

Thursday, March 24, 2022 5:00 PM

Agenda

Morongo Basin Transit Authority

Regular Board Meeting Board of Directors

Meeting Location:

**MBTA Operations Center
62405 Verbena Road
Joshua Tree, CA 92252**

SAFETY ALERT: MBTA encourages your participation in this meeting; however, in order to minimize the spread of the COVID-19 virus, we ask that anyone who has not yet been fully vaccinated wear a mask while in the MBTA facility.

Merl Abel, Chair
McArthur Wright, Vice Chair
Jeff Drozd
Ellen Jackman
Karmollette O’Gilvie
Dawn Rowe (Danielle Harrington Designee)
Ben Sasnett

Officers
Cheri Holsclaw, Board Secretary



Morongo Basin Transit Authority

MORONGO BASIN TRANSIT AUTHORITY
REGULAR MEETING OF THE BOARD OF DIRECTORS

Thursday, March 24, 2022 5:00PM

MBTA Operations Center
62405 Verbena Road
Joshua Tree, CA 92252

AGENDA

1.0 CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL: Board Members: Drozd, Harrington, Jackman, O’Gilvie, Sasnett, Wright and Chair Abel

2.0 SPECIAL RECOGNITIONS AND PRESENTATIONS

NONE

3.0 CLOSED SESSION

3.1 CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957(b): PUBLIC EMPLOYEE APPOINTMENT; TITLE: GENERAL MANAGER

4.0 PUBLIC COMMENTS

4.1 This is a time for comments from the Public on any subject not on the agenda. The Brown Act prohibits the MBTA Board of Directors from responding at length to questions on matters not on the agenda. Matters may, however, be referred to staff for scheduling on a future agenda. Comment time is limited to three minutes.

4.2 Public comments on specific agenda items will be deferred until consideration of the item on the agenda. Comment time is limited to three minutes.

5.0 CONSENT CALENDAR—All matters listed under the Consent Calendar are to be considered routine by the MBTA Board and will be enacted by one motion in the form listed. Any item may be removed from the Consent Calendar and considered separately by the Board under item 6.0 on the agenda. The public may comment on Consent Calendar items prior to Board action (roll call vote).

5.1 Minutes of the January 20, 2022 Special Board Meeting
Staff Recommendation: Approve Minutes

5.2 Minutes of the January 27, 2022 Board Meeting
Staff Recommendation: Approve Minutes

- 5.3 Treasurer's Report for December 2021 and January 2022
Staff Recommendation: Approve Treasurer's Reports
- 5.4 Warrant Register through February 28, 2022
Staff Recommendation: Approve Warrant Register
- 5.5 Ridership Report
Staff Recommendation: Receive and discuss as necessary
- 5.6 Financial Reports
Staff Recommendation: Receive and discuss as necessary
- 5.7 General Manager's Report
Staff Recommendation: Receive and discuss as necessary
- 5.8 Operations Report
Staff Recommendation: Receive and discuss as necessary
- 5.9 Solar Light Kits
Staff Recommendation: Authorize staff to purchase (6) solar light kits in the amount of \$9,900 +tax off the CalACT/MBTA bid
- 5.10 Shop Vehicle
Staff Recommendation: Authorize staff to purchase (1) Toyota Tacoma in the amount of \$31,214.71
- 5.11 Title VI Program Plan Update
Staff Recommendation: Approve update to Title VI Program, Public Participation and Language Assistance Plan and adopt Resolution 22-04
- 5.12 Approval of Purchase Order to Fleet Maintenance Specialists
Staff Recommendation: Authorize staff to issue Purchase Order of up to \$35,000 to Fleet Maintenance Specialists
- 5.13 Approval of Bus Stop & MBTA Yard Slurry IFB #21-01
Staff Recommendation: Approval of IFB #21-01 Bus Stop & MBTA Yard Slurry; Authorize Staff to award to lowest responsive bidder
- 5.14 Mobility Trans Ford eTransit Electric Van
Staff Recommendation: Authorize staff to purchase (1) Mobility Trans Ford eTransit Electric Van

ACTION: Move _____ 2nd _____ Roll Call Vote

6.0 ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION AND/OR PARTICIPATION AND/OR ADDED AGENDA ITEMS

7.0 OLD BUSINESS

NONE

8.0 NEW BUSINESS

8.1 General Manager Employment Contract

Staff Recommendation: Approve General Manager Employment Contract

ACTION: Move _____ 2nd _____ Roll Call Vote

8.2 FY 2022/23 Draft MBTA Operating and Capital Budgets

Staff Recommendation: Review, Discuss & Provide Direction to Staff (No Action)

8.3 Procurement Presentation

Staff Recommendation: Receive and discuss as necessary

9.0 GENERAL MANAGER UPDATE

10.0 FUTURE BOARD INITIATED AGENDA ITEMS

11.0 BOARD MEMBER COMMENTS - This is the time for comments from the Board members on any subject.

12.0 ADJOURNMENT The next special board meeting will be scheduled on Thursday, March 31, 2022 at 4:00pm at the MBTA Operations Center, 62405 Verbena Road, Joshua Tree CA 92252.

The next regularly scheduled board meeting will be scheduled on Thursday, May 26, 2022 at 5:00PM at the MBTA Operations Center, 62405 Verbena Road, Joshua Tree CA 92252.


All items appearing on this Agenda, whether or not expressly listed for action, may be deliberated and may be subject to action by the Board.

It is the intention of the Morongo Basin Transit Authority to comply with the Americans with Disabilities Act in all respects. If you have a disability and need accommodation to participate in the meeting, please call the Assistant Board Secretary at 760-366-2986 for assistance so the necessary arrangements can be made.

Any person affected by any application on this agenda may submit their concerns in writing prior to the meeting or appear in person and be heard in support or opposition to the proposal at the time the matter is considered on the agenda. All written materials relating to an agenda item to be discussed in open session of a regular meeting are distributed within 72 hours prior to the meeting and will be made available for public inspection. Documents may be viewed at 62405 Verbena Rd, Joshua Tree, CA 92252, from 8AM to 5PM Monday thru Friday, except legal holidays. Telephone inquiries may be made at 760-366-2986. If you challenge any agenda issue in court, you may be limited to raising only those issues that you or someone else raised at the public meeting described in this notice, or in written correspondence delivered to the Morongo Basin Transit Authority at, or prior to, the public meeting.

This agenda is certified to have been posted on or before March 21, 2022 at 5:00 P.M.


Cheri Holsclaw, Board Secretary


Date/Time

MORONGO BASIN TRANSIT AUTHORITY

TO: Board of Directors
FROM: Cheri Holsclaw, Interim General Manager
DATE: March 16, 2022

RE: Minutes of the January 20, 2022 Special Board Meeting

STAFF RECOMMENDATION: APPROVE MINUTES

ITEM 5.1

MORONGO BASIN TRANSIT AUTHORITY

**SPECIAL MEETING OF
THE BOARD OF DIRECTORS**

Thursday, January 20, 2022 3:30PM

Zoom Meeting ID: 878 6124 1505

ACTION MINUTES

- 1.0 CALL TO ORDER** – Chair Mintz called the meeting to order at 3:30pm.

PLEDGE OF ALLEGIANCE

ROLL CALL - On call of the roll the following Board Members were present:

Jeff Drozd, Danielle Harrington, Ellen Jackman, McArthur Wright, Merl Abel and Daniel L Mintz Sr.

- 2.0 PUBLIC COMMENTS**

NONE

- 3.0 NEW BUSINESS**

3.1 Rebranding MBTA

Cheri Holsclaw, Interim General Manager, provided background on Vice Chair Abel's request that staff look into updating MBTA's branding.

Selena Barlow with Transit Marketing gave a presentation and opened discussions.

In summary, we heard a general consensus on shortening the name to Basin Transit and some discussion of Hi-Desert Transit and Joshua Tree Transit as options.

There was general agreement on communicating the environmental benefits of transit but mixed thoughts on how to do that. We heard that green is environmental, but really not a desert color. There were also discussions on perhaps using the colors of our desert sunsets as a way of tying to the environment, and a discussion of various natural images like the roadrunner, coyote, Joshua trees, boulders, mountains, starry nights, and rock climbing.

Further thoughts included the roadrunner being too much like the JTNP branding, the Coyote may have negative connotations and the Joshua tree may be overused.

Everyone felt that MBTA had a good reputation that this should build on and discussed the message we wanted to relay to the public including customer service, being friendly, dependable, safe, convenient, and enjoying the ride.

12.0 ADJOURNMENT

The meeting adjourned at 4:49pm Thursday, January 20, 2022.

Respectfully submitted,



Cheri Holsclaw, Board Secretary

MORONGO BASIN TRANSIT AUTHORITY

TO: Board of Directors
FROM: Cheri Holsclaw, Interim General Manager
DATE: March 16, 2022

RE: Minutes of the January 27, 2022 Board Meeting

STAFF RECOMMENDATION: APPROVE MINUTES

ITEM 5.2

MORONGO BASIN TRANSIT AUTHORITY

**REGULAR MEETING OF
THE BOARD OF DIRECTORS**

Thursday, January 27, 2022 5:00PM
MBTA Operations Center
62405 Verbena Road
Joshua Tree, CA 92252

ACTION MINUTES

1.0 CALL TO ORDER – Vice Chair Abel called the meeting to order at 5:00pm.

PLEDGE OF ALLEGIANCE – Karmolette O’Gilvie led the flag salute.

ROLL CALL - On call of the roll the following Board Members were present:
Jeff Drozd, Danielle Harrington, Ellen Jackman, Karmolette O’Gilvie, Ben Sasnett, McArthur Wright and Merl Abel.

2.0 SPECIAL RECOGNITIONS AND PRESENTATIONS

2.1 Employee of the Quarter

Matt Atkins, Operations Manager, recognized Andrew Bernstein as the Employee of the Quarter for the care and concern he showed his ready ride customers, as well as his flexibility and understanding for last minute assignment changes. This was Andrew’s second opportunity having been recognized for Employee of the Quarter.

3.0 CLOSED SESSION

3.1 Gov. Code § 54957(b)(1): Public Employee Appointment: Title: General Manager

No items were reported.

3.2 CONFERENCE WITH REAL PROPERTY NEGOTIATOR - Pursuant to Government Code Section 54956.8

No items were reported.

4.0 PUBLIC COMMENTS

NONE

5.0 CONSENT CALENDAR

- 5.1 Minutes of the November 18, 2021 Board Meeting
- 5.2 Treasurer's Report for October and November 2021
- 5.3 Warrant Register through December 31, 2021
- 5.4 Ridership Reports
- 5.5 Financial Reports
- 5.6 General Manager's Report
- 5.7 Operations Report
- 5.8 Audited Financial Reports for Fiscal Year Ended June 30, 2021
- 5.9 LCTOP Zero Emission Vehicle
- 5.10 LCTOP Bus Stop Improvement
- 5.11 Resolution 22-03 to Authorize the General Manager to apply for 5310 Grant Funding for the Transportation Reimbursement Escort Program (TREP)
- 5.12 2022 Board Calendar

ACTION: Board Member Harrington moved to approve the Consent Calendar (items 5.1 - 5.12); seconded by Board Member Wright; passed by Roll Call Vote (7-0).

6.0 ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSIONS AND/OR PARTICIPATION AND/OR ADDED AGENDA ITEMS

NONE

7.0 OLD BUSINESS

NONE

8.0 NEW BUSINESS

- 8.1 Election of Board Officers for Calendar Year 2022

Cheri Holsclaw, Interim General Manager, explained the past practices of nominating the Chair, Vice Chair and Secretary.

ACTION: Board Member Drozd moved to keep tradition nominating Merl Abel as Chair, McArthur Wright as Vice Chair and General Manager as Board Secretary; seconded by Board Member Jackman; passed by Roll Call Vote (7-0).

- 8.2 Election of Member "At-Large" for Calendar Year 2022 and 2023

Cheri Holsclaw informed the Board that MBTA advertised the Member "At-Large" position in the local newspapers during the month of December and received two

responses indicating interest. Staff recommended nominating Ben Sasnett since he had been on the MBTA Board since 2007.

ACTION: Chair Abel appointed Ben Sasnett as Member “At-Large”; seconded by Board Member O’Gilvie: passed by Roll Call Vote (6-0).

8.3 MBTA Sub Committee Assignments

With the departure of Daniel L. Mintz Sr, it left a vacancy in the Sub Committee assignments. Discussion ensued.

ACTION: Vice Chair Wright moved to add Board Member O’Gilvie to the Taxi committee and keep all other current assignments as is; seconded by Chair Abel: passed by Roll Call Vote (7-0).

8.4 Clean Energy Amended Maintenance Agreement

This agreement would extend our maintenance agreement with Clean Energy at the same scope of service and cost MBTA had since 2013. It would also allow Clean Energy to report, manage and sell our LCFS credits, as well as supply MBTA with Renewable Natural Gas and monetize the resulting credits for us.

Alphonse with Clean Energy gave a presentation on Renewable Natural Gas.

ACTION: Vice Chair Wright moved to authorize the Interim General Manager to execute the Clean Energy Amended Maintenance Agreement; seconded by Board Member Drozd: passed by Roll Call Vote (7-0).

9.0 GENERAL MANAGER UPDATE

Cheri Holsclaw reported the bicycle locker installation was completed at both transit centers.

10.0 FUTURE BOARD INITIATED AGENDA ITEMS

Chair Abel suggested evaluating the Bylaws if MBTA changes the name during rebranding. He also recommended discussing separating our legal counsel from the Town or City during that time; seconded by Vice Chair Wright.

11.0 BOARD MEMBER COMMENTS

Board Member Sasnett congratulated Andrew for employee of the quarter and Cheri as interim General Manager as a job well done.

Board Member Jackman echoed Board Member Sasnett’s sentiments, welcomed Board Member O’Gilvie to the Board and thanked Cheri for doing a good job.

Board Member Drozd thought it was a great meeting and congratulated the employee of the quarter.

Board Member O’Gilvie said it was a pleasure to be back on the Board. She loved learning more about clean energy. She also congratulated the employee of the quarter and told Cheri she was doing a great job.

Vice Chair Wright also congratulated the employee of the quarter and told Cheri she was doing a great job. He welcomed Board Member O'Gilvie back.

12.0 ADJOURNMENT

The meeting adjourned at 6:20pm Thursday, January 27, 2022.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Cheri Holsclaw', is written over a horizontal line.

Cheri Holsclaw, Assistant Board Secretary

MORONGO BASIN TRANSIT AUTHORITY

TO: Board of Directors
FROM: Cheri Holsclaw, Interim General Manager
DATE: March 16, 2022

RE: Treasurer's Reports for December 2021 and January 2022

STAFF RECOMMENDATION: APPROVE TREASURER'S REPORTS

ITEM 5.3

MORONGO BASIN TRANSIT AUTHORITY
TREASURER'S REPORT
December 31, 2021

Beginning Balance:	November 30, 2021	5,738,917
Receipts		516,741
Disbursements		857,624
Interest Received		<u>33</u>
Ending Balance:	December 31, 2021	<u>5,398,066</u>

LOCATION OF FUNDS:	BALANCE	INTEREST EARNED	INTEREST RATE
US Bank General	\$ 72,998	-	0.00%
US Bank Class E	\$ -	\$ -	0.00%
Pacific Western Bank Procurement Fees	\$ 1,606,011	\$ -	0.00%
Union Bank	\$ 1,683,723	\$ -	0.00%
Pacific Western Bank	\$ 148,645	\$ -	0.00%
LAIF	\$ 1,291,017	\$ -	0.00%
US Bank PTMISEA	\$ 238,442	\$ -	0.00%
US Bank LCTOP	\$ 222,793	\$ -	0.00%
US Bank SGR (SB1)	\$ 134,439	\$ -	0.00%
		\$ -	0.00%
TOTAL INVESTMENTS	<u><u>\$ 5,398,067</u></u>	<u><u>\$ -</u></u>	

MORONGO BASIN TRANSIT AUTHORITY
TREASURER'S REPORT
January 31, 2022

Beginning Balance:	December 31, 2021	5,398,066
Receipts		1,487,787
Disbursements		914,014
Interest Received		<u>776</u>
Ending Balance:	January 31, 2022	<u>5,972,615</u>

LOCATION OF FUNDS:	BALANCE	INTEREST EARNED	INTEREST RATE
US Bank General	\$ 72,790	-	0.00%
US Bank Class E	\$ -	\$ -	0.00%
Pacific Western Bank Procurement Fees	\$ 1,588,597	\$ -	0.00%
Union Bank	\$ 2,342,192	\$ -	0.00%
Pacific Western Bank	\$ 81,598	\$ -	0.00%
LAIF	\$ 1,291,760	\$ -	0.00%
US Bank PTMISEA	\$ 238,446	\$ -	0.00%
US Bank LCTOP	\$ 222,794	\$ -	0.00%
US Bank SGR (SB1)	\$ 134,439	\$ -	0.00%
		\$ -	0.00%
TOTAL INVESTMENTS	<u>\$ 5,972,615</u>	<u>\$ -</u>	

MORONGO BASIN TRANSIT AUTHORITY

TO: Board of Directors
FROM: Cheri Holsclaw, Interim General Manager
DATE: March 16, 2022

RE: Warrant Register through February 28, 2022

STAFF RECOMMENDATION: APPROVE WARRANT REGISTER

ITEM 5.4

MORONGO BASIN TRANSIT AUTHORITY
WARRANT REGISTER

Date	Num	Name of February 28, 2022	Memo	Amount
003 - PACIFIC WESTERN BANK				
01/03/2022	45885	[EMPLOYEE]	WAGES	-259.94
01/03/2022	45886	BLUE SHIELD OF CALIFORNIA	GOODALE INSURANCE - DEC	-2,068.22
01/03/2022		ARCO	FUEL	-171.61
01/03/2022		SENTINEL BENEFITS	OUTSIDE SERVICES	-25.00
01/04/2022			OUTSIDE SERVICES	-51.00
01/05/2022		CALPERS HEALTH/RETIREMENT	HEALTH INSURANCE	-17,882.41
01/05/2022		SOUTHERN CALIFORNIA EDISON	UTILITIES	-5,559.03
01/06/2022	45887	VOYAGER	FUEL	-3,090.96
01/06/2022	45888	SWRCB FEES	OUTSIDE SERVICES	-1,738.00
01/06/2022	45889	RUTAN & TUCKER, LLP	PROFESSIONAL FEES	-48.20
01/06/2022	45890	QUILL CORPORATION	OFFICE SUPPLIES	-167.27
01/06/2022	45891	PRUDENTIAL OVERALL SUPPLY	FACILITY SUPPLIES & UNIFORMS	-93.14
01/06/2022	45892	PARKHOUSE TIRES	TIRES	-937.46
01/06/2022	45893	PALM SPRINGS MOTORS	PARTS	-495.11
01/06/2022	45894	NAPA	PARTS	-1,258.74
01/06/2022	45895	JOSHUA TREE LANDSCAPE & GROUNDS MAINT	OUTSIDE SERVICES	-725.00
01/06/2022	45896	JOSHUA BASIN WATER DISTRICT	UTILITIES	-762.63
01/06/2022	45897	DIAMOND ENVIRONMENTAL SERVICES	UTILITIES	-120.69
01/06/2022	45898	DEPARTMENT OF JUSTICE	OUTSIDE SERVICES	-64.00
01/06/2022	45899	CARL OTTESON'S CERTIFIED BACKFLOW TESTING	CONSULTING	-270.00
01/06/2022	45900	CALIFORNIA ASSOC FOR COORD TRANSPORTATION	OUTSIDE SERVICES	-650.00
01/06/2022	45901	BROADLUX INC.	CNG MAINTENANCE	-662.00
01/06/2022	45902	AVALON URGENT CARE	OUTSIDE SERVICES	-100.00
01/06/2022	45903	US BANK	CREDIT CARD PAYMENT	-3,427.27
01/06/2022	45904	CALTIP	INSURANCE	-69,627.14
01/06/2022	45905	PRISM	INSURANCE	-27,775.00
01/07/2022		IMAGE SOURCE	CREDIT APPLIED	0.00
01/10/2022		ARCO	FUEL	-131.51
01/11/2022		PACIFIC WESTERN BANK	FAREBOX CORRECTION	0.05
01/12/2022		UNION BANK	WIRE TRANSFER	200,000.00
01/12/2022		SC FUELS	FUEL	-1,198.46
01/14/2022		ADP	WAGES	-259.94
01/14/2022		ADP	WAGES	-50,457.28
01/14/2022		ADP	TAXES	-10,063.85
01/14/2022		CALPERS HEALTH/RETIREMENT	PEPRA RETIREMENT	-5,001.58
01/14/2022		CALPERS HEALTH/RETIREMENT	PEPRA RETIREMENT	-3,947.83
01/14/2022		ADP	OUTSIDE SERVICES	-187.50
01/14/2022		CALPERS 457 PROGRAM	SUPPL RETIREMENT	-3,109.07
01/15/2022		VISION SERVICE PLAN	VISION INSURANCE	-417.60
01/17/2022		ARCO	FUEL	-87.26
01/18/2022	45906	PRISM	INSURANCE	-36,915.00
01/18/2022	45907	THE GAS COMPANY	FUEL	-14,487.92
01/18/2022	45908	QUILL CORPORATION	OFFICE SUPPLIES	-52.79
01/18/2022	45909	KCDZ	MARKETING	-460.00

MORONGO BASIN TRANSIT AUTHORITY
WARRANT REGISTER

Date	Num	Name	Memo	Amount
As of February 28, 2022				
01/18/2022	45910	JOSHUA TREE LANDSCAPE & GROUNDS MAINT	OUTSIDE SERVICES	-170.00
01/18/2022	45911	HI DESERT PUBLISHING	MARKETING	-1,600.75
01/18/2022	45912	FRONTIER COMMUNICATIONS	TELEPHONE	-202.87
01/18/2022	45913	DESERT ARC	OUTSIDE SERVICES	-270.00
01/18/2022	45914	DELL BUSINESS CREDIT	CAPITAL TO BE REIMBURSED	-1,576.73
01/18/2022	45915	COPPER MOUNTAIN BROADCASTING	MARKETING	-644.00
01/18/2022	45916	AMERICAN BICYCLE SECURITY COMPANY	CAPITAL TO BE REIMBURSED	-7,571.91
01/18/2022	45917	AIS	LEASE	-28.21
01/18/2022	45918	JOE MEER	HRA REIMBURSEMENTS	-463.00
01/18/2022	45919	NOEMI ADDERLEY	HRA REIMBURSEMENTS	-492.72
01/18/2022	45920	ROBERT ARVIZU	HRA REIMBURSEMENTS	-56.55
01/20/2022	45921	JOSEPH GADALLA	HRA REIMBURSEMENTS	-234.00
01/20/2022	45922	BLUE SHIELD OF CALIFORNIA	GOODALE INSURANCE - JAN	-2,068.22
01/20/2022		PACIFIC WESTERN BANK	FAREBOX CORRECTION	0.66
01/20/2022		CALPERS HEALTH/RETIREMENT	CEPPT	-10,034.00
01/20/2022		CALPERS HEALTH/RETIREMENT	CERBT	-14,165.00
01/21/2022		DAN MINTZ	BOARD MEMBER STIPEND	-100.00
01/21/2022		DANIELLE HARRINGTON	BOARD MEMBER STIPEND	-100.00
01/21/2022		ELLEN JACKMAN	BOARD MEMBER STIPEND	-100.00
01/21/2022		JEFF DROZD	BOARD MEMBER STIPEND	-100.00
01/21/2022		McARTHUR WRIGHT	BOARD MEMBER STIPEND	-100.00
01/21/2022		MERL ABEL	BOARD MEMBER STIPEND	-100.00
01/24/2022		ARCO	FUEL	-93.17
01/25/2022	45923	CITY OF TWENTYNINE PALMS	VOID: PRINTER ERROR	0.00
01/25/2022	45924	CITY OF TWENTYNINE PALMS	PROFESSIONAL FEES	-100.00
01/25/2022	45925	BEN SASNETT	BOARD MEMBER STIPEND	-100.00
01/25/2022	45926	FRONTIER COMMUNICATIONS	TELEPHONE	-54.40
01/25/2022	45927	FRONTIER COMMUNICATIONS	TELEPHONE	-62.76
01/25/2022	45928	FRONTIER COMMUNICATIONS	TELEPHONE	-65.98
01/25/2022	45929	ACE ALTERNATORS	OUTSIDE SERVICES	-347.90
01/25/2022	45930	ATLAS COPCO COMPRESSORS LLC	CNG MAINTENANCE	-175.85
01/25/2022	45931	BATTERY SYSTEMS	PARTS	-355.54
01/25/2022	45932	CARQUEST - YUCCA VALLEY	PARTS	-590.75
01/25/2022	45933	CHARLES ABBOTT & ASSOCIATES INC.	CAPITAL TO BE REIMBURSED	-1,153.75
01/25/2022	45934	CLEAN ENERGY	CNG MAINTENANCE	-3,000.00
01/25/2022	45935	CREATIVE BUS SALES - PARTS	PARTS	-282.78
01/25/2022	45936	DESERT FIRE EXTINGUISHER	OUTSIDE SERVICES	-821.16
01/25/2022	45937	DIAMOND ENVIRONMENTAL SERVICES	UTILITIES	-120.69
01/25/2022	45938	E3 IGNITION PRODUCTS, LLC	PARTS	-287.88
01/25/2022	45939	FORENSIC DRUG TESTING	EMPLOYEE EXPENSE	-993.99
01/25/2022	45940	FRONTIER COMMUNICATIONS	TELEPHONE	-1,011.45
01/25/2022	45941	JOSHUA TREE LANDSCAPE & GROUNDS MAINT	OUTSIDE SERVICES	-164.00
01/25/2022	45942	LEFEVRE'S TOWING INC.	OUTSIDE SERVICES	-350.00
01/25/2022	45943	NAPA	PARTS	-285.86
01/25/2022	45944	FRONTIER COMMUNICATIONS	TELEPHONE	-168.60

