



SunLine Transit Agency
March 24, 2021
9:50 a.m. – 10:25 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/89537547573>

Meeting ID: 895 3754 7573

Teleconference Dial In
888-475-4499 (Toll Free)
Meeting ID: 895 3754 7573

One tap mobile
+16699009128,,89537547573#

Phone controls for participants:

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

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

For members of the public wishing to submit comment in connection with the Finance/Audit Committee Meeting: all public comment requests need to be submitted via email to the Clerk of the Board at clerkoftheboard@sunline.org prior to March 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.

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 January 2021](#)

(PAGE 4-7)

<u>ITEM</u>	<u>RECOMMENDATION</u>
8b) Credit Card Statement for January 2021	(PAGE 8-17)
8c) Monthly Budget Variance Report for January 2021	(PAGE 18-23)
8d) Contracts Signed in Excess of \$25,000 for February 2021	(PAGE 24-25)
8e) Union & Non-Union Pension Investment Asset Summary January 2021	(PAGE 26-29)
8f) Ridership Report for February 2021	(PAGE 30-34)
8g) SunDial Operational Notes for February 2021	(PAGE 35-38)
8h) Metrics for February 2021	(PAGE 39-47)
8i) Board Member Attendance for February 2021	(PAGE 48-49)
9. RATIFICATION OF CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT CLAIM (Staff: Luis Garcia, Chief Financial Officer)	APPROVE (PAGE 50-51)
10. RESOLUTION NO. 0786 TO OBTAIN LOW CARBON TRANSIT OPERATIONS PROGRAM FUNDING (Staff: Rhonda Williams, Deputy Chief Financial Officer)	APPROVE (PAGE 52-55)
11. PURCHASE OF FIVE (5) CHEVY BOLT EV RELIEF CARS (Staff: Tony Cohen, Chief Maintenance Officer)	APPROVE (PAGE 56-58)
12. CONSTRUCTION CHANGE ORDER FOR THE OPERATIONS FACILITY LOW VOLTAGE CONTRACT (Staff: Rudy Le Flore, Chief Project Consultant)	APPROVE (PAGE 59-60)
13. ADJOURN	

SunLine Transit Agency**CONSENT CALENDAR**

DATE: March 24, 2021

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Checks \$1,000 and Over Report for January 2021

Summary:

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

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

Vendor	Check #	Amount
<i>CANNON DESIGN BUILDERS, INC</i>	<i>684987</i>	<i>\$625,057.84</i>

Recommendation:

Receive and file.

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
CANNONDESIGN BUILDERS, INC.	WIP- Operation Facility Design	684987	01/06/2021	625,057.84
PERMA - INSURANCE	General Liability & Workers Comp Premium	685024	01/06/2021	170,172.53
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	685249	01/27/2021	125,899.75
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	685109	01/13/2021	120,172.43
IMPERIAL IRRIGATION DIST	Utilities	685146	01/20/2021	100,688.91
GUARDIAN LIFE INSURANCE COMPANY THE	Employee Benefits/ LTD/STD/LIFE Ins Prem	685215	01/27/2021	48,823.24
DAHL, TAYLOR AND ASSOCIATES, INC.	WIP-Operation Facility Consulting Engineer	684992	01/06/2021	46,889.88
SO CAL GAS CO.	Utilities	685173	01/20/2021	38,933.47
IMPERIAL IRRIGATION DIST	Utilities	685077	01/13/2021	29,130.61
PACKET FUSION, INC.	Computer Network Software Agmt 11/29/20-11/28/23	685023	01/06/2021	27,531.90
COMPLETE COACH WORKS	WIP-Covid19 Capital Expenditures	684991	01/06/2021	25,161.10
AIR & LUBE SYSTEMS INC	WIP-Maintenance shop wall removal	685123	01/20/2021	23,665.45
MICHELIN NORTH AMERICA, INC.	Lease Tire Service	685011	01/06/2021	22,712.80
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	WIP-Hydrogen Electric Hybrid FCB & Station	685042	01/06/2021	21,762.50
THE LEFLORE GROUP LLC	Projects Consultant	685096	01/13/2021	17,221.60
WORLD BACK TO WORK, INC	Medical Exam and Testing	685185	01/25/2021	16,000.00
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	685131	01/20/2021	15,302.75
CART MART, INC	Fixed Assets-Non Rev Vehicles	685133	01/20/2021	14,147.56
OLD GREEN HOUSE LLC	Consulting Services	685094	01/13/2021	13,200.00
VERIZON WIRELESS	Wireless Telephone Service	685039	01/06/2021	10,845.48
NFI PARTS	Inventory Repair Parts	685121	01/20/2021	9,206.82
KELLERMEYER BERGENSONS SERVICES, LLC	Janitorial Services	685222	01/27/2021	8,619.34
PRUDENTIAL OVERALL SUPPLY	Uniforms	685025	01/06/2021	8,264.25
TRANSIT PRODUCTS & SERVICES	Inventory Repair Parts	685248	01/27/2021	8,239.00
TEC OF CALIFORNIA, INC.	Inventory Repair Parts	685103	01/13/2021	8,209.53
PSOMAS	WIP-CNG Fueling Station	685232	01/27/2021	7,905.70
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	685162	01/20/2021	7,616.71
ROBERT HALF	Temporary Help	685234	01/27/2021	7,456.75
HD INDUSTRIES	Inventory Repair Parts	685216	01/27/2021	7,131.12
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	Consulting Services	685255	01/27/2021	7,125.00
NAPA AUTO PARTS	Inventory Repair Parts	685226	01/27/2021	6,834.70
ROBERT HALF	Temporary Help	685028	01/06/2021	6,800.00
AMALGAMATED TRANSIT UNION	Union Dues	685189	01/27/2021	6,531.80
AMALGAMATED TRANSIT UNION	Union Dues	685047	01/13/2021	6,531.80
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	WIP-Hydrogen Electric Hybrid FCB & Station	685116	01/13/2021	6,187.50
JANEK CORPORATION THE	Inventory Repair Parts	685147	01/20/2021	5,895.25
SONSRAY FLEET SERVICES	Inventory Repair Parts	685106	01/13/2021	5,845.16
MANERI SIGN CO INC	WIP-West Valley Refueled Bus Stops Project	685081	01/13/2021	5,549.30

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
COMPLETE COACH WORKS	WIP-Covid19 Capital Expenditures	685060	01/13/2021	5,217.78
NAPA AUTO PARTS	Inventory Repair Parts	685014	01/06/2021	5,140.18
ROBERT HALF	Temporary Help	685093	01/13/2021	5,088.00
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	684980	01/06/2021	4,813.85
AIR & LUBE SYSTEMS INC	WIP-Fall Arrest System	685188	01/27/2021	4,323.75
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	685055	01/13/2021	4,265.40
WELTYS ENTERPRISES, INC.	Printing Expense	685040	01/06/2021	4,209.59
BAE SYSTEMS CONTROLS, INC.	Repair Parts-Fuel Cell	685128	01/20/2021	4,016.00
SOUTHWEST NETWORKS, INC.	IT Support Services	685101	01/13/2021	3,925.00
KELLERMEYER BERGENSONS SERVICES, LLC	Janitorial Services	685007	01/06/2021	3,825.00
TPX COMMUNICATIONS	Communication	685247	01/27/2021	3,811.01
AARVIG & ASSOCIATES, APC	Insurance Loss	685118	01/20/2021	3,657.93
THE LEARNING & PERFORMANCE IMPROVEMENT	Consulting General	685148	01/20/2021	3,454.50
TIME WARNER CABLE	Utilities	685105	01/13/2021	3,242.88
SOCALGAS	Utilities	685100	01/13/2021	3,220.24
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	685053	01/13/2021	3,137.71
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	685195	01/27/2021	3,137.71
ANDREA CARTER & ASSOCIATES	Marketing Consultant	685125	01/20/2021	3,050.00
SC FUELS	Lubricants and Oils	685241	01/27/2021	3,045.68
JESSE FRESCAS JR.	Consulting General	685078	01/13/2021	3,040.00
WELTYS ENTERPRISES, INC.	Advertising	685182	01/20/2021	2,946.81
CALIFORNIA DEPARTMENT OF TAX & FEE	Use Sales Tax	685132	01/20/2021	2,924.00
VALLEY OFFICE EQUIPMENT, INC.	Copier Service	685038	01/06/2021	2,839.24
WELTYS ENTERPRISES, INC.	WIP-West Valley Refueled Bus Stops Project	685113	01/13/2021	2,830.32
R.S. HUGHES COMPANY	Emergency Preparedness Supplies	685167	01/20/2021	2,828.44
ELDORADO NATIONAL (CALIFORNIA), INC.	Repair Parts-Fuel Cell	685203	01/27/2021	2,788.02
TEC OF CALIFORNIA, INC.	Inventory Repair Parts	685033	01/06/2021	2,773.57
FULTON DISTRIBUTING	Emergency Preparedness Supplies	685001	01/06/2021	2,613.49
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	685069	01/13/2021	2,548.11
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	685045	01/13/2021	2,543.88
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	685120	01/20/2021	2,543.88
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	685186	01/27/2021	2,543.88
FORENSIC DRUG TESTING SERVICES	Medical Exams	685000	01/06/2021	2,447.00
YELLOW CAB OF THE DESERT	Taxi Voucher Program	685254	01/27/2021	2,405.41
WESTPORT DALLAS, INC.	Inventory Repair Parts	685183	01/20/2021	2,379.34
CREATIVE BUS SALES, INC,	Inventory Repair Parts	685061	01/13/2021	2,324.80
AUGER CONSULTING GROUP LLC	Consulting Services	685080	01/13/2021	2,310.00
PRUDENTIAL OVERALL SUPPLY	Uniforms	685231	01/27/2021	2,297.58
SONSRAY FLEET SERVICES	Repair Parts-Fixed Route	685245	01/27/2021	2,256.44

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
HOME DEPOT CREDIT SERVICES	Facility Maintenance Supplies	685074	01/13/2021	2,169.79
ROBERT HALF	Temporary Help	685235	01/27/2021	2,120.00
VINCENT PRINTING COMPANY, INC.	Advertising	685112	01/13/2021	2,118.32
TOPS N BARRICADES, INC.	WIP-West Valley Refueled Bus Stops Project	685246	01/27/2021	2,116.28
NFI PARTS	Inventory Repair Parts	685046	01/13/2021	2,048.57
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	685168	01/20/2021	1,938.02
CREATIVE BUS SALES, INC,	Inventory Repair Parts	685135	01/20/2021	1,930.82
DESERT CITY CAB	Taxi Voucher Program	685200	01/27/2021	1,779.65
VALLEY LOCK & SAFE	WIP-CNG Fueling Station	685251	01/27/2021	1,775.36
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	685064	01/13/2021	1,729.08
4IMPRINT, INC.	Advertising	685044	01/13/2021	1,715.61
ASPEN REFRIGERANTS, INC.	Freon & Coolant	684986	01/06/2021	1,696.34
ROBERT HALF	Temporary Help	685027	01/06/2021	1,696.00
ALPHA MEDIA LLC	Advertising	685124	01/20/2021	1,683.17
DS AIR	Materials & Supplies	685196	01/27/2021	1,666.23
MITECH CONTROLS INC.	Repair Parts-Fixed Route	685012	01/06/2021	1,599.66
SMARTDRIVE SYSTEMS, INC.	General Services	685099	01/13/2021	1,580.00
SWRCB ACCOUNTING OFFICE	Permits & Licenses	685043	01/07/2021	1,474.00
SWRCB ACCOUNTING OFFICE	Permits & Licenses	685175	01/20/2021	1,474.00
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	685051	01/13/2021	1,473.07
MILE3 WEB DEVELOPMENT	Website Maintenance	685155	01/20/2021	1,470.00
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	685050	01/13/2021	1,390.73
KUNA FM	Advertising	685152	01/20/2021	1,360.00
TYLER TECHNOLOGIES, INC.	Travel-Meeting/Seminars	685178	01/20/2021	1,356.88
DESERT URGENT CARE	Medical Exams	685218	01/27/2021	1,335.00
WESTPORT DALLAS, INC.	Inventory Repair Parts	685114	01/13/2021	1,277.31
RICHARD D. LORETTA	Travel-Meeting/Seminars	685184	01/25/2021	1,250.00
LA PRENSA HISPANA INC	Advertising	685008	01/06/2021	1,200.00
SEFAC USA, INC.	Equipment Repairs-Shop Equipment	685098	01/13/2021	1,191.50
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	685238	01/27/2021	1,163.09
GLEN ALAN COY	Advertising	685213	01/27/2021	1,145.70
OFFICETEAM	Temporary Help	685160	01/20/2021	1,133.20
OFFICETEAM	Temporary Help	685229	01/27/2021	1,133.20
GILLIG LLC	Inventory Repair Parts	685212	01/27/2021	1,122.04
RICON CORPORATION	Inventory Repair Parts	685091	01/13/2021	1,103.89
TRAPEZE SOFTWARE GROUP INC.	Consulting Service	685107	01/13/2021	1,093.76
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	685138	01/20/2021	1,053.99
BROADLUX, INC.	WIP-CNG Fueling Station	685130	01/20/2021	1,000.00
QUADIENT FINANCE USA, INC.	Postage	685088	01/13/2021	1,000.00
Total Checks Over \$1,000	\$1,828,600.21			
Total Checks Under \$1,000	\$50,729.64			
Total Checks	\$1,879,329.85			

SunLine Transit Agency**CONSENT CALENDAR**

DATE: March 24, 2021

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Credit Card Statement for January 2021

Summary:

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

Recommendation:

Receive and file.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 2/03/21

Name on Card: Lauren Skiver

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	1/3/2021	1/4/2021	Wells Fargo	Annual membership fee; Bank Fee		\$75.00
2	1/26/2021	1/26/2021	Constant Contact	E-newsletter and mass e-mail software; Constant Contact Toolkit Bi-annual membership		\$108.00
Credits and Charges:					\$0.00	\$183.00



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

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

For Customer Service Call:
800-231-5511

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

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

Credit Line	\$40,000
Available Credit	\$39,817

Payment Information

New Balance	\$183.00
Current Payment Due (Minimum Payment)	\$183.00
Current Payment Due Date	02/28/21

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

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

Account Summary

Previous Balance		\$747.40
Credits	-	\$0.00
Payments	-	\$747.40
Purchases & Other Charges	+	\$183.00
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$183.00

Wells Fargo Cash Back SM Program Summary

Previous Cash Back Balance		\$11.21
Cash Earned this Month		\$1.62
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$12.83
Cash Awarded this Period		\$0.00
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	\$183.00
Total Amount Due (Minimum Payment)	\$183.00
Current Payment Due Date	02/28/21

