



SunLine Transit Agency/  
 SunLine Services Group  
 October 25, 2023  
 12:00 p.m.

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

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

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**NOTICE TO THE PUBLIC**

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

In compliance with the Brown Act, agenda materials distributed to the Board 72 hours or less prior to the meeting, which are public records relating to open-session agenda items, will be available for inspection by members of the public prior to or at the meeting at SunLine Transit Agency's Administration Building, 32505 Harry Oliver Trail, Thousand Palms, CA 92276 and on the Agency's website, [www.sunline.org](http://www.sunline.org).

In compliance with the Americans with Disabilities Act, Government Code Section 54954.2, and the Federal Transit Administration Title VI, please contact the Clerk of the Board at (760) 343-3456 if special assistance is needed to participate in a Board meeting, including accessibility and translation services. Notification of at least 72 hours prior to the meeting time will assist staff in assuring reasonable arrangements can be made to provide assistance at the meeting.

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**ITEM**

**RECOMMENDATION**

1. **CALL TO ORDER**
2. **FLAG SALUTE**
3. **ROLL CALL**

**ITEM**

**RECOMMENDATION**

- 4. PRESENTATIONS
- 5. FINALIZATION OF AGENDA
- 6. APPROVAL OF MINUTES

**APPROVE**

a) [September 27, 2023 Joint Board Meeting](#)

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- 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

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.

**RECEIVE & FILE**

- 9a) [Checks \\$1,000 and Over Report for August 2023](#)
- 9b) [Credit Card Statement for August 2023](#)
- 9c) [Monthly Budget Variance Report for August 2023](#)
- 9d) [Contracts Signed in Excess of \\$25,000 for September 2023](#)
- 9e) [Union & Non-Union Pension Investment Asset Summary for August 2023](#)
- 9f) [Ridership Report for September 2023](#)
- 9g) [SunDial Operational Notes for September 2023](#)
- 9h) [Metrics for September 2023](#)
- 9i) [Quarterly Capital Projects Update for 3rd Quarter Calendar Year 2023](#)
- 9j) [Board Member Attendance for September 2023](#)
- 9k) [SSG/SRA Checks \\$1,000 and Over Report for August 2023](#)
- 9l) [SSG Monthly Budget Variance Report for August 2023](#)
- 9m) [Taxi Trip Data – September 2023](#)

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<u>ITEM</u>	<u>RECOMMENDATION</u>
<p>10. <b>SUNDIAL CANCELLATION AND NO-SHOW POLICY (B-190498) UPDATE</b> (Glenn Miller, Vice-Chair of Board Operations Committee; Staff: Tiffany Moore, Customer Service Manager)</p>	<p><b>APPROVE</b> (PAGE 77-84)</p>
<p>11. <b>APPROVAL OF BOARD MEETING DATES FOR CALENDAR YEAR 2024</b> (Glenn Miller, Vice-Chair of Board Operations Committee; Staff: Edith Hernandez, Clerk of the Board)</p>	<p><b>APPROVE</b> (PAGE 85-86)</p>
<p>12. <b>APPROVAL OF LEGAL SERVICES AGREEMENT EXTENSION</b> (Nancy Ross, Chair of Finance/Audit Committee; Staff: Walter Watcher, Procurement Officer)</p>	<p><b>APPROVE</b> (PAGE 87)</p>
<p>13. <b>RATIFICATION OF HYDROGEN CONSULTING AGREEMENT WITH CENTER FOR TRANSPORTATION AND THE ENVIRONMENT (CTE)</b> (Nancy Ross, Chair of Finance/Audit Committee; Walter Watcher, Procurement Officer)</p>	<p><b>APPROVE</b> (PAGE 88-89)</p>
<p>14. <b>FIXED ROUTE SERVICE STATUS REPORT</b> (Nancy Ross, Chair of Finance/Audit Committee; Manuel Alcalá, Planning Manager)</p>	<p><b>INFORMATION</b> (PAGE 90-102)</p>
<p>15. <b>GENERAL COUNSEL’S REPORT</b></p>	
<p>16. <b>CEO/GENERAL MANAGER’S REPORT</b></p>	
<p>17. <b>CLOSED SESSION</b></p>	
<p>a) <b><u>CONFERENCE WITH LABOR NEGOTIATOR</u></b> Pursuant to Government Code section 54957.6 Agency Designated Representative: CEO/GM Mona Babauta Unrepresented Employees: Department Heads, Mid-Management and Administrative</p>	
<p>18. <b>NEXT MEETING DATE</b>  December 6, 2023 at 12 p.m.</p>	
<p>19. <b>ADJOURN</b></p>	

## **MINUTES**

### **Joint SunLine Transit Agency/SunLine Services Group Board of Directors Meeting September 27, 2023**

A joint regular meeting of the SunLine Transit Agency and SunLine Services Group Board of Directors was held at 12:00 p.m. on Wednesday, September 27, 2023 in the Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

#### **1. CALL TO ORDER**

The meeting was called to order at 12:01 p.m. by Chairperson Lisa Middleton.

#### **2. FLAG SALUTE**

Board Member Malotto led the pledge of allegiance.

#### **3. ROLL CALL**

##### Members Present:

Lisa Middleton, Chair, SunLine Agency Board Member, City of Palm Springs  
Denise Delgado, Vice-Chair, SunLine Agency Board Member, City of Coachella  
Nancy Ross, SunLine Agency Board Member, City of Cathedral City  
Russell Betts, SunLine Agency Board Member, City of Desert Hot Springs  
Ty Peabody, SunLine Agency Board Member, City of Indian Wells  
Glenn Miller, SunLine Agency Board Member, City of Indio  
John Peña, SunLine Agency Board Member, City of La Quinta  
Kathleen Kelly, SunLine Agency Board Member, City of Palm Desert  
Lynn Malotto, SunLine Agency Board Member, City of Rancho Mirage  
Supervisor V. Manuel Perez, SunLine Agency Board Member, County of Riverside

#### **4. PRESENTATIONS**

No separate presentations apart from agendized items.

#### **5. FINALIZATION OF AGENDA**

No changes to the agenda.

**SUNLINE TRANSIT AGENCY/  
SUNLINE SERVICES GROUP  
BOARD OF DIRECTORS MEETING - MINUTES  
SEPTEMBER 27, 2023**

**6. APPROVAL OF MINUTES FOR THE JOINT STA/SSG July 26, 2023 BOARD MEETING**

Board Member Betts moved to approve the minutes of the July 26, 2023 Joint STA/SSG Board meeting. The motion was seconded by Board Member Peabody. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

**7. PUBLIC COMMENTS**

One (1) public comment was made by:

- Teresa Jaffers

**8. BOARD MEMBER COMMENTS**

Board Member comment was made by:

- Board Member Betts, City of Desert Hot Springs

**9. CONSENT CALENDAR**

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

**10. APPROVE DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM UPDATE**

Board Operations Committee Chair Peña reported that this item was brought to the committee and the unanimously approved the item. SunLine Transit Agency Board Member Peña moved to approve the Disadvantaged Business Enterprise (DBE) Program Update. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain.

**11. RATIFICATION OF TRANSIT BUS LEASE AGREEMENT AND APPROVAL OF FY24 OPERATING BUDGET RE-ALLOCATION**

Finance/Audit Committee Chair Ross reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Ross moved to approve the amended Ratification of Transit Bus Lease Agreement and Approval of FY24 Operating Budget Re-Allocation. 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  
SEPTEMBER 27, 2023**

**12. BUDGET APPROVAL – OPERATIONS AND MAINTENANCE GENERATOR PROJECT**

Finance/Audit Committee Chair Ross reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Ross moved to approve the Budget Approval – Operations and Maintenance Generator Project. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

**13. GENERAL COUNSEL’S REPORT**

None

**14. CEO/GENERAL MANAGER’S REPORT**

CEO/General Manager, Mona Babauta, provided a brief oral report.

**15. CLOSED SESSION**

**a) CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

Significant Exposure to Litigation pursuant to Government Code section 54956.9(d)(2)

Number of Matters: Two (2)

a) There was no reportable action taken

**16. NEXT MEETING DATE**

October 25, 2023 at 12 p.m.

Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

**17. ADJOURN**

The SunLine Services Group and SunLine Transit Agency meeting concurrently adjourned at 12:44 p.m.

Respectfully Submitted,

Edith Hernandez  
Clerk of the Board

**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: October 25, 2023

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Checks \$1,000 and Over Report August 2023

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. There were no checks in August with a value of \$50,000 and over which required signature from the Chair of Vice Chair.

Recommendation:

Receive and file.

**SunLine Transit Agency  
Checks \$1,000 and Over  
August 2023**

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
CALPERS	Group Health Premium	693785	08/30/2023	345,354.69
IMPERIAL IRRIGATION DIST	Utilities	693674	08/16/2023	142,727.50
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	693771	08/23/2023	126,087.60
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	693648	08/09/2023	122,868.81
ANEW RNG, LLC	Utilities	693717	08/23/2023	88,343.18
SO CAL GAS CO.	Utilities	693642	08/09/2023	59,035.58
TRUGUARD SECURITY SERVICES, INC	Security Guard Services	693829	08/30/2023	40,933.75
MUTUAL OF OMAHA INSURANCE COMPANY	Supplement Benefits LTD/STD/LIFE Ins Prem	693752	08/23/2023	37,738.97
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service	693724	08/23/2023	30,812.79
EAM SOLUTIONS, LLC	WIP-TAMS Software Implementation - Project Acct#1512	693796	08/30/2023	29,388.80
KAMBRIAN CORPORATION	WIP-Proliant Host Server Replacement Project Acct#1903-00	693809	08/30/2023	27,255.92
MICHELIN NORTH AMERICA, INC.	Lease Tires Services	693751	08/23/2023	25,252.60
PALMER KAZANJIAN WOHL HODSON LLP	Legal Service	693633	08/09/2023	21,877.88
ATKINSON, ANDELSON, LOYA RUUD AND ROMO	Legal Services	693719	08/23/2023	21,541.00
THE LEFLORE GROUP LLC	Consulting-General	693574	08/02/2023	21,523.80
HD INDUSTRIES	Inventory Repair Parts	693547	08/02/2023	21,015.58
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	693706	08/16/2023	20,001.67
NFI PARTS	Inventory Repair Parts	693523	08/02/2023	19,846.08
TRUGUARD SECURITY SERVICES, INC	Security Guard Services	693828	08/30/2023	18,861.61
TEC EQUIPMENT, INC.	Inventory Repair Parts	693695	08/16/2023	17,423.31
VECTOR SOLUTIONS	Annual Membership Renewal	693758	08/23/2023	16,840.50
CPAC INC.COM	WIP-Fixed Assets Computer Equipment - Project Acct#1804-01	693789	08/30/2023	16,140.88
DELTA ELECTRIC LLC	WIP- BYD charger cable upgrade - Project Acct#1912-03	693793	08/30/2023	15,105.00
JACKSON LEWIS P.C.	Insurance Loss	693552	08/02/2023	14,684.00
CPAC INC.COM	Computer/Network Software Agreement	693730	08/23/2023	14,674.95
eSCRIBE SOFTWARE LTD	WIP-Board Management Software- Project Acct#2003-01	693797	08/30/2023	14,660.00
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	693699	08/16/2023	14,185.54
NFI PARTS	Inventory Repair Parts	693777	08/30/2023	14,183.82
COACHELLA VALLEY TAXI	SunRide Ride Share Expenses	693747	08/23/2023	13,573.51
SONSRAY FLEET SERVICES	Inventory Repair Parts	693824	08/30/2023	13,478.15
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	693817	08/30/2023	13,412.08
VERIZON WIRELESS	Wireless Telephone Service	693650	08/09/2023	13,061.93
UNUM	Group Dental & Vision Premiums	693693	08/16/2023	11,990.12
NFI PARTS	Inventory Repair Parts	693710	08/23/2023	11,690.29
NAPA AUTO PARTS	Inventory Repair Parts	693623	08/09/2023	11,224.79
WSP USA INC.	TDM & Vanpool Program	693587	08/02/2023	11,217.46
BYD COACH & BUS LLC	Inventory Repair Parts	693784	08/30/2023	9,462.87
DYNAMIC BUILDING MAINTENANCE INC	Janitorial Services	693668	08/16/2023	9,410.00
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	693575	08/02/2023	8,970.96



**SunLine Transit Agency  
Checks \$1,000 and Over  
August 2023**

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
BALLARD POWER SYSTEMS	Repair Parts-Fuel Cell	693721	08/23/2023	7,363.30
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	693672	08/16/2023	7,090.36
DECALS BY DESIGN, INC.	WIP-Decals for H2 Ride- Project Acct#2215-00	693792	08/30/2023	6,945.00
COACHELLA VALLEY TAXI	SunRide Ride Share Expenses	693557	08/02/2023	6,817.20
COACHELLA VALLEY TAXI	SunRide Ride Share Expenses	693676	08/16/2023	6,764.72
US BANK VOYAGER FLEET SYSTEMS	Unleaded/Diesel Fuel	693700	08/16/2023	6,606.91
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	693776	08/23/2023	6,599.92
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	693755	08/23/2023	6,432.81
HOME DEPOT CREDIT SERVICES	Facility Maintenance	693743	08/23/2023	6,184.29
COLLEGE OF THE DESERT	Employee Development Program	693609	08/09/2023	6,000.00
AMALGAMATED TRANSIT UNION	Union Dues	693591	08/09/2023	5,913.80
AMALGAMATED TRANSIT UNION	Union Dues	693713	08/23/2023	5,879.16
LUMINATOR TECHNOLOGY GROUP	Inventory Repair Parts	693621	08/09/2023	5,734.91
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	693639	08/09/2023	5,734.15
HTEC HYDROGEN TECHNOLOGY & ENERGY	Consulting-General	693548	08/02/2023	5,587.50
IMPERIAL IRRIGATION DIST	Utilities	693805	08/30/2023	5,574.82
SC FUELS	Lubricants- Oil	693691	08/16/2023	5,434.51
RIDECO US INC	SunRide Ride Share Expenses	693688	08/16/2023	5,399.45
PALMER KAZANJIAN WOHL HODSON LLP	Legal Service	693813	08/30/2023	5,389.29
SPROUT SOCIAL, INC.	Contracted Services	693645	08/09/2023	5,292.48
HEPTAGON SEVEN CONSULTING, INC.	WIP-Coachella Tranist Hub A&E Services- Project Acct#2212-00	693742	08/23/2023	5,288.85
GEYSER EQUIPMENT, LLC	WIP-Fixed Assets-Misc Equipment- Project Acct#2321-00	693801	08/30/2023	4,270.13
NFI PARTS	Inventory Repair Parts	693589	08/09/2023	4,235.93
COACH GLASS	Inventory Repair Parts	693617	08/09/2023	4,211.00
ANDREA CARTER & ASSOCIATES	Marketing & Communication Services	693594	08/09/2023	4,200.00
SONSRAY FLEET SERVICES	Inventory Repair Parts	693579	08/02/2023	4,151.69
TPX COMMUNICATIONS	Communication Service	693770	08/23/2023	4,147.79
ANDREA CARTER & ASSOCIATES	Marketing & Communication Services	693716	08/23/2023	3,900.00
SAFEWAY SIGN COMPANY	SunRide Ride Share Expenses	693763	08/23/2023	3,896.10
PLAZA TOWING, INC.	Towing Services	693684	08/16/2023	3,843.25
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	693811	08/30/2023	3,603.58
DESERT HOSE & SUPPLY CORP.	Inventory Repair Parts	693732	08/23/2023	3,418.21
JOSEPH LYNN FRIEND	Contracted Services	693746	08/23/2023	3,333.75
CARISSA SANCHEZ	Reimbursement Expense	693528	08/02/2023	3,321.00
GRAINGER	Shop Supplies	693741	08/23/2023	3,265.59
CHARTER COMMUNICATIONS	Utilities	693768	08/23/2023	3,264.12
OVERHEAD DOOR COMPANY OF THE DESERT	Repair Claims	693827	08/30/2023	3,250.00
PLAZA TOWING, INC.	Towing Services	693572	08/02/2023	3,200.00
SMART CHEMISTRY CORPORATION	WIP-H2 Testing for SoCalGas/Hydrogen- Project Acct#2107-02	693641	08/09/2023	3,200.00

**SunLine Transit Agency  
Checks \$1,000 and Over  
August 2023**

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
THERMOGUARD	Inventory Repair Parts	693580	08/02/2023	3,195.00
NFI PARTS	Inventory Repair Parts	693652	08/16/2023	3,058.16
PRUDENTIAL OVERALL SUPPLY	Uniforms	693685	08/16/2023	3,042.76
LIVECHAT, INC.	Annual Membership	693749	08/23/2023	3,000.00
CIRBA SOLUTIONS SERVICES US, LLC	Contract Service-Haz Waste Removal	693530	08/02/2023	2,979.26
DOUG WALL CONSTRUCTION	WIP-Fixed Assets-Facility Improvements- Project Acct#1913-06	693734	08/23/2023	2,950.00
AMAZON CAPITAL SERVICES, INC	SunRide Ride Share Expenses & Facility Maintenance	693779	08/30/2023	2,931.56
GRAINGER	Inventory Repair Parts	693546	08/02/2023	2,877.18
GLORIA G. SALAZAR	Consulting	693708	08/18/2023	2,858.73
GRAINGER	Small Tools & Equipment	693803	08/30/2023	2,850.06
CPAC INC.COM	Computer/Network Software Agreement	693607	08/09/2023	2,848.50
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	693602	08/09/2023	2,839.01
DAVID RZEPINSKI CONSULTING	WIP-Radio Replacement Consulting - Project Acct#1905	693791	08/30/2023	2,827.50
VANTAGE ID APPLICATIONS, INC.	WIP-TAMS Software Implementation - Project Acct#1512	693774	08/23/2023	2,808.18
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	693726	08/23/2023	2,795.34
VALLEY OFFICE EQUIPMENT, INC.	Copier Service	693701	08/16/2023	2,783.97
FLW, INC.	Inventory Repair Parts	693613	08/09/2023	2,595.46
AMAZON CAPITAL SERVICES, INC	Facility Maintenance	693526	08/02/2023	2,544.49
HYDROGEN FUEL CELL PARTNERSHIP	Annual Membership	693804	08/30/2023	2,500.00
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	693599	08/09/2023	2,404.56
OLD GREEN HOUSE LLC	Planning Consultant	693689	08/16/2023	2,400.00
UNITED RENTALS, INC.	Rental Equipment	693582	08/02/2023	2,336.22
SECTRAN SECURITY INC.	Bank Adjustment Fees	693765	08/23/2023	2,304.10
ATLAS COPCO USA HOLDING INC	Electrical Related Expenses	693687	08/16/2023	2,214.46
AMAZON CAPITAL SERVICES, INC	Facility Maintenance	693714	08/23/2023	2,166.08
SC FUELS	Lubricants- Oil	693764	08/23/2023	2,148.86
KELLY SPICERS STORES	Copy Paper	693619	08/09/2023	2,119.98
ANDERSON COMMUNICATIONS	Radio Repeater Hill Top Rental	693658	08/16/2023	2,100.00
OSMAN JAIRHO URZUA	Reimbursement Expense	693628	08/09/2023	2,000.00
A AND A FLEET PAINTING INC	Repair Claims	693521	08/02/2023	1,997.00
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	693630	08/09/2023	1,974.14
C V WATER DISTRICT	Utilities	693788	08/30/2023	1,924.28
TOTAL CARE WORK INJURY CLINIC	Medical Exam & Testing	693775	08/23/2023	1,900.00
DESERT AIR CONDITIONING, INC.	WIP-Fixed Assets-Facility Improvements- Project Acct#1913-07	693537	08/02/2023	1,881.89
FULTON DISTRIBUTING	Facility Maintenance	693540	08/02/2023	1,881.16
BALLARD POWER SYSTEMS	Inventory Repair Parts	693595	08/09/2023	1,865.15
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	693661	08/16/2023	1,818.98
ALLDATA LLC	Annual Membership Renewal	693654	08/16/2023	1,800.00
AMERICAN SECURITY GROUP	Computer/Network Software Agreement	693715	08/23/2023	1,748.00

**SunLine Transit Agency  
Checks \$1,000 and Over  
August 2023**

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
YELLOW CAB OF THE DESERT	Taxi Voucher Program	693588	08/02/2023	1,747.25
IMPERIAL IRRIGATION DIST	Utilities	693549	08/02/2023	1,675.22
DEWEY PEST CONTROL	Contract Services-Maintenance	693667	08/16/2023	1,660.00
INLAND LIGHTING SUPPLIES, INC.	Electrical Related Expenses	693807	08/30/2023	1,575.84
OMNITRACS, LLC	General Services	693679	08/16/2023	1,540.00
VANESSA ORDORICA	Reimbursement Expense	693830	08/30/2023	1,528.14
FRONTIER COMMUNICATIONS	Utilities - OPS Bldg	693739	08/23/2023	1,525.00
JILL PLAZA	Reimbursement Expense	693808	08/30/2023	1,498.50
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	693660	08/16/2023	1,495.75
C V WATER DISTRICT	Utilities	693533	08/02/2023	1,481.89
WELTYS ENTERPRISES, INC.	SunRide Ride Share Expenses	693703	08/16/2023	1,472.32
MILE3 WEB DEVELOPMENT	Website Maintenance	693677	08/16/2023	1,470.00
DESERT SUN PUBLISHING CO., THE	Advertising	693794	08/30/2023	1,438.80
BROADLUX, INC.	Contract Services-General	693659	08/16/2023	1,432.68
ADVANCED TEST EQUIPMENT RENTALS	Equipment Repairs-Shop Equipment	693709	08/23/2023	1,370.75
INDIO CITY OF - FIRE DEPARTMENT	Permits & Licenses	693675	08/16/2023	1,332.00
DANIELS TIRE SERVICE - GOOD YEAR	Inventory Repair Parts	693790	08/30/2023	1,264.80
WALTER WATCHER	Reimbursement Expense	693702	08/16/2023	1,260.46
CALIFORNIA TRANSIT TRAINING CONSORTIUM	Annual Membership Dues	693819	08/30/2023	1,200.00
LEADERSHIP COACHELLA VALLEY	Travel Meetings/Seminars	693748	08/23/2023	1,200.00
YELLOW CAB OF THE DESERT	Taxi Voucher Program	693707	08/16/2023	1,174.20
MODEL1 COMMERCIAL VEHICLES, INC.	Inventory Repair Parts	693731	08/23/2023	1,167.71
JESSUP AUTO PLAZA	Inventory Repair Parts	693814	08/30/2023	1,163.08
AVAIL TECHNOLOGIES	Inventory Repair Parts	693720	08/23/2023	1,145.17
SECTRAN SECURITY INC.	Bank Adjustment Fees	693820	08/30/2023	1,120.39
XENIA RACING WRAPS	Advertising	693705	08/16/2023	1,089.00
LIFECOM, INC.	Contracted Services-General	693558	08/02/2023	1,050.00
TEAMSTERS LOCAL 1932	Union Dues	693646	08/09/2023	1,026.71
ABSOLUTE SELF STORAGE	Storage Rental	693522	08/02/2023	1,023.00
TEAMSTERS LOCAL 1932	Union Dues	693769	08/23/2023	1,000.14
QUADIENT FINANCE USA, INC.	Postage	693686	08/16/2023	1,000.00
<b>Total Checks Over \$1,000</b>	\$1,817,002.36			
<b>Total Checks Under \$1,000</b>	\$45,057.21			
<b>Total Checks</b>	\$1,862,059.57			

**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: October 25, 2023

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Credit Card Statement for August 2023

Summary:

The attached report summarizes the Agency's credit card expenses for August 2023. The report summarizes transactions for the credit card utilized for Procurement which aligns with the statement closing date of August 31, 2023.

Recommendation:

Receive and file.

**SunLine Transit Agency Visa Credit Card Statement**

**Closing Date: 8/31/2023**

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

	<b>Trans. Date</b>	<b>Post. Date</b>	<b>Name</b>	<b>Detail-Description</b>	<b>Credits</b>	<b>Charges</b>
1	08/01/23	8/2/2023	Microsoft	Microsoft Teams Office 365 - 1 year Subscription		\$ 174.67
2	08/07/23	8/8/2023	Teneo Linguistics	Translation Service - July 2023 Board Meeting		\$ 700.00
3	08/09/23	8/11/2023	Sam's Club	Pallet of Bottled Water for Employees		\$ 287.04
4	08/10/23	8/11/2023	Woodworker Express	Brackets and Shelving in Customer Service		\$ 233.10
5	08/16/23	8/18/2023	Renaissance D.C. Downtown	Credit related to Harman Singh Travel for Clean Buses - East Conference	\$ (4.00)	
6	08/17/23	8/18/2023	Woobox	Video Voting App for Wellness Committee		\$ 37.00
7	08/22/23	8/23/2023	Peachjar.com	SunRide/Haul Pass Flyer Distribution Platform		\$ 250.00
8	08/23/23	8/23/2023	Woobox	Student Art Contest Woobox Voting Subscription		\$ 37.00
9	08/23/23	8/24/2023	Valley-Wide Employment	28th Valley Wide Employment Expo		\$ 140.00
10	08/25/23	8/28/2023	Kinequip Inc.	Check Valves for Non-electrolyzer H2 System		\$ 770.33
11	08/26/23	8/28/2023	Soi Nexiq	Maintenance Diagnostic Software		\$ 600.00
12	08/29/23	8/29/2023	Priceline	Mona Babauta Hotel Reservation - Mobility 21 Summit on Sept. 29th		\$ 250.44
13	08/29/23	8/30/2023	Canva	Canva Subscription Renewal		\$ 119.99
14	08/30/23	8/30/2023	Par West Turf Services	Equipment for Employee Wellness Area		\$ 79.71
15	08/30/23	8/31/2023	Sam's Club	Pallet of Bottled Water for Employees		\$ 287.04
					<b>\$ (4.00)</b>	<b>\$ 3,966.32</b>



Reporting Period : 8/1/2023 - 8/31/2023

**Statement Summary**

<b>Name</b>	Walter Watcher	<b>Company</b>	Sunline Transit Agency
<b>Account #</b>	XXXX-XXXX-XXXX	<b>Currency</b>	US Dollar
<b>Reporting Period</b>	8/1/2023 - 8/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
1 8/1/2023	8/2/2023	Msft * E0800ofzyd Msbill.Info, WA					174.67
		PR 19076 - Microsoft Teams - Office 365 - August charge	General Ledger Code: 5030300011 Fund: 00				
2 8/7/2023	8/8/2023	Teneo Linguistics Company 817-4419974, TX					700.00
		PR 19241 Translation Service - July 2023 Board Meeting	General Ledger Code: 5039903800 Fund: 00				
3 8/9/2023	8/11/2023	Sams Club#6609 Palm Desert, CA					287.04
		PR 19301 Pallet of Water for Maintenance	General Ledger Code: 5099900002 Fund: 00				
4 8/10/2023	8/11/2023	Woodworker Express 855-993-4968, MO					233.10
		19356 Facilities - Lost and Found shelf project - Woodworker Express	General Ledger Code: 5049900010 Fund: 00				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
5 8/16/2023	8/18/2023	Renaissance Dc Dntown 866-435-7627, DC	General Ledger Code: 5090200000 Fund: 00	_____	_____	_____	-4.00
		Harman Signh - Signed Travel Request - Clean Buses Conf..png - Credit for Wifi					
6 8/17/2023	8/18/2023	Woobox 360-450-5200, WA	General Ledger Code: 5030300011 Fund: 00	_____	_____	_____	37.00
		Video Voting App for Wellness Committee					
7 8/22/2023	8/23/2023	Www.Peachjar.Com Httpswww.Peac, CA	General Ledger Code: 5090200001 Fund: 00	_____	_____	_____	250.00
		PR 19354 SunRide-Haul Pass flyer Distribution Platform -					
8 8/23/2023	8/23/2023	Woobox 360-450-5200, WA	General Ledger Code: 5030300011 Fund: 00	_____	_____	_____	37.00
		PR 19298 Student Art Contest Woobox Voting Subscription					
9 8/23/2023	8/24/2023	Eb Valley-Wide Employ 801-413-7200, CA	General Ledger Code: 5039903800 Fund: 00	_____	_____	_____	140.00
		PR 19466 - 28th Valley Wide Employment Expo					
10 8/25/2023	8/28/2023	Kinequip Incorporated Nc 704-5972111, NC	General Ledger Code: 5099900002 Fund: 00	_____	_____	_____	770.33
		PR 19304 Check valves- old H2 system					

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
11 8/26/2023	8/28/2023	Soi Nexiq 800-639-6774, MI					600.00
		PR 19051 - Wabco toolbox software	General Ledger Code: 5049900400 Fund: 00				
12 8/29/2023	8/29/2023	Priceln*springhill Sui 203-299-8000, CT					250.44
		Hotel Reservation for Mona Babauta - Mobility 21 Summit on September 29th	General Ledger Code: 5090200000 Fund: 00				
13 8/29/2023	8/30/2023	Canva* I03892-68089978 Httpscanva.Co, DE					119.99
		PR 19437 Canva Subscription Renewal for Marketing	General Ledger Code: 5099900002 Fund: 00				
14 8/30/2023	8/30/2023	Par West Turf Services, I 714-893-1555, CA					79.71
		PR 19471 Aluminum Cup Setter - Par West Turf Services	General Ledger Code: 5099900002 Fund: 00				
15 8/30/2023	8/31/2023	Sams Club #6609 Palm Desert, CA					287.04
		PR 19488 Pallet of Water for Maintenance	General Ledger Code: 5099900002 Fund: 00				

Transaction Count: 15

**Total: 3,962.32**

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

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



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

DATE: October 25, 2023

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

RE: Monthly Budget Variance Report for August 2023

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as fiscal year to date (FYTD) values. The budgetary figures are represented as a straight line budget. Accordingly, the current monthly budget values are calculated by taking 1/12<sup>th</sup> of the annual budget. The FYTD budget values for the month of August 2023 are equal to 2/12<sup>ths</sup> of the yearly budget.

## Year to Date Summary

- As of August 31, 2023, the Agency's FY revenues are \$91,248 or 22.74% above the FYTD budget.
- As of August 31, 2023, the Agency's FY expenditures are \$49,012 or 0.62% below the FYTD budget.

## Monthly Spotlight

- The negative variance in operator and mechanic wages is primarily due to unexpected arbitration awards in the maintenance department.

Recommendation:

Receive and file.

