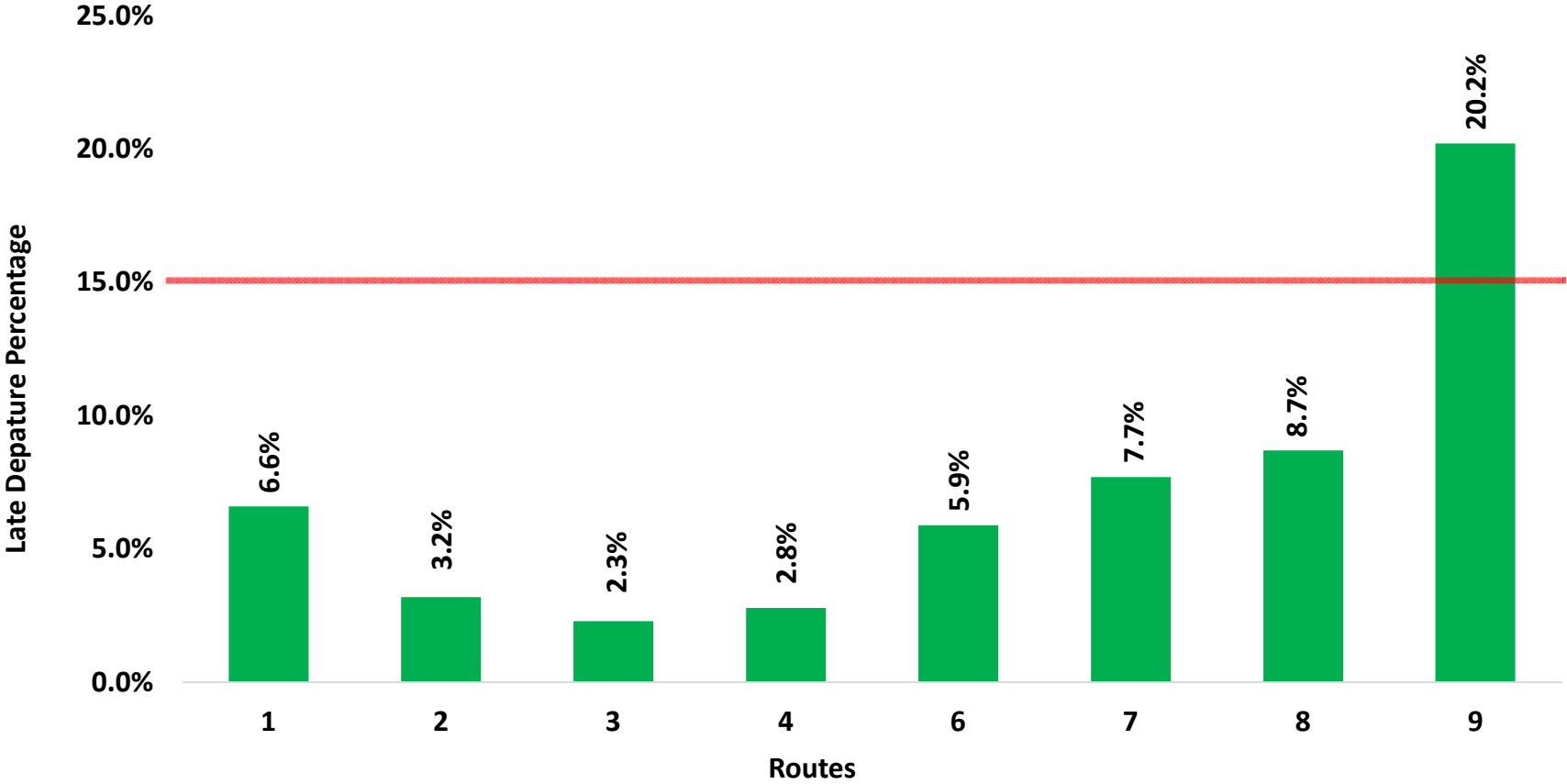
Definition: When a bus leaves a time point ahead of the scheduled departure time.

