



SunLine Transit Agency
February 26, 2020
11:25 a.m.-11:40 a.m.

AGENDA

BOARD OPERATIONS COMMITTEE

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

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

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

ITEM

RECOMMENDATION

1. CALL TO ORDER
2. ROLL CALL
3. PRESENTATIONS
4. FINALIZATION OF AGENDA
5. 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.

ITEM

RECOMMENDATION

6. COMMITTEE MEMBER COMMENTS

RECEIVE COMMENTS

7. **AMENDING BYLAWS FOR BOARD COMMITTEES
& ADDING CVAG AS EX-OFFICIO MEMBER**

ACTION
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(Staff: Brittney B. Sowell, Chief of Public Affairs/Clerk of the Board)

8. ADJOURN

SunLine Transit Agency

DATE: February 26, 2020 **ACTION**

TO: Board Operations Committee
Board of Directors

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

RE: Amending Bylaws for Board Committees & Adding CVAG as Ex-Officio Member

Recommendation

Recommend that the Board of Directors:

1. Adopt Resolution No. 0775 amending Section 8.1 of the SunLine Transit Agency and SunLine Services Group bylaws; and
2. Approve the addition of the Coachella Valley Association of Governments (CVAG) as an ex-officio member to the Strategic Planning & Operational Committee.

Background

The SunLine Transit Agency and SunLine Services Group bylaws, last updated by the Board of Directors in July 2015, outlines the rules of procedure that govern the conduct of the meetings and any of its other functions and activities.

Following discussion at the January 22, 2020 Board Operations Committee meeting, staff and general counsel worked on a proposed amendment to Section 8.1 Board Committee Bylaws. The entire text for Section 8.1 is provided below for reference with the proposed changes notated in italicized and underlined text:

8. BOARD COMMITTEE BYLAWS

- 8.1 The Board shall establish Committees to study and make recommendations to the Board as a whole. Each Committee may select such methods for study of the matters under its jurisdiction as it determines appropriate. The members of each Committee and each Committee's Chairperson shall be appointed by the Board of Directors.

Commencing at the regular meeting in June, and annually thereafter, the Board of Directors shall make appointments to the established Committees. All appointments shall be made in the name of the member jurisdiction (i.e., "the member from Palm Springs"). All Committee memberships shall be held by Board members in their representative

capacity, unless otherwise designated by the Board, such that if the Board member no longer serves as the representative from his or her jurisdiction, his or her successor on the Board will succeed to the Committee membership.

From among themselves, the Committee members shall elect a Chair and Vice Chair at their first regular meeting. A majority vote is required for election of Chair and Vice Chair.

Minutes of the established Committee meetings need not be taken on a regular basis, but shall be taken if any Committee member so requests at least one business day prior to the meeting.

The established Committees shall have the authority to make recommendations to the Board on matters within their established scopes of responsibility. Each Committee may select such methods for study of the matters under its jurisdiction as it deems appropriate. Notwithstanding any policy to the contrary, the established Committees shall not have final approval authority over any matter of SunLine business, with the exception of the election of the Committee's officers.

Notwithstanding foregoing, the Board may, upon majority vote of its members, add the Executive Director of the Coachella Valley Association of Governments (including his or her designee) as a non-voting, ex-officio member of the Board's Strategic Planning & Operational Committee.

This proposed change stems from work over the last year between SunLine Transit Agency and CVAG, as SunLine seeks opportunities to cooperate and collaborate more on regional issues.

SunLine Transit Agency's CEO/General Manager, Lauren Skiver, currently serves as an ex-officio member (non-voting) on the Transportation Committee. To create a parallel structure, CVAG's Executive Committee approved a motion requesting that CVAG be added to SunLine's Strategic Planning & Operational Committee as an ex-officio member (non-voting).

Resolution No. 0775, as a joint resolution providing bylaws for both sets of Board of Directors, requires approval by the SunLine Transit Agency and SunLine Services Group Board of Directors.

Financial Impact

There is no financial impact.

SUNLINE TRANSIT AGENCY AND SUNLINE SERVICES GROUP

RESOLUTION NO. 0775

A JOINT RESOLUTION AMENDING SECTION 8.1 OF THE BYLAWS FOR BOARD COMMITTEES

WHEREAS, Section 19-A-2 of the SunLine Joint Powers Transportation Agency Agreement (the "Agreement") requires that the Board of Directors adopt Rules of Procedure to govern the conduct of its meetings and any of its other functions and activities, and regulations pertaining thereto; and

WHEREAS, the Board of Directors last updated the Rules of Procedure for Board Meetings and Committee Bylaws on July 29, 2015 through the approval of Resolution No. 0747; and

WHEREAS, the Board of Directors wishes to amend Section 8.1 "Board Committee Bylaws" to include additional language pertaining to ex-officio membership;

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of Sunline Transit Agency and SunLine Services Group, that the Rules of Procedure for Board Meetings and Committee Bylaws is amended to include the following clause at the end of Section 8.1:

Notwithstanding foregoing, the Board may, upon majority vote of its members, add the Executive Director of the Coachella Valley Association of Governments (including his or her designee) as a non-voting, ex-officio member of the Board's Strategic Planning & Operational Committee.

ADOPTED THIS ____ DAY OF February, 2020

ATTEST:

Brittney B. Sowell
Clerk of the Board
SunLine Transit Agency
SunLine Services Group

Kathleen Kelly
Chairperson of the Board
SunLine Transit Agency
SunLine Services Group

APPROVED AS TO FORM:

General Counsel
Eric Vail

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

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

SSG Board of Directors

STA Board of Directors

AYES:

AYES:

NOES:

NOES:

ABSENT:

ABSENT:

ABSTAIN:

ABSTAIN:

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

Brittney B. Sowell
Clerk of the Board
SunLine Transit Agency
SunLine Services Group