

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 March 27, 2024, 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

Jeff Drozd, Chair
Daniel L. Mintz, Sr., Vice Chair
Merl Abel
Jennifer Henning
Dawn Rowe (Danielle Harrington Designee)
William Sasnett, Jr.
McArthur Wright

Officers

Cheri Holsclaw, Board Secretary
Michal Brock, Assistant Board Secretary



REGULAR MEETING OF THE BOARD OF DIRECTORS

AGENDA

Thursday, March 28, 2024
62405 Verbenia Road, Joshua Tree CA 92252
5:00 PM

1.0 CALL TO ORDER

PLEDGE OF ALLEGIANCE

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

2.0 SPECIAL RECOGNITIONS AND PRESENTATIONS

NONE

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 January 25, 2024 Board Meeting
Staff Recommendation: Approve Minutes

4.2 Treasurer's Report for December 2023 and January 2024
Staff Recommendation: Approve Treasurer's Reports

4.3 Warrant Register through January 31, 2024
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 Revisions to FY24 Transit Operating, Capital Plan
Staff Recommendation: Authorize Staff to File Revised Transit Claim

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 Records Retention Policy
Staff Recommendation: Adopt Records Retention Policy No. 201

ACTION: Move_____ 2nd_____ Voice Vote

- 7.2 Accounting Procedures
Staff Recommendation: Approve Updated Accounting Procedures

ACTION: Move_____ 2nd_____ Voice Vote

- 7.3 LCTOP Resolution
Staff Recommendation: Adopt Resolution 24-01; Authorize LCTOP Agent and Certification and Assurances

ACTION: Move_____ 2nd_____ Roll Call Vote

7.4 FY 2024/25 Draft Operating and Capital Budgets

**Staff Recommendation: Review, Discuss & Provide Direction to Staff
(No Action)**

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, May 23, 2024, 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 March 25, 2024, at 5:00 PM.**



Michal Brock, Assistant Board Secretary

3/22/2024

Date

BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: March 28, 2024

RE: Minutes of the January 25, 2024 Board Meeting

STAFF RECOMMENDATION: APPROVE MINUTES

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
Danielle Harrington
Dan Mintz
McArthur Wright

Jeff Drozd
Jennifer Henning
*Ben Sasnett

*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

BASIN TRANSIT

TO: Board of Directors

FROM: Cheri Holsclaw, General Manager

DATE: March 28, 2024

RE: Treasurer's Reports for December 2023 and January 2024

STAFF RECOMMENDATION: APPROVE TREASURER'S REPORTS

BASIN TRANSIT
TREASURER'S REPORT
December 31, 2023

Beginning Balance:	November 30, 2023	7,612,976
Receipts		1,679,523
Disbursements		985,991
Interest Received		<u>60</u>
Ending Balance:	December 31, 2023	<u>8,306,568</u>

LOCATION OF FUNDS:	BALANCE	INTEREST EARNED	INTEREST RATE
US Bank General	\$ 62,976	-	0.00%
US Bank Class E	\$ -	\$ -	0.00%
Pacific Western Bank Procurement Fees	\$ 1,307,457	\$ -	0.00%
US Bank MAIN	\$ 2,810,861	\$ -	0.00%
Pacific Western Bank	\$ 123,831	\$ -	0.00%
LAIF	\$ 3,346,898	\$ -	0.00%
US Bank PTMISEA	\$ 238,537	\$ -	0.00%
US Bank LCTOP	\$ 354,572	\$ -	0.00%
US Bank SGR (SB1)	\$ 61,436	\$ -	0.00%
		\$ -	0.00%
TOTAL INVESTMENTS	<u>\$ 8,306,568</u>	<u>\$ -</u>	

BASIN TRANSIT
TREASURER'S REPORT
January 31, 2024

Beginning Balance:	December 31, 2023	8,306,568
Receipts		1,068,650
Disbursements		700,006
Interest Received		<u>33,703</u>
Ending Balance:	January 31, 2024	<u>8,708,915</u>

LOCATION OF FUNDS:	BALANCE	INTEREST EARNED	INTEREST RATE
US Bank General	\$ 62,522	-	0.00%
US Bank Class E	\$ -	\$ -	0.00%
Pacific Western Bank Procurement Fees	\$ 1,364,348	\$ -	0.00%
US Bank MAIN	\$ 2,503,355	\$ -	0.00%
Pacific Western Bank	\$ 599,366	\$ -	0.00%
LAIF	\$ 3,380,533	\$ -	0.00%
US Bank PTMISEA	\$ 238,541	\$ -	0.00%
US Bank LCTOP	\$ 354,602	\$ -	0.00%
US Bank SGR (SB1)	\$ 205,649	\$ -	0.00%
		\$ -	0.00%
TOTAL INVESTMENTS	<u>\$ 8,708,915</u>	<u>\$ -</u>	

BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: March 28, 2024

RE: Warrant Register through January 31, 2024

STAFF RECOMMENDATION: APPROVE WARRANT REGISTER

BASIN TRANSIT
WARRANT REGISTER
As of December 31, 2023

Date	Name	Memo	Paid Amount
12/01/2023	NOEMI ADDERLEY	EMPLOYEE EXPENSE	-100.00
12/01/2023	MAGON AHRENS	EMPLOYEE EXPENSE	-100.00
12/01/2023	ROBERT ARVIZU	EMPLOYEE EXPENSE	-100.00
12/01/2023	MATTHEW ATKINS	EMPLOYEE EXPENSE	-100.00
12/01/2023	PAULA BALDWIN	EMPLOYEE EXPENSE	-100.00
12/01/2023	KIMBERLY BERNARD	EMPLOYEE EXPENSE	-100.00
12/01/2023	ANDREW BERNSTEIN	EMPLOYEE EXPENSE	-100.00
12/01/2023	BRYAN BLASZAK	EMPLOYEE EXPENSE	-100.00
12/01/2023	SHEMIKA BORTEE	EMPLOYEE EXPENSE	-100.00
12/01/2023	DAWN BOSTROM	EMPLOYEE EXPENSE	-100.00
12/01/2023	MICHAL BROCK	EMPLOYEE EXPENSE	-100.00
12/01/2023	GARY COOPER	EMPLOYEE EXPENSE	-100.00
12/01/2023	BLAS CRUZ	EMPLOYEE EXPENSE	-100.00
12/01/2023	ROY DAVIS	EMPLOYEE EXPENSE	-100.00
12/01/2023	CORY DOUGLASS	EMPLOYEE EXPENSE	-100.00
12/01/2023	PATRICK FERREE	EMPLOYEE EXPENSE	-100.00
12/01/2023	SABRINA FRANKLIN	EMPLOYEE EXPENSE	-100.00
12/01/2023	JOSE GIRON	EMPLOYEE EXPENSE	-100.00
12/01/2023	GEORGE HALLAS	EMPLOYEE EXPENSE	-100.00
12/01/2023	THOMAS HATHAWAY	EMPLOYEE EXPENSE	-100.00
12/01/2023	CHERI HOLSCLOW	EMPLOYEE EXPENSE	-100.00
12/01/2023	DOUG HUNTER	EMPLOYEE EXPENSE	-100.00
12/01/2023	GARY JOHNSON	EMPLOYEE EXPENSE	-100.00
12/01/2023	LYDIA KNUDSON	EMPLOYEE EXPENSE	-100.00
12/01/2023	CYNTHIA LOPEZ	EMPLOYEE EXPENSE	-100.00
12/01/2023	DONALD MANSON	EMPLOYEE EXPENSE	-100.00
12/01/2023	HECTOR MANZANO	EMPLOYEE EXPENSE	-100.00
12/01/2023	RAUL MARQUEZ	EMPLOYEE EXPENSE	-100.00
12/01/2023	ADAH MARTINEZ	EMPLOYEE EXPENSE	-100.00
12/01/2023	JOE MEER	EMPLOYEE EXPENSE	-100.00
12/01/2023	JAMES MITCHELL	EMPLOYEE EXPENSE	-100.00
12/01/2023	ANNA JUNKER	EMPLOYEE EXPENSE	-100.00
12/01/2023	ROBIN OSIP	EMPLOYEE EXPENSE	-100.00
12/01/2023	JUAN OYOLA	EMPLOYEE EXPENSE	-100.00
12/01/2023	MICHAEL PADILLA	EMPLOYEE EXPENSE	-100.00
12/01/2023	RENEE PAYNE	EMPLOYEE EXPENSE	-100.00
12/01/2023	ANITA PETKE	EMPLOYEE EXPENSE	-100.00
12/01/2023	CHRISTOPHER RASMUSSEN	EMPLOYEE EXPENSE	-100.00
12/01/2023	JANUARY RODRIGUEZ	EMPLOYEE EXPENSE	-100.00
12/01/2023	VIKAS SHARMA	EMPLOYEE EXPENSE	-100.00
12/01/2023	LINDA STREICH	EMPLOYEE EXPENSE	-100.00
12/01/2023	ADP	WAGES	-69,610.07

BASIN TRANSIT
WARRANT REGISTER
As of December 31, 2023

12/01/2023	ADP	WAGES	-12,722.72
12/01/2023	THE ROOST CAFE	EMPLOYEE EXPENSE - END OF YEAR DINNER	-3,455.46
12/01/2023	LAYTON MATTHEWS II	EMPLOYEE EXPENSE - END OF YEAR DINNER	-360.00
12/01/2023	SOUTHERN CALIFORNIA EDISON	UTILITIES	-7,120.36
12/01/2023	CALPERS HEALTH/RETIREMENT	RETIREMENT	-8,491.94
12/01/2023	CALPERS HEALTH/RETIREMENT	RETIREMENT	-4,954.67
12/01/2023	CALPERS 457 PROGRAM	SUPPL RETIREMENT	-4,493.56
12/01/2023	ADP	WAGES	-150.95
12/01/2023	ADP	OUTSIDE SERVICES	-202.50
12/03/2023	SENTINEL BENEFITS	OUTSIDE SERVICES	-25.00
12/05/2023	[EMPLOYEE]	WAGES	-384.89
12/05/2023	ADP	OUTSIDE SERVICES	-467.14
12/06/2023	BRYAN BLASZAK	EMPLOYEE EXPENSE	-10.00
12/06/2023	PRISM	WORKERS COMPENSATION	-19,050.00
12/07/2023	AIS	PRINTING & REPRODUCTION	-116.66
12/07/2023	BROADLUX INC.	CNG MAINTENANCE	-1,986.00
12/07/2023	CARQUEST - YUCCA VALLEY	PARTS	-340.54
12/07/2023	CLEAN ENERGY	CNG MAINTENANCE	-23,179.98
12/07/2023	FRONTIER COMMUNICATIONS	TELEPHONE	-555.02
12/07/2023	HI DESERT WATER DISTRICT	UTILITIES	-149.21
12/07/2023	JOSHUA TREE LANDSCAPE & GROUNDS MAINT	OUTSIDE SERVICES	-833.75
12/07/2023	MODEL 1 COMMERCIAL VEHICLES, INC.	PARTS	-180.93
12/07/2023	NAPA	PARTS	-764.27
12/07/2023	PALM SPRINGS MOTORS	PARTS	-1,214.85
12/07/2023	PARKHOUSE TIRES	TIRE	-1,280.42
12/07/2023	PRUDENTIAL OVERALL SUPPLY	UNIFORMS	-240.85
12/07/2023	SCHROEDER PLUMBING	OUTSIDE SERVICES	-225.00
12/07/2023	SOUTHWEST NETWORKS	PROFESSIONAL FEES	-62.50
12/07/2023	SPECTRUM	UTILITIES	-132.98
12/07/2023	SUNNY AND SONS	OUTSIDE SERVICES	-99.00
12/07/2023	TWENTYNINE PALMS WATER DISTRICT	UTILITIES	-59.12
12/07/2023	ZONAR	OUTSIDE SERVICES	-8,648.64
12/07/2023	PACIFIC WESTERN BANK	DEPOSIT CORRECTION	1.00
12/10/2023	NEC CLOUD COMMUNICATIONS AMERICA, INC.	TELEPHONE	-556.56
12/11/2023	[EMPLOYEE]	WAGES	-183.39
12/12/2023	ARCO	FUEL	-239.49
12/13/2023	PACIFIC WESTERN BANK	DEPOSIT CORRECTION	-0.75
12/15/2023	JANUARY RODRIGUEZ	EMPLOYEE EXPENSE	-10.00
12/15/2023	PATRICK FERREE	EMPLOYEE EXPENSE	-63.00
12/15/2023	US BANK	CREDIT CARD PYMNT	-4,687.02
12/15/2023	CALPERS HEALTH/RETIREMENT	CERBT	-14,165.00
12/15/2023	CALPERS HEALTH/RETIREMENT	CEPPT	-10,034.00
12/15/2023	CALPERS HEALTH/RETIREMENT	RETIREMENT	-9,448.31

BASIN TRANSIT
WARRANT REGISTER
As of December 31, 2023

12/15/2023	CALPERS HEALTH/RETIREMENT	RETIREMENT	-5,198.59
12/15/2023	CALPERS 457 PROGRAM	SUPPL RETIREMENT	-4,605.67
12/15/2023	ADP	WAGES	-75,453.91
12/15/2023	ADP	WAGES	-13,926.74
12/15/2023	ADP	WAGES	-150.95
12/15/2023	ADP	OUTSIDE SERVICES	-307.50
12/15/2023	VISION SERVICE PLAN	VISION INSURANCE	-554.56
12/16/2023	A-Z BUS SALES	PARTS	-5,734.77
12/16/2023	BATTERY SYSTEMS	PARTS	-275.13
12/16/2023	BCREATIVE LLC	MARKETING & PROMOTION	-700.00
12/16/2023	BURRTEC	UTILITIES	-388.59
12/16/2023	CLEAN ENERGY	CNG MAINTENANCE	-1,500.00
12/16/2023	COPPER MOUNTAIN BROADCASTING	MARKETING & PROMOTION	-440.00
12/16/2023	GOLD MOUNTAIN CALIFORNIA NEW MEDIA INC.	MARKETING & PROMOTION	-734.10
12/16/2023	INDEPENDENT LIVING PARTNERSHIP	TREP PROGRAM EXPENSE	-785.00
12/16/2023	JOSHUA BASIN WATER DISTRICT	UTILITIES	-745.62
12/16/2023	KCDZ	MARKETING & PROMOTION	-460.00
12/16/2023	NAPA	PARTS	-1,330.25
12/16/2023	PALM SPRINGS MOTORS	PARTS	-292.89
12/16/2023	PARKHOUSE TIRES	TIRE	-3,038.18
12/16/2023	PRO SECURITY SYSTEMS	OUTSIDE SERVICES	-156.00
12/16/2023	PRUDENTIAL OVERALL SUPPLY	UNIFORMS	-424.67
12/16/2023	SCHROEDER PLUMBING	OUTSIDE SERVICES	0.00
12/16/2023	THE CASTLE PRESS	PRINTING & REPRODUCTION	-5,334.47
12/16/2023	VOYAGER	FUEL	-15,967.21
12/16/2023	SPECTRUM	UTILITIES	-141.93
12/16/2023	CALPERS HEALTH/RETIREMENT	HEALTH INSURANCE	-27,336.68
12/19/2023	ARCO	FUEL	-185.22
12/20/2023	[EMPLOYEE]	WAGES	-352.48
12/21/2023	ACT FUELS INC	RENEWABLE NATURAL GAS SALE CREDIT REFUND	-10,295.00
12/21/2023	TREP	MILEAGE REIMBURSEMENT	-2,775.63
12/22/2023	NOEMI ADDERLEY	MILEAGE REIMBURSEMENT	-132.97
12/22/2023	AIS	PRINTING & REPRODUCTION	-267.00
12/22/2023	ALLIANT INSURANCE SERVICES	INSURANCE	-5,459.00
12/22/2023	AVALON URGENT CARE	EMPLOYEE EXPENSE	-100.00
12/22/2023	CHARLES ABBOTT & ASSOCIATES INC.	VOIDED CHECK	0.00
12/22/2023	DESERT ARC	OUTSIDE SERVICES	-270.00
12/22/2023	FRONTIER COMMUNICATIONS	TELEPHONE	-271.27
12/22/2023	FRONTIER COMMUNICATIONS	TELEPHONE	-58.42
12/22/2023	FRONTIER COMMUNICATIONS	TELEPHONE	-72.78
12/22/2023	FRONTIER COMMUNICATIONS	TELEPHONE	-97.98
12/22/2023	KULIK GOTTESMAN SIEGEL & WARE LLP	PROFESSIONAL FEES	-99.00
12/22/2023	O'REILLY AUTO PARTS	PARTS	-458.82

