

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is made and entered into by and between STANISLAUS COUNTY (the "County") and UNIVERSITY UNION OF CALIFORNIA STATE UNIVERSITY, STANISLAUS (the "University Union") this 10th day of January of 1997.

WHEREAS, the County and the University Union mutually desire to utilize the University Union located at 801 West Monte Vista Avenue, Turlock, California as a sales outlet for student bus cards for Stanislaus Regional Transit ("StaRT");

NOW, THEREFORE, the County and the University Union agree as follows:

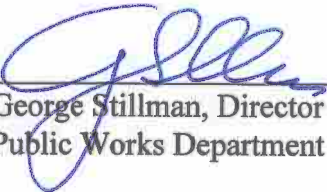
1. Beginning January 10, 1997, and continuing thereafter until this MOU is terminated as hereinafter provided, the University Union shall sell StaRT student bus cards and give proper receipt for payment. The University Union shall report and account to the County for such payments in accordance with procedures set forth in Exhibit A, attached hereto and incorporated herein by reference, which may be modified from time to time by StaRT in its sole discretion.
2. The University Union is, and at all times shall act as, an independent contractor and not as the agent or employee of the County. All personnel engaged by the University Union shall be employees of and subject to the management and control of the University Union--not the County.
3. The University Union, in its sole discretion, is permitted to collect a reasonable service charge to cover the cost of providing service under this MOU.
4. The County shall furnish the University Union, without charge, receipt and endorsement punches or stamps, accounting forms and other supplies as may be necessary for the performance of this MOU, which shall remain the property of the County.
5. StaRT may place signs on the premises of the University Union indicating that StaRT student bus cards may be purchased at the University Union. The County and the University Union shall mutually agree upon the number, placement and wording of signs.

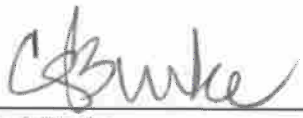
6. This MOU may be terminated for any reason by either party upon 30 days written notice to the other party. The County, in its sole discretion, may immediately suspend the sale of StaRT student bus cards by the University Union for a period of time to be determined by the County. The County may demand, and the University Union shall deliver, all County property in possession of the University Union and all records and papers, or copies thereof, directly or indirectly related to the University Union's performance under this MOU.

IN WITNESS WHEREOF, the parties have executed this MOU in duplicate on the day and year first hereinabove written.

COUNTY OF STANISLAUS

**UNIVERSITY UNION OF CALIFORNIA
STATE UNIVERSITY, STANISLAUS**

By 
George Stillman, Director
Public Works Department

By 
Carol Burke
Director

"County"

"University Union"

APPROVED AS TO FORM:
MICHAEL H. KRAUSNICK
County Counsel

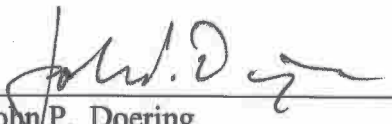
By 
John P. Doering
Deputy County Counsel

EXHIBIT A

Guidelines for the Stanislaus Regional Transit Student Bus Card Program

1. Procedures for selling a Student Bus Card
 - (a) Each student who presents valid student identification is entitled to purchase a Stanislaus Regional Transit ("StaRT") Student Bus Card.
 - (b) Have the student print their name and sign the Record of Sale Report.
 - (c) Receive payment for the bus card from the student.
 - (d) Issue receipt to the student. Give the student the original.
 - (e) Fill-in the appropriate information on the Record of Sales Report.
 - (f) Issue the Student Bus Card to the student.
2. The Student Bus Card is:
 - (a) Non-refundable;
 - (b) Non-transferable; and
 - (c) Valid only on StaRT fixed routes.
3. StaRT and the University Union of California State University, Stanislaus (the "University Union") are not responsible for lost or stolen Student Bus Cards; StaRT and the University Union of California State University, Stanislaus will not issue replacement bus cards.
4. The cost for a Student Bus Card is \$11.00.
5. The University Union shall collect the cost of the Student Bus Card, plus any service charge levied by the University Union.
 - (a) The University Union shall provide notice showing the cost of a Student Bus Card and the cost of a service charge levied by the University Union, if any.
 - (b) The University Union shall not charge the County or StaRT for any services provided under the Memorandum of Understanding dated January 10, 1997.

