



SunLine Transit Agency  
May 22, 2024  
10:30 a.m. – 10:50 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 special assistance is needed to participate in a Board meeting, including accessibility and translation services. Notification of at least 72 hours prior to the meeting time will assist staff in assuring 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. PRESENTATIONS

**ITEM**

**RECOMMENDATION**

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. **UPDATE TO POLICY NO. B-070192, EVALUATION OF THE CEO/GENERAL MANAGER POLICY**

**APPROVE**  
(PAGE 3-30)

(Staff: Mona Babauta, CEO/General Manager, and Catherine Groves, General Counsel)

9. **INCREASE TO BOARD STIPENDS**

**DISCUSSION**  
(PAGE 31)

(Staff: Edith Hernandez, Clerk of the Board)

10. ADJOURN

## SunLine Transit Agency

**DATE:** May 22, 2024 **ACTION**

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

**FROM:** Mona Babauta, CEO/General Manager  
Catherine J. Groves, General Counsel

**RE:** Update to Policy No. B-070192, Evaluation of the CEO/General Manager Policy

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### **Recommendation**

Recommend that the Board of Directors approve an update to Policy No. B-070192 Evaluation of the CEO/General Manager.

### **Background**

The CEO/General Manager evaluation process was adopted by the Board as Policy Number B-070192 in February 1992. It was subsequently revised most recently by the Board of Directors in March 2021, and per the policy, it must be reevaluated and revised as necessary within a three (3) year period.

To effectively establish and communicate the Agency's goals, strategic objectives, and key priorities for delivering safe, reliable, and clean transportation services, and to ensure that the CEO/GM continues to meet the expectations of the Board and fulfills the duties necessary for delivering such service, staff recommends that the Board ratify the updated version of the policy as shown in Attachment A. The former version is also provided as Attachment B.

Notably, the policy now includes a process for the Board and the CEO/GM to collaborate and mutually establish annual goals, strategic objectives and key priorities for meeting the mobility needs of the citizens of the Coachella Valley. Furthermore, metrics and specified factors for assessing the CEO/GM's effectiveness in meeting goals and objectives and delivering key priorities would also be annually established and reflected in an evaluation form to be completed by each Board Member.

In order to ensure that the policy remains relevant for meeting SunLine Transit Agency's current priorities and needs, staff recommends that the policy continue to be reevaluated by the Board every three (3) years.

**Financial Impact**

No financial impact.

Attachments:

- [Item 8a](#) – Policy B-070192 (Redlined Changes Accepted)
- [Item 8b](#) – Redlined Copy of Policy No. B-070192

**SunLine Transit Agency**  
**Evaluation of the CEO/General Manager Policy**  
**Policy No: B-070192**

**Adopted: 02/26/1992**  
**Revised: 04/22/2024**

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## **EVALUATION OF THE CEO/GENERAL MANAGER POLICY**

### **PURPOSE**

To provide a framework for the CEO/General Manager's annual performance evaluation.

### **SCOPE**

SunLine Transit Agency (Agency) Board of Directors (Board), as the governing body for the Agency, has the authority to appoint a CEO/General Manager (CEO/GM). The CEO/GM is accountable for all aspects of the Agency operation. The Board will conduct an annual evaluation of the CEO/GM's performance, and the intent of the process is to establish a forum for the Board of Directors to engage with the CEO/General Manager (CEO/GM) on their effectiveness in meeting SunLine Transit Agency's mutually established goals, strategic objectives through their performance on an annual basis.

### **POLICY**

The primary purpose of annually evaluating the CEO/General Manager's performance is to provide the rational, structured communications between the Board and its CEO/GM in charting the objectives for the growth, development, and continuous improvement of the Agency in serving the transportation needs of the residents of the Coachella Valley. The process will clarify and/or identify future performance expectations.

Through the evaluation of the CEO/General Manager, the Board shall strive to accomplish the following:

1. Communicate leadership expectations of the CEO/GM for better serving the Agency and the mobility needs of the Coachella Valley.
2. Facilitate and strengthen a harmonious working relationship between the Board and the CEO/GM.
3. Discuss the CEO/GM's effectiveness in carrying out mutually established Agency goals, strategic objectives, and annual priorities.

