

Thursday, July 27, 2023 5:00 PM

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 July 26, 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
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, July 27, 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, Mintz, Sasnett, and Chair Wright

2.0 SPECIAL RECOGNITIONS AND PRESENTATIONS

2.1 Recognition of Outgoing Board Member

2.2 Employee of the Quarter

3.0 PUBLIC COMMENTS

3.1 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.

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

4.0 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).

4.1 Minutes of the May 25, 2023 Board Meeting
Staff Recommendation: Approve Minutes

4.2 Treasurer's Report for April and May 2023
Staff Recommendation: Approve Treasurer's Reports

4.3 Warrant Register through May 31, 2023
Staff Recommendation: Approve Warrant Register

- 4.4 Ridership Reports
Staff Recommendation: Receive and File
- 4.5 Financial Reports
Staff Recommendation: Receive and File
- 4.6 Taxi Report
Staff Recommendation: Receive and File
- 4.7 General Manager's Reports
Staff Recommendation: Receive and File
- 4.8 Operations Report
Staff Recommendation: Receive and File
- 4.9 Authorizing Resolution for Joint Procurements
Staff Recommendation: Adopt Resolution 23-05 Authorizing Staff to Solicit and Maintain Contracts for Basin Transit Joint Procurement on Behalf of Basin Transit for Fiscal Years 2024 Through 2028

ACTION: Move _____ 2nd _____ Roll Call Vote

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

6.0 OLD BUSINESS

NONE

7.0 NEW BUSINESS

- 7.1 RFP 20-01 (ZEB Z-1, Z-3) Approval
Staff Recommendation: Authorize Staff to Award Contracts to Bus Dealers and Manufacturers Listed on Notice of Intent to Award, RFP 20-01 (ZEB Z-1, Z-3)

ACTION: Move _____ 2nd _____ Roll Call Vote

- 7.2 Purchasing Policy Update
Staff Recommendation: Approve Purchasing Policy Update

ACTION: Move _____ 2nd _____ Roll Call Vote

- 7.3 Bus Stop Improvement Bid IFB #23-01
Staff Recommendation: Approve IFB #23-01, Bus Turnout and Shelter and Authorize Staff to Award Project to Lowest Responsive Bidder

ACTION: Move _____ 2nd _____ Roll Call Vote

8.0 CLOSED SESSION

NONE

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, September 28, 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 July 24, 2023, at 5:00 PM.**



Michal Brock, Assistant Board Secretary

7/21/2023

Date/Time

BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: July 27, 2023

RE: Minutes of the May 25, 2023 Board Meeting

STAFF RECOMMENDATION: APPROVE MINUTES

ITEM 4.1

BASIN TRANSIT

REGULAR MEETING OF THE BOARD OF DIRECTORS

Thursday, May 25, 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 – Bus Operator and Employee of the Quarter, Shemika Bortee led the flag salute.

ROLL CALL

Members Present:

Merl Abel
Danielle Harrington
Ben Sasnett

Jeff Drozd
Ellen Jackman
McArthur Wright

Members Absent:

Dan Mintz

2.0 SPECIAL RECOGNITIONS AND PRESENTATIONS

2.1 Employee of the Quarter

Matt Atkins, Operations Manager, recognized Shemika Bortee as the Employee of the Quarter. Matt shared that Shemika has only been with Basin Transit for a short time, since September 2022, but her time here has been outstanding. She is currently a “B” Board Driver which is the go-to, fill-in, Johnny-on-the-spot kind of driver. Matt further shared that Shemika came to Basin Transit without any public transit experience, but she studied hard, practiced hard, and was able to upgrade her license to commercial status and explained that once she did that, she hit the ground running. Matt closed by expressing his appreciation and adding that Shemika has covered many extra shifts and hasn’t received a single complaint which he attributes to her outstanding attitude and the customer service skills she brings to the table.

3.0 CLOSED SESSION

NONE

4.0 PUBLIC COMMENTS

Joseph Bortee, Shemika Bortee's son, stated that it sounds like she's doing an outstanding job and expressed how proud he is of her.

5.0 CONSENT CALENDAR

- 5.1 Minutes of the April 6, 2023 Board Meeting
- 5.2 Treasurer's Report for February 2022 and March 2023
- 5.3 Warrant Register through March 31, 2023
- 5.4 Ridership Reports
- 5.5 Financial Reports
- 5.6 Taxi Report
- 5.7 General Manager's Reports
- 5.8 Operations Report
- 5.9 Renewal of Pacific Western Bank Credit Line
- 5.10 Accounting Procedures Update
- 5.11 Transportation Escort Reimbursement Program (TREP) Update

ACTION: Board Member Abel moved to approve the Consent Calendar (items 5.1 - 5.11); seconded by Board Member Sasnett: motion passed by Roll Call Vote (6-0).

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 Approval of FY 2023/24 Operating and Capital Budget

Cheri Holsclaw notified the Board that the only change that was made to the budget presented in this agenda item compared to the draft budget presented at the April 6, 2023, Board of Directors meeting was to insurance expenses that were previously projected. The figures have been received, and the premium has gone down, so the overall budget reflects a 0.29% decrease compared to the FY 2022/23 budget.

ACTION: Board Member Harrington moved to approve the FY 2023/24 Operating, Capital, and Taxicab budgets and authorized staff to submit the transit claim; seconded by Board Member Jackman: motion passed by Roll Call Vote (6-0).

8.2 Zero-Emissions Rollout Plan

Cheri Holsclaw notified the Board that the Innovative Clean Transit (ICT) regulation 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). Cheri explained that the plan is very fluid as available technology is changing quickly and she will bring back potential revisions as necessary.

ACTION: Board Member Drozd moved to approve the Zero-Emission Bus Rollout Plan and adopt Resolution No. 23-04; seconded by Chair Wright: motion passed by Roll Call Vote (6-0).

9.0 GENERAL MANAGER UPDATE

Cheri shared that Basin Transit is partnering again with the Boys & Girls Club of the Hi-Desert for a "Pack the Bus" school supply drive at the end of July. The Boys & Girls Club will be distributing the supplies to all Morongo Basin students, not just students that participate in their program(s).

10.0 FUTURE BOARD INITIATED AGENDA ITEMS

NONE

11.0 BOARD MEMBER COMMENTS

Board Member Sasnett congratulated Shemika on earning Employee of the Quarter and congratulated Cheri on the work she did on the Zero-Emissions Rollout Plan.

Board Member Jackman congratulated Shemika and thanked Basin Transit staff for their hard work.

Board Member Harrington congratulated Shemika on being recognized as Employee of the Quarter.

Board Member Drozd congratulated Shemika on being awarded Employee of the Quarter and expressed his appreciation, stating that it's great to have an employee that stands out the way that she has.

Chair Wright congratulated Shemika on being named Employee of the Quarter.

Chair Wright announced that the next Board meeting will be held on Thursday, July 27, 2023 at 5:00 p.m.

12.0 ADJOURNMENT

The meeting adjourned at 5:18 p.m. Thursday, May 25, 2023.

Respectfully submitted,



Michal Brock, Assistant Board Secretary

BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: July 27, 2023

RE: Treasurer's Reports for April and May 2023

STAFF RECOMMENDATION: APPROVE TREASURER'S REPORTS

BASIN TRANSIT
TREASURER'S REPORT
April 30, 2023

Beginning Balance:	March 31, 2023	7,327,684
Receipts		1,293,184
Disbursements		661,593
Interest Received		8,865
Ending Balance:	April 30, 2023	7,968,139

LOCATION OF FUNDS:	BALANCE	INTEREST EARNED	INTEREST RATE
US Bank General	\$ 66,688	-	0.00%
US Bank Class E	\$ -	\$ -	0.00%
Pacific Western Bank Procurement Fees	\$ 1,326,867	\$ -	0.00%
Union Bank	\$ 4,626,880	\$ -	0.00%
Pacific Western Bank	\$ 109,961	\$ -	0.00%
LAIF	\$ 1,315,199	\$ -	0.00%
US Bank PTMISEA	\$ 238,505	\$ -	0.00%
US Bank LCTOP	\$ 203,518	\$ -	0.00%
US Bank SGR (SB1)	\$ 80,521	\$ -	0.00%
	\$	\$	0.00%
TOTAL INVESTMENTS	\$ 7,968,139	\$ -	

BASIN TRANSIT
TREASURER'S REPORT
May 31, 2023

Beginning Balance:	April 30, 2023	7,968,139
Receipts		677,430
Disbursements		970,367
Interest Received		<u>62</u>
Ending Balance:	May 31, 2023	<u><u>7,675,265</u></u>

LOCATION OF FUNDS:	BALANCE	INTEREST EARNED	INTEREST RATE
US Bank General	\$ 65,859	-	0.00%
US Bank Class E	\$ -	\$ -	0.00%
Pacific Western Bank Procurement Fees	\$ 1,340,524	\$ -	0.00%
Union Bank	\$ 4,128,884	\$ -	0.00%
Pacific Western Bank	\$ 312,249	\$ -	0.00%
LAIF	\$ 1,315,199	\$ -	0.00%
US Bank PTMISEA	\$ 238,509	\$ -	0.00%
US Bank LCTOP	\$ 193,510	\$ -	0.00%
US Bank SGR (SB1)	\$ 80,531	\$ -	0.00%
		<u>\$ -</u>	<u>0.00%</u>
TOTAL INVESTMENTS	<u><u>\$ 7,675,265</u></u>	<u><u>\$ -</u></u>	

BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: July 27, 2023

RE: Warrant Register through May 2023

STAFF RECOMMENDATION: APPROVE WARRANT REGISTER

BASIN TRANSIT
WARRANT REGISTER
As of April 30, 2023

Date	Name	Memo	Paid Amount
04/01/2023	PRISM	INSURANCE	-21,625.00
04/03/2023	ARCO	FUEL	-134.63
04/03/2023	SENTINEL BENEFITS	OUTSIDE SERVICES	-25.00
04/05/2023	CALPERS HEALTH/RETIREMENT	HEALTH	-19,605.43
04/05/2023	PACIFIC WESTERN BANK	DEPOSIT CORRECTION	-1.35
04/06/2023	CALPERS HEALTH/RETIREMENT	RETIREMENT	-6,707.34
04/06/2023	CALPERS HEALTH/RETIREMENT	RETIREMENT	-4,370.63
04/06/2023	PACIFIC WESTERN BANK	DEPOSIT CORRECTION	-0.50
04/07/2023	[EMPLOYEE]	WAGES	-261.28
04/07/2023	ADP	WAGES	-63,352.59
04/07/2023	ADP	WAGES	-11,061.22
04/07/2023	TWENTYNINE PALMS WATER DISTRICT	UTILITIES	0.00
04/07/2023	US BANK	CREDIT CARD PAYMENT	-1,742.69
04/07/2023	JOE MEER	TRAINING/MEETINGS	-200.00
04/07/2023	NOEMI ADDERLEY	MILEAGE	-68.79
04/07/2023	MATTHEW ATKINS	MILEAGE	-52.40
04/07/2023	MICHAL BROCK	MILEAGE	-24.89
04/07/2023	MATTHEW ATKINS	TRAINING/MEETINGS	-846.25
04/07/2023	ACE ALTERNATORS	PARTS	-292.48
04/07/2023	BURRTEC	UTILITIES	-381.42
04/07/2023	C&S ELECTRICAL	OUTSIDE SERVICES	-6,605.00
04/07/2023	CARQUEST - YUCCA VALLEY	PARTS	-281.16
04/07/2023	CUMMINS CAL PACIFIC	ENGINE OVERHAUL #754	-45,204.78
04/07/2023	FRONTIER COMMUNICATIONS	TELEPHONE	-905.74
04/07/2023	GILLIG LLC	PARTS	-1,265.37
04/07/2023	HI DESERT WATER DISTRICT	UTILITIES	-126.80
04/07/2023	JOSHUA BASIN WATER DISTRICT	UTILITIES	-525.73
04/07/2023	JOSHUA TREE LANDSCAPE & GROUNDS MAINT	OUTSIDE SERVICES	-833.75
04/07/2023	KCDZ	MARKETING/PROMOTIONS	-460.00
04/07/2023	LEFEVRE'S TOWING INC.	OUTSIDE SERVICES	-525.00
04/07/2023	NAPA	PARTS	-249.59
04/07/2023	O'REILLY AUTO PARTS	PARTS	-349.01
04/07/2023	PALM SPRINGS MOTORS	PARTS	-699.93
04/07/2023	PRUDENTIAL OVERALL SUPPLY	UNIFORMS	-137.59
04/07/2023	QUILL CORPORATION	OFFICE SUPPLIES	-397.93
04/07/2023	RUSSELL AIR CONDITIONING INC.	OUTSIDE SERVICES	-575.00
04/07/2023	SONSRAY FLEET SERVICES	PARTS	-494.58
04/07/2023	TWENTYNINE PALMS WATER DISTRICT	UTILITIES	-76.44
04/07/2023	VALLEY INDEPENDENT PRINTING	PRINTING & REPRODUCTION	-103.31
04/07/2023	VOYAGER	FUEL	-3,587.75
04/07/2023	CALPERS 457 PROGRAM	SUPPL RETIREMENT	-3,992.48
04/07/2023	ADP	WAGES	-79.84
04/07/2023	ADP	OUTSIDE SERVICES	-195.00
04/10/2023	ARCO	FUEL	-262.17
04/10/2023	NEC CLOUD COMMUNICATIONS AMERICA, INC.	TELEPHONE	-557.32
04/10/2023	[EMPLOYEE]	WAGES	-98.55

BASIN TRANSIT
WARRANT REGISTER
As of April 30, 2023

04/10/2023	SOUTHERN CALIFORNIA EDISON	UTILITIES	-7,335.53
04/10/2023	PACIFIC WESTERN BANK	DEPOSIT CORRECTION	4.00
04/12/2023	BEN SASNETT	BOARD MEMBER STIPEND	-100.00
04/12/2023	MERL ABEL	BOARD MEMBER STIPEND	-100.00
04/12/2023	DANIELLE HARRINGTON	BOARD MEMBER STIPEND	-100.00
04/13/2023	AFFINITY FLOORING OF THE OF THE DESERT	FACILITY EXPENSE TO BE REIMBURSED	-793.64
04/13/2023	C&S ELECTRICAL	OUTSIDE SERVICES	-895.00
04/13/2023	CINTAS CORP	UNIFORMS	-140.02
04/13/2023	CLEAN ENERGY	CNG MAINTENANCE	-3,000.00
04/13/2023	FRONTIER COMMUNICATIONS	TELEPHONE	-261.60
04/13/2023	GOLD MOUNTAIN CALIFORNIA NEW MEDIA INC.	MARKETING/PROMOTIONS	-132.50
04/13/2023	JOSHUA TREE LANDSCAPE & GROUNDS MAINT	OUTSIDE SERVICES	-560.00
04/13/2023	NAPA	PARTS	-26.62
04/13/2023	O'REILLY AUTO PARTS	PARTS	-442.98
04/13/2023	PALM SPRINGS MOTORS	PARTS	-540.27
04/13/2023	PRUDENTIAL OVERALL SUPPLY	UNIFORMS	-75.96
04/13/2023	THE GAS COMPANY	FUEL	-13,963.60
04/13/2023	YUCCA AUTO BODY	ACCIDENT REPAIR	-5,290.95
04/13/2023	JEFF DROZD	BOARD MEMBER STIPEND	-100.00
04/13/2023	McARTHUR WRIGHT	BOARD MEMBER STIPEND	-100.00
04/15/2023	VISION SERVICE PLAN	VISION INSURANCE	-433.02
04/17/2023	ARCO	FUEL	-158.33
04/18/2023	PACIFIC WESTERN BANK	BANK ERROR	-183.55
04/20/2023	AIS	PRINTING & REPRODUCTION	-41.27
04/20/2023	CARQUEST - YUCCA VALLEY	PARTS	-83.69
04/20/2023	DESERT ARC	OUTSIDE SERVICES	-270.00
04/20/2023	DIAMOND ENVIRONMENTAL SERVICES	UTILITIES	-132.26
04/20/2023	FORENSIC DRUG TESTING	EMPLOYEE EXPENSE	-397.95
04/20/2023	FRONTIER COMMUNICATIONS	TELEPHONE	-53.01
04/20/2023	FRONTIER COMMUNICATIONS	TELEPHONE	-71.39
04/20/2023	GOLD MOUNTAIN CALIFORNIA NEW MEDIA INC.	MARKETING/PROMOTIONS	-3,986.85
04/20/2023	JOSHUA BASIN WATER DISTRICT	UTILITIES	-560.00
04/20/2023	KULIK GOTTESMAN SIEGEL & WARE LLP	PROFESSIONAL FEES	-693.00
04/20/2023	PALM SPRINGS MOTORS	PARTS	-2,054.42
04/20/2023	PRUDENTIAL OVERALL SUPPLY	UNIFORMS	-130.62
04/20/2023	QUILL CORPORATION	OFFICE SUPPLIES	-253.14
04/20/2023	SCHROEDER PLUMBING	OUTSIDE SERVICES	-870.00
04/20/2023	SPECTRUM	UTILITIES	-411.90
04/20/2023	SUNNY AND SONS	OUTSIDE SERVICES	-99.00
04/20/2023	VERIZON	TELEPHONE	-200.05
04/20/2023	CITY OF TWENTYNINE PALMS	PROFESSIONAL FEES	-50.00
04/20/2023	JOE MEER	MILEAGE	-86.46
04/20/2023	CALPERS HEALTH/RETIREMENT	CERBT	-14,165.00
04/20/2023	CALPERS HEALTH/RETIREMENT	CEPPT	-10,034.00
04/20/2023	CALPERS 457 PROGRAM	SUPPL RETIREMENT	-4,108.42
04/21/2023	ADP	VOIDED MANUAL CHECK	0.00
04/21/2023	ADP	WAGES	-61,692.89

