

Agenda



Regular Board Meeting of the Board of Directors

Meeting Location:

**Basin Transit Operations Center
62405 Verbena Road
Joshua Tree, CA 92252**

It is the intention of Basin Transit 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 or email michal@basin-transit.com for assistance so the necessary arrangements can be made.

Public comments may be submitted via email to the Assistant Board Secretary at michal@basin-transit.com prior to May 24, 2023, at 5:00 PM with your name, telephone number, and subject of your public comment (agenda item or non-agenda item). If you send written comments, your comments will be made part of the official record of the proceedings and read into the record if they are received by the deadline above.

Board of Directors

McArthur Wright, Chair
Jeff Drozd, Vice Chair
Merl Abel
Ellen Jackman
Daniel L. Mintz, Sr.
Dawn Rowe (Danielle Harrington Designee)
Ben Sasnett

Officers

Cheri Holsclaw, Board Secretary
Michal Brock, Assistant Board Secretary



REGULAR MEETING OF THE BOARD OF DIRECTORS

AGENDA

Thursday, May 25, 2023
62405 Verbena Road, Joshua Tree CA 92252
5:00 PM

1.0 CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL: Board Members: Abel, Drozd, Harrington, Jackman, Mintz, Sasnett, and Chair Wright

2.0 SPECIAL RECOGNITIONS AND PRESENTATIONS

2.1 Employee of the Quarter

3.0 CLOSED SESSION

NONE

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 Basin Transit 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 Basin Transit 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 April 6, 2023 Board Meeting
Staff Recommendation: Approve Minutes

5.2 Treasurer's Report for February and March 2023
Staff Recommendation: Approve Treasurer's Reports

5.3 Warrant Register through March 31, 2023
Staff Recommendation: Approve Warrant Register

- 5.4 Ridership Reports
Staff Recommendation: Receive and File
- 5.5 Financial Reports
Staff Recommendation: Receive and File
- 5.6 Taxi Report
Staff Recommendation: Receive and File
- 5.7 General Manager's Report
Staff Recommendation: Receive and File
- 5.8 Operations Report
Staff Recommendation: Receive and File
- 5.9 Renewal of Pacific Western Bank Credit Line
Staff Recommendation: Adopt Resolution 23-03
- 5.10 Accounting Procedures Update
Staff Recommendation: Adopt Updated Accounting Procedures
- 5.11 Transportation Escort Reimbursement Program (TREP) Update
Staff Recommendation: Receive and File

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 Approval of FY 2023/24 Operating and Capital Budgets
Staff Recommendation: Conduct Public Hearing and Approve FY 2023/24 Operating, Capital and Taxicab Budgets; Authorize Staff to Submit Transit Claim

ACTION: Move_____ 2nd_____ Roll Call Vote

- 8.2 Zero-Emissions Rollout Plan
Staff Recommendation: Approve Zero-Emission Bus Rollout Plan and Adopt Resolution 23-04

ACTION: Move_____ 2nd_____ Roll Call Vote

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 regularly scheduled board meeting will be held on Thursday, July 27, 2023, at 5:00 PM at the Basin Transit 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. **This agenda is certified to have been posted on or before May 22, 2023, at 5:00 PM.**



Michal Brock, Assistant Board Secretary

5/19/2023

Date/Time

BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: May 25, 2023

RE: Minutes of the April 6, 2023 Board Meeting

STAFF RECOMMENDATION: APPROVE MINUTES

BASIN TRANSIT

REGULAR MEETING OF THE BOARD OF DIRECTORS

Thursday, April 6, 2023 5:00 p.m.
Basin Transit Operations Center
62405 Verbena Road
Joshua Tree, CA 92252

ACTION MINUTES

1.0 CALL TO ORDER – Chair Wright called the meeting to order at 5:02 p.m.

PLEDGE OF ALLEGIANCE – Board Member Drozd led the flag salute.

ROLL CALL

Members Present:

Merl Abel
Danielle Harrington
McArthur Wright

Jeff Drozd
Ben Sasnett

Members Absent:

Ellen Jackman

Dan Mintz

2.0 SPECIAL RECOGNITIONS AND PRESENTATIONS

NONE

3.0 CLOSED SESSION

3.1 Personnel Matters, General Manager Evaluation

Chair Wright reported that the General Manager is doing a great job and expressed his appreciation on behalf of the Board.

4.0 PUBLIC COMMENTS

NONE

5.0 CONSENT CALENDAR

5.1 Minutes of the January 26, 2023 Board Meeting

- 5.2 Treasurer's Report for December 2022 and January 2023
- 5.3 Warrant Register through January 31, 2023
- 5.4 Ridership Reports
- 5.5 Financial Reports
- 5.6 General Manager's Reports
- 5.7 Operations Report
- 5.8 Audited Financial Reports Fiscal Year Ended June 30, 2022
- 5.9 eTransit Modifications
- 5.10 LCTOP K-12 Free Fares
- 5.11 LCTOP Bus Stop Improvement
- 5.12 Replacement Vehicles
- 5.13 Vehicle Disposals
- 5.14 Revisions to FY23 Capital Budget and Transit Operating, Capital Plan Reallocation

ACTION: Board Member Abel moved to approve the Consent Calendar (items 5.1 - 5.14); seconded by Board Member Sasnett: motion passed by Roll Call Vote (5-0).

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

NONE

7.0 OLD BUSINESS

NONE

8.0 NEW BUSINESS

8.1 Revision to Bylaws

Cheri Holsclaw reviewed the recommended changes to the by-laws with the Board. The Board directed the following changes to the draft language:

ARTICLE V

- G) The Board shall designate legal counsel for the Authority, and in the absence of such appointment may be either the City Attorney for Twentynine Palms, the Town of Yucca Valley or the County Counsel for San Bernardino.
- H) The Board shall have the right to designate the Treasurer, and in the absence of such a designation by the Board shall be designated by the General Manager.

ARTICLE VI

- A) The Board may select and appoint a General Manager for the Authority, who shall serve at the pleasure of the Board. In the absence of the General Manager position being filled, the Board may appoint an acting or interim General Manager, who shall serve at the pleasure of the Board.

ACTION: Board Member Drozd moved to adopt the updated bylaws with the revised language pending no further changes after legal counsel review; seconded by Board Member Harrington: motion passed by Roll Call Vote (5-0).

8.2 29 Palms Land Purchase

Cheri Holsclaw provided details on the proposed 29 Palms land purchase intended for a future transit center.

ACTION: Board Member Abel moved to approve the land transfer and reimbursement of costs agreement with the City of Twentynine Palms; seconded by Board Member Sasnett: motion passed by Roll Call Vote (5-0).

8.3 Award Security Surveillance Contract

Cheri Holsclaw explained some of the challenges Basin Transit has experienced with the existing security camera footage that is outdated. She further shared the benefits of the security surveillance system proposed by AIS.

ACTION: Board Member Drozd moved to award the security surveillance contract to AIS; seconded by Board Member Harrington: motion passed by Roll Call Vote (5-0).

8.4 FY 2023/24 Draft Operating and Capital Budgets

Cheri Holsclaw presented a detailed review of the items within the FY 2023/24 draft budgets. The Board did not recommend any changes.

9.0 GENERAL MANAGER UPDATE

NONE

10.0 FUTURE BOARD INITIATED AGENDA ITEMS

NONE

11.0 BOARD MEMBER COMMENTS

Board Member Sasnett congratulated Cheri on her evaluation stating she's doing excellent and that he's pleased with the direction Basin Transit is going.

Board Member Drozd agreed with Board Member Sasnett's comments.

Chair Wright shared that he would like staff to review a potential improvement to the bus stops in 29 Palms, on Adobe Rd. between Sunnyslope Dr. and Two Mile Rd, that only have a sign and no bench. He stated that he assisted an elderly lady to the stop and they were both tired once they arrived and unable to rest. Cheri replied that she would check to see where those particular bus stop improvements are within the bus stop improvement plan.

Board Member Abel expressed that he appreciates staff's efforts in keeping the public up-to-date with good PR and also congratulated her on being recognized as one of the five women leading transit agencies in San Bernardino County. He mentioned that he encourages and looks forward to Cheri taking opportunities to share her leadership path with others in the community. Board Member Abel again thanked her for getting the word out on Basin Transit's 300-day safety record.

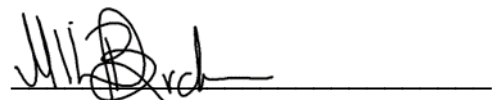
Chair Wright stated that he got the opportunity to watch Cheri present at a recent Rotary meeting and he thought she did a fantastic job and made him very proud to be a part of Basin Transit.

Chair Wright announced that the next Board meeting will be held on Thursday, May 25, 2023 at 5:00 p.m.

12.0 ADJOURNMENT

The meeting adjourned at 6:00 p.m. Thursday, April 6, 2023.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michal Brock", is written over a horizontal line.

Michal Brock, Assistant Board Secretary

BASIN TRANSIT

TO: Board of Directors

FROM: Cheri Holsclaw, General Manager

DATE: May 25, 2023

RE: Treasurer's Reports for February and March 2023

STAFF RECOMMENDATION: APPROVE TREASURER'S REPORTS

BASIN TRANSIT
TREASURER'S REPORT
February 28, 2023

Beginning Balance:	January 31, 2023	7,814,361
Receipts		572,074
Disbursements		1,002,995
Interest Received		<u>49</u>
Ending Balance:	February 28, 2023	<u>7,383,488</u>

LOCATION OF FUNDS:	BALANCE	INTEREST EARNED	INTEREST RATE
US Bank General	\$ 67,533	-	0.00%
US Bank Class E	\$ -	\$ -	0.00%
Pacific Western Bank Procurement Fees	\$ 1,342,646	\$ -	0.00%
Union Bank	\$ 3,882,883	\$ -	0.00%
Pacific Western Bank	\$ 261,043	\$ -	0.00%
LAIF	\$ 1,306,394	\$ -	0.00%
US Bank PTMISEA	\$ 238,497	\$ -	0.00%
US Bank LCTOP	\$ 203,987	\$ -	0.00%
US Bank SGR (SB1)	\$ 80,504	\$ -	0.00%
		\$ -	0.00%
TOTAL INVESTMENTS	<u>\$ 7,383,488</u>	<u>\$ -</u>	

BASIN TRANSIT
TREASURER'S REPORT
March 31, 2023

Beginning Balance:	February 28, 2023	7,383,488
Receipts		632,369
Disbursements		688,225
Interest Received		<u>51</u>
Ending Balance:	March 31, 2023	<u>7,327,684</u>

LOCATION OF FUNDS:	BALANCE	INTEREST EARNED	INTEREST RATE
US Bank General	\$ 67,294	-	0.00%
US Bank Class E	\$ -	\$ -	0.00%
Pacific Western Bank Procurement Fees	\$ 1,346,906	\$ -	0.00%
Union Bank	\$ 3,918,873	\$ -	0.00%
Pacific Western Bank	\$ 165,710	\$ -	0.00%
LAIF	\$ 1,306,394	\$ -	0.00%
US Bank PTMISEA	\$ 238,501	\$ -	0.00%
US Bank LCTOP	\$ 203,493	\$ -	0.00%
US Bank SGR (SB1)	\$ 80,511	\$ -	0.00%
		\$ -	0.00%
TOTAL INVESTMENTS	<u>\$ 7,327,684</u>	<u>\$ -</u>	

BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: May 25, 2023

RE: Warrant Register through March 2023

STAFF RECOMMENDATION: APPROVE WARRANT REGISTER

BASIN TRANSIT
WARRANT REGISTER
As of February 28, 2023

Date	Name	Memo	Paid Amount
02/01/2023	PRISM	INSURANCE	-21,625.00
02/01/2023	NOEMI ADDERLEY	MILEAGE	-77.95
02/01/2023	AIS	PRINTING & REPRODUCTION	-85.72
02/01/2023	BURRTEC	UTILITIES	-306.20
02/01/2023	CARQUEST - YUCCA VALLEY	PARTS	-70.77
02/01/2023	CREATIVE BUS SALES - PARTS	PARTS	-1,810.46
02/01/2023	CUMMINS CAL PACIFIC	PARTS	-720.00
02/01/2023	FRONTIER COMMUNICATIONS	TELEPHONE	-170.97
02/01/2023	HI DESERT WATER DISTRICT	UTILITIES	-151.84
02/01/2023	JOSHUA TREE LANDSCAPE & GROUNDS MAINT	OUTSIDE SERVICES	-833.75
02/01/2023	PARKHOUSE TIRES	TIRES	-3,687.26
02/01/2023	PRUDENTIAL OVERALL SUPPLY	FACILITY SUPPLIES & UNIFORMS	-75.96
02/01/2023	QUILL CORPORATION	OFFICE SUPPLIES	-166.82
02/01/2023	TWENTYNINE PALMS WATER DISTRICT	UTILITIES	-17.10
02/01/2023	VOYAGER	FUEL	-40,820.18
02/03/2023	SENTINEL BENEFITS	OUTSIDE SERVICES	-25.00
02/05/2023	CALPERS HEALTH/RETIREMENT	HEALTH INSURANCE	-20,345.78
02/06/2023	ARCO	FUEL	-44.62
02/06/2023	PACIFIC WESTERN BANK	DEPOSIT CORRECTION	4.00
02/10/2023	ADP	WAGES	-62,221.31
02/10/2023	ADP	WAGES	-11,912.09
02/10/2023	SOUTHERN CALIFORNIA EDISON	UTILITIES	-5,007.29
02/10/2023	ADP	WAGES	-79.84
02/10/2023	CALPERS 457 PROGRAM	SUPL RETIREMENT	-3,953.41
02/10/2023	CALPERS HEALTH/RETIREMENT	RETIREMENT	-6,769.61
02/10/2023	CALPERS HEALTH/RETIREMENT	RETIREMENT	-4,299.92
02/10/2023	ADP	OUTSIDE SERVICES	-197.50
02/10/2023	NEC Cloud Communications America, Inc.	TELEPHONE	-553.58
02/13/2023	NOEMI ADDERLEY	SAFETY INCENTIVE PRGM	-100.00
02/13/2023	ROBERT ARVIZU	SAFETY INCENTIVE PRGM	-100.00
02/13/2023	MATTHEW ATKINS	SAFETY INCENTIVE PRGM	-100.00
02/13/2023	PAULA BALDWIN	SAFETY INCENTIVE PRGM	-100.00
02/13/2023	LEOBARDO BECERRA	SAFETY INCENTIVE PRGM	-100.00
02/13/2023	KIMBERLY BERNARD	SAFETY INCENTIVE PRGM	-100.00
02/13/2023	ANDREW BERNSTEIN	SAFETY INCENTIVE PRGM	-100.00
02/13/2023	BRYAN BLASZAK	SAFETY INCENTIVE PRGM	-100.00
02/13/2023	SHEMIKA BORTEE	SAFETY INCENTIVE PRGM	-100.00
02/13/2023	DAWN BOSTROM	SAFETY INCENTIVE PRGM	-100.00
02/13/2023	MICHAL BROCK	SAFETY INCENTIVE PRGM	-100.00
02/13/2023	DON CATLETT	SAFETY INCENTIVE PRGM	-100.00
02/13/2023	GARY COOPER	SAFETY INCENTIVE PRGM	-100.00
02/13/2023	BLAS CRUZ	SAFETY INCENTIVE PRGM	-100.00
02/13/2023	ROY DAVIS	SAFETY INCENTIVE PRGM	-100.00
02/13/2023	CORY DOUGLASS	SAFETY INCENTIVE PRGM	-100.00
02/13/2023	SABRINA FRANKLIN	SAFETY INCENTIVE PRGM	-100.00
02/13/2023	JOSE GIRON	SAFETY INCENTIVE PRGM	-100.00

BASIN TRANSIT WARRANT REGISTER

As of February 28, 2023

02/13/2023	GEORGE HALLAS	SAFETY INCENTIVE PRGM	-100.00
02/13/2023	THOMAS HATHAWAY	SAFETY INCENTIVE PRGM	-100.00
02/13/2023	CHERI HOLSCLOW	SAFETY INCENTIVE PRGM	-100.00
02/13/2023	DOUG HUNTER	SAFETY INCENTIVE PRGM	-100.00
02/13/2023	GARY JOHNSON	SAFETY INCENTIVE PRGM	-100.00
02/13/2023	ANNA JUNKER	SAFETY INCENTIVE PRGM	-100.00
02/13/2023	AMANDA KNOBLOCH	SAFETY INCENTIVE PRGM	-100.00
02/13/2023	LYDIA KNUDSON	SAFETY INCENTIVE PRGM	-100.00
02/13/2023	KRISTEN KOHER	SAFETY INCENTIVE PRGM	-100.00
02/13/2023	CYNTHIA LOPEZ	SAFETY INCENTIVE PRGM	-100.00
02/13/2023	HECTOR MANZANO	SAFETY INCENTIVE PRGM	-100.00
02/13/2023	RAUL MARQUEZ	SAFETY INCENTIVE PRGM	-100.00
02/13/2023	ADAH MARTINEZ	SAFETY INCENTIVE PRGM	-100.00
02/13/2023	JOE MEER	SAFETY INCENTIVE PRGM	-100.00
02/13/2023	JAMES MITCHELL	SAFETY INCENTIVE PRGM	-100.00
02/13/2023	JUAN OYOLA	SAFETY INCENTIVE PRGM	-100.00
02/13/2023	MICHAEL PADILLA	SAFETY INCENTIVE PRGM	-100.00
02/13/2023	RENEE PAYNE	SAFETY INCENTIVE PRGM	-100.00
02/13/2023	CHRISTOPHER RASMUSSEN	SAFETY INCENTIVE PRGM	-100.00
02/13/2023	JANUARY RODRIGUEZ	SAFETY INCENTIVE PRGM	-100.00
02/13/2023	VIKAS SHARMA	SAFETY INCENTIVE PRGM	-100.00
02/13/2023	LINDA STREICH	SAFETY INCENTIVE PRGM	-100.00
02/13/2023	ACE ALTERNATORS	OUTSIDE SERVICES	-206.57
02/13/2023	AIRWAVE COMMUNICATIONS	RADIO EXPENSE	-765.53
02/13/2023	AVALON URGENT CARE	EMPLOYEE EXPENSE	-300.00
02/13/2023	BURRTEC	UTILITIES	-75.22
02/13/2023	FORENSIC DRUG TESTING	EMPLOYEE EXPENSE	-333.85
02/13/2023	I.E. GENERAL ENGINEERING INC.	FACILITIES PROJECT TO BE REIMBURSED	-14,900.00
02/13/2023	JOSHUA BASIN WATER DISTRICT	UTILITIES	-545.53
02/13/2023	KCDZ	MARKETING/PROMOTIONS	-460.00
02/13/2023	PARKHOUSE TIRES	TIRES	-2,296.91
02/13/2023	PRUDENTIAL OVERALL SUPPLY	FACILITY SUPPLIES & UNIFORMS	-287.01
02/13/2023	QUILL CORPORATION	OFFICE SUPPLIES	-274.49
02/13/2023	SAFETY-KLEEN	FLUIDS	-3,611.48
02/13/2023	JOE MEER	MILEAGE	-165.06
02/13/2023	JOE MEER	TRAINING/MEETINGS	-677.76
02/13/2023	US BANK	CREDIT CARD PAYMENT	-3,323.18
02/13/2023	ARCO	FUEL	-210.90
02/15/2023	CALPERS HEALTH/RETIREMENT	CERBT	-14,165.00
02/15/2023	CALPERS HEALTH/RETIREMENT	CEPPT	-10,034.00
02/15/2023	ADP	OUTSIDE SERVICES	-347.50
02/15/2023	VISION SERVICE PLAN	VISION INSURANCE	-486.06
02/16/2023	CHERI HOLSCLOW	OFFICE EQUIPMENT REIMBURSEMENT	-714.75
02/16/2023	BATTERY SYSTEMS	PARTS	-1,276.42
02/16/2023	CINTAS CORP	REBRANDING EXPENSES TO BE REIMB	-950.91
02/16/2023	CLEAN ENERGY	CNG MAINTENANCE	-4,308.62
02/16/2023	COPPER MOUNTAIN BROADCASTING	MARKETING/PROMOTIONS	-616.00

BASIN TRANSIT WARRANT REGISTER

As of February 28, 2023

02/16/2023	DESERT ARC	OUTSIDE SERVICES	-270.00
02/16/2023	FRONTIER COMMUNICATIONS	TELEPHONE	-273.99
02/16/2023	FRONTIER COMMUNICATIONS	TELEPHONE	-55.48
02/16/2023	FRONTIER COMMUNICATIONS	TELEPHONE	-75.24
02/16/2023	KULIK GOTTESMAN SIEGEL & WARE LLP	PROFESSIONAL FEES	-693.00
02/16/2023	NAPA	PARTS	-43.46
02/16/2023	QUILL CORPORATION	OFFICE SUPPLIES	-355.29
02/16/2023	THE GAS COMPANY	FUEL	-29,719.16
02/16/2023	YUCCA VALLEY MIRROR AND GLASS	OUTSIDE SERVICES	-190.25
02/20/2023	ARCO	FUEL	-131.41
02/23/2023	JOE MEER	MILEAGE	-48.47
02/23/2023	AFFINITY FLOORING OF THE OF THE DESERT	FACILITIES	-7,746.91
02/23/2023	A-Z BUS SALES	PARTS	-660.74
02/23/2023	AIS	PRINTING & REPRODUCTION	-46.06
02/23/2023	AVALON URGENT CARE	EMPLOYEE EXPENSE	-200.00
02/23/2023	BENEFIT COORDINATORS CORP	DENTAL	-1,551.30
02/23/2023	CAL CHAMBER	OUTSIDE SERVICES	-799.00
02/23/2023	DIAMOND ENVIRONMENTAL SERVICES	UTILITIES	-132.26
02/23/2023	FRONTIER COMMUNICATIONS	TELEPHONE	-97.98
02/23/2023	FRONTIER COMMUNICATIONS	TELEPHONE	-65.98
02/23/2023	IMAGE SOURCE	CREDIT APPLIED	0.00
02/23/2023	LEFEVRE'S TOWING INC.	OUTSIDE SERVICES	-350.00
02/23/2023	NAPA	PARTS	-170.32
02/23/2023	PALM SPRINGS MOTORS	PARTS	-652.02
02/23/2023	PRUDENTIAL OVERALL SUPPLY	FACILITY SUPPLIES & UNIFORMS	-127.93
02/23/2023	SPECTRUM	UTILITIES	-411.90
02/23/2023	THE GAS COMPANY	UTILITIES	-34.95
02/23/2023	PACIFIC WESTERN BANK	DEPOSIT CORRECTION	-0.15
02/24/2023	ADP	WAGES	-64,723.75
02/24/2023	ADP	WAGES	-12,021.48
02/24/2023	[EMPLOYEE]	WAGES	-276.70
02/24/2023	CALPERS HEALTH/RETIREMENT	RETIREMENT	-6,872.38
02/24/2023	CALPERS HEALTH/RETIREMENT	RETIREMENT	-4,493.98
02/24/2023	TREP	MILEAGE REIMBURSEMENTS	-2,328.06
02/24/2023	ADP	OUTSIDE SERVICES	-195.00
02/24/2023	ADP	WAGES	-79.84
02/27/2023	ARCO	FUEL	-192.18
02/28/2023	[EMPLOYEE]	WAGES	-2,395.76
02/28/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-70.61
02/28/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-154.10
02/28/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-425.00
02/28/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-153.86
02/28/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-1,230.02
02/28/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-408.01
02/28/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-95.02
02/28/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-100.00
02/28/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-139.00

BASIN TRANSIT
WARRANT REGISTER
As of February 28, 2023

02/28/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-17.14
02/28/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-180.60
02/28/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-747.20
02/28/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-550.00
02/28/2023	[EMPLOYEE]	WAGES	-1,990.28
02/28/2023	CALPERS 457 PROGRAM	SUPPL RETIREMENT	-3,951.54
02/28/2023	TREP	MILEAGE REIMBURSEMENTS	-270.00
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			-400,323.44
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			-400,323.44
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BASIN TRANSIT WARRANT REGISTER

