



SunLine Transit Agency/
 SunLine Services Group
 February 24, 2021
 12:00 p.m.

**Joint Regular Meeting of the SunLine Transit Agency &
 SunLine Services Group Board of Directors
 Regular Board of Directors Meeting**

VIA VIDEOCONFERENCE

Pursuant to California Governor Newsom’s Executive Orders N-25-20 issued on March 4, 2020 and N-29-20 issued on March 18, 2020, the Board of Directors regular meeting will be conducted remotely through Zoom. Please follow the instructions below to join the meeting remotely.

INSTRUCTIONS FOR ELECTRONIC PARTICIPATION

Join Zoom Meeting - from PC, Laptop or Phone

<https://us02web.zoom.us/j/87453452754>

Meeting ID: 874 5345 2754

Teleconference Dial In
 888-475-4499 (Toll Free)
 Conference Number: 874 5345 2754

One tap mobile
 +16699009128,,87453452754#

Phone controls for participants:

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

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

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

ITEM

RECOMMENDATION

In compliance with the Brown Act and Government Code Section 54957.5, agenda materials distributed 72 hours prior to the meeting, which are public records relating to open session agenda items, will be available for inspection by members of the public prior to the meeting at SunLine Transit Agency's Administration Building, 32505 Harry Oliver Trail, Thousand Palms, CA 92276 and on the Agency's website, www.sunline.org.

In compliance with the Americans with Disabilities Act, Government Code Section 54954.2, and the Federal Transit Administration Title VI, please contact the Clerk of the Board at (760) 343-3456 if special assistance is needed to participate in a Board meeting, including accessibility and translation services. Notification of at least 48 hours prior to the meeting time will assist staff in assuring reasonable arrangements can be made to provide assistance at the meeting.

ITEM

RECOMMENDATION

1. CALL TO ORDER

2. FLAG SALUTE

3. ROLL CALL

4. PRESENTATIONS

5. FINALIZATION OF AGENDA

**6. APPROVAL OF MINUTES –
JANUARY 27, 2021 JOINT BOARD MEETING**

**APPROVE
(PAGE 5-8)**

7. PUBLIC COMMENTS

RECEIVE COMMENTS

NON AGENDA ITEMS

Members of the public may address the Board regarding any item within the subject matter jurisdiction of the Board; 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. Each person's presentation is limited to a maximum of three (3) minutes.

8. BOARD MEMBER COMMENTS

RECEIVE COMMENTS

9. CONSENT CALENDAR

RECEIVE & FILE

All items on the Consent Calendar will be approved by one motion, and there will be no discussion of individual items unless a Board Member requests a specific item be pulled from the calendar for separate discussion. The public may comment on any item.

9a) Checks \$1,000 and Over Report for December 2020

(PAGE 9-13)

| <u>ITEM</u> | <u>RECOMMENDATION</u> |
|---|--------------------------------|
| 9b) Credit Card Statement for December 2020 | (PAGE 14-25) |
| 9c) Monthly Budget Variance Report for December 2020 | (PAGE 26-31) |
| 9d) Contracts Signed in Excess of \$25,000 for January 2021 | (PAGE 32-33) |
| 9e) Union & Non-Union Pension Investment Asset Summary December 2020 | (PAGE 34-37) |
| 9f) Quarterly Performance Summary for 4th Quarter of Calendar Year 2020 | (PAGE 38-42) |
| 9g) Ridership Report for January 2021 | (PAGE 43-47) |
| 9h) SunDial Operational Notes for January 2021 | (PAGE 48-51) |
| 9i) Metrics for January 2021 | (PAGE 52-60) |
| 9j) Board Member Attendance for January 2021 | (PAGE 61-62) |
| 9k) SSG/SRA Checks \$1,000 and Over Report for December 2020 | (PAGE 63-64) |
| 9l) SSG Monthly Budget Variance Report for December 2020 | (PAGE 65-67) |
| 9m) Taxi Trip Data – January 2021 | (PAGE 68-69) |
| 10. CNG FUELING STATION PROJECT CHANGE ORDER NO. 004 (Lisa Middleton, Chair of Finance/Audit Committee; Staff: Dean Holm, Facility Engineer) | APPROVE (PAGE 70-71) |
| 11. AMENDMENT TO JANITORIAL SERVICES AGREEMENT (Lisa Middleton, Chair of Finance/Audit Committee; Staff: Anthony Cohen, Chief Maintenance Officer) | APPROVE (PAGE 72) |
| 12. AUTHORIZATION TO NEGOTIATE AND EXECUTE MEMORANDUM OF UNDERSTANDING WITH RIVERSIDE COUNTY OFFICE OF EDUCATION (Lisa Middleton, Chair of Finance/Audit Committee; Staff: Brittney B. Sowell, Chief of Public Affairs/ Clerk of the Board) | APPROVE (PAGE 73) |
| 13. EMERGENCY POLICY CHANGES – FARE COLLECTION (Glenn Miller, Chair of Board Operations Committee; Staff: Todd McDaniel, Chief Transportation Officer and Luis Garcia, Chief Financial Officer) | APPROVE (PAGE 74-76) |
| 14. FARE POLICY NO. B-060102 REVISION APPROVAL (Glenn Miller, Chair of Board Operations Committee; Staff: Michal Brock, Taxi Administrator and Luis Garcia, Chief Financial Officer) | APPROVE (PAGE 77-86) |

ITEM

RECOMMENDATION

15. **REVISIONS TO INVESTMENT POLICY STATEMENTS – POLICY NO. B-090298(A) AND B-090298(B)** **APPROVE**
(Glenn Miller, Chair of Board Operations Committee;
Staff: Luis Garcia, Chief Financial Officer) (PAGE 87-114)
16. **GENERAL COUNSEL’S REPORT**
17. **CEO/GENERAL MANAGER’S REPORT**
18. **CLOSED SESSION**
- a) **CONFERENCE WITH LABOR NEGOTIATORS**
Pursuant to Government Code section 54957.6
Agency designated representatives: Lauren Skiver, CEO/GM SunLine, Kelly
Trainer, special legal counsel, Burke Williams Sorensen, LLP
Employee organization: Request for New Unit Recognition
19. **NEXT MEETING DATE**
- March 24, 2021 at 12 p.m.
20. **ADJOURN**

MINUTES

Joint SunLine Transit Agency/SunLine Services Group Board of Directors Meeting January 27, 2021

A joint regular meeting of the SunLine Transit Agency and SunLine Services Group Board of Directors was held at 12:01 p.m. on Wednesday, January 27, 2021 via Zoom videoconference, pursuant to paragraph 3 of Executive Order N-20-29.

1. CALL TO ORDER

The meeting was called to order at 12:01 p.m. by Chairperson Robert Radi.

2. FLAG SALUTE

Board Member Delgado led the pledge of allegiance.

3. ROLL CALL

Members Present:

Robert Radi, Chair, SunLine Agency Board Member, City of La Quinta
Glenn Miller, Vice-Chair, SunLine Agency Board Member, City of Indio
Raymond Gregory, SunLine Agency Board Member, City of Cathedral City
Denise Delgado, SunLine Agency Board Member, City of Coachella
Russell Betts, SunLine Agency Board Member, City of Desert Hot Springs
Donna Griffith, SunLine Agency Board Member, City of Indian Wells
Kathleen Kelly, SunLine Agency Board Member, City of Palm Desert
Lisa Middleton, SunLine Agency Board Member, City of Palm Springs
Charles Townsend, SunLine Agency Board Member, City of Rancho Mirage
Supervisor V. Manuel Perez, SunLine Agency Board Member, County of Riverside

4. PRESENTATIONS

Planning, Taxi and Marketing Departments provided a presentation giving an update on SunLine Refueled.

Board Member comments were made by:

Supervisor V. Manuel Perez, County of Riverside
Board Member Kelly, City of Palm Desert
Chair Radi, City of La Quinta

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
JANUARY 27, 2021**

5. FINALIZATION OF AGENDA

No changes to the agenda.

6. APPROVAL OF MINUTES FOR JOINT STA/SSG DECEMBER 2, 2020 BOARD MEETING

Board Member Gregory moved to approve the minutes of the December 2, 2020 Board meeting. The motion was seconded by Board Vice-Chair Miller. The motion was approved by a unanimous vote of 9 yes; 0 no; 1 abstain

7. PUBLIC COMMENTS

None.

8. BOARD MEMBER COMMENTS

None.

9. CONSENT CALENDAR

Board Vice-Chair Miller moved to approve the consent calendar. The motion was seconded by Board Member Kelly. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

10. RATIFICATION OF PROVISIONAL COMMITTEE APPOINTMENTS

Board Chair Radi provided a brief oral report. SunLine Transit Agency Board Member Kelly moved to approve the Ratification of Provisional Committee Appointments. The motion was seconded by Board Member Townsend. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

11. REVIEW DECLARATION OF EMERGENCY BY THE BOARD OF DIRECTORS

General Counsel, Eric Vail, provided a brief oral report. Board Member comments were made by Board Member Betts followed by an update from the CEO/General Manager. SunLine Transit Agency Board Member Townsend moved to approve the Review Declaration of Emergency by the Board of Directors. The motion was seconded by Board Member Betts. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
JANUARY 27, 2021**

12. RATIFICATION OF LETTER OF COMMITMENT FOR CITY OF COACHELLA FOR SCAG GRANT APPLICATION

Finance/Audit Committee Chair Middleton reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Middleton moved the Approval for Ratification of Letter of Commitment for City of Coachella for the SCAG Grant Application. The motion was seconded by Board Member Townsend. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

13. AGREEMENT WITH CITY OF COACHELLA FOR AFFORDABLE HOUSING AND SUSTAINABLE COMMUNITIES PROGRAM (AHSC) FUNDING

Finance/Audit Committee Chair Middleton reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Middleton moved to approve the Agreement with City of Coachella for Affordable Housing and Sustainable Communities Program (AHSC) Funding. Board Member comments were made by Supervisor V. Manuel Perez and Board Member Delgado. The motion was seconded by Board Member Townsend. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

14. RATIFICATION OF CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT CLAIM

Finance/Audit Committee Chair Middleton reported that this item was brought to the committee and they unanimously approved the item. Additional information was provided by Luis Garcia, Chief Financial Officer. SunLine Transit Agency Board Member Middleton moved to approve the Ratification of Coronavirus Aid, Relief, and Economic Security (Cares) Act Claim, on behalf of the committee. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

15. RESOLUTION NO. 0785 – FEDERAL EMERGENCY FUNDING

Finance/Audit Committee Chair Middleton reported that this item was brought to the committee and they unanimously approved the item. Additional information was provided by Luis Garcia, Chief Financial Officer. Board Member comments were made by Supervisor V. Manuel Perez and Board Member Betts. SunLine Transit Agency Board Member Middleton moved to approve Resolution No. 0785 – Federal Emergency Funding, on behalf of the committee. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
JANUARY 27, 2021**

16. APPROVAL OF CONSTRUCTION CHANGE ORDER FOR THE CNG FUELING PROJECT

Finance/Audit Committee Chair Middleton reported that this item was brought to the committee and they unanimously approved the item. Additional information was provided by Luis Garcia, Chief Financial Officer. SunLine Transit Agency Board Member Middleton moved to approve the Approval of Construction Change Order for the CNG Fueling Project, on behalf of the committee. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

17. AWARD OF CONTRACT FOR MARKETING AND COMMUNICATIONS SERVICES

Finance/Audit Committee Chair Middleton reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Middleton moved to approve the Award of Contract for Marketing and Communications Services, on behalf of the committee. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

18. GENERAL COUNSEL'S REPORT

General Counsel, Eric Vail, provided a brief oral report.

19. CEO/GENERAL MANAGER'S REPORT

CEO/General Manager, Lauren Skiver, provided a brief oral report.

Board Member comments were made by Board Member Betts, City of Desert Hot Springs.

20. CLOSED SESSION

No closed session.

21. NEXT MEETING DATE

February 24, 2021 at 12 p.m.

22. ADJOURN

The SunLine Services Group and SunLine Transit Agency meeting concurrently adjourned at 12:48 p.m.

Respectfully Submitted,

Carmen Cubero
Assistant Clerk of the Board

SunLine Transit Agency
CONSENT CALENDAR

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

TO: Finance/Audit Committee
Board of Directors

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

Summary:

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

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

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

Recommendation:

Receive and file.

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

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

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

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

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

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

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

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

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

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

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

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

SunLine Transit Agency
CONSENT CALENDAR

DATE: February 24, 2021

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Credit Card Statement for December 2020

Summary:

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

Recommendation:

Receive and file.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 1/03/21

Name on Card: Lauren Skiver

| | Trans. Date | Post Date | Reference | Detail - Description | Credits | Charges |
|-----------------------------|--------------------|------------------|-----------------------|--|----------------|----------------|
| 1 | 12/7/2020 | 12/7/2020 | ADA Webinar | ADA Guru - ADA Paratransit Eligibility Determination Webinar; Tina Hamel, DBELO/EEO/Compliance/Eligibility Officer & Karina Villalpando, ADA Eligibility & Compliance Specialist | | \$330.00 |
| 2 | 12/8/2020 | 12/8/2020 | Lowe's | Lowe's - 6 Tables for Outdoor Lunch/Break Areas; COVID-19 Social Distance Compliance | | \$258.47 |
| 3 | 12/15/2020 | 12/15/2020 | Rancho Mirage Florist | Rancho Mirage Florist - Floral arrangement; Executive Team Member Condolences | | \$158.93 |
| Credits and Charges: | | | | | \$0.00 | \$747.40 |



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

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

For Customer Service Call:
800-231-5511

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

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

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

Payment Information

| | |
|--|-----------------|
| New Balance | \$747.40 |
| Current Payment Due (Minimum Payment) | \$500.00 |
| Current Payment Due Date | 01/28/21 |

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

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

Account Summary

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

Wells Fargo Cash Back SM Program Summary

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

Cash Back Notice

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

See reverse side for important information.

DETACH HERE

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

Make checks payable to: Wells Fargo

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



Print address or phone changes: _____
Work () _____

Amount Enclosed: \$ [MICR line]

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

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



Rate Information

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

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

Important Information

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

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

Summary of Sub Account Usage

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

Transaction Details

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

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

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

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

Wells Fargo News

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

1-1

YTC

Sunline Transit Agency Visa Credit Card Statement

Closing Date: 12/31/2020

Name on Card: Liz Granillo (Accounts Payable Card)

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



Statement Expenses

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

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

Charges

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

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

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

Total Charges: 9,880.32 USD

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

—End of Report—

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Sunline Transit Agency Visa Credit Card Statement

Closing Date: 12/31/2020

Name on Card: Walter Watcher (Procurement Card)

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



Statement Expenses

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

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

Charges

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

Total Charges: 960.40 USD

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

--End of Report--

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SunLine Transit Agency
CONSENT CALENDAR

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

TO: Finance/Audit Committee
Board of Directors

RE: Monthly Budget Variance Report for December 2020

Summary:

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

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

Recommendation:

Receive and file.

SunLine Transit Agency
Budget Variance Report
December 2020

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

SunLine Transit Agency
Budget Variance Report
December 2020

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

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue - Unfavorable

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

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

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

Other Revenue - Favorable

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

Operator & Mechanic Salaries & Wages - Favorable

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

Operator & Mechanic Overtime - Favorable

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

Administration Salaries & Wages - Favorable

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

Administration Overtime - Favorable

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

Fringe Benefits - Favorable

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

Communications - Favorable

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

Legal Services - Favorable

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

Computer/Network Software Agreement - Favorable

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

Uniforms - Favorable

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

Contracted Services - Favorable

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

Equipment Repairs - Favorable

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

Security Services - Unfavorable

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

Fuel - CNG - Unfavorable

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

Internal GGE Usage

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

Fuel - Hydrogen - Favorable

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

Tires - Favorable

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

Office Supplies - Favorable

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

Travel/Training - Favorable

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

Repair Parts - Unfavorable

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

Facility Maintenance - Favorable

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

Electricity - CNG & Hydrogen - Unfavorable

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

Natural Gas - Favorable

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

Outside GGE Usage

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

Water and Gas -Unfavorable

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

Insurance Losses - Unfavorable

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

Insurance Premium - Property - Unfavorable

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

Repair Claims - Favorable

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

Fuel Taxes - Favorable

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

Outside Fueling Revenue

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

Other Expenses - Favorable

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

Self-Consumed Fuel - Favorable

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

SunLine Transit Agency
CONSENT CALENDAR

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

TO: Finance/Audit Committee
Board of Directors

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

Summary:

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

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

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

Recommendation:

Receive and file.

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

January 2021

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

SunLine Transit Agency
CONSENT CALENDAR

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

TO: Finance/Audit Committee
Board of Directors

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

Summary:

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

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

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

Union

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

Non-Union

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

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

Month-to-Month Asset Comparison

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

Recommendation:

Receive and file.

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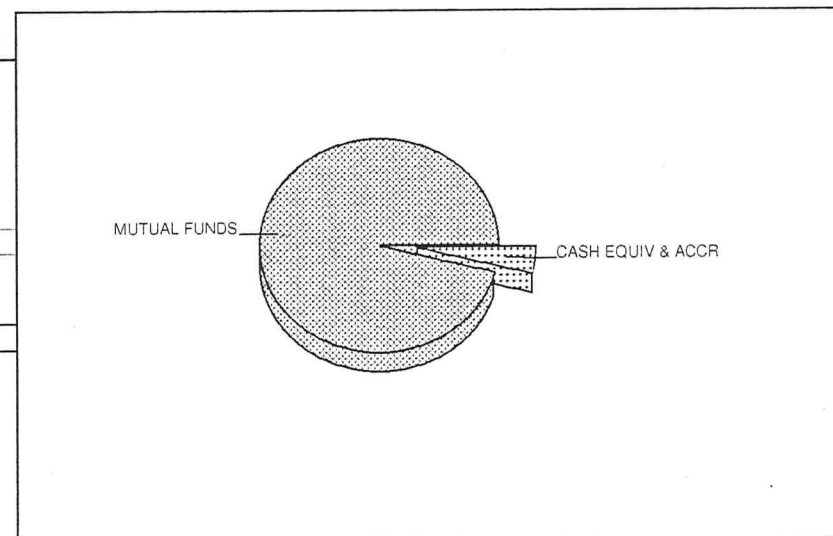
SUNLINE TRANSIT AGENCY - UNION
 ACCOUNT 6746032000

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

ASSET SUMMARY

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

Estimated Annual Income 684,583.04



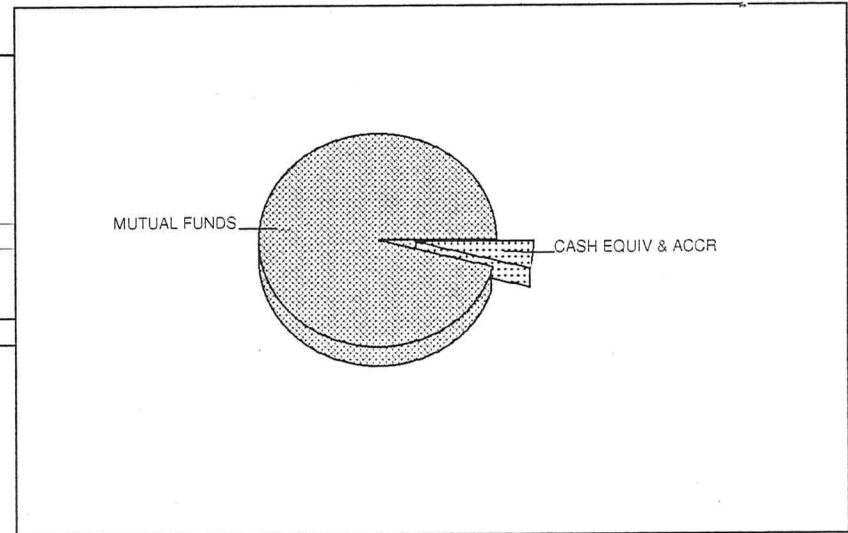
ASSET SUMMARY MESSAGES

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

ASSET SUMMARY

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

Estimated Annual Income 688,517.61



ASSET SUMMARY MESSAGES

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

SunLine Transit Agency**CONSENT CALENDAR**

DATE: February 24, 2021

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Quarterly Performance Summary for Q4 of Calendar Year 2020

Summary:

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

Recommendation:

Receive and file.