## **PROCEDURES**

The CEO/GM shall carryout the annual performance evaluation process as per the current employment contract ratified by the Board. Unless otherwise specified in the CEO/GM's contract following steps shall be taken:

<b>#</b>	<b>Timeline</b>	<b>Action</b>
1	March	<ul style="list-style-type: none"> <li>a) CEO/GM agendizes performance evaluation process.</li> <li>b) CEO/GM submits to the Board a self-assessment of their performance against goals, strategic objectives and annual priorities as established with the Board to date, which shall be discussed during the March Board meeting.</li> <li>c) The Chair and Board provide direction on next steps in the management of the CEO/GM's evaluation process (i.e. designee for receiving completed board evaluation forms, etc.).</li> <li>d) CEO/GM disseminates performance evaluation form to the Board with self-assessment by a mutually agreed upon date.</li> </ul>
2	April	<ul style="list-style-type: none"> <li>a) CEO/GM agendizes performance evaluation process.</li> <li>b) CEO/GM drafts and discusses the goals, strategic objectives and annual priorities for the upcoming fiscal year with the Board, during the April Board meeting.</li> <li>c) The CEO/GM revises the goals, strategic objectives and annual priorities based on Board feedback.</li> <li>d) Completed evaluation forms from the Board should be submitted to the Board's designee.</li> </ul>
3	May	<ul style="list-style-type: none"> <li>a) CEO/GM agendizes performance evaluation process.</li> <li>b) The Final Report on the CEO/GM's performance is completed by the May board meeting. (Completed evaluation forms from the Board must be submitted at least two weeks prior to the May board meeting.)</li> <li>c) Board and CEO/GM engage in a discussion on the CEO/GM's performance. The Final Report will be available for reference.</li> <li>d) CEO/GM finalizes Agency's Goals, Strategic Objectives, and Annual Priorities for the next fiscal year based on Board feedback.</li> <li>e) Identify any next steps with CEO/GM on closing-out evaluation process and any changes to employment expectations and/or the CEO/GM's employment contract.</li> </ul>
4	June	Close-out any outstanding issues related to the CEO/GM's annual performance evaluation process. CEO/GM shall work with the Board and/or Board Chair to complete the process.

The process of evaluation is recognized as being positive in intent and designed to improve the quality of the CEO/General Manager's service to the Agency.

## **REVIEW OF POLICY**

The Board will review this policy at least every three (3) years to ensure that it remains relevant, unless otherwise directed by them.



## CEO/GENERAL MANAGER EVALUATION FORM

**Evaluator:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time Period Covered:** \_\_\_\_\_

The SunLine Board of Directors (Board) is being asked to evaluate the CEO/General Manager's (CEO/GM) performance in the following Performance Areas for the period of July [year] and June [year]. In rating her performance, please use a scale of 1 to 5 as identified in the table below:

5	Exceptional	Exceeds standards on a consistent basis
4	Highly Competent	Generally exceeds standards and requirements
3	Competent	Expected performance level
2	Needs Improvement	Does not consistently meet standards
1	Poor	Consistently deficient in meeting most standards

Instructions: Please circle the appropriate numeric rating to the right of each performance area or subcategory. In addition, please comment on strengths, concerns, and observations in the comment boxes provided, using specific examples when possible. To assist you in assessing the CEO/GM's performance, relevant factors are noted below each performance area for your consideration.

### PERFORMANCE AREAS

#### 1. LEADERSHIP & MANAGEMENT

A. Business Ethic	Rating (5-exceptional to 1-poor)				
	5	4	3	2	1
Factors: <ul style="list-style-type: none"> <li>• Promotes accountability and public trust through transparency.</li> <li>• Maintains high standards of honesty, integrity and trust.</li> </ul>					

B. Leadership of staff	Rating (5 to 1)				
	5	4	3	2	1



Factors:

- Inspires teamwork and cooperation among staff.
- Provides clear direction and coaching to staff as demonstrated through timely and concise board reports.
- Encourages staff to take ownership and accountability as demonstrated through sound, thoughtful, and strategic recommendations to the Board and the CEO/GM.

C. Agency Foundation	Rating (5 to 1)				
	5	4	3	2	1

Factors:

- Delegates effectively as demonstrated by staff presentations to and direction interactions with the Board.
- Is action and results oriented as demonstrated through agency progress.
- Provides for quality programs and services.
- Introduces new ideas, concepts and best practices.
- Encourages education and research to stay current on industry best practices.
- Applies adaptive management to challenges.
- Uses data for analysis and management of issues that contribute to the Agency's foundation and long term sustainability.