SunLine Transit Agency  
Budget Variance Report  
August 2023

Description	FY24 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY24 FYTD Budget	Positive (Negative)	Percentage Remaining
<b>Operating Revenues:</b>								
Passenger Revenue	1,550,964	125,202	129,247	(4,045)	248,433	258,494	(10,061)	84.0%
Other Revenue	857,170	123,120	71,431	51,689	244,171	142,862	101,309	71.5%
<b>Total Operating Revenue</b>	<b>2,408,134</b>	<b>248,321</b>	<b>200,678</b>	<b>47,644</b>	<b>492,604</b>	<b>401,356</b>	<b>91,248</b>	<b>79.5%</b>
<b>Operating Expenses:</b>								
Operator & Mechanic Salaries & Wages	9,642,603	1,020,505	803,550	(216,955)	1,922,548	1,607,101	(315,448)	80.1%
Operator & Mechanic Overtime	1,226,000	163,626	102,167	(61,459)	348,598	204,333	(144,265)	71.6%
Administration Salaries & Wages	7,325,230	696,549	610,436	(86,113)	1,272,005	1,220,872	(51,133)	82.6%
Administration Overtime	109,250	19,073	9,104	(9,968)	39,546	18,208	(21,338)	63.8%
Fringe Benefits	11,591,219	818,893	965,935	147,042	1,709,858	1,931,870	222,012	85.2%
Communications	230,400	23,145	19,200	(3,945)	45,167	38,400	(6,767)	80.4%
Legal Services	400,000	37,618	33,333	(4,285)	93,139	66,667	(26,472)	76.7%
Computer/Network Software Agreement	861,455	58,320	71,788	13,468	114,006	143,576	29,570	86.8%
Uniforms	129,360	11,578	10,780	(798)	13,906	21,560	7,654	89.2%
Contracted Services	855,022	53,293	71,252	17,959	119,692	142,504	22,811	86.0%
Equipment Repairs	14,000	288	1,167	878	2,344	2,333	(11)	83.3%
Security Services	295,000	39,921	24,583	(15,337)	81,566	49,167	(32,400)	72.4%
Fuel - CNG	2,530,920	202,460	210,910	8,450	371,008	421,820	50,812	85.3%
Fuel - Hydrogen	1,418,612	70,959	118,218	47,258	184,102	236,435	52,333	87.0%
Tires	259,155	17,247	21,596	4,349	36,536	43,193	6,657	85.9%
Office Supplies	72,285	4,492	6,024	1,532	10,199	12,048	1,848	85.9%
Travel/Training	163,720	1,884	13,643	11,759	3,755	27,287	23,532	97.7%
Repair Parts	1,809,339	159,988	150,778	(9,210)	289,914	301,557	11,643	84.0%
Facility Maintenance	51,450	5,000	4,288	(712)	7,857	8,575	718	84.7%
Electricity - CNG & Hydrogen	1,530,000	81,787	127,500	45,713	203,543	255,000	51,457	86.7%
Natural Gas	2,610,000	202,379	217,500	15,121	365,344	435,000	69,656	86.0%
Water and Gas	19,001	988	1,583	596	1,899	3,167	1,268	90.0%
Insurance Losses	1,079,253	53,410	89,938	36,528	119,937	179,876	59,939	88.9%
Insurance Premium - Property	125,000	16,047	10,417	(5,630)	32,094	20,833	(11,260)	74.3%
Repair Claims	85,000	0	7,083	7,083	225	14,167	13,942	99.7%
Fuel Taxes	114,400	13,648	9,533	(4,115)	23,213	19,067	(4,147)	79.7%
Other Expenses	6,911,896	439,427	575,991	136,565	1,005,325	1,151,983	146,658	85.5%
Self Consumed Fuel	(3,992,196)	(273,419)	(332,683)	(59,264)	(555,110)	(665,366)	(110,256)	86.1%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>47,467,374</b>	<b>3,939,104</b>	<b>3,955,615</b>	<b>16,510</b>	<b>7,862,217</b>	<b>7,911,229</b>	<b>49,012</b>	<b>83.4%</b>
<b>Operating Expenses in Excess of Operating Revenue</b>		<b>\$ (3,690,783)</b>			<b>\$ (7,369,613)</b>			
<b>Subsidies:</b>								
Local - Measure A, Commuter 10, Haul Pass	8,456,000	692,627	704,667	12,039	1,383,012	1,409,333	26,322	83.6%
State - LTF, LCTOP	26,808,875	2,195,903	2,234,073	38,170	4,384,695	4,468,146	83,450	83.6%
Federal	9,794,365	802,252	816,197	13,945	1,601,906	1,632,394	30,488	83.6%
<b>Total Subsidies</b>	<b>45,059,240</b>	<b>3,690,783</b>	<b>3,754,937</b>	<b>64,154</b>	<b>7,369,613</b>	<b>7,509,873</b>	<b>140,260</b>	<b>83.6%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>			

SunLine Transit Agency  
Budget Variance Report  
August 2023

Description	FY24 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY24 FYTD Budget	Positive (Negative)	Percentage Remaining
<b>Operating Expenses:</b>								
Wages & Benefits	29,894,302	2,718,645	2,491,192	(227,453)	5,292,556	4,982,384	(310,172)	82.3%
Services	5,598,654	413,258	466,555	53,296	787,828	933,109	145,281	85.9%
Fuels & Lubricants	4,115,207	287,308	342,934	55,626	592,757	685,868	93,110	85.6%
Tires	259,155	17,247	21,596	4,349	36,536	43,193	6,657	85.9%
Materials and Supplies	2,313,768	202,021	192,814	(9,207)	359,356	385,628	26,272	84.5%
Utilities	4,504,781	321,377	375,398	54,021	638,081	750,797	112,715	85.8%
Casualty & Liability	3,309,926	213,469	275,827	62,358	601,917	551,654	(50,263)	81.8%
Taxes and Fees	114,400	13,648	9,533	(4,115)	23,213	19,067	(4,147)	79.7%
Miscellaneous Expenses	1,349,377	25,549	112,448	86,899	85,083	224,896	139,813	93.7%
Self Consumed Fuel	(3,992,196)	(273,419)	(332,683)	(59,264)	(555,110)	(665,366)	(110,256)	86.1%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>47,467,374</b>	<b>3,939,104</b>	<b>3,955,615</b>	<b>16,510</b>	<b>7,862,217</b>	<b>7,911,229</b>	<b>49,012</b>	<b>83.4%</b>
<b>Revenues:</b>								
Passenger Revenue	1,550,964	125,202	129,247	(4,045)	248,433	258,494	(10,061)	84.0%
Other Revenue	857,170	123,120	71,431	51,689	244,171	142,862	101,309	71.5%
<b>Total Operating Revenue</b>	<b>2,408,134</b>	<b>248,321</b>	<b>200,678</b>	<b>47,644</b>	<b>492,604</b>	<b>401,356</b>	<b>91,248</b>	<b>79.5%</b>
<b>Net Operating Gain (Loss)</b>		<b>\$ (3,690,783)</b>			<b>\$ (7,369,613)</b>			
<b>Subsidies:</b>								
Local - Measure A, Commuter 10, Haul Pass	8,456,000	692,627	704,667	12,039	1,383,012	1,409,333	26,322	83.6%
State - LTF, LCTOP	26,808,875	2,195,903	2,234,073	38,170	4,384,695	4,468,146	83,450	83.6%
Federal	9,794,365	802,252	816,197	13,945	1,601,906	1,632,394	30,488	83.6%
<b>Total Subsidies</b>	<b>45,059,240</b>	<b>3,690,783</b>	<b>3,754,937</b>	<b>64,154</b>	<b>7,369,613</b>	<b>7,509,873</b>	<b>140,260</b>	<b>83.6%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>			

**Budget Variance Analysis - SunLine Transit Agency**

**Passenger Revenue**

- The unfavorable variance in passenger revenue is due to lower ridership in the summer months.
- As of August, ridership was at 0.1% above FY23 FYTD totals.
- Total system ridership was 589 trips above FY23 FYTD amounts.

**Ridership**

	FY23-August	FY24-August	Variance	%Δ
Fixed Route	201,793	189,171	(12,622)	-6.3%
Paratransit	8,949	9,983	1,034	11.6%
SolVan	1,660	2,165	505	30.4%
SunRide	489	1,471	982	200.8%
System Total	212,891	202,790	(10,101)	-4.7%

**Ridership**

	FYTD-FY23	FYTD-FY24	Variance	%Δ
Fixed Route	380,057	375,451	(4,606)	-1.2%
Paratransit	17,190	19,819	2,629	15.3%
SolVan	3,250	3,932	682	21.0%
SunRide	815	2,699	1,884	231.2%
System Total	401,312	401,901	589	0.1%

**Other Revenue**

- The positive variance in other revenue is primarily due to outside fuel sales of CNG.

**Operator & Mechanic Salaries & Wages**

- The unfavorable variance in wages is primarily due to unexpected arbitration awards.

**Operator & Mechanic Overtime**

- The unfavorable variance is primarily attributed to overtime due to the vehicle maintenance as needed.

**Administration Salaries & Wages**

- The unfavorable variance in administrative salaries and wages is primarily attributed to an overlap of CEO pay during the transition of the interim CEO and the new CEO.

**Administration Overtime**

- The unfavorable variance is primarily attributed to overtime in the operations and maintenance departments.

**Fringe Benefits**

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

**Communications**

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

**Legal Services**

- Legal services have had higher expenses due to representation of labor legal counsel.

**Computer/Network Software Agreement**

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

**Uniforms**

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

**Contracted Services**

- Contracted services costs are favorable primarily due to savings in consulting and outside services in maintenance and marketing.

**Equipment Repairs**

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

**Security Services**

- Security service are unfavorable primarily due to costs associated with increased service hours.

**Fuel - CNG**

- The positive variance is primarily attributed to lower usage of CNG fixed route vehicles over budgeted estimates for FY24.

**Fuel - Hydrogen**

- The favorable variance in hydrogen fuel expenses is primarily attributed to less usage of H2 over budgeted estimates.

**Tires**

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

**Office Supplies**

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

**Travel/Training**

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

**Repair Parts**

- The favorable variance is due to fewer YTD costs associated with fixed route vehicles.

**Facility Maintenance**

- Facility maintenance expenses are within an acceptable range of the budget.

**Electricity - CNG & Hydrogen**

- The favorable variance in electricity expenses are primarily attributed to less usage over budgeted estimates.

**Natural Gas**

- The positive variance is primarily attributed to lower usage of CNG fixed route vehicles over budgeted estimates for FY24.

**Water and Gas**

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

**Insurance Losses**

- The positive variance is primarily due fewer YTD losses than anticipated.

**Insurance Premium - Property**

- Insurance premiums for property increased exceeding budgeted amount.

**Repair Claims**

- Repair claim expenses are favorable due to fewer than anticipated repairs conducted through August.

**Fuel Taxes**

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

**Other Expenses**

- The favorable variance is primarily due to fewer than anticipated expenses for consulting through the month of August.

**Self-Consumed Fuel**

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

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

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

TO: Finance/Audit Committee  
Board of Directors

RE: Contracts Signed between \$25,000 and \$250,000 for September 2023

Summary:

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

There were four (4) Agreements executed in September between \$25,000 and \$250,000:

<b>Vendor</b>	<b>Purpose</b>	<b>Amount</b>
Creative Bus Sales	Two (2) Microtransit Vehicles	\$143,600.06
William Loper	Technical H2 Support	\$40,000.00
College of the Desert	West Coast Center of Excellence Workforce Development	\$65,000.00
ADT, Inc	Access Control Upgrade	\$149,257.00

Recommendation:

Receive and file.

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

September 2023

<b>Vendor</b>	<b>Product/Service</b>	<b>Need</b>	<b>Budgeted</b>	<b>Budgeted Amount</b>	<b>Cost</b>	<b>Type</b>
Creative Bus Sales	Vehicles	Microtransit	FY24	\$155,600.00	\$143,600.06	Agreement
William Loper	Technical H2 Support	Alternative Fuels	FY24	\$40,000.00	\$40,000.00	Agreement
College of the Desert	Training	WCCoE Workforce Development	FY24	\$65,000.00	\$65,000.00	Agreement
ADT, Inc.	System Upgrade	Access Control Upgrade	FY24	\$149,257.00	\$149,257.00	Agreement

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

DATE: October 25, 2023

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

RE: Union &amp; Non-Union Pension Investment Asset Summary for August 2023

Summary:

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

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

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

## Union

Asset Class		Actual	Range
<b>Growth Assets</b>			
	Domestic Equity	35.8%	16% – 56%
	International Equity	17.4%	0% - 39%
	Other	3.5%	0% – 20%
<b>Income Assets</b>			
	Fixed Income	37.6%	25% - 65%
	Other	5.0%	0% – 20%
<b>Real Return Assets</b>		0.0%	0% – 20%
<b>Cash Equivalents</b>		0.7%	0% – 20%



## Non-Union

Asset Class		Actual	Range
<b>Growth Assets</b>			
	Domestic Equity	35.7%	16% – 56%
	International Equity	17.4%	0% - 39%
	Other	3.5%	0% – 20%
<b>Income Assets</b>			
	Fixed Income	37.7%	25% - 65%
	Other	5.0%	0% – 20%
<b>Real Return Assets</b>		0.0%	0% – 20%
<b>Cash Equivalents</b>		0.7%	0% – 20%

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

For the month of August, the market value of assets decreased by \$512,360 and \$565,407 for the union and non-union plans, respectively.

## Month to Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
July 2023	\$38,317,240	\$38,297,990
August 2023	\$37,804,880	\$37,732,583
Increase (Decrease)	(\$512,360)	(\$565,407)

Recommendation:

Receive and file.

**Portfolio Summary and Statistics**

For the Month Ending **August 31, 2023**

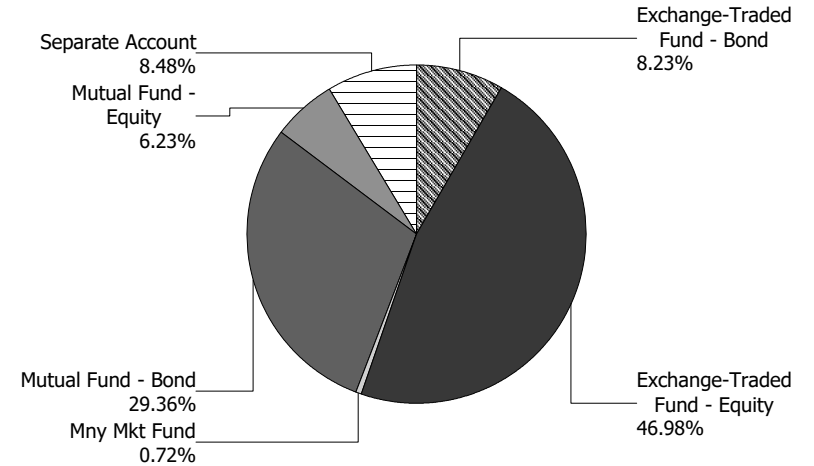
SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]

**Account Summary**

Description	Par Value	Market Value	Percent
Separate Account	2,880,369.44	3,204,255.72	8.48
Mutual Fund - Equity	95,257.56	2,355,434.31	6.23
Mutual Fund - Bond	1,180,131.89	11,099,530.83	29.36
Money Market Mutual Fund	271,934.55	271,934.55	0.72
Exchange-Traded Fund - Equity	145,626.00	17,764,261.07	46.98
Exchange-Traded Fund - Bond	39,184.00	3,109,463.30	8.23
<b>Managed Account Sub-Total</b>	<b>4,612,503.44</b>	<b>37,804,879.78</b>	<b>100.00%</b>
Accrued Interest		0.00	
<b>Total Portfolio</b>	<b>4,612,503.44</b>	<b>37,804,879.78</b>	

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

**Sector Allocation**



Detail of Securities Held & Market Analytics

For the Month Ending August 31, 2023

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
<b>Exchange-Traded Fund - Bond</b>									
ISHARES CORE U.S. AGGREGATE	464287226	AGG	17,918.00	98.65	1,767,610.70	96.80	1,734,462.40	(33,148.30)	4.59
ISHARES CORE U.S. AGGREGATE	464287226	AGG	3,322.00	99.13	329,309.86	96.80	321,569.60	(7,740.26)	0.85
ISHARES CORE U.S. AGGREGATE	464287226	AGG	3,307.00	96.41	318,827.87	96.80	320,117.60	1,289.73	0.85
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,389.00	60.31	144,080.59	50.10	119,688.90	(24,391.69)	0.32
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	965.00	61.01	58,874.65	50.10	48,346.50	(10,528.15)	0.13
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,146.00	61.13	70,054.98	50.10	57,414.60	(12,640.38)	0.15
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,776.00	57.68	102,441.46	50.10	88,977.60	(13,463.86)	0.24
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	633.00	56.99	36,074.67	50.10	31,713.30	(4,361.37)	0.08
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	631.00	56.69	35,771.39	50.10	31,613.10	(4,158.29)	0.08
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	7,097.00	50.33	357,192.01	50.10	355,559.70	(1,632.31)	0.94
<b>Security Type Sub-Total</b>			<b>39,184.00</b>		<b>3,220,238.18</b>	<b>641.10</b>	<b>3,109,463.30</b>	<b>(110,774.88)</b>	<b>8.23</b>
<b>Exchange-Traded Fund - Equity</b>									
ISHARES MSCI EMERGING MKTS EX CHINA ETF	46434G764	EMXC	3,139.00	52.15	163,698.85	51.27	160,936.53	(2,762.32)	0.43
ISHARES MSCI EMERGING MKTS EX CHINA ETF	46434G764	EMXC	3,140.00	52.57	165,069.49	51.27	160,987.80	(4,081.69)	0.43
VANGUARD FTSE ALL-WLD EX-US SMCP ETF	922042718	VSS	1,464.00	112.48	164,670.72	111.49	163,221.36	(1,449.36)	0.43
VANGUARD FTSE ALL-WLD EX-US SMCP ETF	922042718	VSS	1,464.00	111.96	163,909.44	111.49	163,221.36	(688.08)	0.43
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	6,816.00	38.86	264,869.76	45.75	311,832.00	46,962.24	0.82
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,614.00	37.17	97,162.38	45.75	119,590.50	22,428.12	0.32
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,193.00	42.18	92,500.74	45.75	100,329.75	7,829.01	0.27
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,629.00	39.68	104,318.72	45.75	120,276.75	15,958.03	0.32
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,586.00	56.53	146,186.58	55.70	144,040.20	(2,146.38)	0.39
VANGUARD TOTAL INTL STOCK	921909768	VXUS	1,834.00	54.46	99,879.64	55.70	102,153.80	2,274.16	0.27
VANGUARD TOTAL INTL STOCK	921909768	VXUS	1,932.00	53.54	103,439.28	55.70	107,612.40	4,173.12	0.28
VANGUARD TOTAL INTL STOCK	921909768	VXUS	17,752.00	52.12	925,234.24	55.70	988,786.40	63,552.16	2.62
VANGUARD TOTAL INTL STOCK	921909768	VXUS	8,244.00	52.51	432,892.44	55.70	459,190.80	26,298.36	1.21
VANGUARD TOTAL INTL STOCK	921909768	VXUS	18,820.00	47.87	900,909.64	55.70	1,048,274.00	147,364.36	2.77
VANGUARD TOTAL INTL STOCK	921909768	VXUS	6,979.00	65.37	456,217.23	55.70	388,730.30	(67,486.93)	1.03

Detail of Securities Held & Market Analytics

For the Month Ending August 31, 2023

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]										
Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
<b>Exchange-Traded Fund - Equity</b>										
VANGUARD TOTAL INTL STOCK		921909768	VXUS	2,875.00	51.82	148,982.21	55.70	160,137.50	11,155.29	0.42
VANGUARD TOTAL INTL STOCK		921909768	VXUS	593.00	56.01	33,213.93	55.70	33,030.10	(183.83)	0.09
VANGUARD TOTAL INTL STOCK		921909768	VXUS	553.00	64.35	35,585.55	55.70	30,802.10	(4,783.45)	0.08
VANGUARD TOTAL INTL STOCK		921909768	VXUS	2,586.00	56.20	145,333.20	55.70	144,040.20	(1,293.00)	0.38
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	625.00	199.58	124,737.50	223.94	139,962.50	15,225.00	0.37
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	624.00	198.24	123,701.76	223.94	139,738.56	16,036.80	0.37
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	20,572.00	204.04	4,197,510.88	223.94	4,606,893.68	409,382.80	12.19
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	4,809.00	195.76	941,409.84	223.94	1,076,927.46	135,517.62	2.85
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	1,546.00	226.21	349,720.35	223.94	346,211.24	(3,509.11)	0.92
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	764.00	191.49	146,298.36	223.94	171,090.16	24,791.80	0.46
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	2,772.00	225.33	624,614.76	223.94	620,761.68	(3,853.08)	1.64
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	433.00	233.92	101,287.36	223.94	96,966.02	(4,321.34)	0.26
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	24,992.00	169.04	4,224,647.68	223.94	5,596,708.48	1,372,060.80	14.80
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	276.00	216.58	59,776.08	223.94	61,807.44	2,031.36	0.16
<b>Security Type Sub-Total</b>				<b>145,626.00</b>		<b>15,537,778.61</b>	<b>3,360.62</b>	<b>17,764,261.07</b>	<b>2,226,482.46</b>	<b>47.01</b>
<b>Money Market Mutual Fund</b>										
FIRST AMERICAN GOVERNMENT OBLIGATION - Z		31846V567	FGZXX	271,934.55	1.00	271,934.55	1.00	271,934.55	0.00	0.72
<b>Security Type Sub-Total</b>				<b>271,934.55</b>		<b>271,934.55</b>	<b>1.00</b>	<b>271,934.55</b>	<b>0.00</b>	<b>0.72</b>
<b>Mutual Fund - Bond</b>										
ARISTOTLE FUNDS FLOATING RATE INC I		04045F592	PLFRX	1.58	9.32	14.76	9.47	14.99	0.23	0.00
BAIRD CORE PLUS BOND - INST		057071870	BCOIX	391,957.44	11.13	4,362,134.20	9.87	3,868,619.96	(493,514.24)	10.23
BBH LIMITED DURATION I		05528X851	BBBIX	11.67	10.11	117.93	10.11	117.93	0.00	0.00
DOUBLELINE CORE FIXED INCOME I		258620301	DBLFX	186,717.61	10.55	1,968,975.56	9.13	1,704,731.76	(264,243.80)	4.51
MAINSTAY MACKAY HIGH YIELD CORP BD R6		56063N881	MHYSX	132,337.20	5.22	690,369.22	5.02	664,332.75	(26,036.47)	1.76
PRUDENTIAL TOTAL RETRN BND-Q		74440B884	PTRQX	269,039.27	13.98	3,761,483.42	11.72	3,153,140.30	(608,343.12)	8.34
VOYA INTERMEDIATE BOND R6		92913L569	IIBZX	200,067.11	10.12	2,025,101.63	8.54	1,708,573.14	(316,528.49)	4.52

**Detail of Securities Held & Market Analytics**

For the Month Ending **August 31, 2023**

<b>SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]</b>										
<b>Security Type/Description</b>	<b>Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Ticker</b>	<b>Shares</b>	<b>Average Cost/Share</b>	<b>Original Cost</b>	<b>Market Price</b>	<b>Market Value</b>	<b>Unreal G/L on Cost</b>	<b>Percentage</b>
<b>Security Type Sub-Total</b>				<b>1,180,131.89</b>		<b>12,808,196.72</b>	<b>63.86</b>	<b>11,099,530.83</b>	<b>(1,708,665.89)</b>	<b>29.36</b>
<b>Mutual Fund - Equity</b>										
GOLDMAN SACHS GQG PTNRS INTL OPPS INSTL		38147N293	GSIMX	25,956.28	18.30	475,000.00	18.45	478,893.44	3,893.44	1.27
HARDING LOEVNER INTERNATIONAL EQUITY POR		412295107	HLMIX	17,683.99	29.08	514,188.03	24.88	439,977.63	(74,210.40)	1.16
HRTFRD SCHR EM MRKT EQ-SDR		41665H789	SEMTX	19,895.92	15.19	302,219.10	15.23	303,014.93	795.83	0.80
JENSEN QUALITY GROWTH-Y		476313408	JENYX	11,050.54	54.12	598,087.94	60.79	671,762.06	73,674.12	1.78
JOHCM INTERNATIONAL SELECT I		46653M849	JOHIX	20,670.82	26.14	540,286.40	22.34	461,786.13	(78,500.27)	1.22
MFS EMERGING MARKETS DEBT R6		552746364	MEDHX	0.01	11.25	0.09	11.47	0.09	0.00	0.00
VANGUARD TOT INST ST IDX - ADM		921909818	VTIAX	0.00	33.33	0.03	29.88	0.03	0.00	0.00
<b>Security Type Sub-Total</b>				<b>95,257.56</b>		<b>2,429,781.59</b>	<b>183.04</b>	<b>2,355,434.31</b>	<b>(74,347.28)</b>	<b>6.23</b>
<b>Separate Account</b>										
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	22,050.00	1.00	22,050.00	103.29	22,774.97	724.97	0.06
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	45,325.00	1.00	45,325.00	103.29	46,815.21	1,490.21	0.12
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	45,325.00	1.00	45,325.00	103.29	46,815.20	1,490.20	0.12
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	24,500.00	1.00	24,500.00	103.29	25,305.52	805.52	0.07
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	45,325.00	1.00	45,325.00	103.29	46,815.21	1,490.21	0.12
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	21,618.49	1.00	21,618.49	103.29	22,329.27	710.78	0.06
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	49,000.00	1.00	49,000.00	103.29	50,611.04	1,611.04	0.13
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	49,980.00	1.00	49,980.00	103.29	51,623.26	1,643.26	0.14
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	49,000.00	1.00	49,000.00	103.29	50,611.04	1,611.04	0.13
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	45,325.00	1.00	45,325.00	103.29	46,815.21	1,490.21	0.12
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	21,070.00	1.00	21,070.00	103.29	21,762.75	692.75	0.06
GOLUB CAPITAL PARTNERS INT'L XIV		GOLUB0090	SA467	1,394,100.00	1.00	1,394,100.00	103.29	1,440,000.00	45,900.00	3.81
NB SECONDARY OPPORTUNITIES V OFFSHORE		NBSOFV007	SA425	55,556.72	1.00	55,556.72	124.75	69,304.81	13,748.09	0.18
NB SECONDARY OPPORTUNITIES V OFFSHORE		NBSOFV007	SA425	309,750.00	1.00	309,750.00	124.75	386,400.86	76,650.86	1.02

**Detail of Securities Held & Market Analytics**

For the Month Ending **August 31, 2023**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]									
Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
<b>Separate Account</b>									
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	252,000.00	1.00	252,000.00	124.75	314,360.03	62,360.03	0.83
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	127,930.57	1.00	127,930.57	124.75	159,588.32	31,657.75	0.42
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	191,676.07	1.00	191,676.07	124.75	239,108.31	47,432.24	0.63
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	130,837.59	1.00	130,837.59	124.75	163,214.71	32,377.12	0.43
<b>Security Type Sub-Total</b>			<b>2,880,369.44</b>		<b>2,880,369.44</b>	<b>1,987.93</b>	<b>3,204,255.72</b>	<b>323,886.28</b>	<b>8.45</b>
<b>Managed Account Sub-Total</b>			<b>4,612,503.44</b>		<b>37,148,299.09</b>	<b>6,237.55</b>	<b>37,804,879.78</b>	<b>656,580.69</b>	<b>100.00</b>
<b>Securities Sub-Total</b>			<b>\$4,612,503.44</b>		<b>\$37,148,299.09</b>	<b>\$6,237.55</b>	<b>\$37,804,879.78</b>	<b>\$656,580.69</b>	<b>100.00%</b>
<b>Accrued Interest</b>							<b>\$0.00</b>		
<b>Total Investments</b>							<b>\$37,804,879.78</b>		

**Portfolio Summary and Statistics**

For the Month Ending **August 31, 2023**

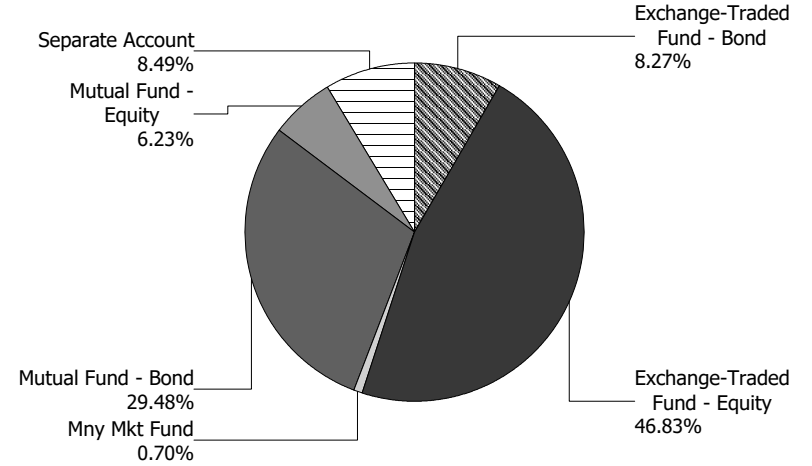
SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]

**Account Summary**

Description	Par Value	Market Value	Percent
Separate Account	2,880,369.44	3,204,255.71	8.49
Mutual Fund - Equity	95,059.96	2,350,578.40	6.23
Mutual Fund - Bond	1,182,619.32	11,123,042.01	29.48
Money Market Mutual Fund	263,029.81	263,029.81	0.70
Exchange-Traded Fund - Equity	144,745.00	17,670,826.82	46.83
Exchange-Traded Fund - Bond	39,319.00	3,120,850.10	8.27
<b>Managed Account Sub-Total</b>	<b>4,605,142.53</b>	<b>37,732,582.85</b>	<b>100.00%</b>
Accrued Interest		0.00	
<b>Total Portfolio</b>	<b>4,605,142.53</b>	<b>37,732,582.85</b>	

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

**Sector Allocation**



Detail of Securities Held & Market Analytics

For the Month Ending August 31, 2023

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
<b>Exchange-Traded Fund - Bond</b>									
ISHARES CORE U.S. AGGREGATE	464287226	AGG	3,372.00	99.13	334,266.36	96.80	326,409.60	(7,856.76)	0.87
ISHARES CORE U.S. AGGREGATE	464287226	AGG	3,317.00	96.41	319,791.97	96.80	321,085.60	1,293.63	0.85
ISHARES CORE U.S. AGGREGATE	464287226	AGG	17,957.00	98.65	1,771,458.05	96.80	1,738,237.60	(33,220.45)	4.61
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	982.00	61.01	59,911.82	50.10	49,198.20	(10,713.62)	0.13
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,779.00	57.68	102,614.50	50.10	89,127.90	(13,486.60)	0.24
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	7,130.00	50.33	358,852.90	50.10	357,213.00	(1,639.90)	0.95
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	633.00	56.99	36,074.67	50.10	31,713.30	(4,361.37)	0.08
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,405.00	60.31	145,045.55	50.10	120,490.50	(24,555.05)	0.32
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,113.00	61.13	68,037.69	50.10	55,761.30	(12,276.39)	0.15
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	631.00	56.69	35,771.39	50.10	31,613.10	(4,158.29)	0.08
<b>Security Type Sub-Total</b>			<b>39,319.00</b>		<b>3,231,824.90</b>	<b>641.10</b>	<b>3,120,850.10</b>	<b>(110,974.80)</b>	<b>8.28</b>
<b>Exchange-Traded Fund - Equity</b>									
ISHARES MSCI EMERGING MKTS EX CHINA ETF	46434G764	EMXC	3,134.00	52.57	164,754.07	51.27	160,680.18	(4,073.89)	0.43
ISHARES MSCI EMERGING MKTS EX CHINA ETF	46434G764	EMXC	3,133.00	52.15	163,385.95	51.27	160,628.91	(2,757.04)	0.43
VANGUARD FTSE ALL-WLD EX-US SMCP ETF	922042718	VSS	1,462.00	112.48	164,445.76	111.49	162,998.38	(1,447.38)	0.43
VANGUARD FTSE ALL-WLD EX-US SMCP ETF	922042718	VSS	1,461.00	111.96	163,573.56	111.49	162,886.89	(686.67)	0.43
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,614.00	37.17	97,162.38	45.75	119,590.50	22,428.12	0.32
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,484.00	39.68	98,565.12	45.75	113,643.00	15,077.88	0.30
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,211.00	42.18	93,259.98	45.75	101,153.25	7,893.27	0.27
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	6,915.00	38.86	268,716.90	45.75	316,361.25	47,644.35	0.84
VANGUARD TOTAL INTL STOCK	921909768	VXUS	8,570.00	52.51	450,010.70	55.70	477,349.00	27,338.30	1.27
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,469.00	56.20	138,757.80	55.70	137,523.30	(1,234.50)	0.36
VANGUARD TOTAL INTL STOCK	921909768	VXUS	17,679.00	52.12	921,429.48	55.70	984,720.30	63,290.82	2.61
VANGUARD TOTAL INTL STOCK	921909768	VXUS	1,714.00	53.54	91,767.56	55.70	95,469.80	3,702.24	0.25
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,875.00	51.82	148,982.21	55.70	160,137.50	11,155.29	0.42
VANGUARD TOTAL INTL STOCK	921909768	VXUS	1,375.00	54.46	74,882.50	55.70	76,587.50	1,705.00	0.20
VANGUARD TOTAL INTL STOCK	921909768	VXUS	580.00	56.01	32,485.80	55.70	32,306.00	(179.80)	0.09



Detail of Securities Held & Market Analytics

For the Month Ending August 31, 2023

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
<b>Exchange-Traded Fund - Equity</b>									
VANGUARD TOTAL INTL STOCK	921909768	VXUS	18,935.00	47.87	906,414.66	55.70	1,054,679.50	148,264.84	2.80
VANGUARD TOTAL INTL STOCK	921909768	VXUS	632.00	64.35	40,669.20	55.70	35,202.40	(5,466.80)	0.09
VANGUARD TOTAL INTL STOCK	921909768	VXUS	6,883.00	65.37	449,941.71	55.70	383,383.10	(66,558.61)	1.02
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,470.00	56.53	139,629.10	55.70	137,579.00	(2,050.10)	0.36
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	2,790.00	225.33	628,670.70	223.94	624,792.60	(3,878.10)	1.66
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,551.00	226.21	350,851.40	223.94	347,330.94	(3,520.46)	0.92
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	24,762.00	169.04	4,185,768.48	223.94	5,545,202.28	1,359,433.80	14.70
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	20,562.00	204.04	4,195,470.48	223.94	4,604,654.28	409,183.80	12.20
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	4,931.00	195.76	965,292.56	223.94	1,104,248.14	138,955.58	2.93
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	983.00	191.49	188,234.67	223.94	220,133.02	31,898.35	0.58
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	138.00	216.58	29,888.04	223.94	30,903.72	1,015.68	0.08
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	499.00	198.24	98,921.76	223.94	111,746.06	12,824.30	0.30
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	433.00	233.92	101,287.36	223.94	96,966.02	(4,321.34)	0.26
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	500.00	199.58	99,790.00	223.94	111,970.00	12,180.00	0.30
<b>Security Type Sub-Total</b>			<b>144,745.00</b>		<b>15,453,009.89</b>	<b>3,360.62</b>	<b>17,670,826.82</b>	<b>2,217,816.93</b>	<b>46.85</b>
<b>Money Market Mutual Fund</b>									
FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	263,029.81	1.00	263,029.81	1.00	263,029.81	0.00	0.70
<b>Security Type Sub-Total</b>			<b>263,029.81</b>		<b>263,029.81</b>	<b>1.00</b>	<b>263,029.81</b>	<b>0.00</b>	<b>0.70</b>
<b>Mutual Fund - Bond</b>									
ARISTOTLE FUNDS FLOATING RATE INC I	04045F592	PLFRX	1.59	9.33	14.86	9.47	15.09	0.23	0.00
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	392,799.83	11.13	4,371,032.50	9.87	3,876,934.34	(494,098.16)	10.27
BBH LIMITED DURATION I	05528X851	BBBIX	11.71	10.11	118.43	10.11	118.43	0.00	0.00
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	187,042.74	10.55	1,972,777.65	9.13	1,707,700.20	(265,077.45)	4.53
MAINSTAY MACKAY HIGH YIELD CORP BD R6	56063N881	MHYSX	132,607.23	5.22	691,881.55	5.02	665,688.30	(26,193.25)	1.76
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTRQX	269,638.86	13.98	3,769,346.56	11.72	3,160,167.43	(609,179.13)	8.38
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	200,517.36	10.12	2,030,036.52	8.54	1,712,418.22	(317,618.30)	4.54