Asset Allocation & Performance

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

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



Asset Allocation & Performance

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

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



Asset Allocation & Performance

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

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



Asset Allocation & Performance

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

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



SunLine Transit Agency
CONSENT CALENDAR

DATE: February 24, 2021

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Ridership Report for January 2021

Summary:

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

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

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

| January 2021 Fiscal Year To Date Ridership | |
|--|--------------------|
| Fiscal Year 2020 | 2,429,311 |
| Fiscal Year 2021 | 1,214,994 |
| Ridership Decrease | (1,214,317) |

Recommendation:

Receive and file.

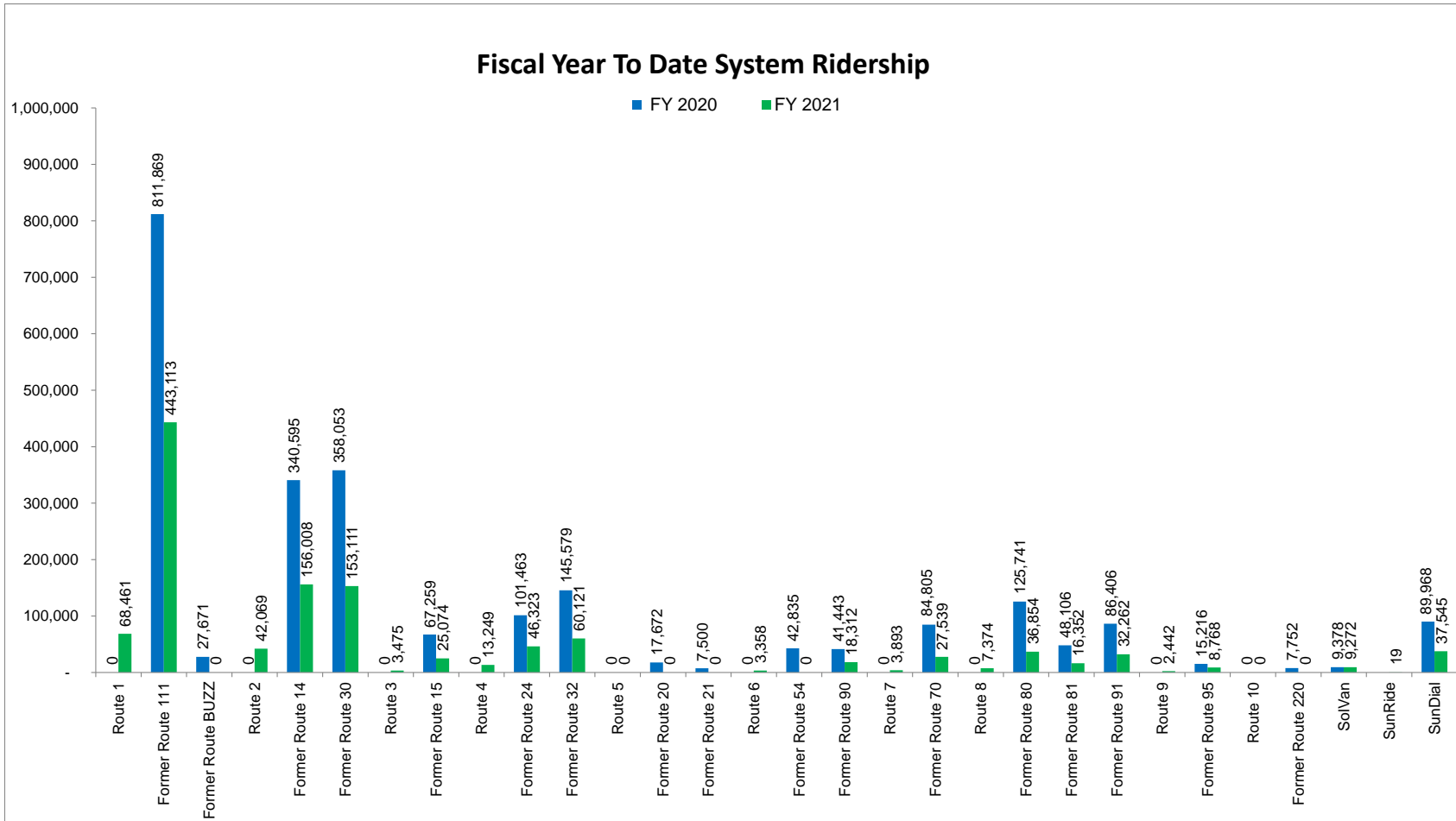


**SunLine Transit Agency
Monthly Ridership Report
January 2021**

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

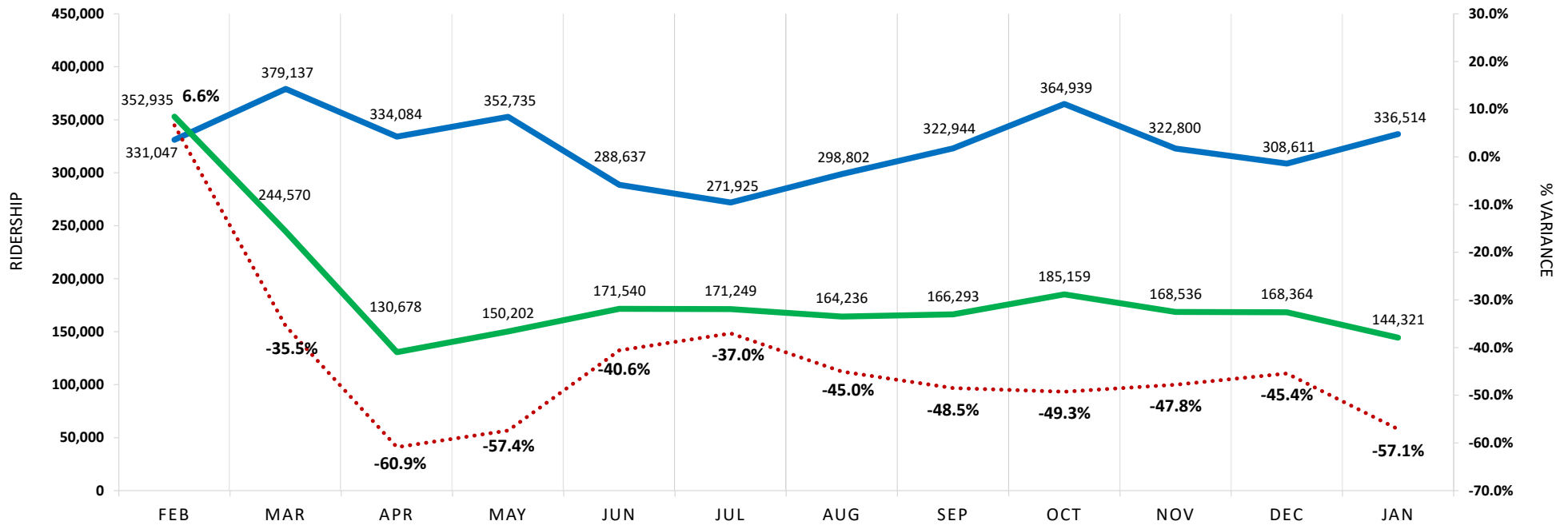
On Wednesday, March 18th, 2020, SunLine implemented fare-free rides and rear door boardings in response to the potential spread of Coronavirus Disease (COVID-19). Due to this implementation, there is no data available for the Haul Pass Program or Mobile Ticketing for January 2021. January 2021 fixed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

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



Fixed Route Ridership COVID-19 Impact

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

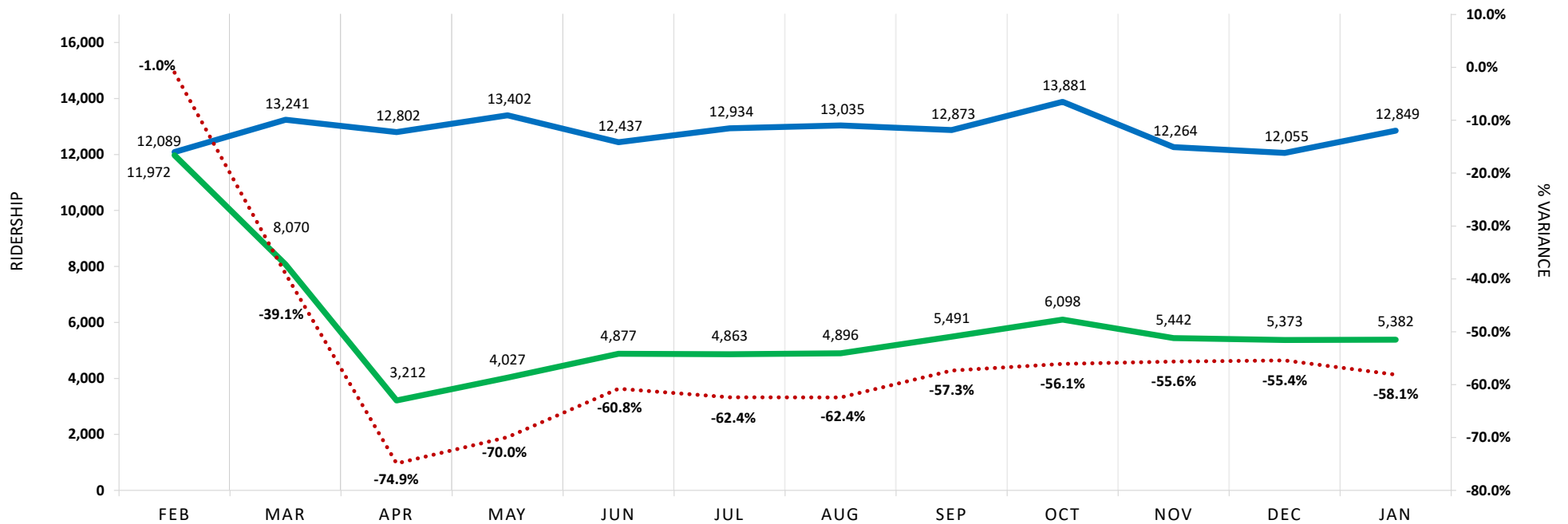


The COVID-19 pandemic caused a major national and global disruption with closures of businesses, schools and entertainment venues due to the implementation of national and statewide public health policies. Since March 21, 2020, SunLine has been operating at a reduced level of service (Level-3) in response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

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

Paratransit Ridership COVID-19 Impact

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



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

SunLine Transit Agency
CONSENT CALENDAR

DATE: February 24, 2021

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: SunDial Operational Notes for January 2021

Summary:

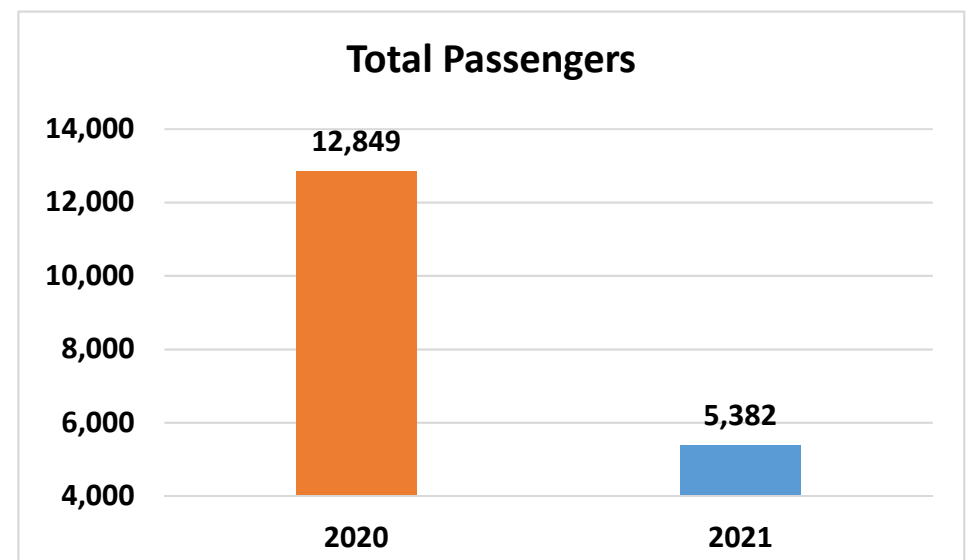
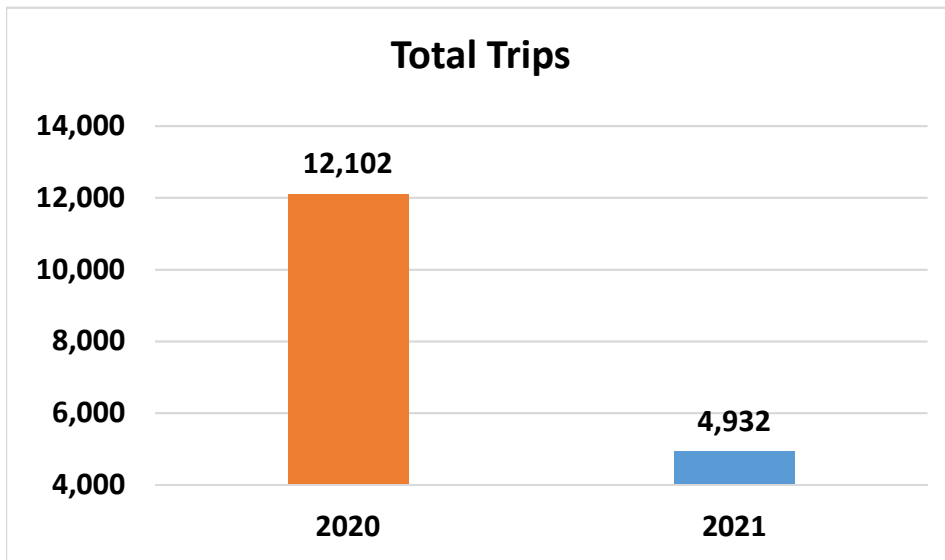
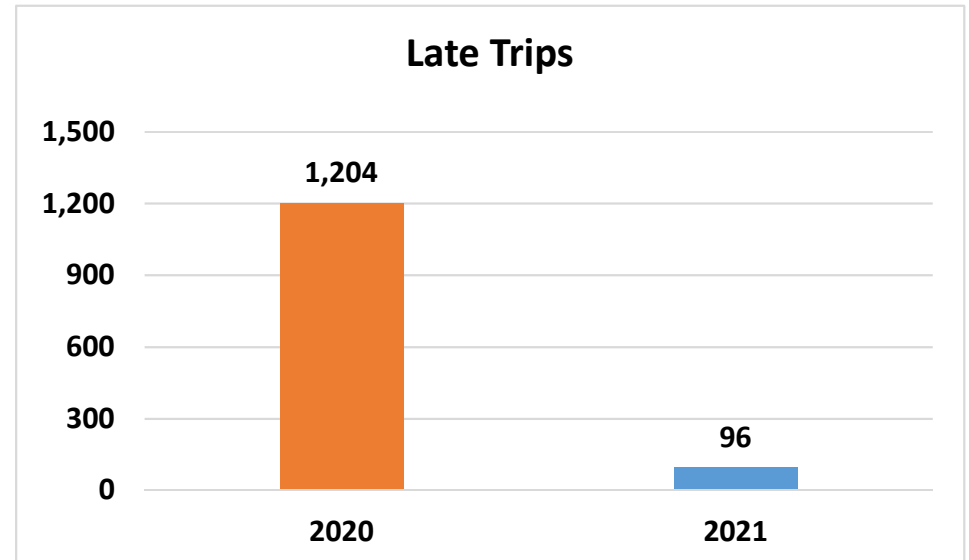
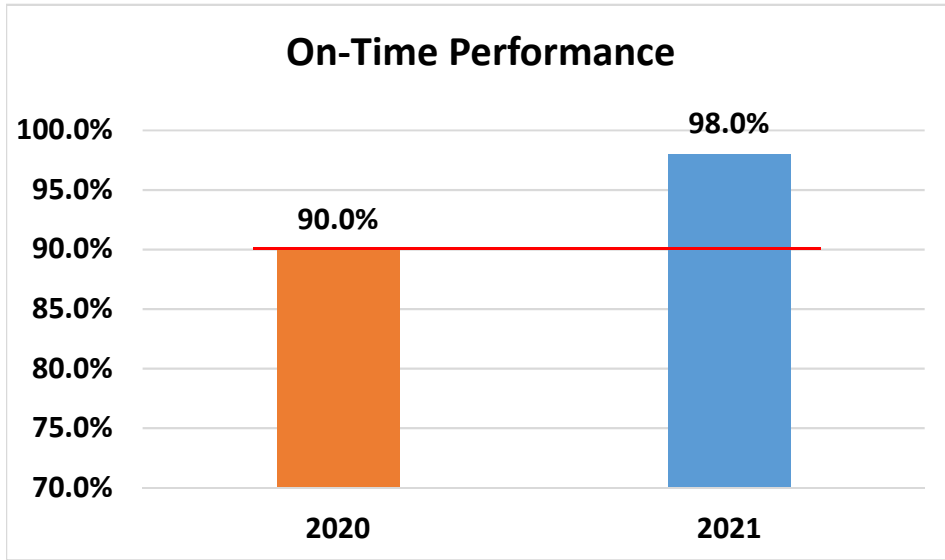
The attached report summarizes SunDial's operation for January 2021. This report identifies that the on-time performance for January has exceeded the Agency's internal 90% goal. There was a 92% decrease in late trips compared to January 2020, as well as a 59.2% decrease in total trips and a 58.1% decrease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

Recommendation:

Receive and file.

