



SunLine Transit Agency
June 23, 2021
11:15 a.m. – 11:50 a.m.

AGENDA

BOARD OPERATIONS COMMITTEE Regular Meeting

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/84691803157>

Meeting ID: 846 9180 3157

Teleconference Dial In
888-475-4499 (Toll Free)
Meeting ID: 846 9180 3157

One tap mobile
+16699009128,,84691803157#

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 prior to June 22, 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.

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

APPROVE
(PAGE 4-9)

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

9. **IMPLEMENTATION OF MASK REQUIREMENTS THROUGH SEPTEMBER 30, 2021**

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

ITEM

RECOMMENDATION

- 10. **OPERATIONAL CHANGES**
(Staff: Lauren Skiver, CEO/General Manager and
Eric Vail, General Counsel)

- 11. **ADJOURN**

INFORMATION
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**SunLine Transit Agency
SunLine Services Group**

DATE: June 23, 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

Recommendation

Recommend that the Board of Directors review the declaration of emergency set forth in Board approved Resolution No. 0775, extending it through September 30, 2021, and choose between a virtual and hybrid meeting model for Board of Directors/Committee meetings.

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 currently addressing, SunLine Transit Agency and SunLine Services Group proclaimed an emergency situation as outlined in Resolution No. 0775 (attached). At subsequent meetings over the last year, the SunLine Board of Directors voted to continue the emergency declaration.

1. Extend Emergency Declaration Until September 30, 2021

SunLine's existing emergency declaration is set to expire on June 23, 2021. Although the Governor's recent Executive Orders N-7-21 and N-8-21 end the stay at home directive, they still leave the State's emergency declaration and extraordinary health and safety provisions in place through September 30, 2021. There is also the potential for the Governor to maintain the state of emergency beyond September 30, 2021. In the interim, the Governor's Orders modify or phase out completely certain of the previously adopted exceptions and directives. Importantly, the Brown Act exceptions allowing for virtual board meetings will remain in place until September 30, 2021. Also in the interim the CDC, California Department of Health, and Cal/OSHA are expected to modify their directives and temporary emergency rules. This process has been and is likely to continue to be fluid over the next several months. Due to the gradual roll back and modification of restrictions, it is recommended that the Board approve extending SunLine's emergency declaration through September 30, 2021.

2. Virtual/Hybrid Meetings for Board of Directors/Committee Meetings

- a. Virtual Option – Hold the upcoming July and September Board and Committee meetings fully virtual via Zoom, as has been the practice of this governing body since April 2020.
- b. Hybrid Option – Hold the upcoming July and September Board and Committee meetings as a hybrid model, wherein members of the Board and public will have an opportunity to participate either in-person or virtually.

Financial Impact

There is no financial impact to keep the resolution in place.

Attachment:

- [Item 8a](#) – 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 25th DAY OF March, 2020

ATTEST:

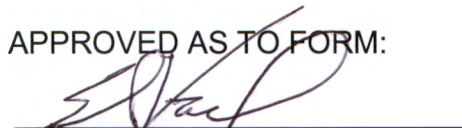


Brittney B. Sowell
Clerk of the Board
SunLine Transit Agency
SunLine Services Group



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 25th 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 25th day of March, 2020.



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

**SunLine Transit Agency
SunLine Services Group**

DATE: June 23, 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 September 30, 2021

Background

This item provides information on how SunLine Transit Agency will be handling mask requirements. For the duration of SunLine's emergency declaration and until the Cal/OSHA guidelines are clear, all employees and members of the public will wear a mask indoors at all times on SunLine's property, and on all shared and revenue vehicles.

The State of California removed the tiered system and reopened the economy on June 15, 2021 in addition to coinciding with the Center for Disease Control and Prevention's (CDC) guidance on face coverings. It is important to note that CDC's change to guidance on masks did not change mask requirements on transportation modes, regardless of vaccination status. The guidance notes that CDC prevention measures continue to apply to all travelers, including those who are vaccinated. The Transportation Security Administration (TSA) has required all passengers to wear a mask on all 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 through September 2021.

In addition, SunLine Transit Agency is still governed by the regulations set forth under Cal/OSHA's COVID-19 Prevention Emergency Temporary Standards. The standards were revised by the Occupational Safety & Health Standards Board on June 17, 2021.

**SunLine Transit Agency
SunLine Services Group**

DATE: June 23, 2021 **INFORMATION**

TO: Board Operations Committee
Board of Directors

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

RE: Operational Changes

Background

In response to the COVID-19 pandemic, a number of operational changes were made. These changes will continue to be evaluated by management staff and General Counsel in relation to ongoing obligations with the Federal Transit Administration (FTA), CDC, and Cal/OSHA. Below is an informational update on changes that have been made to operational procedures:

1. Operating on a modified schedule with additional service being implemented as ridership demand increases.
2. The Agency's reception area will open to visitors on July 1, 2021 without an appointment.
3. Rotating work schedules for categories of employees to alternate between in office assignment and telework remotely. Each case will be evaluated on the requirements of the position, performance of the individual and needs of the Agency.
4. Sunsetting the following leave and benefit policies on July 19, 2021:
 - A. Employees do not need a doctor's note before or during an illness, however employees will be required to call in daily to update their manager/supervisor of their status. Employees may need a medical release to return to work depending on their circumstances.
 - The employee may use sick or other accrued leave available during the duration of the absence. Any absence in excess of the employees available sick or other accrued time off will be unpaid.
 - B. Employees will be allowed to use their ETO/VTO accrual after exhaustion of sick accrual.

- To minimize employee impacts, all employees will be able to use accrued ETO/VTO, if needed, once accrued sick time has been exhausted.
- C. Employees will be qualified to take accrued leave before the end of their probationary period.
- SunLine Transit Agency will waive the current restrictions for sick and leave accrual use for probationary employees.
- D. The Agency will provide sufficient unpaid leave of absence benefits.
- SunLine Transit Agency will waive penalties for unpaid leave use. All current policies and procedures regarding employee benefit contributions will remain in effect.
5. Sunsetting the following leave and benefit policies on September 30, 2021 to be in alignment with the timeline set around SB95 regarding Supplemental Paid Sick Leave:
- A. Employees may utilize their accrued leave for school/childcare closures and any family caregiving.
- The employee may use sick or other accrued leave available during the duration of the absence. Any absence in excess of the employees available sick or other accrued time off will be unpaid.