

# 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](mailto: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](mailto:michal@basin-transit.com) prior to May 22, 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.

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### **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

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### **Officers**

Cheri Holsclaw, Board Secretary  
Michal Brock, Assistant Board Secretary



## REGULAR MEETING OF THE BOARD OF DIRECTORS

### AGENDA

Thursday, May 23, 2024  
62405 Verbena 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

2.1 Employee of the Quarter

#### 3.0 PUBLIC COMMENTS

3.1 This is a time for comments from the public on any subject not on the agenda. The Brown Act prohibits the Basin Transit Board of Directors from responding at length to questions on matters not on the agenda. Matters may, however, be referred to staff for scheduling on a future agenda. Comment time is limited to three minutes.

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

**4.0 CONSENT CALENDAR**—All matters listed under the Consent Calendar are to be considered routine by the Basin Transit Board and will be enacted by one motion in the form listed. Any item may be removed from the Consent Calendar and considered separately by the Board under item 6.0 on the agenda. The public may comment on Consent Calendar items prior to Board action (roll call vote).

4.1 Minutes of the March 28, 2024 Board Meeting  
**Staff Recommendation: Approve Minutes**

4.2 Treasurer's Report for February and March 2024  
**Staff Recommendation: Approve Treasurer's Reports**

4.3 Warrant Register through March 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 Transportation Reimbursement Escort Program (TREP) Update  
**Staff Recommendation: Receive and File**
- 4.10 Conveyance of 29 Palms Land  
**Staff Recommendation: Adopt Resolution 24-02**
- 4.11 Authorize General Manager to apply for Fiscal Years 2024/25, 2025/26 and 2026/27 Grant Funding for Capital and Operating Assistance  
**Staff Recommendation: Adopt Resolution 24-03**
- 4.12 Approval of Vehicle Purchase  
**Staff Recommendation: Authorize Staff to Purchase one (1) Class E bus from A-Z Bus Sales**
- 4.13 Renewal of Banc of California Credit Line  
**Staff Recommendation: Adopt Resolution 24-04**
- 4.14 Revisions to Basin Transit Policies  
**Staff Recommendation: Adopt Revised Policies**

ACTION: Move \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 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 CMAQ Grant Request

**Staff Recommendation: Conduct Public Hearing and Approve CMAQ Grant Request in the Amount of \$745,070**

ACTION: Move\_\_\_\_\_ 2<sup>nd</sup>\_\_\_\_\_ Roll Call Vote

7.2 Approval of FY 2024/25 Operating and Capital Budgets

**Staff Recommendation: Conduct Public Hearing and Approve FY 2024/25 Operating, Capital and Taxicab Budgets; Authorize Staff to Submit Transit Claim**

ACTION: Move\_\_\_\_\_ 2<sup>nd</sup>\_\_\_\_\_ Roll Call Vote

7.3 Workplace Violence Prevention Plan (WVPP)

**Staff Recommendation: Adopt Basin Transit's Workplace Violence Prevention Policy**

ACTION: Move\_\_\_\_\_ 2<sup>nd</sup>\_\_\_\_\_ Roll Call Vote

7.4 National Rural Transit Day

**Staff Recommendation: Approve Free Fares on July 16, 2024**

ACTION: Move\_\_\_\_\_ 2<sup>nd</sup>\_\_\_\_\_ Roll Call Vote

7.5 RFP 24-02 Short Range Transit Plan

**Staff Recommendation: Approve RFP 24-02**

ACTION: Move\_\_\_\_\_ 2<sup>nd</sup>\_\_\_\_\_ Roll Call Vote

**8.0 CLOSED SESSION**

8.1 Closed Session Pursuant to Government Code Section 54957 Regarding Personnel Matters, General Manager Evaluation

8.2 Closed Session Pursuant to Government Code Section 54957 Regarding Personnel Matters, Procurement Director Evaluation


**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, July 25, 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 May 20, 2024, at 5:00 PM.**

  
\_\_\_\_\_  
Michal Brock, Assistant Board Secretary

5/17/2024  
Date

## **BASIN TRANSIT**

TO: Board of Directors  
FROM: Cheri Holsclaw, General Manager  
DATE: May 23, 2024  
  
RE: Minutes of the March 28, 2024 Board Meeting

**STAFF RECOMMENDATION: APPROVE MINUTES**

BASIN TRANSIT

**REGULAR MEETING OF  
THE BOARD OF DIRECTORS**

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

**ACTION MINUTES**

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

**PLEDGE OF ALLEGIANCE** – Acting Chair Wright

**ROLL CALL**

Members Present:

Merl Abel  
Ben Sasnett

Jennifer Henning  
McArthur Wright

Members Absent:

Jeff Drozd  
Dan Mintz

Danielle Harrington

**2.0 SPECIAL RECOGNITIONS AND PRESENTATIONS**

NONE

**3.0 PUBLIC COMMENTS**

NONE

**4.0 CONSENT CALENDAR**

4.1 Minutes of the January 25, 2024 Board Meeting

4.2 Treasurer's Report for December 2023 and January 2024

4.3 Warrant Register through January 31, 2024

4.4 Ridership Reports

4.5 Financial Reports

4.6 Taxi Report

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

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

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

NONE

## **6.0 OLD BUSINESS**

NONE

## **7.0 NEW BUSINESS**

### **7.1 Records Retention Policy**

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

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

### **7.2 Accounting Procedures**

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

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

### **7.3 LCTOP Resolution**

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



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

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

#### 7.4 FY 2024/25 Operating and Capital Budgets

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

#### 8.0 CLOSED SESSION

NONE

#### 9.0 GENERAL MANAGER UPDATE

NONE

#### 10.0 FUTURE BOARD INITIATED AGENDA ITEMS

NONE

#### 11.0 BOARD MEMBER COMMENTS

The following Board Members made comments:

Board Member Abel

Board Member Henning

Board Member Sasnett

Acting Chair Wright

#### 12.0 ADJOURNMENT

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

Respectfully submitted,



Michal Brock, Assistant Board Secretary

## **BASIN TRANSIT**

TO: Board of Directors  
FROM: Cheri Holsclaw, General Manager  
DATE: May 23, 2024

RE: Treasurer's Reports for February 2024 and March 2024

**STAFF RECOMMENDATION: APPROVE TREASURER'S REPORTS**

**BASIN TRANSIT**  
**TREASURER'S REPORT**  
**February 29, 2024**

Beginning Balance:	January 31, 2024	8,708,915
Receipts		1,397,155
Disbursements		2,928,553
Interest Received		<u>70</u>
Ending Balance:	February 29, 2024	<u>7,177,588</u>

LOCATION OF FUNDS:	BALANCE	INTEREST EARNED	INTEREST RATE
US Bank General	\$ 62,887	-	0.00%
US Bank Class E	\$ -	\$ -	0.00%
Pacific Western Bank Procurement Fees	\$ 1,413,361	\$ -	0.00%
US Bank MAIN	\$ 1,248,961	\$ -	0.00%
Pacific Western Bank	\$ 273,006	\$ -	0.00%
LAIF	\$ 3,380,533	\$ -	0.00%
US Bank PTMISEA	\$ 238,545	\$ -	0.00%
US Bank LCTOP	\$ 354,630	\$ -	0.00%
US Bank SGR (SB1)	\$ 205,665	\$ -	0.00%
		\$ -	0.00%
TOTAL INVESTMENTS	<u>\$ 7,177,588</u>	<u>\$ -</u>	

**BASIN TRANSIT**  
**TREASURER'S REPORT**  
**March 31, 2024**

Beginning Balance:	February 29, 2024	7,177,588
Receipts		785,867
Disbursements		506,900
Interest Received		<u>73</u>
Ending Balance:	March 31, 2024	<u><u>7,456,628</u></u>

LOCATION OF FUNDS:	BALANCE	INTEREST EARNED	INTEREST RATE
US Bank General	\$ 62,215	-	0.00%
US Bank Class E	\$ - \$	-	0.00%
Pacific Western Bank Procurement Fees	\$ 1,398,097 \$	-	0.00%
US Bank MAIN	\$ 1,656,436 \$	-	0.00%
Pacific Western Bank	\$ 139,617 \$	-	0.00%
LAIF	\$ 3,380,533 \$	-	0.00%
US Bank PTMISEA	\$ 238,549 \$	-	0.00%
US Bank LCTOP	\$ 354,657 \$	-	0.00%
US Bank SGR (SB1)	\$ 226,524 \$	-	0.00%
	<u>\$</u>	<u>-</u>	<u>0.00%</u>
TOTAL INVESTMENTS	<u><u>\$ 7,456,628</u></u>	<u><u>\$ -</u></u>	

## **BASIN TRANSIT**

TO: Board of Directors  
FROM: Cheri Holsclaw, General Manager  
DATE: May 23, 2024  
  
RE: Warrant Register through March 31, 2024

**STAFF RECOMMENDATION: APPROVE WARRANT REGISTER**

**BASIN TRANSIT**  
**WARRANT REGISTER**  
As of February 29, 2024

Date	Name	Memo	Paid Amount
02/01/2024	PACIFIC WESTERN BANK	DEPOSIT CORRECTION	0.01
02/02/2024	HI DESERT WATER DISTRICT	UTILITIES	-59.15
02/02/2024	HI DESERT WATER DISTRICT	UTILITIES	-70.06
02/03/2024	SENTINEL BENEFITS	OUTSIDE SERVICES	-25.00
02/05/2024	PACIFIC WESTERN BANK	DEPOSIT CORRECTION	1.00
02/05/2024	CALPERS HEALTH/RETIREMENT	HEALTH INSURANCE	-23,716.24
02/05/2024	ADP	OUTSIDE SERVICES	-480.22
02/06/2024	ARCO	FUEL	-142.28
02/08/2024	[EMPLOYEE]	WAGES	-43.96
02/08/2024	[EMPLOYEE]	WAGES	-43.96
02/08/2024	JOE MEER	MILEAGE	-162.14
02/08/2024	NICHOLAS PACO	UNIFORM & DMV FEE REIMB.	-348.00
02/08/2024	JAMES WATSON	EMPLOYEE EXPENSE	-98.00
02/08/2024	SYMON GARCIA	UNIFORM & DMV FEE REIMB.	-152.35
02/08/2024	NOEMI ADDERLEY	MILEAGE	-70.35
02/08/2024	LYDIA KNUDSON	EMPLOYEE EXPENSE	-58.00
02/09/2024	[EMPLOYEE]	WAGES	-43.96
02/09/2024	ADP	WAGES	-78,530.27
02/09/2024	ADP	WAGES	-14,640.80
02/09/2024	CALPERS 457 PROGRAM	SUPL RETIREMENT	-4,657.50
02/09/2024	CALPERS HEALTH/RETIREMENT	RETIREMENT	-10,170.14
02/09/2024	CALPERS HEALTH/RETIREMENT	RETIREMENT	-5,191.07
02/09/2024	ADP	OUTSIDE SERVICES	-205.00
02/09/2024	ADP	WAGES	-100.96
02/10/2024	SOUTHERN CALIFORNIA EDISON	UTILITIES	-10,468.32
02/10/2024	NEC CLOUD COMMUNICATIONS AMERICA, INC.	TELEPHONE	-558.56
02/13/2024	ARCO	FUEL	-134.50
02/15/2024	GILLIG LLC	CAPITAL PURCHASE - BUS #759 & 760	-1,272,634.42
02/15/2024	JOE MEER	TRAINING/MEETINGS & MILEAGE	-478.96
02/15/2024	[EMPLOYEE]	HEALTHCARE CANCELLATION	-382.62
02/15/2024	JAMES WATSON	UNIFORM REIMB.	-21.73
02/15/2024	US BANK	CREDIT CARD PAYMENT	-1,758.58
02/15/2024	AVALON URGENT CARE	EMPLOYEE EXPENSE	-400.00
02/15/2024	BATTERY SYSTEMS	PARTS	-716.58
02/15/2024	BROADLUX INC.	CNG MAINTENANCE	-662.00
02/15/2024	BURRTEC	UTILITIES	-296.59
02/15/2024	CALIFORNIA TRANSIT ASSOC.	OUTSIDE SERVICES	-2,000.00
02/15/2024	CARQUEST - YUCCA VALLEY	PARTS	-252.93
02/15/2024	CHARLES ABBOTT & ASSOCIATES INC.	PROFESSIONAL FEES	-6,867.50
02/15/2024	COPPER MOUNTAIN BROADCASTING	MARKETING/PROMOTIONS	-460.00
02/15/2024	CUMMINS CAL PACIFIC	PARTS	-1,955.88
02/15/2024	DELL BUSINESS CREDIT	CAPITAL TO BE REIMBURSED	-1,107.71
02/15/2024	DEPARTMENT OF JUSTICE	EMPLOYEE EXPENSE	-128.00
02/15/2024	FRONTIER COMMUNICATIONS	TELEPHONE	-542.53
02/15/2024	FRONTIER COMMUNICATIONS	TELEPHONE	-287.23
02/15/2024	FRONTIER COMMUNICATIONS	TELEPHONE	-58.65
02/15/2024	FRONTIER COMMUNICATIONS	TELEPHONE	-73.04

**BASIN TRANSIT**  
**WARRANT REGISTER**  
**As of February 29, 2024**

02/15/2024	FRONTIER COMMUNICATIONS	TELEPHONE	-260.37
02/15/2024	GILLIG LLC	PARTS	-440.54
02/15/2024	GOLD MOUNTAIN CALIFORNIA NEW MEDIA INC.	MARKETING/PROMOTIONS	-843.75
02/15/2024	JOSHUA BASIN WATER DISTRICT	UTILITIES	-231.50
02/15/2024	JOSHUA TREE LANDSCAPE & GROUNDS MAINT	OUTSIDE SERVICES	-833.75
02/15/2024	KCDZ	MARKETING/PROMOTIONS	-460.00
02/15/2024	KULIK GOTTESMAN SIEGEL & WARE LLP	PROFESSIONAL FEES	-346.70
02/15/2024	LEFEVRE'S TOWING INC.	OUTSIDE SERVICES	-440.00
02/15/2024	MODEL 1 COMMERCIAL VEHICLES, INC.	PARTS	-1,018.46
02/15/2024	NAPA	PARTS	-586.64
02/15/2024	PALM SPRINGS MOTORS	PARTS	-380.76
02/15/2024	PARKHOUSE TIRES	TIRES	-2,857.52
02/15/2024	PRUDENTIAL OVERALL SUPPLY	FACILITY SUPPLIES & MAINT DEPT UNIFORMS	-722.66
02/15/2024	QUILL CORPORATION	OFFICE SUPPLIES	-1,082.47
02/15/2024	RUSSELL AIR CONDITIONING INC.	OUTSIDE SERVICES	-575.00
02/15/2024	SAFETY-KLEEN	FLUIDS	-1,189.00
02/15/2024	SOUTHWEST NETWORKS	PROFESSIONAL FEES	-312.50
02/15/2024	SPECTRUM	TELEPHONE	-132.98
02/15/2024	THE GAS COMPANY	FUEL	-18,425.65
02/15/2024	VERIZON	TELEPHONE	-200.05
02/15/2024	YUCCA VALLEY CHAMBER OF COMMERCE	OUTSIDE SERVICES	-115.00
02/15/2024	ZONAR	OUTSIDE SERVICES	-1,007.62
02/15/2024	LYDIA KNUDSON	EMPLOYEE EXPENSE	-10.00
02/15/2024	CALPERS HEALTH/RETIREMENT	CERBT	-14,165.00
02/15/2024	CALPERS HEALTH/RETIREMENT	CEPPT	-10,034.00
02/15/2024	VISION SERVICE PLAN	VISION INSURANCE	-486.28
02/20/2024	ARCO	FUEL	57.42
02/23/2024	JOE MEER	MILEAGE	-158.51
02/23/2024	CALIFORNIA ASSOC FOR COORD TRANSPORTATION	TRAINING/MEETINGS	-675.00
02/23/2024	ACE ALTERNATORS	OUTSIDE SERVICES	-206.57
02/23/2024	AIS	PRINTING & REPRODUCTION	-182.56
02/23/2024	BENEFIT COORDINATORS CORP	DENTAL INSURANCE	-3,411.70
02/23/2024	CAL CHAMBER	VOIDED CHECK	0.00
02/23/2024	CLEAN ENERGY	CNG MAINTENANCE	-6,795.92
02/23/2024	DESERT ARC	OUTSIDE SERVICES	-270.00
02/23/2024	FORENSIC DRUG TESTING	EMPLOYEE EXPENSE	-3,560.00
02/23/2024	FRONTIER COMMUNICATIONS	TELEPHONE	-97.98
02/23/2024	FRONTIER COMMUNICATIONS	TELEPHONE	-260.37
02/23/2024	FRONTIER COMMUNICATIONS	TELEPHONE	-2,250.00
02/23/2024	IMAGE SOURCE	CREDIT APPLIED	0.00
02/23/2024	NAPA	PARTS	-395.39
02/23/2024	O'REILLY AUTO PARTS	PARTS	-58.19
02/23/2024	PARKHOUSE TIRES	TIRES	-440.82
02/23/2024	PRUDENTIAL OVERALL SUPPLY	FACILITY SUPPLIES & MAINT DEPT UNIFORMS	-184.50
02/23/2024	THE GAS COMPANY	UTILITIES	-35.33
02/23/2024	ADP	WAGES	-81,995.24
02/23/2024	ADP	WAGES	-15,176.45
02/23/2024	CALPERS HEALTH/RETIREMENT	RETIREMENT	-10,461.24

**BASIN TRANSIT**  
**WARRANT REGISTER**  
As of February 29, 2024

02/23/2024	CALPERS HEALTH/RETIREMENT	RETIREMENT	-5,412.68
02/23/2024	CALPERS 457 PROGRAM	SUPPL RETIREMENT	-4,675.95
02/23/2024	ADP	OUTSIDE SERVICES	-403.10
02/23/2024	ADP	WAGES	-100.96
02/24/2024	TREP	MILEAGE REIMBURSEMENTS	-3,374.56
02/26/2024	[EMPLOYEE]	WAGES	-412.48
02/26/2024	[EMPLOYEE]	WAGES	-2,026.07
02/27/2024	ARCO	FUEL	-105.39
02/27/2024	PACIFIC WESTERN BANK	DEPOSIT CORRECTION	0.49
02/28/2024	PACIFIC WESTERN BANK	DEPOSIT CORRECTION	0.10
02/29/2024	[EMPLOYEE]	HRA REIMBURSEMENTS	-3,231.00
02/29/2024	[EMPLOYEE]	HRA REIMBURSEMENTS	-292.92
02/29/2024	[EMPLOYEE]	HRA REIMBURSEMENTS	-749.00
02/29/2024	[EMPLOYEE]	HRA REIMBURSEMENTS	-670.00
02/29/2024	[EMPLOYEE]	HRA REIMBURSEMENTS	-522.27
02/29/2024	[EMPLOYEE]	HRA REIMBURSEMENTS	-700.10
02/29/2024	[EMPLOYEE]	HRA REIMBURSEMENTS	-1,285.07
02/29/2024	[EMPLOYEE]	HRA REIMBURSEMENTS	-541.93
02/29/2024	[EMPLOYEE]	HRA REIMBURSEMENTS	-922.39
02/29/2024	[EMPLOYEE]	HRA REIMBURSEMENTS	-350.80
02/29/2024	[EMPLOYEE]	HRA REIMBURSEMENTS	-3,148.30
			-1,653,895.66
			<b>-1,653,895.66</b>