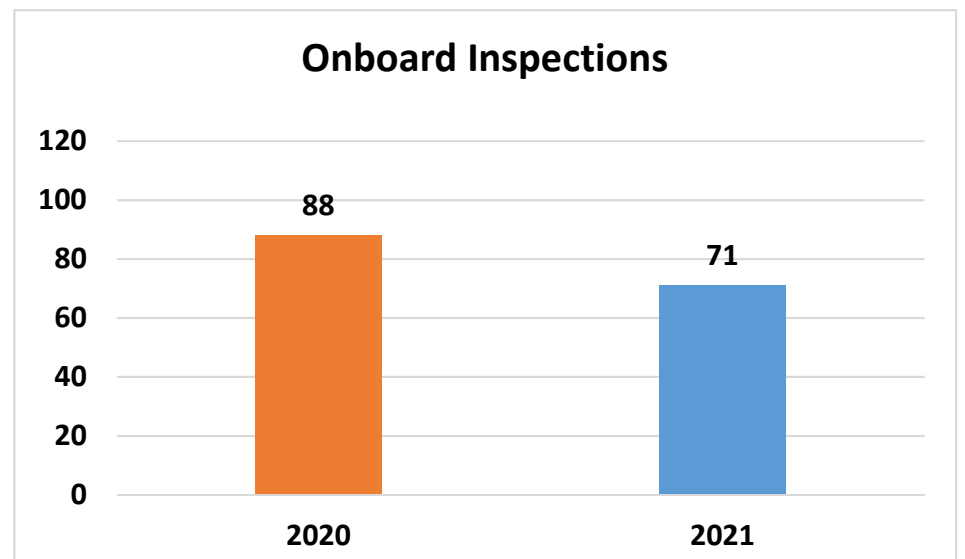
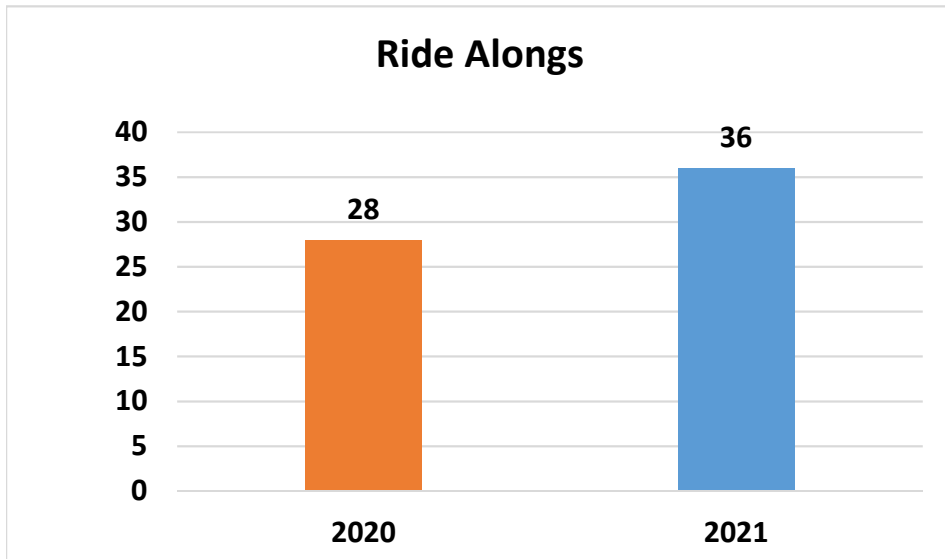
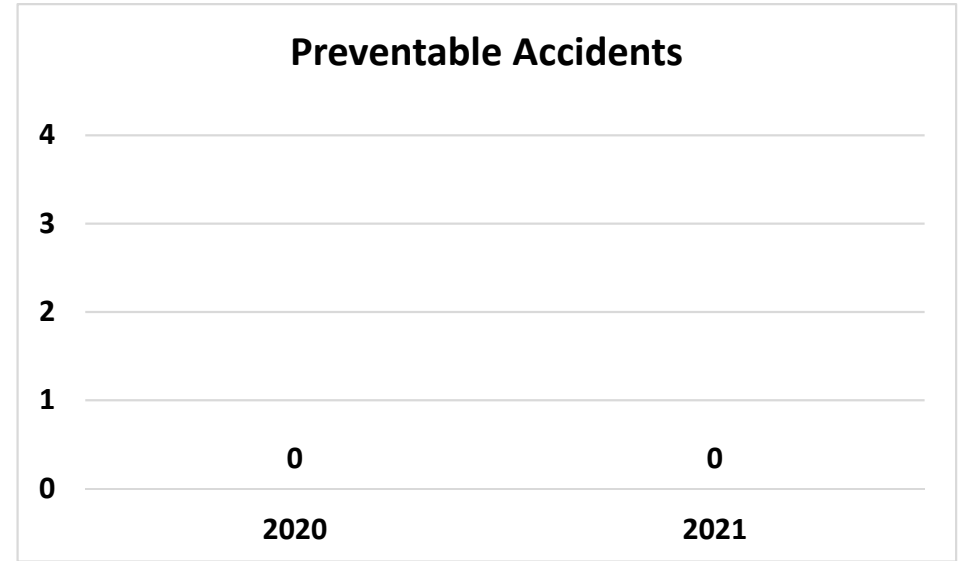
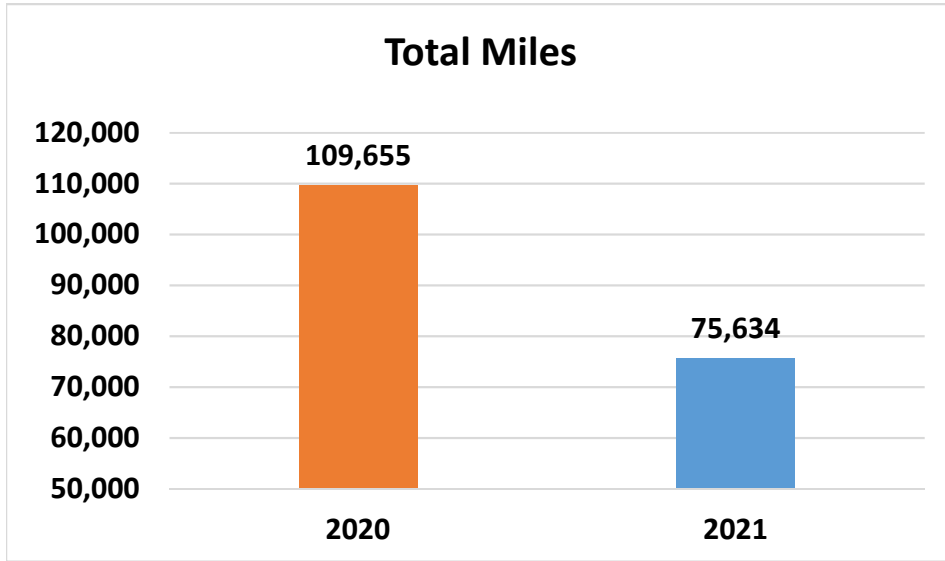
SunDial Operational Charts

JANUARY 2020 vs. 2021



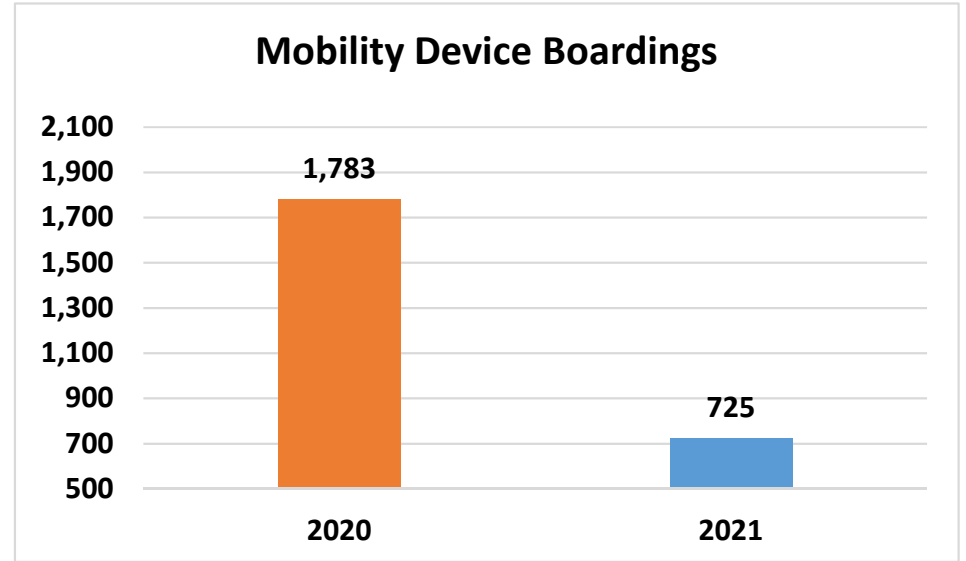
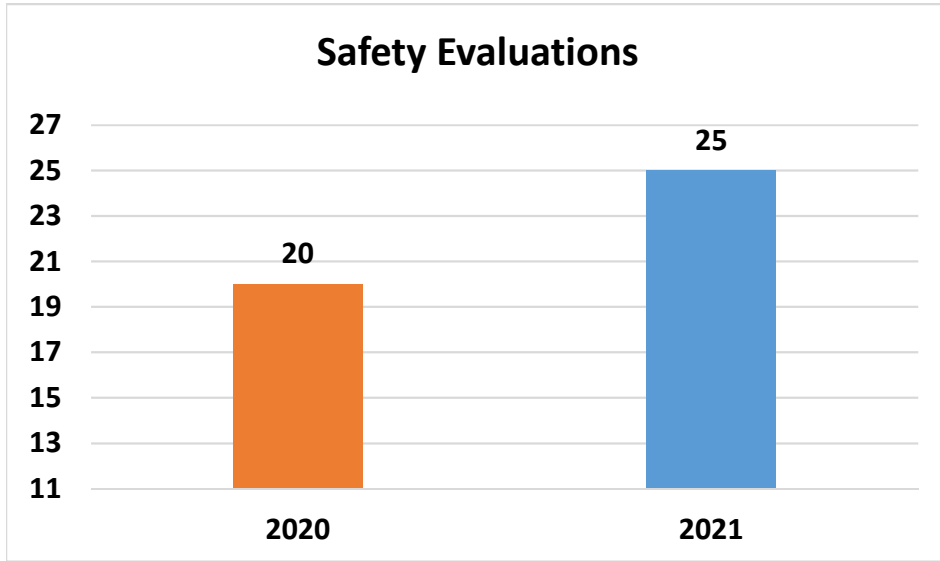
SunDial Operational Charts

JANUARY 2020 vs. 2021



SunDial Operational Charts

JANUARY 2020 vs. 2021



SunLine Transit Agency
CONSENT CALENDAR

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

RECEIVE & FILE

Summary:

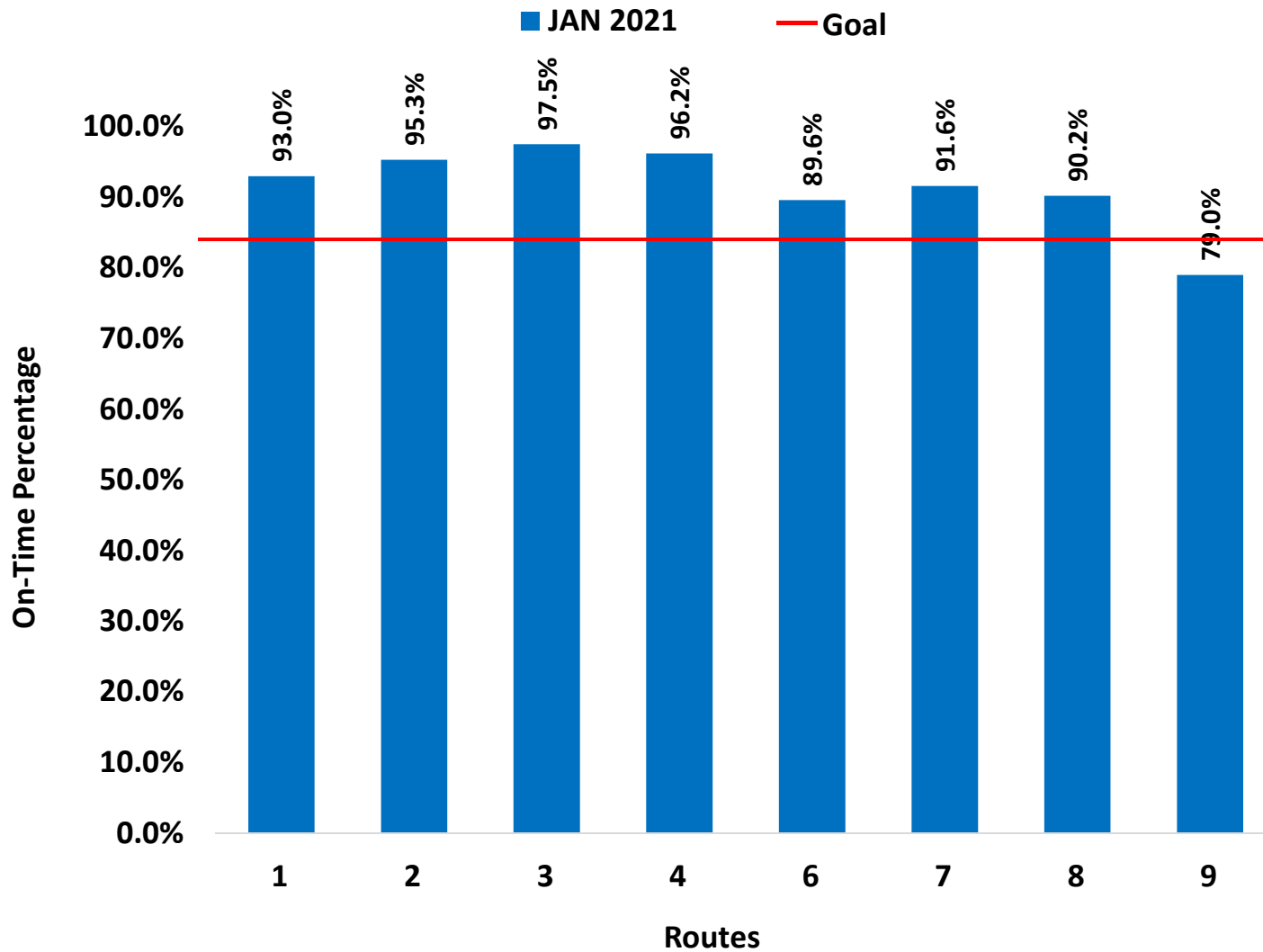
The metrics packet includes data highlighting on-time performance, early departures, late departures, late cancellations, driver absences, advertising revenue, fixed route customer feedback, paratransit customer feedback, and system performance.

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

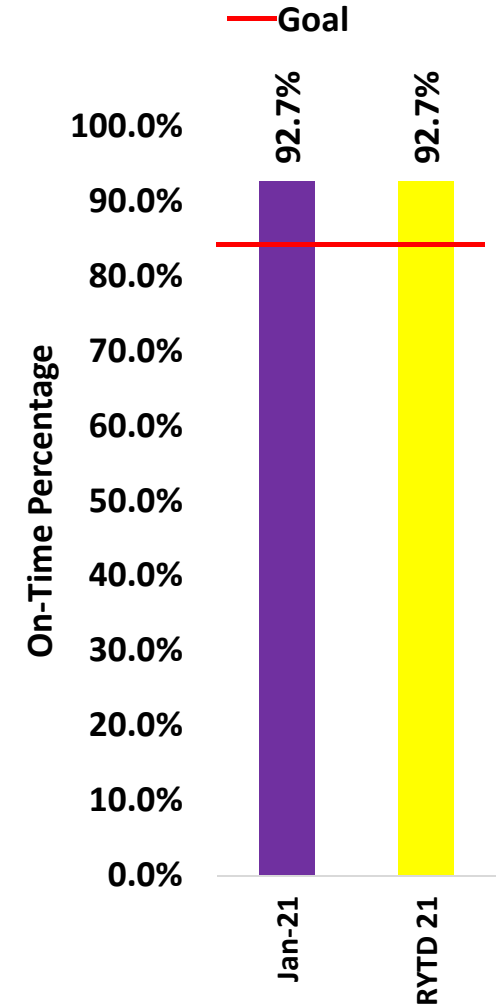
Recommendation:

Receive and file.

On-Time Performance Percent by Route



On-Time Performance System Wide



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

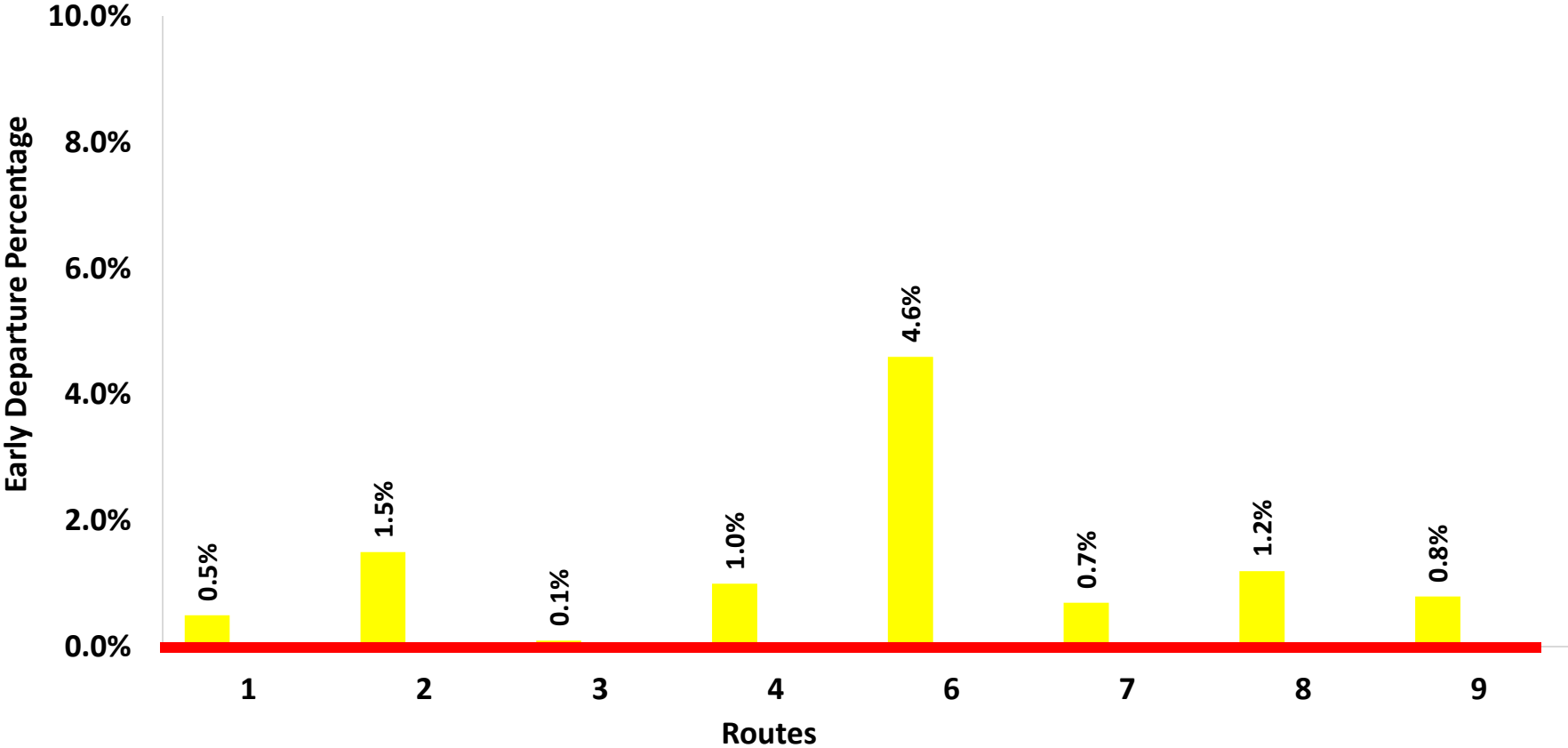
Goal: Minimum target for On-Time performance is 85%.