As of March 31, 2023

Date	Name	Memo	Paid Amount
03/01/2023	PRISM	INSURANCE	-21,625.00
03/02/2023	BURRTEC	UTILITIES	-381.42
03/02/2023	CARQUEST - YUCCA VALLEY	PARTS	-59.12
03/02/2023	FORENSIC DRUG TESTING	EMPLOYEE EXPENSE	-801.75
03/02/2023	FRONTIER COMMUNICATIONS	TELEPHONE	-170.97
03/02/2023	I.E. GENERAL ENGINEERING INC.	FACILITIES PROJECT TO BE REIMBURSED	-14,772.00
03/02/2023	LEFEVRE'S TOWING INC.	OUTSIDE SERVICES	-365.00
03/02/2023	NAPA	PARTS	-788.34
03/02/2023	PARKHOUSE TIRES	TIRES	-2,504.87
03/02/2023	PRUDENTIAL OVERALL SUPPLY	FACILITY SUPPLIES & UNIFORMS	-448.03
03/02/2023	QUILL CORPORATION	OFFICE SUPPLIES	-866.51
03/02/2023	SC FUELS	OUTSIDE SERVICES	-696.26
03/02/2023	SUNNY AND SONS	OUTSIDE SERVICES	-99.00
03/02/2023	US BANK	CREDIT CARD PAYMENT	-4,717.67
03/03/2023	SENTINEL BENEFITS	OUTSIDE SERVICES	-25.00
03/05/2023	CALPERS HEALTH/RETIREMENT	HEALTH INSURANCE	-20,345.78
03/06/2023	ARCO	FUEL	-168.28
03/08/2023	PACIFIC WESTERN BANK	DEPOSIT CORRECTION	-11.25
03/09/2023	BROADLUX INC.	CNG MAINTENANCE	-3,310.00
03/09/2023	COPPER MOUNTAIN BROADCASTING	MARKETING/PROMOTIONS	-560.00
03/09/2023	FRONTIER COMMUNICATIONS	TELEPHONE	-777.13
03/09/2023	HI DESERT WATER DISTRICT	UTILITIES	-139.28
03/09/2023	JOSHUA BASIN WATER DISTRICT	UTILITIES	-525.73
03/09/2023	JOSHUA TREE LANDSCAPE & GROUNDS MAINT	OUTSIDE SERVICES	-2,213.75
03/09/2023	KCDZ	MARKETING/PROMOTIONS	-460.00
03/09/2023	NAPA	PARTS	-463.76
03/09/2023	PALM SPRINGS MOTORS	PARTS	-320.86
03/09/2023	PRUDENTIAL OVERALL SUPPLY	FACILITY SUPPLIES & UNIFORMS	-130.62
03/09/2023	QUILL CORPORATION	OFFICE SUPPLIES	-177.53
03/09/2023	TWENTYNINE PALMS WATER DISTRICT	UTILITIES	-35.26
03/09/2023	VOYAGER	FUEL	-24,778.23
03/09/2023	JANUARY RODRIGUEZ	UNIFORMS	-31.75
03/09/2023	EUCI	TRAINING	-895.00
03/09/2023	HECTOR MANZANO	EMPLOYEE EXPENSE	-55.00
03/10/2023	ADP	WAGES	-63,427.98
03/10/2023	ADP	WAGES	-12,195.86
03/10/2023	NEC CLOUD COMMUNICATIONS AMERICA, INC	TELEPHONE	-560.02
03/10/2023	SOUTHERN CALIFORNIA EDISON	UTILITIES	-6,888.52
03/10/2023	CALPERS HEALTH/RETIREMENT	RETIREMENT	-6,835.56
03/10/2023	CALPERS HEALTH/RETIREMENT	RETIREMENT	-4,281.29
03/10/2023	CALPERS 457 PROGRAM	SUPPL RETIREMENT	-3,801.04
03/10/2023	IMAGE SOURCE	CREDIT APPLIED	0.00
03/10/2023	ADP	WAGES	-79.84
03/10/2023	ADP	OUTSIDE SERVICES	-202.50
03/13/2023	ARCO	FUEL	-194.69
03/13/2023	PACIFIC WESTERN BANK	DEPOSIT CORRECTION	-0.24
03/15/2023	VISION SERVICE PLAN	VISION INSURANCE	-450.70

BASIN TRANSIT WARRANT REGISTER

As of March 31, 2023

03/16/2023	CITY OF TWENTYNINE PALMS	PROFESSIONAL FEES	-100.00
03/16/2023	BATTERY SYSTEMS	PARTS	-1,664.30
03/16/2023	BIT ONE IT SOLUTIONS, LLC	OUTSIDE SERVICES	-135.00
03/16/2023	CARQUEST - YUCCA VALLEY	PARTS	-496.75
03/16/2023	CHARLES ABBOTT & ASSOCIATES INC.	PROFESSIONAL FEES	-440.00
03/16/2023	CINTAS CORP	REBRANDING EXPENSES TO BE REIMB	-1,319.56
03/16/2023	CLEAN ENERGY	CNG MAINTENANCE	-3,000.00
03/16/2023	CREATIVE BUS SALES - PARTS	PARTS	-564.39
03/16/2023	DESERT ARC	OUTSIDE SERVICES	-270.00
03/16/2023	FRONTIER COMMUNICATIONS	TELEPHONE	-273.99
03/16/2023	FRONTIER COMMUNICATIONS	TELEPHONE	-55.48
03/16/2023	FRONTIER COMMUNICATIONS	TELEPHONE	-75.24
03/16/2023	GILLIG LLC	PARTS	-2,128.87
03/16/2023	KULIK GOTTESMAN SIEGEL & WARE LLP	PROFESSIONAL FEES	-693.00
03/16/2023	NAPA	PARTS	-1,557.57
03/16/2023	PALM SPRINGS MOTORS	PARTS	-168.78
03/16/2023	PARKHOUSE TIRES	TIRES	-1,854.24
03/16/2023	PRO SECURITY SYSTEMS	OUTSIDE SERVICES	-156.00
03/16/2023	PRUDENTIAL OVERALL SUPPLY	FACILITY SUPPLIES & UNIFORMS	-75.96
03/16/2023	QUILL CORPORATION	OFFICE SUPPLIES	-266.68
03/16/2023	THE GAS COMPANY	FUEL	-16,102.33
03/16/2023	VALLEY INDEPENDENT PRINTING	PRINTING & REPRODUCTION	-2,956.62
03/16/2023	VERIZON	OPERATIONS SUPPORT TO BE REIMBURSED	-3,488.25
03/16/2023	YUCCA VALLEY CHAMBER OF COMMERCE	OUTSIDE SERVICES	-115.00
03/20/2023	ARCO	FUEL	-173.48
03/22/2023	CALPERS HEALTH/RETIREMENT	CERBT	-14,165.00
03/22/2023	CALPERS HEALTH/RETIREMENT	CEPPT	-10,034.00
03/24/2023	TREP	MILEAGE REIMBURSEMENTS	-2,515.53
03/24/2023	JUAN OYOLA	EMPLOYEE EXPENSE	-1,000.00
03/24/2023	CALPERS HEALTH/RETIREMENT	RETIREMENT	-6,942.03
03/24/2023	CALPERS HEALTH/RETIREMENT	RETIREMENT	-4,316.32
03/24/2023	CALPERS 457 PROGRAM	SUPPL RETIREMENT	-3,796.44
03/24/2023	ADP	WAGES	-64,046.08
03/24/2023	ADP	WAGES	-10,934.27
03/24/2023	ADP	WAGES	-79.84
03/24/2023	ADP	OUTSIDE SERVICES	-195.00
03/27/2023	ACE ALTERNATORS	PARTS	-292.48
03/27/2023	AIS	PRINTING & REPRODUCTION	-58.20
03/27/2023	BENEFIT COORDINATORS CORP	DENTAL	-1,428.90
03/27/2023	CARQUEST - YUCCA VALLEY	PARTS	-96.81
03/27/2023	CREATIVE BUS SALES - PARTS	PARTS	-3,567.04
03/27/2023	CUMMINS CAL PACIFIC	PARTS	-295.98
03/27/2023	DIAMOND ENVIRONMENTAL SERVICES	UTILITIES	-132.26
03/27/2023	FRONTIER COMMUNICATIONS	TELEPHONE	-97.98
03/27/2023	FRONTIER COMMUNICATIONS	TELEPHONE	-107.75
03/27/2023	FRONTIER COMMUNICATIONS	TELEPHONE	-65.98
03/27/2023	LEFEVRE'S TOWING INC.	OUTSIDE SERVICES	-875.00
03/27/2023	O'REILLY AUTO PARTS	PARTS	-87.17
03/27/2023	PALM SPRINGS MOTORS	PARTS	-674.69

BASIN TRANSIT WARRANT REGISTER

As of March 31, 2023

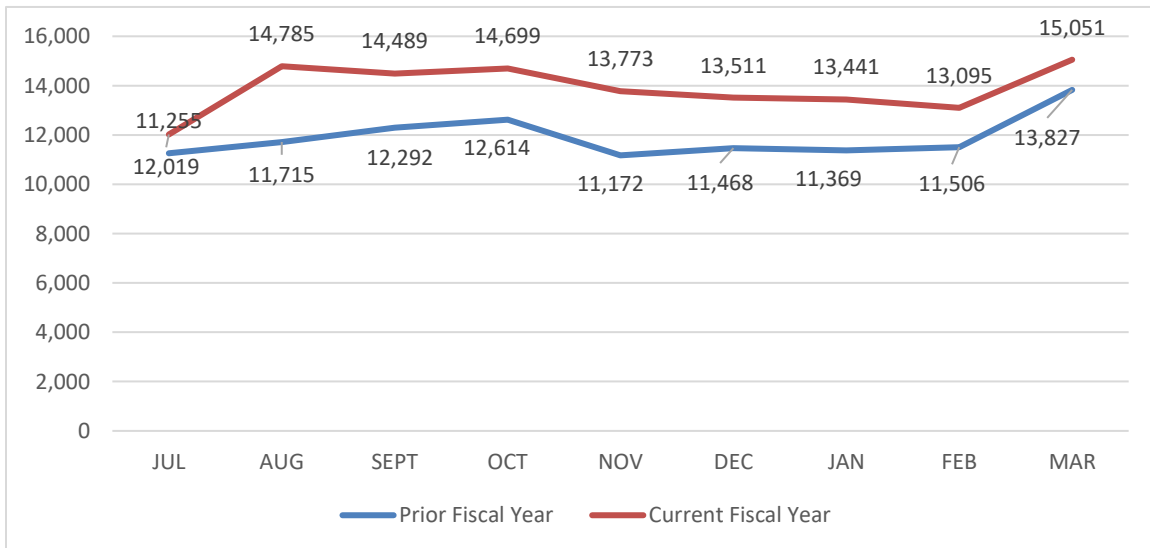
03/27/2023	PARKHOUSE TIRES	TIRES	-4,419.90
03/27/2023	PRUDENTIAL OVERALL SUPPLY	FACILITY SUPPLIES & UNIFORMS	-340.73
03/27/2023	RUTAN & TUCKER, LLP	PROFESSIONAL FEES	-817.70
03/27/2023	SCHROEDER PLUMBING	OUTSIDE SERVICES	-480.00
03/27/2023	SPECTRUM	UTILITIES	-411.90
03/27/2023	SUNNY AND SONS	OUTSIDE SERVICES	-99.00
03/27/2023	THE GAS COMPANY	UTILITIES	-31.28
03/27/2023	NOEMI ADDERLEY	MILEAGE	-55.02
03/27/2023	CLEAN ENERGY	CNG MAINTENANCE	-26,000.00
03/27/2023	DIAMOND ENVIRONMENTAL SERVICES	UTILITIES	-175.80
03/27/2023	ARCO	FUEL	-98.41
03/30/2023	WEDNESDAY VEGAS	EMPLOYEE EXPENSE	-1,593.00
03/30/2023	BENEFIT COORDINATORS CORP	DENTAL	-1,428.90
03/30/2023	GILLIG LLC	PARTS	-976.82
03/30/2023	NAPA	PARTS	-251.72
03/30/2023	PALM SPRINGS MOTORS	PARTS	-146.44
03/30/2023	PARKHOUSE TIRES	TIRES	-2,285.91
03/30/2023	SAFETY-KLEEN	FLUIDS	-801.71
03/31/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-469.96
03/31/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-154.10
03/31/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-520.00
03/31/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-77.07
03/31/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-1,004.41
03/31/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-126.00
03/31/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-1,397.13
03/31/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-88.43
03/31/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-432.00
03/31/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-191.75
			<hr/>
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			-411,449.72
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BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: May 25, 2023

RE: Ridership Reports

Year-to-date, staff is still continuing to see an increase from the previous year with 17,645 (16%) more passengers. At 124,863 passengers through March, staff anticipates exceeding the target of 140,000 passengers before the end of the fiscal year.



STAFF RECOMMENDATION: RECEIVE AND FILE



Monthly Ridership Report

February, FY 2023

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	4,917	6,127	6.7	8.3	10.30%	11.50%
12	350	464	2.6	4.2	16.91%	21.84%
15	205	288	4.9	6.1	24.91%	5.56%
1X	197	114	7.7	5.3	1.99%	3.02%
21	794	592	4.1	3.0	3.66%	4.39%
3A	1,093	1,068	5.0	5.0	2.90%	4.69%
3B	1,094	1,102	5.0	5.2	7.66%	3.42%
7A	1,020	1,133	4.9	5.1	2.38%	5.28%
7B	932	1,159	4.3	5.6	2.36%	3.80%
RR30	312	337	2.1	2.3	2.09%	1.22%
RR31	116	188	1.8	2.2	1.77%	1.18%
RR34	193	216	2.1	2.1	1.77%	0.98%
RR36	16	41	0.5	0.9	0.55%	0.60%
RR50	267	266	1.8	1.8	1.82%	0.94%
Program Subtotals						
Commuter Service	555	752	3.1	4.8	19.11%	16.56%
Demand Response	904	1,048	1.9	2.0	1.81%	1.04%
Neighborhood Shuttles	10,047	11,295	5.5	6.2	6.44%	7.32%
System Total	11,506	13,095	4.6	5.3	6.73%	6.99%



FY 2023 -- 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	6,127	734.3	\$102,782	\$11,824	8.3	\$16.78	\$139.98	\$1.93	\$16.10	11.50%
1X	114	21.7	\$3,181	\$96	5.3	\$27.90	\$146.80	\$0.84	\$4.44	3.02%
3A	1,068	215.3	\$27,951	\$1,311	5.0	\$26.17	\$129.84	\$1.23	\$6.09	4.69%
3B	1,102	213.4	\$27,046	\$924	5.2	\$24.54	\$126.72	\$0.84	\$4.33	3.42%
7A	1,133	221.3	\$28,069	\$1,483	5.1	\$24.77	\$126.86	\$1.31	\$6.70	5.28%
7B	1,159	207.7	\$26,705	\$1,014	5.6	\$23.04	\$128.57	\$0.87	\$4.88	3.80%
12	464	109.4	\$20,186	\$4,408	4.2	\$43.50	\$184.49	\$9.50	\$40.29	21.84%
15	288	47.1	\$9,685	\$539	6.1	\$33.63	\$205.84	\$1.87	\$11.45	5.56%
21	592	200.6	\$29,113	\$1,279	3.0	\$49.18	\$145.10	\$2.16	\$6.38	4.39%
RR30	337	145.8	\$17,026	\$208	2.3	\$50.52	\$116.82	\$0.62	\$1.42	1.22%
RR31	188	86.6	\$9,836	\$116	2.2	\$52.32	\$113.54	\$0.62	\$1.34	1.18%
RR34	216	102.4	\$13,504	\$133	2.1	\$62.52	\$131.94	\$0.62	\$1.30	0.98%
RR36	41	43.6	\$4,227	\$25	0.9	\$103.09	\$97.06	\$0.62	\$0.58	0.60%
RR50	266	146.6	\$17,410	\$164	1.8	\$65.45	\$118.76	\$0.62	\$1.12	0.94%
Program:										
Commuter Service	752	156.5	\$29,871	\$4,947	4.8	\$39.72	\$190.91	\$6.58	\$31.62	16.56%
Demand Response	1,048	524.9	\$62,003	\$645	2.0	\$59.16	\$118.13	\$0.62	\$1.23	1.04%
Neighborhood Shuttles	11,295	1,814.2	\$244,846	\$17,931	6.2	\$21.68	\$134.96	\$1.59	\$9.88	7.32%
Mode:										
Bus (Motorbus)	11,295	1,814.2	\$244,846	\$17,931	6.2	\$21.68	\$134.96	\$1.59	\$9.88	7.32%
Commuter Bus	752	156.5	\$29,871	\$4,947	4.8	\$39.72	\$190.91	\$6.58	\$31.62	16.56%
Demand Response	1,048	524.9	\$62,003	\$645	2.0	\$59.16	\$118.13	\$0.62	\$1.23	1.04%
System Total:	13,095	2,495.6	\$336,720	\$23,524	5.3	\$25.71	\$134.93	\$1.80	\$9.43	6.99%



Monthly Ridership Report

March, FY 2023

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	5,972	6,868	7.5	8.6	7.62%	17.31%
12	388	512	3.0	4.1	20.16%	26.50%
15	350	355	7.5	7.9	26.22%	15.09%
1X	209	119	7.8	4.4	2.97%	7.24%
21	796	591	3.9	2.7	2.77%	4.67%
3A	1,305	1,211	5.4	4.9	3.40%	8.92%
3B	1,238	1,325	5.1	5.3	5.71%	11.52%
7A	1,283	1,431	5.8	5.8	1.93%	10.60%
7B	1,218	1,453	5.2	6.2	3.10%	8.68%
RR30	379	365	2.7	2.3	52.11%	15.57%
RR31	139	207	2.0	2.0	39.48%	14.04%
RR34	212	222	2.0	2.0	33.88%	11.96%
RR36	13	63	0.6	1.3	14.36%	10.79%
RR50	325	329	1.9	1.8	37.62%	12.16%
Program Subtotals						
Commuter Service	738	867	4.2	5.1	21.91%	23.28%
Demand Response	1,068	1,186	2.1	2.0	40.16%	13.23%
Neighborhood Shuttles	12,021	12,998	6.1	6.4	5.16%	12.31%
System Total	13,827	15,051	5.2	5.4	12.62%	13.45%



FY 2023 -- Monthly Performance Statistics
Systemwide Summary
All Routes

Performance Statistics for March

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	6,868	802.4	\$104,438	\$18,083	8.6	\$15.21	\$130.15	\$2.63	\$22.54	17.31%
1X	119	26.9	\$3,373	\$244	4.4	\$28.35	\$125.25	\$2.05	\$9.07	7.24%
3A	1,211	245.0	\$28,967	\$2,583	4.9	\$23.92	\$118.26	\$2.13	\$10.54	8.92%
3B	1,325	249.0	\$28,570	\$3,290	5.3	\$21.56	\$114.75	\$2.48	\$13.21	11.52%
7A	1,431	244.8	\$28,275	\$2,998	5.8	\$19.76	\$115.49	\$2.10	\$12.24	10.60%
7B	1,453	235.3	\$28,196	\$2,447	6.2	\$19.41	\$119.85	\$1.68	\$10.40	8.68%
12	512	125.4	\$22,194	\$5,881	4.1	\$43.35	\$176.97	\$11.49	\$46.89	26.50%
15	355	45.1	\$8,704	\$1,314	7.9	\$24.52	\$193.00	\$3.70	\$29.13	15.09%
21	591	222.4	\$30,767	\$1,435	2.7	\$52.06	\$138.37	\$2.43	\$6.46	4.67%
RR30	365	159.9	\$16,603	\$2,586	2.3	\$45.49	\$103.86	\$7.08	\$16.18	15.57%
RR31	207	101.3	\$10,447	\$1,467	2.0	\$50.47	\$103.16	\$7.08	\$14.48	14.04%
RR34	222	112.4	\$13,150	\$1,573	2.0	\$59.23	\$116.96	\$7.08	\$13.99	11.96%
RR36	63	47.1	\$4,135	\$446	1.3	\$65.64	\$87.89	\$7.08	\$9.49	10.79%
RR50	329	180.8	\$19,174	\$2,331	1.8	\$58.28	\$106.07	\$7.08	\$12.89	12.16%
Program:										
Commuter Service	867	170.5	\$30,899	\$7,195	5.1	\$35.64	\$181.21	\$8.30	\$42.19	23.28%
Demand Response	1,186	601.4	\$63,509	\$8,402	2.0	\$53.55	\$105.61	\$7.08	\$13.97	13.23%
Neighborhood Shuttles	12,998	2,025.7	\$252,585	\$31,081	6.4	\$19.43	\$124.69	\$2.39	\$15.34	12.31%
Mode:										
Bus (Motorbus)	12,998	2,025.7	\$252,585	\$31,081	6.4	\$19.43	\$124.69	\$2.39	\$15.34	12.31%
Commuter Bus	867	170.5	\$30,899	\$7,195	5.1	\$35.64	\$181.21	\$8.30	\$42.19	23.28%
Demand Response	1,186	601.4	\$63,509	\$8,402	2.0	\$53.55	\$105.61	\$7.08	\$13.97	13.23%
System Total:	15,051	2,797.6	\$346,992	\$46,678	5.4	\$23.05	\$124.03	\$3.10	\$16.68	13.45%

BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: May 25, 2023

RE: Financial Reports

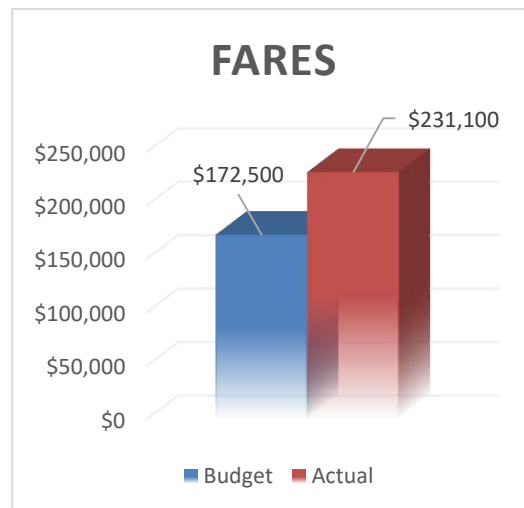
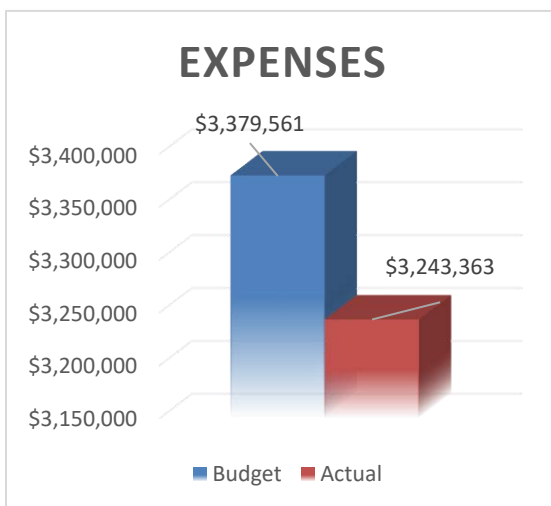
Basin Transit recently received \$95,349 from requesting an Alternative Fuel Credit with the IRS. This fuel credit was to claim a refund of excise taxes for Compressed National Gas (CNG) used at a rate of .50 per gallon in 2022.

At the conclusion of March, Basin Transit expenses were \$136,198 (4%) below budget.

Basin Transit's operating revenues were also ahead of budget.

CNG fuel sold was \$10,941 (38%) ahead of budget.

Passenger Fares were \$58,600 (34%) ahead of budget.