**BASIN TRANSIT**  
**WARRANT REGISTER**  
As of March 31, 2024

Date	Name	Memo	Paid Amount
03/01/2024	BROADLUX INC.	CNG MAINTENANCE	-662.00
03/01/2024	VIKAS SHARMA	UNIFORM REIMBURSEMENT	-215.46
03/01/2024	JAMES WATSON	UNIFORM REIMBURSEMENT	-67.86
03/01/2024	DOUG HUNTER	EMPLOYEE EXPENSE	-58.00
03/01/2024	[EMPLOYEE]	WAGES	-295.25
03/01/2024	CLEAN ENERGY	CNG MAINTENANCE	-3,486.66
03/01/2024	JOSHUA TREE LANDSCAPE & GROUNDS MAINT	OUTSIDE SERVICES	-283.00
03/01/2024	PRUDENTIAL OVERALL SUPPLY	FACILITY SUPPLIES & MAINT DEPT UNIFORMS	-95.73
03/01/2024	SPECTRUM	TELEPHONE	-544.88
03/01/2024	SUNNY AND SONS	OUTSIDE SERVICES	-99.00
03/01/2024	THE GAS COMPANY	UTILITIES	-45.35
03/01/2024	ACE ALTERNATORS	OUTSIDE SERVICES	-342.51
03/01/2024	AIRWAVE COMMUNICATIONS	RADIO EXPENSE	-3,662.62
03/01/2024	FORENSIC DRUG TESTING	EMPLOYEE EXPENSE	-527.75
03/01/2024	LANDIRENZO	PARTS	-1,257.24
03/01/2024	LEFEVRE'S TOWING INC.	OUTSIDE SERVICES	-1,090.00
03/01/2024	NAPA	PARTS	-1,549.08
03/01/2024	PALM SPRINGS MOTORS	PARTS	-370.01
03/01/2024	PARKHOUSE TIRES	TIRES	-1,735.03
03/01/2024	PRUDENTIAL OVERALL SUPPLY	FACILITY SUPPLIES & MAINT DEPT UNIFORMS	-302.08
03/01/2024	SPECTRUM	TELEPHONE	-148.94
03/01/2024	NOEMI ADDERLEY	MILEAGE REIMBURSEMENT	-83.22
03/01/2024	HI DESERT WATER DISTRICT	UTILITIES	-129.21
03/01/2024	TWENTYNINE PALMS WATER DISTRICT	UTILITIES	-2.09
03/01/2024	PACIFIC WESTERN BANK	OUTSIDE SERVICES	-675.00
03/01/2024	ADP	OUTSIDE SERVICES	-215.00
03/03/2024	SENTINEL BENEFITS	OUTSIDE SERVICES	-25.00
03/04/2024	ADP	OUTSIDE SERVICES	276.27
03/04/2024	SPECTRUM	TELEPHONE	-132.98
03/04/2024	SPECTRUM	TELEPHONE	-411.90
03/04/2024	JOSHUA TREE LANDSCAPE & GROUNDS MAINT	OUTSIDE SERVICES	-1,116.75
03/05/2024	[EMPLOYEE]	WAGES	-1,452.81
03/05/2024	CALPERS HEALTH/RETIREMENT	HEALTH INSURANCE	-29,846.26
03/05/2024	ARCO	FUEL	-96.92
03/05/2024	ADP	OUTSIDE SERVICES	-506.38
03/05/2024	VERIZON	TELEPHONE	-200.05
03/08/2024	ADP	WAGES	-74,943.51
03/08/2024	ADP	WAGES	-13,909.87
03/08/2024	CALPERS 457 PROGRAM	SUPPL RETIREMENT	-4,395.31
03/08/2024	CALPERS HEALTH/RETIREMENT	RETIREMENT	-9,631.36
03/08/2024	CALPERS HEALTH/RETIREMENT	RETIREMENT	-4,866.47
03/08/2024	ADP	OUTSIDE SERVICES	-207.50

**BASIN TRANSIT**  
**WARRANT REGISTER**  
**As of March 31, 2024**

03/08/2024	ADP	WAGES	-100.96
03/09/2024	DONALD MANSON	UNIFORM REIMBURSEMENT	-26.39
03/09/2024	[EMPLOYEE]	HRA REIMBURSEMENTS	-3,564.96
03/09/2024	DAWN BOSTROM	UNIFORM REIMBURSEMENT	-38.75
03/09/2024	ACE ALTERNATORS	OUTSIDE SERVICES	-206.57
03/09/2024	BURRTEC	UTILITIES	-832.49
03/09/2024	CARQUEST - YUCCA VALLEY	PARTS	-677.09
03/09/2024	FORENSIC DRUG TESTING	EMPLOYEE EXPENSE	-336.95
03/09/2024	FRONTIER COMMUNICATIONS	TELEPHONE	-556.70
03/09/2024	FRONTIER COMMUNICATIONS	TELEPHONE	-80.09
03/09/2024	GOLD MOUNTAIN CALIFORNIA NEW MEDIA INC.	MARKETING/PROMOTIONS	-1,203.75
03/09/2024	HI DESERT WATER DISTRICT	UTILITIES	-122.72
03/09/2024	JOSHUA BASIN WATER DISTRICT	UTILITIES	-79.93
03/09/2024	KCDZ	MARKETING/PROMOTIONS	-460.00
03/09/2024	SOUTHWEST NETWORKS	PROFESSIONAL FEES	-1,225.00
03/09/2024	SPECTRUM	TELEPHONE	-139.99
03/09/2024	SUNNY AND SONS	OUTSIDE SERVICES	-99.00
03/09/2024	ZONAR	OUTSIDE SERVICES	-362.19
03/09/2024	JOSHUA BASIN WATER DISTRICT	UTILITIES	-242.90
03/10/2024	SOUTHERN CALIFORNIA EDISON	UTILITIES	-8,057.49
03/10/2024	BURRTEC	UTILITIES	-239.31
03/10/2024	NEC CLOUD COMMUNICATIONS AMERICA, INC.	TELEPHONE	-556.13
03/12/2024	ARCO	FUEL	-106.64
03/12/2024	BURRTEC	UTILITIES	-82.67
03/12/2024	BURRTEC	UTILITIES	-213.92
03/13/2024	CITY OF TWENTYNINE PALMS	PROFESSIONAL FEES	-50.00
03/15/2024	CALPERS HEALTH/RETIREMENT	CERBT	-14,165.00
03/15/2024	CALPERS HEALTH/RETIREMENT	CEPPT	-10,034.00
03/15/2024	VISION SERVICE PLAN	VISION INSURANCE	-589.92
03/18/2024	AVALON URGENT CARE	EMPLOYEE EXPENSE	-300.00
03/18/2024	C&S ELECTRICAL	OUTSIDE SERVICES	-970.00
03/18/2024	CHARLES ABBOTT & ASSOCIATES INC.	PROFESSIONAL FEES	-867.50
03/18/2024	CLEAN ENERGY	CNG MAINTENANCE	-3,000.00
03/18/2024	COPPER MOUNTAIN BROADCASTING	MARKETING/PROMOTIONS	-420.00
03/18/2024	DESERT ARC	OUTSIDE SERVICES	-270.00
03/18/2024	DIAMOND ENVIRONMENTAL SERVICES	UTILITIES	-122.87
03/18/2024	FRONTIER COMMUNICATIONS	VOIDED CHECK	0.00
03/18/2024	FRONTIER COMMUNICATIONS	TELEPHONE	-58.65
03/18/2024	GILLIG LLC	PARTS	-78.29
03/18/2024	IMAGE SOURCE	CREDIT APPLIED	0.00
03/18/2024	NAPA	PARTS	-637.71
03/18/2024	PALM SPRINGS MOTORS	PARTS	-87.04
03/18/2024	PRUDENTIAL OVERALL SUPPLY	FACILITY SUPPLIES & MAINT DEPT UNIFORMS	-249.24

**BASIN TRANSIT**  
**WARRANT REGISTER**  
**As of March 31, 2024**

03/18/2024	QUILL CORPORATION	OFFICE SUPPLIES	-780.27
03/18/2024	SCHROEDER PLUMBING	OUTSIDE SERVICES	-225.00
03/18/2024	SOUTHWEST NETWORKS	PROFESSIONAL FEES	-116.43
03/18/2024	THE GAS COMPANY	FUEL	-17,192.69
03/18/2024	TWENTYNINE PALMS WATER DISTRICT	UTILITIES	-18.22
03/18/2024	PAULA BALDWIN	EMPLOYEE EXPENSE	-92.16
03/18/2024	FRONTIER COMMUNICATIONS	TELEPHONE	-287.23
03/18/2024	US BANK	CREDIT CARD PAYMENT	-4,780.21
03/18/2024	PACIFIC WESTERN BANK	DEPOSIT CORRECTION	-1.25
03/19/2024	ARCO	FUEL	-169.54
03/20/2024	AREG ABARYANTS	TREP MILEAGE REIMBURSEMENT	-120.00
03/22/2024	ADP	WAGES	-77,192.21
03/22/2024	ADP	WAGES	-14,269.83
03/22/2024	CALPERS 457 PROGRAM	SUPPL RETIREMENT	-4,467.02
03/22/2024	CALPERS HEALTH/RETIREMENT	RETIREMENT	-9,895.01
03/22/2024	CALPERS HEALTH/RETIREMENT	RETIREMENT	-5,052.96
03/22/2024	ADP	WAGES	-100.96
03/22/2024	ADP	OUTSIDE SERVICES	-197.50
03/24/2024	TREP	TREP MILEAGE REIMBURSEMENT	-3,450.16
03/25/2024	JOSHUA TREE LANDSCAPE & GROUNDS MAINT	OUTSIDE SERVICES	-1,930.75
03/26/2024	ANITA PETKE	MILEAGE REIMBURSEMENT	-47.84
03/26/2024	KIMBERLY BERNARD	EMPLOYEE EXPENSE	-70.00
03/26/2024	BATTERY SYSTEMS	PARTS	-432.83
03/26/2024	FRONTIER COMMUNICATIONS	TELEPHONE	-73.04
03/26/2024	FRONTIER COMMUNICATIONS	TELEPHONE	-97.98
03/26/2024	IMAGE SOURCE	CREDIT APPLIED	0.00
03/26/2024	NAPA	PARTS	-360.62
03/26/2024	O'REILLY AUTO PARTS	PARTS	-4.71
03/26/2024	PALM SPRINGS MOTORS	PARTS	-1,182.96
03/26/2024	PARKHOUSE TIRES	TIRES	-839.60
03/26/2024	PRO SECURITY SYSTEMS	OUTSIDE SERVICES	-156.00
03/26/2024	PRUDENTIAL OVERALL SUPPLY	FACILITY SUPPLIES & MAINT DEPT UNIFORMS	-308.18
03/26/2024	QUILL CORPORATION	OFFICE SUPPLIES	-1,513.55
03/26/2024	RUTAN & TUCKER, LLP	PROFESSIONAL FEES	-1,497.00
03/26/2024	SAFETY-KLEEN	FLUIDS	-1,421.98
03/26/2024	SOUTHWEST NETWORKS	PROFESSIONAL FEES	-3,171.00
03/26/2024	SPECTRUM	TELEPHONE	-139.99
03/26/2024	SUNNY AND SONS	OUTSIDE SERVICES	-99.00
03/26/2024	THE GAS COMPANY	UTILITIES	-34.33
03/26/2024	VERIZON	TELEPHONE	-200.05
03/26/2024	FRONTIER COMMUNICATIONS	TELEPHONE	-622.50
03/26/2024	NAPA	PARTS	-171.69
03/26/2024	ARCO	FUEL	-203.92

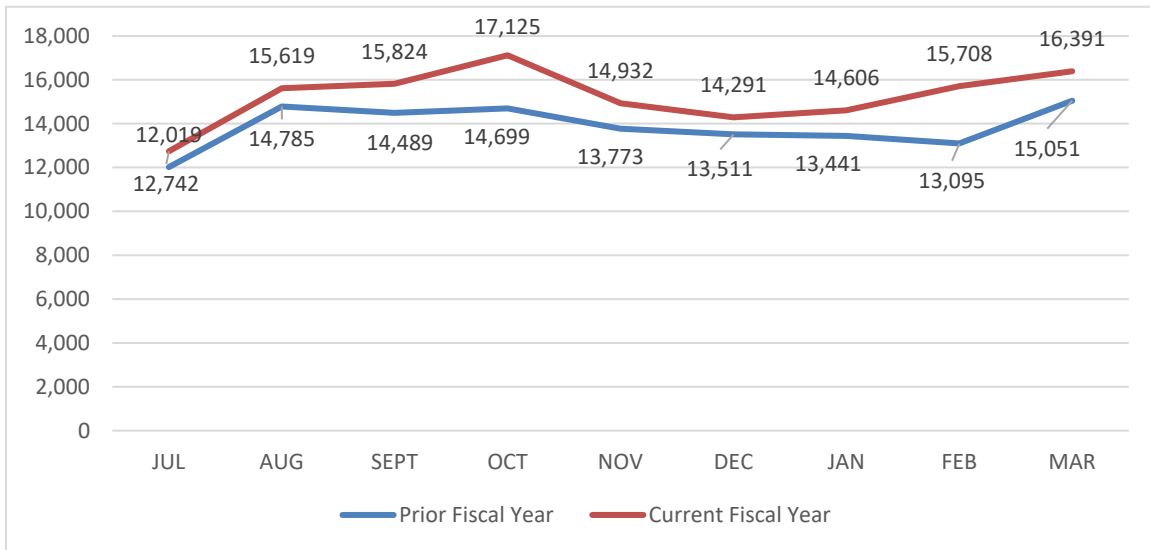
BASIN TRANSIT  
WARRANT REGISTER  
As of March 31, 2024

03/26/2024	PACIFIC WESTERN BANK	DEPOSIT CORRECTION	0.20
03/29/2024	[EMPLOYEE]	HRA REIMBURSEMENTS	-480.00
03/29/2024	[EMPLOYEE]	HRA REIMBURSEMENTS	-172.27
03/29/2024	[EMPLOYEE]	HRA REIMBURSEMENTS	-22.94
03/29/2024	[EMPLOYEE]	HRA REIMBURSEMENTS	-3,542.70
03/29/2024	[EMPLOYEE]	HRA REIMBURSEMENTS	-327.79
03/29/2024	[EMPLOYEE]	HRA REIMBURSEMENTS	-1,637.00
03/29/2024	[EMPLOYEE]	HRA REIMBURSEMENTS	-589.60
03/29/2024	BLAS CRUZ	UNIFORM REIMBURSEMENT	-70.02
03/29/2024	CARQUEST - YUCCA VALLEY	PARTS	-106.16
03/29/2024	PALM SPRINGS MOTORS	PARTS	-193.81
03/29/2024	PARKHOUSE TIRES	TIRES	-2,025.46
03/29/2024	SAN BERNARDINO COUNTY FIRE PROTECTION	OUTSIDE SERVICES	-10.00
03/29/2024	TWENTYNINE PALMS WATER DISTRICT	UTILITIES	0.00
03/29/2024	BEN SASNETT	BOARD MEMBER STIPEND	-100.00
			-373,188.30
			-373,188.30

## BASIN TRANSIT

TO: Board of Directors  
FROM: Cheri Holsclaw, General Manager  
DATE: May 23, 2024  
  
RE: Ridership Reports

Basin Transit continues to see a rise in ridership from the previous year with 12,375 (9%) more passengers. At 137,238 passengers through March, staff anticipates exceeding the target of 140,000 passengers before the end of the fiscal year.