**BASIN TRANSIT
WARRANT REGISTER
As of April 30, 2023**

04/21/2023	ADP	WAGES	-10,474.39
04/21/2023	ADP	WAGES	-79.84
04/21/2023	CALPERS HEALTH/RETIREMENT	RETIREMENT	-6,737.69
04/21/2023	CALPERS HEALTH/RETIREMENT	RETIREMENT	-4,334.66
04/21/2023	ADP	OUTSIDE SERVICES	-202.50
04/24/2023	ARCO	FUEL	-195.29
04/24/2023	TREP	MILEAGE REIMBURSEMENTS	-2,404.95
04/28/2023	CREATIVE BUS SALES - PARTS	PARTS	-595.30
04/28/2023	FRONTIER COMMUNICATIONS	TELEPHONE	-65.98
04/28/2023	IMAGE SOURCE	CREDIT APPLIED	0.00
04/28/2023	O'REILLY AUTO PARTS	PARTS	-376.52
04/28/2023	PALM SPRINGS MOTORS	PARTS	-1,452.11
04/28/2023	PARKHOUSE TIRES	TIRES	-6,046.53
04/28/2023	PRUDENTIAL OVERALL SUPPLY	UNIFORMS	-75.96
04/28/2023	QUILL CORPORATION	OFFICE SUPPLIES	-11.41
04/28/2023	SCHROEDER PLUMBING	OUTSIDE SERVICES	-835.00
04/28/2023	THE GAS COMPANY	UTILITIES	-31.53
04/28/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-589.70
04/28/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-142.73
04/28/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-330.00
04/28/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-477.87
04/28/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-2,021.03
04/28/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-740.14
04/28/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-117.14
04/28/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-205.00
04/28/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-164.90
04/28/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-221.05
04/28/2023	PACIFIC WESTERN BANK	DEPOSIT CORRECTION	0.10
			<u>-373,447.72</u>
			<u>-373,447.72</u>

**BASIN TRANSIT
WARRANT REGISTER
As of May 31, 2023**

Date	Name	Memo	Paid Amount
05/01/2023	PRISM	INSURANCE	-21,625.00
05/01/2023	ARCO	FUEL	-218.55
05/03/2023	TREP	MILEAGE REIMBURSEMENTS	-87.72
05/03/2023	PACIFIC WESTERN BANK	DEPOSIT CORRECTION	-0.25
05/03/2023	SENTINEL BENEFITS	OUTSIDE SERVICES	-25.00
05/04/2023	HECTOR MANZANO	UNIFORMS	-199.45
05/04/2023	NOEMI ADDERLEY	MILEAGE	-68.79
05/04/2023	7.5 SHAKERS	EMPLOYEE EXPENSE	-1,392.00
05/05/2023	ADP	WAGES	-63,090.38
05/05/2023	ADP	WAGES	-10,798.95
05/05/2023	BENEFIT COORDINATORS CORP	DENTAL	-1,612.50
05/05/2023	BIT ONE IT SOLUTIONS, LLC	OUTSIDE SERVICES	-45.00
05/05/2023	BURRTEC	UTILITIES	-306.20
05/05/2023	CARQUEST - YUCCA VALLEY	PARTS	-100.05
05/05/2023	CUMMINS CAL PACIFIC	PARTS	-626.48
05/05/2023	DECALS BY DESIGN	REBRANDING EXPENSE TO BE REIMBURSED	-3,306.93
05/05/2023	FRONTIER COMMUNICATIONS	TELEPHONE	-353.56
05/05/2023	HI DESERT WATER DISTRICT	UTILITIES	-120.50
05/05/2023	JOSHUA BASIN WATER DISTRICT	VOIDED CHECK	0.00
05/05/2023	JOSHUA TREE LANDSCAPE & GROUNDS MAINT	OUTSIDE SERVICES	-632.50
05/05/2023	KCDZ	MARKETING/PROMOTIONS	-460.00
05/05/2023	LEFEVRE'S TOWING INC.	OUTSIDE SERVICES	-525.00
05/05/2023	NAPA	PARTS	-359.49
05/05/2023	PALM SPRINGS MOTORS	PARTS	-794.27
05/05/2023	PARKHOUSE TIRES	TIRES	-3,642.30
05/05/2023	PRUDENTIAL OVERALL SUPPLY	FACILITY SUPPLIES & UNIFORMS	-273.17
05/05/2023	QUILL CORPORATION	OFFICE SUPPLIES	-102.33
05/05/2023	TWENTYNINE PALMS WATER DISTRICT	UTILITIES	-124.07
05/05/2023	VOYAGER	FUEL	-12,960.83
05/05/2023	JOSHUA BASIN WATER DISTRICT	UTILITIES	-566.77
05/05/2023	JOSHUA TREE LANDSCAPE & GROUNDS MAINT	OUTSIDE SERVICES	-201.25
05/05/2023	US BANK	CREDIT CARD PAYMENT	-5,007.75
05/05/2023	CALPERS HEALTH/RETIREMENT	HEALTH INSURANCE	-21,086.12
05/05/2023	CALPERS HEALTH/RETIREMENT	RETIREMENT	-6,838.48
05/05/2023	CALPERS HEALTH/RETIREMENT	RETIREMENT	-4,335.85
05/05/2023	CALPERS 457 PROGRAM	SUPPL RETIREMENT	-4,173.91
05/05/2023	ADP	WAGES	-79.84
05/05/2023	ADP	OUTSIDE SERVICES	-205.00
05/08/2023	ARCO	FUEL	-45.79
05/08/2023	PACIFIC WESTERN BANK	DEPOSIT CORRECTION	0.20
05/10/2023	NEC CLOUD COMMUNICATIONS AMERICA, INC.	TELEPHONE	-560.04
05/10/2023	SOUTHERN CALIFORNIA EDISON	UTILITIES	-6,794.75
05/11/2023	PACIFIC WESTERN BANK	DEPOSIT CORRECTION	0.20
05/12/2023	CALTIP	INSURANCE	-79,519.30
05/12/2023	CHERI HOLSCLOW	MILEAGE	-341.80
05/12/2023	ACE ALTERNATORS	PARTS	-499.05
05/12/2023	ALLIANT INSURANCE SERVICES	INSURANCE	-17,695.37
05/12/2023	AMERIGAS	OUTSIDE SERVICES	-102.77
05/12/2023	BURRTEC	UTILITIES	-75.22
05/12/2023	COPPER MOUNTAIN BROADCASTING	MARKETING/PROMOTIONS	-560.00
05/12/2023	FORENSIC DRUG TESTING	EMPLOYEE EXPENSE	-368.80
05/12/2023	FRONTIER COMMUNICATIONS	TELEPHONE	-261.96
05/12/2023	LEFEVRE'S TOWING INC.	OUTSIDE SERVICES	-525.00
05/12/2023	NAPA	PARTS	-380.85

BASIN TRANSIT
WARRANT REGISTER
As of May 31, 2023

05/12/2023	O'REILLY AUTO PARTS	PARTS	-24.76
05/12/2023	PRUDENTIAL OVERALL SUPPLY	FACILITY SUPPLIES & UNIFORMS	-159.45
05/12/2023	QUILL CORPORATION	OFFICE SUPPLIES	-327.42
05/12/2023	THE GAS COMPANY	FUEL	-6,097.33
05/12/2023	[EMPLOYEE]	WAGES	-749.64
05/15/2023	ARCO	FUEL	-305.68
05/15/2023	VISION SERVICE PLAN	VISION INSURANCE	-486.06
05/19/2023	ADP	WAGES	-62,823.57
05/19/2023	ADP	WAGES	-10,808.23
05/19/2023	[EMPLOYEE]	WAGES	-601.03
05/19/2023	VIKAS SHARMA	UNIFORMS	-130.20
05/19/2023	CHERI HOLSCLOW	REIMBURSEMENT FOR PROMOTION & PRINTING EXPENSES	-2,159.93
05/19/2023	BATTERY SYSTEMS	PARTS	-268.58
05/19/2023	CARQUEST - YUCCA VALLEY	PARTS	-89.80
05/19/2023	CLEAN ENERGY	CNG MAINTENANCE	-3,000.00
05/19/2023	CREATIVE BUS SALES - PARTS	PARTS	-111.20
05/19/2023	DEMSEY, FILLIGER & ASSOC	PROFESSIONAL FEES	-4,750.00
05/19/2023	DEPARTMENT OF JUSTICE	EMPLOYEE EXPENSE	-32.00
05/19/2023	DESERT ARC	OUTSIDE SERVICES	-270.00
05/19/2023	FRONTIER COMMUNICATIONS	TELEPHONE	-53.79
05/19/2023	KULIK GOTTESMAN SIEGEL & WARE LLP	PROFESSIONAL FEES	-1,138.50
05/19/2023	NAPA	PARTS	-55.98
05/19/2023	THE GAS COMPANY	FUEL	-15,505.39
05/19/2023	VERIZON	TELEPHONE	-200.05
05/19/2023	CALPERS 457 PROGRAM	SUPPL RETIREMENT	-4,396.07
05/19/2023	ADP	WAGES	-79.84
05/19/2023	ADP	OUTSIDE SERVICES	-197.50
05/22/2023	TSR CONSTRUCTION	FACILITIES	-14,400.00
05/22/2023	ARCO	FUEL	-222.51
05/22/2023	CALPERS HEALTH/RETIREMENT	CERBT	-14,165.00
05/22/2023	CALPERS HEALTH/RETIREMENT	CEPPT	-10,034.00
05/22/2023	CALPERS HEALTH/RETIREMENT	RETIREMENT	-6,924.22
05/22/2023	CALPERS HEALTH/RETIREMENT	RETIREMENT	-4,295.86
05/24/2023	TREP	MILEAGE REIMBURSEMENTS	-2,324.37
05/25/2023	SHEMIKA BORTEE	EMPLOYEE EXPENSE	-50.00
05/25/2023	CITY OF TWENTYNINE PALMS	PROFESSIONAL FEES	-50.00
05/25/2023	BENEFIT COORDINATORS CORP	DENTAL	-1,524.60
05/25/2023	CUMMINS CAL PACIFIC	VOIDED CHECK	0.00
05/25/2023	FRONTIER COMMUNICATIONS	TELEPHONE	-97.98
05/25/2023	FRONTIER COMMUNICATIONS	TELEPHONE	-72.15
05/25/2023	FRONTIER COMMUNICATIONS	TELEPHONE	-112.09
05/25/2023	FRONTIER COMMUNICATIONS	TELEPHONE	-65.98
05/25/2023	IMAGE SOURCE	CREDIT APPLIED	0.00
05/25/2023	NAPA	PARTS	-569.24
05/25/2023	O'REILLY AUTO PARTS	PARTS	-81.75
05/25/2023	PRUDENTIAL OVERALL SUPPLY	FACILITY SUPPLIES & UNIFORMS	-130.10
05/25/2023	SAFETY-KLEEN	FLUIDS	-1,039.73
05/25/2023	SPECTRUM	UTILITIES	-411.90
05/25/2023	THE GAS COMPANY	UTILITIES	-26.58
05/25/2023	CUMMINS CAL PACIFIC	PARTS	-3,815.71
05/25/2023	PACIFIC WESTERN BANK	DEPOSIT CORRECTION	-0.25
05/26/2023	[EMPLOYEE]	WAGES	-344.13
05/29/2023	ARCO	FUEL	-152.92
05/31/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-179.03
05/31/2023	[EMPLOYEE]	VOIDED CHECK	0.00

