



SunLine Transit Agency
July 23, 2025
10:45 a.m. – 11:05 a.m.

AGENDA

BOARD OPERATIONS COMMITTEE

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

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 business 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.

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 business hours prior to the meeting time will assist staff in ensuring reasonable arrangements can be made to provide assistance at the meeting.

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. ADOPT REAL PROPERTY POLICY

(Staff: Walter Watcher, Chief of Capital Projects)

APPROVE

(PAGE 3-8)

9. ADJOURN

SunLine Transit Agency

DATE:	July 23, 2025	ACTION
TO:	Board Operations Committee Board of Directors	
FROM:	Walter Watcher, Chief of Capital Projects	
RE:	Adopt Real Property Policy	

Recommendation

Recommend that the Board of Directors (Board) adopt a Real Property Policy, which sets out the policy of the SunLine Transit Agency (SunLine) with respect to the acquisition, use, and disposal of real property.

Background

SunLine does not have a policy in place setting out the requirements for acquisition, use, and disposal of real property. The Policy, attached, includes a delegation of authority to the CEO/General Manager per the following:

- For Acquisitions:
 - The CEO/General Manager is authorized to acquire real property or real property rights (including easements) for a negotiated price or other consideration to be provided by SunLine valued at \$250,000 or less.
 - The Board of Directors shall approve any acquisition of real property or real property right that will result in SunLine providing consideration in excess of \$250,000.
- For Dispositions (Sales):
 - All dispositions (sales) of real property in fee simple must be approved by the Board.
 - The CEO/General Manager may dispose of easement rights valued at an amount up to \$250,000. The Board will approve disposition of easements valued over \$250,000.
- For Leases or Other Temporary Property Rights Agreements:
 - The CEO/General Manager may execute leases and other temporary property rights agreements (including rights of entry, licenses, etc.) valued at an amount up to \$250,000. The Board will approve disposition of leases and other temporary property rights agreements valued over \$250,000.

The authority granted by the Policy is limited as follows: (a) the funds for any purchase of property must be available in a Board-approved annual or project budget; (b) each

purchase transaction must be supported by a current appraisal or other form of valuation as approved by the CEO/General Manager or designee; (c) an offer may be made or accepted under this delegation of authority only after staff finds that the transaction is in the best interest of SunLine and General Counsel advises that the transaction can be completed as proposed under applicable laws and regulations.

The Policy also provides that the CEO/General Manager shall provide quarterly updates to the Board on transactions entered into pursuant to the Policy. There are currently one or less real property transactions per year.

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.

Approved/Reviewed by:

Mona Babauta, CEO/General Manager
Luis Garcia, Chief Financial Officer
Catherine J. Groves, General Counsel

Attachments:

- [Item 8a](#) – Real Property Policy
- [Item 8b](#) – Resolution No. 0815

SunLine Transit Agency
Policies & Procedures
Real Property Policy
Policy No: B-180125

Adopted: 7/23/2025

REAL PROPERTY POLICY

Section 1. General

1.1. **Administration.** This Real Property Policy sets out the policy of the SunLine Transit Agency (“**SunLine**”) with respect to the acquisition, use, and disposal of real property. This Policy will be administered by the CEO/General Manager of SunLine or their designee (“**CEO/General Manager**”) and is intended to be liberally construed to effectuate SunLine’s Board of Directors (“**Board**”) intent behind the delegations of authority included in this Policy.

1.2. **Acquisitions.** SunLine will acquire rights in real property for the construction, operation, and maintenance of SunLine’s facilities in accordance with Section 2 of this Policy. Acquisitions of real property for the purpose of investments shall require approval of the Board.

1.3. **Temporary Property Uses.** SunLine may enter into agreements to lease real property, when appropriate. SunLine may also enter into entry permits, licenses, joint use and similar agreements for SunLine purposes or for approved uses of SunLine real properties. Leases, entry permits, licenses, joint use and similar agreements may be approved by the CEO/General Manager for a negotiated price or other consideration to be provided by SunLine valued at \$250,000 or less. The Board will approve any leases or temporary property rights in excess of \$250,000.

1.4. **California Environmental Quality Act.** SunLine shall at all times comply with the California Environmental Quality Act (“**CEQA**”) in entering into any real property transaction. SunLine shall require all third party users of SunLine’s real property to pay all costs relating to CEQA compliance, and to indemnify, defend, and hold SunLine harmless from any and all claims arising out of or relating to CEQA compliance for that third party’s use or proposed use unless there is a justifiable business reason, in the opinion of the CEO/General Manager, for SunLine to waive such requirements.