BASIN TRANSIT
WARRANT REGISTER
As of December 31, 2023

12/22/2023	PALM SPRINGS MOTORS	PARTS	-433.41
12/22/2023	PARKHOUSE TIRES	TIRES	-2,230.05
12/22/2023	QUILL CORPORATION	OFFICE SUPPLIES	-787.17
12/22/2023	RUTAN & TUCKER, LLP	PROFESSIONAL FEES	-934.50
12/22/2023	SPECTRUM	TELEPHONE	-411.90
12/22/2023	THE GAS COMPANY	FUEL	-16,128.40
12/22/2023	SWRCB FEES	OUTSIDE SERVICES	-1,818.00
12/22/2023	THE GAS COMPANY	UTILITIES	-28.95
12/22/2023	VERIZON	TELEPHONE	-200.05
12/26/2023	ARCO	FUEL	-158.33
12/28/2023	PACIFIC WESTERN BANK	DEPOSIT CORRECTION	-0.05
12/29/2023	[EMPLOYEE]	WAGES	-194.45
12/29/2023	[EMPLOYEE]	WAGES	-500.10
12/29/2023	[EMPLOYEE]	WAGES	-2,789.46
12/29/2023	[EMPLOYEE]	HRA REIMBURSEMENT	-55.00
12/29/2023	[EMPLOYEE]	HRA REIMBURSEMENT	-360.00
12/29/2023	[EMPLOYEE]	HRA REIMBURSEMENT	-172.27
12/29/2023	[EMPLOYEE]	HRA REIMBURSEMENT	-298.30
12/29/2023	[EMPLOYEE]	HRA REIMBURSEMENT	-457.94
12/29/2023	[EMPLOYEE]	HRA REIMBURSEMENT	-45.00
12/29/2023	[EMPLOYEE]	HRA REIMBURSEMENT	-327.79
12/29/2023	[EMPLOYEE]	HRA REIMBURSEMENT	-329.80
12/29/2023	ADP	WAGES	-75,682.46
12/29/2023	ADP	WAGES	-14,054.50
12/29/2023	C&S ELECTRICAL	OUTSIDE SERVICES	-9,400.00
12/29/2023	ADP	WAGES	-100.96
12/29/2023	CALPERS 457 PROGRAM	SUPPL RETIREMENT	-4,098.33
12/29/2023	CALPERS HEALTH/RETIREMENT	RETIREMENT	-9,483.77
12/29/2023	CALPERS HEALTH/RETIREMENT	RETIREMENT	-5,269.03
12/29/2023	ADP	OUTSIDE SERVICES	-200.00
			-548,884.45
			-548,884.45

BASIN TRANSIT WARRANT REGISTER

As of January 31, 2024

Date	Name	Memo	Paid Amount
01/02/2024	A-Z BUS SALES	PARTS	-239.34
01/02/2024	CALIFORNIA ASSOC FOR COORD TRANSPORTATION	OUTSIDE SERVICES	-930.00
01/02/2024	CARL OTTESON'S CERTIFIED BACKFLOW TESTING	OUTSIDE SERVICES	-330.00
01/02/2024	DIAMOND ENVIRONMENTAL SERVICES	UTILITIES	-129.77
01/02/2024	FRONTIER COMMUNICATIONS	TELEPHONE	-540.91
01/02/2024	IMAGE SOURCE	CREDIT APPLIED	0.00
01/02/2024	JOSHUA TREE LANDSCAPE & GROUNDS MAINT	OUTSIDE SERVICES	-833.75
01/02/2024	LEFEVRE'S TOWING INC.	OUTSIDE SERVICES	-525.00
01/02/2024	MOJAVE DESERT AQMD	OUTSIDE SERVICES	-400.11
01/02/2024	NAPA	PARTS & FLUIDS	-151.10
01/02/2024	O'REILLY AUTO PARTS	PARTS & TOOLS	-261.08
01/02/2024	PALM SPRINGS MOTORS	PARTS	-155.30
01/02/2024	PRUDENTIAL OVERALL SUPPLY	UNIFORMS	-213.70
01/02/2024	QUILL CORPORATION	OFFICE SUPLIES	-322.72
01/02/2024	SPECTRUM	TELEPHONE	-132.98
01/02/2024	SUNNY AND SONS	OUTSIDE SERVICES	-99.00
01/02/2024	ARCO	FUEL	-156.20
01/03/2024	SENTINEL BENEFITS	OUTSIDE SERVICES	-25.00
01/03/2024	PACIFIC WESTERN BANK	DEPOSIT CORRECTION	-0.26
01/05/2024	PACIFIC WESTERN BANK	DEPOSIT CORRECTION	0.11
01/05/2024	ADP	OUTSIDE SERVICES	-486.76
01/06/2024	SOUTHERN CALIFORNIA EDISON	UTILITIES	-5,527.26
01/09/2024	A-1 AUTO ELECTRIC	PARTS	-543.08
01/09/2024	AVALON URGENT CARE	EMPLOYEE EXPENSE	-100.00
01/09/2024	BENEFIT COORDINATORS CORP	DENTAL INSURANCE	-1,461.20
01/09/2024	BURRTEC	UTILITIES	-388.59
01/09/2024	CLEAN ENERGY	CNG MAINTENANCE	-1,500.00
01/09/2024	GILLIG LLC	PARTS	-180.34
01/09/2024	HI DESERT WATER DISTRICT	UTILITIES	-122.72
01/09/2024	JOSHUA BASIN WATER DISTRICT	UTILITIES	-706.88
01/09/2024	LEFEVRE'S TOWING INC.	OUTSIDE SERVICES	-1,190.00
01/09/2024	NAPA	PART & FLUIDS	-326.62
01/09/2024	PALM SPRINGS MOTORS	PARTS & OUTSIDE SERVICES	-1,175.96
01/09/2024	PRUDENTIAL OVERALL SUPPLY	FACILITY SUPPLIES & UNIFORMS	-159.39
01/09/2024	SCHROEDER PLUMBING	OUTSIDE SERVICES	-245.00
01/09/2024	SPECTRUM	TELEPHONE	-132.98
01/09/2024	TWENTYNINE PALMS WATER DISTRICT	UTILITIES	-46.13
01/09/2024	VOYAGER	FUEL	-549.38
01/09/2024	NOEMI ADDERLEY	MILEAGE REIMBURSEMENT	-114.63
01/09/2024	US BANK	CREDIT CARD PAYMENT	-8,188.10
01/09/2024	CALPERS HEALTH/RETIREMENT	HEALTH INSURANCE	-25,234.38
01/09/2024	ARCO	FUEL	-66.36
01/09/2024	ADP	WAGES	2,147.56
01/10/2024	NEC CLOUD COMMUNICATIONS AMERICA, INC.	TELEPHONE	-556.72
01/11/2024	PACIFIC WESTERN BANK	DEPOSIT CORRECTION	-0.10
01/12/2024	ADP	WAGES	-74,535.16
01/12/2024	ADP	WAGES	-16,529.05
01/12/2024	CALPERS HEALTH/RETIREMENT	RETIREMENT	-9,074.12
01/12/2024	CALPERS HEALTH/RETIREMENT	RETIREMENT	-5,280.46
01/12/2024	CALPERS 457 PROGRAM	SUPPL RETIREMENT	-4,371.44

BASIN TRANSIT
WARRANT REGISTER
As of January 31, 2024

01/12/2024	ADP	WAGES	-100.96
01/12/2024	ADP	OUTSIDE SERVICES	-202.50
01/15/2024	VISION SERVICE PLAN	VISION INSURANCE	-452.14
01/15/2024	CALPERS HEALTH/RETIREMENT	CERBT	-14,165.00
01/15/2024	CALPERS HEALTH/RETIREMENT	CEPPT	-10,034.00
01/16/2024	ARCO	FUEL	-190.50
01/17/2024	PACIFIC WESTERN BANK	DEPOSIT CORRECTION	-0.05
01/18/2024	CITY OF TWENTYNINE PALMS	PROFESSIONAL FEES	-50.00
01/18/2024	ACE ALTERNATORS	OUTSIDE SERVICES	-413.14
01/18/2024	AIS	PRINTING & REPRODUCTION	-49.12
01/18/2024	AVALON URGENT CARE	EMPLOYEE EXPENSE	-100.00
01/18/2024	CARQUEST - YUCCA VALLEY	PARTS	-273.31
01/18/2024	CHARLES ABBOTT & ASSOCIATES INC.	PROFESSIONAL FEES	-3,647.50
01/18/2024	CLEAN ENERGY	CNG MAINTENANCE	-306.67
01/18/2024	COPPER MOUNTAIN BROADCASTING	MARKETING/PROMOTIONS	-420.00
01/18/2024	DESERT ARC	OUTSIDE SERVICES	-270.00
01/18/2024	DIAMOND ENVIRONMENTAL SERVICES	UTILITIES	-129.77
01/18/2024	FRONTIER COMMUNICATIONS	TELEPHONE	-72.82
01/18/2024	FRONTIER COMMUNICATIONS	TELEPHONE	-73.04
01/18/2024	FRONTIER COMMUNICATIONS	TELEPHONE	-97.98
01/18/2024	FRONTIER COMMUNICATIONS	TELEPHONE	-272.05
01/18/2024	GOLD MOUNTAIN CALIFORNIA NEW MEDIA INC.	MARKETING/PROMOTIONS	-1,079.10
01/18/2024	IMAGE SOURCE	CREDIT APPLIED	0.00
01/18/2024	KCDZ	MARKETING/PROMOTIONS	-4,200.00
01/18/2024	KCDZ	MARKETING/PROMOTIONS	-577.00
01/18/2024	KULIK GOTTESMAN SIEGEL & WARE LLP	PROFESSIONAL FEES	-445.33
01/18/2024	LEFEVRE'S TOWING INC.	OUTSIDE SERVICES	-440.00
01/18/2024	PALM SPRINGS MOTORS	PARTS	-433.41
01/18/2024	PARKHOUSE TIRES	TIRE	-4,207.65
01/18/2024	PRUDENTIAL OVERALL SUPPLY	FACILITY SUPPLIES & UNIFORMS	-156.54
01/18/2024	QUILL CORPORATION	OFFICE SUPPLIES	-169.97
01/18/2024	SOUTHWEST NETWORKS	PROFESSIONAL FEES	-625.00
01/18/2024	THE GAS COMPANY	FUEL	-15,437.76
01/18/2024	TOLAR MANUFACTURING CO.	CAPITAL TO BE REIMBURSED - BUS STOP IMPROV.	-20,033.75
01/18/2024	VERIZON	TELEPHONE	-200.05
01/23/2024	ARCO	FUEL	-114.39
01/23/2024	PACIFIC WESTERN BANK	DEPOSIT CORRECTION	-0.25
01/24/2024	[EMPLOYEE]	HRA REIMBURSEMENT	-4,738.49
01/24/2024	[EMPLOYEE]	HRA REIMBURSEMENT	-480.00
01/24/2024	[EMPLOYEE]	HRA REIMBURSEMENT	-172.27
01/24/2024	[EMPLOYEE]	HRA REIMBURSEMENT	-20.00
01/24/2024	[EMPLOYEE]	HRA REIMBURSEMENT	-5,000.00
01/24/2024	[EMPLOYEE]	HRA REIMBURSEMENT	-570.66
01/24/2024	[EMPLOYEE]	HRA REIMBURSEMENT	-1,055.00
01/24/2024	[EMPLOYEE]	HRA REIMBURSEMENT	-1,330.10
01/24/2024	[EMPLOYEE]	HRA REIMBURSEMENT	-152.57
01/24/2024	TREP	MILEAGE REIMBURSEMENT	-2,661.03
01/25/2024	ANITA PETKE	EMPLOYEE EXPENSE	-50.00
01/25/2024	CITY OF TWENTYNINE PALMS	PROFESSIONAL FEES	-50.00
01/25/2024	JUAN OYOLA	UNIFORMS	-232.64
01/25/2024	CARQUEST - YUCCA VALLEY	PARTS	-34.19

BASIN TRANSIT
WARRANT REGISTER
As of January 31, 2024

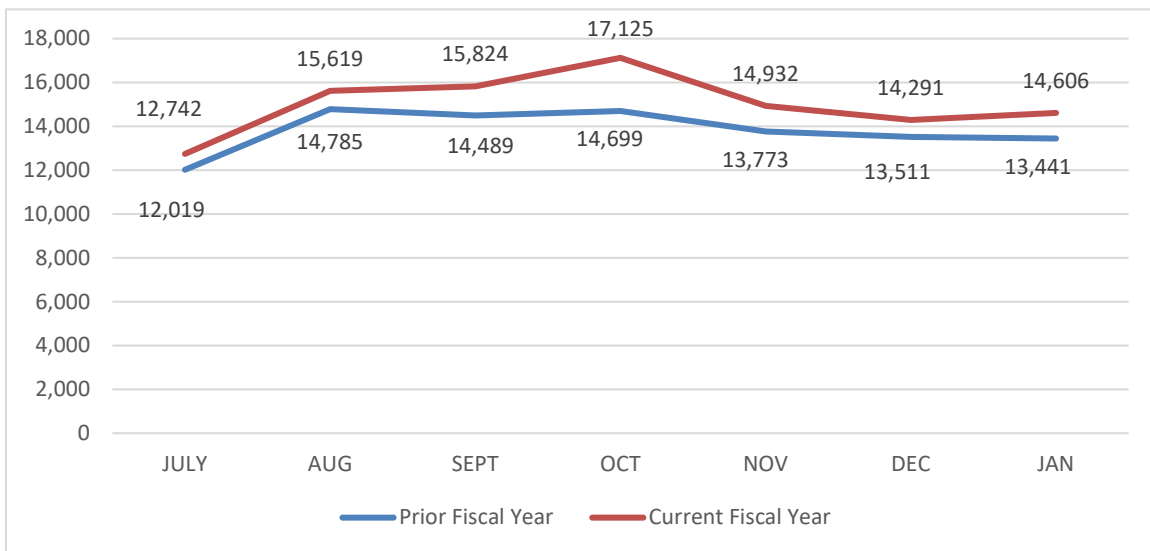
01/25/2024	CLEAN ENERGY	VOIDED CHECK	0.00
01/25/2024	DIAMOND ENVIRONMENTAL SERVICES	VOIDED CHECK	0.00
01/25/2024	E3 IGNITION PRODUCTS, LLC	PARTS	-306.00
01/25/2024	JOSHUA TREE LANDSCAPE & GROUNDS MAINT	VOIDED CHECK	0.00
01/25/2024	NAPA	SHOP SUPPLIES	-54.16
01/25/2024	PALM SPRINGS MOTORS	PARTS	-495.11
01/25/2024	PRUDENTIAL OVERALL SUPPLY	VOIDED CHECK	0.00
01/25/2024	QUILL CORPORATION	OFFICE SUPPLIES	-213.69
01/25/2024	SAFETY-KLEEN	FLUIDS	-2,313.54
01/25/2024	SOUTHWEST NETWORKS	PROFESSIONAL FEES	-181.02
01/25/2024	SPECTRUM	VOIDED CHECK	0.00
01/25/2024	SUNNY AND SONS	VOIDED CHECK	0.00
01/25/2024	THE GAS COMPANY	VOIDED CHECK	0.00
01/25/2024	NAPA	PARTS & SHOP SUPPLIES	-88.07
01/26/2024	ADP	WAGES	-75,978.32
01/26/2024	ADP	WAGES	-15,288.65
01/26/2024	PACIFIC WESTERN BANK	DEPOSIT CORRECTION	0.05
01/26/2024	CALPERS HEALTH/RETIREMENT	RETIREMENT	-9,612.49
01/26/2024	CALPERS HEALTH/RETIREMENT	RETIREMENT	-5,191.98
01/26/2024	CALPERS 457 PROGRAM	SUPPL RETIREMENT	-4,525.63
01/26/2024	ADP	OUTSIDE SERVICES	-205.00
01/26/2024	ADP	WAGES	-100.96
01/30/2024	ARCO	FUEL	-112.90
01/31/2024	BEN SASNETT	BOARD MEMBER STIPEND	-100.00
01/31/2024	DAN MINTZ	BOARD MEMBER STIPEND	-100.00
01/31/2024	DANIELLE HARRINGTON	BOARD MEMBER STIPEND	-100.00
01/31/2024	JEFF DROZD	BOARD MEMBER STIPEND	-100.00
01/31/2024	JENNIFER HENNING	BOARD MEMBER STIPEND	-100.00
01/31/2024	McARTHUR WRIGHT	BOARD MEMBER STIPEND	-100.00
01/31/2024	MERL ABEL	BOARD MEMBER STIPEND	-100.00
			-373,446.53
			-373,446.53

BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: March 28, 2024

RE: Ridership Reports

Basin Transit is still seeing a rise in ridership from the previous year with 8,422 (8.71%) more passengers through January for a total of 105,139 this fiscal year.