**Detail of Securities Held & Market Analytics**

For the Month Ending **August 31, 2023**

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

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
<b>Security Type Sub-Total</b>			<b>1,182,619.32</b>		<b>12,835,208.07</b>	<b>63.86</b>	<b>11,123,042.01</b>	<b>(1,712,166.06)</b>	<b>29.48</b>

**Mutual Fund - Equity**

GOLDMAN SACHS GQG PTNRS INTL OPPTS INSTL	38147N293	GSIMX	25,901.64	18.30	474,000.00	18.45	477,885.24	3,885.24	1.27
HARDING LOEVNER INTERNATIONAL EQUITY POR	412295107	HLMIX	17,654.60	29.06	513,100.34	24.88	439,246.37	(73,853.97)	1.16
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	SEMTX	19,859.48	15.19	301,665.51	15.23	302,459.88	794.37	0.80
JENSEN QUALITY GROWTH-Y	476313408	JENYX	11,028.73	54.12	596,908.68	60.79	670,436.30	73,527.62	1.78
JOHCM INTERNATIONAL SELECT I	46653M849	JOHIX	20,615.51	26.15	539,153.74	22.34	460,550.48	(78,603.26)	1.22
MFS EMERGING MARKETS DEBT R6	552746364	MEDHX	0.01	11.25	0.09	11.47	0.09	0.00	0.00
VANGUARD TOTAL STOCK MARKET INDEX	922908801	VITXS	0.00	75.00	0.03	109.02	0.04	0.01	0.00

<b>Security Type Sub-Total</b>			<b>95,059.96</b>		<b>2,424,828.39</b>	<b>262.18</b>	<b>2,350,578.40</b>	<b>(74,249.99)</b>	<b>6.23</b>
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**Separate Account**

ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	49,980.00	1.00	49,980.00	103.29	51,623.26	1,643.26	0.14
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	45,325.00	1.00	45,325.00	103.29	46,815.21	1,490.21	0.12
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	22,050.00	1.00	22,050.00	103.29	22,774.97	724.97	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	45,325.00	1.00	45,325.00	103.29	46,815.20	1,490.20	0.12
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	24,500.00	1.00	24,500.00	103.29	25,305.52	805.52	0.07
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	45,325.00	1.00	45,325.00	103.29	46,815.21	1,490.21	0.12
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	45,325.00	1.00	45,325.00	103.29	46,815.21	1,490.21	0.12
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	21,070.00	1.00	21,070.00	103.29	21,762.75	692.75	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	49,000.00	1.00	49,000.00	103.29	50,611.03	1,611.03	0.13
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	21,618.49	1.00	21,618.49	103.29	22,329.27	710.78	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	49,000.00	1.00	49,000.00	103.29	50,611.04	1,611.04	0.13
GOLUB CAPITAL PARTNERS INT'L XIV	GOLUB0091	SA468	1,394,100.00	1.00	1,394,100.00	103.29	1,440,000.00	45,900.00	3.82
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	252,000.00	1.00	252,000.00	124.75	314,360.03	62,360.03	0.83
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	130,837.59	1.00	130,837.59	124.75	163,214.71	32,377.12	0.43

**Detail of Securities Held & Market Analytics**

For the Month Ending **August 31, 2023**

<b>SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]</b>										
<b>Security Type/Description</b>	<b>Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Ticker</b>	<b>Shares</b>	<b>Average Cost/Share</b>	<b>Original Cost</b>	<b>Market Price</b>	<b>Market Value</b>	<b>Unreal G/L on Cost</b>	<b>Percentage</b>
<b>Separate Account</b>										
NB SECONDARY OPPORTUNITIES V OFFSHORE		NBSOFV008	SA426	55,556.72	1.00	55,556.72	124.75	69,304.81	13,748.09	0.18
NB SECONDARY OPPORTUNITIES V OFFSHORE		NBSOFV008	SA426	309,750.00	1.00	309,750.00	124.75	386,400.86	76,650.86	1.02
NB SECONDARY OPPORTUNITIES V OFFSHORE		NBSOFV008	SA426	127,930.57	1.00	127,930.57	124.75	159,588.32	31,657.75	0.42
NB SECONDARY OPPORTUNITIES V OFFSHORE		NBSOFV008	SA426	191,676.07	1.00	191,676.07	124.75	239,108.31	47,432.24	0.63
<b>Security Type Sub-Total</b>				<b>2,880,369.44</b>		<b>2,880,369.44</b>	<b>1,987.93</b>	<b>3,204,255.71</b>	<b>323,886.27</b>	<b>8.46</b>
<b>Managed Account Sub-Total</b>				<b>4,605,142.53</b>		<b>37,088,270.50</b>	<b>6,316.69</b>	<b>37,732,582.85</b>	<b>644,312.35</b>	<b>100.00</b>
<b>Securities Sub-Total</b>				<b>\$4,605,142.53</b>		<b>\$37,088,270.50</b>	<b>\$6,316.69</b>	<b>\$37,732,582.85</b>	<b>\$644,312.35</b>	<b>100.00%</b>
<b>Accrued Interest</b>								<b>\$0.00</b>		
<b>Total Investments</b>								<b>\$37,732,582.85</b>		

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

DATE: October 25, 2023

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

RE: Ridership Report for September 2023

Summary:

	Monthly Ridership		Monthly Variance	
	Sept-23	Sept-22	Net	Percent
Fixed Route	205,433	215,388	(9,955)	(4.6)%
SolVan	1,932	1,676	256	15.3%
SunRide	1,682	656	1,026	156%
Taxi Voucher*	198	279	(81)	(29)%
SunDial	9,858	8,943	924	10.3%
<b>Total</b>	<b>219,103</b>	<b>226,938</b>	<b>(7,830)</b>	<b>(3.5)%</b>

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

Yearly Ridership	
<b>Fiscal Year 2024</b>	621,347
<b>Fiscal Year 2023</b>	628,745
<b>Ridership Decrease</b>	<b>(7,398)</b>

Fiscal year to date system ridership is down by 7,398 rides or 1.2% decrease compared to the previous fiscal year. The baseline of the attached COVID-19 Recovery chart is calendar year 2020, this allows a comparison of three (3) years.

Recommendation: Receive and file.



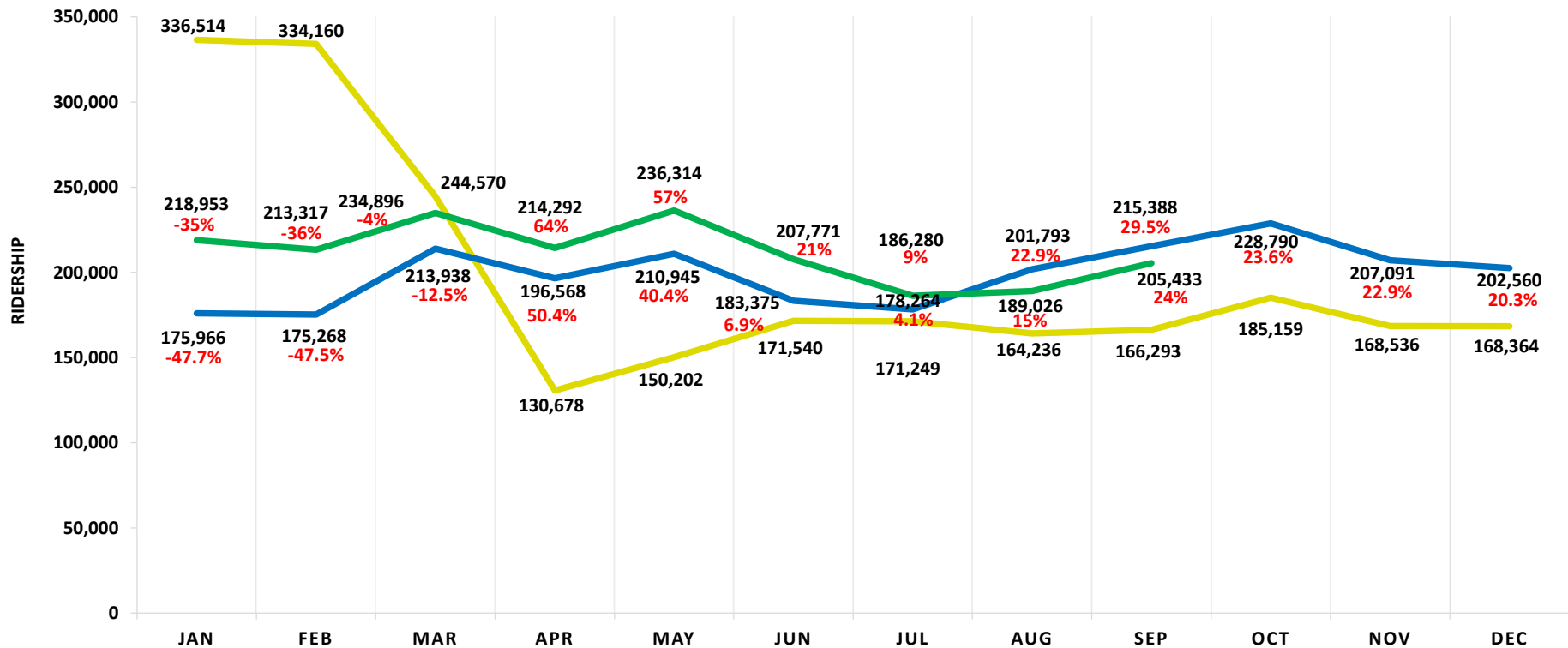
## SunLine Transit Agency Monthly Ridership Report September 2023

Fixed Route	Sep 2023	Sep 2022	FY 2024	FY 2023	Monthly KPI		Bikes		Wheelchairs	
			YTD	YTD	Passengers/ Rev. Hours	Passengers/ Rev. Miles	Monthly	FYTD	Monthly	FYTD
Route 1EV	44,479	-	137,319	-	16.5	1.3	2,209	7,324	326	1,000
Route 1WV	36,970	86,152	108,809	248,003	14.1	1.2	1,718	4,696	339	1,073
Route 2	57,369	55,572	165,588	161,171	17.0	1.2	2,133	6,225	499	1,283
Route 3	6,788	6,349	17,869	16,414	17.1	1.1	185	580	90	195
Route 4	16,603	17,827	48,034	50,915	10.0	0.7	942	2,731	65	204
Route 5	965	1,785	4,023	4,458	9.8	0.4	23	159	-	8
Route 6	2,267	8,351	8,747	20,689	11.2	0.6	74	306	9	62
Route 7	7,797	5,669	19,428	15,868	14.3	1.1	329	992	13	34
Route 8	14,358	14,007	39,867	41,048	9.6	0.6	420	1,188	123	290
Route 9	4,626	7,071	9,610	16,570	6.1	0.3	47	117	6	20
Route 10	4,073	3,224	6,696	6,048	20.4	0.2	33	77	12	24
Route 200 SB	254	473	352	651	21.4	1	1	2	1	1
Route 400 SB		77	-	114	-	-	-	-	-	-
Route 401 SB			-	-	-	-	-	-	-	-
Route 402 NB		47	-	72	-	-	-	-	-	-
Route 403 NB		135	-	195	-	-	-	-	-	-
Route 500 SB	135	305	362	453	37.3	2.6	0	2	-	1
Route 501 NB			-	-	-	-	-	-	-	-
Route 700 SB/NB	462	456	678	650	21.9	1.4	9	9	1	1
Route 701 SB/NB	934	1,013	1,580	1,612	50.5	3.3	11	24	-	1
Route 800 NB	2,411	1,642	3,690	2,326	119.0	5.8	-	-	-	-
Route 801 SB	2,951	2,761	4,482	4,149	144.6	8.4	1	1	48	48
Route 802 SB	574	557	1,058	845	34.1	1.8	-	-	1	1
Route 803 NB	1,417	1,915	2,692	3,194	104.6	5.1	-	-	-	-
<b>Fixed Route Total</b>	<b>205,433</b>	<b>215,388</b>	<b>580,884</b>	<b>595,445</b>	<b>14.0</b>	<b>0.9</b>	<b>8,135</b>	<b>24,433</b>	<b>1,533</b>	<b>4,246</b>
SolVan	1,932	1,676	5,863	4,926						
SunRide	1,682	656	4,381	1,471	5.6	0.1				
Taxi Voucher	198	279	542	779						
SunDial	9,858	8,934	29,677	26,124	10.2	0.7				
<b>System Total</b>	<b>219,103</b>	<b>226,933</b>	<b>621,347</b>	<b>628,745</b>						
	<b>Sep-23</b>	<b>Sep-22</b>								
Weekdays:	20	22								
Saturdays:	5	4								
Sundays:	5	4								
<b>Total Days:</b>	<b>30</b>	<b>30</b>								

Haul Pass COD contributed with 7,262 rides, CSUSB with 2,528 rides.  
Mobile Ticketing contributed with 33,203 rides, the total for September 2023 includes 178 paratransit mobile tickets.

## Fixed Route Ridership COVID-19 Recovery

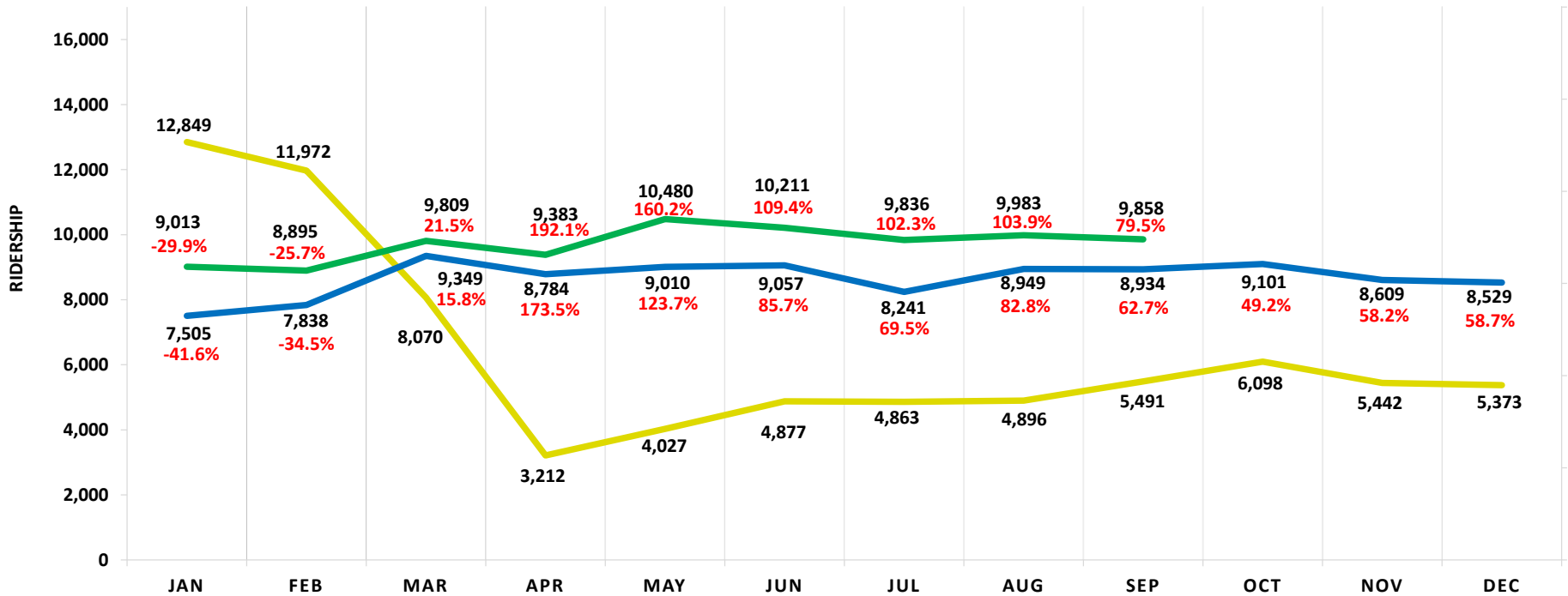
— CY 2020   
 — CY 2022   
 — CY 2023   
 %VAR. 2020 vs 2022   
 %VAR. 2020 vs 2023



The COVID-19 pandemic caused a major national and global disruption with closures of businesses, schools and entertainment venues due to the implementation of national and statewide public health policies. Variances are in red close to their corresponding ridership number. 2022 and 2023 are referring to the baseline of 2020. CY 2021 has been removed to reflect the two (2) most recent years in recovery. CY 2020 will remain on the chart since it is the baseline needed to compare ridership recovery for CY 2022 & CY 2023.

## Paratransit Ridership COVID-19 Recovery

— CY 2020   
 — CY 2022   
 — CY 2023   
 %VAR. 2020 vs 2022   
 %VAR. 2020 vs 2023



Beginning January 2022, instead of comparing the ridership to the 2019 pre COVID levels, we will be moving forward with comparing from 2020 and 2022. Variances are in red close to their corresponding ridership number. 2022 and 2023 are referring to the baseline of 2020. January 2020 and February 2020 show pre-pandemic COVID-19 ridership numbers.

CY 2021 has been removed to reflect the two (2) most recent years in recovery. CY 2020 will remain on the chart since it is the baseline needed to compare ridership recovery for CY 2022 & CY 2023.

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

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

TO: Finance/Audit Committee  
Board of Directors

RE: Paratransit Operational Notes for September 2023

Summary:

The attached report summarizes Paratransit's operation for the month of September 2023. This report identifies that for the month of September, the on-time performance for Paratransit did meet the internal service goal of 85% which is comparable to the fixed route service goal. The on-time performance for the month of September was 89.7%. Fiscal-year-to-date, Paratransit has maintained an on-time performance of 90.6%.

Total vehicle miles for September 2023 increased by 4,275 compared to September 2022. Total trips for the month of September were 9,460. When compared to September 2022, this is an increase of 905 trips or 10.6%.

Total passengers for the month of September were 9,858. When compared to September 2022, this is an increase of 924 passengers or 10.3%. Mobility device boardings for September 2023 decreased by 141 or 8% compared to September 2022. Field supervisors performed 63 onboard inspections and 66 Pre-Trip and Trailing evaluations.

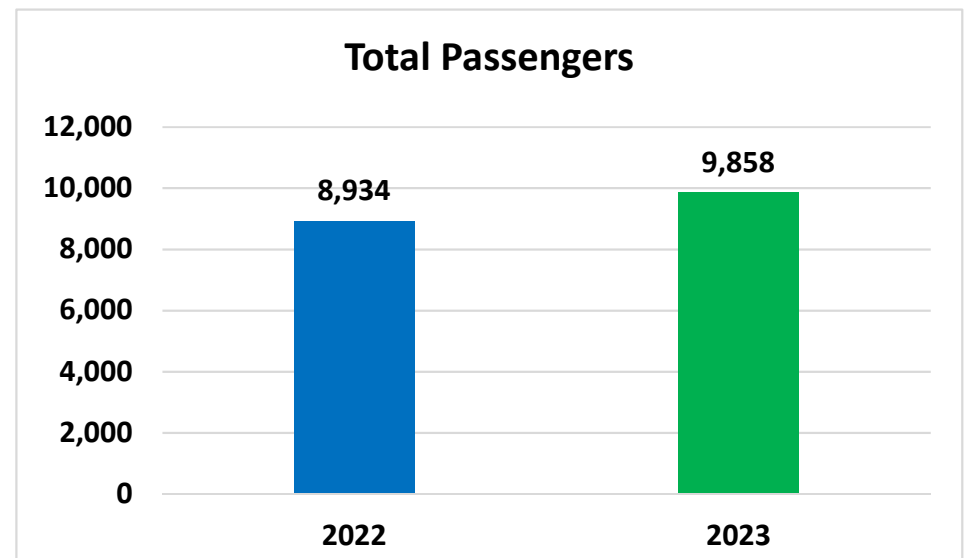
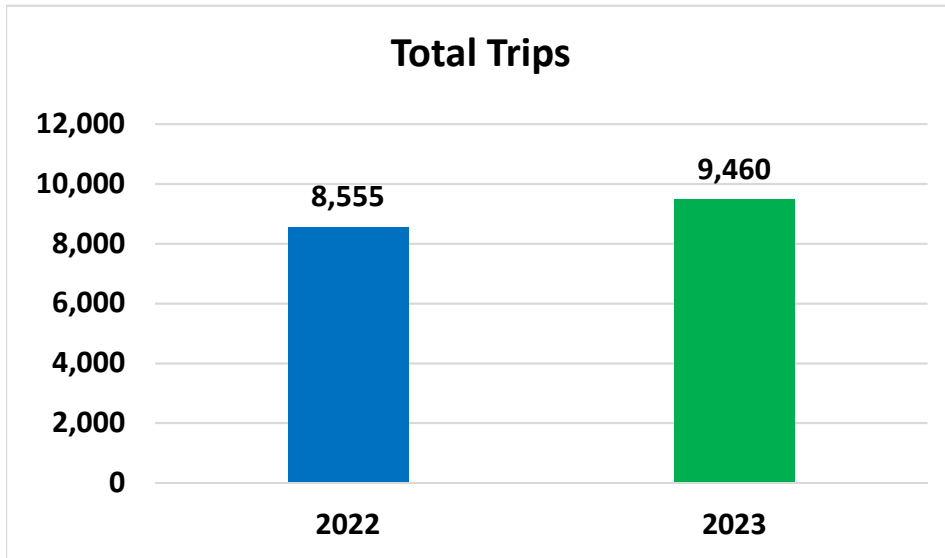
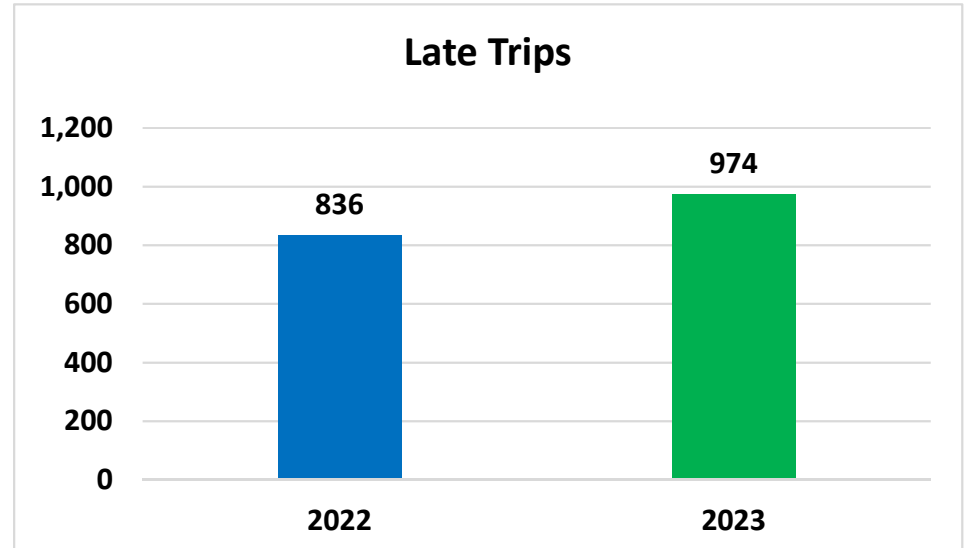
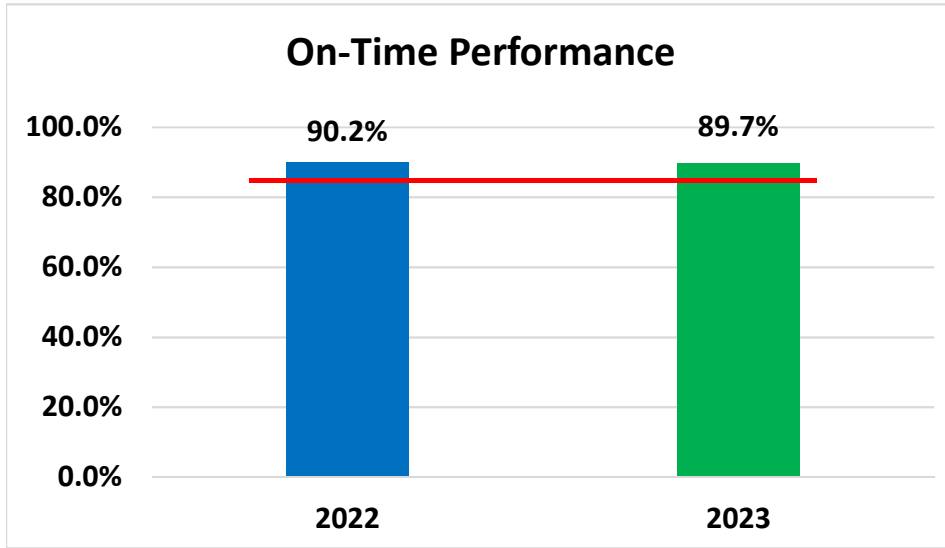
Recommendation:

Receive and file.



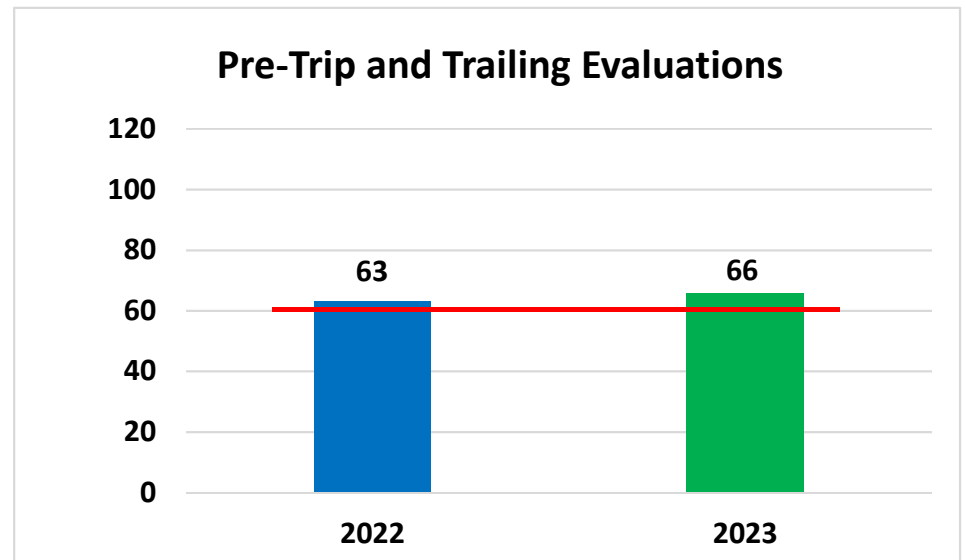
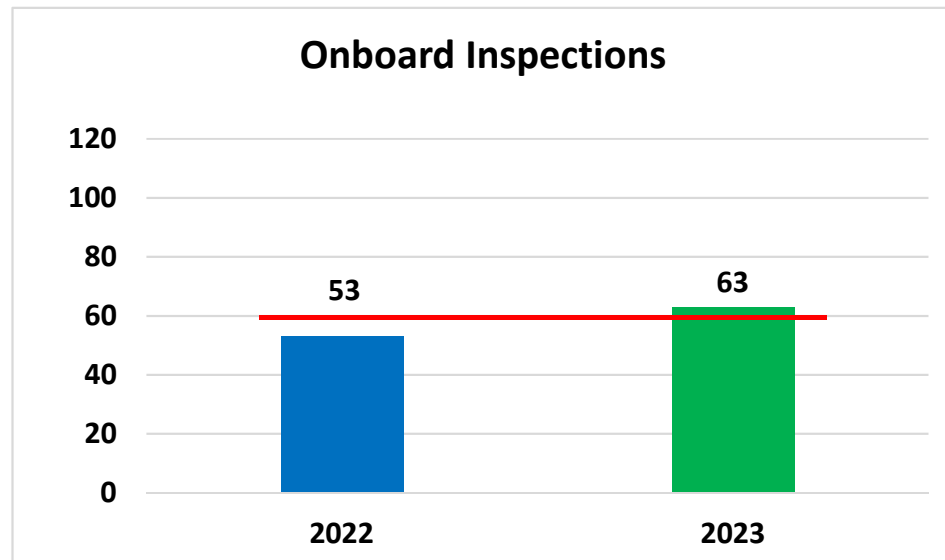
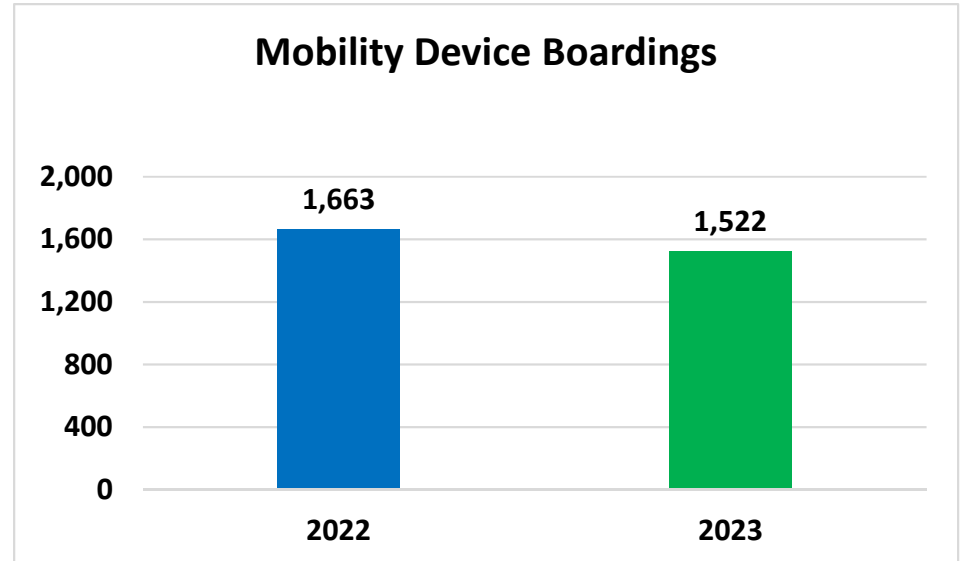
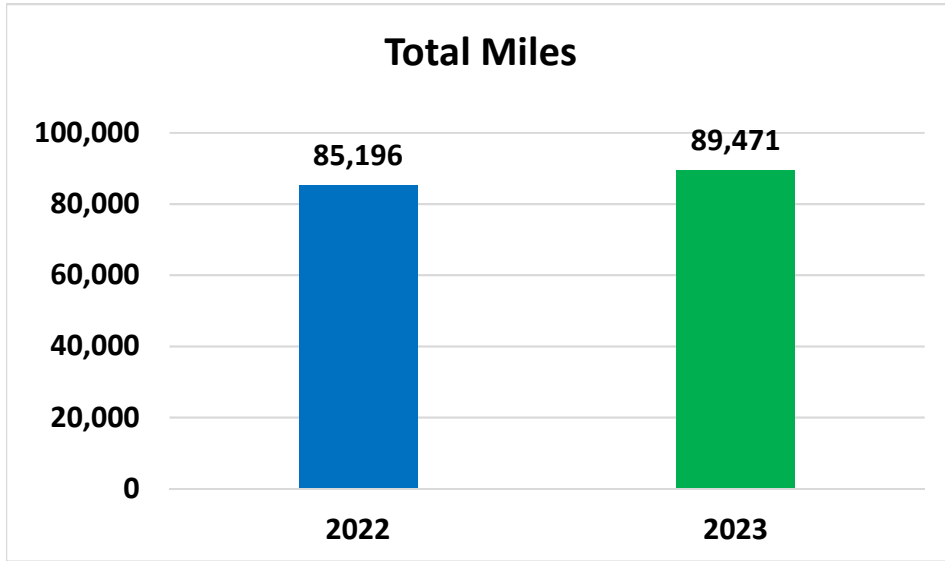
# Paratransit Operational Charts

## September 2022 vs. September 2023



# Paratransit Operational Charts

## September 2022 vs. September 2023



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

DATE: October 25, 2023

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Metrics for September 2023

Summary:

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

SunRide

- A second vehicle was added to Palm Desert in September due to demand. Palm Desert had 566 trips by 592 passengers in September, up 20% from August and 254% from September 2022.
- SunRide system-wide has exceeded 10,000 passengers for the first time. September saw the best month to date with 1,570 trips by 1,682 passengers, up 13% compared August and 163% compared to September 2022.
- Cathedral City continues to shine in light of the expanded geo-fence. September saw 186 trips by 194 passengers, a 35% increase over August 2023.
- The Three Month Trip Comparison chart has been modified to include passengers for a more thorough glance at ridership month over month.