BASIN TRANSIT
WARRANT REGISTER
As of May 31, 2023

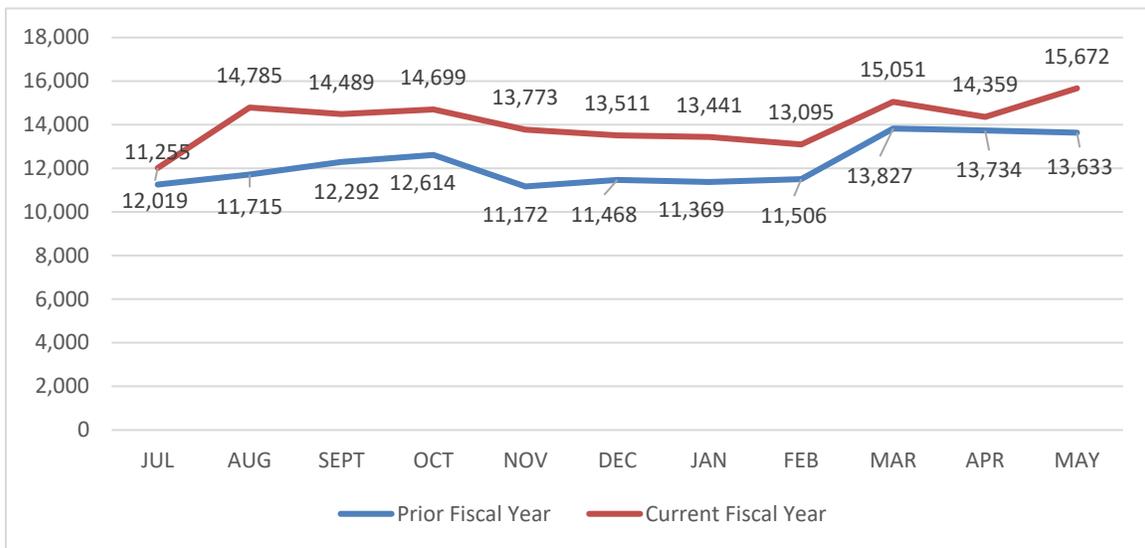
05/31/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-485.00
05/31/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-377.07
05/31/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-860.66
05/31/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-271.11
05/31/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-25.00
05/31/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-17.17
05/31/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-80.00
05/31/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-385.75
05/31/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-255.00
05/31/2023	[EMPLOYEE]	HRA REIMBURSEMENTS	-154.10
			<hr/>
			-452,899.50
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			-452,899.50

BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: July 27, 2023

RE: Ridership Reports

At the end of May, Basin Transit already exceeded the fiscal year target (140,000) by 14,894 with a total of 154,894 riders.



STAFF RECOMMENDATION: RECEIVE AND FILE



Monthly Ridership Report

April, 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	6,110	6,530	7.8	8.6	9.62%	9.08%
12	413	446	3.5	4.1	35.93%	42.52%
15	514	538	8.6	9.2	30.41%	29.82%
1X	216	204	8.1	6.8	1.88%	6.89%
21	783	640	3.9	3.3	3.78%	3.59%
3A	1,176	1,106	5.1	5.2	3.61%	4.31%
3B	1,113	1,219	4.9	5.5	7.31%	6.75%
7A	1,288	1,278	5.8	5.9	3.12%	8.56%
7B	1,038	1,272	4.6	6.1	3.24%	6.68%
RR30	353	339	2.4	2.4	1.98%	1.08%
RR31	136	216	1.9	2.4	1.51%	1.12%
RR34	238	236	2.7	2.3	1.86%	0.95%
RR36	29	41	0.8	1.0	0.64%	0.51%
RR50	327	294	2.1	1.9	1.70%	0.85%
Program Subtotals						
Commuter Service	927	984	5.2	5.9	33.99%	37.87%
Demand Response	1,083	1,126	2.2	2.1	1.71%	0.95%
Neighborhood Shuttles	11,724	12,249	6.1	6.7	6.41%	7.30%
System Total	13,734	14,359	5.3	5.7	7.87%	8.74%



FY 2023 -- Monthly Performance Statistics
Systemwide Summary
All Routes

Performance Statistics for April

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	6,530	759.7	\$86,032	\$7,813	8.6	\$13.17	\$113.24	\$1.20	\$10.28	9.08%
1X	204	30.1	\$3,669	\$253	6.8	\$17.99	\$121.76	\$1.24	\$8.39	6.89%
3A	1,106	213.3	\$23,031	\$993	5.2	\$20.82	\$107.97	\$0.90	\$4.65	4.31%
3B	1,219	220.6	\$23,188	\$1,564	5.5	\$19.02	\$105.13	\$1.28	\$7.09	6.75%
7A	1,278	216.8	\$22,984	\$1,968	5.9	\$17.98	\$106.03	\$1.54	\$9.08	8.56%
7B	1,272	208.0	\$22,479	\$1,501	6.1	\$17.67	\$108.10	\$1.18	\$7.22	6.68%
12	446	108.9	\$15,659	\$6,658	4.1	\$35.11	\$143.86	\$14.93	\$61.17	42.52%
15	538	58.7	\$9,050	\$2,699	9.2	\$16.82	\$154.13	\$5.02	\$45.96	29.82%
21	640	192.8	\$22,970	\$824	3.3	\$35.89	\$119.14	\$1.29	\$4.27	3.59%
RR30	339	143.2	\$14,456	\$156	2.4	\$42.64	\$100.97	\$0.46	\$1.09	1.08%
RR31	216	89.1	\$8,863	\$99	2.4	\$41.03	\$99.49	\$0.46	\$1.12	1.12%
RR34	236	100.7	\$11,451	\$109	2.3	\$48.52	\$113.77	\$0.46	\$1.08	0.95%
RR36	41	41.5	\$3,693	\$19	1.0	\$90.08	\$89.11	\$0.46	\$0.46	0.51%
RR50	294	159.0	\$15,993	\$135	1.9	\$54.40	\$100.62	\$0.46	\$0.85	0.85%
Program:										
Commuter Service	984	167.6	\$24,709	\$9,357	5.9	\$25.11	\$147.46	\$9.51	\$55.84	37.87%
Demand Response	1,126	533.3	\$54,456	\$519	2.1	\$48.36	\$102.11	\$0.46	\$0.97	0.95%
Neighborhood Shuttles	12,249	1,841.2	\$204,352	\$14,916	6.7	\$16.68	\$110.99	\$1.22	\$8.10	7.30%
Mode:										
Bus (Motorbus)	12,249	1,841.2	\$204,352	\$14,916	6.7	\$16.68	\$110.99	\$1.22	\$8.10	7.30%
Commuter Bus	984	167.6	\$24,709	\$9,357	5.9	\$25.11	\$147.46	\$9.51	\$55.84	37.87%
Demand Response	1,126	533.3	\$54,456	\$519	2.1	\$48.36	\$102.11	\$0.46	\$0.97	0.95%
System Total:	14,359	2,542.1	\$283,517	\$24,791	5.7	\$19.74	\$111.53	\$1.73	\$9.75	8.74%



Monthly Ridership Report
May, 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	6,049	7,187	7.9	9.7	10.58%	5.79%
12	478	518	4.3	5.1	48.71%	24.89%
15	401	307	7.7	6.5	14.15%	8.45%
1X	213		6.4		2.42%	
21	704	674	3.5	3.7	4.19%	2.49%
3A	1,264	1,239	5.4	5.8	4.56%	3.11%
3B	1,158	1,520	5.1	7.1	6.54%	5.18%
7A	1,232	1,319	5.7	6.7	3.33%	5.74%
7B	1,059	1,669	4.7	8.2	3.19%	5.36%
RR30	358	384	2.3	2.9	1.53%	1.68%
RR31	155	173	2.2	2.2	1.43%	1.33%
RR34	232	298	2.2	3.0	1.28%	1.46%
RR36	31	44	0.8	1.2	0.58%	0.89%
RR50	299	340	1.9	2.3	1.31%	1.25%
Program Subtotals						
Commuter Service	879	825	5.4	5.5	36.87%	19.25%
Demand Response	1,075	1,239	2.0	2.5	1.33%	1.40%
Neighborhood Shuttles	11,679	13,608	6.1	7.7	6.87%	4.89%
System Total	13,633	15,672	5.3	6.5	8.29%	5.67%