MORONGO BASIN TRANSIT AUTHORITY
WARRANT REGISTER

Date	Num	Names of February 28, 2022	Memo	Amount
01/25/2022	45945	PARKHOUSE TIRES	TIRES	-3,666.77
01/25/2022	45946	PRUDENTIAL OVERALL SUPPLY	FACILITY SUPPLIES & UNIFORMS	-203.86
01/25/2022	45947	QUILL CORPORATION	OFFICE SUPPLIES	-11.63
01/25/2022	45948	RUSSELL AIR CONDITIONING INC.	OUTSIDE SERVICES	-575.00
01/25/2022	45949	SAFETY-KLEEN	FLUIDS	-1,763.28
01/25/2022	45950	SCHROEDER PLUMBING	OUTSIDE SERVICES	-485.00
01/25/2022	45951	SPECTRUM	UTILITIES	-407.85
01/25/2022	45952	SUNNY AND SONS	OUTSIDE SERVICES	-99.00
01/25/2022	45953	THE GAS COMPANY	UTILITIES	-23.81
01/25/2022	45954	PALM SPRINGS MOTORS	PARTS	-834.07
01/26/2022		UNION BANK	WIRE TRANSFER	100,000.00
01/27/2022	45955	JOE MEER	HRA REIMBURSEMENTS	-174.02
01/27/2022	45956	ANDREW BERNSTEIN	DMV REIMB	-50.00
01/27/2022	45957	DEPARTMENT OF MOTOR VEHICLES	OUTSIDE SERVICES	-22.00
01/27/2022	45958	TSR CONSTRUCTION	CAPITAL TO BE REIMB	-13,020.00
01/27/2022	45959	[EMPLOYEE]	WAGES	-437.06
01/28/2022		ADP	WAGES	-50,179.83
01/28/2022		ADP	TAXES	-9,725.10
01/28/2022		DANIELLE HARRINGTON	BOARD MEMBER STIPEND	-100.00
01/28/2022		ELLEN JACKMAN	BOARD MEMBER STIPEND	-100.00
01/28/2022		JEFF DROZD	BOARD MEMBER STIPEND	-100.00
01/28/2022		KARMOLETTE O'GILVIE	BOARD MEMBER STIPEND	-100.00
01/28/2022		McARTHUR WRIGHT	BOARD MEMBER STIPEND	-100.00
01/28/2022		MERL ABEL	BOARD MEMBER STIPEND	-100.00
01/28/2022		CALPERS HEALTH/RETIREMENT	PEPRA RETIREMENT	-5,004.90
01/28/2022		CALPERS HEALTH/RETIREMENT	RETIREMENT	-3,939.05
01/28/2022		ADP	OUTSIDE SERVICES	-185.00
01/28/2022		TREP	MILEAGE REIMBURSEMENTS	-2,664.54
01/28/2022		CALPERS 457 PROGRAM	SUPPL RETIREMENT	-3,213.03
01/31/2022	45960	SABRINA FRANKLIN	HRA REIMBURSEMENTS	-1,288.62
01/31/2022	45961	ANNA JUNKER	HRA REIMBURSEMENTS	-1,954.05
01/31/2022	45962	BLAS CRUZ	HRA REIMBURSEMENTS	-45.54
01/31/2022	45963	ANDREW BERNSTEIN	HRA REIMBURSEMENTS	-429.15
01/31/2022	45964	GEORGE HALLAS	HRA REIMBURSEMENTS	-1,136.72
01/31/2022	45965	JOSE GIRON	HRA REIMBURSEMENTS	-100.00
01/31/2022	45966	CYNTHIA LOPEZ	HRA REIMBURSEMENTS	-316.84
01/31/2022	45967	GARY COOPER	HRA REIMBURSEMENTS	-430.00
01/31/2022	45968	CHERI HOLSCLOW	HRA REIMBURSEMENTS	-54.12
01/31/2022	45969	ROBERT ARVIZU	HRA REIMBURSEMENTS	-219.98
01/31/2022	45970	ROY DAVIS	HRA REIMBURSEMENTS	-200.70
01/31/2022	45971	BEN SASNETT	BOARD MEMBER STIPEND	-100.00
01/31/2022		ARCO	FUEL	-54.82
02/02/2022	45972	[EMPLOYEE]	WAGES	-131.83
02/03/2022	45973	PRISM	INSURANCE	-27,775.00
02/03/2022	45974	US BANK	CREDIT CARD PAYMENT	-2,605.13

MORONGO BASIN TRANSIT AUTHORITY
WARRANT REGISTER

Date	Num	Name of February 28, 2022	Memo	Amount
02/03/2022	45975	ELECTRONIC PAYMENT SYSTEMS	VOID: DISPUTED	0.00
02/03/2022	45976	ACE ALTERNATORS	OUTSIDE SERVICES	-217.45
02/03/2022	45977	AT&T MOBILITY	TELEPHONE	-50.69
02/03/2022	45978	BROADLUX INC.	CNG MAINTENANCE	-662.00
02/03/2022	45979	BURRTEC	UTILITIES	-239.84
02/03/2022	45980	CLEAN ENERGY	CNG MAINTENANCE	-2,013.32
02/03/2022	45981	CUMMINS CAL PACIFIC	PARTS	-145.05
02/03/2022	45982	HI DESERT WATER DISTRICT	UTILITIES	-129.19
02/03/2022	45983	JOSHUA BASIN WATER DISTRICT	UTILITIES	-573.63
02/03/2022	45984	JOSHUA TREE LANDSCAPE & GROUNDS MAINT	OUTSIDE SERVICES	-725.00
02/03/2022	45985	NAPA	PARTS	-173.84
02/03/2022	45986	PALM SPRINGS MOTORS	PARTS	-330.60
02/03/2022	45987	PARKHOUSE TIRES	TIRES	-1,351.12
02/03/2022	45988	PRUDENTIAL OVERALL SUPPLY	FACILITY SUPPLIES & UNIFORMS	-379.36
02/03/2022	45989	QUILL CORPORATION	OFFICE SUPPLIES	-475.29
02/03/2022	45990	VOYAGER	FUEL	-789.91
02/03/2022	45991	WOODS AUTO REPAIR	OUTSIDE SERVICES	-103.50
02/03/2022	45992	FRONTIER COMMUNICATIONS	TELEPHONE	-97.98
02/03/2022		SENTINEL BENEFITS	OUTSIDE SERVICES	-25.00
02/04/2022		UNION BANK	WIRE TRANSFER	200,000.00
02/07/2022	45993	[EMPLOYEE]	WAGES	-742.13
02/07/2022		IMAGE SOURCE	CREDIT APPLIED	0.00
02/07/2022		ARCO	FUEL	-57.49
02/10/2022	45994	JOE MEER	HRA REIMBURSEMENTS	-95.10
02/10/2022	45995	CLEAN ENERGY	CNG MAINTENANCE	-372.00
02/10/2022	45996	ACTION PUMPING INC	OUTSIDE SERVICES	-1,075.00
02/10/2022	45997	CARQUEST - YUCCA VALLEY	PARTS	-340.77
02/10/2022	45998	COPPER MOUNTAIN BROADCASTING	MARKETING	-560.00
02/10/2022	45999	CUMMINS CAL PACIFIC	PARTS	-720.00
02/10/2022	46000	DEPARTMENT OF JUSTICE	OUTSIDE SERVICES	-32.00
02/10/2022	46001	FRONTIER COMMUNICATIONS	TELEPHONE	-203.66
02/10/2022	46002	HI DESERT FEDERAL	EMPLOYEE EXPENSE	-35.00
02/10/2022	46003	HI DESERT PUBLISHING	MARKETING	-1,796.28
02/10/2022	46004	KCDZ	MARKETING	-1,257.00
02/10/2022	46005	PALM SPRINGS MOTORS	PARTS	-422.39
02/10/2022	46006	PARKHOUSE TIRES	TIRES	-29.44
02/10/2022	46007	PRUDENTIAL OVERALL SUPPLY	FACILITY SUPPLIES & UNIFORMS	-57.08
02/10/2022	46008	QUILL CORPORATION	OFFICE SUPPLIES	-81.84
02/10/2022	46009	RUSSELL AIR CONDITIONING INC.	CAPITAL TO BE REIMBURSED	-14,250.00
02/10/2022	46010	THE GAS COMPANY	FUEL	-20,356.01
02/10/2022	46011	TRANSIT MARKETING	MARKETING	-2,335.00
02/10/2022	46012	YUCCA RENTAL	OUTSIDE SERVICES	-219.00
02/10/2022		PACIFIC WESTERN BANK	FAREBOX CORRECTION	-0.25
02/10/2022		CALPERS HEALTH/RETIREMENT	CEPPT	-10,034.00
02/10/2022		CALPERS HEALTH/RETIREMENT	CERBT	-14,165.00

MORONGO BASIN TRANSIT AUTHORITY
WARRANT REGISTER

Date	Num	Name of February 28, 2022	Memo	Amount
02/10/2022		CALPERS HEALTH/RETIREMENT	HEALTH INSURANCE	-20,772.49
02/11/2022		ADP	WAGES	-873.96
02/11/2022		ADP	WAGES	-47,202.14
02/11/2022		ADP	TAXES	-8,936.65
02/11/2022		CALPERS HEALTH/RETIREMENT	PEPRA RETIREMENT	-4,816.66
02/11/2022		CALPERS HEALTH/RETIREMENT	RETIREMENT	-3,738.58
02/11/2022		ADP	OUTSIDE SERVICES	-190.00
02/11/2022		CALPERS 457 PROGRAM	SUPPL RETIREMENT	-3,055.45
02/14/2022		ARCO	FUEL	-53.12
02/14/2022		SOUTHERN CALIFORNIA EDISON	UTILITIES	-6,376.28
02/15/2022		PACIFIC WESTERN BANK	FAREBOX CORRECTION	-1.00
02/15/2022		VISION SERVICE PLAN	VISION INSURANCE	-435.28
02/17/2022	46013	GARY COOPER	UNIFORM REIMB	-21.72
02/17/2022	46014	BLUE SHIELD OF CALIFORNIA	GOODALE INSURANCE - FEB	-2,068.22
02/17/2022	46015	CHERI HOLSCLOW	HRA REIMBURSEMENTS	-697.55
02/17/2022	46016	CITY OF TWENTYNINE PALMS	CAPITAL TO BE REIMB	-313.00
02/17/2022	46017	CITY OF TWENTYNINE PALMS	PROFESSIONAL FEES	-50.00
02/17/2022	46018	A-Z BUS SALES	PARTS	-266.75
02/17/2022	46019	AIS	LEASE	-28.94
02/17/2022	46020	AMERIGAS	FUEL	-216.81
02/17/2022	46021	CAL CHAMBER	OUTSIDE SERVICES	-689.00
02/17/2022	46022	CARQUEST - YUCCA VALLEY	PARTS	-655.99
02/17/2022	46023	CHARLES ABBOTT & ASSOCIATES INC.	PROFESSIONAL FEES	-1,290.00
02/17/2022	46024	CLEAN ENERGY	CNG MAINTENANCE	-7,160.94
02/17/2022	46025	CREATIVE BUS SALES - PARTS	PARTS	-74.23
02/17/2022	46026	DESERT ARC	OUTSIDE SERVICES	-270.00
02/17/2022	46027	FORENSIC DRUG TESTING	EMPLOYEE EXPENSE	-278.00
02/17/2022	46028	LEFEVRE'S TOWING INC.	OUTSIDE SERVICES	-495.00
02/17/2022	46029	PALM SPRINGS MOTORS	PARTS	-1,036.70
02/17/2022	46030	PRUDENTIAL OVERALL SUPPLY	FACILITY SUPPLIES & UNIFORMS	-62.36
02/17/2022	46031	QUILL CORPORATION	OFFICE SUPPLIES	-737.71
02/17/2022	46032	SAFETY-KLEEN	FLUIDS	-706.67
02/17/2022	46033	SUNNY AND SONS	OUTSIDE SERVICES	-99.00
02/17/2022	46034	FRONTIER COMMUNICATIONS	TELEPHONE	-54.65
02/17/2022	46035	FRONTIER COMMUNICATIONS	TELEPHONE	-63.03
02/17/2022	46036	FRONTIER COMMUNICATIONS	TELEPHONE	-205.01
02/18/2022		PACIFIC WESTERN BANK	FAREBOX CORRECTION	-0.25
02/21/2022		ARCO	FUEL	-67.29
02/22/2022	46037	JOE MEER	MILEAGE	-93.60
02/23/2022		UNION BANK	WIRE TRANSFER	100,000.00
02/23/2022		ADP	OUTSIDE SERVICES	-382.25
02/24/2022		TREP	MILEAGE REIMBURSEMENTS	-2,823.72
02/25/2022		ADP	WAGES	-51,712.79
02/25/2022		ADP	TAXES	-9,972.54
02/25/2022		CALPERS HEALTH/RETIREMENT	PEPRA RETIREMENT	-5,088.62

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03/15/22
Cash Basis

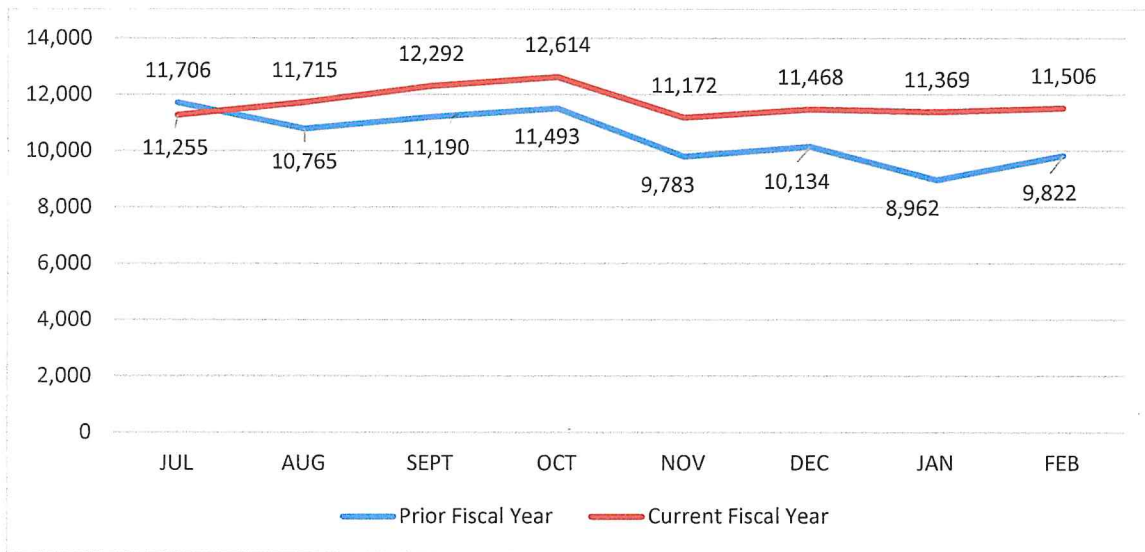
MORONGO BASIN TRANSIT AUTHORITY
WARRANT REGISTER

Date	Num	Name of February 28, 2022	Memo	Amount
02/25/2022		CALPERS HEALTH/RETIREMENT	RETIREMENT	-3,891.25
02/25/2022		ADP	OUTSIDE SERVICES	-185.00
02/25/2022		ADP	OUTSIDE SERVICES	-79.84
02/25/2022		CALPERS 457 PROGRAM	SUPPL RETIREMENT	-3,340.70
02/28/2022	46038	GEORGE HALLAS	HRA REIMBURSEMENTS	-123.08
02/28/2022	46039	GARY COOPER	HRA REIMBURSEMENTS	-370.00
02/28/2022	46040	JERROLD HENDERSON	HRA REIMBURSEMENTS	-100.00
02/28/2022	46041	ANDREW BERNSTEIN	HRA REIMBURSEMENTS	-125.64
02/28/2022	46042	ROY DAVIS	HRA REIMBURSEMENTS	-333.62
02/28/2022	46043	BLAS CRUZ	HRA REIMBURSEMENTS	-45.54
02/28/2022	46044	CYNTHIA LOPEZ	HRA REIMBURSEMENTS	-126.44
02/28/2022		ARCO	FUEL	-107.13
Total 003 - PACIFIC WESTERN BANK				-120,379.87
				-120,379.87

MORONGO BASIN TRANSIT AUTHORITY

TO: Board of Directors
FROM: Cheri Holsclaw, Interim General Manager
DATE: March 18, 2022
RE: Ridership Report

Staff continues to see a gradual ridership increase as the county begins to recover.



STAFF RECOMMENDATION: RECEIVE AND DISCUSS AS NECESSARY



FY 2022 -- Monthly Performance Statistics
Systemwide Summary
All Routes

Performance Statistics for February

Level Item	Passengers	Revenue Hours	Operating Costs	Passenger Revenue	Passengers Per Rev. Hour	Operating Cost Per Passenger	Operating Cost Per Rev. Hour	Passenger Revenue Per Passenger	Passenger Revenue Per Rev. Hour	Farebox Recovery Ratio
Reporting Route #:										
1	4,917	734.0	\$81,671	\$8,409	6.7	\$16.61	\$111.28	\$1.71	\$11.46	10.30%
1X	197	25.5	\$2,818	\$56	7.7	\$14.30	\$110.58	\$0.29	\$2.20	1.99%
3A	1,093	218.2	\$22,693	\$658	5.0	\$20.76	\$104.01	\$0.60	\$3.02	2.90%
3B	1,094	218.0	\$22,658	\$1,735	5.0	\$20.71	\$103.95	\$1.59	\$7.96	7.66%
7A	1,020	208.7	\$22,344	\$532	4.9	\$21.91	\$107.05	\$0.52	\$2.55	2.38%
7B	932	218.5	\$23,340	\$552	4.3	\$25.04	\$106.82	\$0.59	\$2.53	2.36%
12	350	137.5	\$17,514	\$2,961	2.6	\$50.04	\$127.36	\$8.46	\$21.53	16.91%
15	205	41.5	\$6,645	\$1,655	4.9	\$32.41	\$160.25	\$8.08	\$39.92	24.91%
21	794	194.6	\$22,843	\$836	4.1	\$28.77	\$117.39	\$1.05	\$4.30	3.66%
RR30	312	148.0	\$14,665	\$307	2.1	\$47.00	\$99.11	\$0.98	\$2.07	2.09%
RR31	116	63.6	\$6,450	\$114	1.8	\$55.60	\$101.39	\$0.98	\$1.79	1.77%
RR34	193	92.4	\$10,701	\$190	2.1	\$55.45	\$115.86	\$0.98	\$2.05	1.77%
RR36	16	30.9	\$2,858	\$16	0.5	\$178.65	\$92.40	\$0.98	\$0.51	0.55%
RR50	267	146.2	\$14,443	\$262	1.8	\$54.09	\$98.80	\$0.98	\$1.79	1.82%
Program:										
Commuter Service	555	179.0	\$24,159	\$4,616	3.1	\$43.53	\$134.98	\$8.32	\$25.79	19.11%
Demand Response	904	481.1	\$49,118	\$888	1.9	\$54.33	\$102.10	\$0.98	\$1.85	1.81%
Neighborhood Shuttles	10,047	1,817.4	\$198,368	\$12,778	5.5	\$19.74	\$109.15	\$1.27	\$7.03	6.44%
Mode:										
Bus (Motorbus)	10,047	1,817.4	\$198,368	\$12,778	5.5	\$19.74	\$109.15	\$1.27	\$7.03	6.44%
Commuter Bus	555	179.0	\$24,159	\$4,616	3.1	\$43.53	\$134.98	\$8.32	\$25.79	19.11%
Demand Response	904	481.1	\$49,118	\$888	1.9	\$54.33	\$102.10	\$0.98	\$1.85	1.81%
System Total:	11,506	2,477.4	\$271,645	\$18,282	4.6	\$23.61	\$109.65	\$1.59	\$7.38	6.73%



Monthly Ridership Report

February, FY 2022

Total (All Day Types)

Service	Passengers		Passengers Per Revenue Hour		Farebox Recovery Ratio	
	Prior Year	Current Year	Prior Year	Current Year	Prior Year	Current Year
Route Subtotals						
1	3,953	4,917	5.4	6.7	6.20%	10.30%
12	267	350	1.9	2.6	7.00%	16.91%
15	13	205	0.3	4.9	1.05%	24.91%
1X	112	197	4.2	7.7	5.38%	1.99%
21	621	794	3.3	4.1	3.83%	3.66%
3A	975	1,093	4.5	5.0	5.30%	2.90%
3B	918	1,094	4.3	5.0	4.15%	7.66%
7A	1,047	1,020	4.9	4.9	5.27%	2.38%
7B	1,045	932	4.9	4.3	5.20%	2.36%
RR30	251	312	2.1	2.1	5.79%	2.09%
RR31	158	116	2.0	1.8	5.19%	1.77%
RR34	158	193	1.8	2.1	4.50%	1.77%
RR36	8	16	0.2	0.5	0.55%	0.55%
RR50	296	267	2.0	1.8	5.64%	1.82%
Program Subtotals						
Commuter Service	280	555	1.5	3.1	5.38%	19.11%
Demand Response	871	904	1.8	1.9	4.95%	1.81%
Neighborhood Shuttles	8,671	10,047	4.8	5.5	5.36%	6.44%
System Total	9,822	11,506	4.0	4.6	5.29%	6.73%