BOARD COMMENTS:

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**2. SERVICE EFFECTIVENESS AND STABILITY**

A. Asset Management	Rating (5 to 1)				
	5	4	3	2	1

**Factors:**

- Conducts regular analyses to ensure staffing levels and expertise are sufficient for maintaining assets in a state of good repair and maximizing system reliability.
- Completes a thorough and comprehensive Short Range Transit Plan (SRTP) annually that outlines sufficient resources for operational stability.
- Develops and maintains planning documents for effectively managing assets in a state of good repair and ensuring their continued appropriateness for meeting the Agency's evolving operational needs (i.e. Asset Management Plan, Site Plan, Zero Emission Bus Rollout Plan).

B. Transit Service Reliability	Rating (5 to 1)				
	5	4	3	2	1

**Factors:**

- Implements service plans that have sufficient resources allocated to ensure system reliability.
- Ensures that staff has the appropriate resources, operational equipment, and assets to deliver reliable and safe transit service.

C. Service Innovation	Rating (5 to 1)				
	5	4	3	2	1

**Factors:**

- Implements innovative services and programs as appropriate for meeting evolving and growing Coachella Valley mobility needs.
- Stays current on industry best practices, grant programs, and technology innovations for designing/implementing new services as resources allow and as appropriate for meeting critical and varied service needs.

D. Labor-Management Partnership	Rating (5 to 1)				
	5	4	3	2	1

**Factors:**

- Maintain constructive and productive communication channels with the Agency's labor unions recognizing the importance of labor's partnership with management in maintaining service reliability and stability.

**BOARD COMMENTS:**

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### 3. FINANCIAL MANAGEMENT

A. Financial Awareness	Rating (5 to 1)				
	5	4	3	2	1
<p>Factors:</p> <ul style="list-style-type: none"> <li>• Effectively reports and projects the financial condition of the Agency.</li> <li>• Develops creative solutions to financial issues.</li> <li>• Remains innovative and informed about rapidly changing technology for improving cost efficiency, productivity, and/or long term financial sustainability for the Agency.</li> </ul>					

B. Financial Planning	Rating (5 to 1)				
	5	4	3	2	1
<p>Factors:</p> <ul style="list-style-type: none"> <li>• Designs management practices/policies to maintain a sound, long-range financial position.</li> <li>• Stays informed on and strategically plan around funding issues, plans and decisions at the Riverside County Transportation Commission (RCTC) and Coachella Valley Association of Governments (CVAG) that may impact SunLine’s financial position.</li> <li>• Stay informed on and strategically plan around state and federal funding issues, plans, regulations, and actions that may impact SunLine’s financial position.</li> <li>• Establish a state and federal legislative program that allows for proactive planning and decision-making that better protects the long-term sustainability of the Agency and mobility needs of the Coachella Valley’s growing and aging population.</li> </ul>					

C. Loss Prevention	Rating (5 to 1)				
	5	4	3	2	1

**Factors:**

- Implements effective programs to limit liability and loss.
- Establishes short and long-term goals for asset (fleet and facilities) management replacements.
- Takes decisive action to implement fleet and equipment improvements and replacements as resources permit to prevent system disruptions leading to ridership losses and the loss of public trust.
- Practice a measured approach to implementing cutting and bleeding edge technologies to minimize the early retirement/replacement of expensive fleet and equipment needed for system stability and reliability.

**BOARD COMMENTS:**

**4. EXTERNAL LEADERSHIP**

A. Regional Involvement	Rating (5 to 1)				
	5	4	3	2	1

**Factors:**

- Effectively partners with peers and/or regional entities to maximize funding, economies of scale to keep costs low, and information sharing for the benefit of the Agency.
- Builds and maintains mutually beneficial relationships with regional planning and peer agencies (i.e. Southern California Association of Governments (SCAG), RCTC, and CVAG).
- Contributes to county/regional cooperation and the resolution of county/regional issues.

