



SunLine Transit Agency  
February 26, 2025  
11:15 a.m. – 11:30 a.m.

## AGENDA

### BOARD OPERATIONS COMMITTEE

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

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#### NOTICE TO THE PUBLIC

SunLine has discontinued its COVID-19 Emergency Declaration and has returned its Board and Board Committee meetings to live and in-person attendance at the location noted above. These meetings are no longer available for viewing, attendance, or comment by two-way audiovisual platform, two-way telephonic service, webcasting, or streaming video broadcast. SunLine may prepare audio or video recordings of Board meetings. In accordance with the Brown Act and California Public Records Act, these recordings are subject to public inspection for a period for thirty (30) days after the meeting.

In compliance with the Brown Act, agenda materials distributed 72 hours or less 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 or at 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](http://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 disability-related modification(s) and/or interpreter services are needed to participate in a Board meeting. Notification of at least 72 hours prior to the meeting time will assist staff in ensuring reasonable arrangements can be made to provide assistance at the meeting.

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#### ITEM

#### RECOMMENDATION

1. CALL TO ORDER
2. FLAG SALUTE
3. ROLL CALL
4. FINALIZATION OF AGENDA

**ITEM**

**RECOMMENDATION**

**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.

**6. PRESENTATIONS**

**7. COMMITTEE MEMBER COMMENTS**

**RECEIVE COMMENTS**

**8. ACCESS ADVISORY COMMITTEE MEMBER**  
(Staff: Jairho Urzua, ADA Eligibility & Compliance Specialist)

**APPROVE**  
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**9. ADJOURN**

**SunLine Transit Agency**

**DATE:** February 26, 2025 **ACTION**

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

**FROM:** Jairho Urzua, ADA Eligibility & Compliance Specialist

**RE:** ACCESS Advisory Committee Member

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**Recommendation**

Recommend that the Board of Directors appoint Abdelhak Bouzroud to the ACCESS Advisory Committee (Committee).

**Background**

In June 1996, the Board of Directors established the Committee to assist staff in an advisory capacity on accessibility and senior mobility concerns. Formal bylaws and procedures were adopted to guide its operations. Its role has always been specifically limited by its bylaws to providing recommendations to staff. This input was especially valuable in the early years as SunLine Transit Agency (SunLine) structured its fixed route and paratransit services to comply with ADA requirements.

As determined by the Board of Directors, the Committee serves as a vital forum for advising SunLine on the planning and implementation of its fixed-route and paratransit services. The Committee reviews, comments on, and provides feedback to SunLine staff in order to make transportation more accessible for everyone. Membership is designed to include individuals with diverse expertise and firsthand experience with SunLine's services, strengthening the Committee's ability to offer well-informed recommendations. The Committee complies with California's open meeting law, the Brown Act, and follows Robert's Rules of Order to ensure structured and effective discussions.

All members of the Committee serve at the pleasure of the SunLine Board of Directors and in a voluntary capacity. The Committee includes fifteen (15) seats. Any person living within SunLine's service area may be appointed to the Committee, and the Committee includes individual who regularly utilize SunLine's transit services. Currently, five (5) of the fifteen (15) seats are filled. SunLine staff will be creating a plan to fill the remaining vacancies in the coming months, including outreach via word of mouth and social media.

To fill vacancies, the Committee utilizes the following appointment process to ensure transparency and compliance with the Committee bylaws:

1. **Application Submission** – Applicants submit their forms to the Committee Chair.
2. **Committee Review** – Applications are evaluated for qualifications.
3. **Ad Hoc committee Evaluation** – A three-member ad hoc committee reviews and discusses applications.
4. **Committee Vote** – The ad hoc Committee makes recommendation on the applicant to the Committee, who then votes on the application.
5. **Board Report Submission** – Approved applicants are presented for Board review.
6. **Board Approval** – The Board formally approves or denies the appointment.
7. **New Member Orientation** – After approval, the new member is briefed on expectations, meeting schedules, and responsibilities.

On September 23, 2024, the Committee received one (1) application. After reviewing the application, at the January 14, 2025 Committee meeting, the Membership committee recommended the appointment of Abdelhak Bouzroud, who serves as Palm Springs Unified School District Transportation Coordinator. The full Committee unanimously approved the ad hoc committee's recommendation.

#### **Financial Impact**

There is no financial impact.

#### **Performance Goal**

**Goal 4: Valuable Community Asset** – Be seen as a highly valued and integral contributor to shaping socially engaged, economically vibrant, and healthy communities throughout the Coachella Valley.