Print address or phone changes: _____
Work () _____

Amount Enclosed: \$ [REDACTED]

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

SUNLINE TRANSIT
LUIS GARCIA
32505 HARRY OLIVER TRL
THOUSAND PALMS CA 92276-3501
55557 P301



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 - \$183.00 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 02/28/21. 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	\$108.00

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
01/03	01/04	24484610400XTMJG3	REWARDS ANNUAL MEMBERSHIP FEE		75.00
01/28	01/28	F3268000W00CHGDDA	AUTOMATIC PAYMENT - THANK YOU	747.40	
			TOTAL [REDACTED]		\$672.40-

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

01/26	01/26	24906410S38YL0LMZ	EIG*CONSTANTCONTACT.COM 855-2295506 MA		108.00
			TOTAL \$108.00		
			LAURA SKIVER / Sub Acct Ending In [REDACTED]		

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: 01/31/2021

Name on Card: Liz Granillo (Accounts Payable Card)

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	12/31/2020	1/4/2021	TEquipment.net	Temperature scanning camera		\$742.39
2	1/3/2021	1/4/2021	Amazon	Alexa for Business Account		\$6.40
3	1/6/2021	1/7/2021	Burrtec	Utilities Acct # 44-VC-225377		\$250.75
4	1/12/2021	1/13/2021	Nana's Flower S.	Condolences Arrangement for Finance Team Member		\$231.58
5	1/27/2021	1/28/2021	CVWD	Utilities Acct # 226773-601132		\$86.99
6	1/27/2021	1/28/2021	CVWD	Utilities Acct # 314009-845852		\$66.93
7	1/27/2021	1/28/2021	CVWD	Utilities Acct # 314011-845854		\$292.98
8	1/27/2021	1/28/2021	CVWD	Utilities Acct # 596261-601130		\$86.99
9	1/27/2021	1/28/2021	CVWD	Utilities Acct # 596265-403818		\$85.06
10	1/27/2021	1/28/2021	CVWD	Utilities Acct # 596433-601158		\$44.74
11	1/27/2021	1/28/2021	CVWD	Utilities Acct # 226783-601148		\$122.05
12	1/27/2021	1/28/2021	CVWD	Utilities Acct # 596263-566514		\$103.98
13	1/27/2021	1/28/2021	CVWD	Utilities Acct # 596437-601156		\$69.29
14	1/27/2021	1/29/2021	IID	Utilities Acct # 50677437		\$118.96
15	1/28/2021	1/29/2021	CVWD	Utilities Acct # 711835-567044		\$553.44
Credits and Charges					\$0.00	\$2,862.53



Cardholder Summary			
Cardholder Name:	GRANILLO, LIZ	Start Date:	01/01/2021
Card Number:	xxxx-xxxx-xxxx	End Date:	01/31/2021
Status:	Open	Reminder Period:	02/02/2021 through 02/06/2021
Charges:	2,862.53 USD	Grace Period:	02/07/2021 through 02/08/2021
Out-of-pocket:	0.00 USD		
Total Amount:	2,862.53 USD		

Charges

1.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency	
12/31/2020	01/04/2021	No	Tequipment.net 732-7282583,NJ	5040300200 - ELECTRICAL RELATED EXPENDITURE	Finance(FIN)	Yes	Yes	742.39 USD / 742.39	
Description THERMAL LAPTOP									
FUND 00		DIVISION							
2.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency	
01/03/2021	01/04/2021	No	Amazon Web Services Aws.amazon.co,WA	5039903800 - OTHER SERVICES	Finance(FIN)	Yes	Yes	6.40 USD / 6.40	
Description AWS SERVICES									
FUND 00		DIVISION							
3.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency	
01/06/2021	01/07/2021	No	Burrtec Waste And Recycl 760-3402113,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	250.75 USD / 250.75	
Description UTILITIES									
FUND 00		DIVISION							
4.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency	
01/12/2021	01/13/2021	No	Nanas Flow Nanas Flow Www.floristin,CA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	Yes	Yes	231.58 USD / 231.58	
Description CONDOLENCES ARRANGEMENT - FINANCE									
FUND 00		DIVISION							
5.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency	
01/27/2021	01/28/2021	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							
6.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency	

01/27/2021	01/28/2021	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	66.93 USD / 66.93	
Description		UTILITIES							
FUND		00 DIVISION							
7.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted	Amount / Original Currency	
01/27/2021	01/28/2021	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	292.98 USD / 292.98	
Description		UTILITIES							
FUND		00 DIVISION							
8.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted	Amount / Original Currency	
01/27/2021	01/28/2021	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							
9.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted	Amount / Original Currency	
01/27/2021	01/28/2021	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	85.06 USD / 85.06	
Description		UTILITIES							
FUND		00 DIVISION							
10.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted	Amount / Original Currency	
01/27/2021	01/28/2021	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	44.74 USD / 44.74	
Description		UTILITIES							
FUND		00 DIVISION							
11.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted	Amount / Original Currency	
01/27/2021	01/28/2021	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	122.05 USD / 122.05	
Description		UTILITIES							
FUND		00 DIVISION							
12.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted	Amount / Original Currency	
01/27/2021	01/28/2021	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	103.98 USD / 103.98	
Description		UTILITIES							
FUND		00 DIVISION							
13.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted	Amount / Original Currency	
01/27/2021	01/28/2021	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	69.29 USD / 69.29	
Description		UTILITIES							
FUND		00 DIVISION							
14.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted	Amount / Original Currency

Date	Date			Code		Image	Submitted ‡	Original Currency
01/27/2021	01/29/2021	No	Spi Imperial Irrigati 800-303-7756,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	118.96 USD / 118.96
Description		UTILITIES						
FUND		00		DIVISION				
15.								
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
01/28/2021	01/29/2021	No	Coachella Valley Water DI 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	553.44 USD / 553.44
Description		UTILITIES						
FUND		00		DIVISION				

Total Charges: 2,862.53 USD

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

—End of Report—

Sunline Transit Agency Visa Credit Card Statement

Closing Date: 01/31/2021

Name on Card: Walter Watcher (Procurement Card)

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	01/08/21	01/11/21	DocuSign	License for DocuSign-Clerk of the Board		\$76.44
2	01/13/21	01/14/21	Amazon	Ignition keys for Div. 1 Forklift		\$23.68
Credits and Charges					\$0.00	\$100.12

Cardholder Summary

Cardholder Name:	WATCHER, WALTER	Start Date:	01/01/2021
Card Number:	xxxx-xxxx-xxxx	End Date:	01/31/2021
Status:	Open	Reminder Period:	02/02/2021 through 02/06/2021
Charges:	100.12 USD	Grace Period:	02/07/2021 through 02/08/2021
Out-of-pocket:	0.00 USD		
Total Amount:	100.12 USD		

Charges

1.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	01/08/2021	01/11/2021	No	DocuSign 866-219-4318,WA	5039903800 - OTHER SERVICES	Finance(FIN)	Yes	Yes	76.44 USD / 76.44
	Description		License for DocuSign - Clerk of the Board						
	FUND	00	DIVISION						
2.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	01/13/2021	01/14/2021	No	Amzn Mktp Us S327n72n3 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	Yes	Yes	23.68 USD / 23.68
	Description		Replacement Forklift keys						
	FUND	00	DIVISION						

Total Charges: 100.12 USD

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

---End of Report---

SunLine Transit Agency**CONSENT CALENDAR**

DATE: March 24, 2021

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Monthly Budget Variance Report for January 2021

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as fiscal year to date (FYTD) values. The budgetary figures are represented as a straight line budget. Accordingly, the current monthly budget values are calculated by taking 1/12th of the annual budget and the FYTD budget values for the month of January 2021 are equal to 7/12^{ths} of the yearly budget.

Year to Date Summary

- As of January 31, 2021, the Agency's FYTD **revenues** are \$365,655 or 17.66% below the FYTD budget due to free fares related to COVID-19.
- As of January 31, 2021, the Agency's FYTD **expenditures** are \$1,281,980 or 5.38% below the FYTD budget.

Monthly Spotlight

- Electricity expenses related to hydrogen and CNG production were over the straight line budget in the month of January due to unexpected hydrogen venting losses in the system. Preventive detection measures were implemented to ensure it does not occur again.
- Fringe benefit expenses for the month of January were over the straight line budget. This is primarily due to tax payments which are weighted towards the beginning of the calendar year. The year to date balance remains favorable.

Recommendation:

Receive and file.

SunLine Transit Agency
Budget Variance Report
January 2021

Description	FY21 Total Budget	Current Month			Fiscal Year-to-Date			
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	FY21 FYTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Revenues:								
Passenger Revenue	1,399,824	9,147	116,652	(107,505)	46,096	816,564	(770,468)	96.7%
Other Revenue	2,149,017	208,715	179,085	29,630	1,658,406	1,253,593	404,813	22.8%
Total Operating Revenue	3,548,841	217,862	295,737	(77,875)	1,704,503	2,070,157	(365,655)	52.0%
Operating Expenses:								
Operator & Mechanic Salaries & Wages	10,110,722	816,736	842,560	25,824	5,638,575	5,897,921	259,346	44.2%
Operator & Mechanic Overtime	1,237,377	54,400	103,115	48,715	303,532	721,803	418,271	75.5%
Administration Salaries & Wages	6,298,696	494,025	524,891	30,867	3,397,453	3,674,239	276,787	46.1%
Administration Overtime	82,132	5,728	6,844	1,116	33,063	47,910	14,847	59.7%
Fringe Benefits	9,880,136	937,659	823,345	(114,314)	5,694,178	5,763,413	69,235	42.4%
Communications	243,300	18,543	20,275	1,732	126,002	141,925	15,923	48.2%
Legal Services	425,000	22,236	35,417	13,181	121,098	247,917	126,818	71.5%
Computer/Network Software Agreement	634,653	33,759	52,888	19,129	287,345	370,214	82,870	54.7%
Uniforms	85,084	3,195	7,090	3,895	44,944	49,632	4,688	47.2%
Contracted Services	522,700	30,772	43,558	12,786	259,640	304,908	45,268	50.3%
Equipment Repairs	10,858	0	905	905	2,092	6,334	4,242	80.7%
Security Services	110,000	11,453	9,167	(2,286)	75,725	64,167	(11,559)	31.2%
Fuel - CNG	1,219,687	109,726	101,641	(8,085)	744,507	711,484	(33,023)	39.0%
Fuel - Hydrogen	1,033,088	120,787	86,091	(34,697)	592,888	602,635	9,747	42.6%
Tires	226,381	16,601	18,865	2,264	109,160	132,056	22,896	51.8%
Office Supplies	73,221	5,304	6,102	798	23,232	42,712	19,481	68.3%
Travel/Training	156,482	3,046	13,040	9,995	32,081	91,281	59,201	79.5%
Repair Parts	1,436,348	97,562	119,696	22,134	829,248	837,870	8,622	42.3%
Facility Maintenance	48,598	2,550	4,050	1,500	22,685	28,349	5,664	53.3%
Electricity - CNG & Hydrogen	921,000	130,958	76,750	(54,208)	659,086	537,250	(121,836)	28.4%
Natural Gas	1,095,000	90,647	91,250	603	633,196	638,750	5,554	42.2%
Water and Gas	7,900	1,018	658	(360)	5,291	4,608	(682)	33.0%
Insurance Losses	1,781,829	88,770	148,486	59,716	1,919,084	1,039,400	(879,684)	-7.7%
Insurance Premium - Property	24,737	2,754	2,061	(692)	19,277	14,430	(4,847)	22.1%
Repair Claims	40,000	661	3,333	2,672	13,883	23,333	9,451	65.3%
Fuel Taxes	134,400	5,756	11,200	5,444	50,093	78,400	28,307	62.7%
Other Expenses	4,936,976	398,957	411,415	12,458	2,241,459	2,879,903	638,444	54.6%
Self Consumed Fuel	(1,936,155)	(230,513)	(161,346)	69,167	(1,337,376)	(1,129,424)	207,952	30.9%
Total Operating Expenses (Before Depreciation)	40,840,150	3,273,089	3,403,346	130,257	22,541,440	23,823,421	1,281,980	44.8%
Operating Expenses in Excess of Operating Revenue		\$ (3,055,227)			\$ (20,836,938)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	6,228,744	510,313	519,062	8,749	3,480,381	3,633,434	153,053	44.1%
State - LTF, LCTOP	11,337,000	928,825	944,750	15,925	6,334,676	6,613,250	278,574	44.1%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	6,162,705	504,902	513,559	8,657	3,443,481	3,594,911	151,431	44.1%
CARES Act 5307, 5311, 5311(f)	13,562,860	1,111,187	1,130,238	19,051	7,578,400	7,911,668	333,268	44.1%
Total Subsidies	37,291,309	3,055,227	3,107,609	52,382	20,836,938	21,753,264	916,326	44.1%
Net Operating Gain (Loss) After Subsidies	\$ -	\$	Page 19 of 60		\$ -			

SunLine Transit Agency
Budget Variance Report
January 2021

Description	FY21 Total Budget	Current Month			Fiscal Year-to-Date			
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	FY21 FYTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Expenses:								
Wages & Benefits	27,609,063	2,308,547	2,300,755	(7,792)	15,066,801	16,105,287	1,038,486	45.4%
Services	3,925,788	350,343	327,149	(23,194)	1,877,470	2,290,043	412,573	52.2%
Fuels & Lubricants	2,438,579	236,849	203,215	(33,634)	1,400,822	1,422,504	21,683	42.6%
Tires	226,381	16,601	18,865	2,264	109,160	132,056	22,896	51.8%
Materials and Supplies	1,912,844	129,979	159,404	29,425	1,063,957	1,115,826	51,868	44.4%
Utilities	2,310,240	244,608	192,520	(52,088)	1,461,598	1,347,640	(113,958)	36.7%
Casualty & Liability	2,880,550	177,522	240,046	62,523	2,554,754	1,680,321	(874,434)	11.3%
Taxes and Fees	134,400	5,756	11,200	5,444	50,093	78,400	28,307	62.7%
Miscellaneous Expenses	1,338,460	33,397	111,538	78,141	294,160	780,768	486,608	78.0%
Self Consumed Fuel	(1,936,155)	(230,513)	(161,346)	69,167	(1,337,376)	(1,129,424)	207,952	30.9%
Total Operating Expenses (Before Depreciation)	40,840,150	3,273,089	3,403,346	130,257	22,541,440	23,823,421	1,281,980	44.8%
Revenues:								
Passenger Revenue	1,399,824	9,147	116,652	(107,505)	46,096	816,564	(770,468)	96.7%
Other Revenue	2,149,017	208,715	179,085	29,630	1,658,406	1,253,593	404,813	22.8%
Total Operating Revenue	3,548,841	217,862	295,737	(77,875)	1,704,503	2,070,157	(365,655)	52.0%
Net Operating Gain (Loss)		\$ (3,055,227)			\$ (20,836,938)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	6,228,744	510,313	519,062	8,749	3,480,381	3,633,434	153,053	44.1%
State - LTF, LCTOP	11,337,000	928,825	944,750	15,925	6,334,676	6,613,250	278,574	44.1%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	6,162,705	504,902	513,559	8,657	3,443,481	3,594,911	151,431	44.1%
CARES Act 5307, 5311, 5311(f)	13,562,860	1,111,187	1,130,238	19,051	7,578,400	7,911,668	(333,268)	44.1%
Total Subsidies	37,291,309	3,055,227	3,107,609	52,382	20,836,938	21,753,264	916,326	44.1%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

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 January, ridership was at 48.40% below FY20 FYTD totals.
- Total system ridership was 997,736 trips below FY20 FYTD amounts.