B. Local Involvement	Rating (5 to 1)				
	5	4	3	2	1
<p>Factors:</p> <ul style="list-style-type: none"> <li>Maintains effective relationships with the nine cities of the Coachella Valley and Riverside County.</li> </ul>					

C. Community Leadership	Rating (5 to 1)				
	5	4	3	2	1
<p>Factors:</p> <ul style="list-style-type: none"> <li>Establishes effective relationships with key community groups and stakeholders with whom the Agency shares mutual interests.</li> <li>Engenders customer/community satisfaction as a value in the organization.</li> <li>Is accessible to the public.</li> <li>Ensures quick follow-up and effective closure of citizen complaints and requests for service.</li> <li>Provides a high level of public information regarding Agency programs, services and system status.</li> </ul>					

D. Alternative Fuels Leadership	Rating (5 to 1)				
	5	4	3	2	1
<p>Factors:</p> <ul style="list-style-type: none"> <li>Establishes public/private partnerships with hydrogen and zero emission leaders that serve to strengthen SunLine’s ability to shape a healthier operating environment for its customers and employees, as well as the local citizens of the Coachella Valley.</li> <li>Models leadership in the clean fuels and transit industries through transparency and honesty in technology performance, in order to encourage productive information sharing among peers and facilitate OEM/vendor improvements necessary for consistent technological success in the operating environment.</li> </ul>					

BOARD COMMENTS:

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**5. BOARD-MANAGER RELATIONSHIP**

A. Governance	Rating (5 to 1)				
	5	4	3	2	1

- Factors:
- Initiates tailored and direct two-way contact with each Board member consistent with the preferences and needs of each Board member.

B. Responsiveness to Board needs	Rating (5 to 1)				
	5	4	3	2	1

- Factors:
- Is responsive to Board requests and needs.
  - Effectively carries out Board policy direction.
  - Provides “complete staff work” for the Board.

C. Ability to keep the Board well-informed	Rating (5 to 1)				
	5	4	3	2	1

- Factors:
- Provides thoughtful staff recommendations and gives the Board reasonable options.
  - Provides a high level of information to the Board on Agency programs, services, and issues.

D. Interpersonal Skills	Rating (5 to 1)				
	5	4	3	2	1

- Factors:
- Actions and style encourage mutual honesty, respect and trust.
  - Provides leadership on significant issues or crises.
  - Does not play favorites – takes direction from the Board as a whole.

BOARD COMMENTS:

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**OVERALL RATING** (Consider CEO/GM's ratings in aforementioned Performance Areas and effectiveness in meeting the annually established goals, strategic objectives and priorities for the Agency.)

Rating (5-Exceptional to 1-Poor)				
5	4	3	2	1

SunLine Transit Agency  
Evaluation of the CEO/General Manager Policy  
Policy No: B-070192

Adopted: 02/26/1992  
Revised: ~~043/2422/20241~~

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## EVALUATION OF THE CEO/GENERAL MANAGER POLICY

### PURPOSE

To provide ~~guidelines a framework~~ for the CEO/General Manager's annual performance evaluation.

### SCOPE

SunLine Transit Agency (Agency) Board of Directors (Board), as the governing body for the Agency, has the authority to appoint a CEO/General Manager (CEO/GM). The CEO/~~General Manager~~GM is accountable for all aspects of the Agency operation. The Board will conduct an annual evaluation of the CEO/~~General Manager's~~GM's performance, and the intent of the process is to establish a forum for the Board of Directors to engage with the CEO/General Manager (CEO/GM) on their effectiveness in meeting SunLine Transit Agency's mutually established goals, strategic objectives through their performance on an annual basis.

### POLICY

The primary purpose of annually evaluating the CEO/General Manager's performance is to provide the rational, structured communications between the Board and its CEO/~~General Manager~~GM in charting the objectives for the growth, ~~and~~ development, and continuous improvement of the Agency in serving the transportation needs of the residents of the Coachella Valley. The process will clarify and/or identify future performance expectations.

Through the evaluation of the CEO/General Manager, the Board shall strive to accomplish the following:

1. ~~Develop and maintain with the~~Communicate leadership expectations of the CEO/General ManagerGM for better serving the Agency and the mobility needs of the Coachella Valley., ~~the role in the leadership of the Agency as seen by the Board.~~
2. ~~Develop~~Facilitate and strengthen a harmonious working relationships between the Board and the CEO/~~General Manager~~GM.



3. Review of performance Discuss the CEO/GM's effectiveness in carrying out mutually established Board-Agency goals, strategic objectives, and annual priorities. policies relating to service delivery, organization, budget and business affairs.

