

Thursday, September 26, 2024 5:00 PM

Agenda



Regular Board Meeting of the Board of Directors

Meeting Location:

**Basin Transit Operations Center
62405 Verbena Road
Joshua Tree, CA 92252**

It is the intention of Basin Transit to comply with the Americans with Disabilities Act in all respects. If you have a disability and need accommodation to participate in the meeting, please call the Assistant Board Secretary at 760-366-2986 or email michal@basin-transit.com for assistance so the necessary arrangements can be made.

Public comments may be submitted via email to the Assistant Board Secretary at michal@basin-transit.com prior to September 25, 2024, at 5:00 PM with your name, telephone number, and subject of your public comment (agenda item or non-agenda item). If you send written comments, your comments will be made part of the official record of the proceedings and read into the record if they are received by the deadline above.

Board of Directors

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

Officers

Cheri Holsclaw, Board Secretary
Michal Brock, Assistant Board Secretary



REGULAR MEETING OF THE BOARD OF DIRECTORS

AGENDA

Thursday, September 26, 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

NONE

3.0 PUBLIC COMMENTS

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

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

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

4.1 Minutes of the July 25, 2024 Board Meeting
Staff Recommendation: Approve Minutes

4.2 Treasurer's Report for June and July 2024
Staff Recommendation: Approve Treasurer's Reports

4.3 Warrant Register through July 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 Drug & Alcohol Policy Update
Staff Recommendation: Approve Updated Drug & Alcohol Policy

ACTION: Move_____ 2nd_____ Roll Call Vote

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

6.0 OLD BUSINESS

NONE

7.0 NEW BUSINESS

- 7.1 Transportation Assistance Grant (TAG) Awards
Staff Recommendation: Approve TAG Awards

ACTION: Move_____ 2nd_____ Roll Call Vote

- 7.2 Short Range Transit Plan
Staff Recommendation: Discuss as Necessary

- 7.3 Heat Illness Prevention Plan
Staff Recommendation: Adopt Heat Illness Prevention Plan

ACTION: Move_____ 2nd_____ Roll Call Vote

7.4 Safety Procedures of Sharp Objects

Staff Recommendation: Adopt Safety Procedures of Sharp Objects

ACTION: Move _____ 2nd _____ Roll Call Vote

8.0 CLOSED SESSION

NONE

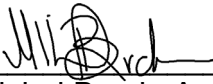
9.0 GENERAL MANAGER UPDATE

10.0 FUTURE BOARD INITIATED AGENDA ITEMS

11.0 BOARD MEMBER COMMENTS - This is the time for comments from the Board members on any subject.

12.0 ADJOURNMENT - The next regularly scheduled board meeting will be held on Thursday, November 21, 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 September 23, 2024, at 5:00 PM.**



Michal Brock, Assistant Board Secretary

9/20/2024
Date

BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: September 26, 2024

RE: Minutes of the July 25, 2024 Board Meeting

STAFF RECOMMENDATION: APPROVE MINUTES

BASIN TRANSIT

**REGULAR MEETING OF
THE BOARD OF DIRECTORS**

Thursday, July 25, 2024 5:00 p.m.
Basin Transit Operations Center
62405 Verbena Road
Joshua Tree, CA 92252

ACTION MINUTES

1.0 CALL TO ORDER – Chair Drozd called the meeting to order at 5:01 p.m.

PLEDGE OF ALLEGIANCE – Chair Drozd

ROLL CALL

Members Present:

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

Members Absent:

NONE

2.0 SPECIAL RECOGNITIONS AND PRESENTATIONS

2.1 Recognition of Employee of the Quarter: Matt Atkins, Operations Manager, recognized George Hallas as the Employee of the Quarter.

3.0 PUBLIC COMMENTS

NONE

4.0 CONSENT CALENDAR

- 4.1 Minutes of the May 23, 2024 Board Meeting
- 4.2 Treasurer's Report for April 2024 and May 2024
- 4.3 Warrant Register through May 31, 2024
- 4.4 Ridership Reports
- 4.5 Financial Reports

- 4.6 Taxi Report
- 4.7 General Manager's Report(s)
- 4.8 Operations Report
- 4.9 Purchase of PV Lights

ACTION: Board Member Abel moved to approve the Consent Calendar (items 4.1 - 4.9); seconded by Board Member Wright: motion passed by Roll Call Vote (7-0).

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 Award Onboard Passenger Information System (OPIS) Contract

Cristina Rosales of GMV Syncromatics (GMV) gave a short presentation on their OPIS product. Following the presentation and Q&A, Cheri Holsclaw requested that the Board authorize staff to award the contract to GMV.

ACTION: Board Member Wright moved to award the OPIS contract to GMV; seconded by Vice Chair Wright: motion passed by Roll Call Vote (7-0).

7.2 Award Short Range Transit Plan (SRTP)

Cheri Holsclaw requested that the Board authorize staff to award the SRTP contract to Jarrett Walker & Associates in the amount of \$100,000.

ACTION: Board Member Wright moved to authorize staff to award the SRTP contract to Jarrett Walker & Associates in the amount of \$100,000; seconded by Board Member Henning: motion passed by Roll Call Vote (7-0).

7.3 Authorize General Manager to Make Budget Changes and Submit Transit Claims

Cheri Holsclaw provided a brief oral report on this action and requested that the Board adopt Resolution 24-05, allowing the General Manager to make budget changes as stated in the action item report.

ACTION: Board Member Sasnett moved to adopt Resolution No. 24-05; seconded by Board Member Wright, motion passed by Roll Call Vote (7-0).

7.4 RFP 23-01 Approval

Joe Meer gave a presentation to the Board on the multiple-award joint procurement program for heavy-duty transit vehicles. Following the presentation, Joe recommended that the Board authorize staff to award contracts to the bus manufacturers listed on the Notice of Intent to Award for RFP 23-01.

ACTION: Vice Chair Mintz moved to authorize staff to award contracts to the bus manufacturers listed on the Notice of Intent for RFP 23-01; seconded by Board Member Wright, motion passed by Roll Call Vote (7-0).

7.5 Updated Transportation Assistance Grant (TAG) Guidelines and Application Form

Joe Meer provided a brief oral report explaining the rationale behind the recommended revisions to the TAG guidelines and application form.

ACTION: Board Member Abel moved to approve the updates and revisions to the TAG guidelines and application form; seconded by Board Member Henning, motion passed by Roll Call Vote (7-0).

7.6 35-Year Anniversary

Cheri shared the plan to celebrate Basin Transit's 35-year anniversary and requested approval to offer free fares to the public for 35 days starting on October 1, 2024.

ACTION: Board Member Abel moved to approve 35 days of free fares in celebration of Basin Transit's 35-year anniversary; seconded by Board Member Henning, motion passed by Roll Call Vote (7-0).

7.7 Bank Letter of Authority

Cheri requested that the Board approve the letter of authority updating bank signers for the Banc Of California account that holds PTMISEA grant funds.

ACTION: Vice Chair Mintz moved to approve the letter of authority updating the bank signers on the Banc of California account that

holds PTMISEA grant funds; seconded by Board Member Wright, motion passed by Roll Call Vote (7-0).

8.0 CLOSED SESSION

NONE

9.0 GENERAL MANAGER UPDATE

Cheri apologized for the room temperature as we are waiting on repairs to be done on the air conditioner. Cheri also officially thanked Michal for her efforts in submitting a competitive grant for a new electric bus and announced that Basin Transit's project was one of the select few awarded in California. Lastly, Cheri shared that Basin Transit will be undergoing an FTA Drug & Alcohol audit.

10.0 FUTURE BOARD INITIATED AGENDA ITEMS

NONE

11.0 BOARD MEMBER COMMENTS

The following Board Members made comments:

Vice Chair Mintz


Board Member Abel

Chair Drozd

12.0 ADJOURNMENT

The meeting adjourned at 6:08 p.m. Thursday, July 25, 2024.

Respectfully submitted,



Michal Brock, Assistant Board Secretary

BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: September 26, 2024

RE: Treasurer's Reports for June 2024 and July 2024

STAFF RECOMMENDATION: APPROVE TREASURER'S REPORTS

BASIN TRANSIT
TREASURER'S REPORT
June 30, 2024

Beginning Balance:	May 31, 2024	8,118,332
Receipts		1,596,664
Disbursements		969,240
Interest Received		68
Ending Balance:	June 30, 2024	<u>8,745,824</u>

LOCATION OF FUNDS:	BALANCE	INTEREST EARNED	INTEREST RATE
US Bank General	\$ 61,440	-	0.00%
US Bank Class E	\$ -	-	0.00%
Pacific Western Bank Procurement Fees	\$ 1,486,134	-	0.00%
US Bank MAIN	\$ 2,953,927	-	0.00%
Pacific Western Bank	\$ 99,723	-	0.00%
LAIF	\$ 3,416,653	-	0.00%
US Bank PTMISEA	\$ 238,561	-	0.00%
US Bank LCTOP	\$ 351,179	-	0.00%
US Bank SGR (SB1)	\$ 138,206	-	0.00%
	\$	-	0.00%
TOTAL INVESTMENTS	\$ 8,745,824	\$ -	

BASIN TRANSIT
TREASURER'S REPORT
July 31, 2024

Beginning Balance:	June 30, 2024	8,745,824
Receipts		1,385,454
Disbursements		2,062,088
Interest Received		38,617
Ending Balance:	July 31, 2024	8,107,806