Ridership

	FY20-January	FY21-January	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
January FY20	101,939				
January FY21	82,347	(19,592)	3,067	-19.22%	3.87%
December FY21	79,280				
FYTD January FY20	775,308				
FYTD January FY21	647,006	(128,302)		-16.55%	

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 - Favorable

- The favorable balance is primarily attributed to lower FYTD expenses related to fixed route repairs.

Facility Maintenance - Favorable

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

Electricity - CNG & Hydrogen - Unfavorable

- The unfavorable balance in electricity expenditures is primarily attributed to increased costs associated with hydrogen production.

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
January FY20	34,383				
January FY21	15,371	(19,012)	(2,604)	-55.29%	-14.49%
December FY21	17,975				
FYTD January FY20	146,967				
FYTD January FY21	145,765	(1,202)		-0.82%	

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
January FY20	\$ 77,955				
January FY21	\$ 49,504	\$ (28,452)	\$ -	-36.50%	0.00%
December FY21	\$ 49,504				
FYTD January FY20	\$ 302,016				
FYTD January 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: March 24, 2021 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

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

Summary:

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

- For the month of February 2021, there were two (2) agreements executed between \$25,000 and \$100,000.
- Contracts executed:

VENDOR	PURPOSE	AMOUNT
Promeli Videoworks	Video Production Services	\$26,000.00
Desert Urgent Care	Physician Services	\$25,000.00

Recommendation:

Receive and file.

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

February 2021

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Promeli Videoworks	Video Production Services	Video production services for the Agency.	FY21 Budget FY22 Budget FY23 Budget FY24 Budget	\$ 26,000.00	\$ 26,000.00	Executed Agreement
Desert Urgent Care	Physician Services	Physician services for the Agency.	FY21 Budget FY22 Budget	\$ 25,000.00	\$ 25,000.00	Executed Agreement

SunLine Transit Agency
CONSENT CALENDAR

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

TO: Finance/Audit Committee
Board of Directors

RE: Union & Non-Union Pension Investment Asset Summary January 2021

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

Union

	Actual	Range
Equities	62.36%	35 – 75%
Fixed Income	37.08%	25 – 64%
Cash & Equivalent	0.56%	0 – 10%

Non-Union

	Actual	Range
Equities	62.35%	35 – 75%
Fixed Income	37.07%	25 – 64%
Cash & Equivalent	0.58%	0 – 10%

For the month of January, the market value of assets decreased by \$110,034 and \$120,386 or 0.30% and 0.33% for the union and non-union plans, respectively.

Month-to-Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
December 2020	\$36,393,416	\$36,572,923
January 2021	\$36,283,382	\$36,452,537
Increase (Decrease)	(\$110,034)	(\$120,386)

New union and non-union pension investment policies were approved at the February 2021 board meeting. The targets from the previous investment policy statements will be utilized for January and February 2021 reports.

Recommendation:

Receive and file.

00268401
 20- -01-B -61 -035-01
 100 -13-03482-01

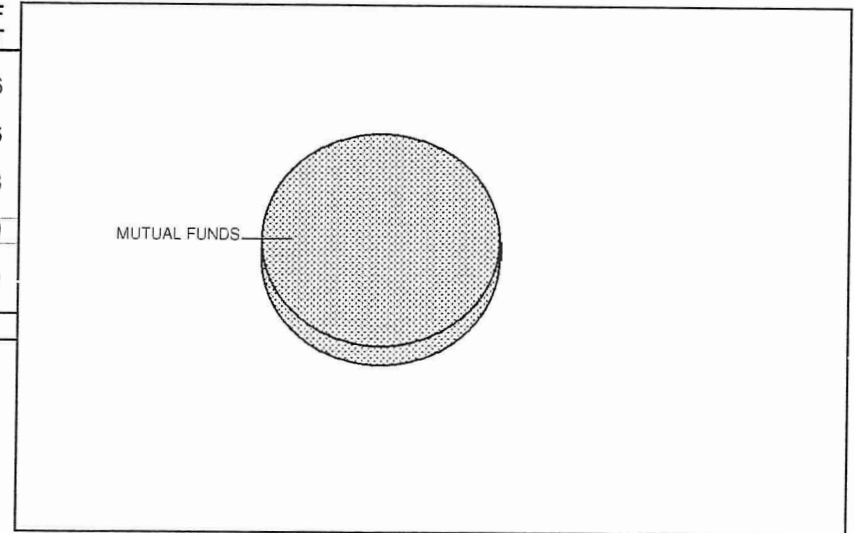


SUNLINE TRANSIT AGENCY - UNION
 ACCOUNT 6746032000

Page 7 of 26
 Period from January 1, 2021 to January 31, 2021

ASSET SUMMARY

ASSETS	01/31/2021 MARKET	01/31/2021 BOOK VALUE	% OF MARKET
Cash And Equivalents	202,182.55	202,182.55	0.56
Mutual Funds-Equity	22,626,701.04	17,041,678.25	62.36
Mutual Funds-Fixed Income	13,454,492.15	13,086,177.24	37.08
Total Assets	36,283,375.74	30,330,038.04	100.00
Accrued Income	6.29	6.29	0.00
Grand Total	36,283,382.03	30,330,044.33	100.00
Estimated Annual Income	695,520.16		

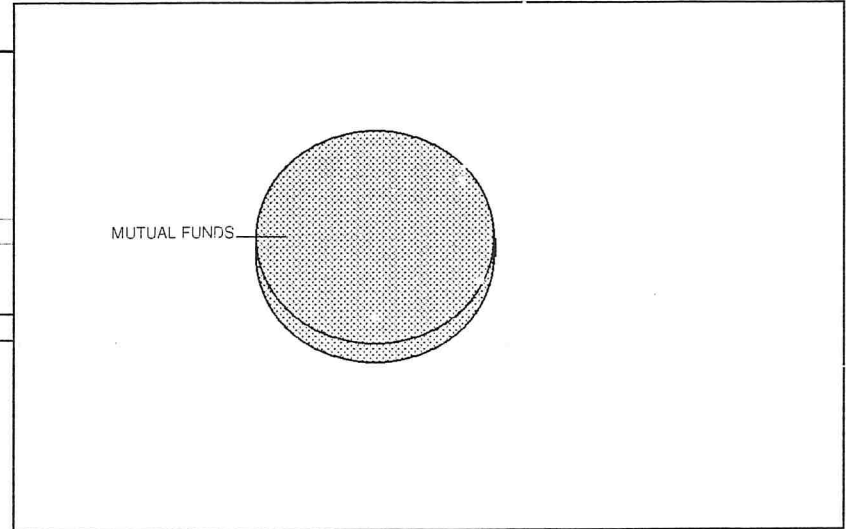


ASSET SUMMARY MESSAGES

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	01/31/2021 MARKET	01/31/2021 BOOK VALUE	% OF MARKET
Cash And Equivalents	210,533.23	210,533.23	0.58
Mutual Funds-Equity	22,729,506.77	17,124,262.96	62.35
Mutual Funds-Fixed Income	13,512,491.29	13,144,166.40	37.07
Total Assets	36,452,531.29	30,478,962.59	100.00
Accrued Income	5.81	5.81	0.00
Grand Total	36,452,537.10	30,478,968.40	100.00
Estimated Annual Income	698,443.94		



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: March 24, 2021

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Ridership Report for February 2021

Summary:

	Monthly Ridership		Monthly Variance	
	Feb-20	Feb-21	Net	Percent
Fixed Route	352,935	157,101	-195,834	-55.5%
SolVan	1,314	1,267	-47	-3.6%
SunRide	0	56	56	100.0%
SunDial	11,972	5,741	-6,231	-52.0%
Total	366,221	164,165	-202,056	-55.2%

SunRide is a microtransit service that launched on January 4, 2021, and is available in four (4) Coachella Valley zones. In February 2021, the adverse effects of COVID-19 on SunLine's system-wide ridership caused a decrease of 202,056 rides or -55.2% compared to the same month of the previous year.

Consequently, the fiscal year to date system ridership decreased by 1,416,373 rides or -50.7% 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. The chart's baseline is now January 2019, and this change will allow a comparison between three (3) years.

February 2021 Fiscal Year To Date Ridership	
Fiscal Year 2020	2,795,532
Fiscal Year 2021	1,379,159
Ridership Decrease	(1,416,373)

Recommendation:

Receive and file.