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

Early Departures by Route RYTD

Refueled Jan. 3 - Jan. 31

■ RY21 ■ Goal



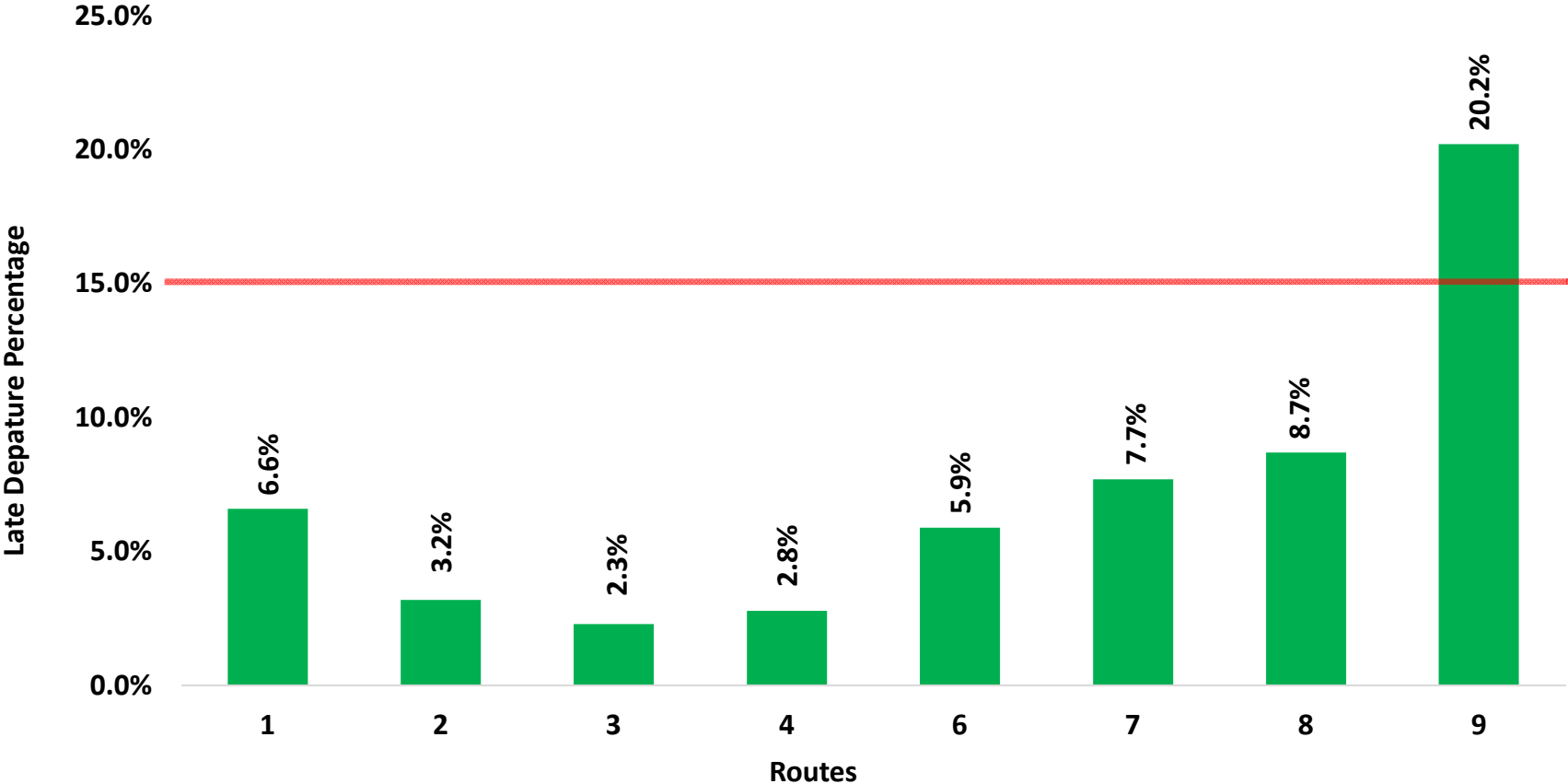
Definition: When a bus leaves a time point ahead of the scheduled departure time.

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

Late Departure Percent by Route

Refueled Jan. 3 - Jan. 31

FY21



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

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

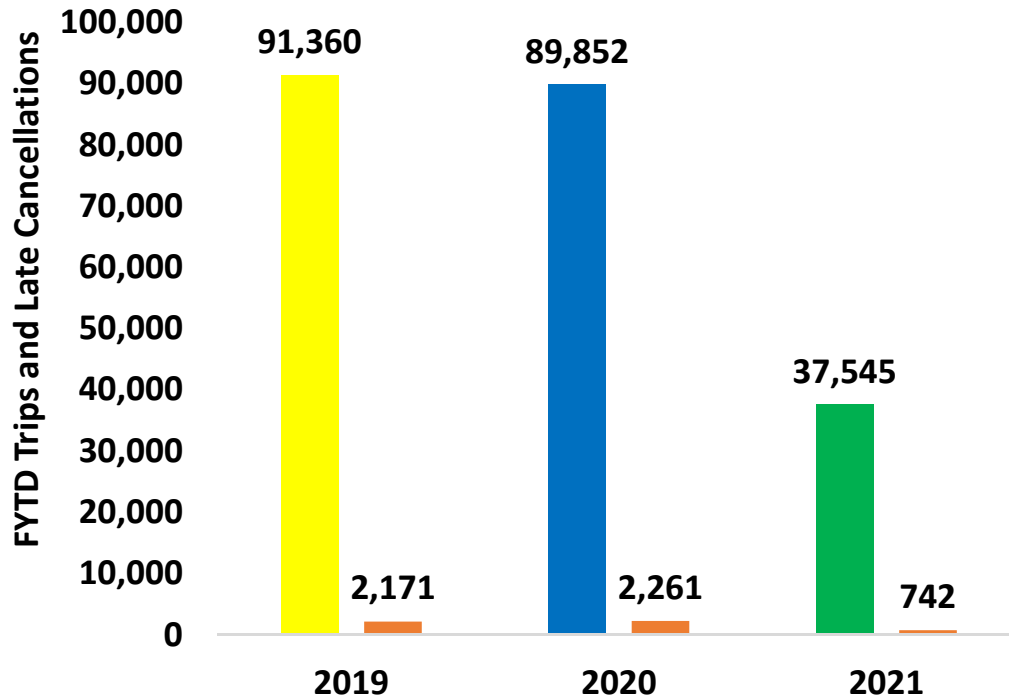
Goal: To reduce late departures to 15%.

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

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

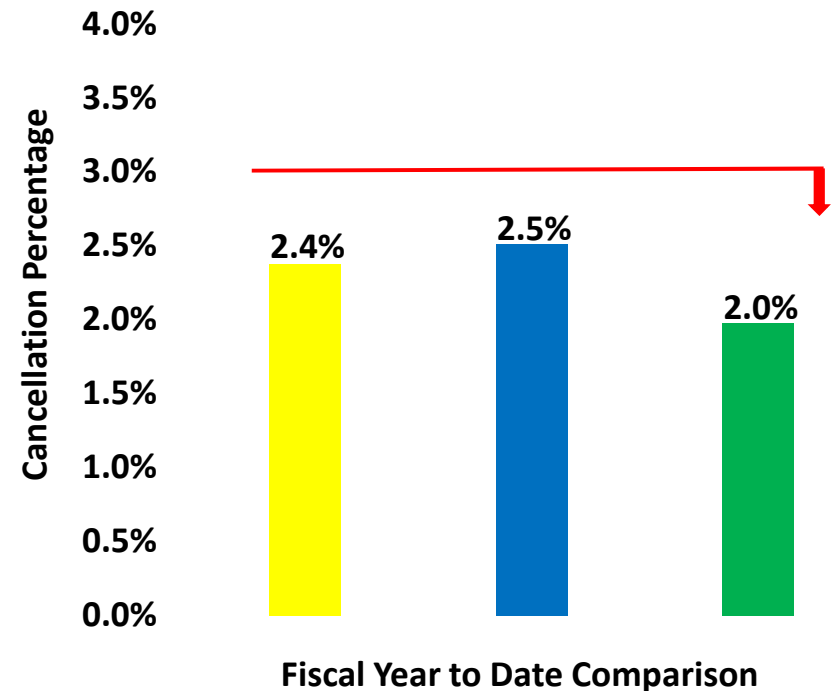
Total Trips vs. Late Cancellations FYTD Through January

■ Late Cancellations



Late Cancellation Percentage FYTD

■ 2019 ■ 2020 ■ 2021 — Goal



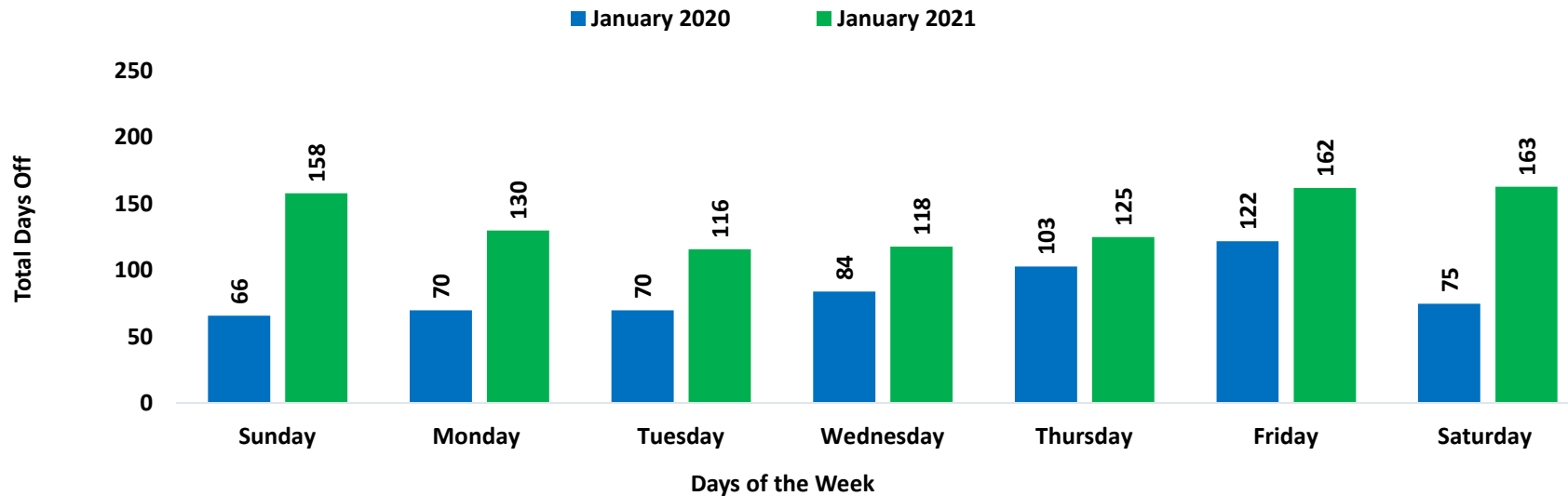
Trip: A one-way ride booked by the client. A round trip is counted as two (2) trips.

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

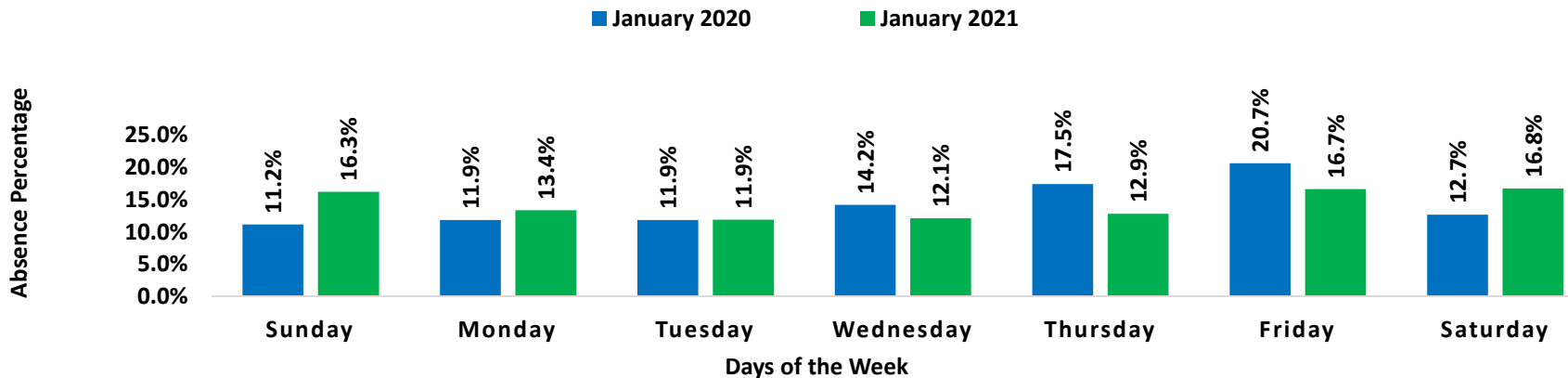
Goal for Late Cancellations: 3% or below.

Total Trips: Total one way trips completed.

Workforce Absences by Day

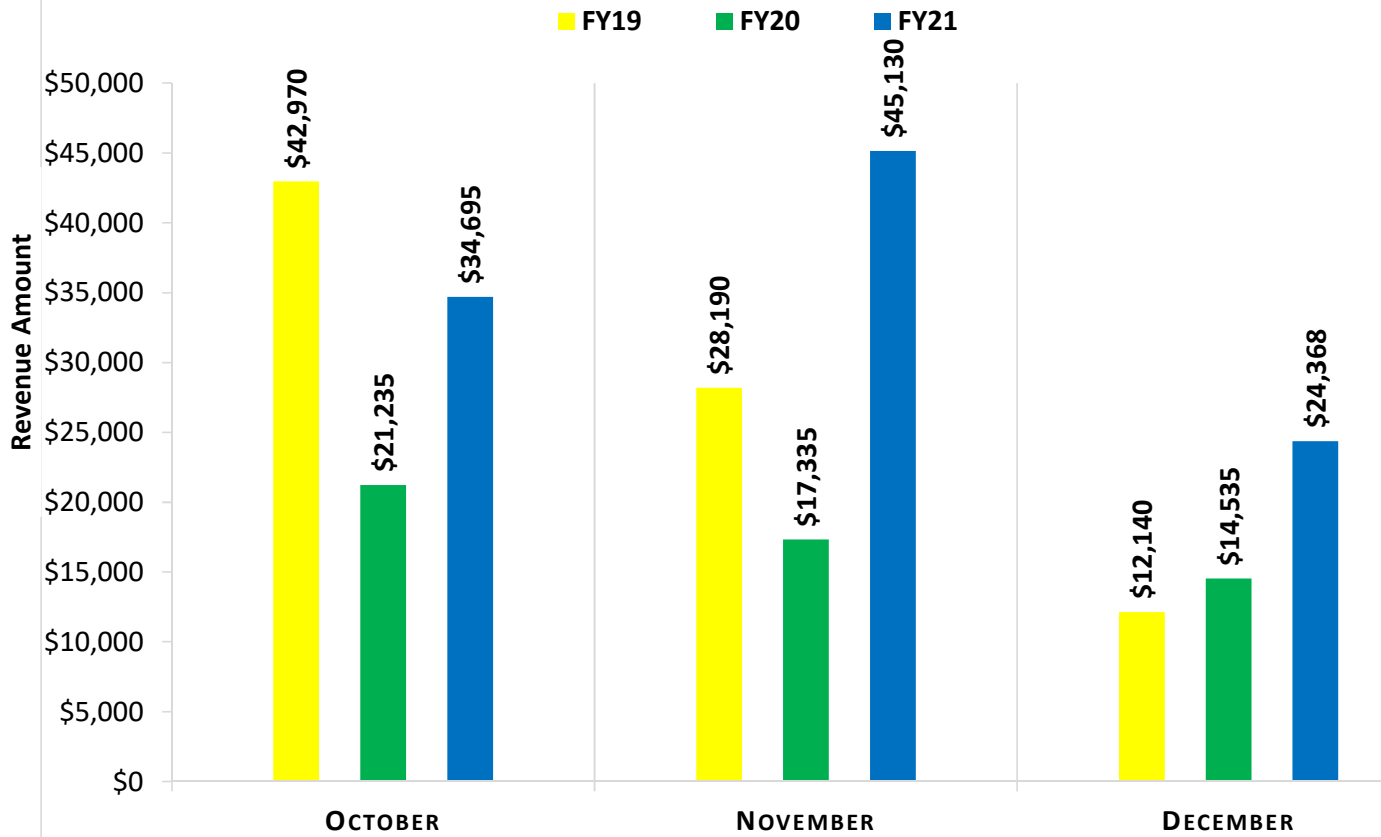


Driver Absence Occurrences by Percentage

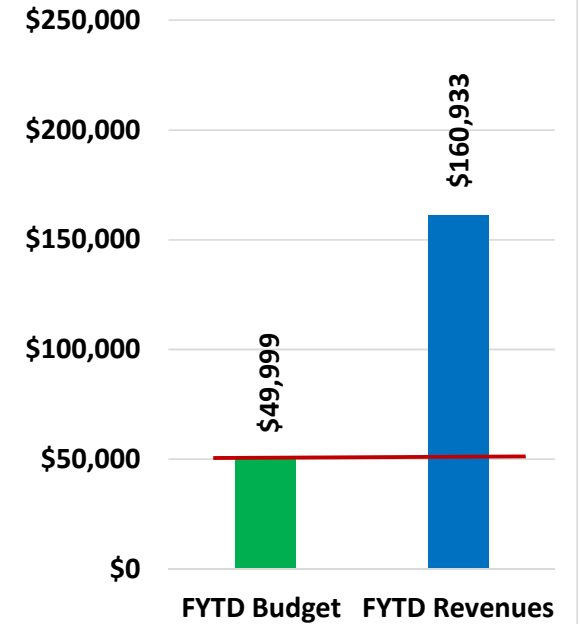


*Number of Fixed Route operator absence occurrences by day of the week and total for the month
Absences (Workforce Days Off) include Sick, Bereavement, FMLA, Miss-Out, Suspension, Workers Comp and Vacation.