STAFF RECOMMENDATION: RECEIVE AND FILE

BASIN TRANSIT
Statement of Expenditures - Cash Basis
During Fiscal Year ending 06/31/23
For Period Ending 03/31/23

Line	Administrative Exp.	FY 22/23	MARCH		Year to Date		Year to Date	%
		Budget	Budget	Actual	Budget	Actual		
1	Mgmt. Salaries	\$ 132,075.00	\$ 10,159.62	\$ 10,160.00	\$ 96,516.35	\$ 98,009.25	\$ (1,492.90)	-2%
2	Office Salaries	\$ 137,236.00	\$ 10,556.62	\$ 9,253.70	\$ 100,287.85	\$ 88,360.83	\$ 11,927.02	12%
3	Board Members	\$ 6,300.00	\$ 525.00	\$ -	\$ 4,725.00	\$ 2,400.00	\$ 2,325.00	49%
4	Payroll Taxes	\$ 7,888.00	\$ 606.77	\$ 1,132.14	\$ 5,764.31	\$ 5,360.60	\$ 403.71	7%
5	Health & Welfare	\$ 60,441.00	\$ 5,036.75	\$ 4,550.64	\$ 45,330.75	\$ 46,737.82	\$ (1,407.07)	-3%
6	Retirement: PERS	\$ 42,579.00	\$ 3,275.31	\$ 3,384.73	\$ 31,115.42	\$ 34,867.82	\$ (3,752.40)	-12%
7	Mileage	\$ 5,000.00	\$ 416.67	\$ 55.02	\$ 3,750.00	\$ 2,542.48	\$ 1,207.52	32%
8	Outside Services	\$ 37,425.00	\$ 3,118.75	\$ 1,479.50	\$ 28,068.75	\$ 18,409.02	\$ 9,659.73	34%
9	Prof. Fees	\$ 64,676.00	\$ 5,389.67	\$ 2,050.70	\$ 48,507.00	\$ 18,374.10	\$ 30,132.90	62%
10	Leases/Rents	\$ 1,428.00	\$ 119.00	\$ -	\$ 1,071.00	\$ -	\$ 1,071.00	100%
11	Utilities	\$ 120,840.00	\$ 10,070.00	\$ 8,721.45	\$ 90,630.00	\$ 94,296.71	\$ (3,666.71)	-4%
12	Marketing/Promotions	\$ 40,493.00	\$ 3,374.42	\$ 2,560.00	\$ 30,369.75	\$ 24,439.48	\$ 5,930.27	20%
13	Office Supplies	\$ 16,882.00	\$ 1,406.83	\$ 845.17	\$ 12,661.50	\$ 9,883.37	\$ 2,778.13	22%
14	Postage	\$ 2,400.00	\$ 200.00	\$ 117.99	\$ 1,800.00	\$ 1,209.09	\$ 590.91	33%
15	Printing/Reproduction	\$ 36,214.00	\$ 3,017.83	\$ 386.88	\$ 27,160.50	\$ 2,558.79	\$ 24,601.71	91%
16	Training/Meetings	\$ 14,831.00	\$ 1,235.92	\$ 1,117.56	\$ 11,123.25	\$ 13,436.93	\$ (2,313.68)	-21%
17	Total Administrative	\$ 726,708.00	\$ 58,509.14	\$ 45,815.48	\$ 538,881.42	\$ 460,886.29	\$ 77,995.13	14%
Maintenance Expense								
18	Mechanic Salaries	\$ 178,684.00	\$ 13,744.92	\$ 12,998.42	\$ 130,576.77	\$ 124,316.88	\$ 6,259.89	5%
19	Misc. Work/Salaries	\$ 97,521.00	\$ 7,501.62	\$ 7,111.24	\$ 71,265.35	\$ 63,908.65	\$ 7,356.70	10%
20	Payroll Taxes	\$ 4,211.00	\$ 323.92	\$ 354.32	\$ 3,077.27	\$ 3,624.55	\$ (547.28)	-18%
21	Health & Welfare	\$ 29,364.00	\$ 2,447.00	\$ 2,037.52	\$ 22,023.00	\$ 14,828.54	\$ 7,194.46	33%
22	Retirement: PERS	\$ 20,964.00	\$ 1,612.62	\$ 892.31	\$ 15,319.85	\$ 9,739.32	\$ 5,580.53	36%
23	Uniforms	\$ 2,500.00	\$ 208.33	\$ 337.34	\$ 1,875.00	\$ 3,025.25	\$ (1,150.25)	-61%
24	Outside Services	\$ 34,431.00	\$ 2,869.25	\$ 5,112.49	\$ 25,823.25	\$ 38,361.84	\$ (12,538.59)	-49%
25	Parts	\$ 41,329.00	\$ 3,444.08	\$ 12,995.03	\$ 30,996.75	\$ 52,413.82	\$ (21,417.07)	-69%
26	Fluids	\$ 15,259.00	\$ 1,271.58	\$ 2,017.80	\$ 11,444.25	\$ 13,737.93	\$ (2,293.68)	-20%
27	Tires	\$ 55,000.00	\$ 4,583.33	\$ 11,064.92	\$ 41,250.00	\$ 51,578.68	\$ (10,328.68)	-25%
28	Accident Repair	\$ 26,369.00	\$ 2,197.42	\$ -	\$ 19,776.75	\$ (26,542.49)	\$ 46,319.24	234%
29	Tools	\$ 1,500.00	\$ 125.00	\$ -	\$ 1,125.00	\$ 462.06	\$ 662.94	59%
30	Consulting	\$ 1,606.00	\$ 133.83	\$ -	\$ 1,204.50	\$ 720.00	\$ 484.50	40%
31	Shop Supplies	\$ 2,000.00	\$ 166.67	\$ 496.03	\$ 1,500.00	\$ 2,868.65	\$ (1,368.65)	-91%
32	Facility Supplies	\$ 7,527.00	\$ 627.25	\$ 794.43	\$ 5,645.25	\$ 4,189.40	\$ 1,455.85	26%
33	Training/Meetings	\$ 6,174.00	\$ 514.50	\$ 32.95	\$ 4,630.50	\$ 145.56	\$ 4,484.94	97%
34	Shelter Maintenance	\$ 2,784.00	\$ 232.00	\$ -	\$ 2,088.00	\$ -	\$ 2,088.00	100%
35	CNG Stations Maint.	\$ 115,874.00	\$ 9,656.17	\$ 32,310.00	\$ 86,905.50	\$ 78,451.97	\$ 8,453.53	10%
36	Total Maintenance	\$ 643,097.00	\$ 51,659.49	\$ 88,554.80	\$ 476,526.98	\$ 435,830.61	\$ 40,696.37	9%
Operations Expense								
37	Mgmt/Supv Salaries	\$ 160,993.00	\$ 12,384.08	\$ 12,370.01	\$ 117,648.73	\$ 114,797.30	\$ 2,851.43	2%
38	Operator Wages	\$ 1,073,545.00	\$ 82,580.38	\$ 79,505.32	\$ 784,513.65	\$ 781,351.93	\$ 3,161.72	0%
39	Dispatch Wages	\$ 213,418.00	\$ 16,416.77	\$ 17,023.87	\$ 155,959.31	\$ 165,464.73	\$ (9,505.42)	-6%
40	Payroll Taxes	\$ 34,751.00	\$ 2,673.15	\$ 2,322.49	\$ 25,394.96	\$ 21,202.12	\$ 4,192.84	17%
41	Health & Welfare	\$ 445,125.00	\$ 37,093.75	\$ 19,326.21	\$ 296,750.00	\$ 167,139.41	\$ 129,610.59	44%
42	Retirement: PERS	\$ 343,469.00	\$ 26,420.69	\$ 8,301.25	\$ 250,996.58	\$ 188,990.75	\$ 62,005.83	25%
43	Safety Incentive Program	\$ 8,800.00	\$ 733.33	\$ -	\$ 5,866.67	\$ 12,300.00	\$ (6,433.33)	-110%
44	Workers' Comp	\$ 350,000.00	\$ 29,166.67	\$ 21,625.00	\$ 233,333.33	\$ 194,628.00	\$ 38,705.33	17%
45	Other Employee Exp.	\$ 21,567.00	\$ 1,797.25	\$ 3,928.03	\$ 14,378.00	\$ 29,081.11	\$ (14,703.11)	-102%
46	Mileage	\$ 1,850.00	\$ 154.17	\$ -	\$ 1,233.33	\$ 197.50	\$ 1,035.83	84%
47	Uniforms	\$ 16,152.00	\$ 1,346.00	\$ 31.75	\$ 10,768.00	\$ 1,489.46	\$ 9,278.54	86%
48	Outside Services	\$ 16,635.00	\$ 1,386.25	\$ -	\$ 11,090.00	\$ 11,784.74	\$ (694.74)	-6%
49	Tel/Cell/Internet/Fax	\$ 32,638.00	\$ 2,719.83	\$ 2,994.54	\$ 21,758.67	\$ 25,024.09	\$ (3,265.42)	-15%
50	Radio Expense	\$ 11,869.00	\$ 989.08	\$ -	\$ 7,912.67	\$ 5,606.81	\$ 2,305.86	29%
51	Fuel	\$ 192,506.00	\$ 16,042.17	\$ 41,515.42	\$ 128,337.33	\$ 321,472.18	\$ (193,134.85)	-150%
52	Trainings/Meetings	\$ 4,400.00	\$ 366.67	\$ 299.00	\$ 2,933.33	\$ 2,039.00	\$ 894.33	30%
53	Insurance	\$ 389,447.00	\$ 32,453.92	\$ (250.00)	\$ 259,631.33	\$ 267,484.51	\$ (7,853.18)	-3%
54	Deferred Comp Match	\$ 48,780.00	\$ 3,752.31	\$ 3,629.24	\$ 35,646.92	\$ 36,592.39	\$ (945.47)	-3%
55	Total Operations	\$ 3,365,945.00	\$ 268,476.47	\$ 212,622.13	\$ 2,364,152.82	\$ 2,346,646.03	\$ 17,506.79	1%
56	Grand Total of Op Exp	\$ 4,735,750.00	\$ 378,645.10	\$ 346,992.41	\$ 3,379,561.22	\$ 3,243,362.93	\$ 136,198.29	4%

BASIN TRANSIT
Statement of Income
03/31/23

Other Revenue			MARCH		YTD Bdgt	YTD Actual		
1	Interest	\$ 752.00	\$ 62.67	\$ 28.18	\$ 564.00	\$ 13,773.17	\$ 13,209.17	2342%
2	Other Revenue	\$ 2,400.00	\$ 200.00	\$ 550.65	\$ 1,800.00	\$ 2,770.87	\$ 970.87	54%
3	CNG Fuel	\$ 38,127.00	\$ 3,177.25	\$ 3,852.93	\$ 28,595.25	\$ 39,535.79	\$ 10,940.54	38%
4	Renewable Gas Credits	\$ -	\$ -	\$ 1,733.33	\$ -	\$ 27,728.39	\$ 27,728.39	100%
5	Insurance	\$ -	\$ -	\$ -	\$ -	\$ 3,701.15	\$ 3,701.15	100%
6	Gain on Sale of Assets	\$ -	\$ -	\$ -	\$ -	\$ 4,625.00	\$ 4,625.00	100%
7	Total Other Revenue	\$ 41,279.00	\$ 3,439.92	\$ 6,165.09	\$ 30,959.25	\$ 92,134.37	\$ 61,175.12	198%
Passenger Fares			MARCH		YTD Bdgt	YTD Actual		
8	Fixed Route	\$ 147,200.00	\$ 12,266.67	\$ 30,912.58	\$ 110,400.00	\$ 150,014.34	\$ 39,614.34	36%
9	Ready Ride	\$ 46,000.00	\$ 3,833.33	\$ 8,402.47	\$ 34,500.00	\$ 14,422.92	\$ (20,077.08)	-58%
10	Palm Spr./Palm Des.	\$ 20,700.00	\$ 1,725.00	\$ 7,194.53	\$ 15,525.00	\$ 46,850.32	\$ 31,325.32	202%
11	Office Passes	\$ 16,100.00	\$ 1,341.67	\$ 168.00	\$ 12,075.00	\$ 19,812.50	\$ 7,737.50	64%
12	Total Fare Revenue	\$ 230,000.00	\$ 19,166.67	\$ 46,677.58	\$ 172,500.00	\$ 231,100.08	\$ 58,600.08	34%
Current Support Funding - Operations				Received	Prior FY	Received	Balance Due	
13	Local Transit Funds	\$ 3,688,070.00				\$ 2,766,052.50	\$ 922,017.50	
14	Section 5311 Operating Asst	\$ 579,901.00				\$ -	\$ 579,901.00	
15	Measure I	\$ 156,500.00		\$ 17,130.72		\$ 123,449.19	\$ 33,050.81	
15	Section 5311 COVID-19 Stimulus	\$ -				\$ 1,682,942.00	\$ -	
16	AB 2766	\$ 40,000.00				\$ 40,000.00	\$ -	
17	Total Sup. Fund.Ops	\$4,464,471.00		\$ 17,130.72		\$ 4,612,443.69	\$ 1,534,969.31	
18	Total Operating Revenues	\$ 4,735,750.00		\$ 69,973.39		\$ 4,935,678.14	\$ 1,654,744.51	
Prior Year Support Funding - Operations			Grant Amt	Received	Prior FY	Received	Balance Due	
19	Section 5311 Operating Asst FY21	\$ 437,331.00				\$ 437,331.00	\$ -	
20	Section 5311 Operating Asst FY22	\$ 568,530.00					\$ 568,530.00	
21	Total Prior Year Operating Revenues	\$ 1,005,861.00	\$ -	\$ -	\$ -	\$ 437,331.00	\$ 568,530.00	
Current Year Capital Funding - Capital			Grant Amt	Received	Prior FY	Received	Balance Due	
22	Operations Support Equip	STA FY23	\$ 40,000.00			\$ 26,074.93	\$ 13,925.07	
23	Engine Overhauls	STA FY23	\$ 25,000.00				\$ 25,000.00	
24	Vehicle Replacements	LTF FY23	\$ 1,079,970.00				\$ 1,079,970.00	
25	CNG Compressor	LTF FY23	\$ 650,000.00				\$ 650,000.00	
26	Facilities	STA/LTF	\$ 150,000.00	\$ 25,185.00		\$ 25,185.00	\$ 124,815.00	
27	MBTA Branding	LTF FY23	\$ 310,000.00	\$ 137,207.77		\$ 137,207.77	\$ 172,792.23	
28	Video Surveillance	LTF FY23	\$ 190,000.00					
29	Zero Emission Projects	LTF/LCTOP	\$ 287,137.00			\$ 24,060.00	\$ 263,077.00	
30	Bus Stop Improvements	STA/SGR/LTF/LCTOP	\$ 357,252.00	\$ 46,772.60		\$ 226,012.60	\$ 131,239.40	
31	Total Current Capital Funding		\$ 3,089,359.00	\$ 209,165.37	\$ -	\$ 438,540.30	\$ 2,460,818.70	
Prior Year Capital Funding - Capital			Grant Amt	Received	Prior FY	Received	Balance Due	
32	29Palms CNG Station	LTF FY18	\$ 130,000.00				\$ 130,000.00	
33	Add'l Bus Stop Improv	STA FY15 Realloc.	\$ 3,467.65			\$ 3,467.65	\$ -	
34	AVL/GPS Equipment	STA FY17	\$ 6,000.00				\$ 6,000.00	
35	AVL/GPS Equipment	STA FY19	\$ 85,000.00				\$ 85,000.00	
36	Bus Stop Improvements	STA FY22	\$ 17,403.00				\$ 17,403.00	
37	Bus Stop Improvements	STA FY19	\$ 70,000.00			\$ 16,473.85	\$ 53,526.15	
38	Bus Wash System	STA FY20	\$ 67,950.00				\$ 67,950.00	
39	Bus Wash System	STA FY21	\$ 7,500.00				\$ 7,500.00	
40	Class H Replacement Vehicles	CMAQ FY21	\$ 1,214,400.00				\$ 1,214,400.00	
41	Cost Allocation Study	STA FY19	\$ 2,519.00				\$ 2,519.00	
42	Engine Overhauls	LTF FY18	\$ 56,250.00			\$ 140.20	\$ 56,109.80	
43	Engine Overhauls	STA FY19	\$ 12,254.81			\$ 12,254.81	\$ -	
44	Engine Overhauls	STA FY20	\$ 25,000.00			\$ 787.61	\$ 24,212.39	
45	Engine Overhauls	SGR FY22	\$ 6,478.59			\$ 6,478.59	\$ -	
46	Facility Facelift Repairs	SGR FY22	\$ 7,304.10			\$ 7,304.00	\$ 0.10	
47	Fare Media Structure	STA FY21	\$ 50,000.00				\$ 50,000.00	
48	JT Facility Upgrade	STA/LTF FY16	\$ 3,614.63			\$ 3,614.63	\$ -	
49	Landscape & Lighting	STA FY11 Realloc.	\$ 1,223.00			\$ 1,223.00	\$ -	
50	MBTA Rebranding	LTF FY18 Realloc.	\$ 83,293.00	\$ 52,591.06		\$ 83,293.00	\$ -	
51	Operations Support Equip	STA FY22	\$ 16,785.05			\$ 16,785.05	\$ -	
52	REI Equipment	LTF FY15 Realloc.	\$ 760.00				\$ 760.00	
53	Shop Equipment	SGR FY22	\$ 3,135.77			\$ 3,136.00	\$ (0.23)	
54	Shop Vehicle Replacement	SGR FY22	\$ 3,868.41			\$ 3,868.41	\$ -	
55	Short Range Transit Plan	STA FY19	\$ 19,229.80				\$ 19,229.80	
56	Staff Vehicles Replacemen	STA FY20	\$ 187.32				\$ 187.32	
57	Vehicle Replacements	STA FY22 / CMAQ	\$ 287,076.00				\$ 287,076.00	
58	Vehicles: 1 Class E	STA FY19	\$ 65,982.05				\$ 65,982.05	
59	Video Surveillance	LTF FY18	\$ 20,000.00				\$ 20,000.00	
60	Total Prior Capital Funding		\$2,266,682.18	\$52,591.06	\$0.00	\$158,826.80	\$2,107,855.38	

FY 22/23 Procurement Budget		Grant Amt	Sent	Received	Sent	Received	Balance Due
61	Procurement Bid Income	\$ 225,000.00		\$ 29,700.41		\$ 115,850.20	\$ 109,149.80
62	Procurement Bid Expenses	\$ (145,665.00)	\$ 8,480.00		\$ 126,127.92		\$ (19,537.08)
63	TAG Program	\$ (50,000.00)			\$ 83,992.50		\$ 33,992.50
64	FY 19/20 29 Palms Land	\$ (265,000.00)					\$ (265,000.00)
65	Total Procurement Budget		\$ 8,480.00	\$ 29,700.41	\$ 210,120.42	\$ 115,850.20	\$ (94,270.22)

FY 22/23 TREP Budget		Grant Amt	Sent	Received	Sent	Received	Balance Due
66	5310 TREP Revenue	\$ 114,526.00		\$ 20,115.66		\$ 76,077.07	\$ 38,448.93
67	Program Administrator	\$ (1,553.00)	\$ 84.66		\$ 761.95		\$ (791.05)
68	Client Relations Clerk	\$ (43,672.00)	\$ 3,359.40		\$ 33,655.08		\$ (10,016.92)
69	Mileage Reimbursements	\$ (69,300.00)	\$ 2,515.53		\$ 24,678.98		\$ (44,621.02)
70	Total TREP Funding	\$ 1.00	\$ 5,959.59	\$ 20,115.66	\$ 59,096.01	\$ 76,077.07	\$ 55,429.99

BASIN TRANSIT
Statement of Expenditures - Cash Basis
During Fiscal Year ending 06/31/23
For Period Ending 02/28/23

Line	Administrative Exp.	FY 22/23	FEBRUARY		Year to Date		Year to Date	%
		Budget	Budget	Actual	Budget	Actual		
1	Mgmt. Salaries	\$ 132,075.00	\$ 10,159.62	\$ 12,700.00	\$ 86,356.73	\$ 87,849.25	\$ (1,492.52)	-2%
2	Office Salaries	\$ 137,236.00	\$ 10,556.62	\$ 9,591.87	\$ 89,731.23	\$ 79,107.13	\$ 10,624.10	12%
3	Board Members	\$ 6,300.00	\$ 525.00	\$ -	\$ 4,200.00	\$ 2,400.00	\$ 1,800.00	43%
4	Payroll Taxes	\$ 7,888.00	\$ 606.77	\$ 107.55	\$ 5,157.54	\$ 4,228.46	\$ 929.08	18%
5	Health & Welfare	\$ 60,441.00	\$ 5,036.75	\$ 4,466.95	\$ 40,294.00	\$ 42,187.18	\$ (1,893.18)	-5%
6	Retirement: PERS	\$ 42,579.00	\$ 3,275.31	\$ 3,400.47	\$ 27,840.12	\$ 31,483.09	\$ (3,642.97)	-13%
7	Mileage	\$ 5,000.00	\$ 416.67	\$ 291.48	\$ 3,333.33	\$ 2,487.46	\$ 845.87	25%
8	Outside Services	\$ 37,425.00	\$ 3,118.75	\$ 2,246.65	\$ 24,950.00	\$ 16,929.52	\$ 8,020.48	32%
9	Prof. Fees	\$ 64,676.00	\$ 5,389.67	\$ 693.00	\$ 43,117.33	\$ 16,323.40	\$ 26,793.93	62%
10	Leases/Rents	\$ 1,428.00	\$ 119.00	\$ -	\$ 952.00	\$ -	\$ 952.00	100%
11	Utilities	\$ 120,840.00	\$ 10,070.00	\$ 6,682.29	\$ 80,560.00	\$ 85,575.26	\$ (5,015.26)	-6%
12	Marketing/Promotions	\$ 40,493.00	\$ 3,374.42	\$ 1,076.00	\$ 26,995.33	\$ 21,879.48	\$ 5,115.85	19%
13	Office Supplies	\$ 16,882.00	\$ 1,406.83	\$ 2,485.75	\$ 11,254.67	\$ 9,038.20	\$ 2,216.47	20%
14	Postage	\$ 2,400.00	\$ 200.00	\$ 117.99	\$ 1,600.00	\$ 1,091.10	\$ 508.90	32%
15	Printing/Reproduction	\$ 36,214.00	\$ 3,017.83	\$ 185.86	\$ 24,142.67	\$ 2,171.91	\$ 21,970.76	91%
16	Training/Meetings	\$ 14,831.00	\$ 1,235.92	\$ 999.92	\$ 9,887.33	\$ 12,319.37	\$ (2,432.04)	-25%
17	Total Administrative	\$ 726,708.00	\$ 58,509.14	\$ 45,045.78	\$ 480,372.28	\$ 415,070.81	\$ 65,301.47	14%
Maintenance Expense								
18	Mechanic Salaries	\$ 178,684.00	\$ 13,744.92	\$ 13,361.47	\$ 116,831.85	\$ 111,318.46	\$ 5,513.39	5%
19	Misc. Work/Salaries	\$ 97,521.00	\$ 7,501.62	\$ 7,265.90	\$ 63,763.73	\$ 56,797.41	\$ 6,966.32	11%
20	Payroll Taxes	\$ 4,211.00	\$ 323.92	\$ 476.23	\$ 2,753.35	\$ 3,270.23	\$ (516.88)	-19%
21	Health & Welfare	\$ 29,364.00	\$ 2,447.00	\$ 1,567.56	\$ 19,576.00	\$ 12,791.02	\$ 6,784.98	35%
22	Retirement: PERS	\$ 20,964.00	\$ 1,612.62	\$ 891.56	\$ 13,707.23	\$ 8,847.01	\$ 4,860.22	35%
23	Uniforms	\$ 2,500.00	\$ 208.33	\$ 200.79	\$ 1,666.67	\$ 2,480.12	\$ (813.45)	-49%
24	Outside Services	\$ 34,431.00	\$ 2,869.25	\$ 1,980.57	\$ 22,954.00	\$ 33,249.35	\$ (10,295.35)	-45%
25	Parts	\$ 41,329.00	\$ 3,444.08	\$ 4,630.29	\$ 27,552.67	\$ 39,418.79	\$ (11,866.12)	-43%
26	Fluids	\$ 15,259.00	\$ 1,271.58	\$ 3,611.48	\$ 10,172.67	\$ 11,720.13	\$ (1,547.46)	-15%
27	Tires	\$ 55,000.00	\$ 4,583.33	\$ 6,125.22	\$ 36,666.67	\$ 40,513.76	\$ (3,847.09)	-10%
28	Accident Repair	\$ 26,369.00	\$ 2,197.42	\$ -	\$ 17,579.33	\$ (26,542.49)	\$ 44,121.82	251%
29	Tools	\$ 1,500.00	\$ 125.00	\$ -	\$ 1,000.00	\$ 462.06	\$ 537.94	54%
30	Consulting	\$ 1,606.00	\$ 133.83	\$ 720.00	\$ 1,070.67	\$ 720.00	\$ 350.67	33%
31	Shop Supplies	\$ 2,000.00	\$ 166.67	\$ 53.90	\$ 1,333.33	\$ 2,372.62	\$ (1,039.29)	-78%
32	Facility Supplies	\$ 7,527.00	\$ 627.25	\$ 223.18	\$ 5,018.00	\$ 3,394.97	\$ 1,623.03	32%
33	Training/Meetings	\$ 6,174.00	\$ 514.50	\$ -	\$ 4,116.00	\$ 112.61	\$ 4,003.39	97%
34	Shelter Maintenance	\$ 2,784.00	\$ 232.00	\$ -	\$ 1,856.00	\$ -	\$ 1,856.00	100%
35	CNG Stations Maint.	\$ 115,874.00	\$ 9,656.17	\$ 4,308.62	\$ 77,249.33	\$ 46,141.97	\$ 31,107.36	40%
36	Total Maintenance	\$ 643,097.00	\$ 51,659.49	\$ 45,416.77	\$ 424,867.49	\$ 347,068.02	\$ 77,799.47	18%
Operations Expense								
37	Mgmt/Supv Salaries	\$ 160,993.00	\$ 12,384.08	\$ 12,335.92	\$ 105,264.65	\$ 102,427.29	\$ 2,837.36	3%
38	Operator Wages	\$ 1,073,545.00	\$ 82,580.38	\$ 78,190.66	\$ 701,933.27	\$ 701,846.61	\$ 86.66	0%
39	Dispatch Wages	\$ 213,418.00	\$ 16,416.77	\$ 20,086.99	\$ 139,542.54	\$ 148,440.86	\$ (8,898.32)	-6%
40	Payroll Taxes	\$ 34,751.00	\$ 2,673.15	\$ 3,236.97	\$ 22,721.81	\$ 18,879.63	\$ 3,842.18	17%
41	Health & Welfare	\$ 445,125.00	\$ 37,093.75	\$ 19,847.30	\$ 296,750.00	\$ 147,813.20	\$ 148,936.80	50%
42	Retirement: PERS	\$ 343,469.00	\$ 26,420.69	\$ 8,313.43	\$ 224,575.88	\$ 180,689.50	\$ 43,886.38	20%
43	Safety Incentive Program	\$ 8,800.00	\$ 733.33	\$ 4,000.00	\$ 5,866.67	\$ 12,300.00	\$ (6,433.33)	-110%
44	Workers' Comp	\$ 350,000.00	\$ 29,166.67	\$ 21,625.00	\$ 233,333.33	\$ 173,003.00	\$ 60,330.33	26%
45	Other Employee Exp.	\$ 21,567.00	\$ 1,797.25	\$ 917.56	\$ 14,378.00	\$ 25,153.08	\$ (10,775.08)	-75%
46	Mileage	\$ 1,850.00	\$ 154.17	\$ -	\$ 1,233.33	\$ 197.50	\$ 1,035.83	84%
47	Uniforms	\$ 16,152.00	\$ 1,346.00	\$ 66.93	\$ 10,768.00	\$ 1,665.50	\$ 9,102.50	85%
48	Outside Services	\$ 16,635.00	\$ 1,386.25	\$ 100.00	\$ 11,090.00	\$ 11,784.74	\$ (694.74)	-6%
49	Tel/Cell/Internet/Fax	\$ 32,638.00	\$ 2,719.83	\$ 2,173.13	\$ 21,758.67	\$ 22,029.55	\$ (270.88)	-1%
50	Radio Expense	\$ 11,869.00	\$ 989.08	\$ 765.53	\$ 7,912.67	\$ 5,606.81	\$ 2,305.86	29%
51	Fuel	\$ 192,506.00	\$ 16,042.17	\$ 71,118.45	\$ 128,337.33	\$ 279,956.76	\$ (151,619.43)	-118%
52	Trainings/Meetings	\$ 4,400.00	\$ 366.67	\$ -	\$ 2,933.33	\$ 1,740.00	\$ 1,193.33	41%
53	Insurance	\$ 389,447.00	\$ 32,453.92	\$ (250.00)	\$ 259,631.33	\$ 267,734.51	\$ (8,103.18)	-3%
54	Deferred Comp Match	\$ 48,780.00	\$ 3,752.31	\$ 3,729.24	\$ 31,894.62	\$ 32,963.15	\$ (1,068.53)	-3%
55	Total Operations	\$ 3,365,945.00	\$ 268,476.47	\$ 246,257.11	\$ 2,219,925.44	\$ 2,134,231.69	\$ 85,693.75	4%
56	Grand Total of Op Exp	\$ 4,735,750.00	\$ 378,645.10	\$ 336,719.66	\$ 3,125,165.21	\$ 2,896,370.52	\$ 228,794.69	7%