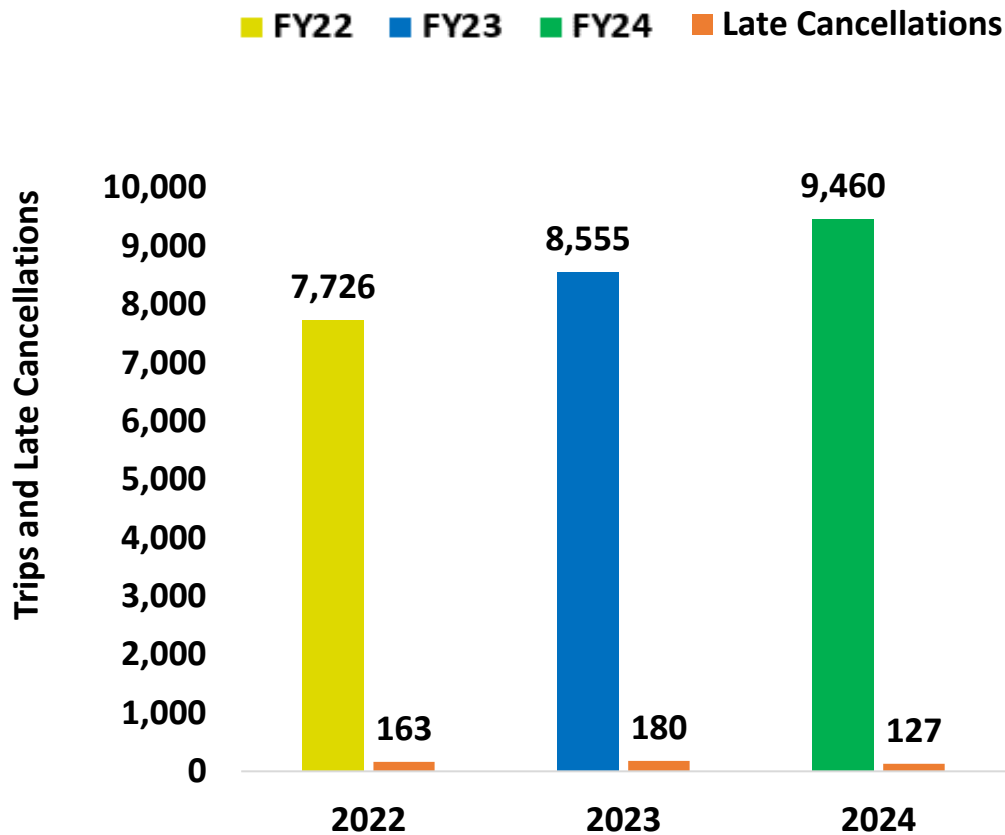
Fixed Route

- For the month of September 2023, 20% of SunLine's fixed route operator workforce was absent when compared to September 2022 at 21%.
- For the month of September 2023, workforce was at a total of 153 operators when compared to September 2022 at 137 operators.

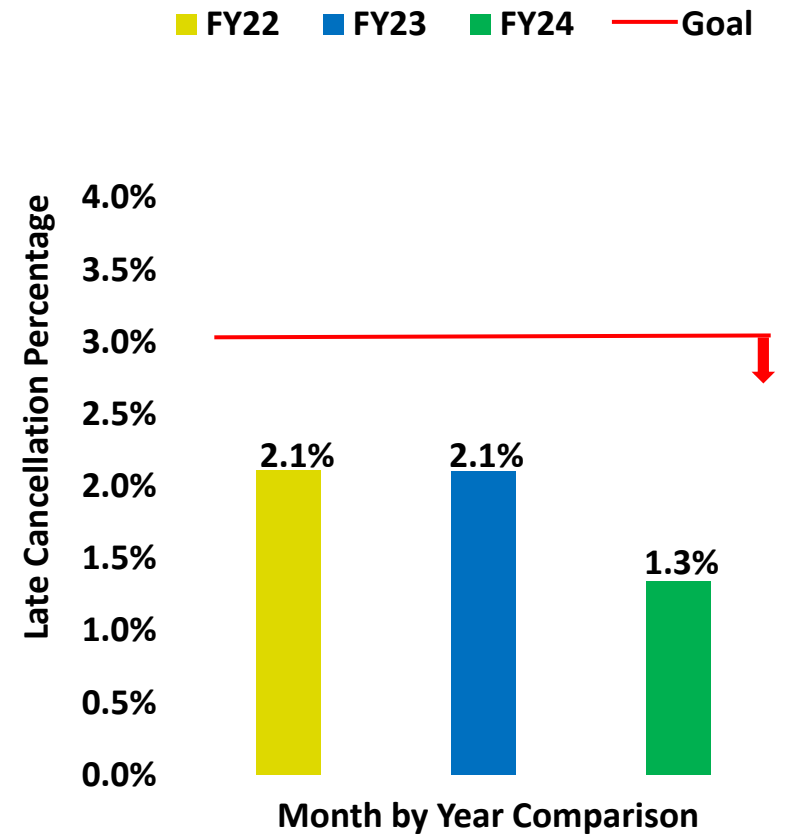
Recommendation:

Receive and file.

## Paratransit Total Trips vs. Late Cancellations September



## Late Cancellations by Percentage



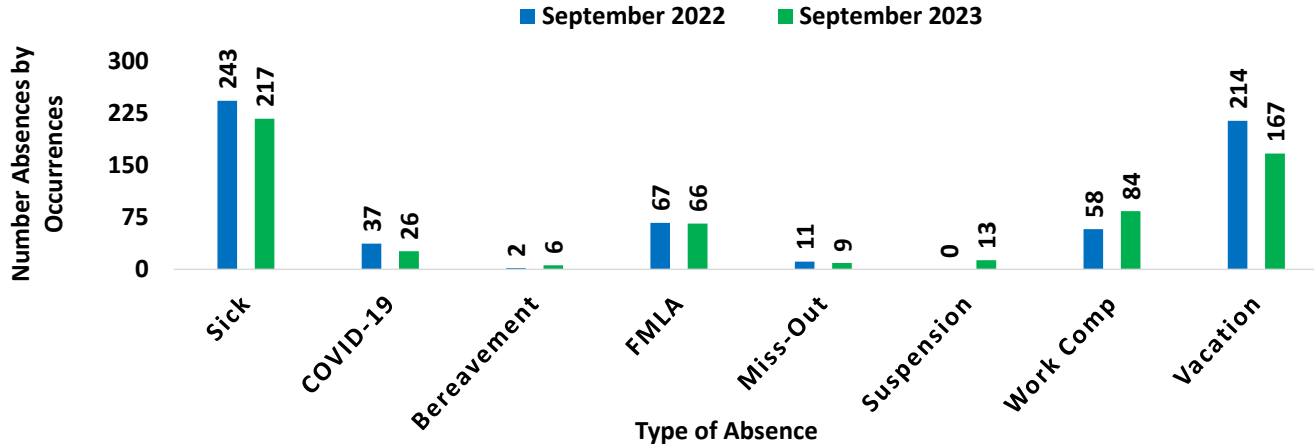
Trip: A one-way trip booked by the rider. A round trip is counted as two (2) trips.

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

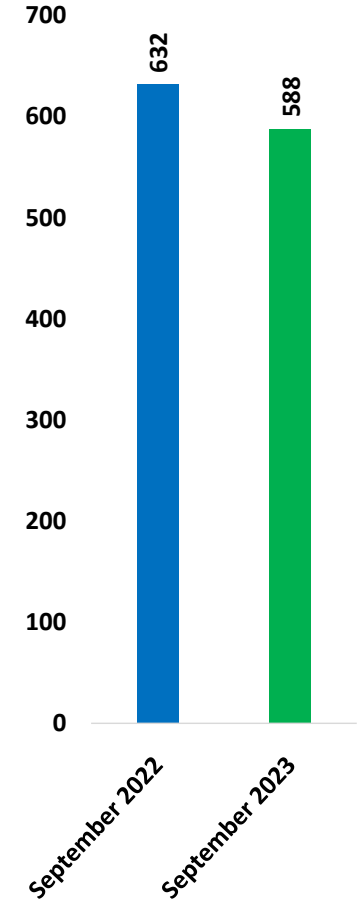
Goal for Late Cancellations: 3% or below.

Total Trips: Total one-way trips completed.

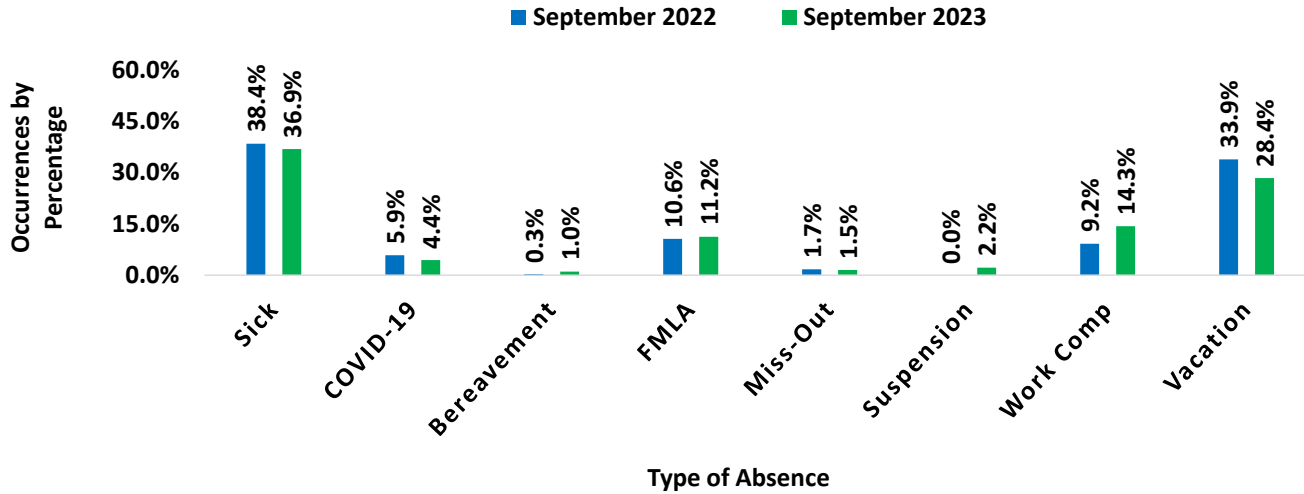
### Fixed Route Operator Absence by Type



### Fixed Route Total Absence Occurrences

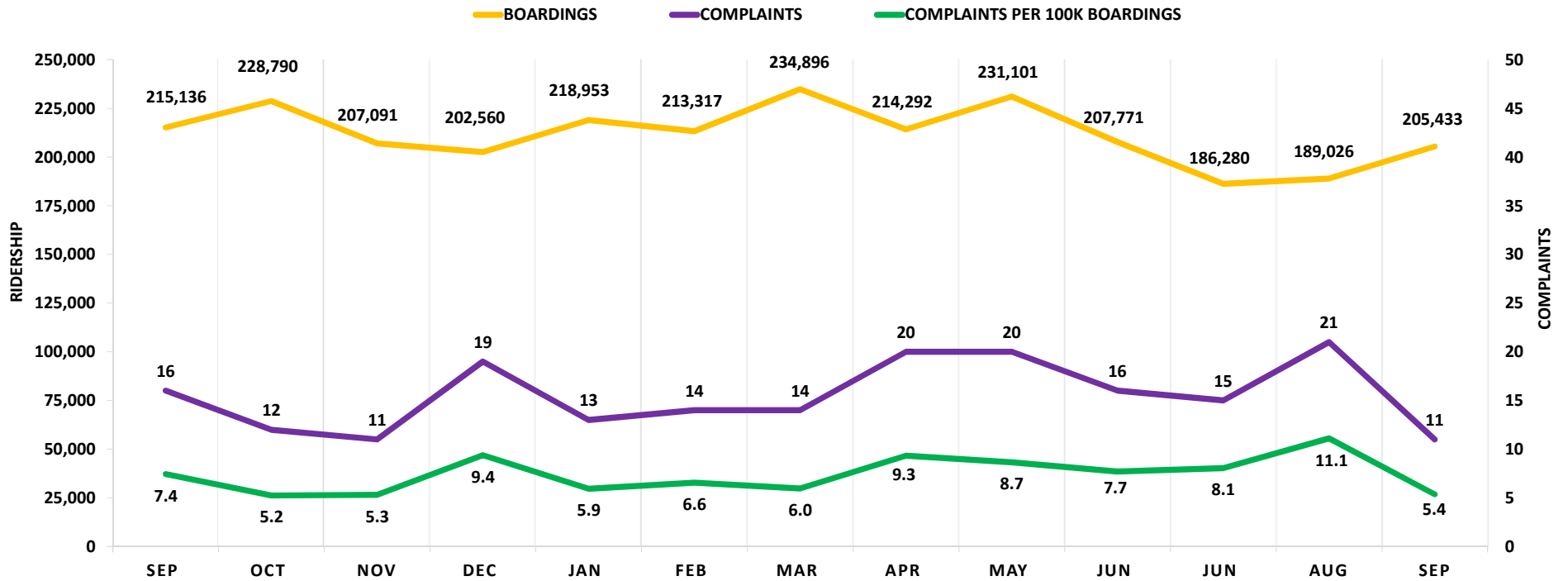


### Fixed Route Operator Absence Type by Percentage



This chart includes unplanned/unscheduled and COVID-19 absences for Fixed Route drivers. For the month of September 2023, 20% of SunLine's fixed route operator workforce was absent when compared to September 2022 at 21%. For the month of September 2023, workforce was at a total of 153 operators when compared to September 2022 at 137 operators.

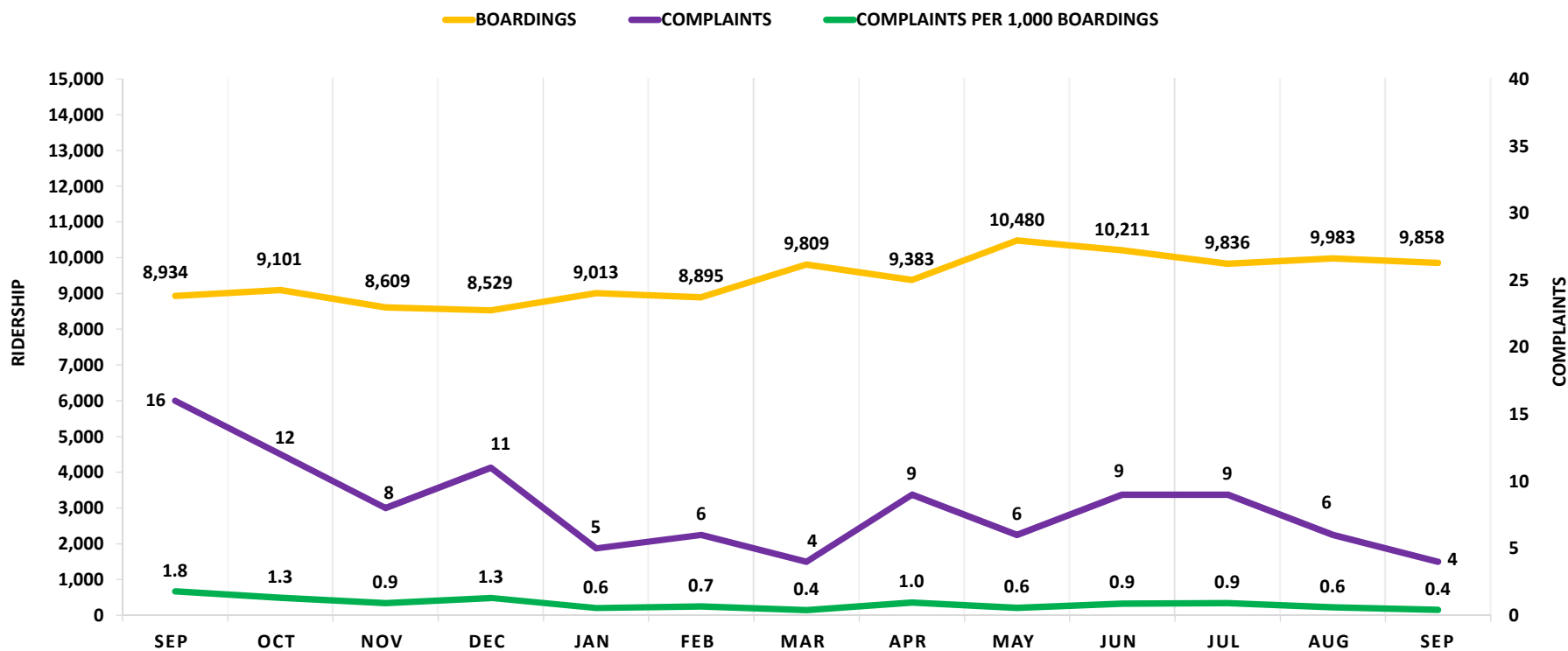
## Fixed Route Customer Complaints September 2022 to September 2023



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

For the month of September, 99.99% of our total boardings did not receive a complaint.

## Paratransit Customer Complaints September 2022 to September 2023

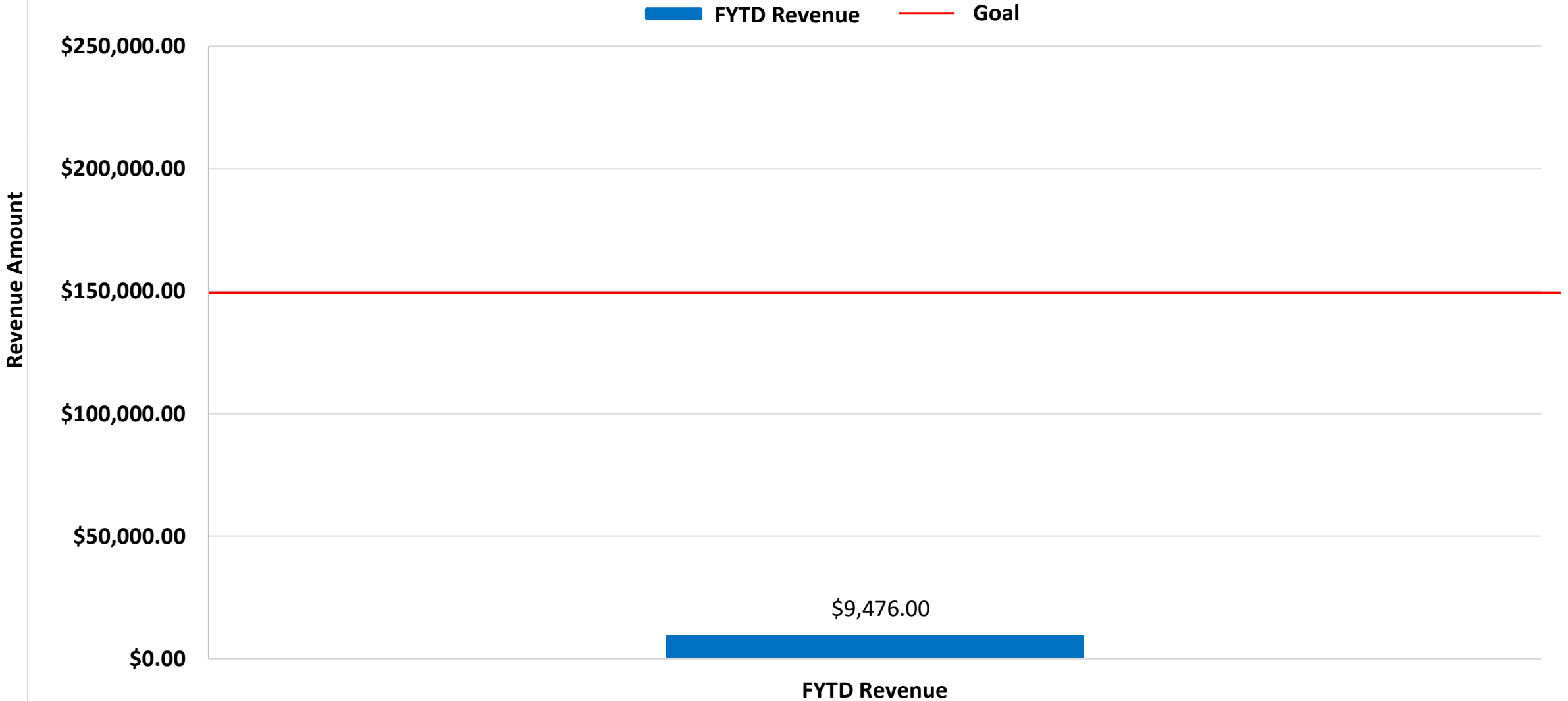


This chart represents the total number of boardings and valid complaints, as well as the number of valid complaints per 1,000 boardings for the paratransit service.

For the month of September, 99.96% of our total boardings did not receive a complaint.



# Advertising Revenue FYTD Revenue vs. Yearly Goal August 2023

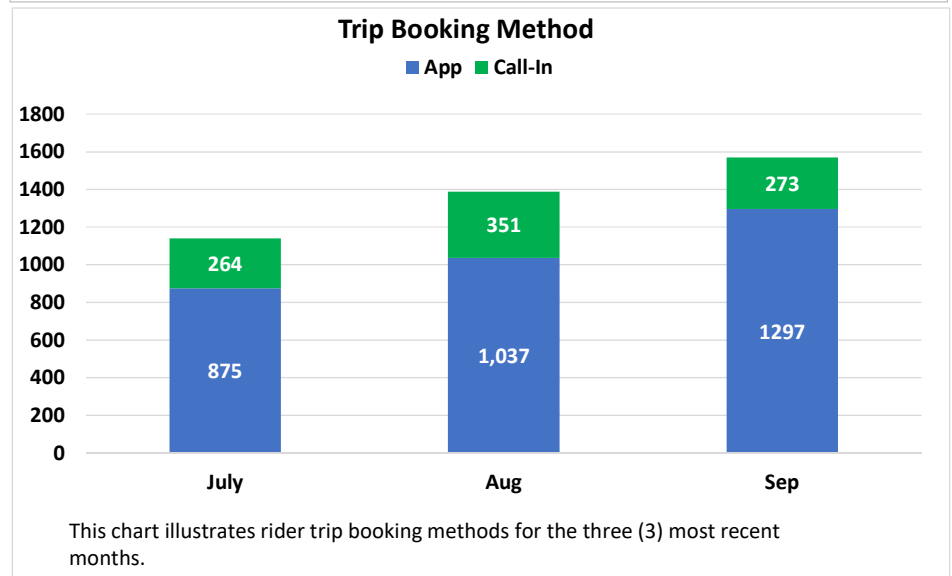
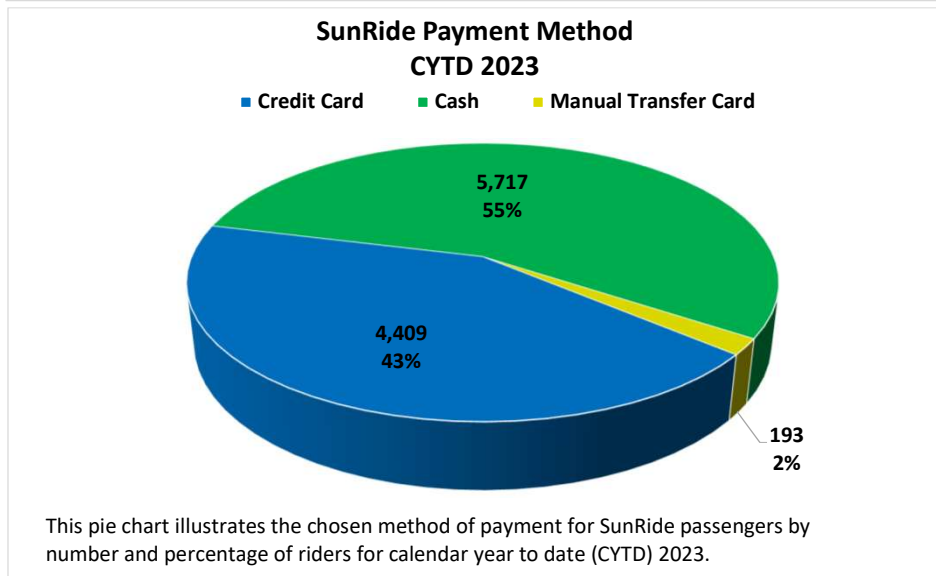
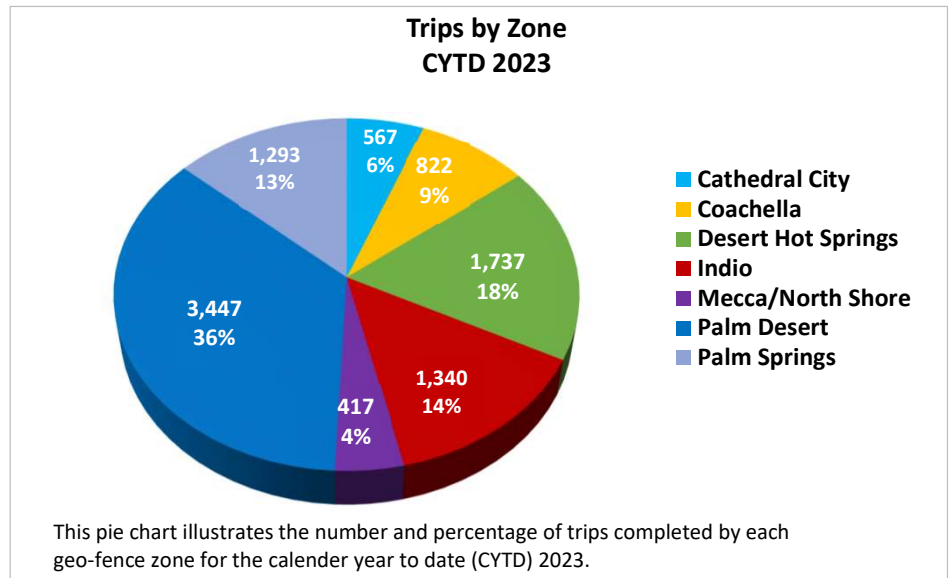
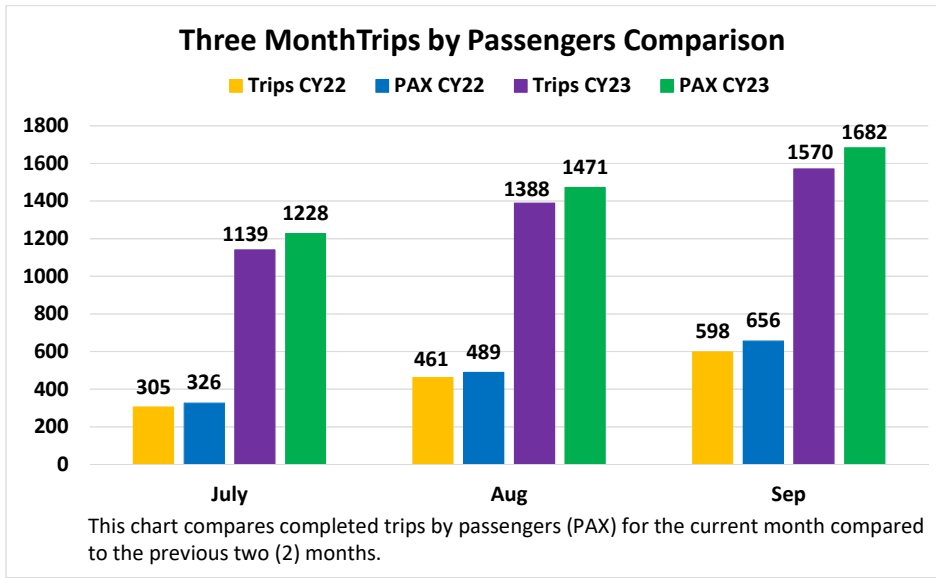


Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. The graph tracks FYTD revenue versus our yearly goal. The yearly goal for FY24 is \$150,000 (*advertising revenues follow Finance Department reporting from the previous two (2) months*).

## SunRide System-Wide Metrics CYTD 2023

**Total Completed Trips: 9,623**

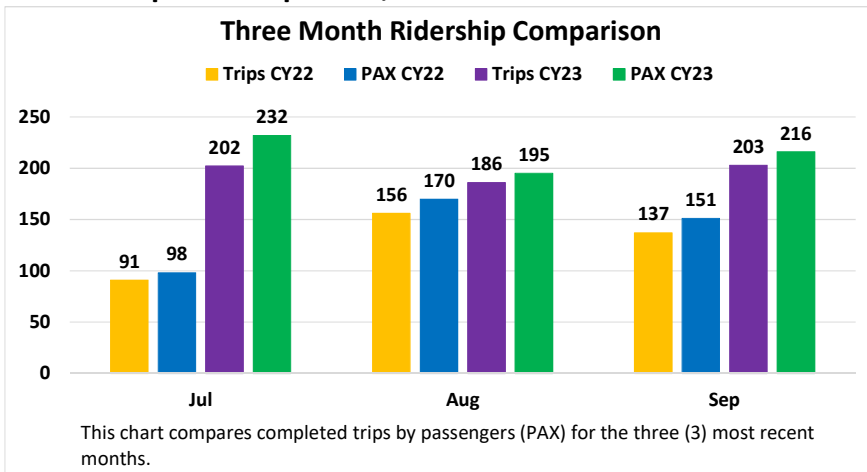
**Total Number of Passengers: 10,319**



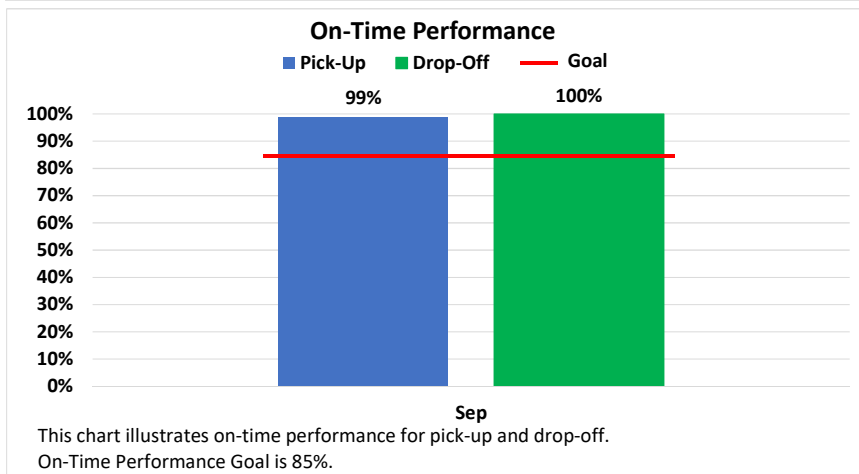
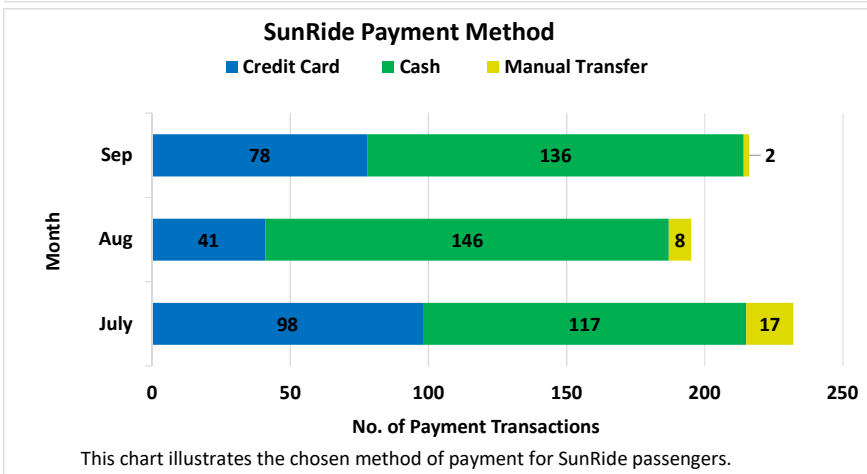
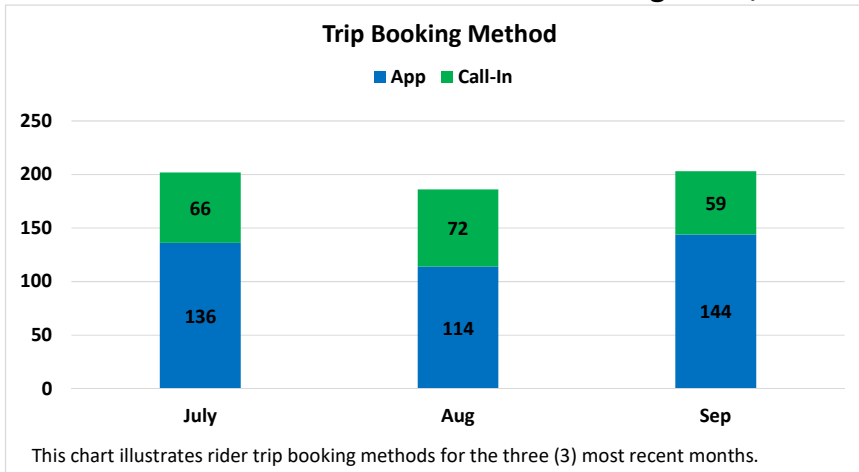
Percentage of Trips System-wide as Ridesharing: 17%.