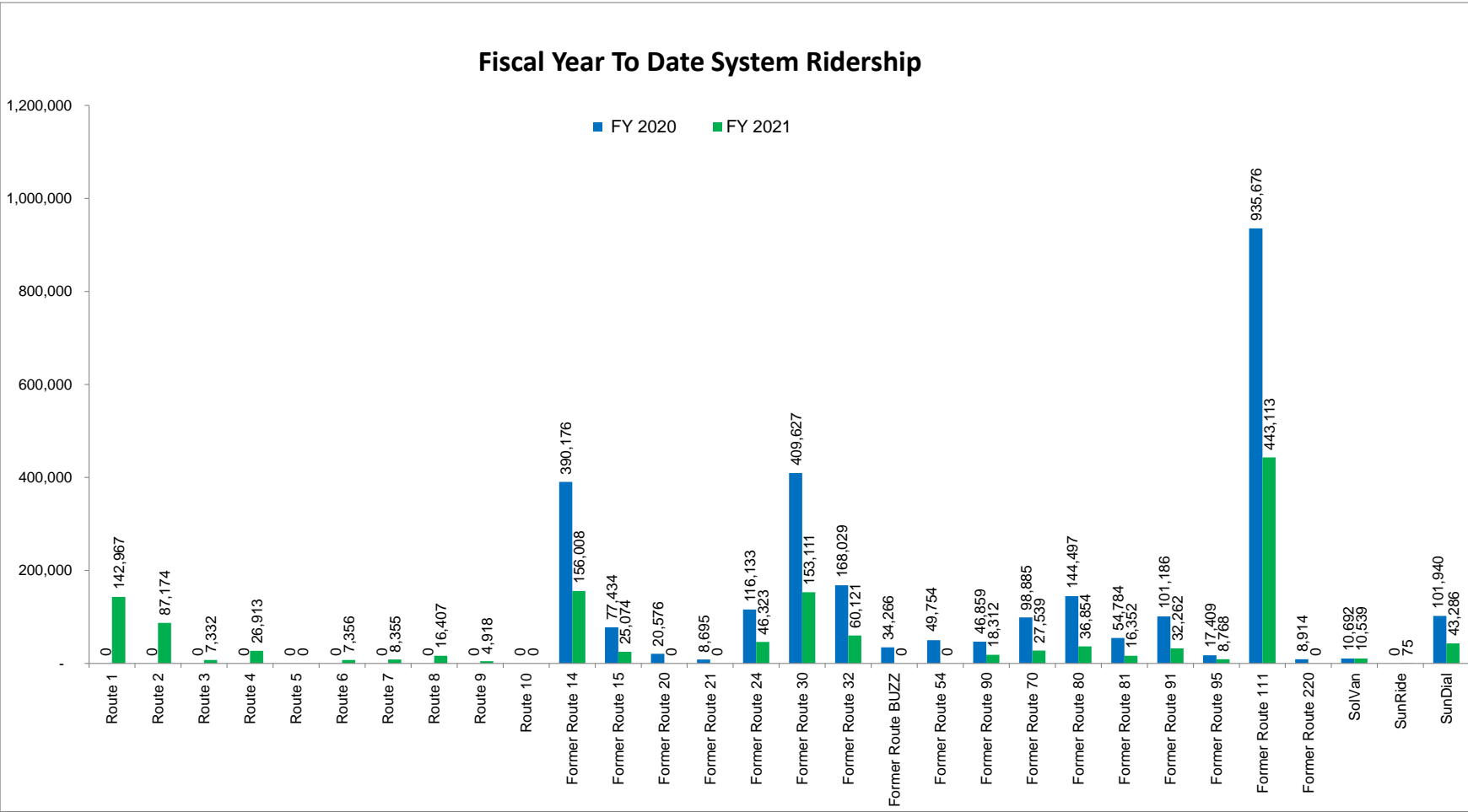


**SunLine Transit Agency
Monthly Ridership Report
February 2021**

Fixed Route	Description	Feb 2021	Feb 2020	FY 2021	FY 2020	Monthly KPI					
				YTD	YTD	Passengers/ Rev. Hours	Passengers/ Rev. Miles	Bikes		Wheelchairs	
								Monthly	FYTD	Monthly	FYTD
Route 1	Coachella - Hwy 111 - Palm Springs	74,506	-	142,967	-	11.6	0.7	3,690	6,985	1,099	2,150
Route 2	Desert Hot Springs - Palm Springs - Cathedral City	45,105	-	87,174	-	14.7	1.0	2,191	4,151	847	1,617
Route 3	Desert Hot Springs - Desert Edge	3,857	-	7,332	-	9.2	0.6	60	107	76	135
Route 4	Westfield Palm Desert - Palm Springs	13,664	-	26,913	-	7.7	0.5	706	1,350	152	274
Route 5	Desert Hot Springs - CSUSB - Palm Desert	-	-	-	-	-	-	-	-	-	-
Route 6	Coachella - Fred Waring - Westfield Palm Desert	3,998	-	7,356	-	3.1	0.3	208	349	51	118
Route 7	Bermuda Dunes - Indian Wells - La Quinta	4,462	-	8,355	-	9.1	0.7	445	794	74	122
Route 8	North Indio - Coachella - Thermal/Mecca	9,033	-	16,407	-	5.8	0.4	336	576	107	232
Route 9	North Shore - Mecca - Oasis	2,476	-	4,918	-	2.7	0.1	75	123	65	132
Route 10	Indio - CSUSB - San Bernardino - Metrolink	-	-	-	-	-	-	-	-	-	-
Former Route 14	DHS/PS	-	49,581	156,008	390,176	-	-	-	6,507	-	2,562
Former Route 15	DHS	-	10,175	25,074	77,434	-	-	-	462	-	660
Former Route 20	DHS/PD	-	2,904	-	20,576	-	-	-	-	-	-
Former Route 21	PD	-	1,195	-	8,695	-	-	-	-	-	-
Former Route 24	PS	-	14,670	46,323	116,133	-	-	-	2,103	-	1,203
Former Route 30	CC/PS	-	51,574	153,111	409,627	-	-	-	7,374	-	2,880
Former Route 32	PD/RM/TP/CC/PS	-	22,450	60,121	168,029	-	-	-	3,279	-	872
Former Route BUZZ	PS/BUZZ	-	6,595	-	34,266	-	-	-	-	-	-
Former Route 54	Indio/LQ/IW/PD	-	6,919	-	49,754	-	-	-	-	-	-
Former Route 90	LQ/BD	-	5,416	18,312	46,859	-	-	-	511	-	252
Former Route 70	Indio	-	14,080	27,539	98,885	-	-	-	2,055	-	373
Former Route 80	Indio	-	18,756	36,854	144,497	-	-	-	1,480	-	434
Former Route 81	Coachella/Indio	-	6,678	16,352	54,784	-	-	-	667	-	139
Former Route 91	I/Cch/Th/Mec/Oas	-	14,780	32,262	101,186	-	-	-	1,141	-	353
Former Route 95	I/Cch/Th/Mec/NS	-	2,193	8,768	17,409	-	-	-	226	-	42
Former Route 111	PS to Indio	-	123,807	443,113	935,676	-	-	-	23,943	-	6,380
Former Route 220	PD to Riverside	-	1,162	-	8,914	-	-	-	-	-	-
	Fixed Route Total	157,101	352,935	1,325,259	2,682,900	9.87	0.64	7,711	64,183	2,471	16,150
SolVan		1,267	1,314	10,539	10,692						
SunRide		56		75	-						
SunDial		5,741	11,972	43,286	101,940	1.26	0.10				
	System Total	164,165	366,221	1,379,159	2,795,532	5.27	0.34				
		Feb-21	Feb-20								
	Weekdays:	20	20								
	Saturdays:	4	4								
	Sundays:	4	4								
	Total Days:	28	28								

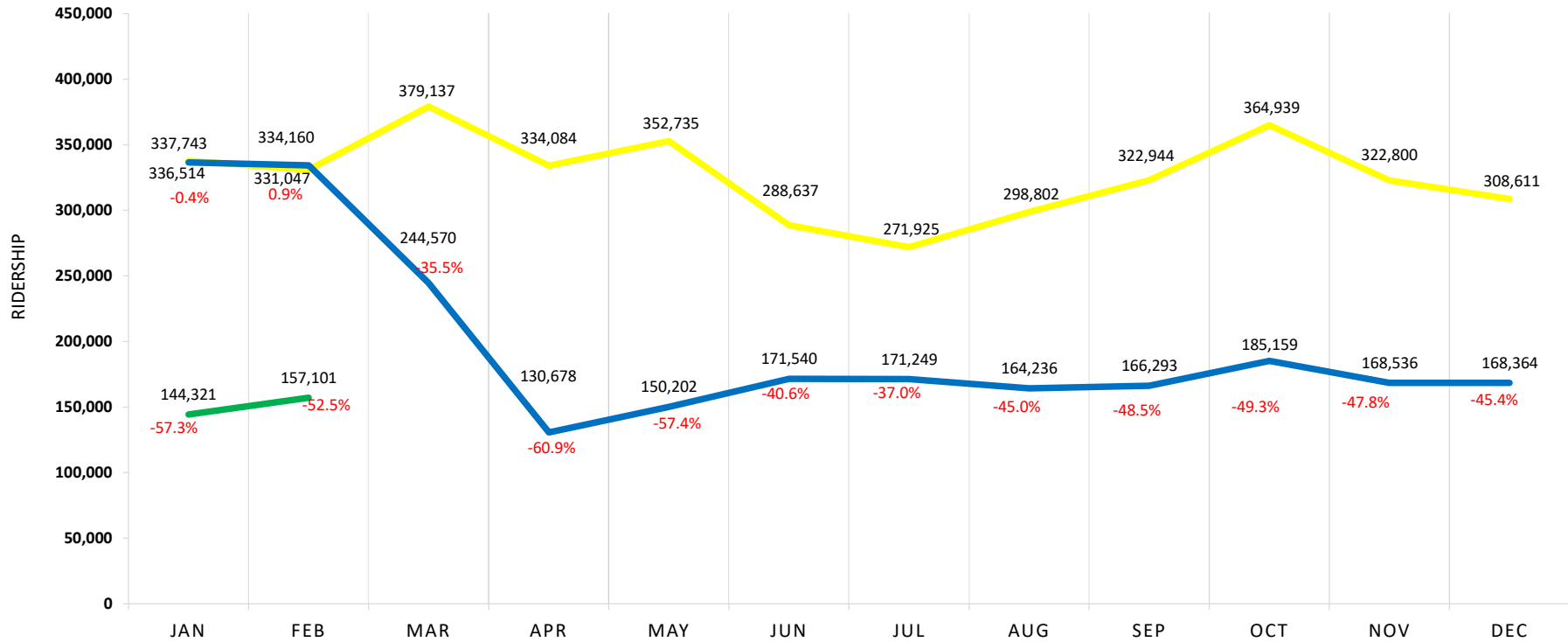
On Wednesday, March 18th, 2020, SunLine implemented fare-free rides and rear door boardings in response to the potential spread of Coronavirus Disease (COVID-19). Due to this implementation, there is no data available for the Haul Pass Program or Mobile Ticketing for February 2021.

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



Fixed Route Ridership COVID-19 Impact

— 2019
 — 2020
 — 2021
 %VAR. 2019 Vs 2020
 %VAR. 2019 Vs 2021



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.

Variations are in red close to their corresponding ridership number. 2020 and 2021 are referring to the baseline of 2019.

Ridership:

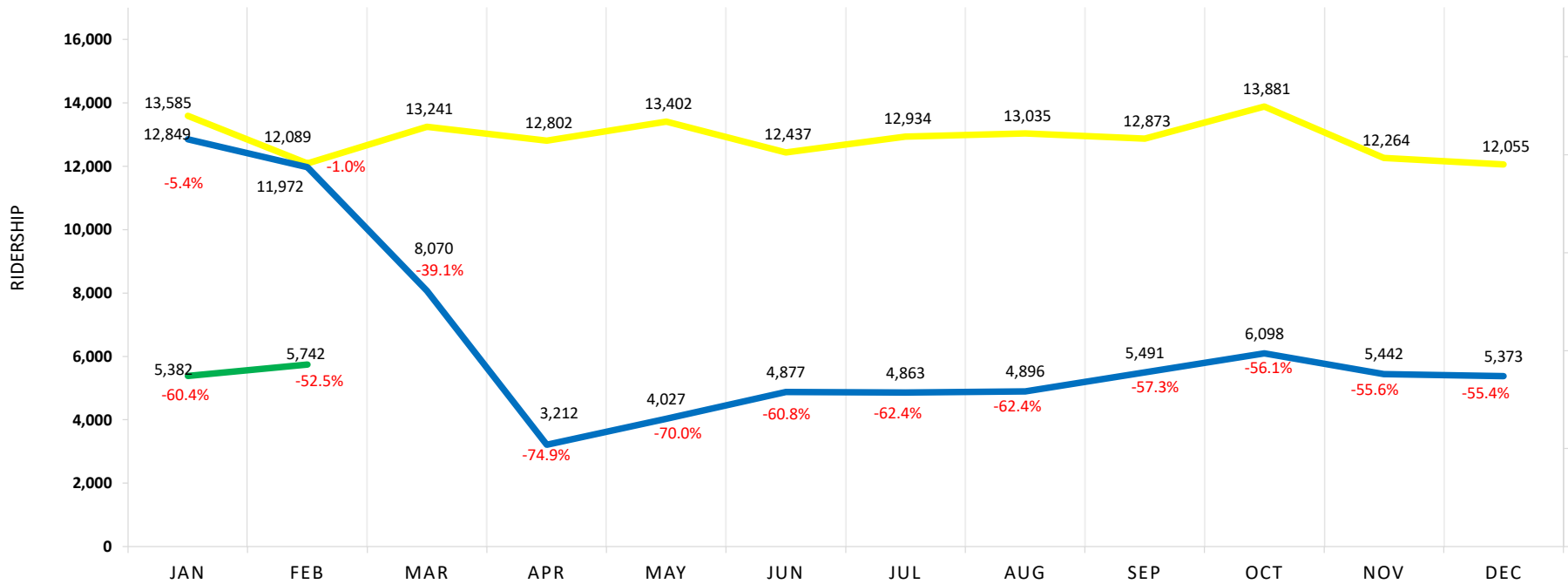
FY 2019 Actual = 4,039,450

FY 2020 Actual = 3,379,520

FY 2021 SRTP Predicted = 3,761,953

Paratransit Ridership COVID-19 Impact

— 2019
 — 2020
 — 2021
 %VAR. 2019 Vs 2020
 %VAR. 2019 Vs 2021



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. **Variations are in red close to their corresponding ridership number. 2020 and 2021 are referring to the baseline of 2019.**

SunLine Transit Agency
CONSENT CALENDAR

DATE: March 24, 2021

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: SunDial Operational Notes for February 2021

Summary:

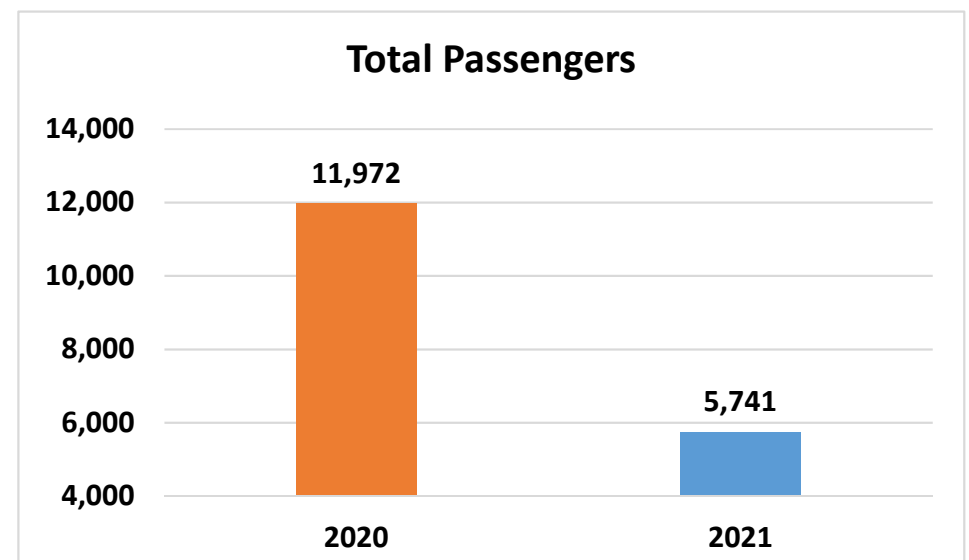
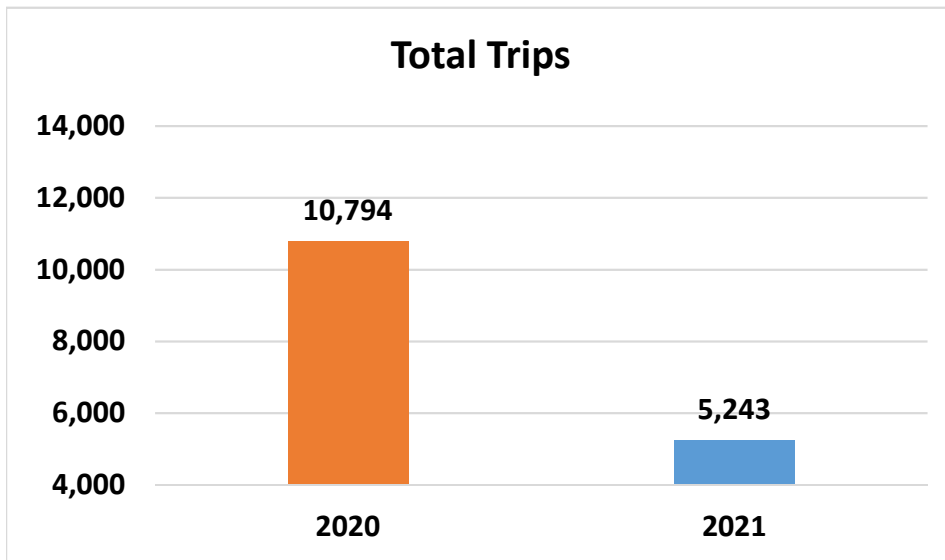
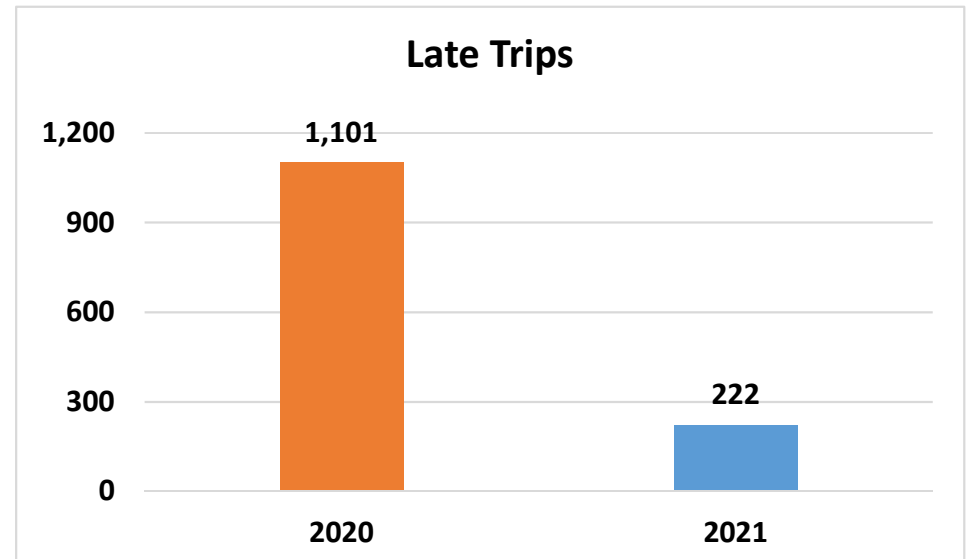
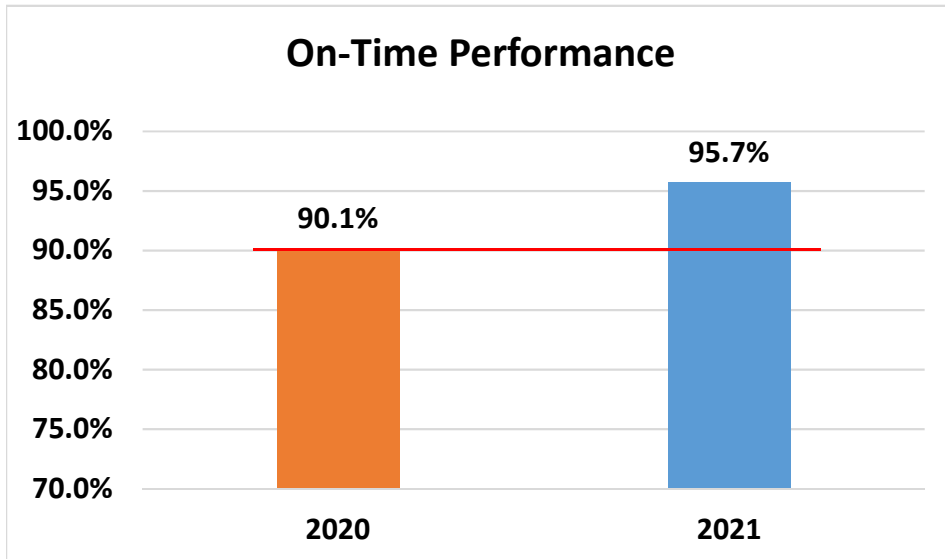
The attached report summarizes SunDial's operation for February 2021. This report identifies that the on-time performance for February exceeded the Agency's internal 90% goal by 5.6%. There was a 79.8% decrease in late trips compared to February 2020, as well as a 51.4% decrease in total trips and a 52% decrease in total passengers. The total miles decreased by 21.9% for the month and mobility device boardings decreased by 52.4%. Field supervisors are utilizing Centers for Disease Control and Prevention (CDC) guidelines for social distancing and continue performing onboard inspections and safety evaluations, which includes pre-trips, yard checks and trailing evaluations.

