



SunLine Transit Agency
March 26, 2025
10:50 a.m. – 11:30 a.m.

AGENDA

FINANCE/AUDIT COMMITTEE

Wellness Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

NOTICE TO THE PUBLIC

SunLine has discontinued its COVID-19 Emergency Declaration and has returned its Board and Board Committee meetings to live and in-person attendance at the location noted above. These meetings are no longer available for viewing, attendance, or comment by two-way audiovisual platform, two-way telephonic service, webcasting, or streaming video broadcast. SunLine may prepare audio or video recordings of Board meetings. In accordance with the Brown Act and California Public Records Act, these recordings are subject to public inspection for a period of thirty (30) days after the meeting.

In compliance with the Brown Act, agenda materials distributed 72 hours or less 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 or at 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 72 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. FINALIZATION OF AGENDA

ITEM

RECOMMENDATION

5. 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.

6. PRESENTATIONS

7. COMMITTEE MEMBER COMMENTS

RECEIVE COMMENTS

8. CONSENT CALENDAR

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.

APPROVE

- | | |
|---|--------------|
| 8a) Acceptance of Checks \$1,000 and Over Report for January 2025 | (PAGE 4-8) |
| 8b) Acceptance of Credit Card Statement for January 2025 | (PAGE 9-19) |
| 8c) Acceptance of Monthly Budget Variance Report for January 2025 | (PAGE 20-24) |
| 8d) Acceptance of Contracts Signed in Excess of \$25,000 for January 2025 | (PAGE 25-26) |
| 8e) Acceptance of Union & Non-Union Pension Investment Asset Summary January 2025 | (PAGE 27-38) |
| 8f) Acceptance of Ridership Report for January 2025 | (PAGE 39-42) |
| 8g) Acceptance of SunDial Operational Notes for January 2025 | (PAGE 43-45) |
| 8h) Acceptance of Metrics for January 2025 | (PAGE 46-69) |
| 8i) Acceptance of Quarterly Performance Summary for Q4 of Calendar Year 2024 | (PAGE 70-74) |
| 8j) Acceptance of Board Member Attendance for February 2025 | (PAGE 75-76) |

ITEM

RECOMMENDATION

- | | |
|--|--|
| <p>9. APPROVAL OF PENSION INVESTMENT MANAGEMENT SERVICES CONTRACT
(Staff: Luis Garcia, Chief Financial Officer)</p> | <p>APPROVE
(PAGE 77-80)</p> |
| <p>10. AWARD OF CONTRACT FOR ARCHITECTURAL & ENGINEERING SERVICES RELATED TO WORKFORCE TRAINING CENTER
(Staff: Walter Watcher, Chief of Capital Projects)</p> | <p>APPROVE
(PAGE 81-84)</p> |
| <p>11. AWARD AGREEMENT TO INSIGHT STRATEGIES FOR PERFORMANCE MANAGEMENT RENOVATION, CRISIS AWARENESS AND DE-ESCALATION TRAINING AND EXECUTIVE COACHING SERVICES
(Staff: Greg Wildman, Chief of Strategic Alignment)</p> | <p>APPROVE
(PAGE 85-87)</p> |
| <p>12. ADJOURN</p> | |

SunLine Transit Agency**CONSENT CALENDAR**

DATE: March 26, 2025

APPROVETO: Finance/Audit Committee
Board of Directors

RE: Acceptance of Checks \$1,000 and Over Report January 2025

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>Clever Devices LTD.</i>	698563	\$434,392.00
<i>New Flyer of America Inc.</i>	698600	\$324,436.16
<i>Connected Solutions Group, LLC</i>	698566	\$236,930.68
<i>Clever Devices LTD.</i>	698480	\$217,195.00
<i>Carahsoft Technology Corporation</i>	698557	\$206,082.10

Recommendation:

Approve.

**SunLine Transit Agency
Checks \$1,000 and Over
January 2025**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
CALPERS	Group Health Premiums	698555	01/22/2025	456,515.46
CLEVER DEVICES LTD.	WIP-Radio System Replacement-Project Acct#1905-02	698563	01/22/2025	434,392.00
NEW FLYER OF AMERICA INC.	WIP-Hydrogen Fuel Cell Buses - Project Acct#2401-01	698600	01/22/2025	324,436.16
CONNECTED SOLUTIONS GROUP, LLC	WIP-Information Technology- Project Acct#2002-03	698566	01/22/2025	236,930.68
CLEVER DEVICES LTD.	WIP-Radio System Replacement-Project Acct#1905-02	698480	01/15/2025	217,195.00
CARASOFT TECHNOLOGY CORPORATION	Computer/Network Software Agreement	698557	01/22/2025	206,082.10
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	698628	01/22/2025	85,161.61
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	698453	01/08/2025	85,126.13
SO CAL GAS CO.	Utilities	698526	01/15/2025	64,902.49
ANEW RNG, LLC	Utilities	698550	01/22/2025	64,013.08
IMPERIAL IRRIGATION DIST	Utilities	698591	01/22/2025	53,965.12
ATKINSON, ANDELSON, LOYA RUUD AND ROMO	Legal Service	698466	01/15/2025	48,117.24
HANSON BRIDGETT LLP	Legal Service	698497	01/15/2025	39,313.00
HANSON BRIDGETT LLP	Legal Service	698403	01/08/2025	35,378.00
CALIFORNIA DEPARTMENT OF TAX & FEE	Annual Use Fuel Tax for 2024	698641	01/27/2025	26,902.00
GILLIG LLC	Inventory Repair Parts	698587	01/22/2025	24,399.17
HELIXSTORM	Contracted Services	698498	01/15/2025	23,470.10
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	698638	01/22/2025	18,722.66
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	698458	01/08/2025	18,513.58
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	698541	01/15/2025	14,707.04
VERIZON WIRELESS	Wireless Telephone Service	698535	01/15/2025	13,781.44
TRUGUARD SECURITY SERVICES, INC	Security Guard Services	698452	01/08/2025	11,931.48
CALIFORNIA DEPARTMENT OF TAX & FEE	Annual Exempt Bus Operator Use Fuel Tax for 2024	698642	01/27/2025	11,704.00
INSIGHT STRATEGIES INC	Consulting	698407	01/08/2025	11,700.00
PACIFIC LIFT AND EQUIPMENT INC	WIP-Facility Improvement Project-Project Acct#2115-06	698430	01/08/2025	11,526.41
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	698603	01/22/2025	11,137.84
INTEGRATED CRYOGENIC SOLUTIONS LLC	Contract Services	698501	01/15/2025	10,773.89
NFI PARTS	Inventory Repair Parts	698459	01/15/2025	10,730.30
SHUTTLE BUS LEASING	Outside Repair-Fixed Route	698624	01/22/2025	10,000.00
DYNAMIC BUILDING MAINTENANCE INC	Janitorial Services	698397	01/08/2025	9,349.00
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	698582	01/22/2025	9,262.73
DOVE PRINTING	Printing Expense	698418	01/08/2025	8,907.15
TEC EQUIPMENT, INC.	Inventory Repair Parts	698530	01/15/2025	8,876.09
PAUL ASSOCIATES	Printing Expense	698607	01/22/2025	8,299.62
NFI PARTS	Inventory Repair Parts	698545	01/22/2025	8,158.43
NFI PARTS	Inventory Repair Parts	698375	01/08/2025	8,025.54
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	698621	01/22/2025	7,595.12
JE STRATEGIES LLC	Consulting	698510	01/15/2025	7,500.00
NAPA AUTO PARTS	Inventory Repair Parts	698512	01/15/2025	6,764.30

**SunLine Transit Agency
Checks \$1,000 and Over
January 2025**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
TRALIAN OPERATING, LLC	Contract Services	698532	01/15/2025	6,764.00
AMALGAMATED TRANSIT UNION	Union Dues	698377	01/08/2025	6,532.18
AMALGAMATED TRANSIT UNION	Union Dues	698548	01/22/2025	6,495.84
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	698693	01/29/2025	5,567.33
HD INDUSTRIES	Inventory Repair Parts	698589	01/22/2025	5,298.56
SOCALGAS	Utilities	698527	01/15/2025	5,276.27
PALM SPRINGS AIR MUSEUM, INC.	SunLine Events Expense	698431	01/08/2025	5,262.50
ROBERT HALF	Temporary Help	698438	01/08/2025	5,108.96
TPX COMMUNICATIONS	Communications Service	698531	01/15/2025	4,794.44
NFI PARTS	Inventory Repair Parts	698646	01/29/2025	4,786.30
JOSEPH LYNN FRIEND	Contracted Services	698509	01/15/2025	4,500.00
ANDREA CARTER & ASSOCIATES	Marketing & Communication Services	698653	01/29/2025	4,410.00
TWO KNIGHTS INSURANCE SERVICES	Benefit Management Expenses	698626	01/22/2025	4,402.50
FATBOY TACOS AND CATERING	SunLine Events Expense	698380	01/08/2025	4,200.00
IMPERIAL IRRIGATION DIST	Utilities	698672	01/29/2025	4,110.30
SCOTT FAMILY TOOLS	WIP-Fixed Assets-Misc Equipment-Project Acct# 2412-03	698503	01/15/2025	3,848.13
GARON WYATT INVESTIGATIVE SERVICES, LLC.	Insurance Loss	698493	01/15/2025	3,761.63
ROBERT HALF	Temporary Help	698701	01/29/2025	3,596.00
ROBERT HALF	Temporary Help	698616	01/22/2025	3,596.00
THE LEFLORE GROUP LLC	WIP-Liquid Hydrogen Refueling -Project Acct#2211-02	698524	01/15/2025	3,595.22
DOCUSIGN, INC.	Computer/Network Software Agreement	698575	01/22/2025	3,463.42
ULINE, INC.	Facility Maintenance	698454	01/08/2025	3,396.95
OPW FUELING COMPONENTS	Inventory Repair Parts-SunFuels	698692	01/29/2025	3,385.29
ALPHA MEDIA LLC	Advertising	698463	01/15/2025	3,333.00
PRUDENTIAL OVERALL SUPPLY	Uniforms	698610	01/22/2025	3,321.38
CHARTER COMMUNICATIONS	Utilities	698528	01/15/2025	3,272.26
FRONTIER COMMUNICATIONS	Utilities- OPS Bldg	698583	01/22/2025	3,168.00
BRYAN VALENZUELA	Reimbursement Expense	698554	01/22/2025	3,048.70
VIRGINKAR AND ASSOCIATES, INC.	WIP-Upgrade for CAD/AVL System-Project Acct#2309-00	698536	01/15/2025	2,997.00
AEG MANAGEMENT PALM SPRINGS, LLC	SunLine Events Expense	698640	01/23/2025	2,813.50
NICK'S PIZZA AND CATERING	SunLine Events Expense	698391	01/08/2025	2,801.50
FORENSIC DRUG TESTING SERVICES	Alcohol & Drug Testing	698491	01/15/2025	2,768.10
HELIXSTORM	Computer Supplies	698590	01/22/2025	2,749.99
AMERICAN MOVING PARTS	Inventory Repair Parts	698652	01/29/2025	2,738.61
MOHAWK MFG & SUPPLY CO	Inventory Repair Parts	698422	01/08/2025	2,696.77
YELLOW CAB OF THE DESERT	Taxi Voucher Program	698543	01/15/2025	2,647.81
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	698473	01/15/2025	2,621.34
KAMBRIAN CORPORATION	Computer/Network Software Agreement	698413	01/08/2025	2,588.40
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	698556	01/22/2025	2,531.99

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Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
ROBERT HALF	Temporary Help	698522	01/15/2025	2,525.76
VALLEY OFFICE EQUIPMENT, INC.	Copier Service	698631	01/22/2025	2,467.64
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	698386	01/08/2025	2,340.24
ANDERSON COMMUNICATIONS	Radio Repeater Hill Top Rental	698468	01/15/2025	2,205.02
HOME DEPOT CREDIT SERVICES	Facility Maintenance	698499	01/15/2025	2,124.69
SUNBELT RENTALS, INC.	Rental Equipment Expense	698449	01/08/2025	2,122.27
CALIFORNIA DEPARTMENT OF TAX & FEE	Quarterly Used Sale Tax Oct- Dec 2024	698385	01/08/2025	2,004.00
DAVID RZEPINSKI CONSULTING	Consulting	698572	01/22/2025	1,998.75
AMAZON CAPITAL SERVICES, INC	Office Supplies	698649	01/29/2025	1,973.22
CALIFORNIA DEPARTMENT OF TAX & FEE	Annual User Use Fuel Tax for 2024	698643	01/27/2025	1,937.00
SAFETY-KLEEN CORPORATION	Contract Svc-Haz Waste Removal	698525	01/15/2025	1,922.79
OMNITRACS, LLC	General Services	698429	01/08/2025	1,820.00
LUMINATOR TECHNOLOGY GROUP	Repair Parts-Fixed Route	698686	01/29/2025	1,817.00
BATTERY SYSTEMS, INC.	Repair Parts-Support Vehicle	698382	01/08/2025	1,794.10
MARIA AMAVIZCA	Reimbursement Expense	698639	01/23/2025	1,764.62
YELLOW CAB OF THE DESERT	Taxi Voucher Program	698542	01/15/2025	1,756.90
CARNITASBOY	SunLine Events Expense	698415	01/08/2025	1,740.00
LULU CALIFORNIA BISTRO	Staff Development	698644	01/27/2025	1,719.07
SOUTHWEST LIFT & EQUIPMENT, INC.	Equipment Repair-Shop Equipment	698445	01/08/2025	1,693.18
SC FUELS	Lubricants- Oil	698623	01/22/2025	1,614.64
XENIA RACING WRAPS	Decals- Fixed Route	698637	01/22/2025	1,612.46
DECALS BY DESIGN, INC.	Decals	698659	01/29/2025	1,604.62
C V WATER DISTRICT	Utilities	698658	01/29/2025	1,587.55
DEAN BRAMLETT	SunLine Events Expense	698484	01/15/2025	1,573.36
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	698472	01/15/2025	1,502.32
PLAZA TOWING, INC.	Towing Services	698521	01/15/2025	1,475.00
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	698476	01/15/2025	1,473.09
MUTUAL OF OMAHA INSURANCE COMPANY	Supplement Benefits LTD/STD/LIFE Ins Prem	698423	01/08/2025	1,423.07
MICROMED DIAMOND SEAL SYSTEMS INC.	Shop Supplies	698511	01/15/2025	1,380.00
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	698523	01/15/2025	1,343.42
SONSRAY FLEET SERVICES	Repair Parts-Fixed Route	698451	01/08/2025	1,328.76
TOTAL CARE WORK INJURY CLINIC	Medical Exam & Testing	698636	01/22/2025	1,300.00
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	698705	01/29/2025	1,293.00
RWC GROUP	Inventory Repair Parts	698401	01/08/2025	1,269.23
BATTERY SYSTEMS, INC.	Inventory Repair Parts	698470	01/15/2025	1,214.60
SPORTWORKS NORTHWEST, INC.	Inventory Repair Parts	698446	01/08/2025	1,199.80
IMPERIAL IRRIGATION DIST	Utilities	698406	01/08/2025	1,163.08
JOHN QUE'S SMOKEOUT	SunLine Events Expense	698544	01/16/2025	1,095.00
TEAMSTERS LOCAL 1932	Union Dues	698625	01/22/2025	1,071.97

**SunLine Transit Agency
Checks \$1,000 and Over
January 2025**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
TEAMSTERS LOCAL 1932	Union Dues	698450	01/08/2025	1,050.13
ABSOLUTE SELF STORAGE	Storage Rental	698645	01/29/2025	1,023.00
JORGE GARCIA	Reimbursement Expense	698508	01/15/2025	1,000.00
Total Checks Over \$1,000	\$2,884,840.48			
Total Checks Under \$1,000	\$25,571.26			
Total Checks	\$2,910,411.74			

SunLine Transit Agency

CONSENT CALENDAR

DATE: March 26, 2025

APPROVE

TO: Finance/Audit Committee
Board of Directors

RE: Acceptance of Credit Card Statement for January 2025

Summary:

The attached report summarizes the Agency's credit card expenses for January 2025. The report summarizes transactions for the credit card utilized for Procurement which aligns with the statement closing date of January 31, 2025.

There were no credit card expenses charged to the CEO/General Manager's card for January 2025.

Recommendation:

Approve.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 01/31/2025

Name on Card: Ray Stevens (Procurement Card)

	Trans. Date	Post. Date	Name	Detail-Description	Credits	Charges
1	12/30/24	1/2/2025	Co. Riverside Transportation	Commercial Fire Dept. Deposit Service Fees for Backup Generator Project		\$ 24.08
2	12/30/24	1/2/2025	Co. Riverside Transportation	Commercial Fire Dept. Deposit for Backup Generator Project		\$ 1,056.00
3	01/02/25	1/3/2025	Expedia	CTW Annual Conference for Bryan Valenzuela - Lodging Expense		\$ 873.68
4	01/02/25	1/3/2025	Expedia	CTW Annual Conference for Isabel Vizcarra - Lodging Expense		\$ 873.68
5	01/02/25	1/6/2025	United Airlines	CTW Annual Conference for Isabel Vizcarra - Flight Expense		\$ 358.36
6	01/02/25	1/6/2025	United Airlines	CTW Annual Conference for Bryan Valenzuela - Flight Expense		\$ 358.36
7	01/06/25	1/7/2025	The Churro Truck	Year End Employee Celebration Dinner Expenses		\$ 2,458.50
8	01/06/25	1/8/2025	Signature Party Rentals	Year End Employee Celebration Dinner Expenses		\$ 1,722.02
9	01/14/25	1/16/2025	APTA	APTA Marketing & Communication Workshop for Karina Villalpando - Registration Fee		\$ 989.00
10	01/14/25	1/16/2025	APTA	APTA Marketing & Communication Workshop for Carmen Cubero - Registration Fee		\$ 989.00
11	01/15/25	1/15/2025	Expedia	APTA Marketing & Communication Workshop for Carmen Cubero - Lodging Expense		\$ 560.74
12	01/15/25	1/15/2025	Expedia	APTA Marketing & Communication Workshop for Karina Villalpando - Flight Expense		\$ 560.74
13	01/15/25	1/17/2025	United Airlines	12th Annual California Summit Driving Progress Toward 2030 for Edith Hernandez - Flight Expense		\$ 384.37
14	01/16/25	1/16/2025	Expedia	12th Annual California Summit Driving Progress Toward 2030 for Edith Hernandez - Lodging Expense		\$ 657.96
15	01/16/25	1/17/2025	Sam's Club	Boardroom Supplies		\$ 296.48
16	01/23/25	1/27/2025	United Airlines	CTW Annual Conference for George Hernandez - Flight/Seat Charge Expense		\$ 16.99
17	01/23/25	1/27/2025	United Airlines	CTW Annual Conference for Francisco Ojeda - Flight/Seat Charge Expense		\$ 14.99

	Trans. Date	Post. Date	Name	Detail-Description	Credits	Charges
18	01/23/25	1/27/2025	United Airlines	CTW Annual Conference for Norma Hernandez - Flight/Seat Charge Expense		\$ 16.99
19	01/23/25	1/27/2025	United Airlines	CTW Annual Conference for Francisco Ojeda - Flight/Seat Charge Expense		\$ 16.99
20	01/23/25	1/27/2025	United Airlines	CTW Annual Conference for George Hernandez - Flight/Seat Charge Expense		\$ 19.99
21	01/23/25	1/27/2025	United Airlines	CHBC Fuel Cell Bus Workshop for George Morales & Mike Hayes - Flight Expense		\$ 16.99
22	01/23/25	1/27/2025	Southwest Airlines	CTW Annual Conference for Francisco Ojeda - Flight/Seat Charge Expense		\$ 1,135.32
23	01/23/25	1/27/2025	United Airlines	CTW Annual Conference for George Hernandez - Flight/Seat Charge Expense		\$ 11.99
24	01/23/25	1/27/2025	United Airlines	CTW Annual Conference for Norma Hernandez - Flight/Seat Charge Expense		\$ 16.99
25	01/23/25	1/27/2025	United Airlines	CTW Annual Conference for Norma Hernandez - Flight/Seat Charge Expense		\$ 19.99
26	01/23/25	1/27/2025	United Airlines	CTW Annual Conference for Norma Hernandez - Flight/Seat Charge Expense		\$ 16.99
27	01/23/25	1/27/2025	United Airlines	CTW Annual Conference for George Hernandez - Flight/Seat Charge Expense		\$ 11.99
28	01/23/25	1/27/2025	United Airlines	CTW Annual Conference for George Hernandez - Flight/Seat Charge Expense		\$ 11.99
29	01/24/25	1/27/2025	United Airlines	CTW Annual Conference for George Hernandez - Flight Expense		\$ 273.78
30	01/24/25	1/27/2025	Hotelsshattuckp	CHBC Fuel Cell Bus Workshop for George Morales - Lodging Expense		\$ 815.30
31	01/24/25	1/27/2025	United Airlines	CTW Annual Conference for Francisco Ojeda - Flight Expense		\$ 273.78
32	01/24/25	1/27/2025	United Airlines	CTW Annual Conference for Norma Hernandez - Flight Expense		\$ 273.78
33	01/24/25	1/27/2025	Hotelsshattuckp	CHBC Fuel Cell Bus Workshop for Mike Hayes - Lodging Expense		\$ 815.30
34	01/28/25	1/29/2025	TrainHR	The Fundamentals of Succession Planning Webinar for Greg Wildman - Webinar Fee		\$ 145.00
35	01/28/25	1/29/2025	Springer Pumps, Inc.	Parts for Bus Wash Pump		\$ 324.82
36	01/29/25	1/30/2025	Springer Pumps, Inc.	Pump Seal Kit for Electrolyzer Cooling Tower Pump		\$ 424.26
37	01/30/25	1/31/2025	CTC-VIS	CARB Clean Truck Reporting Fees - January 2025		\$ 5.59

	Trans. Date	Post. Date	Name	Detail-Description	Credits	Charges
38	01/30/25	1/31/2025	CTC-VIS	CARB Clean Truck Reporting Service Fee - January 2025		\$ 187.08
39	01/30/25	1/31/2025	Fred Pryor Career Track	Pryor Learning Solutions for Sharon Barone + New Person		\$ 458.00
40	01/30/25	1/31/2025	LIMC	IIMC Membership - Annual Dues Fee		\$ 195.00
				Totals:	\$ -	\$ 17,682.86



Reporting Period : 1/1/2025 - 1/31/2025

Statement Summary

Name	Ray Stevens	Company	Sunline Transit Agency
Account #	XXXX-XXXX-XXXX [REDACTED]	Currency	US Dollar
Reporting Period	1/1/2025 - 1/31/2025		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
1 12/30/2024	1/2/2025	Co Riverside Transportati 951-9550533, IN					24.08
		Purchase Co Riverside Transportati	General Ledger Code: 5099900002				
		Commercial Fire Department Deposit	Performance Department - 2407-00				
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2 12/30/2024	1/2/2025	Co Of Riverside Transport 951-9551800, CA					1,056.00
		Purchase Co Of Riverside Transport	General Ledger Code: 5099900002				
		Commercial Fire Department Deposit - Service Fee	Performance Department - 2407-00				
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3 1/2/2025	1/3/2025	Expedia 72998624075845 Expedia.Com, WA					873.68
		Purchase Expedia 72998624075845	General Ledger Code: 5090200000				
		Approved Travel for Bryan Valenzuela - CTW Annual Conference - Lodging Charge	Safety Department - 00-15-5090200000				
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4 1/2/2025	1/3/2025	Expedia 72998615033807 Expedia.Com, WA					873.68
		Purchase Expedia 72998615033807	General Ledger Code: 5090200000				
		Approve Travel for Isabel Vizcarra – CTW Annual Conference – Lodging Charge	Operations Department - 00-11-5090200000				
<hr/>							
5 1/2/2025	1/6/2025	United United.Com, TX					358.36
		Purchase United	General Ledger Code: 5090200000				
		Approve Travel for Isabel Vizcarra – CTW Annual Conference – Flight Charge	Operations Department - 00-11-5090200000				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
6 1/2/2025	1/6/2025	United United.Com, TX					358.36
		Purchase United	General Ledger Code: 5090200000				
		Approved Travel for Bryan Valenzuela - CTW Annual Conference - Flight Charge	Safety Department - 00-15-5090200000				
<hr/>							
7 1/6/2025	1/7/2025	Sq *the Churro Truck Gosq.Com, CA					2,458.50
		Purchase Sq *the Churro Truck	General Ledger Code: 5099900002				
		PR 22336 - Year End Celebration - The Churro Truck	Human Resources - 00-32-5090201000				
<hr/>							
8 1/6/2025	1/8/2025	Signature Party Rentals Santa Ana, CA					1,722.02
		Purchase Signature Party Rentals	General Ledger Code: 5030600300				
		PR 22340 - Tables, Chairs, Table Cloths, Labor Setup and Pickup for Year End Celebration	Human Resources - 00-32-5090201000				
<hr/>							
9 1/14/2025	1/16/2025	Apta 202-4964800, DC					989.00
		Purchase Apta	General Ledger Code: 5090100000				
		Approved Travel for Karina Villalpando – APTA Marketing & Communications Workshop - Registration Charge	Marketing Department - 00-31-5090200000				
<hr/>							
10 1/14/2025	1/16/2025	Apta 202-4964800, DC					989.00
		Purchase Apta	General Ledger Code: 5090100000				
		Approved Travel for Carmen Cubero – APTA Marketing & Communications Workshop - Registration Charge	Marketing Department - 00-31-5090200000				
<hr/>							
11 1/15/2025	1/15/2025	Expedia 73008536247436 Expedia.Com, WA					560.74
		Purchase Expedia 73008536247436	General Ledger Code: 5090200000				
		Approved Travel for Carmen Cubero – APTA Marketing & Communications Workshop - Lodging Charge	Marketing Department - 00-31-5090200000				
<hr/>							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
12	1/15/2025	1/15/2025	Expedia 73008538674416 Expedia.Com, WA				560.74
Purchase Expedia 73008538674416			General Ledger Code: 5090200000				
Approved Travel for Karina Villalpando – APTA Marketing & Communications Workshop				Marketing Department - 00-31-5090200000			
13	1/15/2025	1/17/2025	United United.Com, TX				384.37
Purchase United			General Ledger Code: 5090200000				
Approved Travel for Edith Hernandez – 12th Annual California Summit Driving Progress Toward 2030 - Flight Charge				Executive Department - 00-40-5090200000			
14	1/16/2025	1/16/2025	Expedia 73009281689811 Expedia.Com, WA				657.96
Purchase Expedia 73009281689811			General Ledger Code: 5090200000				
Approved Travel for Edith Hernandez – 12th Annual California Summit Driving Progress Toward 2030 Lodging Charge				Executive Department - 00-40-5090200000			
15	1/16/2025	1/17/2025	Samsclub #6609 Palm Desert, CA				296.48
Purchase Samsclub #6609			General Ledger Code: 5099900002				
PR 22432 - Boardroom Supplies				Facilities Department - 00-23-5049900002			
16	1/23/2025	1/27/2025	United United.Com, TX				16.99
Purchase United			General Ledger Code: 5090200000				
Approved Travel for George Hernandez – CTW Annual Conference - Seat Charge				Maintenance Department - 00-21-5090200000			
17	1/23/2025	1/27/2025	United United.Com, TX				14.99
Purchase United			General Ledger Code: 5090200000				
Approved Travel for Francisco Ojeda – CTW Annual Conference - Seat Charge				Maintenance Department - 00-21-5090200000			

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
18 1/23/2025	1/27/2025	United United.Com, TX					16.99
		Purchase United	General Ledger Code: 5090200000				
		Approved Travel for Norma Hernandez - CTW Annual Conference - Seat Charge				Operations Department - 00-11-5090200000	
<hr/>							
19 1/23/2025	1/27/2025	United United.Com, TX					16.99
		Purchase United	General Ledger Code: 5090200000				
		Approved Travel for Francisco Ojeda – CTW Annual Conference - Seat Charge				Maintenance Department - 00-21-5090200000	
<hr/>							
20 1/23/2025	1/27/2025	United United.Com, TX					19.99
		Purchase United	General Ledger Code: 5090200000				
		Approved Travel for George Hernandez – CTW Annual Conference - Seat Charge				Maintenance Department - 00-21-5090200000	
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21 1/23/2025	1/27/2025	United United.Com, TX					16.99
		Purchase United	General Ledger Code: 5090200000				
		Approved Travel for Francisco Ojeda – CTW Annual Conference - Seat Charge				Maintenance Department - 00-21-5090200000	
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22 1/23/2025	1/27/2025	Southwes 800-435-9792, TX					1,135.32
		Purchase Southwes	General Ledger Code: 5090200000				
		Approved Travel for George Morales and Mike Hayes – CHBC Fuel Cell Bus Workshop - Flight Charge				Maintenance Department - 00-21-5090200000	
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23 1/23/2025	1/27/2025	United United.Com, TX					11.99
		Purchase United	General Ledger Code: 5090200000				
		Approved Travel for Francisco Ojeda – CTW Annual Conference - Seat Charge				Maintenance Department - 00-21-5090200000	
<hr/>							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
24 1/23/2025	1/27/2025	United United.Com, TX					16.99
		Purchase United	General Ledger Code: 5090200000				
		Approved Travel for Norma Hernandez - CTW Annual Conference - Seat Charge				Operations Department - 00-11-5090200000	
25 1/23/2025	1/27/2025	United United.Com, TX					19.99
		Purchase United	General Ledger Code: 5090200000				
		Approved Travel for Norma Hernandez - CTW Annual Conference - Seat Charge				Operations Department - 00-11-5090200000	
26 1/23/2025	1/27/2025	United United.Com, TX					16.99
		Purchase United	General Ledger Code: 5090200000				
		Approved Travel for Norma Hernandez - CTW Annual Conference - Seat Charge				Operations Department - 00-11-5090200000	
27 1/23/2025	1/27/2025	United United.Com, TX					11.99
		Purchase United	General Ledger Code: 5090200000				
		Approved Travel for George Hernandez – CTW Annual Conference - Seat Charge				Maintenance Department - 00-21-5090200000	
28 1/23/2025	1/27/2025	United United.Com, TX					11.99
		Purchase United	General Ledger Code: 5090200000				
		Approved Travel for George Hernandez – CTW Annual Conference - Seat Charge				Maintenance Department - 00-21-5090200000	
29 1/24/2025	1/27/2025	United United.Com, TX					273.78
		Purchase United	General Ledger Code: 5090200000				
		Approved Travel for George Hernandez – CTW Annual Conference - Flight Charge				Maintenance Department - 00-21-5090200000	

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
30 1/24/2025	1/27/2025	Htl*hotelshattuckp 800-468-3578, TX					815.30
		Purchase Htl*hotelshattuckp	General Ledger Code: 5090200000				
		Approved Travel for George Morales – CHBC Fuel Cell Bus Workshop - Lodging Charge				Maintenance Department - 00-21-5090200000	
<hr/>							
31 1/24/2025	1/27/2025	United United.Com, TX					273.78
		Purchase United	General Ledger Code: 5090200000				
		Approved Travel for Francisco Ojeda – CTW Annual Conference - Flight Charge				Maintenance Department - 00-21-5090200000	
<hr/>							
32 1/24/2025	1/27/2025	United United.Com, TX					273.78
		Purchase United	General Ledger Code: 5090200000				
		Approved Travel for Norma Hernandez - CTW Annual Conference - Flight Charge				Operations Department - 00-11-5090200000	
<hr/>							
33 1/24/2025	1/27/2025	Htl*hotelshattuckp 800-468-3578, TX					815.30
		Purchase Htl*hotelshattuckp	General Ledger Code: 5090200000				
		Approved Travel for Mike Hayes – CHBC Fuel Cell Bus Workshop - Lodging Charge				Maintenance Department - 00-21-5090200000	
<hr/>							
34 1/28/2025	1/29/2025	Trainhr Trainhrlearn, CA					145.00
		Purchase Trainhr	General Ledger Code: 5049900010				
		PR 22488 - The Fundamentals of Succession Planning Webinar for Greg Wildman				Human Resources - 00-32-5049900000	
<hr/>							
35 1/28/2025	1/29/2025	Springer Pumps Llc 866-7776060, PA					324.82
		Purchase Springer Pumps Llc	General Ledger Code: 5030500010				
		PR 22358 - Parts for Bus Wash Pump				Facilities Department 00-23-5049900026	
<hr/>							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
36	1/29/2025	1/30/2025	Springer Pumps Llc 866-7776060, PA				424.26
	Purchase Springer Pumps Llc		General Ledger Code: 5030500010				
	PR 22458 - Pump seal kit for electrolyzer cooling tower pump			SunFuels - 00-10-5049900011			
37	1/30/2025	1/31/2025	Ctc-Vis *svc 279-842-9957, MD				5.59
	Purchase Ctc-Vis *svc		General Ledger Code: 5099900002				
	PR 22497 - Clean Truck Reporting Jan 31, 2025			Maintenance Department - 00-22-5099900004			
38	1/30/2025	1/31/2025	Ctc-Vis 279-842-9957, CA				187.08
	Purchase Ctc-Vis		General Ledger Code: 5099900002				
	PR 22497 - Clean Truck Reporting Jan 31, 2025 - Payment Service Fee			Maintenance Department - 00-22-5099900004			
39	1/30/2025	1/31/2025	Fredpryor Careertrack 800-5563012, KS				458.00
	Purchase Fredpryor Careertrack		General Ledger Code: 5090200001				
	PR 22489 - Pryor Learning Solutions Training for Sharon Barone + New person			Human Resources - 00-32-5099900001			
40	1/30/2025	1/31/2025	limc 909-9444162, CA				195.00
	Purchase limc		General Ledger Code: 5090200001				
	PR 22487 - IIMC Membership - Annual Dues Fee for Executive Department			Executive Department - 00-40-5090200002			

Transaction Count: 40

Total: 17,682.86

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____

SunLine Transit Agency
CONSENT CALENDAR

DATE: March 26, 2025 **APPROVE**

TO: Finance/Audit Committee
Board of Directors

RE: Acceptance of Monthly Budget Variance Report for January 2025

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. The FYTD budget values for the month of January 2025 are equal to 7/12^{ths} of the yearly budget.