LOCATION OF FUNDS:	BALANCE	INTEREST EARNED	INTEREST RATE
US Bank General	\$ 61,166	-	0.00%
US Bank Class E	\$ -	\$ -	0.00%
Pacific Western Bank Procurement Fees	\$ 1,499,865	\$ -	0.00%
US Bank MAIN	\$ 2,265,873	\$ -	0.00%
Pacific Western Bank	\$ 97,712	\$ -	0.00%
LAIF	\$ 3,455,203	\$ -	0.00%
US Bank PTMISEA	\$ 238,565	\$ -	0.00%
US Bank LCTOP	\$ 351,206	\$ -	0.00%
US Bank SGR (SB1)	\$ 138,216	\$ -	0.00%
	\$	-	0.00%
TOTAL INVESTMENTS	\$ 8,107,806	\$ -	-

BASIN TRANSIT

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

RE: Warrant Register through July 31, 2024

STAFF RECOMMENDATION: APPROVE WARRANT REGISTER

**BASIN TRANSIT
WARRANT REGISTER
As of June 30, 2024**

<u>Date</u>	<u>Name</u>	<u>MEMO</u>	<u>Paid Amount</u>
06/01/2024	SPECTRUM	TELEPHONE	-134.99
06/03/2024	SENTINEL BENEFITS	OUTSIDE SERVICES	-25.00
06/04/2024	ARCO	FUEL	-211.77
06/05/2024	ADP	OUTSIDE SERVICES	-597.94
06/05/2024	CALPERS HEALTH/RETIREMENT	HEALTH INSURANCE	-28,299.39
06/06/2024	AVALON URGENT CARE	EMPLOYEE EXPENSE	-100.00
06/06/2024	BENEFIT COORDINATORS CORP	DENTAL INSURANCE	-1,871.00
06/06/2024	BROADLUX INC.	VOIDED CHECK	0.00
06/06/2024	DIAMOND ENVIRONMENTAL SERVICES	UTILITIES	-122.87
06/06/2024	FORENSIC DRUG TESTING	EMPLOYEE EXPENSE	-317.90
06/06/2024	KCDZ	MARKETING/PROMOTIONS	-920.00
06/06/2024	NAPA	PARTS & FLUIDS	-181.72
06/06/2024	O'REILLY AUTO PARTS	PARTS	-58.12
06/06/2024	PALM SPRINGS MOTORS	PARTS	-909.45
06/06/2024	PARKHOUSE TIRES	TIRES	-2,121.78
06/06/2024	PRUDENTIAL OVERALL SUPPLY	UNIFORMS & FACILITY SUPPLIES	-92.25
06/06/2024	SOUTHWEST NETWORKS	PROFESSIONAL FEES	-406.25
06/06/2024	TWENTYNINE PALMS WATER DISTRICT	UTILITIES	0.00
06/06/2024	GARY COOPER	UNIFORMS	-242.35
06/06/2024	US BANK	CREDIT CARD PYMNT	-4,252.08
06/06/2024	CITY OF TWENTYNINE PALMS PARKS & REC	MARKETING/PROMOTIONS	-100.00
06/10/2024	BURRTEC	UTILITIES	-82.67
06/10/2024	BURRTEC	UTILITIES	-213.92
06/10/2024	BURRTEC	UTILITIES	-239.31
06/10/2024	NEC CLOUD COMMUNICATIONS AMERICA, INC.	TELEPHONE	-525.85
06/11/2024	ARCO	FUEL	-273.31
06/11/2024	ARCO	FUEL	-189.45
06/11/2024	SOUTHERN CALIFORNIA EDISON	UTILITIES	-8,128.92
06/11/2024	PACIFIC WESTERN BANK	IN DISPUTE	-750.00
06/12/2024	TSR CONSTRUCTION	BUS STOP IMPROVEMENTS	-73,245.00
06/13/2024	CLEAN ENERGY	CNG MAINTENANCE	-3,000.00
06/13/2024	COPPER MOUNTAIN BROADCASTING	MARKETING/PROMOTIONS	-460.00
06/13/2024	FRONTIER COMMUNICATIONS	TELEPHONE	-286.19
06/13/2024	NAPA	PARTS & FLUIDS	-1,186.11
06/13/2024	PALM SPRINGS MOTORS	PARTS	-246.76
06/13/2024	PRUDENTIAL OVERALL SUPPLY	UNIFORMS & FACILITY SUPPLIES	-99.88
06/13/2024	THE GAS COMPANY	FUEL	-14,261.86
06/13/2024	YUCCA VALLEY TOWING INC	OUTSIDE SERVICES	-350.00
06/13/2024	FRONTIER COMMUNICATIONS	TELEPHONE	-58.84
06/13/2024	HECTOR MANZANO	UNIFORMS	-214.98
06/14/2024	ADP	WAGES	-74,434.43
06/14/2024	ADP	WAGES	-13,405.93
06/14/2024	CALPERS 457 PROGRAM	SUPPL RETIREMENT	-4,441.00
06/14/2024	CALPERS HEALTH/RETIREMENT	RETIREMENT	-9,596.87
06/14/2024	CALPERS HEALTH/RETIREMENT	RETIREMENT	-4,928.97

BASIN TRANSIT
WARRANT REGISTER
As of June 30, 2024

06/14/2024	ADP	WAGES	-100.96
06/14/2024	ADP	OUTSIDE SERVICES	-208.35
06/15/2024	TWENTYNINE PALMS WATER DISTRICT	UTILITIES	-22.98
06/15/2024	TWENTYNINE PALMS WATER DISTRICT	UTILITIES	-27.74
06/15/2024	HI DESERT WATER DISTRICT	UTILITIES	-52.66
06/15/2024	HI DESERT WATER DISTRICT	UTILITIES	-70.06
06/15/2024	CALPERS HEALTH/RETIREMENT	CERBT	-14,165.00
06/15/2024	CALPERS HEALTH/RETIREMENT	CEPPT	-10,034.00
06/15/2024	VISION SERVICE PLAN	VISION INSURANCE	-487.30
06/20/2024	JOSHUA BASIN WATER DISTRICT	UTILITIES	-339.43
06/20/2024	JOSHUA BASIN WATER DISTRICT	UTILITIES	-242.90
06/20/2024	DESERT ARC	OUTSIDE SERVICES	-270.00
06/20/2024	NAPA	PARTS & FLUIDS	-1,706.85
06/20/2024	PALM SPRINGS MOTORS	PARTS	-98.72
06/20/2024	PRUDENTIAL OVERALL SUPPLY	UNIFORMS & FACILITY SUPPLIES	-213.64
06/20/2024	QUILL CORPORATION	OFFICE SUPPLIES	-247.39
06/20/2024	VERIZON	TELEPHONE	-200.05
06/20/2024	YUCCA AUTO BODY	OUTSIDE SERVICES	-6,008.44
06/20/2024	GOVERNMENT FINANCE OFFICERS ASSOCIATION	OUTSIDE SERVICES & TRAINING	-1,357.00
06/21/2024	LYDIA KNUDSON	SUPPL RETURN	-0.50
06/25/2024	ARCO	FUEL	-227.39
06/25/2024	ARCO	FUEL	-249.27
06/25/2024	THE GAS COMPANY	UTILITIES	-29.88
06/25/2024	JOSHUA TREE LANDSCAPE & GROUNDS MAINT	OUTSIDE SERVICES	-833.75
06/28/2024	ADP	OUTSIDE SERVICES	-208.35
06/28/2024	AREG ABARYANTS	TREP MILEAGE REIMBURSEMENT	-120.00
06/28/2024	[EMPLOYEE]	HRA REIMBURSEMENTS	-101.06
06/28/2024	[EMPLOYEE]	HRA REIMBURSEMENTS	-580.00
06/28/2024	[EMPLOYEE]	HRA REIMBURSEMENTS	-352.27
06/28/2024	[EMPLOYEE]	HRA REIMBURSEMENTS	-174.18
06/28/2024	[EMPLOYEE]	HRA REIMBURSEMENTS	-236.80
06/28/2024	[EMPLOYEE]	HRA REIMBURSEMENTS	-457.79
06/28/2024	[EMPLOYEE]	HRA REIMBURSEMENTS	-1,349.00
06/28/2024	[EMPLOYEE]	HRA REIMBURSEMENTS	-174.70
06/28/2024	[EMPLOYEE]	HRA REIMBURSEMENTS	-15.00
06/28/2024	ADP	WAGES	-78,189.32
06/28/2024	ADP	WAGES	-14,597.85
06/28/2024	AIS	PRINTING & REPRODUCTION	-78.93
06/28/2024	AVALON URGENT CARE	EMPLOYEE EXPENSE	-100.00
06/28/2024	BCREATIVE LLC	MARKETING/PROMOTIONS	-500.00
06/28/2024	BOWE WELDING	OUTSIDE SERVICES	-367.50
06/28/2024	CARQUEST - YUCCA VALLEY	PARTS	-573.85
06/28/2024	CITY OF TWENTYNINE PALMS	OUTSIDE SERVICES	-50.00
06/28/2024	FRONTIER COMMUNICATIONS	TELEPHONE	-73.17
06/28/2024	FRONTIER COMMUNICATIONS	TELEPHONE	-109.98
06/28/2024	FRONTIER COMMUNICATIONS	TELEPHONE	-605.99