**STAFF RECOMMENDATION: RECEIVE AND FILE**

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%	8.39%	8.58%	8.05%	8.53%		Fails to Meet Target
Operating Costs Per Revenue Hour	\$139.68	<= \$149.42	\$137.79	\$138.49	\$136.98	\$137.93		Exceeds Target
Passenger Revenue Per Revenue Hour (a)	\$9.49		\$11.56	\$11.89	\$11.03	\$11.77		Fails to Meet Target
Subsidy Per Revenue Hour	\$130.19		\$126.23	\$126.60	\$125.95	\$126.17		
Operating Cost Per Revenue Mile	\$7.11	<= \$7.59	\$7.02	\$7.02	\$7.12	\$6.94		Exceeds Target
Passenger Revenue Per Revenue Mile	\$0.48		\$0.59	\$0.60	\$0.57	\$0.59		
Subsidy Per Revenue Mile	\$6.63		\$6.43	\$6.41	\$6.55	\$6.35		
Operating Costs Per Passenger	\$26.50	<= \$33.73	\$23.81	\$23.87	\$23.62	\$23.94		Exceeds Target
Passenger Revenue Per Passenger (Avg Fare) (a)	\$1.80		\$2.00	\$2.05	\$1.90	\$2.04		
Subsidy Per Passenger	\$24.70		\$21.81	\$21.82	\$21.72	\$21.90		
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	5.8		
Passengers Per Revenue Mile	0.27		0.29	0.29	0.30	0.29		
Revenue Miles Between NTD Reportable Accidents (b)								
Percentage of Trips On Time	98.1%		98.3%	98.2%	98.3%	98.3%		
Passengers Served Between Complaints	10,607		5,278	3,682	5,794	7,784		
Complaints Per 100,000 Passengers	9.43		18.95	27.16	17.26	12.85		
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	137,238	44,185	46,348	46,705		Fails to Meet Target
Passenger Miles								
Revenue Hours	32,204		23,715	7,615	7,993	8,107		
Total Hours	35,257		25,961	8,332	8,760	8,869		
Revenue Miles	632,789		465,296	150,291	153,796	161,209		
Total Miles	693,360		508,029	163,707	168,108	176,214		
Operating Costs	\$4,498,220		\$3,267,742	\$1,054,626	\$1,094,842	\$1,118,274		
Passenger Revenue (a)	\$305,646		\$274,069	\$90,522	\$88,139	\$95,409		
Operating Subsidy	\$4,192,574		\$2,993,673	\$964,104	\$1,006,703	\$1,022,866		
NTD Reportable Accidents (b)	0		0	0	0	0		
Total Roadcalls (NTD System Failures) (c)	0		0	0	0	0		
Major Mechanical Failures (Roadcalls) (d)	0		0	0	0	0		
Complaints	16		26	12	8	6		
Trips On Time	13,690		11,237	3,549	3,799	3,889		
On-Time Performance Trips Sampled	13,955		11,436	3,615	3,866	3,955		

(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

February, 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
<b>Route Subtotals</b>						
1	6,127	7,160	8.3	9.2	11.59%	17.39%
12	464	304	3.2	2.0	16.85%	19.81%
15	288	473	6.1	8.4	10.82%	23.29%
1X	114	162	5.3	6.0	3.04%	3.12%
21	592	754	3.0	3.7	4.42%	4.93%
3A	1,068	1,458	5.0	6.8	4.73%	3.54%
3B	1,102	1,432	5.2	6.3	3.44%	5.73%
7A	1,133	1,410	5.1	6.1	5.33%	9.44%
7B	1,159	1,295	5.6	5.9	3.83%	6.29%
RR30	337	432	2.3	2.9	1.26%	1.89%
RR31	188	216	2.2	3.3	1.19%	2.10%
RR31/36		71		2.5		1.43%
RR34	216	216	2.1	2.1	0.99%	1.21%
RR36	41	20	0.9	1.3	0.60%	0.93%
RR50	266	305	1.8	1.9	0.95%	1.25%
<b>Program Subtotals</b>						
Commuter Service	752	777	3.9	3.7	15.08%	20.77%
Demand Response	1,048	1,260	2.0	2.4	1.06%	1.53%
Neighborhood Shuttles	11,295	13,671	6.2	7.2	7.38%	10.67%
<b>System Total</b>	<b>13,095</b>	<b>15,708</b>	<b>5.2</b>	<b>5.9</b>	<b>6.99%</b>	<b>9.93%</b>



**FY 2024 -- Monthly Performance Statistics**  
**Systemwide Summary**  
**All Routes**

**Performance Statistics for February**

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
<b>Reporting Route #:</b>										
1	7,160	780.0	\$112,708	\$19,597	9.2	\$15.74	\$144.50	\$2.74	\$25.13	17.39%
1X	162	27.2	\$4,080	\$127	6.0	\$25.19	\$150.09	\$0.79	\$4.69	3.12%
3A	1,458	214.5	\$29,850	\$1,055	6.8	\$20.47	\$139.19	\$0.72	\$4.92	3.54%
3B	1,432	229.0	\$31,560	\$1,807	6.3	\$22.04	\$137.84	\$1.26	\$7.89	5.73%
7A	1,410	231.7	\$32,366	\$3,056	6.1	\$22.95	\$139.70	\$2.17	\$13.19	9.44%
7B	1,295	220.8	\$31,513	\$1,981	5.9	\$24.33	\$142.71	\$1.53	\$8.97	6.29%
12	304	155.6	\$26,541	\$5,259	2.0	\$87.31	\$170.59	\$17.30	\$33.80	19.81%
15	473	56.2	\$10,038	\$2,337	8.4	\$21.22	\$178.56	\$4.94	\$41.58	23.29%
21	754	201.8	\$31,138	\$1,535	3.7	\$41.30	\$154.27	\$2.04	\$7.60	4.93%
RR30	432	148.4	\$19,692	\$373	2.9	\$45.58	\$132.67	\$0.86	\$2.51	1.89%
RR31	216	65.5	\$8,857	\$186	3.3	\$41.00	\$135.22	\$0.86	\$2.84	2.10%
RR31/36	71	28.7	\$4,273	\$61	2.5	\$60.18	\$149.04	\$0.86	\$2.14	1.43%
RR34	216	104.1	\$15,395	\$186	2.1	\$71.27	\$147.96	\$0.86	\$1.79	1.21%
RR36	20	15.9	\$1,849	\$17	1.3	\$92.45	\$116.16	\$0.86	\$1.08	0.93%
RR50	305	163.3	\$21,075	\$263	1.9	\$69.10	\$129.10	\$0.86	\$1.61	1.25%
<b>Program:</b>										
Commuter Service	777	211.8	\$36,579	\$7,596	3.7	\$47.08	\$172.71	\$9.78	\$35.87	20.77%
Demand Response	1,260	525.8	\$71,141	\$1,087	2.4	\$56.46	\$135.30	\$0.86	\$2.07	1.53%
Neighborhood Shuttles	13,671	1,904.9	\$273,215	\$29,159	7.2	\$19.99	\$143.43	\$2.13	\$15.31	10.67%
<b>Mode:</b>										
Bus (Motorbus)	13,671	1,904.9	\$273,215	\$29,159	7.2	\$19.99	\$143.43	\$2.13	\$15.31	10.67%
Commuter Bus	777	211.8	\$36,579	\$7,596	3.7	\$47.08	\$172.71	\$9.78	\$35.87	20.77%
Demand Response	1,260	525.8	\$71,141	\$1,087	2.4	\$56.46	\$135.30	\$0.86	\$2.07	1.53%
<b>System Total:</b>	15,708	2,642.5	\$380,935	\$37,841	5.9	\$24.25	\$144.16	\$2.41	\$14.32	9.93%





## Monthly Ridership Report

March, 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
<b>Route Subtotals</b>						
1	6,868	7,256	8.5	9.1	17.45%	12.09%
12	512	339	3.1	2.1	23.59%	32.35%
15	355	616	7.9	6.1	15.18%	9.90%
1X	119	262	4.4	7.7	7.30%	2.72%
21	591	897	2.7	4.5	4.70%	4.44%
3A	1,211	1,525	4.9	7.0	8.99%	2.83%
3B	1,325	1,332	5.3	5.9	11.62%	4.49%
7A	1,431	1,324	5.8	6.2	10.70%	7.46%
7B	1,453	1,571	6.2	7.1	8.75%	5.64%
RR30	365	394	2.3	2.5	15.73%	12.57%
RR31	207	168	2.0	2.7	14.18%	12.77%
RR31/36		120		3.8		17.87%
RR34	222	257	2.0	2.4	12.07%	11.04%
RR36	63		1.3		10.93%	
RR50	329	330	1.8	2.0	12.27%	10.27%
<b>Program Subtotals</b>						
Commuter Service	867	955	4.1	3.7	21.42%	23.51%
Demand Response	1,186	1,269	2.0	2.4	13.36%	11.91%
Neighborhood Shuttles	12,998	14,167	6.4	7.4	12.41%	7.93%
<b>System Total</b>	15,051	16,391	5.3	6.1	13.45%	10.40%



**FY 2024 -- Monthly Performance Statistics**  
**Systemwide Summary**  
**All Routes**

**Performance Statistics for March**

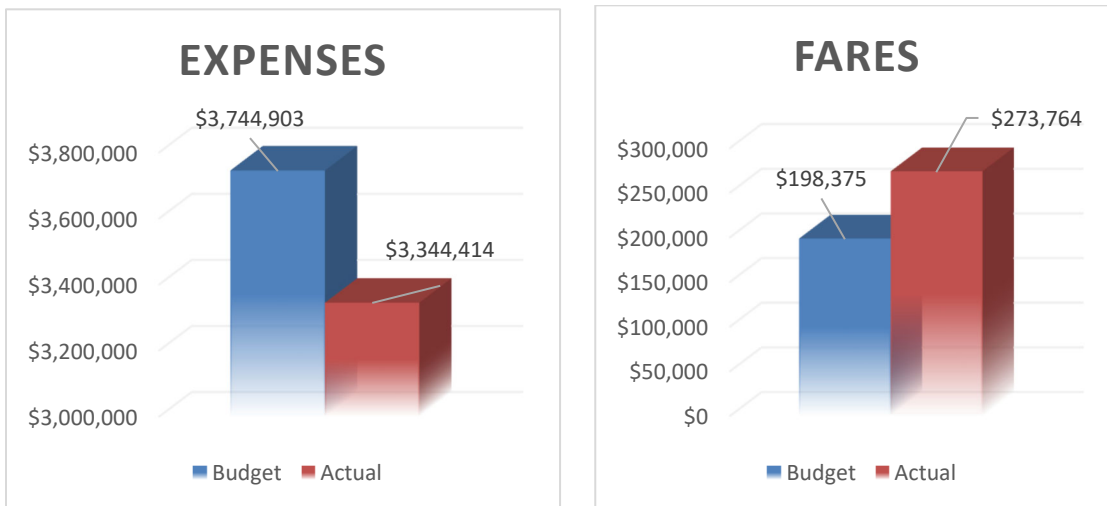
Level Item	Passengers	Revenue Hours	Operating Costs	Passenger Revenue	Passengers Per Rev. Hour	Operating Cost Per Passenger	Operating Cost Per Rev. Hour	Passenger Revenue Per Passenger	Passenger Revenue Per Rev. Hour	Farebox Recovery Ratio
<b>Reporting Route #:</b>										
1	7,256	797.3	\$112,920	\$13,649	9.1	\$15.56	\$141.62	\$1.88	\$17.12	12.09%
1X	262	33.9	\$4,934	\$134	7.7	\$18.83	\$145.70	\$0.51	\$3.96	2.72%
3A	1,525	218.7	\$29,827	\$845	7.0	\$19.56	\$136.38	\$0.55	\$3.87	2.83%
3B	1,332	225.7	\$30,098	\$1,351	5.9	\$22.60	\$133.37	\$1.01	\$5.99	4.49%
7A	1,324	213.8	\$28,773	\$2,147	6.2	\$21.73	\$134.56	\$1.62	\$10.04	7.46%
7B	1,571	222.1	\$30,143	\$1,699	7.1	\$19.19	\$135.70	\$1.08	\$7.65	5.64%
12	339	159.4	\$25,666	\$8,302	2.1	\$75.71	\$161.05	\$24.49	\$52.09	32.35%
15	616	100.7	\$16,659	\$1,649	6.1	\$27.04	\$165.44	\$2.68	\$16.37	9.90%
21	897	198.4	\$30,505	\$1,354	4.5	\$34.01	\$153.76	\$1.51	\$6.83	4.44%
RR30	394	158.9	\$20,459	\$2,572	2.5	\$51.93	\$128.78	\$6.53	\$16.19	12.57%
RR31	168	63.1	\$8,586	\$1,097	2.7	\$51.11	\$136.11	\$6.53	\$17.39	12.77%
RR31/36	120	31.6	\$4,383	\$783	3.8	\$36.52	\$138.55	\$6.53	\$24.77	17.87%
RR34	257	105.6	\$15,192	\$1,678	2.4	\$59.11	\$143.89	\$6.53	\$15.89	11.04%
RR50	330	162.5	\$20,968	\$2,154	2.0	\$63.54	\$129.08	\$6.53	\$13.26	10.27%
<b>Program:</b>										
Commuter Service	955	260.1	\$42,325	\$9,951	3.7	\$44.32	\$162.75	\$10.42	\$38.26	23.51%
Demand Response	1,269	521.6	\$69,588	\$8,285	2.4	\$54.84	\$133.41	\$6.53	\$15.88	11.91%
Neighborhood Shuttles	14,167	1,910.0	\$267,201	\$21,180	7.4	\$18.86	\$139.90	\$1.50	\$11.09	7.93%
<b>Mode:</b>										
Bus (Motorbus)	14,167	1,910.0	\$267,201	\$21,180	7.4	\$18.86	\$139.90	\$1.50	\$11.09	7.93%
Commuter Bus	955	260.1	\$42,325	\$9,951	3.7	\$44.32	\$162.75	\$10.42	\$38.26	23.51%
Demand Response	1,269	521.6	\$69,588	\$8,285	2.4	\$54.84	\$133.41	\$6.53	\$15.88	11.91%
<b>System Total:</b>	16,391	2,691.6	\$379,114	\$39,415	6.1	\$23.13	\$140.85	\$2.40	\$14.64	10.40%

## BASIN TRANSIT

TO: Board of Directors  
FROM: Cheri Holsclaw, General Manager  
DATE: May 23, 2024  
  
RE: Financial Reports

At the conclusion of March, Basin Transit expenses were \$400,488 (11%) below budget.

Basin Transit's operating revenues were \$170,606 (464%) ahead of budget and fares were \$75,389 (38%) 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 2/29/2024**

Line	Administrative Exp.	FY 23/24 Budget	FEBRUARY		Year to Date		Year to Date Variance	%
			Budget	Actual	Budget	Actual		
1	Mgmt. Salaries	\$ 141,980.50	\$ 10,921.58	\$ 10,864.00	\$ 92,833.40	\$ 92,225.20	\$ 608.20	1%
2	Office Salaries	\$ 162,094.00	\$ 12,468.77	\$ 15,627.42	\$ 105,984.54	\$ 92,855.78	\$ 13,128.76	12%
3	Board Members	\$ 4,200.00	\$ -	\$ -	\$ 2,800.00	\$ 2,200.00	\$ 600.00	21%
4	Payroll Taxes	\$ 11,390.00	\$ 876.15	\$ 669.20	\$ 7,447.31	\$ 5,956.10	\$ 1,491.21	20%
5	Health & Welfare	\$ 72,868.00	\$ 6,072.33	\$ 9,934.42	\$ 48,578.67	\$ 44,759.22	\$ 3,819.45	8%
6	Retirement:PERS	\$ 56,042.00	\$ 4,310.92	\$ 4,125.67	\$ 36,642.85	\$ 32,872.18	\$ 3,770.67	10%
7	Mileage	\$ 5,000.00	\$ 416.67	\$ 539.96	\$ 3,333.33	\$ 1,912.86	\$ 1,420.47	43%
8	Outside Services	\$ 29,940.00	\$ 2,495.00	\$ 3,813.51	\$ 19,960.00	\$ 17,925.02	\$ 2,034.98	10%
9	Prof. Fees	\$ 52,338.00	\$ 5,194.83	\$ 9,776.70	\$ 34,892.00	\$ 58,345.70	\$ (23,453.70)	-67%
10	Utilities	\$ 178,760.00	\$ 15,868.21	\$ 11,160.95	\$ 119,173.33	\$ 97,011.72	\$ 22,161.61	19%
11	Marketing/Promotions	\$ 40,493.00	\$ 3,374.42	\$ 1,763.75	\$ 26,995.33	\$ 21,881.69	\$ 5,113.64	19%
12	Office Supplies	\$ 16,882.00	\$ 1,406.83	\$ 1,299.34	\$ 11,254.67	\$ 10,220.26	\$ 1,034.41	9%
13	Postage	\$ 2,400.00	\$ 200.00	\$ 169.59	\$ 1,600.00	\$ 1,541.90	\$ 58.10	4%
14	Printing/Reproduction	\$ 14,425.00	\$ 1,202.08	\$ 182.56	\$ 9,616.67	\$ 7,488.63	\$ 2,128.04	22%
15	Training/Meetings	\$ 14,831.00	\$ 1,235.92	\$ 1,005.00	\$ 9,887.33	\$ 9,773.09	\$ 114.24	1%
16	Total Administrative	\$ 803,645.00	\$ 66,043.71	\$ 70,932.07	\$ 530,999.43	\$ 496,969.35	\$ 34,030.08	6%
Maintenance Expense								
17	Mechanic Salaries	\$ 196,193.00	\$ 15,091.77	\$ 14,570.39	\$ 128,280.04	\$ 124,908.52	\$ 3,371.52	3%
18	Utility Workers & Maint Admin Salaries	\$ 124,874.00	\$ 9,605.69	\$ 9,035.83	\$ 81,648.38	\$ 73,256.23	\$ 8,392.15	10%
19	Payroll Taxes	\$ 7,706.00	\$ 592.77	\$ 464.35	\$ 5,038.54	\$ 3,320.40	\$ 1,718.14	34%
20	Health & Welfare	\$ 29,036.00	\$ 2,419.67	\$ 1,895.98	\$ 19,357.33	\$ 18,087.25	\$ 1,270.08	7%
21	Retirement:PERS	\$ 24,883.00	\$ 1,914.08	\$ 977.16	\$ 16,269.65	\$ 8,713.41	\$ 7,556.24	46%
22	Uniforms	\$ 4,000.00	\$ 333.33	\$ 298.29	\$ 2,666.67	\$ 2,753.06	\$ (86.39)	-3%
23	Outside Services	\$ 34,431.00	\$ 2,869.25	\$ 2,285.59	\$ 22,954.00	\$ 32,366.80	\$ (9,412.80)	-41%
24	Parts	\$ 45,462.00	\$ 3,788.50	\$ 5,085.37	\$ 30,308.00	\$ 44,124.68	\$ (13,816.68)	-46%
25	Fluids	\$ 16,403.00	\$ 1,366.92	\$ 1,189.00	\$ 10,935.33	\$ 12,517.11	\$ (1,581.78)	-14%
26	Tires	\$ 63,251.00	\$ 5,270.92	\$ 3,298.34	\$ 42,167.33	\$ 28,487.69	\$ 13,679.64	32%
27	Accident Repair	\$ 26,369.00	\$ 2,197.42	\$ -	\$ 17,579.33	\$ -	\$ 17,579.33	100%
28	Tools	\$ 750.00	\$ 62.50	\$ -	\$ 500.00	\$ 490.24	\$ 9.76	2%
29	Consulting	\$ 1,000.00	\$ 83.33	\$ 720.00	\$ 666.67	\$ 720.00	\$ (53.33)	-8%
30	Shop Supplies	\$ 1,000.00	\$ 83.33	\$ -	\$ 666.67	\$ 704.20	\$ (37.53)	-6%
31	Facility Supplies	\$ 6,022.00	\$ 501.83	\$ 772.74	\$ 4,014.67	\$ 4,139.11	\$ (124.44)	-3%
32	Training/Meetings	\$ 6,174.00	\$ 514.50	\$ -	\$ 4,116.00	\$ 1,016.73	\$ 3,099.27	75%
33	Shelter Maintenance	\$ 2,784.00	\$ 232.00	\$ -	\$ 1,856.00	\$ -	\$ 1,856.00	100%
34	CNG Stations Maint.	\$ 115,874.00	\$ 9,656.17	\$ 7,457.92	\$ 77,249.33	\$ 51,289.26	\$ 25,960.07	34%
35	Total Maintenance	\$ 706,210.00	\$ 56,583.97	\$ 48,050.96	\$ 466,273.95	\$ 406,894.69	\$ 59,379.26	13%
Operations Expense								
36	Mgmt/Supv Salaries	\$ 184,283.55	\$ 14,175.66	\$ 14,201.91	\$ 120,493.09	\$ 114,009.37	\$ 6,483.72	5%
37	Operator Wages	\$ 1,345,960.00	\$ 103,535.38	\$ 115,288.41	\$ 880,050.77	\$ 816,973.39	\$ 63,077.38	7%
38	Dispatch Wages	\$ 264,015.00	\$ 20,308.85	\$ 18,297.58	\$ 172,625.19	\$ 156,079.09	\$ 16,546.10	10%
39	Payroll Taxes	\$ 43,062.00	\$ 3,312.46	\$ 3,570.04	\$ 28,155.92	\$ 18,454.81	\$ 9,701.11	34%
40	Health & Welfare	\$ 280,831.00	\$ 23,402.58	\$ 24,556.93	\$ 187,220.67	\$ 179,152.37	\$ 8,068.30	4%
41	Retirement:PERS	\$ 275,332.00	\$ 21,179.38	\$ 19,105.20	\$ 180,024.77	\$ 144,432.71	\$ 35,592.06	20%
42	Safety Incentive Program	\$ 12,900.00	\$ 1,075.00	\$ -	\$ 8,600.00	\$ 4,100.00	\$ 4,500.00	52%
43	Workers'Comp	\$ 259,900.00	\$ 21,658.33	\$ 13,615.33	\$ 173,266.67	\$ 108,922.64	\$ 64,344.03	37%
44	Other Employee Exp.	\$ 36,409.00	\$ 3,034.08	\$ 4,654.73	\$ 24,272.67	\$ 22,268.04	\$ 2,004.63	8%
45	Mileage	\$ 1,850.00	\$ 154.17	\$ -	\$ 1,233.33	\$ 920.28	\$ 313.05	25%
46	Uniforms	\$ 8,076.00	\$ 673.00	\$ 326.08	\$ 5,384.00	\$ 991.84	\$ 4,392.16	82%
47	Outside Services	\$ 16,635.00	\$ 1,386.25	\$ 1,007.62	\$ 11,090.00	\$ 11,107.72	\$ (17.72)	0%
48	Tel/Cell/Internet/Fax	\$ 47,638.00	\$ 3,969.83	\$ 3,817.83	\$ 31,758.67	\$ 26,131.36	\$ 5,627.31	18%
49	Radio Expense	\$ 5,935.00	\$ 494.58	\$ -	\$ 3,956.67	\$ 4,615.00	\$ (658.33)	-17%
50	Fuel	\$ 336,885.00	\$ 28,073.75	\$ 18,750.40	\$ 224,590.00	\$ 175,343.90	\$ 49,246.10	22%
51	Trainings/Meetings	\$ 4,400.00	\$ 366.67	\$ -	\$ 2,933.33	\$ 2,281.74	\$ 651.59	22%
52	Insurance	\$ 382,165.00	\$ 31,847.08	\$ 24,898.83	\$ 254,776.67	\$ 242,869.21	\$ 11,907.46	5%
53	Deferred Comp Match	\$ 51,080.00	\$ 3,929.23	\$ 4,049.23	\$ 33,398.46	\$ 32,783.40	\$ 615.06	2%
54	Total Operations	\$ 3,557,356.00	\$ 282,576.30	\$ 266,140.12	\$ 2,343,830.87	\$ 2,061,436.87	\$ 282,394.00	12%
55	Grand Total of Op Exp	\$ 5,067,210.00	\$ 405,203.99	\$ 385,123.15	\$ 3,341,104.25	\$ 2,965,300.91	\$ 375,803.34	11%