FY 2022 -- Monthly Performance Statistics
Systemwide Summary
All Routes

Performance Statistics for January

Level Item	Passengers	Revenue Hours	Operating Costs	Passenger Revenue	Passengers Per Rev. Hour	Operating Cost Per Passenger	Operating Cost Per Rev. Hour	Passenger Revenue Per Passenger	Passenger Revenue Per Rev. Hour	Farebox Recovery Ratio
Reporting Route #:										
1	4,788	763.2	\$115,525	\$9,024	6.3	\$24.13	\$151.37	\$1.88	\$11.82	7.81%
1X	83	33.3	\$4,986	\$139	2.5	\$60.07	\$149.65	\$1.68	\$4.18	2.79%
3A	1,242	221.7	\$30,159	\$2,468	5.6	\$24.28	\$136.02	\$1.99	\$11.13	8.18%
3B	1,021	224.7	\$30,774	\$2,282	4.5	\$30.14	\$136.99	\$2.23	\$10.16	7.41%
7A	1,040	221.0	\$30,830	\$1,273	4.7	\$29.64	\$139.53	\$1.22	\$5.76	4.13%
7B	907	222.3	\$30,832	\$1,414	4.1	\$33.99	\$138.69	\$1.56	\$6.36	4.59%
12	360	153.5	\$25,919	\$2,611	2.4	\$72.00	\$168.91	\$7.25	\$17.01	10.07%
15	229	52.5	\$11,848	\$1,427	4.4	\$51.74	\$225.74	\$6.23	\$27.19	12.05%
21	695	198.1	\$31,523	\$1,985	3.5	\$45.36	\$159.15	\$2.86	\$10.02	6.30%
RR30	352	145.6	\$18,453	\$310	2.4	\$52.42	\$126.75	\$0.88	\$2.13	1.68%
RR31	115	79.6	\$9,574	\$101	1.5	\$83.26	\$120.31	\$0.88	\$1.27	1.06%
RR34	202	108.7	\$15,621	\$178	1.9	\$77.33	\$143.78	\$0.88	\$1.63	1.14%
RR36	20	36.6	\$3,924	\$18	0.6	\$196.18	\$107.20	\$0.88	\$0.48	0.45%
RR50	315	162.7	\$20,584	\$277	1.9	\$65.35	\$126.54	\$0.88	\$1.70	1.35%
Program:										
Commuter Service	589	205.9	\$37,766	\$4,038	2.9	\$64.12	\$183.39	\$6.86	\$19.61	10.69%
Demand Response	1,004	533.1	\$68,157	\$883	1.9	\$67.89	\$127.85	\$0.88	\$1.66	1.30%
Neighborhood Shuttles	9,776	1,884.2	\$274,628	\$18,585	5.2	\$28.09	\$145.75	\$1.90	\$9.86	6.77%
Mode:										
Bus (Motorbus)	9,776	1,884.2	\$274,628	\$18,585	5.2	\$28.09	\$145.75	\$1.90	\$9.86	6.77%
Commuter Bus	589	205.9	\$37,766	\$4,038	2.9	\$64.12	\$183.39	\$6.86	\$19.61	10.69%
Demand Response	1,004	533.1	\$68,157	\$883	1.9	\$67.89	\$127.85	\$0.88	\$1.66	1.30%
System Total:	11,369	2,623.3	\$380,552	\$23,506	4.3	\$33.47	\$145.07	\$2.07	\$8.96	6.18%



Monthly Ridership Report

January, FY 2022

Total (All Day Types)

Service	Passengers		Passengers Per Revenue Hour		Farebox Recovery Ratio	
	Prior Year	Current Year	Prior Year	Current Year	Prior Year	Current Year
Route Subtotals						
1	3,699	4,788	4.9	6.3	4.02%	7.81%
12	236	360	1.6	2.4	3.81%	10.07%
15	18	229	0.4	4.4	0.53%	12.05%
1X	130	83	3.9	2.5	3.43%	2.79%
21	456	695	2.4	3.5	2.19%	6.30%
3A	863	1,242	4.2	5.6	3.54%	8.18%
3B	805	1,021	3.7	4.5	2.85%	7.41%
7A	973	1,040	4.6	4.7	3.34%	4.13%
7B	884	907	4.1	4.1	3.73%	4.59%
RR30	245	352	1.8	2.4	1.52%	1.68%
RR31	116	115	2.3	1.5	1.47%	1.06%
RR34	188	202	2.3	1.9	1.59%	1.14%
RR36	6	20	0.4	0.6	0.27%	0.45%
RR50	343	315	2.4	1.9	1.92%	1.35%
Program Subtotals						
Commuter Service	254	589	1.3	2.9	2.91%	10.69%
Demand Response	898	1,004	2.1	1.9	1.61%	1.30%
Neighborhood Shuttles	7,810	9,776	4.3	5.2	3.51%	6.77%
System Total	8,962	11,369	3.7	4.3	3.15%	6.18%

MORONGO BASIN TRANSIT AUTHORITY

TO: Board of Directors
FROM: Cheri Holsclaw, Interim General Manager
DATE: March 15, 2022

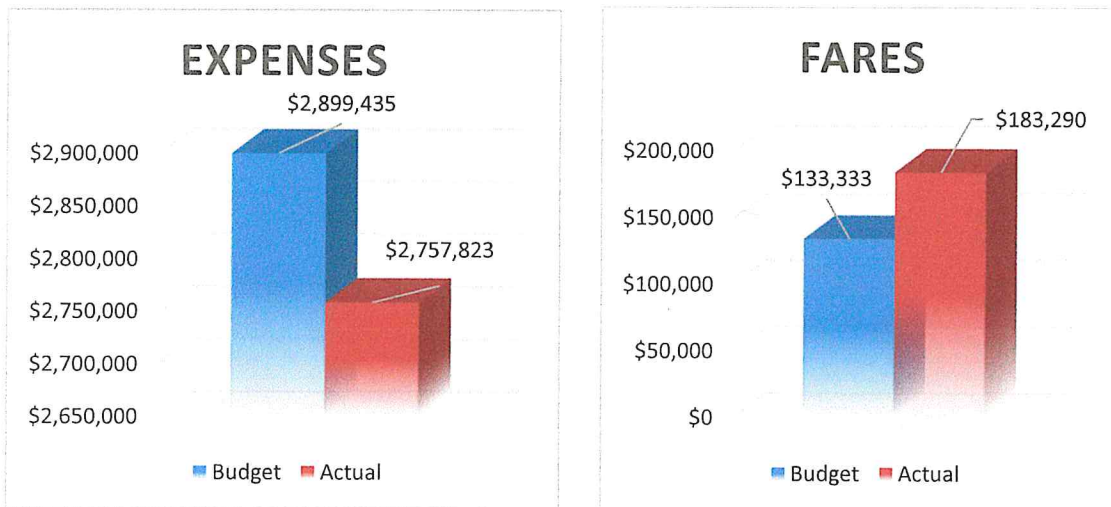
RE: Financial Report

At the conclusion of February, MBTA expenses were \$141,612 (5%) ahead of budget.

Administrative expenses were \$52,139 (11%) ahead of budget.
Maintenance expenses were \$109,185 (26%) ahead of budget.
Operations expenses were \$19,712 (-1%) over budget.

MBTA's operating revenues were also ahead of budget.

CNG fuel sold was \$19,869 (170%) ahead of budget.
Passenger Fares were \$49,956 (37%) ahead of budget.



STAFF RECOMMENDATION: RECEIVE AND DISCUSS AS NECESSARY

MORONGO BASIN TRANSIT AUTHORITY
Statement of Expenditures - Cash Basis
During Fiscal Year ending 06/30/22
For Period Ending 02/28/22

Line	Administrative Exp.	FY 21/22	FEB		Year to Date		Year to Date Variance	%
		Budget	Budget	Actual	Budget	Actual		
1	Mgmt. Salaries	\$ 120,082.00	\$ 9,237.08	\$ 1,000.00	78,515.15	\$ 90,673.84	(12,158.69)	-15%
2	Office Salaries	\$ 170,125.00	\$ 13,086.54	9,902.18	111,235.58	83,751.60	27,483.98	25%
3	Board Members	\$ 6,300.00	\$ 525.00	0.00	4,200.00	3,400.00	800.00	19%
4	Payroll Taxes	\$ 7,888.00	\$ 606.77	471.34	5,157.54	4,368.96	788.58	15%
5	Health & Welfare	\$ 78,780.00	\$ 6,565.00	6,349.67	52,520.00	44,937.84	7,582.16	14%
6	Retirement:PERS	\$ 50,215.00	\$ 3,862.69	2,539.51	32,832.88	28,163.76	4,669.12	14%
7	Mileage	\$ 5,000.00	\$ 416.67	128.70	3,333.33	1,274.72	2,058.61	62%
8	Outside Services	\$ 45,640.00	\$ 3,803.33	2,552.09	30,426.67	16,880.88	13,545.79	45%
9	Prof. Fees	\$ 58,796.00	\$ 4,899.67	3,675.00	39,197.33	42,535.15	(3,337.82)	-9%
10	Leases/Rents	\$ 5,712.00	\$ 476.00	-131.92	3,808.00	-61.82	3,869.82	102%
11	Utilities	\$ 105,078.00	\$ 8,756.50	7,318.94	70,052.00	76,946.57	(6,894.57)	-10%
12	Marketing/Promotions	\$ 40,493.00	\$ 3,374.42	4,053.28	26,995.33	25,398.90	1,596.43	6%
13	Office Supplies	\$ 16,882.00	\$ 1,406.83	1,505.28	11,254.67	7,969.46	3,285.21	29%
14	Postage	\$ 2,400.00	\$ 200.00	27.74	1,600.00	906.88	693.12	43%
15	Printing/Reproduction	\$ 12,071.00	\$ 1,005.92	0.00	8,047.33	4,709.16	3,338.17	41%
16	Training/Meetings	\$ 14,831.00	\$ 1,235.92	830.63	9,887.33	6,401.12	3,486.21	35%
17	Interest Exp.	\$ 2,000.00	\$ 166.67	0.00	\$ 1,333.33	0.00	1,333.33	100%
18	Total Administrative	\$ 742,293.00	\$ 59,624.99	\$ 40,222.44	\$ 490,396.49	\$ 438,257.02	\$ 52,139.47	11%
Maintenance Expense								
19	Mechanic Salaries	\$ 161,375.00	\$ 12,413.46	11,640.48	105,514.42	\$ 98,493.29	7,021.13	7%
20	Misc. Work/Salaries	\$ 58,810.00	\$ 4,523.85	4,123.44	38,452.69	32,024.71	6,427.98	17%
21	Payroll Taxes	\$ 3,730.00	\$ 286.92	375.06	2,438.85	2,489.78	(50.93)	-2%
22	Health & Welfare	\$ 29,364.00	\$ 2,447.00	1,566.89	19,576.00	11,318.81	8,257.19	42%
23	Retirement:PERS	\$ 17,651.00	\$ 1,357.77	958.18	11,541.04	8,201.30	3,339.74	29%
24	Uniforms	\$ 2,500.00	\$ 208.33	124.66	1,666.67	1,388.33	278.34	17%
25	Outside Services	\$ 49,187.00	\$ 4,098.92	3,051.76	32,791.33	22,290.80	10,500.53	32%
26	Parts	\$ 56,329.00	\$ 4,694.08	3,010.26	37,552.67	22,549.59	15,003.08	40%
27	Fluids	\$ 15,259.00	\$ 1,271.58	1,091.18	10,172.67	8,351.35	1,821.32	18%
28	Tires	\$ 55,000.00	\$ 4,583.33	1,712.27	36,666.67	33,654.38	3,012.29	8%
29	Accident Repair	\$ 26,369.00	\$ 2,197.42	0.00	17,579.33	6,110.61	11,468.72	65%
30	Tools	\$ 2,206.00	\$ 183.83	0.00	1,470.67	340.49	1,130.18	77%
31	Consulting	\$ 2,606.00	\$ 217.17	720.00	1,737.33	990.00	747.33	43%
32	Shop Supplies	\$ 4,000.00	\$ 333.33	51.55	2,666.67	406.00	2,260.67	85%
33	Facility Supplies	\$ 25,054.00	\$ 2,087.83	474.09	16,702.67	3,486.70	13,215.97	79%
34	Training/Meetings	\$ 6,174.00	\$ 514.50	0.00	4,116.00	35.29	4,080.71	99%
35	Shelter Maintenance	\$ 2,784.00	\$ 232.00	0.00	1,856.00	0.00	1,856.00	100%
36	CNG Stations Maint.	\$ 115,874.00	\$ 9,656.17	10,208.26	\$ 77,249.33	58,434.22	18,815.11	24%
37	Total Maintenance	\$ 634,272.00	\$ 51,307.50	\$ 39,108.08	\$ 419,751.00	\$ 310,565.65	\$ 109,185.35	26%
Operations Expense								
38	Mgmt/Supv Salaries	\$ 159,333.00	\$ 12,256.38	7,306.33	104,179.27	\$ 89,536.36	14,642.91	14%
39	Operator Wages	\$ 928,353.00	\$ 71,411.77	69,131.51	607,000.04	608,473.54	(1,473.50)	0%
40	Dispatch Wages	\$ 176,952.00	\$ 13,611.69	14,271.32	115,699.38	116,374.74	(675.36)	-1%
41	Payroll Taxes	\$ 30,351.00	\$ 2,334.69	2,992.64	19,844.88	14,950.33	4,894.55	25%
42	Health & Welfare	\$ 444,904.00	\$ 37,075.33	28,768.83	296,602.67	251,480.46	45,122.21	15%
43	Retirement:PERS	\$ 229,799.00	\$ 17,676.85	16,546.42	150,253.19	216,945.17	(66,691.98)	-44%
44	Safety Incentive Program	\$ 8,800.00	\$ 733.33	0.00	5,866.67	3,800.00	2,066.67	35%
45	Workers'Comp	\$ 350,000.00	\$ 29,166.67	27,775.00	233,333.33	259,120.00	(25,786.67)	-11%
46	Other Employee Exp.	\$ 19,988.00	\$ 1,665.67	418.09	13,325.33	12,945.42	379.91	3%
47	Mileage	\$ 1,850.00	\$ 154.17	0.00	1,233.33	197.34	1,035.99	84%
48	Uniforms	\$ 11,152.00	\$ 929.33	21.72	7,434.67	5,418.82	2,015.85	27%
49	Outside Services	\$ 16,635.00	\$ 1,386.25	67.00	11,090.00	9,731.71	1,358.29	12%
50	Tel/Cell/Internet/Fax	\$ 32,638.00	\$ 2,719.83	1,305.02	21,758.67	17,198.30	4,560.37	21%
51	Radio Expense	\$ 11,000.00	\$ 916.67	0.00	7,333.33	20,914.85	(13,581.52)	-185%
52	Fuel	\$ 192,506.00	\$ 16,042.17	21,430.95	128,337.33	124,714.11	3,623.22	3%
53	Trainings/Meetings	\$ 4,400.00	\$ 366.67	0.00	2,933.33	1,255.95	1,677.38	57%
54	Insurance	\$ 360,933.00	\$ 30,077.75	-250.00	240,622.00	233,644.46	6,977.54	3%
55	Deferred Comp Match	\$ 33,660.00	\$ 2,589.23	2,529.24	\$ 22,440.00	22,298.54	141.46	1%
56	Total Operations	\$ 3,013,254.00	\$ 241,114.45	\$ 192,314.07	\$ 1,989,287.44	\$ 2,009,000.10	\$ (19,712.66)	-1%
57	Grand Total of Op Exp	\$ 4,389,819.00	\$ 352,046.94	\$ 271,644.59	\$ 2,899,434.92	\$ 2,757,822.77	\$ 141,612.15	5%

MORONGO BASIN TRANSIT AUTHORITY
Statement of Income
02/28/22

Other Revenue			FEB		YTD Bdgt	YTD Actual		
1	Interest	\$ 152.00	12.67	5.04	101.33	\$ 2,257.92	\$ 2,156.59	2128%
2	Other Revenue	\$ 3,000.00	250.00	200.00	2,000.00	2,043.06	\$ 43.06	2%
3	CNG Fuel	\$ 17,487.00	1,457.25	0.00	11,658.00	31,527.71	\$ 19,869.71	100%
4	Gain on Sale of Assets	\$ -	0.00	0.00	0.00	0.00	-	0%
5	Total Other Revenue	\$ 20,639.00	\$ 1,719.92	\$ 205.04	\$ 13,759.33	\$ 35,828.69	\$ 22,069.36	160%

Passenger Fares			FEB		YTD Bdgt	YTD Actual		
6	Fixed Route	\$ 128,000.00	10,666.67	11,039.99	85,333.33	104,515.91	\$ 19,182.58	22%
7	Ready Ride	\$ 40,000.00	3,333.33	888.05	26,666.67	29,855.92	\$ 3,189.25	12%
8	Palm Spr./Palm Des.	\$ 18,000.00	1,500.00	4,616.44	12,000.00	33,864.96	\$ 21,864.96	182%
9	Office Passes	\$ 14,000.00	1,166.67	1,738.00	9,333.33	15,053.25	\$ 5,719.92	61%
10	Total Fare Revenue	\$ 200,000.00	\$ 16,666.67	\$ 18,282.48	\$ 133,333.33	\$ 183,290.04	\$ 49,956.71	37%

Current Support Funding - Operations				Received	Prior FY	Received	Balance Due
11	Local Transit Funds	\$ 3,834,010.00				\$ 2,875,507.50	\$ 958,502.50
12	Section 5311 Operating Asst	\$ 437,331.00					\$ 437,331.00
13	Measure I	\$ 140,500.00				\$ 102,871.78	\$ 37,628.22
14	AB 2766	\$ 40,000.00				\$ 40,000.00	\$ -
15	Total Sup. Fund.Ops	\$4,451,841.00		\$ -		\$ 3,018,379.28	\$ 1,433,461.72
16	Total Operating Revenues	\$ 4,672,480.00		\$ 18,487.52		\$ 3,237,498.01	\$ 1,505,487.78

Prior Year Support Funding - Operations		Grant Amt		Received	Prior FY	Received	Balance Due
17	Section 5311 Operating Asst FY20	\$ 421,203.00				\$ 421,203.00	\$ -
18	Section 5311 Operating Asst FY21	\$ 437,331.00					\$ 437,331.00
19	Total Prior Year Operating Revenues	\$ 858,534.00	\$ -	\$ -	\$ -	\$ 421,203.00	\$ 437,331.00

Current Year Capital Funding - Capital			Grant Amt		Received	Prior FY	Received	Balance Due
20	Operations Support Equip	STA FY22	\$ 25,000.00					\$ 25,000.00
21	Cashless Fare System (TT)	STA FY22	\$ 103,200.00				\$ 103,200.00	\$ -
22	Vehicle Replacements	STA FY22 / CMAQ	\$ 287,076.00					\$ 287,076.00
23	Bike Lockers	ART 3	\$ 30,181.00					\$ 30,181.00
24	Engine Overhauls	SGR	\$ 35,000.00					\$ 35,000.00
25	Shop Equipment	SGR	\$ 15,000.00		\$ 12,691.60		\$ 12,691.60	\$ 2,308.40
26	Facility Facelift Repairs	SGR	\$ 38,115.00					\$ 38,115.00
27	Shop Vehicle Replacement	SGR	\$ 39,000.00		\$ 31,214.71		\$ 31,214.71	\$ 7,785.29
28	Zero Emission Pilot	LCTOP	\$ 86,421.00				\$ 86,421.00	\$ -
29	Total Current Capital Funding		\$ 658,993.00		\$ 43,906.31	\$ -	\$ 233,527.31	\$ 425,465.69

Prior Year Capital Funding - Capital			Grant Amt		Received	Prior FY	Received	Balance Due
30	29Palms CNG Station	LTF FY18	\$ 130,000.00					\$ 130,000.00
31	Add'l Bus Stop Improv	STA FY15 Realloc	\$ 235,153.00			\$ 219,914.73	\$ 10,304.05	\$ 4,934.22
32	AVL/GPS Equipment	STA FY17	\$ 6,000.00					\$ 6,000.00
33	AVL/GPS Equipment	STA FY19	\$ 85,000.00					\$ 85,000.00
34	Bus Stop Improvements	SGR FY21 / LCTOP	\$ 145,124.00			\$ 100,127.00	\$ 38,164.02	\$ 6,832.98
35	Bus Stop Improvements	STA FY19	\$ 70,000.00					\$ 70,000.00
36	Bus Wash System	STA FY20	\$ 67,950.00					\$ 67,950.00
37	Bus Wash System	STA FY21	\$ 7,500.00					\$ 7,500.00
38	Class H Replacement Vehicles	CMAQ	\$ 1,214,400.00					\$ 1,214,400.00
39	Cost Allocation Study	STA FY19	\$ 20,000.00			\$ 17,481.00		\$ 2,519.00
40	Disp & Maint Equip	STA FY21	\$ 10,000.00					\$ 10,000.00
41	Disp & Maint Equipment	STA FY17	\$ 10,000.00			\$ 7,334.07	\$ 2,665.50	\$ -
42	Disp & Maint Equipment	STA FY18	\$ 10,000.00			\$ 1,508.02	\$ 8,491.98	\$ -
43	Disp & Maint Equipment	STA FY19	\$ 10,000.00				\$ 7,067.19	\$ 2,932.81
44	Disp & Maint Equipment	STA FY20	\$ 10,000.00					\$ 10,000.00
45	Enclosed Bike Racks	ART 3	\$ 29,380.00					\$ 29,380.00
46	Engine Overhauls	LTF FY18	\$ 75,000.00			\$ 18,750.00		\$ 56,250.00
47	Engine Overhauls	SGR FY21	\$ 25,000.00			\$ 16,356.00	\$ 8,644.00	\$ -
48	Engine Overhauls	STA FY19	\$ 30,000.00			\$ 9,029.94	\$ 2,266.95	\$ 18,703.11
49	Engine Overhauls	STA FY20	\$ 25,000.00					\$ 25,000.00
50	Fare Media Structure	STA FY21	\$ 50,000.00					\$ 50,000.00
51	JT Facility Upgrade	STA/LTF FY16	\$ 6,163.00			\$ 2,548.00		\$ 3,615.00
52	Landscape & Lighting	STA FY11 Realloc.	\$ 15,000.00			\$ 13,777.00		\$ 1,223.00
53	REI Equipment	LTF FY15 Realloc	\$ 5,000.00			\$ 4,240.00		\$ 760.00
54	Shop Equipment	STA FY20	\$ 25,000.00			\$ 23,926.95	\$ 1,073.05	\$ -
55	Short Range Transit Plan	STA FY19	\$ 107,000.00			\$ 87,770.12		\$ 19,229.88
56	Twentynine Palms Land	LTF FY18	\$ 90,000.00			\$ 6,706.95		\$ 83,293.05
57	Vehicles: 1 Class E	STA FY19	\$ 68,368.00				\$ 215.26	\$ 68,152.74
58	Vehicles: 5 Replacements	CMAQ / STA	\$ 1,025,275.00			\$ 647,556.32	\$ 1,809.00	\$ 375,909.68
59	Video Surveillance	LTF FY18	\$ 20,000.00					\$ 20,000.00
60	Total Prior Capital Funding		\$1,636,186.00		\$0.00	\$856,984.37	\$80,701.00	\$1,998,868.27

FY 21/22 Procurement Budget		Grant Amt	Sent	Received	Sent	Received	Balance Due
61	Procurement Bid Income	\$ 275,000.00		\$ 24.58		\$ 164,581.08	\$ 110,418.92
62	Procurement Bid Expenses	\$ (135,000.00)	\$ 32,509.20		\$ 121,275.26		\$ (13,724.74)
63	TAG Program	\$ (50,000.00)			\$ 59,715.00		\$ 9,715.00
64	FY 19/20 29 Palms Land	\$ (265,000.00)			\$ 55,777.41		\$ (209,222.59)
65	Total Procurement Budget		\$ 32,509.20	\$ 24.58	\$ 180,990.26	\$ 164,581.08	\$ (16,409.18)

FY 21/22 TREP Budget		Grant Amt	Sent	Received	Sent	Received	Balance Due
66	5310 TREP Revenue <i>Balance</i>	\$ 96,037.97				\$ 36,682.93	\$ 59,355.04
67	Program Administrator	\$ (7,405.00)	\$ 211.65		\$ 2,859.17		\$ (4,545.83)
68	Client Relations Clerk	\$ (34,663.00)	\$ 3,020.60		\$ 23,859.00		\$ (10,804.00)
69	Mileage Reimbursements	\$ (75,600.00)	\$ 2,823.72		\$ 23,606.09		\$ (51,993.91)
70	Total TREP Funding	\$ (21,630.03)	\$ 6,055.97	\$ -	\$ 50,324.26	\$ 36,682.93	\$ 45,713.71

MORONGO BASIN TRANSIT AUTHORITY
Statement of Expenditures - Cash Basis
During Fiscal Year ending 06/30/22
For Period Ending 01/31/22