STAFF RECOMMENDATION: RECEIVE AND FILE



Quarterly Performance Scorecard

FY 2024
System - System-Wide
All Routes

Performance Indicators & Data	Prior Year Total	Current Year Target	Current Year To Date	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year To Date Performance
Farebox Recovery Ratio	6.79%	>= 10.00%	8.31%	8.58%	8.05%			Fails to Meet Target
Operating Costs Per Revenue Hour	\$139.68	<= \$149.42	\$137.71	\$138.49	\$136.98			Exceeds Target
Passenger Revenue Per Revenue Hour (a)	\$9.49		\$11.45	\$11.89	\$11.03			Fails to Meet Target
Subsidy Per Revenue Hour	\$130.19		\$126.27	\$126.60	\$125.95			
Operating Cost Per Revenue Mile	\$7.11	<= \$7.59	\$7.07	\$7.02	\$7.12			Exceeds Target
Passenger Revenue Per Revenue Mile	\$0.48		\$0.59	\$0.60	\$0.57			
Subsidy Per Revenue Mile	\$6.63		\$6.48	\$6.41	\$6.55			
Operating Costs Per Passenger	\$26.50	<= \$33.73	\$23.74	\$23.87	\$23.62			Exceeds Target
Passenger Revenue Per Passenger (Avg Fare) (a)	\$1.80		\$1.97	\$2.05	\$1.90			
Subsidy Per Passenger	\$24.70		\$21.77	\$21.82	\$21.72			
Operating Cost Per Passenger Mile								
Passenger Revenue Per Passenger Mile (a)								
Subsidy Per Passenger Mile								
Passengers Per Revenue Hour	5.3		5.8	5.8	5.8			
Passengers Per Revenue Mile	0.27		0.30	0.29	0.30			
Revenue Miles Between NTD Reportable Accidents (b)								
Percentage of Trips On Time	98.1%		98.2%	98.2%	98.3%			
Passengers Served Between Complaints	10,607		4,527	3,682	5,794			
Complaints Per 100,000 Passengers	9.43		22.09	27.16	17.26			
Revenue Miles Between NTD System Failures (c)								
Total Miles Between Total NTD System Failures (c)								
Total Miles Between Major NTD System Failures (d)								
Passengers	169,714	>= 140,000	90,533	44,185	46,348			Fails to Meet Target
Passenger Miles								
Revenue Hours	32,204		15,608	7,615	7,993			
Total Hours	35,257		17,092	8,332	8,760			
Revenue Miles	632,789		304,087	150,291	153,796			
Total Miles	693,360		331,815	163,707	168,108			
Operating Costs	\$4,498,220		\$2,149,467	\$1,054,626	\$1,094,842			
Passenger Revenue (a)	\$305,646		\$178,660	\$90,522	\$88,139			
Operating Subsidy	\$4,192,574		\$1,970,807	\$964,104	\$1,006,703			
NTD Reportable Accidents (b)	0		0	0	0			
Total Roadcalls (NTD System Failures) (c)	0		0	0	0			
Major Mechanical Failures (Roadcalls) (d)	0		0	0	0			
Complaints	16		20	12	8			
Trips On Time	13,690		7,348	3,549	3,799			
On-Time Performance Trips Sampled	13,955		7,481	3,615	3,866			

(a) Includes Auxiliary Revenues and other Local Support related to reduced fares. (b) Collision Accidents reportable per NTD Definition. (c) Total System Failures per NTD Definition. (d) Major System Failures per NTD Definition.



Monthly Ridership Report

December, FY 2024

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	6,240	6,377	7.5	8.5	6.17%	14.19%
12	492	389	3.1	2.6	13.12%	15.26%
15	96	181	2.0	2.5	2.66%	5.01%
1X	107	176	5.3	5.6	2.77%	2.97%
21	621	789	2.7	4.0	1.36%	5.88%
3A	1,201	1,250	5.3	5.9	4.01%	5.63%
3B	1,127	1,299	4.8	6.0	4.69%	9.39%
7A	1,359	1,297	5.6	6.0	3.72%	12.47%
7B	1,163	1,334	4.8	6.3	2.94%	7.22%
RR30	391	362	2.6	2.5	1.56%	2.83%
RR31	161	236	1.7	2.8	0.99%	3.15%
RR34	203	251	1.9	2.5	1.03%	2.49%
RR36	64	38	1.3	1.1	0.79%	1.33%
RR50	286	312	1.8	2.0	1.07%	2.24%
Program Subtotals						
Commuter Service	588	570	2.8	2.6	10.24%	11.64%
Demand Response	1,105	1,199	2.0	2.3	1.15%	2.54%
Neighborhood Shuttles	11,818	12,522	5.8	6.8	4.49%	10.55%
System Total	13,511	14,291	4.8	5.5	4.37%	9.20%



FY 2024 -- Monthly Performance Statistics
Systemwide Summary
All Routes

Performance Statistics for December

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	6,377	749.1	\$127,473	\$18,088	8.5	\$19.99	\$170.16	\$2.84	\$24.15	14.19%
1X	176	31.4	\$5,542	\$164	5.6	\$31.49	\$176.67	\$0.93	\$5.24	2.97%
3A	1,250	212.4	\$34,047	\$1,917	5.9	\$27.24	\$160.32	\$1.53	\$9.03	5.63%
3B	1,299	216.8	\$33,509	\$3,147	6.0	\$25.80	\$154.55	\$2.42	\$14.52	9.39%
7A	1,297	215.5	\$33,046	\$4,121	6.0	\$25.48	\$153.36	\$3.18	\$19.13	12.47%
7B	1,334	212.4	\$33,890	\$2,448	6.3	\$25.41	\$159.53	\$1.84	\$11.52	7.22%
12	389	148.7	\$29,190	\$4,455	2.6	\$75.04	\$196.26	\$11.45	\$29.95	15.26%
15	181	74.0	\$15,939	\$798	2.5	\$88.06	\$215.49	\$4.41	\$10.79	5.01%
21	789	195.3	\$35,718	\$2,102	4.0	\$45.27	\$182.89	\$2.66	\$10.76	5.88%
RR30	362	144.9	\$21,261	\$601	2.5	\$58.73	\$146.78	\$1.66	\$4.15	2.83%
RR31	236	83.3	\$12,435	\$392	2.8	\$52.69	\$149.31	\$1.66	\$4.71	3.15%
RR34	251	98.7	\$16,754	\$417	2.5	\$66.75	\$169.74	\$1.66	\$4.23	2.49%
RR36	38	35.8	\$4,760	\$63	1.1	\$125.27	\$132.84	\$1.66	\$1.76	1.33%
RR50	312	160.3	\$23,111	\$518	2.0	\$74.07	\$144.14	\$1.66	\$3.23	2.24%
Program:										
Commuter Service	570	222.7	\$45,129	\$5,253	2.6	\$79.17	\$202.64	\$9.22	\$23.59	11.64%
Demand Response	1,199	523.0	\$78,320	\$1,992	2.3	\$65.32	\$149.75	\$1.66	\$3.81	2.54%
Neighborhood Shuttles	12,522	1,832.9	\$303,226	\$31,988	6.8	\$24.22	\$165.44	\$2.55	\$17.45	10.55%
Mode:										
Bus (Motorbus)	12,522	1,832.9	\$303,226	\$31,988	6.8	\$24.22	\$165.44	\$2.55	\$17.45	10.55%
Commuter Bus	570	222.7	\$45,129	\$5,253	2.6	\$79.17	\$202.64	\$9.22	\$23.59	11.64%
Demand Response	1,199	523.0	\$78,320	\$1,992	2.3	\$65.32	\$149.75	\$1.66	\$3.81	2.54%
System Total:	14,291	2,578.6	\$426,675	\$39,233	5.5	\$29.86	\$165.47	\$2.75	\$15.21	9.20%



Monthly Ridership Report

January, FY 2024

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	6,118	6,168	7.6	7.8	8.93%	6.22%
12	468	518	2.9	3.2	14.42%	19.51%
15	189	273	3.7	5.0	7.74%	12.32%
1X	127	126	4.7	5.0	4.51%	2.13%
21	643	886	2.7	4.2	3.30%	4.12%
3A	1,105	1,447	4.9	6.1	3.74%	1.77%
3B	1,263	1,255	5.1	5.3	4.77%	2.37%
7A	1,233	1,385	5.2	5.8	5.04%	5.83%
7B	1,235	1,253	5.2	5.3	4.81%	3.50%
RR30	329	405	2.0	2.5	1.32%	1.10%
RR31	188	249	1.9	2.7	1.25%	1.16%
RR34	204	274	2.0	2.5	1.06%	0.95%
RR36	48	33	1.0	0.8	0.78%	0.40%
RR50	291	334	1.8	2.0	1.09%	0.88%
Program Subtotals						
Commuter Service	657	791	3.1	3.6	12.57%	17.62%
Demand Response	1,060	1,295	1.8	2.3	1.15%	0.97%
Neighborhood Shuttles	11,724	12,520	5.8	6.3	6.24%	4.59%
System Total	13,441	14,606	4.8	5.3	5.99%	5.07%



FY 2024 -- Monthly Performance Statistics
Systemwide Summary
All Routes

Performance Statistics for January

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	6,168	787.4	\$103,906	\$6,464	7.8	\$16.85	\$131.96	\$1.05	\$8.21	6.22%
1X	126	25.4	\$3,559	\$76	5.0	\$28.25	\$139.94	\$0.60	\$2.98	2.13%
3A	1,447	237.4	\$29,780	\$528	6.1	\$20.58	\$125.43	\$0.37	\$2.23	1.77%
3B	1,255	239.2	\$29,675	\$702	5.3	\$23.65	\$124.08	\$0.56	\$2.94	2.37%
7A	1,385	237.3	\$29,465	\$1,718	5.8	\$21.27	\$124.18	\$1.24	\$7.24	5.83%
7B	1,253	238.5	\$29,988	\$1,049	5.3	\$23.93	\$125.72	\$0.84	\$4.40	3.50%
12	518	163.5	\$23,861	\$4,656	3.2	\$46.06	\$145.93	\$8.99	\$28.47	19.51%
15	273	54.3	\$8,522	\$1,050	5.0	\$31.22	\$156.99	\$3.85	\$19.35	12.32%
21	886	213.5	\$30,022	\$1,237	4.2	\$33.88	\$140.60	\$1.40	\$5.79	4.12%
RR30	405	163.5	\$19,194	\$210	2.5	\$47.39	\$117.40	\$0.52	\$1.29	1.10%
RR31	249	91.4	\$11,180	\$129	2.7	\$44.90	\$122.29	\$0.52	\$1.42	1.16%
RR34	274	110.0	\$14,924	\$142	2.5	\$54.47	\$135.65	\$0.52	\$1.29	0.95%
RR36	33	40.8	\$4,331	\$17	0.8	\$131.23	\$106.27	\$0.52	\$0.42	0.40%
RR50	334	170.9	\$19,819	\$174	2.0	\$59.34	\$115.99	\$0.52	\$1.02	0.88%
Program:										
Commuter Service	791	217.8	\$32,384	\$5,706	3.6	\$40.94	\$148.68	\$7.21	\$26.20	17.62%
Demand Response	1,295	576.6	\$69,447	\$673	2.3	\$53.63	\$120.45	\$0.52	\$1.17	0.97%
Neighborhood Shuttles	12,520	1,978.8	\$256,395	\$11,774	6.3	\$20.48	\$129.57	\$0.94	\$5.95	4.59%
Mode:										
Bus (Motorbus)	12,520	1,978.8	\$256,395	\$11,774	6.3	\$20.48	\$129.57	\$0.94	\$5.95	4.59%
Commuter Bus	791	217.8	\$32,384	\$5,706	3.6	\$40.94	\$148.68	\$7.21	\$26.20	17.62%
Demand Response	1,295	576.6	\$69,447	\$673	2.3	\$53.63	\$120.45	\$0.52	\$1.17	0.97%
System Total:	14,606	2,773.1	\$358,226	\$18,152	5.3	\$24.53	\$129.18	\$1.24	\$6.55	5.07%

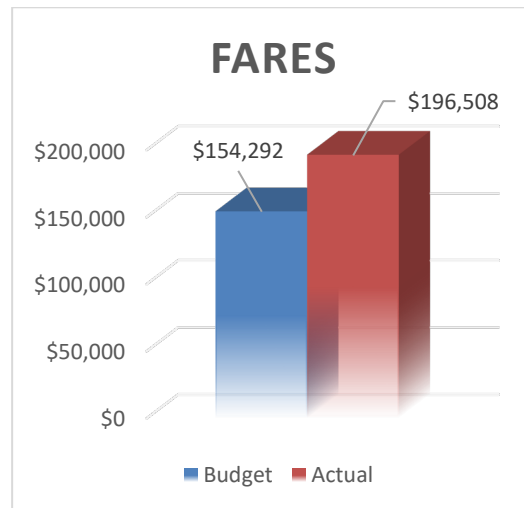
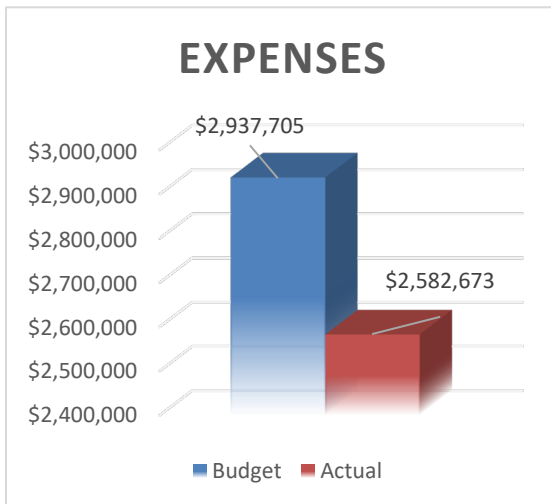
BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: March 28, 2024

RE: Financial Reports

At the conclusion of January, Basin Transit expenses were \$355,032 (12%) below budget.

Basin Transit's operating revenues were \$134,549 (470%) ahead of budget and fares were \$42,507 (27%) ahead of budget.



STAFF RECOMMENDATION: RECEIVE AND FILE

BASIN TRANSIT
Statement of Expenditures - Cash Basis
During Fiscal Year ending 6/30/2024
For Period Ending 12/31/23