**BASIN TRANSIT**  
Statement of Income  
For Period Ending 2/29/2024

Other Revenue		FEBRUARY			YTD Bdgt	YTD Actual		
1	Interest	\$ 11,254.00	\$ 937.83	\$ 48.17	\$ 7,502.67	\$ 65,623.59	\$ 58,120.92	775%
2	Other Revenue	\$ 2,400.00	\$ 200.00	\$ 462.20	\$ 1,600.00	\$ 2,654.88	\$ 1,054.88	66%
3	CNG Fuel	\$ 15,219.00	\$ 1,268.25	\$ 5,707.16	\$ 10,146.00	\$ 80,617.04	\$ 70,471.04	695%
4	Renewable Gas Credits	\$ 20,175.00	\$ 1,681.25	\$ 9,936.34	\$ 13,450.00	\$ 30,419.57	\$ 16,969.57	126%
5	Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
6	Gain on Sale of Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
7	Total Other Revenue	\$ 49,048.00	\$ 4,087.33	\$ 16,153.87	\$ 32,698.67	\$ 179,315.08	\$ 146,616.41	448%

Passenger Fares		FEBRUARY			YTD Bdgt	YTD Actual		
8	Fixed Route	\$ 187,795.00	\$ 15,649.58	\$ 29,158.50	\$ 125,196.67	\$ 173,065.43	\$ 47,868.76	38%
9	Ready Ride	\$ 15,870.00	\$ 1,322.50	\$ 1,086.70	\$ 10,580.00	\$ 19,539.40	\$ 8,959.40	85%
10	Palm Spr./Palm Des.	\$ 60,835.00	\$ 5,069.58	\$ 7,596.29	\$ 40,556.67	\$ 41,744.31	\$ 1,187.64	3%
11	Total Fare Revenue	\$ 264,500.00	\$ 22,041.67	\$ 37,841.49	\$ 176,333.33	\$ 234,349.14	\$ 58,015.81	33%

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			\$ 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	\$ -		\$ 3,279,871.37	\$ 1,878,886.63
18	Total Operating Revenues	\$ 5,067,210.00	\$ 53,995.36		\$ 3,693,535.59	\$ 2,083,518.85

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
21	Total K-12 Free Fares Funding	\$ 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	\$ -	\$ -	\$ -	\$ -

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	\$ 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	\$ -	\$ -	\$ 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

FY 23/24 Procurement Budget		Grant Amt	Sent	Received	Sent	Received	Balance Due
58	Procurement Bid Income	\$ 280,000.00		\$ 43,948.92		\$ 275,597.51	\$ 4,402.49
59	Procurement Bid Expenses	\$ (163,505.00)	\$ 9,565.20		\$ 125,925.03		\$ (37,579.97)
60	TAG Program	\$ (80,000.00)			\$ 80,000.00		\$ -
61	Total Procurement Budget		\$ 9,565.20	\$ 43,948.92	\$ 205,925.03	\$ 275,597.51	\$ 69,672.48

FY 23/24 TREP Budget		Grant Amt	Sent	Received	Sent	Received	Balance Due
62	5310 TREP Revenue	\$ 114,526.00				\$ 17,982.15	\$ 96,543.85
63	Program Administrator	\$ (4,906.00)	\$ 235.66		\$ 1,178.23		\$ (3,727.77)
64	Client Relations Clerk	\$ (34,020.00)	\$ 3,952.82		\$ 30,276.47		\$ (3,743.53)
65	TREP Program Expenses	\$ -	\$ -		\$ 785.00		\$ (785.00)
66	Mileage Reimbursements	\$ (75,600.00)	\$ 3,374.56		\$ 21,119.17		\$ (54,480.83)
67	Total TREP Funding	\$ -	\$ 7,563.04	\$ -	\$ 53,358.87	\$ 17,982.15	\$ 61,952.13

**BASIN TRANSIT**  
**Statement of Expenditures - Cash Basis**  
**During Fiscal Year ending 6/30/2024**  
**For Period Ending 3/31/2024**

Line	Administrative Exp.	FY 23/24 Budget	MARCH		Year to Date		Year to Date Variance	%
			Budget	Actual	Budget	Actual		
1	Mgmt. Salaries	\$ 141,980.50	\$ 10,921.58	\$ 10,864.00	\$ 103,754.98	\$ 103,089.20	\$ 665.78	1%
2	Office Salaries	\$ 162,094.00	\$ 12,468.77	\$ 11,103.74	\$ 118,453.31	\$ 103,959.52	\$ 14,493.79	12%
3	Board Members	\$ 4,200.00	\$ 700.00	\$ 400.00	\$ 3,200.00	\$ 2,600.00	\$ 600.00	19%
4	Payroll Taxes	\$ 11,390.00	\$ 876.15	\$ 533.35	\$ 8,323.46	\$ 6,489.45	\$ 1,834.01	22%
5	Health & Welfare	\$ 72,868.00	\$ 6,072.33	\$ 7,203.89	\$ 54,651.00	\$ 51,963.11	\$ 2,687.89	5%
6	Retirement:PERS	\$ 56,042.00	\$ 4,310.92	\$ 4,139.26	\$ 40,953.77	\$ 37,011.44	\$ 3,942.33	10%
7	Mileage	\$ 5,000.00	\$ 416.67	\$ 131.06	\$ 3,750.00	\$ 2,043.92	\$ 1,706.08	45%
8	Outside Services	\$ 29,940.00	\$ 2,495.00	\$ 2,985.01	\$ 22,455.00	\$ 20,910.03	\$ 1,544.97	7%
9	Prof. Fees	\$ 52,338.00	\$ 5,194.83	\$ 6,926.93	\$ 39,253.50	\$ 65,272.63	\$ (26,019.13)	-66%
10	Utilities	\$ 178,760.00	\$ 15,868.21	\$ 10,189.17	\$ 134,070.00	\$ 107,200.89	\$ 26,869.11	20%
11	Marketing/Promotions	\$ 40,493.00	\$ 3,374.42	\$ 2,037.01	\$ 30,369.75	\$ 24,059.80	\$ 6,309.95	21%
12	Office Supplies	\$ 16,882.00	\$ 1,406.83	\$ 2,769.82	\$ 12,661.50	\$ 12,990.08	\$ (328.58)	-3%
13	Postage	\$ 2,400.00	\$ 200.00	\$ 219.99	\$ 1,800.00	\$ 1,761.89	\$ 38.11	2%
14	Printing/Reproduction	\$ 14,425.00	\$ 1,202.08	\$ 141.10	\$ 10,818.75	\$ 7,488.63	\$ 3,330.12	31%
15	Training/Meetings	\$ 14,831.00	\$ 1,235.92	\$ 479.90	\$ 11,123.25	\$ 10,252.99	\$ 870.26	8%
16	Total Administrative	\$ 803,645.00	\$ 66,743.71	\$ 60,124.23	\$ 595,638.27	\$ 557,093.58	\$ 38,544.69	6%
Maintenance Expense								
17	Mechanic Salaries	\$ 196,193.00	\$ 15,091.77	\$ 14,323.49	\$ 143,371.81	\$ 139,232.01	\$ 4,139.80	3%
18	Utility Workers & Maint Admin Salaries	\$ 124,874.00	\$ 9,605.69	\$ 9,129.78	\$ 91,254.08	\$ 82,386.01	\$ 8,868.07	10%
19	Payroll Taxes	\$ 7,706.00	\$ 592.77	\$ 339.87	\$ 5,631.31	\$ 3,660.27	\$ 1,971.04	35%
20	Health & Welfare	\$ 29,036.00	\$ 2,419.67	\$ 1,603.06	\$ 21,777.00	\$ 19,690.31	\$ 2,086.69	10%
21	Retirement:PERS	\$ 24,883.00	\$ 1,914.08	\$ 958.12	\$ 18,183.73	\$ 9,671.53	\$ 8,512.20	47%
22	Uniforms	\$ 4,000.00	\$ 333.33	\$ 512.42	\$ 3,000.00	\$ 3,265.48	\$ (265.48)	-9%
23	Outside Services	\$ 34,431.00	\$ 2,869.25	\$ 6,487.08	\$ 25,823.25	\$ 38,853.88	\$ (13,030.63)	-50%
24	Parts	\$ 45,462.00	\$ 3,788.50	\$ 5,250.19	\$ 34,096.50	\$ 49,374.87	\$ (15,278.37)	-45%
25	Fluids	\$ 16,403.00	\$ 1,366.92	\$ 3,054.24	\$ 12,302.25	\$ 15,571.35	\$ (3,269.10)	-27%
26	Tires	\$ 63,251.00	\$ 5,270.92	\$ 4,600.09	\$ 47,438.25	\$ 33,087.78	\$ 14,350.47	30%
27	Accident Repair	\$ 26,369.00	\$ 2,197.42	\$ -	\$ 19,776.75	\$ -	\$ 19,776.75	100%
28	Tools	\$ 750.00	\$ 62.50	\$ 183.79	\$ 562.50	\$ 674.03	\$ (111.53)	-20%
29	Consulting	\$ 1,000.00	\$ 83.33	\$ -	\$ 750.00	\$ 720.00	\$ 30.00	4%
30	Shop Supplies	\$ 1,000.00	\$ 83.33	\$ 89.47	\$ 750.00	\$ 793.67	\$ (43.67)	-6%
31	Facility Supplies	\$ 6,022.00	\$ 501.83	\$ 679.87	\$ 4,516.50	\$ 4,818.98	\$ (302.48)	-7%
32	Training/Meetings	\$ 6,174.00	\$ 514.50	\$ 145.08	\$ 4,630.50	\$ 1,161.81	\$ 3,468.69	75%
33	Shelter Maintenance	\$ 2,784.00	\$ 232.00	\$ -	\$ 2,088.00	\$ -	\$ 2,088.00	100%
34	CNG Stations Maint.	\$ 115,874.00	\$ 9,656.17	\$ 7,148.66	\$ 86,905.50	\$ 58,437.92	\$ 28,467.58	33%
35	Total Maintenance	\$ 706,210.00	\$ 56,583.97	\$ 54,505.21	\$ 522,857.92	\$ 461,399.90	\$ 61,458.02	12%
Operations Expense								
36	Mgmt/Supv Salaries	\$ 184,283.55	\$ 14,175.66	\$ 14,521.16	\$ 134,668.75	\$ 128,530.53	\$ 6,138.22	5%
37	Operator Wages	\$ 1,345,960.00	\$ 103,535.38	\$ 105,577.21	\$ 983,586.15	\$ 922,550.60	\$ 61,035.55	6%
38	Dispatch Wages	\$ 264,015.00	\$ 20,308.85	\$ 18,979.53	\$ 192,934.04	\$ 175,058.62	\$ 17,875.42	9%
39	Payroll Taxes	\$ 43,062.00	\$ 3,312.46	\$ 2,286.74	\$ 31,468.38	\$ 20,741.55	\$ 10,726.83	34%
40	Health & Welfare	\$ 280,831.00	\$ 23,402.58	\$ 32,004.26	\$ 210,623.25	\$ 211,156.63	\$ (533.38)	0%
41	Retirement:PERS	\$ 275,332.00	\$ 21,179.38	\$ 18,156.40	\$ 201,204.15	\$ 162,589.12	\$ 38,615.03	19%
42	Safety Incentive Program	\$ 12,900.00	\$ 1,075.00	\$ -	\$ 9,675.00	\$ 4,100.00	\$ 5,575.00	58%
43	Workers'Comp	\$ 259,900.00	\$ 21,658.33	\$ 13,615.33	\$ 194,925.00	\$ 122,537.97	\$ 72,387.03	37%
44	Other Employee Exp.	\$ 36,409.00	\$ 3,034.08	\$ 2,862.09	\$ 27,306.75	\$ 25,130.13	\$ 2,176.62	8%
45	Mileage	\$ 1,850.00	\$ 154.17	\$ -	\$ 1,387.50	\$ 920.28	\$ 467.22	34%
46	Uniforms	\$ 8,076.00	\$ 673.00	\$ 418.48	\$ 6,057.00	\$ 1,410.32	\$ 4,646.68	77%
47	Outside Services	\$ 16,635.00	\$ 1,386.25	\$ 707.19	\$ 12,476.25	\$ 11,814.91	\$ 661.34	5%
48	Tel/Cell/Internet/Fax	\$ 47,638.00	\$ 3,969.83	\$ 5,175.58	\$ 35,728.50	\$ 31,306.94	\$ 4,421.56	12%
49	Radio Expense	\$ 5,935.00	\$ 494.58	\$ 3,662.62	\$ 4,451.25	\$ 8,277.62	\$ (3,826.37)	-86%
50	Fuel	\$ 336,885.00	\$ 28,073.75	\$ 17,769.71	\$ 252,663.75	\$ 193,113.61	\$ 59,550.14	24%
51	Trainings/Meetings	\$ 4,400.00	\$ 366.67	\$ -	\$ 3,300.00	\$ 2,281.74	\$ 1,018.26	31%
52	Insurance	\$ 382,165.00	\$ 31,847.08	\$ 24,898.83	\$ 286,623.75	\$ 267,768.04	\$ 18,855.71	7%
53	Deferred Comp Match	\$ 51,080.00	\$ 3,929.23	\$ 3,849.24	\$ 37,327.69	\$ 36,632.64	\$ 695.05	2%
54	Total Operations	\$ 3,557,356.00	\$ 282,576.30	\$ 264,484.37	\$ 2,626,407.17	\$ 2,325,921.25	\$ 300,485.92	11%
55	Grand Total of Op Exp	\$ 5,067,210.00	\$ 405,903.99	\$ 379,113.81	\$ 3,744,903.36	\$ 3,344,414.73	\$ 400,488.63	11%



**BASIN TRANSIT**  
Statement of Income  
For Period Ending 3/31/2024

Other Revenue			MARCH		YTD Bdgt	YTD Actual		
1	Interest	\$ 11,254.00	\$ 937.83	\$ 49.13	\$ 8,440.50	\$ 65,672.72	\$ 57,232.22	678%
2	Other Revenue	\$ 2,400.00	\$ 200.00	\$ 3,178.46	\$ 1,800.00	\$ 5,833.34	\$ 4,033.34	224%
3	CNG Fuel	\$ 15,219.00	\$ 1,268.25	\$ 11,508.43	\$ 11,414.25	\$ 92,125.47	\$ 80,711.22	707%
4	Renewable Gas Credits	\$ 20,175.00	\$ 1,681.25	\$ 13,341.45	\$ 15,131.25	\$ 43,761.02	\$ 28,629.77	189%
5	Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
6	Gain on Sale of Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
7	Total Other Revenue	\$ 49,048.00	\$ 4,087.33	\$ 28,077.47	\$ 36,786.00	\$ 207,392.55	\$ 170,606.55	464%