BASIN TRANSIT
Statement of Income
02/28/23

Other Revenue			FEBRUARY		YTD Bdgt	YTD Actual		
1	Interest	\$ 752.00	\$ 62.67	\$ 28.11	\$ 501.33	\$ 13,744.99	\$ 13,243.66	2642%
2	Other Revenue	\$ 2,400.00	\$ 200.00	\$ 200.00	\$ 1,600.00	\$ 2,220.22	\$ 620.22	39%
3	CNG Fuel	\$ 38,127.00	\$ 3,177.25	\$ 2,322.26	\$ 25,418.00	\$ 35,682.86	\$ 10,264.86	40%
4	Renewable Gas Credits	\$ -	\$ -	\$ 3,319.43	\$ -	\$ 25,995.06	\$ 25,995.06	100%
5	Insurance	\$ -	\$ -	\$ -	\$ -	\$ 3,701.15	\$ 3,701.15	100%
6	Gain on Sale of Assets	\$ -	\$ -	\$ -	\$ -	\$ 4,625.00	\$ 4,625.00	100%
7	Total Other Revenue	\$ 41,279.00	\$ 3,439.92	\$ 5,869.80	\$ 27,519.33	\$ 85,969.28	\$ 58,449.95	212%
Passenger Fares			FEBRUARY		YTD Bdgt	YTD Actual		
8	Fixed Route	\$ 147,200.00	\$ 12,266.67	\$ 17,763.49	\$ 98,133.33	\$ 119,101.76	\$ 20,968.43	21%
9	Ready Ride	\$ 46,000.00	\$ 3,833.33	\$ 645.30	\$ 30,666.67	\$ 6,020.45	\$ (24,646.22)	-80%
10	Palm Spr./Palm Des.	\$ 20,700.00	\$ 1,725.00	\$ 4,947.03	\$ 13,800.00	\$ 39,655.79	\$ 25,855.79	187%
11	Office Passes	\$ 16,100.00	\$ 1,341.67	\$ 168.00	\$ 10,733.33	\$ 19,644.50	\$ 8,911.17	83%
12	Total Fare Revenue	\$ 230,000.00	\$ 19,166.67	\$ 23,523.82	\$ 153,333.33	\$ 184,422.50	\$ 31,089.17	20%
Current Support Funding - Operations				Received	Prior FY	Received	Balance Due	
13	Local Transit Funds	\$ 3,688,070.00				\$ 2,766,052.50	\$ 922,017.50	
14	Section 5311 Operating Asst	\$ 579,901.00				\$ -	\$ 579,901.00	
15	Measure I	\$ 156,500.00				\$ 106,318.47	\$ 50,181.53	
15	Section 5311 COVID-19 Stimulus	\$ -				\$ 1,682,942.00	\$ -	
16	AB 2766	\$ 40,000.00				\$ 40,000.00	\$ -	
17	Total Sup. Fund.Ops	\$4,464,471.00		\$ -		\$ 4,595,312.97	\$ 1,552,100.03	
18	Total Operating Revenues	\$ 4,735,750.00		\$ 29,393.62		\$ 4,865,704.75	\$ 1,641,639.14	
Prior Year Support Funding - Operations			Grant Amt	Received	Prior FY	Received	Balance Due	
19	Section 5311 Operating Asst FY21	\$ 437,331.00				\$ 437,331.00	\$ -	
20	Section 5311 Operating Asst FY22	\$ 568,530.00					\$ 568,530.00	
21	Total Prior Year Operating Revenues	\$ 1,005,861.00	\$ -	\$ -	\$ -	\$ 437,331.00	\$ 568,530.00	
Current Year Capital Funding - Capital			Grant Amt	Received	Prior FY	Received	Balance Due	
22	Operations Support Equip	STA FY23	\$ 40,000.00	\$ 25,362.50		\$ 26,074.93	\$ 13,925.07	
23	Engine Overhauls	STA FY23	\$ 25,000.00				\$ 25,000.00	
24	Vehicle Replacements	LTF FY23	\$ 1,079,970.00				\$ 1,079,970.00	
25	CNG Compressor	LTF FY23	\$ 650,000.00				\$ 650,000.00	
26	Facilities	STA/LTF	\$ 150,000.00				\$ 150,000.00	
27	MBTA Branding	LTF FY23	\$ 500,000.00				\$ 500,000.00	
28	Zero Emission Projects	LTF/LCTOP	\$ 287,137.00			\$ 24,060.00	\$ 263,077.00	
29	Bus Stop Improvements	STA/SGR/LTF/LCTOP	\$ 357,252.00			\$ 179,240.00	\$ 178,012.00	
30	Total Current Capital Funding		\$ 3,089,359.00	\$ 25,362.50	\$ -	\$ 229,374.93	\$ 2,859,984.07	
Prior Year Capital Funding - Capital			Grant Amt	Received	Prior FY	Received	Balance Due	
31	29Palms CNG Station	LTF FY18	\$ 130,000.00				\$ 130,000.00	
32	Add'l Bus Stop Improv	STA FY15 Realloc.	\$ 3,467.65			\$ 3,467.65	\$ -	
33	AVL/GPS Equipment	STA FY17	\$ 6,000.00				\$ 6,000.00	
34	AVL/GPS Equipment	STA FY19	\$ 85,000.00				\$ 85,000.00	
35	Bus Stop Improvements	STA FY22	\$ 17,403.00				\$ 17,403.00	
36	Bus Stop Improvements	STA FY19	\$ 70,000.00			\$ 16,473.85	\$ 53,526.15	
37	Bus Wash System	STA FY20	\$ 67,950.00				\$ 67,950.00	
38	Bus Wash System	STA FY21	\$ 7,500.00				\$ 7,500.00	
39	Class H Replacement Vehicles	CMAQ FY21	\$ 1,214,400.00				\$ 1,214,400.00	
40	Cost Allocation Study	STA FY19	\$ 2,519.00				\$ 2,519.00	
41	Engine Overhauls	LTF FY18	\$ 56,250.00			\$ 140.20	\$ 56,109.80	
42	Engine Overhauls	STA FY19	\$ 12,254.81	\$ 12,254.81		\$ 12,254.81	\$ -	
43	Engine Overhauls	STA FY20	\$ 25,000.00	\$ 787.61		\$ 787.61	\$ 24,212.39	
44	Engine Overhauls	SGR FY22	\$ 6,478.59			\$ 6,478.59	\$ -	
45	Facility Facelift Repairs	SGR FY22	\$ 7,304.10			\$ 7,304.00	\$ 0.10	
46	Fare Media Structure	STA FY21	\$ 50,000.00				\$ 50,000.00	
47	JT Facility Upgrade	STA/LTF FY16	\$ 3,614.63			\$ 3,614.63	\$ -	
48	Landscape & Lighting	STA FY11 Realloc.	\$ 1,223.00			\$ 1,223.00	\$ -	
49	MBTA Rebranding	LTF FY18 Realloc.	\$ 83,293.00			\$ 30,701.94	\$ 52,591.06	
50	Operations Support Equip	STA FY22	\$ 16,785.05			\$ 16,785.05	\$ -	
51	REI Equipment	LTF FY15 Realloc.	\$ 760.00				\$ 760.00	
52	Shop Equipment	SGR FY22	\$ 3,135.77			\$ 3,136.00	\$ (0.23)	
53	Shop Vehicle Replacement	SGR FY22	\$ 3,868.41			\$ 3,868.41	\$ -	
54	Short Range Transit Plan	STA FY19	\$ 19,229.80				\$ 19,229.80	
55	Staff Vehicles Replacemen	STA FY20	\$ 187.32				\$ 187.32	
56	Vehicle Replacements	STA FY22 / CMAQ	\$ 287,076.00				\$ 287,076.00	
57	Vehicles: 1 Class E	STA FY19	\$ 65,982.05				\$ 65,982.05	
58	Video Surveillance	LTF FY18	\$ 20,000.00				\$ 20,000.00	
59	Total Prior Capital Funding		\$2,266,682.18	\$13,042.42	\$0.00	\$106,235.74	\$2,160,446.44	

FY 22/23 Procurement Budget		Grant Amt	Sent	Received	Sent	Received	Balance Due
60	Procurement Bid Income	\$ 225,000.00		\$ 3,604.21		\$ 86,149.79	\$ 138,850.21
61	Procurement Bid Expenses	\$ (145,665.00)	\$ 8,480.00		\$ 117,647.92		\$ (28,017.08)
62	TAG Program	\$ (50,000.00)			\$ 83,992.50		\$ 33,992.50
63	FY 19/20 29 Palms Land	\$ (265,000.00)					\$ (265,000.00)
64	Total Procurement Budget		\$ 8,480.00	\$ 3,604.21	\$ 201,640.42	\$ 86,149.79	\$ (115,490.63)

FY 22/23 TREP Budget		Grant Amt	Sent	Received	Sent	Received	Balance Due
65	5310 TREP Revenue	\$ 114,526.00				\$ 55,961.41	\$ 58,564.59
66	Program Administrator	\$ (1,553.00)	\$ 42.33		\$ 677.29		\$ (875.71)
67	Client Relations Clerk	\$ (43,672.00)	\$ 3,359.40		\$ 30,295.68		\$ (13,376.32)
68	Mileage Reimbursements	\$ (69,300.00)	\$ 2,598.06		\$ 22,163.45		\$ (47,136.55)
69	Total TREP Funding	\$ 1.00	\$ 5,999.79	\$ -	\$ 53,136.42	\$ 55,961.41	\$ 61,389.58

BASIN TRANSIT

TO: Board of Directors
FROM: Michal Brock, Office Manager
DATE: May 25, 2023

RE: Taxi Reports

February

Cab Companies: 2
Registered Cabs: 3
Registered Drivers: 4

New Driver Permits: 1
Permit Renewals: 2
Denied Applications: 0

March

Cab Companies: 2
Registered Cabs: 3
Registered Drivers: 4

New Driver Permits: 0
Permit Renewals: 1
Denied Applications: 0

Year-to-Date Taxi Administration Financial Summary

- As of March 31, 2023, expenditures are \$1,421.38 or 17% below the FYTD budget.
- As of March 31, 2023, revenues are \$845.00 or 19% below the FYTD budget.
- The net FYTD operating gain (loss) after expenses is (\$3,458.62).

STAFF RECOMMENDATION: RECEIVE AND FILE

MORONGO BASIN TRANSIT AUTHORITY
TAXI ADMINISTRATION

Statement of Expenditures
During Fiscal Year ending 6/30/23
For Period ending 3/31/2023

Line		FY 22/23	MONTH	MARCH	Year to Date		Year to Date	
		Budget	Budget	Actual	Budget	Actual	Variance	%
	Administrative Exp.							
1	Legal Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
2	Insurance	\$ 3,000.00	\$ 250.00	\$ 250.00	\$ 2,250.00	\$ 2,500.00	\$ 250.00	11%
3	Taxicab Administrator	\$ 2,500.00	\$ 208.33	\$ -	\$ 1,875.00	\$ 872.83	\$ (1,002.17)	-53%
4	Office Clerk	\$ 2,500.00	\$ 208.33	\$ 267.79	\$ 1,875.00	\$ 1,154.99	\$ (720.01)	-38%
5	Drug & Alcohol Testing	\$ 200.00	\$ 16.67	\$ 69.80	\$ 150.00	\$ 129.80	\$ (20.20)	-13%
6	Background Checks	\$ 200.00	\$ 16.67	\$ -	\$ 150.00	\$ 32.00	\$ (118.00)	-79%
7	Printing/Office/Meters	\$ 400.00	\$ 33.33	\$ 11.00	\$ 300.00	\$ 289.00	\$ (11.00)	-4%
8	Rent & Utilities	\$ 2,400.00	\$ 200.00	\$ 200.00	\$ 1,800.00	\$ 2,000.00	\$ 200.00	11%
9	Total Administrative Exp.	\$ 11,200.00	\$ 933.33	\$ 798.59	\$ 8,400.00	\$ 6,978.62	\$ (1,421.38)	-17%

MORONGO BASIN TRANSIT AUTHORITY
TAXI ADMINISTRATION
Statement of Income

Line		FY 22/23	MONTH	MARCH	Year to Date		Variance	%
		Budget	Budget	Actual	Budget	Actual		
	REVENUE							
10	Driver Permit Fees	\$ 500.00	\$ 41.67	\$ -	\$ 375.00	\$ 300.00	\$ (75.00)	-20%
12	Vehicles Permit Fees	\$ 4,800.00	\$ 400.00	\$ 440.00	\$ 3,600.00	\$ 3,040.00	\$ (560.00)	-16%
13	Driver Renewal Fees	\$ 420.00	\$ 35.00	\$ 120.00	\$ 315.00	\$ 180.00	\$ (135.00)	-43%
14	Transfer Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
15	Fines	\$ 100.00	\$ 8.33	\$ -	\$ 75.00	\$ -	\$ (75.00)	-100%
16	TOTAL REVENUE	\$ 5,820.00	\$ 485.00	\$ 560.00	\$ 4,365.00	\$ 3,520.00	\$ (845.00)	-19%

\$ (3,458.62)

MORONGO BASIN TRANSIT AUTHORITY
TAXI ADMINISTRATION

Statement of Expenditures
During Fiscal Year ending 6/30/23
For Period ending 2/28/2023

Line		FY 22/23	MONTH	FEBRUARY	Year to Date		Year to Date	
		Budget	Budget	Actual	Budget	Actual	Variance	%
	Administrative Exp.							
1	Legal Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
2	Insurance	\$ 3,000.00	\$ 250.00	\$ 250.00	\$ 2,000.00	\$ 2,250.00	\$ 250.00	13%
3	Taxicab Administrator	\$ 2,500.00	\$ 208.33	\$ 204.96	\$ 1,666.67	\$ 872.83	\$ (793.84)	-48%
4	Office Clerk	\$ 2,500.00	\$ 208.33	\$ 161.31	\$ 1,666.67	\$ 887.20	\$ (779.47)	-47%
5	Drug & Alcohol Testing	\$ 200.00	\$ 16.67	\$ -	\$ 133.33	\$ 60.00	\$ (73.33)	-55%
6	Background Checks	\$ 200.00	\$ 16.67	\$ -	\$ 133.33	\$ 32.00	\$ (101.33)	-76%
7	Printing/Office/Meters	\$ 400.00	\$ 33.33	\$ 36.00	\$ 266.67	\$ 278.00	\$ 11.33	4%
8	Rent & Utilities	\$ 2,400.00	\$ 200.00	\$ 200.00	\$ 1,600.00	\$ 1,800.00	\$ 200.00	13%
9	Total Administrative Exp.	\$ 11,200.00	\$ 933.33	\$ 852.27	\$ 7,466.67	\$ 6,180.03	\$ (1,286.64)	-17%

MORONGO BASIN TRANSIT AUTHORITY
TAXI ADMINISTRATION
Statement of Income

Line		FY 22/23	MONTH	FEBRUARY	Year to Date		Variance	%
		Budget	Budget	Actual	Budget	Actual		
	REVENUE							
10	Driver Permit Fees	\$ 500.00	\$ 41.67	\$ 100.00	\$ 333.33	\$ 300.00	\$ (33.33)	-10%
12	Vehicles Permit Fees	\$ 4,800.00	\$ 400.00	\$ 200.00	\$ 3,200.00	\$ 2,600.00	\$ (600.00)	-19%
13	Driver Renewal Fees	\$ 420.00	\$ 35.00	\$ 60.00	\$ 280.00	\$ 60.00	\$ (220.00)	-79%
14	Transfer Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
15	Fines	\$ 100.00	\$ 8.33	\$ -	\$ 66.67	\$ -	\$ (66.67)	-100%
16	TOTAL REVENUE	\$ 5,820.00	\$ 485.00	\$ 360.00	\$ 3,880.00	\$ 2,960.00	\$ (920.00)	-24%

\$ (3,220.03)

BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: May 25, 2023

RE: General Manager's Report

STAFF RECOMMENDATION: RECEIVE AND FILE



General Manager's Report

April & May 2023

CAPITAL PROJECTS

- With Chair Wright's recommendation to look at a bus stop shelter in Twentynine Palms between Sunnyslope Drive and Two Mile Road, staff reviewed the bus stop improvement project list and found this stop to be down on the list due to low ridership. Staff will ensure our Short Range Transit Plan consultants review this bus stop more in-depth in 2024.
- An Indemnification Agreement will go to the City of Twentynine Palms Council regarding the City's use of the property after the transfer. Pursuant to Sections 3 and 5, the City will be responsible for the control and maintenance of the property and will indemnify Basin Transit for any claims. As it will assume control, the City will be responsible for any requisite signage notifying the public that it is private property.
- City of Twentynine Palms Public Works department installed asphalt gradings on the south side of the City Yard, where Basin Transit fuels buses. Staff requested this to prevent drivers from tripping on rugged ground.
- Began discussions with Stantec Consulting Services to get an estimate that would allow them to do an analysis for zero-emission infrastructure and assist Basin Transit in creating an RFP. Reb Guthrie with Stantec Consulting Services was also the consultant who did the specs for the CNG stations that were constructed.

ACTIVITIES

- Staff attended the Morongo Basin Healthcare District and the Town of Yucca Valley's Community Health & Resource Fair on May 6th.
- General Manager chaired the quarterly Public and Specialized Transportation Advisory and Coordination Council (PASTACC) meeting, which held the first Countywide annual public hearing to collect testimony regarding public transportation throughout San Bernardino.
- Two (2) new drivers were recently hired and already possess their Class B licenses and passenger endorsements.
- Walmart was able to give us a bus loading zone out front for our Ready Ride services.





PROCUREMENT

Vehicle purchases made with the Basin Transit's contract were made by Cities of Banning (2x), Delano, Fairfield, Santa Rosa, Redding and County of Kern, Monterey Salinas Transit, Golden Empire Transit, (Bakersfield), Eastern Contra Costa County. While orders are taking place at a fairly brisk pace, deliveries remain constrained.

The Federal Transit Administration (FTA) approved a request made by Basin Transit to add GM chassis vehicles to the existing small bus contract without going out to bid. The ZEB van project was supposed to have come to the Board this May but is delayed. We anticipate bringing this for approval at the next board meeting.

Planning for the large-size bus bid, including electric buses has commenced. The first step is gathering all the agency members and having them enter into a contract with us to participate. This is a significant undertaking that we plan to have done by Fall of 2023.

USE AND INDEMNIFICATION AGREEMENT

THIS USE AND INDEMNIFICATION AGREEMENT (“**Agreement**”) is made effective as of _____, 2023 (“**Effective Date**”), by and between the CITY OF TWENTYNINE PALMS, a California municipal corporation (“**City**”) and the MORONGO BASIN TRANSIT AUTHORITY, a joint powers authority (“**Basin Transit**”). City and Basin Transit are collectively referred to in this Agreement as the “**Parties**” and individually as a “**Party**.”

RECITALS

A. Basin Transit is the transit authority that serves the Morongo Basin in San Bernardino County pursuant to a joint power authority agreement between the City, the City of Yucca Valley, and San Bernardino County.

B. Basin Transit desires to build a transit center in the City (the “**Transit Center**”), upon property the Parties identified and believe will be suitable for such purpose (the “**Transit Center Properties**”). The Transit Center Properties are more particularly described as follows: Lots 71, 72, 73, 74, 80, 81 and 82, of Tract 2520, New Townsite Addition, in the City of Twentynine Palms, County of San Bernardino, State of California, as per Map recorded in Book 36, Page 17 of Maps, in the Office of the County Recorder of said County, having the following Accessor Parcel Numbers: 0617-104-06, 0617-104-07, 0617-104-08, 0617-104-09, 0617-104-15, 0617-104-16, and 0617-104-17.