Line	Administrative Exp.	FY 23/24 Budget	DECEMBER		Year to Date		Year to Date Variance	%
			Budget	Actual	Budget	Actual		
1	Mgmt. Salaries	\$ 141,980.50	\$ 16,382.37	\$ 16,296.00	\$ 70,990.25	\$ 70,497.20	\$ 493.05	1%
2	Office Salaries	\$ 162,094.00	\$ 18,703.15	\$ 17,981.08	\$ 81,047.00	\$ 69,622.63	\$ 11,424.37	14%
3	Board Members	\$ 4,200.00	\$ -	\$ -	\$ 2,100.00	\$ 1,500.00	\$ 600.00	29%
4	Payroll Taxes	\$ 11,390.00	\$ 1,314.23	\$ 857.74	\$ 5,695.00	\$ 4,269.43	\$ 1,425.57	25%
5	Health & Welfare	\$ 72,868.00	\$ 6,072.33	\$ 5,879.72	\$ 36,434.00	\$ 27,960.04	\$ 8,473.96	23%
6	Retirement:PERS	\$ 56,042.00	\$ 6,466.38	\$ 6,140.24	\$ 28,021.00	\$ 24,609.33	\$ 3,411.67	12%
7	Mileage	\$ 5,000.00	\$ 416.67	\$ 132.97	\$ 2,500.00	\$ 1,372.90	\$ 1,127.10	45%
8	Outside Services	\$ 29,940.00	\$ 2,495.00	\$ 1,805.41	\$ 14,970.00	\$ 13,260.19	\$ 1,709.81	11%
9	Prof. Fees	\$ 52,338.00	\$ 5,194.83	\$ 1,096.00	\$ 26,169.00	\$ 42,360.15	\$ (16,191.15)	-62%
10	Utilities	\$ 178,760.00	\$ 15,868.21	\$ 8,491.85	\$ 89,380.00	\$ 78,799.65	\$ 10,580.35	12%
11	Marketing/Promotions	\$ 40,493.00	\$ 3,374.42	\$ 2,536.20	\$ 20,246.50	\$ 17,998.29	\$ 2,248.21	11%
12	Office Supplies	\$ 16,882.00	\$ 1,406.83	\$ 941.80	\$ 8,441.00	\$ 7,013.67	\$ 1,427.33	17%
13	Postage	\$ 2,400.00	\$ 200.00	\$ 219.99	\$ 1,200.00	\$ 1,225.87	\$ (25.87)	-2%
14	Printing/Reproduction	\$ 14,425.00	\$ 1,202.08	\$ 5,601.47	\$ 7,212.50	\$ 6,934.08	\$ 278.42	4%
15	Training/Meetings	\$ 14,831.00	\$ 1,235.92	\$ 1,571.52	\$ 7,415.50	\$ 8,768.09	\$ (1,352.59)	-18%
16	Total Administrative	\$ 803,645.00	\$ 80,332.43	\$ 69,551.99	\$ 401,821.75	\$ 376,191.52	\$ 25,630.23	6%
Maintenance Expense								
17	Mechanic Salaries	\$ 196,193.00	\$ 22,637.65	\$ 21,841.32	\$ 98,096.50	\$ 95,388.43	\$ 2,708.07	3%
18	Utility Workers & Maint Admin Salaries	\$ 124,874.00	\$ 14,408.54	\$ 13,454.65	\$ 62,437.00	\$ 54,773.41	\$ 7,663.59	12%
19	Payroll Taxes	\$ 7,706.00	\$ 889.15	\$ 517.41	\$ 3,853.00	\$ 2,104.12	\$ 1,748.88	45%
20	Health & Welfare	\$ 29,036.00	\$ 2,419.67	\$ 1,622.58	\$ 14,518.00	\$ 9,849.72	\$ 4,668.28	32%
21	Retirement:PERS	\$ 24,883.00	\$ 2,871.12	\$ 1,459.67	\$ 12,441.50	\$ 6,775.59	\$ 5,665.91	46%
22	Uniforms	\$ 4,000.00	\$ 333.33	\$ 303.61	\$ 2,000.00	\$ 2,118.08	\$ (118.08)	-6%
23	Outside Services	\$ 34,431.00	\$ 2,869.25	\$ 2,876.75	\$ 17,215.50	\$ 25,226.21	\$ (8,010.71)	-47%
24	Parts	\$ 45,462.00	\$ 3,788.50	\$ 4,337.95	\$ 22,731.00	\$ 34,656.79	\$ (11,925.79)	-52%
25	Fluids	\$ 16,403.00	\$ 1,366.92	\$ 1,146.14	\$ 8,201.50	\$ 8,663.13	\$ (461.63)	-6%
26	Tires	\$ 63,251.00	\$ 5,270.92	\$ 6,548.65	\$ 31,625.50	\$ 20,284.34	\$ 11,341.16	36%
27	Accident Repair	\$ 26,369.00	\$ 2,197.42	\$ -	\$ 13,184.50	\$ -	\$ 13,184.50	100%
28	Tools	\$ 750.00	\$ 62.50	\$ -	\$ 375.00	\$ 297.39	\$ 77.61	21%
29	Consulting	\$ 1,000.00	\$ 83.33	\$ -	\$ 500.00	\$ -	\$ 500.00	100%
30	Shop Supplies	\$ 1,000.00	\$ 83.33	\$ 257.25	\$ 500.00	\$ 638.07	\$ (138.07)	-28%
31	Facility Supplies	\$ 6,022.00	\$ 501.83	\$ 698.44	\$ 3,011.00	\$ 2,857.04	\$ 153.96	5%
32	Training/Meetings	\$ 6,174.00	\$ 514.50	\$ 906.47	\$ 3,087.00	\$ 1,016.73	\$ 2,070.27	67%
33	Shelter Maintenance	\$ 2,784.00	\$ 232.00	\$ -	\$ 1,392.00	\$ -	\$ 1,392.00	100%
34	CNG Stations Maint.	\$ 115,874.00	\$ 9,656.17	\$ 26,003.98	\$ 57,937.00	\$ 41,362.67	\$ 16,574.33	29%
35	Total Maintenance	\$ 706,210.00	\$ 70,186.13	\$ 81,974.87	\$ 353,106.00	\$ 306,011.72	\$ 47,094.28	13%
Operations Expense								
36	Mgmt/Supv Salaries	\$ 184,283.55	\$ 21,263.49	\$ 20,042.94	\$ 92,141.78	\$ 86,957.90	\$ 5,183.88	6%
37	Operator Wages	\$ 1,345,960.00	\$ 155,303.08	\$ 151,814.71	\$ 672,980.00	\$ 596,632.44	\$ 76,347.56	11%
38	Dispatch Wages	\$ 264,015.00	\$ 30,463.27	\$ 26,912.04	\$ 132,007.50	\$ 118,728.75	\$ 13,278.75	10%
39	Payroll Taxes	\$ 43,062.00	\$ 4,968.69	\$ 3,012.58	\$ 21,531.00	\$ 10,591.42	\$ 10,939.58	51%
40	Health & Welfare	\$ 280,831.00	\$ 23,402.58	\$ 22,489.55	\$ 140,415.50	\$ 128,869.79	\$ 11,545.71	8%
41	Retirement:PERS	\$ 275,332.00	\$ 31,769.08	\$ 23,153.60	\$ 137,666.00	\$ 107,262.92	\$ 30,403.08	22%
42	Safety Incentive Program	\$ 12,900.00	\$ 1,075.00	\$ -	\$ 6,450.00	\$ 4,100.00	\$ 2,350.00	36%
43	Workers'Comp	\$ 259,900.00	\$ 21,658.33	\$ 13,615.33	\$ 129,950.00	\$ 81,691.98	\$ 48,258.02	37%
44	Other Employee Exp.	\$ 36,409.00	\$ 3,034.08	\$ 8,992.05	\$ 18,204.50	\$ 17,107.55	\$ 1,096.95	6%
45	Mileage	\$ 1,850.00	\$ 154.17	\$ -	\$ 925.00	\$ 805.65	\$ 119.35	13%
46	Uniforms	\$ 8,076.00	\$ 673.00	\$ -	\$ 4,038.00	\$ 433.12	\$ 3,604.88	89%
47	Outside Services	\$ 16,635.00	\$ 1,386.25	\$ 9,037.25	\$ 8,317.50	\$ 9,766.10	\$ (1,448.60)	-17%
48	Tel/Cell/Internet/Fax	\$ 47,638.00	\$ 3,969.83	\$ 3,344.96	\$ 23,819.00	\$ 19,387.93	\$ 4,431.07	19%
49	Radio Expense	\$ 5,935.00	\$ 494.58	\$ -	\$ 2,967.50	\$ 415.00	\$ 2,552.50	86%
50	Fuel	\$ 336,885.00	\$ 28,073.75	\$ 32,678.65	\$ 168,442.50	\$ 139,966.01	\$ 28,476.49	17%
51	Trainings/Meetings	\$ 4,400.00	\$ 366.67	\$ (75.50)	\$ 2,200.00	\$ 1,646.22	\$ 553.78	25%
52	Insurance	\$ 382,165.00	\$ 31,847.08	\$ 30,357.83	\$ 191,082.50	\$ 193,071.55	\$ (1,989.05)	-1%
53	Deferred Comp Match	\$ 51,080.00	\$ 5,893.85	\$ 5,488.86	\$ 25,540.00	\$ 24,809.93	\$ 730.07	3%
54	Total Operations	\$ 3,557,356.00	\$ 365,796.78	\$ 350,864.85	\$ 1,778,678.28	\$ 1,542,244.26	\$ 236,434.02	13%
55	Grand Total of Op Exp	\$ 5,067,210.00	\$ 516,315.34	\$ 502,391.71	\$ 2,533,606.03	\$ 2,224,447.50	\$ 309,158.53	12%

BASIN TRANSIT
Statement of Income
12/31/23

Other Revenue			DECEMBER		YTD Bdgt	YTD Actual		
1	Interest	\$ 11,254.00	\$ 937.83	\$ 37.98	\$ 5,627.00	\$ 31,895.48	\$ 26,268.48	467%
2	Other Revenue	\$ 2,400.00	\$ 200.00	\$ 380.07	\$ 1,200.00	\$ 1,906.68	\$ 706.68	59%
3	CNG Fuel	\$ 15,219.00	\$ 1,268.25	\$ 8,344.44	\$ 7,609.50	\$ 68,190.39	\$ 60,580.89	796%
4	Renewable Gas Credits	\$ 20,175.00	\$ 1,681.25	\$ (4,662.07)	\$ 10,087.50	\$ 15,274.39	\$ 5,186.89	51%
5	Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
6	Gain on Sale of Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
7	Total Other Revenue	\$ 49,048.00	\$ 4,087.33	\$ 4,100.42	\$ 24,524.00	\$ 117,266.94	\$ 92,742.94	378%

Passenger Fares			DECEMBER		YTD Bdgt	YTD Actual		
8	Fixed Route	\$ 187,795.00	\$ 15,649.58	\$ 31,988.06	\$ 93,897.50	\$ 132,133.42	\$ 38,235.92	41%
9	Ready Ride	\$ 15,870.00	\$ 1,322.50	\$ 1,992.02	\$ 7,935.00	\$ 17,779.95	\$ 9,844.95	124%
10	Palm Spr./Palm Des.	\$ 60,835.00	\$ 5,069.58	\$ 5,252.82	\$ 30,417.50	\$ 28,442.11	\$ (1,975.39)	-6%
11	Total Fare Revenue	\$ 264,500.00	\$ 22,041.67	\$ 39,232.90	\$ 132,250.00	\$ 178,355.48	\$ 46,105.48	35%

Current Support Funding - Operations				Received	Prior FY	Received	Balance Due
12	Local Transit Funds	\$ 3,980,861.00		\$ 908,934.25		\$ 2,726,802.75	\$ 1,254,058.25
13	Section 5311 Operating Asst	\$ 579,901.00					\$ 579,901.00
14	Measure I	\$ 152,900.00		\$ 14,653.73		\$ 86,850.96	\$ 66,049.04
15	Section 5311 COVID-19 Stimulus	\$ -				\$ 405,096.00	\$ -
16	AB 2766	\$ 40,000.00				\$ 40,000.00	\$ -
17	Total Sup. Fund.Ops	\$ 4,753,662.00		\$ 923,587.98		\$ 3,258,749.71	\$ 1,900,008.29
18	Total Operating Revenues	\$ 5,067,210.00		\$ 966,921.30		\$ 3,554,372.13	\$ 2,038,856.71

FY 23/24 K-12 Free Fares			Grant Amt	Expended	Received	Expended	Received	Balance Due
19	FY23/24 LCTOP	Balance	\$ 56,034.00		\$ 56,034.00		\$ 56,034.00	\$ -
20	Passenger Fares Reimbursed			\$ 5,869.00		\$ 5,869.00		\$ 5,869.00
21	Total K-12 Free Fares Funding		\$ 56,034.00	\$ 5,869.00	\$ 56,034.00	\$ 5,869.00	\$ 56,034.00	\$ 50,165.00

Prior Year Support Funding - Operations			Grant Amt		Received	Prior FY	Received	Balance Due
22	Section 5311 Operating Asst FY22		\$ 568,530.00					\$ 568,530.00
23	Total Prior Year Operating Revenues		\$ 568,530.00	\$ -	\$ -	\$ -	\$ -	\$ 568,530.00

Current Year Capital Funding - Capital			Grant Amt		Received	Prior FY	Received	Balance Due
24	Operations Support Equip	STA FY24	\$ 50,000.00					\$ 50,000.00
25	CERBT / CEPPT Trust	LTF FY24	\$ 290,388.00					
26	Vehicle Replacements	STA/CMAQ FY24	\$ 823,183.00					\$ 823,183.00
27	Intelligent Transit System (ITS)	SGR/LTF FY24	\$ 439,000.00					\$ 439,000.00
28	Facilities	LTF FY24	\$ 1,190,708.00					\$ 1,190,708.00
29	Zero Emission Projects	LTF FY24	\$ 167,003.00					\$ 167,003.00
30	Bus Stop Improvements	STA/LCTOP FY24	\$ 178,407.00		\$ 137,616.00		\$ 137,616.00	\$ 40,791.00
31	Total Current Capital Funding		\$ 3,138,689.00		\$ 137,616.00	\$ -	\$ 137,616.00	\$ 2,710,685.00

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	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	\$ 53,526.15					\$ 53,526.15
37	Bus Stop Improvements	STA/SGR/LTF/LCTOP FY23	\$ 65,303.86				\$ 21,234.86	\$ 44,069.00
38	Bus Wash System	STA FY20	\$ 63,640.00					\$ 63,640.00
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	CNG Compressor	LTF FY23	\$ 650,000.00					\$ 650,000.00
42	Cost Allocation Study	STA FY19	\$ 2,519.00					\$ 2,519.00
43	Engine Overhauls	LTF FY18	\$ 56,109.80				\$ 44,938.03	\$ 11,171.77
44	Engine Overhauls	STA FY20	\$ 24,212.39					\$ 24,212.39
45	Engine Overhauls	STA FY23	\$ 25,000.00					\$ 25,000.00
46	Facilities	STA/LTF FY23	\$ 72,199.17				\$ 22,897.96	\$ 49,301.21
47	Fare Media Structure	STA FY21	\$ 50,000.00					\$ 50,000.00
48	MBTA Branding	LTF FY23	\$ 147,716.29				\$ 3,306.93	\$ 144,409.36
49	Operations Support Equip	STA FY23	\$ 6,257.16				\$ 1,077.28	\$ 5,179.88
50	REI Equipment	LTF FY15 Realloc.	\$ 760.00					\$ 760.00
51	Short Range Transit Plan	STA FY19	\$ 19,229.80					\$ 19,229.80
52	Staff Vehicles Replacemen	STA FY20	\$ 187.32					\$ 187.32
53	Vehicle Replacements	STA FY22 / CMAQ	\$ 287,076.00					\$ 287,076.00
54	Vehicle Replacements	LTF FY23	\$ 1,079,970.00					\$ 1,079,970.00
55	Vehicles: 1 Class E	STA FY19	\$ 65,982.05					\$ 65,982.05
56	Video Surveillance	LTF FY18	\$ 20,000.00					\$ 20,000.00
57	Video Surveillance	LTF FY23	\$ 190,000.00					\$ 190,000.00
58	Zero Emission Projects	LTF/LCTOP FY23	\$ 263,077.00					\$ 263,077.00
57	Total Prior Capital Funding		\$ 4,603,068.99		\$ 0.00	\$ 0.00	\$ 93,455.06	\$ 4,246,536.93

FY 23/24 Procurement Budget		Grant Amt	Sent	Received	Sent	Received	Balance Due
58	Procurement Bid Income	\$ 280,000.00		\$ 37,012.33		\$ 161,342.00	\$ 118,658.00
59	Procurement Bid Expenses	\$ (163,505.00)	\$ 16,962.55		\$ 107,244.63		\$ (56,260.37)
60	TAG Program	\$ (80,000.00)			\$ 80,000.00		\$ -
61	Total Procurement Budget		\$ 16,962.55	\$ 37,012.33	\$ 187,244.63	\$ 161,342.00	\$ (25,902.63)

FY 23/24 TREP Budget		Grant Amt	Sent	Received	Sent	Received	Balance Due
62	5310 TREP Revenue	Balance	\$ 114,526.00				\$ 114,526.00
63	Program Administrator		\$ (4,906.00)	\$ 147.28	\$ 824.75		\$ (4,081.25)
64	Client Relations Clerk		\$ (34,020.00)	\$ 5,280.54	\$ 22,671.54		\$ (11,348.46)
65	TREP Program Expenses		\$ -	\$ 785.00	\$ 785.00		\$ (785.00)
66	Mileage Reimbursements		\$ (75,600.00)	\$ 2,775.63	\$ 15,083.58		\$ (60,516.42)
67	Total TREP Funding		\$ -	\$ 8,988.45	\$ -	\$ 39,364.87	\$ 75,946.13

BASIN TRANSIT
Statement of Expenditures - Cash Basis
During Fiscal Year ending 6/30/2024
For Period Ending 01/31/24