Passenger Fares			MARCH		YTD Bdgt	YTD Actual		
8	Fixed Route	\$ 187,795.00	\$ 15,649.58	\$ 21,179.70	\$ 140,846.25	\$ 194,245.13	\$ 53,398.88	38%
9	Ready Ride	\$ 15,870.00	\$ 1,322.50	\$ 8,284.60	\$ 11,902.50	\$ 27,824.00	\$ 15,921.50	134%
10	Palm Spr./Palm Des.	\$ 60,835.00	\$ 5,069.58	\$ 9,950.61	\$ 45,626.25	\$ 51,694.92	\$ 6,068.67	13%
11	Total Fare Revenue	\$ 264,500.00	\$ 22,041.67	\$ 39,414.91	\$ 198,375.00	\$ 273,764.05	\$ 75,389.05	38%

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		\$ 16,642.59		\$ 124,615.21	\$ 28,284.79
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		\$ 16,642.59		\$ 3,296,513.96	\$ 1,862,244.04
18	Total Operating Revenues	\$ 5,067,210.00		\$ 84,134.97		\$ 3,777,670.56	\$ 2,108,239.64

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
21	Total K-12 Free Fares Funding		\$ 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		\$ 25,160.69		\$ 25,160.69	\$ 24,839.31
25	CERBT / CEPPT Trust	LTF FY24	\$ 290,388.00		\$ 145,194.00		\$ 145,194.00	
26	Vehicle Replacements	STA/CMAQ FY24	\$ 823,183.00					\$ 823,183.00
27	Intelligent Transit System (ITS)	SGR/LTF FY24	\$ 439,000.00		\$ 20,841.79		\$ 63,572.24	\$ 375,427.76
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		\$ 191,196.48	\$ -	\$ 371,542.93	\$ 2,621,952.07

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	\$ 65,468.86				\$ 21,234.86	\$ 44,234.00
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		\$ 11,171.77		\$ 56,109.80	\$ -
44	Engine Overhauls	STA FY20	\$ 24,212.39		\$ 24,212.39		\$ 24,212.39	\$ -
45	Engine Overhauls	STA/LTF FY23	\$ 75,000.00		\$ 51,470.23		\$ 51,470.23	\$ 23,529.77
46	Facilities	STA/LTF FY23	\$ 72,199.17		\$ 2,315.00		\$ 25,212.96	\$ 46,986.21
47	Fare Media Structure	STA FY21	\$ 50,000.00					\$ 50,000.00
48	MBTA Branding	LTF FY23	\$ 3,306.93				\$ 3,306.93	\$ -
49	Operations Support Equip	STA FY23	\$ 6,257.16		\$ 5,179.88		\$ 6,257.16	\$ -
50	REI Equipment	LTF FY15 Realloc.	\$ 760.00					\$ 760.00
51	Short Range Transit Plan	STA FY19	\$ 19,229.96					\$ 19,229.96
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		\$ 20,000.00	\$ -
57	Video Surveillance	LTF FY23	\$ 201,609.14		\$ 201,609.14		\$ 201,609.14	\$ -
58	Zero Emission Projects	LTF/LCTOP FY23	\$ 345,877.22					\$ 345,877.22
57	Total Prior Capital Funding		\$ 4,603,234.15		\$ 315,958.41	\$ 0.00	\$ 409,413.47	\$ 3,847,943.46



FY 23/24 Procurement Budget		Grant Amt	Sent	Received	Sent	Received	Balance Due
58	Procurement Bid Income	\$ 280,000.00		\$ 17,139.01		\$ 292,736.52	\$ (12,736.52)
59	Procurement Bid Expenses	\$ (163,505.00)	\$ 9,615.20		\$ 135,540.23		\$ (27,964.77)
60	TAG Program	\$ (80,000.00)			\$ 80,000.00		\$ -
61	Total Procurement Budget		\$ 9,615.20	\$ 17,139.01	\$ 215,540.23	\$ 292,736.52	\$ 77,196.29

FY 23/24 TREP Budget		Grant Amt	Sent	Received	Sent	Received	Balance Due
62	5310 TREP Revenue	\$ 114,526.00		\$ 44,027.79		\$ 62,009.94	\$ 52,516.06
63	Program Administrator	\$ (4,906.00)	\$ 382.94		\$ 1,561.17		\$ (3,344.83)
64	Client Relations Clerk	\$ (34,020.00)	\$ 3,636.60		\$ 33,913.07		\$ (106.93)
65	TREP Program Expenses	\$ -	\$ -		\$ 785.00		\$ (785.00)
66	Mileage Reimbursements	\$ (75,600.00)	\$ 3,570.16		\$ 24,689.33		\$ (50,910.67)
67	Total TREP Funding	\$ -	\$ 7,589.70	\$ 44,027.79	\$ 60,948.57	\$ 62,009.94	\$ 54,362.43

## **BASIN TRANSIT**

TO: Board of Directors  
FROM: Michal Brock, Office Manager  
DATE: May 23, 2024

RE: Taxi Report

### **February 2024**

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

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

### **March 2024**

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

New Driver Permits: 0  
Driver Permit Renewals: 4  
Denied Business Applications: 0

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

- As of March 31, 2024, expenditures are \$28.03 or 0.5% under the FYTD budget.
- As of March 31, 2024, revenues are \$90.00 or 3% under the FYTD budget.
- The net FYTD operating gain (loss) after expenses is (\$2,589.47).

**STAFF RECOMMENDATION: RECEIVE AND FILE**

MORONGO BASIN TRANSIT AUTHORITY  
TAXI ADMINISTRATION  
**Statement of Expenditures**  
During Fiscal Year ending 6/30/24  
For Period ending 2/29/2024

Line		FY 23/24	MONTH	FEBRUARY	Year to Date		Year to Date	
		Budget	Budget	Actual	Budget	Actual	Variance	%
	<b>Administrative Exp.</b>							
1	Legal Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
2	Insurance	\$ 1,200.00	\$ 100.00	\$ 100.00	\$ 800.00	\$ 700.00	\$ (100.00)	-13%
3	Taxicab Administrator	\$ 1,500.00	\$ 125.00	\$ 353.46	\$ 1,000.00	\$ 1,413.85	\$ 413.85	41%
4	Office Clerk	\$ 1,500.00	\$ 125.00	\$ -	\$ 1,000.00	\$ -	\$ (1,000.00)	-100%
5	Drug & Alcohol Testing	\$ 420.00	\$ 35.00	\$ -	\$ 280.00	\$ 34.90	\$ (245.10)	-88%
6	Background Checks	\$ 128.00	\$ 10.67	\$ -	\$ 85.33	\$ 102.00	\$ 16.67	20%
7	Printing/Office/Meters	\$ 422.00	\$ 35.17	\$ 61.00	\$ 281.33	\$ 252.00	\$ (29.33)	-10%
8	Rent & Utilities	\$ 2,400.00	\$ 200.00	\$ 200.00	\$ 1,600.00	\$ 1,400.00	\$ (200.00)	-13%
9	<b>Total Administrative Exp.</b>	<b>\$ 7,570.00</b>	<b>\$ 630.83</b>	<b>\$ 714.46</b>	<b>\$ 5,046.67</b>	<b>\$ 3,902.75</b>	<b>\$ (1,143.92)</b>	<b>-23%</b>

MORONGO BASIN TRANSIT AUTHORITY  
TAXI ADMINISTRATION  
**Statement of Income**

Line		FY 23/24	MONTH	FEBRUARY	Year to Date		Variance	%
		Budget	Budget	Actual	Budget	Actual		
	<b>REVENUE</b>							
10	Taxi Business Permit	\$ -	\$ -	\$ -		\$ 20.00	\$ 20.00	100%
11	Driver Permit Fees	\$ 200.00	\$ 16.67	\$ -	\$ 133.33	\$ 100.00	\$ (33.33)	-25%
12	Vehicles Permit Fees	\$ 3,600.00	\$ 300.00	\$ 300.00	\$ 2,400.00	\$ 2,400.00	\$ -	0%
13	Driver Renewal Fees	\$ 300.00	\$ 25.00	\$ -	\$ 200.00	\$ -	\$ (200.00)	-100%
14	Transfer Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
15	Fines	\$ 100.00	\$ 8.33	\$ -	\$ 66.67	\$ -	\$ (66.67)	-100%
16	<b>TOTAL REVENUE</b>	<b>\$ 4,200.00</b>	<b>\$ 350.00</b>	<b>\$ 300.00</b>	<b>\$ 2,800.00</b>	<b>\$ 2,520.00</b>	<b>\$ (280.00)</b>	<b>-10%</b>

\$ (1,382.75)

MORONGO BASIN TRANSIT AUTHORITY  
TAXI ADMINISTRATION  
**Statement of Expenditures**  
During Fiscal Year ending 6/30/24  
For Period ending 3/31/2024

Line		FY 23/24	MONTH	MARCH	Year to Date		Year to Date	
		Budget	Budget	Actual	Budget	Actual	Variance	%
	<b>Administrative Exp.</b>							
1	Legal Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
2	Insurance	\$ 1,200.00	\$ 100.00	\$ 100.00	\$ 900.00	\$ 900.00	\$ -	0%
3	Taxicab Administrator	\$ 1,500.00	\$ 125.00	\$ 618.56	\$ 1,125.00	\$ 2,385.87	\$ 1,260.87	112%
4	Office Clerk	\$ 1,500.00	\$ 125.00	\$ -	\$ 1,125.00	\$ -	\$ (1,125.00)	-100%
5	Drug & Alcohol Testing	\$ 420.00	\$ 35.00	\$ 104.70	\$ 315.00	\$ 139.60	\$ (175.40)	-56%
6	Background Checks	\$ 128.00	\$ 10.67	\$ -	\$ 96.00	\$ 102.00	\$ 6.00	6%
7	Printing/Office/Meters	\$ 422.00	\$ 35.17	\$ 9.00	\$ 316.50	\$ 322.00	\$ 5.50	2%
8	Rent & Utilities	\$ 2,400.00	\$ 200.00	\$ 200.00	\$ 1,800.00	\$ 1,800.00	\$ -	0%
9	<b>Total Administrative Exp.</b>	<b>\$ 7,570.00</b>	<b>\$ 630.83</b>	<b>\$ 1,032.26</b>	<b>\$ 5,677.50</b>	<b>\$ 5,649.47</b>	<b>\$ (28.03)</b>	<b>0%</b>

MORONGO BASIN TRANSIT AUTHORITY  
TAXI ADMINISTRATION  
**Statement of Income**

Line		FY 23/24	MONTH	MARCH	Year to Date		Variance	%
		Budget	Budget	Actual	Budget	Actual		
	<b>REVENUE</b>							
10	Taxi Business Permit	\$ -	\$ -	\$ -		\$ 20.00	\$ 20.00	100%
11	Driver Permit Fees	\$ 200.00	\$ 16.67	\$ -	\$ 150.00	\$ 100.00	\$ (50.00)	-33%
12	Vehicles Permit Fees	\$ 3,600.00	\$ 300.00	\$ 300.00	\$ 2,700.00	\$ 2,700.00	\$ -	0%
13	Driver Renewal Fees	\$ 300.00	\$ 25.00	\$ 240.00	\$ 225.00	\$ 240.00	\$ 15.00	7%
14	Transfer Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
15	Fines	\$ 100.00	\$ 8.33	\$ -	\$ 75.00	\$ -	\$ (75.00)	-100%
16	<b>TOTAL REVENUE</b>	<b>\$ 4,200.00</b>	<b>\$ 350.00</b>	<b>\$ 540.00</b>	<b>\$ 3,150.00</b>	<b>\$ 3,060.00</b>	<b>\$ (90.00)</b>	<b>-3%</b>

\$ (2,589.47)



## **General Manager's Report**

**May 2024**

### **CAPITAL PROJECTS**

- TSR Construction was awarded IFB 23-01. Construction of the bus turnout and shelter on Highway 62 at Pizza Hut/Motel 6 will begin Monday, May 20, 2024. This project is funded by State of Good Repairs (SGR) and Local Transportation Funds (LTF).
- Two (2) proposals were received in response to RFP 24-01 for the Onboard Passenger Information System. Staff anticipates bringing a recommendation to the Board at the July board meeting.

### **ACTIVITIES**

- Basin Transit participated in a county-wide unmet needs hearing held on May 14<sup>th</sup>. There were no transit needs requested within the Morongo Basin.
- On April 27<sup>th</sup>, staff represented Basin Transit at the Health & Community Resource Fair.
- A workplace violence survey was distributed to all Basin Transit employees to encourage their participation.

### **PROCUREMENT**

Assignment activity on our contract continues to be brisk. Orders have been placed by Lassen County, Victor Valley Transit, Kern County (2), City of Wasco, Napa Valley, LA Home for the Aging, Access Services, Calaveras County (2), Ventura County, South Pasadena (2), Solano County, San Diego Associated Governments, Siskiyou County, Santa Barbara MTD, Pomona Valley, Mountain Transit and City of Maderas. Income to date is \$337,868 well ahead of plan with two months to go.

The new Heavy Duty bid is still in progress. The FTA released new guidance that pushes transit agencies toward progress payments and a new amendment and BAFO had to be released. The Director has already conducted plant and bus inspections with Gillig Bus in Livermore, Ca and New Flyer in Anniston, Al. We hope to bring this contract to the Board at the July meeting.

## **BASIN TRANSIT**

TO: Board of Directors  
FROM: Matthew Atkins, Operations Manager  
DATE: May 23, 2024  
  
RE: Operations Report

**STAFF RECOMMENDATION: RECEIVE AND FILE**



# Operations Report

May 23, 2024

## PERSONNEL

### Staffing

Total Coach Operators: February - 23, March - 23

Total Dispatchers: February - 4, March - 4

### Overtime

Operators: February – 2.55%, March – 3.61%

Dispatchers: February – 10.2%, March – 11.57%

## OPERATIONS/ SAFETY/ CUSTOMER SERVICE

On-time performance for the reporting period:

Ready Ride: February – 98.8%, March – 98.0%

Fixed Route: February – 93.3%, March – 94.0%

Staff received six (6) customer contacts for February and March. These contacts were recorded as five (5) complaints about drivers, and one (1) complaint about another passenger. All complaints have been addressed with customer follow-up.

As of March 31, 2024, staff completed eight (8) days free of any preventable accidents and /or injuries. Unfortunately, a minor, preventable collision occurred on March 23<sup>rd</sup> that caused the safety board to be reset.

## EMPLOYEE TRAINING/RECRUITMENT

I am happy to report that Basin Transit is currently fully staffed, however we are still accepting applications for the driver position.

## MAINTENANCE

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



February: 4 road calls with 1 tow

Mileage: 57,748 with a CPM (cost per mile) of \$0.83

March: 1 road call with 0 tows

Mileage: 58,379 with a CPM (cost per mile) of \$0.93



## **BASIN TRANSIT**

TO: Board of Directors  
FROM: Cheri Holsclaw, General Manager  
DATE: May 23, 2024

RE: Transportation Reimbursement Escort Program (TREP) Update

TREP is a mileage reimbursement transportation program that began January 4, 2018 and was designed to provide an incentive for volunteer drivers to assist eligible individuals who are unable to drive and don't have access to public transportation by providing necessary escorted transportation.

### **TREP KEY POINTS**

- TREP Committee reviews applications: Ben Sasnett, Cheri Holsclaw, Paula Baldwin
- Once forms are verified for eligibility, Basin Transit allocates:
  - A monthly mileage limit of 300 miles
  - Mileage reimbursement rate of 40 cents per mile
- The Rider is responsible for recruiting and paying their volunteer driver
- The Rider keeps track of the trips and miles driven to transport them

### **PROGRAM TOTAL INFORMATION**

We have 120 TREP Clients.

593,749 miles (35,347 one-way trips) have been reimbursed since January 2018.

	Revenue		Expense	Balance
5310 Grant Original (2018)	\$180,117			
5310 Grant Expanded (2020)	\$235,336			
5310 Grant Expanded (2021)	\$229,051			
Program Administrator			\$23,935	
Client Relations Clerk			\$231,182	
Other TREP Program Expenses			\$5,079	
Mileage Reimbursements			\$174,351	
Total	\$644,504		\$434,547	\$209,957

**STAFF RECOMMENDATION: RECEIVE AND FILE**

## **BASIN TRANSIT**

TO: Board of Directors  
FROM: Cheri Holsclaw, General Manager  
DATE: May 23, 2024  
  
RE: Conveyance of 29 Palms Land

On April 6, 2023, the Basin Transit Board of Directors approved the land transfer and reimbursement of costs agreement with the City of Twentynine Palms. However, to ensure there are no issues with the title company recording the grant deed and providing title insurance, the attorneys have indicated that this Resolution and a Certificate of Acceptance are also required.

**STAFF RECOMMENDATION: ADOPT RESOLUTION 24-02**

BASIN TRANSIT

**RESOLUTION 24-02**

A RESOLUTION OF THE BOARD OF THE MORONGO BASIN TRANSIT AUTHORITY (“Authority”, “Basin Transit”), OF SAN BERNARDINO COUNTY, AUTHORIZING GENERAL MANAGER TO ACCEPT CONVEYANCE OF REAL PROPERTY

WHEREAS, on or about May 9, 2023, the Authority entered into that certain Land Transfer and Reimbursement of Costs Agreement with the City of Twentynine Palms (“City”), pursuant to which, among other things, (i) the City agreed to attempt to acquire certain real property located in the City and identified as APNs 0617-104-06 – 09, and 0617-104-15 – 17 (collectively, the “Transit Center Properties”) and, if successful, to thereafter transfer the Transit Center Properties to the Authority, and (ii) the Authority agreed to reimburse the City for its reasonable acquisition and transactions costs incurred to secure title to the Transit Center Properties; and

WHEREAS, the City has successfully acquired title to the Transit Center Properties, and the parties intend for the conveyance to occur in short order; and

WHEREAS, to facilitate the recordation of the grant deed conveying the Transit Center Properties to the Authority, the Authority now desires to expressly authorize the Authority’s General Manager to accept the conveyance of the Transit Center Properties;

BE IT RESOLVED, that the Board of Directors does hereby authorize the Authority’s General Manager to accept the conveyance of the Transit Center Properties and to execute any additional instruments and documents, including, without limitation, a certificate of acceptance, as necessary to effect the acceptance and acquisition of the Transit Center Properties from the City.

PASSED AND ADOPTED, by the Board of Directors of the Basin Transit in San Bernardino County, State of California, on the 23<sup>rd</sup> DAY OF MAY 2024.