6. On an as needed basis, StaRT will furnish, at no charge, the University Union with numbered Student Bus Cards, the Student Bus Card Report of Sales, and the Student Bus Card Reconciliation Report. The University Union shall acknowledge receipt of the numbered Student Bus Card.
7. By the end of the second week of each month, the University Union shall complete and submit to StaRT the Student Bus Card Report of Sales and the Student Bus Card Reconciliation Report for the preceding month. The University Union shall reconcile fares collected with the number of Student Bus Cards sold and shall remit payment for the total amount due StaRT as stated on the Student Bus Card Reconciliation Report. The reports and payment shall be mailed or delivered to:

Stanislaus Regional Transit
Department of Public Works
1100 H Street, 2nd Floor
Modesto, CA 95354

Student Bus Cards will be issued to the University Union in numerical order. **DO NOT EXCHANGE STUDENT BUS CARDS ONCE THEY ARE SOLD.**

8. The University Union shall notify StaRT of any misplaced, stolen, damaged or destroyed Student Bus Cards within twenty-four (24) hours of the discovery of such incident. The University Union shall identify the Bus Cards by serial number.
9. Customer questions or complaints should be referred to StaRT as follows:

1-800-262-1515	StaRT Customer Information (bus routes and schedule information.)
525-6552	Transit Administration only (comments, suggestions, complaints)
10. StaRT, in its sole discretion, may modify the StaRT Student Bus Card Program.

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
ACTION AGENDA SUMMARY

DEPT: PUBLIC WORKS
Urgent _____ Routine

BOARD AGENDA # *C-4
AGENDA DATE May 13, 1997
4/5 Vote Required YES _____ NO ✓

CEO Concurs with Recommendation YES _____ NO _____
(Information Attached)

SUBJECT:

APPROVAL OF THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CALIFORNIA STATE UNIVERSITY, AND STANISLAUS COUNTY FOR THE ON-CAMPUS SALE OF STUDENT BUS PASSES

STAFF
RECOMMEN-
DATIONS:

WE RECOMMEND THAT YOU DO THE FOLLOWING:

1. APPROVE THE MEMORANDUM OF UNDERSTANDING; AND,
2. AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO SIGN AND EXECUTE THE MEMORANDUM OF UNDERSTANDING WITH CALIFORNIA STATE UNIVERSITY, STANISLAUS FOR THE SALE OF STUDENT BUS PASSES.

FISCAL
IMPACT: None.

BOARD ACTION

No. 97-369

On motion of Supervisor Paul, Seconded by Supervisor Caruso,
and approved by the following vote,
Ayes: Supervisors: Paul, Blom, Simon, Caruso, and Chairman Mayfield
Noes: Supervisors: None
Excused or Absent: Supervisors: None
Abstaining: Supervisor: None

- 1) Approved as recommended
- 2) Denied
- 3) Approved as amended

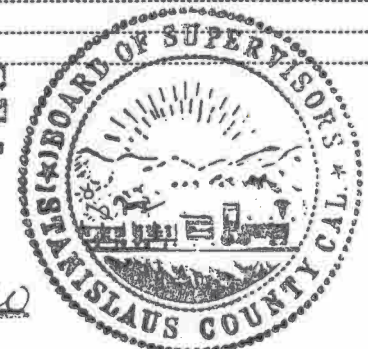
Motion:

I hereby certify that the foregoing is a true and correct copy of the Original entered in the Minutes of the Board of Supervisors

REAGAN M. WILSON

Clerk of the Board of Supervisors of the County of Stanislaus, State of California

Christine Ferraro



File No.

S-21-AO-2

ATTEST: REAGAN M. WILSON, Clerk By: Deputy

SUBJECT: Approval of The Memorandum of Understanding Between The California State University, Stanislaus and StaRT for the Sale of Student Bus Passes

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DISCUSSION: Submitted for consideration is the Memorandum of Understanding (MOU) with the California State University, Stanislaus for the sale of student bus passes.

The purpose of the MOU is to formalize accounting and auditing procedures with the California State University, Stanislaus to create a sales outlet for Stanislaus Regional Transit (StaRT). The sales outlet will provide for the on-campus sale of bus passes for the convenience of students.

A copy of the MOU is available from the Clerk of the Board.

POLICY ISSUE: None

STAFFING IMPACT: None

TH:dh

(H:\TRANSITBOARD\CSUSMOU.WPD)