Line	Administrative Exp.	FY 23/24 Budget	JANUARY		Year to Date		Year to Date Variance	%
			Budget	Actual	Budget	Actual		
1	Mgmt. Salaries	\$ 141,980.50	\$ 10,921.58	\$ 10,864.00	\$ 81,911.83	\$ 81,361.20	\$ 550.63	1%
2	Office Salaries	\$ 162,094.00	\$ 12,468.77	\$ 11,794.21	\$ 93,515.77	\$ 81,416.84	\$ 12,098.93	13%
3	Board Members	\$ 4,200.00	\$ 700.00	\$ 700.00	\$ 2,800.00	\$ 2,200.00	\$ 600.00	21%
4	Payroll Taxes	\$ 11,390.00	\$ 876.15	\$ 1,017.47	\$ 6,571.15	\$ 5,286.90	\$ 1,284.25	20%
5	Health & Welfare	\$ 72,868.00	\$ 6,072.33	\$ 6,864.76	\$ 42,506.33	\$ 34,824.80	\$ 7,681.53	18%
6	Retirement:PERS	\$ 56,042.00	\$ 4,310.92	\$ 4,137.18	\$ 32,331.92	\$ 28,746.51	\$ 3,585.41	11%
7	Mileage	\$ 5,000.00	\$ 416.67	\$ -	\$ 2,916.67	\$ 1,372.90	\$ 1,543.77	53%
8	Outside Services	\$ 29,940.00	\$ 2,495.00	\$ 851.32	\$ 17,465.00	\$ 14,111.51	\$ 3,353.49	19%
9	Prof. Fees	\$ 52,338.00	\$ 5,194.83	\$ 6,208.85	\$ 30,530.50	\$ 48,569.00	\$ (18,038.50)	-59%
10	Utilities	\$ 178,760.00	\$ 15,868.21	\$ 7,051.12	\$ 104,276.67	\$ 85,850.77	\$ 18,425.90	18%
11	Marketing/Promotions	\$ 40,493.00	\$ 3,374.42	\$ 2,119.65	\$ 23,620.92	\$ 20,117.94	\$ 3,502.98	15%
12	Office Supplies	\$ 16,882.00	\$ 1,406.83	\$ 1,907.25	\$ 9,847.83	\$ 8,920.92	\$ 926.91	9%
13	Postage	\$ 2,400.00	\$ 200.00	\$ 146.44	\$ 1,400.00	\$ 1,372.31	\$ 27.69	2%
14	Printing/Reproduction	\$ 14,425.00	\$ 1,202.08	\$ 371.99	\$ 8,414.58	\$ 7,306.07	\$ 1,108.51	13%
15	Training/Meetings	\$ 14,831.00	\$ 1,235.92	\$ -	\$ 8,651.42	\$ 8,768.09	\$ (116.67)	-1%
16	Total Administrative	\$ 803,645.00	\$ 66,743.71	\$ 54,034.24	\$ 466,760.59	\$ 430,225.76	\$ 36,534.83	8%
Maintenance Expense								
17	Mechanic Salaries	\$ 196,193.00	\$ 15,091.77	\$ 14,949.70	\$ 113,188.27	\$ 110,338.13	\$ 2,850.14	3%
18	Utility Workers & Maint Admin Salaries	\$ 124,874.00	\$ 9,605.69	\$ 9,446.99	\$ 72,042.69	\$ 64,220.40	\$ 7,822.29	11%
19	Payroll Taxes	\$ 7,706.00	\$ 592.77	\$ 751.93	\$ 4,445.77	\$ 2,856.05	\$ 1,589.72	36%
20	Health & Welfare	\$ 29,036.00	\$ 2,419.67	\$ 6,341.55	\$ 16,937.67	\$ 16,191.27	\$ 746.40	4%
21	Retirement:PERS	\$ 24,883.00	\$ 1,914.08	\$ 960.66	\$ 14,355.58	\$ 7,736.25	\$ 6,619.33	46%
22	Uniforms	\$ 4,000.00	\$ 333.33	\$ 336.69	\$ 2,333.33	\$ 2,454.77	\$ (121.44)	-5%
23	Outside Services	\$ 34,431.00	\$ 2,869.25	\$ 4,855.00	\$ 20,084.75	\$ 30,081.21	\$ (9,996.46)	-50%
24	Parts	\$ 45,462.00	\$ 3,788.50	\$ 4,382.52	\$ 26,519.50	\$ 39,039.31	\$ (12,519.81)	-47%
25	Fluids	\$ 16,403.00	\$ 1,366.92	\$ 2,664.98	\$ 9,568.42	\$ 11,328.11	\$ (1,759.69)	-18%
26	Tires	\$ 63,251.00	\$ 5,270.92	\$ 4,905.01	\$ 36,896.42	\$ 25,189.35	\$ 11,707.07	32%
27	Accident Repair	\$ 26,369.00	\$ 2,197.42	\$ -	\$ 15,381.92	\$ -	\$ 15,381.92	100%
28	Tools	\$ 750.00	\$ 62.50	\$ 192.85	\$ 437.50	\$ 490.24	\$ (52.74)	-12%
29	Consulting	\$ 1,000.00	\$ 83.33	\$ -	\$ 583.33	\$ -	\$ 583.33	100%
30	Shop Supplies	\$ 1,000.00	\$ 83.33	\$ 66.13	\$ 583.33	\$ 704.20	\$ (120.87)	-21%
31	Facility Supplies	\$ 6,022.00	\$ 501.83	\$ 509.33	\$ 3,512.83	\$ 3,366.37	\$ 146.46	4%
32	Training/Meetings	\$ 6,174.00	\$ 514.50	\$ -	\$ 3,601.50	\$ 1,016.73	\$ 2,584.77	72%
33	Shelter Maintenance	\$ 2,784.00	\$ 232.00	\$ -	\$ 1,624.00	\$ -	\$ 1,624.00	100%
34	CNG Stations Maint.	\$ 115,874.00	\$ 9,656.17	\$ 2,468.67	\$ 67,593.17	\$ 43,831.34	\$ 23,761.83	35%
35	Total Maintenance	\$ 706,210.00	\$ 56,583.97	\$ 52,832.01	\$ 409,689.97	\$ 358,843.73	\$ 50,846.24	12%
Operations Expense								
36	Mgmt/Supv Salaries	\$ 184,283.55	\$ 14,175.66	\$ 12,849.56	\$ 106,317.43	\$ 99,807.46	\$ 6,509.97	6%
37	Operator Wages	\$ 1,345,960.00	\$ 103,535.38	\$ 103,359.62	\$ 776,515.38	\$ 699,992.06	\$ 76,523.32	10%
38	Dispatch Wages	\$ 264,015.00	\$ 20,308.85	\$ 19,052.76	\$ 152,316.35	\$ 137,781.51	\$ 14,534.84	10%
39	Payroll Taxes	\$ 43,062.00	\$ 3,312.46	\$ 4,293.35	\$ 24,843.46	\$ 14,884.77	\$ 9,958.69	40%
40	Health & Welfare	\$ 280,831.00	\$ 23,402.58	\$ 25,725.65	\$ 163,818.08	\$ 154,595.44	\$ 9,222.64	6%
41	Retirement:PERS	\$ 275,332.00	\$ 21,179.38	\$ 18,064.60	\$ 158,845.38	\$ 125,327.52	\$ 33,517.86	21%
42	Safety Incentive Program	\$ 12,900.00	\$ 1,075.00	\$ -	\$ 7,525.00	\$ 4,100.00	\$ 3,425.00	46%
43	Workers'Comp	\$ 259,900.00	\$ 21,658.33	\$ 13,615.33	\$ 151,608.33	\$ 95,307.31	\$ 56,301.02	37%
44	Other Employee Exp.	\$ 36,409.00	\$ 3,034.08	\$ 505.76	\$ 21,238.58	\$ 17,613.31	\$ 3,625.27	17%
45	Mileage	\$ 1,850.00	\$ 154.17	\$ 114.63	\$ 1,079.17	\$ 920.28	\$ 158.89	15%
46	Uniforms	\$ 8,076.00	\$ 673.00	\$ 232.64	\$ 4,711.00	\$ 665.76	\$ 4,045.24	86%
47	Outside Services	\$ 16,635.00	\$ 1,386.25	\$ 334.00	\$ 9,703.75	\$ 10,100.10	\$ (396.35)	-4%
48	Tel/Cell/Internet/Fax	\$ 47,638.00	\$ 3,969.83	\$ 2,925.60	\$ 27,788.83	\$ 22,313.53	\$ 5,475.30	20%
49	Radio Expense	\$ 5,935.00	\$ 494.58	\$ 4,200.00	\$ 3,462.08	\$ 4,615.00	\$ (1,152.92)	-33%
50	Fuel	\$ 336,885.00	\$ 28,073.75	\$ 16,627.49	\$ 196,516.25	\$ 156,593.50	\$ 39,922.75	20%
51	Trainings/Meetings	\$ 4,400.00	\$ 366.67	\$ 635.52	\$ 2,566.67	\$ 2,281.74	\$ 284.93	11%
52	Insurance	\$ 382,165.00	\$ 31,847.08	\$ 24,898.83	\$ 222,929.58	\$ 217,970.38	\$ 4,959.20	2%
53	Deferred Comp Match	\$ 51,080.00	\$ 3,929.23	\$ 3,924.24	\$ 29,469.23	\$ 28,734.17	\$ 735.06	2%
54	Total Operations	\$ 3,557,356.00	\$ 282,576.30	\$ 251,359.58	\$ 2,061,254.57	\$ 1,793,603.84	\$ 267,650.73	13%
55	Grand Total of Op Exp	\$ 5,067,210.00	\$ 405,903.99	\$ 358,225.83	\$ 2,937,705.14	\$ 2,582,673.33	\$ 355,031.81	12%

BASIN TRANSIT
Statement of Income
01/31/24

Other Revenue		JANUARY		YTD Bdgt	YTD Actual		
1	Interest	\$ 11,254.00	\$ 937.83	\$ 33,679.94	\$ 6,564.83	\$ 65,575.42	\$ 59,010.59 899%
2	Other Revenue	\$ 2,400.00	\$ 200.00	\$ 286.00	\$ 1,400.00	\$ 2,192.68	\$ 792.68 57%
3	CNG Fuel	\$ 15,219.00	\$ 1,268.25	\$ 6,719.49	\$ 8,877.75	\$ 74,909.88	\$ 66,032.13 744%
4	Renewable Gas Credits	\$ 20,175.00	\$ 1,681.25	\$ 5,208.84	\$ 11,768.75	\$ 20,483.23	\$ 8,714.48 74%
5	Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100%
6	Gain on Sale of Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100%
7	Total Other Revenue	\$ 49,048.00	\$ 4,087.33	\$ 45,894.27	\$ 28,611.33	\$ 163,161.21	\$ 134,549.88 470%

Passenger Fares		JANUARY		YTD Bdgt	YTD Actual		
8	Fixed Route	\$ 187,795.00	\$ 15,649.58	\$ 11,773.51	\$ 109,547.08	\$ 143,906.93	\$ 34,359.85 31%
9	Ready Ride	\$ 15,870.00	\$ 1,322.50	\$ 672.75	\$ 9,257.50	\$ 18,452.70	\$ 9,195.20 99%
10	Palm Spr./Palm Des.	\$ 60,835.00	\$ 5,069.58	\$ 5,705.91	\$ 35,487.08	\$ 34,148.02	\$ (1,339.06) -4%
11	Total Fare Revenue	\$ 264,500.00	\$ 22,041.67	\$ 18,152.17	\$ 154,291.67	\$ 196,507.65	\$ 42,215.98 27%

Current Support Funding - Operations			Received	Prior FY	Received	Balance Due
12	Local Transit Funds	\$ 3,980,861.00			\$ 2,726,802.75	\$ 1,254,058.25
13	Section 5311 Operating Asst	\$ 579,901.00				\$ 579,901.00
14	Measure I	\$ 152,900.00	\$ 21,121.66		\$ 107,972.62	\$ 44,927.38
15	Section 5311 COVID-19 Stimulus	\$ -			\$ 405,096.00	\$ -
16	AB 2766	\$ 40,000.00			\$ 40,000.00	\$ -
17	Total Sup. Fund.Ops	\$4,753,662.00	\$ 21,121.66		\$ 3,279,871.37	\$ 1,878,886.63
18	Total Operating Revenues	\$ 5,067,210.00	\$ 85,168.10		\$ 3,639,540.23	\$ 2,055,652.49

FY 23/24 K-12 Free Fares		Grant Amt	Expended	Received	Expended	Received	Balance Due
19	FY23/24 LCTOP	Balance \$ 56,034.00				\$ 56,034.00	\$ -
20	Passenger Fares Reimbursed		\$ 5,869.00		\$ 5,869.00		\$ 5,869.00
21	Total K-12 Free Fares Funding	\$ 56,034.00	\$ 5,869.00	\$ -	\$ 5,869.00	\$ 56,034.00	\$ 50,165.00

Prior Year Support Funding - Operations		Grant Amt	Received	Prior FY	Received	Balance Due
22	Section 5311 Operating Asst FY22	\$ 568,530.00	\$ 568,530.00		\$ 568,530.00	\$ -
23	Total Prior Year Operating Revenues	\$ 568,530.00	\$ -	\$ 568,530.00	\$ -	\$ 568,530.00

Current Year Capital Funding - Capital		Grant Amt	Received	Prior FY	Received	Balance Due
24	Operations Support Equip STA FY24	\$ 50,000.00				\$ 50,000.00
25	CERBT / CEPPT Trust LTF FY24	\$ 290,388.00				
26	Vehicle Replacements STA/CMAQ FY24	\$ 823,183.00				\$ 823,183.00
27	Intelligent Transit System (ITS) SGR/LTF FY24	\$ 439,000.00	\$ 42,730.45		\$ 42,730.45	\$ 396,269.55
28	Facilities LTF FY24	\$ 1,190,708.00				\$ 1,190,708.00
29	Zero Emission Projects LTF FY24	\$ 167,003.00				\$ 167,003.00
30	Bus Stop Improvements STA/LCTOP FY24	\$ 178,407.00			\$ 137,616.00	\$ 40,791.00
31	Total Current Capital Funding	\$ 3,138,689.00	\$ 42,730.45	\$ -	\$ 180,346.45	\$ 2,667,954.55

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	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	\$ 53,526.15				\$ 53,526.15
37	Bus Stop Improvements STA/SGR/LTF/LCTOP FY23	\$ 65,303.86			\$ 21,234.86	\$ 44,069.00
38	Bus Wash System STA FY20	\$ 63,640.00				\$ 63,640.00
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	CNG Compressor LTF FY23	\$ 650,000.00				\$ 650,000.00
42	Cost Allocation Study STA FY19	\$ 2,519.00				\$ 2,519.00
43	Engine Overhauls LTF FY18	\$ 56,109.80			\$ 44,938.03	\$ 11,171.77
44	Engine Overhauls STA FY20	\$ 24,212.39				\$ 24,212.39
45	Engine Overhauls STA FY23	\$ 25,000.00				\$ 25,000.00
46	Facilities STA/LTF FY23	\$ 72,199.17			\$ 22,897.96	\$ 49,301.21
47	Fare Media Structure STA FY21	\$ 50,000.00				\$ 50,000.00
48	MBTA Branding LTF FY23	\$ 147,716.29			\$ 3,306.93	\$ 144,409.36
49	Operations Support Equip STA FY23	\$ 6,257.16			\$ 1,077.28	\$ 5,179.88
50	REI Equipment LTF FY15 Realloc.	\$ 760.00				\$ 760.00
51	Short Range Transit Plan STA FY19	\$ 19,229.80				\$ 19,229.80
52	Staff Vehicles Replacemen STA FY20	\$ 187.32				\$ 187.32
53	Vehicle Replacements STA FY22 / CMAQ	\$ 287,076.00				\$ 287,076.00
54	Vehicle Replacements LTF FY23	\$ 1,079,970.00				\$ 1,079,970.00
55	Vehicles: 1 Class E STA FY19	\$ 65,982.05				\$ 65,982.05
56	Video Surveillance LTF FY18	\$ 20,000.00				\$ 20,000.00
57	Video Surveillance LTF FY23	\$ 190,000.00				\$ 190,000.00
58	Zero Emission Projects LTF/LCTOP FY23	\$ 263,077.00				\$ 263,077.00
57	Total Prior Capital Funding	\$4,603,068.99	\$0.00	\$0.00	\$93,455.06	\$4,246,536.93

BASIN TRANSIT

TO: Board of Directors
FROM: Michal Brock, Office Manager
DATE: March 28, 2024

RE: Taxi Report

December 2023

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

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

January 2024

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

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

Fiscal-Year-to-Date 2023/24 Taxi Administration Financial Summary

- As of January 31, 2024, expenditures are \$513.08 or 12% under the FYTD budget.
- As of January 31, 2024, revenues are \$230.00 or 9% under the FYTD budget.
- The net FYTD operating gain (loss) after expenses is (\$1,682.75).