BASIN TRANSIT
WARRANT REGISTER
As of June 30, 2024

06/28/2024	IMAGE SOURCE	CREDIT APPLIED	0.00
06/28/2024	NAPA	PARTS & FLUIDS	-94.93
06/28/2024	PARKHOUSE TIRES	TIRES	-1,046.49
06/28/2024	SAN BERNARDINO COUNTY	OUTSIDE SERVICES	-723.00
06/28/2024	VERIZON	TELEPHONE	-400.10
06/28/2024	ADP	WAGES	-100.96
06/28/2024	TREP	TREP MILEAGE REIMBURSEMENT	-3,081.40
06/28/2024	CALPERS 457 PROGRAM	SUPPL RETIREMENT	-4,847.44
06/28/2024	CALPERS HEALTH/RETIREMENT	RETIREMENT	-10,004.56
06/28/2024	CALPERS HEALTH/RETIREMENT	RETIREMENT	-5,113.09
06/28/2024	ADP	OUTSIDE SERVICES	-216.15
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**BASIN TRANSIT
WARRANT REGISTER
As of July 31, 2024**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
07/01/2024	[EMPLOYEE]	WAGES	-438.49
07/01/2024	[EMPLOYEE]	WAGES	-3,112.53
07/02/2024	SPECTRUM	TELEPHONE	-134.99
07/02/2024	[EMPLOYEE]	WAGES	-21.41
07/02/2024	[EMPLOYEE]	WAGES	-2,192.00
07/02/2024	DISPUTED TRANSACTION	DISPUTED TRANSACTION	-0.51
07/03/2024	SENTINEL BENEFITS	OUTSIDE SERVICES	-25.00
07/03/2024	SOUTHERN CALIFORNIA EDISON	UTILITIES	-12,307.49
07/03/2024	CHRISTOPHER RASMUSSEN	TRAINING/MEETINGS	-603.46
07/05/2024	ADP	OUTSIDE SERVICES	-597.94
07/05/2024	CALPERS HEALTH/RETIREMENT	HEALTH INSURANCE	-27,576.28
07/09/2024	ARCO	FUEL	-196.46
07/10/2024	SPECTRUM	TELEPHONE	-129.99
07/10/2024	NEC CLOUD COMMUNICATIONS AMERICA, INC.	TELEPHONE	-530.37
07/10/2024	BATTERY SYSTEMS	PARTS	-285.77
07/10/2024	BENEFIT COORDINATORS CORP	DENTAL INSURANCE	-1,624.50
07/10/2024	BROADLUX INC.	CNG MAINTENANCE	-662.00
07/10/2024	CHARLES ABBOTT & ASSOCIATES INC.	PROFESSIONAL FEES	-502.50
07/10/2024	NAPA	PARTS	-999.18
07/10/2024	PALM SPRINGS MOTORS	PARTS	-1,032.78
07/10/2024	PARKHOUSE TIRES	TIRES	-2,034.62
07/10/2024	PRUDENTIAL OVERALL SUPPLY	UNIFORMS & FACILITY SUPPLIES	-244.19
07/10/2024	QUILL CORPORATION	OFFICE SUPPLIES	-282.97
07/10/2024	SCHROEDER PLUMBING	OUTSIDE SERVICES	-665.00
07/10/2024	SOUTHWEST NETWORKS	PROFESSIONAL FEES	-125.00
07/10/2024	SUNNY AND SONS	OUTSIDE SERVICES	-99.00
07/10/2024	TOKEN TRANSIT	MOBILE TICKETING PLATFORM TO BE REIMBURSED	-34,400.00
07/10/2024	TRANSTRACK	TRANSIT ANALYTICS PLATFORM TO BE REIMBURSED	-16,036.00
07/10/2024	TSR CONSTRUCTION	PROFESSIONAL FEES	-9,676.00
07/10/2024	KIMBERLY BERNARD	UNIFORM REIMBURSEMENT	-131.93
07/10/2024	ROBERT ARVIZU	TOOL REIMB	-250.00
07/10/2024	CALTIP	INSURANCE	-296,213.00
07/10/2024	PRISM	WORKERS COMPENSATION INSURANCE	-186,224.00
07/10/2024	US BANK	CREDIT CARD PAYMENT	-4,754.85
07/12/2024	ADP	WAGES	-79,388.10
07/12/2024	ADP	WAGES	-15,811.71
07/12/2024	CALPERS HEALTH/RETIREMENT	REITREMENT	-10,346.91
07/12/2024	CALPERS HEALTH/RETIREMENT	REITREMENT	-5,225.37
07/12/2024	CALPERS 457 PROGRAM	SUPPL RETIREMENT	-5,167.20
07/12/2024	ADP	WAGES	-100.96
07/15/2024	TWENTYNINE PALMS WATER DISTRICT	UTILITIES	-22.98
07/15/2024	TWENTYNINE PALMS WATER DISTRICT	UTILITIES	-32.50
07/15/2024	HI DESERT WATER DISTRICT	UTILITIES	-52.66
07/15/2024	HI DESERT WATER DISTRICT	UTILITIES	-82.94
07/15/2024	CALPERS HEALTH/RETIREMENT	CERBT	-14,165.00
07/15/2024	CALPERS HEALTH/RETIREMENT	CEPPT	-10,034.00
07/15/2024	VISION SERVICE PLAN	VISION INSURANCE	-487.30
07/16/2024	ARCO	FUEL	-178.29
07/16/2024	[EMPLOYEE]	WAGES	-555.13
07/18/2024	ALLIANT INSURANCE SERVICES	INSURANCE	-1,345.00

BASIN TRANSIT
WARRANT REGISTER
As of July 31, 2024

07/18/2024	CHARLES ABBOTT & ASSOCIATES INC.	PROFESSIONAL FEES	-440.00
07/18/2024	COPPER MOUNTAIN BROADCASTING	MARKETING/PROMOTIONS	-400.00
07/18/2024	DESERT ARC	OUTSIDE SERVICES	-270.00
07/18/2024	DIAMOND ENVIRONMENTAL SERVICES	UTILITIES	-122.87
07/18/2024	FORENSIC DRUG TESTING	EMPLOYEE EXPENSE	-790.95
07/18/2024	FRONTIER COMMUNICATIONS	TELEPHONE	-287.42
07/18/2024	FRONTIER COMMUNICATIONS	TELEPHONE	-73.32
07/18/2024	FRONTIER COMMUNICATIONS	TELEPHONE	-58.99
07/18/2024	GILLIG LLC	PARTS	-180.34
07/18/2024	GOLD MOUNTAIN CALIFORNIA NEW MEDIA INC.	MARKETING/PROMOTIONS	-2,075.14
07/18/2024	NAPA	PARTS	-1,768.94
07/18/2024	PALM SPRINGS MOTORS	PARTS	-1,260.75
07/18/2024	PRUDENTIAL OVERALL SUPPLY	UNIFORMS & FACILITY SUPPLIES	-429.05
07/18/2024	QUILL CORPORATION	OFFICE SUPPLIES	-501.68
07/18/2024	RUSSELL AIR CONDITIONING INC.	OUTSIDE SERVICES	-232.50
07/18/2024	RUTAN & TUCKER, LLP	PROFESSIONAL FEES	-190.50
07/18/2024	THE GAS COMPANY	FUEL	-13,087.92
07/18/2024	VISION SERVICE PLAN	VISION INSURANCE	-487.30
07/18/2024	YUCCA VALLEY TOWING INC	OUTSIDE SERVICES	-700.00
07/18/2024	SOUTHWEST NETWORKS	PROFESSIONAL FEES	-3,171.00
07/18/2024	CITY OF TWENTYNINE PALMS	PROFESSIONAL FEES	-50.00
07/18/2024	NOEMI ADDERLEY	MILEAGE REIMB	-126.63
07/18/2024	VOYAGER	FUEL	-2,626.94
07/20/2024	JOSHUA BASIN WATER DISTRICT	UTILITIES	-445.58
07/20/2024	JOSHUA BASIN WATER DISTRICT	UTILITIES	-242.90
07/20/2024	CALPERS HEALTH/RETIREMENT	CALPERS UNFUNDED ACCRUED LIABILITY (CLASSIC)	-104,677.00
07/20/2024	CALPERS HEALTH/RETIREMENT	CALPERS UNFUNDED ACCRUED LIABILITY (PEPRA)	-4,788.00
07/23/2024	ARCO	FUEL	-184.30
07/24/2024	TREP	TREP MILEAGE REIMBURSEMENT	-3,268.76
07/25/2024	THE GAS COMPANY	UTILITIES	-20.92
07/25/2024	CHERI HOLSCLOW	EMPLOYEE EXPENSE	-65.55
07/25/2024	DAWN BOSTROM	UNIFORM REIMBURSEMENT	-89.70
07/25/2024	ROBERT ARVIZU	EMPLOYEE EXPENSE	-58.00
07/25/2024	GEORGE HALLAS	EMPLOYEE EXPENSE - EMPLOYEE OF THE QUARTER	-50.00
07/25/2024	GEORGE HALLAS	EMPLOYEE EXPENSE - SEAT CUSHION REIMB	-51.71
07/25/2024	NOEMI ADDERLEY	FUEL REIMB	-20.99
07/25/2024	AIS	PRINTING & REPRODUCTION	-117.25
07/25/2024	BATTERY SYSTEMS	PARTS	-428.65
07/25/2024	BENEFIT COORDINATORS CORP	DENTAL INSURANCE	-1,624.50
07/25/2024	FRONTIER COMMUNICATIONS	TELEPHONE	-109.98
07/25/2024	VISUAL EDGE IT	CREDIT APPLIED	0.00
07/25/2024	NAPA	PARTS	-385.93
07/25/2024	PALM SPRINGS MOTORS	PARTS	-809.23
07/25/2024	PARKHOUSE TIRES	TIRES	-1,991.75
07/25/2024	PRUDENTIAL OVERALL SUPPLY	UNIFORMS & FACILITY SUPPLIES	-96.86
07/25/2024	QUILL CORPORATION	OFFICE SUPPLIES	-287.89
07/25/2024	SAFETY-KLEEN	FLUIDS	-3,625.75
07/25/2024	SAN BERNARDINO COUNTY FIRE PROTECTION	OUTSIDE SERVICES	-511.00
07/25/2024	TOLAR MANUFACTURING CO.	BUS STOP IMPROVEMENT - CAPITAL TO BE REIMBURSED	-21,675.00
07/25/2024	CITY OF TWENTYNINE PALMS	PROFESSIONAL FEES	-50.00
07/25/2024	JOSHUA TREE LANDSCAPE & GROUNDS MAINT	OUTSIDE SERVICES	-833.75

