

BASIN TRANSIT

**REGULAR MEETING OF
THE BOARD OF DIRECTORS**

Thursday, March 28, 2024 5:00 p.m.
Basin Transit Operations Center
62405 Verbena Road
Joshua Tree, CA 92252

ACTION MINUTES

1.0 CALL TO ORDER – Acting Chair Wright called the meeting to order at 5:13 p.m.

PLEDGE OF ALLEGIANCE – Acting Chair Wright

ROLL CALL

Members Present:

Merl Abel
Ben Sasnett

Jennifer Henning
McArthur Wright

Members Absent:

Jeff Drozd
Dan Mintz

Danielle Harrington

2.0 SPECIAL RECOGNITIONS AND PRESENTATIONS

NONE

3.0 PUBLIC COMMENTS

NONE

4.0 CONSENT CALENDAR

4.1 Minutes of the January 25, 2024 Board Meeting

4.2 Treasurer's Report for December 2023 and January 2024

4.3 Warrant Register through January 31, 2024

4.4 Ridership Reports

4.5 Financial Reports

4.6 Taxi Report

- 4.7 General Manager's Reports
- 4.8 Operations Report
- 4.9 Revisions to FY24 Transit Operating, Capital Plan

ACTION: Board Member Henning moved to approve the Consent Calendar (items 4.1 - 4.9); seconded by Board Member Abel: motion passed by Roll Call Vote (4-0).

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 Records Retention Policy

Cheri Holsclaw requested the adoption of Records Retention Policy No. 201, which sets forth general guidelines and establishes standards for conducting Basin Transit's record retention activities and personnel engaged in these activities.

ACTION: Board Member Abel moved to adopt Records Retention Policy No. 201; seconded by Board Member Sasnett: motion passed by Roll Call Vote (4-0).

7.2 Accounting Procedures

Cheri Holsclaw requested approval of the updated Accounting Procedures. The revisions allow the Front Office Clerk to enter vendor invoices into the accounting system and update internal controls designed to mitigate risks and uphold compliance standards, safeguarding the Agency against potential errors or misuse.

ACTION: Acting Chair Wright moved to approve the updated Basin Transit Accounting Procedures; seconded by Board Member Henning: motion passed by Roll Call Vote (4-0).

7.3 LCTOP Resolution

Cheri Holsclaw requested the adoption of Resolution 24-01, the Authorized Agent and the Certification and Assurances allowing Basin Transit to apply for LCTOP funds for two projects. The first project is for 35 days of free fares on fixed route services to celebrate Basin Transit's 35th year of serving the Morongo Basin; the

second project is to enhance bus stops for ADA accessibility at Hatch & El Rey, the 29 Palms Post Office and the Northbound stop at Adobe & El Paseo Ave.

ACTION: Acting Chair Wright moved to adopt Resolution 24-01, the Authorized Agent and the Certification and Assurances allowing Basin Transit to apply for LCTOP funds for the two (2) projects described in the staff report; seconded by Board Member Abel, motion passed by Roll Call Vote (4-0).

7.4 FY 2024/25 Operating and Capital Budgets

Cheri Holsclaw presented a detailed review of the line items within the FY 2024/25 draft budgets. No changes were recommended by the Board.

8.0 CLOSED SESSION

NONE

9.0 GENERAL MANAGER UPDATE

NONE

10.0 FUTURE BOARD INITIATED AGENDA ITEMS

NONE

11.0 BOARD MEMBER COMMENTS

The following Board Members made comments:

Board Member Abel

Board Member Henning

Board Member Sasnett

Acting Chair Wright

12.0 ADJOURNMENT

The meeting adjourned at 5:38 p.m. Thursday, March 28, 2024.

Respectfully submitted,



Michal Brock, Assistant Board Secretary