STAFF RECOMMENDATION: RECEIVE AND FILE

FY 23/24 Procurement Budget		Grant Amt	Sent	Received	Sent	Received	Balance Due
58	Procurement Bid Income	\$ 280,000.00		\$ 70,306.59		\$ 231,648.59	\$ 48,351.41
59	Procurement Bid Expenses	\$ (163,505.00)	\$ 9,115.20		\$ 116,359.83		\$ (47,145.17)
60	TAG Program	\$ (80,000.00)			\$ 80,000.00		\$ -
61	Total Procurement Budget		\$ 9,115.20	\$ 70,306.59	\$ 196,359.83	\$ 231,648.59	\$ 35,288.76

FY 23/24 TREP Budget		Grant Amt	Sent	Received	Sent	Received	Balance Due
62	5310 TREP Revenue	Balance	\$ 114,526.00		\$ 17,982.15		\$ 96,543.85
63	Program Administrator		\$ (4,906.00)	\$ 117.82		\$ 942.57	\$ (3,963.43)
64	Client Relations Clerk		\$ (34,020.00)	\$ 3,652.11		\$ 26,323.65	\$ (7,696.35)
65	TREP Program Expenses		\$ -	\$ -		\$ 785.00	\$ (785.00)
66	Mileage Reimbursements		\$ (75,600.00)	\$ 2,661.03		\$ 17,744.61	\$ (57,855.39)
67	Total TREP Funding		\$ -	\$ 6,430.96	\$ 17,982.15	\$ 45,795.83	\$ 69,515.17

MORONGO BASIN TRANSIT AUTHORITY
TAXI ADMINISTRATION
Statement of Expenditures
During Fiscal Year ending 6/30/24
For Period ending 12/31/2023

Line		FY 23/24	MONTH	DECEMBER	Year to Date		Year to Date	
		Budget	Budget	Actual	Budget	Actual	Variance	%
	Administrative Exp.							
1	Legal Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
2	Insurance	\$ 1,200.00	\$ 100.00	\$ 100.00	\$ 600.00	\$ 600.00	\$ -	0%
3	Taxicab Administrator	\$ 1,500.00	\$ 125.00	\$ 265.10	\$ 750.00	\$ 1,296.03	\$ 546.03	73%
4	Office Clerk	\$ 1,500.00	\$ 125.00	\$ -	\$ 750.00	\$ -	\$ (750.00)	-100%
5	Drug & Alcohol Testing	\$ 420.00	\$ 35.00	\$ -	\$ 210.00	\$ 34.90	\$ (175.10)	-83%
6	Background Checks	\$ 128.00	\$ 10.67	\$ -	\$ 64.00	\$ 102.00	\$ 38.00	59%
7	Printing/Office/Meters	\$ 422.00	\$ 35.17	\$ 36.00	\$ 211.00	\$ 216.00	\$ 5.00	2%
8	Rent & Utilities	\$ 2,400.00	\$ 200.00	\$ 200.00	\$ 1,200.00	\$ 1,200.00	\$ -	0%
9	Total Administrative Exp.	\$ 7,570.00	\$ 630.83	\$ 601.10	\$ 3,785.00	\$ 3,448.93	\$ (336.07)	-9%

MORONGO BASIN TRANSIT AUTHORITY
TAXI ADMINISTRATION
Statement of Income

Line		FY 23/24	MONTH	DECEMBER	Year to Date		Variance	%
		Budget	Budget	Actual	Budget	Actual		
	REVENUE							
10	Taxi Business Permit	\$ -	\$ -	\$ -		\$ 20.00	\$ 20.00	100%
11	Driver Permit Fees	\$ 200.00	\$ 16.67	\$ -	\$ 100.00	\$ 100.00	\$ -	0%
12	Vehicles Permit Fees	\$ 3,600.00	\$ 300.00	\$ 300.00	\$ 1,800.00	\$ 1,800.00	\$ -	0%
13	Driver Renewal Fees	\$ 300.00	\$ 25.00	\$ -	\$ 150.00	\$ -	\$ (150.00)	-100%
14	Transfer Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
15	Fines	\$ 100.00	\$ 8.33	\$ -	\$ 50.00	\$ -	\$ (50.00)	-100%
16	TOTAL REVENUE	\$ 4,200.00	\$ 350.00	\$ 300.00	\$ 2,100.00	\$ 1,920.00	\$ (180.00)	-9%

\$ (1,528.93)

MORONGO BASIN TRANSIT AUTHORITY
TAXI ADMINISTRATION
Statement of Expenditures
During Fiscal Year ending 6/30/24
For Period ending 1/31/2024

Line		FY 23/24	MONTH	JANUARY	Year to Date		Year to Date	
		Budget	Budget	Actual	Budget	Actual	Variance	%
	Administrative Exp.							
1	Legal Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
2	Insurance	\$ 1,200.00	\$ 100.00	\$ 100.00	\$ 700.00	\$ 700.00	\$ -	0%
3	Taxicab Administrator	\$ 1,500.00	\$ 125.00	\$ 117.82	\$ 875.00	\$ 1,413.85	\$ 538.85	62%
4	Office Clerk	\$ 1,500.00	\$ 125.00	\$ -	\$ 875.00	\$ -	\$ (875.00)	-100%
5	Drug & Alcohol Testing	\$ 420.00	\$ 35.00	\$ -	\$ 245.00	\$ 34.90	\$ (210.10)	-86%
6	Background Checks	\$ 128.00	\$ 10.67	\$ -	\$ 74.67	\$ 102.00	\$ 27.33	37%
7	Printing/Office/Meters	\$ 422.00	\$ 35.17	\$ 36.00	\$ 246.17	\$ 252.00	\$ 5.83	2%
8	Rent & Utilities	\$ 2,400.00	\$ 200.00	\$ 200.00	\$ 1,400.00	\$ 1,400.00	\$ -	0%
9	Total Administrative Exp.	\$ 7,570.00	\$ 630.83	\$ 453.82	\$ 4,415.83	\$ 3,902.75	\$ (513.08)	-12%

MORONGO BASIN TRANSIT AUTHORITY
TAXI ADMINISTRATION
Statement of Income

Line		FY 23/24	MONTH	JANUARY	Year to Date		Variance	%
		Budget	Budget	Actual	Budget	Actual		
	REVENUE							
10	Taxi Business Permit	\$ -	\$ -	\$ -		\$ 20.00	\$ 20.00	100%
11	Driver Permit Fees	\$ 200.00	\$ 16.67	\$ -	\$ 116.67	\$ 100.00	\$ (16.67)	-14%
12	Vehicles Permit Fees	\$ 3,600.00	\$ 300.00	\$ 300.00	\$ 2,100.00	\$ 2,100.00	\$ -	0%
13	Driver Renewal Fees	\$ 300.00	\$ 25.00	\$ -	\$ 175.00	\$ -	\$ (175.00)	-100%
14	Transfer Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
15	Fines	\$ 100.00	\$ 8.33	\$ -	\$ 58.33	\$ -	\$ (58.33)	-100%
16	TOTAL REVENUE	\$ 4,200.00	\$ 350.00	\$ 300.00	\$ 2,450.00	\$ 2,220.00	\$ (230.00)	-9%

\$ (1,682.75)

BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: March 28, 2024

RE: General Manager's Report

STAFF RECOMMENDATION: RECEIVE AND FILE



General Manager's Report

March 2024

CAPITAL PROJECTS

- Staff recently received the permit from Caltrans to proceed with the bus stop improvement at Star Dune and Twentynine Palms Hwy. The engineering firm, Charles Abbott & Associates, is working with the 29 Palms Water District to relocate the fire hydrant required by Caltrans.
- RFP 24-01 Pre-proposal meeting regarding the Onboard Passenger Information System was held on March 14th.

ACTIVITIES

- With the assistance of SBCTA, Basin Transit participated in Transit Equity Day by offering free rides on Sunday, February 4, and Monday, February 5. Transit Equity Day celebrates the birthday of Rosa Parks.
- Management and staff organized a taco truck and provided cake and games to show our appreciation to employees for National Transit Employee Appreciation Day.
- Basin Transit once again passed its annual California Highway Patrol terminal inspection. This inspection consisted of sampling the condition of the bus's safety adherence, maintenance records, an inspection of coach operator records, drug & alcohol records, and hours of service compliance. This is an accomplishment to be proud of and gives the public a renewed sense of confidence that Basin Transit is focused on safety and compliance.
- General Manager received training certificates in FTA Procurement Level 1 and Reasonable Suspicion.

PROCUREMENT

The number of agencies executing off our contracts continues to be brisk, and if anything, is picking up. Since last Board meeting in January, assignments were made to Trinity County (2X), City of El Monte, City of South El Monte, Gold Coast Transit (Oxnard), Humboldt County, Eastern Sierra Transit (2x), Los Angeles County DOT, City of Pasadena (2X), City of Glendora, San Francisco MTA, Riverside Transit Agency (2X), City of Manteca, City of Norwalk, Mendocino County, Town of Truckee, Mountain Transit and Modoc County. Income to date through March 20th is \$292, 690 with 3 months to go which will put us well above plan (\$280,000).



RFP 23-01, the heavy-duty bus bid is in progress with a slight delay to account for some new FTA regulations that impacted our progress. Staff worked with Counsel (Munoz) to modify the payments section of the contract to comply with this while still protecting the agency. Bids are due April 12, 2024. We hope optimistically to bring at least some of the awards to the Board for approval at the May Board Meeting.

BASIN TRANSIT

TO: Board of Directors
FROM: Matthew Atkins, Operations Manager
DATE: March 28, 2024

RE: Operations Report

STAFF RECOMMENDATION: RECEIVE AND FILE



Operations Report

March 28, 2024

PERSONNEL

Staffing

Total Coach Operators: December - 24, January - 23

Total Dispatchers: December - 4, January - 4

Overtime

Operators: December – 2.34%, January – 2.07%

Dispatchers: December – 9.71%, January – 9.09%

OPERATIONS/ SAFETY/ CUSTOMER SERVICE

On-time performance for the reporting period:

Ready Ride: December – 98.8%, January – 99.29%

Fixed Route: December – 94.9%, January – 95.3%

Staff received five (5) customer contacts for December and January. These contacts were recorded as four (4) complaints about drivers and one (1) complaint about another passenger. All complaints have been addressed with customer follow-up.

As of January 31, 2024, staff completed 33 days free of any preventable accidents and/or injuries. Unfortunately, a minor, non-injury, preventable fixed object collision occurred on March 14th that caused the safety board to be reset.

EMPLOYEE TRAINING/RECRUITMENT

Training Staff currently has two (2) trainees finishing up their DMV testing and route training while a new class is scheduled to start on March 26th. This new training class should bring us back up to being fully staffed.

MAINTENANCE

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



December: 3 road calls with 2 tows

Mileage: 55,686 with a CPM (cost per mile) of \$1.47

January: 3 road calls with 1 tow

Mileage: 60,087 with a CPM (cost per mile) of \$0.87

BASIN TRANSIT

TO: Board of Directors

FROM: Cheri Holsclaw, General Manager

DATE: March 28, 2024

RE: Revisions to FY24 Transit Operating, Capital Plan

Staff is requesting authorization to retitle our FY2023/24 Local Transportation Funds (LTF) funds from Zero Emissions to Facilities while maintaining our core objective. This shift enables us to broaden our scope to encompass essentials like parking lot lights and solar panels, ensuring we address vital infrastructure needs effectively. We allocated \$1,012,587 towards this project.

STAFF RECOMMENDATION: AUTHORIZE STAFF TO FILE REVISED TRANSIT CLAIM

San Bernardino County Transportation Commission
FY 2023/2024 Transit System Claim Form
Amended Summary Claim
Local Transportation Fund and State Transit Assistance Fund

Claimant: Basin Transit
Address: 62405 Verbena Road
Joshua Tree, CA 92252
Contact Person: Cheri Holsclaw, General Manager
(Name and Title)

Phone No: 760-366-2986

I verify that the information on the Claim Form is true and accurate to the best of my knowledge.

Signed:
(Director of Finance)

Date: 3/28/2024

<u>Purpose</u>	<u>Amount</u>
(X) Article 4 Public Transit Service (PUC 99260a)	\$ 5,595,299
() Article 4 Rail Passenger Service (PUC 99260.6)	\$ -
() Article 6.5 STA for Operating Purposes (PUC 99314.6)	\$ -
(X) Article 6.5 STA for Capital Purposes (PUC 99313.3)	\$ 169,005
() Article 8 Contract Transit Service (PUC 99400c)	\$ -

<u>Requested Claim Amount:</u>	<u>Amount</u>
LTF Operations	\$ 3,980,860
LTF Capital	\$ 1,614,439
Total LTF:	\$ 5,595,299

STA 99313 Population Share for Capital Purposes	\$ 84,644
STA 99313 Population Share for Operations (must pass efficiency standard)	\$ -
STA 99314 Operator Share for Capital Purposes	\$ 84,361
STA 99314 Operator Share for Operations (must pass efficiency standard)	\$ -
Total STA:	\$ 169,005

GRAND TOTAL	\$ 5,764,304
--------------------	---------------------

San Bernardino County Transportation Commission
FY 2022/2023 Transit System Claim
Capital Project Detail

New Capital Project Detail

(please indicate funding that is being requested for projects in FY 2023/2024)

Fiscal Year	Allocation No	Project Title	STA Amount Requested	LTF Amount Requested	Project Total
2023/2024	TBD	Operations Support	50,000.00		50,000.00
2023/2024	TBD	CERBT/CEPPT Trust		290,388.00	290,388.00
2023/2024	TBD	Replacement Vehilces	78,113.00		78,113.00
2023/2024	TBD	Intelligent Transit System (ITS)		311,464.00	311,464.00
2023/2024	TBD	Facilities		1,012,587.00	1,012,587.00
2023/2024	TBD	Bus Stop Improvements	40,892.00		40,892.00
FY 2024 Grand Total:			169,005.00	1,614,439.00	1,783,444.00
Grand Total Capital Funding			796,711.03	4,178,592.68	4,975,303.71

BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: March 28, 2024

RE: Records Retention Policy

The purpose of this policy is to set forth general guidelines to establish a records retention policy and standards that will govern the conduct of Basin Transit's record retention activities and of personnel engaged in these activities.

In 1968 the Legislature passed the California Public Records Act (PRA) (Government Code, Section 6250 et seq.) which is modeled after the federal Freedom of Information Act and details what government information is, and is not, available to the public. In general, all records are open to the public except 28 specific exemption categories listed in PRA, Section 6254. The PRA applies to all records, in whatever form, maintained by either state or local public agencies.

In 1999 the California legislature added Section 12236 to the Government Code, which states in Section 12236 (a) 'The Secretary of State shall establish the Local Government Records Program to be administered by the State Archives to establish guidelines for local government retention and to provide archival support to local agencies in this state.' These guidelines are an initial attempt to provide some standards and structure to the local government records management effort.

To date, Basin Transit has not had a formal records retention policy and so has made a practice of retaining all records. With the establishment of this policy, Basin Transit seeks to reduce superfluous and non-essential records, reduce storage space requirements, and maintain essential records in accordance with the Secretary of State's Local Government Records Program.

STAFF RECOMMENDATION: ADOPT RECORDS RETENTION POLICY NO. 201

MORONGO BASIN TRANSIT AUTHORITY (BASIN TRANSIT)

RECORDS RETENTION POLICY

Policy No. 201
Adopted: March 28, 2024

201.00 PURPOSE

The purpose of this policy is to set forth general guidelines to establish a records retention policy and standards that will govern the conduct of Basin Transit's record retention activities.

201.01 APPLICATION

This policy applies to all employees who, in the course of their job duties, create, utilize, or maintain Basin Transit documents.

201.02 RECORDS RETENTION

Basin Transit recognizes that an effective records management program is cost effective, efficient and mitigates the agency's legal liability in the event of adverse litigation. Therefore, Basin Transit has an obligation to apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, and disposal of agency records, ensuring that records are kept only as long as they have some administrative, fiscal, or legal value.

Basin Transit will follow all State and/or Federal laws that identify requirements for record retention. State Government Code Section 12236 states in Section 12236 (a) "The Secretary of State shall establish the Local Government Records Program...to establish guidelines for local government retention and to provide archival support to local agencies in this state".

201.03 DESTRUCTION POLICY

On an annual basis, staff will submit an Authorization for Records Destruction report to the General Manager. The records will be disposed of by shredding of paper records and destruction in the best means possible for any records in other mediums when the original copy of the report has been returned showing the General Manager's signature, indicating that the records are approved for destruction.

201.04 SUSPENSION OF RECORDS DESTRUCTION

In some cases, records that have reached their destruction date must be preserved for an extended period of time. Some cases includes litigation, receipt of subpoena(s), and investigations.

Morongo Basin Transit Authority (Basin Transit)

Records Retention Timetable
as of 3/28/24

LEGEND

AC = Active

CL = Closed/Completion

AU = Audit

CU = Current Fiscal Year

L = Life

S = Supersede

P = Permanent

T = Termination

Record Description	Retention	Remarks
All Departments		
Correspondence Files	CU +4	All inactive correspondence that is not part of any discovery.
Telephone Message Books	CU +4	
Accounting		
Accounts Payable / Receivable	AU +4	
Bank Statements / Reconciliations	AU +5	
Billing Records	AU +2	Customer info, payments, invoices
Budget, Adopted	P	
Checks	AU +5	payroll, canceled, voided
Deposits, Receipts	AU +4	checks, coins, currency
General Ledger	P	
Journals/Vouchers	AU +4	
Warrant Register	AU +2	
Audits	P	Financial, Single, Triennial, CHP
Tax Forms	AU +4	1099s, W-4s, W-2s
State Controller Reports	P	
Assets		
Inventories	AU +4	
Property Auctions	AU +2	
Disposals	AU +4	
Vehicle Documents	L +3	includes Titles
PTMISEA funded assets	L +25	purchasing/grant records for 25 years after disposal of asset

	Record Description	Retention	Remarks
	Dispatch		
	Dispatch Logs	3 Years	
	Radio Logs	90 days	
	Tickmark Sheets	6 Years	Bus Assignments, Operator Assignments, Boardings,etc
	Lost & Found Reports	3 Years	
	Grants		
	FTA	CL +3	grant application, reporting, correspondence, support docs.
	PTMISEA	CL +35	
	TDA	CL +3	
	LCTOP	TBD	
	NTD Reports	AU +3	
	Human Resources		
	Benefit Plan Claims	P	
	Benefit Plan Enrollment	T +2	
	Employee Handbook	S +2	
	Employee Rights	T +2	
	Personnel Records	T +4	
	I-9s	T +1	
	Medical Leave	CL +30	May include Family Leave, certifications, tests
	Recruitment	CL +4	Applications, resumes
	Training Records	T +2	
	Drug & Alcohol Records	AU +4	refusals, drug or alcohol tests & MIS reports
	Legal / Misc		
	Agendas, Meeting Notices	CU +2	
	Minutes	P	
	Legal Advertising	CU +4	
	Case Records	P	
	Construction Documents	P	
	Media	S +2	Brochures, Newsletters, Publications, Bulletins
	Maintenance		
	Bus Maintenance Files	L	Life of Bus
	Road Call Reports	3 Years	

	Record Description	Retention	Remarks
	Operations		
	Route Schedules/Timetables	S +3	
	Incident Reports	6 Years	
	Customer Comments	6 Years	
	Post-Trip, Pre-Trip Inspections	3 Years	
	Payroll		
	Adjustments	AU +4	
	Timesheets	AU +6	
	PERS Employee Deduction Reports	T +4	
	Salary Records	T +3	includes deduction authorizations, unemployment claims, garnishes
	Risk Management		
	Accident Reports	CL +7	Reports and related records
	Claims, damage	CL +5	
	Incident Reports	CL +7	
	Insurance Certificates	P	Liability, Property, Workers Comp etc



AUTHORIZATION FOR RECORDS DESTRUCTION

Employee: _____

Date: _____

DEPARTMENT	RECORD DESCRIPTION	YEAR(S) TO BE DESTROYED

Authorized By: _____

Date: _____

Company: _____

Disposal Method: _____

Date: _____

BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: March 28, 2024

RE: Accounting Procedures

Staff requests approval to update the Accounting Procedures to allow the Front Office Clerk the responsibility to enter invoices into our accounting system. This change aims to streamline our workflow and enhance efficiency.