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Chair of the Board

I HEREBY CERTIFY that the foregoing Resolution was duly passed and adopted by the Board of Directors of the Basin Transit at a regular meeting thereof, held on the 23<sup>rd</sup> DAY OF MAY 2024.

AYES:

NAYS:

ABSENT:

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Board Secretary

**EXHIBIT A**  
**LEGAL DESCRIPTION OF PROPERTY**

PARCEL 1:

Lots 71, 72, 73, 74, 80, 81 and 82, of Tract 2520, New Townsite Addition, in the City of Twentynine Palms, County of San Bernardino, State of California, as per Map recorded in Book 36, Page 17 of Maps, in the Office of the County Recorder of said County

APNs: 0617-104-06, 0617-104-07, 0617-104-08, 0617-104-09, 0617-104-17

PARCEL 2:

Lot 81 of Tract No. 2520 New Townsite Addition, in the City of Twentynine Palms, County of San Bernardino, State of California, as per Map Recorded in Book 36, Page(s) 17 of Maps, in the Office of the County Recorder of said County.

APN: 0617-104-16

PARCEL 3:

Lot 80 of Tract No. 2520 New Townsite Addition, in the City of Twentynine Palms, County of San Bernardino, State of California, as shown by Map on File in Book 36, Page 17 of Maps, in the Office of the County Recorder of said County.

APN: 0617-104-15

# CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property conveyed by the Grant Deed dated May 23, 2024, from CITY OF TWENTYNINE PALMS, a California municipal corporation, to MORONGO BASIN TRANSIT AUTHORITY, a joint power authority (the 'Authority'), is hereby accepted by the undersigned officer on behalf of the Authority pursuant to authority conferred by the Authority Board of Directors through Resolution No. 24-02 adopted on May 23, 2024, and the Authority consents to recordation thereof by its duly authorized officer.

MORONGO BASIN TRANSIT  
AUTHORITY, a joint power authority

Dated: \_\_\_\_\_

By: \_\_\_\_\_

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )  
County of \_\_\_\_\_ )

On \_\_\_\_\_, before me, \_\_\_\_\_,  
(insert name and title of the officer)

Notary Public, personally appeared \_\_\_\_\_,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s)  
is/are subscribed to the within instrument and acknowledged to me that he/she/they executed  
the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the  
instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the  
instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_

(Seal)

## **BASIN TRANSIT**

TO: Board of Directors  
FROM: Cheri Holsclaw, General Manager  
DATE: May 23, 2024  
  
RE: Authorize General Manager to apply for Fiscal Years 2024/25,  
2025/26 and 2026/27 Grant Funding for Capital and Operating  
Assistance

This resolution authorizes the General Manager to apply for Grant Funding for Capital and Operating Assistance over the next three (3) fiscal years.

**STAFF RECOMMENDATION: ADOPT RESOLUTION 24-03**

## BASIN TRANSIT

### RESOLUTION 24-03

A RESOLUTION OF THE BOARD OF THE MORONGO BASIN TRANSIT AUTHORITY ("Authority", "Basin Transit"), OF SAN BERNARDINO COUNTY, AUTHORIZING THE GENERAL MANAGER TO APPLY FOR FISCAL YEARS 2024/25, 2025/26 AND 2026/27 GRANT FUNDING FOR CAPITAL AND OPERATING ASSISTANCE ON BEHALF OF BASIN TRANSIT

WHEREAS, the Bylaws contain the provision that the General Manager shall sign contracts and documents on behalf of the Basin Transit, and

WHEREAS, the Board wishes to extend this authorization to the signing of documents required for Grants on behalf of the Basin Transit.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Morongo Basin Transit Authority as follows:

1. The General Manager is authorized to apply for grant funding for CMAQ Funding for Capital Assistance for the purchase of CNG vehicles under Section 5311 CMAQ program.
2. The General Manager is authorized to apply for Section 5311 Operating Funds.
3. The General Manager is authorized to apply for Section 5339 Funds.
4. The General Manager is authorized to apply for grant funding for Capital Assistance for an Inter-City Transfer Site under Section 5311(f).
5. The General Manager is authorized to apply for grant funding for Capital Assistance for intercity bus shelters under Section 5311(f).
6. That the General Manager is authorized to sign any documents required for Grants and Grant Applications on behalf of the Basin Transit and is authorized to furnish such additional information as the U.S. Department of Transportation, the Federal Transportation Agency or any other governmental granting agency may require in connection with those applications for the program of projects.
7. That the General Manager is authorized to set forth and execute affirmative minority business policies pursuant to those grant procurement regulations.

PASSED AND ADOPTED by the Board of Directors of the Morongo Basin Transit Authority in San Bernardino County, State of California, on this 23<sup>RD</sup> day of MAY 2024.

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Vice Chair of the Board

I HEREBY CERTIFY that the foregoing Resolution was duly passed and adopted by the Board of Directors of the Morongo Basin Transit Authority at a regular meeting thereof, held on the 23<sup>RD</sup> day of MAY 2024.

AYES:

NAYS:

ABSENT:

---

Assistant Board Secretary

## **BASIN TRANSIT**

TO: Board of Directors  
FROM: Cheri Holsclaw, General Manager  
DATE: May 23, 2024  
  
RE: Approval of Vehicle Purchase

Staff requests authorization to proceed with the purchase of one (1) Class E bus from A-Z Bus Sales in the amount of \$243,485.26. This upgrade is part of our ongoing efforts to improve our transportation services and enhance the rider experience.

The purchase of this bus is supported by CMAQ funding Basin Transit acquired with a \$67,910 LTF match.

**STAFF RECOMMENDATION: AUTHORIZE STAFF TO PURCHASE ONE (1) CLASS E BUS FROM A-Z BUS SALES**



RFI

Joint Procurement Contract # 20-01

**Purchasing Agency** Basin Transit  
**Address** 62405 Verbena Rd, Joshua Tree, CA 92252  
**Email** [cheri@basin-transit.com](mailto:cheri@basin-transit.com)  
**Telephone** 760-366-2986  
**Contracting Officer** Cheri Holsclaw, General Manager

**Manufacturer/Dealer** Glaval Entourage / A-Z Bus Sales  
**Address** 1900 S Riverside Ave, Colton, CA, 92324  
**Email** [ccrockett@a-zbus.com](mailto:ccrockett@a-zbus.com)  
**Telephone** 714-294-4019  
**Salesman** Cole Crockett

**Requested Information**

**Bus Model Proposed** Glaval Entourage F550 with 54GGE CNG  
**Date Response is Due** 5/1/2024

**Delivery proposed (# days from issuance of PO)** 365

**Bus Type/Length/Fuel Type** Class E F-550 / 28' / CNG

**Base Price** \$ 168,181.00

**Number of Buses to be ordered** 1  
**Optional Features Requested**  
**(Add rows if needed)**

**Published Option Prices**

(Add rows if needed)

**Other Instructions (per spec)**

Braun Century Lift in rear

Altro Stock Grey floor

Freedman Docket 90 #114 Grey

Yellow Standee Line

OEM Drivers seat

Stereo system per spec

All standard MBTA 20-01 equipment and specifications

Note-no CalACT procurement fee is to be charged.

Thermo King SLR 75 Roof Top system

Twin Vision Dest Signs, Front and Side

Sportsworks Bike Rack

1 foldaway double seat

1 Diamond XV Farebox

1 REI 4 cam system

1 Stop Request system w/ sign

2 Touch tape for Stop Request for wc pos

1 PA System w Exterior spkr

1 WC Lift cover

2 QRT 360 (CREDIT)

OEM Paint & Decals (contact Decals by Design)

CNG upgrade to 52 GGE

USSC Fogmaker fire suppression

1 Overhead luggage rack

2024 CNG Conversion Increase over 2022 (Pending MBTA Approval)

2024 Ford F550 Chassis Increase Less GPC (Pending MBTA Approval)

Add REI GPS Antenna and Event Marker Button

\$ 3,124.00 TransAir TA77R90 (Super 13 90k) Roof Top System

\$ 8,456.00 **Full Size Twin Vision Destination Signs**

\$ 3,422.00

\$ 1,454.00

\$ 2,581.00

\$ 4,054.00

\$ 1,114.00

\$ - Included

\$ 90.00

\$ 371.00

\$ (236.00)

\$ 13,500.00 Red Paint = \$10,800 Decals by Design Graphics = \$2,700

\$ - **54 GGE is Standard in Our Pricing**

\$ 9,297.00

\$ 1,775.00

\$ 7,750.00 (Actual = \$8,523 but Honoring the \$7,750 Figure)

\$ 2,032.00 (Actual was \$2,032. Lowered Cost from \$2,332 to \$2,032)

\$ 575.00

**Warranty Proposed**

**(state length and mileage provide additional) detail for purchasing agency)**

**Bus Body** 5 Year / 100,000 Mile  
**Engine** 5 Year / 60,000  
**Transmission** 5 Year / 60,000  
**Lift** 5 Year / 15,000 Cycles  
**AC** 2 Year / Unlimited

**Subtotal** \$ 227,540.00

**Taxes** \$ 17,634.35

**ADA (non-taxable) Removal** \$ (1,769.09)

**Additional Fees** \$ 80.00

**Total Price (1 bus)** \$ 227,540.00

**Total Price (Entire Order)** \$ 243,485.26

## **BASIN TRANSIT**

TO: Board of Directors  
FROM: Cheri Holsclaw, General Manager  
DATE: May 23, 2024  
  
RE: Renewal of Banc of California Credit Line

Basin Transit annually renewed a line of credit that the agency maintains with Pacific Western Bank in the amount of \$500,000, however, Pacific Western Bank was bought out by Banc of California.

Basin Transit is required to pay invoices upfront and submit these for reimbursement from a variety of grants. These reimbursements can take up to eight (8) weeks before Basin Transit receives the funds applied for. Staff will endeavor to process reimbursements as expeditiously as possible in order to minimize the use of the credit line.

**STAFF RECOMMENDATION: ADOPT RESOLUTION 24-04**

BASIN TRANSIT

**RESOLUTION 24-04**

A RESOLUTION OF THE BOARD OF THE MORONGO BASIN TRANSIT AUTHORITY ("Authority", "Basin Transit"), OF SAN BERNARDINO COUNTY, AUTHORIZING A BANK LINE OF CREDIT

WHEREAS, the Authority has a need to borrow funds during those occasions that operating support funds from other governmental entities are not received in a timely fashion, and

WHEREAS, it is anticipated that a similar lag in the timely funding of capital improvement procurements from federal, state and local funding sources may occur;

BE IT RESOLVED, that the Board of Directors does hereby authorize a credit line with Banc of California in an amount not to exceed \$500,000, and subject to such terms as outlined in the Business Loan Agreement as approved and renewed by the Chairman of the Board and Basin Transit Counsel.

BE IT FURTHER RESOLVED, that the General Manager, Chair and Vice Chair or their successors whose signature appears on the Bank's regular signature cards shall be authorized to facilitate the utilization of this credit line.

PASSED AND ADOPTED, by the Board of Directors of the Basin Transit in San Bernardino County, State of California, on the 23<sup>rd</sup> day of MAY 2024.

\_\_\_\_\_  
Chair of the Board

I HEREBY CERTIFY that the foregoing Resolution was duly passed and adopted by the Board of Directors of the Basin Transit at a regular meeting thereof, held on the 23<sup>rd</sup> day of MAY 2024.

AYES:

NAYS:

ABSENT:

\_\_\_\_\_  
Board Secretary

## **BASIN TRANSIT**

TO: Board of Directors  
FROM: Cheri Holsclaw, General Manager  
DATE: May 23, 2024  
  
RE: Revisions to Basin Transit Policies

Staff is requesting approval to adopt the updates to our policies, which have not been revised since 2003. The primary purpose of these updates is to reflect the Basin Transit name and to ensure a consistent and uniform appearance across all documents.

The specific policies we request your approval to update are:

- Travel Reimbursement Policy  
There were no changes within this policy.
- Credit Card Policy  
There was one (1) modification to the policy:
  1. Prohibited use of “Any split purchase to circumvent the \$1,000 purchase order requirement.” was removed since there is not a \$1,000 purchase limit. However, all purchases above \$1,000 need a purchase order.
- Telecommunications Stipend Policy  
There were two (2) minor modifications within the policy:
  1. The \$200 phone purchase reimbursement has been removed.
  2. Pursuant to IR-2011-93, cell phone stipends are treated as nontaxable income.

**STAFF RECOMMENDATION: ADOPT REVISED POLICIES**

## MORONGO BASIN TRANSIT AUTHORITY (BASIN TRANSIT)

### TRAVEL REIMBURSEMENT POLICY

Policy No. 202  
Adopted: May 23, 2024

#### 202.00 PURPOSE

Some Employees may need to attend training programs, seminars, conferences, lectures, meetings, or other outside activities for the benefit of Basin Transit.

#### 202.01 APPLICATION

Attendance at such activities, whether required by Basin Transit or requested by individual employees, requires the written approval of the General Manager or Procurement Director.

#### 202.02 REIMBURSEMENTS

To obtain approval, any employee wishing to attend an activity must submit a written request detailing all relevant information, including date, hours, location, cost, expenses, and the nature, purpose, and justification for attendance. Attendance at any such event is subject to the following policies on reimbursement and compensation:

For attendance at events required or authorized by the General Manager, customary and reasonable expenses will be reimbursed upon submission of proper receipts. Acceptable expenses generally include registration fees, materials, meals, transportation, and parking. *Please see the current Expense Reimbursement Form for allowable limits on these expenses.* Reimbursement policies regarding these expenses should be discussed with the General Manager in advance.

Employee attendance at authorized outside activities will be considered hours worked for non-exempt employees and will be compensated in accordance with normal payroll practices.

This policy does not apply to an employee's voluntary attendance, outside of normal working hours, at formal or informal educational sessions, even if such sessions generally may lead to improved job performance. While the company generally encourages all employees to improve their knowledge, job skills, and promotional qualifications, such activities do not qualify for reimbursement or compensation under this policy unless prior written approval is obtained as described previously.



## Per Diem & Mileage Form

### Basin Transit

1. Traveler Information	
Name: _____	Date: _____

2. Per Diem Information					
#	City & State of Travel	Date(s)	Qty.	Total Per Diem Amount	Comments
1					
2					
3					
			Total	\$ -	

2. Mileage Reimbursement					
#	Description of Travel	Date(s)	Total Mileage	Mileage Rate	Comments
1				\$ 0.655	
2				\$ 0.655	
3					
			Total	\$ -	

3. Business Purpose and Trip Information	
1	
2	
3	

4. Important Information & Instructions
<p>A flat Per Diem may be approved for the following:</p> <p>PD - \$80 per day if required to stay overnight to attend training programs, seminars, conferences, lectures, meetings, or other outside activities.</p> <p>PD - \$80 per day if required to stay overnight the evening immediately following the attended activity or event.</p> <p>TD - \$45 per day for attending a same day activity or event where overnight stay is not required.</p> <p>TD - \$45 per day, on the travel day to or from the activity or event</p> <p>* T/D Travel Day home</p> <p>Per Diem &amp; Mileage calculated on historical practice taken from CalTIP Reimbursement policy &amp; IRS mileage rate</p>

For Office of Accounts Payable Use Only	
Submitted By: _____	Date: _____
Reviewed and Approved: _____	Date: _____

## **MORONGO BASIN TRANSIT AUTHORITY (BASIN TRANSIT)**

### **CREDIT CARD POLICY**

Policy No. 203  
Adopted: May 23, 2024

#### **203.00 PURPOSE**

In general, credit cards are to be used for travel and conference related expenses. So that business may be conducted most efficiently.

#### **203.01 AUTHORIZED CARDHOLDERS**

The following positions are authorized by the General Manager to have a credit card:

- (a) Board of Directors
- (b) General Manager
- (c) Office Manager
- (d) Operations Manager
- (e) Safety & Training Supervisor
- (f) Lead Dispatcher
- (g) Lead Tech – Shop Supervisor
- (h) Director of Procurement

#### **203.02 AUTHORIZED CREDIT CARD LIMITS**

Credit is limited to \$2,500 per card, except for the General Manager whose limit is \$5,000.

#### **203.03 AUTHORIZED USES**

Authorized expenditures are for authorized travel, conferences and supplies. Additional types of expenditures shall be authorized in advance by the General Manager.

#### **203.04 RESTRICTED USES**

The following restrictions are placed on all credit cards:

- (a) Credit cards are issued to Basin Transit employees for the sole purpose of conducting official business of Basin Transit. Charging personal expenses, even if the intent to reimburse the Basin Transit later, is prohibited. Improper use of the Basin Transit credit card will be treated as misuse of public funds and will be subject the Cardholder to disciplinary action up to and including termination and prosecution.

- (b) The Basin Transit credit card is for the Cardholder's use only.
- (c) Purchases cannot exceed the 30-day limit established for the Basin Transit credit card.
- (d) Purchases must not be made to circumvent purchasing policies.

#### **203.05 PROHIBITED USES**

The Basin Transit credit card shall not be used for the following:

- (a) Cash advances, wire transfers, money orders, etc.
- (b) Alcoholic beverages
- (c) Other prohibited/restricted uses required by the General Manager.

#### **203.06 SAFEKEEPING**

The cardholder is responsible for the safekeeping of their Basin Transit credit card. If the card is only used infrequently, the Office Manager can keep the card.

#### **203.07 PURCHASING POLICIES AND REGULATIONS**

All purchases shall comply with the existing Basin Transit Purchasing Policy and Basin Transit Administrative Regulations issued by the General Manager.

#### **203.08 LOST OR STOLEN CREDIT CARDS**

Lost or stolen credit cards will be reported immediately to the credit card company and the Basin Transit Office Manager.

#### **203.09 CARDHOLDER TERMINATION**

Upon separating employment with the Basin Transit, the cardholder will return his/her card to the Office Manager at the time other Basin Transit assets are returned.

#### **203.10 SUMMARY**

The above guidelines cannot cover every issue, exception, or contingency that may arise in using Basin Transit cards. Accordingly, the basic standard that should always prevail is to use common sense and good judgment in the use and stewardship of Basin Transit resources.



MORONGO BASIN TRANSIT AUTHORITY (BASIN TRANSIT)

TELECOMMUNICATION STIPEND POLICY

Policy No. 204

Adopted: May 23, 2024

204.00 PURPOSE

The stipend policy is intended for employees whose job requires immediate accessibility to receive and/or make frequent business calls or use of data and therefore, may be eligible for a cell phone stipend based on the General Manager's approval and available budget.

204.01 ELIGIBILITY

Employees who require the use of their cell phones for conducting Basin Transit business are eligible for the telecommunications stipend.