C. Basin Transit does not intend to move forward with the proposed Transit Center project for several years.

D. Until such time as Basin Transit moves forward with the proposed Transit Center project, City desires to use the Transit Center Properties for public parking (“**Public Parking Land Use**”), and Basin Transit agrees to allow such use during that time provided this Agreement is executed and effective.

NOW, THEREFORE, Basin Transit and the City do hereby agree as follows:

1. **Incorporation of Recitals.** The recitals stated hereinabove are incorporated into this Agreement by this reference.

2. **Use of Transit Center Properties.** The City shall have the exclusive use of the Transit Center Properties for public parking during the duration of this Agreement. This Public Parking Land Use shall be at no cost to the City.

3. **Indemnification.** The City shall defend, indemnify, and hold harmless Basin Transit and its agents, officials, officers, and employees from and against any claim, action, or proceeding against Basin Transit or its agents, officials, officers, or employees related to the Public Parking Land Use, including without limitation, all damage, loss, or injury of any kind or nature whatever to persons or property. This defense and indemnification shall include the payment of all

reasonable attorneys' fees and costs incurred by or on behalf of Basin Transit in connection with the Public Parking Land Use.

Basin Transit will promptly notify the City of any claim, action, or proceeding and will cooperate fully in the defense thereof.

4. **Improvements.** The City shall make no improvements, alterations, or modifications to the Transit Center Properties without prior written approval of the General Manager of Basin Transit, who, as part of the approval of this Agreement by the governing board of Basin Transit, shall have such approval authority. Any approved improvements, alterations, or modifications capable of being removed, shall be removed by the City, at its sole cost and expense, upon the written request of Basin Transit.

5. **Control, Security, and Maintenance.** The City shall have operational control of the Transit Center Properties, consistent with their use for public parking. The City shall be responsible to secure the Transit Center Properties and maintain the Transit Center Properties in same or similar manner and condition as other City-owned public parking facilities.

6. **Termination.** Basin Transit may terminate this Agreement without cause upon five (5) days advance written notice to the City.

7. **Notice.** Any notice, request, approval or communication delivered by one Party to the other shall be in writing and delivered by one of the following methods: (a) personal delivery; or (b) reputable overnight commercial carrier or delivery service that provides a receipt with the time and date of delivery, addressed as follows:

To City: City of Twentynine Palms
 6136 Abode Road
 Twentynine Palms, CA 92277
 Attention: City Manager

To Basin Transit: Basin Transit
 62405 Verbena Road
 Joshua Tree, CA 92252
 Attention: General Manager

Any notice addressed to a Party set forth above in this Section will be deemed received and effective on the earlier of: (i) the date of delivery if personally delivered; or (ii) one (1) day following the receipt of such notice by the overnight carrier or delivery service from the sender, as shown on the sender's delivery invoice from such carrier or service, if delivered by commercial carrier or delivery service.

8. **Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. A signed copy of this Agreement delivered by facsimile, e-mail or other means of

electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

9. **Authorization and Understanding.** Having read and understood this Agreement, all persons signing below represent and warrant that they have been fully authorized to act on behalf of the Party for whom they are signing.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first above written.

CITY

City of Twentynine Palms,
a California municipal corporation

BASIN TRANSIT

Morongo Basin Transit Authority,
a joint powers authority

By:

Frank J. Luckino
City Manager

By:

Cheri Holsclaw
General Manager

BASIN TRANSIT

TO: Board of Directors
FROM: Matthew Atkins, Operations Manager
DATE: May 25, 2023

RE: Operations Report

STAFF RECOMMENDATION: RECEIVE AND FILE



Operations Report

May 25, 2023

PERSONNEL

Staffing

Total Coach Operators: February - 26, March - 27

Total Dispatchers: February - 4, March - 4

Overtime

Operators: February – 2.55%, March – 3.79%

Dispatchers: February – 5.21%, March – 14.96%

OPERATIONS/ SAFETY/ CUSTOMER SERVICE

On-time performance for the reporting period:

Ready Ride: February – 99.0%, March – 99.0%

Fixed Route: February – 94.0%, March – 96.7%

Staff received five (5) customer contacts for February and March. All five (5) of these contacts were recorded as complaints about drivers. All complaints have been addressed with customer follow-up.

As of March 31, 2023, staff completed 2 days free of any preventable accidents and /or injuries. A minor incident with a shopping cart in the Walmart parking lot required the safety board to be reset.

EMPLOYEE TRAINING/RECRUITMENT

Operations and Training Staff are happy to report the hiring of two (2) new employees that are both already licensed and certified to drive. One came to us with experience driving for Foothill Transit and the other is a former School Bus Driver from STA.



MAINTENANCE

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

February: 4 road calls with 2 tows

Mileage: 54,830 with a CPM (cost per mile) of \$0.75

March: 3 road calls with 0 tows

Mileage: 61,053 with a CPM (cost per mile) of \$0.96

BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: May 25, 2023

RE: Renewal of Pacific Western Bank Credit Line

Basin Transit annually renews a line of credit that the agency maintains with Pacific Western Bank in the amount of \$500,000.

Basin Transit is required to pay invoices upfront and submit these for reimbursement from a variety of grants. These reimbursements can take up to eight (8) weeks before Basin Transit receives the funds. Staff will endeavor to process reimbursements as expeditiously as possible in order to minimize the use of the credit line.

STAFF RECOMMENDATION: ADOPT RESOLUTION 23-03

BASIN TRANSIT

RESOLUTION 22-03

A RESOLUTION OF THE BOARD OF THE MORONGO BASIN TRANSIT AUTHORITY ("Authority", "Basin Transit"), OF SAN BERNARDINO COUNTY, AUTHORIZING A BANK LINE OF CREDIT

WHEREAS, the Authority has a need to borrow funds during those occasions that operating support funds from other governmental entities are not received in a timely fashion, and

WHEREAS, it is anticipated that a similar lag in the timely funding of capital improvement procurements from federal, state and local funding sources may occur;

BE IT RESOLVED, that the Board of Directors does hereby authorize a credit line with Pacific Western Bank in an amount not to exceed \$500,000, and subject to such terms as outlined in the Business Loan Agreement as approved and renewed by the Chairman of the Board and Basin Transit Counsel.

BE IT FURTHER RESOLVED, that the General Manager, Chair and Vice Chair or their successors whose signature appears on the Bank's regular signature cards shall be authorized to facilitate the utilization of this credit line.

PASSED AND ADOPTED, by the Board of Directors of the Basin Transit in San Bernardino County, State of California, on the 25th DAY OF MAY 2023.

Chair of the Board

I HEREBY CERTIFY that the foregoing Resolution was duly passed and adopted by the Board of Directors of the Basin Transit at a regular meeting thereof, held on the 25th DAY OF MAY 2023.

AYES:

NAYS:

ABSENT:

Board Secretary

GOVERNMENTAL CERTIFICATE

Principal	Loan Date	Maturity	Loan No	Call / Coll	Account	Officer	Initials
\$500,000.00	04-12-2002	05-10-2024	1604735531		Note #1000	197	
References in the boxes above are for Lender's use only and do not limit the applicability of this document to any particular loan or item. Any item above containing "*****" has been omitted due to text length limitations.							

Entity: Morongo Basin Transit Authority, a California government agency
62405 Verbena Road
Joshua Tree, CA 92252

Lender: Pacific Western Bank
Desert Region Lending
74-750 Highway 111
Indian Wells, CA 92210

WE, THE UNDERSIGNED, DO HEREBY CERTIFY THAT:

THE ENTITY'S EXISTENCE. The complete and correct name of the governmental entity is Morongo Basin Transit Authority, a California government agency ("Entity"). The Entity is a governmental entity which is, and at all times shall be, duly organized, validly existing, and in good standing under and by virtue of the laws and regulations of the State of California. The Entity has the full power and authority to own its properties and to transact the business and activities in which it is presently engaged or presently proposes to engage. The Entity maintains an office at 62405 Verbena Road, Joshua Tree, CA 92252. The Entity shall do all things necessary to preserve and to keep in full force and effect its existence, rights and privileges, and shall comply with all regulations, rules, ordinances, statutes, orders and decrees of the Entity and any other governmental or quasi-governmental authority or court applicable to the Entity and the Entity's business activities.

CERTIFICATES ADOPTED. At a meeting of the appropriate governing body of the Entity, duly called and held on _____, at which a quorum was present and voting, or by other duly authorized action in lieu of a meeting, the resolutions set forth in this Certificate were adopted.

OFFICIALS. The following named persons is an Officials of Morongo Basin Transit Authority, a California government agency:

<u>NAMES</u>	<u>TITLES</u>	<u>AUTHORIZED</u>	<u>ACTUAL SIGNATURES</u>
Cheri Holsclaw	General Manager	Y	X _____
Matthew Atkins	Office Manager	Y	X _____
McArthur Wright	Chairman	Y	X _____
Jeff Drozd	Vice Chairman	Y	X _____

ACTIONS AUTHORIZED. Any four (4) of the authorized persons listed above may enter into any agreements of any nature with Lender, and those agreements will bind the Entity. Specifically, but without limitation, any four (4) of such authorized persons is authorized, empowered, and directed to do the following for and on behalf of the Entity:

Borrow Money. To borrow, as a cosigner or otherwise, from time to time from Lender, on such terms as may be agreed upon between the Entity and Lender, such sum or sums of money as in their judgment should be borrowed, without limitation.

Execute Notes. To execute and deliver to Lender the promissory note or notes, or other evidence of the Entity's credit accommodations, on Lender's forms, at such rates of interest and on such terms as may be agreed upon, evidencing the sums of money so borrowed or any of the Entity's indebtedness to Lender, and also to execute and deliver to Lender one or more renewals, extensions, modifications, refinancings, consolidations, or substitutions for one or more of the notes, any portion of the notes, or any other evidence of credit accommodations.

Execute Security Documents. To execute and deliver to Lender the forms of mortgage, deed of trust, pledge agreement, hypothecation agreement, and other security agreements and financing statements which Lender may require and which shall evidence the terms and conditions under and pursuant to which such liens and encumbrances, or any of them, are given; and also to execute and deliver to Lender any other written instruments, any chattel paper, or any other collateral, of any kind or nature, which Lender may deem necessary or proper in connection with or pertaining to the giving of the liens and encumbrances. Notwithstanding the foregoing, any one of the above authorized persons may execute, deliver, or record financing statements.

Negotiate Items. To draw, endorse, and discount with Lender all drafts, trade acceptances, promissory notes, or other evidences of indebtedness payable to or belonging to the Entity or in which the Entity may have an interest, and either to receive cash for the same or to cause such proceeds to be credited to the Entity's account with Lender, or to cause such other disposition of the proceeds derived therefrom as they may deem advisable.

Further Acts. In the case of lines of credit, to designate additional or alternate individuals as being authorized to request advances under such lines, and in all cases, to do and perform such other acts and things, to pay any and all fees and costs, and to execute and deliver such other documents and agreements as the Officials may in their discretion deem reasonably necessary or proper in order to carry into effect the provisions of this Certificate. The following person or persons are authorized to request advances and authorize payments under the line of credit until Lender receives from the Entity, at Lender's address shown above, written notice of revocation of such authority: **Cheri Holsclaw, General Manager, Matthew Atkins, Office Manager, McArthur Wright, Chairman and Jeff Drozd, Vice Chairman. Acting in their collective and authorized capacity as members of the Borrower Board of Directors.**

ASSUMED BUSINESS NAMES. The Entity has filed or recorded all documents or filings required by law relating to all assumed business names used by the Entity. Excluding the name of the Entity, the following is a complete list of all assumed business names under which the Entity does business: **None.**

NOTICES TO LENDER. The Entity will promptly notify Lender in writing at Lender's address shown above (or such other addresses as Lender may designate from time to time) prior to any (A) change in the Entity's name; (B) change in the Entity's assumed business name(s); (C) change in the structure of the Entity; (D) change in the authorized signer(s); (E) change in the Entity's principal office address; (F) change in the Entity's principal residence; or (G) change in any other aspect of the Entity that directly or indirectly relates to any agreements between the Entity and Lender.

CERTIFICATION CONCERNING OFFICIALS AND CERTIFICATES. The Officials named above is duly elected, appointed, or employed by or for the Entity, as the case may be, and occupy the positions set opposite their respective names. This Certificate now stands of record on the books of the Entity, is in full force and effect, and has not been modified or revoked in any manner whatsoever.

CONTINUING VALIDITY. Any and all acts authorized pursuant to this Certificate and performed prior to the passage of this Certificate are

hereby ratified and approved. This Certificate shall be continuing, shall remain in full force and effect and Lender may rely on it until written notice of its revocation shall have been delivered to and received by Lender at Lender's address shown above (or such addresses as Lender may designate from time to time). Any such notice shall not affect any of the Entity's agreements or commitments in effect at the time notice is given.

IN TESTIMONY WHEREOF, we have hereunto set our hand and attest that the signatures set opposite the names listed above is their genuine signatures.

We each have read all the provisions of this Certificate, and we each personally and on behalf of the Entity certify that all statements and representations made in this Certificate are true and correct. This Governmental Certificate is dated May 9, 2023.

CERTIFIED TO AND ATTESTED BY:

X _____
Cheri Holsclaw, General Manager of Morongo Basin
Transit Authority, a California government agency

X _____
Matthew Atkins, Office Manager of Morongo Basin
Transit Authority, a California government agency

X _____
McArthur Wright, Chairman of Morongo Basin Transit
Authority, a California government agency

X _____
Jeff Drozd, Vice Chairman of Morongo Basin Transit
Authority, a California government agency

NOTE: If the Officials signing this Certificate is designated by the foregoing document as one of the officials authorized to act on the Entity's behalf, it is advisable to have this Certificate signed by at least one non-authorized official of the Entity.

CHANGE IN TERMS AGREEMENT

Principal	Loan Date	Maturity	Loan No	Call / Coll	Account	Officer	Initials
\$500,000.00	04-12-2002	05-10-2024	1604735531		Note #1000	197	
References in the boxes above are for Lender's use only and do not limit the applicability of this document to any particular loan or item. Any item above containing "*****" has been omitted due to text length limitations.							

Borrower: Morongo Basin Transit Authority, a California government agency
62405 Verbena Road
Joshua Tree, CA 92252

Lender: Pacific Western Bank
Desert Region Lending
74-750 Highway 111
Indian Wells, CA 92210

Principal Amount: \$500,000.00

Date of Agreement: May 9, 2023

DESCRIPTION OF EXISTING INDEBTEDNESS.

Promissory Note originally made to Pacific Western National Bank, now known as Pacific Western Bank, a California state-chartered bank, dated April 12, 2002 in the original Principal Amount of \$250,000.00, as modified by: Change in Terms Agreements dated April 12, 2003, April 8, 2004, March 24, 2005, April 20, 2006, March 22, 2007, June 11, 2008, May 28, 2009 and May 6, 2010; an Amendment and Extension to Promissory Note dated March 22, 2011; a Change in Terms Agreement dated June 7, 2011; an Amendment and Extension to Promissory Note dated April 20, 2012; and Change in Terms Agreements dated June 15, 2012, June 11, 2013, April 10, 2014, April 6, 2015, March 8, 2016, April 26, 2017, May 7, 2018, April 24, 2019, May 14, 2020, May 4, 2021 and May 5, 2022; together with all renewals, extensions and modifications related thereto (the "Note").

DESCRIPTION OF COLLATERAL.

This loan is unsecured.

DESCRIPTION OF CHANGE IN TERMS. This Change In Terms Agreement ("Agreement") is entered into by Borrower and is effective on the latter of (i) its acceptance by Lender, (ii) the satisfaction of all conditions precedent to effectiveness (if any), or (iii) as of the Date of the Agreement set forth above. Borrower agrees that the terms of the Note, and any other Related Documents described herein, are hereby modified by the terms of this Agreement. To the extent any provision of this Agreement conflicts with the provisions of the Note, or any other Related Documents described herein, then the provisions of this Agreement shall control.

1. The Note is hereby modified as follows:

(a) The Maturity Date is hereby extended to May 10, 2024. Borrower shall make regular payments as further outlined in this Agreement; and

(b) The authorized signers and persons authorized to request advances and authorize payments on this loan in the provision titled "LINE OF CREDIT" are hereby amended and restated as follows: **Cheri Holsclaw, General Manager, Matthew Atkins, Office Manager, McArthur Wright, Chairman and Jeff Drozd, Vice Chairman. Acting in their collective and authorized capacity as members of the Borrower Board of Directors.**

2. The Business Loan Agreement dated May 4, 2021 is hereby modified as follows:

The section titled "**ADVANCE AUTHORITY**" is hereby amended to modify/include the following:

ADVANCE AUTHORITY. The following person or persons are authorized to request advances and authorize payments under the line of credit until Lender receives from Borrower, at Lender's address shown above, written notice of revocation of such authority: **Cheri Holsclaw, General Manager, Matthew Atkins, Office Manager, McArthur Wright, Chairman and Jeff Drozd, Vice Chairman. Acting in their collective and authorized capacity as members of the Borrower Board of Directors.**

PAYMENT. Borrower will pay this loan in one payment of all outstanding principal plus all accrued unpaid interest on May 10, 2024. In addition, Borrower will pay regular monthly payments of all accrued unpaid interest due as of each payment date, beginning June 10, 2023, with all subsequent interest payments to be due on the same day of each month after that.

VARIABLE INTEREST RATE. The interest rate on this loan is subject to change from time to time based on changes in an index which is the Lender's Base Rate (the "Index"). The Index is not necessarily the lowest rate charged by Lender on its loans and is set by Lender in its sole discretion. Lender will tell Borrower the current Index rate upon Borrower's request. The interest rate change will not occur more often than each day. Borrower understands that Lender may make loans based on other rates as well. **The Index currently is 9.000% per annum.** Interest on the unpaid principal balance of this loan will be calculated as described in the "INTEREST CALCULATION METHOD" paragraph using a rate of 1.500 percentage points over the Index (the "Margin"), adjusted if necessary for any minimum and maximum rate limitations described below, resulting in an initial rate of 10.500%. If Lender determines, in its sole discretion, that the Index has become unavailable or unreliable, either temporarily, indefinitely, or permanently, during the term of this loan, Lender may amend this loan by designating a substantially similar substitute index. Lender may also amend and adjust the Margin to accompany the substitute index. The change to the Margin may be a positive or negative value, or zero. In making these amendments, Lender may take into consideration any then-prevailing market convention for selecting a substitute index and margin for the specific Index that is unavailable or unreliable. Such an amendment to the terms of this loan will become effective and bind Borrower 10 business days after Lender gives written notice to Borrower without any action or consent of the Borrower. **NOTICE:** Under no circumstances will the interest rate on this loan be less than 5.500% per annum or more than the maximum rate allowed by applicable law.

INTEREST CALCULATION METHOD. Interest on this loan is computed on a 365/360 basis; that is, by applying the ratio of the interest rate over a year of 360 days, multiplied by the outstanding principal balance, multiplied by the actual number of days the principal balance is outstanding. All interest payable under this loan is computed using this method.

CONTINUING VALIDITY. Except as expressly changed by this Agreement, the terms of the original obligation or obligations, including all agreements evidenced or securing the obligation(s), remain unchanged and in full force and effect. Consent by Lender to this Agreement does not waive Lender's right to strict performance of the obligation(s) as changed, nor obligate Lender to make any future change in terms. Nothing in this Agreement will constitute a satisfaction of the obligation(s). It is the intention of Lender to retain as liable parties all makers and endorsers of the original obligation(s), including accommodation parties, unless a party is expressly released by Lender in writing. Any maker or endorser, including accommodation makers, will not be released by virtue of this Agreement. If any person who signed the original obligation does not sign this Agreement below, then all persons signing below acknowledge that this Agreement is given conditionally, based on the representation to Lender that the non-signing party consents to the changes and provisions of this Agreement or otherwise will not be released by it. This waiver applies not only to any initial extension, modification or release, but also to all such subsequent actions.

INTEGRATION. The parties agree that (a) this Agreement, the Construction Loan Agreement or Business Loan Agreement, as applicable, which governs the Note, together with all of the Related Documents, represents the final agreement between the parties, and therefore incorporates all negotiations of the parties hereto (b) there are no unwritten oral agreements between the parties, and (c) this Agreement may not be

contradicted by evidence of any prior, contemporaneous, or subsequent oral agreements or understandings of the parties.

PRIOR TO SIGNING THIS AGREEMENT, BORROWER READ AND UNDERSTOOD ALL THE PROVISIONS OF THIS AGREEMENT, INCLUDING THE VARIABLE INTEREST RATE PROVISIONS. BORROWER AGREES TO THE TERMS OF THE AGREEMENT.

BORROWER:

MORONGO BASIN TRANSIT AUTHORITY, A CALIFORNIA GOVERNMENT AGENCY

By: _____
Cheri Holsclaw, General Manager of Morongo Basin
Transit Authority, a California government agency

By: _____
Matthew Atkins, Office Manager of Morongo Basin
Transit Authority, a California government agency

By: _____
McArthur Wright, Chairman of Morongo Basin
Transit Authority, a California government agency

By: _____
Jeff Drozd, Vice Chairman of Morongo Basin Transit
Authority, a California government agency

NOTICE OF FINAL AGREEMENT

Principal	Loan Date	Maturity	Loan No	Call / Coll	Account	Officer	Initials
\$500,000.00	04-12-2002	05-10-2024	1604735531		Note #1000	197	
References in the boxes above are for Lender's use only and do not limit the applicability of this document to any particular loan or item. Any item above containing "*****" has been omitted due to text length limitations.							

Borrower: Morongo Basin Transit Authority, a California
government agency
62405 Verbena Road
Joshua Tree, CA 92252

Lender: Pacific Western Bank
Desert Region Lending
74-750 Highway 111
Indian Wells, CA 92210

BY SIGNING THIS DOCUMENT EACH PARTY REPRESENTS AND AGREES THAT: (A) THE WRITTEN LOAN AGREEMENT REPRESENTS THE FINAL AGREEMENT BETWEEN THE PARTIES, (B) THERE ARE NO UNWRITTEN ORAL AGREEMENTS BETWEEN THE PARTIES, AND (C) THE WRITTEN LOAN AGREEMENT MAY NOT BE CONTRADICTED BY EVIDENCE OF ANY PRIOR, CONTEMPORANEOUS, OR SUBSEQUENT ORAL AGREEMENTS OR UNDERSTANDINGS OF THE PARTIES.

As used in this Notice, the following terms have the following meanings:

Loan. The term "Loan" means the following described loan: a Variable Rate Nondisclosable Loan to Morongo Basin Transit Authority, a California government agency for \$500,000.00 due on May 10, 2024.

Loan Agreement. The term "Loan Agreement" means one or more written promises, promissory notes, agreements, undertakings, security agreements, deeds of trust or other documents, or commitments, or any combination of those actions or documents, whether or not specifically referenced herein or of even date herewith, relating to the Loan, including without limitation the following:

ADDITIONAL LOAN DOCUMENTS EVIDENCING THE LOAN

Change in Terms Agreement
Government Certificate
Disbursement Request and Authorization
Notice of Final Agreement

Parties. The term "Parties" means Pacific Western Bank and any and all undersigned entities or individuals who are obligated to repay the loan or have pledged property as security for the Loan, including without limitation the following:

Each Party who signs below, other than Pacific Western Bank, acknowledges, represents, and warrants to Pacific Western Bank that it has received, read and understood this Notice of Final Agreement. This Notice and the Loan Documents described above are dated May 9, 2023.

BORROWER:

MORONGO BASIN TRANSIT AUTHORITY, A CALIFORNIA GOVERNMENT AGENCY

By: _____
Cheri Holsclaw, General Manager of Morongo Basin
Transit Authority, a California government agency

By: _____
Matthew Atkins, Office Manager of Morongo Basin
Transit Authority, a California government agency

By: _____
McArthur Wright, Chairman of Morongo Basin
Transit Authority, a California government agency

By: _____
Jeff Drozd, Vice Chairman of Morongo Basin Transit
Authority, a California government agency

DISBURSEMENT REQUEST AND AUTHORIZATION

Principal	Loan Date	Maturity	Loan No	Call / Coll	Account	Officer	Initials
\$500,000.00	04-12-2002	05-10-2024	1604735531		Note #1000	197	
References in the boxes above are for Lender's use only and do not limit the applicability of this document to any particular loan or item. Any item above containing "*****" has been omitted due to text length limitations.							