## Desert Hot Springs/Desert Edge Geo-Fence Metrics CYTD 2023

**Total Completed Trips: 1,737**



**Total Number of Passengers: 1,916**



Percentage of Trips as Ridesharing: 13%.

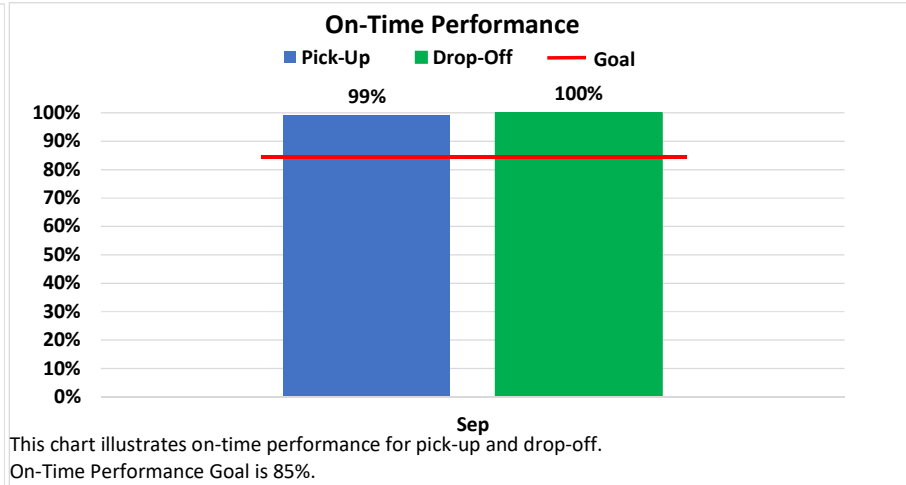
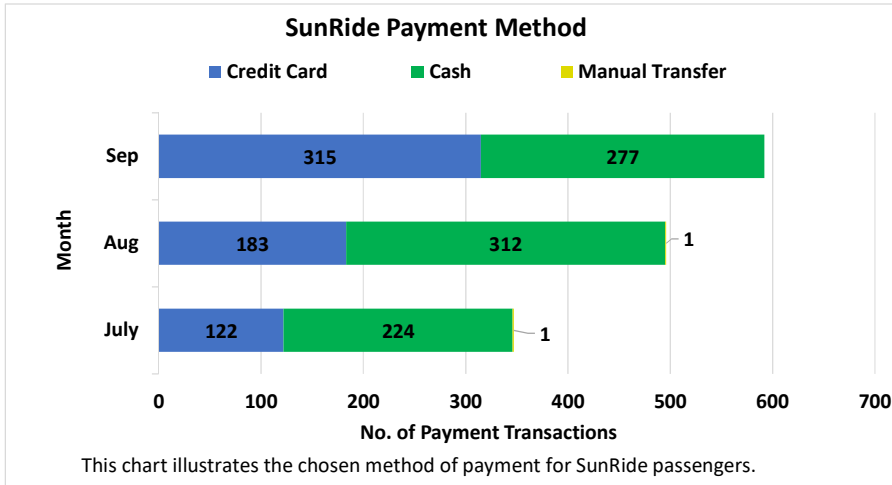
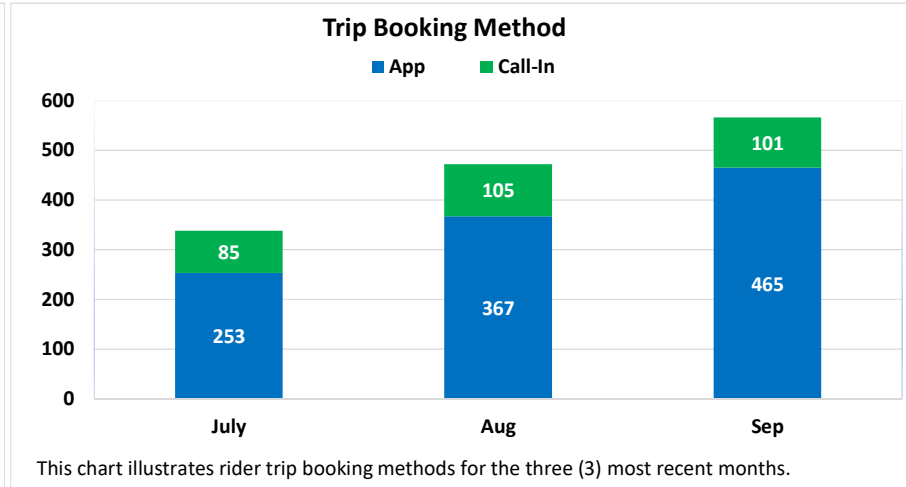
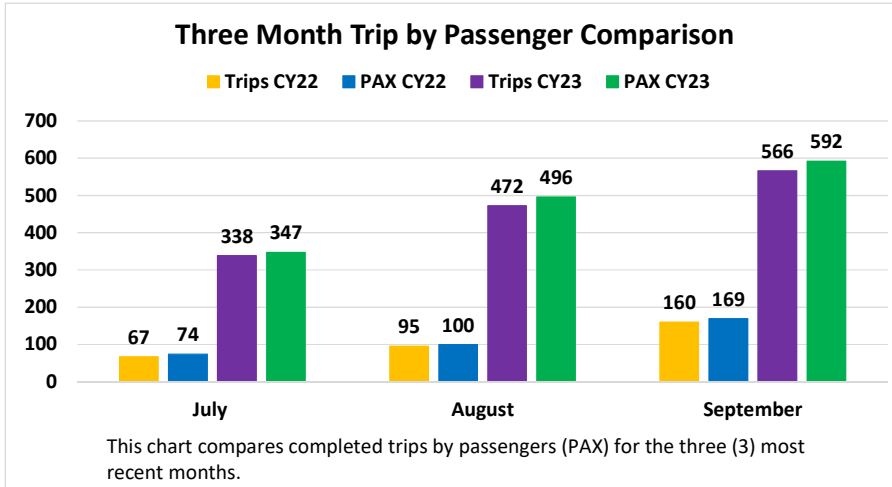
**Customer Satisfaction Rating**  
Avg. rider trip rating 4.9  
Goal: 4.5



## Palm Desert Geo-Fence Metrics CYTD 2023

**Total Completed Trips: 3,447**

**Total Number of Passengers: 3,598**



Percentage of Trips as Ridesharing: 42%.

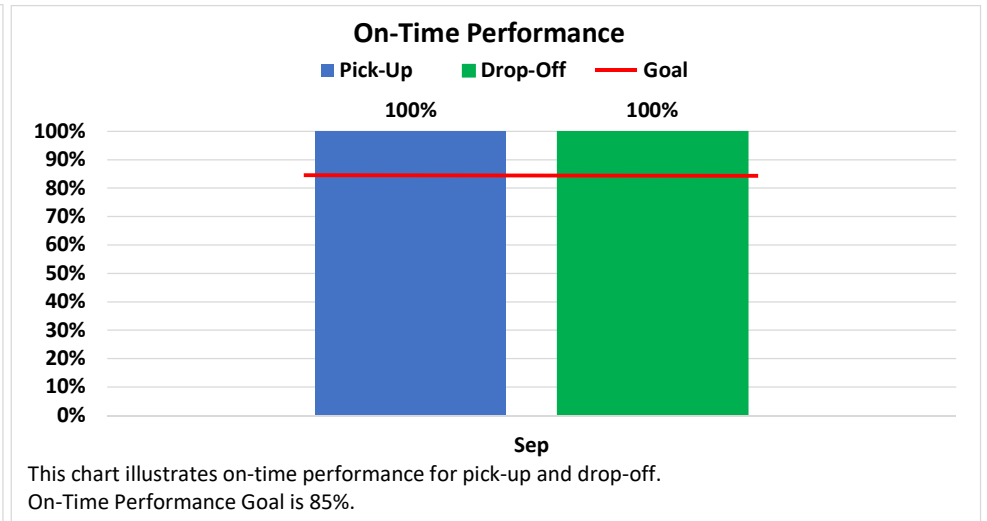
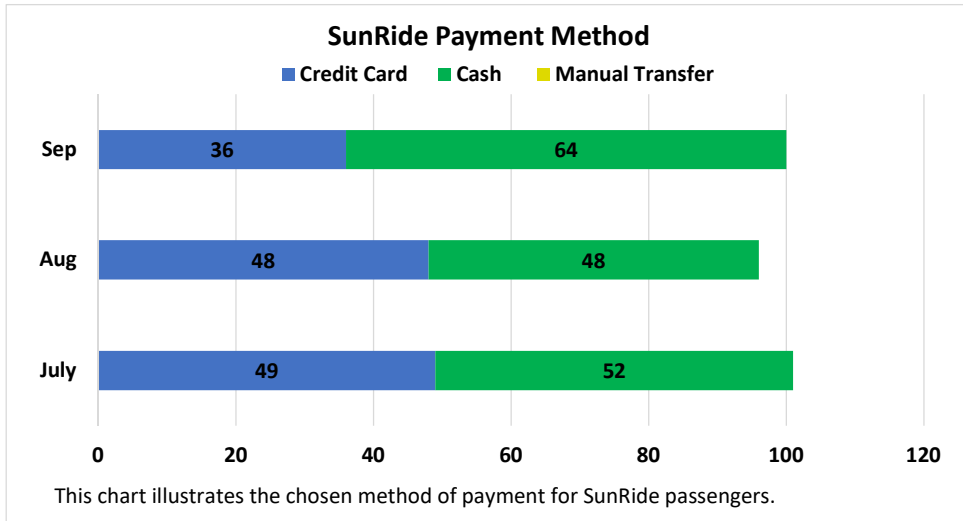
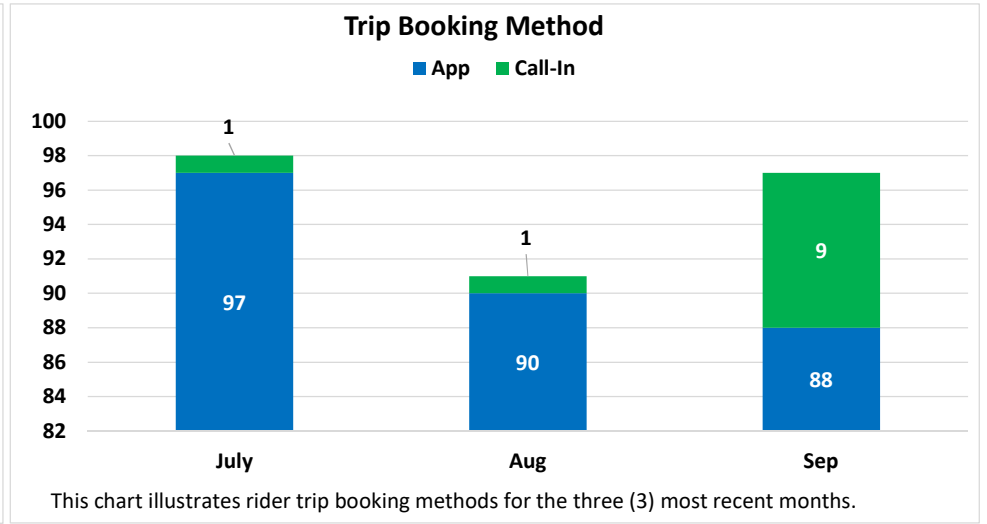
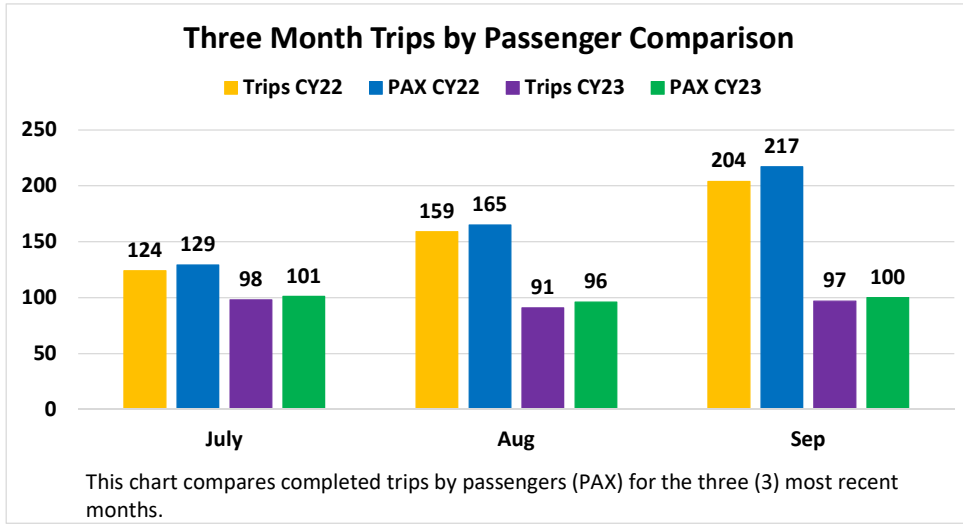
**Customer Satisfaction Rating**  
Avg. rider trip rating: 4.9  
Goal: 4.5



## Coachella Geo-Fence Metrics CYTD 2023

**Total Completed Trips: 822**

**Total Number of Passengers: 876**



Percentage of Trips as Ridesharing: Eight (8) percent.

**Customer Satisfaction Rating**  
Avg. rider trip rating: 4.7  
Goal: 4.5

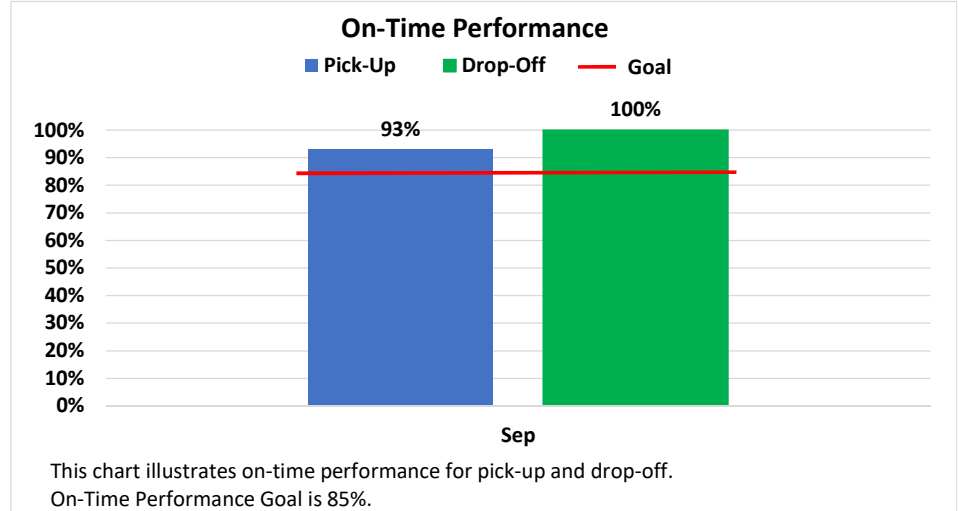
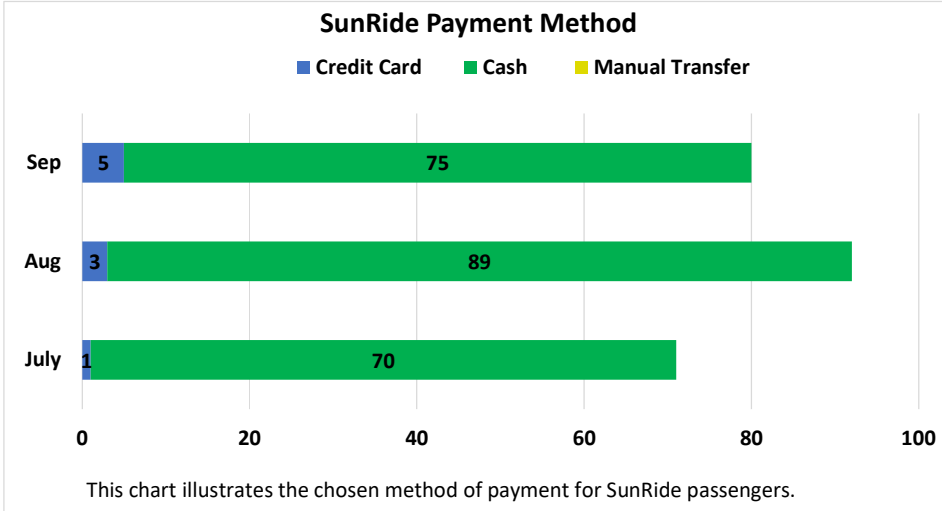
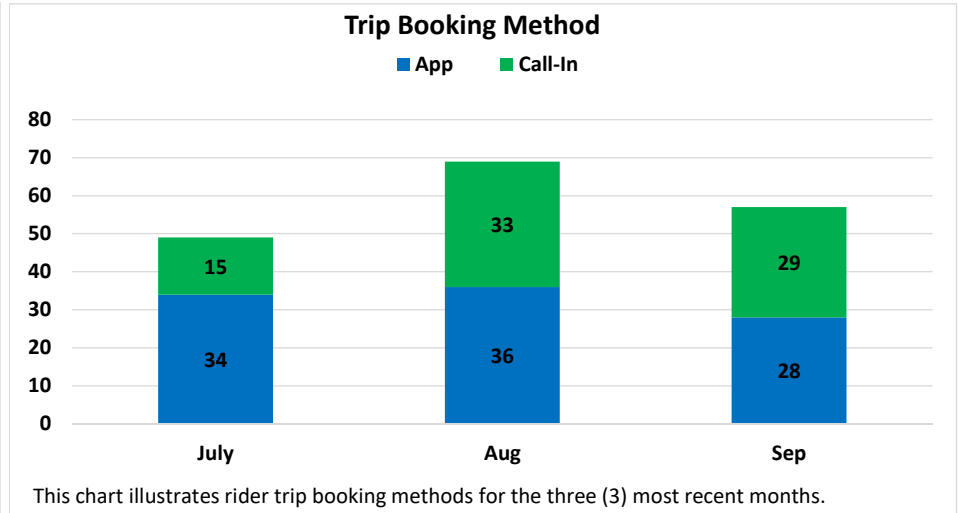
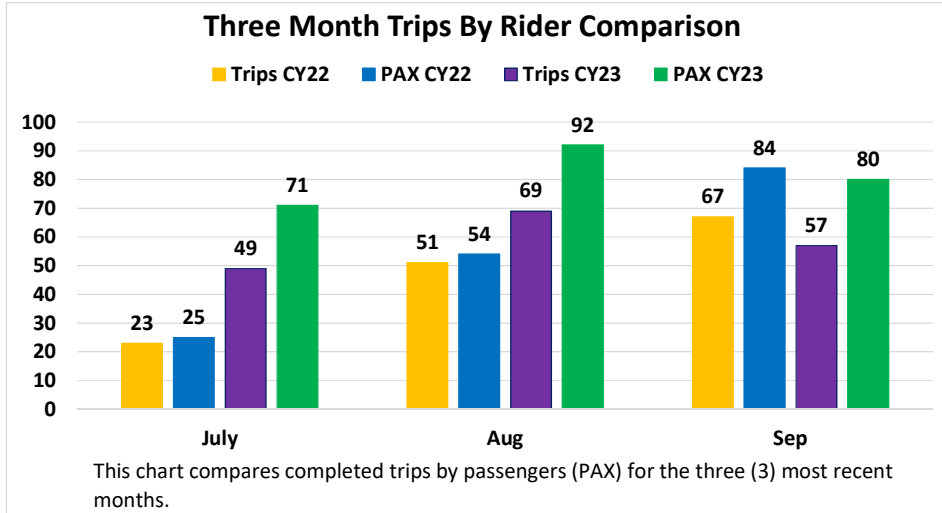


**EXCEEDS GOAL!**

## Mecca/North Shore Geo-Fence Metrics CYTD 2023

**Total Completed Trips: 417**

**Total Number of Passengers: 517**



Percentage of Trips as Ridesharing: Seven (7) percent.

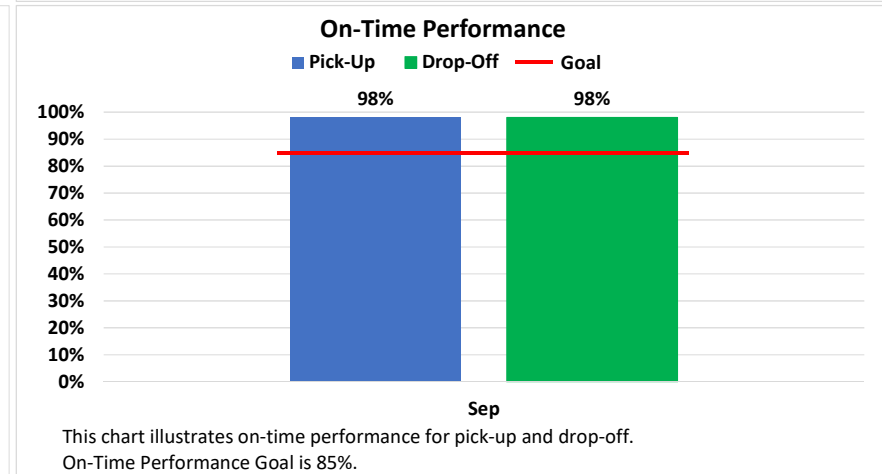
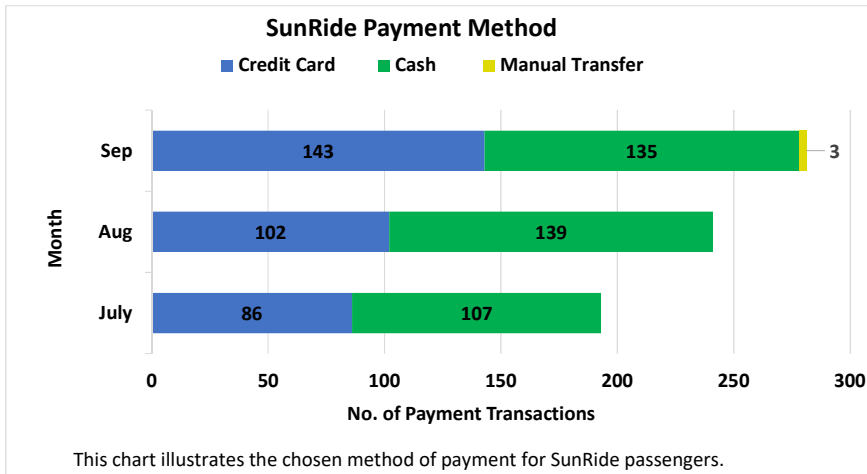
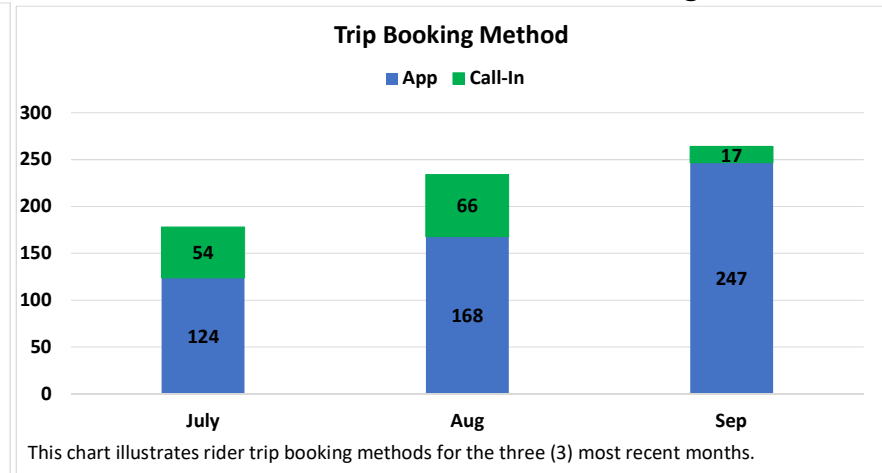
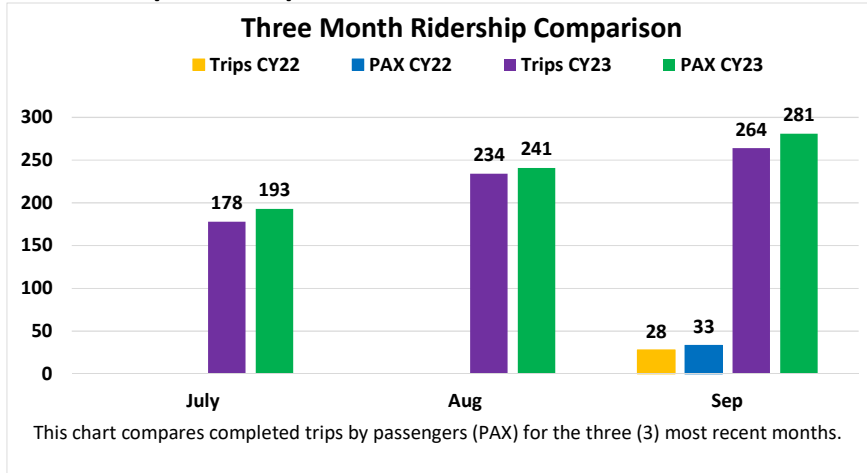
**Customer Satisfaction Rating**  
Avg. rider trip rating: 4.3  
Goal: 4.5



## Indio Geo-Fence Metrics CYTD 2023

**Total Completed Trips: 1,340**

**Total Number of Passengers: 1,425**



Percentage of Trips as Ridesharing: 21%.

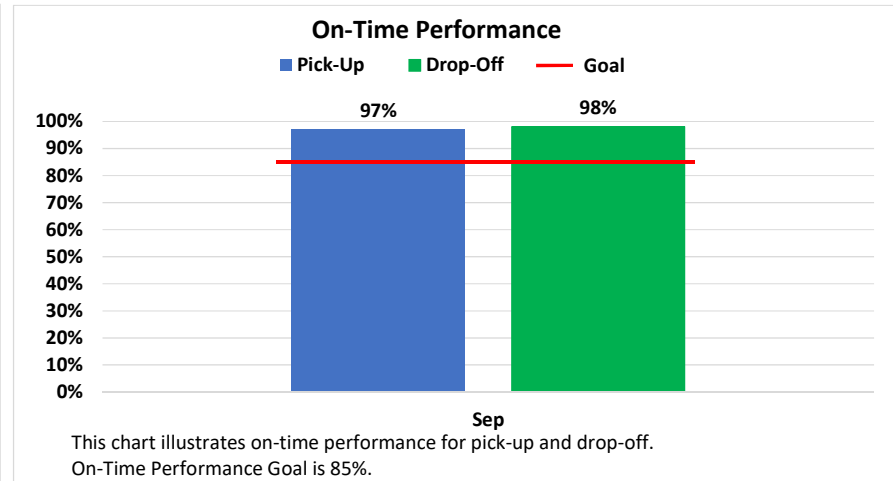
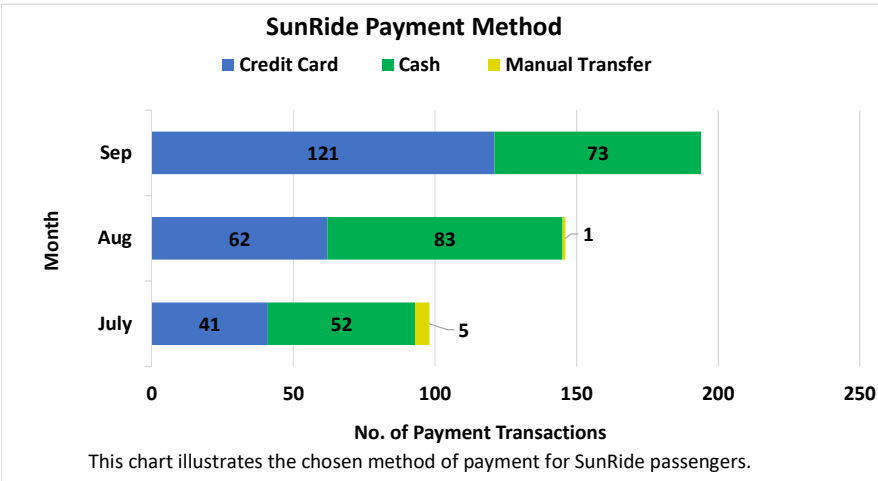
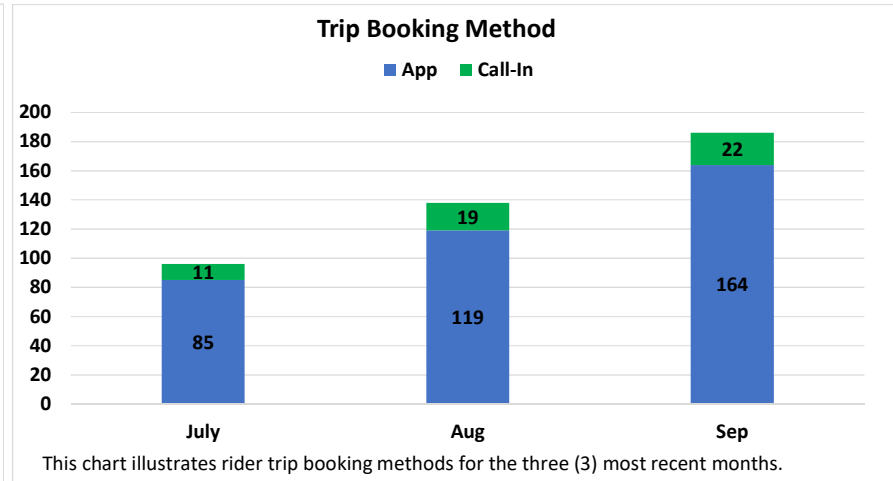
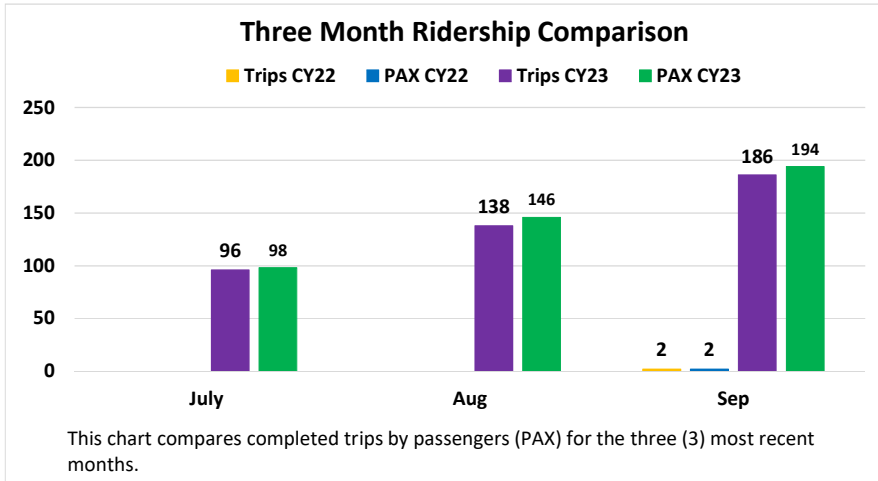
**Customer Satisfaction Rating**  
Avg. rider trip rating 5.0  
Goal: 4.5



## Cathedral City Geo-Fence Metrics CYTD 2023

**Total Completed Trips: 567**

**Total Number of Passengers: 589**



Percentage of Trips as Ridesharing: 13%.