Year to Date Summary

- As of January 31, 2025, the Agency's FYTD revenues are \$603,606 or 21.14% below the FYTD budget.
- As of January 31, 2025, the Agency's FYTD expenditures are \$849,122 or 2.95% below the FYTD budget.

Monthly Spotlight:

- The variance in legal services are primarily due to an increased usage of legal services and increased costs for new firm.

Recommendation:

Approve.

SunLine Transit Agency
Budget Variance Report
January 2025

Description	FY25 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY25 FYTD Budget	Positive (Negative)	Percentage Remaining
Operating Revenues:								
Passenger Revenue	1,816,893	152,990	151,408	1,582	977,203	1,059,854	(82,651)	46.2%
Other Revenue	3,078,163	125,326	256,514	(131,188)	1,274,640	1,795,595	(520,955)	58.6%
Total Operating Revenue	4,895,056	278,316	407,921	(129,606)	2,251,843	2,855,449	(603,606)	54.0%
Operating Expenses:								
Operator & Mechanic Salaries & Wages	11,239,225	912,810	936,602	23,792	6,276,204	6,556,215	280,011	44.2%
Operator & Mechanic Overtime	1,241,785	183,896	103,482	(80,414)	1,006,438	724,375	(282,064)	19.0%
Administration Salaries & Wages	7,861,873	595,921	655,156	59,235	4,214,183	4,586,093	371,910	46.4%
Administration Overtime	126,561	48,627	10,547	(38,080)	168,577	73,827	(94,749)	-33.2%
Fringe Benefits	11,105,305	1,281,079	925,442	(355,637)	5,896,969	6,478,095	581,126	46.9%
Communications	287,782	32,369	23,982	(8,388)	170,230	167,873	(2,357)	40.8%
Legal Services	687,176	105,897	57,265	(48,633)	738,629	400,853	(337,777)	-7.5%
Computer/Network Software Agreement	1,096,582	149,124	91,382	(57,742)	638,098	639,673	1,575	41.8%
Uniforms	99,824	2,116	8,319	6,203	38,547	58,231	19,684	61.4%
Contracted Services	1,556,640	73,379	129,720	56,341	517,692	908,040	390,348	66.7%
Equipment Repairs	26,500	4,990	2,208	(2,782)	17,311	15,458	(1,852)	34.7%
Security Services	168,000	12,345	14,000	1,655	86,014	98,000	11,986	48.8%
Fuel - CNG	1,920,006	153,573	160,001	6,427	616,257	1,120,004	503,747	67.9%
Fuel - Hydrogen	1,443,827	32,092	120,319	88,227	1,026,372	842,232	(184,140)	28.9%
Tires	234,000	17,186	19,500	2,314	142,133	136,500	(5,633)	39.3%
Office Supplies	81,260	6,185	6,772	587	39,237	47,402	8,165	51.7%
Travel/Training	248,200	11,671	20,683	9,013	101,136	144,783	43,647	59.3%
Repair Parts	2,008,500	81,255	167,375	86,120	889,807	1,171,625	281,818	55.7%
Facility Maintenance	87,000	4,773	7,250	2,477	26,119	50,750	24,631	70.0%
Electricity - CNG & Hydrogen	1,090,000	39,328	90,833	51,506	339,443	635,833	296,391	68.9%
Natural Gas	2,030,000	114,006	169,167	55,161	803,449	1,184,167	380,718	60.4%
Water and Gas	16,000	972	1,333	362	6,493	9,333	2,840	59.4%
Insurance Losses	1,235,000	259,124	102,917	(156,208)	1,109,531	720,417	(389,114)	10.2%
Insurance Premium - Property	200,000	19,055	16,667	(2,388)	133,384	116,667	(16,717)	33.3%
Repair Claims	100,000	-	8,333	8,333	(600)	58,333	58,933	100.6%
Fuel Taxes	124,500	8,783	10,375	1,592	57,911	72,625	14,714	53.5%
Other Expenses	7,164,078	636,201	597,007	(39,194)	4,182,494	4,179,046	(3,448)	41.6%
Self Consumed Fuel	(4,062,246)	(184,833)	(338,521)	(153,687)	(1,264,373)	(2,369,644)	(1,105,270)	68.9%
Total Operating Expenses (Before Depreciation)	49,417,378	4,601,923	4,118,115	(483,808)	27,977,682	28,826,804	849,122	43.4%
Operating Expenses in Excess of Operating Revenue		\$ (4,323,608)			\$ (25,725,839)			
Subsidies:								
Local	8,419,000	817,578	701,583	(115,994)	4,864,657	4,911,083	46,426	42.2%
State	30,588,336	2,970,464	2,549,028	(421,436)	17,674,518	17,843,196	168,678	42.2%
Federal	5,514,986	535,566	459,582	(75,984)	3,186,663	3,217,075	30,412	42.2%
Total Subsidies	44,522,322	4,323,608	3,710,194	(613,414)	25,725,839	25,971,355	245,516	42.2%
Net Operating Gain (Loss) After Subsidies	\$ (0)	\$ -			\$ -			

SunLine Transit Agency
Budget Variance Report
January 2025

Description	FY25 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY25 FYTD Budget	Positive (Negative)	Percentage Remaining
Operating Expenses:								
Wages & Benefits	31,574,749	3,022,333	2,631,229	(391,104)	17,562,370	18,418,604	856,233	44.4%
Services	6,903,050	641,075	575,254	(65,821)	3,851,777	4,026,779	175,002	44.2%
Fuels & Lubricants	3,581,133	191,949	298,428	106,478	1,718,638	2,088,994	370,356	52.0%
Tires	234,000	17,186	19,500	2,314	142,133	136,500	(5,633)	39.3%
Materials and Supplies	2,607,460	135,982	217,288	81,306	1,174,829	1,521,018	346,189	54.9%
Utilities	3,554,000	188,337	296,167	107,829	1,380,922	2,073,167	692,245	61.1%
Casualty & Liability	3,678,540	501,953	306,545	(195,408)	2,694,761	2,145,815	(548,946)	26.7%
Taxes and Fees	124,500	8,783	10,375	1,592	57,911	72,625	14,714	53.5%
Miscellaneous Expenses	1,222,192	79,157	101,849	22,692	658,714	712,945	54,232	46.1%
Self Consumed Fuel	(4,062,246)	(184,833)	(338,521)	(153,687)	(1,264,373)	(2,369,644)	(1,105,270)	68.9%
Total Operating Expenses (Before Depreciation)	49,417,378	4,601,923	4,118,115	(483,808)	27,977,682	28,826,804	849,122	43.4%
Revenues:								
Passenger Revenue	1,816,893	152,990	151,408	1,582	977,203	1,059,854	(82,651)	46.2%
Other Revenue	3,078,163	125,326	256,514	(131,188)	1,274,640	1,795,595	(520,955)	58.6%
Total Operating Revenue	4,895,056	278,316	407,921	(129,606)	2,251,843	2,855,449	(603,606)	54.0%
Net Operating Gain (Loss)		\$ (4,323,608)			\$ (25,725,839)			
Subsidies:								
Local	8,419,000	817,578	701,583	(115,994)	4,864,657	4,911,083	46,426	42.2%
State	30,588,336	2,970,464	2,549,028	(421,436)	17,674,518	17,843,196	168,678	42.2%
Federal	5,514,986	535,566	459,582	(75,984)	3,186,663	3,217,075	30,412	42.2%
Total Subsidies	44,522,322	4,323,608	3,710,194	(613,414)	25,725,839	25,971,355	245,516	42.2%
Net Operating Gain (Loss) After Subsidies	\$ (0)	\$ -			\$ -			

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue

- The unfavorable variance in passenger revenue is due to lower than expected revenue over budgeted values.
- As of January, ridership was at 7.3% above FY24 FYTD totals.
- Total system ridership was 113,016 trips above FY24 FYTD amounts.

Ridership

	FY24-January	FY25-January	Variance	%Δ
Fixed Route	219,727	232,606	12,879	5.9%
Paratransit	10,067	9,338	(729)	-7.2%
SunRide	2,076	1,802	(274)	-13.2%
System Total	231,870	243,746	11,876	5.1%

Ridership

	FYTD-FY24	FYTD-FY25	Variance	%Δ
Fixed Route	1,457,663	1,573,462	115,799	7.9%
Paratransit	70,189	65,634	(4,555)	-6.5%
SunRide	12,567	14,339	1,772	14.1%
System Total	1,540,419	1,653,435	113,016	7.3%

Other Revenue

- The unfavorable variance in other revenue is primarily due lower emission credit revenue as a result of low credit values.

Operator & Mechanic Salaries & Wages

- The favorable variance in operator and mechanic wages are due to vacancies.

Operator & Mechanic Overtime

- The unfavorable variance is primarily attributed to overtime for fixed route operators due to vacant positions.

Administration Salaries & Wages

- The favorable variance in administrative salaries and wages is primarily attributed to vacancies.

Administration Overtime

- The unfavorable variance is primarily attributed to overtime in the Maintenance department to account for vacant positions & premium pay for holidays worked.

Fringe Benefits

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

Communications

- Communication expenses are within an acceptable range of the budget.

Legal Services

- The unfavorable variance in legal services is primarily due to an increased usage of legal services and increased costs for new firm.

Computer/Network Software Agreement

- Software agreement expenditures are dependent on annual renewals of software agreements. Many renewals are completed at the beginning of the fiscal year.

Uniforms

- Uniform expenses are within an acceptable range of the budget.

Contracted Services

- Savings in contract services costs are primarily attributed to budgeted operating and maintenance costs for the hydrogen stations that were not incurred as of December

Equipment Repairs

- Equipment repair expenses are within an acceptable range of the budget.

Security Services

- Security services are within an acceptable range of the budget.

Fuel - CNG

- The favorable balance in fuel CNG expenses are primarily due to lower costs of natural gas.

Fuel - Hydrogen

- The unfavorable balance is due to an accrual of liquid hydrogen and increased deliveries of liquid hydrogen through the new station commissioning.

Tires

- Tire expenses are within an acceptable range of the budget.

Office Supplies

- Office supply expenses are within an acceptable range of the budget.

Travel/Training

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

Repair Parts

- The favorable variance is due to lower than usual repairs for the first half of the fiscal year.

Facility Maintenance

- The favorable variance in facility maintenance expenses are primarily due to lower than anticipated YTD expenses for facility repairs.

Electricity - CNG & Hydrogen

- Electricity - CNG & Hydrogen expenses are less than anticipated use in the first half of FY25 due to increase utilization of the liquid hydrogen station.

Natural Gas

- The positive variance is primarily attributed to lower usage of CNG fixed route vehicles over budgeted estimates for FY25.

Water and Gas

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

Insurance Losses

- The variance in insurance losses is primarily due to a quarterly reconciliation to estimated losses from the Agency's risk pool.

Insurance Premium - Property

- The unfavorable balance is primarily attributed to the increased value of insured assets.

Repair Claims

- Repair claim expenses are below budget due to fewer than anticipated collision repairs.

Fuel Taxes

- Fuel tax expenses are within an acceptable range of the budget.

Other Expenses

- The favorable variance is primarily due to studies and services which are not scheduled to begin until the second half of FY25.

Self-Consumed Fuel

- The variance in primarily due to less than anticipated fuel utilized by the Agency.

SunLine Transit Agency
CONSENT CALENDAR

DATE: March 26, 2025 **APPROVE**

TO: Finance/Audit Committee
Board of Directors

RE: Acceptance of Contracts Signed between \$25,000 and \$250,000 for
January 2025

Summary:

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

There was one (1) agreement executed in January 2025 between \$25,000 and \$250,000:

Vendor	Purpose	Amount
Shaw, Yoder, Antwih, Schmelzer & Lange	Short Term Legislative Services	\$54,000.00

Recommendation:

Approve.

Contracts Signed Between \$25,000 and \$250,000
January 2025

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Shaw, Yoder, Antwih, Schmelzer & Lange	Legislative Services	Short Term Legislative Services	FY25	\$54,000.00	\$54,000.00	Agreement

SunLine Transit Agency
CONSENT CALENDAR

DATE: March 26, 2025 **APPROVE**

TO: Finance/Audit Committee
Board of Directors

RE: Acceptance of Union & Non-Union Pension Investment Asset Summary
for January 2025

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:

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

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

Union

Asset Class		Actual	Range
Growth Assets			
	Domestic Equity	29.0%	16% – 56%
	International Equity	15.6%	0% - 39%
	Other	7.4%	0% – 20%
Income Assets			
	Fixed Income	40.7%	25% - 65%
	Other	4.5%	0% – 20%
Real Return Assets		1.6%	0% – 20%

Cash Equivalents	1.2%	0% – 20%
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Non-Union

Asset Class		Actual	Range
Growth Assets			
	Domestic Equity	28.9%	16% – 56%
	International Equity	15.4%	0% - 39%
	Other	7.4%	0% – 20%
Income Assets			
	Fixed Income	40.7%	25% - 65%
	Other	4.5%	0% – 20%
Real Return Assets		1.6%	0% – 20%
Cash Equivalents		1.5%	0% – 20%

Components may not sum to 100.0% due to rounding.

For the month of January, the market value of assets increased by \$667,201 and \$669,111 for the union and non-union plans, respectively.

Month to Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
December 2024	\$43,226,790	\$43,405,757
January 2025	\$43,893,991	\$44,074,868
Increase (Decrease)	\$667,201	\$669,111

Recommendation:

Approve.

Detail of Securities Held & Market Analytics

For the Month Ending January 31, 2025

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Bond									
ISHARES 5-10Y INV GRADE CORP	464288638	11413317	7,097.00	50.32	357,121.04	51.87	368,121.39	11,000.35	0.84
ISHARES 5-10Y INV GRADE CORP	464288638	11413317	631.00	56.68	35,765.08	51.87	32,729.97	(3,035.11)	0.07
ISHARES 5-10Y INV GRADE CORP	464288638	11413317	1,776.00	57.66	102,405.94	51.87	92,121.12	(10,284.82)	0.21
ISHARES 5-10Y INV GRADE CORP	464288638	11413317	2,389.00	60.30	144,056.70	51.87	123,917.43	(20,139.27)	0.28
ISHARES 5-10Y INV GRADE CORP	464288638	11413317	1,146.00	61.12	70,043.52	51.87	59,443.02	(10,600.50)	0.14
ISHARES 5-10Y INV GRADE CORP	464288638	11413317	633.00	56.98	36,068.34	51.87	32,833.71	(3,234.63)	0.07
ISHARES 5-10Y INV GRADE CORP	464288638	11413317	965.00	61.00	58,865.00	51.87	50,054.55	(8,810.45)	0.10
ISHARES CORE U.S. AGGREGATE	464287226	8278395	4,049.00	98.87	400,324.63	97.40	394,372.60	(5,952.03)	0.90
ISHARES CORE U.S. AGGREGATE	464287226	8278395	3,322.00	99.12	329,276.64	97.40	323,562.80	(5,713.84)	0.74
ISHARES CORE U.S. AGGREGATE	464287226	8278395	6,446.00	92.76	597,930.32	97.40	627,840.40	29,910.08	1.43
ISHARES CORE U.S. AGGREGATE	464287226	8278395	3,307.00	96.40	318,794.80	97.40	322,101.80	3,307.00	0.73
ISHARES CORE U.S. AGGREGATE	464287226	8278395	17,918.00	98.64	1,767,431.52	97.40	1,745,213.20	(22,218.32)	3.98

Security Type Sub-Total			49,679.00		4,218,083.53	850.09	4,172,311.99	(45,771.54)	9.49
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Exchange-Traded Fund - Equity									
SCHWAB US LARGE-CAP ETF	808524201	17333747	503,068.00	22.54	11,340,829.61	23.87	12,008,233.16	667,403.55	27.36
VANGUARD FTSE DEVELOPED ETF	921943858	12373850	46,244.00	52.35	2,420,864.15	49.94	2,309,425.36	(111,438.79)	5.26
VANGUARD FTSE DEVELOPED ETF	921943858	12373850	2,629.00	39.67	104,292.43	49.94	131,292.26	26,999.83	0.30
VANGUARD FTSE DEVELOPED ETF	921943858	12373850	2,614.00	37.16	97,136.24	49.94	130,543.16	33,406.92	0.30
VANGUARD FTSE DEVELOPED ETF	921943858	12373850	2,193.00	42.17	92,478.81	49.94	109,518.42	17,039.61	0.25
VANGUARD FTSE DEVELOPED ETF	921943858	12373850	6,816.00	38.85	264,801.60	49.94	340,391.04	75,589.44	0.78
VANGUARD FTSE DEVELOPED ETF	921943858	12373850	4,430.00	49.80	220,614.00	49.94	221,234.20	620.20	0.50
VANGUARD TOTAL INTL STOCK	921909768	23836382	6,003.00	61.64	370,024.92	60.92	365,702.76	(4,322.16)	0.83
VANGUARD TOTAL INTL STOCK	921909768	23836382	3,480.00	52.06	181,168.80	60.92	212,001.60	30,832.80	0.48
VANGUARD TOTAL INTL STOCK	921909768	23836382	15,690.00	47.86	750,920.27	60.92	955,834.80	204,914.53	2.18
VANGUARD TOTAL INTL STOCK	921909768	23836382	1,834.00	54.44	99,842.96	60.92	111,727.28	11,884.32	0.25
VANGUARD TOTAL INTL STOCK	921909768	23836382	2,586.00	56.19	145,307.34	60.92	157,539.12	12,231.78	0.36
VANGUARD TOTAL INTL STOCK	921909768	23836382	2,875.00	51.81	148,953.46	60.92	175,145.00	26,191.54	0.40
VANGUARD TOTAL INTL STOCK	921909768	23836382	2,586.00	56.52	146,160.72	60.92	157,539.12	11,378.40	0.36

Detail of Securities Held & Market Analytics

For the Month Ending **January 31, 2025**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]									
Security Type/Description				Average	Original	Market	Market	Unreal G/L	
Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Cost/Share	Cost	Price	Value	on Cost	Percentage
Security Type Sub-Total			603,048.00		16,383,395.31	749.95	17,386,127.28	1,002,731.97	39.61
Money Market Mutual Fund									
FIRST AM GOV OBLIG-Z DTD 01/01/2010 0.000% --	31846V567	351477	515,201.28	1.00	515,201.28	100.00	515,201.28	0.00	1.17
Security Type Sub-Total			515,201.28		515,201.28	100.00	515,201.28	0.00	1.17
Mutual Fund - Bond									
BAIRD CORE PLUS BOND-INST	057071870	7001692	496,492.05	10.88	5,401,227.61	10.04	4,984,780.18	(416,447.43)	11.36
BBH LIMITED DURATION-I	05528X851	7344118	0.03	10.29	0.35	10.44	0.35	0.00	0.00
DOUBLELINE CORE FIX INC-I	258620301	19170004	197,982.65	10.44	2,066,436.29	9.15	1,811,541.20	(254,895.09)	4.13
NYLI MACKAY HIGH YILD CBF-R6	56063N881	121732	136,553.53	5.18	707,808.86	5.22	712,809.46	5,000.60	1.62
PGIM TOTAL RETURN BOND-R6	74440B884	168981	342,541.37	13.32	4,562,842.89	11.87	4,065,966.06	(496,876.83)	9.26
VOYA INTERMEDIATE BOND-R6	92913L569	212412	245,849.94	9.83	2,417,046.14	8.64	2,124,143.42	(292,902.72)	4.84
Security Type Sub-Total			1,419,419.56		15,155,362.14	55.36	13,699,240.67	(1,456,121.47)	31.21
Mutual Fund - Equity									
COHEN & STEERS INST RLTY	19247U106	1428049	14,471.75	52.20	755,473.06	48.44	701,011.65	(54,461.41)	1.60
COLUMBIA SMALL CAP GRW-INST3	19765Y340	195897	9,629.50	28.07	270,300.00	30.86	297,166.30	26,866.30	0.68
GLDMN SCHS GQG PRT INTL-INST	38147N293	51973400	36,861.86	19.35	713,335.27	20.34	749,770.25	36,434.98	1.71
HRDNG LVNR INTL EQTY-INST	412295107	175052	19,680.08	28.64	563,700.77	25.26	497,118.81	(66,581.96)	1.13
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	10575468	12,957.31	15.22	197,181.37	16.99	220,144.77	22,963.40	0.50
UNDISC MGRS BEHAV VAL-R6	904504479	1428076	4,861.61	87.23	424,087.81	86.81	422,036.01	(2,051.80)	0.96
Security Type Sub-Total			98,462.11		2,924,078.28	228.70	2,887,247.79	(36,830.49)	6.58
Separate Account									
ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% --	ATEL00019	SA406	45,325.00	1.00	45,325.00	111.99	50,758.98	5,433.98	0.12
ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% --	ATEL00019	SA406	49,000.00	1.00	49,000.00	111.99	54,874.57	5,874.57	0.13

Detail of Securities Held & Market Analytics

For the Month Ending **January 31, 2025**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]									
Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Separate Account									
ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% --	ATEL00019	SA406	8,005.07	1.00	8,005.07	111.99	8,964.79	959.72	0.02
ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% --	ATEL00019	SA406	45,325.00	1.00	45,325.00	111.99	50,758.98	5,433.98	0.12
ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% --	ATEL00019	SA406	45,325.00	1.00	45,325.00	111.99	50,758.98	5,433.98	0.12
ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% --	ATEL00019	SA406	21,070.00	1.00	21,070.00	111.99	23,596.07	2,526.07	0.05
ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% --	ATEL00019	SA406	49,000.00	1.00	49,000.00	111.99	54,874.57	5,874.57	0.13
ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% --	ATEL00019	SA406	45,325.00	1.00	45,325.00	111.99	50,758.98	5,433.98	0.12
ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% --	ATEL00019	SA406	49,980.00	1.00	49,980.00	111.99	55,972.06	5,992.06	0.13
ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% --	ATEL00019	SA406	45,325.00	1.00	45,325.00	111.99	50,758.98	5,433.98	0.12
BLACKSTONE INFRASTRUCTURE PRTNRS F 2 L. DTD 10/01/2024 0.000% --	BKSTONE63	SA495	900,000.00	1.00	900,000.00	100.00	900,000.00	0.00	2.05
GOLUB CAPITAL XIV INT'L DTD 01/01/2010 0.000% --	GOLUB0090	F_GOLUB	180,000.00	1.00	180,000.00	117.89	212,209.54	32,209.54	0.48
GOLUB CAPITAL XIV INT'L DTD 01/01/2010 0.000% --	GOLUB0090	F_GOLUB	1,127,240.00	1.00	1,127,240.00	117.89	1,328,950.46	201,710.46	3.03
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV007	F_NBF	105,000.00	1.00	105,000.00	139.08	146,031.86	41,031.86	0.33
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV007	F_NBF	309,750.00	1.00	309,750.00	139.08	430,793.98	121,043.98	0.98
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV007	F_NBF	180,319.43	1.00	180,319.43	139.08	250,784.58	70,465.15	0.57
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV007	F_NBF	204,378.01	1.00	204,378.01	139.08	284,244.76	79,866.75	0.65

Detail of Securities Held & Market Analytics

For the Month Ending **January 31, 2025**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]										
Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage	
Separate Account										
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV007	F_NBF	80,433.93	1.00	80,433.93	139.08	111,865.87	31,431.94	0.25	
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV007	F_NBF	130,837.59	1.00	130,837.59	139.08	181,966.25	51,128.66	0.41	
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV007	F_NBF	147,000.00	1.00	147,000.00	139.08	204,444.60	57,444.60	0.47	
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV007	F_NBF	145,309.38	1.00	145,309.38	139.08	202,093.32	56,783.94	0.46	
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV007	F_NBF	252,000.00	1.00	252,000.00	139.08	350,476.46	98,476.46	0.80	
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV007	F_NBF	127,930.57	1.00	127,930.57	139.08	177,923.23	49,992.66	0.41	
Security Type Sub-Total			4,293,878.98		4,293,878.98	2,846.46	5,233,861.87	939,982.89	11.95	
Managed Account Sub-Total			6,979,688.93		43,489,999.52	4,830.56	43,893,990.88	403,991.36	100.01	
Securities Sub-Total			\$6,979,688.93		\$43,489,999.52	\$4,830.56	\$43,893,990.88	\$403,991.36	100.01%	
Accrued Interest								\$0.00		
Total Investments								\$43,893,990.88		

Detail of Securities Held & Market Analytics

For the Month Ending January 31, 2025

SUNLINE EMPLOYEES RETIREMENT NON-BARGAI - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Bond									
ISHARES 5-10Y INV GRADE CORP	464288638	11413317	7,130.00	50.32	358,781.60	51.87	369,833.10	11,051.50	0.84
ISHARES 5-10Y INV GRADE CORP	464288638	11413317	631.00	56.68	35,765.08	51.87	32,729.97	(3,035.11)	0.07
ISHARES 5-10Y INV GRADE CORP	464288638	11413317	633.00	56.98	36,068.34	51.87	32,833.71	(3,234.63)	0.07
ISHARES 5-10Y INV GRADE CORP	464288638	11413317	982.00	61.00	59,902.00	51.87	50,936.34	(8,965.66)	0.12
ISHARES 5-10Y INV GRADE CORP	464288638	11413317	2,405.00	60.30	145,021.50	51.87	124,747.35	(20,274.15)	0.28
ISHARES 5-10Y INV GRADE CORP	464288638	11413317	1,779.00	57.66	102,578.92	51.87	92,276.73	(10,302.19)	0.21
ISHARES 5-10Y INV GRADE CORP	464288638	11413317	1,113.00	61.12	68,026.56	51.87	57,731.31	(10,295.25)	0.13
ISHARES CORE U.S. AGGREGATE	464287226	8278395	3,317.00	96.40	319,758.80	97.40	323,075.80	3,317.00	0.73
ISHARES CORE U.S. AGGREGATE	464287226	8278395	6,272.00	92.76	581,790.09	97.40	610,892.80	29,102.71	1.39
ISHARES CORE U.S. AGGREGATE	464287226	8278395	3,372.00	99.12	334,232.64	97.40	328,432.80	(5,799.84)	0.75
ISHARES CORE U.S. AGGREGATE	464287226	8278395	17,957.00	98.64	1,771,278.48	97.40	1,749,011.80	(22,266.68)	3.97
ISHARES CORE U.S. AGGREGATE	464287226	8278395	4,049.00	98.87	400,324.63	97.40	394,372.60	(5,952.03)	0.89