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

# Late Departure Percent by Route

Refueled Jan. 3 - Jan. 31

FY21



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

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

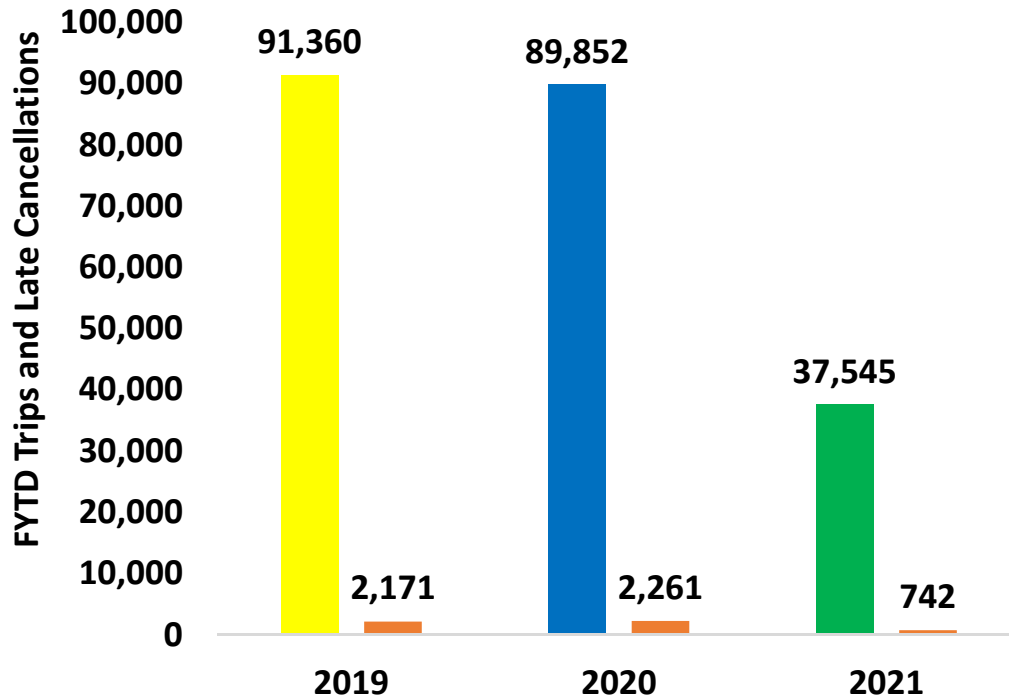
Goal: To reduce late departures to 15%.

Route 9 was impacted in January 2021 with 79% On-Time due to construction detours paired with operational delays.

Continuous monitoring of Route 9 along with coaching and appropriate corrective actions are the steps to bring the route to meet the service standard goal.

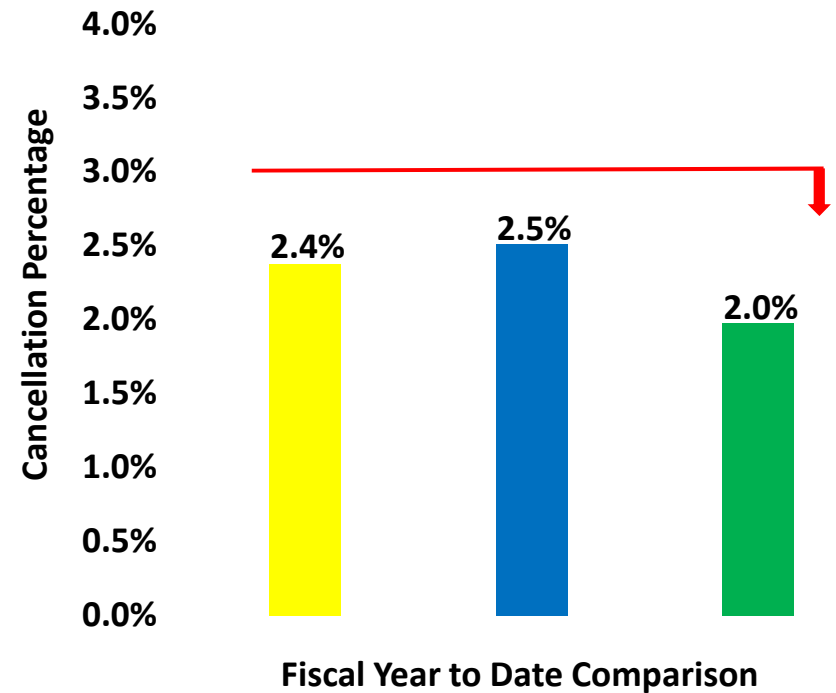
## Total Trips vs. Late Cancellations FYTD Through January