BASIN TRANSIT
WARRANT REGISTER
As of July 31, 2024

07/26/2024	SPECTRUM	TELEPHONE	-314.16
07/26/2024	AREG ABARYANTS	TREP MILEAGE REIMBURSEMENT	-120.00
07/26/2024	ADP	WAGES	-75,870.84
07/26/2024	ADP	WAGES	-14,138.84
07/26/2024	CALPERS HEALTH/RETIREMENT	RETIREMENT	-10,072.01
07/26/2024	CALPERS HEALTH/RETIREMENT	RETIREMENT	-5,192.18
07/26/2024	CALPERS 457 PROGRAM	SUPPL RETIREMENT	-4,950.17
07/26/2024	ADP	WAGES	-100.96
07/29/2024	[EMPLOYEE]	WAGES	-1,722.24
07/29/2024	BEN SASNETT	BOARD MEMBER STIPEND	-100.00
07/29/2024	DAN MINTZ	BOARD MEMBER STIPEND	-100.00
07/29/2024	DANIELLE HARRINGTON	BOARD MEMBER STIPEND	-100.00
07/29/2024	JEFF DROZD	BOARD MEMBER STIPEND	-100.00
07/29/2024	JENNIFER HENNING	BOARD MEMBER STIPEND	-100.00
07/29/2024	McARTHUR WRIGHT	BOARD MEMBER STIPEND	-100.00
07/29/2024	MERL ABEL	BOARD MEMBER STIPEND	-100.00
07/30/2024	ARCO	FUEL	-228.14
07/31/2024	ROBERT ARVIZU	HRA REIMBURSEMENTS	-224.25
07/31/2024	[EMPLOYEE]	HRA REIMBURSEMENTS	-491.84
07/31/2024	[EMPLOYEE]	HRA REIMBURSEMENTS	-900.00
07/31/2024	[EMPLOYEE]	HRA REIMBURSEMENTS	-372.27
07/31/2024	ROY DAVIS	HRA REIMBURSEMENTS	-53.18
07/31/2024	[EMPLOYEE]	HRA REIMBURSEMENTS	-841.96
07/31/2024	[EMPLOYEE]	HRA REIMBURSEMENTS	-249.30
07/31/2024	[EMPLOYEE]	HRA REIMBURSEMENTS	-7.50
07/31/2024	[EMPLOYEE]	HRA REIMBURSEMENTS	-5,103.07
07/31/2024	[EMPLOYEE]	HRA REIMBURSEMENTS	-341.00
07/31/2024	[EMPLOYEE]	HRA REIMBURSEMENTS	-1,155.40
07/31/2024	[EMPLOYEE]	HRA REIMBURSEMENTS	-224.70
			<u>-1,046,323.46</u>
			<u>-1,046,323.46</u>

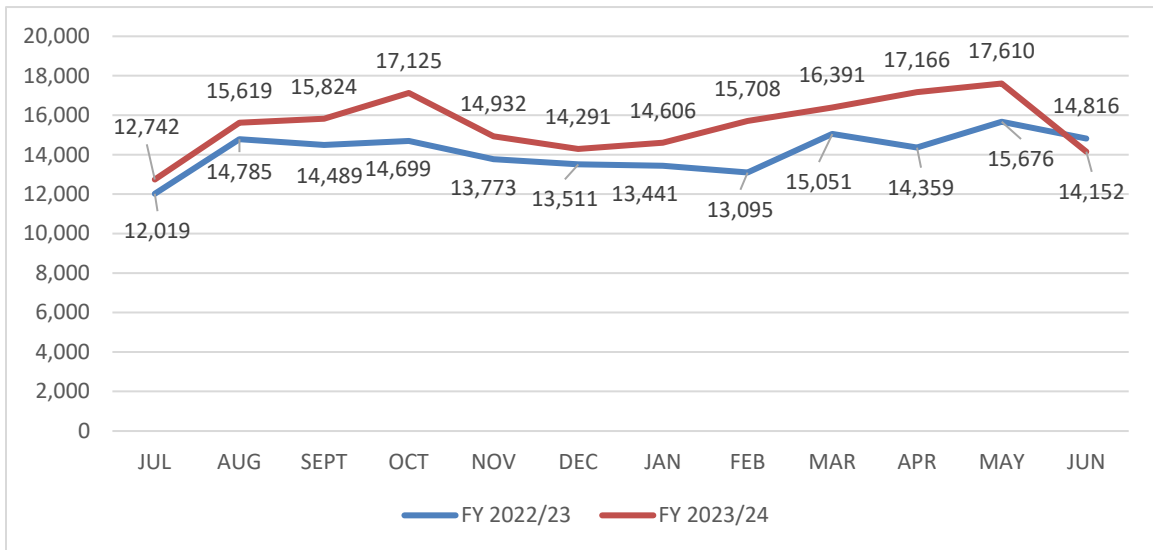
BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: September 26, 2024

RE: Ridership Reports

Ridership for FY 2023/24 exceeded the target by 46,166 (24.8%) passengers for a total of 186,166 with a 7.95% Farebox Recovery Ratio. Supplementing Measure I funds with fares allowed us to meet our TDA requirement of 10% to reach the mandated funding threshold.

This July's performance surpassed last July's, with 355 more passengers.



STAFF RECOMMENDATION: RECEIVE AND FILE



Quarterly Performance Scorecard

FY 2024

System - System-Wide

All Routes

Performance Indicators & Data	Prior Year Total	Current Year Target	Current Year To Date	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year To Date Performance
Farebox Recovery Ratio	6.79%	>= 10.00%	7.95%	8.58%	8.05%	8.53%	6.73%	Fails to Meet Target
Operating Costs Per Revenue Hour	\$139.68	<= \$149.42	\$140.30	\$138.49	\$136.98	\$137.93	\$147.68	Exceeds Target
Passenger Revenue Per Revenue Hour (a)	\$9.49		\$11.15	\$11.89	\$11.03	\$11.77	\$9.94	Fails to Meet Target
Subsidy Per Revenue Hour	\$130.19		\$129.15	\$126.60	\$125.95	\$126.17	\$137.74	
Operating Cost Per Revenue Mile	\$7.11	<= \$7.59	\$7.11	\$7.02	\$7.12	\$6.94	\$7.37	Exceeds Target
Passenger Revenue Per Revenue Mile	\$0.48		\$0.57	\$0.60	\$0.57	\$0.59	\$0.50	
Subsidy Per Revenue Mile	\$6.63		\$6.55	\$6.41	\$6.55	\$6.35	\$6.87	
Operating Costs Per Passenger	\$26.50	<= \$33.73	\$23.94	\$23.87	\$23.62	\$23.94	\$24.30	Exceeds Target
Passenger Revenue Per Passenger (Avg Fare) (a)	\$1.80		\$1.90	\$2.05	\$1.90	\$2.04	\$1.64	
Subsidy Per Passenger	\$24.70		\$22.04	\$21.82	\$21.72	\$21.90	\$22.66	
Operating Cost Per Passenger Mile								
Passenger Revenue Per Passenger Mile (a)								
Subsidy Per Passenger Mile								
Passengers Per Revenue Hour	5.3		5.9	5.8	5.8	5.8	6.1	
Passengers Per Revenue Mile	0.27		0.30	0.29	0.30	0.29	0.30	
Revenue Miles Between NTD Reportable Accidents (b)								
Percentage of Trips On Time	98.1%		98.3%	98.2%	98.3%	98.3%	98.4%	
Passengers Served Between Complaints	10,607		5,641	3,682	5,794	7,784	6,990	
Complaints Per 100,000 Passengers	9.43		17.73	27.16	17.26	12.85	14.31	
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	186,166	44,185	46,348	46,705	48,928	Exceeds Target
Passenger Miles								
Revenue Hours	32,204		31,766	7,615	7,993	8,107	8,050	
Total Hours	35,257		34,757	8,332	8,760	8,869	8,796	
Revenue Miles	632,789		626,718	150,291	153,796	161,209	161,422	
Total Miles	693,360		683,479	163,707	168,108	176,214	175,450	
Operating Costs	\$4,498,220		\$4,456,627	\$1,054,626	\$1,094,842	\$1,118,274	\$1,188,886	
Passenger Revenue (a)	\$305,646		\$354,111	\$90,522	\$88,139	\$95,409	\$80,042	
Operating Subsidy	\$4,192,574		\$4,102,517	\$964,104	\$1,006,703	\$1,022,866	\$1,108,844	
NTD Reportable Accidents (b)	0		0	0	0	0	0	
Total Roadcalls (NTD System Failures) (c)	0		0	0	0	0	0	
Major Mechanical Failures (Roadcalls) (d)	0		0	0	0	0	0	
Complaints	16		33	12	8	6	7	
Trips On Time	13,690		15,278	3,549	3,799	3,889	4,041	
On-Time Performance Trips Sampled	13,955		15,544	3,615	3,866	3,955	4,108	

(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

June, FY 2024

Total (All Day Types)