Security Type Sub-Total			49,640.00		4,213,528.64	850.09	4,166,874.31	(46,654.33)	9.45
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Exchange-Traded Fund - Equity									
SCHWAB US LARGE-CAP ETF	808524201	17333747	501,560.00	22.54	11,306,834.27	23.87	11,972,237.20	665,402.93	27.15
VANGUARD FTSE DEVELOPED ETF	921943858	12373850	4,430.00	49.80	220,614.00	49.94	221,234.20	620.20	0.50
VANGUARD FTSE DEVELOPED ETF	921943858	12373850	6,915.00	38.85	268,647.75	49.94	345,335.10	76,687.35	0.78
VANGUARD FTSE DEVELOPED ETF	921943858	12373850	2,484.00	39.67	98,540.28	49.94	124,050.96	25,510.68	0.28
VANGUARD FTSE DEVELOPED ETF	921943858	12373850	44,356.00	52.35	2,322,027.73	49.94	2,215,138.64	(106,889.09)	5.03
VANGUARD FTSE DEVELOPED ETF	921943858	12373850	2,614.00	37.16	97,136.24	49.94	130,543.16	33,406.92	0.30
VANGUARD FTSE DEVELOPED ETF	921943858	12373850	2,211.00	42.17	93,237.87	49.94	110,417.34	17,179.47	0.25
VANGUARD TOTAL INTL STOCK	921909768	23836382	3,770.00	52.06	196,266.20	60.92	229,668.40	33,402.20	0.52
VANGUARD TOTAL INTL STOCK	921909768	23836382	16,886.00	47.86	808,160.58	60.92	1,028,695.12	220,534.54	2.33
VANGUARD TOTAL INTL STOCK	921909768	23836382	6,003.00	61.64	370,024.92	60.92	365,702.76	(4,322.16)	0.83
VANGUARD TOTAL INTL STOCK	921909768	23836382	2,469.00	56.19	138,733.11	60.92	150,411.48	11,678.37	0.34
VANGUARD TOTAL INTL STOCK	921909768	23836382	2,470.00	56.52	139,604.40	60.92	150,472.40	10,868.00	0.34
VANGUARD TOTAL INTL STOCK	921909768	23836382	2,875.00	51.81	148,953.46	60.92	175,145.00	26,191.54	0.40
VANGUARD TOTAL INTL STOCK	921909768	23836382	1,375.00	54.44	74,855.00	60.92	83,765.00	8,910.00	0.19

Detail of Securities Held & Market Analytics

For the Month Ending **January 31, 2025**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAI - [REDACTED]									
Security Type/Description				Average	Original	Market	Market	Unreal G/L	
Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Cost/Share	Cost	Price	Value	on Cost	Percentage
Security Type Sub-Total			600,418.00		16,283,635.81	749.95	17,302,816.76	1,019,180.95	39.24
Money Market Mutual Fund									
FIRST AM GOV OBLIG-Z DTD 01/01/2010 0.000% --	31846V567	351477	672,457.70	1.00	672,457.70	100.00	672,457.70	0.00	1.53
Security Type Sub-Total			672,457.70		672,457.70	100.00	672,457.70	0.00	1.53
Mutual Fund - Bond									
BAIRD CORE PLUS BOND-INST	057071870	7001692	500,709.18	10.87	5,441,985.67	10.04	5,027,120.14	(414,865.53)	11.41
BBH LIMITED DURATION-I	05528X851	7344118	0.03	10.29	0.35	10.44	0.35	0.00	0.00
DOUBLELINE CORE FIX INC-I	258620301	19170004	197,498.83	10.44	2,061,514.00	9.15	1,807,114.27	(254,399.73)	4.10
NYLI MACKAY HIGH YILD CBF-R6	56063N881	121732	136,192.31	5.18	705,771.47	5.22	710,923.84	5,152.37	1.61
PGIM TOTAL RETURN BOND-R6	74440B884	168981	346,276.14	13.30	4,604,094.01	11.87	4,110,297.77	(493,796.24)	9.33
VOYA INTERMEDIATE BOND-R6	92913L569	212412	245,317.86	9.83	2,411,425.30	8.64	2,119,546.24	(291,879.06)	4.81
Security Type Sub-Total			1,425,994.34		15,224,790.80	55.36	13,775,002.61	(1,449,788.19)	31.26
Mutual Fund - Equity									
COHEN & STEERS INST RLTY	19247U106	1428049	15,436.53	52.20	805,837.92	48.44	747,745.72	(58,092.20)	1.70
COLUMBIA SMALL CAP GRW-INST3	19765Y340	195897	9,529.75	28.07	267,500.00	30.86	294,087.99	26,587.99	0.67
GLDMN SCHS GQG PRT INTL-INST	38147N293	51973400	36,802.24	19.35	712,235.01	20.34	748,557.52	36,322.51	1.70
HRDNG LVNR INTL EQTY-INST	412295107	175052	19,647.37	28.63	562,530.78	25.26	496,292.55	(66,238.23)	1.13
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	10575468	12,919.82	15.22	196,610.96	16.99	219,507.82	22,896.86	0.50
UNDISC MGRS BEHAV VAL-R6	904504479	1428076	4,811.24	87.23	419,694.20	86.81	417,663.65	(2,030.55)	0.95
Security Type Sub-Total			99,146.95		2,964,408.87	228.70	2,923,855.25	(40,553.62)	6.65
Separate Account									
ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% --	ATEL00020	SA407	21,070.00	1.00	21,070.00	111.99	23,596.06	2,526.06	0.05
ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% --	ATEL00020	SA407	45,325.00	1.00	45,325.00	111.99	50,758.97	5,433.97	0.12

Detail of Securities Held & Market Analytics

For the Month Ending **January 31, 2025**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAI - [REDACTED]									
Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Separate Account									
ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% --	ATEL00020	SA407	8,005.07	1.00	8,005.07	111.99	8,964.79	959.72	0.02
ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% --	ATEL00020	SA407	45,325.00	1.00	45,325.00	111.99	50,758.97	5,433.97	0.12
ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% --	ATEL00020	SA407	45,325.00	1.00	45,325.00	111.99	50,758.97	5,433.97	0.12
ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% --	ATEL00020	SA407	45,325.00	1.00	45,325.00	111.99	50,758.97	5,433.97	0.12
ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% --	ATEL00020	SA407	45,325.00	1.00	45,325.00	111.99	50,758.97	5,433.97	0.12
ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% --	ATEL00020	SA407	49,000.00	1.00	49,000.00	111.99	54,874.56	5,874.56	0.12
ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% --	ATEL00020	SA407	49,980.00	1.00	49,980.00	111.99	55,972.05	5,992.05	0.13
ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% --	ATEL00020	SA407	49,000.00	1.00	49,000.00	111.99	54,874.56	5,874.56	0.12
BLACKSTONE INFRASTRUCTURE PRTNRS F 2 L. DTD 10/01/2024 0.000% --	BKSTONE64	SA496	900,000.00	1.00	900,000.00	100.00	900,000.00	0.00	2.04
GOLUB CAPITAL XIV INT'L DTD 01/01/2010 0.000% --	GOLUB0091	F_GOLUB	180,000.00	1.00	180,000.00	117.89	212,209.54	32,209.54	0.48
GOLUB CAPITAL XIV INT'L DTD 01/01/2010 0.000% --	GOLUB0091	F_GOLUB	1,127,240.00	1.00	1,127,240.00	117.89	1,328,950.46	201,710.46	3.02
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV008	F_NBF	147,000.00	1.00	147,000.00	139.08	204,444.60	57,444.60	0.46
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV008	F_NBF	105,000.00	1.00	105,000.00	139.08	146,031.86	41,031.86	0.33
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV008	F_NBF	309,750.00	1.00	309,750.00	139.08	430,793.98	121,043.98	0.98
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV008	F_NBF	145,309.38	1.00	145,309.38	139.08	202,093.32	56,783.94	0.46

Detail of Securities Held & Market Analytics

For the Month Ending **January 31, 2025**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAI - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Separate Account									
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV008	F_NBF	130,837.59	1.00	130,837.59	139.08	181,966.25	51,128.66	0.41
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV008	F_NBF	180,319.43	1.00	180,319.43	139.08	250,784.58	70,465.15	0.57
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV008	F_NBF	127,930.57	1.00	127,930.57	139.08	177,923.23	49,992.66	0.40
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV008	F_NBF	252,000.00	1.00	252,000.00	139.08	350,476.46	98,476.46	0.80
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV008	F_NBF	80,433.93	1.00	80,433.93	139.08	111,865.87	31,431.94	0.25
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV008	F_NBF	204,378.01	1.00	204,378.01	139.08	284,244.76	79,866.75	0.64
Security Type Sub-Total			4,293,878.98		4,293,878.98	2,846.46	5,233,861.78	939,982.80	11.88
Managed Account Sub-Total			7,141,535.98		43,652,700.80	4,830.56	44,074,868.41	422,167.61	100.01
Securities Sub-Total			\$7,141,535.98		\$43,652,700.80	\$4,830.56	\$44,074,868.41	\$422,167.61	100.01%
Accrued Interest							\$0.00		
Total Investments							\$44,074,868.41		

SunLine Transit Agency
CONSENT CALENDAR

DATE: March 26, 2025

APPROVETO: Finance/Audit Committee
Board of Directors

RE: Acceptance of Ridership Report for January 2025

Summary:

	Monthly Ridership Per Mode		Monthly Variance Per Mode	
	Jan 25	Jan 24	Net	Percent
Fixed Route	232,606	219,727	12,879	5.9%
SunRide	2,351	2,076	275	13.2%
Taxi Voucher*	118	196	(78)	(39.8%)
SunDial	9,338	10,067	(729)	(7.2%)
Total	244,413	232,066	12,347	5.3%

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

FY Ridership to Date (All Modes)	
Fiscal Year 2025	1,655,096
Fiscal Year 2024	1,541,742
Ridership Increase	113,354

Fiscal year to date system ridership increased by 113,354 rides or 7.35% compared to the previous fiscal year. The baseline of the attached COVID-19 Recovery chart is calendar year 2020, this allows a comparison of five (5) years.

Recommendation:

Approve.

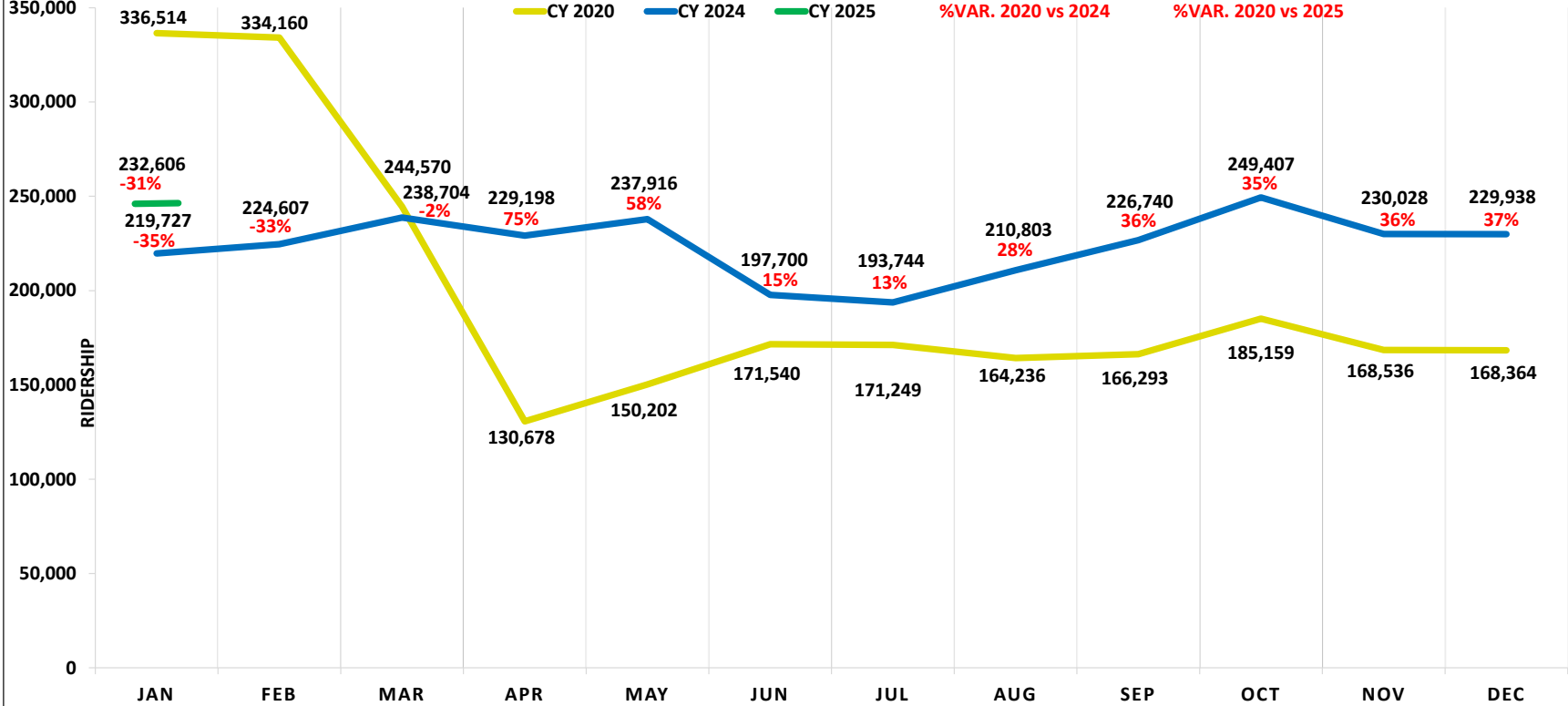


SunLine Transit Agency Monthly Ridership Report January 2025

Fixed Route	FY 2025		FY 2024		Monthly KPI		Bikes		Wheelchairs	
	Jan 2025	Jan 2024	YTD	YTD	Passengers/ Rev. Hours	Passengers/ Rev. Miles	Monthly	FYTD	Monthly	FYTD
	Route 1EV	51,155	50,039	340,907	338,151	20.6	1.6	2,061	12,733	370
Route 1WV	39,487	36,571	273,380	257,913	15.8	1.3	1,156	9,648	263	2,397
Route 2	64,097	62,811	453,225	413,609	18.3	1.3	2,056	11,771	532	3,559
Route 3	7,484	7,696	54,944	46,066	9.4	0.6	241	2,003	67	667
Route 4	21,204	19,583	138,790	123,348	11.8	0.8	659	3,748	174	772
Route 5	2,500	1,705	17,720	9,371	5.2	0.2	60	590	22	93
Route 6	4,527	3,235	30,290	18,574	8.4	0.6	140	1,096	29	186
Route 7	8,390	8,168	52,503	52,089	10.3	0.8	343	2,356	4	151
Route 8	16,491	15,782	112,809	102,337	10.7	0.7	557	2,958	74	658
Route 9	5,639	5,288	29,913	31,075	9.6	0.4	70	537	21	96
Route 10	2,999	2,299	22,768	19,221	5.8	0.2	14	2,024	5	326
Route 200 SB	113	142	1,060	1,210	8	0	-	6	-	1
Route 400 SB	-	-	-	-	-	-	-	-	-	-
Route 401 SB	-	-	-	-	-	-	-	-	-	-
Route 402 NB	-	-	-	-	-	-	-	-	-	-
Route 403 NB	-	-	-	-	-	-	-	-	-	-
Route 500 SB	-	397	850	1,434	11	-	-	-	-	-
Route 501 NB	-	-	-	-	-	-	-	-	-	-
Route 700 SB/NB	262	245	1,615	2,022	11	1	1	5	-	-
Route 701 SB/NB	1,164	718	5,592	5,007	-	-	5	20	3	7
Route 800 NB	4,720	1,862	19,120	10,703	248	12	4	5	4	10
Route 801 SB	2,348	1,969	13,034	13,768	124	7	-	1	-	1
Route 802 SB	26	266	1,977	3,194	1	0	-	-	-	2
Route 803 NB	-	951	2,965	8,571	-	-	-	-	-	-
Fixed Route Total	232,606	219,727	1,573,462	1,457,663	13	1	7,367	49,501	1,568	10,887
SunRide	2,351	2,076	14,888	12,610	1.0	0.2	-	-	-	-
Taxi Voucher	118	196	1,112	1,280	-	-	-	-	-	-
SunDial	9,338	10,067	65,634	70,189	2	0.1	-	-	-	-
System Total	244,413	232,066	1,655,096	1,541,742	9.8	0.7				
	Jan-25	Jan-24								
Weekdays:	23	23								
Saturdays:	4	4								
Sundays:	4	4								
Total Days:	31	31								

Haul Pass COD contributed with 5,388 rides, CSUSB with 1,458 rides.
 Mobile Ticketing contributed with 44,905 rides, the total for January 2025 includes 129 paratransit mobile tickets.

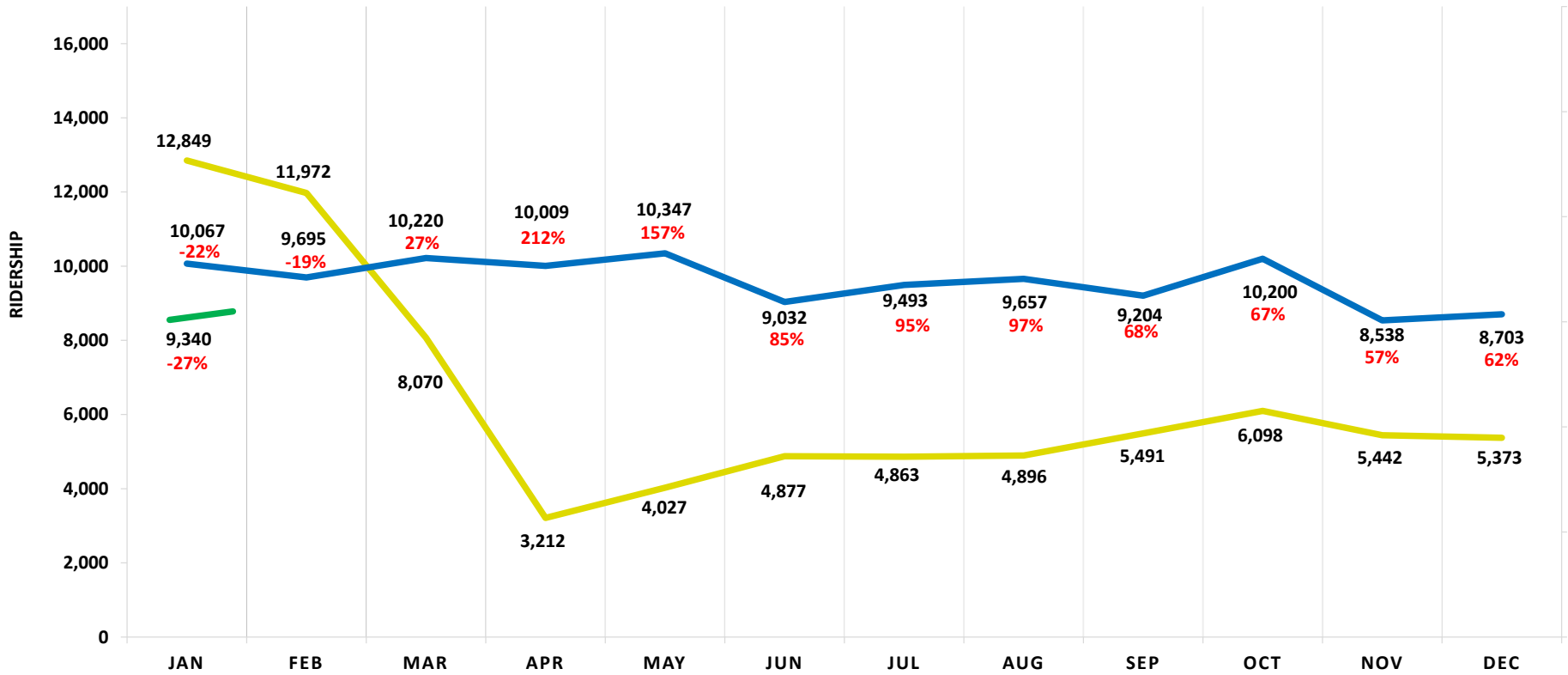
Fixed Route Ridership COVID-19 Recovery



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. Variances are in red close to their corresponding ridership number. 2024 and 2025 are referring to the baseline of 2020. CY 2020 will remain on the chart since it is the baseline needed to compare ridership recovery for CY 2024 & CY 2025. CY 2021/2022/2023 have been removed to reflect the two (2) most recent years in recovery.

Paratransit Ridership COVID-19 Recovery

— CY 2020
 — CY 2024
 — CY 2025
 %VAR. 2020 vs 2024
 %VAR. 2020 vs 2025



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. Variances are in red close to their corresponding ridership number. 2023 and 2024 are referring to the baseline of 2020. CY 2020 will remain on the chart since it is the baseline needed to compare ridership recovery for CY 2023 & CY 2024. CY 2021/2022 have been removed to reflect the two (2) most recent years in recovery.

SunLine Transit Agency
CONSENT CALENDAR

DATE: March 26, 2025

APPROVE

TO: Finance/Audit Committee
Board of Directors

RE: Acceptance of SunDial Operational Notes for January 2025

Summary:

The attached report summarizes SunDial's operation for the month of January 2025. This report identifies that for the month of January, the on-time performance for SunDial did meet the internal service goal of 85% which is comparable to the fixed route service goal. The on-time performance for the month of January was 93.2%.

Fiscal-year-to-date, SunDial has maintained an on-time performance of 90.2%. Total vehicle miles for January 2025 decreased by 2,203 compared to January 2024. Total trips for the month of January were 8,824. When compared to January 2024, this is a decrease of 759 trips or 7.9%.

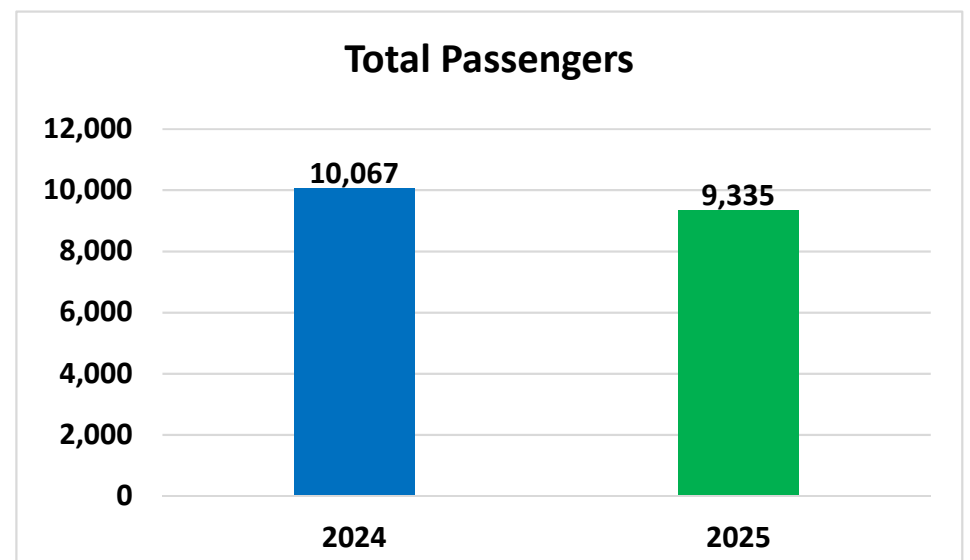
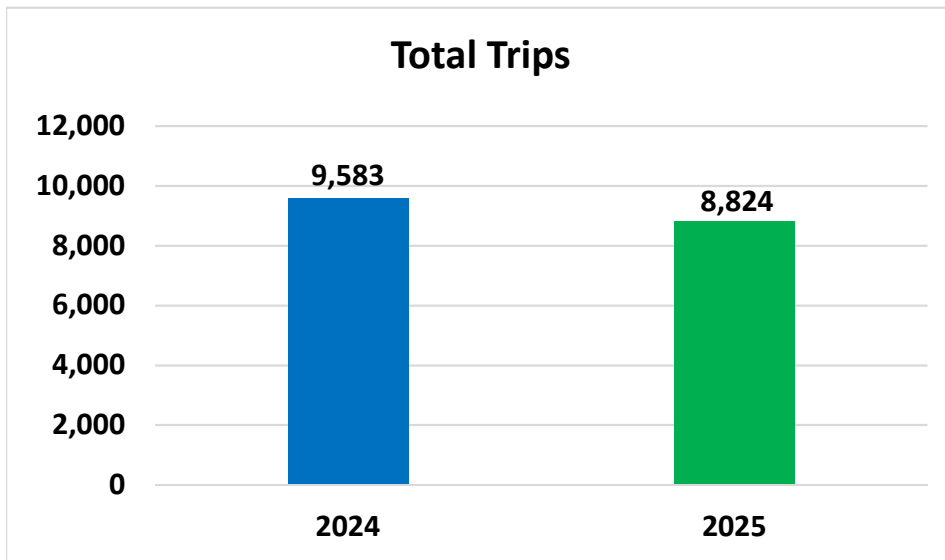
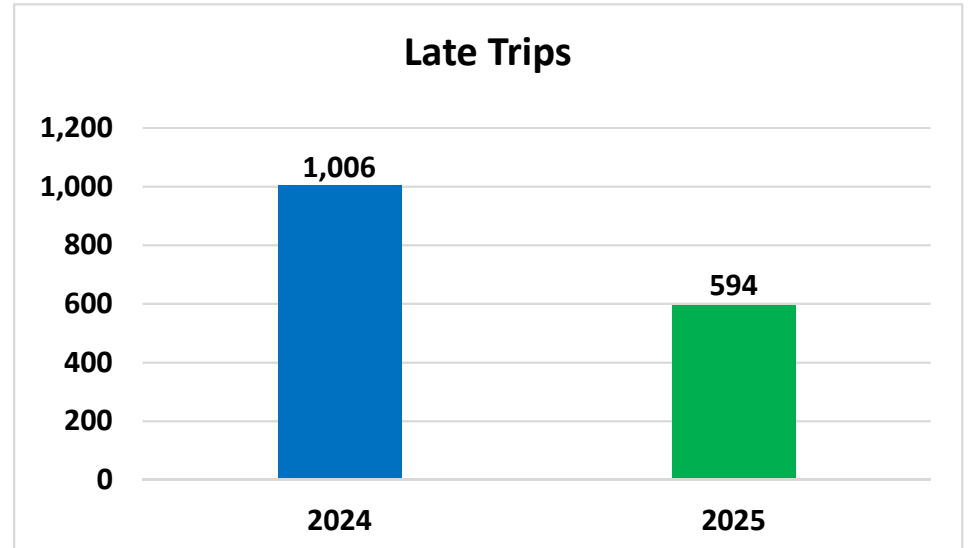
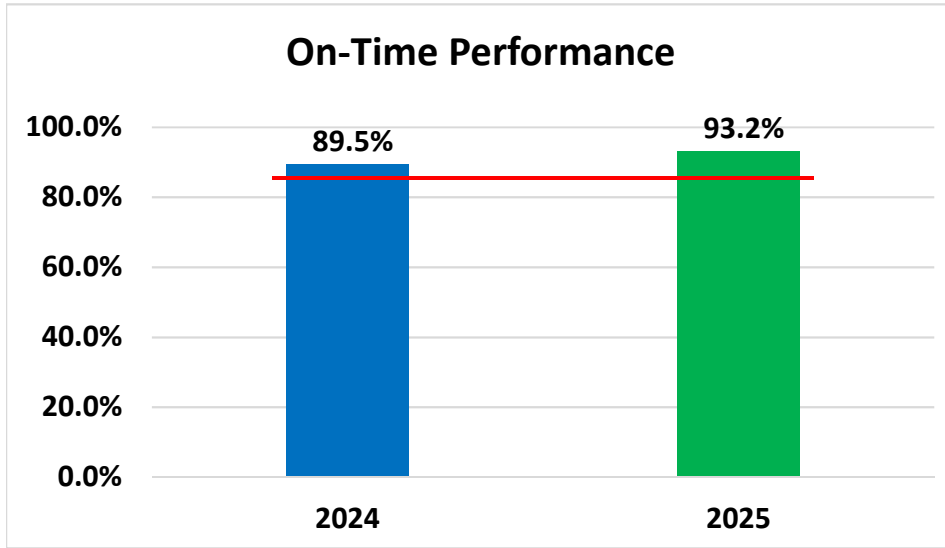
The total number of passengers for the month of January 2025 was 9,335, which indicates a decrease of 732 passengers or 7.2% when compared to January 2024. Mobility device boardings for January 2025 decreased by 118 or 9% when compared to January 2024. During this month, the field supervisors conducted a total of 77 onboard inspections and 86 safety evaluations, which included pre-trip inspections and trailing evaluations. The supervisors have exceeded their monthly on-board evaluations goal of 60 by 17, indicating an increase of 22% when compared to January 2024. Similarly, they have also exceeded their safety evaluations goal of 60 by 26, indicating an increase of 23% when compared to January 2024.

Recommendation:

Approve.