Line	Administrative Exp.	FY 21/22 Budget	JAN		Year to Date		Year to Date Variance	%
			Budget	Actual	Budget	Actual		
1	Mgmt. Salaries	\$ 120,082.00	\$ 9,237.08	\$ 1,000.00	69,278.08	\$ 89,673.84	(20,395.76)	-29%
2	Office Salaries	\$ 170,125.00	\$ 13,086.54	8,207.61	98,149.04	73,849.42	24,299.62	25%
3	Board Members	\$ 6,300.00	\$ 525.00	1,400.00	3,675.00	3,400.00	275.00	7%
4	Payroll Taxes	\$ 7,888.00	\$ 606.77	672.04	4,550.77	3,897.62	653.15	14%
5	Health & Welfare	\$ 78,780.00	\$ 6,565.00	7,586.19	45,955.00	38,588.17	7,366.83	16%
6	Retirement:PERS	\$ 50,215.00	\$ 3,862.69	2,270.49	28,970.19	25,624.25	3,345.94	12%
7	Mileage	\$ 5,000.00	\$ 416.67	124.02	2,916.67	1,146.20	1,770.47	61%
8	Outside Services	\$ 45,640.00	\$ 3,803.33	2,533.48	26,623.33	14,328.79	12,294.54	46%
9	Prof. Fees	\$ 58,796.00	\$ 4,899.67	148.20	34,297.67	38,860.15	(4,562.48)	-13%
10	Leases/Rents	\$ 5,712.00	\$ 476.00	28.21	3,332.00	70.10	3,261.90	98%
11	Utilities	\$ 105,078.00	\$ 8,756.50	7,314.23	61,295.50	69,627.63	(8,332.13)	-14%
12	Marketing/Promotions	\$ 40,493.00	\$ 3,374.42	3,374.75	23,620.92	21,345.62	2,275.30	10%
13	Office Supplies	\$ 16,882.00	\$ 1,406.83	735.03	9,847.83	6,464.18	3,383.65	34%
14	Postage	\$ 2,400.00	\$ 200.00	121.45	1,400.00	879.14	520.86	37%
15	Printing/Reproduction	\$ 12,071.00	\$ 1,005.92	0.00	7,041.42	4,709.16	2,332.26	33%
16	Training/Meetings	\$ 14,831.00	\$ 1,235.92	62.33	8,651.42	5,570.49	3,080.93	36%
17	Interest Exp.	\$ 2,000.00	\$ 166.67	0.00	\$ 1,166.67	0.00	1,166.67	100%
18	Total Administrative	\$ 742,293.00	\$ 59,624.99	\$ 35,578.03	\$ 430,771.49	\$ 398,034.76	\$ 32,736.73	8%
Maintenance Expense								
19	Mechanic Salaries	\$ 161,375.00	\$ 12,413.46	11,734.26	93,100.96	\$ 86,852.81	6,248.15	7%
20	Misc. Work/Salaries	\$ 58,810.00	\$ 4,523.85	2,895.12	33,928.85	27,901.27	6,027.58	18%
21	Payroll Taxes	\$ 3,730.00	\$ 286.92	552.39	2,151.92	2,114.72	37.20	2%
22	Health & Welfare	\$ 29,364.00	\$ 2,447.00	1,808.13	17,129.00	9,751.92	7,377.08	43%
23	Retirement:PERS	\$ 17,651.00	\$ 1,357.77	1,032.54	10,183.27	7,243.12	2,940.15	29%
24	Uniforms	\$ 2,500.00	\$ 208.33	200.76	1,458.33	1,263.67	194.66	13%
25	Outside Services	\$ 49,187.00	\$ 4,098.92	5,244.28	28,692.42	19,239.04	9,453.38	33%
26	Parts	\$ 56,329.00	\$ 4,694.08	3,620.97	32,858.58	19,539.33	13,319.25	41%
27	Fluids	\$ 15,259.00	\$ 1,271.58	2,351.34	8,901.08	7,260.17	1,640.91	18%
28	Tires	\$ 55,000.00	\$ 4,583.33	4,604.23	32,083.33	31,942.11	141.22	0%
29	Accident Repair	\$ 26,369.00	\$ 2,197.42	0.00	15,381.92	6,110.61	9,271.31	60%
30	Tools	\$ 2,206.00	\$ 183.83	90.49	1,286.83	340.49	946.34	74%
31	Consulting	\$ 2,606.00	\$ 217.17	270.00	1,520.17	270.00	1,250.17	82%
32	Shop Supplies	\$ 4,000.00	\$ 333.33	91.21	2,333.33	354.45	1,978.88	85%
33	Facility Supplies	\$ 25,054.00	\$ 2,087.83	344.00	14,614.83	3,012.61	11,602.22	79%
34	Training/Meetings	\$ 6,174.00	\$ 514.50	35.29	3,601.50	35.29	3,566.21	99%
35	Shelter Maintenance	\$ 2,784.00	\$ 232.00	0.00	1,624.00	0.00	1,624.00	100%
36	CNG Stations Maint.	\$ 115,874.00	\$ 9,656.17	3,837.85	\$ 67,593.17	48,225.96	19,367.21	29%
37	Total Maintenance	\$ 634,272.00	\$ 51,307.50	\$ 38,712.86	\$ 368,443.50	\$ 271,457.57	\$ 96,985.93	26%
Operations Expense								
38	Mgmt/Supv Salaries	\$ 159,333.00	\$ 12,256.38	6,990.28	91,922.88	\$ 82,230.03	9,692.85	11%
39	Operator Wages	\$ 928,353.00	\$ 71,411.77	72,321.83	535,588.27	539,342.03	(3,753.76)	-1%
40	Dispatch Wages	\$ 176,952.00	\$ 13,611.69	14,387.14	102,087.69	102,103.42	(15.73)	0%
41	Payroll Taxes	\$ 30,351.00	\$ 2,334.69	3,453.98	17,510.19	11,957.69	5,552.50	32%
42	Health & Welfare	\$ 444,904.00	\$ 37,075.33	32,160.90	259,527.33	222,711.63	36,815.70	14%
43	Retirement:PERS	\$ 229,799.00	\$ 17,676.85	16,936.41	132,576.35	200,398.75	(67,822.40)	-51%
44	Safety Incentive Program	\$ 8,800.00	\$ 733.33	0.00	5,133.33	3,800.00	1,333.33	26%
45	Workers'Comp	\$ 350,000.00	\$ 29,166.67	64,690.00	204,166.67	231,345.00	(27,178.33)	-13%
46	Other Employee Exp.	\$ 19,988.00	\$ 1,665.67	2,071.02	11,659.67	12,527.33	(867.66)	-7%
47	Mileage	\$ 1,850.00	\$ 154.17	0.00	1,079.17	197.34	881.83	82%
48	Uniforms	\$ 11,152.00	\$ 929.33	0.00	6,505.33	5,397.10	1,108.23	17%
49	Outside Services	\$ 16,635.00	\$ 1,386.25	86.00	9,703.75	9,664.71	39.04	0%
50	Tel/Cell/Internet/Fax	\$ 32,638.00	\$ 2,719.83	2,196.06	19,038.83	15,893.28	3,145.55	17%
51	Radio Expense	\$ 11,000.00	\$ 916.67	0.00	6,416.67	20,914.85	(14,498.18)	-226%
52	Fuel	\$ 192,506.00	\$ 16,042.17	19,260.89	112,295.17	103,228.34	9,066.83	8%
53	Trainings/Meetings	\$ 4,400.00	\$ 366.67	0.00	2,566.67	1,255.95	1,310.72	51%
54	Insurance	\$ 360,933.00	\$ 30,077.75	69,127.14	210,544.25	233,894.46	(23,350.21)	-11%
55	Deferred Comp Match	\$ 33,660.00	\$ 2,589.23	2,579.24	\$ 19,635.00	19,769.30	(134.30)	-1%
56	Total Operations	\$ 3,013,254.00	\$ 241,114.45	\$ 306,260.89	\$ 1,747,957.22	\$ 1,816,631.21	\$ (68,673.99)	-4%
57	Grand Total of Op Exp	\$ 4,389,819.00	\$ 352,046.94	\$ 380,551.78	\$ 2,547,172.21	\$ 2,486,123.54	\$ 61,048.67	2%

MORONGO BASIN TRANSIT AUTHORITY
Statement of Income
01/31/22

Other Revenue			JAN		YTD Bdgt	YTD Actual		
1	Interest	\$ 152.00	12.67	748.79	88.67	\$ 2,252.88	\$ 2,164.21	2441%
2	Other Revenue	\$ 3,000.00	250.00	400.00	1,750.00	1,843.06	\$ 93.06	5%
3	CNG Fuel	\$ 17,487.00	1,457.25	4,793.17	10,200.75	31,527.71	\$ 21,326.96	100%
4	Gain on Sale of Assets	\$ -	0.00	0.00	0.00	0.00	-	0%
5	Total Other Revenue	\$ 20,639.00	\$ 1,719.92	\$ 5,941.96	\$ 12,039.42	\$ 35,623.65	\$ 23,584.23	196%

Passenger Fares			JAN		YTD Bdgt	YTD Actual		
6	Fixed Route	\$ 128,000.00	10,666.67	18,267.33	74,666.67	93,475.92	\$ 18,809.25	25%
7	Ready Ride	\$ 40,000.00	3,333.33	882.85	23,333.33	28,967.87	\$ 5,634.54	24%
8	Palm Spr./Palm Des.	\$ 18,000.00	1,500.00	4,037.75	10,500.00	29,248.52	\$ 18,748.52	179%
9	Office Passes	\$ 14,000.00	1,166.67	318.00	8,166.67	13,315.25	\$ 5,148.58	63%
10	Total Fare Revenue	\$ 200,000.00	\$ 16,666.67	\$ 23,505.93	\$ 116,666.67	\$ 165,007.56	\$ 48,340.89	41%

Current Support Funding - Operations				Received	Prior FY	Received	Balance Due
11	Local Transit Funds	\$ 3,834,010.00		\$ 958,502.50		\$ 2,875,507.50	\$ 958,502.50
12	Section 5311 Operating Asst	\$ 437,331.00					\$ 437,331.00
13	Measure I	\$ 140,500.00		\$ 21,630.37		\$ 102,871.78	\$ 37,628.22
14	AB 2766	\$ 40,000.00				\$ 40,000.00	\$ -
15	Total Sup. Fund.Ops	\$4,451,841.00		\$ 980,132.87		\$ 3,018,379.28	\$ 1,433,461.72
16	Total Operating Revenues	\$ 4,672,480.00		\$ 1,009,580.76		\$ 3,219,010.49	\$ 1,505,386.85

Prior Year Support Funding - Operations		Grant Amt		Received	Prior FY	Received	Balance Due
17	Section 5311 Operating Asst FY20	\$ 421,203.00				\$ 421,203.00	\$ -
18	Section 5311 Operating Asst FY21	\$ 437,331.00					\$ 437,331.00
19	Total Prior Year Operating Revenues	\$ 858,534.00	\$ -	\$ -	\$ -	\$ 421,203.00	\$ 437,331.00

Current Year Capital Funding - Capital			Grant Amt		Received	Prior FY	Received	Balance Due
20	Operations Support Equip	STA FY22	\$ 25,000.00					\$ 25,000.00
21	Cashless Fare System (TT)	STA FY22	\$ 103,200.00				\$ 103,200.00	\$ -
22	Vehicle Replacements	STA FY22 / CMAQ	\$ 287,076.00					\$ 287,076.00
23	Bike Lockers	ART 3	\$ 30,181.00					\$ 30,181.00
24	Engine Overhauls	SGR	\$ 35,000.00					\$ 35,000.00
25	Shop Equipment	SGR	\$ 15,000.00					\$ 15,000.00
26	Facility Facelift Repairs	SGR	\$ 38,115.00					\$ 38,115.00
27	Shop Vehicle Replacement	SGR	\$ 39,000.00					\$ 39,000.00
28	Zero Emission Pilot	LCTOP	\$ 86,421.00				\$ 86,421.00	\$ -
29	Total Current Capital Funding		\$ 658,993.00		\$ -	\$ -	\$ 189,621.00	\$ 469,372.00

Prior Year Capital Funding - Capital			Grant Amt		Received	Prior FY	Received	Balance Due
30	29Palms CNG Station	LTF FY18	\$ 130,000.00					\$ 130,000.00
31	Add'l Bus Stop Improv	STA FY15 Realloc	\$ 235,153.00			\$ 219,914.73	\$ 10,304.05	\$ 4,934.22
32	AVL/GPS Equipment	STA FY17	\$ 6,000.00					\$ 6,000.00
33	AVL/GPS Equipment	STA FY19	\$ 85,000.00					\$ 85,000.00
34	Bus Stop Improvements	SGR FY21 / LCTOP	\$ 145,124.00			\$ 100,127.00	\$ 38,164.02	\$ 6,832.98
35	Bus Stop Improvements	STA FY19	\$ 70,000.00					\$ 70,000.00
36	Bus Wash System	STA FY20	\$ 67,950.00					\$ 67,950.00
37	Bus Wash System	STA FY21	\$ 7,500.00					\$ 7,500.00
38	Class H Replacement Vehicles	CMAQ	\$ 1,214,400.00					\$ 1,214,400.00
39	Cost Allocation Study	STA FY19	\$ 20,000.00			\$ 17,481.00		\$ 2,519.00
40	Disp & Maint Equip	STA FY21	\$ 10,000.00					\$ 10,000.00
41	Disp & Maint Equipment	STA FY17	\$ 10,000.00			\$ 7,334.07	\$ 2,665.50	\$ -
42	Disp & Maint Equipment	STA FY18	\$ 10,000.00			\$ 1,508.02	\$ 8,491.98	\$ -
43	Disp & Maint Equipment	STA FY19	\$ 10,000.00				\$ 7,067.19	\$ 2,932.81
44	Disp & Maint Equipment	STA FY20	\$ 10,000.00					\$ 10,000.00
45	Enclosed Bike Racks	ART 3	\$ 29,380.00					\$ 29,380.00
46	Engine Overhauls	LTF FY18	\$ 75,000.00			\$ 18,750.00		\$ 56,250.00
47	Engine Overhauls	SGR FY21	\$ 25,000.00			\$ 16,356.00	\$ 8,644.00	\$ -
48	Engine Overhauls	STA FY19	\$ 30,000.00			\$ 9,029.94	\$ 2,266.95	\$ 18,703.11
49	Engine Overhauls	STA FY20	\$ 25,000.00					\$ 25,000.00
50	Fare Media Structure	STA FY21	\$ 50,000.00					\$ 50,000.00
51	JT Facility Upgrade	STA/LTF FY16	\$ 6,163.00			\$ 2,548.00		\$ 3,615.00
52	Landscape & Lighting	STA FY11 Realloc.	\$ 15,000.00			\$ 13,777.00		\$ 1,223.00
53	REI Equipment	LTF FY15 Realloc	\$ 5,000.00			\$ 4,240.00		\$ 760.00
54	Shop Equipment	STA FY20	\$ 25,000.00			\$ 23,926.95	\$ 1,073.05	\$ -
55	Short Range Transit Plan	STA FY19	\$ 107,000.00			\$ 87,770.12		\$ 19,229.88
56	Twentynine Palms Land	LTF FY18	\$ 90,000.00			\$ 6,706.95		\$ 83,293.05
57	Vehicles: 1 Class E	STA FY19	\$ 68,368.00				\$ 215.26	\$ 68,152.74
58	Vehicles: 5 Replacements	CMAQ / STA	\$ 1,025,275.00			\$ 647,556.32	\$ 1,809.00	\$ 375,909.68
59	Video Surveillance	LTF FY18	\$ 20,000.00					\$ 20,000.00
60	Total Prior Capital Funding		\$1,636,186.00		\$0.00	\$856,984.37	\$80,701.00	\$1,998,868.27

FY 21/22 Procurement Budget		Grant Amt	Sent	Received	Sent	Received	Balance Due
61	Procurement Bid Income	\$ 275,000.00		\$ 39,152.36		\$ 164,556.50	\$ 110,443.50
62	Procurement Bid Expenses	\$ (135,000.00)	\$ 8,649.00		\$ 88,766.06		\$ (46,233.94)
63	TAG Program	\$ (50,000.00)			\$ 59,715.00		\$ 9,715.00
64	FY 19/20 29 Palms Land	\$ (265,000.00)	\$ 55,777.41		\$ 55,777.41		\$ (209,222.59)
65	Total Procurement Budget		\$ 8,649.00	\$ 39,152.36	\$ 148,481.06	\$ 164,556.50	\$ 16,075.44

FY 21/22 TREP Budget		Grant Amt	Sent	Received	Sent	Received	Balance Due
66	5310 TREP Revenue	Balance \$ 96,037.97		\$ -		\$ 36,682.93	\$ 59,355.04
67	Program Administrator	\$ (7,405.00)	\$ 550.29		\$ 2,647.52		\$ (4,757.48)
68	Client Relations Clerk	\$ (34,663.00)	\$ 3,020.60		\$ 20,838.40		\$ (13,824.60)
69	Mileage Reimbursements	\$ (75,600.00)	\$ 2,664.54		\$ 20,782.37		\$ (54,817.63)
70	Total TREP Funding	\$ (21,630.03)	\$ 6,235.43	\$ -	\$ 44,268.29	\$ 36,682.93	\$ 51,769.55

MORONGO BASIN TRANSIT AUTHORITY
TAXI ADMINISTRATION
Statement of Expenditures
During Fiscal Year ending 6/30/22
For Period ending 1/31/22

Line		FY 21/22	MONTH	JAN	Year to Date		Year to Date	
		Budget	Budget	Actual	Budget	Actual	Variance	%
	Administrative Exp.							
1	Legal Expenses	0.00	0.00	0.00	0.00	0.00	\$ -	0%
2	Insurance	3,000.00	250.00	500.00	1,750.00	1,750.00	\$ -	0%
3	Taxicab Administrator	2,496.00	208.00	758.52	1,456.00	2,012.43	\$ 556.43	38%
4	Office Clerk	2,500.00	208.33	218.64	1,458.33	810.57	\$ (647.76)	-44%
5	Drug & Alcohol Testing	500.00	41.67	0.00	291.67	96.50	\$ (195.17)	-67%
6	Background Checks	200.00	16.67	0.00	116.67	192.00	\$ 75.33	65%
7	Printing/Office/Meters	250.00	20.83	31.00	145.83	234.00	\$ 88.17	60%
8	Rent & Utilities	2,400.00	200.00	400.00	1,400.00	1,400.00	\$ -	0%
9	Total Administrative Exp.	\$ 11,346.00	\$ 945.50	\$ 1,908.16	\$ 6,618.50	\$ 6,495.50	\$ (123.00)	-2%

MORONGO BASIN TRANSIT AUTHORITY
TAXI ADMINISTRATION
Statement of Income

Line		FY 21/22	MONTH	JAN	Year to Date		Variance	%
		Budget	Budget	Actual	Budget	Actual		
	REVENUE							
10	Driver Permit Fees	500.00	41.67	0.00	291.67	100.00	\$ (191.67)	-66%
12	Vehicles Permit Fees	6,000.00	500.00	1,700.00	3,500.00	3,600.00	\$ 100.00	3%
13	Driver Renewal Fees	480.00	40.00	0.00	280.00	0.00	\$ (280.00)	-100%
14	Transfer Fees	0.00	0.00	0.00	0.00	0.00	\$ -	100%
15	Fines	100.00	8.33	0.00	58.33	0.00	\$ (58.33)	-100%
16	TOTAL REVENUE	\$ 7,080.00	\$ 590.00	\$ 1,700.00	\$ 4,130.00	\$ 3,700.00	\$ (430.00)	-10%

\$ (2,795.50)

MORONGO BASIN TRANSIT AUTHORITY

TO: Board of Directors
FROM: Cheri Holsclaw, Interim General Manager
DATE: March 16, 2022

RE: General Manager's Report

STAFF RECOMMENDATION: RECEIVE AND DISCUSS AS NECESSARY



Interim General Manager's Report

March 18, 2022

CAPITAL PROJECTS

- ✓ Reviewed Hwy 62 & Star Dune (Westbound in front of Pizza hut/Motel 6 in 29 palms) for a future bus stop improvement project to install safer pull-ins.
- ✓ Researched Electric Vans with Joe Meer to begin our transition to the state-mandated Innovative Clean Transit (ICT) regulation.

MARKETING & OUTREACH

- ✓ Finalized plans and recently mailed flyers for our Transit Center Gathering on April 21st.
- ✓ Began a “high gas charge” marketing ad (*attached*).
- ✓ Collaborated with AMMA, SBCTA’s consultant, to update our Title VI Program.

EMPLOYEES

- ✓ Organized a Taco Truck at MBTA on March 18th to celebrate Drivers Appreciation Day.
- ✓ We have determined an internal candidate to fulfill the Safety & Training Supervisor position and another for the vacant dispatcher position but they will remain as driving until we can get more coach operators hired.

GRANTS & FUNDING

- ✓ Attended task force meetings with Caltrans regarding modernizing their new 2-year grant process.

SERVICE UPDATES

- ✓ Made it to 197 safety days before a preventable incident occurred.
- ✓ The Transportation Security Administration (TSA) extended the face mask requirement for all public transportation through April 18, 2022.

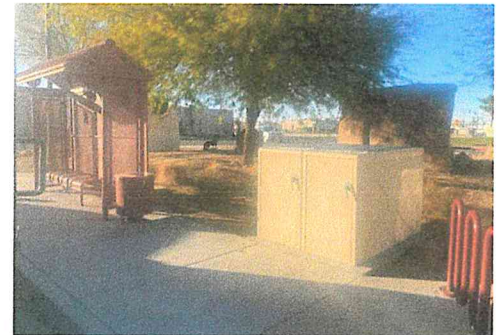


Interim General Manager's Report

February 26, 2022

CAPITAL PROJECTS

- ✓ Installation of Bike Lockers at both Transit Centers was completed.
- ✓ Reviewed plans and bid specs for our Adobe & Raymond bus stop, lot resurface and the roadway project. I anticipate this going to the Board for approval in March.



MARKETING & OUTREACH

- ✓ Became Chair for PASTACC, an advisory body that addresses public transit and specialized transportation needs, issues and opportunities in San Bernardino County.
- ✓ Submitted an article that appeared in the Desert Trail & the Hi-Desert Star Facebook page to promote free fares for Transit Equity Day on February 4th.

EMPLOYEES

- ✓ Received Ethics Training and refresher on Brown Act & Public Records Act.
- ✓ Increased advertisements for "Now Hiring" in papers and on radio, as well as purchased temporary decals for the back of our buses in an attempt to hire more drivers.

GRANTS & FUNDING

- ✓ Participated in a task force with Caltrans to modernize their grant process.
- ✓ LCTOP grant applications were submitted for the Zero Emission Vehicle and the El Paseo & Mesquite Springs bus stop.
- ✓ 5310 grant application to extend our TREP program another 2 years was submitted.

SERVICE UPDATES

- ✓ We had a successful Free Fare Transit Equity Day with 608 riders; the highest we've seen since October 1, 2021.
- ✓ Participated in an Intercity Bus Study Workshop, leading to further discussions with Palo Verde Transit & Caltrans to possibly connect public transportation from Blythe to Twentynine Palms via SR62.

21 February 2022

Metrolink (Southern California Regional Rail Authority)
Morongo Basin Transit Authority
Mountain Area Regional Transit Authority
Needles Area Transit (City of Needles)
Omnitrans
San Bernardino County Transportation Authority
SolTrans (Solano County Transit)
Victor Valley Transit Authority

Dear Transit Executives and Directors,

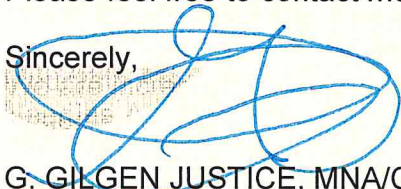
On behalf of the nonprofit California Green Academy ("CalGreen")—*administrator of the California Fare-Free Transit Directory* (www.cafarefreetransit.info), thank you so much for your organisation celebrating "Transit Equity Day" ("TED2022"), on Friday, 04 February.

We are incredibly grateful for your participation, and we are excited to hear that many of your transit systems experienced a notable ridership increase. Not only does TED2022 honour the birthday of civil rights and transit legend Rosa Parks¹, but also serves as a reminder that the use of a private vehicle is fast becoming a thing of the past², and greater use of affordable, reliable, and safe public transit will be key in helping California mitigate the climate crisis—*caused, in large part, due to the nation's unhealthy fascination of the polluting³ and unsafe private vehicle⁴.*

Thank you again for your transit system's involvement with TED2022, and we wish you and your system—and your respective municipality, all the very best!

Please feel free to contact me for additional information, and thank you for your time.

Sincerely,



G. GILGEN JUSTICE, MNA/CHSR/MSTM.
Acting Director
g.gilgen.justice@cafarefreetransit.info

¹Labor Network for Sustainability. "History of Transit Equity Day,"

<https://sites.google.com/labor4sustainability.org/organizingtoolkit2022/TED2022OrgToolkit>. Accessed 21 February 2022.