**PROCEDURES**

The CEO/GM shall carryout the annual performance evaluation process as per the current employment contract ratified by the Board. Unless otherwise specified in the CEO/GM's contract following steps shall be taken:The evaluation form will be first provided to the CEO/General Manager to complete a self-assessment of the categories being evaluated by the Board. The rating and comments of the CEO/General Manager will be included in the document distributed to the Board.

Each member of the Board will evaluate the CEO/General Manager using the attached evaluation form. The individual evaluations will be submitted to the Chairperson of the Board, or designee, who will compile a summary profile of Board Member ratings for use at the annual performance review meeting. Electronic surveys will be utilized where feasible.

In May of each year, the Board will devote a portion or all one meeting to a discussion of the working relationship between the CEO/General Manager and the Board.

During, or subsequent to, the annual performance review meeting, an annual performance review summary will be prepared by the Chairperson of the Board or designee. This summary will contain the major points of merit and needs presented in the evaluation discussions.

The process of evaluation is recognized as being positive in intent and designed to improve the quality of the CEO/General Manager's service to the Agency.

<u>#</u>	<u>Timeline</u>	<u>Action</u>
<u>1</u>	<u>March</u>	<u>a) CEO/GM agendizes performance evaluation process.</u> <u>b) CEO/GM submits to the Board a self-assessment of their performance against goals, strategic objectives and annual priorities as established with the Board to date, which shall be discussed during the March Board meeting.</u> <u>c) The Chair and Board provide direction on next steps in the management of the CEO/GM's evaluation process (i.e. designee for receiving completed board evaluation forms, etc.).</u> <u>d) CEO/GM disseminates performance evaluation form to the Board with self-assessment by a mutually agreed upon date.</u>
<u>2</u>	<u>April</u>	<u>a) CEO/GM agendizes performance evaluation process.</u> <u>b) CEO/GM drafts and discusses the goals, strategic objectives and annual priorities for the upcoming fiscal year with the Board, during the April Board meeting.</u>

		<p><u>c) The CEO/GM revises the goals, strategic objectives and annual priorities based on Board feedback.</u></p> <p><u>d) Completed evaluation forms from the Board should be submitted to the Board's designee.</u></p>
<u>3</u>	<u>May</u>	<p><u>a) CEO/GM agendaizes performance evaluation process.</u></p> <p><u>b) The Final Report on the CEO/GM's performance is completed by the May board meeting. (Completed evaluation forms from the Board must be submitted at least two weeks prior to the May board meeting.)</u></p> <p><u>c) Board and CEO/GM engage in a discussion on the CEO/GM's performance. The Final Report will be available for reference.</u></p> <p><u>d) CEO/GM finalizes Agency's Goals, Strategic Objectives, and Annual Priorities for the next fiscal year based on Board feedback.</u></p> <p><u>e) Identify any next steps with CEO/GM on closing-out evaluation process and any changes to employment expectations and/or the CEO/GM's employment contract.</u></p>
<u>4</u>	<u>June</u>	<u>Close-out any outstanding issues related to the CEO/GM's annual performance evaluation process. CEO/GM shall work with the Board and/or Board Chair to complete the process.</u>

The process of evaluation is recognized as being positive in intent and designed to improve the quality of the CEO/General Manager's service to the Agency.

**REVIEW OF POLICY**

The Board will review this policy at least every three (3) years to ensure that it remains relevant, unless otherwise directed by them.-



## CEO/GENERAL MANAGER EVALUATION FORM

**Evaluator:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time Period Covered:** \_\_\_\_\_

Please assess the CEO/General Manager's performance by rating each question listed below. For ratings 3 and under, please provide comments and/or suggestions for professional growth. The SunLine Board of Directors (Board) is being asked to evaluate the CEO/General Manager's (CEO/GM) performance in the following Performance Areas for the period of July [year] and June [year]. In rating her performance, please use a scale of 1 to 5 as identified in the table below:-

**Performance Rating Scale:**

5 – Far Exceeds Requirements	4 – Exceeds Requirements	3 – Meets Requirements	2 – Progress Towards Requirements	1 – Does Not Meet Requirements
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5	Exceptional	Exceeds standards on a consistent basis
4	Highly Competent	Generally exceeds standards and requirements
3	Competent	Expected performance level
2	Needs Improvement	Does not consistently meet standards
1	Poor	Consistently deficient in meeting most standards

**Instructions:** Please circle the appropriate numeric rating to the right of each performance area or subcategory. In addition, please comment on strengths, concerns, and observations in the comment boxes provided, using specific examples when possible. To assist you in assessing the CEO/GM's performance, relevant factors are noted below each performance area for your consideration.