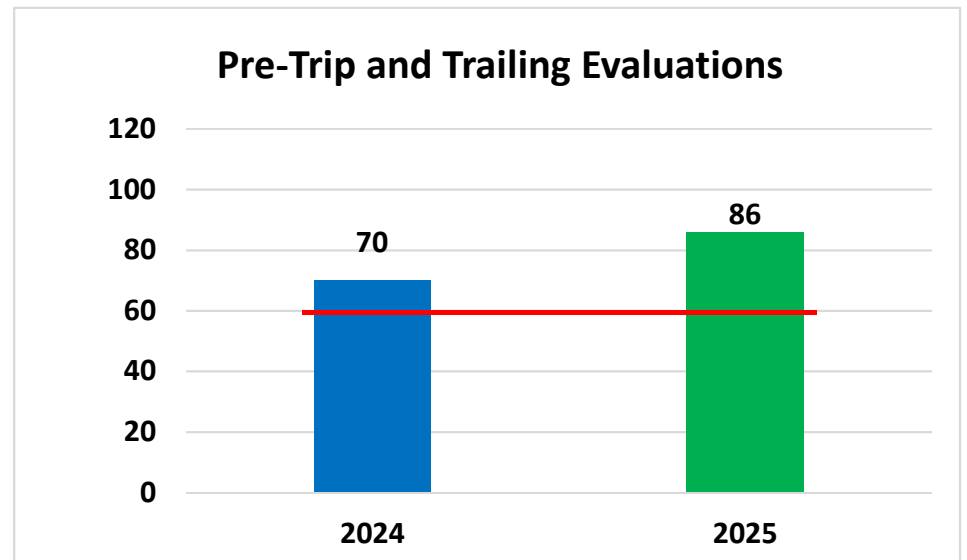
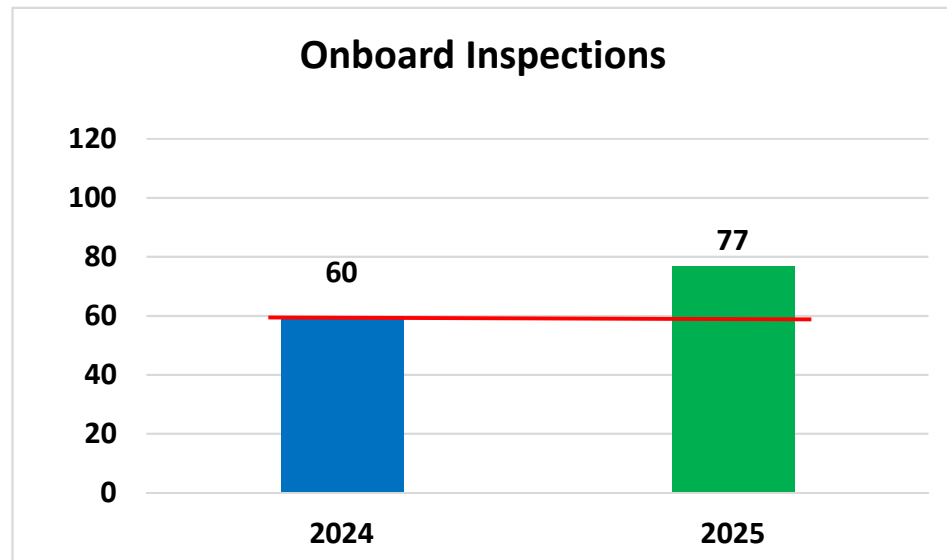
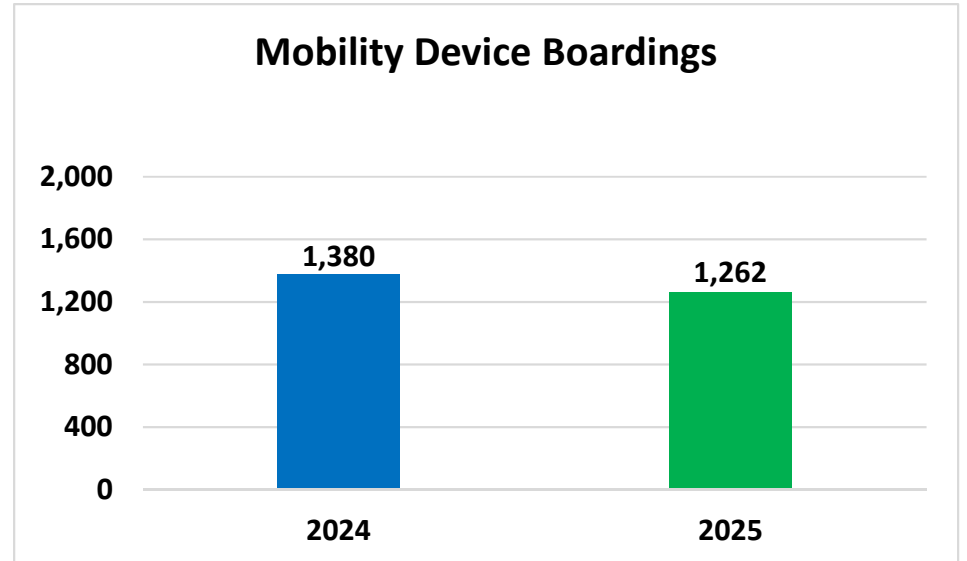
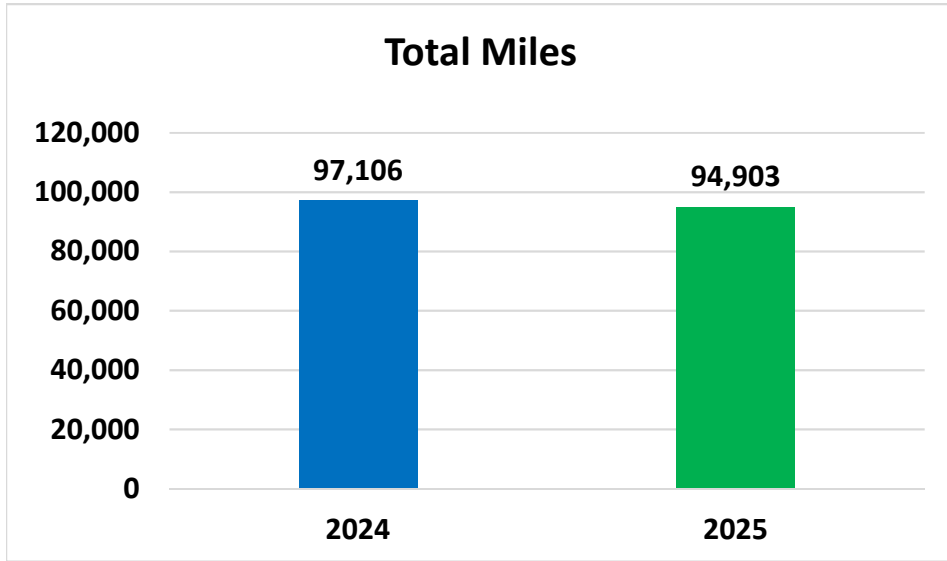
Paratransit Operational Charts

January 2024 vs. January 2025



Paratransit Operational Charts

January 2024 vs. January 2025



SunLine Transit Agency
CONSENT CALENDAR

DATE: March 26, 2025 **APPROVE**

TO: Finance/Audit Committee
Board of Directors

RE: Acceptance of Metrics for January 2025

Summary:

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

SunRide

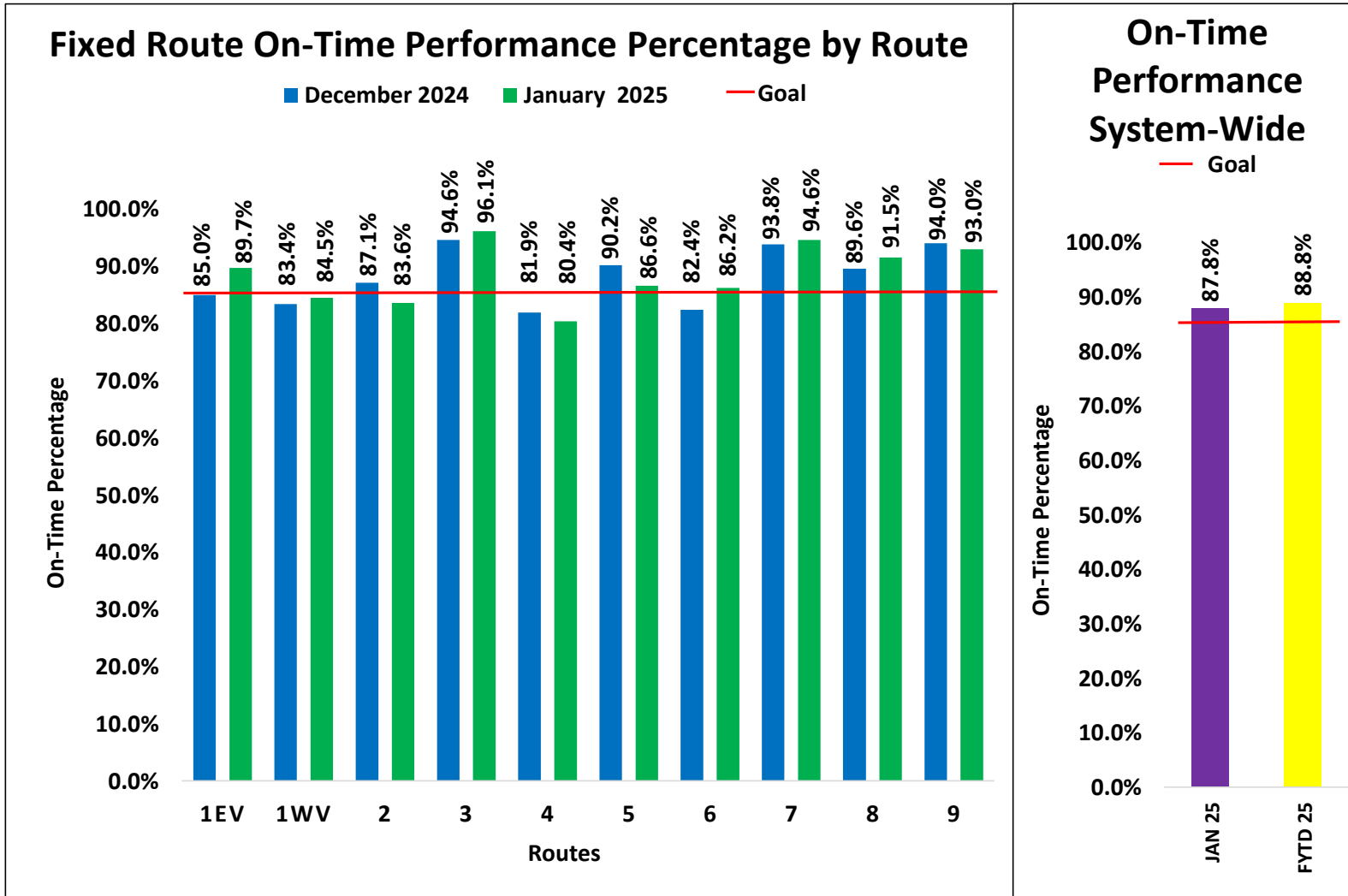
- Systemwide, SunRide had its second strongest month in January with 2,195 trips by 2,351 passengers, representing a 16% increase in ridership when compared to January 2024.
- Indio had its strongest month to date with 518 trips by 545 passengers, an increase of 53% in ridership when compared to January 2024.
- Palm Springs also had its strongest month in January with 312 trips by 339 passengers, an increase of 72% over January 2024.
- Mecca/North Shore was up 22% in January with 119 trips by 145 passengers when compared to January 2024. Noteworthy is that 64% of the ridership was during the time SunRide supplements for Fixed Route (10-2).
- Palm Desert had its second strongest month in January with 716 trips by 771 passengers, an increase of 25% ridership when compared to January 2024.

Fixed Route

- Fixed route's on-time performance had an increase of 0.6% from December 2024 at 87.2% to January 2025 at 87.8%. For January, the agency exceeded the service standard goal of 85%.
 - Route 1WV did not meet its service standard goal for January due to traffic, construction and operator error, such as, leaving early from the Palm Canyon and Baristo timepoint in Palm Springs, which management have taken corrective actions.
 - Routes 2 and 4 did not meet their service standard goal for January due to road work on the Vista Chino at Sunrise, inclement weather on Gene Autry, which caused detours and road closures.
- Late departures decreased by 0.8% in January 2025 compared to the previous month.
- Early departures increased by 0.3% in January 2025 compared to the previous month.
- For the month of January 2025, 20% of SunLine's fixed route operator workforce was absent when compared to January 2024 at 19%.
- For the month of January 2025, workforce was at a total of 132 operators when compared to January 2024 at 145 operators.

Recommendation:

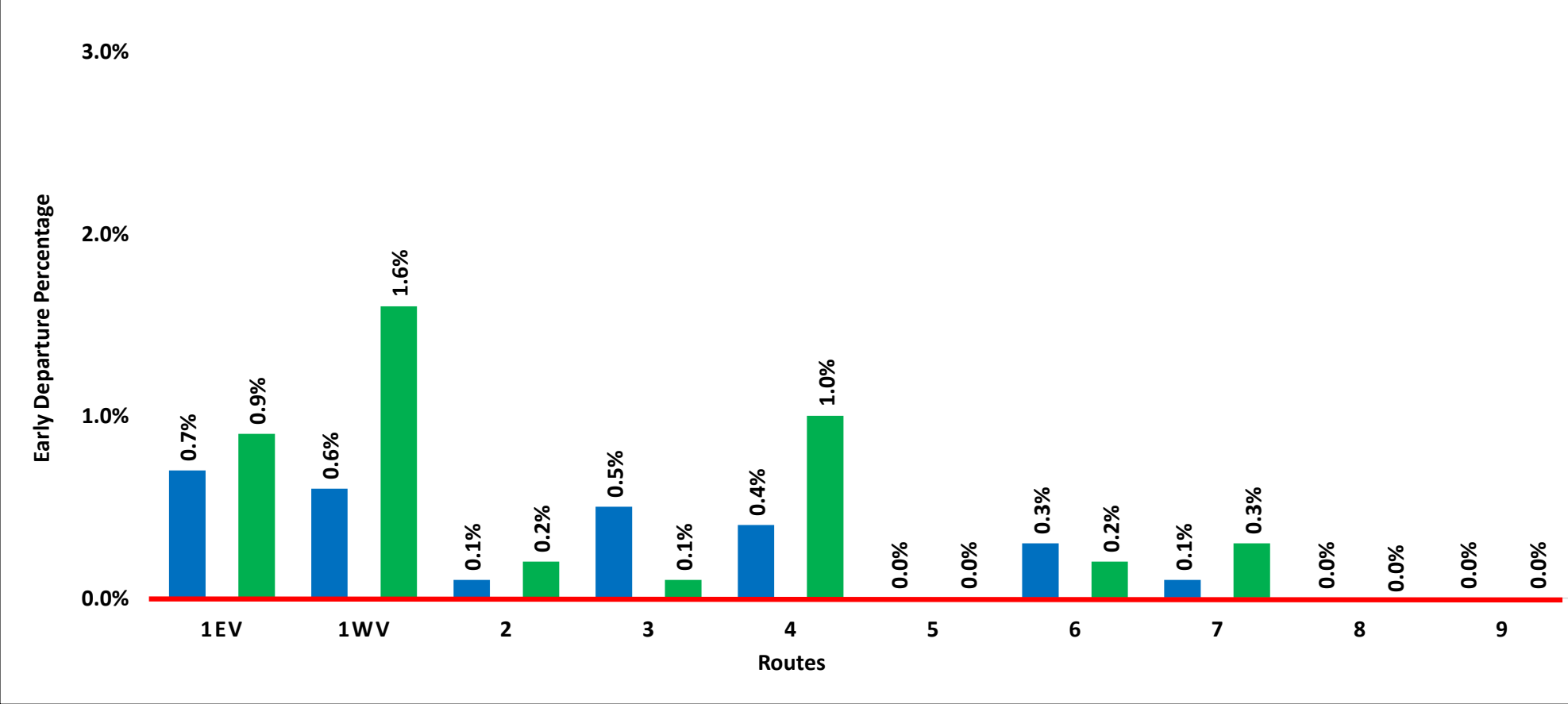
Approve.



On-Time: When a trip departs a timepoint within a range of zero (0) minutes early to five (5) minutes late.
 Goal: Minimum target for On-Time Performance is 85%.
 Note: For the month of January 2025, the Agency's on-time performance was at 87.8%, when compared to January 2024 at 91.4%. This is a decrease of 3.6%.

Fixed Route Early Departure Percentage by Route

■ December 2024 ■ January 2025

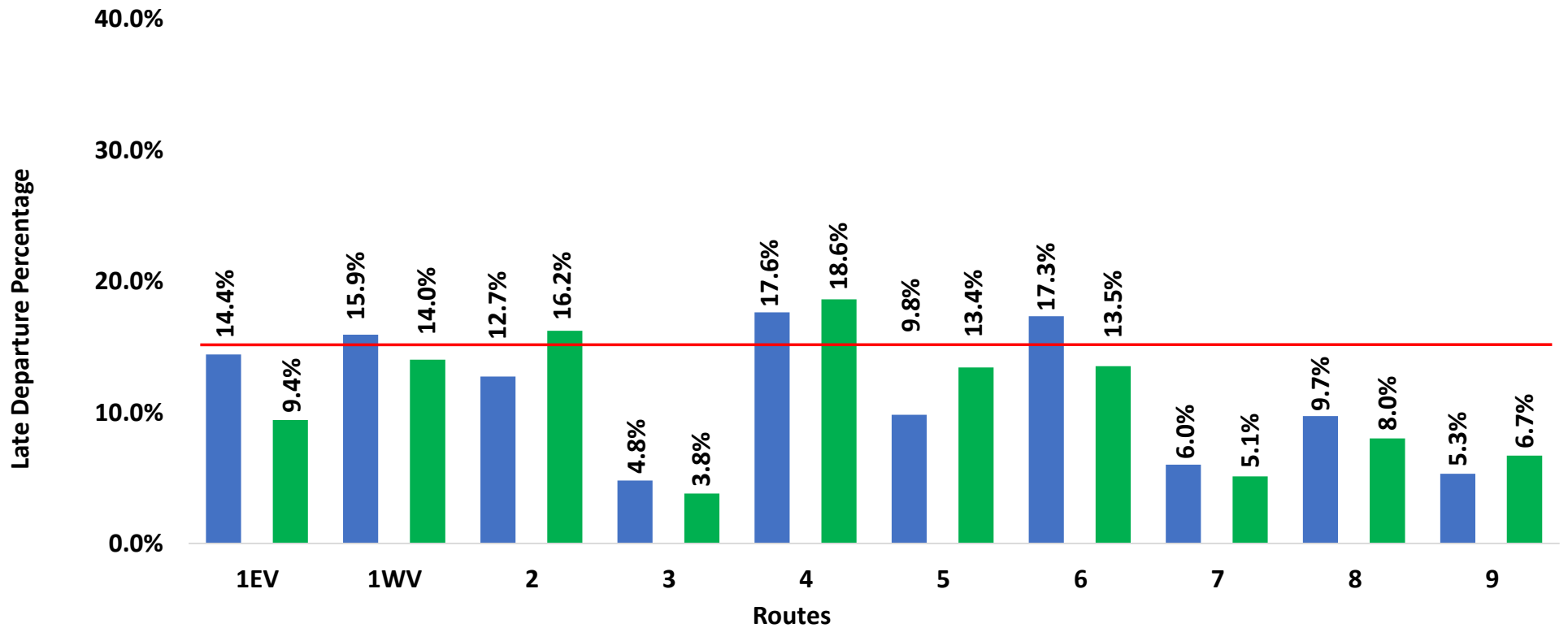


Early Departure: When a bus leaves a timepoint ahead of the scheduled departure time.

Goal: To reduce early departures to 0%.

Fixed Route Late Departure Percentage by Route

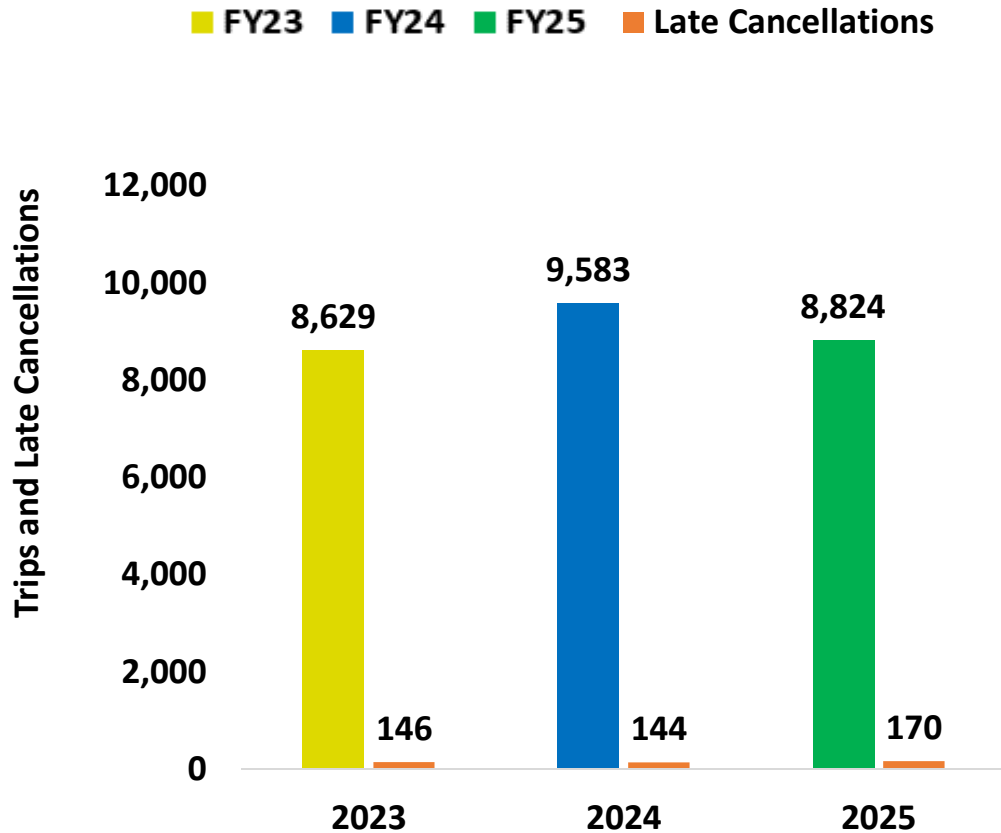
December 2024 January 2025 Goal



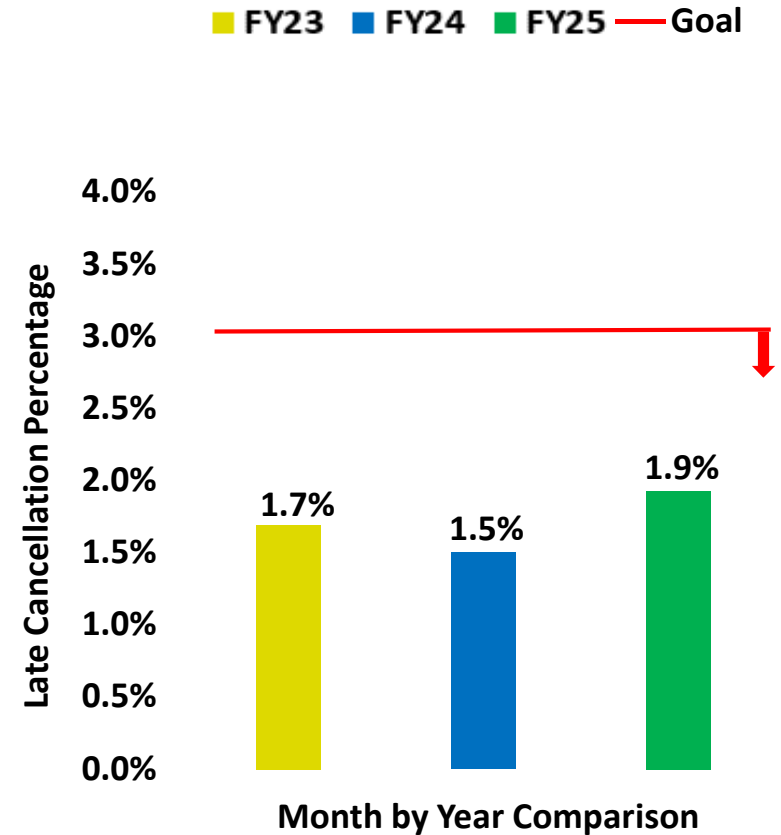
Late Departure: When a bus leaves a timepoint after the scheduled departure time and the route is running late with a departure greater than five (5) minutes.

Goal: To ensure late departures remain below 15%.

Paratransit Total Trips vs. Late Cancellations January



Late Cancellations by Percentage



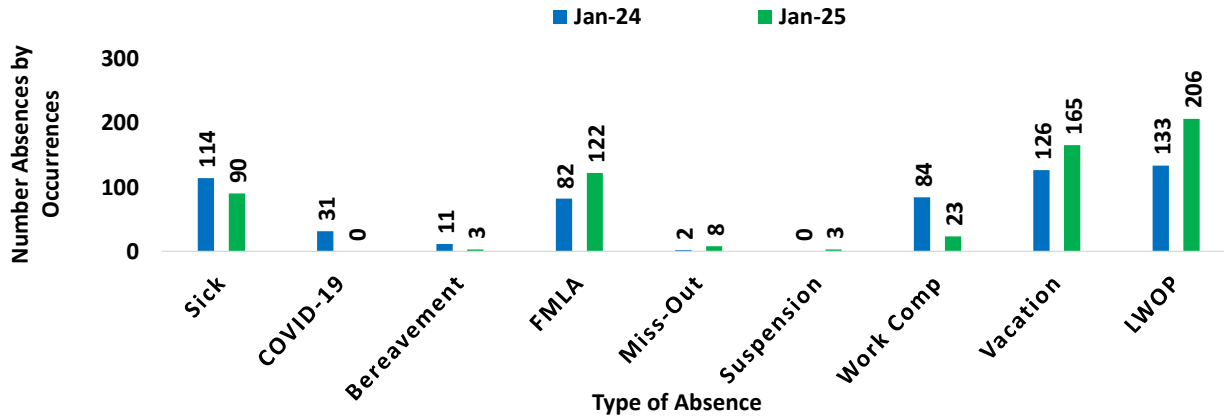
Trip: A one-way trip booked by the rider. A round trip is counted as two (2) trips.

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

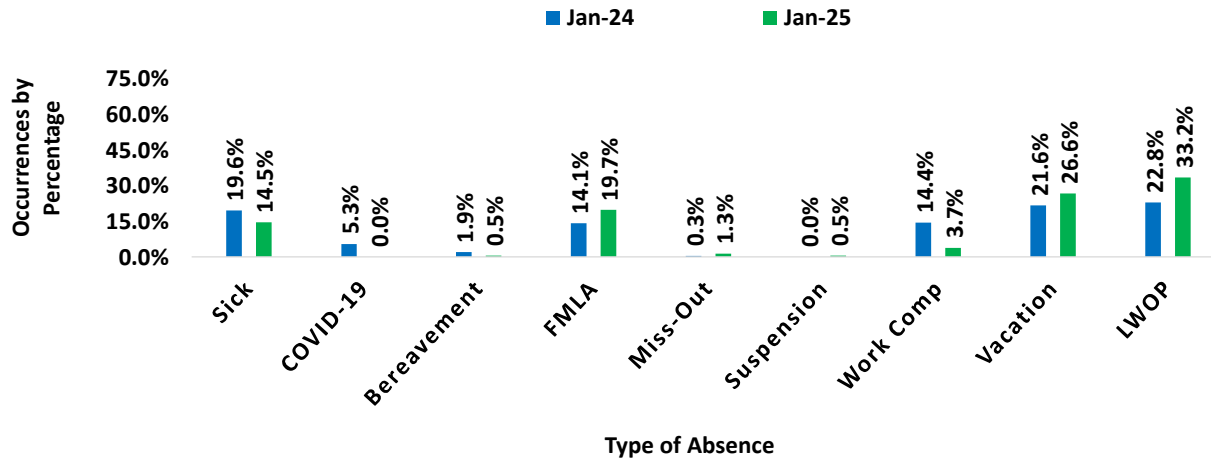
Goal for Late Cancellations: 3% or below.

Total Trips: Total one-way trips completed.