Service	Passengers		Passengers Per Revenue Hour		Farebox Recovery Ratio	
	Prior Year	Current Year	Prior Year	Current Year	Prior Year	Current Year
Route Subtotals						
1	6,607	6,434	8.5	8.3	8.75%	6.09%
12	530	344	3.2	2.3	20.01%	17.19%
15	294	192	5.5	2.5	11.36%	6.27%
1X	73	206	2.7	6.1	1.81%	5.85%
21	722	779	3.5	3.9	2.72%	1.67%
3A	1,197	1,164	5.1	5.5	4.35%	2.39%
3B	1,324	1,230	5.6	5.8	4.17%	4.64%
7A	1,433	1,252	6.0	5.9	5.13%	6.69%
7B	1,441	1,296	6.5	5.9	4.93%	4.60%
RR30	395	436	2.6	2.8	1.28%	1.56%
RR31	172	131	1.9	3.1	1.02%	1.71%
RR31/36		99		2.3		1.24%
RR34	245	259	2.5	2.6	1.10%	1.30%
RR36	53		1.1		0.64%	
RR50	330	330	1.9	2.1	0.98%	1.19%
Program Subtotals						
Commuter Service	824	536	3.8	2.4	17.60%	13.41%
Demand Response	1,195	1,255	2.1	2.5	1.07%	1.37%
Neighborhood Shuttles	12,797	12,361	6.6	6.6	6.05%	4.90%
System Total	14,816	14,152	5.4	5.5	6.20%	5.12%



Monthly Performance Scorecard
June, FY 2024 -- Mode & Service Type - Bus (Motorbus) / Directly Operated
All Routes

Performance Indicators & Data	June - FY 2024	June - FY 2023	Percentage Variance	FY 2024 YTD	FY 2023 YTD	YTD Variance	Year To Date Performance
Farebox Recovery Ratio	4.90%	6.05%	(19.01%)	8.01%	6.70%	19.55%	
Operating Costs Per Revenue Hour	\$139.21	\$149.14	(6.66%)	\$140.16	\$140.14	0.01%	
Passenger Revenue Per Revenue Hour (a)	\$6.82	\$9.03	(24.47%)	\$11.23	\$9.39	19.60%	
Subsidy Per Revenue Hour	\$132.39	\$140.11	(5.51%)	\$128.94	\$130.74	(1.38%)	
Operating Cost Per Revenue Mile	\$6.75	\$7.14	(5.46%)	\$6.80	\$6.70	1.49%	
Passenger Revenue Per Revenue Mile	\$0.33	\$0.43	(23.26%)	\$0.54	\$0.45	20.00%	
Subsidy Per Revenue Mile	\$6.42	\$6.71	(4.32%)	\$6.26	\$6.25	0.16%	
Operating Costs Per Passenger	\$21.08	\$22.74	(7.30%)	\$19.48	\$22.02	(11.53%)	
Passenger Revenue Per Passenger (Avg Fare) (a)	\$1.03	\$1.38	(25.36%)	\$1.56	\$1.48	5.41%	
Subsidy Per Passenger	\$20.04	\$21.36	(6.18%)	\$17.92	\$20.55	(12.80%)	
Operating Cost Per Passenger Mile	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	
Passenger Revenue Per Passenger Mile (a)	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	
Subsidy Per Passenger Mile	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	
Passengers Per Revenue Hour	6.6	6.6	0.76%	7.2	6.4	13.05%	
Passengers Per Revenue Mile	0.32	0.31	3.23%	0.35	0.30	16.67%	
Revenue Miles Between NTD Reportable Accidents (b)	0	0	0.00%	0	0	0.00%	
Percentage of Trips On Time	95.0%	95.0%	0.00%	94.0%	95.0%	(1.09%)	
Passengers Served Between Complaints	0	3,199	(100.00%)	7,076	13,383	(47.13%)	
Complaints Per 100,000 Passengers	0.00	31.26	(100.00%)	14.13	7.47	89.16%	
Revenue Miles Between NTD System Failures (c)	0	0	0.00%	0	0	0.00%	
Total Miles Between Total NTD System Failures (c)	0	0	0.00%	0	0	0.00%	
Total Miles Between Major NTD System Failures (d)	0	0	0.00%	0	0	0.00%	
Passengers	12,361	12,797	(3.41%)	162,752	147,218	10.55%	
Passenger Miles	0	0	0.00%	0	0	0.00%	
Revenue Hours	1,871	1,951	(4.09%)	22,623	23,136	(2.22%)	
Total Hours	2,025	2,107	(3.89%)	24,444	24,912	(1.88%)	
Revenue Miles	38,593	40,774	(5.35%)	466,258	483,679	(3.60%)	
Total Miles	40,790	43,131	(5.43%)	496,493	517,062	(3.98%)	
Operating Costs	\$260,515	\$291,008	(10.48%)	\$3,170,962	\$3,242,254	(2.20%)	
Passenger Revenue (a)	\$12,768	\$17,616	(27.52%)	\$254,035	\$217,334	16.89%	
Operating Subsidy	\$247,747	\$273,392	(9.38%)	\$2,916,927	\$3,024,920	(3.57%)	
NTD Reportable Accidents (b)	0	0	0.00%	0	0	0.00%	
Total Roadcalls (NTD System Failures) (c)	0	0	0.00%	0	0	0.00%	
Major Mechanical Failures (Roadcalls) (d)	0	0	0.00%	0	0	0.00%	
Complaints	0	4	(100.00%)	23	11	109.09%	
Trips On Time	76	95	(20.00%)	1,111	1,223	(9.16%)	
On-Time Performance Trips Sampled	80	100	(20.00%)	1,182	1,287	(8.16%)	

(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 Performance Scorecard
June, FY 2024 -- Mode & Service Type - Commuter Bus / Directly Operated
All Routes

Performance Indicators & Data	June - FY 2024	June - FY 2023	Percentage Variance	FY 2024 YTD	FY 2023 YTD	YTD Variance	Year To Date Performance
Farebox Recovery Ratio	13.41%	17.60%	(23.81%)	15.67%	16.60%	(5.60%)	
Operating Costs Per Revenue Hour	\$164.18	\$175.86	(6.64%)	\$166.72	\$175.12	(4.80%)	
Passenger Revenue Per Revenue Hour (a)	\$22.01	\$30.95	(28.89%)	\$26.12	\$29.08	(10.18%)	
Subsidy Per Revenue Hour	\$142.17	\$144.91	(1.89%)	\$140.60	\$146.05	(3.73%)	
Operating Cost Per Revenue Mile	\$5.29	\$6.19	(14.54%)	\$5.68	\$5.74	(1.05%)	
Passenger Revenue Per Revenue Mile	\$0.71	\$1.09	(34.86%)	\$0.89	\$0.95	(6.32%)	
Subsidy Per Revenue Mile	\$4.58	\$5.10	(10.20%)	\$4.79	\$4.78	0.21%	
Operating Costs Per Passenger	\$69.51	\$46.40	49.81%	\$53.97	\$48.56	11.14%	
Passenger Revenue Per Passenger (Avg Fare) (a)	\$9.32	\$8.17	14.08%	\$8.46	\$8.06	4.96%	
Subsidy Per Passenger	\$60.19	\$38.23	57.44%	\$45.52	\$40.50	12.40%	
Operating Cost Per Passenger Mile	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	
Passenger Revenue Per Passenger Mile (a)	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	
Subsidy Per Passenger Mile	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	
Passengers Per Revenue Hour	2.4	3.8	(37.73%)	3.1	3.6	(14.40%)	
Passengers Per Revenue Mile	0.08	0.13	(38.46%)	0.11	0.12	(8.33%)	
Revenue Miles Between NTD Reportable Accidents (b)	0	0	0.00%	0	0	0.00%	
Percentage of Trips On Time	0.0%	0.0%	0.00%	0.0%	0.0%	0.00%	
Passengers Served Between Complaints	0	0	0.00%	2,062	2,953	(30.17%)	
Complaints Per 100,000 Passengers	0.00	0.00	0.00%	48.49	33.86	43.21%	
Revenue Miles Between NTD System Failures (c)	0	0	0.00%	0	0	0.00%	
Total Miles Between Total NTD System Failures (c)	0	0	0.00%	0	0	0.00%	
Total Miles Between Major NTD System Failures (d)	0	0	0.00%	0	0	0.00%	
Passengers	536	824	(34.95%)	8,249	8,860	(6.90%)	
Passenger Miles	0	0	0.00%	0	0	0.00%	
Revenue Hours	227	217	4.39%	2,670	2,457	8.70%	
Total Hours	264	255	3.54%	3,118	2,908	7.21%	
Revenue Miles	7,044	6,180	13.98%	78,429	75,001	4.57%	
Total Miles	7,772	7,213	7.75%	89,162	88,554	0.69%	
Operating Costs	\$37,258	\$38,230	(2.54%)	\$445,223	\$430,240	3.48%	
Passenger Revenue (a)	\$4,995	\$6,728	(25.76%)	\$69,756	\$71,434	(2.35%)	
Operating Subsidy	\$32,263	\$31,502	2.42%	\$375,467	\$358,806	4.64%	
NTD Reportable Accidents (b)	0	0	0.00%	0	0	0.00%	
Total Roadcalls (NTD System Failures) (c)	0	0	0.00%	0	0	0.00%	
Major Mechanical Failures (Roadcalls) (d)	0	0	0.00%	0	0	0.00%	
Complaints	0	0	0.00%	4	3	33.33%	
Trips On Time	0	0	0.00%	0	0	0.00%	
On-Time Performance Trips Sampled	0	0	0.00%	0	0	0.00%	