204.02 STIPEND AMOUNT

The stipend amount is to be a reasonable amount based on the anticipated use of cell phones and/or texting as needed for business use only.

204.03 COMPLIANCE

The stipend, if accepted by the employee, is treated as nontaxable income.

Failure to adhere to the above may lead to discontinuance of stipend or disciplinary action as appropriate.

I HAVE READ, UNDERSTAND AND AGREE TO THE CONDITIONS ABOVE.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

\_\_\_\_\_

General Manager Authorization \_\_\_\_\_ Amount \$\_\_\_\_\_

\_\_\_\_\_

## **BASIN TRANSIT**

TO: Board of Directors  
FROM: Cheri Holsclaw, General Manager  
DATE: May 23, 2024  
  
RE: CMAQ Grant Request

This grant is to apply for CMAQ funding to replace vehicles 32-36 with five (5) Class C's as stated in our SBCTA approved Short Range Transit Plan.

**STAFF RECOMMENDATION: CONDUCT PUBLIC HEARING AND APPROVE  
CMAQ GRANT REQUEST IN THE AMOUNT OF \$745,070**



## Non-Appportioned Funds – FY2024

### PART 3: Congestion Mitigation & Air Quality (CMAQ):

Subrecipient	Project Description	Federal Share	Local Share (Excluding Toll Credit)	Toll Credit Amount	Net Project Cost
Basin Transit	Repl Vehicles	\$ 745,070	\$ 78,113	\$ 0	\$ 823,183
CMAQ Funds Total:		\$ 745,070	\$ 78,113	\$ 0	\$ 823,183

### Part 4: Section 5311(f) Operating Assistance:

Subrecipient	Project Description	Federal Share	Local Share (Excluding Toll Credit)	Toll Credit Amount	Net Project Cost
Operating Assistance Funds Total:		\$ 0	\$ 0	\$ 0	\$ 0

## **BASIN TRANSIT**

TO: Board of Directors  
FROM: Cheri Holsclaw, General Manager  
DATE: May 23, 2024

RE: Approval of FY 2024/25 Operating and Capital Budgets

Presented for your approval are the fully funded FY 2024/25 final Operating, Capital & Taxicab Budgets for Basin Transit.

The adjustments between the draft budget presented to the Board on March 28, 2024, and the final budget are listed below:

1. Line 3: Basin Transit was only allocated \$555,516 in FTA Section 5311 funding.
2. Line 8: New Zero-Emission Transit Capital Program (ZETCP) Guidelines restrict these funds from being used for operating expenses. \$246,734 in ZETCP funding was moved to line 78 and programmed to cover the expenses associated with engaging a professional to develop a Request for Proposal (RFP). To effectively pave the way for constructing zero-emissions infrastructure tailored to our specific needs, it's imperative to enlist the expertise of a seasoned consultant.
3. Line 75: The increase to the vehicle replacements match is due to the drastic rise in vehicle prices and another force majeure event.
4. Line 78: After receiving two (2) responses to RFP 24-01 for the Onboard Passenger Information System (OPIS), we will need more LTF funding to cover the costs anticipated.
5. Line 79: Due to a reduction in 5311 funding, and since ZETCP funding is restricted from being used for operating expenses, we need to allocate more LTF towards operating costs. Additionally, increased LTF will also be necessary for the Replacement Vehicles and OPIS system, which further reduces the available LTF for constructing the zero-emissions infrastructure.
6. Line 80: Staff were made aware that concrete costs have drastically risen since our engineers provided the original estimate. To cover the bus stop

## **ITEM 7.2**

improvement on Highway 62 at Pizza Hut/Motel 6, additional LTF funds will be necessary.

Attached for your reference are the following:

- Basin Transit Operating & Capital Budgets
- Taxi Budget
- Staff Report for Draft Budget

**STAFF RECOMMENDATION: CONDUCT PUBLIC HEARING AND APPROVE  
FY 2024/25 OPERATING, CAPITAL AND TAXICAB BUDGETS; AUTHORIZE  
STAFF TO SUBMIT TRANSIT CLAIM**

BASIN TRANSIT  
2024/25 FINAL 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	\$ 555,516	Federal funding	-4.21%
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	\$ -	\$ -	\$ 3,639,476	SB125	100.00%
9	LTF	\$ 3,980,861	\$ 3,980,861	\$ 361,980	.25% sales tax generated in County	-90.91%
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		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	ZETCP	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	\$ 160,000			\$ 904,072		\$ 1,164,329
76	Onboard Intelligent System	\$ 54,099	\$ 709,119	\$ 136,782				\$ 900,000
77	Short Range Transit Plan (SRTP)		\$ 100,000					\$ 100,000
78	Zero Emissions RFP						\$ 246,734	\$ 246,734
79	Facilities		\$ 3,623,557					\$ 3,623,557
80	Bus Stop Improvements/PV Stops	\$ 20,000	\$ 34,678		\$ 164,762			\$ 219,440
81	<b>Total Capital Budget:</b>	<b>\$ 274,356</b>	<b>\$ 4,917,742</b>	<b>\$ 136,782</b>	<b>\$ 164,762</b>	<b>\$ 904,072</b>	<b>\$ 246,734</b>	<b>\$ 6,644,448</b>

## TREP BUDGET

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

## PROCUREMENT BUDGET

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

## TAXI BUDGET

Line	FY25 Taxi Budget	Revenue	Expenses	TOTAL
92	Revenue	\$ 4,140		\$ 4,140
93	Administrative Expenses		\$ 8,810	\$ (8,810)
94	<b>Total Taxi Budget:</b>	<b>\$ 4,140</b>	<b>\$ 8,810</b>	<b>\$ (4,670)</b>

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

		<b>FY 23/24 Budget</b>	<b>FY 23/24 Estimate</b>	<b>Proposed FY 24/25</b>	<b>Notes</b>
Line	<b>Administrative Exp.</b>				
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 &amp; 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	<b>TOTAL EXPENSES</b>	<b>11,346.00</b>	<b>8,039.00</b>	<b>8,810.00</b>	

Line	<b>REVENUE</b>				
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	<b>TOTAL REVENUE</b>	<b>7,080.00</b>	<b>4,400.00</b>	<b>4,140.00</b>	



## **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 35<sup>th</sup> 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**

TO: Board of Directors  
FROM: Cheri Holsclaw, General Manager  
DATE: May 23, 2024  
  
RE: Workplace Violence Prevention Plan (WVPP)

California Senate Bill 553 (SB 553) requires California workplaces to have a policy in place to address the rising episodes of violence occurring at the worksite. Staff is requesting approval for the Workplace Violence Prevention Plan Policy to ensure a safe and secure environment for all employees. The Policy outlines the purpose, background, goal, definitions, training, and authorizes the General Manager to approve the Workplace Violence Prevention Plan.

To meet the SB 553 requirements, the comprehensive Workplace Violence Prevention Plan and training will be completed by July 1, 2024. The plan will detail preventative measures, reporting measures, and response strategies to address potential threats of violence within the workplace.

**STAFF RECOMMENDATION: ADOPT BASIN TRANSIT'S WORKPLACE VIOLENCE POLICY**

## **MORONGO BASIN TRANSIT AUTHORITY (BASIN TRANSIT)**

### **WORKPLACE VIOLENCE PREVENTION PLAN POLICY**

Policy No. 205  
Adopted: May 23, 2024

#### **205.00 PURPOSE**

The purpose of the Workplace Violence Prevention Plan (WVPP) is to have a clearly understood, accessible, and actionable policy to respond quickly to episodes of workplace violence. The WVPP lays out specific steps to identify, report, track, and analyze violent incidents to reduce the likelihood of re-occurrence.

#### **205.01 BACKGROUND**

California Senate Bill 553 (SB 553) requires California workplaces to have a policy in place to address the rising episodes of violence occurring at the worksite. SB 553 has multiple requirements of an employer which can be broadly grouped into two categories: pre-violent incident activities and post-violent incident activities. The details of both categories are presented in greater detail in the WVPP.

#### **205.02 GOAL OF THE WORKPLACE VIOLENCE PREVENTION PLAN**

The goal of establishing a Workplace Violence Prevention Plan is to reduce violent incidents in the workplace at all Basin Transit work sites. Ultimately, this will be achieved through improved employee awareness, violent incident identification and reporting, tracking of violent incidents, and corrective actions when hazards are recognized. The WVPP will be based on the operational needs of each department, which includes all the elements required by SB 553.

#### **205.03 WORKPLACE VIOLENCE DEFINITIONS**

Although there are different definitions and/or interpretations of “violence”, for purposes of reporting and analyzing events, the Workplace Violence definitions as set forth in SB 553 are included below and are used consistently throughout training and reporting materials.

- **Type I. Violence by Strangers**  
Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
- **Type II. Violence by Customers/Clients**  
Workplace violence directed at employees by passengers, customers, or visitors.

- **Type III. Violence by Current or Past Coworkers**  
Workplace violence against an employee by a present or former employee, supervisor, or manager.
- **Type IV. Violence by someone with Personal Relations with an Employee**  
Workplace violence committed in the workplace by a person who does not work there, but has or is known to have a personal relationship with an employee.

Violence may include not only acts of violence but also threats to commit violence or do harm. Workplace violence includes any conduct, verbal or physical, in-person or virtual, which causes another to reasonably fear for their own personal safety or that of their immediate family.

#### **205.04 EDUCATION AND TRAINING**

SB 553 requires all employees to complete an annual mandatory workplace training and instruction that is clear, understandable, and effective.

The WVPP will be located on the bulletin board. You may obtain a copy of the WVPP at no cost by submitting a request to [matt@basin-transit.com](mailto:matt@basin-transit.com).

#### **205.05 COMMUNICATION**

Beyond the initial and annual training for all employees on WVPP, departments are expected to have ongoing effective communication with employees related to the topic of workplace violence. This can include reinforcing a culture that encourages reporting of violence, and any post-event investigations yielding corrective actions that could reduce violent incidents. The vehicle of communication can include staff meetings, newsletters, or staff bulletins. These communications also serve to bring timely updates to employees when changes in processes have been identified after a violent incident investigation to prevent future episodes.

#### **205.06 INSPECTIONS**

Basin Transit must evaluate workplace violence hazards initially when setting up WVPP, on an annual basis, after a violent incident, and whenever a new hazard becomes known.

#### **205.07 AUTHORIZATIONS**

The Operations Manager will serve as the Plan Administrator, conducting inspections and reviewing the Workplace Violence Prevention Plan. The General Manager is authorized to approve the Workplace Violence Prevention Plan.

## **BASIN TRANSIT**

TO: Board of Directors  
FROM: Cheri Holsclaw, General Manager  
DATE: May 23, 2024  
  
RE: National Rural Transit Day

To celebrate National Rural Transit Day on July 16, 2024, staff is proposing to offer free fares on all routes. These complimentary fares will be funded through our Low Carbon Transit Operations Program (LCTOP) grant.

**STAFF RECOMMENDATION: APPROVE FREE FARES ON JULY 16, 2024**



## **BASIN TRANSIT**

TO: Board of Directors  
FROM: Cheri Holsclaw, General Manager  
DATE: May 23, 2024  
  
RE: RFP 24-02 Short Range Transit Plan (SRTP)

A Short Range Transit Plan (SRTP) is a strategic document developed every five (5) years to outline and guide improvements and changes to transit services. It includes an analysis of current transit operations, identification of service gaps, and detailed plans for service enhancements, budget allocations, and performance monitoring. The SRTP aims to meet immediate community needs, enhance service efficiency, and align with broader long-term goals.

**STAFF RECOMMENDATION: APPROVE RFP 24-02**



## **MORONGO BASIN TRANSIT AUTHORITY (BASIN TRANSIT)**

### **REQUEST FOR PROPOSAL (RFP) NO. 24-02**

#### **Short Range Transit Plan**



#### **TRANSMIT PROPOSALS TO:**

Cheri Holsclaw, General Manager  
Basin Transit  
62405 Verbena Road  
Joshua Tree CA 92252

Questions regarding the solicitation process and the scope of work should be directed to Cheri Holsclaw at [cheri@basin-transit.com](mailto:cheri@basin-transit.com) or 760.366.2986. All questions should be submitted in writing by mail, or e-mail no later than Tuesday, June 11, 2024, by 3:00pm. These questions, along with their answers, will be forwarded to all firms that have notified Basin Transit of their interest in submitting a proposal.

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### SECTION I - RFP KEY DATES

Tuesday, May 28, 2024	RFP Issue Date
Tuesday, June 11, 2024 by 3:00pm	Question Submittal and Proposed Alternatives Deadline
Friday, June 14, 2024 by 5:00pm	Basin Transit Responses to Questions
Wednesday, July 3, 2024 by 3:00pm	Proposal Due Date
Week of July 8, 2024	Potential Consultant Interviews
Thursday, July 25, 2024	Recommendation to Basin Transit Board to Award
Friday, July 26, 2024	Notice to Proceed

Note that all times referenced in this Request for Proposal are based on Basin Transit's local time which is Pacific Standard Time (PST).

## **SECTION II – PROJECT OVERVIEW**

### **A. INTRODUCTION**

Morongo Basin Transit Authority (branded and operated as "Basin Transit") seeks proposals to provide a Short Range Transit Plan for fiscal years 2025-2029. The Consultant chosen will coordinate its study activities with the staff of Basin Transit and the San Bernardino County Transit Authority (SBCTA).

This RFP includes an “approved equals” process, allowing bidders to propose alternative products or solutions that meet or exceed the specified requirements. Detailed instructions for this process are provided in Section V – item A.

A budget of \$100,000 has been established to fund the study using non-federal funding.

### **B. BACKGROUND**

Basin Transit is a joint powers authority and operates public transit services in 10 desert communities including Yucca Valley, Twentynine Palms, Joshua Tree, and unincorporated areas within San Bernardino County, extending south to Palm Springs in neighboring Riverside County. Much of the Morongo Basin’s residential and commercial development is along the State Route 62 corridor between Yucca Valley in the west and Twentynine Palms in the east. This development parallels the northern border of Joshua Tree National Park and is largely the service area for Basin Transit routes.

Basin Transit runs four types of routes: neighborhood shuttles, intercity service, commuter service to Palm Springs, and a demand response service we call Ready Ride. The majority of Basin Transit’s neighborhood shuttle routes run between 18 and 24 miles in length; Route 21 runs on a 48-mile loop; the intercity route runs between 27 and 43 miles; and the longer-distance routes run between 39 and 79 miles, depending on point of origin relative to Palm Springs.

While most bus routes have designated fixed stops, in some areas there are no posted bus stops, and passengers may flag the driver to board. Deviations to the fixed route are also available to passengers who are unable to get to regular fixed stops by reserving at least one hour in advance. All routes will deviate up to ¾-mile, except for Route 21, which will deviate up to 1.5 miles. These deviations add slight variability and unpredictability both to the length of runs and blocks, and to the terrain over which the buses operate.

Basin Transit allows riders to purchase passes ahead of time using their phone with the Token Transit app, or by paying with cash when boarding the bus. Free fares are eligible for small children (age 5 or under) and students K-12 during FY2023/24 and FY2024/25. Fare discounts are available to senior citizens (age 60 and over) and people with disabilities. More details can be found at <http://basin-transit.com/fares/>.

## **SECTION III – SCOPE OF WORK**

### **A. PHASE I**

#### **1. Service Analysis**

To the degree necessary, the consultant will perform a focused service level analysis of Basin Transit’s fixed route, commuter, and demand response (Ready Ride) services and its related policies by which these services are provided. This evaluation of existing

operating conditions shall be in relation to service performance, running times, recovery times, recovery time locations, deadhead hours/miles, schedules, transfer connections, service needs, service strategies, service policies, performance standards, on-time performance, and stakeholder/customer needs.

Staff is particularly interested in the following areas:

- a. Transforming our Ready Ride services into a flexible microtransit system, with borders but not restricted by jurisdictions (Yucca Valley, Joshua Tree, 29 Palms, etc.). Additionally, we would like an analysis with a cost proposal to see if it's feasible to extend service hours beyond the 8-5, Monday through Friday schedule.
- b. An analysis to determine the feasibility of adding a bus stop at Buena Vista and 247 on Route 21.
- c. Assess the schedule and block for Route 1, aiming to eliminate the evening break in service. Additionally, please ensure that the 1B PM driver ends their shift in 29 Palms and the 1A PM driver ends their shift in Yucca Valley.
- d. Explore improved connections for Copper Mountain College students, including a possible CMC/CSUSB connection.
- e. Evaluate the need to start the commuter service earlier in the morning and add an additional loop in the afternoon.

Staff believes that any proposed adjustments to the current service will be aligned with available funding while trying to operate at peak efficiency. An analysis of service levels by route type and mode is requested. Consultant to determine if there are routes within the system that can be reduced that may provide an opportunity to reallocate resources to an area with greater demand and potential productivity. All strategies deemed useful to this analysis shall be undertaken by the Consultant.

## **2. Farebox Review**

We request a comprehensive farebox review to be conducted by the Consultant. This review should include an evaluation of our current fare structure, with the goal of establishing a uniform fare across both fixed and neighborhood routes. Additionally, we would like the Consultant to assess the long-term sustainability of the Low Carbon Transit Operations Program (LCTOP) and its potential to continue for the foreseeable future and determine how to reduce bus fares using LCTOP as a fare supplement.

## **3. Financial and Capital Plan Analysis**

The financial plan shall review the current and projected operating and capital costs, revenues and fare recovery standards over the immediate five-year period. This financial analysis should take into consideration uncertain local and state revenues and identify any other possible sources of funding. Financial projections will be supplied by Basin Transit or SBCTA but may also be supplemented by the Consultant's assessment of likely costs and revenues for Basin Transit's services. This report is to be provided in an Excel Spreadsheet for the ease of future modifications by Basin Transit's staff as well as bound and printed in the main report submitted to the authority.

## **4. Bus Stop Assessment**

Assess identified bus stops and provide a prioritized rating based on criteria such as safety, accessibility, and usage. We request that you visit each bus stop, evaluate these factors, and compile your findings in an Excel Spreadsheet, which we will use to determine which stops require immediate attention, moderate attention, or are low

priority.

**5. Organizational Review**

Evaluation of all Basin Transit's current positions and functions, particularly in our dispatch department. Incorporate recommended changes into an alternative financial plan, distinct from one provided that assumes the current organizational structure is essentially unchanged.

Perform an analysis of Basin Transit's current organizational model and provide alternatives along with a supporting financial plan that ensures the most cost-effective method to deliver service is employed by the agency.