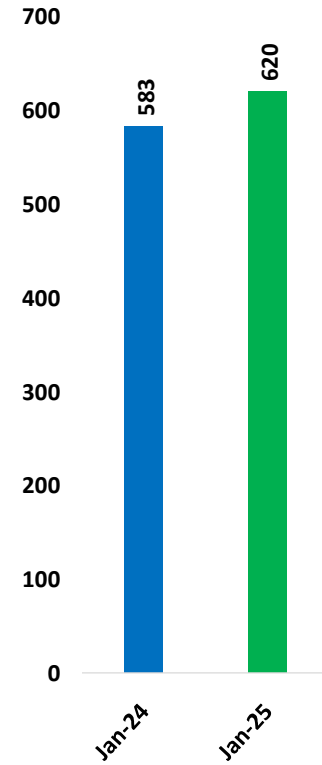
Fixed Route Operator Absence by Type



Fixed Route Operator Absence Type by Percentage



Fixed Route Total Absence Occurrences

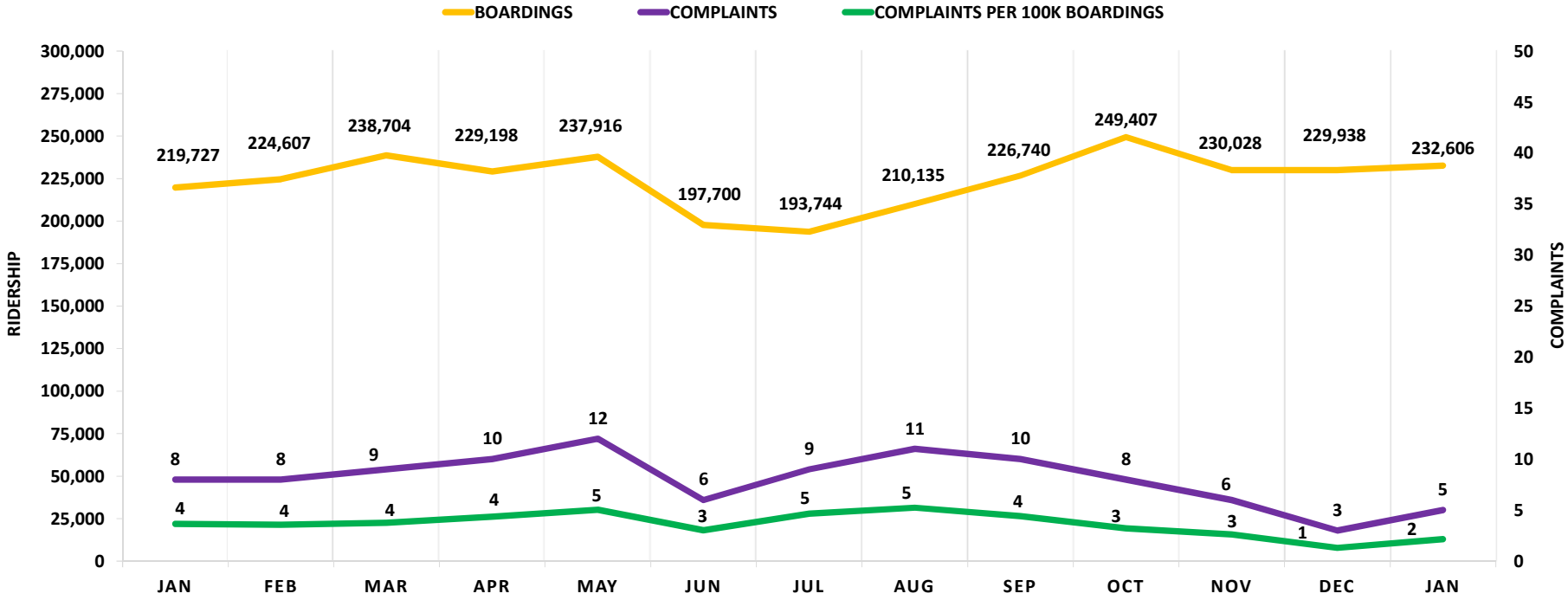


This chart includes unplanned/unscheduled and COVID-19 absences for Fixed Route drivers.

For the month of January 2025, 20% of SunLine's fixed route operator workforce was absent when compared to January 2024 at 19%.

For the month of January 2025, workforce was at a total of 132 operators when compared to January 2024 at 145 operators.

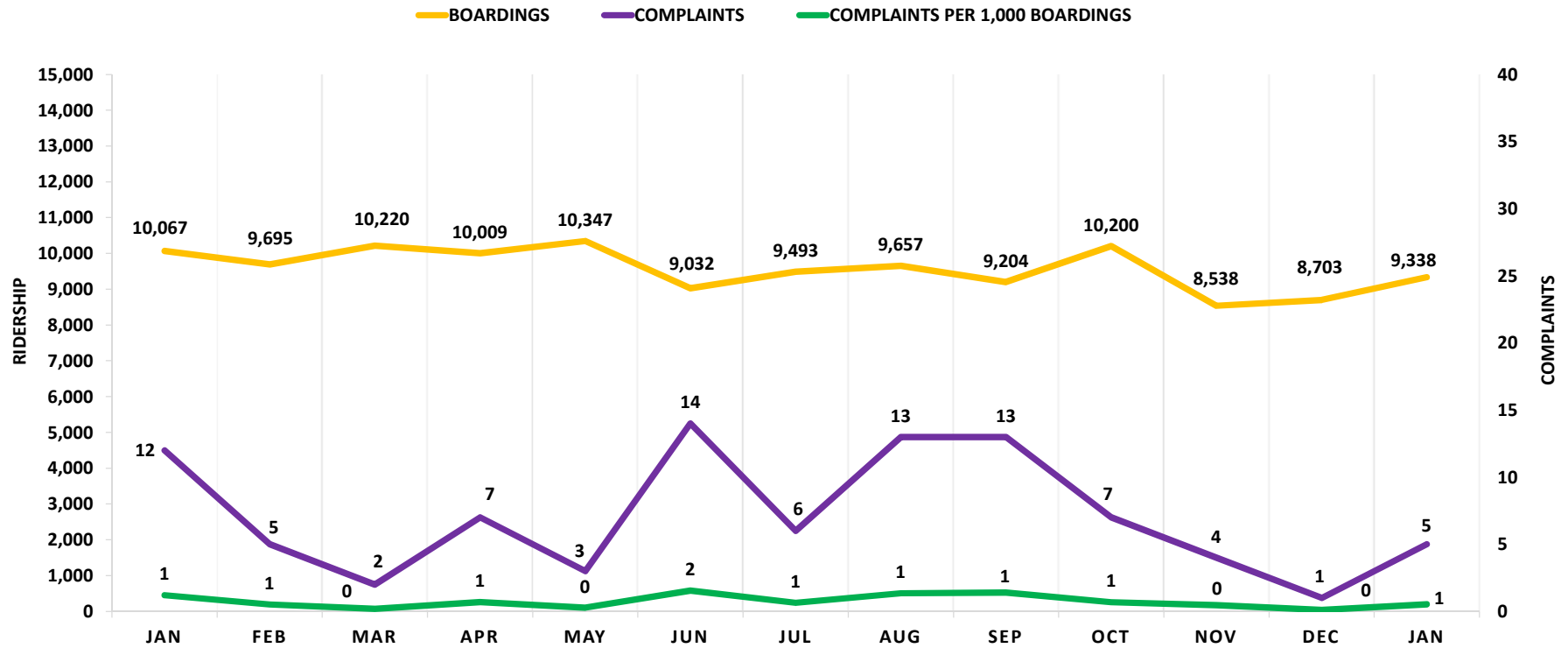
Fixed Route Customer Complaints January 2024 to January 2025



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

For the month of January, 99.9% of our total boardings did not receive a complaint.

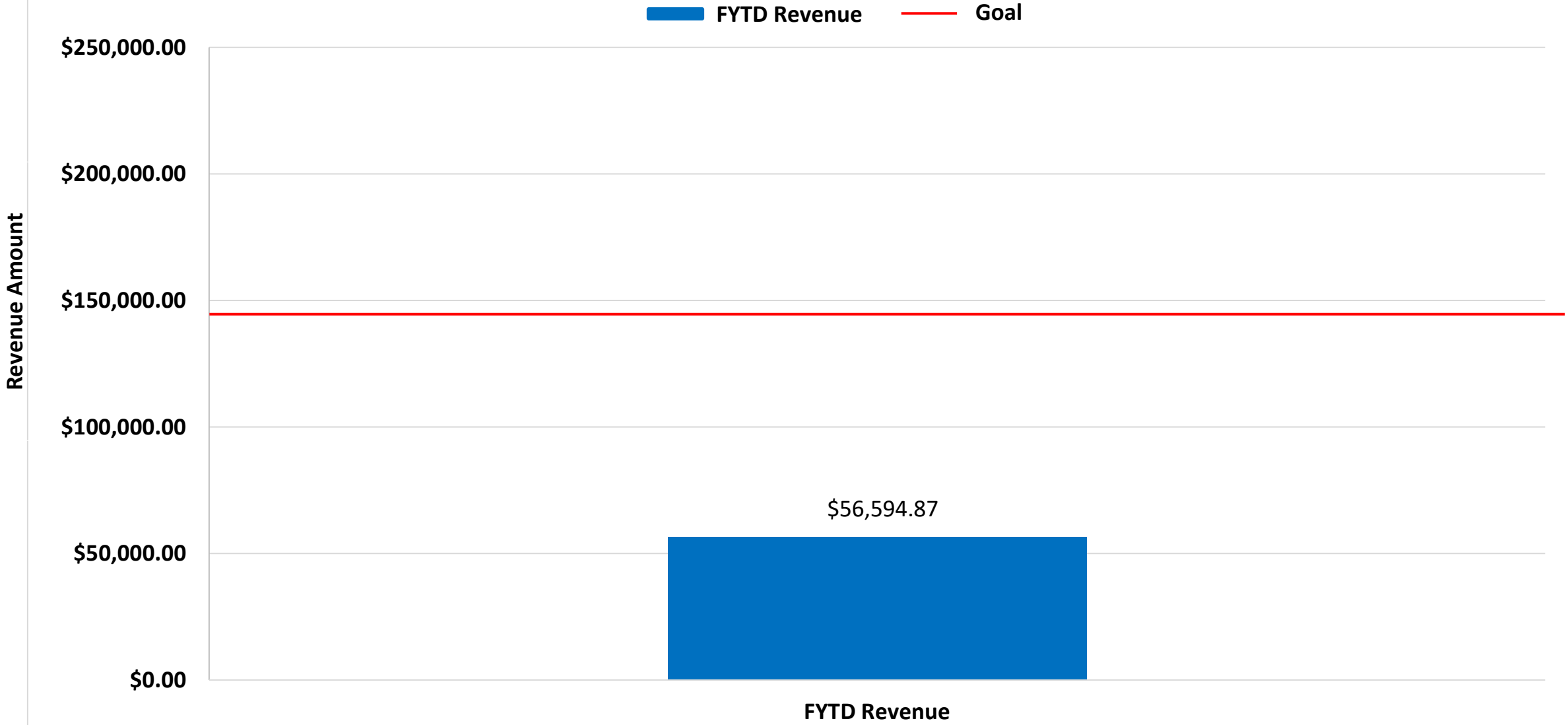
Paratransit Customer Complaints January 2024 to January 2025



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

For the month of January, 99.95% of our total boardings did not receive a complaint.

Advertising Revenue FYTD Revenue vs. Yearly Goal January 2025

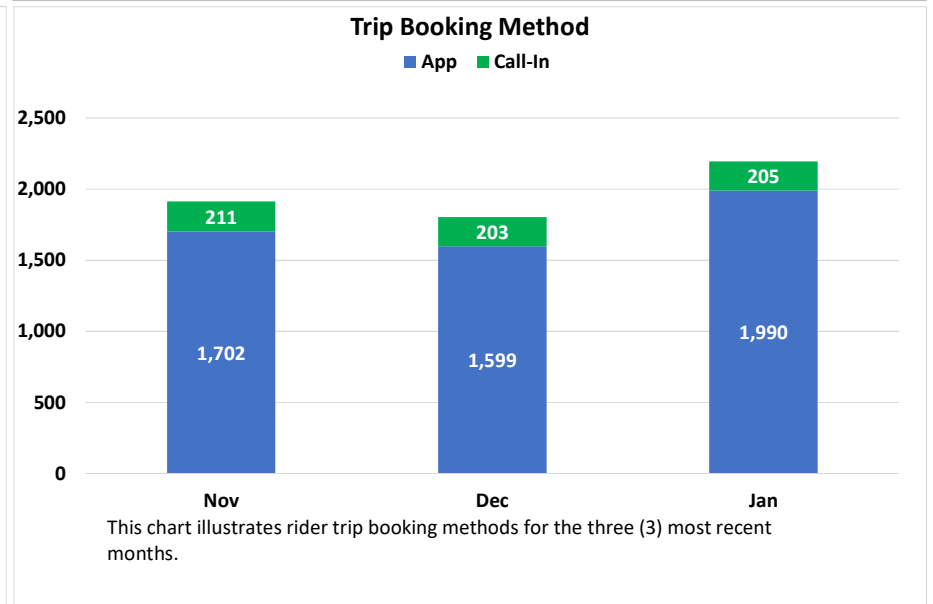
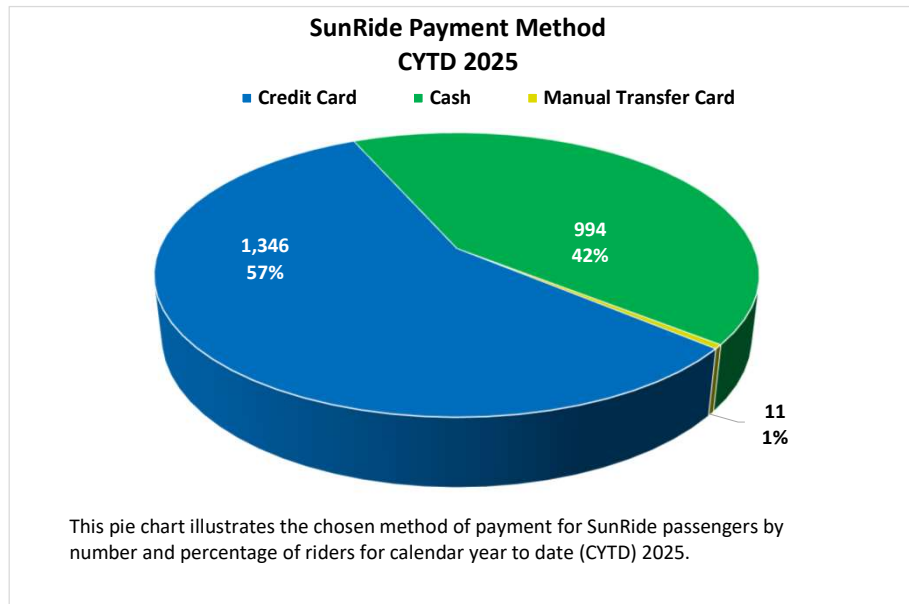
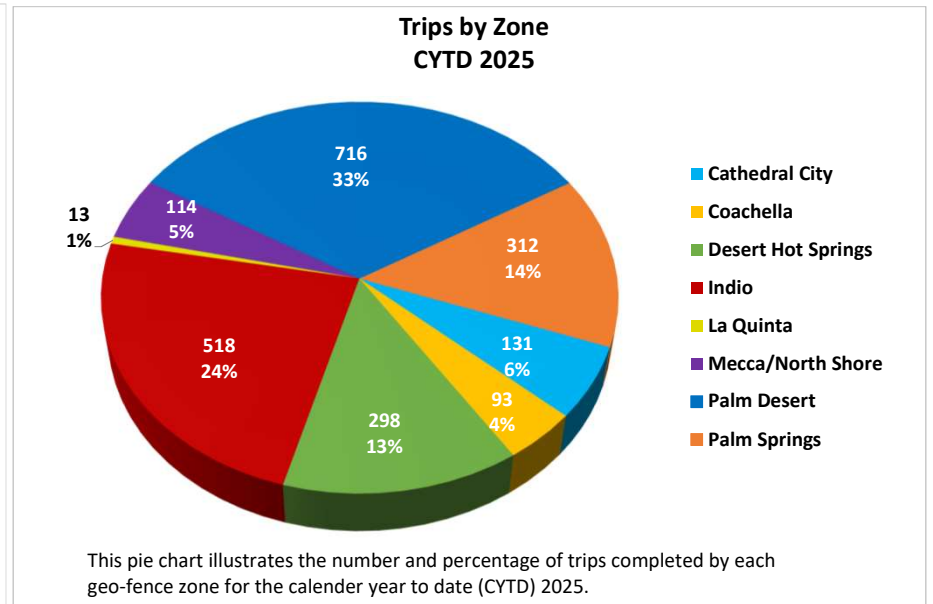
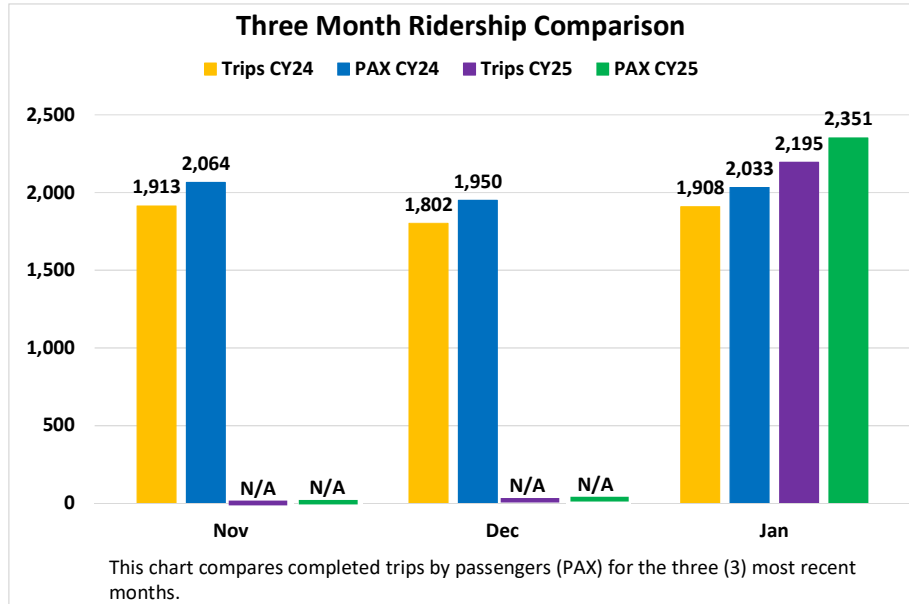


Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. The graph tracks FYTD revenue versus our yearly goal. The yearly goal for FY25 is \$150,000 (*advertising revenues follow Finance Department reporting from the previous two (2) months*).

SunRide System-Wide Metrics CYTD 2025

Total Completed Trips: 2,195

Total Number of Passengers: 2,351

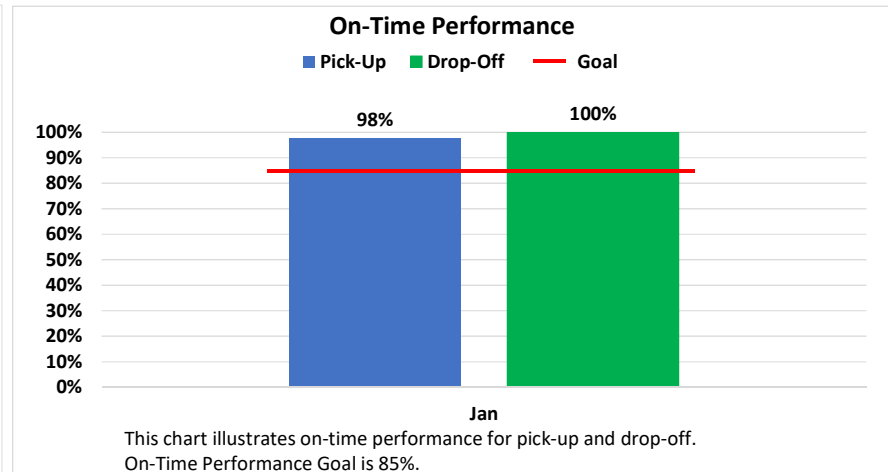
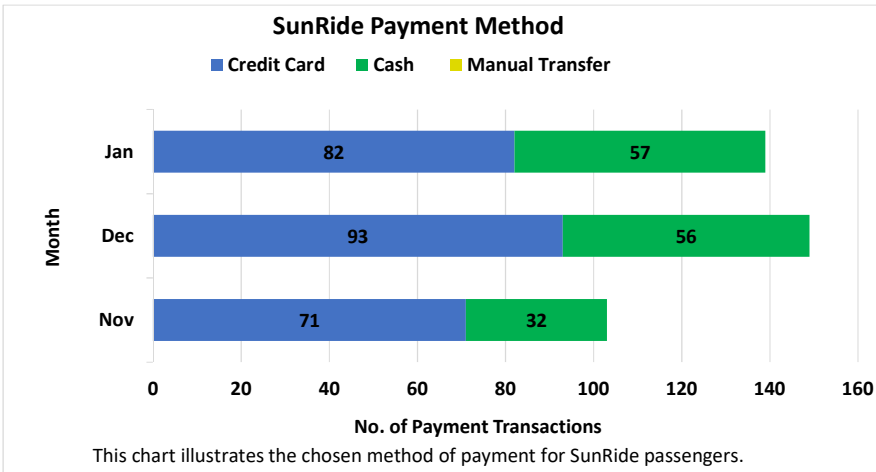
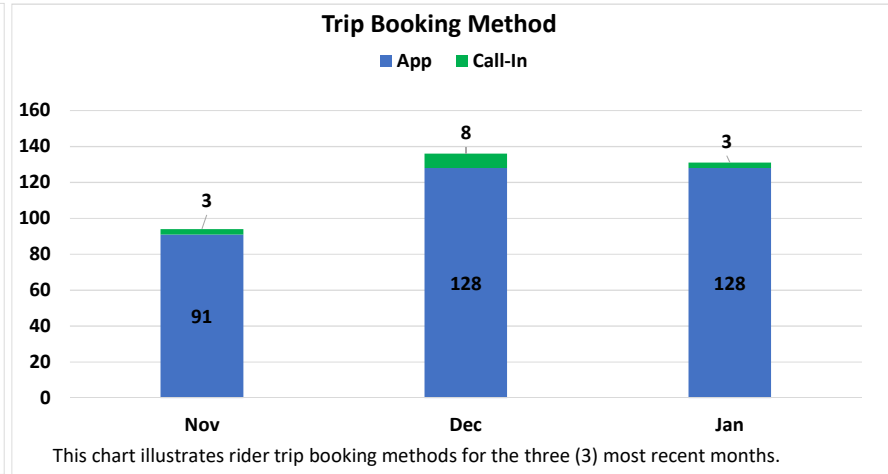
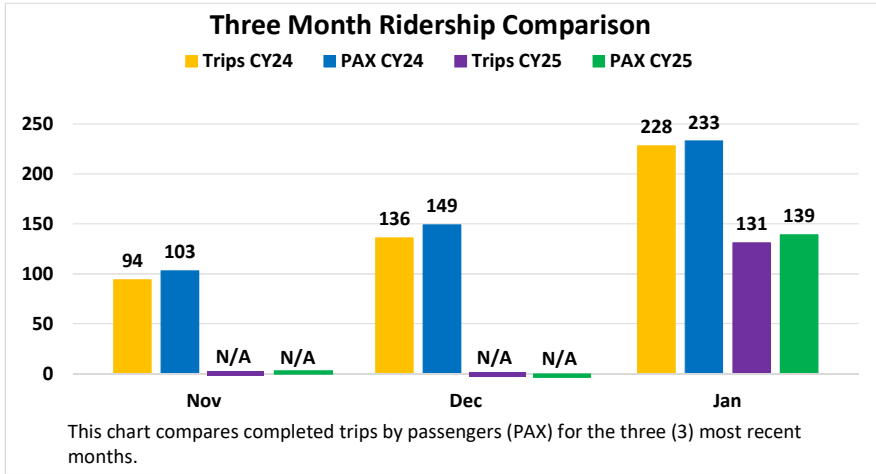


Percentage of Trips System-wide as Ridesharing: 31%.
 [Based on No. of Shared Rides for the month (688) divided by Total Trips Completed (2,351)*].
 * Variance due to rounding

Cathedral City Geo-Fence Metrics CYTD 2025

Total Completed Trips: 131

Total Number of Passengers: 139



Percentage of Trips as Ridesharing: 14%.
 [Based on No. of Shared Rides for the month (18) divided by Total Trips Completed (131).]

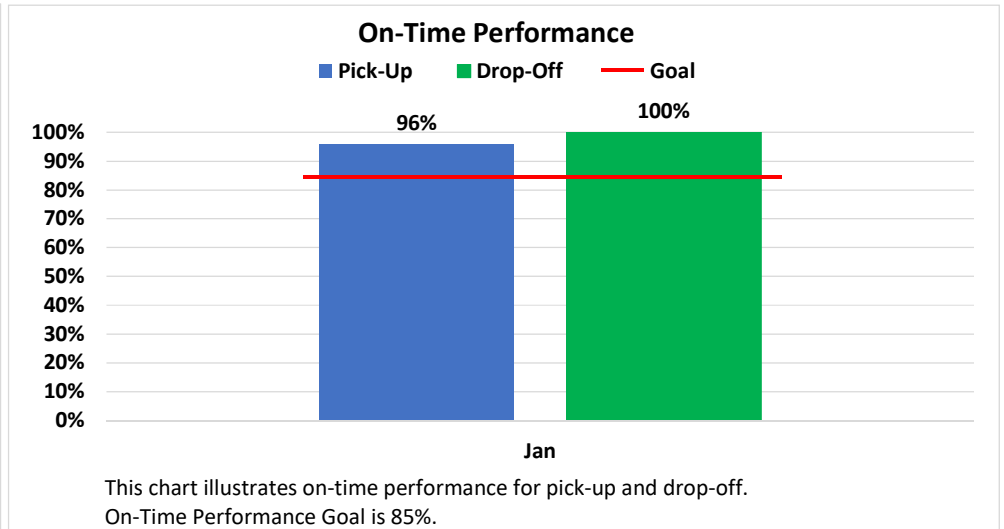
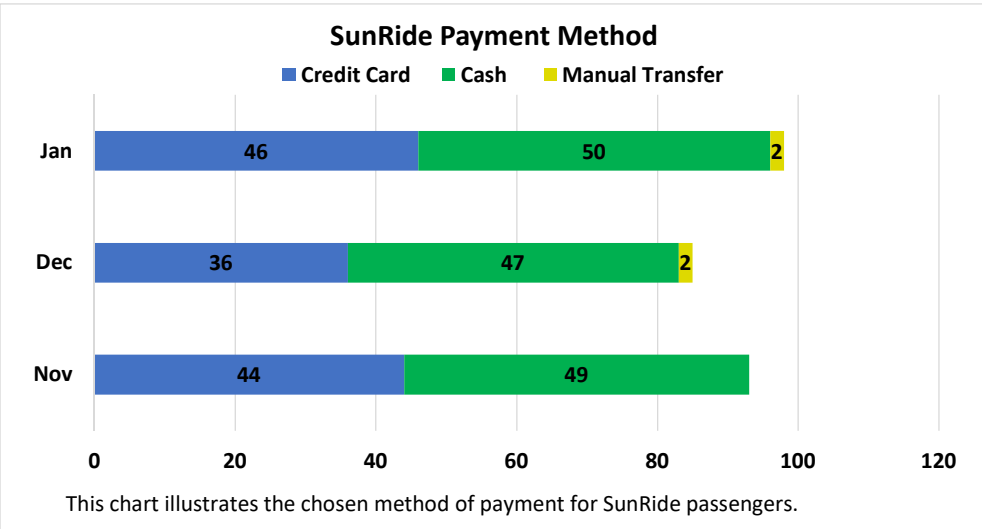
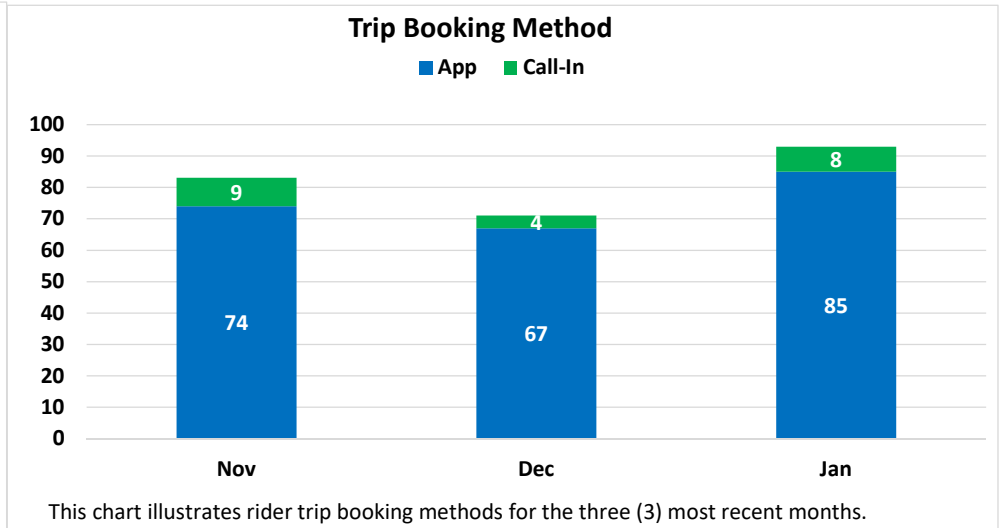
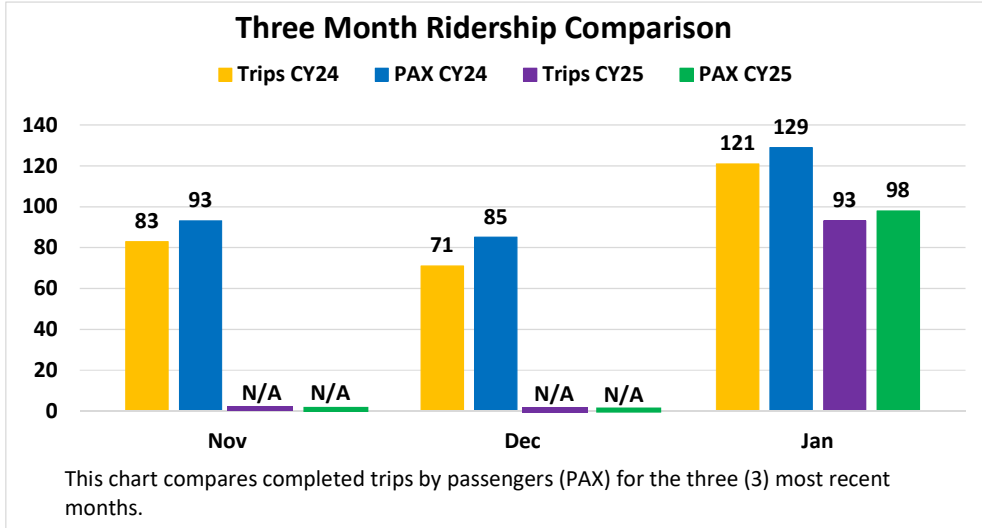
Customer Satisfaction Rating
 Avg. rider trip rating 5.0
 Goal: 4.5

EXCEEDS GOAL

Coachella Geo-Fence Metrics CYTD 2025

Total Completed Trips: 93

Total Number of Passengers: 98



Combined Zone: Coachella-Indio-LaQuinta
Percentage of Trips as Ridesharing: 25%.
 [Based on No. of Shared Rides for the month (155) divided by Total Trips Completed (624).]