Advertising Revenue FYTD21

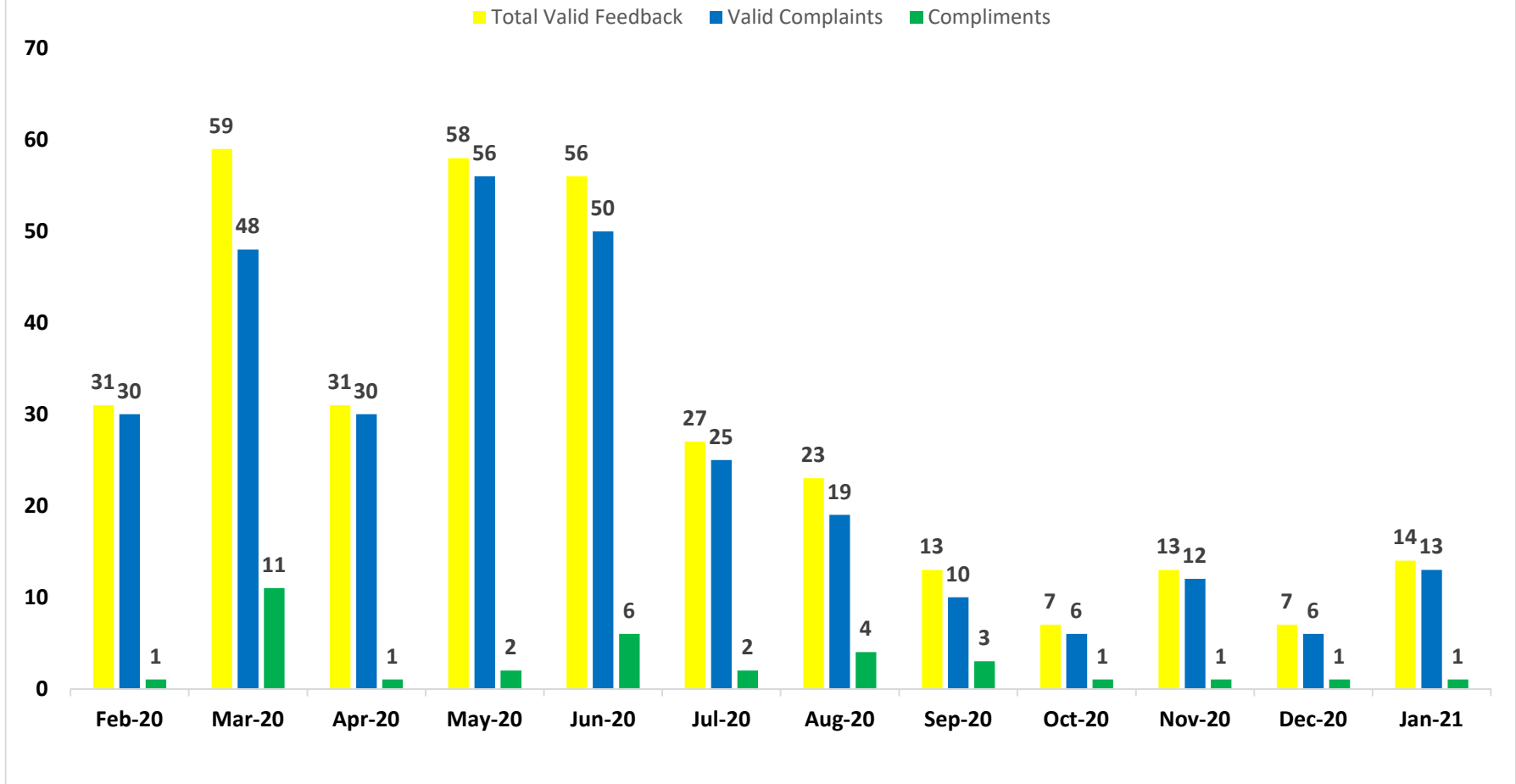


FYTD Budget vs FYTD Agency Revenues December 2020



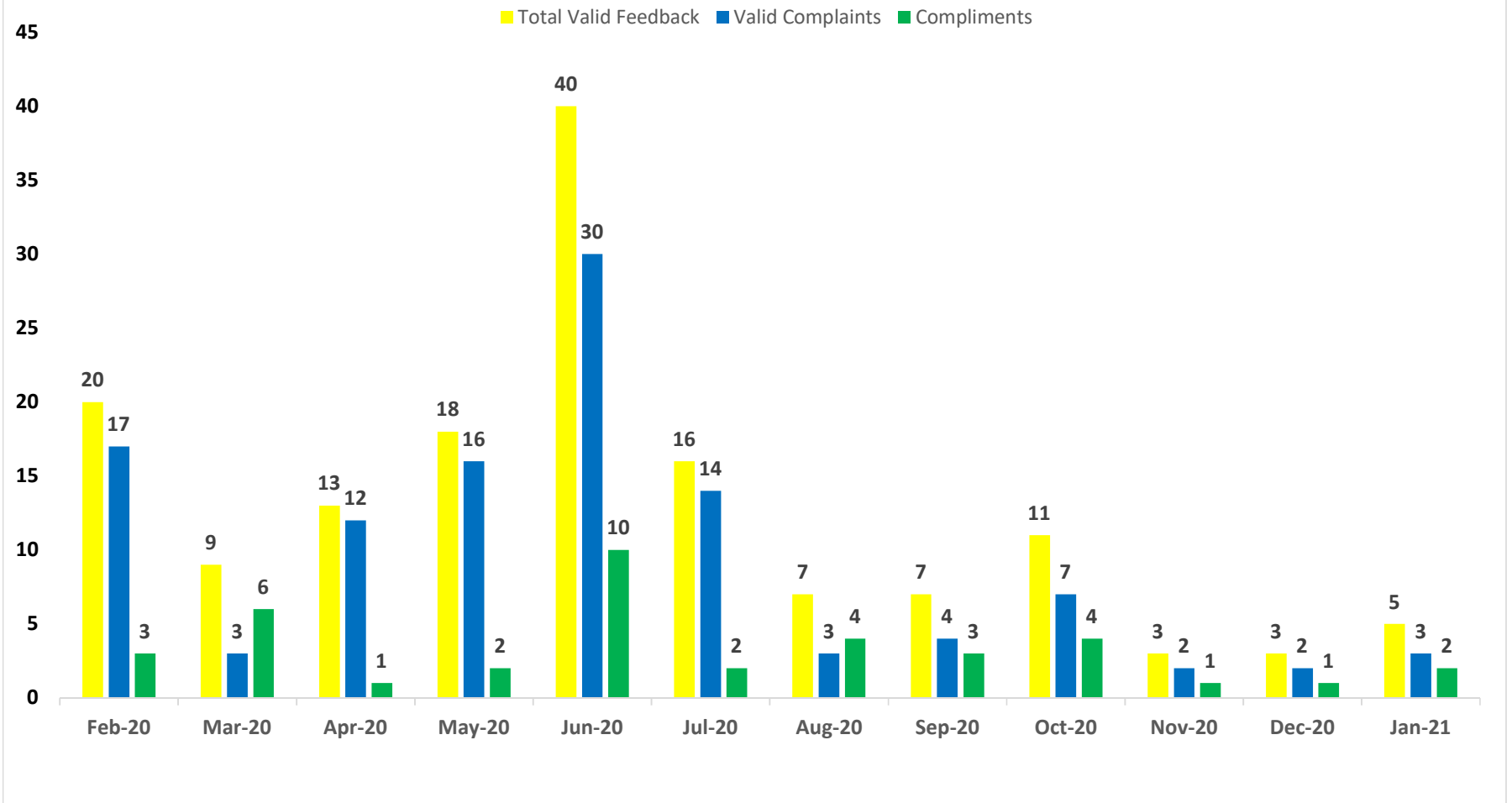
Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. This section of the chart compares the FYTD21 against FYTD19 and FYTD20 totals. The graph tracks FYTD revenue accrued vs the FYTD budget. The annual budget amount for FY21 is \$100,000.

Fixed Route Customer Feedback February 2020 through January 2021



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

Paratransit Customer Feedback February 2020 through January 2021



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

SunLine Transit Agency

CONSENT CALENDAR

DATE: February 24, 2021

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Board Member Attendance for January 2021

Summary:

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

Recommendation:

Receive and file.

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

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Services Group
CONSENT CALENDAR

DATE: February 24, 2021

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

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

Summary:

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

Recommendation:

Receive and file.

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

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

| Vendor Filed As Name | Description | Check # | Payment Date | Payment Amount |
|-----------------------------------|---|----------------|---------------------|-----------------------|
| SUNLINE TRANSIT AGENCY | Payroll Liab 12/11/20 and SRA Overhead Dec 2020 | 90858 | 12/16/2020 | 7,066.26 |
| SUNLINE TRANSIT AGENCY | Payroll Liabilities 12/24/2020 | 90863 | 12/30/2020 | 4,896.68 |
| Total Checks Over \$1,000 | \$11,962.94 | | | |
| Total Checks Under \$1,000 | \$3,445.92 | | | |
| Total Checks | \$15,408.86 | | | |

SunLine Services Group**CONSENT CALENDAR**

DATE: February 24, 2021

RECEIVE & FILETO: Taxi Committee
Board of Directors

RE: Monthly Budget Variance Report for December 2020

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as fiscal year to date (FYTD) values. Most of the current monthly budget values are calculated by taking 1/12th of the annual budget. The FYTD budget values are calculated by dividing the yearly budget by the number of months progressed through the fiscal year. The exception to the straight-line method is the taxicab business permit fee which is budgeted on a Board approved installment plan.

- As of December 31, 2020, the organization's revenues are unfavorable by \$26,554 or 20.86% under the FYTD budget. The unfavorable revenue is primarily due to lower vehicle permit revenue relating to fewer taxi vehicles in service. Expenditures are favorable by \$30,246 or 23.76% below the FYTD budget.
 - The net FYTD operating gain (loss) after expenses is \$3,692.

Recommendation:

Receive and file.

SunLine Regulatory Administration
Budget Variance Report
December 2020

| Description | FY21 Total Budget | Current Month | | | Year-to-Date | | | |
|--|-------------------|---------------|---------------|-------------------------|-----------------|------------------|-------------------------|----------------------|
| | | Actual | Budget | Favorable (Unfavorable) | FYTD Actual | FY21 FYTD Budget | Favorable (Unfavorable) | Percentage Remaining |
| Revenues: | | | | | | | | |
| Revenue Fines | 1,400 | - | 117 | (117) | 550 | 700 | (150) | 60.7% |
| New Driver Permit Revenue | 3,600 | 75 | 300 | (225) | 300 | 1,800 | (1,500) | 91.7% |
| Taxi Business Permit | 120,000 | 10,000 | 10,000 | (0) | 60,000 | 60,000 | (0) | 50.0% |
| Driver Transfer Revenue | 500 | - | 42 | (42) | 125 | 250 | (125) | 75.0% |
| Driver Renewal Revenue | 2,500 | 150 | 208 | (58) | 1,150 | 1,250 | (100) | 54.0% |
| Driver Permit Reinstatement/Replacement | 50 | - | 4 | (4) | - | 25 | (25) | 100.0% |
| Vehicle Permit Revenue | 124,500 | 5,589 | 10,375 | (4,786) | 38,246 | 62,250 | (24,004) | 69.3% |
| Other Revenue | 500 | - | 42 | (42) | 350 | 250 | 100 | 30.0% |
| Operator Application Fee | 1,500 | - | 125 | (125) | - | 750 | (750) | 100.0% |
| Total Revenue | 254,550 | 15,814 | 21,213 | (5,399) | 100,721 | 127,275 | (26,554) | 60.4% |
| Expenses: | | | | | | | | |
| Salaries and Wages | 96,614 | 6,266 | 8,051 | 1,785 | 44,181 | 48,307 | 4,126 | 54.3% |
| Fringe Benefits | 79,692 | 6,749 | 6,641 | (108) | 37,510 | 39,846 | 2,336 | 52.9% |
| Services | 53,730 | 760 | 4,478 | 3,718 | 5,884 | 26,865 | 20,981 | 89.0% |
| Supplies and Materials | 4,575 | 90 | 381 | 291 | 770 | 2,288 | 1,517 | 83.2% |
| Utilities | 5,220 | 432 | 435 | 3 | 2,592 | 2,610 | 18 | 50.3% |
| Casualty and Liability | 7,894 | 657 | 658 | 1 | 3,942 | 3,947 | 5 | 50.1% |
| Taxes and Fees | 100 | - | 8 | 8 | - | 50 | 50 | 100.0% |
| Miscellaneous | 6,725 | 588 | 560 | (27) | 2,150 | 3,363 | 1,213 | 68.0% |
| Total Expenses | 254,550 | 15,541 | 21,213 | 5,671 | 97,029 | 127,275 | 30,246 | 61.9% |
| Total Operating Surplus (Deficit) | \$ - | \$ 272 | | | \$ 3,692 | | | |

Budget Variance Analysis - SunLine Regulatory Administration

Revenue - Unfavorable

- The unfavorable variance in revenue is attributed to a low number of vehicle permits.
- As of FYTD FY21, there is a decrease of 37,430 taxi trips compared to FYTD FY20.

Taxi Trips

| | FY20-December | FY21-December | Variance | %Δ |
|-------|---------------|---------------|----------|--------|
| Trips | 15,962 | 7,272 | (8,690) | -54.4% |

Taxi Trips

| | FYTD-FY20 | FYTD-FY21 | Variance | %Δ |
|-------|-----------|-----------|----------|--------|
| Trips | 85,429 | 47,999 | (37,430) | -43.8% |

Salaries and Wages - Favorable

- Salary and wage expenses are within an acceptable range of the budget.

Fringe Benefits - Unfavorable

- Fringe benefit expenses are within an acceptable range of the budget.

Services - Favorable

- The favorable balance in services is primarily attributed to legal fees and audit expenses which have not been incurred.

Supplies and Materials - Favorable

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

Utilities - Favorable

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

Casualty and Liability - Favorable

- Casualty and liability expenses are within an acceptable range of the budget.

Taxes and Fees - Favorable

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

Miscellaneous - Unfavorable

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

SunLine Services Group
CONSENT CALENDAR

DATE: February 24, 2021

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Taxi Trip Data – January 2021

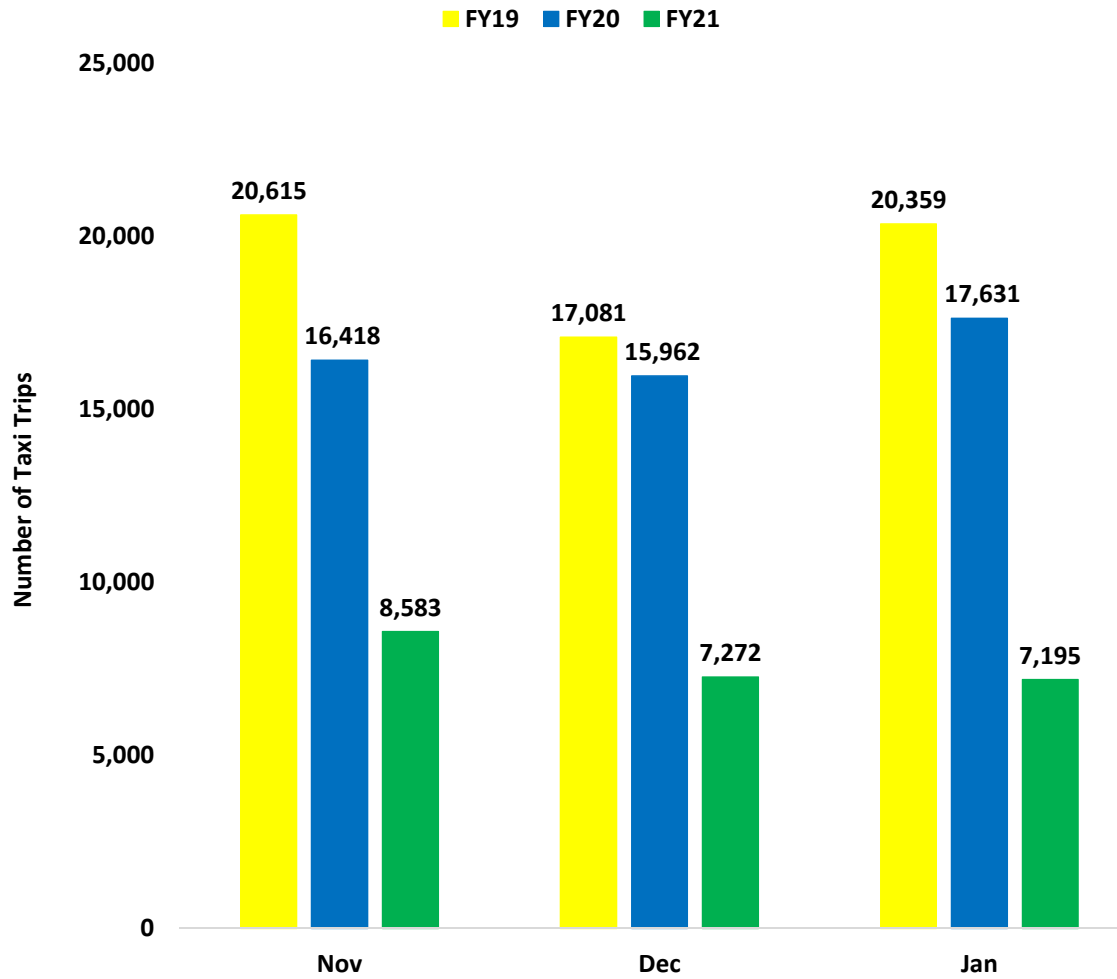
Summary:

The attached chart summarizes the total number of taxi trips generated in the Coachella Valley for the previous three (3) month period and total taxi trips for the current fiscal year to date (FYTD) compared to the last two (2) fiscal years. There were 10,436 fewer taxi trips in January 2021 compared to January 2020. The decrease in trips for January 2021 is mainly attributed to the impact that the COVID-19 pandemic has had on the industry. There were 47,866 fewer taxi trips for FYTD21 compared to FYTD20.

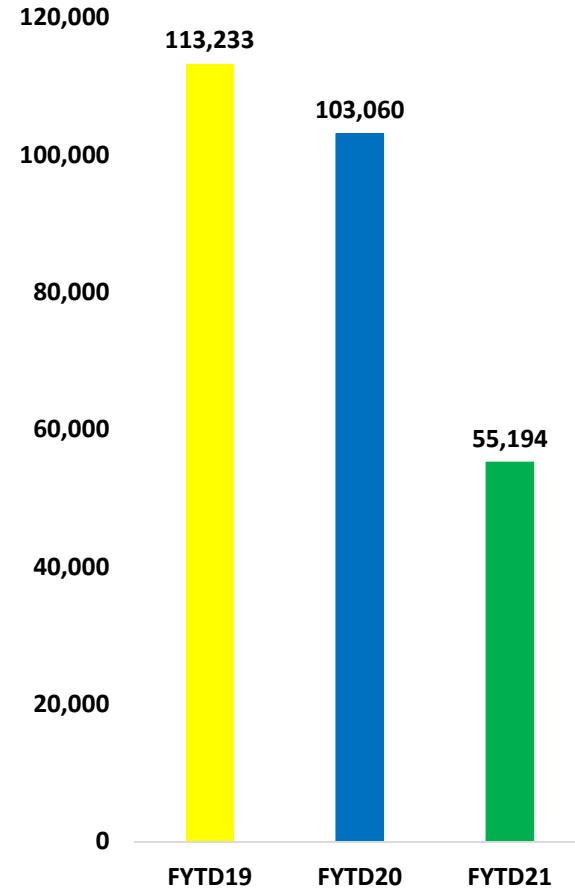
Recommendation:

Receive and file.