Recommendation:

Receive and file.

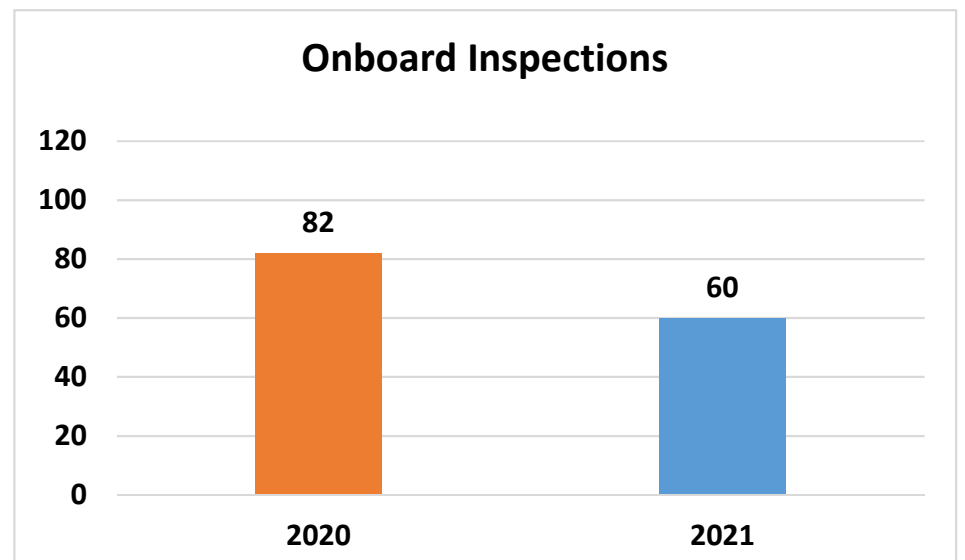
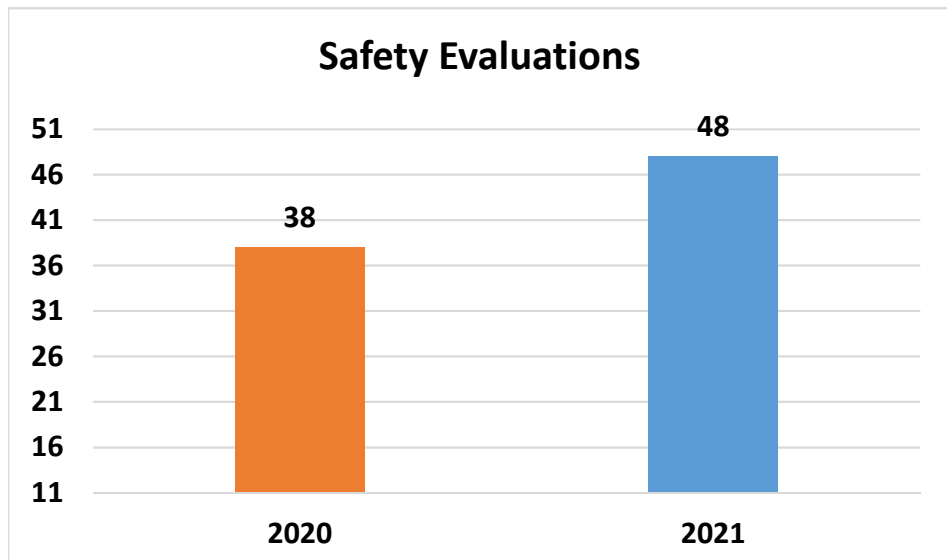
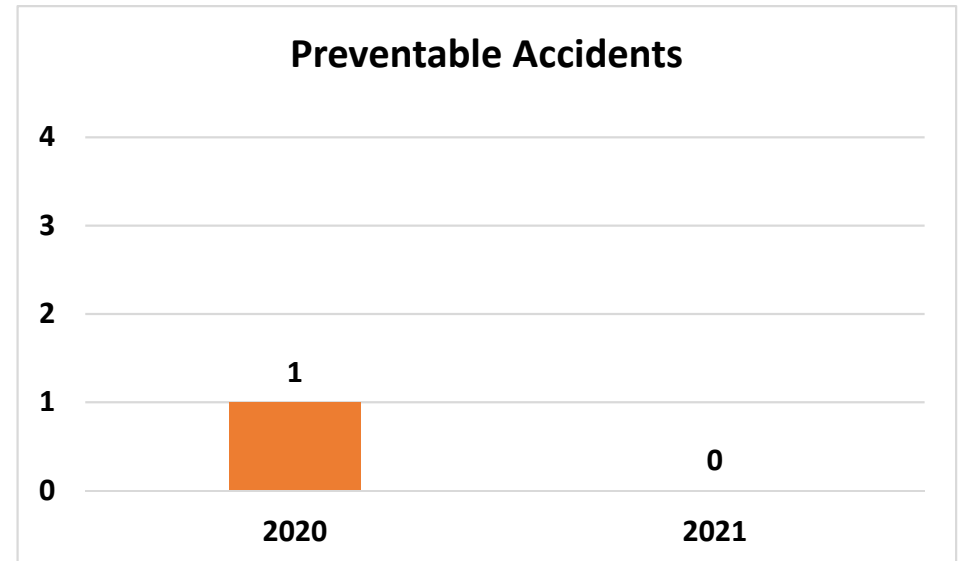
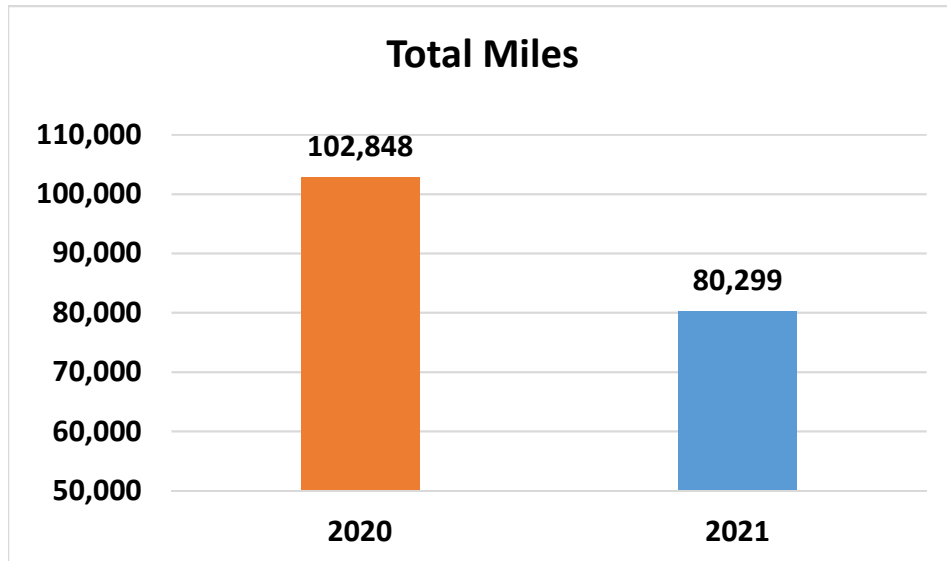
SunDial Operational Charts

FEBRUARY 2020 vs. 2021



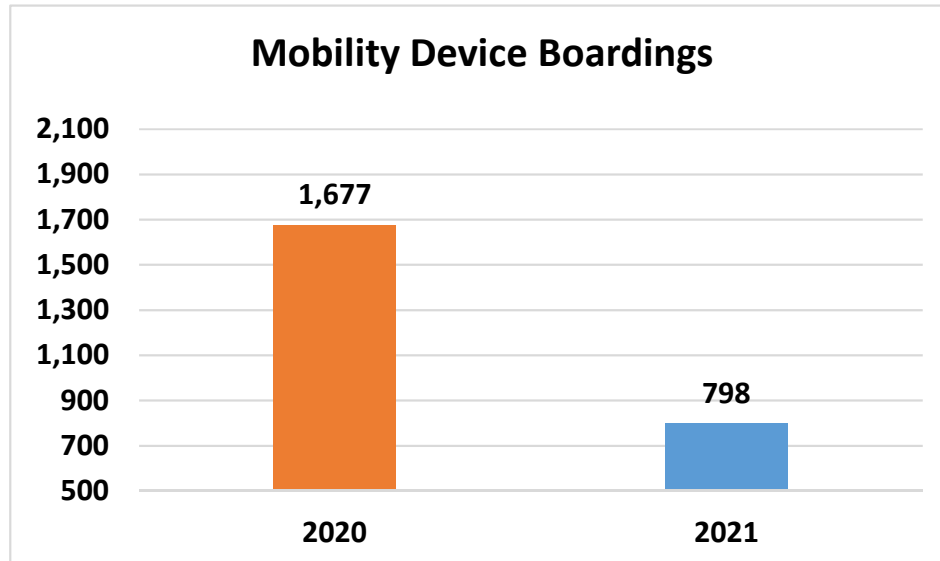
SunDial Operational Charts

FEBRUARY 2020 vs. 2021



SunDial Operational Charts

FEBRUARY 2020 vs. 2021



SunLine Transit Agency
CONSENT CALENDAR

DATE: March 24, 2021

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Metrics for February 2021

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.

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.

Some of the items staff is addressing from the data:

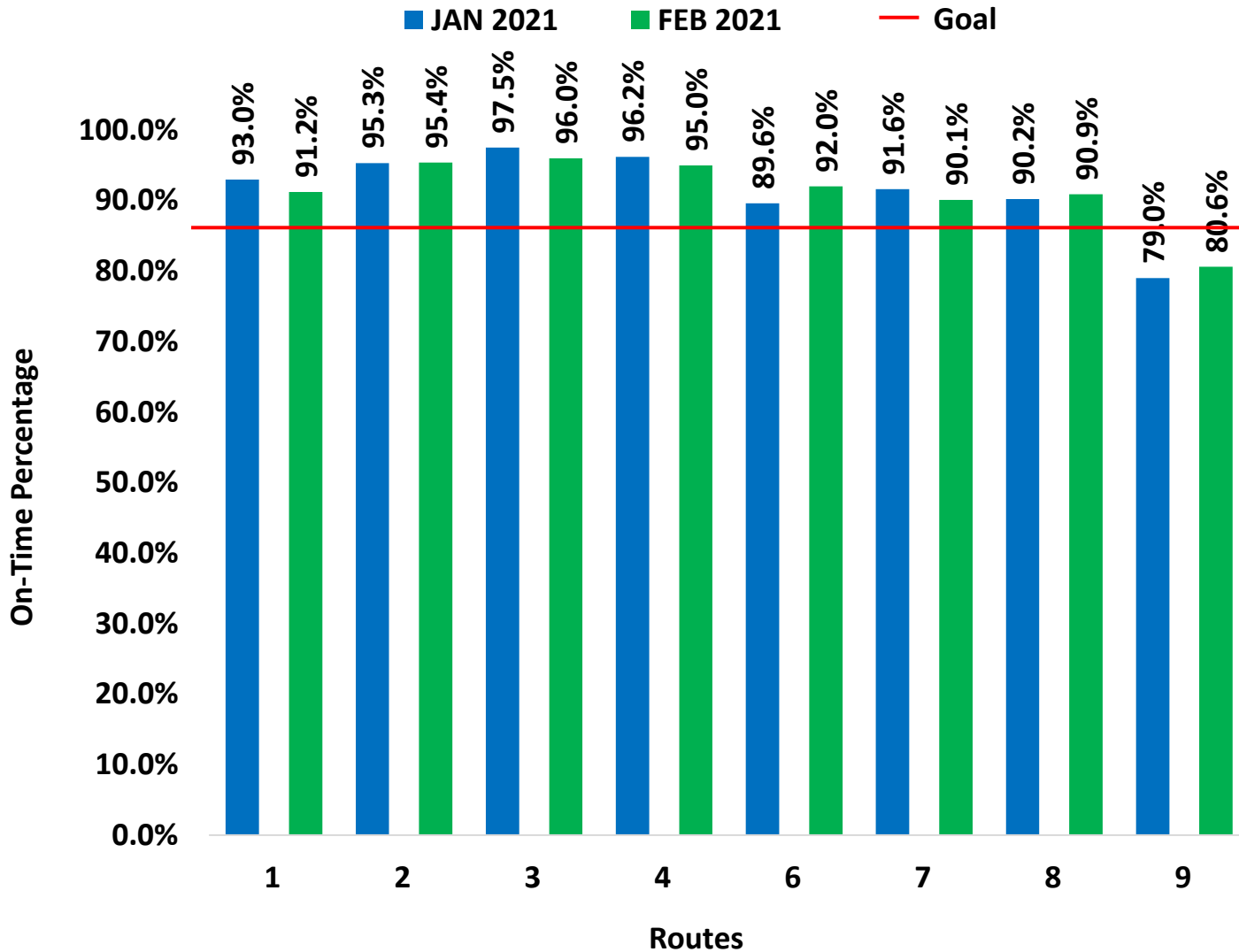
- Route 9 on-time performance has been closely monitored since the start of Refueled. The combination of ongoing construction in Mecca, operator's learning the new routes and new time point timing has affected our on-time performance. An upcoming micro adjustment in departure time for the Route 9 is planned for our May service change to help address this.
- Route 6 has been impacted by on-going construction along Fred Waring affecting the time point at Fred Waring & Washington. This has also caused periodic stop closures. Construction is expected to be complete in the area by late March.

