



**REVISED**

**SPECIAL JOINT MEETING OF THE BOARD OF DIRECTORS OF  
SUNLINE TRANSIT AGENCY AND BOARD OF DIRECTORS OF  
SUNLINE SERVICES GROUP**

**Friday, September 13, 2013**

**9:00 a.m.**

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

**Vice Chair Greg Pettis via Teleconference  
Embassy Suites  
8425 Firestone Blvd, Downey, CA 90241**

**NOTE:** IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT SUNLINE AT (760) 343-3456. NOTIFICATION 48 HOURS PRIOR TO THE MEETING WILL ENABLE SUNLINE TO MAKE REASONABLE ACCOMMODATION TO ENSURE ACCESSIBILITY TO THIS MEETING.

**THE CHAIR REQUESTS THAT ALL CELLULAR PHONES AND  
PAGERS BE TURNED OFF OR SET ON SILENT MODE FOR  
THE DURATION OF THE BOARD MEETING.**

**AGENDA TOPICS**

**RECOMMENDATION**

1. **Call to Order**  
Chairman Glenn Miller

2. **Flag Salute**

3. **Roll Call**

4. **Public Comments**  
(NOTE: Those wishing to address the Board should complete a Public Comment Card and will be called upon to speak.)

**Receive Comments**

5. **Closed Session**

**(Government Code Section 54957 and 54957.6 )**

PUBLIC EMPLOYEE APPOINTMENT

POSITION: GENERAL MANAGER

CONFERENCE WITH LABOR NEGOTIATORS

Designated Agency Representatives: Glenn Miller, Dana Hobart, Doug Hanson, Roger Snoble, Jeffrey Goldfarb.

Unrepresented Position: General Manager

6. **Discussion of Terms and Compensation For General Manager**

**Position; Offer of Employment To General Manager Candidate**

**(Jeffrey Goldfarb)**

**Discussion & Approval**

Discuss the terms and conditions of employment, including compensation and benefits, for the position of General Manager. Determine whether to make offer of employment to one of the interviewed General Manager candidates.

7. **Adjourn**

**MINUTES**  
**SunLine Transit Agency/SunLine Services Group**  
**Special Board of Directors Meeting**  
**September 13, 2013**

A special meeting of the SunLine Transit Agency and the SunLine Services Group Board of Directors was held at 9:00am on Friday, September 13, 2013 in the Kelly Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

**1. Call to Order**

The SunLine Transit Agency Board of Directors and the SunLine Services Group Board of Directors meetings were called to order at 9:05 a.m. by Chairman Glenn Miller.

**2. Flag Salute**

Interim General Manager Roger Snoble led all in a salute to our flag.

**3. Roll Call**

Completed.

**Members Present**

Glenn Miller, Chairman, Councilmember, City of Indio  
Yvonne Parks, Mayor, City of Desert Hot Springs  
Greg Pettis, Councilmember, City of Cathedral City, via teleconference, Embassy Suites, Down, CA  
G. Dana Hobart, Councilmember, City of Rancho Mirage  
Robert Spiegel, Councilmember, City of Palm Desert  
Douglas Hanson, Councilmember, City of Indian Wells  
John J. Benoit, Supervisor, County of Riverside

**Members Absent**

Rick Hutcheson, Councilmember, City of Palm Springs  
Don Adolph, Mayor, City of La Quinta  
Eduardo Garcia, Mayor, City of Coachella

Chairman Miller announced that Vice Chairman Greg Pettis was participating via teleconference from the Embassy Suites; 8425 Firestone Blvd, Downey, CA 90241

**Guests:**

Barrett Newkirk, The Desert Sun

**Staff:**

Roger Snoble, Interim General Manager  
Jeffrey Goldfarb, Legal Counsel  
Carolyn Rude, Special Asst. to the General Manager/Clerk of the Board  
Tommy Edwards, Advanced Technology Project Manager  
Apolonio Del Toro, Director of Operations  
Joe Forgiarini, Director of Transit Planning  
CJ Smith, Director of Finance  
Donald Bradburn, Director of Human Resources/Marketing

Mike Morrow, Director of Maintenance  
Joseph Friend, Senior Information Technology and Systems Analyst

**4. Public Comments**  
**NON AGENDA ITEMS:**

None.

**AGENDA ITEMS:**

None.

At 9:06am, Chairman Miller announced that the Board would move into Closed Session. General Counsel, Jeffrey Goldfarb, stated: "Closed Session item is listed as #5 on the agenda."

- 5. Closed Session (Government Code Section 54957 and 54957.6)**  
**PUBLIC EMPLOYEE APPOINTMENT, POSITION: GENERAL MANAGER**  
CONFERENCE WITH LABOR NEGOTIATORS; Designated Agency Representatives:  
Glenn Miller, Dana Hobart, Doug Hanson, Roger Snoble, Jeffrey Goldfarb.  
Unrepresented Position: General Manager.

At 9:20am, Chairman Miller announced that the Board would return to open session.

**6. Discussion of Terms and Compensation For General Manager Position; Offer of Employment To General Manager Candidate**

Chairman Miller stated the following: "This item is to discuss the terms and compensation for the General Manager position and the offer of employment to a General Manager candidate, discuss the terms and conditions of employment, including compensation and benefits for the position of General Manager and determine whether to make an offer to one of the interviewed General Manager candidates."