Taxi Trip Three (3) Month Comparison - As of Jan. 2021



FYTD No. of Taxi Trips



The chart compares the three (3) most recent months and measures the total number of taxi trips taken year-to-date for FY 2019, 2020 and 2021.

SunLine Transit Agency

DATE: February 24, 2021 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Dean Holm, Facility Engineer

RE: CNG Fueling Station Project Change Order No. 004

Recommendation

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

Background

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

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

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

Financial Impact

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

Change Order Log

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

SunLine Transit Agency

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

Recommendation

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

Background

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

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

Financial Impact

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

SunLine Transit Agency

DATE: February 24, 2021 **ACTION**

TO: Finance/Audit Committee
Board of Directors

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

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

Recommendation

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

Background

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

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

Financial Impact

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

SunLine Transit Agency

DATE: February 24, 2021 **ACTION**

TO: Board Operations Committee
Board of Directors

FROM: Todd McDaniel, Chief Transportation Officer
Luis Garcia, Chief Financial Officer

RE: Emergency Policy Changes – Fare Collection

Recommendation

Recommend that the Board of Directors approve the reinstatement of fare collections on its fixed route and paratransit service on May 2, 2021. An emergency fare policy was put in place by the CEO/General Manager in response to the COVID-19 pandemic which temporarily changed our operation to rear door boarding and suspended fare collection.

Background

This emergency policy change to allow free fares was only temporary in duration and was enacted in order to provide a safe separation between the Agency's employees and riders. The emergency policy change was one of the many actions in the Agency's dynamic response to the COVID-19 pandemic. SunLine Transit Agency was the first in California to institute many policy changes that provided relief to our employees and our Coachella Valley community.

The Agency has offered free fares since March 2020. One key aspect to the reinstatement of fares was the installation of barriers in all of SunLine's revenue vehicles. The Agency will soon complete the installation of the barriers and would like to educate the public about the reinstatement of fare collections over the next two months. The Agency will resume fare collections on May 2, 2021, which will align with the next scheduled service change.

Financial Impact

The reinstatement of fares will increase SunLine's passenger revenues.



Emergency Policy Changes – Fare Collection

February 24, 2021

Background

- SunLine instituted rear door boardings in March 2020
 - Safety concerns for SunLine operators and riders at the farebox as passengers board the bus
- Key aspect of reinstatement of fares was installation of barriers



DRIVING THE FUTURE OF TRANSIT

Transit's Response

REGIONAL RETURN TO FRONT DOOR BOARDING AND FARE COLLECTION



OMNITRANS

Resumed June 1, 2020



FOOTHILL TRANSIT

Resumed October 18, 2020



RIVERSIDE TRANSIT AGENCY

Resumed November 2, 2020

SunLine
Re fueled

DRIVING THE FUTURE OF TRANSIT

Propose to Resume May 2

- Aligns with regularly scheduled May Service Change
- Allows for 2 Month Educational Campaign
- Information to be included in May Rider's Guide



SunLine
Re fueled

DRIVING THE FUTURE OF TRANSIT

SunLine Transit Agency

DATE: February 24, 2021 **ACTION**

TO: Board Operations Committee
Board of Directors

FROM: Michal Brock, Taxi Administrator
Luis Garcia, Chief Financial Officer

RE: Fare Policy No. B-060102 Revision Approval

Recommendation

Staff recommends that the Board of Directors approve the attached revised Fare Policy No. B-060102.

Background

The fare policy was originally adopted in January 2002, and most recently revised in October 2020. The last revision added SunLine's microtransit pilot program fares and changes to the commuter service. During the first 60 days of the program, the microtransit program fares were set at \$2 per person which excluded a transfer to the Agency's fixed route system. The fares were scheduled to increase to \$3 per person, including a transfer, after the first 60 days.

The Agency is currently operating the new service and is identifying methods to increase ridership. Staff believes that extending the introductory price of \$2 through the entirety of the six (6) month pilot program would help increase ridership.

Financial Impact

The direct financial impact of the proposed fare policy revision is difficult to determine in the early stages of the pilot program.

Attachment:

- [Item 14a](#) – Redlined Revised Policy No. B-060102

SunLine Transit Agency
Fare Policy
Policy No: B-060102

Adopted: 01/23/2002
Revised: ~~2/10/2018~~ 2/10/2021

FARE POLICY

PURPOSE

The purpose of this Fare Policy is to establish guidelines for setting public transit fares for SunLine Transit Agency (SunLine). This Policy will be used to provide direction in making decisions about changes to the fare structure and to monitor fare collection. This Fare Policy supports SunLine's goal of providing high quality transportation services in the Coachella Valley that are safe, efficient and effective, and applies to both fixed route and paratransit services.

SCOPE

This Fare Policy identifies different fare media and fare prices for the services provided by SunLine Transit Agency. The fare policy also identifies the public input process required for changes in fare prices.

POLICY

Policy Objectives:

1. To promote ridership by making the fare structure attractive to users
2. To promote the equity of fare payment among transit patrons
3. To improve the efficiency of fare collection
4. To improve the farebox recovery ratio

Method of Payments:

- i. Fixed Route Service

The following fare payment options are permitted for use on the fixed route system.

1. Magnetic strip cards offering multi-ride options are made available for purchase at SunLine or pass outlets. This includes Day, 10-Ride, Coachella Valley Employer and 31-Day passes. Day passes and Transfers will also be

issued from the fareboxes on the bus.

2. Cash fare payment will be accepted on fixed route buses.
3. Digital fares will be permitted on fixed route buses. Digital fares are purchased via electronic payment and verified electronically when boarding the bus.
4. Miscellaneous passes may also be introduced periodically as part of a special promotion or service. These will be specially printed fare passes associated with specific events and will only be accepted during a limited time span.

ii. Paratransit Service

1. Fare payment for SunDial customers are classified as fares paid for trips within each city or trips for travel from one city to another city the Coachella Valley. Both passes are punched by the operator depending on the trip.
2. Digital fares will be permitted on paratransit vehicles. Digital fares are purchased via electronic payment and verified electronically when boarding the vehicle.
3. Currently, diamond fareboxes are installed in the paratransit buses.

iii. Microtransit Service

1. Digital fares will be permitted on microtransit vehicles. Digital fares are purchased via electronic payment and verified electronically when boarding the vehicle.

Fare Levels:

For purposes of this Fare Policy, there are four distinct fare levels, which are defined below.

1. Adult: Adults are considered general passengers from ages 18 to 59 years.
2. Senior/Disabled/Medicare: Seniors are considered 60 years and over. Disabled passengers are those who meet disability requirements. Both groups qualify to pay half the fare of an adult passenger as well as those who hold Medicare Cards.
3. Youth: Youth are classified as passengers between ages 5 and 17.

College/University Students: The youth category, effective 1 November 2013, includes approved Coachella Valley colleges and universities for bulk

purchase of 31 day passes (or term or semester or annual passes if developed) for sale to their students (the \$24 31-day youth pass). These will be sold to the college or university at a ticket agent discount rate of \$22.25 and must be sold to students at this rate or lower (if subsidized by the college or university). These passes must be purchased with a minimum order of 100 passes per month and not to exceed \$50,000 per fiscal year in total purchases. Part time and full time college and university students are eligible for these passes, and they may be used for any trips on SunLine services (excluding paratransit and Commuter Link). The rider must display their college ID card whenever validating the pass on a SunLine bus.

4. Children ages 4 and under are allowed to ride free with a full fare paying passenger. Two children ride free with a full paid riding adult passenger.

Fare Structure Categories:

SunLine fares are developed with sensitivity to the needs of transit riders. The following are definitions of SunLine’s policy for using cash, passes and transfers.

FARES and PASSES

All passes are subject to all rules and regulations of SunLine Transit Agency. No refund for a lost, stolen or damaged pass. Passes are non-transferable. Any misuse may cause the pass to be revoked.

Exact fare is required. The operator does not make change and there are NO refunds.

| SUNBUS | | | | |
|-----------------------|-----------|----------|--------------|-------------|
| | Cash Fare | Day Pass | 10-Ride Pass | 31-Day Pass |
| Adult | \$1.00 | \$3.00 | \$10.00 | \$34.00 |
| Youth * | 85¢ | \$2.00 | \$8.50 | \$24.00 |
| Senior 60+/Disabled** | 50¢ | \$1.50 | \$5.00 | \$17.00 |

TRANSFERS are valid for two hours of unlimited rides.....25¢

Maximum of 2 children (4 years and younger) ride FREE with a paid fare.

- * Youth 5 to 17 years must be prepared to show proof of age each time they board.
- ** Be prepared to show proof of age or disability with one of the following each time you board the bus: Medicare card, DMV Driver License or Senior ID card, SunDial Americans with Disabilities Act (ADA) Certification card or SunLine Half-Fare ID card.

| COMMUTER LINK | | | |
|----------------------------------|-----------|----------|-------------|
| | Cash Fare | Day Pass | 30-Day Pass |
| Adult / Youth | \$6.00 | \$14.00 | \$150.00 |
| Senior 60+ / Child 46" or less § | \$4.00 | \$10.00 | \$100.00 |

§ Medicare card, DMV Driver License or Senior ID card, SunDial Americans with Disabilities Act (ADA) Certification card or SunLine Half-Fare ID card will be accepted as proof of age or disability. Children 46" tall or under, ride at the Senior/Disabled/Medicare price.

Transfer to/from SunBus.....25¢

Valid for two hours of unlimited rides on SunBus. Passengers transferring to/from Commuter Link must have valid Commuter Link pass or pay a Commuter Link fare.

Coachella Valley Employer Passes:

Employers in the Coachella Valley can purchase 31-day passes for the \$24 rate for workers.

SUNDIAL **FARE**are
 \$1.50 within one city
 \$2.00 within multiple cities

These fares are consistent with the FTA requirement that the paratransit fares not exceed

twice the full peak period adult fare on fixed route for the equivalent journey.

Exact fare required. Operator does not make change and there are NO refunds.

~~Microtransit Fare~~ MICROTRANSIT FARE

~~The Agency's microtransit pilot program will be in service in January 2021. For promotional purposes, the first 60 days of t~~ For the duration of the pilot program, the microtransit program shall be set at \$2.00 per person which excludes a transfer to the Agency's fixed route system. After the pilot phase, ~~first 60 days of the service,~~ the microtransit fares shall be set at \$3.00 per person which will include a free transfer to the fixed route service.

Refund:

1 Exact Fare:

Passengers must have the exact fare ready to deposit in the farebox when boarding. SunBus Operators do not carry money to make change. Passengers are advised to carry one (\$1.00) dollar bills to pay for their cash fares. Passengers who pay their fares with bills larger than a one (\$1.00) bill will not be issued refunds and are encouraged to refrain from using \$2.00, \$5.00, \$10.00, and \$20.00 dollar bills.

2. Transfers:

Transfers are only valid for the day it was purchased and there will be no refunds for any transfers issued and not used within the time and date printed on the back.

3. Passes:

The following is established as part of SunLine's Refund Policy:

- i. Lost, stolen or damaged passes will not be refunded or replaced.
- ii. A pass that is not activated can be exchanged with proof of purchase and will not be refunded.

Locally Developed Public Input Process:

A comprehensive public outreach effort is essential to ensure that decisions made about transit fares reflect the needs and desires of the community. SunLine's public involvement effort consists of notifying the public as well as soliciting feedback regarding the proposed changes. Typically, SunLine utilizes the established procedures to address public outreach efforts. In addition, SunLine includes the following activities when a determination is made to institute a fare change:

1. **Public Notice Procedures:** At a minimum, SunLine places legal advertisements in local newspapers to announce the proposed fare changes and describe how the public may provide comment. SunLine also publishes notices in the form of rider alerts and provides written notices on-board buses. Other efforts include posting information on the SunLine's web site; notifying agency and business partners directly via e-mail or facsimile; and the General Manager participates in interviews with local newspaper, radio, or television programs to reach additional audiences.
2. **Solicitation of Public Comment Practices:** To ensure public comment is considered, SunLine schedules public meetings to gather input during the development of a fare change proposal. A formal public hearing is held at the Board of Directors meeting is scheduled during a regularly scheduled Board meeting. SunLine staff also documents all comments and suggestions submitted.
3. **Final Recommendations:** A summary of the comments received is furnished upon request for public review at SunLine Transit Agency. Staff recommendation is made in writing to the Board of Directors after considering the issues raised and the recommendation of the CEO/General Manager
4. **Implementation:** As a part of the process, SunLine also develops an implementation plan for proposed fare changes. The plan will outline ongoing public outreach and education needed to ensure a smooth transition.

PASS OUTLET INCENTIVES

Objectives:

SunLine offers private retail sales outlets, also known as pass outlets incentives to sell its fare media. These incentives recognizes that these organizations play an important role in the distribution of SunLine's fare media to passengers.

Application:

This policy applies to all pass outlets that SunLine chooses to contract with for the sale of fare media.

Program Guidelines:

SunLine offers various levels of discounts on the purchase of fare media for distribution by pass outlets. Depending on the number of each fare category sold, the defined incentives are applied.

Maintenance:

The Finance Department works in conjunction with the Marketing and Planning Departments in making recommendations for modifications to the pass outlet incentives.

HALF FARE PROGRAM (FIXED ROUTE ONLY)

Objective:

To provide reduced fares for fixed route services for seniors and persons with disabilities in cooperation and compliance to the Federal Transit Administration's half fare requirements.

Application:

This program applies to all qualified individuals who are eligible according to the approved guidelines for the program.

Program Guidelines:

SunLine's Half Fare Program provides half fare discounted bus fares to ride on SunBus to passengers 60 and over, as well as persons with disabilities. The following defines who qualifies to use the program.

Who Qualifies for the Half Fare Program:

1. Persons 60 and older
2. Medicare Cardholders
3. Persons who receive Supplemental Security Income (SSI), based on disability or Social Security Disability (SSD) benefits, as long as they continue to receive these benefits.
4. Veterans who are disabled, who receive a determination of at least 50 percent permanent disability or a non-service connected pension as determined through the Veterans Administration (VA).
5. Persons who meet the Federal Transit Administration (FTA) definition of disabled: "disabled persons means any individual who by reason of illness, injury, age, congenital malfunction, or other permanent or temporary disability, are unable, without special facilities or special planning or design to use mass transit and services as effectively as persons who are not affected".

What Proof must be Shown:

The following proof of eligibility must be shown to qualify for this program:

1. Official verification of age (Valid DMV Driver's License, passport, and State issued ID card)
2. Medicare Card
3. Authorization letter received for SSI or SSD benefits
4. Authorization letter from the VA at a 50 percent disability level or greater, or receive a disability pension for the VA.
5. SunDial Certification for the Americans with Disabilities Act (ADA)

Disability Verification: Individuals who do not have one of the proofs of eligibility listed must complete a Half Fare Application in order to pay half fare. Individuals with one of the listed proofs must be allowed to pay half the fare on board the buses or at any of SunLine's Pass Outlets. Because Operators may request proof of eligibility each time on boarding the bus, all individuals will be encouraged to obtain SunLine Transit Agency Half Fare Identification Card.

SunLine Transit Agency

DATE: February 24, 2021 **ACTION**

TO: Board Operations Committee
Board of Directors

FROM: Luis Garcia, Chief Financial Officer

RE: Revisions to Investment Policy Statements – Policy No. B-090298(a)
and B-090298(b)

Recommendation

Recommend that the Board of Directors approve the revised Investment Policy Statements – Policy No. B-090298(a) and B-090298(b).

Background

SunLine Transit Agency oversees two (2) independent pension plans for its non-bargaining and bargaining employees. Policy No. B-090298(a) and B-090298(b) provide guidance on investments for the non-bargaining and bargaining plans, respectively. The two (2) policies have identical requirements, but require two (2) separate policies to ensure the pension plans remain independent of one another.

The current investment policies have not been revised since Board approval on January 25, 2006. Given the timeframe for the last revisions, it is prudent that the Agency review and update the policies. Additionally, the current policies provide few details and language that give broad guidance. Accordingly, staff has been discussing revisions to the investment policy statements with the Finance/Audit Committee, the Agency's actuaries, investment manager, pension attorney and both the bargaining and non-bargaining pension committees. The bargaining and non-bargaining pension committees unanimously approved the revised policies at the respective committee meetings on January 14, 2021.

The revised policies expand on definitions, provide clearer guidance and also lower risk in the portfolio by changing the target allocation of equities and fixed income from 60%/40% to 55%/45%. The revised policy takes into consideration the Finance/Audit Committee's goal to reduce risk and retain the healthy funded percentage of the plans.

Financial Impact

There is no direct financial impact of these policy revisions. SunLine's contributions to the plan depend on a variety of factors including market performance.

Attachments:

- [Item 15a](#) – Revised Investment Policy No. B-090298(a) for Non-Bargaining Unit Employees
- [Item 15b](#) – Revised Investment Policy No. B-090298(b) for Bargaining Unit Employees
- [Item 15c](#) – Current Investment Policy No. B-090298(a) for Non-Bargaining Unit Employees
- [Item 15d](#) – Current Investment Policy No. B-090298(b) for Bargaining Unit Employees

**SunLine Transit Agency
Investment Policy, Pension
Funds for Non-Bargaining Unit
Employees
Policy No: B-090298(a)**

**Adopted: 01/25/2006
Revised: 02/24/2021**

Investment Policy, Pension Funds for Non-Bargaining Unit Employees

GENERAL INFORMATION

The Sunline Employees Retirement System Non-Bargaining Unit Employees Plan (“Plan”) exists to provide funding of retirement benefits to the non-bargaining employees of Sunline Transit Agency (“Agency”). The assets of the Plan are to be invested for the exclusive benefit of the participants and their beneficiaries in accordance with the Plan documents and all applicable federal and state law.

AUTHORITY

The Agency has established the Sunline Transit Agency Retirement Committee (the “Retirement Committee”) to oversee certain policies and procedures related to the operation and administration of the Plan. The following Investment Policy Statement (“Policy Statement”) is provided by the Retirement Committee as a means of setting forth the purpose, investment objectives, investment guidelines, including the asset allocation target, and procedures for monitoring the adherence to the directives contained in this Policy Statement.

The Retirement Committee is required to receive approval from the Sunline Board of Directors for this Policy Statement, including any future changes. This requirement shall remain in full force and effect until such time as it is altered by the Board of Directors.

The Retirement Committee shall be guided by general investment principles articulated in the Policy Statement. The Policy Statement should be reviewed periodically.