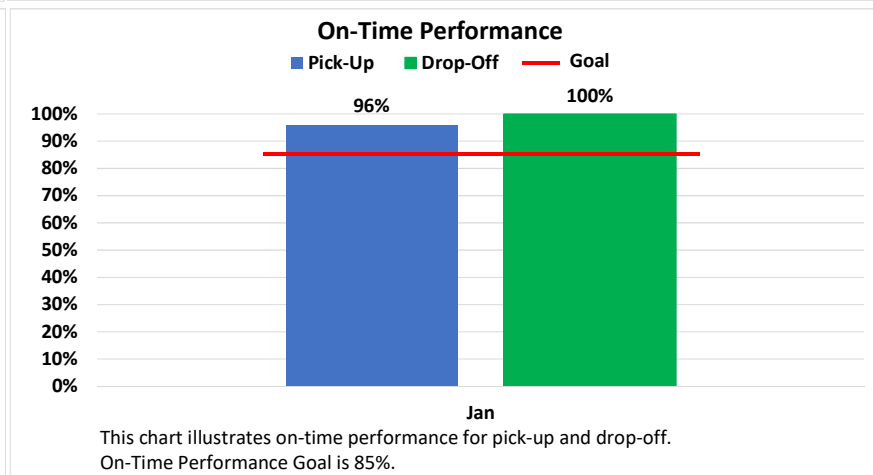
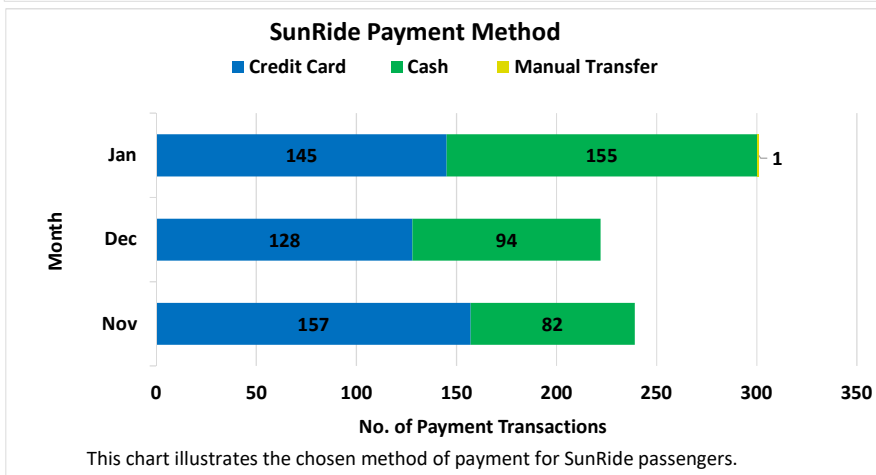
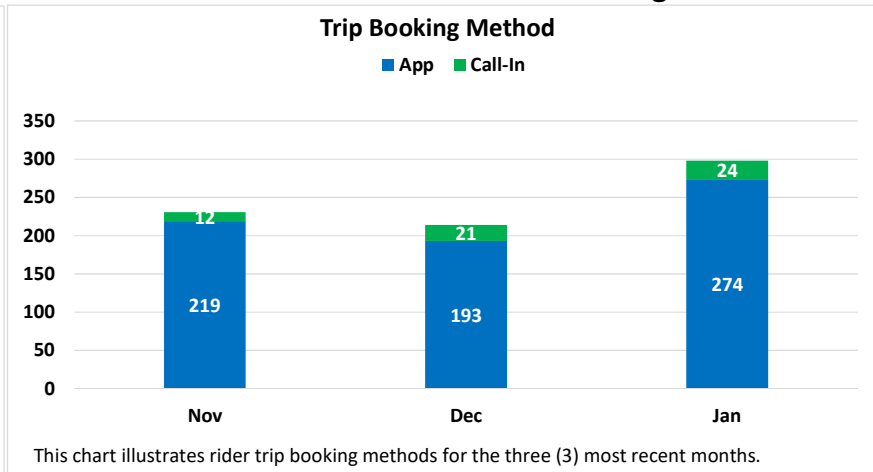
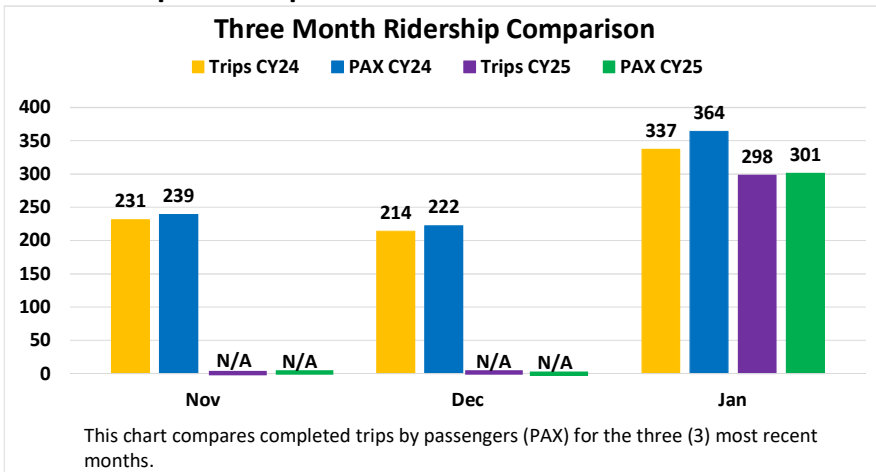
Customer Satisfaction Rating
 Avg. rider trip rating: 4.9
 Goal: 4.5



Desert Hot Springs/Desert Edge Geo-Fence Metrics CYTD 2025

Total Completed Trips: 298

Total Number of Passengers: 301



Percentage of Trips as Ridesharing: 28%.
 [Based on No. of Shared Rides for the month (83) divided by Total Trips Completed (298).]

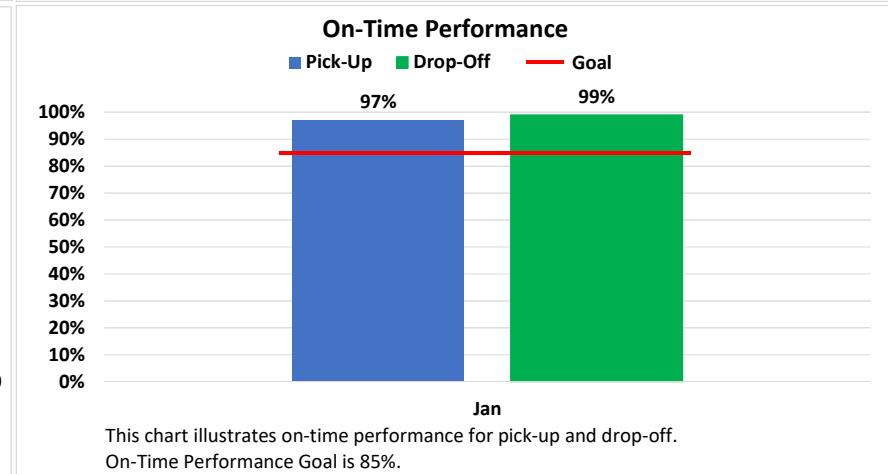
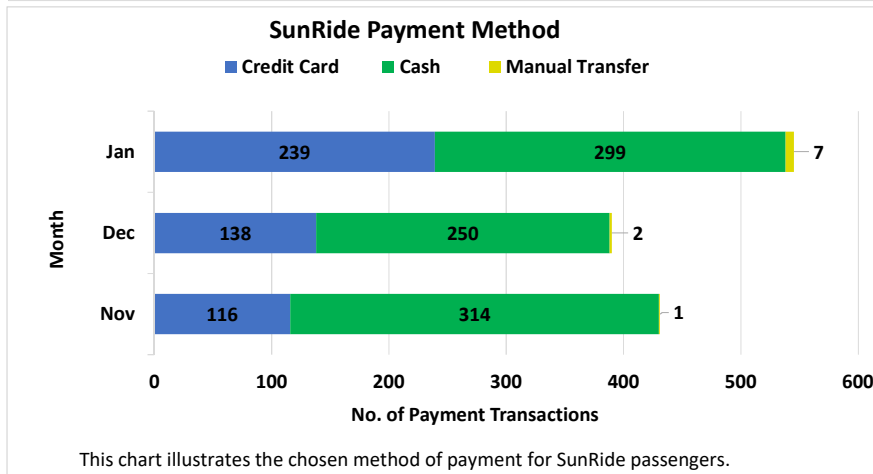
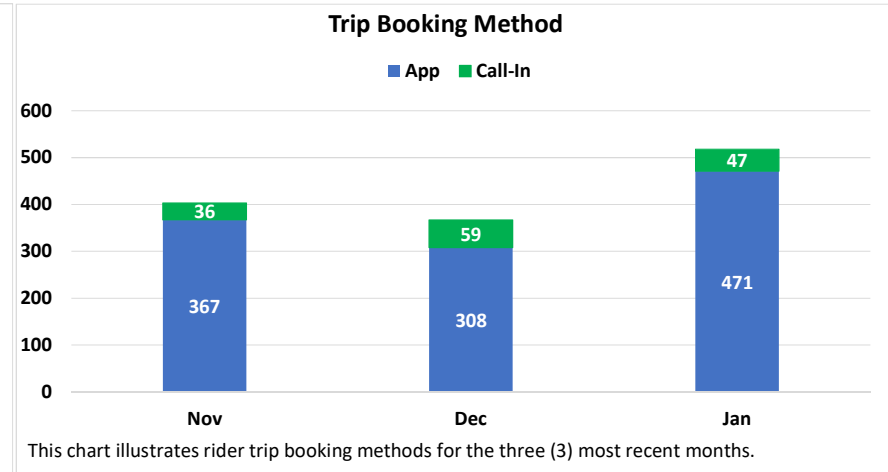
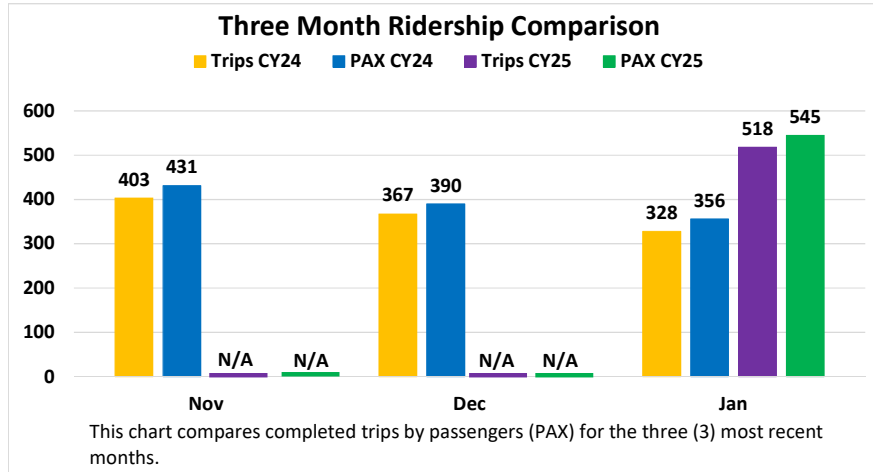
Customer Satisfaction Rating
 Avg. rider trip rating 4.9
 Goal: 4.5



Indio Geo-Fence Metrics CYTD 2025

Total Completed Trips: 518

Total Number of Passengers: 545



Combined Zone: Coachella-Indio-LaQuinta
Percentage of Trips as Ridesharing: 25%.
 [Based on No. of Shared Rides for the month (155) divided by Total Trips Completed (624).]

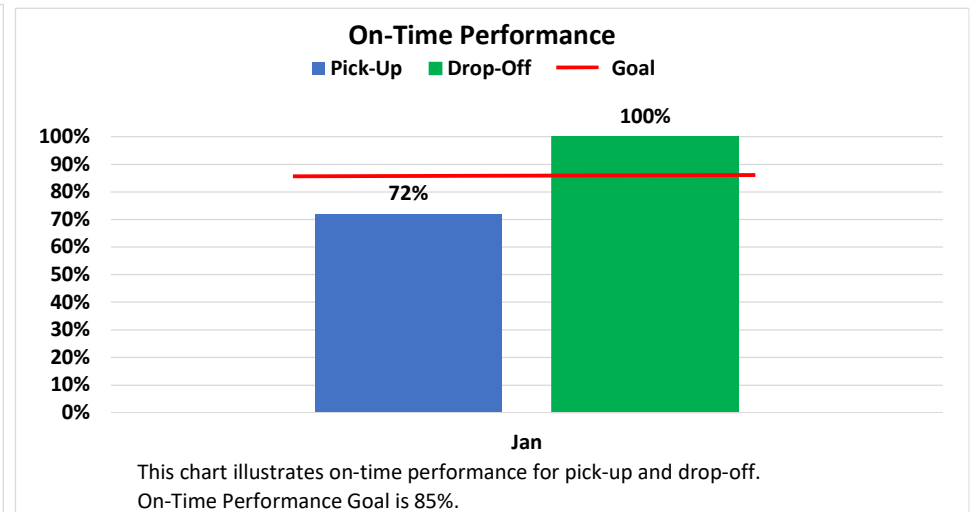
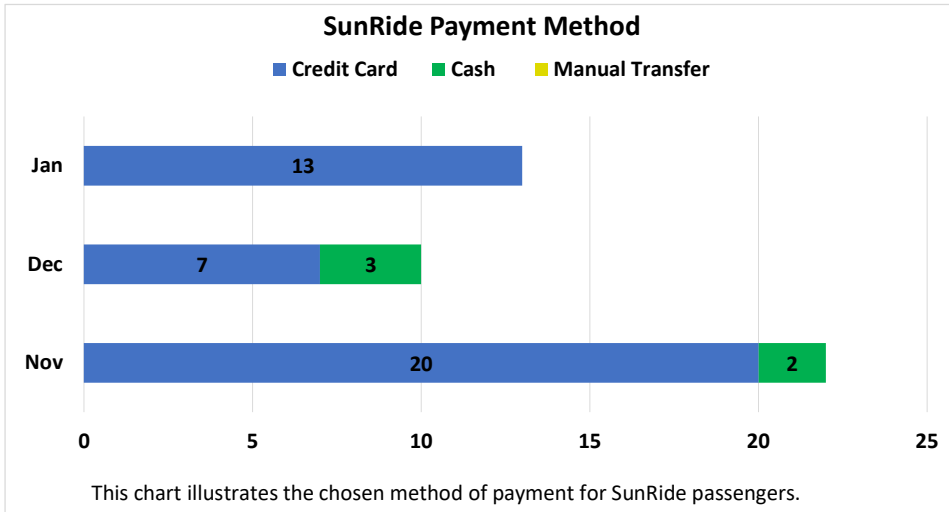
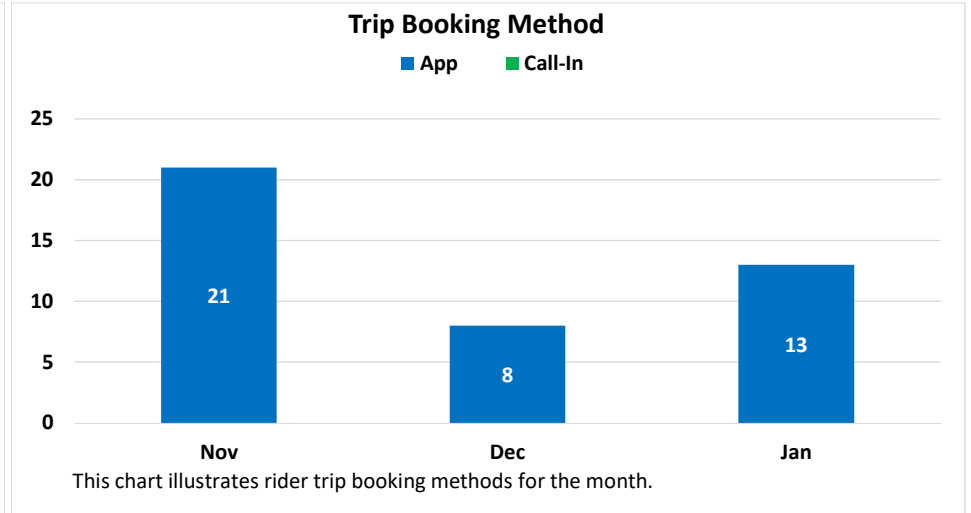
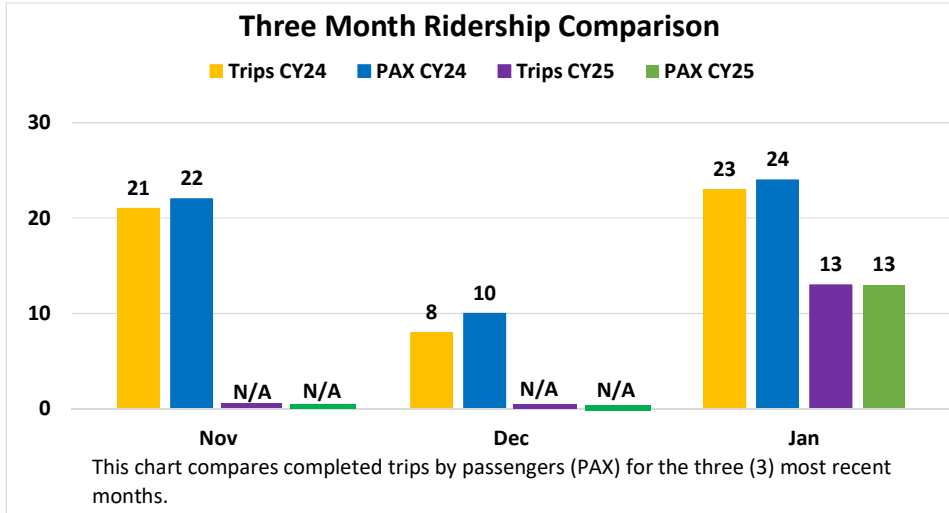
Customer Satisfaction Rating
 Avg. rider trip rating 4.9
 Goal: 4.5

EXCEEDS GOAL

La Quinta Geo-Fence Metrics CYTD 2025

Total Completed Trips: 13

Total Number of Passengers: 13



Combined Zone: Coachella-Indio-LaQuinta

Percentage of Trips as Ridesharing: 25%.

[Based on No. of Shared Rides for the month (155) divided by Total Trips Completed (624).]

Customer Satisfaction Rating

Avg. rider trip rating: 5.0

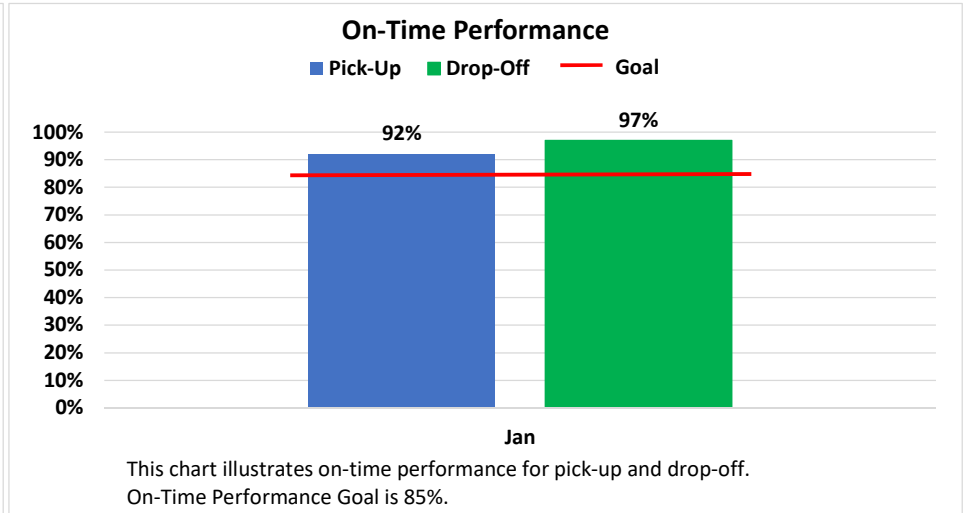
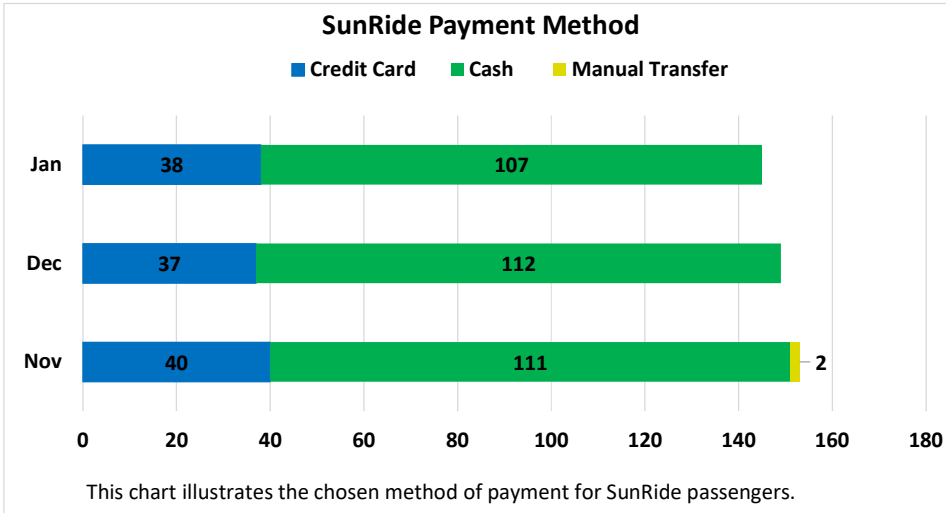
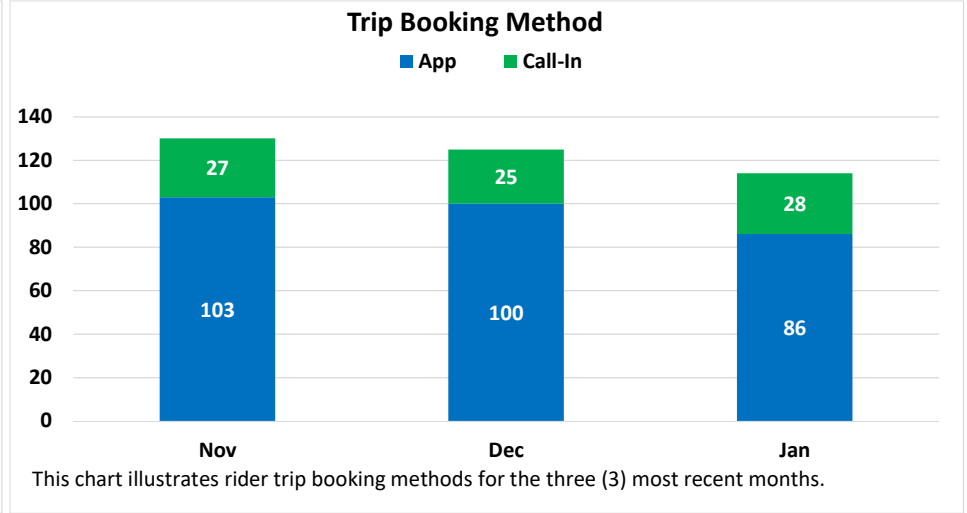
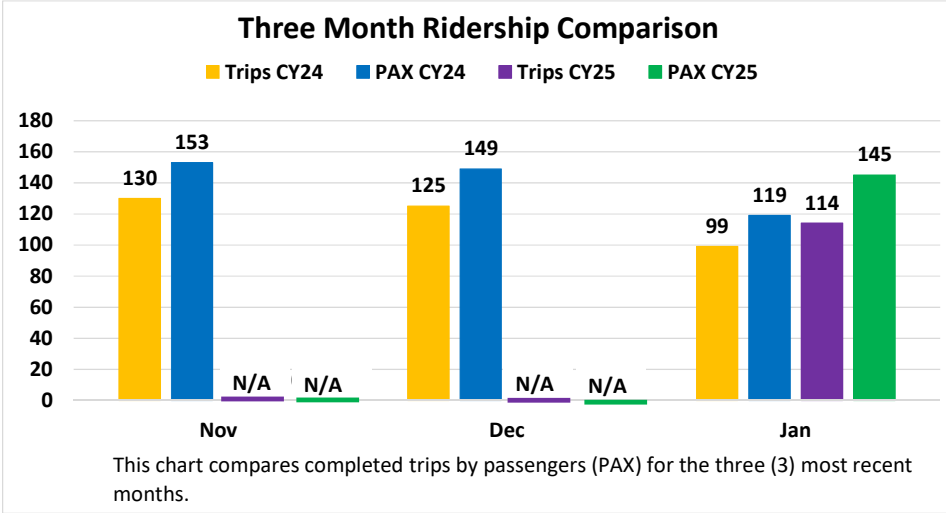
Goal: 4.5



Mecca/North Shore Geo-Fence Metrics CYTD 2025

Total Completed Trips: 114

Total Number of Passengers: 145



Percentage of Trips as Ridesharing: Five (5) percent.
[Based on No. of Shared Rides for the month (6) divided by Total Trips Completed (114).]

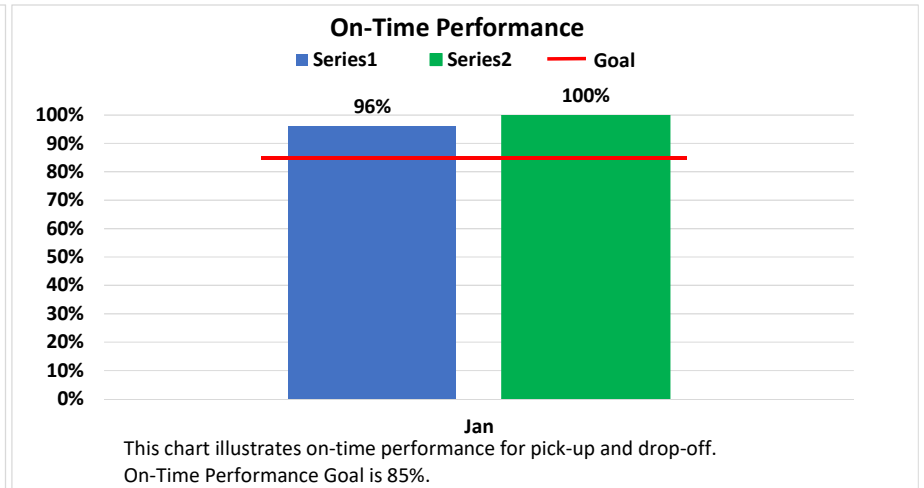
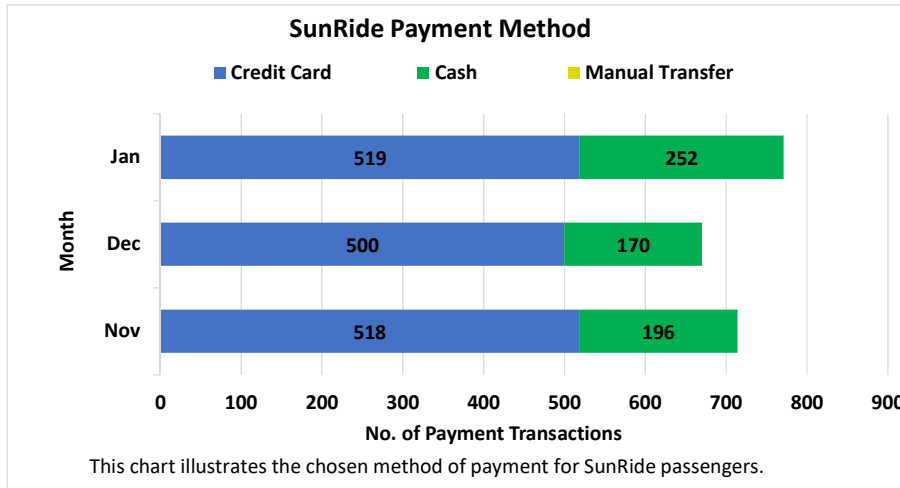
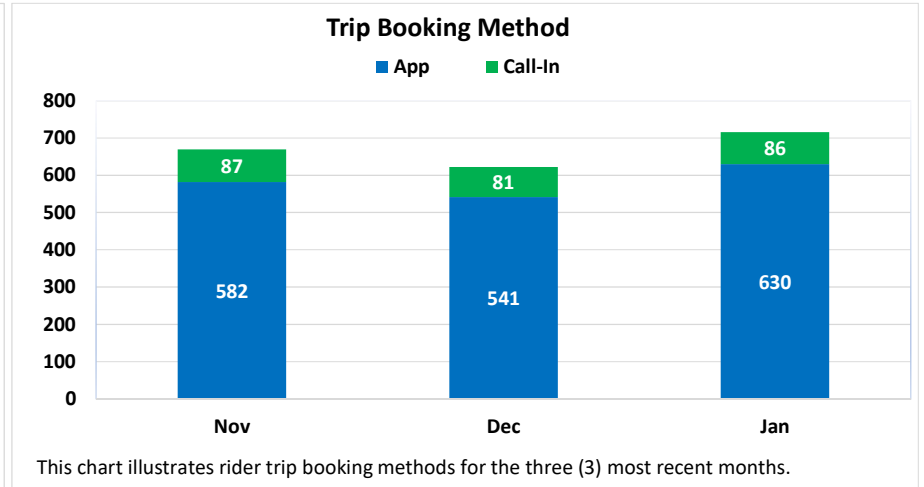
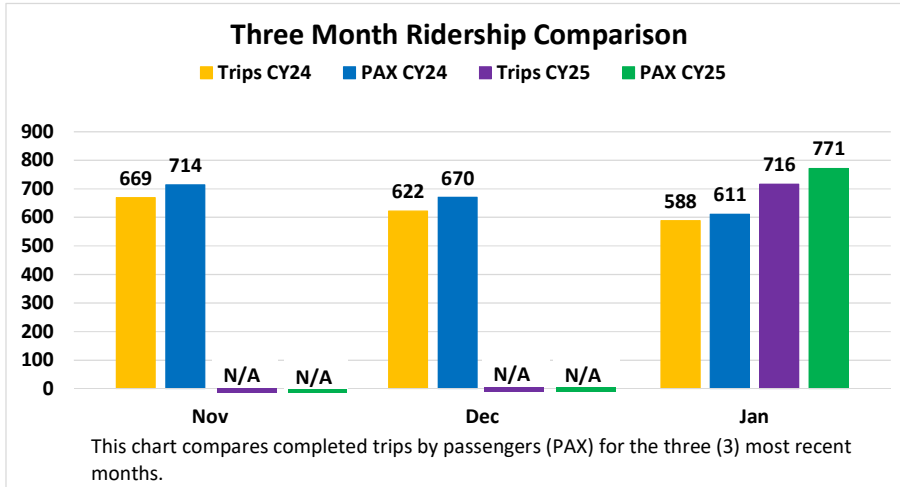
Customer Satisfaction Rating
Avg. rider trip rating: 4.9
Goal: 4.5



Palm Desert Geo-Fence Metrics CYTD 2025

Total Completed Trips: 716

Total Number of Passengers: 771



Percentage of Trips as Ridesharing: 43%.
[Based on No. of Shared Rides for the month (306) divided by Total Trips Completed (716).]

