



SunLine Transit Agency  
September 29, 2021  
10:40 a.m. – 11:20 a.m.

## AGENDA

### BOARD OPERATIONS COMMITTEE Regular Meeting

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### VIA VIDEOCONFERENCE

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

#### INSTRUCTIONS FOR ELECTRONIC PARTICIPATION

##### Join Zoom Meeting - from PC, Laptop or Phone

<https://us02web.zoom.us/j/84346737220>

Meeting ID: 843 4673 7220

Teleconference Dial In  
888-475-4499 (Toll Free)  
Meeting ID: 843 4673 7220

One tap mobile  
+16699009128,,84346737220#

Phone controls for participants:

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

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

For members of the public wishing to submit comment in connection with the Board Operations Committee Meeting: all public comment requests need to be submitted via email to the Clerk of the Board at [clerkoftheboard@sunline.org](mailto:clerkoftheboard@sunline.org) prior to September 28, 2021 at 5:00 p.m. with your name, telephone number and subject of your public comment (agenda item or non-agenda item). Members of the public may make public comments through their telephone or Zoom connection when recognized by the Chair. If you send written comments, your comments will be made part of the official record of the proceedings and read into the record.

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**ITEM**

**RECOMMENDATION**

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

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

**ITEM**

**RECOMMENDATION**

**1. CALL TO ORDER**

**2. FLAG SALUTE**

**3. ROLL CALL**

**4. PRESENTATIONS**

**5. FINALIZATION OF AGENDA**

**6. PUBLIC COMMENTS**

**RECEIVE COMMENTS**

**NON AGENDA ITEMS**

Members of the public may address the Committee regarding any item within the subject matter jurisdiction of the Committee; however, no action may be taken on off-agenda items unless authorized. Comments shall be limited to matters not listed on the agenda. Members of the public may comment on any matter listed on the agenda at the time that the Board considers that matter. Comments may be limited to 3 minutes in length.

**7. COMMITTEE MEMBER COMMENTS**

**RECEIVE COMMENTS**

**8. IMPLEMENTATION OF MASK REQUIREMENTS  
THROUGH JANUARY 18, 2022**

**INFORMATION  
(PAGE 4)**

(Staff: Lauren Skiver, CEO/General Manager and Eric Vail,  
General Counsel)

**9. REVIEW DECLARATION OF EMERGENCY BY THE  
BOARD OF DIRECTORS**

**APPROVE  
(PAGE 5-10)**

(Staff: Eric Vail, General Counsel and Lauren Skiver,  
CEO/General Manager)

**ITEM**

**RECOMMENDATION**

- 10. **YOUTH SUSTAINABILITY ADVISORY COMMITTEE  
BYLAWS APPROVAL**  
(Staff: Nicholas Robles, Chief of Public Affairs)

**APPROVE**  
(PAGE 11-17)

- 11. **ADJOURN**

**SunLine Transit Agency  
SunLine Services Group**

**DATE:** September 29, 2021 **INFORMATION**

**TO:** Board Operations Committee  
Board of Directors

**FROM:** Lauren Skiver, CEO/General Manager  
Eric Vail, General Counsel

**RE:** Implementation of Mask Requirements Through January 18, 2022

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**Background**

This item provides information on how SunLine Transit Agency will continue to handle mask requirements. Previously, the Transportation Security Administration's (TSA) requirement for all passengers to wear a mask on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and in U.S. transportation hubs such as airports and stations was set to expire in September 2021. In August, TSA announced an extension of this requirement until January 18, 2022. As such, SunLine will continue to require face coverings at all facilities and on all shared and revenue vehicles through this period.

**SunLine Transit Agency  
SunLine Services Group**

**DATE:** September 29, 2021 **ACTION**

**TO:** Board Operations Committee  
Board of Directors

**FROM:** Eric Vail, General Counsel  
Lauren Skiver, CEO/General Manager

**RE:** Review Declaration of Emergency by the Board of Directors

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**Recommendation**

Recommend that the Board of Directors review the declaration of emergency set forth in Board approved Resolution No. 0775 and extend it through December 1, 2021.

**Background**

At the March 25, 2020 Board of Directors meeting, in response to the COVID-19 health emergency that federal, state and local governments are all addressing, SunLine Transit Agency and SunLine Services Group proclaimed an emergency situation as outlined in Resolution No. 0775 (attached). Over the last eighteen months, the Board has continuously evaluated the resolution and made decisions regarding the need to extend the declaration. The Board's last action extended the declaration through September 30, 2021.