The Retirement Committee, with approval of the Board of Directors, may choose a custodian, trustee and/or investment counsel to assist them in performing their obligations to the Plan, as outlined below

1. An investment advisor (“Advisor”) to assist the Retirement Committee in the investment process and to maintain compliance with this Policy Statement. Any investment advisor who, in the future, may be retained by the Retirement Committee, will be afforded discretionary authority under the prudent person rule concept and shall invest assets in accordance with federal and state resolutions affecting the Plan’s assets. The Advisor may assist the Retirement Committee in

- establishing investment policy objectives and guidelines and may also select investments with discretion to purchase, sell, or hold specific securities that will be used to meet the Plan's investment objectives. The Advisor will: a) adjust asset allocation for the Plan subject to the guidelines and limitations set forth in this Policy Statement; b) select investment managers ("Managers") and strategies consistent with its role as a fiduciary; c) monitor and review Managers and measure and evaluate their performance against their peers based upon the performance of the total funds under their direct management; and d) execute other tasks as deemed appropriate in its role as Advisor for Plan assets. The investment vehicles allowed may include mutual funds, commingled trusts, separate accounts, limited partnerships and other investment vehicles deemed to be appropriate by the Advisor. The Advisor shall never take possession of securities, cash or other assets of the Plan, all of which shall be held by the custodian. The Advisor must be registered with the Securities and Exchange Commission.
2. A custodian selected by the Retirement Committee to maintain possession of physical securities and records of street name securities owned by the Plan, collect dividend and interest payments, redeem maturing securities, and effect receipt and delivery following purchases and sales. The custodian may also perform regular accounting of all assets owned, purchased, or sold, as well as movement of assets into and out of the Plan.
 3. A trustee appointed by the Retirement Committee, such as a bank trust department, if the Committee does not have its own Trustees, to assume fiduciary responsibility for the administration of Plan assets; provided, however, that if the Retirement Committee shall have appointed an investment advisor, then any trustee appointed under this paragraph shall have no authority with respect to selection of investments.
 4. Specialists such as attorneys, auditors, actuaries and, retirement plan consultants to assist the Retirement Committee in meeting its responsibilities and obligations to administer Plan assets prudently.

PURPOSE

The financial goal for the Plan is to provide funding for the benefits on the most cost-efficient basis to Sunline Transit Agency.

The purpose of this Policy Statement is to achieve the following:

1. Document investment objectives, performance expectations and investment guidelines for Plan assets.
2. Establish an appropriate investment strategy for managing all Plan assets, including an investment time horizon, risk tolerance ranges and asset allocation to

provide sufficient diversification and overall return over the long-term time horizon of the Plan.

3. Establish investment guidelines to control overall risk and liquidity.
4. Establish periodic performance reporting requirements to monitor investment results and confirm that the investment policy is being followed.
5. Comply with fiduciary, prudence, due diligence and legal requirements for Plan assets.

INVESTMENT OBJECTIVES

Preservation of principal is the primary objective, followed by assurance of liquidity to meet the cash needs of the plan, and obtaining the maximum investment yield consistent with those objectives.

The specific return objective of the Plan is to achieve, at a minimum, the Plan's current actuarial rate of return assumption of 6% net of expenses, over a three to five-year time horizon.

In addition, the Plan shall:

1. Invest assets of the Plan in a manner consistent with the following fiduciary standards: (a) all transactions undertaken must be for the sole interest of Plan beneficiaries, and (b) assets are to be diversified in order to minimize the impact of large losses from individual investments.
2. Enhance the value of Plan assets in real terms over the long-term through asset appreciation and income generation, while maintaining a reasonable investment risk profile.
3. Minimize principal fluctuations over the Time Horizon (as defined below), subject to performance expectations over the long-term.
4. Achieve a long-term level of return commensurate with contemporary economic conditions and equal to or exceeding the investment objective set forth in this Policy Statement under the section labeled "Performance Expectations".

INVESTMENT GUIDELINES

Within this section of the Policy Statement, several terms will be used to articulate various investment concepts. The descriptions are meant to be general and may share investments otherwise considered to be in the same asset class. They are:

"Growth Assets" - a collection of investments and/or asset classes whose primary risk and return characteristics are focused on capital appreciation. Investments within the Growth Assets category can include income and risk mitigating characteristics, so long as the

predominant investment risk and return characteristic is capital appreciation. Examples of such investments or asset classes are: domestic and international equities or equity funds and certain real estate investments focused on equity risk mitigation or equity-like returns.

"Income Assets" - a collection of investments and/or asset classes whose primary risk and return characteristics are focused on income generation. Investments within the Income Assets category can include capital appreciation and risk mitigating characteristics, so long as the primary investment risk and return characteristic is income generation. Examples of such investments or asset classes are: fixed income securities, guaranteed investment contracts and certain real estate investments focused on interest rate risk mitigation or income investment-like returns.

"Real Return Assets" - a collection of investments and/or asset classes whose primary risk and return characteristics are focused on real returns after inflation. Investments within the Real Return category can include inflation protected securities and certain real estate investments.

Time Horizon

The Plan's investment objectives are based on a long-term investment horizon ("Time Horizon") of five years or longer. Interim fluctuations should be viewed with appropriate perspective. The Retirement Committee has adopted a long-term investment horizon such that the risks and duration of investment losses are carefully weighed against the long-term potential for appreciation of assets.

Liquidity and Diversification

In general, the Plan may hold some cash, cash equivalent, and/or money market funds for near-term Plan benefits and expenses. Remaining assets will be invested in longer-term investments and shall be diversified with the intent to minimize the risk of long-term investment losses. Consequently, the total portfolio will be constructed and maintained to provide diversification with regard to the concentration of holdings in individual issues, issuers, countries, governments or industries.

Asset Allocation

The Retirement Committee believes that to achieve the greatest likelihood of meeting the Plan's investment objectives and the best balance between risk and return for optimal diversification, assets will be invested in accordance with the targets for each asset class as follows to achieve an average total annual rate of return that is equal to or greater than the Plan's target rate of return over the long-term, as described in the section titled "Performance Expectations".

| <u>Asset Classes</u> | <u>Asset Weightings</u> | |
|---------------------------|-------------------------|---------------|
| | <u>Range</u> | <u>Target</u> |
| Growth Assets | | |
| Domestic Equity | 16% - 56% | 36% |
| International Equity | 0% - 39% | 19% |
| Other | 0% - 20% | 0% |
| Income Assets | | |
| Fixed Income | 25% - 65% | 45% |
| Other | 0% - 20% | 0% |
| Real Return Assets | 0% - 20% | 0% |
| Cash Equivalents | 0% - 20% | 0% |

The Advisor and each Manager will be evaluated against their peers on the performance of the total funds under their direct management.

Rebalancing Philosophy

The asset allocation range established by this Policy Statement represents a long-term perspective. As such, rapid unanticipated market shifts or changes in economic conditions may cause the asset mix to fall outside Policy Statement ranges. When allocations breach the specified ranges, the Advisor will rebalance the assets within the specified ranges. The Advisor may also rebalance based on market conditions. In addition, the Retirement Committee may re-balance the above allocation as necessary when considering the liability of Plan benefits.

Risk Tolerance

Subject to investment objectives and performance expectations, the Plan will be managed in a style that seeks to minimize principal fluctuations over the established Time Horizon.

Performance Expectations

Over the long-term, five years or longer, the performance objective for the Plan will be to achieve an average total annual rate of return that is equal to or greater than the Plan's stated total return objective of 6%. Additionally, it is expected that the annual rate of return on Plan assets will be commensurate with the then prevailing investment environment. Measurement of this return expectation will be judged by reviewing returns in the context of industry standard benchmarks, peer universe comparisons for individual Plan investments and blended benchmark comparisons for the Plan in its entirety.

SELECTION OF INVESTMENT MANAGERS

The Advisor shall prudently select appropriate Managers to invest the assets of the Plan. Managers must meet the following criteria:

- The Manager must provide historical quarterly performance data compliant with Global Investment Performance Standards (GIPS[®]), Securities & Exchange Commission (“SEC”), Financial Industry Regulatory Agency (“FINRA”) or industry recognized standards, as appropriate.
- The Manager must provide detailed information on the history of the firm, key personnel, support personnel, key clients, and fee schedule (including most-favored-nation clauses). This information can be a copy of a recent Request for Proposal (“RFP”) completed by the Manager or regulatory disclosure.
- The Manager must clearly articulate the investment strategy that will be followed and document that the strategy has been successfully adhered to over time.
- The investment professionals making the investment decisions must have a minimum of three (3) years of experience managing similar strategies either at their current firm or at previous firms.
- Where other than common funds such as mutual funds or commingled trusts are utilized, the Manager must confirm receipt, understanding and adherence to this Policy Statement and any investment specific policies by signing a consent form provided to the Manager prior to investment of Trust assets.

GUIDELINES FOR PORTFOLIO HOLDINGS

Direct Investments by Advisor

Every effort shall be made, to the extent practical, prudent and appropriate, to select investments that have investment objectives and policies that are consistent with this Policy Statement (as outlined in the following sub-sections of the “Guidelines for Portfolio Holdings”). However, given the nature of the investments, it is recognized that there may be deviations between this Policy Statement and the objectives of these investments.

Limitations on Managers’ Portfolios

EQUITIES

No more than the greater of 5% or weighting in the relevant index (Russell 3000 Index for U.S. issues and MSCI ACWI ex-U.S. for non-U.S. issues) of the total equity portfolio valued at market may be invested in the common equity of any one corporation; ownership of the shares of one company shall not exceed 5% of those outstanding; and not more than 40% of equity valued at market may be held in any one sector, as defined by the Global Industry Classification Standard (GICS).

Domestic Equities. Other than the above constraints, there are no quantitative guidelines as to issues, industry or individual security diversification. However, prudent diversification standards should be developed and maintained by the Manager.

International Equities. The overall non-U.S. equity allocation should include a diverse global

mix that is comprised of the equity of companies from multiple countries, regions and sectors.

FIXED INCOME

Fixed income securities of any one issuer shall not exceed 5% of the total bond portfolio at time of purchase. The 5% limitation does not apply to issues of the U.S. Treasury or other Federal Agencies. The overall rating of the fixed income assets as calculated by the Advisor shall be investment grade or better, based on the rating of one Nationally Recognized Statistical Rating Organization (“NRSRO”).

OTHER ASSETS (ALTERNATIVES)

Alternatives may consist of non-traditional asset classes such as real estate and investments designed to hedge inflation, when deemed appropriate. The total allocation to other assets may not exceed 15% of the overall portfolio. Prior to adding an allocation to any of the following asset classes, with the exception of publicly traded mutual fund vehicles, the Advisor shall receive approval from the Agency.

Private Equity: Private equity is less liquid than publicly traded equity securities and can provide returns that are greater than what is available in publicly traded markets. The private equity portfolio may include investments in a variety of commingled/partnership and direct investment vehicles including, but not limited to, venture capital, buyout, turnaround, mezzanine, distressed security, and special situation funds. The private equity portfolio is recognized to be long-term in nature and highly illiquid. Due to their higher risk, private equity investments are expected to provide higher returns than publicly traded equity securities. For purposes of asset allocation targets and limitations, these funds will be categorized as “Other” under the Growth Assets category.

Private Debt: Private debt is less liquid than publicly traded debt and can provide returns that are greater than what is available in publicly traded markets. The private debt portfolio may include investments in a variety of commingled/partnership and direct investment vehicles including, but not limited to, direct lending, distressed debt, multi-asset credit, structured credit, mezzanine debt, real estate debt, and special situations. Due to their higher risk, private debt investments are expected to provide higher long-term returns than publicly traded debt securities. For purposes of asset allocation targets and limitations, these funds will be categorized as “Other” under the Income Assets category.

Real Assets: Real assets are typically physical assets that have intrinsic worth due to their substance and properties. Real assets are primarily used for their lower correlation to traditional assets (i.e. stocks and bonds) and their inflation hedging properties. Categories of real asset investments include, but are not limited to, real estate, infrastructure, land, farmland, timberland, precious metals, and commodities. Real assets includes securities and assets with varying levels of liquidity. Private real assets are illiquid and long-term in nature, whereas public real assets are publicly traded and more liquid. The benefit of lower correlation investments is that, when implemented correctly, these investments can

potentially improve a portfolio's expected risk-adjusted return over the long-term. The real assets category can be extended to include other forms of assets that offer similar inflation hedging properties such as pooled vehicles holding: commodities contracts, Treasury Inflation Protected Securities ("TIPS"), index-linked derivative contracts, certain forms of intellectual property, and the equity of companies in businesses thought to hedge inflation. For purposes of asset allocation targets and limitations, real assets may be categorized as "Other" under either the Growth Assets or Income Assets category or in the Real Return Assets category, depending on the nature and risk/return profile of the investment.

CASH EQUIVALENTS

Cash equivalents shall be held in funds complying with Rule 2(a)-7 of the Investment Company Act of 1940.

Portfolio Risk Hedging

Portfolio investments designed to hedge various risks including volatility risk, interest rate risk, etc. are allowed to the extent that the investments are not used for the sole purpose of leveraging Plan assets. One example of a hedge vehicle is an exchange traded fund ("ETF") which takes short positions.

Prohibited Investments

Except for purchase within authorized investments, the Retirement Committee has determined that investment of Plan assets will not be permitted in securities having the following characteristics are not authorized and shall not be purchased: letter stock and other unregistered securities, Warrants, direct commodities or commodity contracts/options, other than U.S. Treasury bonds, notes and futures, private placements (with the exception of Rule 144A securities). Further, derivatives, options, margin purchases or short sales, or futures for the sole purpose of direct portfolio leveraging are prohibited. Direct ownership of real estate, natural resource properties such as oil, gas or timber and the purchase of collectibles is also prohibited. Such other assets as may be specified by the Retirement Committee from time to time.

Safekeeping

All assets of the Plan shall be held by a custodian approved by the Retirement Committee for safekeeping of Plan assets. The custodian shall produce statements on a monthly basis, listing the name and value of all assets held, and the dates and nature of all transactions in accordance with the terms in the Plan Agreement. Investments of the Plan not held as liquidity or investment reserves shall, at all times, be invested in interest-bearing accounts. Investments and portfolio securities may not be loaned.

MONITORING AND CONTROL PROCEDURES

Review of Investment Objectives and Investment Performance

The portfolio will be reviewed by the Retirement Committee on a quarterly basis to ensure compliance with the guidelines.

The Advisor shall review annually and report to the Retirement Committee the appropriateness of this Policy Statement for achieving the Plan's stated objectives. It is not expected that this Policy Statement will change frequently. In particular, short-term changes in the financial markets should not require an adjustment in this Policy Statement.

The Advisor shall report on a quarterly basis to the Retirement Committee to review the investment performance of the Plan. In addition, the Advisor will be responsible for keeping the Retirement Committee advised of any material change in investment strategy, Managers, and other pertinent information potentially affecting performance of the Plan.

The Advisor shall compare the investment results on a quarterly basis to appropriate peer universe benchmarks, as well as market indices in both equity and fixed income markets. Examples of benchmarks and indexes that will be used include the Russell 3000 Index for broad U.S. equity strategies; S&P 500 Index for large cap U.S. equities, Russell 2000 Index for small cap U.S. equities, MSCI ACWI ex-U.S. Index for broad based non-U.S. equity strategies; MSCI Europe, Australasia, and Far East (EAFE) Index for developed markets international equities, Barclays Capital Aggregate Bond Index for fixed income securities, and the U.S. 91 Day T-bill for cash equivalents. The Russell 3000 Index will be used to benchmark the U.S. equities portfolio; the MSCI ACWI ex-U.S. Index will be used to benchmark the non-U.S. equities portfolio; the Barclays U.S. Aggregate Bond Index will be used to benchmark the fixed income portfolio. The categories "Other" will be benchmarked against appropriate indices depending on the specific characteristics of the strategies and funds used.

Voting of Proxies

The Retirement Committee recognizes that proxies are a significant and valuable tool in corporate governance. The voting rights of individual stocks held in separate accounts or collective, common, or pooled funds will be exercised by the investment managers in accordance with their own proxy voting policies. The voting rights of funds will be exercised by the Advisor.

Adoption of Investment Policy Statement

Any changes and exceptions to this Policy Statement will be made in writing and adopted by the Board of Directors. Once adopted, changes and exceptions will be delivered to each Manager, as appropriate, by the Advisor.

**SunLine Transit Agency
Investment Policy, Pension
Funds for Bargaining Unit
Employees
Policy No: B-090298(b)**

**Adopted: 01/25/2006
Revised: 02/24/2021**

Investment Policy, Pension Funds for Bargaining Unit Employees

GENERAL INFORMATION

The Sunline Employees Retirement System Bargaining Unit Employees Plan (“Plan”) exists to provide funding of retirement benefits to the bargaining employees of Sunline Transit Agency (“Agency”). The assets of the Plan are to be invested for the exclusive benefit of the participants and their beneficiaries in accordance with the Plan documents and all applicable federal and state law.

AUTHORITY

The Agency has established the Sunline Transit Agency Retirement Committee (the “Retirement Committee”) to oversee certain policies and procedures related to the operation and administration of the Plan. The following Investment Policy Statement (“Policy Statement”) is provided by the Retirement Committee as a means of setting forth the purpose, investment objectives, investment guidelines, including the asset allocation target, and procedures for monitoring the adherence to the directives contained in this Policy Statement.

The Retirement Committee is required to receive approval from the Sunline Board of Directors for this Policy Statement, including any future changes. This requirement shall remain in full force and effect until such time as it is altered by the Board of Directors.

The Retirement Committee shall be guided by general investment principles articulated in the Policy Statement. The Policy Statement should be reviewed periodically.

The Retirement Committee, with approval of the Board of Directors, may choose a custodian, trustee and/or investment counsel to assist them in performing their obligations to the Plan, as outlined below

1. An investment advisor (“Advisor”) to assist the Retirement Committee in the investment process and to maintain compliance with this Policy Statement. Any investment advisor who, in the future, may be retained by the Retirement Committee, will be afforded discretionary authority under the prudent person rule concept and shall invest assets in accordance with federal and state resolutions

affecting the Plan's assets. The Advisor may assist the Retirement Committee in establishing investment policy objectives and guidelines and may also select investments with discretion to purchase, sell, or hold specific securities that will be used to meet the Plan's investment objectives. The Advisor will: a) adjust asset allocation for the Plan subject to the guidelines and limitations set forth in this Policy Statement; b) select investment managers ("Managers") and strategies consistent with its role as a fiduciary; c) monitor and review Managers and measure and evaluate their performance against their peers based upon the performance of the total funds under their direct management; and d) execute other tasks as deemed appropriate in its role as Advisor for Plan assets. The investment vehicles allowed may include mutual funds, commingled trusts, separate accounts, limited partnerships and other investment vehicles deemed to be appropriate by the Advisor. The Advisor shall never take possession of securities, cash or other assets of the Plan, all of which shall be held by the custodian. The Advisor must be registered with the Securities and Exchange Commission.

2. A custodian selected by the Retirement Committee to maintain possession of physical securities and records of street name securities owned by the Plan, collect dividend and interest payments, redeem maturing securities, and effect receipt and delivery following purchases and sales. The custodian may also perform regular accounting of all assets owned, purchased, or sold, as well as movement of assets into and out of the Plan.
3. A trustee appointed by the Retirement Committee, such as a bank trust department, if the Retirement Committee does not have its own Trustees, to assume fiduciary responsibility for the administration of Plan assets; provided, however, that if the Retirement Committee shall have appointed an investment advisor, then any trustee appointed under this paragraph shall have no authority with respect to selection of investments.
4. Specialists such as attorneys, auditors, actuaries and, retirement plan consultants to assist the Retirement Committee in meeting its responsibilities and obligations to administer Plan assets prudently.