FY 2023 -- Monthly Performance Statistics
Systemwide Summary
All Routes

Performance Statistics for May

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	7,187	739.3	\$133,182	\$7,714	9.7	\$18.53	\$180.15	\$1.07	\$10.43	5.79%
1X		26.6	\$4,870				\$183.31			
3A	1,239	212.9	\$35,215	\$1,094	5.8	\$28.42	\$165.38	\$0.88	\$5.14	3.11%
3B	1,520	214.5	\$34,011	\$1,760	7.1	\$22.38	\$158.53	\$1.16	\$8.20	5.18%
7A	1,319	197.5	\$30,211	\$1,733	6.7	\$22.90	\$153.01	\$1.31	\$8.78	5.74%
7B	1,669	204.9	\$32,234	\$1,728	8.2	\$19.31	\$157.33	\$1.04	\$8.43	5.36%
12	518	102.1	\$26,359	\$6,560	5.1	\$50.89	\$258.26	\$12.66	\$64.28	24.89%
15	307	46.9	\$13,749	\$1,161	6.5	\$44.78	\$293.05	\$3.78	\$24.75	8.45%
21	674	183.7	\$35,438	\$881	3.7	\$52.58	\$192.90	\$1.31	\$4.80	2.49%
RR30	384	134.3	\$18,648	\$313	2.9	\$48.56	\$138.91	\$0.81	\$2.33	1.68%
RR31	173	77.9	\$10,614	\$141	2.2	\$61.35	\$136.28	\$0.81	\$1.81	1.33%
RR34	298	99.5	\$16,601	\$243	3.0	\$55.71	\$166.81	\$0.81	\$2.44	1.46%
RR36	44	35.9	\$4,043	\$36	1.2	\$91.90	\$112.68	\$0.81	\$1.00	0.89%
RR50	340	150.3	\$22,064	\$277	2.3	\$64.89	\$146.77	\$0.81	\$1.84	1.25%
Program:										
Commuter Service	825	149.0	\$40,108	\$7,722	5.5	\$48.62	\$269.21	\$9.36	\$51.83	19.25%
Demand Response	1,239	497.9	\$71,970	\$1,009	2.5	\$58.09	\$144.56	\$0.81	\$2.03	1.40%
Neighborhood Shuttles	13,608	1,779.4	\$305,161	\$14,911	7.7	\$22.43	\$171.50	\$1.10	\$8.38	4.89%
Mode:										
Bus (Motorbus)	13,608	1,779.4	\$305,161	\$14,911	7.7	\$22.43	\$171.50	\$1.10	\$8.38	4.89%
Commuter Bus	825	149.0	\$40,108	\$7,722	5.5	\$48.62	\$269.21	\$9.36	\$51.83	19.25%
Demand Response	1,239	497.9	\$71,970	\$1,009	2.5	\$58.09	\$144.56	\$0.81	\$2.03	1.40%
System Total:	15,672	2,426.2	\$417,240	\$23,642	6.5	\$26.62	\$171.97	\$1.51	\$9.74	5.67%

BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: July 27, 2023

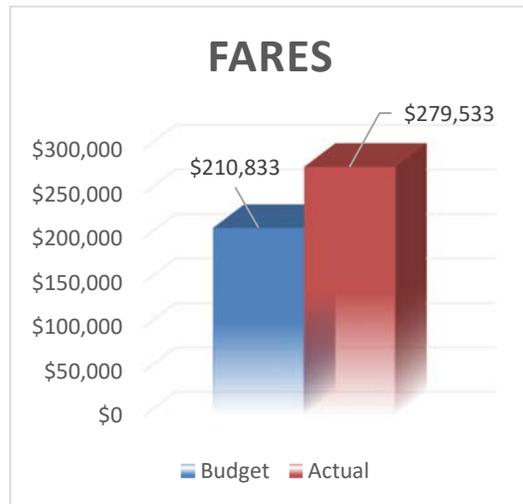
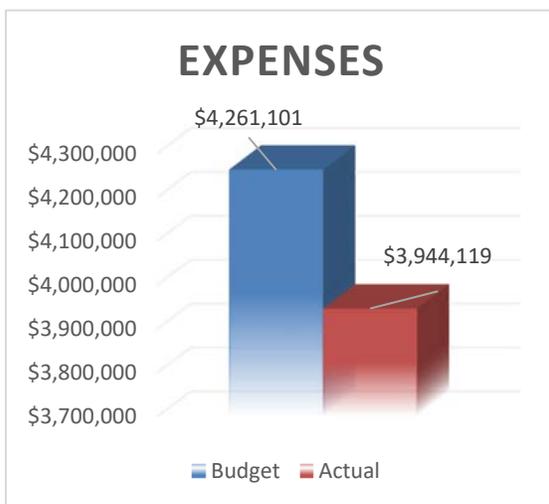
RE: Financial Reports

Basin Transit recently sold 2,087 Low Carbon Fuel Standard (LCFS) credits which were earned prior to switching to Renewal Natural Gas (RNG) in the amount of \$169,047. Counsel (Rutan & Tucker) reviewed and approved the sales agreement transaction between Basin Transit and ACT Fuels.

At the conclusion of May, Basin Transit expenses were \$316,981 (7%) below budget.

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

- LAIF interest gained was higher than anticipated by \$21,966 (3187%).
- CNG fuel line item included an IRS CNG rebate, bringing us ahead of budget by \$115,222 (330%).
- Passenger Fares were \$279,533 (33%) ahead of budget.



STAFF RECOMMENDATION: RECEIVE AND FILE

BASIN TRANSIT

TO: Board of Directors
FROM: Michal Brock, Office Manager
DATE: July 27, 2023

RE: Taxi Reports

April

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

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

May

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

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

Year-to-Date Taxi Administration Financial Summary

- As of May 31, 2023, expenditures are \$1,352.65 or 13% below the FYTD budget.
- As of May 31, 2023, revenues are \$1,315.00 or 25% below the FYTD budget.
- The net FYTD operating gain (loss) after expenses is (\$4,894.02).

STAFF RECOMMENDATION: RECEIVE AND FILE

MORONGO BASIN TRANSIT AUTHORITY
TAXI ADMINISTRATION
Statement of Expenditures
During Fiscal Year ending 6/30/23
For Period ending 5/31/2023

Line		FY 22/23	MONTH	MAY	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	\$ 2,750.00	\$ 3,000.00	\$ 250.00	9%
3	Taxicab Administrator	\$ 2,500.00	\$ 208.33	\$ -	\$ 2,291.67	\$ 1,077.79	\$ (1,213.88)	-53%
4	Office Clerk	\$ 2,500.00	\$ 208.33	\$ 543.29	\$ 2,291.67	\$ 1,846.80	\$ (444.87)	-19%
5	Drug & Alcohol Testing	\$ 200.00	\$ 16.67	\$ -	\$ 183.33	\$ 180.43	\$ (2.90)	-2%
6	Background Checks	\$ 200.00	\$ 16.67	\$ -	\$ 183.33	\$ 32.00	\$ (151.33)	-83%
7	Printing/Office/Meters	\$ 400.00	\$ 33.33	\$ 36.00	\$ 366.67	\$ 377.00	\$ 10.33	3%
8	Rent & Utilities	\$ 2,400.00	\$ 200.00	\$ 200.00	\$ 2,200.00	\$ 2,400.00	\$ 200.00	9%
9	Total Administrative Exp.	\$ 11,200.00	\$ 933.33	\$ 1,029.29	\$ 10,266.67	\$ 8,914.02	\$ (1,352.65)	-13%

MORONGO BASIN TRANSIT AUTHORITY
TAXI ADMINISTRATION
Statement of Income

Line		FY 22/23	MONTH	MAY	Year to Date		Variance	%
		Budget	Budget	Actual	Budget	Actual		
	REVENUE							
10	Driver Permit Fees	\$ 500.00	\$ 41.67	\$ -	\$ 458.33	\$ 300.00	\$ (158.33)	-35%
12	Vehicles Permit Fees	\$ 4,800.00	\$ 400.00	\$ 200.00	\$ 4,400.00	\$ 3,540.00	\$ (860.00)	-20%
13	Driver Renewal Fees	\$ 420.00	\$ 35.00	\$ -	\$ 385.00	\$ 180.00	\$ (205.00)	-53%
14	Transfer Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
15	Fines	\$ 100.00	\$ 8.33	\$ -	\$ 91.67	\$ -	\$ (91.67)	-100%
16	TOTAL REVENUE	\$ 5,820.00	\$ 485.00	\$ 200.00	\$ 5,335.00	\$ 4,020.00	\$ (1,315.00)	-25%

\$ (4,894.02)

MORONGO BASIN TRANSIT AUTHORITY
TAXI ADMINISTRATION

Statement of Expenditures
During Fiscal Year ending 6/30/23
For Period ending 4/30/2023