Since then, the COVID-19 Delta variant has caused spikes in cases and hospitalizations on a local and national level. In addition, on September 9<sup>th</sup> President Biden announced that his administration was aggressively pursuing mandatory vaccination requirements for federal employees as reflected in his executive order of the same day. The President also stated that the Federal Occupational Safety and Health Administration (FOSHA) would be issuing an Emergency Temporary Standard (ETS) mandating businesses with 100 or more employees to require vaccination or weekly testing of employees. It is expected that FOSHA will issue the ETS within the next 30 days. It is not clear at this time whether "businesses" will include local governmental agencies. It is also not clear whether Cal/OSHA will issue its own ETS that may be broader in application than that issued by FOSHA.

Staff's recommendation is to continue the declaration of emergency through the December Board meeting, December 1, 2021, and reevaluate at that time. SunLine staff are still planning for the October 27, 2021 Board meeting to be a hybrid model with participation in the Agency's Board Room.

**Financial Impact**

There is no financial impact to keep the resolution in place. The potential impact of a new ETS regarding mandatory vaccinations issued by FOSHA or Cal/OSHA is not yet known.

Attachment:

- [Item 9a](#) – Resolution No. 0775

## **SUNLINE TRANSIT AGENCY**

### **RESOLUTION NO. 0775**

#### **A JOINT RESOLUTION OF THE SUNLINE TRANSIT AGENCY BOARD OF DIRECTORS AND SUNLINE SERVICES GROUP BOARD OF DIRECTORS PROCLAIMING THE EXISTENCE OF AN EMERGENCY SITUATION AND LOCAL EMERGENCY DUE TO THE WORLDWIDE SPREAD OF COVID-19**

WHEREAS, California Government Code (“CGC”) Section 54956.5 authorizes the SunLine Transit Agency Board of Directors and SunLine Services Group Board of Directors (collectively referenced to hereinafter as “SunLine”) to hold emergency meetings on shortened notice to address emergency situations as determined by a majority of the Board of Directors; and,

WHEREAS, California Government Code Section 54954.2 authorizes the Board of Directors to take actions not listed on the agenda, where deemed necessary by a majority of the Board of Directors to address emergency situations; and,

WHEREAS, from January 2020 through March 2020, COVID-19 spread throughout the world, with over 156,000 confirmed cases of individuals contracting COVID-19, and approximately 6,000 confirmed cases of individuals dying from COVID-19; and,

WHEREAS, on March 4, 2020, Governor Newsom of the State of California declared a State of Emergency in response to the COVID-19 (Corona Virus Disease 19); and,

WHEREAS, on March 10, 2020, the Board of Supervisors of the County of Riverside proclaimed the existence of a local emergency for all of Riverside County in response to the outbreak of the COVID-19 in California and in Riverside County; and,

WHEREAS, on March 11, 2020 the World Health Organization (WHO) publicly characterized COVID-19 as a pandemic; and,

WHEREAS, on March 11, 2020 the President of the United States imposed certain travel bans and limitations in response to COVID-19; and

WHEREAS, on March 12, 2020 Governor Newsom of the State of California issued Executive Order N-25-20, superseded by Executive Order N-29-20 on March 18, 2020, in a further effort to confront and contain COVID-19 that among other things suspended certain provision of the Ralph M. Brown Act providing local agencies with greater flexibility to hold meetings via teleconferencing; and,

WHEREAS, on March 13, 2020, the Centers for Disease Control and Prevention (“CDC”) had confirmed 2,726, cases of COVID-19 in the United States, with 55 cases resulting in death, within the United States, including California; and,

WHEREAS, on March 13, 2020, the President of the United declared a National Emergency due to the continue spread and the effects of COVID-19; and,

WHEREAS, the State of California and numerous Counties, School Districts and other local governmental agencies as well as private entities have announced the cancellation or postponement of all events where social distancing cannot be reasonably achieved; and,

WHEREAS, on March 13, 2020 Dr. Cameron Kaiser, Public Health Officer of the County of Riverside closed all Riverside County public Schools, regular classes, and school activities from March 16 through April 3, 2020; and,

WHEREAS, in response to the COVID-19 pandemic SunLine reasonably anticipates that SunLine will be required to utilize physical, personnel, and financial resources of SunLine and to take action to limit the spread of COVID-19 within the territorial jurisdiction of SunLine in order to provide for the safety of persons served by SunLine, and to provide continuity of essential services provided by SunLine; and,

WHEREAS, SunLine is actively providing support to those impacted by COVID-19 and cooperating with State, Federal and County in their response to the pandemic; and,

WHEREAS, SunLine reasonably anticipates both asking for mutual aid from, and providing mutual aid to, other communities who are addressing the spread and effects of COVID-19 which will require SunLine to utilize the physical, personnel, and financial resources of SunLine Transit Agency.