### PERFORMANCE AREAS

**1. LEADERSHIP & MANAGEMENT**

<u>A. Business Ethic</u>	<u>Rating (5-exceptional to 1-poor)</u>				
	5	4	3	2	1

**Factors:**

- Promotes accountability and public trust through transparency.
- Maintains high standards of honesty, integrity and trust.

<u>B. Leadership of staff</u>	<u>Rating (5 to 1)</u>				
	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>

Factors:

- Inspires teamwork and cooperation among staff.
- Provides clear direction and coaching to staff as demonstrated through timely and concise board reports.
- Encourages staff to take ownership and accountability as demonstrated through sound, thoughtful, and strategic recommendations to the Board and the CEO/GM.

<u>C. Agency Foundation</u>	<u>Rating (5 to 1)</u>				
	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>

Factors:

- Delegates effectively as demonstrated by staff presentations to and direction interactions with the Board.
- Is action and results oriented as demonstrated through agency progress.
- Provides for quality programs and services.
- Introduces new ideas, concepts and best practices.
- Encourages education and research to stay current on industry best practices.
- Applies adaptive management to challenges.
- Uses data for analysis and management of issues that contribute to the Agency's foundation and long term sustainability.

BOARD COMMENTS:

**2. SERVICE EFFECTIVENESS AND STABILITY**

<u>A. Asset Management</u>	<u>Rating (5 to 1)</u>				
	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>

Factors:

- Conducts regular analyses to ensure staffing levels and expertise are sufficient for maintaining assets in a state of good repair and maximizing system reliability.
- Completes a thorough and comprehensive Short Range Transit Plan (SRTP) annually that outlines sufficient resources for operational stability.
- Develops and maintains planning documents for effectively managing assets in a state of good repair and ensuring their continued appropriateness for meeting the Agency's evolving operational needs (i.e. Asset Management Plan, Site Plan, Zero Emission Bus Rollout Plan).

<u>B. Transit Service Reliability</u>	<u>Rating (5 to 1)</u>				
	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>

Factors:

- Implements service plans that have sufficient resources allocated to ensure system reliability.
- Ensures that staff has the appropriate resources, operational equipment, and assets to deliver reliable and safe transit service.

<u>C. Service Innovation</u>	<u>Rating (5 to 1)</u>				
	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>

Factors:

- Implements innovative services and programs as appropriate for meeting evolving and growing Coachella Valley mobility needs.
- Stays current on industry best practices, grant programs, and technology innovations for designing/implementing new services as resources allow and as appropriate for meeting critical and varied service needs.

<u>D. Labor-Management Partnership</u>	<u>Rating (5 to 1)</u>				
	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>

Factors:

- Maintain constructive and productive communication channels with the Agency's labor unions recognizing the importance of labor's partnership with management in maintaining service reliability and stability.

BOARD COMMENTS:

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**3. FINANCIAL MANAGEMENT**

<u>A. Financial Awareness</u>	<u>Rating (5 to 1)</u>				
	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>

Factors:

- Effectively reports and projects the financial condition of the Agency.
- Develops creative solutions to financial issues.
- Remains innovative and informed about rapidly changing technology for improving cost efficiency, productivity, and/or long term financial sustainability for the Agency.

<u>B. Financial Planning</u>	<u>Rating (5 to 1)</u>				
	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>

Factors:

- Designs management practices/policies to maintain a sound, long-range financial position.
- Stays informed on and strategically plan around funding issues, plans and decisions at the Riverside County Transportation Commission (RCTC) and Coachella Valley Association of Governments (CVAG) that may impact SunLine's financial position.
- Stay informed on and strategically plan around state and federal funding issues, plans, regulations, and actions that may impact SunLine's financial position.
- Establish a state and federal legislative program that allows for proactive planning and decision-making that better protects the long-term sustainability of the Agency and mobility needs of the Coachella Valley's growing and aging population.