Borrower: Morongo Basin Transit Authority, a California
government agency
62405 Verbena Road
Joshua Tree, CA 92252

Lender: Pacific Western Bank
Desert Region Lending
74-750 Highway 111
Indian Wells, CA 92210

LOAN TYPE. This is a Variable Rate Nondisclosable Revolving Line of Credit Loan to a Government Entity for \$500,000.00 due on May 10, 2024. This is an unsecured renewal loan.

PRIMARY PURPOSE OF LOAN. The primary purpose of this loan is for:

☐ Personal, Family, or Household Purposes or Personal Investment.

☒ Business (Including Real Estate Investment).

SPECIFIC PURPOSE. The specific purpose of this loan is: Renewal of existing revolving line of credit to assist with working capital and capital expenditure needs of the Borrower.

DISBURSEMENT INSTRUCTIONS. Borrower understands that no loan proceeds will be disbursed until all of Lender's conditions for making the loan have been satisfied. Please disburse the loan proceeds of \$500,000.00 as follows:

Undisbursed Funds:	\$500,000.00
Note Principal:	\$500,000.00

AUTOMATIC PAYMENTS. Borrower hereby authorizes Lender automatically to deduct from Borrower's Demand Deposit - Checking account, numbered 43507605, the amount of any loan payment. If the funds in the account are insufficient to cover any payment, Lender shall not be obligated to advance funds to cover the payment. At any time and for any reason, Borrower or Lender may voluntarily terminate Automatic Payments.

FINANCIAL CONDITION. BY SIGNING THIS AUTHORIZATION, BORROWER REPRESENTS AND WARRANTS TO LENDER THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND CORRECT AND THAT THERE HAS BEEN NO MATERIAL ADVERSE CHANGE IN BORROWER'S FINANCIAL CONDITION AS DISCLOSED IN BORROWER'S MOST RECENT FINANCIAL STATEMENT TO LENDER. THIS AUTHORIZATION IS DATED MAY 9, 2023.

BORROWER:

MORONGO BASIN TRANSIT AUTHORITY, A CALIFORNIA GOVERNMENT AGENCY

By: _____
Cheri Holsclaw, General Manager of Morongo Basin
Transit Authority, a California government agency

By: _____
Matthew Atkins, Office Manager of Morongo Basin
Transit Authority, a California government agency

By: _____
McArthur Wright, Chairman of Morongo Basin
Transit Authority, a California government agency

By: _____
Jeff Drozd, Vice Chairman of Morongo Basin Transit
Authority, a California government agency

BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: May 25, 2023

RE: Accounting Procedures Update

Staff updated the Accounting Procedures to reflect the following:

- Basin Transit name throughout the document.
- Funds Received
 - Opening the vault directly under the surveillance cameras.
 - Segregation of Office Clerk duties. One person is to count fares directly under the surveillance camera and a separate person is required to complete the reconciliations and necessary reports.
- Closing Procedures
 - Added LAIF Fair Market Value to year-end adjusting entries

STAFF RECOMMENDATION: ADOPT UPDATED ACCOUNTING PROCEDURES

BASIN TRANSIT ACCOUNTING PROCEDURES

The financial records of the Morongo Basin Transit Authority (Basin Transit) are maintained in Quickbooks using the accrual basis of accounting. Access to the accounting system is controlled to maintain the reliability and integrity of the data. The General Manager and Office Manager have full access to the entire system including setup and administration.

FUNDS RECEIVED

The funds received policies and procedures ensure that all incoming funds are properly recorded and safeguarded through separation of duties and proper documentation. The General Manager may designate which staff is authorized to collect incoming Basin Transit funds.

At the end of the shift, the Driver must remove the vault from the farebox, open the vault directly under the surveillance camera, dump cash fares into the pouch provided, seal the pouch, lock the empty vault, then drop the sealed pouch containing cash fares into the safe. Absolutely no cash handling from a vault or farebox without the direct observation of the surveillance camera or a supervisor or manager.

In cases where a bus will operate beyond dispatch hours, the on-duty driver can defer the vaulting of the bus until the next business day. The Driver must leave a clear written and verbal message for the next Dispatcher to vault the bus as soon as possible.

Fares are removed from the safe and counted by the P/T Office Clerk. Opening sealed pouches and counting the fares must be done in the Auditing Room/Office Clerk room under the surveillance camera. At the completion of the count, a deposit slip is prepared for the counted fares and money with completed forms is placed in a pouch. The Daily Cash Count will be initialed and this, along with a copy of the deposit slip, will be given to the Full-time Office Clerk. At no time will the P/T Office Clerk have access to the Driver's paperwork prior to the completion of counting fares.

The Daily Revenue entries and Daily Farebox Reconciliation Report is required to be completed by the Full-time Office Clerk, initialed then given to the Office Manager. The deposit is entered into the accounting system and filed in chronological order for the month. The driver is consulted in the event there is a \$10 discrepancy between the farebox and tick marks.

All other procedures are null and void and any addition or change of this procedure must be made by the Supervisor if needed and approved by management. In the case of an emergency, only the General Manager or Office Manager can change the cash handling procedure with verbal then written notification to management.

Cash may be accepted from office staff in payment of amounts due to the Basin Transit for passes, copies, faxes, or other expenses. Checks and money orders are promptly logged onto the Cash Reconciliation sheet and given to the P/T Office Clerk for processing these deposits. The P/T Office Clerk verifies the checks and cash to documentation received, makes a copy of the check and prepares the deposit for delivery to the bank. A copy of the check or money order is provided to Office Manager.

Any deviation from this procedure will lead to criminal investigation and possible discipline up to dismissal.

DEPOSITS

Staff designated by the General Manager is responsible for transporting the cash deposits to the bank where the deposits are made. Funds awaiting bank deposit are kept in a locked file/safe with access limited to staff designated by General Manager. Bank confirmations are delivered to the Office Manager for reconciliation and then provided to the P/T Office Clerk to attach to backup documentation.

PETTY CASH

Petty cash is kept in a locked box and secured in a locked filing cabinet. Petty cash access is limited to staff assigned by the General Manager. The Office Manager and Office Clerk share a key to the box. If funds are requested to make a purchase, the purchaser must complete a Petty Cash receipt for the amount of funds received prior to providing the requested funds. The purchaser must submit receipts for all purchases to the Office Manager or Office Clerk, including change if funds were requested prior to purchase. In the case of a lost receipt, the General Manager or other designee may approve a disbursement based on a memo describing the item and cost.

The Office Manager or Office Clerk will ensure that the petty cash slip is properly completed and a proper receipt is attached and ensure that the petty cash box contains receipts and cash totaling the amount of the fund at all times. Any irregularities in the petty cash fund are reported immediately to the General Manager.

Requests to replenish the fund are completed by the Office Manager and approved by the General Manager. Petty cash replenishment checks are made out to the Basin Transit and cash is withdrawn from the daily fare deposit. A spreadsheet of Petty Cash deposits and withdrawals, along with receipts, is attached to each Petty Cash check stub.

FUNDS DISBURSED

Access to the check printing system is limited to accounting staff and is controlled by the Office Manager. Managers may authorize expenditures within their departments.

Check Writing Procedures

Payment for supplies or services is made based on invoices. Invoices are approved by the department Manager and given to the Office Manager to be entered into Quickbooks. Checks are automatically numbered. Checks over \$2,500 must have two signatures. Checks are not to be post-dated, signed blank, or made out to cash. Voided or spoiled checks will have the word VOID in large letters across the check and filed. Check stock is kept in a locked drawer within the Office Manager's office.

Check Approval Process

This procedure is designed to ensure that all checks have adequate documentation and authorization and that there are no missing checks or checks written to phantom vendors. The batch of checks, along with the invoice and any other documentation is given to the General Manager (or Operations Manager in the absence of the General Manager) in check number sequence to be reviewed and signed. The batch is then returned to the Office Manager as authorization to mail or release the check to the vendor.

A copy of each check stub is attached to the invoice in addition to any other documentation and filed in the respective Accounts Payable vendor files.

Checks are mailed to vendors by staff unless specific arrangements have been made in advance for pickup of checks at the office. If a check is picked up, the person picking up the check must provide identification which agrees with the payee on the check or must have verifiable written authorization from the payee to pick up the check.

Electronic Payment and Transfers:

Electronic banking allows wire transfers, electronic transfers, stop payments on checks, and account balance inquiries be initiated and completed via telephone. Transfers can only be approved and sent by the General Manager or Office Manager and can only be transferred between Basin Transit accounts.

PAYROLL

Access to the payroll system is controlled to assure accurate and confidential data. Access is limited to accounting staff responsible for payroll processes. Payroll is processed by the Office Clerk and Office Manager on a bi-weekly basis. Payroll is based on time sheets completed by dispatch and employees and approved by supervisors. Timesheets will reflect the use of sick, vacation, or other leave time, if applicable. Overtime for Non-Exempt employees requires the prior approval of the employee's supervisor.

New hires and salary and/or benefit changes must be approved by the department Manager. A "Notice to Payroll" authorizing the salary, wages and employee position is signed by the department Manager and/or Supervisor and forwarded to the Office Manager for processing.

Payroll records are maintained by the Office Manager in a confidential manner. Information regarding payroll will not be discussed with other staff. Files must be in locked cabinets with access limited to designated personnel.

Documents that verify tax withholding and authorize other deductions are filed in the personnel files by Office Clerk. A separate file contains the I-9 forms for each current employee and is maintained by the Office Clerk. Health insurance and direct deposit information is kept in a locked file in the Office Manager's office.

Payroll Preparation and Payment

Timesheet information is entered into a spreadsheet by the Office Clerk then electronically submitted to the Office Manager. Payroll data is maintained on line and transmitted to the payroll service for processing.

The General Manager or designee receives the payroll vouchers, checks, and reports directly from the payroll service to assure that all of the checks are for actual employees or other required payments (i.e. garnishments). The General Manager is required to sign this documentation to provide evidence of review for the payroll information including, but not limited to, the review of employee name and amount. Once the documents have been signed indicating approval by the General Manager, the Office Manager verifies the payroll is accurate and complete by verification against submission data and enters information into the General Ledger using a Journal Entry. A majority of paychecks are directly deposited to the employees' bank accounts. Employees with direct deposit receive paystubs which detail all deductions.

The payroll service is responsible for tax payments and reports. Payroll tax deposits are made by the payroll service. Reports are reviewed by the Office Manager to verify the accuracy of the deposits.

BANK ACCOUNTS

The General Manager or designee must receive the unopened bank statements. The General Manager will formally approve the bank statement evidencing his review of the following:

- The sequence of check numbers; including tracing to the sequence of checks to previous statements to provide for a complete sequence during each fiscal year,
- The signatures on each check,
- That vendor is on the approved vendor listing within Quickbooks.

The bank statement will then be forwarded to the Office Manager for the monthly bank reconciliation. At the end of the month, the Office Manager reconciles all bank accounts and prints out the log, along with the trial balance to submit to the Treasurer (*The City of*

Twentynine Palms Finance Director), retaining one copy. The Treasurer will review and reconcile all documentation for adequacy – documenting such review. Treasurer reports get approved by the Board of Directors.

The Board of Directors may delegate by resolution the authority for the board Chair, Vice-Chair, Secretary, Assistant Secretary and Treasurer to establish bank accounts and set signatory authority.

Bank accounts are established to meet the needs of the organization for separation of funds and the specific requirements of funding sources. All other accounts, where possible, are established to maximize the use and earnings of cash.

ACCOUNTS RECEIVABLE

For each grant, contract, loan or other agreement, the General Manager will designate the staff responsible for preparation of invoices, payment requests, or reports necessary to secure payment. The following procedures ensure that all requests for funds are properly recorded and tracked.

Generally, the Office Manager processes invoices to agencies, with copies provided to the General Manager. The Office Manager prepares requests for funds from agencies and signed by the General Manager prior to mailing. Aged receivables are reviewed by General Manager. Write-offs of uncollectible receivables must be approved by the General Manager and documented through the general journal entry for each write-off.

GRANTS AND CONTRACTS

Contract and grant documents are reviewed, approved and signed by the General Manager with a copy provided to the Office Manager. The General Manager will carefully review each award to ensure that Basin Transit will be in compliance with all financial provisions. The Office Manager will carefully review each award to ensure that all programmatic provisions will be met.

The Office Manager will be responsible for the preparation of reports, payment requests and/or invoices and reviewed by the General Manager. The Office Manager will maintain individual contract files containing copies of the grant/contract, any amendments, relevant correspondence regarding the grant/contract, and reports of expenditures or billings. A log of all grants/contracts is maintained by the Office Manager detailing grant/contract numbers, grant/contract amounts and effective dates.

BUDGETS

Budgets provide a standard by which to measure performance, encourage planning, and allocate resources in accordance with funding source requirements. Budgets should use reasonable assumptions of income and expenses.

The Basin Transit budget is prepared by the General Manager. The General Manager will submit an annual budget to the Board of Directors for their approval.

LOANS

Third-Party Loans from outside sources (bank, other agencies, etc.) are authorized through board action. Loans are initiated by the General Manager or other designee. The bank requires confirmation from the Chairman of the Board.

CLOSING PROCEDURES

1. Provide year-end adjusting entries to General Manager for approval. Post in General Ledger. These entries should include:
 - a. HRA Accrual
 - b. Compensated Absences
 - c. Payroll Liability
 - d. Depreciation of Capital Assets
 - e. Deferred Revenue
 - f. LAIF Fair Market Value (FMV)
2. Print Trial Balance, Balance Sheet and Profit and Loss Statement.

3. Close and password protect the last fiscal year. This prevents transactions from being posted to the wrong period or to the wrong year.
4. Create a backup.

CLOSING TIMELINE

1. Fiscal Year ends June 30
2. Begin Year End Closing on Aug 1
3. Have documents ready for Auditors no later than Aug 15:
 - a. Trial Balance
 - b. General Ledger Detail
 - c. Revenue Summary
 - d. Expense Summary
 - e. Check Register Report
 - f. Cash Receipts Report
 - g. Checks after FY Report

FIXED ASSET AND CAPITAL PURCHASE POLICY

A Fixed Asset is any tangible asset purchased for use in the day-to-day than one year and has a value of \$300 or more. Fixed Assets include items of property and equipment such as buildings, office furniture, fixtures, computers and other related technology equipment operations of Basin Transit from which an economic benefit will be derived over a period greater

At the time a fixed asset is acquired, its cost is capitalized and subsequently depreciated utilizing the straight-line method over the asset's estimated useful life. Fixed assets with a value of less than \$300 are expensed in the period acquired. Basin Transit will use the estimated useful lives listed in IRS Publication 946, General Depreciation System.

There are several types of capital assets. Specifically:

Computer: Hardware, peripheral equipment and other electronics. Computer hardware includes all parts designed in order for the computer to function as intended. It includes but is not limited to hard drives, monitors, key boards, printers and scanners. Other electronics include backup peripherals, cameras, cellular phones, etc. Computer software includes all programs designed to cause a computer to perform a desired function. If the software can be purchased “off the shelf”, it may be expensed in the year purchased. *(5 years)*

Office & Maintenance Equipment: These items are not permanently affixed to a part of the building. Examples include chairs, desks, filing cabinets, bookcases, light fixtures, fire control apparatus etc. Some moveable equipment consists of more than one component. For example, a computer, keyboard etc. The assembled components may be considered one time and recorded as a single capital asset. *(7years)*

Buildings and Improvements: Buildings are roofed structures used for permanent shelter of persons, furniture and equipment and include items such as plumbing, electrical system, elevators, and HVAC systems. Major improvement projects that will extend the useful life of the asset, increase the efficiency, or add new capabilities will be capitalized. An example of this would be adding a new roof. All costs including parts and labor will be included in the total cost of the project. *(20years)*

Land and Land Improvements: Land is defined as the solid part of the earth's surface whether improved or unimproved. Land improvements are modifications to outside areas. Examples include, installing bus pullouts, sidewalks, parking lots, fences, and yard lighting. *(10 years)*

Vehicles: These items include vans, buses, maintenance trucks and lunch relief cars. *(5, 7, 10 or 12 years)*

Purchasing a fixed asset is done in the same manner as any other purchase of goods if it has been approved through the capital budget process. The department prepares a Purchase Order (attaching the packing slip and invoice) and acquires approval of the General Manager. See the Procurement Policy for further clarification.

Disposal of Fixed Assets:

The General Manager as Purchasing Officer is authorized per the Basin Transit's Purchasing Policy to dispose of surplus, worn out, or obsolete supplies and equipment by advertising and public bid; provided, however, no bid will be made or accepted from any employee or officer of the Basin Transit. In the event there are no acceptable bids from the public, bidding may then be opened to employees. At the discretion of the General Manager, assets may be disposed of either through sale, trade, transfer, relocation, scrap, or when irreparable damage results in an insurance loss.

If federally financed, disposition of a fixed asset is done in accordance with FTA Circular 5010.D and 49 CFR Part 18 or their successors.

GRANTS CASH MANAGEMENT COMPLIANCE REQUIREMENTS

Basin Transit will comply with requirements of 2 CFR section 200.305. Basin Transit will minimize the time elapsing between the transfer of funds from the U.S. Treasury or pass-through entity and disbursement by Basin Transit for direct program or project costs and the proportionate share of allowable indirect costs, whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means (2 CFR section 200.305(b)).

For cost-reimbursement contracts under the Federal Acquisition Regulation (FAR), reimbursement payment is the predominate method of funding. Advance payments under FAR-based contracts are rare. The FAR clause at 48 CFR section 52.216-7 applies to reimbursement payment. Paragraph (b)(1) of that clause requires that Basin Transit request reimbursement for (a) only allocable, allowable, and reasonable contract costs that have already been paid, or (b) if Basin Transit is not delinquent in paying costs of contract

performance in the ordinary course of business, costs incurred, but not necessarily paid. As defined in 48 CFR section 52.216-7(b)(1), with relation to supplies and services purchased for use on the contract, "ordinary course of business" would be in accordance with the terms and conditions of a subcontract or invoice, and ordinarily within 30 days of the request to the Federal Government for Reimbursement.

For cost-reimbursement contracts using advance payment, the requirements are contained in the FAR clause at 48 CFR section 52.232-12. Basin Transit is required to account for interest earned on advances from the Federal Government in accordance with paragraph (f) of that clause.

BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: May 25, 2023

RE: Transportation Reimbursement Escort Program (TREP) Update

TREP is a mileage reimbursement transportation program that began January 4, 2018 and was designed to provide an incentive for volunteer drivers to assist eligible individuals who are unable to access public transportation or drive by providing necessary, escorted transportation.

TREP KEY POINTS

- TREP Committee reviews applications: Ben Sasnett, Cheri Holsclaw, Paula Baldwin
- Once forms are verified for eligibility, Basin Transit allocates:
 - A monthly mileage limit of 300 miles
 - Mileage reimbursement rate of 30 cents per mile
- The Rider is responsible for recruiting and paying their volunteer driver
- The Rider keeps track of the trips and miles driven to transport them

PROGRAM TOTAL INFORMATION

We have 174 TREP Clients.

493,419 miles (30,777 one-way trips) have been reimbursed since January 2018.

	Revenue	Expense	Balance
5310 Grant Original	\$180,117		
5310 Grant Extended	\$235,336		
Program Administrator		\$22,077	
Client Relations Clerk		\$186,656	
Mileage Reimbursements		\$145,632	
Total	\$415,453	\$354,365	\$61,088

STAFF RECOMMENDATION: RECEIVE AND FILE

BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: May 25, 2023

RE: Approval of FY 2023/24 Operating and Capital Budgets

Presented for your approval are the fully-funded FY 2023/24 final Operating, Capital & Taxicab Budgets for Basin Transit.

The draft budget presented to the Board on April 6, 2023 was circulated to the member agencies. One (1) slight change was made from the draft version to this final version bringing the overall budget from a 1.10% increase to -0.29%.

1. Line 68: Insurance was originally projected to have a 15% increase. Staff recently received the final coverage amount from CalTIP and found it was actually 1.87% lower than the previous fiscal year.

Attached for your reference are the following:

- Basin Transit Operating & Capital Budgets
- Taxi Budget
- Staff Report for Draft Budget

**STAFF RECOMMENDATION: CONDUCT PUBLIC HEARING AND APPROVE
FY 2023/24 OPERATING, CAPITAL AND TAXICAB BUDGETS; AUTHORIZE
STAFF TO SUBMIT TRANSIT CLAIM**

BASIN TRANSIT
2023/24 FINAL OPERATING BUDGET

Line	Revenue Section	Approved FY23 Budget	FY 2023 Estimate	Proposed FY24 Budget	Notes	% Chg.
1	Passenger Fares	\$ 230,000	\$ 279,935	\$ 264,500	incl LCTOP K-12 Free Fares	15.00%
2	FTA Section 5311	\$ 579,901	\$ 579,901	\$ 579,901	Federal funding	0.00%
3	Other	\$ 41,278	\$ 13,654	\$ 13,654	Interest, Gain of Assets	-66.92%
4	Natural Gas	\$ -	\$ 35,394	\$ 35,394	CNG Sales & RNG Credits	100.00%
5	Measure I	\$ 156,500	\$ 156,500	\$ 152,900	Half-cent sales tax	-2.30%
6	AB 2766	\$ 40,000	\$ 40,000	\$ 40,000	Motor vehicle registration surcharge	0.00%
7	LTF	\$ 3,688,070	\$ 3,688,070	\$ 3,635,737	25% sales tax generated in County	-1.42%
8	Total Revenues:	\$ 4,735,750	\$ 4,793,454	\$ 4,722,086		-0.29%

Line	Administrative Expenses	Approved FY23 Budget	FY 2023 Estimate	Proposed FY24 Budget	Notes	% Chg.
9	General Manager	\$ 132,075	\$ 132,075	\$ 141,980	7.5% COLA	7.50%
10	Office Manager	\$ 76,583	\$ 76,583	\$ 86,156	7.5% COLA + Merit	12.50%
11	Office Clerk (1)	\$ 38,143	\$ 38,143	\$ 42,910	7.5% COLA + Merit	12.50%
12	Office Clerk (2)	\$ 22,510	\$ 22,510	\$ 25,324	7.5% COLA + Merit	12.50%
13	Board Meetings	\$ 6,300	\$ 4,200	\$ 4,200	7 members, 6 annual meetings	-33.33%
14	Payroll taxes	\$ 7,888	\$ 9,558	\$ 10,773		36.58%
15	Health & Welfare	\$ 60,441	\$ 60,680	\$ 67,326	New health plan	11.39%
16	Retirement	\$ 42,579	\$ 49,405	\$ 49,206	Employer Rate per CalPERS	15.56%
17	Mileage	\$ 5,000	\$ 3,798	\$ 5,000		0.00%
18	Outside Services	\$ 37,425	\$ 20,751	\$ 29,940		-20.00%
19	Prof. Fees	\$ 64,676	\$ 28,530	\$ 32,338		-50.00%
20	Leases/Rents/Software	\$ 1,428	\$ -	\$ -	No longer lease equipment	-100.00%
21	Utilities	\$ 120,840	\$ 144,598	\$ 155,443	Increased utility rates	28.64%
22	Marketing/Promotions	\$ 40,493	\$ 35,282	\$ 40,493		0.00%
23	Office Supplies	\$ 16,882	\$ 11,169	\$ 16,882		0.00%
24	Postage	\$ 2,400	\$ 1,614	\$ 2,400		0.00%
25	Printing & Reproduction	\$ 36,214	\$ 9,617	\$ 14,425		-60.17%
26	Training/Meetings	\$ 14,831	\$ 20,639	\$ 14,831		0.00%
27	Interest Expense	\$ -	\$ -	\$ -		0.00%
28	Total Administration:	\$ 726,708	\$ 669,152	\$ 739,629		1.78%