(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 Performance Scorecard

June, FY 2024 -- Mode & Service Type - Demand Response / Directly Operated

All Routes

Performance Indicators & Data	June - FY 2024	June - FY 2023	Percentage Variance	FY 2024 YTD	FY 2023 YTD	YTD Variance	Year To Date Performance
Farebox Recovery Ratio	1.37%	1.07%	28.04%	3.61%	2.04%	76.96%	
Operating Costs Per Revenue Hour	\$133.76	\$137.84	(2.96%)	\$129.86	\$124.91	3.96%	
Passenger Revenue Per Revenue Hour (a)	\$1.84	\$1.47	25.17%	\$4.68	\$2.55	83.53%	
Subsidy Per Revenue Hour	\$131.93	\$136.37	(3.26%)	\$125.17	\$122.35	2.30%	
Operating Cost Per Revenue Mile	\$9.18	\$11.55	(20.52%)	\$10.25	\$11.14	(7.99%)	
Passenger Revenue Per Revenue Mile	\$0.13	\$0.12	8.33%	\$0.37	\$0.23	60.87%	
Subsidy Per Revenue Mile	\$9.06	\$11.42	(20.67%)	\$9.88	\$10.91	(9.44%)	
Operating Costs Per Passenger	\$53.29	\$64.40	(17.25%)	\$55.42	\$60.55	(8.47%)	
Passenger Revenue Per Passenger (Avg Fare) (a)	\$0.73	\$0.69	5.80%	\$2.00	\$1.24	61.29%	
Subsidy Per Passenger	\$52.55	\$63.72	(17.53%)	\$53.42	\$59.32	(9.95%)	
Operating Cost Per Passenger Mile	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	
Passenger Revenue Per Passenger Mile (a)	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	
Subsidy Per Passenger Mile	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	
Passengers Per Revenue Hour	2.5	2.1	17.29%	2.3	2.1	13.59%	
Passengers Per Revenue Mile	0.17	0.18	(5.56%)	0.18	0.18	0.00%	
Revenue Miles Between NTD Reportable Accidents (b)	0	0	0.00%	0	0	0.00%	
Percentage of Trips On Time	99.2%	99.2%	0.03%	98.6%	98.4%	0.23%	
Passengers Served Between Complaints	0	0	0.00%	3,791	13,636	(72.20%)	
Complaints Per 100,000 Passengers	0.00	0.00	0.00%	26.38	7.33	259.89%	
Revenue Miles Between NTD System Failures (c)	0	0	0.00%	0	0	0.00%	
Total Miles Between Total NTD System Failures (c)	0	0	0.00%	0	0	0.00%	
Total Miles Between Major NTD System Failures (d)	0	0	0.00%	0	0	0.00%	
Passengers	1,255	1,195	5.02%	15,165	13,636	11.21%	
Passenger Miles	0	0	0.00%	0	0	0.00%	
Revenue Hours	500	558	(10.46%)	6,472	6,611	(2.10%)	
Total Hours	553	628	(12.00%)	7,194	7,437	(3.27%)	
Revenue Miles	7,282	6,665	9.26%	82,031	74,109	10.69%	
Total Miles	8,556	7,782	9.95%	97,824	87,744	11.49%	
Operating Costs	\$66,873	\$76,962	(13.11%)	\$840,442	\$825,726	1.78%	
Passenger Revenue (a)	\$918	\$821	11.81%	\$30,319	\$16,878	79.64%	
Operating Subsidy	\$65,954	\$76,140	(13.38%)	\$810,123	\$808,848	0.16%	
NTD Reportable Accidents (b)	0	0	0.00%	0	0	0.00%	
Total Roadcalls (NTD System Failures) (c)	0	0	0.00%	0	0	0.00%	
Major Mechanical Failures (Roadcalls) (d)	0	0	0.00%	0	0	0.00%	
Complaints	0	0	0.00%	4	1	300.00%	
Trips On Time	1,146	1,104	3.80%	14,167	12,467	13.64%	
On-Time Performance Trips Sampled	1,155	1,113	3.77%	14,362	12,668	13.37%	

(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.

Performance Indicators & Data	June - FY 2024	June - FY 2023	Percentage Variance	FY 2024 YTD	FY 2023 YTD	YTD Variance	Year To Date Performance
Farebox Recovery Ratio	13.41%	17.60%	(23.81%)	15.67%	16.60%	(5.60%)	
Operating Costs Per Revenue Hour	\$164.18	\$175.86	(6.64%)	\$166.72	\$175.12	(4.80%)	
Passenger Revenue Per Revenue Hour (a)	\$22.01	\$30.95	(28.89%)	\$26.12	\$29.08	(10.18%)	
Subsidy Per Revenue Hour	\$142.17	\$144.91	(1.89%)	\$140.60	\$146.05	(3.73%)	
Operating Cost Per Revenue Mile	\$5.29	\$6.19	(14.54%)	\$5.68	\$5.74	(1.05%)	
Passenger Revenue Per Revenue Mile	\$0.71	\$1.09	(34.86%)	\$0.89	\$0.95	(6.32%)	
Subsidy Per Revenue Mile	\$4.58	\$5.10	(10.20%)	\$4.79	\$4.78	0.21%	
Operating Costs Per Passenger	\$69.51	\$46.40	49.81%	\$53.97	\$48.56	11.14%	
Passenger Revenue Per Passenger (Avg Fare) (a)	\$9.32	\$8.17	14.08%	\$8.46	\$8.06	4.96%	
Subsidy Per Passenger	\$60.19	\$38.23	57.44%	\$45.52	\$40.50	12.40%	
Operating Cost Per Passenger Mile	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	
Passenger Revenue Per Passenger Mile (a)	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	
Subsidy Per Passenger Mile	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	
Passengers Per Revenue Hour	2.4	3.8	(37.73%)	3.1	3.6	(14.40%)	
Passengers Per Revenue Mile	0.08	0.13	(38.46%)	0.11	0.12	(8.33%)	
Revenue Miles Between NTD Reportable Accidents (b)	0	0	0.00%	0	0	0.00%	
Percentage of Trips On Time	0.0%	0.0%	0.00%	0.0%	0.0%	0.00%	
Passengers Served Between Complaints	0	0	0.00%	2,062	2,953	(30.17%)	
Complaints Per 100,000 Passengers	0.00	0.00	0.00%	48.49	33.86	43.21%	
Revenue Miles Between NTD System Failures (c)	0	0	0.00%	0	0	0.00%	
Total Miles Between Total NTD System Failures (c)	0	0	0.00%	0	0	0.00%	
Total Miles Between Major NTD System Failures (d)	0	0	0.00%	0	0	0.00%	
Passengers	536	824	(34.95%)	8,249	8,860	(6.90%)	
Passenger Miles	0	0	0.00%	0	0	0.00%	
Revenue Hours	227	217	4.39%	2,670	2,457	8.70%	
Total Hours	264	255	3.54%	3,118	2,908	7.21%	
Revenue Miles	7,044	6,180	13.98%	78,429	75,001	4.57%	
Total Miles	7,772	7,213	7.75%	89,162	88,554	0.69%	
Operating Costs	\$37,258	\$38,230	(2.54%)	\$445,223	\$430,240	3.48%	
Passenger Revenue (a)	\$4,995	\$6,728	(25.76%)	\$69,756	\$71,434	(2.35%)	
Operating Subsidy	\$32,263	\$31,502	2.42%	\$375,467	\$358,806	4.64%	
NTD Reportable Accidents (b)	0	0	0.00%	0	0	0.00%	
Total Roadcalls (NTD System Failures) (c)	0	0	0.00%	0	0	0.00%	
Major Mechanical Failures (Roadcalls) (d)	0	0	0.00%	0	0	0.00%	
Complaints	0	0	0.00%	4	3	33.33%	
Trips On Time	0	0	0.00%	0	0	0.00%	
On-Time Performance Trips Sampled	0	0	0.00%	0	0	0.00%	

(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.

Performance Indicators & Data	June - FY 2024	June - FY 2023	Percentage Variance	FY 2024 YTD	FY 2023 YTD	YTD Variance	Year To Date Performance
Farebox Recovery Ratio	1.37%	1.07%	28.04%	3.61%	2.04%	76.96%	
Operating Costs Per Revenue Hour	\$133.76	\$137.84	(2.96%)	\$129.86	\$124.91	3.96%	
Passenger Revenue Per Revenue Hour (a)	\$1.84	\$1.47	25.17%	\$4.68	\$2.55	83.53%	
Subsidy Per Revenue Hour	\$131.93	\$136.37	(3.26%)	\$125.17	\$122.35	2.30%	
Operating Cost Per Revenue Mile	\$9.18	\$11.55	(20.52%)	\$10.25	\$11.14	(7.99%)	
Passenger Revenue Per Revenue Mile	\$0.13	\$0.12	8.33%	\$0.37	\$0.23	60.87%	
Subsidy Per Revenue Mile	\$9.06	\$11.42	(20.67%)	\$9.88	\$10.91	(9.44%)	
Operating Costs Per Passenger	\$53.29	\$64.40	(17.25%)	\$55.42	\$60.55	(8.47%)	
Passenger Revenue Per Passenger (Avg Fare) (a)	\$0.73	\$0.69	5.80%	\$2.00	\$1.24	61.29%	
Subsidy Per Passenger	\$52.55	\$63.72	(17.53%)	\$53.42	\$59.32	(9.95%)	
Operating Cost Per Passenger Mile	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	
Passenger Revenue Per Passenger Mile (a)	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	
Subsidy Per Passenger Mile	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	
Passengers Per Revenue Hour	2.5	2.1	17.29%	2.3	2.1	13.59%	
Passengers Per Revenue Mile	0.17	0.18	(5.56%)	0.18	0.18	0.00%	
Revenue Miles Between NTD Reportable Accidents (b)	0	0	0.00%	0	0	0.00%	
Percentage of Trips On Time	99.2%	99.2%	0.03%	98.6%	98.4%	0.23%	
Passengers Served Between Complaints	0	0	0.00%	3,033	13,636	(77.76%)	
Complaints Per 100,000 Passengers	0.00	0.00	0.00%	32.97	7.33	349.80%	
Revenue Miles Between NTD System Failures (c)	0	0	0.00%	0	0	0.00%	
Total Miles Between Total NTD System Failures (c)	0	0	0.00%	0	0	0.00%	
Total Miles Between Major NTD System Failures (d)	0	0	0.00%	0	0	0.00%	
Passengers	1,255	1,195	5.02%	15,165	13,636	11.21%	
Passenger Miles	0	0	0.00%	0	0	0.00%	
Revenue Hours	500	558	(10.46%)	6,472	6,611	(2.10%)	
Total Hours	553	628	(12.00%)	7,194	7,437	(3.27%)	
Revenue Miles	7,282	6,665	9.26%	82,031	74,109	10.69%	
Total Miles	8,556	7,782	9.95%	97,824	87,744	11.49%	
Operating Costs	\$66,873	\$76,962	(13.11%)	\$840,442	\$825,726	1.78%	
Passenger Revenue (a)	\$918	\$821	11.81%	\$30,319	\$16,878	79.64%	
Operating Subsidy	\$65,954	\$76,140	(13.38%)	\$810,123	\$808,848	0.16%	
NTD Reportable Accidents (b)	0	0	0.00%	0	0	0.00%	
Total Roadcalls (NTD System Failures) (c)	0	0	0.00%	0	0	0.00%	
Major Mechanical Failures (Roadcalls) (d)	0	0	0.00%	0	0	0.00%	
Complaints	0	0	0.00%	5	1	400.00%	
Trips On Time	1,146	1,104	3.80%	14,167	12,467	13.64%	
On-Time Performance Trips Sampled	1,155	1,113	3.77%	14,362	12,668	13.37%	