Chairman Miller further stated: "We do have a candidate that we would like the Board to consider, Lauren Skiver. We would like to offer a package of \$185,000 salary, a \$37,000 one-time relocation expense that she would be able to utilize, full medical, and the standard benefit package that is available to all represented employees, and a four year contract."

Supervisor Benoit asked if someone could walk the Board through the negotiations as the number is a little different than in the original discussion.

Councilmember Hanson stated the following: "The negotiating team was instructed to meet and discuss with the candidate through our search firm. Through those discussions, the candidate was seeking \$190,000 and seeking a \$25,000 relocation assistance that would be grossed up to cover the tax impact from the \$25,000. In addition to that, she wanted the Agency to pay for three trips from Delaware to the Valley during a period where she would hunt for houses – she and her husband, and then the trip as part of the move. She was also seeking a two month housing

allowance during the relocation period. In order to conserve as much as possible, as we set a limit; we said no, we were not going to gross up, but we would provide the \$25,000, which was in our original offer, which was out there for all the people. We capped any relocation costs to \$12,000, which is why it is a total \$37,000 without any grossing up of the compensation. Basically what we are giving to the General Manager is a flat \$185,000 salary; no car allowance, no other add-ons, if you will. The total cost to relocate this person from Delaware to California is the \$37,000.

Supervisor Benoit stated: "I believe you stated that she was asking for \$190,000, so you negotiated that down a little bit." Councilmember Hanson stated: "We did. She was asking for \$190,000. When they advertised for the candidates, they had put a range in from \$170,000 to \$210,000. She took the mid-range of \$190,000. We had previously been authorized to negotiate up to \$180,000, but through the negotiations, we went up to \$185,000, which was less than the \$190,000 that she was seeking; subject to approval by the Board.

Chairman Miller stated: "We had four very good candidates. Any one of them could have done the job. We were very appreciative to the amount of interest we received. She (*Mrs. Skiver*) seemed to stand out and I think she will do an excellent job.

Councilmember Hobart stated: "The negotiating committee unanimously supported the Board approving the recommendation of the committee.

Chairman Miller further stated: "Forty nine people applied; 22 met the qualifications and then taken down to four." Councilmember Hanson stated: "I was extremely impressed with the four candidates that we interviewed. The Board met in session in Indian Wells. The full Board interviewed all four candidates. They were extremely impressive and from all over the Country. It serves us well that there is so much interest. When talking to the candidates, one of the things that attracted some of them to us is the innovation that we have here at SunLine. They are very knowledgeable about our hydrogen fuel cell program and what is going on. And she too, (*Mrs. Skiver*) is very much interested in hydrogen fuel cell and the innovation that has taken place here at SunLine.

Chairman Miller stated: "She has all the experience of all the operations that we have here and the ones we plan to expand to in the future. Her knowledge of transportation is very well rounded. As we grow, she will help us grow. She is willing and very capable of not only working with this Board, after working with a legislator, but also working with staff. She is a people person. She was in the Army for nine years, in the U.S. Army Intelligence. She is very well rounded, very well respected and very well spoken. We are privileged to have the opportunity to have her come to work with us. She was also candidate for soldier of the year. Vice Chairman Pettis stated: "I am thrilled with this candidate. I think she is going to do an excellent job for us."

Councilmember Spiegel asked when Mrs. Skiver would begin. Mr. Snoble stated that Mrs. Skiver's start date would probably be October 28<sup>th</sup>. Mr. Snoble stated we are going to try and get her here at the September 25<sup>th</sup> Board meeting when the contract is brought back to the Board.

Mr. Snoble further stated: "I would like to thank the Board for their patience in working through the process. You did a great job; it was very, very smooth and I appreciate that. I also want to thank Jeff Goldfarb. He did a great job. We had a lot of issues that came up, but we just kept cranking away and getting them solved. It was a pleasure working with Jeff. This is a great Board; the candidates all commented on that. Mrs. Skiver stated that she is thrilled. She rode our bus and commented on the high quality of service here, the cleanliness of the buses, and the courteous drivers."

Councilmember Hobart stated: "I appreciate all the nice things that Roger has said about the Board, but I think the Board would unanimously agree that Roger's leadership in putting together the search team, going through so many applicants and getting it down to four, who were outstanding, he did a wonderful job for us. Tony and his people also did a superb job. Again, going back to the time when you (*Roger*) first stepped in here, you made all the difference in the world for this transition." The Board agreed. Mr. Snoble stated: "That is what you hired me to do."

Chairman Miller further stated: "Very well said, Dana. I was going to thank to Tony and Roger. It really was a painless process. Our goal was to make it as smooth as possible and Tony, Jeff and Roger – we were able to accomplish that. All we had to do was go in and listen to the candidates, and make a choice from four very qualified individuals – any of them could have helped us to meet the goals and move the organization forward.

Councilmember Bob Spiegel moved for approval of offer of employment and package as stated above to Lauren Skiver. The motion was seconded by Councilmember Dana Hobart and approved unanimously.

Legal Counsel, Jeffrey Goldfarb stated the following: "I will prepare an employment agreement to be circulated and bring that back to you at your next Board meeting."

## 7. Adjourn

Chairman Miller adjourned the meeting at 10:10 a.m.

Respectfully Submitted,

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Carolyn Rude  
Clerk of the Board

\_\_\_\_\_  
Roger Snoble  
Interim General Manager

Date \_\_\_\_\_