²<https://www.quantumrun.com/Insight/peak-car-gradual-decline-privately-owned-automobiles>,

<https://www.aftermarketmatters.com/columnists/the-decline-of-vehicle-ownership-and-what-to-do-about-it/>,

<https://www.mckinsey.com/industries/automotive-and-assembly/our-insights/disruptive-trends-that-will-transform-the-auto-industry/>,

<https://www.businessinsider.com/no-one-will-own-a-car-in-the-future-2017-5m>, and <https://www.forbes.com/sites/quora/2017/06/22/what-will-car-ownership-look-like-in-the-future/?sh=2717f8cf6b99>. Accessed 21 February 2022.

³U.S. Environmental Protection Agency. "How Mobile Source Pollution Affects Your Health," Washington, D.C.: last updated 05 January 2022, <https://www.epa.gov/mobile-source-pollution/how-mobile-source-pollution-affects-your-health>. Accessed 21 February 2022.

⁴National Highway Traffic Safety Administration. "USDOT Releases New Data Showing That Road Fatalities Spiked in First Half of 2021," Washington, D.C.: 21 October 2021, <https://www.nhtsa.gov/press-releases/usdot-releases-new-data-showing-road-fatalities-spiked-first-half-2021>. Accessed 21 February 2022.

WANT TO **SAVE**
MONEY ON
GAS?



TRAVEL IN A BIGGER VEHICLE!



*Transit Serving the Communities of
the Morongo Basin for over 20 Years*

NOW HIRING!

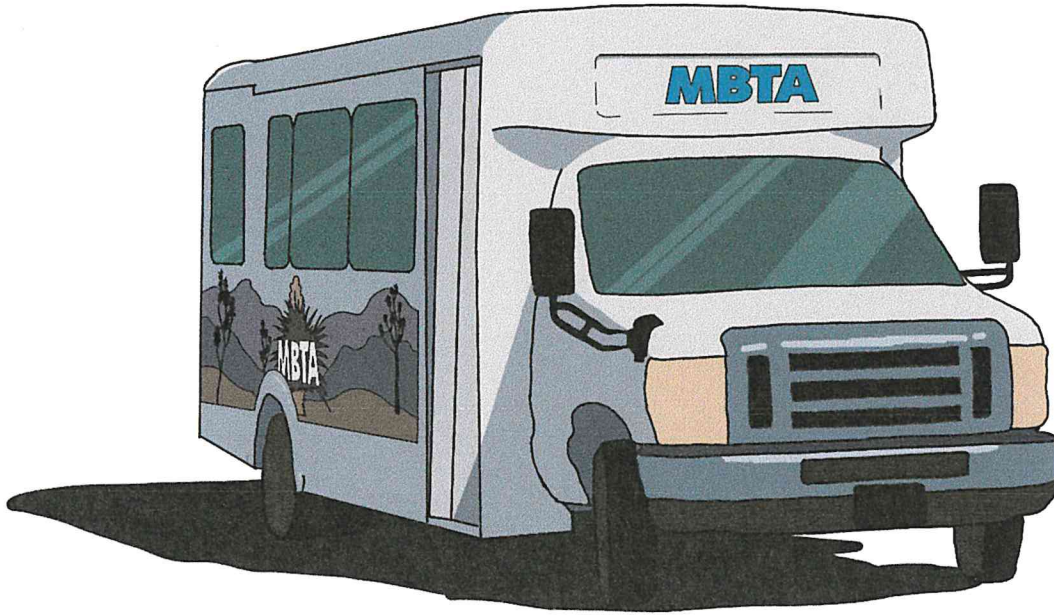
FOR MORE INFORMATION
CALL 760-366-2395 OR
VISIT MBTABUS.COM



**AVOID PAYING OVER
\$5 A GALLON AT THE PUMP!**

Hop on to one of the **9 MBTA
BUS ROUTES** and smile at every
gas station you pass.

How are MBTA services working for you?



TRANSIT CENTER GATHERING

YUCCA VALLEY TRANSIT CENTER

April 21, 2022
9:30am – 11:30am

TWENTYNINE PALMS TRANSIT CENTER

April 21, 2022
1:30pm – 3:30pm

**ASK US ABOUT OUR SERVICES OR
LET US KNOW HOW WE CAN IMPROVE!**

Can't be there? Send your comments to:

Cheri Holsclaw
cheri@mbtabus.com
Morongo Basin Transit Authority
62405 Verbena Road
Joshua Tree, CA 92252

MORONGO BASIN TRANSIT AUTHORITY

TO: Cheri Holsclaw, Interim General Manager
FROM: Matthew Atkins, Operations Manager
DATE: March 16, 2022

RE: Operations Report

STAFF RECOMMENDATION: RECEIVE AND DISCUSS AS NECESSARY



March 16, 2022

Operations Report

PERSONNEL

Staffing

Total Coach Operators – January – 25, February – 25

Total Dispatchers – January – 3, February – 3

Overtime

Operators – January – 1.59%, February – 3.55%

Dispatchers – January – 15.05%, February – 21.44%

OPERATIONS/ SAFETY/ CUSTOMER SERVICE

On time performance for the reporting period:

Ready Ride – January – 98.18%, February – 99.4%

Fixed Route – January – 95.0%, February – 93.3%

Staff received 3 total customer contact for January and February. These contacts were recorded as 2 complaints about drivers and 1 compliment about a driver. The complaints have been addressed with driver/customer follow up and the compliment was shared with staff.

As of February 28, 2022, staff completed 194 days free of any preventable accidents and /or injuries.

EMPLOYEE TRAINING/RECRUITMENT

Operations staff has identified two individuals to fill open driver positions. Classroom training is scheduled to start on March 21st. One is starting with a Class A license and will need to add the passenger endorsement the other is starting with a Class C license. The Safety and Training Supervisor and a dispatcher have been identified from within our current driver ranks and these two new hires will allow them to transition into their new roles. Ongoing recruitment and training efforts will continue until all coach operator positions have been filled.

MAINTENANCE

The following is the maintenance mileage, road call and cost per mile information for January and February.

January - 0 road calls and 0 tow

Mileage 57,418 with a CPM (cost per mile) of \$0.67

February - 0 road calls and 0 tow

Mileage – 54,526 with a CPM (cost per mile) of \$0.71

TAXI

Cab Companies – January - 3, February – 3

Registered Cabs – January - 6, February – 6

Registered Drivers - January - 7, February – 7

New Driver Permits – January - 0, February – 0

Permit Renewals – January - 0, February – 2

Denied Applications – January - 0, February – 0

MORONGO BASIN TRANSIT AUTHORITY

TO: Board of Directors
FROM: Cheri Holsclaw, Interim General Manager
DATE: March 14, 2022

RE: Solar Light Kits

Staff requests authorization to purchase six solar light kits using STA funds. These solar lights will be to replace solar-powered lighting at six different bus stops located throughout our service area. The existing equipment has been outdated and replacement parts are no longer available.

**STAFF RECOMMENDATION: AUTHORIZE STAFF TO PURCHASE (6)
SOLAR LIGHT KITS IN THE AMOUNT OF \$9,900 +tax OFF THE
CalACT/MBTA BID**

MORONGO BASIN TRANSIT AUTHORITY

TO: Board of Directors
FROM: Cheri Holsclaw, Interim General Manager
DATE: March 15, 2022

RE: Shop Vehicle

MBTA's shop vehicle supports the service using a 2013 Transit Connect that has exceeded its useful life. Due to its age, wear and tear, and increased costs to operate, replacing it with a newer vehicle will reduce its operating cost. This vehicle is used to remove trash from bus shelters and general utility work.

Staff requests authorization to purchase one (1) 2021 Toyota Tacoma from the State of California Contract #1-18-23-20C line 1 in the amount of \$31,214.71 (quote attached).

This vehicle would be fully paid through the State of Good Repair Formula Program.

**STAFF RECOMMENDATION: AUTHORIZE STAFF TO PURCHASE (1)
TOYOTA TACOMA IN THE AMOUNT OF \$31,214.71**

FREEWAY TOYOTA



1835 Glendale Ave
Hanford, CA. 93230

Morongo Basin Transit Authority
62405 Verbena Rd
Joshua Tree, CA. 92252
Attn: Cheri Holsclaw

2/9/2022

As per your request for CA State Contract #1-18-23-20C Line Item #1

2021 Toyota Tacoma SR AC 2wd (7162)	\$24765.00
Upgrade to 2022 Tacoma V6/Tow (7164)	\$3686.00
7.75% Sales Tax	\$2204.96
CA Tire Tax	\$8.75
Delivery to Joshua Tree	\$550.00
Total	<u>\$31,214.71 each</u>

Protect against future mechanical or electrical issues with Toyota Platinum Extra Care \$0 Deductible

5 Years / 100,000 Miles \$1130.00

6 Years / 100,000 Miles \$1450.00

7 Years / 125,000 Miles \$1945.00

Thank you for the opportunity to earn your business.

Patrick G Ireland

Government Fleet Manager

MORONGO BASIN TRANSIT AUTHORITY

TO: Board of Directors
FROM: Cheri Holsclaw, Interim General Manager
DATE: March 16, 2022

RE: Title VI Program Plan Update

In June 2013, the Board originally adopted our Title VI Program Plan by resolution 13-03. The Federal Transit Administration (FTA) requires that all recipients of financial assistance document their compliance by updating the program every three years, including the Public Participation and Language Assistance Plan in compliance with FTA requirements. MBTA is a recipient of financial assistance from FTA as a Caltrans subrecipient.

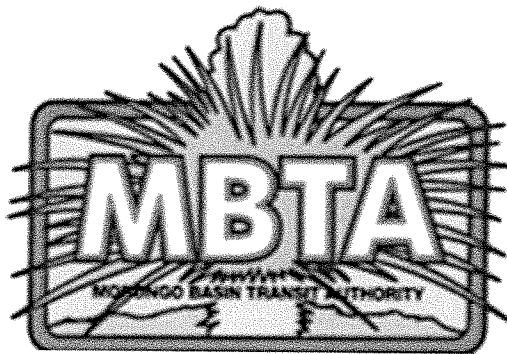
MBTA utilized the services of AMMA Transit Planning to complete the Title VI Program, which is attached. The attached report details how MBTA is in compliance with each requirement.

STAFF RECOMMENDATION: APPROVE UPDATE TO TITLE VI PROGRAM, PUBLIC PARTICIPATION AND LANGUAGE ASSISTANCE PLAN AND ADOPT 22-04

Morongo Basin Transit Authority

Title VI Program

Updated: March 2022



Cheri Holsclaw, Interim General Manager
Morongo Basin Transit Authority
62405 Verbena Road
Joshua Tree, CA 92252

Morongo Basin Transit Authority's (MBTA) Title VI Program was originally developed in June of 2013 and approved by its Board of Director on June 27, 2013 in compliance with U.S. Department of Transportation's FTA Circular 4702.1B, "Title VI Requirement and Guidelines for Federal Transit Administration Recipients." It has been updated every three years consistent with FTA requirements.

This update was prepared in March 2022 by AMMA Transit Planning to comply with the required update every three years and to demonstrate MBTA's continued compliance with Title VI of the Civil Rights Act of 1964.

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Introduction and Purpose

Title VI of the Civil Rights Act of 1964 protects persons in the United States from being excluded from participation in, denied the benefits of, or subjected to discrimination on the basis of race, color, or national origin in any program or activity receiving federal financial assistance. The Federal Transit Administration (FTA), under the Federal Department of Transportation, requires recipients to adopt a Title VI Program pursuant to FTA Circular 4702.1B, Title VI Requirements and Guidelines for Federal Transit Administration Recipients.

As a recipient of FTA funds, Morongo Basin Transit Authority (MBTA) is committed to ensuring that its services are delivered and implemented in accordance with Title VI and other non-discriminatory regulations. MBTA also complies with non-discriminatory regulations at the state level and ensures that its programs and services comply with Title VI, whether federally-funded or not.

The Circular has general requirements for all recipients and additional guidelines for fixed-route transit providers based on the number of vehicles deployed in peak service hours and the population of the transit agency's service area. As a transit provider with less than 50 vehicles and not located in a UZA of 200,000 or more in population, only the following requirements and guidelines are applicable to MBTA:

1. Title VI Notice to the Public
2. Title VI Complaint Procedures
3. Title VI Complaint Form
4. List of transit-related Title VI investigations, complaints, or lawsuits
5. Public Participation Plan
6. Language Assistance Plan
7. A table depicting the membership on non-elected committees broken down by race
8. Monitoring procedures for Subrecipients
9. Title VI equity analysis for the site and location of facilities
10. Documentation that the governing board has reviewed and approved the Title VI Program

Also required are:

Additional Information for Transit Providers that operate 50 or more fixed route vehicles in peak service and are located in an Urbanized Area (UZA) of 200,000: System-Wide Policies and Service Standards

11. Effective Practices to Fulfill the Service Standard Requirement
12. Effective Practices to Fulfill the Service Policy Requirement

The following sections of this report document how MBTA is in compliance with each requirement.

About MBTA

Service Area

The Morongo Basin is located approximately 30 minutes east of the Palm Springs Area. A joint powers authority, the MBTA operates in 10 communities with a service population of 70,888 (service population does not include Palm Springs Area). MBTA is headquartered at its Joshua Tree Operations Center on 62405 Verbena Road, Joshua Tree, CA 92252. Some of the MBTA's vehicles are operated out of a satellite facility at the Twentynine Palms City Yard.

Services

During the week nine (9) deviated-fixed routes are in operation. In addition, five (5) demand response vehicles circulate in the communities offering door-to-door service for older adults and persons with disabilities. Operation hours during the week extend from 6:00 am to 10:00 pm, with limited weekend service provided. MBTA's operates approximately 700,000 miles and provides over 220,000 trips annually.

MBTA operates a fleet consisting of 25 buses, all of which operate on compressed natural gas. The agency operates two compressed natural gas (CNG) stations in Joshua Tree and Twentynine Palms to support its operations.

MBTA's services and routes are as follows:

- "Intercity Highway" fixed-route service is provided on two routes (Yucca Valley to/from Twentynine Palms): Route 1A and Route 1B.
- "Neighborhood Deviated" fixed-route service is provided on five routes: Route 3A (MCAGCC to/from Twentynine Palms), Route 3B (Twentynine Palms), Route 7A (North Yucca Valley), Route 7B (South Yucca Valley), and Route 21 (Landers to/from Yucca Valley).
- "Commuter" service to Palm Springs is provided on two routes: Route 12 (Weekdays - Palm Springs to/from Yucca Valley) and Route 15 (Friday-Saturday/Sunday - Palm Springs to/from MCAGCC).
- "Ready Ride" provides origin to destination advance reservation service to seniors and persons with disabilities, as well as the general public on five routes (Routes 30, 31, 34, 36, and 50). Ready Ride service is available in Yucca Valley, Twentynine Palms, Morongo Valley, Joshua Tree, Wonder Valley, and Landers.

Title VI Notice to the Public

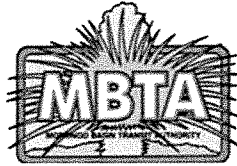
Notifying the Public of Rights under Title VI



Morongo Basin Transit Authority is committed to ensuring that no person shall be excluded from the equal distribution of its services and amenities because of race, color or national origin in accordance with Title VI of the Civil Rights Act of 1964.

- MBTA provides services and operates programs without regard to race, color, and national origin in full compliance with Title VI.
- Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI while using MBTA services may file a complaint with MBTA. All complaints will be fairly and objectively investigated.
- To file a complaint, you may contact our Title VI Program Administrator, Matt Atkins at (760) 366-2986; or by email: matt@MBTAbus.com; or visit MBTA's headquarters at 62405 Verbena Road Joshua Tree, CA 92252.
- For more information about MBTA's Title VI program and complaint procedure, contact (760)366-2395; or visit MBTA's website: <https://mbtabus.com/title-vi/>
- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Title VI Program Coordinator, FTA Office of Civil Rights, East Building, 5th Floor – TCR, 1200 New Jersey Ave., S.E., Washington, D.C. 20590
- If information is needed in another language, contact (888) 808-9008, PIN 71918590
- Si se necesita información en español, llame (888) 808-9008, PIN 74674457.

Notificación al Público Sobre los Derechos en Virtud del Título VI



Morongo Basin Transit Authority está comprometida a garantizar que ninguna persona será excluida de la distribución equitativa de sus servicios e instalaciones por motivos de raza, color o origen nacional, de conformidad con el Título VI del Acta de Derechos Civiles de 1964.

- El MBTA ofrece servicios y opera programas sin distinción de raza, color y origen nacional en plena conformidad con el Título VI.
- Cualquier persona que crea o que ha sido perjudicada/o por una práctica discriminatoria ilegal en virtud del Título VI durante el uso de los servicios del MBTA, puede presentar una queja ante el MBTA. Todas las quejas serán investigadas de manera justa y objetiva.
- Para presentar una queja, puede ponerse en contacto con nuestro Administrador del Programa del Título VI, Matt Atkins al (760) 366-2986, o por correo electrónico: matt@MBTAbus.com, o visite las oficinas centrales del MBTA en el 62405 Verbena Road Joshua Tree, CA 92252.
- Para obtener más información sobre el programa del Título VI y del procedimiento de quejas del MBTA, contacte a (760) 366-2395, o visite el sitio web del MBTA:
<https://mbtabus.com/title-vi/>
- Un demandante puede presentar una queja directamente con la Federal Transit Administration mediante la presentación de una queja ante el Coordinador del Programa del Título VI de la Oficina de Derechos Civiles del TLC: Title VI Program Coordinator, FTA Office of Civil Rights, East Building, 5th Floor - TCR, 1200 New Jersey Ave., S.E., Washington, D.C. 20590.
- Si se necesita información en español, llame (888) 808-9008, PIN 74674457.
- If information is needed in another language, contact (888) 808-9008, PIN 74674457

List of Locations Where Title VI Notice Is Posted

MBTA's Title VI notice to the public is currently posted in English and Spanish at the following locations:

Location Name	Address	City
MBTA Main Office	62405 Verbena Rd	Joshua Tree
Yucca Valley Transit Center	57430 Yucca Trail	Yucca Valley
29 Palms Transit Center	6575 Adobe Rd	Twentynine Palms
Revenue Service Vehicles		

The Title VI notice and program information is provided in English and Spanish on MBTA's website at: <https://mbtabus.com/title-vi/>

Title VI Complaint Procedures

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the Morongo Basin Transit Authority may file a Title VI complaint by completing and submitting MBTA's Title VI Complaint Form. MBTA investigates complaints received no more than 180 days after the alleged incident. The Authority will only process complaints that are complete.

The following procedures will be followed to investigate formal Title VI complaints:

- Within 10 business days of receiving the complaint, the MBTA Title VI Program Administrator Matt Atkins will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.
- The investigation will be conducted and completed within 30 days of the receipt of the formal complaint.
- If more information is needed to resolve the case, MBTA may contact the complainant. The complainant has 10 business days from the date of the letter to send requested information to Mr. Atkins, Title VI Administrator investigator. If the investigator is not contacted by the complainant or does not receive the additional information within 10 business days, MBTA can administratively close the case.
- The complainant will be notified in writing of the cause to any planned extension to the 30-day rule.
- A case can be administratively closed also if the complainant no longer wishes to pursue their case. Following the investigation, the Title VI Administrator will issue one of two letters to the complainant: 1) a closure letter or 2) a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur.
- If the complainant is unsatisfied with the decision, he/she has 30 days after the date of MBTA's closure letter or the LOF to appeal to the MBTA Board of Directors or its designee. The complainant is entitled to review the denial, to present additional information and arguments, and to separation of functions (i.e. a decision by a person not involved with the initial decision to deny eligibility). The complainant is entitled to receive written notification of the decision of the appeal and the reasons for it.
- The complainant may also file a complaint directly with the Federal Transit Administration, as follows: Title VI Program Coordinator, FTA Office of Civil Rights, East Building, 5th Floor – TCR, 1200 New Jersey Ave., S.E., Washington, D.C. 20590

Procedimientos de Quejas del Título VI

Cualquier persona que cree o que ha sido objeto de discriminación por motivos de raza, color u origen nacional por Morongo Basin Transit Authority puede presentar una queja del Título VI, completando el Formulario de Queja del Título VI de MBTA. MBTA investigará las quejas recibidas no más de 180 días después del supuesto incidente. MBTA sólo procesará las denuncias que sean completas.

Los siguientes procedimientos serán seguidos para investigar las quejas formales del Título VI:

- Dentro de los 10 días hábiles de haber recibido la queja, el administrador de Title VI de MBTA la revisará para determinar si nuestra oficina tiene jurisdicción. El autor recibirá un acuse de recibo informando a él / ella si la queja será investigada por nuestra oficina.
- Se llevó a cabo la investigación y se terminó dentro de los 30 días siguientes a la recepción de la queja formal.
- Si se necesita más información para resolver el caso, MBTA puede ponerse en contacto con el demandante. El demandante tiene 10 días hábiles desde la fecha de la carta para enviar la información solicitada al administrador de Title VI. Si el investigador no está en contacto con el reclamante o no recibe la información adicional dentro de los 10 días hábiles, el MBTA administrativamente puede cerrar el caso.
- El denunciante será notificado por escrito de la causa a cualquier ampliación prevista de la norma de los 30 días.
- Un caso puede ser cerrado administrativamente también si el autor ya no desea seguir su caso. Tras la investigación, el administrador de Title VI emitirá una de las dos cartas a la demandante: 1) una carta de cierre o 2) una carta de encontrar. En una carta de cierre se resume las alegaciones y afirma que no había una violación del Título VI, y que el caso se cerrará. En carta de encontrar resume los hechos denunciados y de las entrevistas sobre el supuesto incidente, y explica si alguna acción disciplinaria, se producirá la formación adicional del miembro del personal, u otra acción.
- Si el demandante no está satisfecho con la decisión, él / ella tiene 30 días después de la fecha de la carta de cierre de MBTA o carta de encontrar para apelar a la junta directiva de MBTA o el personal autorizado. El demandante tiene derecho a revisar la negación, para presentar información y argumentos adicionales, y para la separación de funciones (es decir, una decisión de una persona no involucrada con la decisión inicial de negar la elegibilidad). El demandante tiene derecho a recibir una notificación por escrito de la decisión de la apelación y las razones para ello.
- El demandante también puede presentar una queja directamente con la Administración Federal de Tránsito, de la siguiente manera: Coordinador del Título VI del Programa, FTA Oficina de Derechos Civiles, Edificio Este, 5 ° piso - TCR, 1200 New Jersey Ave, SE, Washington, DC 20590.

Title VI Complaint Form

Section I: Please write legibly		
1. Name:		
2. Address:		
3. Telephone:	3.a. Secondary Phone (Optional):	
4. Email Address:		
5. Accessible Format Requirements?	<input type="checkbox"/> Large Print	<input type="checkbox"/> Audio Tape
	<input type="checkbox"/> TDD	<input type="checkbox"/> Other
Section II:		
6. Are you filing this complaint on your own behalf?	YES*	NO
*If you answered "yes" to #6, go to Section III.		
7. If you answered "no" to #6, what is the name of the person for whom you are filing this complaint? Name:		
8. What is your relationship with this individual:		
9. Please explain why you have filed for a third party:		
10. Please confirm that you have obtained permission of the aggrieved party to file on their behalf.	YES	NO
Section III:		
11. I believe the discrimination I experienced was based on (check all that apply): <input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin		
12. Date of alleged discrimination: (mm/dd/yyyy)		
13. Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known), as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.		

Title VI Complaint Form, Page 2

Section IV:		
14. Have you previously filed a Title VI complaint with MBTA?	YES	NO
Section V:		
15. Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?		
<input type="checkbox"/> YES* <input type="checkbox"/> NO		
If yes, check all that apply:		
<input type="checkbox"/> Federal Agency _____	<input type="checkbox"/> State Agency _____	
<input type="checkbox"/> Federal Court _____	<input type="checkbox"/> Local Agency _____	
<input type="checkbox"/> State Court _____		
16. If you answered "yes" to #15, provide information about a contact person at the agency/court where the complaint was filed.		
Name: _____		
Title: _____		
Agency: _____		
Address: _____		
Telephone: _____	Email: _____	
Section VI:		
Name of Transit Agency complaint is against: _____		
Contact Person: _____		
Telephone: _____		

You may attach any written materials or other information that you think is relevant to your complaint. Signature and date are required below to complete form:

Signature _____ Date _____

Please submit this form in person or mail this form to the address below:

MBTA Title VI Program Administrator
62405 Verbena Road
Joshua Tree, CA 92252

Título VI Formulario de Queja

Sección 1:		
1. Nombre:		
2. Dirección:		
3. Teléfono (casa):	3.a. Teléfono (móvil o trabajo):	
4. Correo Electrónico:		
5. ¿Usted requiere formatos accesibles? ¿Cuáles?		
Sección 2 -		
6. Cuenta con la persona que sufrió la discriminación (si es diferente a la persona que presenta la denuncia):		
7. Nombre y dirección:		
8. Su relación:		
9. Explique la razón por la que presenta la queja como tercera persona:		
10. Confirme que cuenta, con el permiso de la parte agravada para presentar esta queja como tercera persona:	SI	NO
Sección 3:		
11. ¿Cuáles de las siguientes razones describe mayor el motivo de su queja? Fue por su:		
<input type="checkbox"/> Raza <input type="checkbox"/> Color <input type="checkbox"/> Origen nacional		
12. ¿Cuándo ocurrió la supuesta discriminación?		
13. En sus propias palabras, describa la supuesta discriminación. Explique lo que pasó y quién considera usted que fue responsable. Por favor utilice el reverso de este formulario si necesita espacio adicional.		