<u>C. Loss Prevention</u>	<u>Rating (5 to 1)</u>				
	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>

Factors:

- Implements effective programs to limit liability and loss.
- Establishes short and long-term goals for asset (fleet and facilities) management replacements.
- Takes decisive action to implement fleet and equipment improvements and replacements as resources permit to prevent system disruptions leading to ridership losses and the loss of public trust.
- Practice a measured approach to implementing cutting and bleeding edge technologies to minimize the early retirement/replacement of expensive fleet and equipment needed for system stability and reliability.

BOARD COMMENTS:

**4. EXTERNAL LEADERSHIP**

<u>A. Regional Involvement</u>	<u>Rating (5 to 1)</u>				
	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>

Factors:

- Effectively partners with peers and/or regional entities to maximize funding, economies of scale to keep costs low, and information sharing for the benefit of the Agency.
- Builds and maintains mutually beneficial relationships with regional planning and peer agencies (i.e. Southern California Association of Governments (SCAG), RCTC, and CVAG).
- Contributes to county/regional cooperation and the resolution of county/regional issues.

<u>B. Local Involvement</u>	<u>Rating (5 to 1)</u>				
	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>

Factors:

- Maintains effective relationships with the nine cities of the Coachella Valley and Riverside County.

<u>C. Community Leadership</u>	<u>Rating (5 to 1)</u>				
	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>

Factors:

- Establishes effective relationships with key community groups and stakeholders with whom the Agency shares mutual interests.
- Engenders customer/community satisfaction as a value in the organization.
- Is accessible to the public.
- Ensures quick follow-up and effective closure of citizen complaints and requests for service.
- Provides a high level of public information regarding Agency programs, services and system status.

<u>D. Alternative Fuels Leadership</u>	<u>Rating (5 to 1)</u>				
	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>

Factors:

- Establishes public/private partnerships with hydrogen and zero emission leaders that serve to strengthen SunLine's ability to shape a healthier operating environment for its customers and employees, as well as the local citizens of the Coachella Valley.
- Models leadership in the clean fuels and transit industries through transparency and honesty in technology performance, in order to encourage productive information sharing among peers and facilitate OEM/vendor improvements necessary for consistent technological success in the operating environment.

BOARD COMMENTS:



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**5. BOARD-MANAGER RELATIONSHIP**

<u>A. Governance</u>	<u>Rating (5 to 1)</u>				
	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>

Factors:

- Initiates tailored and direct two-way contact with each Board member consistent with the preferences and needs of each Board member.

<u>B. Responsiveness to Board needs</u>	<u>Rating (5 to 1)</u>				
	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>

Factors:

- Is responsive to Board requests and needs.
- Effectively carries out Board policy direction.
- Provides “complete staff work” for the Board.

<u>C. Ability to keep the Board well-informed</u>	<u>Rating (5 to 1)</u>				
	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>

Factors:

- Provides thoughtful staff recommendations and gives the Board reasonable options.
- Provides a high level of information to the Board on Agency programs, services, and issues.

<u>D. Interpersonal Skills</u>	<u>Rating (5 to 1)</u>				
	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>

Factors:

- Actions and style encourage mutual honesty, respect and trust.
- Provides leadership on significant issues or crises.
- Does not play favorites – takes direction from the Board as a whole.

BOARD COMMENTS:

**OVERALL RATING** (Consider CEO/GM's ratings in aforementioned Performance Areas and effectiveness in meeting the annually established goals, strategic objectives and priorities for the Agency.)

~~**Technical Competency**~~

~~Demonstrated knowledge and understanding of all phases of the job. The SunLine Transit Agency (SunLine) CEO/General Manager has the day to day responsibility to manage and/or direct all aspects of SunLine operations in full compliance with directives of the SunLine Board of Directors and federal and state laws.~~

~~This includes but is not limited to: planning; direction and oversight of all SunLine operations; budget development and fiscal management; safety and security; general procurement; contract administration; service development; route planning and scheduling; facility and equipment maintenance oversight; marketing and promotion; customer service; oversight of facility development, design, and construction; and human resource management and supervision of the SunLine staff.~~

~~**CEO/GM Self-Rating:** Met Goals / Did Not Meet Goals-~~

~~CEO/General Manager Self-Assessment & Comments:-~~

<b>Board Rating:</b> _____
Board Comments:-

**Quality of Work**

~~Accuracy and thoroughness of work performed.~~

<del><b>CEO/GM Self-Rating:</b> Met Goals / Did Not Meet Goals</del>
<del>CEO/General Manager Self-Assessment &amp; Comments:-</del>