■ Late Cancellations



## Late Cancellation Percentage FYTD

■ 2019 ■ 2020 ■ 2021 — Goal



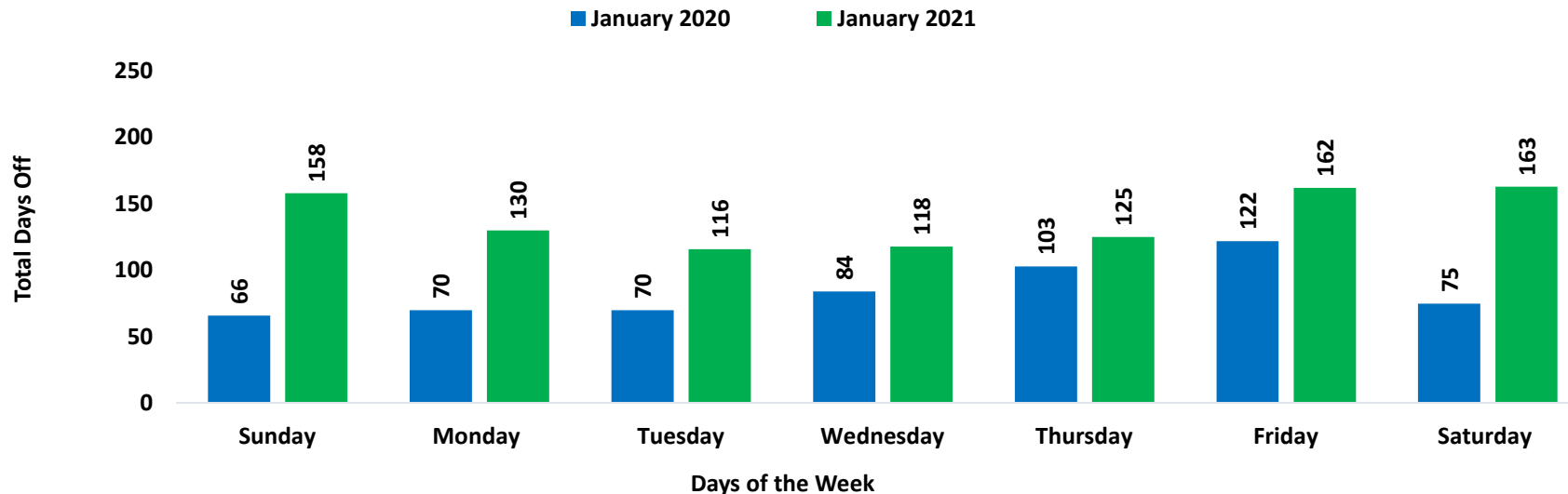
**Trip:** A one-way ride booked by the client. A round trip is counted as two (2) trips.

