

BASIN TRANSIT

**REGULAR MEETING OF
THE BOARD OF DIRECTORS**

Thursday, January 25, 2024 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 – Joe Meer

ROLL CALL

Members Present:

Merl Abel	Jeff Drozd
Danielle Harrington	Jennifer Henning
Dan Mintz	*Ben Sasnett
McArthur Wright	

*Board member Sasnett joined the meeting as a voting Board Member after being re-elected as Member At-Large in agenda item number 7.2.

Members Absent:

NONE

2.0 SPECIAL RECOGNITIONS AND PRESENTATIONS

2.1 Recognition of Employee of the Quarter: Matt Atkins, Operations Manager, recognized Anita Petke as the Employee of the Quarter.

3.0 PUBLIC COMMENTS

NONE

4.0 CONSENT CALENDAR

4.1 Minutes of the November 16, 2023 Board Meeting

4.2 Treasurer's Report for October and November 2023

4.3 Warrant Register through November 30, 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 Audited Financial Report for Fiscal Year 2023
- 4.10 2024 Board Calendar

ACTION: Board Member Mintz moved to approve the Consent Calendar (items 4.1 - 4.10); seconded by Board Member Harrington: 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 Election of Board Officers for Calendar Year 2024

Cheri Holsclaw explained past practice in determining the Board Chair and Vice-Chair positions, which traditionally rotates and would call to elect Board Member Drozd as Chairperson, Board Member Mintz as Vice-Chair, and the General Manager as Secretary for calendar year 2024. Cheri further explained that the Board is free to use another method to elect those positions if they choose.

ACTION: Board Member Abel moved to use past practice and elect Board Member Drozd as Chairperson, Board Member Mintz as Vice-Chair, and re-elect Cheri Holsclaw as the Board Secretary; seconded by Board Member Drozd: motion passed by Roll Call Vote (6-0).

7.2 Election of Member "At-Large" for Calendar Year 2024 and 2025

Cheri Holsclaw reported that Basin Transit bylaws require that a Seventh Board Member at Large be appointed every two (2) years to serve a term of two (2) years. Cheri continued to inform the Board that Public Notices were published in the local newspapers seeking interested parties to apply by a January 12, 2024 deadline. Basin Transit received one response from Ben Sasnett who has served as Basin Transit's Member "At-Large" since 2007. Staff recommended that Ben Sasnett be appointed Member "At-Large" for calendar years 2024 and 2025.

ACTION: Vice-Chair Mintz moved to appoint Ben Sasnett as Basin Transit's Seventh Board Member at Large for the two-year term from 2024 through 2025; seconded by Chair Drozd: motion passed by Roll Call Vote (6-0).

7.3 Basin Transit Sub-Committee Assignments

Cheri Holsclaw requested the Board to discuss and assign or re-assign Board Members to the following standing subcommittees: Technical Advisory/Budgets, Facilities & Real Estate Advisory (Ad Hoc), Marketing, Personnel, Taxicab, Transportation Assistance Grant (TAG) Program, and Management Oversight Committee.

ACTION: Board Member Wright moved to approve adding Board Member Henning to the Marketing and TAG Subcommittees, with all other Subcommittee assignments remaining the same; seconded by Board Member Harrington, motion passed by Roll Call Vote (7-0).

7.4 Auto-Pay for Bill Payments

Cheri Holsclaw requested that the Board authorize the set-up of auto-pay for bill payments to increase efficiency and save time, reduce human error, cost savings, enhanced security, flexibility, and control. Cheri informed the Board that as the General Manager, she would be the only person authorized to set up auto-pay for bills for internal control reasons.

ACTION: Vice-Chair Mintz moved to approve setting up auto-pay for paying bills; seconded by Board Member Henning: motion passed by Roll Call Vote (7-0).

7.5 Revisions to Handbook

Cheri Holsclaw informed the Board that staff worked with legal counsel on revising the Employee Handbook to align with the latest laws, regulations, and implementation of new procedures.

ACTION: Board Member Abel moved to approve the revisions to the Employee Handbook; seconded by Board Member Sasnett: motion passed by Roll Call Vote (7-0).

7.6 Request for Proposal (RFP) 24-01 Onboard Passenger Information System

Cheri Holsclaw requested approval to proceed with RFP 24-01 for the design, installation, and maintenance of an Onboard Passenger Information System (OPIS) that will improve communications, provide automated ADA announcements, reduce paperwork with electronic passenger counting, and provide additional modernized functionality.

ACTION: Vice-Chair Mintz moved to approve issuing RFP 24-01 Onboard Passenger Information System; seconded by Board Member Wright: motion passed by Roll Call Vote (7-0).

8.0 CLOSED SESSION

NONE

9.0 GENERAL MANAGER UPDATE

Cheri shared that Basin Transit does not have to complete the Single Audit for this past fiscal year, as previously reported. Cheri also thanked Anita for filling in at this meeting and requested that those Board Members who have not recently had their photos taken stay after the meeting so that staff can do so for the purpose of updating the Board of Directors wall in the lobby.

10.0 FUTURE BOARD INITIATED AGENDA ITEMS

Board Member Wright requested that Cheri attend a City of 29 Palms Council meeting to explain the bus stop implementation planning processes and costs.

11.0 BOARD MEMBER COMMENTS

The following Board Members made comments:

Vice-Chair Mintz


Chair Drozd expressed his gratitude to those who voted for him to become Basin Transit's Chairperson and shared that it is so nice to serve on the Board of an agency that is so well run, on the record.

Board Member Sasnett

12.0 ADJOURNMENT

The meeting adjourned at 5:25 p.m. Thursday, January 25, 2024.

Respectfully submitted,



Michal Brock, Assistant Board Secretary