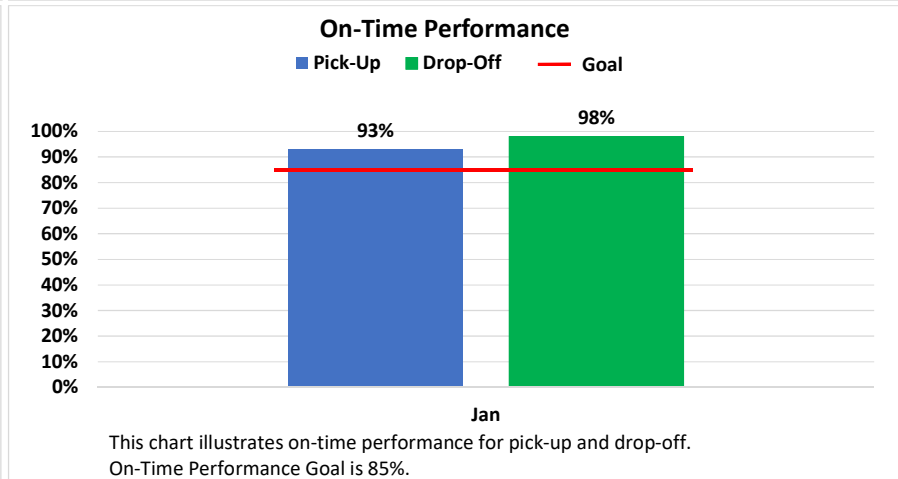
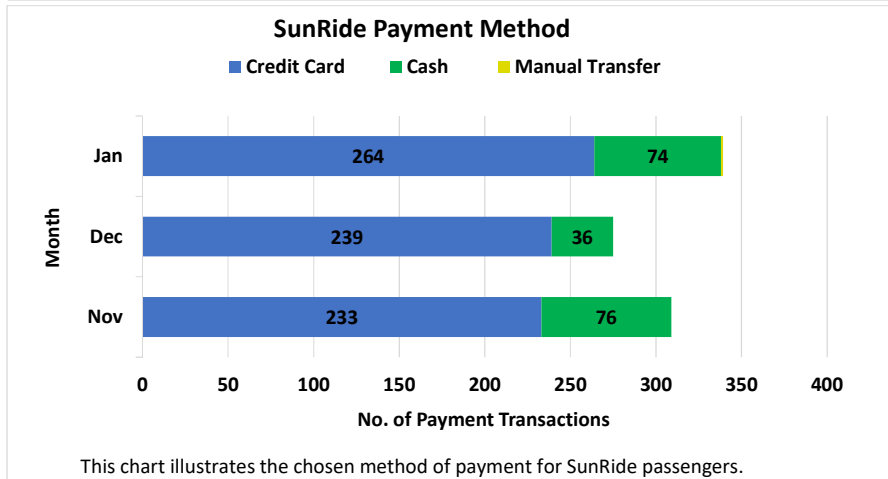
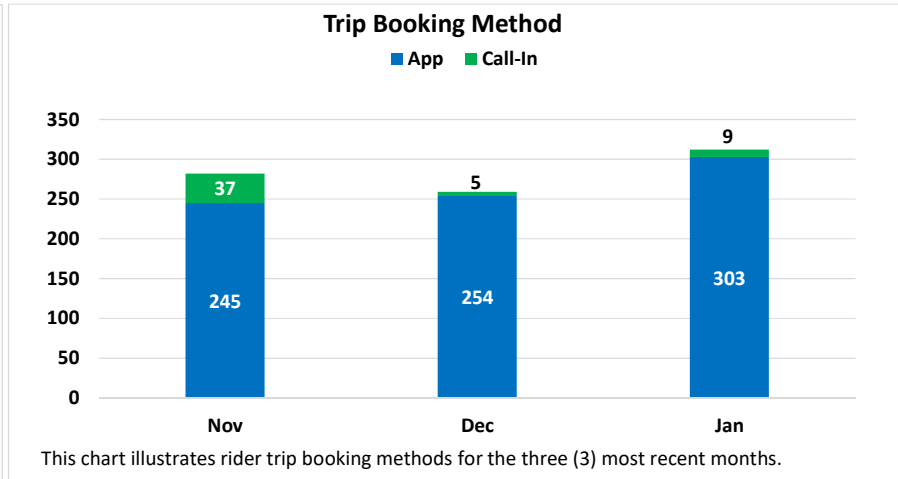
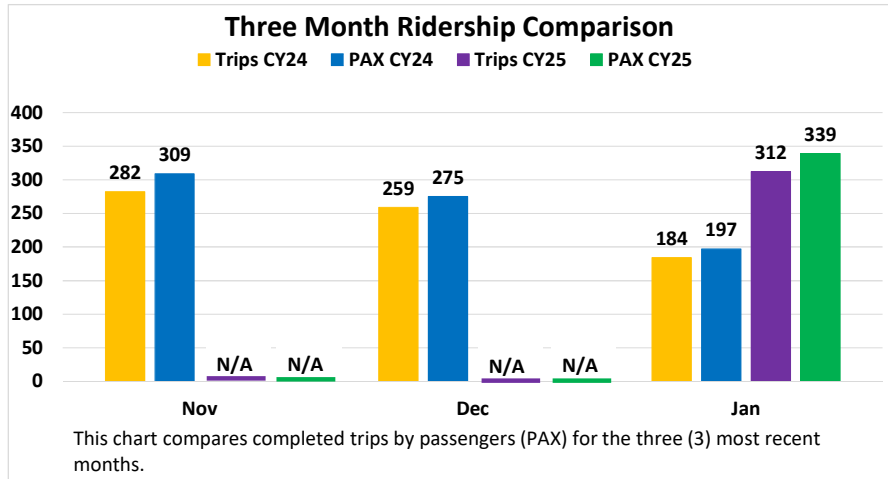
Customer Satisfaction Rating
Avg. rider trip rating: 4.9
Goal: 4.5



Palm Springs Geo-Fence Metrics CYTD 2025

Total Completed Trips: 312

Total Number of Passengers: 339

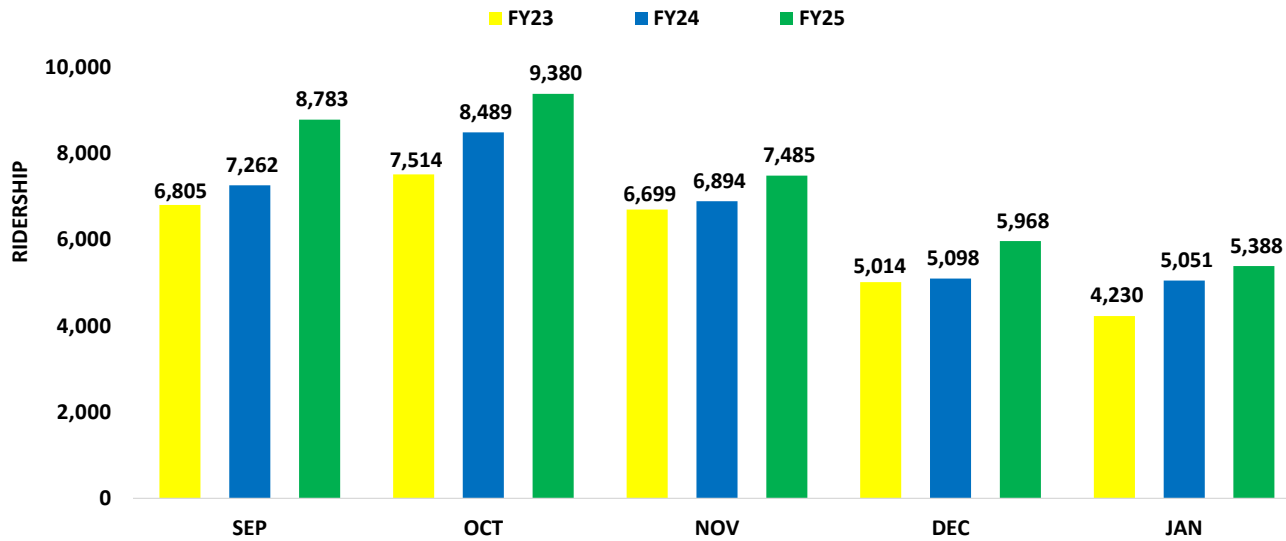


Percentage of Trips as Ridesharing: 38%.
 [Based on No. of Shared Rides for the month (120) divided by Total Trips Completed (312).]

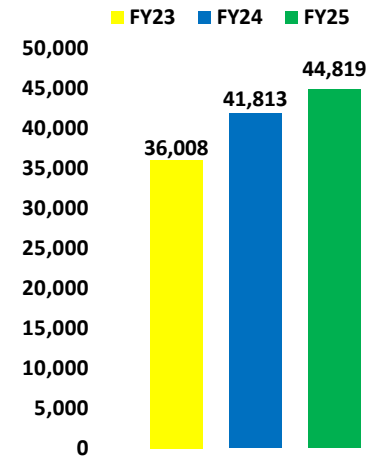
Customer Satisfaction Rating
 Avg. rider trip rating 5.0
 Goal: 4.5



Haul Pass COD Ridership - January 2025



COD Fixed Route Ridership Year to Date



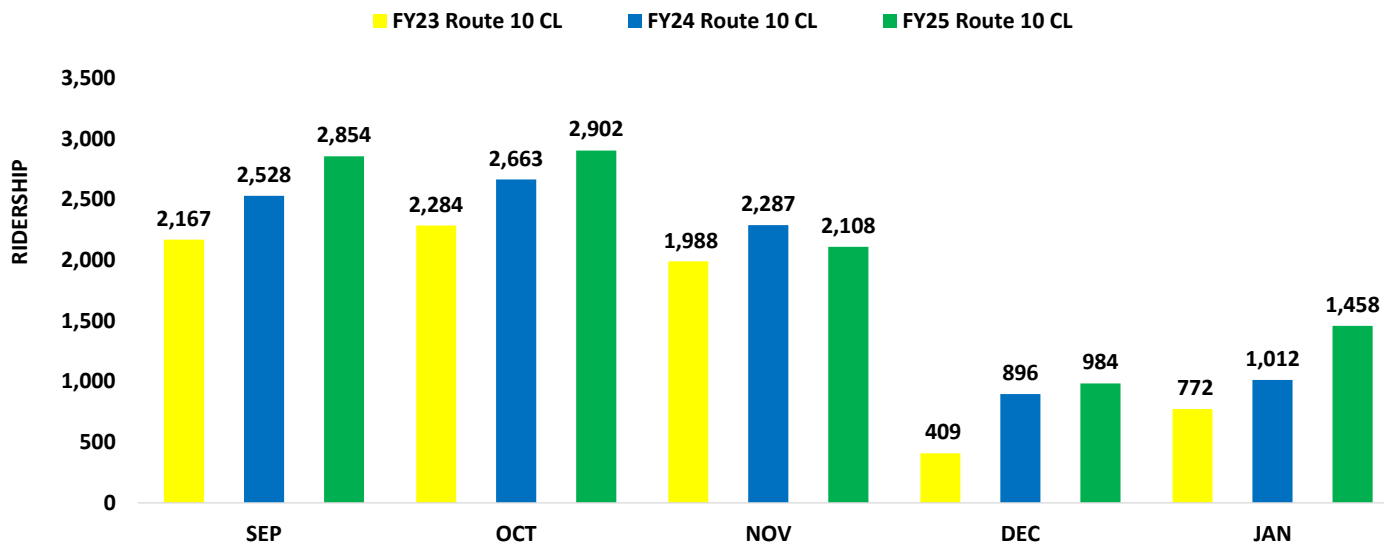
The Haul Pass program was introduced in August 2018.

This chart represents monthly ridership on the Haul Pass COD.

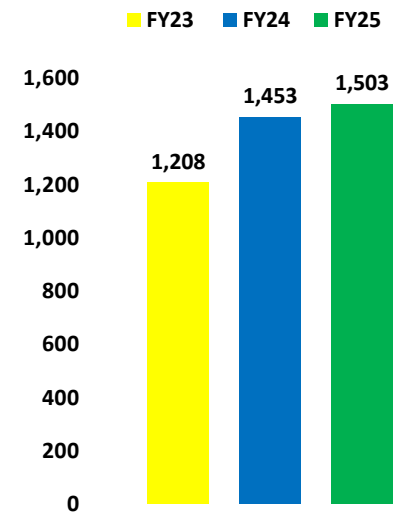
ID Card swipe contributed 264 rides Token Transit contributed 4,926 rides. 31 Day Paper Pass contributed 198 rides.

COD moved over to Token Transit & 31 Day University Paper Pass as of June 3, 2024.

Haul Pass CSUSB Ridership - January 2025



CSUSB Fixed Route Ridership Total



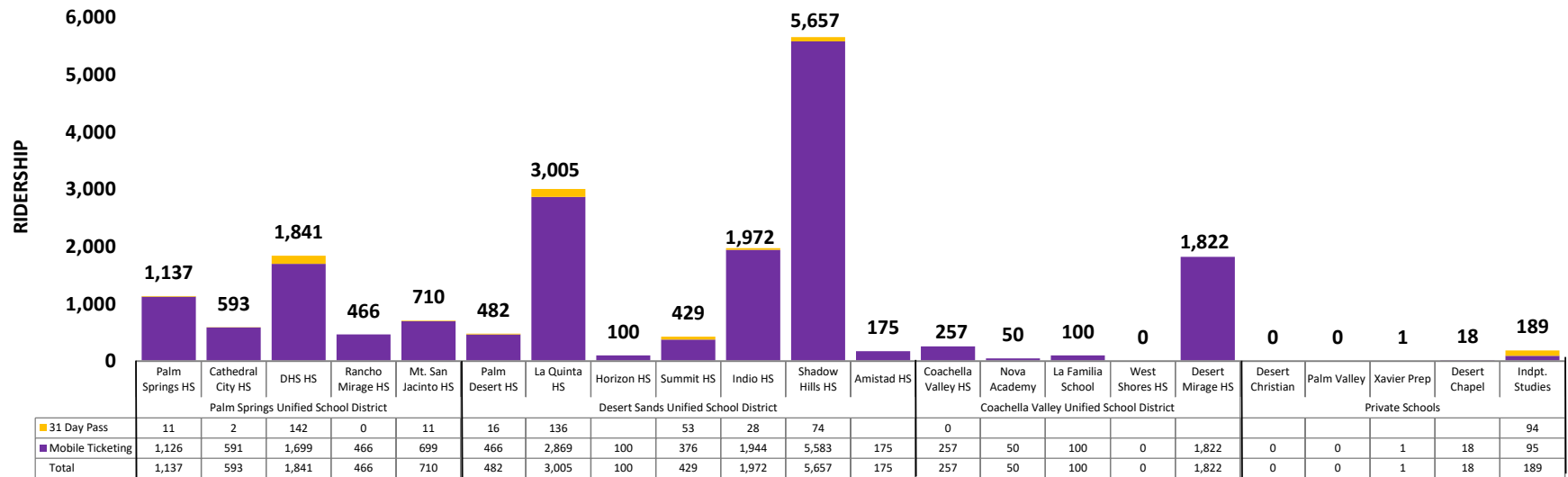
The Haul Pass CSUSB program was introduced in September 2019.

This chart represents monthly ridership on the Haul Pass CSUSB.

For the month of January 2025, CSUSB contributed 1,644 rides from 249 unique users. From that total, 1,458 rides were used on Route 10 and 186 rides on the fixed route system.

High School Haul Pass - January 2025

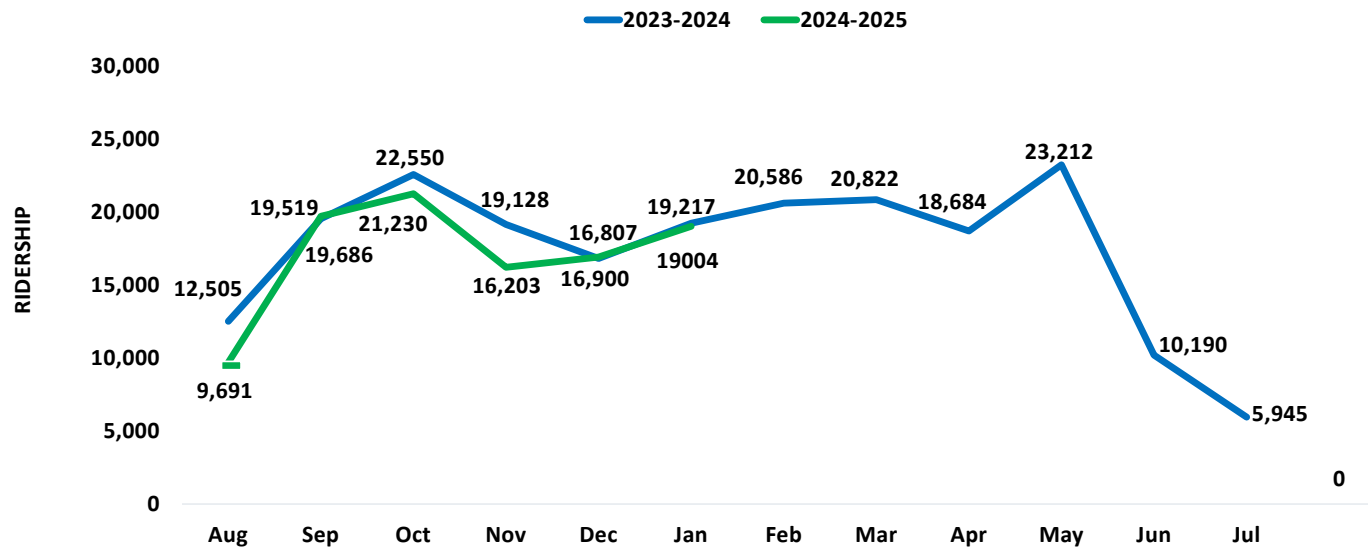
■ Mobile Ticketing
 ■ 31 Day Pass



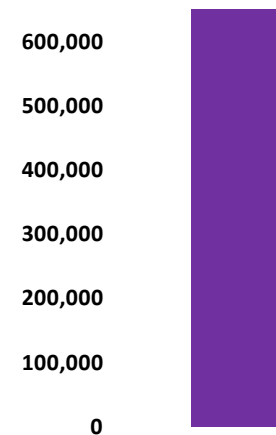
The High School Haul Pass program was introduced in August 2021.

This chart represents a monthly combination of Mobile Ticketing and 31 Day Pass ridership by school for the High School Haul Pass.

High School Haul Pass - Year to Date



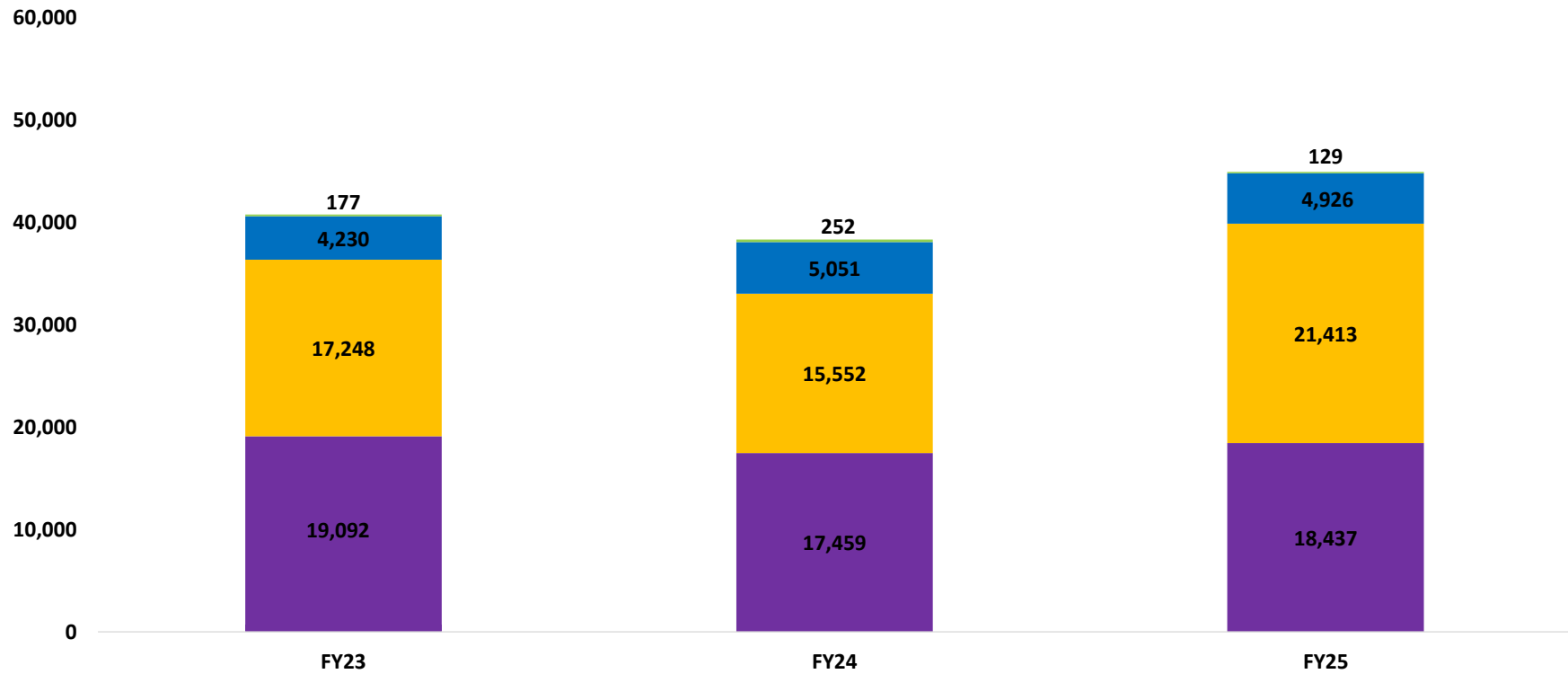
High School Haul Pass Ridership Total



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

Mobile Ticketing Usage - January 2025

■ High School Haul Pass
 ■ Fixed Route
 ■ COD
 ■ Paratransit



This chart represents all monthly mobile ticketing usage by category based on the Token Transit app data.
 The total for January 2025 includes the following passes used through Token Transit: High School Haul Pass, COD Haul Pass, Fixed Route and Paratransit.

SunLine Transit Agency
CONSENT CALENDAR

DATE: March 26, 2025 **APPROVE**

TO: Finance/Audit Committee
Board of Directors

RE: Acceptance of Quarterly Performance Summary for Q4 of Calendar Year
2024

Summary:

The following quarterly reports demonstrate the performance of the bargaining and non-bargaining pension plans for the fourth quarter of calendar year 2024. The report shows market value, asset allocation percentage and performance compared to benchmarks. The bargaining and non-bargaining pension assets were down 1.35% and 1.36%, respectively, for the fourth quarter of calendar year 2024. Pension plans are measured on long-term performance and it is expected that short-term fluctuations in market performance will exceed or fall short of long-term plan assumptions. The recommended actuarial employer contributions account for the disparity between assumptions.

Recommendation:

Approve.

Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	2024	1 Year	3 Years	5 Years	Since Inception	Inception Date
Total Fund	43,259,160	100.00	-1.35	10.59	10.59	2.01	6.86	7.43	07/01/2017
<i>PFM Blended Benchmark</i>			<i>-1.89</i>	<i>9.86</i>	<i>9.86</i>	<i>2.08</i>	<i>5.96</i>	<i>6.78</i>	<i>07/01/2017</i>
Domestic Equity	12,548,194	29.01	2.71	23.47	23.47	7.01	N/A	10.29	04/01/2021
<i>Russell 3000 Index</i>			<i>2.63</i>	<i>23.81</i>	<i>23.81</i>	<i>8.01</i>	<i>13.86</i>	<i>11.20</i>	<i>04/01/2021</i>
Schwab US Large-Cap ETF - (SCHX)	11,853,232	27.40	2.81	24.91	24.91	8.48	14.36	3.53	11/01/2024
<i>Russell 1000 Index</i>			<i>2.75</i>	<i>24.51</i>	<i>24.51</i>	<i>8.41</i>	<i>14.28</i>	<i>3.47</i>	<i>11/01/2024</i>
Undisc Managers Behavioral Val R6 - (UBVFX)	409,736	0.95	-0.32	10.35	10.35	7.73	11.75	0.80	11/01/2024
Columbia Small Cap Growth Inst3 - (CSGYX)	285,226	0.66	4.00	24.45	24.45	-0.04	10.65	3.49	11/01/2024
<i>Russell 2000 Index</i>			<i>0.33</i>	<i>11.54</i>	<i>11.54</i>	<i>1.24</i>	<i>7.40</i>	<i>1.80</i>	<i>11/01/2024</i>
International Equity	6,589,480	15.23	-8.12	3.61	3.61	-2.89	N/A	-1.02	04/01/2021
<i>MSCI AC World ex USA (Net)</i>			<i>-7.60</i>	<i>5.53</i>	<i>5.53</i>	<i>0.82</i>	<i>4.10</i>	<i>1.76</i>	<i>04/01/2021</i>
Vanguard Total International Stock ETF	2,065,732	4.78	-7.39	5.20	5.20	0.71	4.32	10.87	04/01/2020
<i>MSCI AC World ex USA (Net)</i>			<i>-7.60</i>	<i>5.53</i>	<i>5.53</i>	<i>0.82</i>	<i>4.10</i>	<i>10.33</i>	<i>04/01/2020</i>
Harding Loevner International Equity	482,359	1.12	-8.95	1.22	1.22	-2.42	3.94	5.49	07/01/2020
<i>MSCI AC World ex USA (Net)</i>			<i>-7.60</i>	<i>5.53</i>	<i>5.53</i>	<i>0.82</i>	<i>4.10</i>	<i>7.31</i>	<i>07/01/2020</i>
Goldman Sachs GQG Ptnrs Intl Opportunities	721,018	1.67	-10.34	5.19	5.19	4.53	8.27	11.54	09/01/2023
<i>MSCI AC World ex USA (Net)</i>			<i>-7.60</i>	<i>5.53</i>	<i>5.53</i>	<i>0.82</i>	<i>4.10</i>	<i>9.00</i>	<i>09/01/2023</i>
Vanguard FTSE Developed Markets ETF	3,104,761	7.18	-8.13	3.07	3.07	0.91	4.79	3.33	03/01/2022
<i>MSCI EAFE (net)</i>			<i>-8.11</i>	<i>3.82</i>	<i>3.82</i>	<i>1.65</i>	<i>4.73</i>	<i>4.19</i>	<i>03/01/2022</i>
Hartford Schroders Emerging Markets Equity	215,610	0.50	-6.18	7.80	7.80	-2.91	1.49	1.15	03/01/2018
<i>MSCI EM (net)</i>			<i>-8.01</i>	<i>7.50</i>	<i>7.50</i>	<i>-1.92</i>	<i>1.70</i>	<i>0.93</i>	<i>03/01/2018</i>
Other Growth	2,829,589	6.54	-1.97	10.32	10.32	9.23	N/A	14.49	04/01/2021
Cohen & Steers Inst Realty Shares	693,342	1.60	-8.59	6.24	6.24	-3.40	4.58	-5.95	11/01/2024
<i>MSCI US REIT Index</i>			<i>-6.12</i>	<i>8.75</i>	<i>8.75</i>	<i>-2.26</i>	<i>4.31</i>	<i>-3.33</i>	<i>11/01/2024</i>
NB Secondary Opportunities Fund V Offshore[CE]	2,136,247	4.94	0.00	12.54	12.54	40.12	N/A	42.93	03/01/2022
<i>CA US Private Equity Index</i>			<i>0.00</i>	<i>6.37</i>	<i>6.37</i>	<i>3.48</i>	<i>13.98</i>	<i>3.68</i>	<i>03/01/2022</i>

Returns are net of mutual fund fees.

Returns are expressed as percentages.