Título VI Formulario de Queja, Página 2

Sección 4:			
14. ¿Cuenta con alguna queja previa sobre discriminación según el Morongo Basin Transit Authority?	Si, por este incidente	Si, por otro incidente	No

Sección 5:	
15. ¿Ha llevado esta queja a alguna otra agencia o a una corte? <input type="checkbox"/> SI* <input type="checkbox"/> NO	
*En caso afirmativo, marque cada casilla que corresponda:	
<input type="checkbox"/> Agencia Federal _____	<input type="checkbox"/> Agencia Estatal _____
<input type="checkbox"/> Corte Federal _____	<input type="checkbox"/> Agencia Local _____
<input type="checkbox"/> Corte Estatal _____	
16. Por favor proporcione información sobre una persona de contacto en la agencia o corte donde se presentó la denuncia:	
Nombre: _____	
Dirección: _____	
Agencia: _____	
Teléfono: _____	
Correo Electrónico: _____	

Usted puede adjuntar cualquier material escrito o cualquier otra información que considere relevante para su denuncia.

Por favor firme a continuación para dar fe que es cierto la información que está proporcionando.

Firma del denunciante _____

Fecha _____

Complete y envíe este formulario a:

MBTA Title VI Program Administrator
62405 Verbena Road
Joshua Tree, CA 92252

List of Transit-Related Title VI Investigations, Complaints, and Lawsuits

MBTA has not been involved in any transit-related Title VI investigations, complaints, or lawsuits. MBTA has also not received any Title VI-related complaints.

Type of Process	Date	Summary (including basis of complaint)	Status	Action(s) Taken
Investigations				
1. None				
2.				
Lawsuits				
1. None				
2.				
Complaints				
1. None				
2.				

Public Participation Plan

According to FTA 4702.1B, recipients of federal funding are required to promote inclusive public participation and seek out and consider the needs and input of the general public, including interested parties and those traditionally underserved by existing transportation systems, such as minority and LEP persons.

The Public Participation Plan is the established process or plan that describes the proactive strategies, procedures, and desired outcomes of a recipient's public participation activities. Consistent with federal guidelines, MBTA developed its Public Participation Plan by undertaking a demographic analysis of the population(s) affected, the type of plan, program, and/or service under consideration, and the resources available to MBTA.

MBTA's Title VI Public Participation Plan is provided in Attachment A.

Language Assistance Plan

MBTA is required to take reasonable steps to ensure meaningful access to benefits, services, information, and other important portions of its programs or activities for LEP populations. FTA Circular 4702.1B details the components of the Language Assistance Plan, including the Four Factor Analysis, which provides a careful analysis of LEP persons that the recipient may encounter to determine the specific language services that are appropriate to provide.

MBTA undertook the Four Factor Analysis and developed appropriate language assistance planning and services based on the results. The resultant Language Assistance Plan will assist MBTA in effectively implementing the requirements and communicating with LEP individuals.

The Language Assistance Plan is provided in Attachment B.

Table Depicting the Membership of Non-Elected Committees and Councils

MBTA does not have any non-elected committees or councils.

Description of Subrecipient Monitoring and Schedule of Subrecipient Title VI Program Submissions

MBTA does not have any subrecipients at this time and does not anticipate expanding to include subrecipient. In the case that MBTA does expand and begin contracting with subrecipients, MBTA will revisit this issue to ensure compliance.

Title VI Equity Analysis

Since the previous 2019 Title VI Update, MBTA has not determined the site or location of a transit-related facility. Therefore, MBTA has not been required to undertake a site determination equity analysis.

Additional Information for Transit Providers that operate 50 or more fixed route vehicles in peak service and are located in an Urbanized Area (UZA) of 200,000: System-Wide Policies and Service Standards Effective Practices to Fulfill the Service Standard Requirement

Vehicle Load Standards

The average of all loads during the peak operating period should not exceed the following load factors for that service type:

Intercity Bus: Loads not to exceed 1.0 passenger / seat

Local Services: Loads not to exceed 1.25 passengers / seat

Vehicle Headway Standards

Peak period headways on Local Lines 3 A/B and Line 7 A/B, and on Intercity Line 1 will be 60 minutes, Monday through Friday. MBTA will explore the possibility of instituting 30-minute headways or better depending on the availability of funding.

Local Line 21 and Intercity Lines 12 and 15 operate at longer headways, based on the long distances traversed, ridership, demand and transfer opportunities at the terminus of these lines.

On-Time Performance Standards

Fixed Route [Local and Intercity]:

- The agency endeavors to operate with no early departures before the time shown in the schedule brochure.
- 90 percent of all trips should be operated "on-time," defined as departing a published time-point no more than ten (10) minutes later than the published scheduled to accommodate the deviation pick-ups.

Demand Response:

- 90 percent of all monthly trips operate on-time ten minutes past the scheduled pick-up time, with the pick-up time defined as within the 45-minute manifest block.

Service Availability Standards

Local Service:

- Throughout MBTA's service area, 80% of the population should live within $\frac{3}{4}$ miles of MBTA fixed-route areas or live within Ready Ride service areas.

Demand Response:

- 100% of all trips requested by ADA-qualified patrons within MBTA service area shall be accommodated.

Effective Practices to Fulfill the Service Policy Requirement

Vehicle Assignment Policy

Fixed Route [Local and Intercity]:

Bus assignments take into account the operating characteristics of the various buses within the MBTA fixed route fleet, which are matched to the operating characteristics of the route. In the absence of specific operating requirements, vehicle assignments will be done so as to ensure a random rotation of fleet vehicles through the routes in the MBTA system.

Demand Response:

Except for situations requiring the assignment of a trip to a specific vehicle for reasons such as lift capacity, interior clearance or operating characteristics within the service area, demand response trips shall be assigned so as to ensure that vehicles are randomly operated in these services.

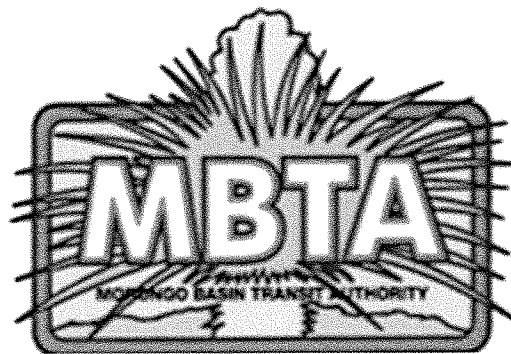
Transit Amenities Policy

The following policies will be applied as funding allows:

- Installation of a shelter should be considered at bus stops with an average per trip boarding of 10 or more passengers. Seating/benches should be considered at bus stops with an average per trip boarding of 5 or more passengers.
- Priority for benches and shelters should be given to bus stops serving senior housing or activity centers, or facilities which serve clients with mobility impairments.

Morongo Basin Transit Authority Public Participation Plan

Updated: March 2022



Cheri Holsclaw, Interim General Manager
Morongo Basin Transit Authority
62405 Verbena Road
Joshua Tree, CA 92252

Attachment A

Table of Contents

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Introduction

Purposes of This Plan

As part of its Title VI Program, Morongo Basin Transit Authority (MBTA) bolstered its public participation processes. MBTA also enhanced its strategies for engaging minority and Limited English Proficient individuals. This plan provides guidelines for involving the public in MBTA planning efforts to ensure that all groups are represented and their needs considered.

MBTA is committed to ensuring it serves the Morongo Basin fairly, consistently and in the most cost- efficient and appropriate manner within available resources. Through conversation and collaboration with riders, prospective riders, and the larger surrounding community, MBTA will be able to assess the quality of its service, measure potential impacts to the community from MBTA initiatives or proposed initiatives, and ensure that it is providing valuable services to the residents and visitors of the MorongoBasin.

As required by FTA C 4201.B, MBTA developed its Public Participation Plan by considering the demographic analysis of the population(s) affected; the type of plan, program, and/or service underconsideration; and the resources available to the MBTA.

Demographics of MBTA's Service Area

MBTA's serves the Morongo Basin, located within the Mojave Desert and High Desert in the eastern end of San Bernardino County, CA. This service area includes the cities and communities of Joshua Tree; Landers; Lear; Lucerne Valley; Morongo Valley; Twentynine Palms; the Twentynine Palms Marine Corps Base; Wonder Valley; and Yucca Valley.

The Census data available for MBTA's service area is for the Twentynine Palms-Yucca Valley Census County Division. According to the 2019 American Community Survey 5-Year estimates, 70,888 individuals reside in the MBTA service area. As detailed in Table 1, the population is majority White at 64.2% of the population. The service area is also composed of a significant group of individuals with Hispanic or Latino ethnicity (21.6% of the population). Black or African Americans make up 5.9% of the population and Asian individuals make up 2.3% of the service area population.

Additional demographic factors of the Morongo Basin include:

- Older adults comprise 15% of the population.
- 34% of the population lives in poverty (at or below 150% of the federal poverty level).
 - The median household income is \$41,890; 58% of households make less than \$50,000.
- 13% have a disability.
- LEP individuals make of 4% of the service area population. Spanish-speaking LEPs compose 2.7% of the population.
- 14.4% are military veterans.

Source information includes the American Community Survey 2018 and 2019 5-Year Estimates. More information about MBTA's LEP population is provided in the Language Assistance Plan

Table 1: MBTA Service Area Race and Ethnicity

Twentynine Palms-Yucca Valley CCD		
Race and Ethnicity	% of Total Population	Estimate
White	64.2%	45,492
Black	5.9%	4,209
Native	0.8%	552
Asian	2.3%	1,630
Pacific Islander	1.4%	961
Other	0.3%	181
Two or more	3.6%	2,554
Hispanic	21.6%	15,309

Source: 2019 American Community Survey 5-Year Estimates; Table B03002

Public Participation Process

Approach to Public Participation

The public participation process should be considered at the earliest stages of any MBTA project that may impact the surrounding community, its riders, and potential riders. As projects vary in time and size, the public participation process may vary for each, as well as the extent of public participation.

At the beginning of any project, staff will identify which strategies will be appropriate and effective for that given task and develop an approach. For larger projects, those conducted by contractors, part of the RFP requirements and criteria for scoring proposals will include development of that project's public participation process. The following outlines tools and strategies to ensure that public input is invited and all foreseeable impacts to the community are considered.

Outreach Requirements and Activities

The following activities are intended to serve as guidelines for minimum levels of outreach to ensure that all riders and potential riders in the Morongo Basin have equal access and opportunity to participate in transportation planning and decision-making. These also provide strategies for soliciting input and engaging various communities.

Minimum Outreach Requirements

- Notice for public events may include posters, email blasts, media releases to local papers, or radio announcements if funding allows.
- Any notices will be posted at least two weeks prior to the public event.

Attachment A: MBTA Title VI Program
Public Participation Plan

- Notices may be posted at MBTA headquarters, on buses and at bus shelters as is appropriate, at key community centers with whom MBTA has a relationship.
- Information about public participation opportunities will also be posted on MBTA's website at least two weeks prior to the event.
- Comments will be accepted via the MBTA website, at public outreach events, via email, by mail, and by phone to ensure that all populations have the opportunity to participate.
- Identify any populations requiring special outreach to ensure they have access to information and the opportunity to make comments regardless of race, religion, age, income, color, national origin, or disability.

Additional Strategies

Some projects may require additional outreach activities such as additional public workshops, focus groups and surveys. The following best-practice outreach strategies may be useful:

- Where more than one public workshop or forum will be held, and as funding allows, hold one workshop in the morning and a second in the evening to accommodate varying schedules.
- Hold public participation events at central locations close to a bus stop.
- Develop fact sheets, newsletters, a project webpage, and additional media releases.

Outreach Methods to Engage Minority and Limited English Proficient Populations

- Notices will be made bilingual or Spanish language notices will be developed and posted with English notices.
- Spanish-language notices will be posted on vehicles that have been identified as key routes used by an LEP population and at bus shelters that have been identified as key destinations of LEP populations, if such information exists.
- Event information on MBTA's website will be posted in English and Spanish.
- MBTA will distribute event information to community groups and agencies that work with LEP populations, if such contacts exist.
- As identified in its Language Assistance Plan, MBTA has contracted with Language Line to provide language assistance for customers and callers that are non-English speaking.
- Spanish interpretation or translation at any public meetings or workshop will be provided by MBTA staff as is possible. When it is appropriate or necessary or requested in advance, MBTA will ensure non-English language interpretation in additional language (and in Spanish if required) is available.
- MBTA will continue cultivating relationships with community agencies that serve LEP populations.

- As they are identified, notices will be sent to Spanish-language magazine, newspapers, and/or radio stations.
- Public outreach events may include attending already existing community meetings and gatherings, such as school meetings, farmers markets, faith-based events, and other community activities in order to invite participation from LEP populations who may not attend MBTA hosted public events.
- MBTA will ensure that non-English language interpretation will be available at any public meeting or workshop as is appropriate and necessary.
- Bring LEP I Speak Flashcards to public meetings. Interpretation for all languages may not be readily available unless appropriate notice for need is provided, however tracking requests for language assistance will enable MBTA to continue updating its language assistance services.

Currently, Spanish is the only quantifiable population within MBTA's service area that is limited English proficient. MBTA will continue assessing the language needs of citizens in its service area through its Language Assistance Plan. At such time, as another group with limited English proficiency reaches significant mass, MBTA will review this plan and its strategies to engaging with non-English speaking populations.

Summary of Outreach Efforts

Reoccurring Outreach Events

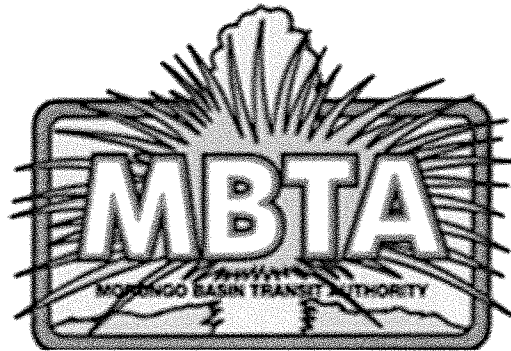
- Senior Centers and Yucca Mesa Community Center– Once per year or as in invited. Morongo Basin Senior Centers also have MBTA's information and regularly advertise to their consumers.
- Twentynine Palms and Yucca Valley High Schools – Once per year or as invited, the Lead Dispatcher will present to classes. These programs are not open to the public as they occur on public school property.
- The Marine Corps Air Ground Combat Center (MCAGCC), or Twentynine Palms Base – Quarterly, or as allowed by Command leaders, the Lead Dispatcher and/or the MBTA General Manager visit the base to educate newly stationed trainees about available transportation options, including MBTA's services or MBTA registered cabs if there elect to use taxi services. MBTA information is also available in all the barrack as well as in the Community Service Office.
- Additional marketing strategies include advertising in the Observation Post, the Base's newspaper, and creating a dedicated "Marines" page on the MBTA website.

Ad Hoc Outreach Conducted Since 2019 Update

- Route or fare changes – For any route or fare changes, MBTA hosts workshops at community centers.
- Community events – MBTA regularly attends outreach and community fairs and workshops to provide transit information to the community.
- 2021 Update to the Public Transit – Human Services Transportation Coordination Plan for San Bernardino County – MBTA provided information as needed to SBCTA's consultant developing the plan and participated in the March 2021 Virtual Open House to prioritize Coordinated Plan strategies.
- PASTACC – MBTA representatives regularly attend the quarterly meeting of the San Bernardino County Public and Specialized Transportation Coordinating Council, where MBTA acts as Chair, and voting member. At each meeting, MBTA staff shares updates, news, and service announcements with staff from other public transit agencies, as well as staff from many San Bernardino County human service, non-profit, and public agencies

Morongo Basin Transit Authority Language Assistance Plan

Updated: March 2022



Cheri Holsclaw, Interim General Manager
Morongo Basin Transit Authority
62405 Verbena Road
Joshua Tree, CA 92252

Attachment B

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Introduction

This Language Assistance Plan was developed during the process of preparing MBTA's Title VI Program to ensure that MBTA services are accessible to limited English Proficient (LEP) individuals. Title VI of the 1964 Civil Right Act is one of two federal mandates that guarantee the provision of meaningful access to federally-funded services for LEP individuals:

- Title VI of the 1964 Civil Right Act prohibits federally-funded agencies from discriminating against individuals based on race, religion, sex, and national origin and includes meaningful access to LEP customers.
- President's Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency" (August 11, 2000): Instructs federal agencies to improve access to services by mandating that any federally conducted or assisted programs of activities (e.g. recipients of federal funding) must provide meaningful access to LEP customers.

MBTA's Title VI Program was updated in March 2022 in accordance with FTA Circular 4702.1B, Title VI Requirements and Guidelines for Federal Transit Administration Recipients, October 1, 2012.

MBTA's Title VI Program Administrator is:

Matt Atkins, Operations Manager

62405 Verbena Rd.

Joshua Tree, CA 92252. (760) 366-2396

Email: matt@mbtabus.com

More information about MBTA's Title VI Program is available at: <http://mbtabus.com/title-vi>

Language Assistance Goals

Morongo Basin Transit Authority is committed to making its services and programs available to LEP persons as part of its compliance to Title VI of the Civil Rights Act of 1964.

Morongo Basin Transit Authority is committed to providing meaningful access for LEP individuals to MBTA's services, resources, and information by developing a Language Assistance Plan and by regular evaluation of the developed methods and strategies.

Results of the Four Factor Analysis and Description of LEP Population(s) Served

Factor 1: Numbers of LEPs eligible to be served

The Census data available for MBTA's service area is for the Twentynine Palms-Yucca Valley Census County Division. LEP information for this boundary was obtained from the American Community Survey 2015-2019 5-Year Estimates and is reported on in Table 1.

Table 1 demonstrates the estimated populations of persons with Limited English Proficiency (LEP's). There are 1,747 individuals, or 2.7% of the population, who are LEP Spanish-speakers. This is the only language that falls outside of the Safe Harbor Provision of 1,000 persons or 5%.

Safe Harbor Provision

The DOJ's Safe Harbor Provision accepted by the FTA states that:

"If a recipient provides written translation of vital documents for each eligible LEP language group that constitutes five percent (5%) or 1,000 persons, whichever is less, of the total population of persons eligible to be served or likely to be affected or encountered, then such action will be considered strong evidence of compliance with the recipient's written translation obligations."

In compliance with Title VI guidance, MBTA has and will continue to translate vital documents into Spanish. While MBTA will not immediately translate vital documents into languages other than Spanish, it will continue to monitor the proportions of LEP individuals and corresponding languages as detailed in the following pages.

Table 1: Limited English Proficient (LEP) Populations in MBTA's Service Area

Twentynine Palms-Yucca Valley Census Subdivision		
Speak English Less than "Very Well"	Estimate	Percent of Total Population
Total Population	65,431	100%
Spanish	1,747	2.7%
French, Haitian, or Cajun	8	0.0%
German or other West Germanic languages	57	0.1%
Russian, Polish, or other Slavic languages	39	0.1%
Other Indo-European languages	265	0.4%
Korean	30	0.0%
Chinese (incl. Mandarin, Cantonese)	150	0.2%
Tagalog	118	0.2%
Other Asian and Pacific Island languages	159	0.2%
Arabic	1	0.0%
Other and unspecified languages	17	0.0%

Source: 2019 American Community Survey 5-Year Estimates, Table C16001

Factor 2: The frequency with which LEP persons come into contact with the program.

To assess the frequency with which LEP persons come into contact with the program, MBTA reviewed all language assistance requests.

Language Line Records

MBTA has contracted with Language Line to provide simultaneous interpretation by phone since 2009. In that time, there have been no requests for the service in any language.

Complaints/Calls

MBTA has not received any complaints or calls in languages other than English since the 2019 Title VI program Update (2019).

Translation/Language Assistance Requests

MBTA has not received any translation requests or language assistance requests since the 2019 Title VI program Update (2019).

Factor 2 indicates that MBTA is not very likely to come into contact with LEP persons. LEP individuals make up 4% of the service area population and Spanish-speaking LEPs compose 2.7% of the population. However, MBTA stands ready to provide language assistance and has translated vital documents.

Factor 3: The nature and importance of the program, activity, or service provided by the program to people's lives

MBTA understands that its services are used for life-sustaining activities, such as transportation to work, school, grocery shopping, non-emergency medical appointments, as well as life-enriching activities, such as school, and social events. For transit-dependent individuals, MBTA services are gravely important. This can include persons with disabilities, 13% of the population and persons with low incomes, 34% of the population.

For this reason, MBTA is committed to translating vital documents relating to its service. Vital documents are those that demonstrate where and how to use MBTA services, how to access services, and information about MBTA's ADA services and Title VI program. The implementation for translating these vital documents is detailed in the following pages.

Factor 4: The resources available to the recipient for LEP outreach, as well as the costs associated with that outreach.

As the geographic area in which MBTA serves is vast, outreach will need to be varied and, at times, event specific. MBTA's Public Participation Plan lays out the types of outreach activities that will be undertaken for the various levels of public events.

Attachment B: MBTA Title VI Program
Language Assistance Plan

A large proportion of outreach will be possible through continuing to cultivate relationships with key contacts within the LEP populations. As identified in MBTA's Public Participation Plan, keeping these contacts informed of MBTA activities, services and events, and working with them to connect with the LEP populations will be an important outreach activity with little or no associated costs.

Table 2 identifies existing and potential outreach strategies and their associated costs. Some of these strategies, such as Spanish language advertisements on radio stations and in magazines will be utilized if such outlets are identified and as funding is available.

Table 2: Resources available for LEP Outreach

Resource for LEP Outreach	Associated Costs
Posted Notice to the Public with language assistance information around the community and on buses	Free to very low cost
Posting updates, event notices, language assistance information, etc. around the community and on buses	Free to very low cost
Distributing information to community agencies, such as human service agencies, clinics and medical centers, community colleges, community centers, and on buses	Free to very low cost
Technical assistance provided by SBCTA (San Bernardino County's Regional Transportation Planning Agency)	Provided by SBCTA at no cost to MBTA
Partnerships and outreach opportunities provided by membership in SBCTA's PASTACC (Public and Specialized Transportation Advisory and Coordination Council)	No cost
Spanish-language radio spots	To be determined
Adverts in Spanish-language publications	To be determined
Contract with Language Line for simultaneous oral interpretation	\$3.95 per minute as needed
MBTA's Public Participation Plan and Language Assistance Plan	Very low cost every three years
Bilingual employees	No additional costs
Resources provided at LEP.gov	No costs
Oral interpretation, as needed	Determined on a case-by case basis.

Implementation Plan

Responsibility for Implementation

The Title VI Program Administrator will be responsible for overseeing the implementation of this plan and assigning tasks as appropriate.

MBTA's Title VI Program Administrator is:

Matt Atkins, Operations Manager, MBTA

62405 Verbena Rd. Joshua Tree, CA 92252.

Phone: (760) 366-2396

Email: matt@mbtabus.com

Language Service Provision

This implementation plan details how MBTA ensures meaningful access to LEP individuals through language assistance services.

Responding to LEP Individuals:

1. MBTA has a contract with Language Line Personal Interpreter to provide simultaneous interpretation for callers and for customers in service centers with whom staff can't communicate. This phone number is posted at documents distributed to the public.