**NOW, THEREFORE, BE IT RESOLVED AND HEREBY ORDERED BY THE BOARD OF DIRECTORS OF SUNLINE TRANSIT AGENCY AS FOLLOWS:**

Section 1. That the above recitals are true and correct and based thereon, SunLine hereby finds that the spread of COVID-19 constitutes a situation that severely impairs the public health and safety within SunLine and constitutes conditions of extreme peril to the safety of persons and property of SunLine.

Section 2. That, as authorized in CGC Sections 8630 and 54956.5. and based on the foregoing finding, an “emergency” as defined in CGC Section 54956.5(a) and a “local emergency” as defined in CGC Section 8558(c) hereby exists within the territorial jurisdiction of SunLine and is deemed to continue to exist, and shall

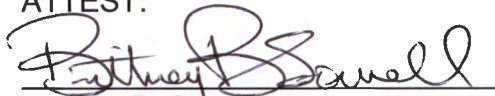


be reviewed at least once every 60 days, until its termination is proclaimed by the Board of Directors.

Section 3. That SunLine will utilize, to the extent reasonably feasible and appropriate, the ability to conduct its Board of Director meetings, and all committee meetings via teleconferencing and other electronic means to permit Board Members and members of the public to adopt social distancing to the greatest extent possible while still proceeding with the efficient handling of SunLine's business in compliance with California Executive Order N-29-20.

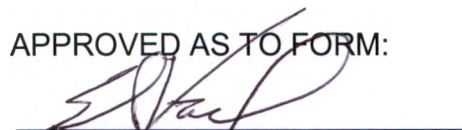
ADOPTED THIS 25<sup>th</sup> DAY OF March, 2020

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, do hereby certify that Resolution No. 0775 was adopted at a regular meeting of the Board of Directors held on the 25<sup>th</sup> day of March, 2020, by the following vote:

AYES: 10

NOES: 0

ABSENT: 0

ABSTAIN: 0

IN WITNESS WHEREOF, I have hereunto set my hand this 25<sup>th</sup> day of March, 2020.



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

**SunLine Transit Agency**

**DATE:** September 29, 2021 **ACTION**

**TO:** Board Operations Committee  
Board of Directors

**FROM:** Nicholas Robles, Chief of Public Affairs

**RE:** Youth Sustainability Advisory Committee Bylaws Approval

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**Recommendation**

Recommend that the Board of Directors approve the bylaws for SunLine's Youth Sustainability Advisory Committee set forth in Policy No. B-250121.

**Background**

SunLine continuously looks for new ways to engage with riders and the Coachella Valley community regarding our service. At the special Earth Day Board meeting in April, the Agency announced that it would be forming a new committee for youth in an effort to engage local high school students around SunLine's activities. Youth participation reinforces our operations and service delivery by enhancing our commitment to equity and sustainability. The focus of the Advisory Committee will be in alignment with the long-term strategic plan and SunLine Board of Directors' vision. The purpose is to assist SunLine in implementing sustainability initiatives in fun, engaging and creative pathways.

Youth Sustainability Advisory Committee members will contribute to the implementation of initiatives and policies related to a variety of topics including zero emission technology, emissions reduction, energy conservation, air quality, and climate adaptation and resiliency.

The bylaws set out a plan for the body's advisory role to the Board and Agency, the frequency of meetings, and how members are appointed. From the initial call for applications, a total of 13 were received. Upon Board approval of the bylaws and structure, SunLine will plan to convene the students for an inaugural meeting in October.

**Financial Impact**

No financial impact.

Attachment:

- [Item 10a](#) – Youth Sustainability Advisory Committee Bylaws

**SunLine Transit Agency  
Youth Sustainability Advisory Committee Bylaws  
Policy No. B-250121**

**Adopted by Board: 09/29/2021**

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# **YOUTH SUSTAINABILITY ADVISORY COMMITTEE BYLAWS**

## **ARTICLE I – GENERAL PURPOSE, GOALS AND OBJECTIVES**

### **SECTION 1. PURPOSE**

The purpose of this document is to define the mission, roles and responsibilities, functionality and membership of SunLine's Youth Sustainability Advisory Committee.