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

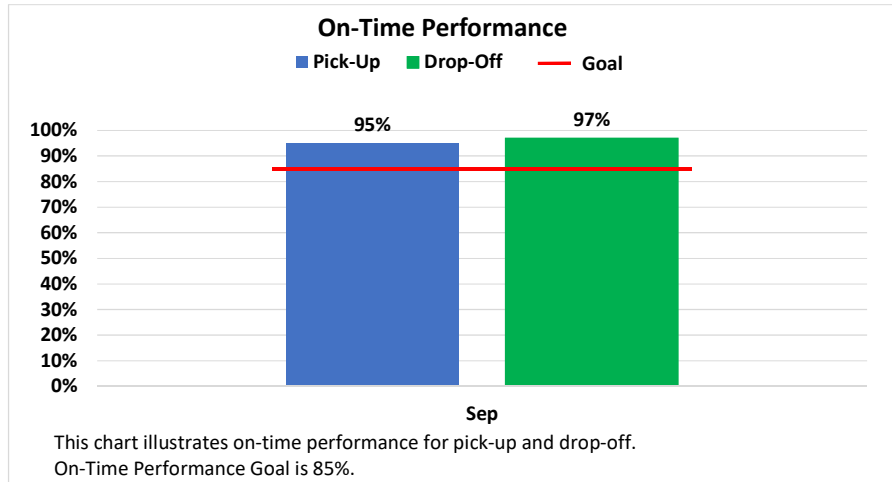
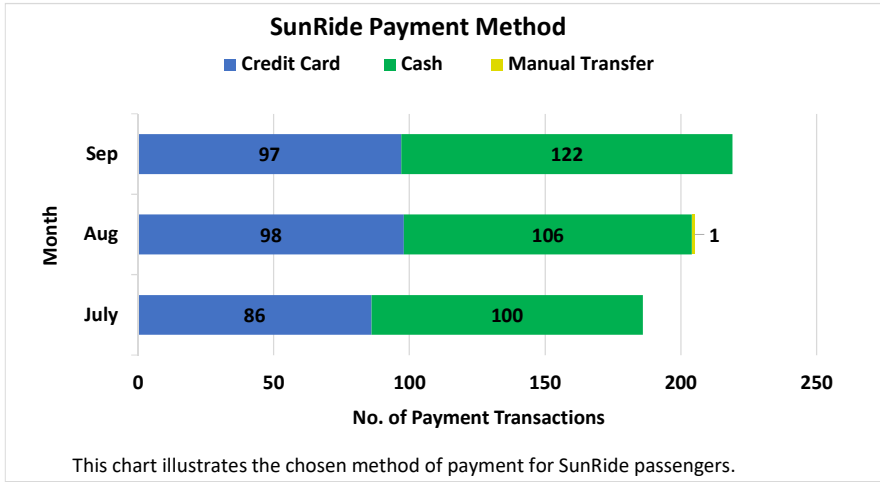
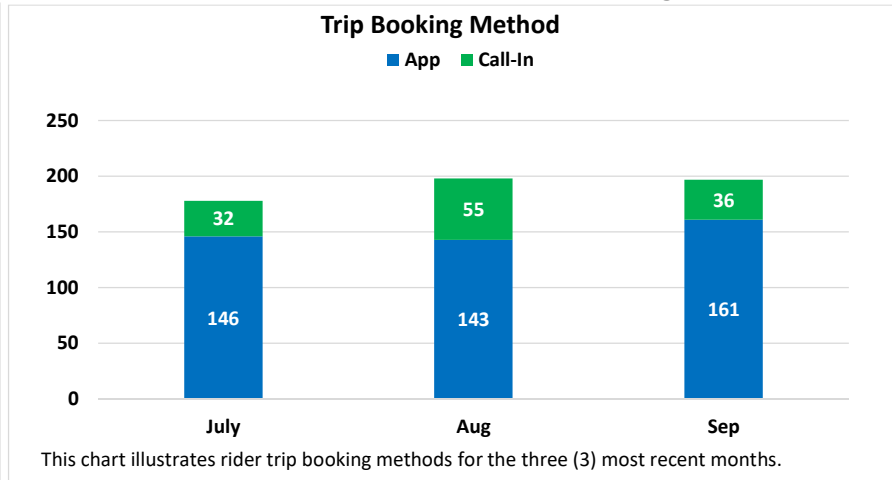
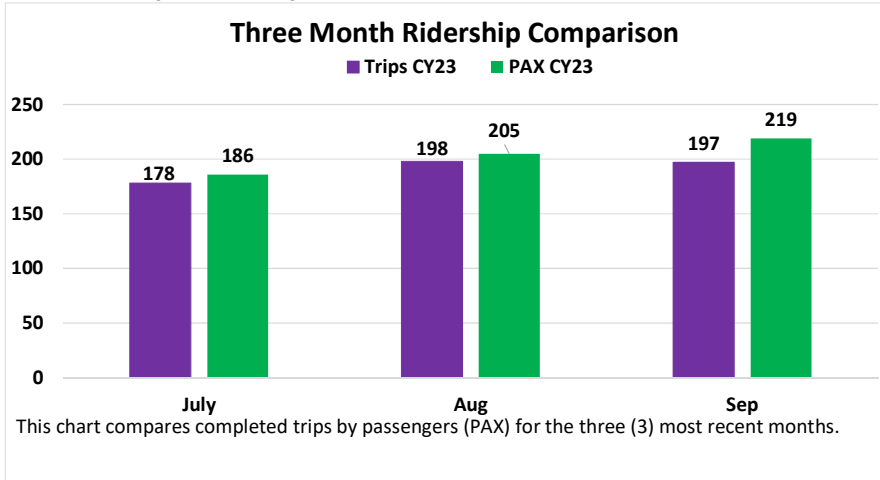




## Palm Springs Geo-Fence Metrics CYTD 2023

**Total Completed Trips: 1,293**

**Total Number of Passengers: 1,398**

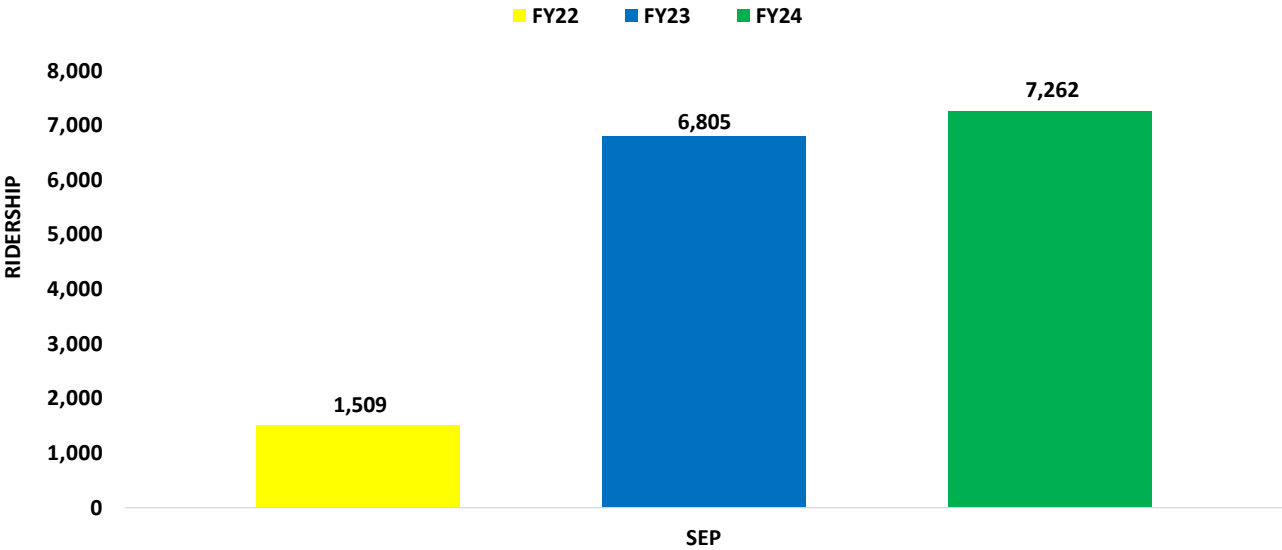


Percentage of Trips as Ridesharing: Sixteen (16) percent.

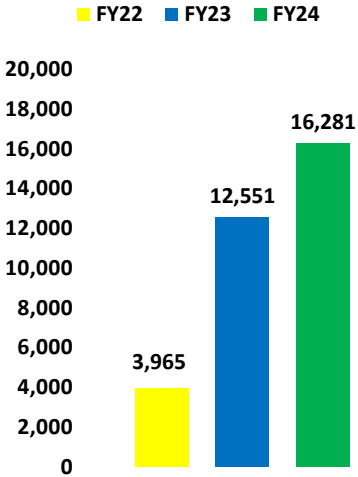
**Customer Satisfaction Rating**  
Avg. rider trip rating 4.9  
Goal: 4.5



### Haul Pass COD Ridership - September 2023

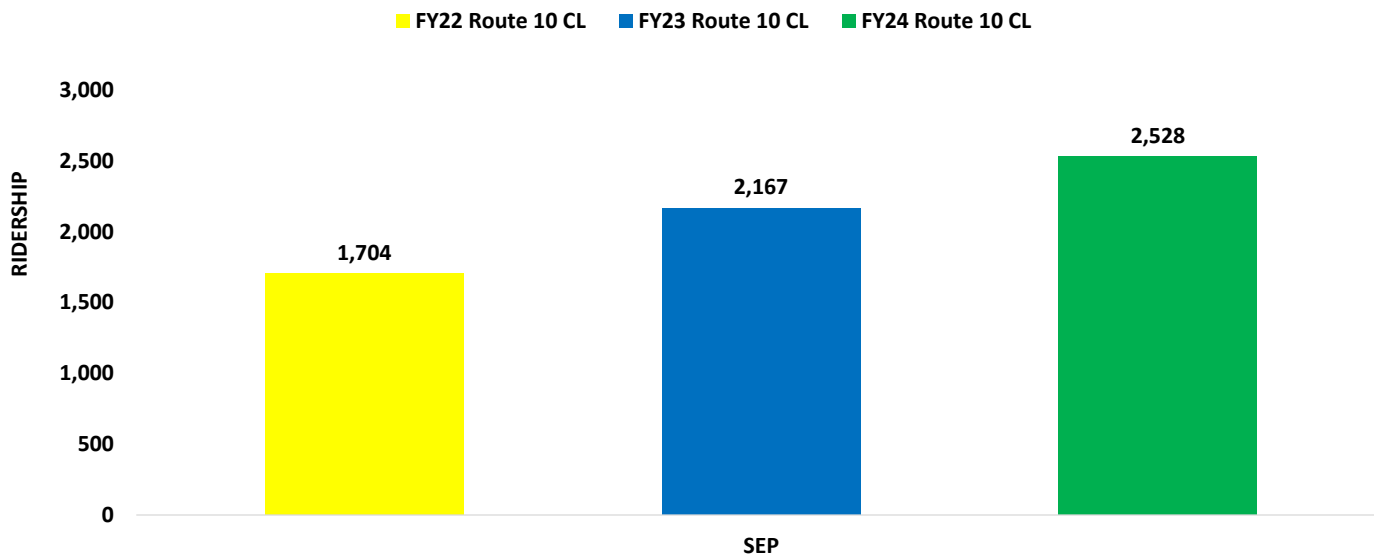


### COD Fixed Route Ridership Year to Date

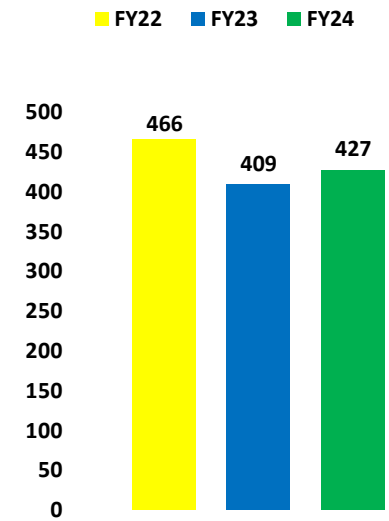


The Haul Pass program was introduced in August 2018. This chart represents monthly ridership on the Haul Pass COD. Haul Pass COD contributed with 7,262 rides from 480 unique riders.

### Haul Pass CSUSB Ridership - September 2023



### CSUSB Fixed Route Ridership Total

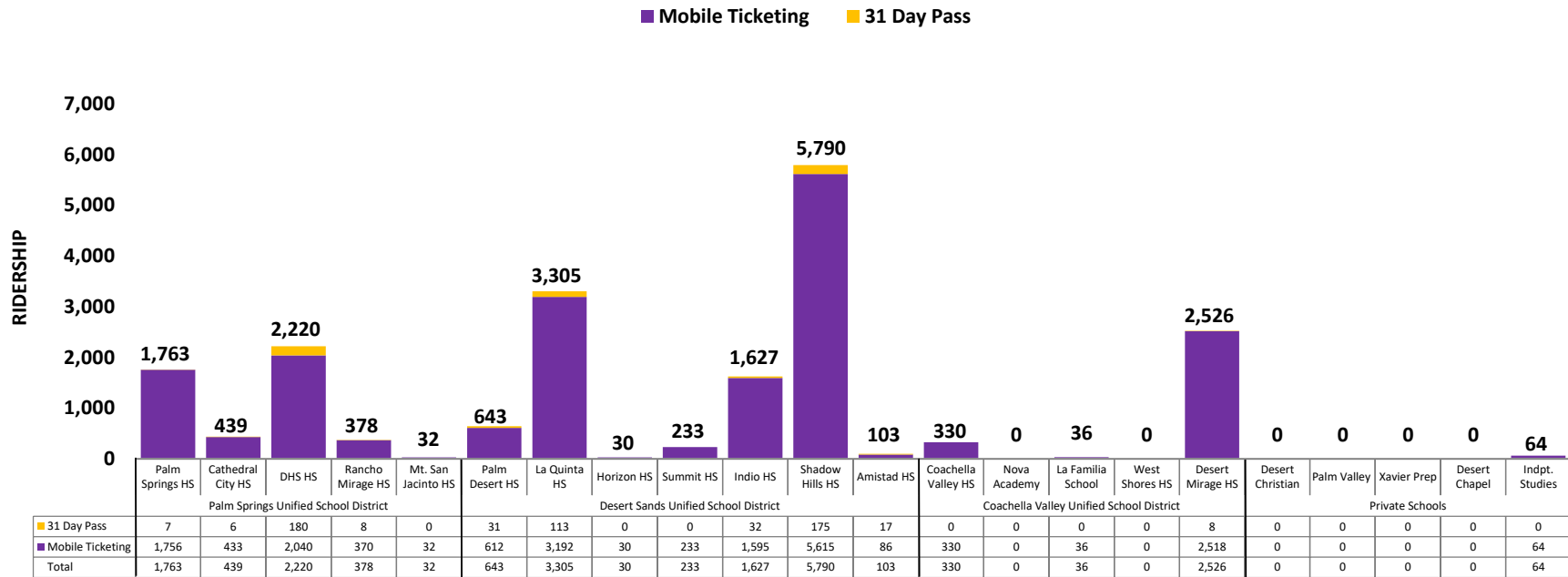


The Haul Pass CSUSB program was introduced in September 2019.

This chart represents monthly ridership on the Haul Pass CSUSB.

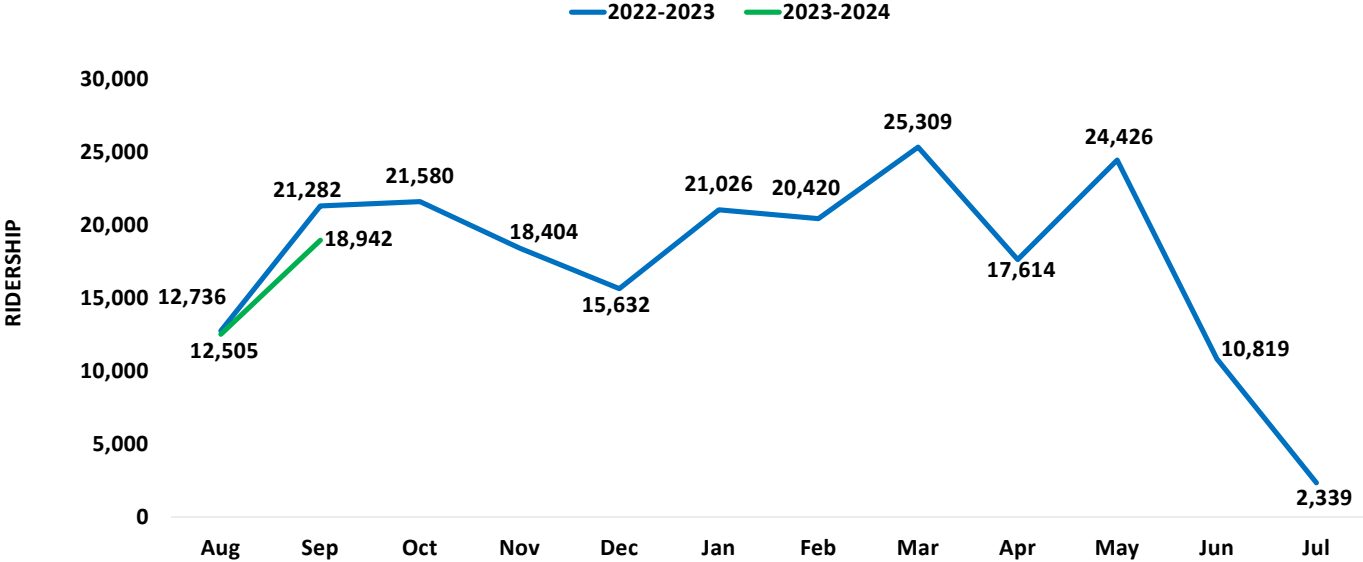
CSUSB contributed 2,767 rides from 263 unique users. From that total, 2,528 rides were used on Route 10 and 239 rides on the fixed route system.

## High School Haul Pass - September 2023

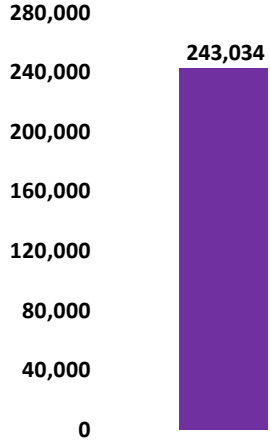


The High School Haul Pass program was introduced in September 2021. This chart represents a monthly combination of Mobile Ticketing and 31 Day Pass ridership by school for the High School Haul Pass. The total active users as of September 2023 are 3,570 using the High School Haul Pass.

### High School Haul Pass - Year to Date

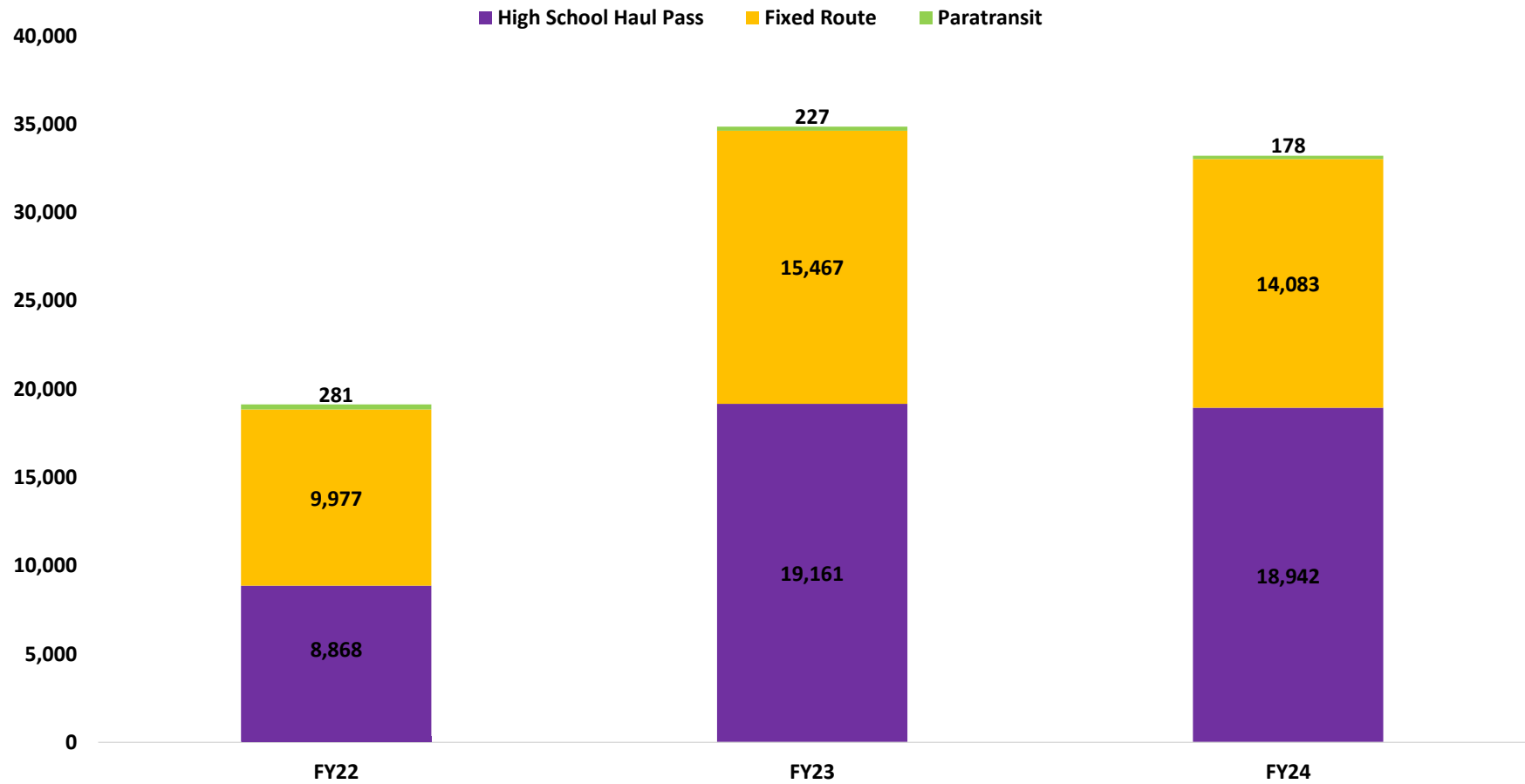


### High School Haul Pass Ridership Total



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

## Mobile Ticketing Usage - September 2023



This chart represents all monthly mobile ticketing usage by category based on the Token Transit app data. The total for September 2023 includes the following passes used through Token Transit: High School Haul Pass, Fixed Route, Paratransit. A total of 2,003 unique users used mobile ticketing in the month of September 2023. Unique users made a total of 33,203 rides.

**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: October 25, 2023

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Quarterly Capital Projects Update for 3<sup>rd</sup> Quarter Calendar Year 2023

Summary:

The capital projects update summarizes the quarterly status of the large capital projects that are active. The list summarizes all funding identified for capital projects that have been programmed over multiple fiscal years. This report has changed over previous quarterly reports and is more inclusive of the Agency's entire capital funding.

Recommendation:

Receive and file.

Project	Project Description	Project Status	Total Project Funding Balance
<b>Vehicles &amp; Vehicle Improvements</b>			<b>\$ 37,831,037</b>
Purchase of Hydrogen Fuel Cell Bus (7)	Purchase of replacement fixed route vehicles to replace buses that have exceeded their useful life of 12 years of 500,000 miles.	Project for eight (8) total buses approved by the Board of Directors at the June 2023 board meeting. Project split by into two line items to differentiate between AQMD funding and other funding.	\$ 9,743,001
Purchase of Battery Electric Buses (6)	Purchase of replacement fixed route vehicles to replace buses that have exceeded their useful life of 12 years of 500,000 miles. The competitive funding for the buses and included electrical chargers were awarded to the agency as part of a competitive Low Now funding application.	Project not started.	7,421,443
Purchase of Hydrogen Fuel Cell Bus (1)	Purchase of replacement fixed route vehicles to replace buses that have exceeded their useful life of 12 years of 500,000 miles.	Project for eight (8) total buses approved by the Board of Directors at the June 2023 board meeting. Project split by into two line items to differentiate between AQMD funding and other funding.	1,391,356
Purchase of Fuel Cell Bus (1)	Purchase of replacement fixed route vehicle to replace buses that have exceeded their useful life of 12 years of 500,000 miles.	Project not started. All fixed route vehicle replacement funding to be collated after execution of agreement for the most recent purchase of eight (8) fuel cell buses to determine new vehicle purchase needs.	768,000
Purchase of Fuel Cell Bus (1)	Purchase of replacement fixed route vehicle to replace buses that have exceeded their useful life of 12 years of 500,000 miles.	Project not started. All fixed route vehicle replacement funding to be collated after execution of agreement for the most recent purchase of eight (8) fuel cell buses to determine new vehicle purchase needs.	649,088
Replacement of Fixed Route Bus (CNG)	Purchase of replacement fixed route vehicle to replace buses that have exceeded their useful life of 12 years of 500,000 miles.	Remaining funds from previous project. All fixed route vehicle replacement funding to be collated after execution of agreement for the most recent purchase of eight (8) fuel cell buses to determine new vehicle purchase needs. Excess funds due to utilization of voucher funds and VW Mitigation funding which provide additional funds and reduce the vehicle cost to the Agency.	450,304
Expansion Fixed Route Bus (Fuel Cell)	Purchase of expansion fixed route vehicle.	Remaining funds from previous project. Fixed route vehicle funding to be collated after execution of agreement for the most recent purchase of eight (8) fuel cell buses to determine new vehicle purchase needs. Excess funds due to utilization of voucher funds and VW Mitigation funding which provide additional funds and reduce the vehicle cost to the Agency. Funds will be reviewed and modified to replacement vehicle	382,147
Expansion Fixed Route Bus (Motor Coach)	This project will allow the purchase of one (1) additional MCI bus to meet the needs of the Agency.	The vehicle has been delivered. The project team will begin the process to close this project.	45,857
<b>Sub-total Fixed Route Vehicles</b>			<b>20,851,196</b>
Purchase of Paratransit Vehicles (15)	This project will allow the replacement of fifteen paratransit vehicles that have met their useful life.	Project not started.	3,600,000
Purchase of Paratransit Vehicles (10)	This project will allow the replacement of ten (10) paratransit vehicles that have met their useful life.	Board approved the purchase at the July 2023 board meeting. Staff is working on executing the agreement.	2,322,092
<b>Sub-total Demand Response Vehicles</b>			<b>5,922,092</b>
Micro Transit Expansion (4)	This project will allow the procurement of two (2) micro transit Chrysler Voyager vehicles that are ADA accessible.	One (1) vehicle has been received and is in service. The second vehicle is pending make-ready equipment to be installed. Vehicle is expected to be in service by the third quarter of 2023.	379,659
H2 Vehicle Demonstration	This project will support the make ready costs for the demonstration of four (4) 22-foot hydrogen fuel cell vehicles. Vehicles to be demonstrated in Agency service including the ability to assign to microtransit.	All four (4) vehicles have been delivered but are not yet ready to be placed into service.	99,000
<b>Sub-total Micro Transit Vehicles</b>			<b>478,659</b>
Purchase of Stops & Zones CNG Trucks (3)	Purchase of three (3) support trucks to replace the current vehicles that have met their useful life.	Procurement released the purchase order to the vendor on May 2023. Project team is expecting to receive all three (3) support trucks by the fourth quarter of 2023.	209,949



Project	Project Description	Project Status	Total Project Funding Balance
Purchase of Shop Service CNG Vehicle (1)	This project is for the purchase of a shop service vehicle to support the Maintenance and Transportation departments.	Due to the lead time in manufacturing and upfitting the vehicle to CNG, the vehicle is expected to be delivered by the end of the fourth quarter of 2023.	159,400
Purchase of Administrative Vehicles (2)	This project is for the purchase of two (2) support vehicles.	Staff is reviewing agency needs and modifying the scope to facilitate the purchase and meet requirements.	119,971
<b>Sub-total Support Vehicles</b>			<b>489,320</b>
CNG Bus Refurbishments (12)	Refurbishment of 12 CNG buses to extend their useful life. This will allow time to obtain zero emission replacement buses.	Project team is expecting to transport the first CNG bus to the vendor's site in the fourth quarter of calendar year 2023.	5,578,157
Bus Rehabilitation	This project allocates funding to ensure that the Agency's vehicles remain in a state of good repair.	Project not started.	505,853
<b>Sub-total Bus Rehabilitation</b>			<b>6,084,010</b>
Radio Replacements & ITS Phase 2	This project will allow the replacement of the current radio system and includes funding for a replacement ITS system for the fleet.	Project not started. This project will be initiated once the first phase of the radio project has been awarded and a determination of the estimated costs are finalized.	2,798,000
Radio Replacements Phase 1	This project will allow the replacement of the current radio system from analog to cellular services that will improve the day-to-day operational communications of SunLine's Transportation department.	Staff reviewed submittals from the initial solicitation and determined that the scope would be amended to increase competition and receive additional proposals. The original solicitation was cancelled and a revised solicitation was released in October 2023.	1,036,260
<b>Sub-total Radio Replacements</b>			<b>3,834,260</b>
Fare Collection Modernization (Study)	This project will allow the Agency to conduct a study of its fare collection mechanism and provide recommendations on new technology to replace the existing fareboxes.	Project not started.	100,000
H1 Vehicle Demonstration	This project will support the make ready costs for the demonstration of one (1) hydrogen fuel cell vehicle.	The vehicle is currently in production and are expected to be delivered in the fourth quarter of calendar year 2023.	71,500
<b>Sub-total Others</b>			<b>171,500</b>
<b>Facilities &amp; Stations</b>			<b>\$ 43,484,343</b>
Public Hydrogen Station Expansion	This project will allow the Agency to provide hydrogen to the public through 700 bar dispensers.	Project not started.	9,725,000
Liquid Hydrogen Refueling Infrastructure	The new liquid hydrogen station will include liquid storage, compression equipment, gaseous storage and dispensing, providing both additional capacity and resiliency for the existing fueling infrastructure. The new station will be capable of dispensing fuel at 350 and 700 bar.	In coordination with technical support consultants and the contractor, the project team is reviewing and developing the engineering drawings.	8,861,653
Liquid Hydrogen Trailer	The new liquid hydrogen station in Indio would allow the Agency to fuel hydrogen fuel cell buses on the East end of the Valley and provide an opportunity for the public to access hydrogen.	Project not started.	6,449,750
Center of Excellence	This project is for the construction of a facility to serve as a training center and maintenance bay for zero-emission vehicles.	Staff received bids and rejected all bids. Team is looking to satisfy requirements on the open market. Bids received were incomplete and were higher than what was originally anticipated by the project team.	3,504,789
Microgrid to Hydrogen	The microgrid will utilize power generated through solar panels to stored onsite in batteries. The project will reduce operating costs and provide for additional resiliency from green power.	Land has been purchased. The next step is the planning phase for the solar panels.	2,888,789
Coachella Transit Hub	This project is in conjunction with a grant awarded to SunLine as part of the Affordable Housing Sustainability Community Grant. SunLine, along with the City of Coachella, will construct sustainable transportation infrastructure to provide transportation related amenities.	Procurement process has been completed for the construction of the project. Staff is working with the City of Coachella on the ground lease agreement of the property where the transit hub will be constructed.	2,115,537
Indio CNG Station Upgrade	The project will upgrade the existing equipment and CNG station in Indio.	Project not started.	2,000,000

Project	Project Description	Project Status	Total Project Funding Balance
Electrolyzer	This project deployed five (5) new 40-foot fuel cell electric buses along with the upgrade of SunLine's existing hydrogen refueling station with a new electrolyzer.	All five (5) buses and fueling station are in service. The third amendment was executed in June 2023. The project team, in coordination with Nel, are working on the site acceptance test. The commissioning is expected to be completed by the end of December 2023.	1,057,490
Bus Stop Improvements	Bus stop improvements funds are utilized to replace and install new amenities in locations that meet the Agency's ridership and equity standards.	Project ongoing.	1,049,444
Operator's Training Ground	The project will allow the Agency to begin the initial stages of the plan to utilize its existing land to develop an area where operators can be trained on how to maneuver buses in a safe location.	Project not started.	1,000,000
Asphalt & Concrete Upgrade	The project will allow the Agency to maintain the asphalt and concrete at its Thousand Palms division in a state of good repair.	Project not started.	1,000,000
Design & Construction of New Storage Building	This project would allow the Agency to construct a new pre-fabricated building for the Facility Maintenance staff.	Project not started.	880,000
Facility Maintenance Upgrade	This project will support the purchase of equipment and facility improvements.	Ongoing.	591,553
SoCal Gas Demonstration Project	SunLine, in partnership with the Southern California Gas Company, will install, test, monitor, and demonstrate a Steam Methane Reformer (SMR) in various operating conditions at SunLine's Thousand Palms facility.	Commissioning phase and equipment integration is anticipated to be completed in the fourth quarter of 2023.	520,291
Automatic Transfer Switch (ATS) T-1 & T-2	This project will upgrade the existing connection to the maintenance building by converting it to an automatic transfer switch and will connect the operations building to the backup generator.	The project was approved by the Board of Directors in September 2023 and the solicitation will be released in October 2023.	350,000
Upgrade Gate and Guard Shack	This project will make upgrades to the existing entrance and guard shack at the main entrance to the Thousand Palms facility.	Project not started.	277,150
Facility Improvements	This project will support the purchase of facility improvements.	Ongoing.	244,000
Maintenance Facility Modernization (Study)	The project would assist the Agency conduct a study for future plans for the maintenance facility.	Project not started.	200,000
Repair of Division 1 Maintenance Roof	The project will allow the Agency to make repairs to the roof in the maintenance shop at its Thousand Palms division.	Project not started.	200,000
Indio Facilities Improvements	The project would allow the Agency to make improvement and repairs to the Indio division property.	Project not started.	162,561
Thousand Palms Facilities Improvements	This project will support the purchase of facility improvements.	Ongoing.	102,572
Upgrade Division 1 Fence	This project will allow the Agency to make upgrades to the fence surround the property at the Thousand Palms division.	Project not started.	100,000
Replace Vehicle Lift Equipment	This project will allow the Agency to repair existing lifts by replacing vital components.	Project is expected to be completed by the end of calendar year 2023.	98,000
Perimeter Lighting Division 1	Installation of perimeter lighting to enhance the safety and security of the Thousand Palms facility.	Project not started.	80,000
Operations Facility Replacement	Build and construction of an operations facility.	Project completed.	25,764
<b>Equipment</b>			<b>\$ 1,965,900</b>
Bus Chargers	Purchase of bus chargers to support the purchase for six (6) new electric buses. The competitive funding for the buses and included electrical chargers were awarded to the agency as part of a competitive Low Now funding application.	Project not started.	1,322,520
Tools & Equipment	This project will support the purchase of equipment needed in the maintenance department.	Project not started.	322,000
Miscellaneous Equipment	The project will allow the replacement of existing assets once they have met their useful life.	Project not started.	300,000
Boardroom Equipment Upgrade	This project funds the purchase of equipment and software necessary to upgrade and facilitate board meetings.	Project is ongoing.	21,380

Project	Project Description	Project Status	Total Project Funding Balance
<b>Systems</b>			<b>\$ 2,871,582</b>
Project Management & Administration	This project allows the Agency to capitalize project management costs from third party contractors. Funding will be used when individual project costs do not allow for project management or do not have the budget to support project management.	Project is ongoing.	650,000
Software Expansion	This project would facilitate the Agency's need for software upgrades across its operations.	Project not started.	600,000
Information & Technology	The project focuses on the purchase of information technology equipment such as servers, switches and battery backup systems, desktop replacements.	Project is ongoing.	553,050
Transit Asset Management	This project will allow the purchase of an asset management tool for the Maintenance Department.	Team is actively working with vendor to launch the software. Software is expected to be implemented by the fourth quarter of 2023.	382,107
Access Control Surveillance	This project will allow the procurement and installation of new access control systems around the Agency.	Work has begun and the project is anticipated to be closed by the end of calendar year 2023.	250,000
Safety Projects	This project will be allow the Agency to improve overall safety of its facilities by enhancing the perimeter fence, gates and surveillance.	Project not started.	200,000
Real Time Surveillance System	This project is to add real time video surveillance to all Agency support vehicles.	Project not started.	90,000
Timekeeping Software Integration	This project is to replace an existing timekeeping interface between two software systems within the Agency.	The project has completed the testing phase and will be implemented in November 2023.	86,425
Safety Enhancements	This project will be allow the Agency to improve overall safety of its facilities by enhancing the perimeter fence, gates and surveillance.	Project not started.	60,000
<b>Grand Total</b>			<b>\$ 105,068,381</b>
<b>Funding Summary</b>			
Direct Federal Grants			\$ 53,552,284
State Transit Assistance (STA)			24,595,044
Local Transportation Fund (LTF)			3,032,516
State of Good Repair (SB1 SGR)			5,456,285
Others (AHSC, CEC, LCTOP, AQIP,5339 - Caltrans)			17,218,754
Internal			1,213,500
			<b>\$ 105,068,381</b>

**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: October 25, 2023

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Board Member Attendance for September 2023

Summary:

The attached report summarizes the Board of Directors' attendance for fiscal year to date September 2023.