Line		FY 22/23	MONTH	APRIL	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	\$ 2,500.00	\$ 2,750.00	\$ 250.00	10%
3	Taxicab Administrator	\$ 2,500.00	\$ 208.33	\$ 204.96	\$ 2,083.33	\$ 1,077.79	\$ (1,005.54)	-48%
4	Office Clerk	\$ 2,500.00	\$ 208.33	\$ 148.52	\$ 2,083.33	\$ 1,303.51	\$ (779.82)	-37%
5	Drug & Alcohol Testing	\$ 200.00	\$ 16.67	\$ 50.63	\$ 166.67	\$ 180.43	\$ 13.76	8%
6	Background Checks	\$ 200.00	\$ 16.67	\$ -	\$ 166.67	\$ 32.00	\$ (134.67)	-81%
7	Printing/Office/Meters	\$ 400.00	\$ 33.33	\$ 52.00	\$ 333.33	\$ 341.00	\$ 7.67	2%
8	Rent & Utilities	\$ 2,400.00	\$ 200.00	\$ 200.00	\$ 2,000.00	\$ 2,200.00	\$ 200.00	10%
9	Total Administrative Exp.	\$ 11,200.00	\$ 933.33	\$ 906.11	\$ 9,333.33	\$ 7,884.73	\$ (1,448.60)	-16%

MORONGO BASIN TRANSIT AUTHORITY
TAXI ADMINISTRATION
Statement of Income

Line		FY 22/23	MONTH	APRIL	Year to Date		Variance	%
		Budget	Budget	Actual	Budget	Actual		
	REVENUE							
10	Driver Permit Fees	\$ 500.00	\$ 41.67	\$ -	\$ 416.67	\$ 300.00	\$ (116.67)	-28%
12	Vehicles Permit Fees	\$ 4,800.00	\$ 400.00	\$ 300.00	\$ 4,000.00	\$ 3,340.00	\$ (660.00)	-17%
13	Driver Renewal Fees	\$ 420.00	\$ 35.00	\$ -	\$ 350.00	\$ 180.00	\$ (170.00)	-49%
14	Transfer Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
15	Fines	\$ 100.00	\$ 8.33	\$ -	\$ 83.33	\$ -	\$ (83.33)	-100%
16	TOTAL REVENUE	\$ 5,820.00	\$ 485.00	\$ 300.00	\$ 4,850.00	\$ 3,820.00	\$ (1,030.00)	-21%

\$ (4,064.73)

BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: July 27, 2023

RE: General Manager's Reports

STAFF RECOMMENDATION: RECEIVE AND FILE

General Manager's Report

July 2023

CAPITAL PROJECTS

- Basin Transit's engineering firm, Charles Abbott & Associates, is developing an RFP (Request for Proposal) to include a feasibility study and comprehensive design, aimed at accommodating future battery-electric buses.

ACTIVITIES

- Basin Transit has once again partnered with the Boys & Girls Club. Our first "Pack the Bus" school supply drive will be held at Walmart on July 29th.
- Trinity Consultants began a Low Carbon Fuel Standards (LCFS) audit, required by the California Air Resource Board, to verify the last 3-years of reports.
- Engaged BCreative Marketing & Design services to assist staff with marketing campaigns and press releases.
- General Manager joined the Long-Range Multimodal Transportation Plan (LRMTP) Mobility Working Group, which will affect the development of the San Bernardino County transportation network over the next 20-24 years.



PROCUREMENT

The following agencies have been authorized to purchase from the Basin Transit Purchasing Cooperative Contract since the last report: Mountain Transit, City of Wasco (2), Gold Coast Transit, City of Santa Rosa, City of Sacramento DOT, City of Beaumont (2), Butte County, City of El Monte (2), Kern County, City of Camarillo, City of Gardena.

The electric van bid is up for approval at the next Basin Transit Board Meeting. The Director held meetings with vendors to notify of and issue contract violation notices. Final one-year extensions were given to the heavy-duty bus bid manufacturers. A heavy-duty (35' and 40' CNG, diesel, electric and hydrogen) bid survey is out among our consortium partners. In the meantime, the Director of Procurement is writing vehicle specifications and commercial language. This bid is scheduled for release this fall.

General Manager's Report

June 2023

CAPITAL PROJECTS

- Delivery of two (2) Class C's were delayed again with a new delivery date estimated to be December/January 2024. Staff met with Caltrans and found a way to retain our Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) dollars to purchase these vehicles, even with the PTMISEA program ending June 30, 2023.
- Installation of the new security surveillance began at all Basin Transit locations.

ACTIVITIES

- Basin Transit partnered with Project Santa 2 the Rescue for Christmas in July to be held at Grocery Outlet in Twentynine Palms. Basin Transit's Elf will be driving Santa Claus to the event, which will have games and prizes. All donations will be going to Reach Out Morongo Basin and the Safehouse.
- General Manager presented a Basin Transit update to the Yucca Valley Town Council.
- Staff participated in a Roundtable discussion with SBCTA and the Inland Caregiver Resource Center on transportation and the aging population to discuss transportation options throughout the County for the elderly.



EMPLOYEES

- Safety & Training Supervisor began an 8-week ADA Compliance 360 training course.
- Celebrated summer solstice with a Root Beer float day for employees, as well as provided them with engraved Basin Transit water bottles to help keep staff hydrated during the hot summer months.

June 22, 2023

Ms. Cheri Holsclaw
General Manager
Morongo Basin Transit Authority
62405 Verbena Road
Joshua Tree, California 92252
cheri@basin-transit.com

Dear Ms. Holsclaw:

Thank you for submitting the Morongo Basin Transit Authority's Zero-Emission Bus Rollout Plan (Rollout Plan) as required by the Innovative Clean Transit regulation (California Code Regulations (CCR) Title 13 § 2023.1(d)) on May 25, 2023. Staff reviewed the Rollout Plan and concluded that:

- (1) The Rollout Plan is complete and meets the requirements of CCR Title 13 § 2023.1(d)(1)(A)-(H)
- (2) A copy of Resolution 23-04 is provided to show the Rollout Plan is approved and adopted by your Board

I am pleased to inform you that the Rollout Plan has met the regulation's requirements. On behalf of my team, I wish you successful implementation of this plan and appreciate your leadership in protecting local community health through adoption of zero-emissions technologies.

If you have any questions regarding the Innovative Clean Transit regulation, please contact Dr. Yachun Chow, Manager of the Zero Emission Truck and Bus Section, at Yachun.Chow@arb.ca.gov.

Sincerely,

Annmarie Rodgers

Annmarie Rodgers, Branch Chief, Compliance Assistance and Outreach Branch

cc: Yachun Chow, Ph.D., Manager, Zero Emission Truck and Bus Section

Bus company collects school supplies for kids

YUCCA VALLEY — School will soon be back in session, but many local students do not have access to new school supplies.

Basin Transit, in partnership with the Boys & Girls Club of the Hi-Desert, will hold a school supply drive. Pack the Bus will be held 7 a.m. to 8 p.m. July 29 in the Walmart Supercenter parking lot in Yucca Valley.

The Boys & Girls Club will provide the donated school supplies to local students in need.

"We recognize the importance of community partnerships and are excited to use one of our vehicles for such a significant cause. We truly want to Pack the

Bus on July 29," said Cheri Holsclaw, general manager of Basin Transit. "Any help that can be provided to allow our youth to have their own individual supplies is greatly appreciated."

School supplies can include crayons, markers, pencils, notebooks, binders, erasers, rulers and glue. All items should be new and unused.

Members of Basin Transit's management team and volunteers from the Boys & Girls Club of the Hi-Desert will be on site to greet donors, assist with drop-offs and thank the community for their generosity.

For information, call Michal Brock at (760) 366-2986.



STACY MOORE HI-Desert Star

From left, Oliver Buck, 3, Theodore "Teddy" Buck, 2, and Barrett Webb, 2, splash together at the town of Yucca Valley's H-2-OH event Friday.

Pets of the Week

JOSHUA TREE — Oreo is a 2-year-old female Australian shepherd mix. She's a very sweet dog who gets along with people and dogs. Shelter staff are not sure about cats.

Beau is a 9-year-old domestic short-hair cat. He is shy at first but he's very affectionate and loving once he is comfortable with someone.



Kids welcome at water play days

YUCCA VALLEY — Children 8 and under are invited to H-2-OH, a free water playtime, held 10 a.m. to noon Fridays on the Yucca Valley Community Center lawn.

department transforms the north lawn of the community center into a mini-water park. Children can enjoy Slip-N-Slides, wading pools, water play lands and

BASIN TRANSIT

TO: Board of Directors
FROM: Matthew Atkins, Operations Manager
DATE: July 27, 2023

RE: Operations Report

STAFF RECOMMENDATION: RECEIVE AND FILE



Operations Report

July 27, 2023

PERSONNEL

Staffing

Total Coach Operators: April - 26, May - 28

Total Dispatchers: April - 4, May - 4

Overtime

Operators: April – 3.56%, May – 2.34%

Dispatchers: April – 13.21%, May – 14.15%

OPERATIONS/ SAFETY/ CUSTOMER SERVICE

On-time performance for the reporting period:

Ready Ride: April – 97.4%, May – 99.3%

Fixed Route: April – 92.5%, May – 96.0%

Staff received three (3) customer contacts for April and May. These contacts were recorded as two (2) complaints about drivers and one (1) complaint about another passenger. All complaints have been addressed with customer follow-up.

As of May 31, 2023, staff completed 63 days free of any preventable accidents and /or injuries.

EMPLOYEE TRAINING/RECRUITMENT

Operations and Training Staff are preparing to recruit and train a few new drivers to replace a couple that are set to retire toward the end of the year.