In addition to this update, we have outlined comprehensive internal controls, which is designed to mitigate risks and uphold compliance standards, safeguarding our organization against potential errors or misuse.

RECOMMENDATION: APPROVE UPDATED ACCOUNTING PROCEDURES

MORONGO BASIN TRANSIT AUTHORITY (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. The Front Office Clerk has limited access to Quickbooks specific to the accounting functions performed and outlined within these procedures.

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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 is permitted.

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 are placed in a pouch. The Daily Cash Count form will be initialed and this, along with a copy of the deposit slip, will be given to the Front 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 Front 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.

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 a general journal entry for each write-off.

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.

FUNDS DISBURSED

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

Invoice Processing Procedures

Invoices are approved by the department Manager or Supervisor and given to the Front Office Clerk to be entered into Quickbooks.

Upon receipt of invoice, the Front Office Clerk will verify the invoice has the same vendor details (name, address, contact information) as Quickbooks and includes an invoice date and number,

purchase order number (if applicable), a description of goods or services provided and has applicable taxes and total price.

When entering data into Quickbooks, it's essential to include vendor information, invoice details (number, date, etc), memo (if applicable), and amount assigned to the appropriate expense account(s) for each item or service rendered. Entries should be reviewed for accuracy against original invoice before they are given to the Office Manager for payment processing.

Check Writing Procedures

Payment for supplies or services is made based on invoices. 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 or Front Office Clerk 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 to be initiated and completed via telephone or online. Transfers can only be approved and sent by the General Manager or Office Manager and can only be transferred between Basin Transit accounts.

INTERNAL CONTROLS

Internal controls safeguard Basin Transit's assets from misappropriations and misstatements.

To ensure accuracy, completeness, and integrity of Accounts Payables, the responsibilities are segregated among different individuals. All employees must take annual vacation as part of Basin Transit's policy. During an employee's vacation period, their duties may be required to be covered by other team members to ensure seamless operation and continuity of tasks.

Receipt and Opening of Mail: An Office Clerk who does not have access to Quickbooks is assigned to receive and open incoming mail.

Invoice and Entry Processing: The Front Office Clerk is assigned to enter invoices into Quickbooks, ensuring accuracy and completeness.

Payment Processing: Once invoices are entered, the Office Manager handles the actual payment processing, such as printing checks.

Signing checks: This person may not be the same as the one who enters invoices into the system or reconciles the bank statements.

Monitoring: After bank reconciliations have been submitted to the Treasurer, it is the responsibility of the General Manager to print and approve the monthly Journal Entries.

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 Front Office Clerk and Office Manager on a bi-weekly basis. Payroll is based on electronic entries completed by employees and approved by supervisors. Time off request forms 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 the Office Manager. A separate file contains the I-9 forms for each current employee and is maintained by the Front Office Clerk. Health insurance and direct deposit information is kept in a locked file in the Office Manager's office.

Payroll Preparation and Payment

Payroll data is maintained online and transmitted to the payroll service for processing following the "Payroll Processing Standard Operating Procedures"

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 or designee 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 or designee, 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.

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.

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.

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 Chairperson of the Board.

CLOSING PROCEDURES

1. Year-end adjusting entries are done by the Office Manager and submitted to the General Manager for approval. After approval, the Office Manager will post the entries into Quickbooks 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 operations for more 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 than one year.

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. *(7 years)*

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. *(20 years)*

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 purchased using Federal funds 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.

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 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.

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.

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: March 28, 2024

RE: LCTOP Resolution

The Low Carbon Transit Operations Program (LCTOP) is one of several programs funded as part of 2014-15 State of California budget (by Senate Bills 852 and 862) which have a goal of reduced greenhouse gas emissions and achievement of other benefits.

Staff requests the Board to adopt Resolution 24-01, the Authorized Agent and the Certification and Assurances allowing Basin Transit to apply for LCTOP funds for two (2) projects.

The first project is to cover bus fares on our fixed-route services for 35 days to celebrate Basin Transit's 35th year of serving the Morongo Basin.

The second project is to enhance bus stops for ADA accessibility. The following bus stop locations have been identified as Hatch & El Rey, 29 Palms Post Office and Northbound on Adobe & El Paseo Ave.

STAFF RECOMMENDATION: ADOPT RESOLUTION 24-01; AUTHORIZE LCTOP AGENT AND CERTIFICATIONS AND ASSURANCES

RESOLUTION # 24-01

**AUTHORIZATION FOR THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)
FOR THE FOLLOWING PROJECTS:
FREE FARES \$45,000
BUS SHELTER IMPROVEMENTS \$164,762**

WHEREAS, the Morongo Basin Transit Authority (Basin Transit) is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, the Basin Transit wishes to delegate authorization to execute these documents and any amendments thereto to Cheri Holsclaw, General Manager.

WHEREAS, the Basin Transit wishes to implement the following LCTOP project(s) listed above,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Basin Transit that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that Cheri Holsclaw, General Manager, be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Basin Transit that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY23-24 LCTOP funds:

List project(s), including the following information:

Project Name: Free Fares

Amount of LCTOP funds request: \$45,000 (99313: \$45,000)

Short description of project: Provide free fares on fixed-route services throughout Morongo Basin

Project Name: Bus Stop Improvements

Amount of LCTOP funds request: \$164,762 (99313: \$146,152. 99314: \$18,610)

Short description of project: Enhancing Bus Stops for ADA accessibility

PASSED AND ADOPTED by the Board of Directors of the Basin Transit in San Bernardino County, State of California, on this 28th day of March, 2024.

Chair of the Board



FY 2023-2024 LCTOP Authorized Agent

AS THE

GENERAL MANAGER

(Chief Executive Officer/Director/President/Secretary)

OF THE

MORONGO BASIN TRANSIT AUTHORITY

(Name of County/City/Transit Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named Regional Entity/Transit Operator, any actions necessary for the purpose of obtaining Low Carbon Transit Operations Program (LCTOP) funds provided by the California Department of Transportation, Division of Local Assistance. I understand that if there is a change in the authorized agent, the project sponsor must submit a new form. This form is required even when the authorized agent is the executive authority himself. I understand the Board must provide a resolution approving the Authorized Agent. The Board Resolution appointing the Authorized Agent is attached.

CHERI HOLSCLOW, GENERAL MANAGER

(Name and Title of Authorized Agent)

OR

Click here to enter text.

(Name and Title of Authorized Agent)

OR

Click here to enter text.

(Name and Title of Authorized Agent)

OR

Click here to enter text.

(Name and Title of Authorized Agent)

OR

CHERI HOLSCLOW

(Print Name)

GENERAL MANAGER

(Title)

(Signature)

Approved this 28 day of March, 2024



FY 2023-2024 LCTOP Certifications and Assurances

Lead Agency: MORONGO BASIN TRANSIT AUTHORITY

Project Title: FREE FARES

Prepared by: CHERI HOLSCLOW, GENERAL MANAGER

The California Department of Transportation (Caltrans) has adopted the following Certifications and Assurances for the Low Carbon Transit Operations Program (LCTOP). As a condition of the receipt of LCTOP funds, Lead Agency must comply with these terms and conditions.

A. General

1. The Lead Agency agrees to abide by the current LCTOP Guidelines and applicable legal requirements.
2. The Lead Agency must submit to Caltrans a signed Authorized Agent form designating the representative who can submit documents on behalf of the project sponsor and a copy of the board resolution appointing the Authorized Agent.

B. Project Administration

1. The Lead Agency certifies that required environmental documentation is complete before requesting an allocation of LCTOP funds. The Lead Agency assures that projects approved for LCTOP funding comply with Public Resources Code § 21100 and § 21150.
2. The Lead Agency certifies that a dedicated bank account for LCTOP funds only will be established within 30 days of receipt of LCTOP funds.
3. The Lead Agency certifies that when LCTOP funds are used for a transit capital project, that the project will be completed and remain in operation for its useful life.
4. The Lead Agency certifies that it has the legal, financial, and technical capacity to carry out the project, including the safety and security aspects of that project.
5. The Lead Agency certifies that they will notify Caltrans of pending litigation, dispute, or negative audit findings related to the project, before receiving an allocation of funds.
6. The Lead Agency must maintain satisfactory continuing control over the use of project equipment and facilities and will adequately maintain project equipment and facilities for the useful life of the project.
7. Any interest the Lead Agency earns on LCTOP funds must be used only on approved LCTOP projects.

FY 2023-2024 LCTOP

8. The Lead Agency must notify Caltrans of any changes to the approved project with a Corrective Action Plan (CAP).
9. Under extraordinary circumstances, a Lead Agency may terminate a project prior to completion. In the event the Lead Agency terminates a project prior to completion, the Lead Agency must (1) contact Caltrans in writing and follow-up with a phone call verifying receipt of such notice; (2) pursuant to verification, submit a final report indicating the reason for the termination and demonstrating the expended funds were used on the intended purpose; (3) submit a request to reassign the funds to a new project within 180 days of termination.

C. Reporting

1. The Lead Agency must submit the following LCTOP reports:

- a. **Annual Project Activity Reports October 30th each year.**
- b. **A Close Out Report within six months of project completion.**
- c. **The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of LCTOP funds. A copy of the audit report must be submitted to Caltrans within six months of the close of the year (December 31) each year in which LCTOP funds have been received or expended.**
- d. **Project Outcome Reporting as defined by CARB Funding Guidelines.**
- e. **Jobs Reporting as defined by CARB Funding Guidelines.**

2. Other Reporting Requirements: CARB develops and revises Funding Guidelines that will include reporting requirements for all State agencies that receive appropriations from the Greenhouse Gas Reduction Fund. Caltrans and project sponsors will need to submit reporting information in accordance with CARB's Funding Guidelines, including reporting on greenhouse gas reductions and benefits to disadvantaged communities.

D. Cost Principles

1. The Lead Agency agrees to comply with Title 2 of the Code of Federal Regulations 225 (2 CFR 225), Cost Principles for State and Local Government, and 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
2. The Lead Agency agrees, and will assure that its contractors and subcontractors will be obligated to agree, that:
 - a. Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allow ability of individual project cost items and

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- b. Those parties shall comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Every sub-recipient receiving LCTOP funds as a contractor or sub-contractor shall comply with
Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
3. Any project cost for which the Lead Agency has received funds that are determined by subsequent audit to be unallowable under 2 CFR 225, 48 CFR, Chapter 1, Part 31 or 2 CFR, Part 200, are subject to repayment by the Lead Agency to the State of California (State). All projects must reduce greenhouse gas emissions, as required under Public Resources Code section 75230, and any project that fails to reduce greenhouse gases shall also have its project costs submit to repayment by the Lead Agency to the State. Should the Lead Agency fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the Lead Agency from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

A. Record Retention

1. The Lead Agency agrees and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the Lead Agency, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP) and enable the determination of incurred costs at interim points of completion. All accounting records and other supporting papers of the Lead Agency, its contractors and subcontractors connected with LCTOP funding shall be maintained for a minimum of three (3) years after the "Project Closeout" report or final Phase 2 report is submitted (per CARB Funding Guidelines, Vol. 3, page 3.A-16), and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the Lead Agency, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the Lead Agency pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the Lead Agency's external and internal auditors may be relied upon and used by the State when planning and conducting additional audits.
2. For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with



FY 2023-2024 LCTOP

the performance of the Lead Agency's contracts with third parties pursuant to Government Code § 8546.7, the project sponsor, its contractors and subcontractors and the State shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire project period and for three (3) years from the date of final payment. The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a project for audits, examinations, excerpts, and transactions, and the Lead Agency shall furnish copies thereof if requested.

3. The Lead Agency, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the Civil Rights Department, or any other agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with this document.

F. Special Situations

Caltrans may perform an audit and/or request detailed project information of the project sponsor's LCTOP funded projects at Caltrans' discretion at any time prior to the completion of the LCTOP.

I certify all these conditions will be met.

CHERI HOLSCLOW

(Print Authorized Agent)

GENERAL MANAGER

(Title)

(Signature)

(Date)



FY 2023-2024 LCTOP Authorized Agent

AS THE **GENERAL MANAGER**
(Chief Executive Officer/Director/President/Secretary)

OF THE **MORONGO BASIN TRANSIT AUTHORITY**
(Name of County/City/Transit Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named Regional Entity/Transit Operator, any actions necessary for the purpose of obtaining Low Carbon Transit Operations Program (LCTOP) funds provided by the California Department of Transportation, Division of Local Assistance. I understand that if there is a change in the authorized agent, the project sponsor must submit a new form. This form is required even when the authorized agent is the executive authority himself. I understand the Board must provide a resolution approving the Authorized Agent. The Board Resolution appointing the Authorized Agent is attached.

CHERI HOLSCLOW, GENERAL MANAGER OR
(Name and Title of Authorized Agent)

Click here to enter text. OR
(Name and Title of Authorized Agent)

Click here to enter text. OR
(Name and Title of Authorized Agent)

Click here to enter text. OR
(Name and Title of Authorized Agent)

CHERI HOLSCLOW GENERAL MANAGER
(Print Name) (Title)

(Signature)

Approved this 28 day of March, 2024



FY 2023-2024 LCTOP Certifications and Assurances

Lead Agency: MORONGO BASIN TRANSIT AUTHORITY

Project Title: BUS SHELTER IMPROVEMENTS

Prepared by: CHERI HOLSCLOW, GENERAL MANAGER

The California Department of Transportation (Caltrans) has adopted the following Certifications and Assurances for the Low Carbon Transit Operations Program (LCTOP). As a condition of the receipt of LCTOP funds, Lead Agency must comply with these terms and conditions.

A. General

1. The Lead Agency agrees to abide by the current LCTOP Guidelines and applicable legal requirements.
2. The Lead Agency must submit to Caltrans a signed Authorized Agent form designating the representative who can submit documents on behalf of the project sponsor and a copy of the board resolution appointing the Authorized Agent.

B. Project Administration

1. The Lead Agency certifies that required environmental documentation is complete before requesting an allocation of LCTOP funds. The Lead Agency assures that projects approved for LCTOP funding comply with Public Resources Code § 21100 and § 21150.
2. The Lead Agency certifies that a dedicated bank account for LCTOP funds only will be established within 30 days of receipt of LCTOP funds.
3. The Lead Agency certifies that when LCTOP funds are used for a transit capital project, that the project will be completed and remain in operation for its useful life.
4. The Lead Agency certifies that it has the legal, financial, and technical capacity to carry out the project, including the safety and security aspects of that project.
5. The Lead Agency certifies that they will notify Caltrans of pending litigation, dispute, or negative audit findings related to the project, before receiving an allocation of funds.
6. The Lead Agency must maintain satisfactory continuing control over the use of project equipment and facilities and will adequately maintain project equipment and facilities for the useful life of the project.
7. Any interest the Lead Agency earns on LCTOP funds must be used only on approved LCTOP projects.

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8. The Lead Agency must notify Caltrans of any changes to the approved project with a Corrective Action Plan (CAP).
9. Under extraordinary circumstances, a Lead Agency may terminate a project prior to completion. In the event the Lead Agency terminates a project prior to completion, the Lead Agency must (1) contact Caltrans in writing and follow-up with a phone call verifying receipt of such notice; (2) pursuant to verification, submit a final report indicating the reason for the termination and demonstrating the expended funds were used on the intended purpose; (3) submit a request to reassign the funds to a new project within 180 days of termination.

C. Reporting

1. The Lead Agency must submit the following LCTOP reports:

- a. **Annual Project Activity Reports October 30th each year.**
- b. **A Close Out Report within six months of project completion.**
- c. **The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of LCTOP funds. A copy of the audit report must be submitted to Caltrans within six months of the close of the year (December 31) each year in which LCTOP funds have been received or expended.**
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I certify all these conditions will be met.