Line	Maintenance Expenses	Approved FY23 Budget	FY 2023 Estimate	Proposed FY24 Budget	Notes	% Chg.
29	Lead Tech Supervisor	\$ 96,524	\$ 96,524	\$ 103,763	7.5% COLA	7.50%
30	Mechanic	\$ 82,160	\$ 82,160	\$ 92,430	7.5% COLA + Merit	12.50%
31	Utility Worker	\$ 37,686	\$ 37,686	\$ 42,397	7.5% COLA + Merit	12.50%
32	Utility Worker/Safety Coord.	\$ 37,325	\$ 37,325	\$ 41,990	7.5% COLA + Merit	12.50%
33	Maint Admin	\$ 22,510	\$ 22,510	\$ 24,198	7.5% COLA	7.50%
34	Payroll Taxes	\$ 4,211	\$ 6,724	\$ 7,315		73.71%
35	Health & Welfare	\$ 29,364	\$ 29,364	\$ 28,811		-1.88%
36	Retirement	\$ 20,964	\$ 14,105	\$ 23,620	Employer Rate per CalPERS	12.67%
37	Uniforms	\$ 2,500	\$ 4,076	\$ 4,000	Increased Prudential Costs	60.00%
38	Outside Services	\$ 34,431	\$ 44,079	\$ 34,431		0.00%
39	Parts	\$ 41,329	\$ 61,808	\$ 45,462		10.00%
40	Fluids	\$ 15,259	\$ 15,722	\$ 16,403		7.50%
41	Tires	\$ 55,000	\$ 62,974	\$ 63,251		15.00%
42	Accident Repair	\$ 26,369	\$ 26,369	\$ 26,369		0.00%
43	Tools	\$ 1,500	\$ 521	\$ 750		-50.00%
44	Consulting	\$ 1,606	\$ 990	\$ 1,000		-37.73%
45	Shop Supplies	\$ 2,000	\$ 4,216	\$ 1,000		-50.00%
46	Facility Supplies	\$ 7,527	\$ 5,639	\$ 6,022		-20.00%
47	Training/Meetings	\$ 6,174	\$ 3,225	\$ 6,174		0.00%
48	Shelter Maintenance	\$ 2,784	\$ -	\$ 2,784		0.00%
49	CNG Stations Maintenance	\$ 115,874	\$ 120,667	\$ 115,874		0.00%
50	Total Maintenance:	\$ 643,097	\$ 676,686	\$ 688,044		6.99%

Line	Operations Expenses	Approved FY23 Budget	FY 2023 Estimate	Proposed FY24 Budget	Notes	% Chg.
51	Operations Manager	\$ 109,728	\$ 109,728	\$ 117,958	7.5% COLA	7.50%
52	Safety & Training Supervisor	\$ 51,266	\$ 51,266	\$ 57,675	7.5% COLA + Merit	12.50%
53	Operator Wages	\$ 1,073,545	\$ 1,075,499	\$ 1,170,400	7.5% COLA + Merits + Add'l Holiday	9.02%
54	Dispatch Wages	\$ 213,418	\$ 221,657	\$ 229,578	7.5% COLA, Add'l Holiday & (1) Step Adj	7.57%
55	Payroll Taxes	\$ 34,751	\$ 36,905	\$ 37,815		8.82%
56	Health & Welfare	\$ 445,125	\$ 210,806	\$ 263,867	Removed CERBT from Operations Exp	-40.72%
57	Retirement	\$ 343,469	\$ 234,214	\$ 253,249	Removed CEPPT from Operations Exp	-26.27%
58	Safety Incentive Program	\$ 8,800	\$ 12,600	\$ 12,900	43 employees at (3) 100 days	46.59%
59	Workers' Comp.	\$ 350,000	\$ 259,506	\$ 259,900	Estimate provided by PRISM	-25.74%
60	Other Employee Exp.	\$ 21,567	\$ 35,509	\$ 36,409	Bowling teams, Attendance Incentive, etc	68.82%
61	Mileage	\$ 1,850	\$ 395	\$ 1,850		0.00%
62	Uniforms	\$ 16,152	\$ 4,187	\$ 8,076		-50.00%
63	Outside Services	\$ 16,635	\$ 12,003	\$ 16,635		0.00%
64	Tel/cell/internet/fax etc.	\$ 32,638	\$ 32,675	\$ 47,638	Cellular service for ITS	45.96%
65	Radio Exp.	\$ 11,869	\$ 5,483	\$ 5,935		-50.00%
66	Fuel	\$ 192,506	\$ 311,104	\$ 336,885		75.00%
67	Training/Meetings	\$ 4,400	\$ 1,748	\$ 4,400		0.00%
68	Insurance	\$ 389,447	\$ 377,099	\$ 382,165	Provided by CalTIP	-1.87%
69	Deferred Comp Match	\$ 48,780	\$ 50,809	\$ 51,080	Increased Participation	4.72%
70	Total Operations:	\$ 3,365,945	\$ 3,043,193	\$ 3,294,413		-2.13%

71	Grand Total Operations:	\$ 4,735,750	\$ 4,389,030	\$ 4,722,086		-0.29%
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BASIN TRANSIT CAPITAL BUDGET

Line	FY24 Capital Budget	STA	CMAQ	SGR	LTF	LCTOP	TOTAL
72	Operations Support	\$ 50,000					\$ 50,000
73	CERBT / CEPPT Trust				\$ 290,388		\$ 290,388
74	Engine Overhauls						\$ -
75	Replacement Vehicles	\$ 78,113	\$ 745,070				\$ 823,183
76	Intelligent Transit System (ITS)			\$ 127,536	\$ 311,464		\$ 439,000
77	Facilities				\$ 1,190,708		\$ 1,190,708
78	Zero Emission Projects				\$ 167,003		\$ 167,003
79	Bus Stop Improvements	\$ 40,892				\$ 137,515	\$ 178,407
80	Total Capital Budget:	\$ 169,005	\$ 745,070	\$ 127,536	\$ 1,959,563	\$ 137,515	\$ 3,138,689

TREP BUDGET

Line	FY24 Trep Budget	Revenue	Expenses	TOTAL
81	5310 Grant Award	\$ 114,526		\$ 114,526
82	Program Administrator		\$ 4,906	\$ (4,906)
83	Client Relations Clerk		\$ 34,020	\$ (34,020)
84	Mileage Reimbursements		\$ 75,600	\$ (75,600)
85	Total TREP Budget:	\$ 114,526	\$ 114,526	\$ -

PROCUREMENT BUDGET

Line	FY24 Procurement Budget	Revenue*	Expenses	TOTAL
86	Procurement Bid Income	<i>Accrued receivables & RVBA</i>	\$ 280,000	\$ 280,000
87	TAG Program		\$ 80,000	\$ (80,000)
88	Procurement Bid Expenses	<i>Director, Consulting, Legal, Meetings, etc.</i>	\$ 163,505	\$ (163,505)
89	Total Procurement Reserves:		\$ 280,000	\$ 243,505

**BASIN TRANSIT
TAXI ADMINISTRATION
FY 2023/24 BUDGET**

		FY 22/23 Budget	FY 22/23 Estimate	Proposed FY 23/24	Notes
Line	Administrative Exp.				
1	Legal Expenses	0.00	0.00	0.00	
2	Insurance	3,000.00	3,000.00	1,200.00	<i>Less liabilities</i>
3	Taxicab Administrator	2,496.00	1,335.74	1,500.00	
4	Office Clerk	2,500.00	1,353.00	1,500.00	
5	Drug & Alcohol Testing	500.00	0.00	420.00	<i>New & Renewals</i>
6	Background Checks	200.00	64.00	128.00	<i>2 New Taxi Drivers</i>
7	Printing/Office Supplies	250.00	422.00	422.00	<i>Incl Bank fees</i>
8	Rent & Utilities	2,400.00	2,400.00	2,400.00	
9	TOTAL EXPENSES	11,346.00	8,574.74	7,570.00	

Line	REVENUE				
10	Driver Permit Fees	500.00	200.00	200.00	<i>2 New Taxi Drivers</i>
11	Vehicle Fees	6,000.00	4,200.00	3,600.00	<i>3 Registered Cabs</i>
12	Driver Renewal Fees	480.00	0.00	300.00	<i>5 Registered Drivers</i>
13	Transfer Fees	0.00	0.00	0.00	
14	Fines	100.00	0.00	100.00	
15	TOTAL REVENUE	7,080.00	4,400.00	4,200.00	

BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: April 6, 2023

RE: FY 2023/24 Draft Operating and Capital Budgets

Staff proposes a fully-funded budget for Fiscal Year 2023/24. Summary of factors used in developing the FY 2023/24 Operating Budget are as follows:

Revenues

- Passenger Fares **(\$264,500)** is a conservative estimate; an increase of 15% from FY23.
- Federal 5311 funding **(\$579,901)** is apportioned on an annual basis to non-urban areas based on the size of the rural population.
- Other Funds **(\$13,654)** include miscellaneous revenues such as interest income, gain of assets, taxi rent, etc.
- Natural Gas **(\$35,394)** includes Renewable Natural Gas credits monetized by Clean Energy and Compressed Natural Gas fuel sold.
- Measure I funds **(\$152,900)** 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 transit operations).
- LTF **(\$5,595,300)** is budgeted to cover operating expenses. Local Transportation Fund (LTF) comes from .25% of sales tax generated within the County. The Transportation Development Act (TDA) provides LTF which is a major source of funding for public transportation. 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.

ITEM 8.4

Expenses are projected to be **1.10%** more than last Fiscal Year.

Basin Transit has historically based the cost-of-living adjustment (COLA) on the December Consumer Pricing Index (CPI) report. The increased cost of consumables as noted in the CPI as of December 2022 for San Bernardino was 7.5%.

Administrative Expenses show a 1.78% increase.

- Wages (*Lines 9-12*): Administrative staff would receive 7.5% COLA. Staff not on the final step would be eligible for their 5% merit increase.
- Board Meetings (*Line 13*): The 33% decrease reflects board meetings being held every other month.
- Payroll Taxes (*Line 14*): Increased wages result in additional payroll taxes.
- Health & Welfare (*Line 15*): 11.39% increase due to new health plan policy, approved by the Board in November 2022.
- Retirement (*Line 16*): In addition to CalPERS increasing the employer rate to 10.1%, increased wages result in higher employer contributions.
- Outside Services (*Line 18*): Decreased by 20% because there was room to cut costs.
- Professional Fees (*Line 19*): Increased legal costs to update the bylaws and handbook were completed in FY 2022/23, allowing us to budget less for FY 2023/24.
- Leases/Rents/Software (*Line 20*): Leasing and rent fees no longer apply.
- Utilities (*Line 21*): Utility costs continue to increase.
- Printing & Reproduction (*Line 25*): Rebranding was completed in FY 2022/23, allowing us to budget less for FY 2023/24.

Maintenance Expenses show a 6.99% increase.

- Wages (*Lines 29-33*): Maintenance staff would receive 7.5% COLA. Staff not on the final step would be eligible for their 5% merit increase.
- Payroll Taxes (*Line 34*): Increased wages result in additional payroll taxes.
- Retirement (*Line 36*): In addition to CalPERS increasing the employer rate to 10.1%, increased wages result in higher employer contributions.
- Uniforms (*Line 37*): An increase of 60% is due to having an additional utility worker, whose uniforms are to be cleaned weekly, as well as Prudential increasing their costs.
- *Lines 39-41*: Vendors have increased their costs.
- *Lines 43-46*: Cutting costs where possible.

Operations Expenses show an 0.17% decrease.

- Wages (*Lines 51-53*): Operations Manager, Supervisor, and Operators would receive 7.5% COLA. Staff not on the final step would be eligible for their 5% merit increase. These line items also include adding Juneteenth as a holiday operating on a normal bus schedule.
- Dispatch Wages (*Line 54*): Dispatchers would receive 7.5% COLA. The Lead Dispatcher would increase from \$1/per hour more than a dispatcher to \$2/per hour more, resulting in a 7.57% increase.
- Payroll Taxes (*Line 55*): Increased wages result in additional payroll taxes.
- Health & Welfare (*Line 56*): 40.72% decrease due to new health plan policy, as well as reallocates California Employer's Retiree Benefit Trust (CERBT) as a capital expense, per Audit Finding.
- Retirement (*Line 57*): Reallocating California Employer's Pension Prefunding Trust (CEPPT) as a capital expense reduces our Retirement operations by 26.27%.
- Safety Incentive Program (*Line 58*): Increased to anticipate reaching 300 safety days again.
- Worker's Comp (*Line 59*): Few claims have brought our Worker's Comp insurance estimate down by 25.74%.
- Other Employee Expense (*Line 60*): This increase allows for two Basin Transit bowling league teams, to try out an Attendance Incentive and an increased budget for end-of-year recognition. This budget line item also includes random drug & alcohol testing, DMV reimbursements, and physicals.
- Uniforms (*Line 62*): Rebranding was completed in FY 2022/23, allowing us to budget less for FY 2023/24.
- Tel/cell/internet/fax (*Line 64*): An increase of \$45.96% is to include cellular service on tablets to install in buses to prepare for Intelligent Transit System (ITS) technology.
- Radio Exp. (*Line 65*): Cutting costs where possible.
- Fuel (*Line 66*): SoCal Gas announced plans to further increase its prices. We use SoCal Gas to fuel our Natural Gas Vehicles.
- Insurance (*Line 68*): There is a projected 15% increase in insurance coverage throughout the CalTIP pool.

The FY 2023/24 Capital budget is included in lines 72-80 which total **\$3,072,990**.

This includes the following:

- STAF (**\$169,005**): \$50,000 in Operations Support covers everything from replacement computers to large annual software costs. \$78,133 is our match for CMAQ dollars to replace buses 32, 33, 34 & 36. \$40,892 are the remaining funds we need to complete the bus stop in front of Pizza Hut on Highway 62 in Twentynine Palms.

- **CMAQ (\$745,070):** These replacement vehicles are in accordance with our Short Range Transit Plan (SRTP) and Federal Transportation Improvement Program (FTIP) to replace buses 32, 33, 34 & 36.
- **SGR (\$127,536):** Partial funding to install Intelligent Transit System (ITS) technology on our buses with a \$311,464 match in LTF.
- **LTF (\$1,893,864):** \$290,388 is to cover our CERPT and CEPPT payments to CalPERS, \$1,190,708 to fund a solar project in preparation for an all zero-emission fleet, and \$101,304 is allocated for Zero Emissions infrastructure required to meet the mandate.
- **LCTOP (\$137,515):** To construct and install a bus stop at the Morongo Valley Post Office. An additional \$55,000 in LCTOP funds is budgeted within Passenger Fares to subsidize fares for K-12 students.

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

TREP Budget (*Lines 81-85*)

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 by helping people in inaccessible parts of Basin Transit's service area to get to town for lifeline services. Revenue: \$114,526 / Expenses: \$114,526

Procurement Budget (*Lines 86-89*)

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

- Allocation of \$80,000 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 Morongo Basin with the implementation of transportation programs that improve access to or augment Basin Transit services.
- \$163,505 to cover expenses that may be occurred for the administration of the procurement program, including a 7.5% COLA for the Procurement Director's wages.

ITEM 8.4

Taxi Budget (*Lines 90-92*)

Basin Transit regulates taxi activities. Due to fewer cabs and companies in operations, liability insurance costs will decrease to \$100 per month. Basin Transit estimates a revenue income of only \$4,200 with expenses in the amount of \$7,570. The taxi bank account has a reserve from revenue generated in previous years to cover the deficit.

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

BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: May 25, 2023

RE: Zero-Emissions Rollout Plan

The Innovative Clean Transit (ICT) regulation (Cal. Code Regs. Tit. 13 § 2023.1(d)) requires each transit agency to submit a complete Zero-Emission Bus Rollout Plan, approved by its governing body, showing how it plans to achieve a full transition to zero-emission buses (ZEBs).

The Rollout Plan lays out careful planning before the purchase requirements of ICT begin. Careful planning is essential to ensure the synchronization of vehicle procurement, infrastructure build-out, and fuel cost management. Rollout Plans will also improve the public, fuel suppliers, and the State's understanding of transit agencies' operations. This understanding could help provide more targeted support in developing incentives, inform fuel providers and utilities about potential infrastructure and electrical upgrades, and engage the general public about the environmental benefits of ZEBs.

STAFF RECOMMENDATION: APPROVE ZERO-EMISSION BUS ROLLOUT PLAN AND ADOPT RESOLUTION 23-04



ZERO-EMISSION BUS ROLLOUT PLAN



Basin Transit
62405 Verbena Road
Joshua Tree, CA 92252
Basin-transit.com

Contents

Section A: Transit Agency Information	3
Section B: Rollout Plan General Information	5
Section C: Technology Portfolio	5
Section D: Current Bus Fleet Composition and Future Bus Purchases.....	6
Section E: Facilities and Infrastructure Modifications.....	7
Section F: Providing Service in Disadvantaged Communities.....	11
Section G: Workforce Training.....	12
Section H: Potential Funding Sources	13
Section I: Start-up and Scale-up Challenges.....	14
Section J: Resolution.....	14

Section A: Transit Agency Information

Morongo Basin Transit Authority (Basin Transit) is a joint powers authority (JPA) between the Town of Yucca Valley, the City of Twentynine Palms, and San Bernardino County.

1. Transit Agency's Name (required)

Morongo Basin Transit Authority (Basin Transit)

2. Mailing address (number, street, city, county, zip code) (optional)

Basin Transit, 62405 Verbena Road, Joshua Tree, CA 92252

3. Name of transit agency's air district(s) (optional)

Basin Transit is part of Mojave Desert Air Quality Management District (MDAQMD).

4. Total number of buses in Vehicles Operated in Maximum Service (optional)

Peak Vehicles: 13

5. Population of rural area (optional)

Population: 70,888

6. Contact information of General Manager (optional)

Cheri Holsclaw, General Manager

760-366-2986

cheri@basin-transit.com

7. Is your transit agency part of a Joint Group (13 CCR § 2023.1(d)(3) (required)

No. Basin Transit is not part of a Joint Zero-Emission Bus Group.

8. Service Area (optional)

Basin Transit operates public transit services in 10 desert communities including Yucca Valley, Twentynine Palms, Joshua Tree, and unincorporated areas within San Bernardino County, extending south to Palm Springs in neighboring Riverside County. Much of the Morongo Basin's residential and commercial development is along the State Route 62 corridor between Yucca Valley in the west and Twentynine Palms in the east. This development parallels the northern border of Joshua Tree National Park and is largely the service area for Basin Transit routes. Two regional, long-distance routes, 12 and 15, connect the Morongo Basin to Palm Springs.

9. Schedule and Operations (optional)

Basin Transit runs three types of routes: neighborhood shuttles, intercity service, and longer-distance service to Palm Springs. Basin Transit's eight bus routes include:

Route 1 – Intercity service between Yucca Valley and Twentynine Palms Transit Center or Twentynine Palms Marine Corps Base

Route 3A – Shuttle service between Twentynine Palms Transit Center and Twentynine Palms Marine Corps Base

Route 3B – Neighborhood shuttle around Twentynine Palms

Route 7A – Neighborhood shuttle around North Yucca Valley, servicing the Yucca Valley Transit Center and Walmart Center

Route 7B – Neighborhood shuttle around South Yucca Valley, servicing the Yucca Valley Transit Center and Walmart Center

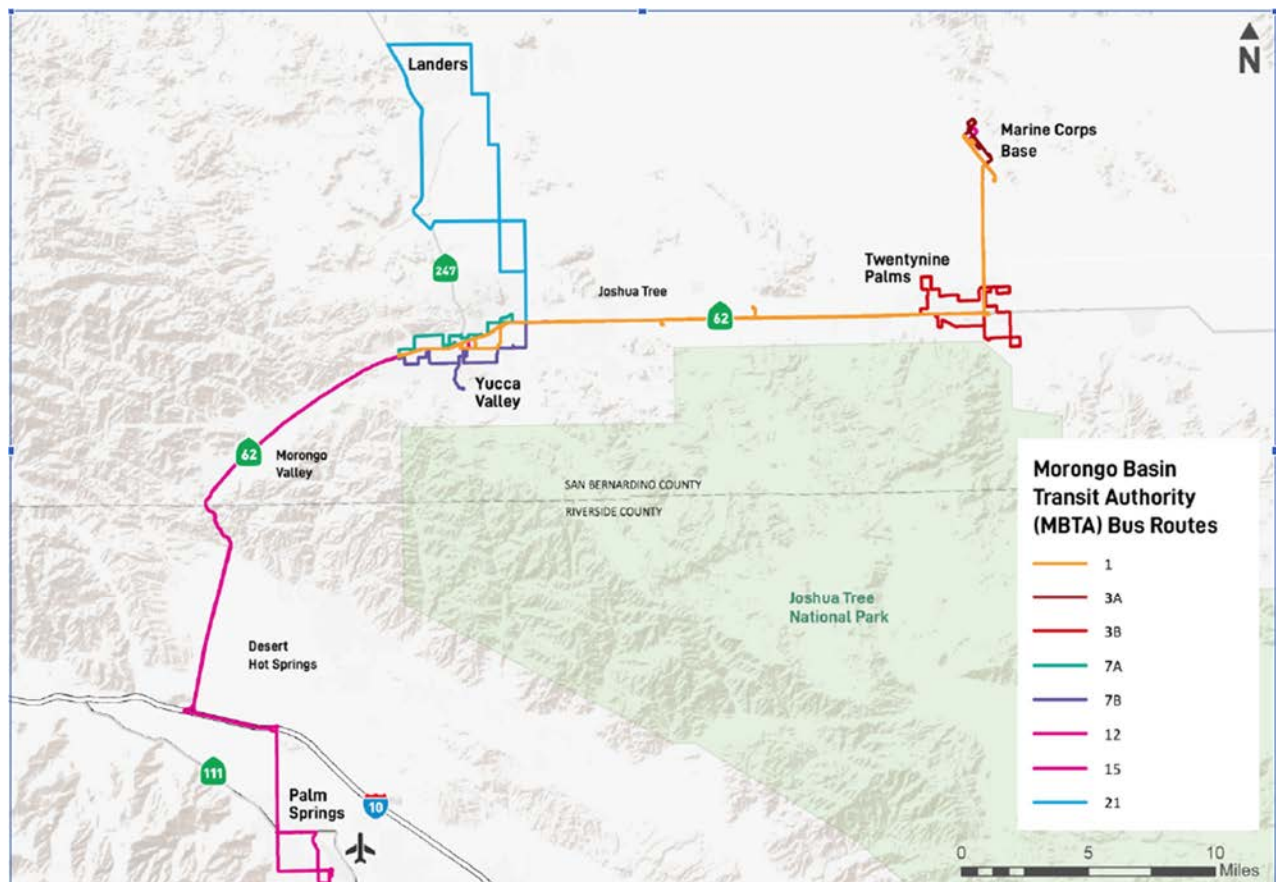
Route 12 – Long-distance service between Yucca Valley Transit Center and Palm Springs

Route 15 – Long-distance service between Twentynine Palms Marine Corps Base and Palm Springs

Route 21 – Shuttle service between Landers and Yucca Valley Transit Center

The majority of Basin Transit's neighborhood shuttle routes run between 18 and 24 miles in length; Route 21 runs on a 48-mile loop; the intercity route runs between 27 and 43 miles; and the longer-distance routes run between 39 and 79 miles, depending on point of origin relative to Palm Springs.

While most bus routes have designated fixed stops, in some areas there are no posted bus stops, and passengers may flag the driver to board. Deviations to the fixed route are also available to passengers who are unable to get to regular fixed stops by reserving at least one hour in advance. All routes will deviate up to $\frac{3}{4}$ -mile, except for Route 21, which will deviate up to 1.5 miles. These deviations add slight variability and unpredictability both to the length of runs and blocks, and to the terrain over which the buses operate.



Section B: Rollout Plan General Information

- 1. Does your transit agency's Rollout Plan have a goal of full transition to zero-emission technologies by 2040 that avoids early retirement of conventional transit buses (13 CCR § 2023.1(d)(1)(A))? (Yes/No) (required)**

Yes. In accordance with the ICT regulation 13 CCR § 2023.1, Basin Transit's fleet replacement plan serves as a blueprint for achieving a full transition to zero-emission technologies by 2040, considering minimum useful life of buses. Based on initial analysis, the last conventional bus is expected to be purchased in 2025. All new bus purchases are anticipated to be ZEB beginning in 2026.