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

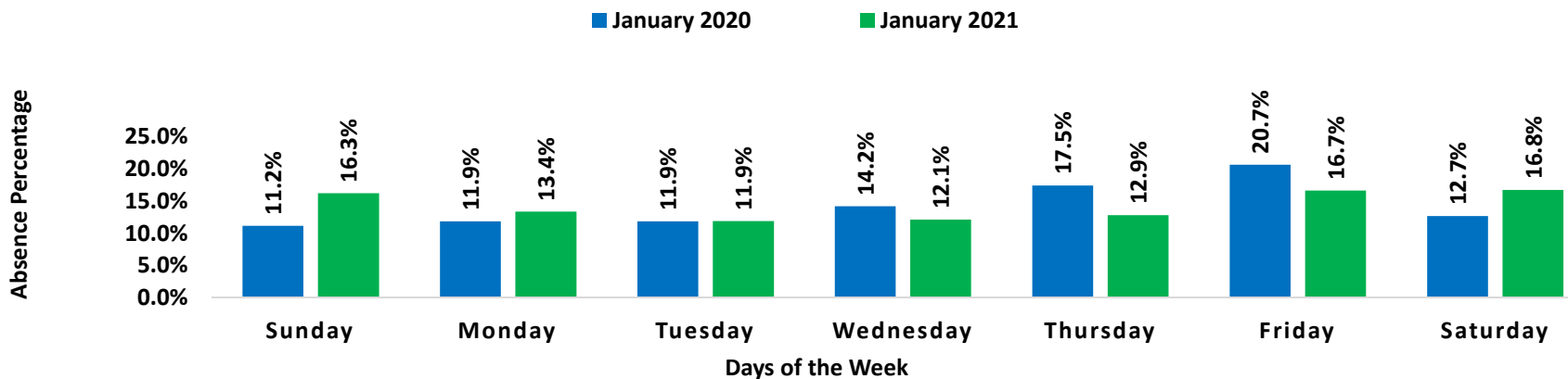
**Goal for Late Cancellations:** 3% or below.