MAINTENANCE

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



April: 5 road calls with 0 tows

Mileage: 56,112 with a CPM (cost per mile) of \$0.92

May: 4 road calls with 1 tow

Mileage: 53,197 with a CPM (cost per mile) of \$0.79

BASIN TRANSIT

TO: Board of Directors
FROM: Joe Meer, Director of Procurement
DATE: July 27, 2023

RE: Authorizing Resolution for Joint Procurements

Staff requests the Board of Directors to authorize the General Manager and Director of Procurement to solicit proposals, award and maintain contracts, hear protests for transit vehicles, and conduct competitive negotiations pursuant to Public Contracts Code (PCC) §20217 and Basin Transit's Procurement Policies and Procedures.

STAFF RECOMMENDATION: ADOPT RESOLUTION 23-05 AUTHORIZING STAFF TO SOLICIT AND MAINTAIN CONTRACTS FOR BASIN TRANSIT JOINT PROCUREMENTS ON BEHALF OF BASIN TRANSIT FOR FISCAL YEARS 2024 THROUGH 2028

MORONGO BASIN TRANSIT AUTHORITY (BASIN TRANSIT)

RESOLUTION 23-05

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MORONGO BASIN TRANSIT AUTHORITY (BASIN TRANSIT) IN SAN BERNARDINO COUNTY AUTHORIZING THE GENERAL MANAGER OR DIRECTOR OF PROCUREMENT TO SOLICIT AND MAINTAIN CONTRACTS FOR BASIN TRANSIT JOINT PROCUREMENTS ON BEHALF OF THE BASIN TRANSIT FOR FISCAL YEARS 2024 THROUGH 2028.

WHEREAS, Basin Transit and the California Association for Coordinated Transportation (“CalACT”) have entered into an agreement (“Agreement”) for the purpose of coordinating the purchases of vehicles and materials of the CalACT membership; and

WHEREAS, pursuant to this Agreement, Basin Transit will agree to act on behalf of any CalACT Member, if the Member so desires, by developing bid specifications, awarding vehicle contracts, and hearing protests relating to any vehicle contract awarded on behalf of the CalACT Member; and

WHEREAS, in furtherance of this Agreement, Basin Transit has developed the Basin Transit/CalACT Cooperative Purchasing Program in order to solicit vehicle proposals on behalf of CalACT Members; and

WHEREAS, the Basin Transit Bylaws authorize staff to sign contracts and documents on behalf of the agency; and

WHEREAS, the Board of Directors of Basin Transit desires to authorize the Director of Procurement to enter into and to take all appropriate actions necessary to implement the Agreement and, including without limitation, issuing solicitations, awarding, canceling, and modifying vehicle contracts on behalf of Basin Transit and any and all assignees, and hearing bid protests relating to any vehicle contract awarded on behalf of the CalACT Member.

WHEREAS, the Board of Directors finds the procurement of accessible transit/paratransit vehicles and materials under Public Utilities Code § 130232 does not constitute a procurement method adequate for the agency's needs and authorizes procurement to establish Joint Procurements pursuant to Public Contracts Code (PCC) §20217 for procurement by competitive negotiation; and requires a two-thirds vote.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF BASIN TRANSIT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1: The General Manager or Director of Procurement is hereby authorized to enter into and take all appropriate actions necessary to implement the Agreement and Procurement Program as a competitive negotiation pursuant to PCC§ 20217 and Basin Transit’s Procurement Policies

and Procedures, including without limitation, issuing bid solicitations, awarding, canceling, and modifying vehicle contracts on behalf of Basin Transit and any and all of its assignees under the Cooperative Purchasing Program, and hearing bid protests relating to any vehicle contract awarded on behalf of Basin Transit and participating consortium members.

SECTION 2: The General Manager or Director of Procurement hereby is authorized to sign any documents necessary to develop and/or maintain the Cooperative Purchasing Program on behalf of Basin Transit. The General Manager or Director of Procurement may furnish such additional information as the U.S. Department of Transportation, the Federal Transportation Agency, California Department of Transportation, or any other governmental agency or transit association may require in connection with this procurement and may set forth and execute affirmative minority business policies pursuant to those grant procurement regulations.

PASSED AND ADOPTED by the Board of Directors of Basin Transit at a regular meeting held on July 27, 2023 by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

Chairman

ATTEST:

Assistant Secretary to Board

Approved as to Form:

A. Patrick Muñoz
Attorney for Basin Transit

BASIN TRANSIT

TO: Board of Directors
FROM: Joe Meer, Director of Procurement
DATE: July 27, 2023

RE: RFP 20-01 (ZEB Z-1, Z-3) Approval

This solicitation is a multiple award Joint Procurement for Transit and Paratransit ZEB electric vehicles. The approval sought at this meeting is for awarding of gasoline vans converted to transit and ADA use and mid-sized 30' electric vehicles.

Basin Transit received proposals from the dealers and manufacturers listed in the accompanying Notice of Intent to Award. All listed firms submitted technically responsive packages for all the buses received. An evaluation panel of transit professionals from different agencies across the state participated in the selection process and concurred with Basin Transit's decisions.

Note, there were a number of unqualified proposal rejections conducted in coordination with Counsel (Rutan and Tucker).

STAFF RECOMMENDATION: AUTHORIZE STAFF TO AWARD CONTRACTS TO BUS DEALERS AND MANUFACTURERS LISTED ON THE NOTICE OF INTENT TO AWARD FOR RFP 20-01 (ZEB Z-1, Z-3)



July 12, 2023

Notice of Pending Award RFP #20-01
Joint Procurement ZEV (Z-1) Vans and Z-3 electric mid-sized buses

Basin Transit staff has evaluated the offers submitted in response to the subject solicitation. Based on the evaluation criteria contained in the solicitation, the following firms are proposed to be awarded contracts for the Basin Transit Joint Procurement for Transit and Paratransit Vehicles on behalf of CalACT members:

A-Z Bus Sales:

- NorCal Z-1 ER 100" mid roof, 148" WB, 3 passengers + copilot and WC. \$170,070.
- NorCal Z-1 ER 109" high roof, 148" WB, 3 passengers + copilot and WC. \$173,100.
- NorCal Z-1 ER 109" high roof, 148" WB, 6 passengers + copilot and WC. \$182,355.
- NorCal Z-1 Basic 100" mid roof, 148" WB, 3 passengers + copilot and WC. \$103,250.
- NorCal Z-1 Basic 109" high roof, 148" WB, 3 passengers + copilot and WC. \$106,230.
- NorCal Z-1 Basic 109" high roof EL, 148" WB, 6 passengers + copilot and WC. \$106,230.

Model 1 (Creative Bus Sales):

- FR/MobilityTrans Z-1 Basic 100" mid roof, 148" WB, 3 passengers +copilot WC. \$94,484.
- FR/MobilityTrans Z-1 Basic 109" high roof, 148" WB, 3 passengers + copilot and WC. \$97,477.
- FR/Mobility Trans Z-1 Basic 109" high roof EL, 148" WB, 6 passengers + copilot and WC. \$99,092.
- ARBOC 30' 24/17+2 Single Door. \$826,225.
- ARBOC 30' 21/13+2 Double Door. \$846,750.

RO Bus Sales:

- Sunset Vans Ram Pro Master electric 159" 5+copilot and WC \$277,402

Orders will be placed by participating agencies through an Assignment Process that will be managed jointly by Basin Transit and CalACT. This procurement is a multiple award solicitation and in addition to pricing, Ordering Agencies may consider other criteria such as the past performance or warranty terms, fleet conformity, logistical support, and other factors in making their decision of which vehicle/s to select. The quantities specified for the Z-1 portion of the Joint Procurement's base period are for a minimum of 98 and a maximum of 701 vehicles. Minimum estimated value of contract is \$11.7 million. The quantities specified for the Z-3 portion of the Joint Procurement's base period are for a minimum of 30 and a maximum of 105 vehicles. Minimum estimated value of contract is \$30 million.

Basin Transit reviewed the proposals submitted by the above firms and found them responsive to the solicitation. Additional award details will be specified in the staff report recommending authorization to award to the Basin Transit Board of Directors at its regularly scheduled meeting of July 27, 2023 and in correspondence to the prospective awardees.

Contracts will be executed after successful completion of Buy America review inspections and reviews which is ongoing and will be made contingent on Altoona testing if applicable and any other requirements specified in correspondence by Basin Transit.

If there are other questions regarding the recommendation, please contact the undersigned at 760-285-3479 or joe@Basin-Transit.com

Sincerely,

A handwritten signature in black ink, appearing to read 'Joe Meer', with a stylized flourish at the end.

Joe G. Meer
Director of Cooperative Purchasing Programs

BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: July 27, 2023

RE: Purchasing Policy Update

Due to inflation steadily rising since the Purchasing Policy was last updated in 2012, staff reviewed the existing policy and requests that the Board of Directors review and approve the purchasing policy updates. With the current General Manager limit of \$15,000, many regular annual purchases such as the mandatory Transtrack software (now \$15,564) would have to go to the Board of Directors for approval.

The changes are in conformance with federal and state law and do not represent any additional staff authority vs. current practice. This document has been reviewed and approved by Counsel, Rutan & Tucker.

REVISION SUMMARY

PAGE	SECTION	NOTES
Throughout		MBTA to Basin Transit.
2	3.01.020 (k)	Specifies public auction when disposing of equipment purchased using federal funds.
3	3.01.060	Increase Purchase Orders limit to \$25,000.
4	3.01.110	Increase General Manager limits to \$25,000.
4	3.01.140	Corrected grammatical errors.