PURPOSE

The financial goal for the Plan is to provide funding for the benefits on the most cost-efficient basis to Sunline Transit Agency.

The purpose of this Policy Statement is to achieve the following:

1. Document investment objectives, performance expectations and investment guidelines for Plan assets.

2. Establish an appropriate investment strategy for managing all Plan assets, including an investment time horizon, risk tolerance ranges and asset allocation to provide sufficient diversification and overall return over the long-term time horizon of the Plan.
3. Establish investment guidelines to control overall risk and liquidity.
4. Establish periodic performance reporting requirements to monitor investment results and confirm that the investment policy is being followed.
5. Comply with fiduciary, prudence, due diligence and legal requirements for Plan assets.

INVESTMENT OBJECTIVES

Preservation of principal is the primary objective, followed by assurance of liquidity to meet the cash needs of the plan, and obtaining the maximum investment yield consistent with those objectives.

The specific return objective of the Plan is to achieve, at a minimum, the Plan's current actuarial rate of return assumption of 6% net of expenses, over a three to five-year time horizon.

In addition, the Plan shall:

1. Invest assets of the Plan in a manner consistent with the following fiduciary standards: (a) all transactions undertaken must be for the sole interest of Plan beneficiaries, and (b) assets are to be diversified in order to minimize the impact of large losses from individual investments.
2. Enhance the value of Plan assets in real terms over the long-term through asset appreciation and income generation, while maintaining a reasonable investment risk profile.
3. Minimize principal fluctuations over the Time Horizon (as defined below), subject to performance expectations over the long-term.
4. Achieve a long-term level of return commensurate with contemporary economic conditions and equal to or exceeding the investment objective set forth in this Policy Statement under the section labeled "Performance Expectations".

INVESTMENT GUIDELINES

Within this section of the Policy Statement, several terms will be used to articulate various investment concepts. The descriptions are meant to be general and may share investments otherwise considered to be in the same asset class. They are:

"Growth Assets" - a collection of investments and/or asset classes whose primary risk and

return characteristics are focused on capital appreciation. Investments within the Growth Assets category can include income and risk mitigating characteristics, so long as the predominant investment risk and return characteristic is capital appreciation. Examples of such investments or asset classes are: domestic and international equities or equity funds and certain real estate investments focused on equity risk mitigation or equity-like returns.

"Income Assets" - a collection of investments and/or asset classes whose primary risk and return characteristics are focused on income generation. Investments within the Income Assets category can include capital appreciation and risk mitigating characteristics, so long as the primary investment risk and return characteristic is income generation. Examples of such investments or asset classes are: fixed income securities, guaranteed investment contracts and certain real estate investments focused on interest rate risk mitigation or income investment-like returns.

"Real Return Assets" - a collection of investments and/or asset classes whose primary risk and return characteristics are focused on real returns after inflation. Investments within the Real Return category can include inflation protected securities and certain real estate investments.

Time Horizon

The Plan's investment objectives are based on a long-term investment horizon ("Time Horizon") of five years or longer. Interim fluctuations should be viewed with appropriate perspective. The Retirement Committee has adopted a long-term investment horizon such that the risks and duration of investment losses are carefully weighed against the long-term potential for appreciation of assets.

Liquidity and Diversification

In general, the Plan may hold some cash, cash equivalent, and/or money market funds for near-term Plan benefits and expenses. Remaining assets will be invested in longer-term investments and shall be diversified with the intent to minimize the risk of long-term investment losses. Consequently, the total portfolio will be constructed and maintained to provide diversification with regard to the concentration of holdings in individual issues, issuers, countries, governments or industries.

Asset Allocation

The Retirement Committee believes that to achieve the greatest likelihood of meeting the Plan's investment objectives and the best balance between risk and return for optimal diversification, assets will be invested in accordance with the targets for each asset class as follows to achieve an average total annual rate of return that is equal to or greater than the Plan's target rate of return over the long-term, as described in the section titled "Performance Expectations".

| <u>Asset Classes</u> | Asset Weightings | |
|---------------------------|------------------|---------------|
| | <u>Range</u> | <u>Target</u> |
| Growth Assets | | |
| Domestic Equity | 16% - 56% | 36% |
| International Equity | 0% - 39% | 19% |
| Other | 0% - 20% | 0% |
| Income Assets | | |
| Fixed Income | 25% - 65% | 45% |
| Other | 0% - 20% | 0% |
| Real Return Assets | 0% - 20% | 0% |
| Cash Equivalents | 0% - 20% | 0% |

The Advisor and each Manager will be evaluated against their peers on the performance of the total funds under their direct management.

Rebalancing Philosophy

The asset allocation range established by this Policy Statement represents a long-term perspective. As such, rapid unanticipated market shifts or changes in economic conditions may cause the asset mix to fall outside Policy Statement ranges. When allocations breach the specified ranges, the Advisor will rebalance the assets within the specified ranges. The Advisor may also rebalance based on market conditions. In addition, the Retirement Committee may re-balance the above allocation as necessary when considering the liability of Plan benefits.

Risk Tolerance

Subject to investment objectives and performance expectations, the Plan will be managed in a style that seeks to minimize principal fluctuations over the established Time Horizon.

Performance Expectations

Over the long-term, five years or longer, the performance objective for the Plan will be to achieve an average total annual rate of return that is equal to or greater than the Plan's stated total return objective of 6%. Additionally, it is expected that the annual rate of return on Plan assets will be commensurate with the then prevailing investment environment. Measurement of this return expectation will be judged by reviewing returns in the context of industry standard benchmarks, peer universe comparisons for individual Plan investments and blended benchmark comparisons for the Plan in its entirety.

SELECTION OF INVESTMENT MANAGERS

The Advisor shall prudently select appropriate Managers to invest the assets of the Plan. Managers must meet the following criteria:

- The Manager must provide historical quarterly performance data compliant with Global Investment Performance Standards (GIPS[®]), Securities & Exchange Commission (“SEC”), Financial Industry Regulatory Agency (“FINRA”) or industry recognized standards, as appropriate.
- The Manager must provide detailed information on the history of the firm, key personnel, support personnel, key clients, and fee schedule (including most-favored-nation clauses). This information can be a copy of a recent Request for Proposal (“RFP”) completed by the Manager or regulatory disclosure.
- The Manager must clearly articulate the investment strategy that will be followed and document that the strategy has been successfully adhered to over time.
- The investment professionals making the investment decisions must have a minimum of three (3) years of experience managing similar strategies either at their current firm or at previous firms.
- Where other than common funds such as mutual funds or commingled trusts are utilized, the Manager must confirm receipt, understanding and adherence to this Policy Statement and any investment specific policies by signing a consent form provided to the Manager prior to investment of Trust assets.

GUIDELINES FOR PORTFOLIO HOLDINGS

Direct Investments by Advisor

Every effort shall be made, to the extent practical, prudent and appropriate, to select investments that have investment objectives and policies that are consistent with this Policy Statement (as outlined in the following sub-sections of the “Guidelines for Portfolio Holdings”). However, given the nature of the investments, it is recognized that there may be deviations between this Policy Statement and the objectives of these investments.

Limitations on Managers’ Portfolios

EQUITIES

No more than the greater of 5% or weighting in the relevant index (Russell 3000 Index for U.S. issues and MSCI ACWI ex-U.S. for non-U.S. issues) of the total equity portfolio valued at market may be invested in the common equity of any one corporation; ownership of the shares of one company shall not exceed 5% of those outstanding; and not more than 40% of equity valued at market may be held in any one sector, as defined by the Global Industry Classification Standard (GICS).

Domestic Equities. Other than the above constraints, there are no quantitative guidelines as to issues, industry or individual security diversification. However, prudent diversification standards should be developed and maintained by the Manager.

International Equities. The overall non-U.S. equity allocation should include a diverse global

mix that is comprised of the equity of companies from multiple countries, regions and sectors.

FIXED INCOME

Fixed income securities of any one issuer shall not exceed 5% of the total bond portfolio at time of purchase. The 5% limitation does not apply to issues of the U.S. Treasury or other Federal Agencies. The overall rating of the fixed income assets as calculated by the Advisor shall be investment grade or better, based on the rating of one Nationally Recognized Statistical Rating Organization (“NRSRO”).

OTHER ASSETS (ALTERNATIVES)

Alternatives may consist of non-traditional asset classes such as real estate and investments designed to hedge inflation, when deemed appropriate. The total allocation to other assets may not exceed 15% of the overall portfolio. Prior to adding an allocation to any of the following asset classes, with the exception of publicly traded mutual fund vehicles, the Advisor shall receive approval from the Agency.

Private Equity: Private equity is less liquid than publicly traded equity securities and can provide returns that are greater than what is available in publicly traded markets. The private equity portfolio may include investments in a variety of commingled/partnership and direct investment vehicles including, but not limited to, venture capital, buyout, turnaround, mezzanine, distressed security, and special situation funds. The private equity portfolio is recognized to be long-term in nature and highly illiquid. Due to their higher risk, private equity investments are expected to provide higher returns than publicly traded equity securities. For purposes of asset allocation targets and limitations, these funds will be categorized as “Other” under the Growth Assets category.

Private Debt: Private debt is less liquid than publicly traded debt and can provide returns that are greater than what is available in publicly traded markets. The private debt portfolio may include investments in a variety of commingled/partnership and direct investment vehicles including, but not limited to, direct lending, distressed debt, multi-asset credit, structured credit, mezzanine debt, real estate debt, and special situations. Due to their higher risk, private debt investments are expected to provide higher long-term returns than publicly traded debt securities. For purposes of asset allocation targets and limitations, these funds will be categorized as “Other” under the Income Assets category.

Real Assets: Real assets are typically physical assets that have intrinsic worth due to their substance and properties. Real assets are primarily used for their lower correlation to traditional assets (i.e. stocks and bonds) and their inflation hedging properties. Categories of real asset investments include, but are not limited to, real estate, infrastructure, land, farmland, timberland, precious metals, and commodities. Real assets includes securities and assets with varying levels of liquidity. Private real assets are illiquid and long-term in nature, whereas public real assets are publicly traded and more liquid. The benefit of lower correlation investments is that, when implemented correctly, these investments can

potentially improve a portfolio's expected risk-adjusted return over the long-term. The real assets category can be extended to include other forms of assets that offer similar inflation hedging properties such as pooled vehicles holding: commodities contracts, Treasury Inflation Protected Securities ("TIPS"), index-linked derivative contracts, certain forms of intellectual property, and the equity of companies in businesses thought to hedge inflation. For purposes of asset allocation targets and limitations, real assets may be categorized as "Other" under either the Growth Assets or Income Assets category or in the Real Return Assets category, depending on the nature and risk/return profile of the investment.

CASH EQUIVALENTS

Cash equivalents shall be held in funds complying with Rule 2(a)-7 of the Investment Company Act of 1940.

Portfolio Risk Hedging

Portfolio investments designed to hedge various risks including volatility risk, interest rate risk, etc. are allowed to the extent that the investments are not used for the sole purpose of leveraging Plan assets. One example of a hedge vehicle is an exchange traded fund ("ETF") which takes short positions.

Prohibited Investments

Except for purchase within authorized investments, the Retirement Committee has determined that investment of Plan assets will not be permitted in securities having the following characteristics are not authorized and shall not be purchased: letter stock and other unregistered securities, Warrants, direct commodities or commodity contracts/options, other than U.S. Treasury bonds, notes and futures, private placements (with the exception of Rule 144A securities). Further, derivatives, options, margin purchases or short sales, or futures for the sole purpose of direct portfolio leveraging are prohibited. Direct ownership of real estate, natural resource properties such as oil, gas or timber and the purchase of collectibles is also prohibited. Such other assets as may be specified by the Retirement Committee from time to time.

Safekeeping

All assets of the Plan shall be held by a custodian approved by the Retirement Committee for safekeeping of Plan assets. The custodian shall produce statements on a monthly basis, listing the name and value of all assets held, and the dates and nature of all transactions in accordance with the terms in the Plan Agreement. Investments of the Plan not held as liquidity or investment reserves shall, at all times, be invested in interest-bearing accounts. Investments and portfolio securities may not be loaned.

MONITORING AND CONTROL PROCEDURES_

Review of Investment Objectives and Investment Performance

The portfolio will be reviewed by the Retirement Committee on a quarterly basis to ensure compliance with the guidelines.

The Advisor shall review annually and report to the Retirement Committee the appropriateness of this Policy Statement for achieving the Plan's stated objectives. It is not expected that this Policy Statement will change frequently. In particular, short-term changes in the financial markets should not require an adjustment in this Policy Statement.

The Advisor shall report on a quarterly basis to the Retirement Committee to review the investment performance of the Plan. In addition, the Advisor will be responsible for keeping the Retirement Committee advised of any material change in investment strategy, Managers, and other pertinent information potentially affecting performance of the Plan.

The Advisor shall compare the investment results on a quarterly basis to appropriate peer universe benchmarks, as well as market indices in both equity and fixed income markets. Examples of benchmarks and indexes that will be used include the Russell 3000 Index for broad U.S. equity strategies; S&P 500 Index for large cap U.S. equities, Russell 2000 Index for small cap U.S. equities, MSCI ACWI ex-U.S. Index for broad based non-U.S. equity strategies; MSCI Europe, Australasia, and Far East (EAFE) Index for developed markets international equities, Barclays Capital Aggregate Bond Index for fixed income securities, and the U.S. 91 Day T-bill for cash equivalents. The Russell 3000 Index will be used to benchmark the U.S. equities portfolio; the MSCI ACWI ex-U.S. Index will be used to benchmark the non-U.S. equities portfolio; the Barclays U.S. Aggregate Bond Index will be used to benchmark the fixed income portfolio. The categories "Other" will be benchmarked against appropriate indices depending on the specific characteristics of the strategies and funds used.

Voting of Proxies

The Retirement Committee recognizes that proxies are a significant and valuable tool in corporate governance. The voting rights of individual stocks held in separate accounts or collective, common, or pooled funds will be exercised by the investment managers in accordance with their own proxy voting policies. The voting rights of funds will be exercised by the Advisor.

Adoption of Investment Policy Statement

Any changes and exceptions to this Policy Statement will be made in writing and adopted by the Board of Directors. Once adopted, changes and exceptions will be delivered to each Manager, as appropriate, by the Advisor.

SunLine Transit Agency

**Investment Policy, Pension Funds
for Non-Bargaining Unit Employees**

Approved by Board of Directors on January 25, 2006

Policy # B-090298(a)

INVESTMENT POLICY STATEMENT

**SUNLINE EMPLOYEES RETIREMENT SYSTEM
(non-bargaining unit employees)**

DATED: February 1, 2006

The following statement is provided by the Retirement Committee of the Plan named above as a means of setting forth the investments of the Plan which includes the asset allocation target, investment objectives and procedures for monitoring the adherence to the directives contained in this Policy Statement.

GENERAL INFORMATION

The Plan listed above exists to provide funding of benefits provided by the Plan. The assets of the Plan are to be invested for the exclusive benefit of participants and their beneficiaries in accordance with the Plan documents and all applicable federal and state law.

The Retirement Committee, with approval of the Board of Directors, may choose a custodian, trustee and/or investment counsel to assist them in performing their obligations to the Plan.

The Retirement Committee shall be guided by general investment principles which shall be reviewed at least annually.

INVESTMENT POLICIES

The financial goal for the Plan is to provide funding for the benefits on the most cost efficient basis to SunLine Transit Agency.

OBJECTIVE: Preservation of principal is the primary objective, followed by assurance of liquidity to meet the cash needs of the plan, and obtaining the maximum investment yield consistent with those objectives.

The Retirement Committee is required to receive approval from the SunLine Board of Directors for this Policy Statement, including any future changes. This requirement shall remain in full force and effect until such time as it is altered by the Board of Directors.

The specific return objective of the Plan is:

To achieve, at a minimum, the Plan's current actuarial rate of return assumption of 7% net of expenses, over a three to five year time horizon.

Any investment manager who, in the future, may be retained by the Retirement Committee, will be afforded discretionary authority under the prudent man rule concept and shall invest assets in accordance with federal and state resolutions affecting the Plan's assets.

The portfolio will be reviewed by the Retirement Committee on a quarterly basis to ensure compliance with the guidelines.

The Retirement Committee has determined that investment of Plan assets will not be permitted in the following:

Warrants, commodities or options, other than U. S. Treasury bonds, notes and futures,

Margin purchases or short sales,

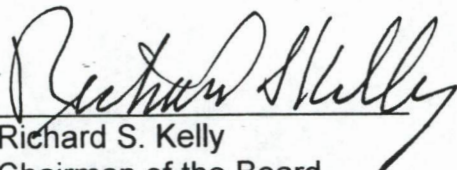
Such other assets as may be specified by the Retirement Committee from time to time.

ASSET ALLOCATION

The Plan's asset allocation target and ranges are as follows:

| | <u>Target</u> | <u>Range</u> |
|------------------------------|---------------|---------------|
| Equities | 60% | 35-75% |
| Fixed Income | 40% | 25-65% |
| Cash & Equivalent | 0% | 0-10% |

The Retirement Committee will re-balance the above allocation as necessary when considering the liability of Plan benefits.


Richard S. Kelly
Chairman of the Board

Date: 1-25-06

ATTEST:


C. Mikel Oglesby
General Manager

Date: 1-25-06

SunLine Transit Agency

**Investment Policy, Pension Funds
for Bargaining Unit Employees**

Approved by Board of Directors on January 25, 2006

Policy # B-090298(b)

INVESTMENT POLICY STATEMENT

SUNLINE TRANSIT RETIREMENT INCOME PLAN FOR BARGAINING UNIT PERSONNEL

DATED: February 1, 2006

The following statement is provided by the Retirement Committee of the Plan named above as a means of setting forth the investments of the Plan which includes the asset allocation target, investment objectives and procedures for monitoring the adherence to the directives contained in this Policy Statement.

GENERAL INFORMATION

The Plan listed above exists to provide funding of benefits provided by the Plan. The assets of the Plan are to be invested for the exclusive benefit of participants and their beneficiaries in accordance with the Plan documents and all applicable federal and state law.

The Retirement Committee, with approval of the Board of Directors, may choose a custodian, trustee and/or investment counsel to assist them in performing their obligations to the Plan.

The Retirement Committee shall be guided by general investment principles which shall be reviewed at least annually.

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OBJECTIVE: Preservation of principal is the primary objective, followed by assurance of liquidity to meet the cash needs of the plan, and obtaining the maximum investment yield consistent with those objectives.

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Margin purchases or short sales,

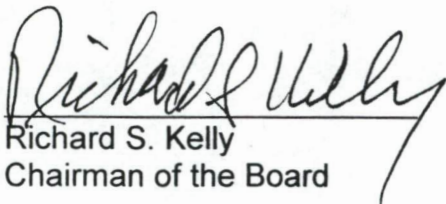
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Richard S. Kelly
Chairman of the Board

1-25-06

Date

ATTEST:


C. Mikel Oglesby
General Manager

1-25-06

Date