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

## Workforce Absences by Day

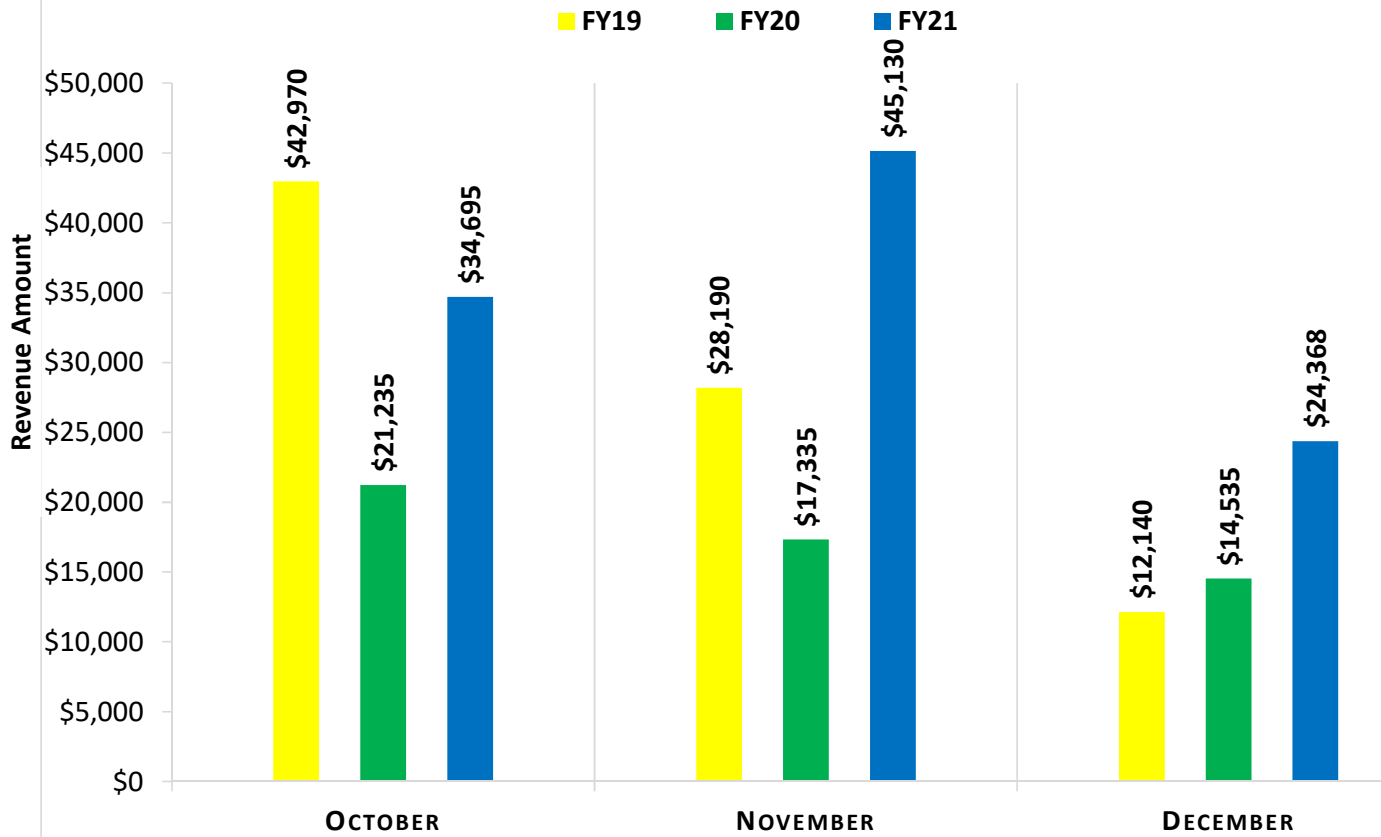


## Driver Absence Occurrences by Percentage

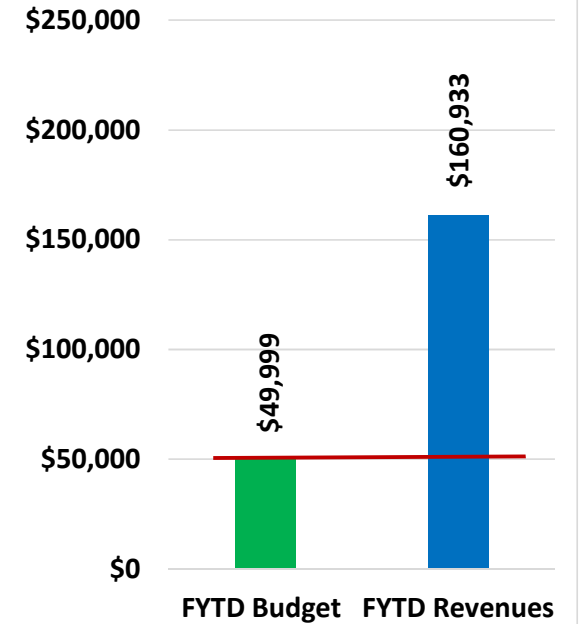


\*Number of Fixed Route operator absence occurrences by day of the week and total for the month  
Absences (Workforce Days Off) include Sick, Bereavement, FMLA, Miss-Out, Suspension, Workers Comp and Vacation.