Recommendation:

Receive and file.

FY 23/24	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										10	2
Palm Desert	X		X										10	2
Palm Springs	X		X										10	2
Cathedral City	X		X										10	2
Rancho Mirage	X		X										10	2
Indian Wells	X		X										10	2
La Quinta	X		X										10	2
Indio	X		X										10	2
Coachella	X		X										10	2
County of Riverside	X		X										10	2

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

**DARK –**

**SunLine Services Group**

**CONSENT CALENDAR**

DATE: October 25, 2023

**RECEIVE & FILE**

TO: Taxi Committee  
Board of Directors

RE: Checks \$1,000 and Over Report for August 2023

Summary:

This report lists all of the checks processed at the Agency with a value of over \$1,000 for a given month.

Recommendation:

Receive and file.

**SunLine Regulatory Administration  
Checks \$1,000 and Over  
August 2023**

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
SUNLINE TRANSIT AGENCY	Overhead Allocations Aug 2023	91229	08/23/2023	5,743.42
SUNLINE TRANSIT AGENCY	Payroll Liabilities 08/04/2023	91224	08/09/2023	2,420.97
SUNLINE TRANSIT AGENCY	Payroll Liabilities 08/18/2023	91228	08/23/2023	2,420.97
<b>Total Checks Over \$1,000</b>	\$10,585.36			
<b>Total Checks Under \$1,000</b>	\$1,234.20			
<b>Total Checks</b>	\$11,819.56			

**SunLine Services Group****CONSENT CALENDAR**

DATE: October 25, 2023

**RECEIVE & FILE**TO: Taxi Committee  
Board of Directors

RE: Monthly Budget Variance Report for August 2023

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as fiscal year to date (FYTD) values. The budgetary figures are represented as a straight line budget. Accordingly, the current monthly budget values are calculated by taking 1/12<sup>th</sup> of the annual budget. The FYTD budget value for the month of August 2023 are equal to 2/12<sup>ths</sup> of the yearly budget.

## Year to Date Summary

- As of August 31, 2023, the organization's revenues are \$852.49 or 2.59% below the FYTD budget.
- As of August 31, 2023, expenditures are \$5,306.76 or 16.11% below the FYTD budget.
- The net FYTD operating gain (loss) after expenses is \$4,454.

Recommendation:

Receive and file.



SunLine Regulatory Administration  
Budget Variance Report  
August 2023

Description	FY24 Total Budget	Current Month			Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY24 FYTD Budget	Positive (Negative)	Percentage Remaining
<b>Revenues:</b>								
Revenue Fines	3,500	350	292	58	350	583	(233)	90.0%
New Driver Permit Revenue	750	-	63	(63)	75	125	(50)	90.0%
Taxi Business Permit	96,000	9,650	8,000	1,650	17,650	16,000	1,650	81.6%
Driver Transfer Revenue	125	-	10	(10)	25	21	4	80.0%
Driver Renewal Revenue	1,800	50	150	(100)	150	300	(150)	91.7%
Driver Permit Reinstatement/Replacement	-	-	-	-	10	-	10	0%
Vehicle Permit Revenue	94,000	8,321	7,833	487	13,833	15,667	(1,833)	85.3%
Operator Application Fee	1,500	-	125	(125)	-	250	(250)	100.0%
<b>Total Revenue</b>	<b>197,675</b>	<b>18,371</b>	<b>16,473</b>	<b>1,898</b>	<b>32,093</b>	<b>32,946</b>	<b>(852)</b>	<b>-2.6%</b>
<b>Expenses:</b>								
Salaries and Wages	94,908	8,729	7,909	(820)	16,853	15,818	(1,035)	82.2%
Fringe Benefits	41,202	4,186	3,434	(752)	8,553	6,867	(1,686)	79.2%
Services	39,609	(23)	3,301	3,323	97	6,602	6,505	99.8%
Supplies and Materials	3,965	57	330	273	114	661	547	97.1%
Utilities	5,802	484	484	-	967	967	-	83.3%
Casualty and Liability	5,589	466	466	-	932	932	-	83.3%
Taxes and Fees	100	-	8	8	-	17	17	100.0%
Miscellaneous	6,500	62	542	480	124	1,083	959	98.1%
<b>Total Expenses</b>	<b>197,675</b>	<b>13,961</b>	<b>16,473</b>	<b>2,512</b>	<b>27,639</b>	<b>32,946</b>	<b>5,307</b>	<b>16.1%</b>
<b>Total Operating Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ 4,410</b>			<b>\$ 4,454</b>			

**Budget Variance Analysis - SunLine Regulatory Administration**

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**Revenue**

- The negative variance in revenue is largely due to fewer permitted vehicles during the summer months.
- As of FYTD24, there is a decrease of 2,838 taxi trips compared to FYTD23.

**Taxi Trips**

	FY23-August	FY24-August	Variance	%Δ
Trips	6,592	5,341	(1,251)	-19.0%

**Taxi Trips**

	FYTD-FY23	FYTD-FY24	Variance	%Δ
Trips	13,186	10,348	(2,838)	-21.5%

**Salaries and Wages**

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

**Fringe Benefits**

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

**Services**

- The favorable variance in services is due to costs not yet incurred for legal and audit services.

**Supplies and Materials**

- Supplies and material expenses are within an acceptable range of the budget.

**Utilities**

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

**Casualty and Liability**

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

**Taxes and Fees**

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

**Miscellaneous**

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

**SunLine Services Group**  
**CONSENT CALENDAR**

DATE: October 25, 2023

**RECEIVE & FILE**

TO: Taxi Committee  
Board of Directors

RE: Taxi Trip Data – September 2023

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.

For the month of September there was an increase of 1,422 trips (27%) over August.

When comparing September 2023 to September 2022, there were 2,137 (24%) fewer taxi trips serviced by four (4) fewer cabs in September 2023 compared to September 2022 (59 cabs in 2023 compared to 63 cabs in 2022).

There were 4,975 (23%) fewer taxi trips for FYTD24 compared to FYTD23.

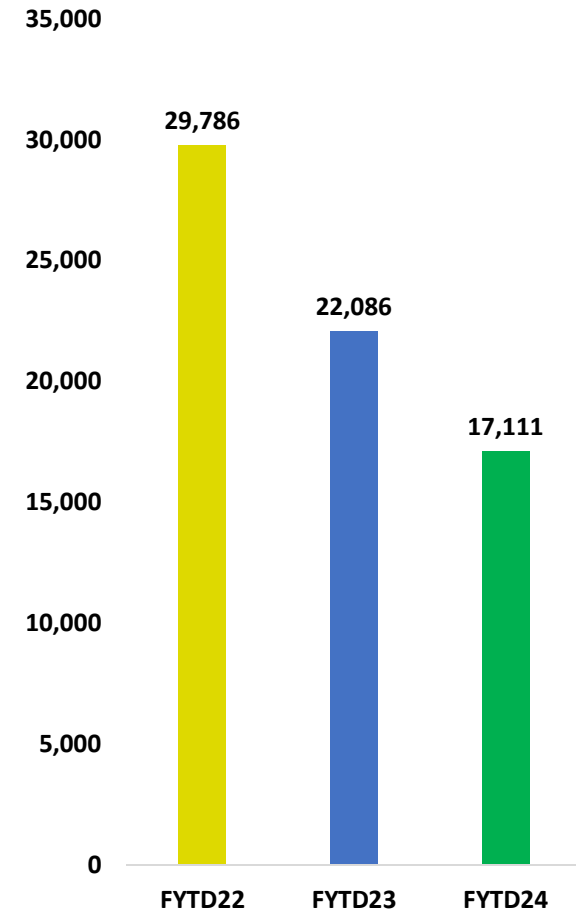
Recommendation:

Receive and file.

### Taxi Trip Three (3) Month Comparison as of September 2023



### FYTD No. of Taxi Trips



This chart compares the three (3) most recent months and measures the total number of taxi trips taken year to date for FY22, FY23, and FY24.

## SunLine Transit Agency

<b>DATE:</b>	October 25, 2023	<b>ACTION</b>
<b>TO:</b>	Board Operations Committee Board of Directors	
<b>FROM:</b>	Tiffany Moore, Customer Service Manager	
<b>RE:</b>	SunDial Cancellation and No-Show Policy (B-190498) Update	

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### **Recommendation**

Recommend that the Board of Directors approve SunLine Transit Agency's attached SunDial Cancellation and No-Show Policy update.

### **Background**

During our Federal Transit Administration FY 2023 Triennial Review, it was recommended that our SunDial Cancellation and No-Show Policy appeals process should be the equivalent of our Americans with Disabilities Act eligibility denial appeals process.

Currently, our eligibility appeals process allows for an individual to file an appeal within 60 days of the denial of their application for paratransit service. In our current Cancellation and No-Show Policy appeals process, customers who received notice that a suspension of service, due to multiple missed scheduled trips has been imposed, may appeal the rendered decision within 30 days. Staff is recommending changing the timeline for the appeal of suspension for missed scheduled trips to align with the appeal timeline set forth in the eligibility appeal process of 60 days, as well as language providing direction on how to file an appeal

Other updates recommended include the addition of language to allow the CEO/General Manager to issue amendments that are required due to changes in Federal, State, or local laws or regulations.

### **Financial Impact**

No financial impact.

Attachment:

- [Item 10a](#) – Redlined copy of the SunDial Cancellation and No-Show Policy
- [Item 10b](#) – SunDial Cancellation and No-Show Policy (Redlined Changes Accepted)

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## SUNDIAL CANCELLATION AND NO-SHOW POLICY

### DEFINITIONS

#### **No-Show**

A no-show occurs when a rider fails to appear to board a vehicle that has arrived at the scheduled pick-up location within the pickup window, after the driver has waited at least 5 minutes.

#### **Pickup Window**

The pickup window is defined as ~~30~~ minutes from the beginning of the scheduled negotiated pickup time. Riders must be ready to board a vehicle that arrives within the pickup window. The driver will wait for a maximum of 5 minutes, within the pickup window, for the rider to board.

#### **Late Cancellation**

A late cancellation is defined as either: a cancellation made less than 2 hours before the scheduled pickup time, ~~or as~~ a cancellation made at the door, or a refusal to board a vehicle that has arrived within the pickup window.

#### **Excused No-Show or Late Cancellations**

SunLine Transit Agency does not count no-shows, late cancellations, or any missed trips due to agency error or late cancellation situations beyond a rider's control that reasonably prevent the rider from notifying us that the trip cannot be taken.

#### **Pattern or practice**

A pattern or practice, as used in this policy, means intentional, repeated, or regular late cancellations or no-shows, not isolated, accidental, or singular incidents.

#### **No-Shows or Late Cancellations Due to Operator Error**

- Trips placed on the schedule due to SunDial error
- Pickups scheduled at the wrong pick-up location or building entrance
- Drivers arriving and departing before the pick-up window begins
- Drivers arriving late (after the end of the pick-up window)
- Driver arriving within the pickup window, but departing without waiting the required 5 minutes

#### **No-Shows or Late Cancellations Due to Circumstances Beyond a Customer's Control**

- Medical emergency
- Family emergency
- Sudden illness or change in condition
- Appointment that runs unexpectedly late without sufficient notice

## **POLICY**

### **Timing for Notice of Cancellation**

Customers must provide notice of cancellation at least 2 hours before their scheduled pick-up time by calling SunDial operations center at 760-343-4231.

A separate, timely, notice of cancellation must be provided for each outgoing and return trip. Cancellation of an outgoing trip will NOT automatically cancel a scheduled return trip.

Customers who are unable to provide timely notice of cancellation due to circumstances beyond their control must contact the SunDial operations center at 760-343-~~4231~~3456 as soon as practicable under the circumstances to have the cancellation or no-show designated as excused, and to avoid a late cancellation or no-show designation.

### **Late Cancellations and No-Shows**

In an effort to improve the availability of appointment time slots and make SunDial service more efficient for customers, SunLine Transit Agency reserves the right to suspend a customer's access to SunDial service due to excessive, as provided in the below paragraph, late cancellations or no-shows.

SunDial staff will periodically measure the system-wide average for no-shows and late cancellations, identifying customers who exceed twice the system-wide average no-shows and late cancellation~~time~~. ~~To~~ determine whether a particular customer has excessive late cancellations or no-shows, SunLine Transit Agency then considers that customer's overall frequency of use, and evaluates whether there is "a pattern of practice of abuse" as defined above, relative to how often that customer travels with SunDial.

## **PROCEDURE**

### **Warning and Suspension Procedures**

Customers who have a late cancellation and/or a no-show~~are in violation of the policy~~ will receive a warning phone call and a letter on the first violation. Excessive non-compliance could result in the suspension of services. Customers may be subject to progressively longer suspensions, if warranted, to correct continued violations.

A written notification of intent to suspend availability of SunDial services for a specified duration will be provided to the customer 30 days prior ~~to supervision~~ to suspension. The notice will be sent via United States Postal Service to the customer's known mailing address on file. The notice will contain the dates, times, locations of pick-ups, and destinations that resulted in a late cancellation or no-show designation and also include information regarding the appeal process.

Customers wishing to dispute specific no-shows or late cancellations must do so within 5 business days of receiving the written notice of intent to suspend by contacting the SunDial



operations center at 760-343-3456 Monday through Friday from 8:00 a.m. to 5:00 p.m. to explain the circumstance, and request the removal of the no-show or late cancellation.

Customers may also request that SunDial staff consider such factors as a customer's need for life-sustaining services that require transportation, such as dialysis treatments or chemotherapy appointments, in determining whether to impose, reduce, or withdraw the intended suspension.

### **Right to Appeal**

Customers who receive notice that a suspension has been imposed will have the right to appeal. To file an appeal, a customer must send a written explanation of why the suspension should be reversed along with any supporting documents, facts, and statements. The appeal must be received within ~~30~~60 days of receipt of notification that suspension has been imposed. Appeals should be sent to:

SunLine Transit Agency  
32-505 Harry Oliver Trail  
Thousand Palms CA 92276  
Attention: Access Advisory Appeals Hearing Committee.

Within twenty (20) working days from the filing of the Notice of Appeal, SunLine's Compliance Officer shall schedule an Appeals Hearing at which time the appellant shall be entitled to be heard in person or through a representative and shall be given a full and fair opportunity to present any fact showing the reason(s) why the imposed suspension should be reversed. In accordance with the ADA, a decision will be issued within thirty (30) days of the completion of the appeals hearing.

~~The appeals process should take no longer than 30 days. If there are no delays, the applicant shall receive a written determination of the appeal within 30 days from the date SunLine receives the appeal.~~

Customers will be permitted to continue to receive SunDial services during the appeal process, including, where necessary, to attend the hearing before the Access Advisory Committee. Rulings shall be deemed final.

### **Policy Amendments**

Amendments that represent major management policy change will be approved by the SunLine Board of Directors. The CEO/General Manager may issue amendments, which are required because of changes in Federal, ~~or~~ State, or local laws or regulations. All amendments require the review of SunLine Counsel for legal sufficiency.

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## SUNDIAL CANCELLATION AND NO-SHOW POLICY

### DEFINITIONS

#### **No-Show**

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- Family emergency
- Sudden illness or change in condition
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## **POLICY**

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Customers must provide notice of cancellation at least 2 hours before their scheduled pick-up time by calling SunDial operations center at 760-343-4231.

A separate, timely, notice of cancellation must be provided for each outgoing and return trip. Cancellation of an outgoing trip will NOT automatically cancel a scheduled return trip.

Customers who are unable to provide timely notice of cancellation due to circumstances beyond their control must contact the SunDial operations center at 760-343-4231 as soon as practicable under the circumstances to have the cancellation or no-show designated as excused, and to avoid a late cancellation or no-show designation.

### **Late Cancellations and No-Shows**

In an effort to improve the availability of appointment time slots and make SunDial service more efficient for customers, SunLine Transit Agency reserves the right to suspend a customer's access to SunDial service due to excessive, as provided in the below paragraph, late cancellations or no-shows.

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## **PROCEDURE**

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operations center at 760-343-3456 Monday through Friday from 8:00 a.m. to 5:00 p.m. to explain the circumstance, and request the removal of the no-show or late cancellation.

Customers may also request that SunDial staff consider such factors as a customer's need for life-sustaining services that require transportation, such as dialysis treatments or chemotherapy appointments, in determining whether to impose, reduce, or withdraw the intended suspension.

### **Right to Appeal**

Customers who receive notice that a suspension has been imposed will have the right to appeal. To file an appeal, a customer must send a written explanation of why the suspension should be reversed along with any supporting documents, facts, and statements. The appeal must be received within 60 days of receipt of notification that suspension has been imposed. Appeals should be sent to:

SunLine Transit Agency  
32505 Harry Oliver Trail  
Thousand Palms CA 92276,  
Attention: Access Advisory Appeals Hearing Committee

Within twenty (20) working days from the filing of the Notice of Appeal, SunLine's Compliance Officer shall schedule an Appeals Hearing at which time the appellant shall be entitled to be heard in person or through a representative and shall be given a full and fair opportunity to present any fact showing the reason(s) why the imposed suspension should be reversed. In accordance with the ADA, a decision will be issued within thirty (30) days of the completion of the appeals hearing.

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## SunLine Transit Agency

<b>DATE:</b>	October 25, 2023	<b>ACTION</b>
<b>TO:</b>	Board Operations Committee Board of Directors	
<b>FROM:</b>	Edith Hernandez, Clerk of the Board	
<b>RE:</b>	Approval of Board Meeting Dates for Calendar Year 2024	

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### **Recommendation**

Recommend that the Board of Directors approve the Board meeting dates for 2024 as listed on the attached schedule.

### **Background**

All SunLine Transit Agency Board of Directors meetings will continue to be held every fourth Wednesday of the month with a few exceptions:

- The Board will “go dark” in August 2024 and November 2024. Items will be presented on during the following Board meeting.
- The December Board meeting will be held on the first week of the month to accommodate for the busy holiday season.

Staff has reviewed the calendar for possible conflicts, including the California League of Cities conferences, and concludes that there are no known conflicts with this schedule. This determination is made on what is currently available online for planned events but could change during the year.

### **Financial Impact**

There is no financial impact.

Attachment:

- [Item 11a](#) – Board Meeting Schedule for 2024



## **SunLine Transit Agency/SunLine Services Group**

# **Board Meeting Schedule for 2024**

---

**January 24**

**February 28**

**March 27**

**April 24**

**May 22**

**June 26**

**July 24**

**September 25**

**October 23**

**December 4**

NOTE: The majority of all Board meetings are held at noon on the 4<sup>th</sup> Wednesday of the month with a few exceptions. The Board of Directors go dark in August and November. Special Board meetings may be called by the Chairman if needed. All Regular meetings are held in the Board Room at the SunLine Transit Agency Thousand Palms headquarters.

**SunLine Transit Agency**

**DATE:** October 25, 2023 **ACTION**

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

**FROM:** Walter Watcher, Procurement Officer

**RE:** Approval of Legal Services Agreement Extension

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**Recommendation**

Recommend that the Board of Directors authorize the CEO/General Manager to negotiate and execute an agreement with a six (6) month term for a total cost not to exceed \$180,000 with Burke, Williams & Sorenson, LLP (BWS) for legal services related to SunLine Transit Agency and SunLine Services Group.

**Background**

SunLine issued a Request for Proposals (RFP) for legal services on July 19, 2021. Based on the solicitation results the Board of Directors approved a one (1) year contract with four (4) option year periods for a total amount not to exceed \$1,600,000 with BWS. The first and second years were executed for the period of November 4, 2021 through November 3, 2023.

At the May 24, 2023 Board meeting, approval was provided for the formation of an ad hoc committee to review and evaluate proposals from potential firms for legal services. The RFP solicitation was released on June 22, 2023 and proposals were due on July 25, 2023. After review of the proposals and discussions, the ad hoc committee recommended that staff extend the current agreement with BWS for a period of six (6) months. During the six (6) month extension period, staff will modify the scope of work and re-solicit the RFP for legal services.

Approval of this item will allow staff to coordinate with the ad hoc committee throughout the solicitation process which includes scoring and interviewing legal firms. Following this process, the recommendation of the ad hoc committee will come before the full Board for approval before the execution of an agreement.

**Financial Impact**

The total financial impact of \$180,000 has been included in the Agency's operating budget for the remainder of FY24.

**SunLine Transit Agency**

**DATE:** October 25, 2023 **ACTION**

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

**FROM:** Walter Watcher, Procurement Officer

**RE:** Ratification of Hydrogen Consulting Agreement with Center for  
Transportation and the Environment (CTE)

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**Recommendation**

Ratify an agreement with the Center for Transportation and the Environment (CTE) for hydrogen consulting and project management services.

**Background**

SunLine Transit Agency has established itself as a leader in alternative fuels and has set aggressive goals in its zero emission plans. This commitment has directly assisted the reduction of greenhouse emissions in the Coachella Valley and has aided the transit industry as a whole through the development of hydrogen technology. SunLine's focus on zero emissions has also prepared the Agency to comply with the State's mandated transition to zero emission vehicles. As a result, new issues and complexities have arisen that require specialized assistance.

On October 5, 2023, SunLine entered into an agreement with CTE to assist with the Agency's urgent need surrounding issues with the hydrogen electrolyzer station, which is currently owned, operated and maintained by Nel Hydrogen. CTE, a non-profit organization established under Section 501(c)(3) of the Internal Revenue Code, is well known in the transit industry for their expertise in clean air, especially hydrogen technology. They have worked with multiple transit properties over the years, including the Riverside County Transportation Commission (RCTC) and those with hydrogen electrolyzer stations such as Champaign-Urbana Mass Transit District (MTD) and Alameda-Contra Costa (AC) Transit.

The primary focus of CTE is to guide the agency through the recent issues with the electrolyzer which include site acceptance of the station, which was originally scheduled for October 1, 2023, but has been subsequently rescheduled by Nel Hydrogen due to continued problems with various system components.



This short-term agreement with CTE has helped the Agency manage the immediate issues with the electrolyzer, which has impacted service.

CEO/General Manager Mona Babauta (Babauta) currently holds a voluntary, non-compensated, position on the CTE executive committee. Members of CTE's executive committee do not vote on, review, or otherwise participate in making contracts for CTE. As a voluntary, non-compensated member, Babauta has no financial interest. Prior to execution of the agreement, the Agency's General Counsel reviewed potential conflicts of interest under California and federal law and determined that there was no conflict of interest that prohibited entering into the agreement with CTE, but that the agreement should be brought to the Agency's Board for ratification and to disclose the above information to avoid the appearance of any conflict of interest.

To further avoid any appearance of a conflict of interest, the Agency is currently in the process of releasing a formal solicitation for a bench of hydrogen consulting services which will provide for a long-term competitive solution to meet the Agency's hydrogen program needs. CEO/General Manager Babauta will not participate in the scoring, review or award of any of the selected firms.

It is important to note that prior to the execution of the contract with CTE, SunLine did not have any firms under contract that could have addressed the pressing needs before the Agency related to the Nel Hydrogen Electrolyzer Station, which is currently SunLine's only source of hydrogen fuel at this time.

### **Financial Impact**

The total financial impact of up to \$65,000 will be covered through budget consulting expenses in the Fiscal Year 2024 budget.



- Revenue Miles and Hours chart reports fixed route missed impacted. This chart was created in response to the challenges faced by the hydrogen station.

Attachment:

- [Item 14a](#) – Fixed Route Service Status Report Presentation
- [Item 14b](#) – On-Time Performance
- [Item 14c](#) – Early Departures
- [Item 14d](#) – Late Departures
- [Item 14e](#) – Daily Lost Trips Average
- [Item 14f](#) – Revenue Miles and Hours

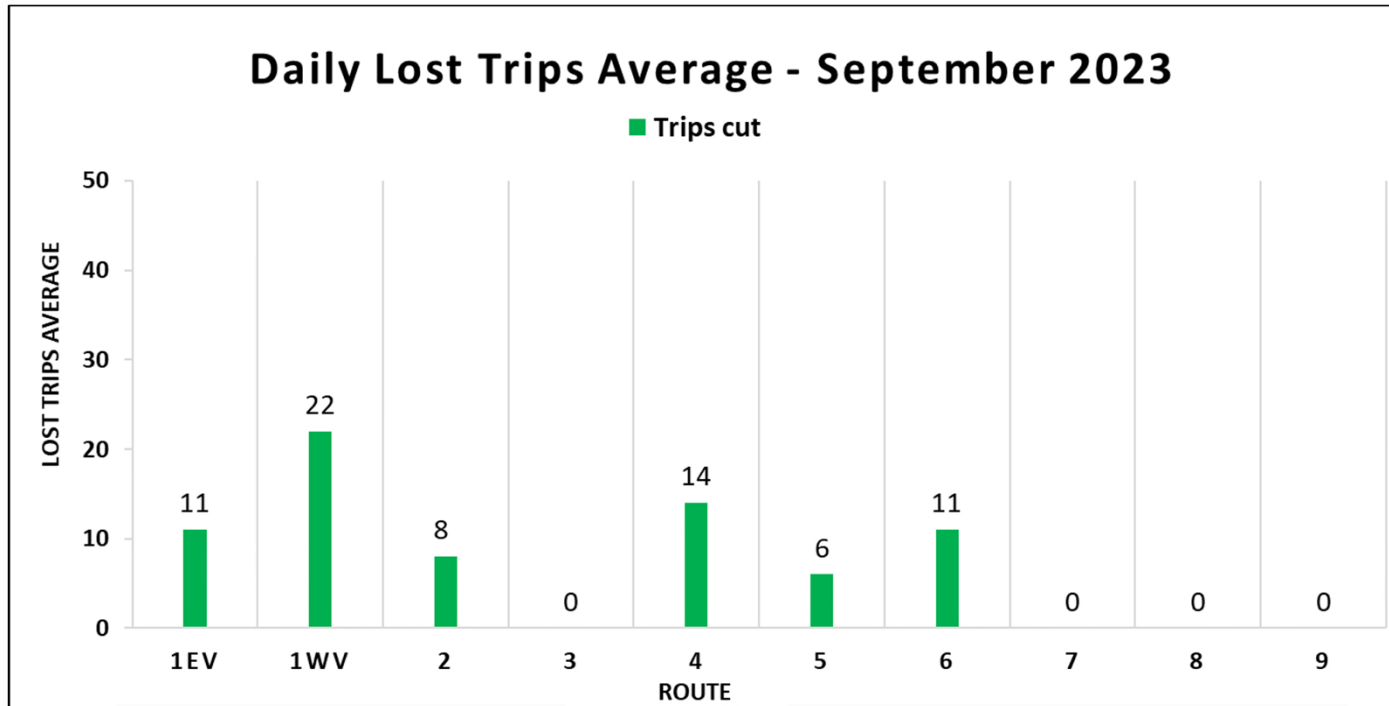


# Fixed Route Service Status Report

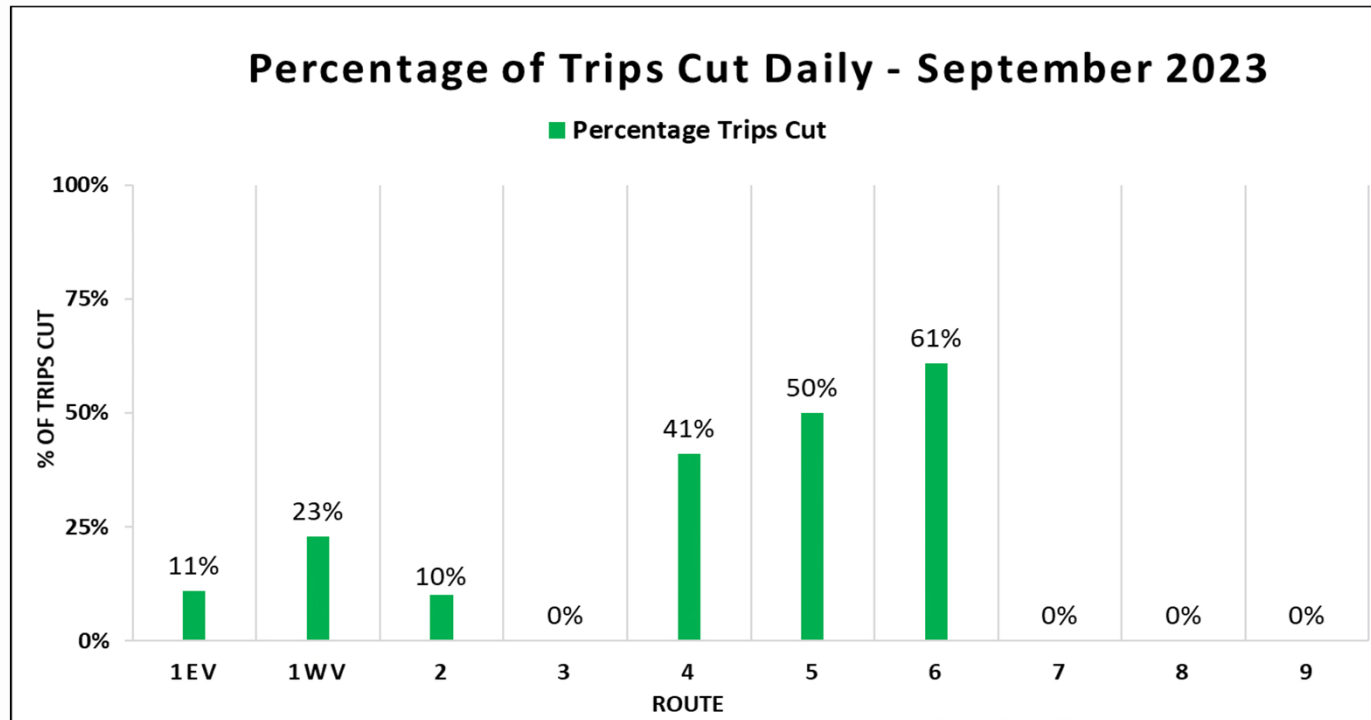
October 25, 2023



- Hydrogen fueling station failure and impact on fixed route service
- Impact of Tropical Storm Hilary on on-time performance