Recommendation:

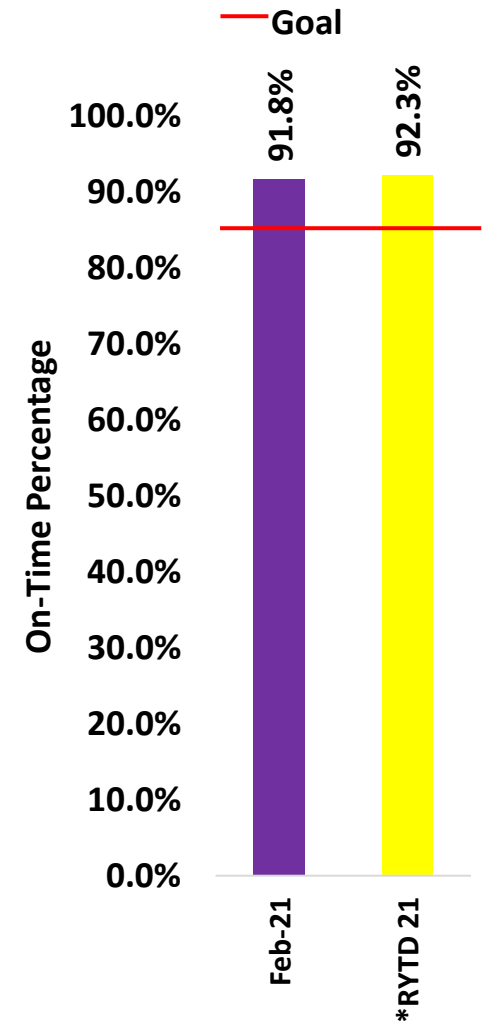
Receive and file.

On-Time Performance Percent by Route

February 2021



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%.

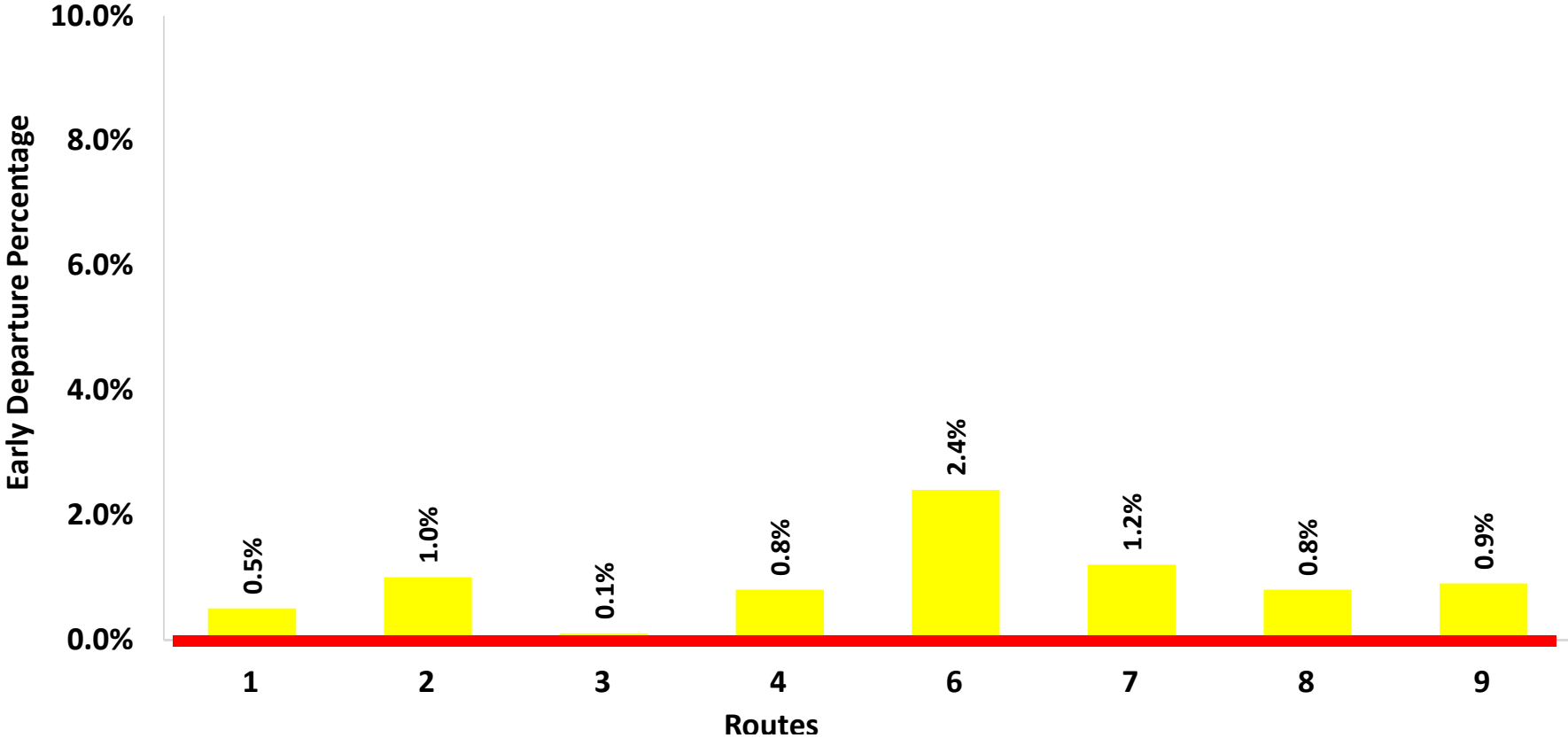
Exceptions: Detours, train stuck on tracks, passenger problems, information technology system issues.

*Refueled Year reporting began January 3, 2021, with the rollout of the new route structure.

Early Departures by Route RYTD

February 2021

*RY21 Goal



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

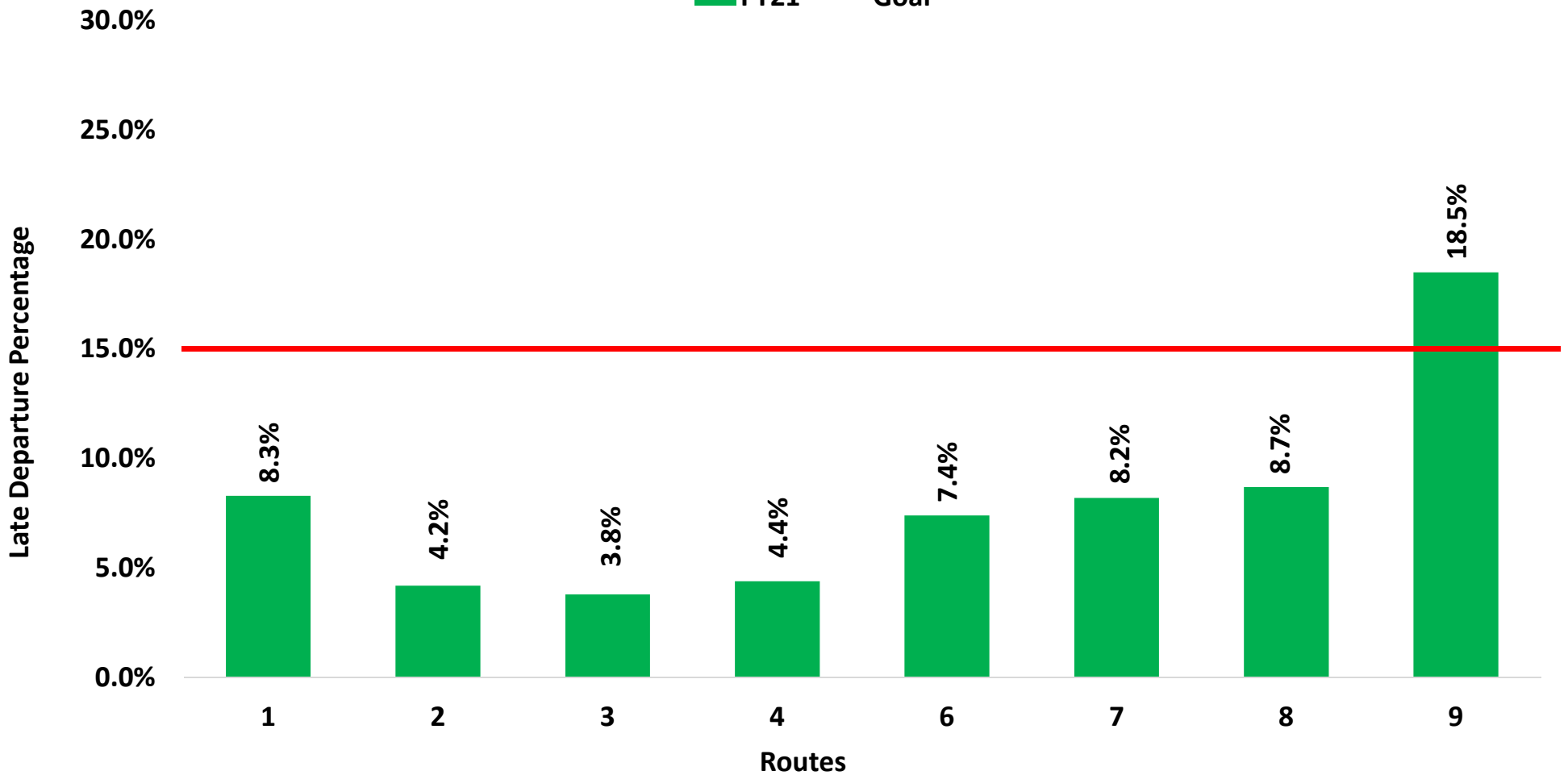
Goal: To reduce early departures to 0% for each route.

*Refueled Year reporting began January 3, 2021, with the rollout of the new route structure.

Late Departure Percent by Route

February 2021

FY21 Goal

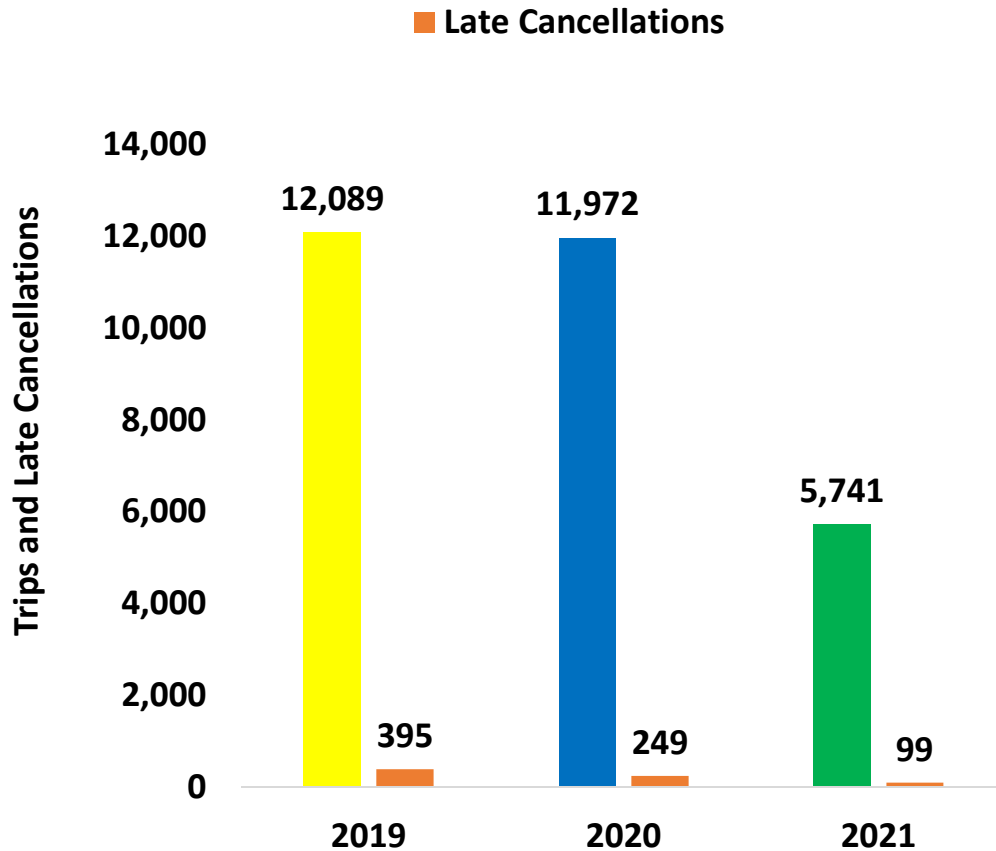


Late Definition: When a bus leaves a time point after the scheduled departure time.