### Advertising Revenue FYTD21

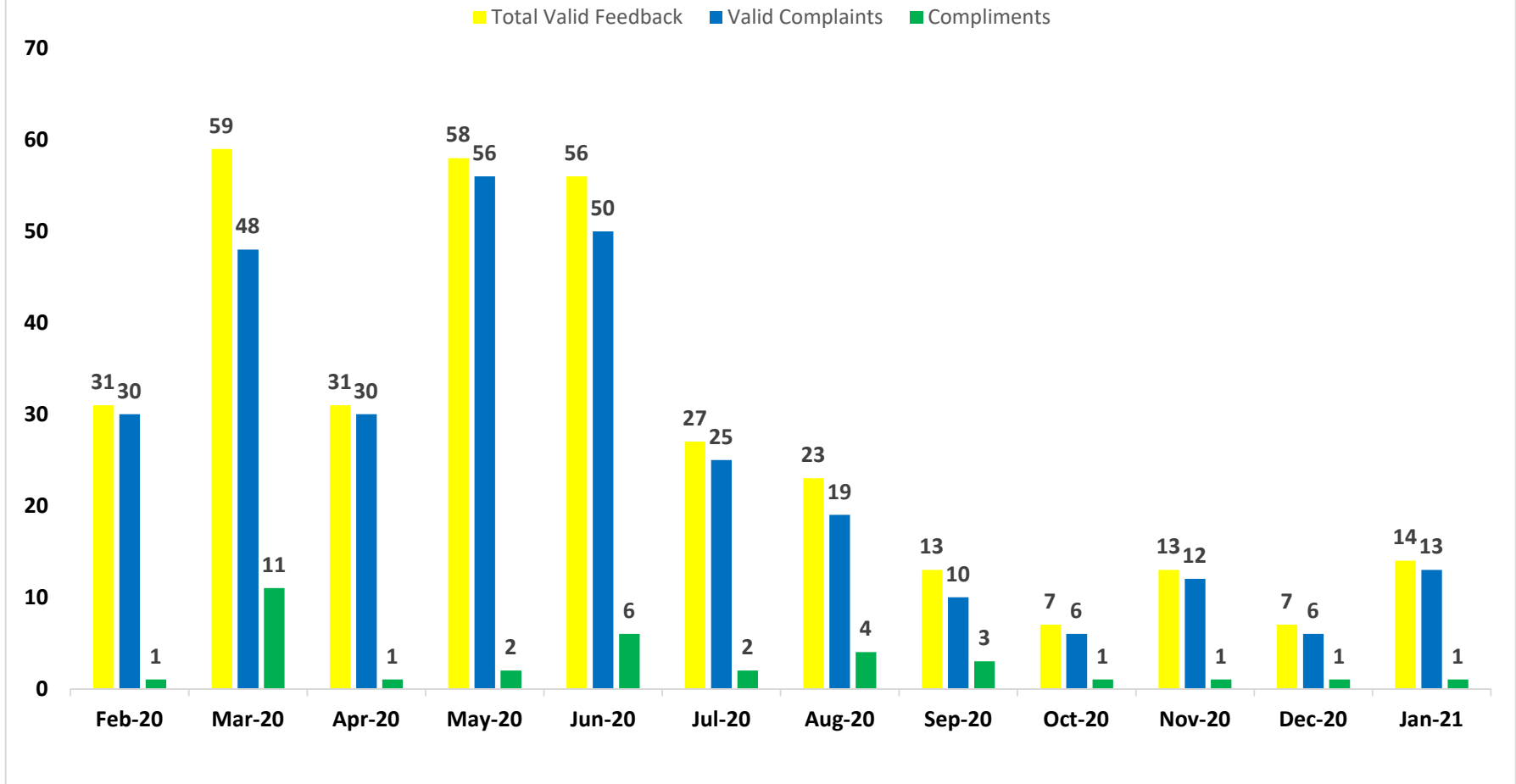


### FYTD Budget vs FYTD Agency Revenues December 2020



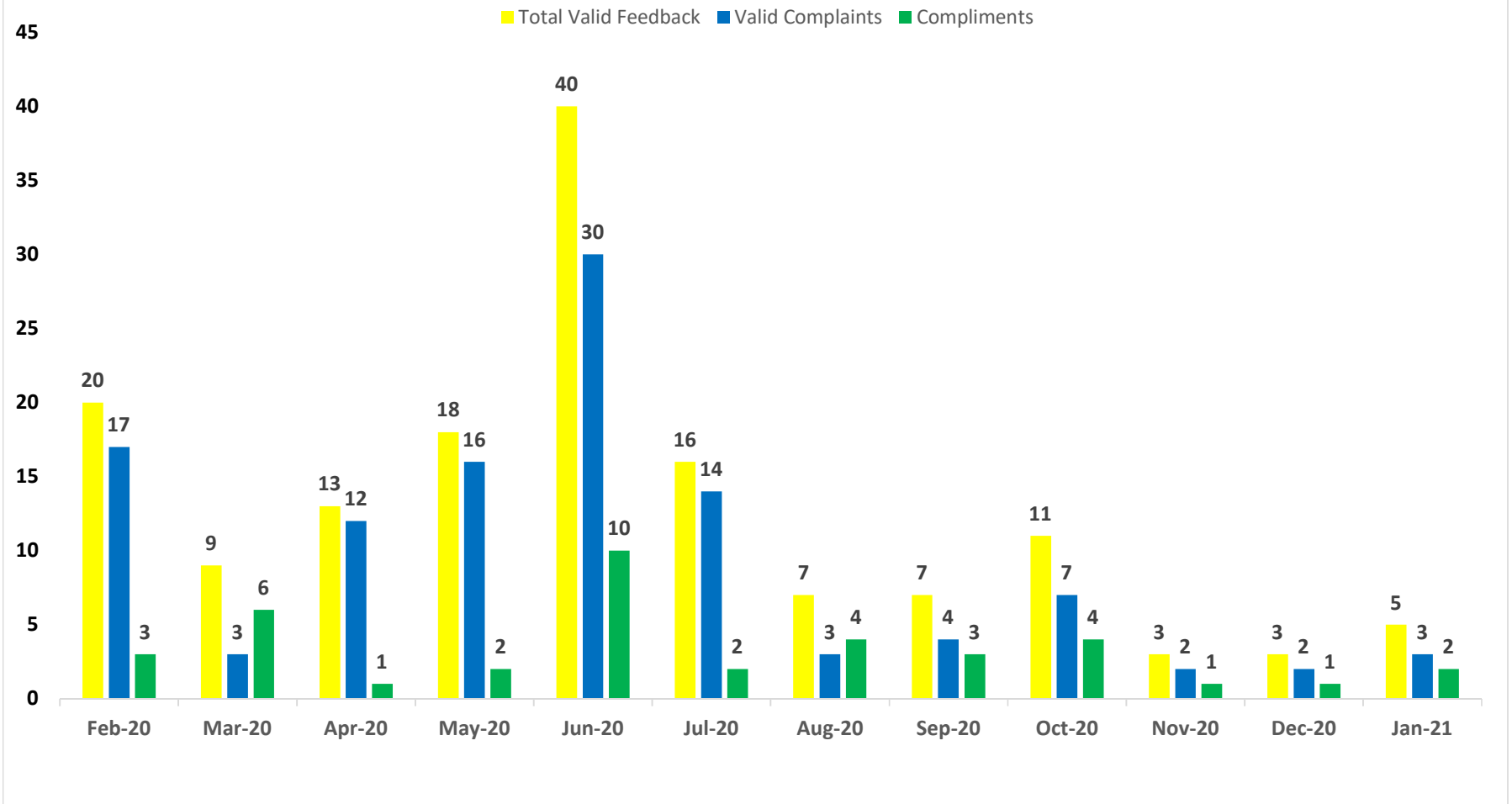
Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. This section of the chart compares the FYTD21 against FYTD19 and FYTD20 totals. The graph tracks FYTD revenue accrued vs the FYTD budget. The annual budget amount for FY21 is \$100,000.

## Fixed Route Customer Feedback February 2020 through January 2021



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

## Paratransit Customer Feedback February 2020 through January 2021



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

**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: February 24, 2021

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Board Member Attendance for January 2021

Summary:

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

Recommendation:

Receive and file.



FY 20/21	Board Member Matrix Attendance													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Meetings	Total Attended
Desert Hot Springs	X		X	X		X	X						10	5
Palm Desert	X		X	X		X	X						10	5
Palm Springs	X		X	X		X	X						10	5
Cathedral City	X		X	X		X	X						10	5
Rancho Mirage	X		X	X		X	X						10	5
Indian Wells	X		X	X		X	X						10	5
La Quinta	X		X	X		X	X						10	5
Indio	X		X	X		X	X						10	5
Coachella	X		X			X	X						10	4
County of Riverside	X		X	X			X						10	4

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

**DARK –**

**SunLine Transit Agency**

**DATE:** February 24, 2021 **ACTION**

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

**FROM:** Dean Holm, Facility Engineer

**RE:** CNG Fueling Station Project Change Order No. 004

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**Recommendation**

Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute a change order in the amount of \$85,138.28, with GP Strategies, for requested and unforeseen changes.

**Background**

In June 2018, the SunLine Board of Directors approved a contract with GP Strategies for construction of a new Natural Gas Compression Equipment and Fueling Station. This change order includes both credits and increases in the contract cost. Utility installations caused unforeseen conditions requiring changes in design.