*Asset class level returns may vary from individual underlying manager returns due to cash flows

Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	2024	1 Year	3 Years	5 Years	Since Inception	Inception Date
Fixed Income	17,758,481	41.05	-2.62	2.75	2.75	-1.47	0.32	1.63	07/01/2017
<i>Blmbg. U.S. Aggregate</i>			-3.06	1.25	1.25	-2.41	-0.33	1.07	07/01/2017
Baird Core Plus	4,954,535	11.45	-2.67	2.54	2.54	-1.52	0.56	1.82	07/01/2017
<i>Blmbg. U.S. Aggregate</i>			-3.06	1.25	1.25	-2.41	-0.33	1.07	07/01/2017
DoubleLine Core Fixed Income	1,800,199	4.16	-2.55	3.04	3.04	-1.47	0.14	1.16	09/01/2017
PGIM Total Return Bond Fund	4,039,372	9.34	-2.67	3.02	3.02	-1.86	0.20	1.61	09/01/2017
<i>Blmbg. U.S. Aggregate</i>			-3.06	1.25	1.25	-2.41	-0.33	0.91	09/01/2017
Voya Intermediate Bond	2,111,266	4.88	-2.77	2.93	2.93	-1.83	0.27	0.27	01/01/2020
<i>Blmbg. U.S. Aggregate</i>			-3.06	1.25	1.25	-2.41	-0.33	-0.33	01/01/2020
iShares Core US Aggregate Bond ETF	3,395,570	7.85	-3.05	1.37	1.37	-2.37	-0.34	1.90	02/01/2023
<i>Blmbg. U.S. Aggregate</i>			-3.06	1.25	1.25	-2.41	-0.33	1.89	02/01/2023
iShares Intermediate-Term Corporate Bond ETF	753,952	1.74	-2.66	3.67	3.67	-0.92	0.95	1.16	10/01/2019
<i>ICE BofA U.S. Corporate 5-10 Year Index</i>			-2.65	3.68	3.68	-1.03	1.00	1.19	10/01/2019
NYLI MacKay High Yield Corp Bond Fund	703,587	1.63	0.20	7.14	7.14	3.41	4.17	3.55	06/01/2021
<i>ICE BofA US High Yield Index</i>			0.16	8.20	8.20	2.91	4.04	3.28	06/01/2021
Other Income	2,972,077	6.87	0.00	7.28	7.28	0.07	N/A	0.56	09/01/2021
Golub Capital Partners International XIV[CE]	1,620,000	3.74	0.00	7.41	7.41	N/A	N/A	10.09	04/01/2023
<i>Cliffwater Direct Lending Index</i>			0.00	8.52	8.52	8.96	9.00	10.19	04/01/2023
A TEL Private Debt Partners II[CE]	452,077	1.05	0.00	6.85	6.85	6.90	N/A	6.82	10/01/2021
<i>Cliffwater Direct Lending Index</i>			0.00	8.52	8.52	8.96	9.00	9.02	10/01/2021
Blackstone Infrastructure Partners[CE]	900,000	2.08	0.00	N/A	N/A	N/A	N/A	0.00	11/01/2024
<i>NCREIF Fund Index-Open End Diversified Core Equity</i>			0.00	-2.56	-2.56	-2.70	2.64	0.00	11/01/2024
Cash Equivalent	561,339	1.30	1.14	5.13	5.13	3.81	2.35	2.13	07/01/2017
First American Prime Obligation - Z	561,339	1.30	1.21	5.25	5.25	3.98	2.48	2.30	07/01/2017

*[Current Estimate] At any point in time the valuation for private equity and other illiquid asset classes may be different from market prices due to an inherent lag effect in the industry. The reporting lag inherent in this process means that there can be a valuation lag of a quarter or, in some cases, even longer. For such illiquid asset classes shown herein, performance is calculated for the relevant period(s) using a roll-forward valuation approach whereby the last reported valuation is adjusted for cash flows to provide an initial estimated valuation, typically resulting in a zero return for the lagging period. Returns are gross of management fees. The roll-forward valuation methodology described is consistent with guidance provided within the CFA Institute's Global Investment Performance Standards (GIPS). Performance is calculated using the Modified-Dietz time weighted methodology to maintain consistency with the other returns in this exhibit. For since inception IRR performance, please refer to the fund-specific overview page.

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

*Asset class level returns may vary from individual underlying manager returns due to cash flows

Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	2024	1 Year	3 Years	5 Years	Since Inception	Inception Date
Total Fund - Non-Bargaining	43,438,127	100.00	-1.36	10.56	10.56	2.00	6.86	7.42	07/01/2017
<i>PFM Blended Benchmark</i>			<i>-1.89</i>	<i>9.86</i>	<i>9.86</i>	<i>2.08</i>	<i>5.96</i>	<i>6.78</i>	<i>07/01/2017</i>
Domestic Equity	12,506,039	28.79	2.71	23.47	23.47	7.02	N/A	10.29	04/01/2021
<i>Russell 3000 Index</i>			<i>2.63</i>	<i>23.81</i>	<i>23.81</i>	<i>8.01</i>	<i>13.86</i>	<i>11.20</i>	<i>04/01/2021</i>
Schwab US Large-Cap ETF - (SCHX)	11,818,277	27.21	2.81	24.91	24.91	8.48	14.36	3.53	11/01/2024
<i>Russell 1000 Index</i>			<i>2.75</i>	<i>24.51</i>	<i>24.51</i>	<i>8.41</i>	<i>14.28</i>	<i>3.47</i>	<i>11/01/2024</i>
Undisc Managers Behavioral Val R6 - (UBVFX)	405,491	0.93	-0.32	10.35	10.35	7.73	11.75	0.80	11/01/2024
Columbia Small Cap Growth Inst3 - (CSGYX)	282,271	0.65	4.00	24.45	24.45	-0.04	10.65	3.49	11/01/2024
<i>Russell 2000 Index</i>			<i>0.33</i>	<i>11.54</i>	<i>11.54</i>	<i>1.24</i>	<i>7.40</i>	<i>1.80</i>	<i>11/01/2024</i>
International Equity	6,542,056	15.06	-8.12	3.62	3.62	-2.89	N/A	-1.02	04/01/2021
<i>MSCI AC World ex USA (Net)</i>			<i>-7.60</i>	<i>5.53</i>	<i>5.53</i>	<i>0.82</i>	<i>4.10</i>	<i>1.76</i>	<i>04/01/2021</i>
Vanguard Total International Stock ETF	2,112,523	4.86	-7.39	5.20	5.20	0.71	4.32	10.87	04/01/2020
<i>MSCI AC World ex USA (Net)</i>			<i>-7.60</i>	<i>5.53</i>	<i>5.53</i>	<i>0.82</i>	<i>4.10</i>	<i>10.33</i>	<i>04/01/2020</i>
Harding Loevner International Equity	481,557	1.11	-8.95	1.22	1.22	-2.42	3.94	5.49	07/01/2020
<i>MSCI AC World ex USA (Net)</i>			<i>-7.60</i>	<i>5.53</i>	<i>5.53</i>	<i>0.82</i>	<i>4.10</i>	<i>7.31</i>	<i>07/01/2020</i>
Goldman Sachs GQG Ptnrs Intl Opportunities	719,852	1.66	-10.34	5.19	5.19	4.53	8.27	11.54	09/01/2023
<i>MSCI AC World ex USA (Net)</i>			<i>-7.60</i>	<i>5.53</i>	<i>5.53</i>	<i>0.82</i>	<i>4.10</i>	<i>9.00</i>	<i>09/01/2023</i>
Vanguard FTSE Developed Markets ETF	3,013,138	6.94	-8.13	3.07	3.07	0.91	4.79	3.33	03/01/2022
<i>MSCI EAFE (net)</i>			<i>-8.11</i>	<i>3.82</i>	<i>3.82</i>	<i>1.65</i>	<i>4.73</i>	<i>4.19</i>	<i>03/01/2022</i>
Hartford Schroders Emerging Markets Equity	214,986	0.49	-6.18	7.80	7.80	-2.91	1.49	1.15	03/01/2018
<i>MSCI EM (net)</i>			<i>-8.01</i>	<i>7.50</i>	<i>7.50</i>	<i>-1.92</i>	<i>1.70</i>	<i>0.93</i>	<i>03/01/2018</i>
Other Growth	2,875,811	6.62	-2.06	10.21	10.21	9.19	N/A	14.46	04/01/2021
Cohen & Steers Inst Realty Shares	739,564	1.70	-8.59	6.24	6.24	-3.40	4.58	-5.95	11/01/2024
<i>MSCI US REIT Index</i>			<i>-6.12</i>	<i>8.75</i>	<i>8.75</i>	<i>-2.26</i>	<i>4.31</i>	<i>-3.33</i>	<i>11/01/2024</i>
NB Secondary Opportunities Fund V Offshore[CE]	2,136,247	4.92	0.00	12.54	12.54	40.12	N/A	42.93	03/01/2022
<i>CA US Private Equity Index</i>			<i>0.00</i>	<i>6.37</i>	<i>6.37</i>	<i>3.48</i>	<i>13.98</i>	<i>3.68</i>	<i>03/01/2022</i>

Returns are net of mutual fund fees.

Returns are expressed as percentages.

*Asset class level returns may vary from individual underlying manager returns due to cash flows

Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	2024	1 Year	3 Years	5 Years	Since Inception	Inception Date
Fixed Income	17,828,363	41.04	-2.62	2.75	2.75	-1.47	0.32	1.62	07/01/2017
<i>Blmbg. U.S. Aggregate</i>			-3.06	1.25	1.25	-2.41	-0.33	1.07	07/01/2017
Baird Core Plus	4,996,618	11.50	-2.67	2.54	2.54	-1.52	0.56	1.82	07/01/2017
<i>Blmbg. U.S. Aggregate</i>			-3.06	1.25	1.25	-2.41	-0.33	1.07	07/01/2017
DoubleLine Core Fixed Income	1,795,800	4.13	-2.55	3.04	3.04	-1.47	0.14	1.16	09/01/2017
PGIM Total Return Bond Fund	4,083,414	9.40	-2.67	3.02	3.02	-1.86	0.20	1.61	09/01/2017
<i>Blmbg. U.S. Aggregate</i>			-3.06	1.25	1.25	-2.41	-0.33	0.91	09/01/2017
Voya Intermediate Bond	2,106,697	4.85	-2.77	2.93	2.93	-1.83	0.27	0.27	01/01/2020
<i>Blmbg. U.S. Aggregate</i>			-3.06	1.25	1.25	-2.41	-0.33	-0.33	01/01/2020
iShares Core US Aggregate Bond ETF	3,388,302	7.80	-3.05	1.37	1.37	-2.37	-0.34	1.90	02/01/2023
<i>Blmbg. U.S. Aggregate</i>			-3.06	1.25	1.25	-2.41	-0.33	1.89	02/01/2023
iShares Intermediate-Term Corporate Bond ETF	755,806	1.74	-2.66	3.67	3.67	-0.92	0.95	1.16	10/01/2019
<i>ICE BofA U.S. Corporate 5-10 Year Index</i>			-2.65	3.68	3.68	-1.03	1.00	1.19	10/01/2019
NYLI MacKay High Yield Corp Bond Fund	701,726	1.62	0.20	7.14	7.14	3.41	4.17	3.55	06/01/2021
<i>ICE BofA US High Yield Index</i>			0.16	8.20	8.20	2.91	4.04	3.28	06/01/2021
Other Income	2,972,077	6.84	0.00	7.28	7.28	0.06	N/A	0.55	09/01/2021
Golub Capital Partners International XIV[CE]	1,620,000	3.73	0.00	7.41	7.41	N/A	N/A	10.09	04/01/2023
<i>Cliffwater Direct Lending Index</i>			0.00	8.52	8.52	8.96	9.00	10.19	04/01/2023
ATEL Private Debt Partners II[CE]	452,077	1.04	0.00	6.85	6.85	6.92	N/A	6.84	10/01/2021
<i>Cliffwater Direct Lending Index</i>			0.00	8.52	8.52	8.96	9.00	9.02	10/01/2021
Blackstone Infrastructure Partners[CE]	900,000	2.07	0.00	N/A	N/A	N/A	N/A	0.00	11/01/2024
<i>NCREIF Fund Index-Open End Diversified Core Equity</i>			0.00	-2.56	-2.56	-2.70	2.64	0.00	11/01/2024
Cash Equivalent	713,781	1.64	1.14	5.15	5.15	3.86	2.38	2.15	07/01/2017
First American Prime Obligation - Z	713,781	1.64	1.21	5.25	5.25	3.98	2.48	2.30	07/01/2017

*[Current Estimate] At any point in time the valuation for private equity and other illiquid asset classes may be different from market prices due to an inherent lag effect in the industry. The reporting lag inherent in this process means that there can be a valuation lag of a quarter or, in some cases, even longer. For such illiquid asset classes shown herein, performance is calculated for the relevant period(s) using a roll-forward valuation approach whereby the last reported valuation is adjusted for cash flows to provide an initial estimated valuation, typically resulting in a zero return for the lagging period. Returns are gross of management fees. The roll-forward valuation methodology described is consistent with guidance provided within the CFA Institute's Global Investment Performance Standards (GIPS). Performance is calculated using the Modified-Dietz time weighted methodology to maintain consistency with the other returns in this exhibit. For since inception IRR performance, please refer to the fund-specific overview page.

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

*Asset class level returns may vary from individual underlying manager returns due to cash flows

SunLine Transit Agency

CONSENT CALENDAR

DATE: March 26, 2025

APPROVE

TO: Finance/Audit Committee
Board of Directors

RE: Acceptance of Board Member Attendance for February 2025

Summary:

The attached report summarizes the Board of Directors' attendance for fiscal year to date February 2025.

Recommendation:

Approve.

FY 24/25	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	X					10	6
Palm Springs	X		X	X		X	X	X					10	6
Cathedral City	X		X	X			X	X					10	5
Rancho Mirage	X		X	X		X	X	X					10	6
Indian Wells	X			X		X		X					10	4
La Quinta	X		X	X		X	X	X					10	6
Indio	X		X	X		X	X	X					10	6
Coachella	X		X	X			X						10	4
County of Riverside	X		X	X		X	X	X					10	6

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Transit Agency

DATE: **March 26, 2025** **ACTION**

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

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

RE: **Approval of Pension Investment Management Services**

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager, or designee, to negotiate and execute a seven (7) year contract with two (2) one-year renewal options, with PFM Asset Management (PFM) for pension investment management services. The contract amount shall not exceed \$1,568,000 and is subject to approval as to form by General Counsel.

Background

SunLine Transit Agency administers three (3) distinct pension plans for its employees. Currently, the assets for these plans are held by US Bank as the trustee, with investments directed by PFM under SunLine's investment policy. PFM was contracted for investment management services in 2017, and this contract is set to expire on June 30, 2025. As of the most recent actuarial evaluation, all three (3) pension plans are fully funded, with combined assets exceeding \$86 million.

On October 7, 2024, staff issued Request for Proposals (RFP) 25-019. The RFP was advertised in a newspaper of general circulation, posted on SunLine's website, and distributed along with the RFP document. Through this solicitation, SunLine identified nine (9) potential proposers. By the proposal deadline on November 7, 2024, two (2) proposals were received.

An evaluation committee, consisting of representatives from the pension committees, assessed the proposals based on the criteria outlined in the RFP, including experience, qualifications, business demographics, services offered, and pricing. Following a comprehensive review, the evaluation committee determined that PFM provided the best overall value for SunLine. A price analysis confirmed that the proposed rates are fair and reasonable.

In December, staff reviewed overall pension administration items with the Board. As a result of the improvements discussed in December, agreements related to pension

administration will be managed by the respective pension committees and will not require Board approval going forward.

Financial Impact

The total estimated contract cost of \$1,568,000 over seven (7) years will be funded through the respective pension committee trust funds and will not impact SunLine's annual operating budget.

Performance Goal

Goal 3: Organizational Health & Resiliency – Approval of this contract will ensure the continued responsible administration of SunLine's pension plans, maintaining their fully funded status.

Approved/Reviewed by:

Mona Babauta, CEO/General Manager
Catherine J. Groves, General Counsel

Attachments:

- [Item 9a](#) – Price Analysis
- [Item 9b](#) – Solicitation List



REQUEST FOR PROPOSAL
PENSION PLAN INVESTMENT SERVICE
25-019

PRICE ANALYSIS

	PFM Asset Nov 2024	Fisher Asset Nov 2024	Independent Cost Oct 2024	
Years 1-5	\$ 1,120,000.00	\$ 2,465,250.00	\$ 1,140,000.00	
Year 6 Fee	\$ 224,000.00	\$ 493,050.00	\$ 228,000.00	
Year 7 Fee	\$ 224,000.00	\$ 493,050.00	\$ 228,000.00	
Total Proposal Value for 7 year period	\$ 1,568,000.00	\$ 3,451,350.00	\$ 1,596,000.00	

	Difference	Delta
Difference between PFM and Independent Cost Estimate	\$ (28,000.00)	-1.79%
Difference between PFM and Fisher Asset	\$(1,883,350.00)	120.11%

There was adequate price comparison for the Pension Plan Investment Services since two (2) bidders independently contended and a cost estimate based upon actuals was prepared. The 7 year award is based on the highest evaluated proposal factors; 1) Experience/Qualifications, 2) Business Demographics, 3) Services Offered and 4) Price. As a result of the 3 person evaluation committee's review, PFM Asset Management scored 263 out of 300 points compared to 210 for Fisher Asset Management.

Based upon the committee review of the proposals and the above analysis, PFM Asset's price is considered fair and reasonable and determined to provide the best value to the Agency.

Prepared by:


Sara Parrish
25-Feb-25

PLANETBIDS SOLICITATION LIST PENSION PLAN INVESTMENT MANAGEMENT SERVICES

Company Name	Address	City	State	Zip	Contact Name	Email
Deltek	2291 Wood Oak Dr	Herndon	Virginia	20171	Source Management	sourcemanagement@deltek.com
Fisher Asset Management, LLC	6500 International Pkwy, Ste 2050	Plano	Texas	75093	Kelsey	fisherinstitutional@fi.com
Garcia Hamilton & Associates, L.P.	1401 McKinney St Suite 1600	Houston	Texas	77010	Ruby Dang	ruby@garciahiltonassociates.com
Lead Pursuits LLC	2450 Colorado Ave.	Santa Monica	California	90404	Lead Department	leads@leadpursuits.com
MandateWire	330 Hudson Street	New York	New York	10013	Alexa	alex.foust@ft.com
PFM Asset Management	633 West 5th Street, Suite 2560	Los Angeles	California	90071	Monique Spyke	PFMAMProposals@pfmam.com
Pwxpress	1900 Coffeeport Rd	Jacksonville	Florida	32208	Mary Miller	bids@pwxpress.com
RVK, Inc.	222 SW Columbia Street Suite 600	Portland	Oregon	97201	John Nicolini	John.Nicolini@RVKinc.com
Seven Outsource	113 Barksdale Professional Center Newark	DE	California	19711	Steve	rfpalerts@gmail.com

Footnote: Bold font indicates companies that provided proposals

SunLine Transit Agency

DATE: March 26, 2025 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Walter Watcher, Chief of Capital Projects

RE: Award of Contract for Architectural & Engineering Services Related to Workforce Training Center

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager, or designee, to negotiate and execute a three (3) year contract with Todd Verwers Architects, Inc. for architectural and Engineering (A&E) services to design SunLine Transit Agency's (SunLine) Workforce Training Center for a not-to-exceed amount of \$499,605, upon approval as to form by General Counsel.

Background

As SunLine continues to transition its fixed route fleet to zero emission technologies, there is a growing need for highly skilled mechanics trained in maintaining and repairing electric and hydrogen-powered buses. To address this need, SunLine has identified the development of a dedicated training facility as a strategic priority.

On December 5, 2024, staff issued Request for Qualifications (RFQu) No. 25-021 for A&E services to develop the Workforce Training Center. The RFQu was publicly advertised in a newspaper of general circulation and was posted on SunLine's website.

On January 28, 2025, SunLine received proposals from two (2) firms. An evaluation committee representing staff from the Planning & Capital Projects Departments evaluated the proposals in accordance with the criteria listed in the RFQu and the Mini-Brooks Act, which precludes the use of price as an evaluation factor. After the evaluation committee carefully reviewed all proposals, they scored and ranked them as follows:

- | | |
|---------------------------------|------------|
| • Todd Verwers Architects, Inc. | Score: 281 |
| • LOC Architects, Inc. | Score: 231 |

Based on the above scoring, Todd Verwers Architects, Inc. was identified as the most qualified firm based on the qualification of the firm, qualifications of key personnel, detailed work plan, and past performance. On March 6, 2025, staff entered into

negotiations with the highest ranked firm to arrive at a fair and reasonable price for the work. The scope of services will include:

- Site analysis and preliminary design
- Development of architectural plans and specifications
- Coordination with engineering consultants
- Permitting and regulatory compliance
- Construction support and response to construction contractor's requests for information

In addition to the design meeting all applicable building codes and environmental regulations, it will provide a flexible state-of-the-art learning environment where students can gain both theoretical and practical knowledge. The project includes:

- **Two Classrooms** – Each classroom will be designed to accommodate up to 30 people, equipped with modern audiovisual equipment and flexible seating arrangements to support a variety of instructional formats.
- **Full-Size Bus Maintenance Bay** – The maintenance bay will be integrated with the classroom space, providing direct access for students to apply classroom learning to real-world maintenance scenarios. The bay will be designed to accommodate the latest in zero emission bus technology and include industry-standard training aids, tools and safety features.

Financial Impact

The financial impact of \$499,605 will be covered by a competitive federal Low-No grant and State Transit Assistance (STA) funds. These funding sources are included in the Board-approved capital budget.

Performance Goal

Goal 1: Workforce Investment – Approval of this item will facilitate a healthy workforce by ensuring employees are provided resources that support the knowledge, expertise and experience to meet SunLine's operational requirements

In Collaboration with:

Paul Mattern, Chief Planning Officer
 Mark Perry, Chief Maintenance Officer
 Isabel Vizcarra, Chief Transportation Officer
 Bryan Valenzuela, Chief Safety Officer

Approved/Reviewed by:

Mona Babauta, CEO/General Manager
 Luis Garcia, Chief Financial Officer
 Catherine J. Groves, General Counsel

Attachments:

- [Item 10a](#) – Solicitation List

PLANETBIDS SOLICITATION LIST A&E SERVICES WORK FORCE DEVELOPMENT CENTER 25-021

Company Name	Address	City	State	Zip	Contact Name	Email
Anil Verma Associates, Inc.	444 So. Flower St., Suite 1688	Los Angeles	California	90071	Anil Verma	ANILVERMA@EARTHLINK.NET
BFK	215 N Marengo Ave Ste 250	Pasadena	California	91101	Brian Knight	brian.knight@bfkarch.com
BKF Engineers	4675 MacArthur Court Suite 400	Newport Beach	California	92660	Suzi Edwards	sedwards@bkf.com
Burns Engineering, Inc.	300 North Continental Boulevard Suite 540	El Segundo	California	90245	Alva Carrasco	acarrasco@burns-group.com
Cannon/Parkin, Inc	2875 Michelle Dr Suite 210	Irvine	California	92606	Brandon Dekker	bdekkerl@cannondesign.com
CMWilliamson Engineering Corporation	41945 Boardwalk Suite R	Palm Desert	California	92211	Cody Mendez	cody@willcorpengineering.com
CSG Consultants Inc.	550 Pilgrim Drive	Foster City	California	94404	Marketing	bid_notifications@csgengr.com
Diaz Yourman & Associates	1616 East 17th Street	Santa Ana	California	92705	Anna Kadi	anna@diazyourman.com
Entram Corp	24123 Peachland Blvd	Port Charlotte	Florida	33954	John Falcone	sayres628@gmail.com
Gregory Architects, Inc.	73200 El Paseo, Suite 2D	Palm Desert	California	92260	Gregory Architects	info@gregoryarch.com
Heptagon Seven Consulting	8413 E Baseline Road Suite 106	Mesa	Arizona	85209	Brad Donais	bdonais@hept7.com
IMEG Consultants Corp	901 Via Piemonte, Suite 400	Ontario	California	91764	Leilani Doherty	leilani.l.doherty@imegcorp.com
John Kaliski Architects, Inc.	3780 Wilshire Boulevard Suite 500	Los Angeles	California	90010	Ashley Jessup	ajessup@jka-la.com
John Wyka Architecture	829 Ocean Park Blvd.	Santa Monica	California	90405	John Wyka	mail@johnwyka.com
Kewo Engineering Corporation	1370 Valley Vista Drive, Suite 200 #2114	Diamond bar	California	91765	Brian Kewo	brian.kewo@kewocorp.com
LOC, Inc	3203 E. 4th Street	Los Angeles	California	90063	Poonam Sharma	poonam@loc-arch.com
MARRS Services, Inc.	328 E. Commonwealth Avenue	Fullerton	California	92832	Griselda Smith	Griselda@marrscorp.com
Michael Baker International	75-410 Gerald Ford Drive, Suite 100	Palm Desert	California	92211	Sherrie Gundlach	srg@mbakerintl.com
PBS Engineers, Inc.	2100 E. Route 66, Suite 210	Glendora	California	91740	Julie Tigno	jtigno@pbsengineers.com
Psomas	865 S. Figueroa Street Suite 3200	Los Angeles	California	90017	Gina Rowe	lamarketing@psomas.com
Schmidt Design Group	1310 Rosecrans Street, Suite G	San Diego	California	92106	Reyna Adams	marketing@schmidttdesign.com
Shepphird Associates	26560 Agoura Road Suite 106	Calabasas	California	91302	Will Shepphird	will.s@shep-ae.com
Stayner Architects	4362 Melrose Avenue	Los Angeles	California	90029	Christian Stayner	rfp@staynerarchitects.com
SVA Architects, Inc.	6 Hutton Centre Drive, Suite 1150	Santa Ana	California	92707	Judy Cheng	jcheng@sva-architects.com
T & B Engineering, Inc.	4344 Latham St., Ste. 200	Riverside	California	92501	Mark Ballou	mballou@tbengineeringinc.com
TAIT & Associates, Inc.	701 N Park Center Drive	Santa Ana	California	92780	Liza Guzman	lguzman@tait.com
The W-T Group, LLC	77-771 Flora Road	Palm Desert	California	92211	Christopher Starke	CJStarke@wtgroup.com
Tighe Architecture	5757 Venice Blvd.	Los Angeles	California	90019	Patrick Tighe	businessdev@tighearchitecture.com
Todd Verwers Architects Inc.	73411 Willow St.	Palm Desert	California	92260	Verwers Todd Blake	todd@toddverwers.com

Footnote: Bold font indicates companies that participated in the turnkey bid

SunLine Transit Agency

DATE: March 26, 2025 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Greg Wildman, Chief of Strategic Alignment

RE: Award Agreement to Insight Strategies for Performance Management Renovation, Crisis Awareness and De-escalation Training and Executive Coaching Services

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager, or designee, to negotiate and execute an agreement with Insight Strategies, Inc. (Insight) for a performance management renovation, crisis awareness and de-escalation training, and executive coaching services for the Chief Financial Officer (CFO) and Chief Transportation Officer (CTO) for an amount not-to-exceed \$242,200, and in a form approved by legal counsel.

Background

On March 14, 2024, Insight and SunLine Transit Agency's (SunLine) Executive Team commenced a project to create a stronger, more cohesive organizational culture, improve leadership effectiveness, and align SunLine's goals with its long-term vision. Over the past year, the Insight team has engaged with SunLine employees at all levels through one-on-one meetings, department meetings, and surveys to gather comprehensive feedback. Based on this feedback, SunLine's Executive Team and Insight have developed a new mission and vision statement and formulated SunLine's Goals and Objectives for the upcoming year, which will be presented to the Board for review in Item 14.

To further SunLine's commitment to organizational growth, staff proposes to enter into a new agreement with Insight to (1) modernize SunLine's performance management process, (2) provide crisis awareness and de-escalation training, and (3) provide executive coaching for the CFO and CTO.

If authorized by the Board, Insight will modernize SunLine's performance management by:

- Performing a comprehensive assessment of SunLine's current performance evaluation process.

- Providing recommendations for improvements to ensure alignment with organizational goals.
- Training management to effectively prepare, write, and deliver performance evaluations.
- Assisting with the implementation of a streamlined and efficient performance evaluation/review process.

In addition, Insight will implement crisis awareness and de-escalation training for SunLine staff in accordance with recent Federal regulations. SunLine is mandated to conduct de-escalation training as part of the Federal Transit Administration's (FTA) efforts to enhance the safety of transit workers. This requirement is outlined in the Bipartisan Infrastructure Law, which amended the Public Transportation Agency Safety Plans (PTASP) under 49 U.S.C. § 5329(d). 49 CFR Part 673 mandates transit agencies to establish and implement a comprehensive safety training program that includes de-escalation training. This training equips transit workers with the skills necessary to manage and defuse potentially violent situations, thereby reducing the risk of assaults and enhancing overall safety for both employees and passengers.

Finally, Insight will provide one-on-one coaching services for the CFO and CTO to continue to develop and refine associated executive skills to assume greater responsibility and provide leadership continuity. Given the complexity of the legal requirements, regulatory mandates, and regional, state and federal relationships required for operating an effective and efficient transit agency, ensuring that there are qualified individuals to lead SunLine at any moment is critically important. Furthermore, given recent difficulty across the nation to recruit and retain top talent at all levels of the agency, investing in existing leaders, who have the leadership capacity, local familiarity, deep operational, logistical and financial knowledge, and skill sets to serve as the General Manager is a sound solution for ensuring the long term sustainability and success of SunLine. This initiative aligns with Strategic Agency Goal 2: Ensure that all key positions have one or more qualified candidates to assume the roles, duties and responsibilities of executive leadership positions.

Overall, the continued partnership with Insight underscores SunLine's dedication to enhancing organizational culture, leadership effectiveness, and strategic direction. By refining SunLine's performance management process and further investing in staff development, staff aims to foster a high-performance work environment that supports employee retention/growth and overall agency success.

Financial Impact

The estimated cost for this new agreement is not to exceed \$242,200, and it will be fully funded with State Local Transportation Funds (LTF) in the operating budgets for FY25 and FY26. The total estimated costs by focus area is identified in the following table.

Focus Area	Est. Cost
Performance Management Renovation	\$113,100
Crisis Awareness and De-escalation	\$83,850
Virtual Operator Training on Crisis Awareness and De-Escalation (for new operators hired after the initial training)	\$5,250
Executive Coaching for CFO & CTO	\$30,000
Est. Travel	\$10,000
	\$242,200

Performance Goal

Goal 1: Workforce Investment – Facilitate a healthy workforce, and ensure that they are adequately supported and equipped with the knowledge, expertise and experience to meet the Agency’s operational requirements as they evolve and grow over time.

In Collaboration with:

Tamara Miles, Chief of Human Relations

Carissa Sanchez, Human Resources Manager/EEO Officer

Approved/Reviewed by:

Mona Babauta, CEO/General Manager

Luis Garcia, Chief Financial Officer

Catherine J. Groves, General Counsel