The Consultant is asked to specifically identify which member/s of the team will perform this component of the SRTP and identify their relative qualifications to successfully perform this task.

**6. Summary of Findings**

The results of the preceding tasks, along with any additional activities proposed and undertaken by the Consultant, should be documented in a comprehensive summary that includes findings and discussions of the relevant issues. This summary shall assess the current structure of Basin Transit services in terms of the degree of match and mismatch with the identified mobility needs and issues. This analysis should include a discussion of performance measures to assess the viability of individual services, measuring their effectiveness and efficiency against the required minimum farebox recover ratios as mandated by the Transportation Development Act (TDA). Coverage of the overall service area shall be addressed.

**B. PHASE II**

**1. Identify Alternatives**

The Consultant shall make recommendations based upon the review and discussion of issues from Phase I. These shall be developed in the context of existing identifiable funding levels but may also incorporate reasonable expectations of bringing in new funding sources, where such funds are identified. Issues to be addressed include:

- a. Minor modification of routes if and as needed
- b. Strategies to address potential reduction in funding levels
- c. Analysis of Fare recommendations
- d. "Lifeline" service recommendations
- e. Organizational recommendations
- f. Financial effects of any organizational recommendations are to be presented
- g. Ridership implications
- h. New markets/partners for providing any new/expanded services recommended
- i. Budgetary implications – operations and capital
- j. Implementation timeframe

**2. Public Comment – Basin Transit Board Presentation/Workshop**

Upon preparation of the outline of proposed service alternatives, the Consultant shall schedule and conduct a noticed public meeting. The meeting shall be held for purposes of providing the public with an opportunity to hear a summary of the key findings, proposed service goals and objectives, and a presentation of proposed service alternatives. The public will be invited to offer comment and observations on the proposed alternatives for consideration by the Consultant and staff in developing preferred alternatives. A Board presentation and/or workshop shall be scheduled to provide opportunity for Basin Transit

Board input. Prior to this, a presentation will also be made to the SBCTA Transit and Rail or Mountain and Desert Committee (at the discretion of SBCTA) on findings and recommendations.

### **C. PHASE III**

#### **1. Preparation of an Action Plan**

Modified by input developed by Basin Transit Board and staff and responsive to comments or concerns raised by members of the public, the Consultant shall identify the preferred alternatives and prepare an action plan. The plan shall include at minimum:

- a. Short term recommendations
- b. Prioritized longer term recommendations
- c. Operations and capital budget requirements and funding plan including identification of funding sources
- d. Timeline for implementation
- e. Selected strategies and tools for implementation
- f. Organizational Review and findings
- g. Any immediate changes or additional proposed to the routing level and structure shall be accompanied by detailed graphic descriptions of route modifications

#### **2. Timeline**

Successful Consultant is to complete scope of work within 150 days from the date Notice to Proceed is issued.

#### **3. Presentation of the Action Plan**

The action plan, in draft and in finalized formats, shall be presented to the Basin Transit Board of Directors meeting. Eight (8) bound and electronic documents in "Word" and "pdf" formats of the draft and final documents shall be submitted to Basin Transit.

The signatory below represents that he/she has the authority to bind the company named below to the Bid submitted and any contract awarded as a result of this Solicitation.

\_\_\_\_\_  
Printed Name, Title

\_\_\_\_\_  
Company / Firm Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Proposing Firm Name:

\_\_\_\_\_  
Mailing Address:

\_\_\_\_\_  
Phone Number:

\_\_\_\_\_  
By:

## **SECTION IV - FORMAT OF PROPOSALS**

All proposals must comply with the submittal requirements. Proposals that do not comply with the submittal requirements are considered non-responsive and will be rejected, at the discretion of Basin Transit. Proposals shall include the information and services requested and must be signed with the name and title of the person duly authorized to commit services by the firm.

Proposals shall be emailed to [cheri@basin-transit.com](mailto:cheri@basin-transit.com) with **SRTP RFP 24-02** in the subject line or on a thumb drive before July 3, 2024 at 3:00pm and sent to:

Basin Transit  
Cheri Holsclaw, General Manager  
RFP #24-02  
62405 Verbena Road, Joshua Tree CA 92252

No proposal received after the submittal deadline will be considered, at the discretion of Basin Transit. Proposals will not be publicly opened and will be kept confidential. Proposals are required for the entire scope of services described. Proposals that do not address the entire scope of services or improperly written may be considered non-responsive and rejected.

## **A. PROPOSAL REQUIREMENTS AND ORGANIZATION**

Firms shall review and base their proposals on the draft Scope of Services, Section III. Strict conformance to the specified proposal format and completeness of the required content are essential. Firms that do not address all of the required submittals and associated documentation may be considered non-responsive and will not be eligible for contract award. Each section of the proposal shall be tabbed in accordance with the numbering system shown below. Basin Transit strongly considers the Proposal content and completeness to be most important. Elaborate, decorative, extraneous, and non-recyclable materials are strongly discouraged. The proposal shall be submitted in an 8 ½ x 11 format and may use foldouts as necessary but shall not exceed 11 x 17. The cover shall clearly contain the project title, RFP number, and the firm's name. While the length of the proposal will not be limited, short and concise proposals are preferred. Excessive and wordy proposals could result in lower scores and non-selection. The firm's ability to prepare a complete but succinct proposal may be scored higher.

## **B. PROPOSAL FORMAT**

### **1. Letter of Transmittal**

This letter of transmittal shall be addressed to Cheri Holsclaw, including the following:

- a. RFP 24-02 shown above.
- b. An identification of the firm(s) involved in the Proposal and which firm of any joint venture is proposed as the prime Consultant.
- c. A statement acknowledging the receipt of all addenda to the RFP that have been issued by Basin Transit.
- d. A statement that the firm has reviewed and accepted the insurance requirements.
- e. A statement that the Proposal will remain in effect for 120 calendar days after the deadline for receipt of the Proposal by Basin Transit.
- f. A contact person who should be notified of the Selection Committee's decision, a telephone number, e-mail and mailing address.
- g. The name, title address, email and telephone number of the individual(s) with



authority to bind the company contractually and who may also be contacted during the period of the proposal evaluation.

- h. The legal form of the firm, i.e., sole proprietor, partnership, corporation, etc. If the firm is a corporation, the state in which the company was incorporated shall be identified.

## **2. Organization Chart**

The Organization Chart shall show the relationship of all sub-Consultants to the prime Consultant and shall identify the staff member, responsibility, and firm name for each category and/or task. The chart shall be limited in format, i.e. one (1) pdf page. The proposing firm shall agree that any changes to personnel identified in the proposal must be approved by Basin Transit in writing.

## **3. Consultant Team Qualifications**

The Consultant shall provide a summary of their team's qualifications and experience managing and executing projects of similar scope and purpose. This section is limited to two (2) pages. It is strongly encouraged that extraneous and over-stated qualifications be eliminated.

## **4. Project Understanding and Approach**

The Consultant shall discuss in detail their understanding and approach of Basin Transit's goals and objectives for the Project. From this, a complete and thorough approach is to be developed to demonstrate the Consultant's ability to provide Basin Transit with a cost-effective and successfully executed project.

Using the draft Scope of Services from Section III, the Consultant should review and may make revisions as they see necessary. The proposed Scope of Services will be used for a final contract unless otherwise revised by Basin Transit during contract negotiations.

## **5. Project Management**

The Consultant shall demonstrate their abilities to manage the Project, not only for the prime Consultant but how their relationship/processes with sub-Consultants will be managed. This section shall at a minimum include the methods and means for project controls, QA/QC, resource allocation, and staff availability.

## **6. Resumes**

The Consultant shall provide resumes of key personnel that will be assigned to the Project. Resumes should describe what tasks the person performed on a project and not just a list of projects the person works on. Only show relevant information keeping resumes as short as possible.

## **7. Related Experience**

The Consultant shall provide sufficient descriptions of related experience that will demonstrate their team's ability to perform the work as described in Sections 3 and 4 above, limited to no more than 10 projects. Each related project shall be a maximum of one page long and clearly show the following items:

- a. Project Description
- b. Client
- c. Contract Amount of Consultant Services Provided
- d. Consultant Services Provided as Prime or Sub-Consultant

- e. Duration of Services Provided
- f. Reference – Contact name, address, phone number and email address. This as well as other sources may be used as a reference check of the Consultant's past performance

## **8. Appendices / Miscellaneous / Supporting Documentation**

This section may be used by the Consultant to include miscellaneous items as they think are necessary to demonstrate their team's qualifications that are not required above.

## **9. Insurance Requirements**

- a. **Workers' Compensation Insurance.** Proof of Workers' Compensation Insurance and Employer's Liability Insurance on any employees of Consultant performing services for Basin Transit is to be provided. **This insurance cannot be waived, but does not apply if Consultant is a sole proprietor and provides a written statement to that effect.**
- b. **General Liability and Property Damage Insurance.** Unless expressly waived and such waiver is evidenced by the signature of the requisite officers of the client designated in this paragraph, Consultant shall maintain general liability insurance and property damage insurance in the amount of \$1,000,000.00 per occurrence and \$2,000,000.00 annual aggregate. When this coverage is required, the Client shall be named as an additional insured on a separate endorsement to the insurance policy. The endorsement shall require the insurance company to provide Client a minimum of ten (10) days' notice of the cancellation of the policy.

## **SECTION V - EVALUATION PROCESS**

A selection team composed of Basin Transit staff, staff of the San Bernardino County Transit Authority (SBCTA) and neighboring agencies will be established to review all proposals submitted pursuant to the terms of this RFP. Members of this team are expected to participate, if possible, in any interviews to be conducted with selected Consultants. The evaluation of proposals will be based on the following criteria and relative value established by Basin Transit.

### **A. EVALUATION OF APPROVED EQUALS**

Bidders are allowed to propose alternatives to the specified products, equipment, or services, provided that these alternatives meet or exceed the specifications outlined in this RFP. All such proposals must be submitted to [cheri@basin-transit.com](mailto:cheri@basin-transit.com) by June 13, 2024 at 3:00pm for approval in accordance with the following process:

- 1. A detailed description of the proposed alternative
- 2. Technical specifications and performance data
- 3. Evidence demonstrating that the proposed alternative meets or exceeds the required specifications
- 4. Any additional information that supports the equivalence of the proposed alternative

### **B. SUBMITTAL DEADLINE**

Only those proposals received by the submittal deadline on or before the date identified in RFP Key Dates, outlined in Section I. Proposals will be evaluated by an Evaluation Committee. Postmarks will be accepted in lieu of receiving the proposals by the date and time specified. Proposals received after the date and time specified may be returned to the firm without further consideration or evaluation.

### C. EVALUATION CRITERIA

Basin Transit intends to use a Best Value method to determine which proposal is most advantageous to the agency's goals. Technical and Financial merit will be evaluated simultaneously, and scores will be combined on the following criteria, noting that scores may be fractions and that ratings will be scaled so that the best proposal in each element will receive the maximum points for that element.

There is no financial component to the evaluation as the Consultants are asked to submit a proposal that falls within the project budget as described within the scope of work.

<b>Category A: Technical</b>	<b>Evaluation Criteria</b>	<b>Maximum Points</b>
	1. Completeness of the proposal submitted and compliance with the terms and conditions of the RFP (Incomplete or vague proposals may be rejected). 2. Demonstrated understanding of the RFP as shown by the Consultant's technical proposal. 3. Project Approach and Methodology proposed by consulting firm and any other additions to the scope of work as described by Basin Transit.	60
<b>Category B: Organization and Management</b>	1. Experience and qualifications of the proposed project team. 2. Experience and qualifications of the Consultant indicating demonstrated levels of expertise based on the proposal and responses to the reference checks.	40
<b>Total Maximum Points to be Awarded</b>		<b>100</b>

## SECTION VI - GENERAL INFORMATION

### A. GENERAL INSTRUCTIONS

1. In submitting a proposal, Consultants must comply with the performance criteria as set forth in the following instructions. All proposals will be reviewed thoroughly prior to any selection to determine if Consultants have met all proposal condition criteria as set forth in this RFP.
2. The words "Basin Transit" and/or "Morongo Basin Transit Authority" are used in these instructions interchangeably, to reference the funding and operating Agency. The words "offer", "contract proposal", and "proposal" are synonymous, and it is understood that once Basin Transit accepts the same, the document may be incorporated as part of the contract contemplated by these instructions.

### B. PROTESTS

Basin Transit has the authority to resolve protested solicitations and awards. In the event a Consultant desires to protest the proposal or an award, the following procedure shall be used.

1. Any protest must be submitted in writing within ten calendar days after the notice of intent to contract to [cheri@basin-transit.com](mailto:cheri@basin-transit.com) with subject RFP 24-02 Protest.
2. To be considered valid, the bid protest shall:
  - i. be submitted within ten calendar days after Basin Transit issues a notice of intent to contract;
  - ii. contain a complete, detailed statement of the basis for the protest;
  - iii. include all relevant, supporting documentation; and
  - iv. identify the name, address, and telephone number of the person representing the protesting party.
3. In addition, the party filing the protest shall transmit a copy of the protest and any supporting documentation to all other parties with a direct financial interest in the award of the contract and/or the outcome of the contract protest. Such parties shall include all other Consultants who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.
4. If Basin Transit determines that a protest is frivolous, the party originating the protest may be determined to be irresponsible and thus ineligible for future contract awards by Basin Transit.
5. The procedure and time limits set forth in this paragraph are mandatory and are the Consultant's sole and exclusive remedy in the event of protest. Failure to comply with these procedures shall constitute a waiver of any right to further pursue the bid protest or other legal proceedings.

### **C. DEBRIEFING**

Any Consultant who wishes a debriefing shall submit a written request no later than ten calendar days after award by the Basin Transit Board to [cheri@basin-transit.com](mailto:cheri@basin-transit.com).

### **D. PUBLIC RECORDS ACT**

Proposals may be subject to public disclosure under the California Public Records Act and other public records laws. Proposals become the property of Basin Transit when submitted and, by submitting a proposal, the Consultant agrees that Basin Transit may use any information, documentation or writing contained in the proposal for any Basin Transit purpose. All Basin Transit public records, as such, may be subject to public review. Documents protected by law from public disclosure will not be disclosed by Basin Transit if clearly marked with the word "CONFIDENTIAL" on each applicable page. Trade secrets may be marked as "CONFIDENTIAL" only to the extent they meet the requirements of California Government Code Section 6254.7. Only information claimed to be a trade secret at the time of submittal to Basin Transit and clearly identified as "CONFIDENTIAL" will be treated as a trade secret. Entire Proposals in which every page is marked "CONFIDENTIAL" may be rejected by Basin Transit if each and every page does not meet the California Government Code Section 6254.7. Consistent with 49 U.S.C. 5325(b)(3)(D), before requesting or using indirect cost rate data, Basin Transit shall first notify and obtain written permission from any Consultant or firm subject to an indirect cost rates audit. If Basin Transit receives a Public Records Act request for a Consultant's or firm's indirect cost rates, pursuant to Government Code Section 6250 et seq., Basin Transit shall also take the above-described precautionary steps.

### **E. DISADVANTAGED BUSINESS ENTERPRISES (DBE).**

Basin Transit encourages the use of small and disadvantaged firms in its contracting purposes. Basin Transit's annual DBE goal is 6.3%. Refer to information contained in

**F. FURNISHED MATERIALS**

All software, data, reports, and other documents furnished to the awarded firm, or generated during the course of the Project, or for the firm's use in the performance of work or services under this contract shall be made available only for the use in performing this assignment and shall remain the sole property of Basin Transit. All such materials shall be returned to Basin Transit upon completion of the work, termination of the contract, or at any such time that Basin Transit determines. Consultant shall not utilize in print, in its materials or in the media, any Basin Transit data, reports, documents or information without prior written consent of Basin Transit.

**G. REGULATION CONFORMANCE**

Consultant is bound by the same terms and conditions of applicable federal, state and local regulations that are imposed on Basin Transit for proper administration of this project. All applicable provisions, whether identified herein or not, shall pertain to the project.

**H. DEBARMENT CERTIFICATION**

The Consultant shall certify that it is not included in the U.S. General Service Administration's list of ineligible Consultants.

**I. PRE-CONTRACTUAL EXPENSES**

Basin Transit shall not be liable for any pre-contractual expenses incurred by Consultant and its team, in preparation or submittal of their proposal. The Consultant shall not include any such expenses in their proposal. Prohibited pre-contractual expenses include any and all expenses incurred by the Consultant and its team prior to executing a contract and Basin Transit issuing a Notice to Proceed (NTP).

## ATTACHMENT 1 – DISADVANTAGED BUSINESS ENTERPRISE

### DISADVANTAGED BUSINESS ENTERPRISE (DBE)

Although this Agreement is not subject to Title 49, Part 26 of the Code of Federal Regulations (49 CFR 26) entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs". Basin Transit does participate in DBE tracking and reporting to the State of California and the Federal Government. In order to ensure the California Department of Transportation (Caltrans) achieves its federally mandated statewide overall Disadvantaged Business Enterprise (DBE) goal, the Agency encourages the participation of DBEs, as defined in 49 CFR 26, in the performance of Agreements financed in whole or in part with federal funds. The Consultant shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of subcontracts.

As required by federal law, Caltrans has established a statewide overall DBE goal. In order to ascertain whether that statewide overall DBE goal is being achieved, Caltrans is tracking DBE participation on all federally assisted contracts. **Basin Transit's annual DBE goal is 6.3%.** To assist Consultants in ascertaining DBE availability for specific items of work, the Agency advises that it has determined that DBEs could reasonably be expected to compete for subcontracting opportunities on this project and the likely DBE Availability Advisory Percentage is 4 percent, consistent with Caltrans' objective. The Agency also advises that participation of DBEs in the specified percentage is not a condition of award. The Consultant has agreed to carry out applicable requirements of Title 49 CFR 26, in the award and administration of federally assisted Agreements. The regulations in their entirety are incorporated herein and by reference. The Consultant should notify the Basin Transit's General Manager in writing, of any changes to its anticipated DBE participation. This notice should be provided prior to the commencement of that portion of the work.

DBE as defined in Title 49 CFR 26 and other small businesses are encouraged to participate in the performance of agreements financed in whole or in part with federal funds. The Consultant or sub-Consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Consultant shall carry out the applicable requirements of 49 CFR, Part 26, in the award and administration of U.S. Department of Transportation assisted contracts. Failure by the Consultant to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as recipient deems appropriate. Any subcontract entered into as a result of the Agreement shall contain all the provisions of this section.

## **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