

BASIN TRANSIT

**REGULAR MEETING OF
THE BOARD OF DIRECTORS**

Thursday, July 27, 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 5:00 p.m.

PLEDGE OF ALLEGIANCE – Outgoing Board Member Ellen Jackman led the flag salute.

ROLL CALL

Members Present:

Merl Abel
Danielle Harrington
Ben Sasnett

Jeff Drozd
Dan Mintz
McArthur Wright

Members Absent:

NONE

2.0 SPECIAL RECOGNITIONS AND PRESENTATIONS

2.1 Recognition of Outgoing Board Member

Chair Wight expressed the board's appreciation for Ellen's service on the board and stated that it's been a pleasure working with her on this board. Chair Wright then presented Ellen with a plaque recognizing her for her dedicated service from December 2017 through May 2023.

Ellen shared that she's had the pleasure of serving on the board for about 5 ½ years, which, as she thought about it, made her kind of a short-timer, which says a lot about how much people enjoy serving on this board and her experience was no exception. Ellen went on to thank the board for the opportunity to serve, further stating that Basin Transit is a first-class organization from the newest employee to the highest level of management and that it is filled with employees who love their jobs and love serving the community. Ellen again stated that she has enjoyed her time serving and thanked the Board once again.

2.2 Recognition of Employee of the Quarter

Matt Atkins, Operations Manager, recognized Michael “Mike” Padilla as the Employee of the Quarter. Matt shared that Mike started with Basin Transit on August 1, 2022, and since he joined the team, he’s been outstanding to work with. He jumped right in and helped get the shop organized. Matt further shared that with Mike coming in as Basin Transit’s second Utility Worker, there’s been a huge improvement in the cleanliness of the vehicles, facilities, and bus stops, making everyone appreciative of the efforts he puts in. Matt also had the pleasure of announcing that earlier that month, Mike was able to upgrade his existing driver’s license to a commercial driver’s license with a passenger endorsement, so now Mike can further assist the maintenance department with road calls that may require vehicle switch-outs or take vehicles in for warranty repairs when needed, etc. Matt praised Mike for putting the work in, which made him one of the few who was able to pass the test on his first attempt, which is very impressive. Matt closed by thanking Mike for all that he does at Basin Transit.

3.0 PUBLIC COMMENTS

NONE

4.0 CONSENT CALENDAR

4.1 Minutes of the May 25, 2023 Board Meeting

4.2 Treasurer's Report for April and May 2023

4.3 Warrant Register through May 31, 2023

4.4 Ridership Reports

4.5 Financial Reports

4.6 Taxi Report

4.7 General Manager's Reports

4.8 Operations Report

4.9 Adopt Resolution 23-05 for Joint Procurements

ACTION: Board Member Mintz moved to approve the Consent Calendar (items 4.1 - 4.9); seconded by Board Member Abel: motion passed by Roll Call Vote (6-0).

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

NONE

6.0 OLD BUSINESS

NONE

7.0 NEW BUSINESS

7.1 RFP 20-01 (Z-1, Z-3) Approval

Joe Meer requested authorization to issue contracts to three (3) different bus manufacturers for small electric buses to be included in Basin Transit's procurement program. Joe explained the differences between the various vehicle models included in the multi-award contract.

ACTION: Board Member Mintz moved to approve RFP 20-01 (Z-1, Z-3); seconded by Board Member Drozd: motion passed by Roll Call Vote (6-0).

7.2 Purchasing Policy Update

Cheri Holsclaw reported that expenses have increased significantly over the past eleven years (the last time the purchasing policy was updated), due to the rising cost of living. The existing Basin Transit Purchasing Policy stipulated a \$15,000 General Manager approval limit. Many of Basin Transit's annual purchases exceed the limit, which would require these regular recurring purchases to go to the Board of Directors for approval. Purchase Policy changes include replacing references to Morongo Basin Transit Authority with Basin Transit, clarifying language pertaining to the disposal of items purchased with Federal funds, increasing purchase order limits to \$25,000, and increasing General Manager approval limits to \$25,000. The changes are in conformance with federal and state law and were reviewed and approved by Counsel.

ACTION: Board Member Abel moved to approve the updated Purchasing Policy as presented; seconded by Board Member Sasnett: motion passed by Roll Call Vote (6-0).

7.3 Bus Stop Improvement Bid IFB #23-01

Cheri Holsclaw requested approval to proceed with IFB #23-01 regarding construction improvements for the bus stop in front of Motel 6 in Twentynine Palms. Cheri notified the Board of Directors that the project is fully funded using the State of Good Repair program.

ACTION: Board Member Drozd moved to approve proceeding with IFB #2-01; seconded by Board Member Mintz: motion passed by Roll Call Vote (6-0).

8.0 CLOSED SESSION

NONE

9.0 GENERAL MANAGER UPDATE

Cheri shared that Basin Transit was partnering again with the Boys & Girls Club of the Hi-Desert for a "Pack the Bus" school supply drive that upcoming Saturday. Cheri also notified the Board of Directors that Basin Transit was going to be at the Concert in the Park on August 12th and further shared that Basin Transit did a Christmas in July event in Twentynine Palms on July 1st that raised \$1,350 for Reach Out Morongo and the Safe House. Cheri also informed the Board of Directors that applications for the Transportation Assistance Grant (TAG) program had gone out and are due on August 11th, with staff coming before the Board of Directors for approval at the September 2023 Board meeting.

10.0 FUTURE BOARD INITIATED AGENDA ITEMS

NONE

11.0 BOARD MEMBER COMMENTS

Board Member Sasnett congratulated Mike on earning Employee of the Quarter and former Board Member Jackman.

Board Member Abel commented that he sees that the on-time performance for Basin Transit is still doing well and verified that on-time performance and ridership are tracked electronically. Board Member Abel asked if there had been any noticeable increase in vandalism at bus stops or Basin Transit properties. Cheri responded that there hadn't been any noticeable increases.

Board Member Harrington shared that she loved the Project Santa idea and is glad the event went well. Board Member Harrington further stated she thinks the Pack the Bus event will also be great, and she hopes there is a good turnout.

Board Member Drozd commented that it's really encouraging to see the new employees and that at every meeting, there is an employee who has done an outstanding job. Board Member Drozd further stated that he really appreciated working with former Board Member Jackman. Board Member Drozd closed by thanking everyone at the meeting for all the hard work they do and saying that Basin Transit is really an outstanding agency.

Chair Wright expressed that he thinks Basin Transit staff is doing a fantastic job and encouraged staff to keep up the good work.

Chair Wright announced that the next Board meeting will be held on Thursday, September 28, 2023 at 5:00 p.m.

12.0 ADJOURNMENT

The meeting adjourned at 5:33 p.m. Thursday, July 27, 2023.

Respectfully submitted,



Michal Brock, Assistant Board Secretary