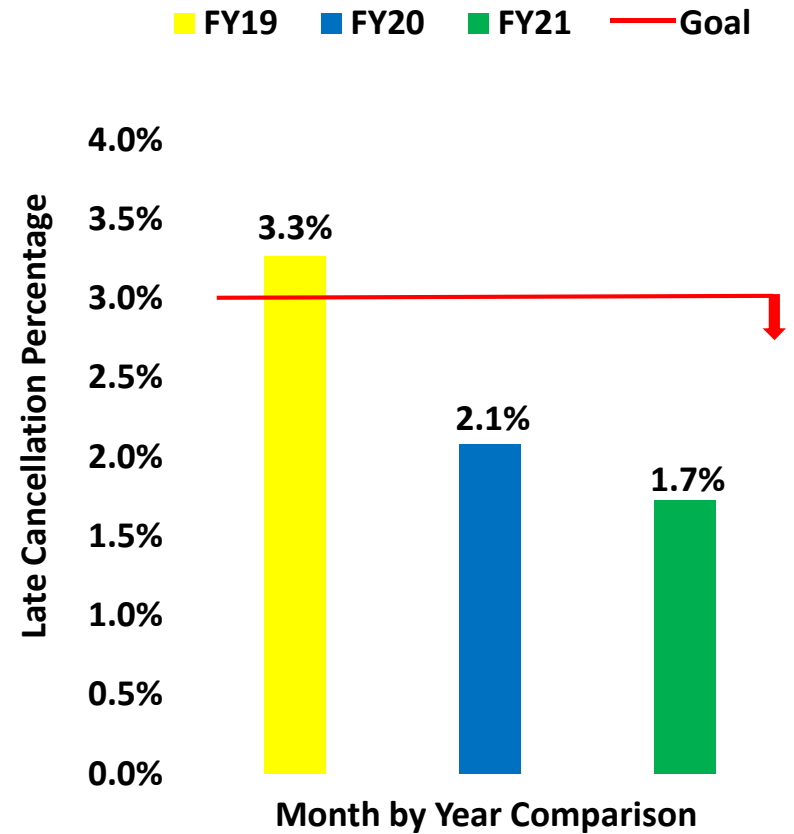
The route is running late with a departure greater than 5 minutes.

Goal: To reduce late departures to 15%.

Total Trips vs. Late Cancellations February



Late Cancellation Percentage



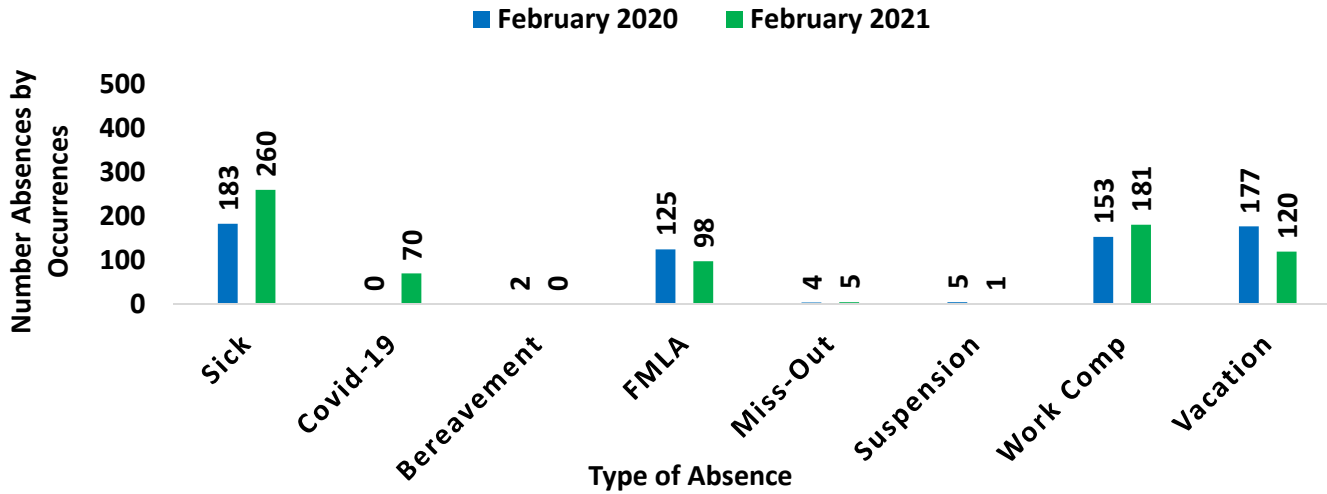
Trip: A one-way ride booked by the client. A round trip is counted as two (2) trips.

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

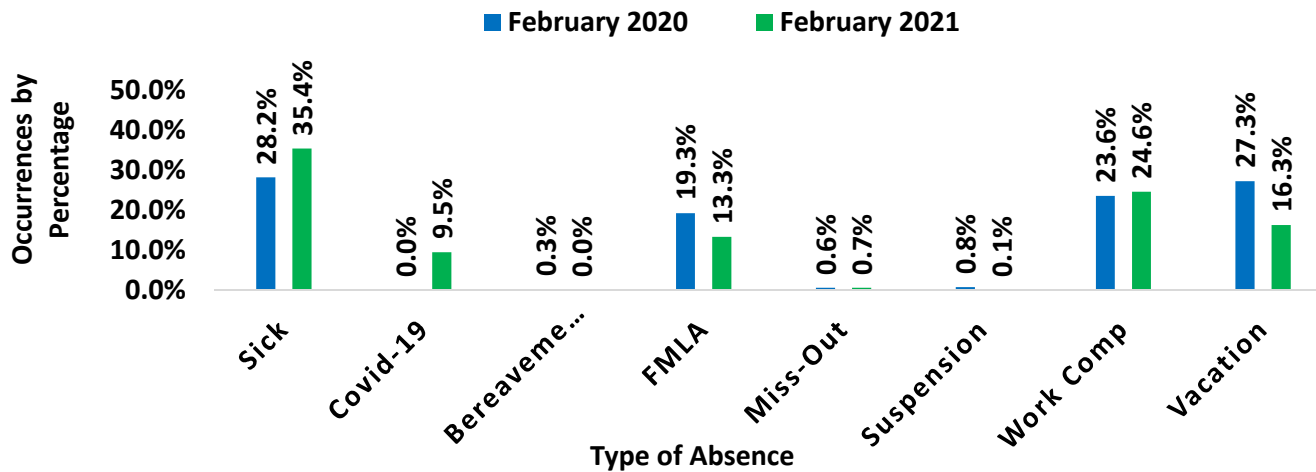
Goal for Late Cancellations: 3% or below.

Total Trips: Total one way trips completed.

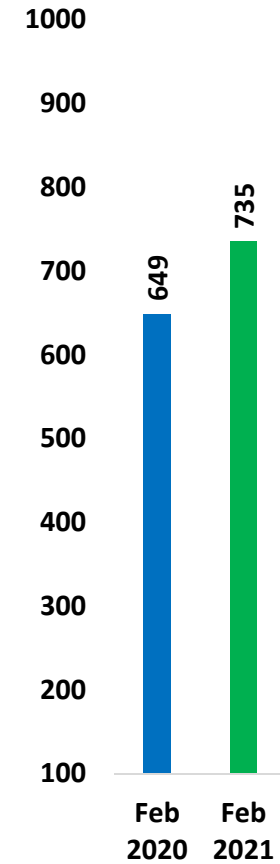
Driver Absence Occurrences



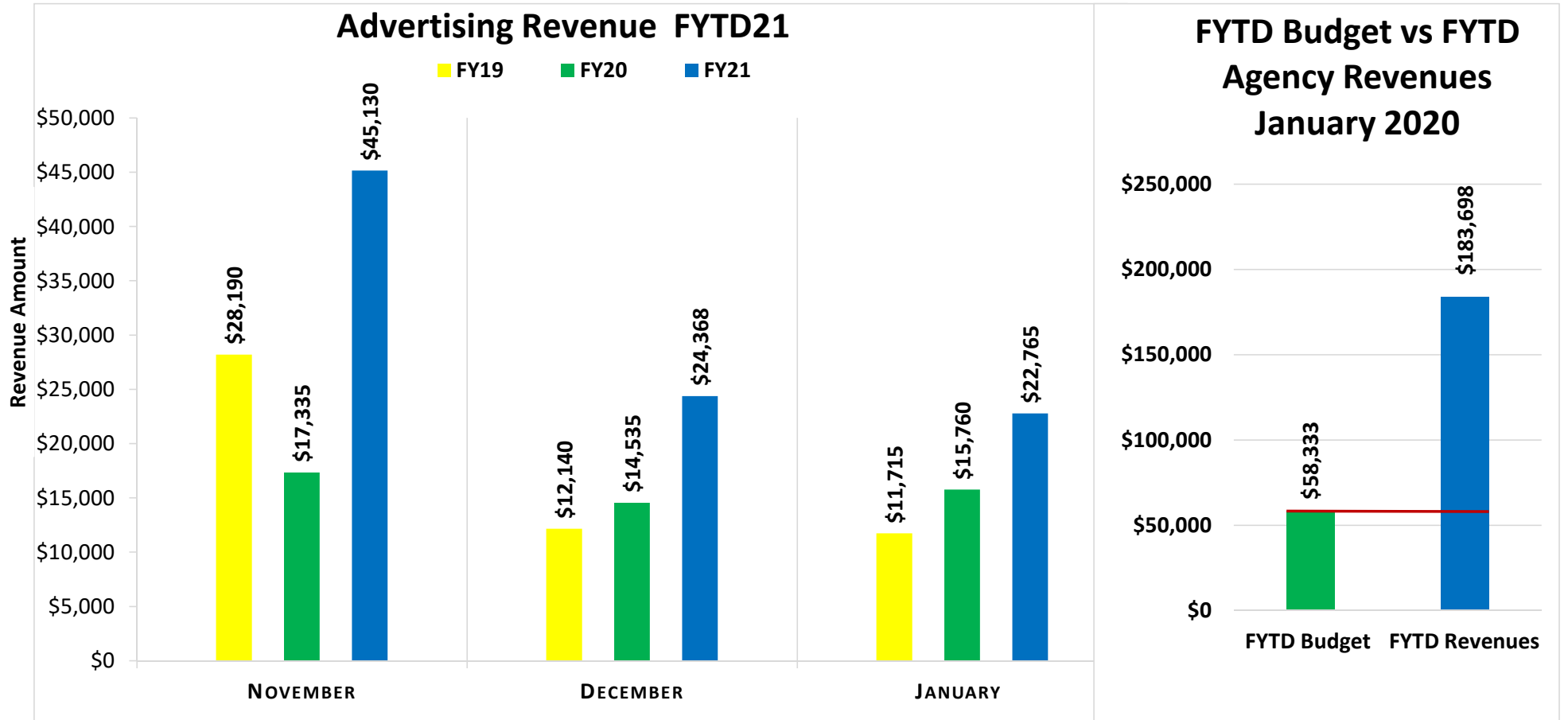
Driver Absence Occurrences by Percentage



Total Absence Occurrences

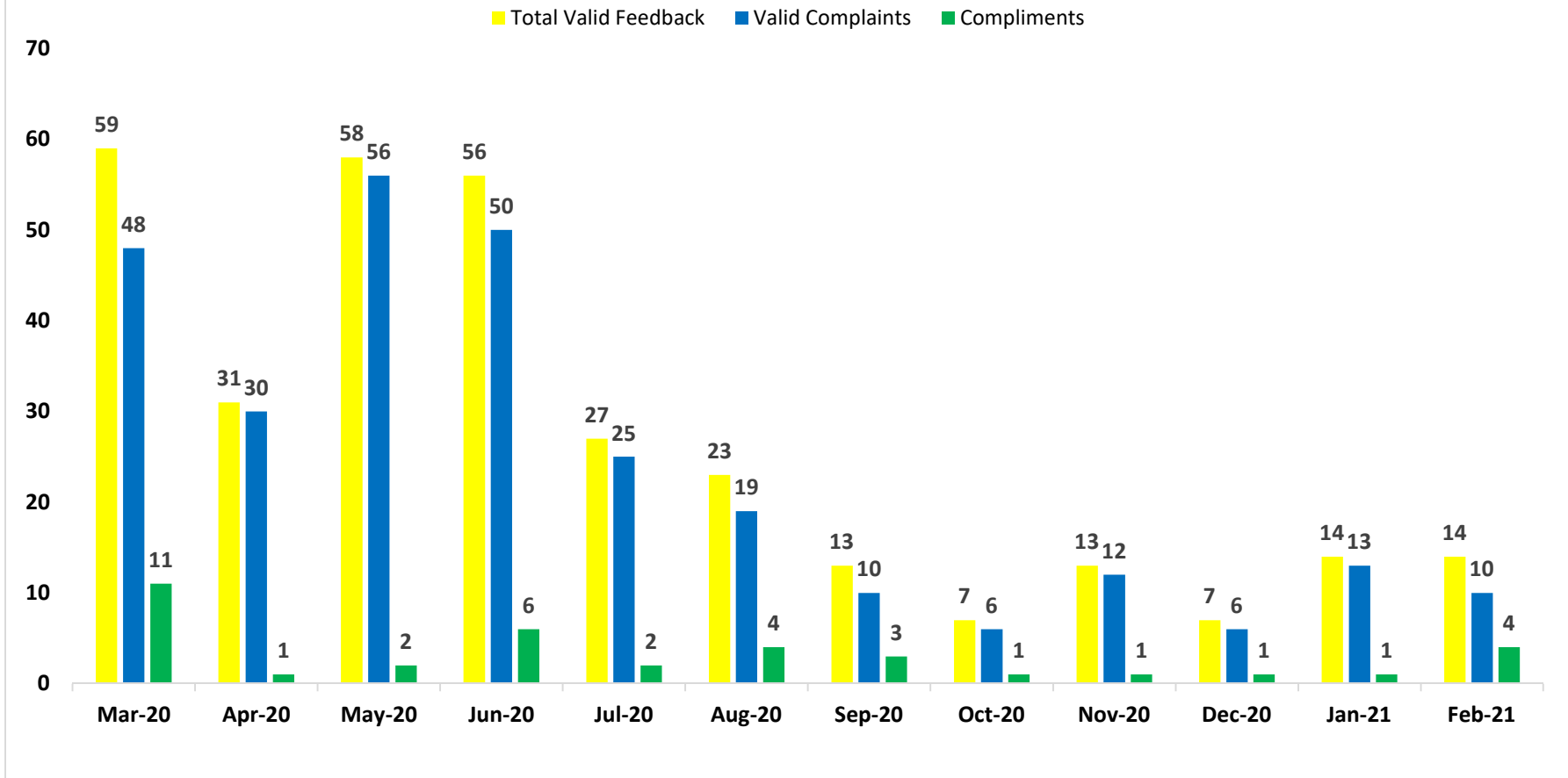


Goal: Reduce by 2% from previous year by enforcing attendance policy regularly and monitor trending. Absences include unplanned/unscheduled absences for Fixed Route drivers.