(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.

Performance Indicators & Data	June - FY 2024	June - FY 2023	Percentage Variance	FY 2024 YTD	FY 2023 YTD	YTD Variance	Year To Date Performance
Farebox Recovery Ratio	4.90%	6.05%	(19.01%)	8.01%	6.70%	19.55%	
Operating Costs Per Revenue Hour	\$139.21	\$149.14	(6.66%)	\$140.16	\$140.14	0.01%	
Passenger Revenue Per Revenue Hour (a)	\$6.82	\$9.03	(24.47%)	\$11.23	\$9.39	19.60%	
Subsidy Per Revenue Hour	\$132.39	\$140.11	(5.51%)	\$128.94	\$130.74	(1.38%)	
Operating Cost Per Revenue Mile	\$6.75	\$7.14	(5.46%)	\$6.80	\$6.70	1.49%	
Passenger Revenue Per Revenue Mile	\$0.33	\$0.43	(23.26%)	\$0.54	\$0.45	20.00%	
Subsidy Per Revenue Mile	\$6.42	\$6.71	(4.32%)	\$6.26	\$6.25	0.16%	
Operating Costs Per Passenger	\$21.08	\$22.74	(7.30%)	\$19.48	\$22.02	(11.53%)	
Passenger Revenue Per Passenger (Avg Fare) (a)	\$1.03	\$1.38	(25.36%)	\$1.56	\$1.48	5.41%	
Subsidy Per Passenger	\$20.04	\$21.36	(6.18%)	\$17.92	\$20.55	(12.80%)	
Operating Cost Per Passenger Mile	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	
Passenger Revenue Per Passenger Mile (a)	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	
Subsidy Per Passenger Mile	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	
Passengers Per Revenue Hour	6.6	6.6	0.76%	7.2	6.4	13.05%	
Passengers Per Revenue Mile	0.32	0.31	3.23%	0.35	0.30	16.67%	
Revenue Miles Between NTD Reportable Accidents (b)	0	0	0.00%	0	0	0.00%	
Percentage of Trips On Time	95.0%	95.0%	0.00%	94.0%	95.0%	(1.09%)	
Passengers Served Between Complaints	0	3,199	(100.00%)	6,781	12,268	(44.73%)	
Complaints Per 100,000 Passengers	0.00	31.26	(100.00%)	14.75	8.15	80.98%	
Revenue Miles Between NTD System Failures (c)	0	0	0.00%	0	0	0.00%	
Total Miles Between Total NTD System Failures (c)	0	0	0.00%	0	0	0.00%	
Total Miles Between Major NTD System Failures (d)	0	0	0.00%	0	0	0.00%	
Passengers	12,361	12,797	(3.41%)	162,752	147,218	10.55%	
Passenger Miles	0	0	0.00%	0	0	0.00%	
Revenue Hours	1,871	1,951	(4.09%)	22,623	23,136	(2.22%)	
Total Hours	2,025	2,107	(3.89%)	24,444	24,912	(1.88%)	
Revenue Miles	38,593	40,774	(5.35%)	466,258	483,679	(3.60%)	
Total Miles	40,790	43,131	(5.43%)	496,493	517,062	(3.98%)	
Operating Costs	\$260,515	\$291,008	(10.48%)	\$3,170,962	\$3,242,254	(2.20%)	
Passenger Revenue (a)	\$12,768	\$17,616	(27.52%)	\$254,035	\$217,334	16.89%	
Operating Subsidy	\$247,747	\$273,392	(9.38%)	\$2,916,927	\$3,024,920	(3.57%)	
NTD Reportable Accidents (b)	0	0	0.00%	0	0	0.00%	
Total Roadcalls (NTD System Failures) (c)	0	0	0.00%	0	0	0.00%	
Major Mechanical Failures (Roadcalls) (d)	0	0	0.00%	0	0	0.00%	
Complaints	0	4	(100.00%)	24	12	100.00%	
Trips On Time	76	95	(20.00%)	1,111	1,223	(9.16%)	
On-Time Performance Trips Sampled	80	100	(20.00%)	1,182	1,287	(8.16%)	

(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.

Performance Indicators & Data	June - FY 2024	June - FY 2023	Percentage Variance	FY 2024 YTD	FY 2023 YTD	YTD Variance	Year To Date Performance
Farebox Recovery Ratio	5.85%	1.81%	223.20%	2.91%	2.87%	1.39%	
Operating Costs Per Revenue Hour	\$145.50	\$153.68	(5.32%)	\$146.02	\$148.65	(1.77%)	
Passenger Revenue Per Revenue Hour (a)	\$8.52	\$2.79	205.38%	\$4.24	\$4.27	(0.70%)	
Subsidy Per Revenue Hour	\$136.98	\$150.90	(9.22%)	\$141.78	\$144.37	(1.79%)	
Operating Cost Per Revenue Mile	\$6.53	\$7.09	(7.90%)	\$6.94	\$6.92	0.29%	
Passenger Revenue Per Revenue Mile	\$0.38	\$0.13	192.31%	\$0.20	\$0.20	0.00%	
Subsidy Per Revenue Mile	\$6.14	\$6.96	(11.78%)	\$6.74	\$6.72	0.30%	
Operating Costs Per Passenger	\$24.02	\$56.70	(57.64%)	\$26.49	\$34.46	(23.13%)	
Passenger Revenue Per Passenger (Avg Fare) (a)	\$1.41	\$1.03	36.89%	\$0.77	\$0.99	(22.22%)	
Subsidy Per Passenger	\$22.61	\$55.67	(59.39%)	\$25.72	\$33.47	(23.16%)	
Operating Cost Per Passenger Mile	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	
Passenger Revenue Per Passenger Mile (a)	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	
Subsidy Per Passenger Mile	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	
Passengers Per Revenue Hour	6.1	2.7	123.62%	5.5	4.3	27.84%	
Passengers Per Revenue Mile	0.27	0.13	107.69%	0.26	0.20	30.00%	
Revenue Miles Between NTD Reportable Accidents (b)	0	0	0.00%	0	0	0.00%	
Percentage of Trips On Time	0.0%	0.0%	0.00%	0.0%	0.0%	0.00%	
Passengers Served Between Complaints	0	0	0.00%	0	0	0.00%	
Complaints Per 100,000 Passengers	0.00	0.00	0.00%	0.00	0.00	0.00%	
Revenue Miles Between NTD System Failures (c)	0	0	0.00%	0	0	0.00%	
Total Miles Between Total NTD System Failures (c)	0	0	0.00%	0	0	0.00%	
Total Miles Between Major NTD System Failures (d)	0	0	0.00%	0	0	0.00%	
Passengers	206	73	182.19%	1,947	1,404	38.68%	
Passenger Miles	0	0	0.00%	0	0	0.00%	
Revenue Hours	34	27	26.25%	353	325	8.51%	
Total Hours	38	29	28.88%	394	362	8.86%	
Revenue Miles	758	584	29.79%	7,429	6,991	6.27%	
Total Miles	832	653	27.41%	8,338	8,002	4.20%	
Operating Costs	\$4,947	\$4,139	19.52%	\$51,567	\$48,377	6.59%	
Passenger Revenue (a)	\$290	\$75	285.89%	\$1,498	\$1,390	7.77%	
Operating Subsidy	\$4,657	\$4,064	14.59%	\$50,069	\$46,987	6.56%	
NTD Reportable Accidents (b)	0	0	0.00%	0	0	0.00%	
Total Roadcalls (NTD System Failures) (c)	0	0	0.00%	0	0	0.00%	
Major Mechanical Failures (Roadcalls) (d)	0	0	0.00%	0	0	0.00%	
Complaints	0	0	0.00%	0	0	0.00%	
Trips On Time	0	0	0.00%	0	0	0.00%	
On-Time Performance Trips Sampled	0	0	0.00%	0	0	0.00%	

(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.