RECOMMENDATION: APPROVE PURCHASING POLICY UPDATE

**MORONGO BASIN TRANSIT AUTHORITY (BASIN TRANSIT)
PURCHASING POLICY**

3.01.010 **Adoption of Purchasing System.** In order to establish efficient procedures for the purchase of supplies, services, and equipment, to secure the Basin Transit supplies, services, and equipment at the lowest possible cost commensurate with quality needed, to exercise fiscal and budgetary control over purchases, to clearly define authority of the purchasing function and to assure the quality of purchases, a purchasing system is hereby adopted.

Basin Transit will make awards only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a contract. Consideration will be given to such attributes as trustworthiness, quality, fitness, capacity and experience to perform the contract. This may include, but is not limited to investigation of contractor integrity, compliance with public policy as implemented by applicable laws and regulations, record of past performance, safety records and financial and technical resources.

Acquisitions shall be conducted in accordance with all applicable federal and state laws and regulations, and the policies of the Basin Transit Board of Directors.

Basin Transit shall comply with applicable grant requirements when Basin Transit uses grant funds (predominantly federal and state funds) for a purchase.

3.01.020 **Purchasing Officer.** The General Manager is the Purchasing Officer. The Purchasing Officer shall have the authority to:

- (a) Purchase or contract for supplies, services and equipment in accordance with purchasing procedures prescribed by this policy. Subject to the statutory limitations contained in applicable federal and State of California regulations. The Purchasing Officer may adopt administrative regulations for internal management and operation to ensure compliance with applicable laws and regulations of funding agencies such as the Federal Transit Administration and/or California Department of Transportation;
- (b) Negotiate and recommend execution of contracts for the purchase of supplies, services, and equipment;
- (c) Act to procure on behalf of Basin Transit, the needed quality in supplies, services, and equipment at the least expense to the Basin Transit;

- (d) Endeavor to obtain as full and open competition as possible on all purchases;
- (e) Prepare and recommend to the Board of Directors revisions, additions, and amendments to this policy;
- (f) Prepare and recommend approval of required resolutions to the Board of Directors;
- (g) Keep informed on current developments in the field of purchasing, prices, market conditions, and new products;
- (h) Inspect or supervise the inspection of all supplies, services, and equipment purchased to insure conformance with specifications;
- (i) Authorize the transfer of surplus or unused supplies and equipment between departments as needed and the sale of all supplies and equipment which cannot be used by any department or which have become unsuitable for Basin Transit use;
- (j) Maintain a bidders' list, vendors catalog file, and records needed for efficient operation of purchasing; and
- (k) Dispose of surplus, worn out, or obsolete supplies and equipment purchased using Federal funds by advertising and public bid; provided, however, no bid will be made or accepted from any employee or officer of Basin Transit. In the event there are no acceptable bids from the public, bidding may then be opened to employees.

3.01.030 **Exemption from Purchasing Procedure.** The Purchasing Officer may authorize any department to purchase or contract for specified supplies, service, and equipment independently; but the Purchasing Officer shall require that such purchases or contracts be made in conformity with the procedures established by this policy.

3.01.040 **Estimates of Requirements.** All using departments shall file detailed estimates of their requirements in supplies and equipment in such manner, as such time and for such periods as the Purchasing Officer shall prescribe.

3.01.050 **Requisitions.** Using departments shall submit requests for supplies, services, and equipment to the Purchasing Officer.

3.01.060 **Purchase Orders.** Purchases of supplies, services, and equipment costing

more than One Thousand Dollars (\$1,000) and less than ~~Fifteen~~Twenty-five Thousand Dollars (~~\$15,000~~\$25,000) shall be made by purchase order, unless authorized by a signed contract or Basin Transit's Board Approval.

3.01.070 **Encumbrance of Funds.** Except in cases of emergency, the Purchasing Officer shall not issue any purchase order for supplies, services, or equipment unless there are funds budgeted and for which no funds are committed by previous purchases. In all such instances, the restrictions on the use, transfer or accountability of funds shall apply.

3.01.080 **Professional Services.** Professional services, including, but not limited to, legal, medical, certified public accountants, insurance brokers, or involving experts for the study and report on any Basin Transit problem, shall be procured based on the administrative regulations developed by the Purchasing Officer to insure compliance with current and applicable law and the regulations of the funding sources.

3.01.090 **Bidding.** All purchases of supplies, services, and equipment shall be procured by bid based on administrative regulations developed by the Purchasing Officer unless otherwise authorized by a resolution of the Board of Directors with the exception of eligible items falling under the FTA's Small Purchase Procedures limit (currently \$100,000) and as approved by the Board. The Purchasing Officer shall develop procedures to ensure compliance with current and applicable law and the regulations of the funding sources.

3.01.100 **Emergencies.** The procedures required by this policy may be suspended in the event of an emergency. An emergency shall be deemed to exist if:

- a) There is a great public calamity, such as an extraordinary fire, flood, storm, earthquake, epidemic, or other disaster;
- b) There is an immediate need to prepare for national or local defense; or
- c) There is a breakdown in machinery or an essential service which requires the immediate purchase of supplies or services to protect the public health, welfare or safety, and the Basin Transit Board of Directors, by majority vote determines that the public interest and necessity demand the immediate expenditure of public money to safeguard life, health, or property.

The Basin Transit Board of Directors, by majority vote, may dispense with bidding and other procedures required by this policy in any individual instance upon a finding that it would be impractical, useless, or uneconomical in such instance to follow these procedures, and that the public interest would be promoted by dispensing with these procedures.

3.01.110 **Contract Approval Requirements.** The Board authorizes the Purchasing Officer to approve contract awards and make statutorily required findings of fact in accordance with the table below and to the extent permitted by law.

No purchases or supplies, services, or equipment shall be split or separated into smaller orders or projects for the purpose or evading any provisions of this policy.

WHO	APPROVES	LIMITS
General Manager	Approve / Award	<p>All contract awards for professional services to, \$15,000. All contract awards for supplies, equipment, contractual services and sale of personal property up to \$40,000<u>25,000</u> Modifications to all contracts, which increase the aggregate contract price by no more than \$10K <u>25K</u> or 10% of the original contract award unless the Board has authorized a higher limit.</p>
Board of Directors	Make Statutorily Required Findings / Approve / Award	<p>Make Statutorily Required Findings. All other contract awards and modifications to contacts which exceed the limits stated above.</p>

3.01.120 **Escalation Clause.** All purchases of supplies, services, and equipment shall be based upon a firm quote/bid price whenever possible. In those cases where a firm quote/bid price cannot be obtained due to extended delivery date, or the items or services are subject to rapid market fluctuations, a purchase order or contract may be awarded based upon an escalation clause related to a national or other established index or formula, or upon a periodic fixed percentage increase.

3.01.130 **Cooperative Purchasing Arrangements.** Subject to approval from the Purchasing Officer, or the Basin Transit Board of Directors, pursuant to the dollar approval limits as provided in Section 3.01.100, Basin Transit may engage in cooperative purchasing agreements with any of the following agencies: Any County government within California, or any City within such counties, the State of California or the Federal Government or other government agencies as approved by the Basin Transit Board.

3.01.140 **Protests.** Any interested party shall have the right to protest a Basin Transit procurement action and have its complaint considered and resolved administratively by Basin Transit in an economical and ~~expeditious~~expeditious manner. The Purchasing Officer shall develop administrative regulations to handle Protests.

An "Interested Party" is an actual or prospective offeror whose direct economic interest would be affected by the award of a contract or by the failure to award a contract. Interested parties do not include subcontractors or suppliers of an actual or prospective offeror, or joint venturers acting independently of a joint venture.

3.01.150 **Implementation.** The Purchasing Officer shall be responsible for the implementation of this policy. The Purchasing Officer may delegate implementation of this policy and development of such procedures as are necessary to carry out this policy.

Changes to or deviation from this policy shall only be approved by the Board unless the change results from a change in federal and state law or regulation, or other Board adopted Policies, in which case this policy will be deemed changed and the Purchasing Officer is authorized to amend the language of this policy. When such a change is made, the Purchasing Officer shall provide a report to the Board updating the policy language.

BASIN TRANSIT RECURRING PURCHASE PROCEDURE

1. DEFINITION

Recurring and continual purchases for commodities of a type that does not require competitive solicitation or board approval such vehicle parts, consumables or accessories (ex. tire purchases, bus parts, lubricants, bus shelters, trash cans).

2. PROCEDURE

Acquisition is to be initiated by the Department Head, with the approval of the General Manager. A minimum of three quotes or reference pricing is to be obtained unless the acquisition takes place under a cooperative purchasing agreement. Award is to be made to the lowest price obtained.

3. DOCUMENTATION REQUIRED

An informal record shall be made of all quotes requested and those received. This record shall be included with the invoice when payment is authorized.

4. FEDERAL REQUIREMENTS

None. This procedure is for local procurement only.

BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: July 27, 2023

RE: Bus Stop Improvement Bid IFB #23-01

Staff is requesting approval to proceed with IFB #23-01. This project involves providing the necessary labor, equipment, and materials to construct a bus turnout, asphalt curb, asphalt pavement, installing the Basin Transit bus shelter, and associated work on Highway 62 in front of Pizza Hut between El Rey Ave & Star Dune in Twentynine Palms.

This bus stop improvement project is entirely funded by the State of Good Repair (SGR).

RECOMMENDATION: APPROVE IFB# 23-01, BUS TURNOUT AND SHELTER AND AUTHORIZE STAFF TO AWARD PROJECT TO LOWEST RESPONSIVE BIDDER

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
RNG	Renewable Natural Gas
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
ZEB	Zero Emission Bus(es)

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