<b>Board Rating:</b> _____
Board Comments:-

**Communication/Interpersonal Skills**

~~Communicates in a clear, concise, logical manner, both orally and in writing; communicates sensitive information with tact and impartiality; makes effective presentations, speeches, and briefings before the Board, elected officials, staff, community groups and the public.~~

<del><b>CEO/GM Self-Rating:</b> Met Goals / Did Not Meet Goals</del>
<del>CEO/General Manager Self-Assessment &amp; Comments:-</del>

<b>Board Rating:</b> _____
Board Comments:-

**~~Productivity Effectiveness~~**

~~Reviews management and operating results of the organization; compares them to established goals and objectives; develops and oversees implementation of steps to ensure that appropriate measures are taken to correct unsatisfactory results.~~

<del><b>CEO/GM Self-Rating:</b> Met Goals / Did Not Meet Goals</del>
<del>CEO/General Manager Self-Assessment &amp; Comments:-</del>

<del><b>Board Rating:</b> _____</del>
<del>Board Comments:-</del>

**Leadership, Management, and Administration**

~~Effectively manages and motivates staff as seen in presentations to Board Committees and Board of Directors as well as general interactions with Board Members.-~~

<del><b>CEO/GM Self-Rating:</b> Met Goals / Did Not Meet Goals</del>
<del>CEO/General Manager Self-Assessment &amp; Comments:-</del>

<del><b>Board Rating:</b> _____</del>
<del>Board Comments:-</del>

**Growth and Attention Towards Alternative Fuel**

~~Develops and implements immediate and long-range goals, objectives, and plans that advance the mission of the Agency in regards to the development of alternative fuel technology; furthering the vision set by the Board of Directors in 1993.~~

<del>CEO/GM Self-Rating: Met Goals / Did Not Meet Goals</del>
<del>CEO/General Manager Self-Assessment &amp; Comments:-</del>

<del>Board Rating: _____</del>
<del>Board Comments:-</del>

**Representation of SunLine and SunLine's Interests**

~~Creates a favorable impression; promotes a positive image of SunLine at various meetings of community groups and organizations; expresses and protects SunLine's interests.~~

<del>CEO/GM Self-Rating: Met Goals / Did Not Meet Goals</del>
<del>CEO/General Manager Self-Assessment &amp; Comments:-</del>

<del>Board Rating: _____</del>
<del>Board Comments:-</del>

**Relationship to the Board**

~~Provides effective staff support and communication; maintains open communications; understands group needs for information; cooperates and works well with all members of the Board; investigates and responds in a timely manner to issues raised by the Board; anticipates Board needs; is responsible to Board's concerns and interests.~~

<b>CEO/GM Self-Rating:</b> Met Goals / Did Not Meet Goals
CEO/General Manager Self-Assessment & Comments:-

<b>Board Rating:</b> _____
Board Comments:-

**Additional Comments**

CEO/General Manager Self-Assessment & Comments:-
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Board Comments:-
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<b>Overall Rating</b>	<b>CEO/GM Self-Rating:- Met Goals / Did Not Meet Goals</b>	<b>Board Rating:</b> _____
<u>Rating (5-Exceptional to 1-Poor)</u>		
<u>5</u>	<u>4</u>	<u>3</u>
<u>2</u>	<u>1</u>	

**SunLine Transit Agency**

**DATE:** May 22, 2024 **DISCUSSION**

**TO:** Finance/Audit Committee  
Board Operations Committee

**FROM:** Edith Hernandez, Clerk of the Board

**RE:** Increase to Board Stipends

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**Background**

SunLine Transit Agency currently pays each member of the Board of Directors \$50 for each Board meeting attended, and \$25 for each committee meeting attended. The stipend may be increased under state law and in accordance with SunLine's Joint Powers Agreement. Considering the evolving landscape of the organization and the increasing demands placed on schedules, it may be prudent to reassess whether the existing stipends align with the level of commitment required.

With direction from the Board, staff can conduct thorough research into the stipend structures of neighboring agencies. This research will provide SunLine with valuable insights into current practices and help assess whether any adjustments are necessary to better align the stipends with industry standards. Any proposed adjustments could be presented to the Board before the end of the calendar year.