



SunLine Transit Agency
March 28, 2018
11:10 a.m. – 11:30 a.m.

AGENDA

BOARD OF 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, 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 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.

ITEM

RECOMMENDATION

- | | |
|--|------------------------------|
| 6. COMMITTEE MEMBER COMMENTS | RECEIVE COMMENTS |
| 7. <u>APPROVE MEDIA POLICY NO. B-130118</u>
(Staff: Norma Stevens, Public Outreach Specialist) | APPROVE
(PAGE 1-3) |
| 8. <u>APPROVE FINANCIAL AUDIT ROTATION
POLICY NO. B-060118</u>
(Staff: Eric Taylor, Deputy Chief Financial Services) | APPROVE
(PAGE 4-5) |
| 9. ADJOURN | |

SunLine Transit Agency

DATE: March 28, 2018 **ACTION**

TO: Board Operations Committee
Board of Directors

FROM: Norma Stevens, Public Outreach Specialist

RE: Approve [Media Policy No. B-130118](#)

Recommendation

Recommend that the Board of Directors approve the proposed Media Policy No. B-130118.

Background

SunLine Transit Agency recognizes that one of the most effective and quickest ways to communicate SunLine policies and activities to its stakeholders is by working in cooperation with news media.

Inquiries from the news media should be responded to as quickly and efficiently as possible. Every effort should be made to meet media deadlines and to ensure that all information released is accurate.

The adoption of SunLine Media Policy No. B-130118 creates uniformity within all SunLine Transit Agency departments in reference to media guidelines.

Financial Impact

No financial impact.

SunLine Transit Agency
Media Policy
Policy No: B-130118

Adopted: 03/28/2018

MEDIA POLICY

PURPOSE

SunLine Transit Agency recognizes the need to create uniformity among all departments in reference to media guidelines. This policy establishes guidelines to ensure all communication between the media and SunLine Transit Agency are handled in a professional manner, effectively and accurately.

SCOPE

This policy applies to all SunLine Transit Agency employees, contractors and the media.

POLICY

SunLine Transit Agency, acting in a proprietary capacity, operates public bus service in the Coachella Valley. SunLine Transit Agency recognizes that one of the most effective ways to communicate SunLine policies and activities to its stakeholders is by working in conjunction with the media. Inquiries from the news media should be responded to as quickly and accurately as possible.

PROCEDURES

1. All requests from the media should be referred to the Public Outreach Specialist or designee with a copy sent to the Chief Administration Officer. SunLine Transit Agency will request the inquiry be provided via e-mail and determine the most appropriate person to comment or address the information being sought by the media.
2. On some occasions, employees may be asked to speak to the media to impart their expertise on certain subjects but will do so at the direction of their department chief.
3. The primary objective for routing reporter inquiries to the Public Outreach Specialist or designee is to ensure an accurate, effective, timely and coordinated response, and to prevent conflicting or mixed messages from being disseminated to the public.

4. Depending on the specific circumstances, the CEO/General Manager may designate a staff member to serve as spokesperson on a particular issue.

A. Statements To The Media:

Statements on behalf of or attributed to SunLine Transit Agency must be factually accurate, free of personal opinions, directly reflective of adopted policies and procedures, and as clear and concise as possible.

B. Reporter Deadlines:

Recognizing that the media is often operating under tight deadlines, the Agency will strive to ensure that they are effectively served within the requested deadlines.

C. Meetings/Events:

All meetings/events that are open to the public are, by definition, open to the media.

- a. Members of the media must have approval from SunLine Transit Agency before interviewing, filming or photographing staff on SunLine property unless they are covering a public event.

5. Litigation, Criminal Action and Personnel:

A. Personal Points of View:

- a. It is recognized that all employees have the right to their personal opinions regarding any issue. However, employees who write letters to the editor of any newspaper or publication may not use official SunLine Transit Agency stationary. If an employee chooses to identify themselves as a SunLine employee in any personal letter or email to the editor, they must include language which states the views set forth in the letter do not represent the views of the Agency, but rather personally held opinions. Similar disclaimers must be given if an employee addresses a public meeting, participates in a radio talk show, or is interviewed for a radio or television program unless the employee has approval from SunLine Transit Agency to be officially representing the Agency.
- b. In general, SunLine Transit Agency does not comment on matters that involve pending litigation, matters involving a significant exposure to litigation, criminal action and certain personnel-related information. However, all efforts will be made to provide as much background information as can be disclosed.

Crisis or Emergency Issues

During a major crisis or emergency (natural or manmade disaster), staff shall follow media communication procedures as stated in the Agency's Emergency Response Plan.

SunLine Transit Agency

DATE: March 28, 2018 **ACTION**

TO: Board Operations Committee/
Board of Directors

FROM: Eric Taylor, Deputy Chief Financial Services

RE: Approve [Financial Audit Rotation Policy No. B-060118](#)

Recommendation

Recommend that the Board of Directors approve the proposed Financial Audit Rotation Policy No. B-060118.

Background

In February 2018, the final option year for financial auditing services was brought to the Finance/Audit Committee for approval. During the discussion, a question was posed regarding whether SunLine could establish a policy to limit the tenure of financial auditors.

After a review of the Federal Transit Administration's (FTA) Circular 4220.1F regarding third party contracting, it was determined that establishing an Agency policy regarding financial audit rotation would meet the needs of preserving the public interest, while maintaining guidelines on open competition.

Financial Impact

No financial impact.

**SunLine Transit Agency
Financial Audit Rotation Policy
Policy No: B-060118**

Adopted: 03/28/2018

FINANCIAL AUDIT ROTATION POLICY

PURPOSE

The purpose of this document is to establish a three (3) year limitation on financial auditing agreements between SunLine Transit Agency and outside contractors and to require staff conducting auditing services to be rotated on an annual basis.

SCOPE

Individuals covered by this policy are outside contractors who engage in financial auditing agreements with SunLine Transit Agency.

POLICY

In order to preserve the public interest in the use of public funds, SunLine Transit Agency will limit the duration of executed agreements for financial auditing services to a period no longer than three (3) years, inclusive of any available option years. Chapter VI, Section 3 - Methods of Procurement, of the Federal Transit Administration's (FTA) Circular 4220.1F states that less than full and open competition is allowable if it is within the public interest.

PROCEDURES

Solicitations for financial auditing services will include documentation that a contractor will be excluded from submitting a bid or proposal if they have been the contracted vendor within the preceding three (3) years. It will also document that in the situation where a financial auditing contractor is conducting more than a single years' audit, staff conducting the financial audit must be rotated on an annual basis.