### **SECTION 2. MISSION STATEMENT AND GOAL(S)**

- a. Mission Statement: SunLine is committed to protecting the environment, embracing social responsibility, creating economic vitality and enhancing the quality of life for the communities we serve. SunLine's Youth Sustainability Advisory Committee will be a critical resource toward building a clean air future for the Coachella Valley. The focus and efforts will be in alignment with the long-term strategic plan and SunLine Board of Directors' vision.
- b. Goals: The goal of the Youth Sustainability Advisory Committee is to assist SunLine in developing ideas for sustainability initiatives that are fun, engaging and creative. The Committee will have a focused effort on ensuring youth in the Coachella Valley community are connected to the work happening at the Agency.

## **ARTICLE II – MEMBERSHIP AND TERM OF OFFICE**

All members of the Committee will be selected on an application basis. Eligible youth must be between the ages of 13 and 18, who live in and/or attend school in the Coachella Valley. Appointments to the Committee will be conducted by the CEO/General Manager. New members can be appointed to fill vacancies created by the resignation of an existing member and will serve in the seat to complete the remainder of that office term. The term of office shall be for a period of one (1) year with the membership reviewed at minimum at the start of each school calendar year. There shall be no limit restricting a member to the number of terms that he or she may continuously serve as long as that member remains in good standing and is eligible based on the age range described above. The Committee will have a maximum of 15 members. During the application review and appointment process, SunLine will be trying to ensure there is representation from each member jurisdiction, where possible.

### **ARTICLE III – MEMBERSHIP TERMINATION**

Membership will be terminated by the CEO/General Manager at the recommendation of staff for the following reasons:

- a. The member has acquired three (3) consecutive absences from regularly scheduled meetings in the twelve month period that constitutes a term year, or four (4) total absences in a twelve month period.
- b. Any serious misconduct including, but not limited to a criminal conviction, or any other conduct, whether physical, verbal or written, that constitutes discrimination based on a person's race, color, origin, sex, religion, sexual orientation, disability, age or other protected characteristic under state or federal law.
- c. Misuse of membership on the Committee for any purpose to achieve personal financial gain.

### **ARTICLE IV – TIME COMMITMENT**

Youth Sustainability Advisory Committee meetings will be scheduled on a bi-monthly basis, with the potential for special meetings (as needed). The Youth Sustainability Advisory Committee may create subcommittees to focus on specific initiatives and projects. Subcommittee members will meet regularly and work independently as needed to complete project tasks. Sustainability Committee member participation is paramount in keeping a cohesive focus and staying on target with the implementation of initiatives throughout appropriate departments and operations. However, participation shall not interfere or take priority over regular school responsibilities. Should a schedule conflict arise that prevents meeting attendance, the Sustainability Committee member should provide advance notice to the SunLine staff liaison.

### **ARTICLE V – OFFICERS**

#### **SECTION 1. CHAIR**

The Committee shall elect from its members a Chair who shall preside at all meetings of the Committee. The Chair shall appoint members to all subcommittees. The Chair shall also perform such other duties as may be requested from time to time by the Committee, when and for whatever period of time deemed necessary.

#### **SECTION 2. VICE CHAIR**

The Committee shall elect from its members a Vice-Chair whom in the absence or inability of the Chair to preside, shall have all of the powers and shall perform all of the duties of the Chair. The Vice-Chair shall perform such other duties from time to time as may be requested by the Committee when and for whatever period of time deemed necessary.

### **SECTION 3. CHAIR AS PRESIDING OFFICER**

The Chair shall preside and conduct all meetings in accordance with the articles of the Brown Act of the State of California. He or she shall not be deprived of any rights and privileges of any member by reason of his or her acting as presiding officer.

The Chair shall conduct all Committee meetings in accordance with Robert's Rules of Order and is responsible to maintain order and decorum during all Committee meetings. The Chair's determination on all Points of Order is subject to the right of any Committee member to appeal the determination to the entire Committee within a period of 2 regularly scheduled meetings. In the event of an appeal, the majority decision of the Committee shall govern and conclusively determine any question of order.