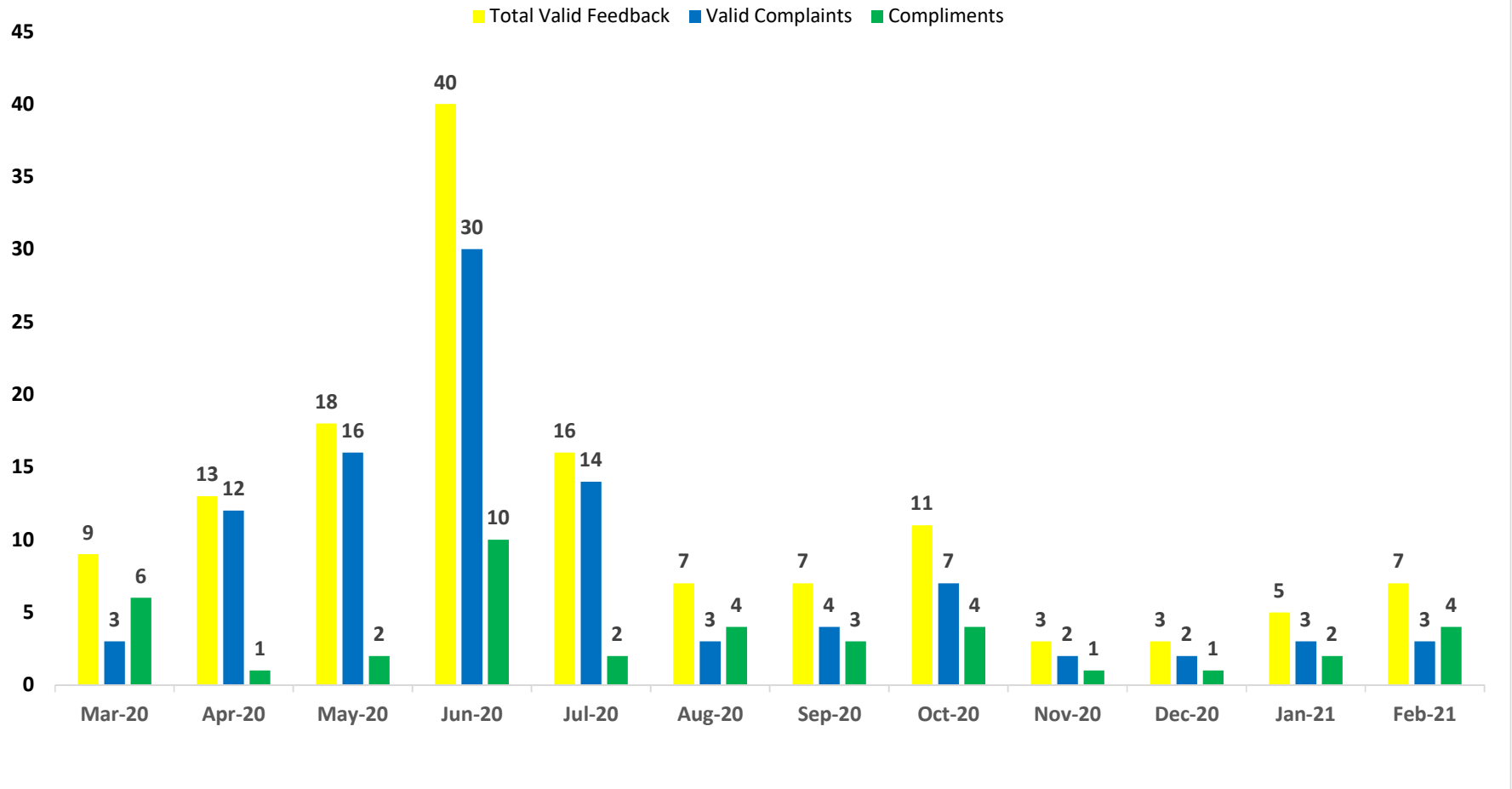
Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. This section of the chart compares the FYTD21 against FYTD19 and FYTD20 totals. The graph tracks FYTD revenue accrued vs the FYTD budget. The annual budget amount for FY21 is \$100,000.

Fixed Route Customer Feedback March 2020 through February 2021



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

Paratransit Customer Feedback March 2020 through February 2021



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

SunLine Transit Agency

CONSENT CALENDAR

DATE: March 24, 2021

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Board Member Attendance for February 2021

Summary:

The attached report summarizes the Board of Directors' attendance for fiscal year to date February 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	X					10	6
Palm Desert	X		X	X		X	X	X					10	6
Palm Springs	X		X	X		X	X	X					10	6
Cathedral City	X		X	X		X	X	X					10	6
Rancho Mirage	X		X	X		X	X	X					10	6
Indian Wells	X		X	X		X	X	X					10	6
La Quinta	X		X	X		X	X	X					10	6
Indio	X		X	X		X	X	X					10	6
Coachella	X		X			X	X	X					10	5
County of Riverside	X		X	X			X	X					10	5

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Transit Agency

DATE: March 24, 2021 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Luis Garcia, Chief Financial Officer

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

Recommendation

Recommend that the Board of Directors ratify the claim of CARES Act funding in the amount of \$3,095,909 for operating assistance.

Background

On April 22, 2020, the Board approved Resolution No. 0778 regarding federal emergency funding. The resolution granted the Agency the ability to spend federal emergency funding made available from the Federal Emergency Management Agency (FEMA) and the CARES Act. The resolution requires that the Board ratify the expenditures of CARES Act or FEMA funds at the next regular SunLine Board meeting following the submission of a claim against those funds. Since the January Board meeting, the Agency made three (3) total claims of CARES Act funding for a total amount of \$3,095,909 to cover eligible operating costs. The reimbursement of CARES Act operating funds aligns with the financial plan presented to the Board of Directors. The Agency will leverage the CARES Act funding in order to minimize the usage of Local Transportation Funds (LTF) and build reserves in state funding for FY22 and beyond. The chart below illustrates a running total of CARES Act & FEMA funding that have been claimed.

Total Claims on CARES Act or FEMA Funding			
Date	Amount	Funding Type	Approved/Pending
8/3/2020	\$ 2,024,513	CARES Act	Approved
10/21/2020	\$ 1,975,487	CARES Act	Approved
12/11/2020	\$ 1,000,000	CARES Act	Approved
12/21/2020	\$ 48,769	CARES Act	Approved
1/4/2021	\$ 6,290	CARES Act	Approved
2/17/2021	\$ 91,275	CARES Act	Pending
2/22/2021	\$ 4,634	CARES Act	Pending
2/24/2021	\$ 3,000,000	CARES Act	Pending
Total	\$ 8,150,968		

Financial Impact

The \$3,095,909 in operating assistance allows the Agency to leverage emergency assistance and build its operating reserves in LTF.

SunLine Transit Agency

DATE: March 24, 2021 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Rhonda Williams, Deputy Chief Financial Officer

RE: Resolution No. 0786 to Obtain Low Carbon Transit Operations
Program Funding

Recommendation

Recommend that the Board of Directors approve Resolution No. 0786, which grants authorization to the CEO/General Manager to execute the certifications and assurances, Authorized Agent Form, and required documentation to obtain the Low Carbon Transit Operations Program (LCTOP) FY 2020-2021 funding.

Background

SunLine's various funding agencies require a resolution from the Board of Directors authorizing the CEO/General Manager to act on behalf of the Agency in completing the necessary paperwork to obtain program funds.

The State Legislature approved SB 862, which establishes long-term funding programs from the Greenhouse Gas Reduction Fund for Transit, Affordable Housing, and Sustainable Communities Program. Five percent of these funds are appropriated by the State Controller and administered by Caltrans to the LCTOP. The LCTOP provides funding allocations based on criteria included in the Public Utilities Code, which are based on population and farebox revenue. SunLine will be submitting for an appropriated funding award of \$675,000, which can be utilized to reduce greenhouse gas emissions and improve mobility with a priority on serving disadvantaged communities.

The award will be utilized to allow the Agency to expand its current solar power in support of its current and future energy needs. This will also provide more flexibility for future Agency expansion.

Financial Impact

The financial impact is \$675,000 in program funding, which will be budgeted in the upcoming FY 2021-2022 Short Range Transit Plan (SRTP).

SUNLINE TRANSIT AGENCY

RESOLUTION NO. 0786

RESOLUTION AUTHORIZING THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES, AUTHORIZED AGENT FORM AND REQUIRED DOCUMENTATION FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) FOR THE AGENCY EXPANSION/SOLAR PROJECT FOR \$675,000

WHEREAS, SunLine Transit Agency is an eligible project sponsor and may receive state funding from the LCTOP for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, SunLine Transit Agency wishes to delegate authorization to execute these documents and any amendments thereto to the CEO/General Manager; and

WHEREAS, SunLine Transit Agency wishes to implement the LCTOP projects listed above,

NOW THEREFORE, BE IT RESOLVED by the Board Of Directors of SunLine Transit Agency that the fund recipient agrees to comply with all conditions and requirements set forth in the certification and assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that the CEO/General Manager be authorized to execute all required documents of the LCTOP program and any amendments thereto with the California Department of Transportation.

NOW THEREFORE, BE IT RESOLVED by the Board Of Directors of SunLine Transit Agency that it hereby authorizes the submittal of the following project nomination and allocation request to the Department in FY 2021-2022 LCTOP funds:

Project name: SunLine Transit Agency Expansion/Solar Panel Project
Amount of LCTOP Funds Requested: \$675,000
Short description of project: This multi-phase project will apply FY 2020-2021 funding to the Agency's Solar Farm Project to meet current and future Agency energy needs.

ADOPTED THIS ____ DAY OF March, 2021

ATTEST:

Brittney B. Sowell
Clerk of the Board
SunLine Transit Agency

Robert Radi
Chair of the Board
SunLine Transit Agency

APPROVED AS TO FORM:

General Counsel
Eric Vail

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

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

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20____.

Brittney B. Sowell
Clerk of the Board
SunLine Transit Agency

SunLine Transit Agency

DATE: March 24, 2021 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Tony Cohen, Chief Maintenance Officer

RE: Purchase of Five (5) Chevy Bolt EV Relief Vehicles

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a contract with Jessup Chevrolet of Cathedral City to purchase five (5) Chevy Bolt electric vehicles, in an amount not to exceed \$175,141.10 including taxes, registration, infrastructure costs and contingency, upon approval as to form by General Counsel.

Background

This procurement will replace three (3) 2014 year model Honda Civic CNG vehicles and two (2) 2012 year model MV 1 CNG vehicles which have met their useful life. These vehicles are used to transport operators to and from route assignments, and support supervisor activities. In support of Sunline's mission statement, the replacement vehicles are zero emission battery electric vehicles.

The Chevy Bolt was selected because they are comparable with the current SunLine EV relief vehicle fleet. Jessup Auto Plaza was awarded a competitive bid contract through an invitation to bid.

Financial Impact

The financial impact of \$175,141.10 will utilize State Transit Assistance funds (STA) and 5307 funds.

Attachments:

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



INVITATION FOR BIDS
Electric Sedan Support Vehicles (5)
21-042

PRICE ANALYSIS

	Jessup Chevrolet	Merchant's Fleet	Rotolo Chevrolet	Penske Chevrolet	Cost Estimate
Lump Sum Total	\$ 141,212.90	\$ 142,905.00	\$ 149,001.90	\$ 153,533.65	\$ 160,963.00

	Difference	Delta
Difference between Jessup Chevrolet and Merchants Fleet Lump Sum Total	\$ (1,692.10)	1.18%
Difference between Jessup Chevrolet and Independent Cost Estimate	\$ (19,750.10)	12.27%

There was adequate price competition since four (4) bidders independently contended for the contract that is to be awarded. Award is based on the Lump Sum Total.

Based on the findings, the prices submitted by the lowest responsive and responsible bidder, Jessup Chevrolet, is 1.18% lower than the second bidder Merchants Fleet, and 12.27% lower than the Independent Cost Estimate.

Based on the results, it is determined that the price submitted by Jessup Chevrolet is considered fair and reasonable.



Amy gunderloy, Procurement Specialist

Electric Sedan Support Vehicles

Solicitation List

Jessup Chevrolet

68-111 E Palm Canyon Drive
Cathedral City, CA 92234
760-906-8989
larrymartin@jessupautoplaza.com

Anderson Chevrolet

31201 Auto Center Drive
Lake Elsinore, CA 92530
855-661-3342
jdiaz@andersonauto.com

Paradise Chevrolet Cadillac

27360 Ynez Road
Temecula, CA 92591
888-387-7019
aj@mychevyguy.com

Rotolo Chevrolet

16666 South Highland Ave
Fontana, CA 92336
866-506-9728
jamie@rotolo.com

Penske Chevrolet

18605 South Studebaker Road
Cerritos, CA 90703
877-772-3022
Kyle.slavin@gmail.com

Diamond Hills Chevrolet

4545 W Ramsey St
Banning, CA 92220
866-410-7823
rgill@daliaaauto.com

Courtesy Chevrolet Center

750 Camino Del Rio
San Diego, CA 92108
Javier.botero@courtesysd.com

Merchant's Fleet

7071 Warner Ave
Huntington Beach, 92647
courtneywolschleger@MerchantsFleet.com

SunLine Transit Agency

DATE:	March 24, 2021	ACTION
TO:	Finance/Audit Committee Board of Directors	
FROM:	Rudy Le Flore, Chief Project Consultant	
RE:	Construction Change Order for the Operations Facility Low Voltage Contract	

Recommendation

Recommend that the Board of Directors approve Change Order #2 with American Security Group in an amount not to exceed \$50,246.22 for trenching, wiring and associated cabling and the installation of four (4) wireless access points (WAPs) and three (3) additional surveillance cameras.

Background

On October 28, 2020 the Board of Directors authorized the CEO/General Manager to negotiate and execute a Low Voltage Contract with American Security Group for an amount not to exceed \$280,000 for the installation of low voltage cabling throughout the new Operations Facility.

Change Request #2 was submitted to SunLine when it was identified that additional trenching from the existing Operations Building to the new Operations Building would be required to connect the new building to our existing network. Change Request #3 was submitted at the request of SunLine to install four (4) WAPs and three (3) additional surveillance cameras. The WAPs will allow employees to access the SunLine network wirelessly anywhere in the building and will provide internet access to both employees and visitors. The addition of three (3) new surveillance cameras will be required to provide complete video surveillance of the building's interior. It is cost effective to install cameras and wireless access points during the initial construction due to the ease of access throughout the structure. The additional trenching, WAPs and cameras will significantly contribute to the productivity and security of personnel and property. Request #2 and Request #3 have been combined into one change order item, Change Order #2, for administrative efficiency.

Financial Impact

The financial impact of \$50,246.22 will be paid utilizing approved capital funds programmed in the FY21 Short Range Transit Plan (SRTP).

Change Order Log

Amount of Original Contract = \$245,560.58 (SRTP FY 21)		
Approved Change Orders:		
\$11,259.75	Change Order #1	Additional Scope and Equipment
Change Request No. 002 & 003:		
\$50,246.22	Net Amount for Change Order # 2	
	Increase for Request No. 002	\$21,502.38
	Increase for Request No. 003	\$28,743.84
\$61,505.97	Total Changes	
\$307,066.55	Total Contract	