During construction, there were areas of asphalt surrounding the station that were seen as being problematic and could cause future issues with the operation of the fueling process and service of the CNG equipment. SunLine staff requested pricing for additional concrete in these areas to minimize future impacts and improve the ability to fuel buses and service equipment, for the longevity of the station.

Allowances presented in the Invitation for Bid were reconciled which resulted in a credit to SunLine. In the design of the fueling station, fencing was proposed surrounding the CNG equipment. SunLine requested a proposal to change the type of fencing and increase the coverage which resulted in a credit. With the approval of this change order, the revised contract value will be \$6,717,449.19.

**Financial Impact**

The funding for an amount of \$85,138.28 for this effort is in the Board approved capital projects budget.

### Change Order Log

<b>Amount of Original Contract = \$6,557,332.08 (SRTP FY 20)</b>		
<b>Board Approved Change Orders:</b>		
\$74,978.83	CO #1,2,3	Unforeseen and Owner changes
<b>Pending Change Order No. 004:</b>		
\$85,138.28	<b>Net Amount</b>	
	Increases	\$121,134.42
	Deductions	(\$35,996.14)
\$160,117.11	<b>Total Changes</b>	
\$6,717,449.19	<b>Total Contract</b>	

## SunLine Transit Agency

<b>DATE:</b>	February 24, 2021	<b>ACTION</b>
<b>TO:</b>	Finance/Audit Committee Board of Directors	
<b>FROM:</b>	Anthony Cohen, Chief Maintenance Officer	
<b>RE:</b>	Amendment to Janitorial Services Agreement	

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### **Recommendation**

Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute an amendment to the janitorial services contract in the amount of \$39,338.79. The proposed amendment will ensure that the contract provides support for additional janitorial services and to incorporate new facilities as they become ready for occupancy.

### **Background**

On July 27, 2016, the Board of Directors awarded a competitive contract for janitorial services to Pristine Environments, now Kellermeyer Bergensons Services, for an amount not to exceed \$462,637. The contract was for two (2) years, with three (3) optional one (1) year terms for a total of five (5) years.

In March 2020, in response to the COVID-19 pandemic, additional cleaning and sanitizing procedures were required. These services include increased disinfecting of commonly touched surfaces, breakrooms, restrooms, counters and employee workspaces throughout the Agency. In addition to the above requirements, new facilities such as the coin room, fueling station and operations building will require janitorial services under the contract as they become operational. The increased funds will allow the additional services through September 12, 2021, which is the end of the contract.

### **Financial Impact**

The total financial impact of this item will be \$39,337.79 and will be covered by operating funds in the fiscal year 2021 and 2022 budgets.

## SunLine Transit Agency

**DATE:** February 24, 2021 **ACTION**

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

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

**RE:** Authorization to Negotiate and Execute Memorandum of Understanding with Riverside County Office of Education

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### **Recommendation**

Recommend that the Board of Directors authorize the CEO/General Manager to negotiate and execute a Memorandum of Understanding (MOU) with the Riverside County Office of Education (RCOE) to be included as a partner in their application for Promise Neighborhoods grant funding through the U.S. Department of Education.

### **Background**

The Riverside County Office of Education will be applying for funding under the Promise Neighborhoods competitive grant program to support youth in the Eastern Coachella Valley. The purpose of Promise Neighborhoods is to build a complete continuum of cradle-to-career solutions of both educational programs and family and community supports, with great schools at the center. The grant aims to serve neighborhoods with high concentrations of low-income individuals.

Due to the importance of transportation and its role in access to education, RCOE asked SunLine Transit Agency to be a partner in the application. Partners are required to complete an MOU with the entity applying for funds. Other partners actively involved at this time include the Coachella Valley Unified School District, College of the Desert, and OneFuture Coachella Valley.

### **Financial Impact**

RCOE is applying for a total of five years of funding. There is a match requirement for the application which all partners are being asked to contribute to. SunLine will be providing staff time and advertising space at Eastern Coachella Valley bus shelters as in-kind support for the initial application.