Language Line Instructions:

- To connect to an interpreter, dial 1 888 808-9008. or +1 831 242-8841 if calling from outside of North America.
- At the prompt, enter your 8-digit PIN number: 74674457.
- Speak the name of the desired language. (e.g. Spanish)
- If the language you requested is correct, press 1.
- You'll be asked if you need us to dial a third party for you either international or domestic). If you do, you'll be connected to an attendant who will ask for the phone number and will dial it for you. If not, you'll be directly connected to an interpreter.
- Once the interpreter is connected. Tell him/her what you want to accomplish and give them any special instructions.

2. When a customer directly calls the Language Line phone number, Language Line will connect with MBTA and translate the callers and MBTA's conversation.
3. When a customer calls MBTA directly and with whom a staff member can't communicate, staff will connect with Language Line to translate. This step will be followed for customers at MBTA's headquarters and other service centers. If there isn't a staff member available who can translate, Language Line services will be used.

Oral Interpretation

1. Simultaneous interpretation at public events will be determined on a case-by-case basis by examining several factors, such as:
 - the type and size of event;
 - the availability of a MBTA staff member to interpret;
 - the availability of a staff member of a host organization to interpret, etc.
2. For small outreach events, proactive outreach, smaller travel training and transit awareness events, bilingual staff members will assist with translation where appropriate and feasible. For larger events or where it is appropriate and necessary to do so, MBTA will hire an interpreter through a certified local or regional service.

Translation of Vital Documents

1. According to the Safe Harbor Provision, MBTA is only required to translate materials into Spanish. MBTA has translated Title VI vital documents: the Title VI Notice to the Public, Complaint Procedures, and Complaint Form.
2. MBTA's conducts outreach consistent with its Public Participation Plan, providing Spanish translation or interpretation and appropriate and translation for other languages as requested.
3. The extent of MBTA's ability and obligation to translating written documents into additional languages will be determined on a case-by-case basis by looking at elements presented in the Four Factor Analysis and the nature of the written material.

MBTA's Website

1. All translated vital documents are posted on MBTA's website on their respective pages.
2. MBTA's website includes the Google Translate widget, which can translate the website into over 100 languages.

Outreach/Notice of Availability of Language Assistance

1. To ensure that LEP individuals are aware of language assistance measures, MBTA has included information about language assistance in its Title VI Notice to the Public and in other materials distributed to the public.

2. Title VI information is available on the website in English and Spanish.
3. Staff will inform residents about the Language Assistance Program during any outreach and transit-orientation activities.
4. MBTA outreach staff and ambassadors will continue developing relationships with organizations that serve LEP individuals and developing strategies to spread awareness of MBTA's language assistance services.
5. Project/study-specific outreach materials will be developed in English and Spanish and detail how to access language assistance.

Monitoring, Evaluating and Updating the LAP

1. A thorough review of this Language Assistance Plan (LAP) will be undertaken every three years concurrent with updating and submitting the Title VI Program. At that time, the LEP population will be reassessed to ensure all significant LEP languages are included in Morongo Basin Transit Authority's language assistance efforts. The following reoccurring reporting and evaluation measures will be used to update the Language Assistance Plan:
 - a. MBTA will regularly assess the effectiveness of how MBTA and staff members communicate with LEP individuals by:
 - Including questions about language assistance and information needs on any transit surveys.
 - Conversations with community agencies that work with LEPs.
 - Rider surveys or other input opportunities may be available in LEP languages as appropriate.
 - b. Staff will track its language assistance efforts, including:
 - Reporting front-line staff's interactions with LEP.
 - Language Line Reports.

Staff Training

All MBTA employees that interact with members of the public are trained in the importance and requirements of Title VI and in how to provide timely and reasonable language assistance to limited English proficient (LEP) populations. This training program is detailed below.

Employee LEP Training Program

Purpose

Employees at all levels within MBTA should be fully aware of and understand the importance of Title VI, as well as the current Language Assistance Plan and Public Participation Plan, so they can reinforce its importance and ensure its agency-wide implementation.

Participants

All Morongo Basin Transit employees will receive LEP training. Special attention will be made to ensure front-line staff, such as operators, receptionists, staff involved in outreach receive repeated or additional training as needed.

Training Description

Employee training covering the Title VI and LEP program includes but shall not be limited to:

1. Describe MBTA's requirement to have a Title VI Program, Language Assistance Plan and Public Participation plan.
2. Describe Title VI Program, Language Assistance Plan and Public Participation plan purposes and goals.
3. Describe the demographics of residents in MBTA's service area.
4. Describe the language assistance services currently provided by the agency and how staff can access these services.
 - Use of LEP "I Speak Flash Cards"
 - How to use the Language Line interpretation and translation services
 - Documentation of language assistance requests
5. How to handle a Title VI and/or LEP complaint
6. Describe public participation strategies utilized by the agency and how staff can access these services.
 - Outreach techniques and resources

Frequency

Initial:

Title VI LEP training will be included in employment orientation to ensure the plan is communicated to all MBTA employees. Current employees will receive initial training at staff and or safety meetings until all material in the plan is covered. A special meeting may be held to administer training to current employees.

Refresher:

- Title VI LEP refresher training will be held annually during driver refresher training.
- Administrative and other personnel will receive refresher training at a scheduled staff meeting.

Updates:

In the case any changes are made by the FTA, the Title VI Program Administrator will update staff and drivers at regularly scheduled meetings or special meetings such as staff meetings, safety meetings, etc.

Responsibility

The Title VI Program Administrator is responsible for providing LEP training. The General Manager is responsible for oversight and assurance that training is provided to all staff.

MORONGO BASIN TRANSIT AUTHORITY

RESOLUTION 22-04

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MORONGO BASIN TRANSIT AUTHORITY OF SAN BERNARDINO COUNTY AUTHORIZING THE TITLE VI COMPLIANCE PLAN FOR THE AGENCY.

WHEREAS, the agency desires to comply with Title VI of the Civil Rights Act of 1964, including new provisions detailed in U.S. Department of Transportation's FTA Circular 4702.1B, "Title VI Requirement and Guidelines for Federal Transit Administration Recipients."

WHEREAS, the Board wishes to authorize approval of the Compliance Plan Developed by staff to comply with necessary provisions of the Civil Rights Act.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Morongo Basin Transit Authority as follows:

1. The General Manager is authorized to implement components of the plan in order to meet federal requirements.
2. The General Manager is authorized to implement policies that may be necessary to comply with subsequent revisions or interpretations to the Civil Rights Act

PASSED AND ADOPTED by the Board of Directors of the Morongo Basin Transit Authority in San Bernardino County, State of California, on this 24th Day of March 2022.

Chair of the Board

I HEREBY CERTIFY that the foregoing resolution was duly passed and adopted by the Board of Directors of the Morongo Basin Transit Authority at a regular meeting thereof, held on the 24th Day of March 2022.

AYES:

NAYS:

ABSENT:

Board Secretary

MORONGO BASIN TRANSIT AUTHORITY

TO: Board of Directors
FROM: Joe G. Meer
DATE: March 10, 2022

RE: Approval of Purchase Order Fleet Maintenance Specialists

Approval is requested to enable staff to issue a purchase order and notice to proceed for inspection and auditing services with Fleet Maintenance Specialists (FMS). A Request for Information was circulated within the industry requesting pricing for the schedule of services needed to assist in the ongoing Zero Emission Vehicle bid. Two firms proposed and FMS was the lowest priced, responsive response. The firm is well qualified as MBTA has used its inspection services for over 10 years in order to accept its vehicles.

Please note, the RFP and resulting contract specify that the inspection and auditing expenses incurred are reimbursable by the successful proposing firms, therefore there is no ultimate exposure financially for the MBTA. The scope of work and final amount will be determined after proposals for the bid are received on March 31, 2022.

STAFF RECOMMENDATION: AUTHORIZE STAFF TO ISSUE PURCHASE ORDER OF UP TO \$35,000 TO FLEET MAINTENANCE SPECIALISTS

PreAward RFI for PreAward Audits

MBTA Request Pricings for the following tasks.

1 PreAward Service Center Evaluation (In Person Inspection):

Request is for an onsite visit (approx. 2 hours) to determine technical capacity to maintain and repair vehicles to be awarded for. A checklist is to be developed that the contractor will fill out. A grade on a ten point scale will be assigned to the dealer or mfr service center. To include a review of mfr or dealer service plan in proposal. Per site evaluated include in evaluation the ability to service vehicles statewide and their commitment to provide service and parts, particularly in rural areas.

Flat Price \$700

2 PreAward Service Center Evaluation (Desk Review):

Contractor will inspect the dealer or mfr service center by reviewing an electronic checklist to be provided. Virtual inspection of the facility (Zoom) may be conducted. A grade on a ten point scale will be assigned to the dealer or mfr service center. A review is also made of dealer/mfr service plan submission.

Flat Price \$500

Per site evaluated

3 Manufacturing Facility Review (In Person):

A site visit (one day/8 hours) will be conducted to determine purchasers requirements, technical capacity and QC procedures are sufficient to make an award. A checklist is to be developed that the contractor will fill out. A one page document of findings (template provided) is to be supplied. (Same process for reinspection)

4 Manufacturing Facility Review (Electronic/Desk Review):

In lieu of a site visit, for mfg facilities that have already been inspected, have not moved or been significantly revised it may be decided that an electronic review is appropriate. The manufacturer will be provided with a checklist of items which are substantiated with digital photos or videos. A virtual inspection of the facility (Zoom) will be conducted. A one page document of findings (template provided) is to be supplied.

Flat Price \$1,000

Per site evaluated

5 Review of Conversion Site:

A site visit (half day/4 hours) is to be conducted to determine QC procedures, conformance to technical requirements, conversion techniques and technical capacity is appropriate. A checklist is to be supplied.

Flat Price \$1,200

Per site evaluated

6 ZEB Rep Bus Inspection

An inspection of the first article bus is to be conducted to ensure conformance to technical specification is conducted. A checklist is to be filled out with comments and a pass/fail criteria.

Flat Price \$1,350

Per bus evaluated

7 Buy America Audit (Remote):

Proposers will be directed to provide the contractor with cost data to substantiate the submitted Buy America Breakdown. Electronic data to include Electronic Bill of Materials, invoices and certificates of origin. Proposed price is for a single bus type and configuration and report.

Flat Price 1000

Per site evaluated

8 Buy America Onsite Inspection (And Report)

Onsite inspection of manufacturing facility and confirmation of manufacturers capability and intent to perform Final Assembly of the vehicle. Price is to include report.

Flat Price 1500

Per site evaluated

Travel costs are to be billed at cost or arranged. Mileage at prevailing IRS rates to a limit of \$700, may be negotiated per task as needed. Per diem of \$75 per day to include meals and incidental expenses for date of inspections and travel days if applicable before and after the inspections. Billing is to be made within 30 days of task completion.

Reports to be completed within 30 days of inspection or review date

Firm Fleet Maintenance Specialists

Principal Signature Brent Sumrall

Date 2/17/2022

Pricing is Requested for ZEB specific "Representative Bus" Inspection.

Task 1-	Specifications check- Bus presented to MBTA will be inspected and reconciled vs. RFP specification and information proposed on Vehicle Questionnaire submitted. While the bus may not be exactly as proposed, inspector will note whether the items of variance noted can be rectified on the production model.	Est of Time Needed	2.5 hrs
Task 2	Quality Control review- as Task #1 is being conducted, onbservations on the quality of manufacture and general fit and finish are observed and documented.	Est of Time Needed	.5 hrs (for writeup)
Task 3-	Observe operation of HVAC System. Contractor to Propose Methodology to verify effectiveness of heating and cooling system. Impact on state of charge.	Est of Time Needed	1 hr
Task 4	Road Test- Vehicle is to be taken on a 1 hour shakedown run in varying conditions. A minimum of 6 stops will be made deploying ADA equipment, HVAC heating and AC employed alternately throughout trip (15 minutes each). Start/End Mileage and Start/End State of Charge to be documented. Vehicle must meet stated top speed requirement (65 mph) General Notes on performance and usability of the vehicle will be made. Only one representative of the company and a driver will be on board. Environmental factors such as temp, elevation, location and route taken will be documented. Inspector may have proposers Driver operate the bus under direction.	Est of Time Needed	2 hrs (Test + Writeup)
Task 5	Level 3 Charging- Note amount of time needed to gain 25% state of charge. Note state of charge at start time and amount of time necessary to gain 25%.	Est of Time Needed	.5 hrs
Task 6	Evaluation of Online Service- Inspector to interface with monitoring and response system proposed and determine ease of use and capabilities.	Est of Time Needed	1 hr
		Total hours x 2 Audit	15
		Flat Price	<u>1350</u>

MORONGO BASIN TRANSIT AUTHORITY

TO: Board of Directors
FROM: Cheri Holsclaw, Interim General Manager
DATE: March 16, 2022

RE: Approval of Bus Stop and MBTA Yard Slurry IFB #21-01

Staff is requesting approval to proceed with IFB #21-01. This project involves:

- (1) Provide necessary labor, equipment and materials to construct concrete sidewalk, bus shelter pad, curb ramp and spandrel, remove and reinstall bus shelter, and associated work at Adobe Road & Raymond Avenue in the City of Twentynine Palms;
- (2) Remove and replace asphalt, concrete, slurry seal, and striping at the MBTA Yard in Joshua Tree, including the roadway that leads to Highway 62.

The above project is entirely funded by the State of Good Repair program.

STAFF RECOMMENDATION: APPROVAL OF IFB#21-01 BUS STOP & MBTA YARD SLURRY; AUTHORIZE STAFF TO AWARD TO LOWEST RESPONSIVE BIDDER

NOTICE INVITING SEALED BIDS
MORONGO BASIN TRANSIT AUTHORITY

Bus Stop and MBTA Yard Slurry (IFB 21-01)

BIDS MUST BE RECEIVED BY: 10:00 a.m. on March 18, 2022

BIDS TO BE OPENED BY: 10:00 a.m. on March 18, 2022

PLACE OF BID RECEIPT: General Manager
Morongo Basin Transit Authority
62405 Verbena Road
Joshua Tree, CA 92252

NOTICE IS HEREBY GIVEN that the Morongo Basin Transit Authority, County of San Bernardino, California, will receive up to, but not later than the time set forth above, sealed contract bids for the award of a contract for the above project. All bids shall be made on the form furnished by the Morongo Basin Transit Authority and shall be opened and publicly read aloud at the above-stated time at the place of bid receipt identified above.

Bids must be placed in a sealed package with the project name and identification number typed or clearly printed on the lower left corner of the package.

PROJECT IDENTIFICATION NAME: Bus Stop and MBTA Yard Slurry (IFB 21-01)

DESCRIPTION OF WORK: Provide necessary labor, equipment and materials to construct concrete sidewalk, bus shelter pad, curb ramp and spandrel, remove and reinstall bus shelter, and associated work at Adobe Road and Raymond Avenue in the City of Twentynine Palms; remove and replace asphalt concrete, slurry seal, and striping at the MBTA Yard in Joshua Tree, as specified on the drawings, and in these specifications and special provisions, and as directed by the General Manager.

ENGINEER'S ESTIMATE: \$150,000

COMPLETION OF WORK: All work shall be completed within 30 working days following written notice to proceed from the Morongo Basin Transit Authority.

OBTAINING BID DOCUMENTS: Contract documents for the above referenced project may be obtained at the Office of the General Manager, Morongo Basin Transit Authority, 62405 Verbena Road, Joshua Tree, California 92252, upon payment of **\$15.00** for each set if picked up in person, or **\$35.00** if mailed. Requests for mailing shall be made two weeks minimum prior to bid opening date to the Morongo Basin Transit Authority at (760) 366-2986. This amount is not refundable.

BID BOND: Each bid response shall be accompanied by the bid securities and attachments as required in Section B – Instructions to Bidders, in an amount not less than ten percent (10%) of the amount named in the bid.

PREVAILING WAGE RATES: Pursuant to the Labor Code of the State of California, the Director of Industrial Relations has determined the general prevailing rate of wages and employer payments for health and welfare, vacation, pension and similar purposes applicable to the work to be done. The General Prevailing Wage Determinations are available at <http://www.dir.ca.gov/OPRL/pwd/>. The Contractor to whom the contract is awarded, and the subcontractors under him must pay not less than these rates for this area to all workers employed in the execution of this contract.

CONTRACTOR'S LICENSE: In accordance with the Provisions of California Public Contract Code Section 3300, the Morongo Basin Transit Authority has determined that the Contractor shall possess a

Morongo Basin Transit Authority – Bus Stop and MBTA Yard Slurry (IFB 21-01)

valid Class [A] General Engineering contractor's license at the time that the contract is awarded. Failure to possess the specified license shall render the bid as non-responsive and shall act as a bar to award of the contract to any bidder not possessing said license at the time of award.

SUBSTITUTE SECURITIES FOR RETENTION MONEYS: In accordance with Part 5 (Section 22300), Division 2 of the Public Contract Code, a contractor may substitute securities for retention moneys withheld by a public agency to ensure performance under this contract. At the request and expense of the contractor, securities equivalent to the amount withheld shall be deposited with the Morongo Basin Transit Authority, or with a state or federally chartered bank, as the escrow agent, who shall then pay such moneys to the contractor, and upon satisfactory completion of the contract, the securities shall be returned to the Contractor.


REJECTION OF BIDS: The Morongo Basin Transit Authority reserves the right to reject any or all bids or any parts thereof and waive any irregularities or informalities in any bid or in the bidding and to make awards in all or part in the best interest of the Morongo Basin Transit Authority.

WITHDRAWAL OF BID: No bidder may withdraw his bid for a period of sixty (60) days after the date set for the opening bids.

DEPARTMENT OF INDUSTRIAL RELATIONS REQUIREMENTS:

- No contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].
- No contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.
- This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.
- Contractors and subcontractors must furnish electronic certified payroll records to the Labor Commissioner for all new projects awarded.

MORONGO BASIN TRANSIT AUTHORITY

By: 

Danny Chow
Project Engineer

Date: February 15, 2022

MORONGO BASIN TRANSIT AUTHORITY

TO: Board of Directors
FROM: Cheri Holsclaw, Interim General Manager
DATE: March 16, 2022

RE: Mobility Trans Ford eTransit Electric Van

Staff requests authorization to proceed with the purchase of the Mobility Trans Ford eTransit Electric Van in the amount of \$120,097.62 plus a 10% contingency through Creative Bus Sales to begin its transition to the state-mandated Innovative Clean Transit (ICT) regulation.

The purchase of this vehicle will be the first electric shuttle to be used in public transit in San Bernardino County. This zero-emission vehicle will replace the current CNG vehicle on our Ready Ride route to help improve and support the state's efforts in reducing greenhouse emissions.

Staff conducted an RFI and reviewed 2 other proposals of which this is the lowest responsive offer. The contingency is to be used to acquire chargers and any software or training that may be needed.

This electric van is fully funded by our LCTOP grant.

**STAFF RECOMMENDATION: AUTHORIZE STAFF TO PURCHASE (1)
MOBILITY TRANS FORD eTRANSIT ELECTRIC VAN**



Creative Bus Sales

THE NATION'S LARGEST BUS DEALER SINCE 1980

March 10, 2022

Ford Transit T350EL

Mobility Trans Ford eTransit Electric Van

Morongo Basin Transit Authority



Sales Experience

550+ Years of Collective Bus Sales Experience
Servicing Over 1,500 Customers Annually

Nationwide Network

18 Full-Service Locations Nationwide
Partners with 25+ Top Manufacturers

Competitive Pricing

Volume Discounts
Fixed Contract Pricing

In-House Financing

Seamless Transactions
Flexible Structures

40

Years In
Business

18

Nationwide
Locations

350+

Dedicated
Employees

1,500

Annual
Customers

Creative Bus Sales offers dedicated sales, parts, and service departments to help you in all stages of bus ownership. Our customers benefit from our strong manufacturer partnerships, the largest in-stock inventory, and a nationwide team of experts. As a family-owned business with experience in the transportation industry since 1980, it's no coincidence that we've grown to become the nation's largest bus dealership.

[Contact Us](#)

888.633.8380

CreativeBusSales.com



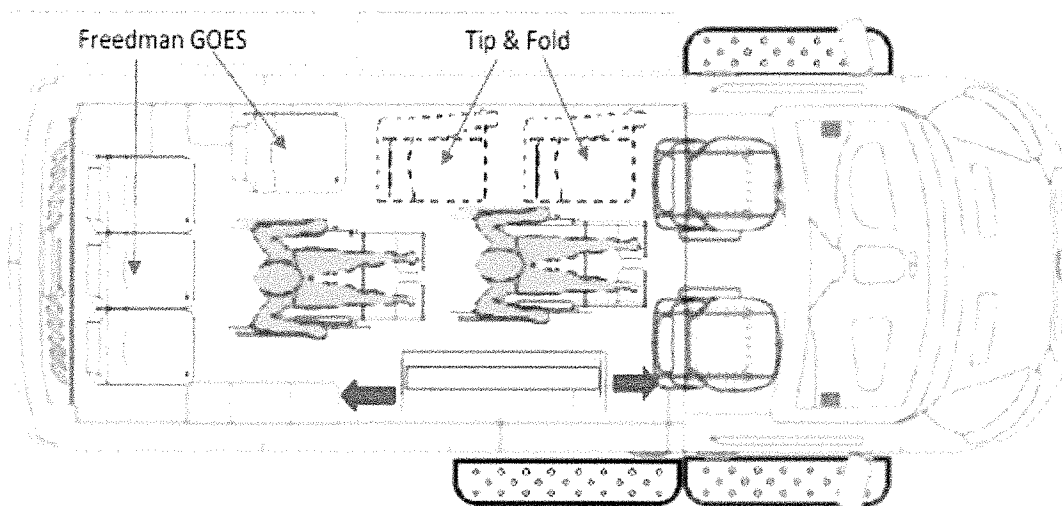
Creative Bus Sales
THE NATION'S LARGEST BUS DEALER SINCE 1980

Mobility Trans Ford eTransit Electric Van

(7 Passengers plus driver or 5 passengers + 2 wheelchair positions)



*Photos similar to vehicle quoted



OEM Ford Electric System:

2022 Ford E-Transit All-Electric Van | Zero Tailpipe Emissions In 3 Roof Heights & 3 Body Lengths

[Contact Us](#)

888.633.8380

CreativeBusSales.com



Specifications

Ford Factory Ordered Transit Chassis				
Description		Color	Chassis	Engine
2022 E-Transit T-350 Van Mid Roof 148WB Sliding Door 9,500# GVWR		Oxford White	W9C-E	Electric Motor
1	1 Wheelchair On 148" Wheel Base - Mid-Roof Cargo Van			
1	Shift-N-Step Yellow Left Entry Grab Bar			
1	Shift-N-Step Yellow Right Entry Grab Bar			
1	AMF Bruns Smartfloor System			
4	Fixed Leg Single GO-ES (Use Seat Option Below If Needed)			
2	Change To Silver Series Tiedowns, Lap & Shoulder Belts (1 Will Change First Set, 2 Will Add A Second)			
2	Upgrade From Silver To Platinum Series Tiedowns - Meets WC18 & WC19 Standards (Each)			
1	Insulate Headliner			
1	Insulate Walls			
1	Insulate Doors			
1	Roof Hatch			
1	Driver Door 8" Stainless Steel Board			
1	Co-Pilot Door 8" Stainless Steel Board			
1	Sliding Door 8" Stainless Steel Board			
1	Safety Kit Includes: 5lb Fire Extinguisher, First Aid Kit, Triangle Reflectors			
1	Belt Cutter			
1	HD Back Up Alarm Mounted Under Rear Of Van			
1	E-Transit Twin Air Tie-In Heat/Cool Floor Mount - 28K BTU Heat/31K BTU Cool			
1	Weight Calculation			
1	ETRANSIT Shift N Step (Hybrid Installation)			
Chassis Incentives				
1	Government Fleet (GPC)			
1	Mobility Rebate			

MOBILITY TRANS FORD ETRANSIT		\$112,795.00
FORD MOBILITY REBATE (ADDED FOR SALES TAX PURPOSE)		\$1,000.00
DOCUMENT PREP FEE		\$85.00
Total		\$113,880.00
Non-Taxable	\$21,272.00	
Taxable Amount	\$92,608.00	
Tax Total 7.75%		\$7,177.12
Subtotal		\$121,057.12
DMV Electronic Filing Fee		\$30.00
Estimated DMV Registration Fee	EXEMPT	\$0.00
Tire Fee (\$1.75 X 6-TIRES)		\$10.50
FORD MOBILITY REBATE (DEDUCTED)		(\$1,000.00)
Total Cost Per Vehicle		\$120,097.62

Current lead times are approximately 3 to 4-months from receipt of order.