CHERI HOLSCLOW

(Print Authorized Agent)

(Signature)

GENERAL MANAGER

(Title)

(Date)

BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: March 28, 2024

RE: FY 2024/25 Draft Operating and Capital Budgets

Staff proposes a fully-funded budget for Fiscal Year 2024/25. Summary of factors used in developing the FY 2024/25 Operating Budget are as follows:

Revenues

- Passenger Fares **(\$245,950)** with the LCTOP Subsidy **(\$45,000)** is a conservative estimate; an increase of 10% from FY24. LCTOP Subsidy is to provide free fares to students K-12 and 35 free fare days.
- 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 **(\$63,671)** include miscellaneous revenues such as interest income, gain of assets, taxi rent, etc.
- Natural Gas **(\$166,930)** includes Renewable Natural Gas credits monetized by Clean Energy and Compressed Natural Gas fuel sold.
- Measure I funds **(\$153,100)** 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).
- Transit and Intercity Rail Capital Program (TIRCP) and Zero-Emission Transit Capital Program (ZETCP) **(\$3,886,210)** provides a one-time bridge funding, allowing Basin Transit to allocate LTF funds to address zero-emissions infrastructure. TIRCP and ZETCP are provided by Greenhouse Gas Reduction Funding.

- LTF (**\$5,279,722**) is 5.64% less than FY24. 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. **\$90,861** will be used for Operating, the remaining funds will be allocated for Capital expenses. Per SBCTA, any LTF operating revenue that exceeds our operating expenses must go towards zero-emission infrastructure and vehicles before we are eligible for CMAQ funds.

Expenses are projected to be **4.03%** 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 2023 for San Bernardino was 4.3%.

Administrative Expenses show a 7.44% increase.

- Wages (*Lines 11-14*): Administrative staff would receive 4.3% COLA. Staff not on the final step would be eligible for their 5% merit increase.
- Payroll Taxes (*Line 16*): Increased wages result in additional payroll taxes.
- Health & Welfare (*Line 17*): 5.44% increase is due to increased CalPERS Health Premiums.
- Retirement (*Line 18*): Administrative staff now has a majority of PEPRA (7.87%) members in CalPERS, rather than CLASSIC (10.15%).
- Professional Fees (*Line 21*): Additional Engineering, Legal and IT fees are expected in FY25.
- Marketing (*Line 23*): 24.70% increase is to budget marketing “35 Free Fare Days” in celebration of Basin Transit’s 35th year servicing Morongo Basin, as well as expansive community outreach to align with our Short Range Transit Plan.

Maintenance Expenses show a 9.33% increase.

- Wages (*Lines 29-33*): Maintenance staff would receive 4.3% COLA. Staff not on the final step would be eligible for their 5% merit increase.
- *Lines 37-40*: Vendors have increased their costs.

Operations Expenses show a 2.21% increase.

- Wages (*Lines 51-54*): Operations Manager, Supervisor, and Operators would receive 4.3% COLA. Staff not on the final step would be eligible for their 5% merit increase.
- Payroll Taxes (*Line 55*): Increased wages result in additional payroll taxes.

ITEM 7.4

- Retirement (*Line 57*): Operations staff now has a majority of PEPRA (7.87%) members in CalPERS, rather than CLASSIC (10.15%).
- Worker's Comp (*Line 59*): Minimized number of claims have brought our Worker's Comp insurance estimate down by 16.37%.
- Tel/cell/internet (*Line 64*): Installed Starlink at the 29 Yard to support security surveillance, which led to a 12.59% increase.

The FY 2024/25 Capital budget is included in lines 72-79 which total **\$6,759,694**. This includes the following:

- **STA (\$274,356)**: \$50,000 in Operations Support covers everything from replacement computers to large annual software costs. \$50,000 in Engine Overhauls is used to rehabilitate engines and transmissions. \$100,257 is our match for CMAQ dollars to replace buses. \$54,099 is to partially fund an Onboard Intelligent System. \$20,000 is to repair PV Stops along Highway 62.
- **LTF (\$5,279,722)**: \$290,388 is to cover our CERPT and CEPPT payments to CalPERS, \$159,119 is to partially fund an Onboard Intelligent System. \$100,000 is for our Short Range Transit Plan, necessary every 5 years. \$4,730,215 is allocated for Zero Emissions infrastructure required to meet the mandate.
- **SGR (\$136,782)**: Partial funding to install Onboard Intelligent System technology on our buses.
- **LCTOP (\$164,762)**: To improve bus stops throughout the Morongo Basin.
- **CMAQ (\$904,072)**: These replacement vehicles are in accordance with our Short Range Transit Plan (S RTP) and Federal Transportation Improvement Program (FTIP) to replace buses 316, 317, 318 & 319.

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 81-86*)

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

ITEM 7.4

Procurement Budget (*Lines 87-90*)

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.

- Revenue is projected to increase by \$40,000 due to bus purchases rising.
- 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.
- \$70,000 to cover expenses that may be occurred for the administration of the procurement program. This bid cycle will result in legal fees that may not be recoverable.
- Procurement Director's wages include a 4.3% COLA.

Taxi Budget (*Lines 91-93*)

Basin Transit regulates taxi activities. Staff estimates a revenue income of only \$4,140 with expenses in the amount of \$8,810. 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
2024/25 DRAFT OPERATING BUDGET

Line	Revenue Section	Approved FY24 Budget	FY 2024 Estimate	Proposed FY25 Budget	Notes	% Chg.
1	Passenger Fares	\$ 264,500	\$ 318,071	\$ 245,950		-7.01%
2	LCTOP Subsidy	\$ -	\$ -	\$ 45,000	K-12 & 35 Days	100.00%
3	FTA Section 5311	\$ 579,901	\$ 579,901	\$ 579,901	Federal funding	0.00%
4	Other	\$ 13,654	\$ 63,671	\$ 63,671	Interest, Gain of Assets	366.32%
5	Natural Gas	\$ 35,394	\$ 166,930	\$ 166,930	CNG Sales & RNG Credits	371.63%
6	Measure I	\$ 152,900	\$ 152,900	\$ 153,100	Half-cent sales tax	0.13%
7	AB 2766	\$ 40,000	\$ 40,000	\$ 40,000	Motor vehicle registration surcharge	0.00%
8	TIRCP/ZETCP	\$ -	\$ -	\$ 3,886,210	SB125	100.00%
9	LTF	\$ 3,980,861	\$ 3,980,861	\$ 90,861	.25% sales tax generated in County	-97.72%
10	Total Revenues:	\$ 5,067,210	\$ 5,302,334	\$ 5,271,622		4.03%

Line	Administrative Expenses	Approved FY24 Budget	FY 2024 Estimate	Proposed FY25 Budget	Notes	% Chg.
11	General Manager	\$ 141,980	\$ 141,980	\$ 148,086	4.3% COLA	4.30%
12	Office Manager	\$ 86,156	\$ 86,156	\$ 94,168	4.3% COLA + Merit	9.30%
13	F/T Office Clerk	\$ 46,816	\$ 46,816	\$ 51,170	4.3% COLA + Merit	9.30%
14	P/T Office Clerk	\$ 29,122	\$ 29,122	\$ 31,830	4.3% COLA	9.30%
15	Board Meetings	\$ 4,200	\$ 3,600	\$ 4,200		0.00%
16	Payroll taxes	\$ 11,390	\$ 10,293	\$ 11,880		4.30%
17	Health & Welfare	\$ 72,868	\$ 72,868	\$ 76,833		5.44%
18	Retirement	\$ 56,042	\$ 49,219	\$ 52,666	Employer Rate per CalPERS	-6.02%
19	Mileage	\$ 5,000	\$ 2,746	\$ 5,000		0.00%
20	Outside Services	\$ 29,940	\$ 26,520	\$ 31,228		4.30%
21	Prof. Fees	\$ 52,338	\$ 83,120	\$ 78,507	Legal, Engineering, IT Services, etc	50.00%
22	Utilities	\$ 178,760	\$ 157,599	\$ 178,760		0.00%
23	Marketing/Promotions	\$ 40,493	\$ 35,997	\$ 50,493	35th Anniversary, Community Outreach	24.70%
24	Office Supplies	\$ 16,882	\$ 14,027	\$ 16,882		0.00%
25	Postage	\$ 2,400	\$ 2,452	\$ 2,503		4.30%
26	Printing & Reproduction	\$ 14,425	\$ 13,868	\$ 14,425		0.00%
27	Training/Meetings	\$ 14,831	\$ 17,536	\$ 14,831		0.00%
28	Total Administration:	\$ 803,645	\$ 793,920	\$ 863,463		7.44%

Line	Maintenance Expenses	Approved FY24 Budget	FY 2024 Estimate	Proposed FY25 Budget	Notes	% Chg.
29	Lead Tech Supervisor	\$ 103,763	\$ 103,763	\$ 108,225	4.3% COLA	4.30%
30	Mechanic	\$ 92,430	\$ 92,430	\$ 96,404	4.3% COLA	4.30%
31	Utility Worker	\$ 48,757	\$ 48,757	\$ 53,291	4.3% COLA + Merit	9.30%
32	Utility Worker/Safety Coord.	\$ 48,289	\$ 48,289	\$ 52,779	4.3% COLA + Merit	9.30%
33	Maint Admin	\$ 27,828	\$ 27,828	\$ 29,024	4.3% COLA	4.30%
34	Payroll Taxes	\$ 7,706	\$ 6,209	\$ 8,037		4.30%
35	Health & Welfare	\$ 29,036	\$ 19,699	\$ 29,237		0.69%
36	Retirement	\$ 24,883	\$ 13,551	\$ 24,452	Employer Rate per CalPERS	-1.73%
37	Uniforms	\$ 4,000	\$ 4,236	\$ 4,418		10.46%
38	Outside Services	\$ 34,431	\$ 50,452	\$ 52,622		52.83%
39	Parts	\$ 45,462	\$ 69,314	\$ 72,294		59.02%
40	Fluids	\$ 16,403	\$ 17,326	\$ 18,071		10.17%
41	Tires	\$ 63,251	\$ 40,569	\$ 63,251		0.00%
42	Accident Repair	\$ 26,369	\$ -	\$ 26,369		0.00%
43	Tools	\$ 750	\$ 595	\$ 750		0.00%
44	Consulting	\$ 1,000	\$ -	\$ 1,000		0.00%
45	Shop Supplies	\$ 1,000	\$ 1,276	\$ 1,000		0.00%
46	Facility Supplies	\$ 6,022	\$ 5,714	\$ 6,022		0.00%
47	Training/Meetings	\$ 6,174	\$ 2,033	\$ 6,174		0.00%
48	Shelter Maintenance	\$ 2,784	\$ -	\$ 2,784		0.00%
49	CNG Stations Maintenance	\$ 115,874	\$ 82,725	\$ 115,874		0.00%
50	Total Maintenance:	\$ 706,210	\$ 634,767	\$ 772,079		9.33%

Line	Operations Expenses	Approved FY24 Budget	FY 2024 Estimate	Proposed FY25 Budget	Notes	% Chg.
51	Operations Manager	\$ 117,958	\$ 117,958	\$ 123,030	4.3% COLA	4.30%
52	Safety & Training Supervisor	\$ 66,326	\$ 66,326	\$ 72,494	4.3% COLA + Merit	9.30%
53	Operator Wages	\$ 1,345,960	\$ 1,345,960	\$ 1,437,485	4.3% COLA + Merits	6.80%
54	Dispatch Wages	\$ 264,015	\$ 264,015	\$ 269,928	4.3% COLA + Merits	2.24%
55	Payroll Taxes	\$ 43,062	\$ 36,151	\$ 45,670		6.06%
56	Health & Welfare	\$ 280,831	\$ 257,740	\$ 280,831		0.00%
57	Retirement	\$ 275,332	\$ 214,526	\$ 262,886	includes Accrued Liability per CalPERS	-4.52%
58	Safety Incentive Program	\$ 12,900	\$ 4,100	\$ 12,900	43 employees at (3) 100 days	0.00%
59	Workers' Comp.	\$ 259,900	\$ 163,384	\$ 217,350	Estimate provided by PRISM	-16.37%
60	Other Employee Exp.	\$ 36,409	\$ 34,215	\$ 36,409		0.00%
61	Mileage	\$ 1,850	\$ 1,611	\$ 1,850		0.00%
62	Uniforms	\$ 8,076	\$ 866	\$ 8,076		0.00%
63	Outside Services	\$ 16,635	\$ 19,532	\$ 16,635		0.00%
64	Tel/cell/internet/fax etc.	\$ 47,638	\$ 46,140	\$ 53,638	Added Starlink in 29	12.59%
65	Radio Exp.	\$ 5,935	\$ 5,030	\$ 5,935		0.00%
66	Fuel	\$ 336,885	\$ 279,932	\$ 336,885		0.00%
67	Training/Meetings	\$ 4,400	\$ 3,292	\$ 4,400		0.00%
68	Insurance	\$ 382,165	\$ 386,143	\$ 398,598		4.30%
69	Deferred Comp Match	\$ 51,080	\$ 49,620	\$ 51,080		0.00%
70	Total Operations:	\$ 3,557,356	\$ 3,296,540	\$ 3,636,081		2.21%

71	Grand Total Operations:	\$ 5,067,210	\$ 4,725,227	\$ 5,271,622		4.03%
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BASIN TRANSIT CAPITAL BUDGET

Line	FY25 Capital Budget	STA	LTF	SGR	LCTOP	CMAQ	TOTAL
72	Operations Support	\$ 50,000					\$ 50,000
73	CERBT / CEPPT Trust		\$ 290,388				\$ 290,388
74	Engine Overhauls	\$ 50,000					\$ 50,000
75	Replacement Vehicles	\$ 100,257				\$ 904,072	\$ 1,004,329
76	Onboard Intelligent System	\$ 54,099	\$ 159,119	\$ 136,782			\$ 350,000
77	Short Range Transit Plan (SRTP)		\$ 100,000				\$ 100,000
78	Facilities		\$ 4,730,215				\$ 4,730,215
79	Bus Stop Improvements/PV Stops	\$ 20,000			\$ 164,762		\$ 184,762
80	Total Capital Budget:	\$ 274,356	\$ 5,279,722	\$ 136,782	\$ 164,762	\$ 904,072	\$ 6,759,694

TREP BUDGET

Line	FY25 Trep Budget	Revenue	Expenses	TOTAL
81	5310 Grant Award	\$ 114,526		\$ 114,526
82	Program Administrator		\$ 2,298	\$ (2,298)
83	Client Relations Clerk		\$ 53,325	\$ (53,325)
84	TREP Program Expenses		\$ 1,000	\$ (1,000)
85	Mileage Reimbursements		\$ 57,903	\$ (57,903)
86	Total TREP Budget:	\$ 114,526	\$ 114,526	\$ -

PROCUREMENT BUDGET

Line	FY25 Procurement Budget	Revenue*	Expenses	TOTAL
87	Procurement Bid Income	<i>Accrued receivables & RVBA</i>	\$ 320,000	\$ 320,000
88	TAG Program		\$ 80,000	\$ (80,000)
89	Procurement Bid Expenses	<i>Consulting, Legal, Meetings, etc.</i>	\$ 70,000	\$ (70,000)
89	Procurement Director		\$ 123,601	\$ (123,601)
90	Total Procurement Reserves:	\$ 320,000	\$ 273,601	\$ 46,399

TAXI BUDGET

Line	FY25 Taxi Budget	Revenue	Expenses	TOTAL
91	Revenue	\$ 4,140		\$ 4,140
92	Administrative Expenses		\$ 8,810	\$ (8,810)
93	Total Taxi Budget:	\$ 4,140	\$ 8,810	\$ (4,670)

**MORONGO BASIN TRANSIT AUTHORITY
TAXI ADMINISTRATION
FY 2024/25 BUDGET**

		FY 23/24 Budget	FY 23/24 Estimate	Proposed FY 24/25	Notes
Line	Administrative Exp.				
1	Legal Expenses	0.00	0.00	0.00	
2	Insurance	3,000.00	1,200.00	1,200.00	<i>Less liabilities</i>
3	Taxicab Administrator	2,496.00	2,600.00	2,300.00	
4	Office Clerk	2,500.00	1,353.00	2,000.00	
5	Drug & Alcohol Testing	500.00	0.00	360.00	<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	8,039.00	8,810.00	

Line	REVENUE				
10	Taxi Operator (Business) Permit Fee	0.00	20.00	20.00	<i>1 New Taxi Business</i>
11	Driver Permit Fees	500.00	200.00	200.00	<i>2 New Taxi Drivers</i>
12	Vehicle Fees	6,000.00	4,200.00	3,600.00	<i>3 Registered Cabs</i>
13	Driver Renewal Fees	480.00	0.00	240.00	<i>4 Registered Drivers</i>
14	Transfer Fees	0.00	0.00	0.00	
15	Fines	100.00	0.00	100.00	
16	TOTAL REVENUE	7,080.00	4,400.00	4,140.00	

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