1.5. **Compliance with Surplus Land Act.** As required by applicable state law, prior to any action being taken to dispose (sell) of all or a portion of a parcel of land owned by SunLine, the Board shall designate the land as either “Surplus Land” or “Exempt Surplus Land” consistent with the Surplus Land Act.

1.6. **Limitations.** The exercise of authorities granted by this Policy will be limited as follows: (a) the funds for any purchase of property must be available in a Board-approved annual or project budget; (b) each purchase transaction must be supported by a current appraisal or other form of valuation as approved by the CEO/General Manager or designee; (c) an offer may be made or accepted under this delegation of authority only after staff finds that the transaction is in the best interest of SunLine and General Counsel advises that the transaction can be completed as proposed under applicable laws and regulations.

1.7. Authorization; Reporting. This Policy authorizes the CEO/General Manager, or designee, to take all actions necessary to consummate and record (if appropriate) documents to effectuate the transactions described herein, including executing agreements and other documents in forms acceptable to General Counsel. The CEO/General Manager, or designee, shall provide quarterly updates to the Board on transactions entered into pursuant to this Policy.

Section 2. Acquisition of Property

2.1. SunLine may acquire real property and real property rights for operational purposes through donations by land owners or developers, negotiated purchase agreements, and eminent domain.

(i) Easements Conveyed by Deed or Agreement

(A) SunLine may convey or accept easements on a form of easement agreement as approved by SunLine's General Counsel. To accept an easement, SunLine shall prepare and attach a certificate of acceptance signed by SunLine's CEO/General Manager or Secretary.

(B) From time to time, SunLine's standard form of easement may not be the suitable conveyance instrument for transferring easements to SunLine (e.g. acquisition of an easement or right of way from a railroad or electric utility). The CEO/General Manager may, as they deem appropriate, accept another form or type of conveyance.

2.2. CEO/General Manager's Authority. The CEO/General Manager is authorized to acquire real property or real property rights (including easements) by signing a Certificate of Acceptance or other document, for a negotiated price or other consideration to be provided by SunLine valued at \$250,000 or less. The Board of Directors shall approve any acquisition of real property or real property right that will result in SunLine providing consideration in excess of \$250,000.

2.3. Due Diligence. SunLine will conduct all due diligence necessary to evaluate the physical, environmental, title, and other conditions of target properties. SunLine may require that, at a minimum, a satisfactory Phase I Environmental Site Assessment, or comparable evaluation, be completed prior to acquiring a real property interest and will request legal counsel review when deemed appropriate.

Section 3. Dispositions (Sales) of Real Property Interests

3.1. Disposition of Real Property. After the Board designates a parcel of land owned by SunLine in fee simple as either Surplus Land or Exempt Surplus Land, SunLine may use or dispose of the real property for valuable consideration in accordance with the Surplus Land Act and any other applicable law.

3.2. Board Approval for Dispositions. The Board shall authorize all dispositions of real property.

3.3. Easements; CEO/General Manager's Authority. The Board shall authorize the conveyance of easements to a third party valued in excess of \$250,000. The CEO/General Manager may approve the conveyance of easements valued at \$250,000 or less.

3.4. Easements Replaced or No Longer Needed. If an easement is no longer necessary for SunLine's purposes or is replaced by a substitute easement, SunLine may quitclaim that easement to the owner of record upon request or SunLine's initiative. The CEO/General Manager is authorized to execute a quitclaim deed or equivalent instrument to the owner of record for the purposes of this section.

SUNLINE TRANSIT AGENCY

RESOLUTION NO. 0815

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF
SUNLINE TRANSIT AGENCY
ADOPTING A REAL PROPERTY POLICY**

WHEREAS, from time to time the SunLine Transit Agency (SunLine) acquires and disposes of real property and property rights for operational purposes; and

WHEREAS, the Board of Directors desires to adopt a policy setting out the requirements for the acquisition, use, and disposal of real property.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of SunLine Transit Agency adopts the attached Real Property Policy No. B-180125. The Policy is effective as of the date of its adoption.

PASSED, APPROVED AND ADOPTED by the Board of Directors of SunLine Transit Agency on this 23rd day of July, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Vanessa Ordorica
Clerk of the Board
SunLine Transit Agency

Lynn Mallotto
Chairperson of the Board
SunLine Transit Agency

APPROVED AS TO FORM

Catherine Groves
General Counsel