- 2. The ICT regulation requires 100% ZEB purchase in 2029. Conventional transit buses that are purchased in 2028 could be delivered in or after 2029. Please explain how your transit agency plans to avoid potential early retirement of conventional buses in order to meet the 2040 goal. (optional)**

Early retirement should not be an issue pursuant to the ICT regulation based on Basin Transit's procurement schedule. However, if it becomes one, Basin Transit will deploy various strategies to ensure that buses fulfill their "useful life". One potential strategy is to place newly acquired buses on Basin Transit's longest (distance) blocks of service. This will ensure that these buses meet their distance-based useful life requirement more rapidly.

- 3. Is a copy of the board approved resolution attached to the Rollout Plan submitted to CARB (13 CCR § 2023.1(d)(2)) (required)**

Yes. See Section J for Resolution 23-04, *to be* approved May 25, 2023.

Section C: Technology Portfolio

- 1. What type(s) of zero-emission bus technologies (e.g., battery electric and fuel cell electric buses) does your transit agency plan to deploy through 2040? (13 CCR § 2023.1(d)(1)(B)) (required)**

ZEB analysis for Basin Transit's operations has determined that Battery-electric buses (BEBs) adoption is the ZEB technology that best meets the needs of Basin Transit for their purchasing and transition requirements pursuant to the ICT regulation. Fuel Cell Electric Buses (FCEBs), at this time, are not feasible due to no current manufacturers offering a cutaway vehicle.

Battery-Electric Buses

Basin Transit's future BEBs are expected to have specifications that are compatible with the Society of Automotive Engineers (SAE) J1772 charging standard (e.g., "plug-in charging"). It is recommended that Basin Transit specify charging ports on the rear of BEBs to allow for their existing site circulation and parking patterns to continue without additional modifications. Battery sizing (kilowatts) will be determined based on service needs requirements and what is available and feasible based on costs and weight. Charger rating (kilowatt-hour) will be based on service needs, battery acceptance, and costs.

Fuel Cell Electric Buses

Currently, there are no manufacturers in the U.S. market that offer a FCEB cutaway vehicle, deeming hydrogen power infeasible, under existing conditions. While a hydrogen-powered cutaway may be developed in the future, Basin Transit must plan and design for facilities and buses that are currently on the market to ensure they can comply with CARB's ICT regulation. However, as technology further develops, Basin Transit will remain open to technologies outside of BEB and will update plans, studies, and strategies, accordingly.

For specific blocks that are not capable of being served efficiently by existing BEB technology, FCEBs could be a viable option, if cutaways are eventually introduced to the market. In that case, it is recommended that FCEBs be fueled at future commercial/public hydrogen fueling stations located in either Twentynine Palms or Palm Springs or a purpose-built Basin Transit containerized hydrogen storage and dispensing unit with pre-compressed hydrogen delivery on site.

Section D: Current Bus Fleet Composition and Future Bus Purchases

As of April 2023, Basin Transit directly operates 22 compressed natural gas (CNG) powered buses for fixed-route and on-demand services, and one (1) electric ADA van. Buses range between 25 and 36 feet in length. Table 1 represents Basin Transit's current fleet.

Table 1: Individual Bus Information (optional)

# OF BUSES IN REVENUE SERVICE	MODEL YEAR	MAKE	MODEL	FUEL TYPE	BUS TYPE	LENGTH
1	2011	EL DORADO	XHF	CNG	STANDARD	36'
1	2015	GLAVAL	ENTOURAGE	CNG	CUTAWAY	33'
1	2015	EL DORADO	AERO ELITE	CNG	CUTAWAY	32'
6	2018	SENATOR	STARTRANS II	CNG	CUTAWAY	25'
1	2016	SENATOR	STARTRANS II	CNG	CUTAWAY	25'
1	2016	ARBOC	SPIRIT	CNG	CUTAWAY	26'
3	2016	EL DORADO	AERO ELITE	CNG	CUTAWAY	32'
1	2016	GLAVAL	ENTOURAGE	CNG	CUTAWAY	33'
2	2018	GLAVAL	ENTOURAGE	CNG	CUTAWAY	33'
2	2019	GLAVAL	ENTOURAGE	CNG	CUTAWAY	33'
1	2017	GILLIG	LOW FLOOR	CNG	STANDARD	35'
1	2020	EL DORADO	AERO ELITE	CNG	CUTAWAY	32'
1	2021	GILLIG	LOW FLOOR	CNG	STANDARD	35'
1	2022	FORD	ETRANSIT	ELECTRIC	MINIVAN	19'

Assuming a 1:1 replacement ratio, each existing bus will eventually be replaced with a BEB cutaway bus (of similar size). However, the number of ZEBs required may increase based on service requirements. Table 2 represents a summary of Basin Transit's anticipated bus procurements through 2034. This replacement schedule is subject to change as Basin Transit periodically adjusts its service levels in response to rider demand.

Table 2: Future Bus Purchases (required)

<u>Timeline (Year)</u>	<u>Total # of Buses to Purchase</u>	<u># of ZEB Purchase</u>	<u>% of Annual ZEB Purchase</u>	<u>ZEB Fuel Type</u>	<u>ZEB Bus Type</u>
2025	4	4	0%	CNG	CUTAWAY
2026	3	3	100%	ELECTRIC	CUTAWAY
2027	1	1	100%	ELECTRIC	CUTAWAY
2028	0	0	100%	ELECTRIC	CUTAWAY
2029	2	2	100%	ELECTRIC	CUTAWAY
2030	3	3	100%	ELECTRIC	CUTAWAY
2031	6	6	100%	ELECTRIC	CUTAWAY
2032	4	4	100%	ELECTRIC	CUTAWAY
2033	1	1	100%	ELECTRIC	STANDARD
2033	1	1	100%	ELECTRIC	CUTAWAY
2034	2	2	100%	ELECTRIC	STANDARD

Table 3 represents the required operating range for future zero-emission buses to serve Basin Transit's fleet and its estimated cost.

Table 3: Range and Estimated costs of Future ZEB Purchases (optional)

<u>Timeline (Year)</u>	<u>Total # of Buses to Purchase</u>	<u>ZEB Bus Type</u>	<u>ZEB Fuel Type</u>	<u>Required BEB Range</u>	<u>Estimated Cost of Each Bus</u>
2025	4	CUTAWAY	CNG	N/A	\$251,082
2026	3	CUTAWAY	ELECTRIC	250	\$412,990
2027	1	CUTAWAY	ELECTRIC	250	\$412,990
2028	0	CUTAWAY	ELECTRIC	250	\$412,990
2029	2	CUTAWAY	ELECTRIC	250	\$412,990
2030	3	CUTAWAY	ELECTRIC	250	\$412,990
2031	6	CUTAWAY	ELECTRIC	250	\$412,990
2032	4	CUTAWAY	ELECTRIC	250	\$412,990
2033	1	STANDARD	ELECTRIC	400	\$412,990
2033	1	CUTAWAY	ELECTRIC	250	\$412,990
2034	2	STANDARD	ELECTRIC	400	\$412,990

* The estimate cost of an articulated bus is unknown at this time.

1. Is your transit agency considering converting some of the conventional buses in service to zero-emission buses (13 CCR § 2023.1(d)(1)(E))? (Yes/No) (required)

No. Basin Transit plans to replace the current CNG vehicles with electric vehicles after each vehicle has reached its useful service life during the years 2026-2034.

Section E: Facilities and Infrastructure Modifications

Since ZEB technology continues to evolve, it is difficult to commit to a costly strategy that may become outdated or obsolete in the future. For that reason, the recommended facility and infrastructure modifications are based on what can physically be accommodated at each facility. This provides the agency with a ceiling for what can physically be constructed

and at what cost. Service changes and bus movements may happen multiple times a year, for some agencies. By establishing a full build scenario, agencies can optimize, and tailor strategies based on existing (or anticipated) services for implementation.

1. Table 4: Facilities Information and Construction Timeline (required)

<u>Phase Timeline</u>	<u>Address</u>	<u>Main Functions</u>	<u>Type(s) of Infrastructure</u>	<u>Facility Service Capacity</u>	<u>Needs Upgrade</u>
Present – 2028	62405 Verbena Rd, Joshua Tree CA	Fueling, Storage, and Maintenance	Installation of solar arrays with battery backup and wiring for overhead charging capacity up to 26 buses.	26 Buses	Yes
Present – 2028	6994 Bullion Ave, Twentynine Palms CA	Fueling and Storage	Installation of solar arrays, transformers and panels, conduit and wiring for charging capacity up to 8 buses.	8 Buses	Yes

Adhering to the construction schedule and milestones will be critical because the facilities' construction must be completed before buses are delivered, otherwise, the buses will not be able to operate. To accomplish this, construction for BEB-supporting infrastructure is expected to be done in phases to minimize disruption of operations.

Additional electrical capacity may be required to meet the service needs of buses at the Joshua Tree Yard if there is not enough space for the number of solar arrays required to charge up to 26 buses. Construction and enhancements to bring this additional electrical capacity are anticipated to take three to five years based on SCE's protocol. This timeframe would include methods of service studies, design, and construction. It is recommended that electrical infrastructure such as transformers and switchgears be installed with the initial phase to avoid the disruption of ongoing charging operations.

2. Please explain the types of necessary upgrades or infrastructure each facility or division needs to support your transit agency's long-term transition to ZEB. Please also provide the specification of each infrastructure in the related facility or division before and after the upgrades or modifications. (optional)

Basin Transit does not anticipate needing to make changes to the parking configuration to accommodate chargers. However, Basin Transit's transition to ZE technologies, namely, BEB, will require a number of modifications and changes to existing infrastructure and operations. This would include the decommissioning of CNG equipment, enhancements and expansions of electrical equipment, additional electrical capacity, and the installation of solar arrays, BEB chargers, and other components. These modifications will occur at Basin Transit's two yards in Joshua Tree and Twentynine Palms.

Based on Basin Transit's existing service needs and site configurations, Basin Transit plans on installing overhead plugin chargers to support BEBs at both Joshua Tree and Twentynine Palms yards. The proposed full facility layout is based on a 1:1 charging ratio. This charger-to-dispenser ratio would meet the requirements to charge Basin Transit's fleet during the vehicles' servicing and dwell time on the site while minimizing the peak electrical demand.

Joshua Tree Yard

Joshua Tree Yard Existing Conditions

Joshua Tree Yard is located at 62405 Verbena Road in the City of Joshua Tree. Electrical service is provided by Southern California Edison (SCE). Currently, 26 CNG-powered buses are stored, maintained, fueled, and serviced at the yard. Buses are parked one deep in angled tracks in the yard or backed in along the eastern fence line. Buses fuel with CNG when they return to the site at the end of daily service via one of two fast-fill CNG positions at the fuel canopy on the southeast corner of the site, or in one of the ten time-fill positions located along the northeastern edge of the parking lot.

The primary vehicles used for service out of Joshua Tree are cutaway buses, which are currently not available as FCEBs. For this reason, hydrogen power at Joshua Tree is not recommended. As these technologies become available in the future, Basin Transit may consider hosting a hydrogen fueling yard located on the southern portion of the site adjacent to the existing CNG yard if commercially available hydrogen fueling stations are not utilized.

Washing is handled by service staff in the mornings and evenings via a pressure wash unit located under a canopy on the southeast boundary of the site.

Joshua Tree Yard Planned ZEB Modifications

Overhead chargers and dispensers can be installed without any trenching modification to the existing paved parking areas. Installation for the Joshua Tree Yard is to install solar arrays with battery backup and 26 overhead charging dispensers constructed over the parking spaces on the eastern boundary of the yard.

Joshua Tree Yard Overview:



Twentynine Palms Yard

Twentynine Palms Yard Existing Condition

Twentynine Palms Yard is located at 6994 Bullion Avenue in the City of Twentynine Palms. Electrical service is powered by Southern California Edison (SCE).

Currently, eight CNG-powered buses are stored and fueled at the division. The Twentynine Palms Yard site consists of the following separate structures and major site areas: bus parking, a portable restroom for operators, standalone fuel island, and an adjacent CNG compressor yard with support equipment. To the north, the rest of the site is used for storage, maintenance, and operations by the public works department.

Buses enter from Bullion Avenue and are backed in along the eastern and southern fence line for nightly parking.

Buses fuel with CNG when they return to the site at the end of daily service via either single fast-fill CNG position on the fuel island on the southeast corner of the site or in one of the six time-fill positions located along the southern edge of the parking lot. No maintenance, dispatch, or wash facilities are located on the Twentynine Palms Yard site for Basin Transit.

Twentynine Palms Yard Planned ZEB Modifications

Charger installation for the Twentynine Palms Yard would be to install asphalt, solar arrays with battery backup, and 8 overhead charging dispensers constructed over the parking spaces on the southern boundary of the yard.

Twentynine Palms Overview



3. Do you expect to make any modifications to your bus parking arrangements? (optional)

No, Basin Transit will utilize its original bus parking spaces.

4. Do you expect to need additional parking spaces for completing the transition to zero-emission technologies? (optional)

No, Basin Transit does not anticipate needing additional parking spaces.

5. Table 5: NOx-Exempt Area and Electric Utilities' Territories. (optional)

<u>Division/Facility Name</u>	<u>Type(s) of Bus Propulsion System</u>	<u>Located in NOx-Exempt Area</u>	<u>Type(s) of Infrastructure</u>
Joshua Tree Yard 62405 Verbena Rd, Joshua Tree CA	CNG	No	Southern California Edison
Twentynine Palms Yard 6994 Bullion Ave, Twentynine Palms CA	CNG	No	Southern California Edison

6. Please identify the electric utilities in your transit agency's service area. (optional)

Southern California Edison (SCE)

Section F: Providing Service in Disadvantaged Communities

1. Does your transit agency serve one or more disadvantaged communities, as listed in the latest version of CalEnviroScreen? Yes/No (required)

No. At this time, neither the Joshua Tree Yard nor Twentynine Palms Yard is in an area considered "disadvantaged". Its routes currently traverse 19 and 25 census tracts, respectively, all of which are not considered disadvantaged.

oehha.ca.gov/calenviroscreen/sb535

CalEPA
California Environmental Protection Agency

Environmental Topics About Proposition 65 News and Events Library Search

Disadvantaged Communities Map

[Click to open this map in a new window](#)

CalEPA
California Environmental Protection Agency

SB 535 Disadvantaged Communities (2022 Update)

California Climate Investments are funds (Greenhouse Gas Reduction Fund and appropriated by the Legislature) from the proceeds of the State's Cap-and-Trade Program, specifically targeted for investment in disadvantaged communities in California. These funds must be used for programs that further reduce emissions of greenhouse gases.

Senate Bill 535 (De León, Statutes of 2012) directed that at least a quarter of the proceeds go to projects that provide a benefit to disadvantaged communities and at least 10 percent of the funds go to projects located within those communities. The legislation gives CalEPA the responsibility for identifying those communities.

How to use this map

- Use your mouse or touchpad to pan around.
- Zoom in/out with a mouse wheel or the +/- icons.
- Search by location or census tract number with the search icon.
- Click on a census tract to view additional information in the pop-up window.
- Dock the pop-up window to the side of the screen by clicking the dock icon.
- Export a map view that includes the legend and popup using the screenshot widget.
- Click the links in the header to view additional resources related to SB 535 Disadvantaged Communities.

62405 Verbena Rd, J

Verbena Rd

Twentynine Palms Hwy

2746 ft

SB 535 Disadvantaged Communities 2022 (Census Tracts and Tribal Areas)

Section G: Workforce Training

1. Please describe your transit agency's plan and schedule for the training of bus operators and maintenance and repair staff on zero-emission bus technologies (13 CCR § 2023.1(d)(1)(G)). (required)

Basin Transit will use the training provided by the bus and charger manufacturers for the training of bus operators and maintenance staff on zero-emission bus technologies. Training will begin in 2026 since Basin Transit will procure its first BEB in 2026 with an expected delivery shortly after and training will be conducted in advance of the delivery of the first bus. It is expected that all personnel will be sufficiently trained before the first bus arrives.

Training conditions and schedules will be included in procurement documents, as they are with all existing procurements. If other OEM-provided buses are procured in the future and/or if new components, software, or protocols are implemented, it is expected that Basin Transit's staff will be trained well in advance of the commissioning of these additions. Since battery technology is rapidly evolving, it is likely that buses and their supporting battery chemistries and software will change between 2020 and 2040, therefore, Basin Transit's future procurements/deliveries will require a refresher or updated training for relevant staff.

In addition to manufacturer training, Basin Transit currently has the TAPTCO training program to develop mechanics which complies with FTA and FMCSA requirements. The program is administered by one (1) full-time training supervisor. The program not only covers safety, familiarity, and basic troubleshooting but also more in-depth procedures and troubleshooting. Safety training will be provided on an annual or other occurring basis to ensure that staff is knowledgeable and maintains best and safe practices when operating, handling, or servicing BEB-supporting components or infrastructure.

Timeline (Year)	Job Title	Type(s) of Training
2026	Bus Operators	Bus operators will need to be familiarized with the buses, safety, bus operations, and BEB operations.
2026	Mechanics	Mechanics will need to be familiarized with scheduled and unscheduled repairs, high-voltage systems, and the specific maintenance and repair of equipment.
2026	Facilities Maintenance Staff	Maintenance staff will need to be familiarized with scheduled and unscheduled repairs, high-voltage systems, and the specific maintenance and repair of equipment.
2026	Safety & Training Supervisor	Supervisors will need to understand all aspects of the transition of ZEBs to train others.
2026	Utility Service Workers	Staff will become familiarized with proper charging protocol and procedures that are ZEB-specific.
2026	Management Staff	All Management will be familiarized with ZEB operations and safety procedures.

Section H: Potential Funding Sources

1. Please identify all potential funding sources your transit agency expects to use to acquire zero-emission technologies (both vehicles and infrastructure) (13 CCR § 2023.1(d)(1)(H)). (required)

There are a number of potential federal, state, local, and project-specific funding and financing sources at Basin Transit's disposal. Basin Transit will monitor funding cycles and pursue opportunities that yield the most benefits for the agency pursuant to the ICT regulation. The following table identifies the many funding opportunities that Basin Transit may take advantage of in the next 20 years.

2. Table 8: Potential Funding Sources (optional)

TYPE	AGENCY	FUNDING MECHANISM
Federal	United States Department of Transportation (USDOT)	Better Utilizing Investments to Leverage Development (BUILD) Grants
	Federal Transportation Administration (FTA)	Capital Investment Grants – New Starts
		Capital Investment Grants – Small Starts
		Bus and Bus Facilities Discretionary Grant
		Low- or No-Emission Vehicle Grant
		Metropolitan & Statewide Planning and Non-Metropolitan Transportation Planning
		Urbanized Area Formula Grants
		State of Good Repair Grants
		Flexible Funding Program – Surface Transportation Block Grant Program
	Federal Highway Administration (FHWA)	Congestion Mitigation and Air Quality Improvement Program
	Environmental Protection Agency (EPA)	Environmental Justice Collaborative Program-Solving Cooperative Agreement Program
	Department of Energy (DOE)	Design Intelligence Fostering Formidable Energy Reduction and Enabling Novel Totally Impactful Advanced Technology Enhancements
State	California Air Resources Board (CARB)	Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP)
		State Volkswagen Settlement Mitigation
		Carl Moyer Memorial Air Quality Standards Attainment Program
		Cap-and-Trade Funding
	California Transportation Commission (CTC)	Solution for Congested Corridor Programs (SCCP)
	California Department of Transportation (Caltrans)	Low Carbon Transit Operations Program (LCTOP)
		Transportation Development Act
		Transit and Intercity Rail Capital Program
		Transportation Development Credits
New Employment Credit		
Local and Project-Specific		Joint Development
		Parking Fees
		Tax Rebates and Reimbursements
		Enhanced Infrastructure Financing Districts
		Opportunity Zones

Section I: Start-up and Scale-up Challenges

1. Please describe any major challenges your transit agency is currently facing in small scale zero-emission bus deployment. (optional)

To comply with the ICT regulation's purchase and transition requirements, there are a number of challenges and opportunities that Basin Transit has identified. The following sections briefly describe some of the challenges that Basin Transit faces in its transition.

Uncertainty of ZEB cutaways. As discussed, there is a small market for ZEB cutaways. For the cutaways that do exist, there is uncertainty in their product range and if they're Altoona-tested. Unfortunately, the cutaway market does not currently offer FCEBs, so Basin Transit has no other alternative and will need to plan on BEB adoption.

Range issues. Basin Transit has some blocks that exceed the current BEB range. This means that Basin Transit will need to consider the following strategies to reduce or avoid service disruptions:

- Buy more buses. This can assist with service requirements; however, more buses will require more chargers, more space at the division, and potentially higher utility costs.
- Opportunity charging. This strategy could potentially reduce the costs (per bus) due to a smaller battery requirement, however, it would result in more capital infrastructure and utility costs.
- Service changes. This would require the manipulation of block structure. While the riders may not notice the change, the agency will need to consider the potential impacts on operator and maintenance costs.

Technological adaptation. Currently, Basin Transit is modeling and planning for a transition based on existing service and ZEB technology. With the 2040 deadline looming, it is difficult to anticipate future technological enhancements and changes, such as improved batteries and chargers. Slight changes in these technologies could improve bus ranges, in turn, reducing costs. Basin Transit (and the market) needs to be aware of these changes as it would be counterproductive to invest in technologies that will soon be outdated.

Costs. Adoption of ZEBs has many benefits, including potential lifecycle cost savings. However, the investment required for capital and change management will be very expensive. Basin Transit will need to be creative with funding mechanisms and sources to ensure that the transition to ZEB will not be detrimental to its operations and service.

Market Production Factors. The ICT regulation will put a lot of pressure on OEMs to produce ZEBs at unprecedented rates. However, it is not only California that is interested in converting to ZEBs. These monumental policy changes will have a great impact on these transitions, however, it will also make it challenging to meet ZEB goals for agencies if the supply of buses can meet with demand.

Section J: Resolution

To be included after it's approved on May 25, 2023 (*see next page for template*).

RESOLUTION # 23-04

AUTHORIZATION FOR THE EXECUTION OF THE ZERO-EMISSION BUS ROLLOUT PLAN

WHEREAS, California Code of Regulations Title 13, Division 3, Chapter 1, Article 4.3, Part 2023.1(d) Zero Emissions Bus Rollout Plan Requirements requires that a transit agency Zero-Emission Bus Rollout Plan must be approved by its governing Board; and

WHEREAS, Zero-Emission Bus Rollout Plan sets forth the Basin Transit's plan which meets the following requirements:

- A goal of full transition to zero-emission buses by 2040 with careful planning that avoids early retirement of conventional internal combustion engine buses;
- Identification of the types of zero-emission bus technologies Basin Transit is planning to deploy;
- A schedule for zero-emission and conventional internal combustion engine bus purchases and lease options;
- A schedule for conversion of conventional internal combustion engine buses to zero-emission technologies;
- A schedule for construction of facilities and infrastructure modifications or upgrades, including charging, fueling, and maintenance facilities, to deploy and maintain zero-emission buses;
- Explanation of how Basin Transit plans to deploy zero-emission buses in Disadvantaged Communities;
- A training plan and schedule for zero-emission bus operators and maintenance and repair staff; and
- Identification of potential funding sources.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Basin Transit hereby approves the Basin Transit's Zero-Emission Bus Rollout Plan as set forth in full.

NOW, THEREFORE, BE IT RESOLVED that insofar as the provisions of any Ordinance, Resolution, document, or previous action of the Board and/or the Executive Director, prior to the date of this Resolution, are inconsistent with the provisions of this Resolution or any policy adopted by this Resolution, this Resolution and the Board Policies adopted herein shall control.

PASSED AND ADOPTED by the Board of Directors of the Basin Transit in San Bernardino County, State of California, on the 25th day of May 2023.

Chair of the Board

I, Cheri Holsclaw, duly appointed and qualified, Clerk of the Board of the Basin Transit, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Board of Directors of the Basin Transit adopted at a legally convened meeting of the Board of Directors of the Basin Transit held on the 25th day of May 2023.

Board Secretary

BASIN TRANSIT ACRONYM LIST

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
5316	Job Access and Reverse Commute Grant Program
5339	Rural Discretionary Grant Program
5311f	Federal Transit Administration Intercity Bus Grant Program
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
IFB	Invitation for Bid
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.
RFP	Request for Proposal
SBCTA	San Bernardino County Transportation Authority
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

BASIN TRANSIT 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