When appropriate for clarification purposes or requested by a member, the Chair shall restate each motion immediately following its introduction. In situations where extensive discussion or debate occurs following introduction of a motion, or when an amendment(s) has been made to a motion, the Chair, or his or her designee, shall restate each motion immediately prior to calling for the vote. Following the vote, the Chair shall announce whether the motion carried or was defeated.

### **SECTION 4. ELECTION OF CHAIR AND VICE-CHAIR**

- a. During the scheduled Committee meeting in September of each year, and at any time when there is a vacancy in the office of Chair or Vice-Chair, the Committee shall appoint a Chair and Vice-Chair. The appointments shall be for the period of one term year or for the remainder of the existing term year, should the election be held to fill an existing vacancy within that term year.
- b. The Chair and Vice-Chair shall serve at the direction of the Committee and may be removed by a majority vote of the appointed Committee members.
- c. Should the Committee member's fail to elect a Chair and/or Vice-Chair, then the existing Chair or Vice-Chair shall continue in that position until such time as the Committee does elect a successor to that position.
- d. If both the Chair and Vice-Chair are absent from any regularly scheduled meeting or are for any reason are unable to act as the presiding officer, the meeting shall be called to order by SunLine staff and the first order of business shall be for the staff to call a temporary presiding officer to be selected from the Committee members present for the remainder of the meeting.

### **SECTION 5. STAFF SUPPORT**

The CEO/General Manager shall designate staff to serve as Committee liaisons who will be responsible for preparing meeting notices, agendas, minutes and other materials as required.

## **ARTICLE VI – MEETINGS**

### **SECTION 1. GENERAL**

All meetings of the Committee shall be open and accessible to the public, in accordance with the Brown Act of the State of California.

### **SECTION 2. QUORUM/REGULAR BUSINESS:**

A majority of the appointed members of the Committee shall constitute a quorum for the purposes of conducting business.

For example: If there are no vacancies on the Committee, eight (8) members would constitute the majority of the 15 member Committee. If three (3) vacancies existed on the Committee, seven (7) members would constitute the majority of the 12 member Committee.

### **SECTION 3. ACTIONS**

All actions of the Committee shall be by motion passed by a majority of the voting members present at a meeting

### **SECTION 4. REGULAR MEETING**

Regular scheduled meetings of the Committee shall be held bi-monthly at a date and time determined by the Committee.

As the need exists, the Committee may meet at other times by holding special meetings as allowed for under the Brown Act. There will be no regularly scheduled meetings held during the months of July and August.

### **SECTION 5. ADJOURNMENT**

The Committee may adjourn any meeting to a time and place specified in the motion or order of adjournment. Any regular or adjourned regular meeting of the Committee may be adjourned to a time and place specified in the order of adjournment of that meeting, but not beyond the next regular meeting.

## **ARTICLE VII – AGENDAS, MINUTES**

### **SECTION 1. AGENDA**

SunLine staff shall prepare an agenda in coordination with the Committee Chair and Vice-Chair. SunLine staff shall be responsible for distributing and posting the final agenda and preparing or compiling the associated agenda materials for each meeting. Agenda materials shall be distributed to Committee members by U.S. mail or e-mail preferably one (1) week prior to each regularly scheduled meeting, but in no case shall agendas be mailed so as to be received later than seventy-two (72) hours prior to a



regularly scheduled meeting.

## **SECTION 2. MINUTES**

Minutes of each Committee meeting shall be prepared by SunLine staff and distributed to Committee members together with the agenda materials for the next regularly scheduled meeting.

## **SECTION 3. AGENDA/ORDER OF BUSINESS**

The agenda shall be posted in compliance with the Brown Act of the State of California. The business of each regular scheduled meeting of the Committee shall be transacted, as far as possible, in the following order.

1. Check for quorum by the Chair
2. Approval of the Agenda
3. Approval or correction of the minutes of the previously scheduled regular meeting
4. Comments from the public on items not on the agenda - All comments from the public will be accepted and addressed according to published policy and procedures.
5. Receipt of Committee correspondence
6. Reports of Subcommittees
7. Reports of SunLine staff
8. Unfinished business
9. New business
10. SunLine Transit Agency business matters
11. Adjournment

## **ARTICLE VIII – AMENDMENTS**

These bylaws may be amended by a majority vote of those Committee members present at any regular scheduled meeting provided that a copy of the proposed amendment has been mailed to each Committee member in advance of the time the proposed amendment is to be voted upon. The bylaws shall be reviewed every three (3) years or as necessary for possible updating and amending. The SunLine Board of Directors must ratify all amendments.