Steve Chung
Cell 909.549.9398
stevec@creativebussales.com

MORONGO BASIN TRANSIT AUTHORITY

TO: Board of Directors
FROM: Joe G. Meer
DATE: March 10, 2022

RE: General Manager Employment Contract

The MBTA's Personnel Committee (Abel, Luckino, Yakimow) met and conducted negotiations with Cheri Holsclaw. The resulting draft contract is presented to the Board for approval. The contract details are rather straightforward and have been reviewed and modified by Counsel. The deal points in summary are as follows:

- Annual Salary of \$112,000.
- General Manager to pay her portion of CalPERS contribution.
- Employee may forego medical insurance coverage and instead elect to receive 50% of the cost of the HMO premium as taxable compensation.
- Cellular stipend of \$120 per month.
- Mileage per mile on IRS rate as incurred.
- Standard employee time off and benefits as accorded to all MBTA employees, plus an allocated maximum 80 hours of administrative/personal leave per fiscal year.
- \$1000 a month 457 contribution.
- Three-year term with automatic renewals successive for one-year terms.
- 6-month severance provision.

**STAFF RECOMMENDATION: APPROVE GENERAL MANAGER
EMPLOYMENT CONTRACT**

ITEM 8.1

MORONGO BASIN TRANSIT AUTHORITY

TO: Board of Directors
FROM: Cheri Holsclaw, Interim General Manager
DATE: March 15, 2022

RE: FY 2022/23 Draft MBTA Operating & Capital Budgets

Staff proposes a fully-funded budget for Fiscal Year 2022/23. Summary of factors used in developing the FY 2022/23 Operating Budget are as follows:

Revenues

- Passenger Fares **(\$230,000)** is a conservative estimate; an increase of 15% from FY22.
- Federal 5311 funding **(\$568,530)** is apportioned on an annual basis to non-urban areas based on the size of the rural population.
- Other Funds **(\$41,278)** include miscellaneous revenue such as CNG sales, interest income, etc.
- Measure I funds **(\$156,500)** is a half-cent sales tax collected throughout San Bernardino County for transportation improvements for service to the senior and disabled.
- AB 2766 **(\$40,000)** is an ongoing fixed apportionment. AB 2766 is a bill that authorized a \$6 motor vehicle registration fee surcharge to provide funds to local jurisdictions that assist in the reduction of mobile source emissions (such as funding of transit operations).
- LTF **(\$6,248,481)** is budgeted to cover operating expenses. LTF comes from .25% of sales tax generated within the County. The Transportation Development Act (TDA) provides the Local Transportation Fund (LTF), which is a major source of funding for public transportation. These funds are for the development and support of public transportation needs that exist in the basin and are allocated to the area of each county based on taxable sales and fare revenue.

Per SBCTA, any LTF operating revenue that exceeds our operating expenses must go towards vehicles and zero-emission infrastructure before we are eligible for CMAQ funds.

- Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) was allocated to support the transit industry during the COVID-19 public health emergency. SBCTA's Board of Directors allocated \$1,682,942 in CRRSAA funds to MBTA. These funds may be used for Operating Expenses and may be expended over three years. CRRSAA funds are not shown in this budget as they have not yet been received by MBTA.
- Clean Energy will begin selling our Low Carbon Fuel Standards (LCFS) and Renewable Natural Gas (RNG) credits and monetizing the resulting credits but they are not shown in this budget as

we do not have an estimated timeline or an anticipated amount.

- Staff will continue to seek and apply for additional revenues and funding opportunities as they become available.

Expenses are 6.87% higher than last Fiscal Year.

MBTA has historically based the cost of living increases on the December Consumer Pricing Index (CPI) report. The increased cost of consumables as noted in the CPI as of December 2021 for San Bernardino was 7.9% and can be reflected throughout the operating expenses.

Administrative Expenses show a 2.1% decrease.

- Wages (*Lines 8-11*)
 - Line 8 increases by 9.99% whereas line 14 decreases by 23.28%. This reflects the wage listed in the General Manager's contract pending Board approval with the General Manager electing to receive 50% of the cost of the HMO premium as taxable compensation.
 - The last merit step, step 6, will be increased to 5% to be consistent with all other steps instead of the current 4%.
 - Managers & Office staff will receive 7.9% COLA.
 - Lines 9 & 10 are decreased due to new personnel beginning at step 1.
- Retirement (*Line 15*): The General Manager contract no longer pays the employee portion of CalPERS.
- Outside Services (*Line 17*): 18% decrease is because there is room to cut costs.
- Professional Fees (*Line 18*): Estimating a 10% increase in legal costs to update the Bylaws.
- Leases/Rents/Software (*Line 19*): 75% decrease is due to purchasing our copier so large leasing fees will no longer apply.
- Utilities (*Line 20*): In addition to adding recycling services, utility costs have increased.
- Printing & Reproduction (*Line 24*): Rebranding MBTA will result in additional fees such as new stationery, business cards, brochures, etc.
- Interest Expense (*Line 26*): There are enough funds in our Procurement account to loan MBTA money without resulting in interest expenses, resulting in removing this line item from the budget.

Maintenance Expenses show a 4.83% decrease.

- Wages (*Lines 28-31*):
 - The last merit step, step 6, will be increased to 5% to be consistent with all other steps instead of the current 4%.
 - Maintenance staff will receive 7.9% COLA.
- Retirement (*Line 34*): Increased wages result in higher CalPERS contributions.
- *Lines 36-47*: Cutting costs where possible.

Operations Expenses show an 11.54% increase.

- Wages (*Lines 49-52*):
 - The last merit step, Step 6, will be increased to 5% to be consistent with all other steps instead of the current 4%.
 - Operations Manager (*Line 49*): 7.9% COLA.
 - Safety & Training Supervisor (*Line 50*): Slight decrease due to new personnel but with a wage adjustment starting step 1 at \$23.25/hr.
 - Operator Wages (*Line 51*): 16% Wage adjustment.
 - Dispatch Wages (*Line 52*): .50¢ more per hour than driver steps for their additional responsibilities and adaptability to also drive when necessary.
- Payroll Taxes (*Line 53*): Increased wages result in additional payroll taxes.
- Retirement (*Line 55*): This budget includes the Unfunded Liability MBTA must pay each year and therefore increases by 49.30%.
- Uniforms (*Line 60*): Rebranding will result in needing to replace all uniforms to convey our new name and logo.
- Deferred Comp Match (*Line 67*): Increased employee participation and new General Manager contract.

The FY 2022/23 Capital budget is included in lines 70-78 which total **\$3,125,413**. This includes the following:

- **STAF (\$191,870)**: \$40,000 in Operations Support covers everything from replacement computers to large annual software costs. \$25,000 in Engine Overhauls reimburses MBTA for bus repairs that extend the service life. \$100,000 in Facilities consists of facility updates like repairing the Shop floor. \$26,870 in Bus Stop Improvements is to purchase and install PV stops where needed.
- **SGR (\$136,943)**: Partial funding to improve the bus stop at Hwy 62 & Star Dune with a \$14,364 match in LTF.
- **LTF (\$2,593,465)**: \$1,079,970 replaces revenue vehicles according to our Short Range Transit Plan. \$650,000 is the estimate we received to replace our CNG compressor. \$50,000 in Facilities may include asphaltting the 29 Yard, where we have a shed, CNG station and park a few buses. \$500,000 will include bus wraps, bus stop signs, etc necessary with rebranding MBTA. \$299,132 is allocated for Zero Emissions infrastructure required to meet the mandate.
- **LCTOP (\$203,135)**: \$24,060 is the remaining necessary to purchase our first Zero Emission Vehicle and chargers. \$179,075 is to construct and install a bus stop at El Paseo & Mesquite Springs Road in 29.

Additional funding from competitive grants will continue to be sought after and will be added to the budget as agency is awarded during the fiscal year.

TREP Budget (*Lines 79-83*)

TREP program is funded by a 5310 Caltrans grant to administer the program. This is a volunteer driver mileage reimbursement program and is designed to help fill transportation gaps that exist in the Basin and helping people in inaccessible parts of MBTA's service area to get to town for lifeline services. Revenue- \$114,526 / Expenses- \$114,526

Procurement Budget (*Lines 84-87*)

MBTA's Procurement Program is an arrangement with the California Association for Coordinated Transportation (CalACT) wherein access to MBTA's vehicle contracts and bus specifications is granted to the association's membership for a procurement fee shared equally between the agency and CalACT.

This year we are conservatively projecting \$225,000 in additional income from the program. Due to delivery delays from supply chain issues, we anticipate approximately \$150,000 in unpaid accrued revenues from Municipalities unfulfilled orders in addition to line 84.

- Allocation of \$50,000 to the Transit Assistance Grant (TAG) program to be approved by the Board. The TAG program is designed to assist local agencies and non-profits in the Basin with the implementation of transportation programs that improve access to or augment MBTA services.
- \$145,665 to cover expenses that may be occurred for the administration of the procurement program including the Procurement Director's wages.

Taxi Budget (*Lines 88-90*)

MBTA regulates taxi activities. Due to fewer cabs and companies in operations, MBTA will see a decrease in revenue. MBTA estimates a revenue income of only \$5,820 with Expenses in the amount of \$11,200. MBTA has a reserve from revenue generated in previous years to cover the deficit.

Reference Materials:

- Exhibit A - Proposed Operating & Capital Budgets
- Exhibit B - Wage Worksheet
- Exhibit C - 2022/23 Taxi Budget

STAFF RECOMMENDATION: REVIEW, DISCUSS AND PROVIDE DIRECTION TO STAFF (NO ACTION)

MBTA 2022-23 DRAFT BUDGET

Operations Budget

Line	Revenue Section	Approved FY22 Budget	FY 2022 Estimate	Proposed FY23 Budget	Notes	% Chg.
1	Passenger Fares	\$ 200,000	\$ 253,809	\$ 230,000	Conservative estimate	15.00%
2	FTA Section 5311	\$ 437,331	\$ 437,331	\$ 568,530	Federal funding	30.00%
3	Other	\$ 20,639	\$ 59,362	\$ 41,278	Increased CNG Sales	100.00%
4	Measure I	\$ 140,500	\$ 163,010	\$ 156,500	Half-cent sales tax	11.39%
5	AB 2766	\$ 40,000	\$ 40,000	\$ 40,000	Motor vehicle registration surcharge	0.00%
6	LTF	\$ 3,551,349	\$ 3,551,349	\$ 3,655,016	.25% sales tax generated in County	2.92%
7	Total Revenues:	\$ 4,389,819	\$ 4,504,861	\$ 4,691,324		6.87%

Line	Administrative Expenses	Approved FY22 Budget	FY 2022 Estimate	Proposed FY23 Budget	Notes	% Chg.
8	General Manager	\$ 120,082	\$ 140,450	\$ 132,075	Contract + taxable HMO compensation	9.99%
9	Office Manager	\$ 91,306	\$ 91,306	\$ 76,583	New personnel	-16.12%
10	Office Clerk (1)	\$ 58,155	\$ 58,155	\$ 38,143	New personnel	-34.41%
11	Office Clerk (2)	\$ 20,663	\$ 20,663	\$ 22,510	7.9% COLA + Step 6 Adj	8.94%
12	Board Meetings	\$ 6,300	\$ 5,400	\$ 6,300		0.00%
13	Payroll taxes	\$ 7,888	\$ 6,451	\$ 7,888		0.00%
14	Health & Welfare	\$ 78,780	\$ 62,004	\$ 60,441		-23.28%
15	Retirement	\$ 50,215	\$ 46,708	\$ 42,579	Employer Rate per CalPERS	-15.21%
16	Mileage	\$ 5,000	\$ 2,044	\$ 5,000		0.00%
17	Outside Services	\$ 45,640	\$ 23,591	\$ 37,425		-18.00%
18	Prof. Fees	\$ 58,796	\$ 60,249	\$ 64,676		10.00%
19	Leases/Rents/Software	\$ 5,712	\$ 993	\$ 1,428	No longer lease a Copier	-75.00%
20	Utilities	\$ 105,078	\$ 120,623	\$ 120,840	Increased utility costs.New Recycle svc.	15.00%
21	Marketing/Promotions	\$ 40,493	\$ 17,971	\$ 40,493		0.00%
22	Office Supplies	\$ 16,882	\$ 11,458	\$ 16,882		0.00%
23	Postage	\$ 2,400	\$ 2,151	\$ 2,400		0.00%
24	Printing & Reproduction	\$ 12,071	\$ 9,418	\$ 36,214	Rebranding.New brochures,letterhead,etc	200.00%
25	Training/Meetings	\$ 14,831	\$ 11,016	\$ 14,831		0.00%
26	Interest Expense	\$ 2,000	\$ -	\$ -		-100.00%
27	Total Administration:	\$ 742,293	\$ 690,651	\$ 726,708		-2.10%

Line	Maintenance Expenses	Approved FY22 Budget	FY 2022 Estimate	Proposed FY23 Budget	Notes	% Chg.
28	Lead Tech Supervisor	\$ 88,603	\$ 88,603	\$ 96,524	7.9% COLA + Step 6 Adj	8.94%
29	Mechanic	\$ 72,772	\$ 72,772	\$ 82,160	7.9% COLA + Merit	12.90%
30	Utility Worker	\$ 38,147	\$ 38,147	\$ 37,686	New personnel	-1.21%
31	Maint Admin	\$ 20,663	\$ 20,663	\$ 22,510	7.9% COLA + Step 6 Adj	8.94%
32	Payroll Taxes	\$ 3,730	\$ 3,125	\$ 4,024		7.90%
33	Health & Welfare	\$ 29,364	\$ 15,888	\$ 29,364		0.00%
34	Retirement	\$ 17,651	\$ 17,651	\$ 19,046	Employer Rate per CalPERS	7.90%
35	Uniforms	\$ 2,500	\$ 2,126	\$ 2,500		0.00%
36	Outside Services	\$ 49,187	\$ 29,728	\$ 34,431		-30.00%
37	Parts	\$ 56,329	\$ 31,837	\$ 41,329		-26.63%
38	Fluids	\$ 15,259	\$ 9,818	\$ 15,259		0.00%
39	Tires	\$ 55,000	\$ 54,676	\$ 55,000		0.00%
40	Accident Repair	\$ 26,369	\$ 12,221	\$ 26,369	Deductible costs	0.00%
41	Tools	\$ 2,206	\$ 500	\$ 1,500		-32.02%
42	Consulting	\$ 2,606	\$ 990	\$ 1,606		-38.37%
43	Shop Supplies	\$ 4,000	\$ 526	\$ 2,000		-50.00%
44	Facility Supplies	\$ 25,054	\$ 5,337	\$ 7,527		-69.96%
45	Training/Meetings	\$ 6,174	\$ 3,087	\$ 6,174		0.00%
46	Shelter Maintenance	\$ 2,784	\$ 1,392	\$ 2,784		0.00%
47	CNG Stations Maintenance	\$ 115,874	\$ 88,776	\$ 115,874		0.00%
48	Total Maintenance:	\$ 634,273	\$ 497,862	\$ 603,668		-4.83%

Line	Operations Expenses	Approved FY22 Budget	FY 2022 Estimate	Proposed FY23 Budget	Notes	% Chg.
49	Operations Manager	\$ 106,165	\$ 106,165	\$ 109,728	Top of range	3.36%
50	Safety & Training Supervisor	\$ 53,168	\$ 53,168	\$ 51,266	New personnel	-3.58%
51	Operator Wages	\$ 928,353	\$ 934,040	\$ 1,069,045	Step adjustments	15.16%
52	Dispatch Wages	\$ 176,952	\$ 176,952	\$ 213,418	Step adjustments	20.61%
53	Payroll Taxes	\$ 30,351	\$ 30,351	\$ 34,643		14.14%
54	Health & Welfare	\$ 444,904	\$ 381,101	\$ 445,125	Incl CERBT Trust	0.05%
55	Retirement	\$ 229,799	\$ 287,015	\$ 343,080	incl CEPPT Trust & Unfunded Liab	49.30%
56	Safety Incentive Program	\$ 8,800	\$ 7,600	\$ 8,800		0.00%
57	Workers' Comp.	\$ 350,000	\$ 333,310	\$ 350,000	Prism Provided Rates	0.00%
58	Other Employee Exp.	\$ 19,988	\$ 20,913	\$ 21,567		7.90%
59	Mileage	\$ 1,850	\$ 395	\$ 1,850		0.00%
60	Uniforms	\$ 11,152	\$ 10,794	\$ 16,152	New uniforms for Rebranding	44.84%
61	Outside Services	\$ 16,635	\$ 10,461	\$ 16,635		0.00%
62	Tel/cell/internet/fax etc.	\$ 32,638	\$ 27,394	\$ 32,638		0.00%
63	Radio Exp.	\$ 11,000	\$ 24,839	\$ 11,869		7.90%
64	Fuel	\$ 192,506	\$ 167,935	\$ 192,506		0.00%
65	Training/Meetings	\$ 4,400	\$ 2,512	\$ 4,400		0.00%
66	Insurance	\$ 360,933	\$ 329,535	\$ 389,447		7.90%
67	Deferred Comp Match	\$ 33,660	\$ 34,380	\$ 48,780	Increased Participation & GM Contract	44.92%
68	Total Operations:	\$ 3,013,253	\$ 2,938,860	\$ 3,360,948		11.54%

69	Grand Total Operations:	\$ 4,389,819	\$ 4,127,374	\$ 4,691,324		6.87%
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Capital Budget

Line	FY 22-23 Capital Budget	STAF	ART 3	SGR	LTF	LCTOP	TOTAL
70	Operations Support	\$ 40,000					\$ 40,000
71	Engine Overhauls	\$ 25,000					\$ 25,000
72	Replacement Vehicles				\$ 1,079,970		\$ 1,079,970
73	CNG Compressor				\$ 650,000		\$ 650,000
74	Facilities	\$ 100,000			\$ 50,000		\$ 150,000
75	MBTA Rebranding				\$ 500,000		\$ 500,000
76	Zero Emission Projects				\$ 299,132	\$ 24,060	\$ 323,192
77	Bus Stop Improvements	\$ 26,870		\$ 136,943	\$ 14,364	\$ 179,075	\$ 357,252
78	Total Capital Budget:	\$ 191,870	\$ -	\$ 136,943	\$ 2,593,465	\$ 203,135	\$ 3,125,413

TREP Budget

Line	FY 22-23 Trep Budget	Revenue	Expenses	TOTAL
79	5310 Grant Award	\$ 114,526		\$ 114,526
80	Program Administrator		\$ 1,553	\$ (1,553)
81	Client Relations Clerk		\$ 43,672	\$ (43,672)
82	Mileage Reimbursements		\$ 69,300	\$ (69,300)
83	Total TREP Budget:	\$ 114,526	\$ 114,526	\$ -

Procurement Budget

Line	FY 22-23 Procurement Budget	Revenue*	Expenses	TOTAL
84	Procurement Bid Income	<i>accrued receivables</i>	\$ 225,000	\$ 225,000
85	TAG Program		\$ 50,000	\$ (50,000)
86	Procurement Bid Expenses	<i>Director, Consulting, Legal, Meetings, etc.</i>	\$ 145,665	\$ (145,665)
87	Total Procurement Reserves:	\$ 225,000	\$ 195,665	\$ 29,335

*Due to delivery delays from supply chain issues, we anticipate approximately \$150,000 in unpaid accrued revenues from Municipalities unfulfilled orders in addition to line 84.

Taxi Budget

Line	FY 22-23 Taxi Budget	Revenue	Expenses	TOTAL
88	Revenue	\$ 5,820		\$ 5,820
89	Administrative Expenses		\$ 11,200	\$ (11,200)
90	Total Taxi Budget:	\$ 5,820	\$ 11,200	\$ (5,380)

EXHIBIT B

Drivers	FY2023		
Max	419.26	18	23.29
Step 5	44.37	2	22.18
Step 4	21.13	1	21.13
Step 3	20.12	1	20.12
Step 2	57.49	3	19.16
Step 1	54.75	3	18.25
	<u>617.11</u>	<u>28</u>	

Weekly Hrs	848		
X Avg Wage			22.04
X 52 week	52		971,859
X Overtime	10%		\$1,069,045

Dispatchers	FY2023		
Lead	24.79	1	24.79
Max	47.58	2	23.79
Step 5	22.68	1	22.68
Step 4	0.00		21.63
Step 3	0.00		20.62
Step 2	0.00		19.66
Step 1	0.00		18.75
	<u>95.06</u>	<u>4</u>	

Weekly Hrs	157		
X Avg Wage			23.76
X 52 week	52		194,016
X Overtime	10%		\$213,418

EXHIBIT C

**MORONGO BASIN TRANSIT AUTHORITY
TAXI ADMINISTRATION
FY 2022/23 BUDGET**

		FY 21/22 Budget	FY 21/22 Estimate	Proposed FY 22/23	Notes
Line	Administrative Exp.				
1	Legal Expenses	0.00	0.00	0.00	
2	Insurance	3,000.00	3,000.00	3,000.00	
3	Taxicab Administrator	2,496.00	2,507.82	2,500.00	
4	Office Clerk	2,500.00	1,183.86	2,500.00	
5	Drug & Alcohol Testing	500.00	193.00	200.00	
6	Background Checks	200.00	384.00	200.00	
7	Printing/Office Supplies	250.00	526.00	400.00	
8	Rent & Utilities	2,400.00	2,400.00	2,400.00	
9	TOTAL EXPENSES	13,967.04	10,194.68	11,200.00	

Line	REVENUE				
10	Driver Permit Fees	500.00	200.00	500.00	<i>5 New Taxi Drivers</i>
11	Vehicle Fees	6,000.00	3,800.00	4,800.00	<i>4 Registered Cabs</i>
12	Driver Renewal Fees	480.00	0.00	420.00	<i>7 Registered Drivers</i>
13	Transfer Fees	0.00	0.00	0.00	
14	Fines	100.00	0.00	100.00	
15	TOTAL REVENUE	14,280.00	4,000.00	5,820.00	

MORONGO BASIN TRANSIT AUTHORITY

TO: Board of Directors
FROM: Joe G. Meer
DATE: March 14, 2022

RE: Procurement Presentation

Presentation by staff.

STAFF RECOMMENDATION: RECEIVE AND DISCUSS AS NECESSARY

ITEM 8.3

MBTA ACRONYM LIST

CALACT	California Association for Coordinated Transportation
CALPERS	California Public Employees Retirement System
CALTIP	California Transit Insurance Pool
CALTRANS	California Department of Transportation'
CMAQ	Congestion Mitigation and Air Quality
CNG	Compressed Natural Gas
CTA	California Transit Association
DOT	Department of Transportation
FTA	Federal Transit Administration
LAIF	Local Agency Investment Fund
LCTOP	Low Carbon Transit Operations Program
LTF	Local Transportation Funding
MBTA	Morongo Basin Transit Authority
PTIMSEA	Passenger Transportation Improvement Modernization & Service Acct.
SBCTA	San Bernardino County Transportation Authority (SANBAG)
SGR	State of Good Repair
SRTP	Short Range Transit Plan
STA	State Transit Assistance
STIP	State Transportation Improvement Program
TAG	Transportation Assistance Grant Program
TREP	Transportation Reimbursement Escort Program
TSSDRA	Transit System Safety and Disaster Response Account
5309	Federal Transit Administration Capital Projects Grant Program
5310	Federal Transit Administration Grant Program for Elderly and Disabled
5311	Federal Transit Administration Rural Grant Program
5311f	Federal Transit Administration Intercity Bus Grant Program
5316	Job Access and Reverse Commute Grant Program
5339	Rural Discretionary Grant Program

MBTA ROUTES

ROUTE 1	Highway Route Yucca Valley-Twenty-nine Palms
ROUTE 3A	Twenty-nine Palms-Base
ROUTE 3B	Twenty-nine Palms-Neighborhood
ROUTE 7A	North Yucca Valley
ROUTE 7B	South Yucca Valley
ROUTE 12	Palm Springs
ROUTE 15	Palm Springs Weekend
ROUTE 21	Landers
ROUTE 30 & 31	Yucca Valley Ready Ride
ROUTE 34	Twenty-nine Palms Ready Ride
ROUTE 36	Morongo Valley
ROUTE 50	Joshua Tree Ready Ride
ROUTE 1X	Highway Route Sunday Service