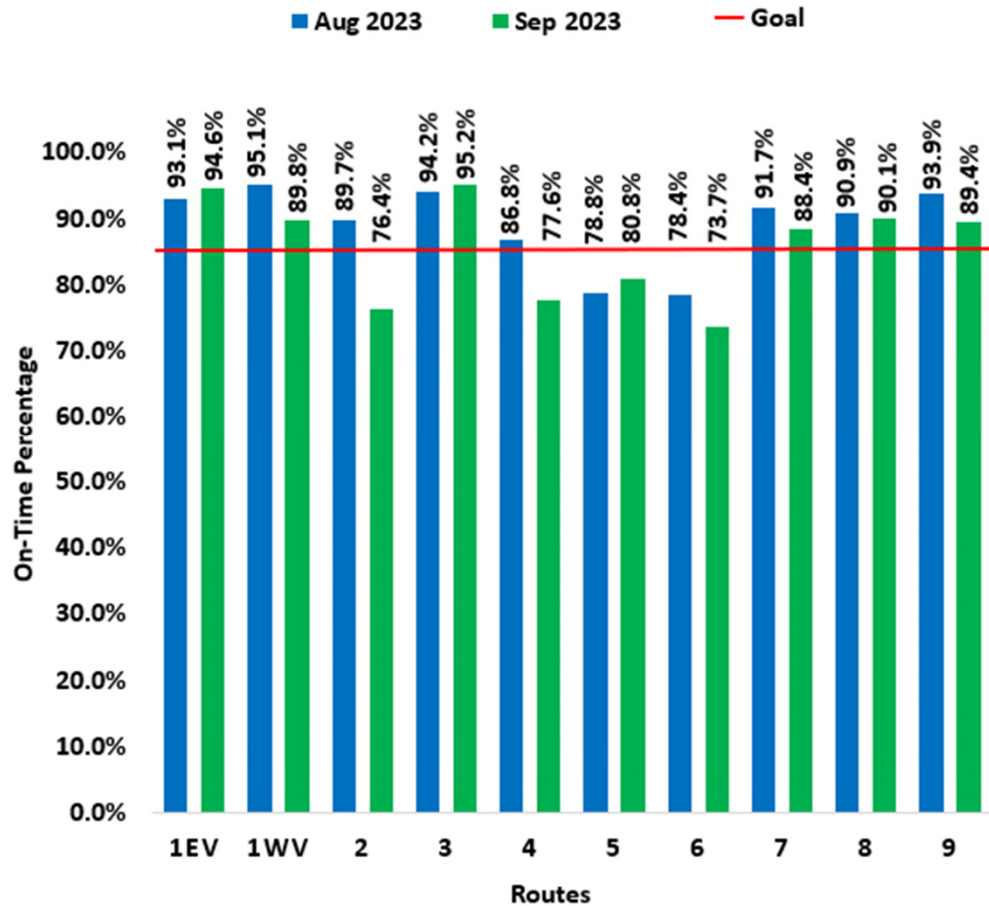


- 33 daily bus availability from 47 buses needed to provide scheduled service
- Total of 72 trips impacted
- No tripper routes nor Route 10 Commuter Link trips were impacted

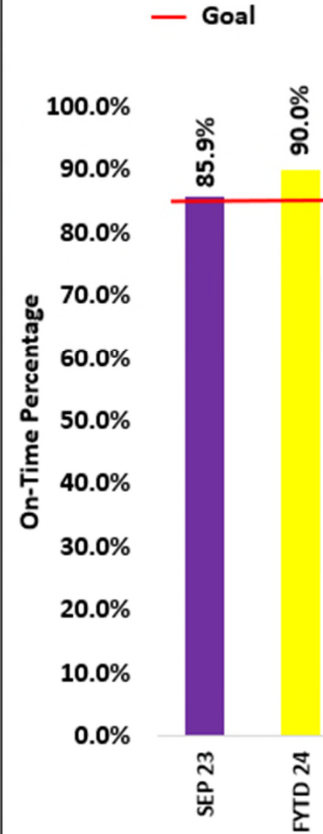


- 72 total daily trips cut on average
- Amounted to 16% of total scheduled system trips

### On-Time Performance Percentage by Route



### On-Time Performance System-Wide

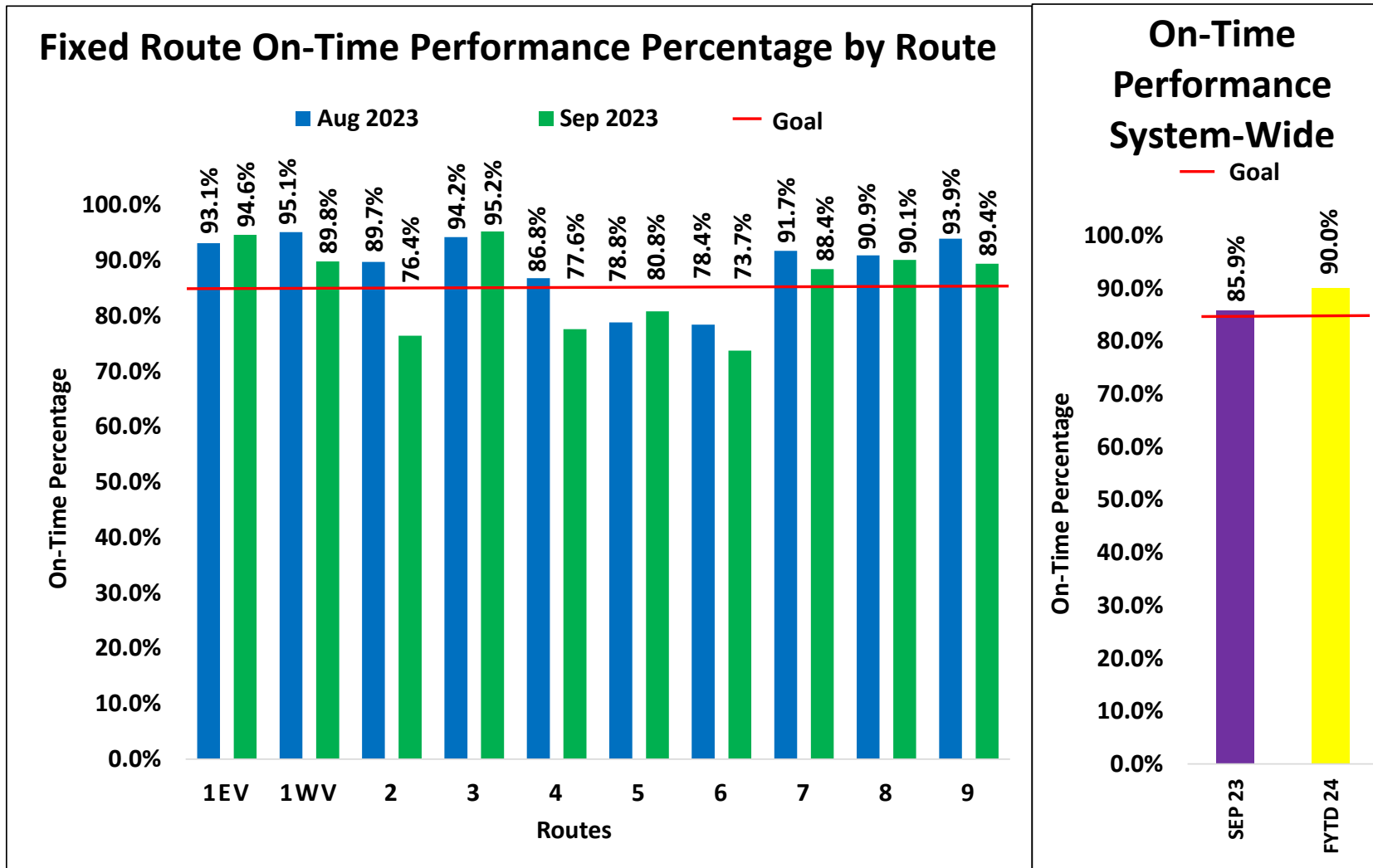


- On-time performance is based on service operated
- Six routes met goal
- Construction and bad weather were the primary cause for poor on-time performance



# Questions?





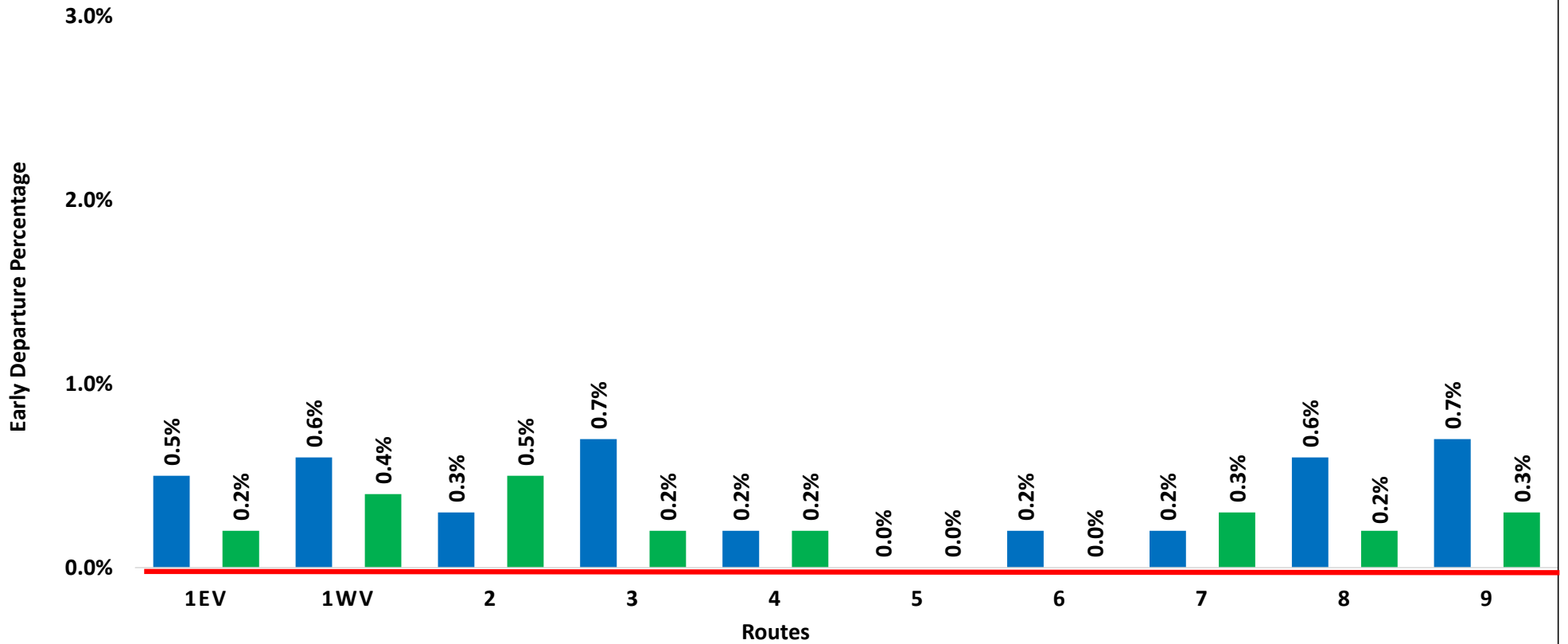
On-Time: When a trip departs a time point within a range of zero (0) minutes early to five (5) minutes late.

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

Note: For the month of September 2023, the Agency's on-time performance was at 85.9% when compared to September 2022 at 85.9%.

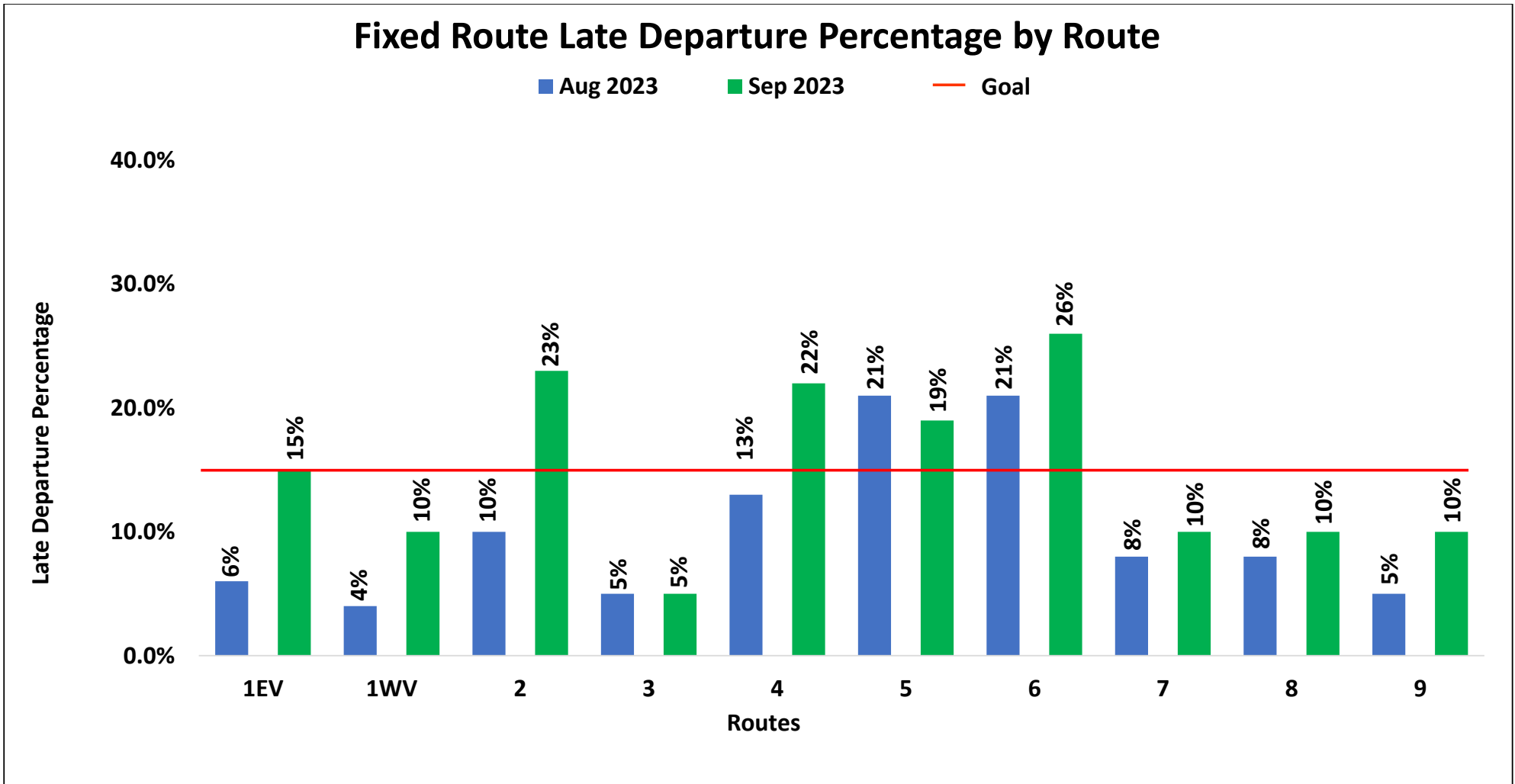
### Fixed Route Early Departure Percentage by Route

■ Aug 2023    ■ Sep 2023    — Goal



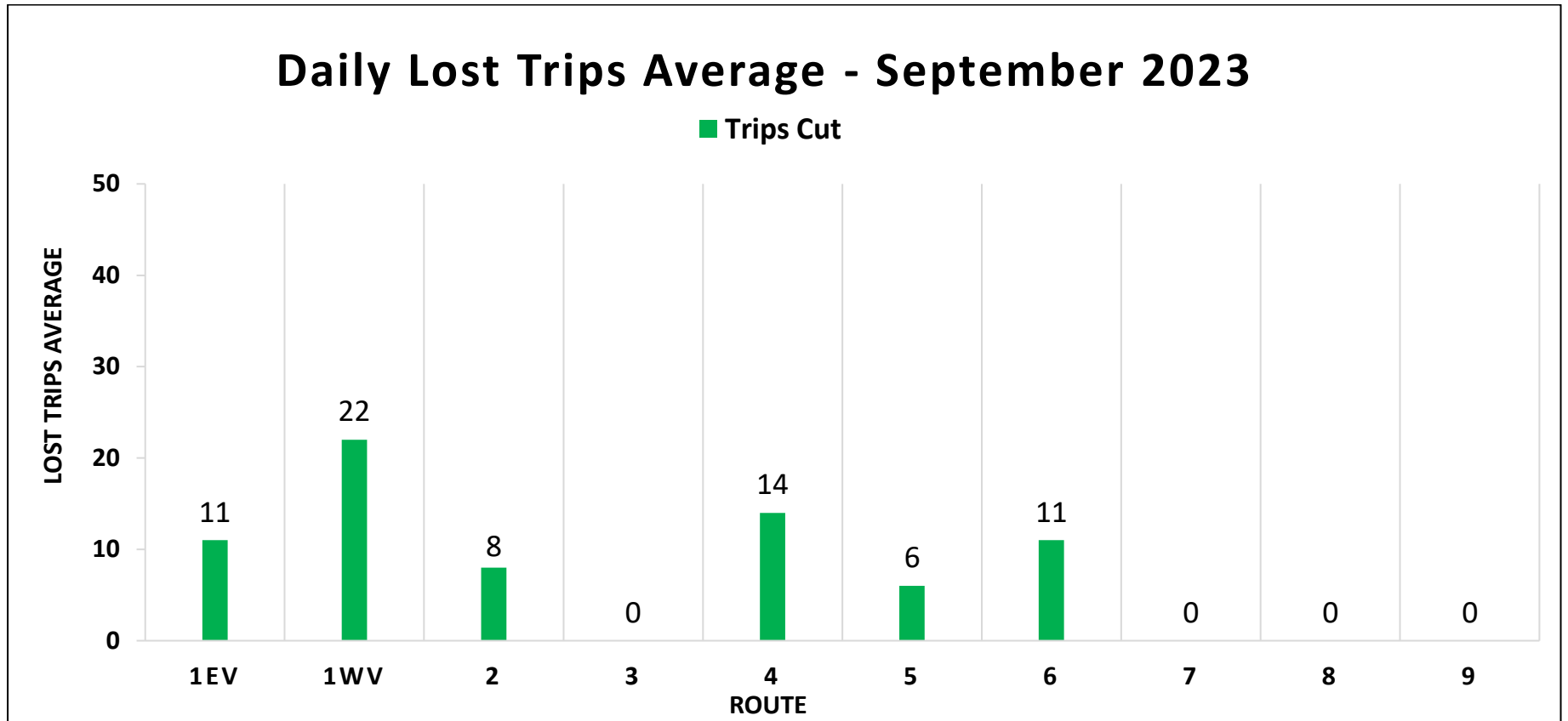
Early Departure: When a bus leaves a time point ahead of the scheduled departure time.

Goal: To reduce early departures to 0%.

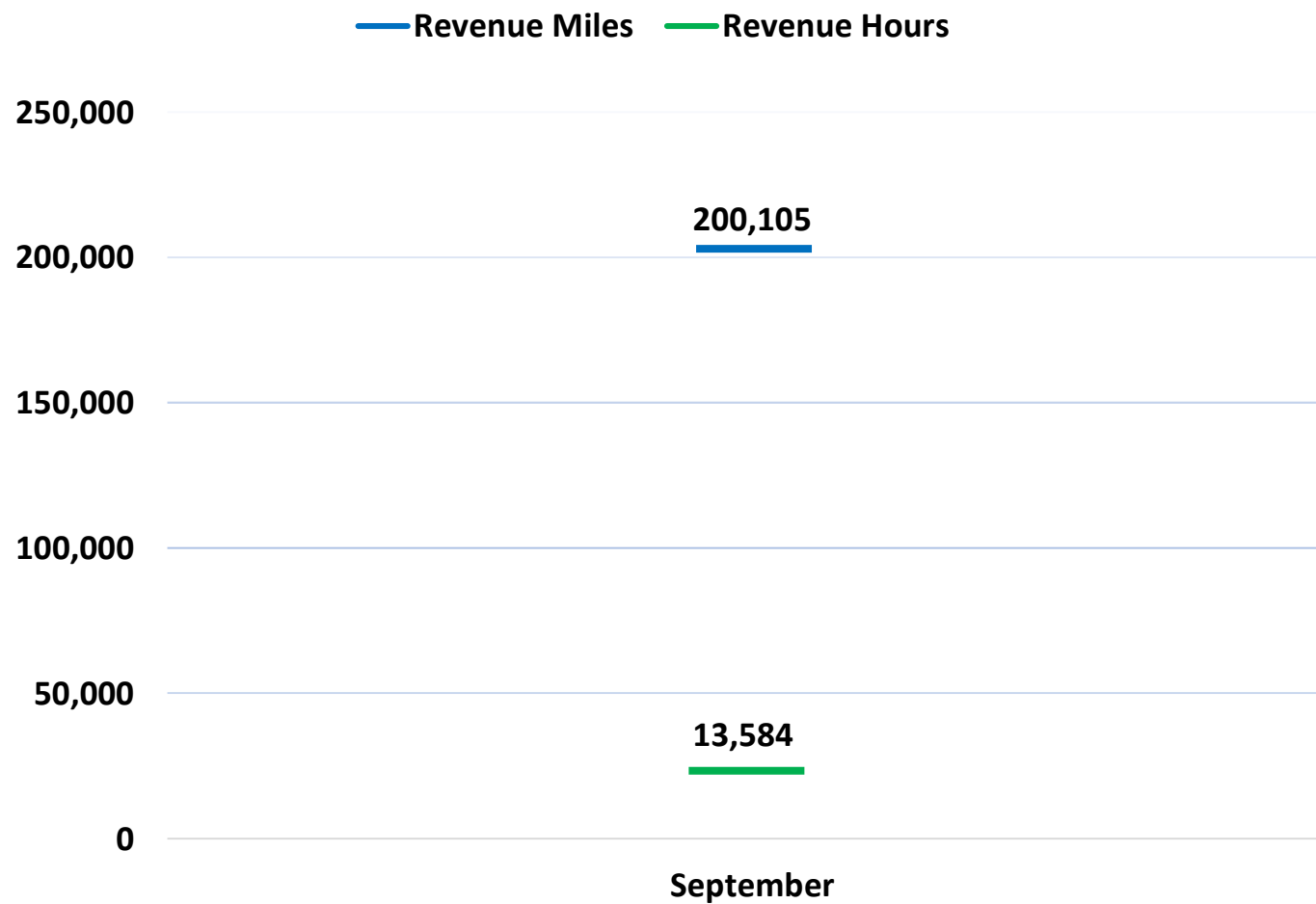


Late Departure: When a bus leaves a time point after the scheduled departure time and the route is running late with a departure greater than five (5) minutes.

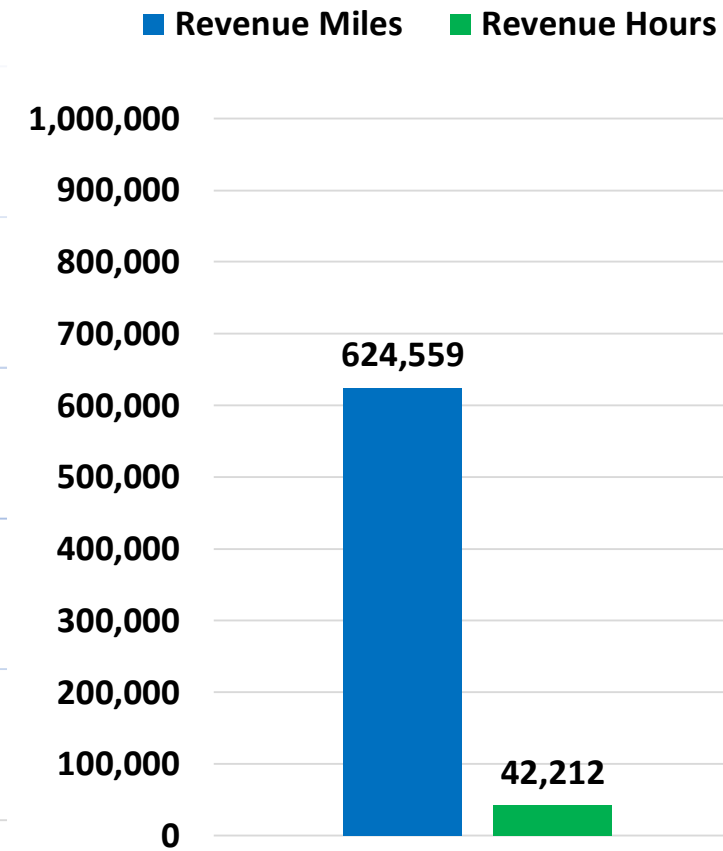
Goal: To ensure late departures remain below 15%.



**Fixed Route Revenue Miles and Hours - September 2023**



**Fixed Route Revenue Miles & Hours FY24 Totals**



This chart represent the trend of fixed route revenue miles and revenue hours provided during the month of September 2023. For September 2023, the scheduled fixed route revenue miles are 226,052 and the scheduled fixed route revenue hours are 15,289.

Revenue Miles: Are the number of miles of service available to passengers for transport. Excludes deadhead miles. Calculated for each route and for the system as a whole.

Revenue Hours: Are the number of hours of service available to passengers for transport. Excludes deadhead hours, but includes layover time. Calculated for each route and for the system as a whole.

## SunLine Transit Agency

**DATE:** October 25, 2023 **INFORMATION**

**TO:** Board of Directors

**FROM:** Mona Babauta, CEO/General Manager

**RE:** General Manager's Report for October 2023

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### **American Public Transportation Association (APTA) Award**

I want to congratulate our highly valued team of SunLine employees and the Board of Directors on receiving the Outstanding Agency of the Year Award among agencies with three million or less annual passenger trips. Furthermore, I want to thank all of you for your commitment to public service and innovation, as well as your dedication to delivering quality, customer-focused service, which led to this great honor. Chair Middleton accepted the award on behalf of SunLine during the formal ceremony at the APTA TRANSform Conference in Orlando, Florida on October 10<sup>th</sup>. Cupcakes were distributed to all departments on Monday, October 16<sup>th</sup>, to thank all of our employees for their valuable contributions, and a formal celebration will be planned in the near future. APTA showcased a video of our Agency, which may be seen here: <https://youtu.be/VIWCuavssqM>

### **Latinos in Transit (LIT) Leadership Academy**

I want to congratulate Ruby Galvan, SunLine's Communications Coordinator, on her graduation from the Latinos in Transit's Leadership Academy on October 9<sup>th</sup>. The graduation occurred during the APTA TRANSform Conference in Orlando, Florida. This selective program, led by industry leaders from around the country, focused on career and leadership development training. In order to graduate, Ruby and her team completed a capstone project entitled, "Access to Transit," which discussed how the COVID pandemic impacted ridership and access to transit. You may find more information on the program and her project here: [Latinos In Transit - Leadership Academy](https://www.latinosintransit.org/Leadership-Academy) / <https://www.latinosintransit.org/Leadership-Academy>

### **Nel Hydrogen Electrolyzer Station**

Nel's hydrogen electrolyzer station produces hydrogen onsite at SunLine's Thousand Palms location to fuel up to twenty-six fuel cell buses (FCBs) daily. Unfortunately, at the start of August 2023, the station stopped producing and dispensing hydrogen fuel, which resulted in: 1) the Agency's inability to fuel its FCBs, and 2) disruptions to scheduled, fixed route service. As of the writing of this report, the station remains unavailable for fueling; although, the electrolyzer has been producing hydrogen to allow staff to fuel some FCBs at SunLine's old hydrogen station, vastly reducing the number

of cancelled bus trips and improving daily service levels. Delivery of leased buses, which was approved by the Board last month, is scheduled for early November, which will further improve service levels.

Staff continues to work with Nel to restore fueling at the Electrolyzer Station. In addition, any service disruptions continue to be posted on the SunLine Website ([Alerts | SunLine Transit Agency](#) / <https://sunline.org/riding-sunline/alerts>) and on the MyStop app.

### **SunLine’s Liquid Hydrogen Station – Pre-Construction Activities**

On Wednesday, October 4, 2023, SunLine held a pre-construction meeting for its new liquid hydrogen station. This meeting was attended by Cryogenic Industries (the Design-Build firm), subcontractors, Dahl Taylor & Associates (construction management firm), and SunLine staff. All permitting with Riverside County is complete and project construction is moving forward. Staff expects to break ground by the end of November 2023. The construction of this facility at SunLine’s Thousand Palms location will build resiliency into SunLine’s hydrogen program by serving as an additional fueling solution.

### **Signage Campaign – Increasing Public Awareness of Service Changes**

Signs are being installed on all fixed route buses and bus stops that point customers to where they can find detailed information on potential service disruptions and/or changes. All of the signage includes QR codes, which, when scanned, will take the customer to a page on the website that provides rider alert details.

### **Community/Industry Engagement Events**

#### ***National Night Out in Indio – October 3***

On Tuesday, October 3rd the SunLine team attended the City of Indio’s National Night Out. This is a yearly event hosted by the Indio Police Department, from 6 pm to 8:30 pm outside of Indio City Hall. We had a total of 53 interactions. We spoke to families regarding our local fixed route, 10 Commuter Link and SunRide services.

#### ***Free Family Festival in Indio – October 7***

Marketing team members attended this community outreach in Indio on Saturday, October 7th. The event was geared for families to get free flu shots and a box of food supplies along with information regarding community services from many different vendors. We spoke to approximately 30 families about SunLine’s services.

#### ***California Transit Training Consortium (CTTC) Focus Meetings & AC Transit’s ZEB University Tour – October 18***

Dioselyn Ayala, Performance Program Coordinator, and Ray Allen, Chief Maintenance Officer, traveled with me to Alameda-Contra Costa (AC) Transit on October 18<sup>th</sup> to participate in focus meetings on transit workforce development through the [CTTC](#). We



also toured AC Transit's future "ZEB University" and learned more about their in-depth, hands-on fuel cell training programs, which also includes augmented reality technology.

***Indio Library's Fall Festival with a Spooky Twist – October 21***

On Saturday, October 21 the SunLine team was at Indio Library's Fall Festival from 2:30 pm – 5:30 pm. The event included a play, games and goodies for children and their families. We spoke to families regarding SunRide, our fixed route, the 10 Commuter Link and its promotion as well as handed out candy and promotional items to many families.

***Haunted Bus – October 26***

October 26th SunLine staff from all departments will be at the Palm Springs Village Fest from 5:30 pm – 7:30 pm for our annual Haunted Bus. This year's theme is Haunted Mansion. We expect to see around 700 people go through our spooky bus.

***CalACT's 2023 Fall Conference and Expo – October 31***

SunLine will be hosting and volunteering at this year's CalACT Fall Conference and Expo, which will occur at the Renaissance Esmerelda Resort and Spa in Indian Wells. In addition, SunLine will host pre-conference sessions at our facility in Thousand Palms, as well as a tour of our hydrogen infrastructure. More information on the conference program may be found here: [Fall-Conference-program-final-101823.pdf \(calact.org\)](https://calact.org/wp-content/uploads/2023/10/Fall-Conference-program-final-101823.pdf) / <https://calact.org/wp-content/uploads/2023/10/Fall-Conference-program-final-101823.pdf>