Performance Indicators & Data	June - FY 2024	June - FY 2023	Percentage Variance	FY 2024 YTD	FY 2023 YTD	YTD Variance	Year To Date Performance
Farebox Recovery Ratio	5.12%	6.20%	(17.42%)	7.95%	6.79%	17.08%	Fails to Meet Target
Operating Costs Per Revenue Hour	\$140.34	\$148.96	(5.79%)	\$140.30	\$139.68	0.44%	Exceeds Target
Passenger Revenue Per Revenue Hour (a)	\$7.19	\$9.23	(22.10%)	\$11.15	\$9.49	17.49%	Fails to Meet Target
Subsidy Per Revenue Hour	\$133.15	\$139.73	(4.71%)	\$129.15	\$130.19	(0.80%)	
Operating Cost Per Revenue Mile	\$6.89	\$7.58	(9.10%)	\$7.11	\$7.11	0.00%	Exceeds Target
Passenger Revenue Per Revenue Mile	\$0.35	\$0.47	(25.53%)	\$0.57	\$0.48	18.75%	
Subsidy Per Revenue Mile	\$6.54	\$7.11	(8.02%)	\$6.55	\$6.63	(1.21%)	
Operating Costs Per Passenger	\$25.77	\$27.42	(6.02%)	\$23.94	\$26.50	(9.66%)	Exceeds Target
Passenger Revenue Per Passenger (Avg Fare) (a)	\$1.32	\$1.70	(22.35%)	\$1.90	\$1.80	5.56%	
Subsidy Per Passenger	\$24.45	\$25.72	(4.94%)	\$22.04	\$24.70	(10.77%)	
Operating Cost Per Passenger Mile	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	
Passenger Revenue Per Passenger Mile (a)	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	
Subsidy Per Passenger Mile	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	
Passengers Per Revenue Hour	5.5	5.4	0.37%	5.9	5.3	11.20%	
Passengers Per Revenue Mile	0.27	0.28	(3.57%)	0.30	0.27	11.11%	
Revenue Miles Between NTD Reportable Accidents (b)	0	0	0.00%	0	0	0.00%	
Percentage of Trips On Time	99.0%	98.9%	0.10%	98.3%	98.1%	0.19%	
Passengers Served Between Complaints	0	3,704	(100.00%)	5,641	10,607	(46.82%)	
Complaints Per 100,000 Passengers	0.00	27.00	(100.00%)	17.73	9.43	88.02%	
Revenue Miles Between NTD System Failures (c)	0	0	0.00%	0	0	0.00%	
Total Miles Between Total NTD System Failures (c)	0	0	0.00%	0	0	0.00%	
Total Miles Between Major NTD System Failures (d)	0	0	0.00%	0	0	0.00%	
Passengers	14,152	14,816	(4.48%)	186,166	169,714	9.69%	Exceeds Target
Passenger Miles	0	0	0.00%	0	0	0.00%	
Revenue Hours	2,598	2,727	(4.72%)	31,766	32,204	(1.36%)	
Total Hours	2,841	2,989	(4.96%)	34,757	35,257	(1.42%)	
Revenue Miles	52,919	53,619	(1.31%)	626,718	632,789	(0.96%)	
Total Miles	57,118	58,126	(1.73%)	683,479	693,360	(1.43%)	
Operating Costs	\$364,646	\$406,200	(10.23%)	\$4,456,627	\$4,498,220	(0.92%)	
Passenger Revenue (a)	\$18,682	\$25,166	(25.77%)	\$354,111	\$305,646	15.86%	
Operating Subsidy	\$345,965	\$381,034	(9.20%)	\$4,102,517	\$4,192,574	(2.15%)	
NTD Reportable Accidents (b)	0	0	0.00%	0	0	0.00%	
Total Roadcalls (NTD System Failures) (c)	0	0	0.00%	0	0	0.00%	
Major Mechanical Failures (Roadcalls) (d)	0	0	0.00%	0	0	0.00%	
Complaints	0	4	(100.00%)	33	16	106.25%	
Trips On Time	1,222	1,199	1.92%	15,278	13,690	11.60%	
On-Time Performance Trips Sampled	1,235	1,213	1.81%	15,544	13,955	11.39%	

(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
July, FY 2025

Total (All Day Types)

Service	Passengers		Passengers Per Revenue Hour		Farebox Recovery Ratio	
	Prior Year	Current Year	Prior Year	Current Year	Prior Year	Current Year
Route Subtotals						
1	5,829	6,193	7.8	7.6	5.70%	2.72%
12	440	346	3.3	2.4	18.66%	10.85%
15	247	111	4.2	2.1	11.55%	5.24%
1X	135	109	4.1	3.9	1.97%	1.15%
21	555	949	3.2	4.5	1.39%	0.81%
3A	969	1,195	4.9	5.0	3.80%	1.09%
3B	1,184	1,451	6.4	6.1	5.75%	1.38%
7A	1,174	1,572	6.0	6.7	3.15%	3.68%
7B	1,082	1,234	5.9	5.3	3.93%	1.86%
RR30	368	426	2.4	2.5	1.47%	2.73%
RR31	160	123	2.1	2.4	1.27%	2.66%
RR31/36		92		2.3		2.34%
RR34	246	247	2.8	2.0	1.50%	2.04%
RR36	58		1.5		0.90%	
RR50	295	339	2.2	2.0	1.33%	2.14%
Program Subtotals						
Commuter Service	687	457	3.5	2.4	16.24%	9.33%
Demand Response	1,127	1,227	2.3	2.2	1.36%	2.36%
Neighborhood Shuttles	10,928	12,703	6.4	6.4	4.49%	2.15%
System Total	12,742	14,387	5.3	5.2	5.09%	2.80%



FY 2025 -- Monthly Performance Statistics
Systemwide Summary
All Routes

Performance Statistics for July

Level Item	Passengers	Revenue Hours	Operating Costs	Passenger Revenue	Passengers Per Rev. Hour	Operating Cost Per Passenger	Operating Cost Per Rev. Hour	Passenger Revenue Per Passenger	Passenger Revenue Per Rev. Hour	Farebox Recovery Ratio
Reporting Route #:										
1	6,193	817.6	\$112,527	\$3,063	7.6	\$18.17	\$137.64	\$0.49	\$3.75	2.72%
1X	109	27.8	\$3,812	\$44	3.9	\$34.97	\$137.19	\$0.40	\$1.57	1.15%
3A	1,195	238.4	\$31,405	\$342	5.0	\$26.28	\$131.72	\$0.29	\$1.44	1.09%
3B	1,451	238.3	\$30,915	\$427	6.1	\$21.31	\$129.74	\$0.29	\$1.79	1.38%
7A	1,572	233.7	\$30,655	\$1,127	6.7	\$19.50	\$131.18	\$0.72	\$4.82	3.68%
7B	1,234	232.5	\$30,791	\$573	5.3	\$24.95	\$132.45	\$0.46	\$2.47	1.86%
12	346	142.5	\$23,196	\$2,516	2.4	\$67.04	\$162.74	\$7.27	\$17.65	10.85%
15	111	51.8	\$8,576	\$449	2.1	\$77.26	\$165.72	\$4.05	\$8.68	5.24%
21	949	212.7	\$31,040	\$251	4.5	\$32.71	\$145.93	\$0.26	\$1.18	0.81%
RR30	426	169.6	\$21,182	\$579	2.5	\$49.72	\$124.91	\$1.36	\$3.41	2.73%
RR31	123	50.4	\$6,286	\$167	2.4	\$51.10	\$124.68	\$1.36	\$3.32	2.66%
RR31/36	92	40.4	\$5,355	\$125	2.3	\$58.21	\$132.50	\$1.36	\$3.09	2.34%
RR34	247	120.9	\$16,433	\$336	2.0	\$66.53	\$135.98	\$1.36	\$2.78	2.04%
RR50	339	170.6	\$21,491	\$461	2.0	\$63.40	\$125.99	\$1.36	\$2.70	2.14%
Program:										
Commuter Service	457	194.3	\$31,772	\$2,965	2.4	\$69.52	\$163.53	\$6.49	\$15.26	9.33%
Demand Response	1,227	551.9	\$70,747	\$1,668	2.2	\$57.66	\$128.20	\$1.36	\$3.02	2.36%
Neighborhood Shuttles	12,703	2,000.9	\$271,144	\$5,828	6.4	\$21.34	\$135.51	\$0.46	\$2.91	2.15%
Mode:										
Bus (Motorbus)	12,703	2,000.9	\$271,144	\$5,828	6.4	\$21.34	\$135.51	\$0.46	\$2.91	2.15%
Commuter Bus	457	194.3	\$31,772	\$2,965	2.4	\$69.52	\$163.53	\$6.49	\$15.26	9.33%
Demand Response	1,227	551.9	\$70,747	\$1,668	2.2	\$57.66	\$128.20	\$1.36	\$3.02	2.36%
System Total:	14,387	2,747.0	\$373,663	\$10,460	5.2	\$25.97	\$136.02	\$0.73	\$3.81	2.80%

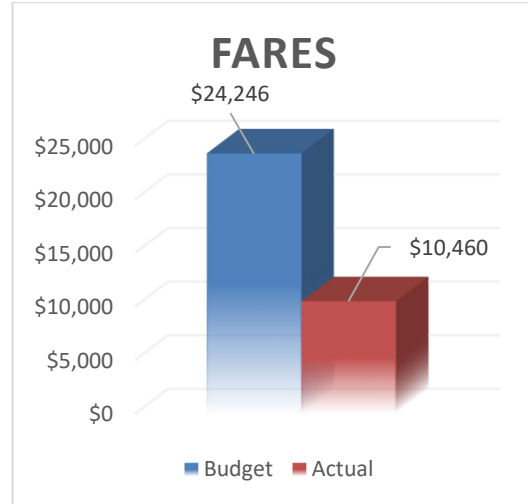
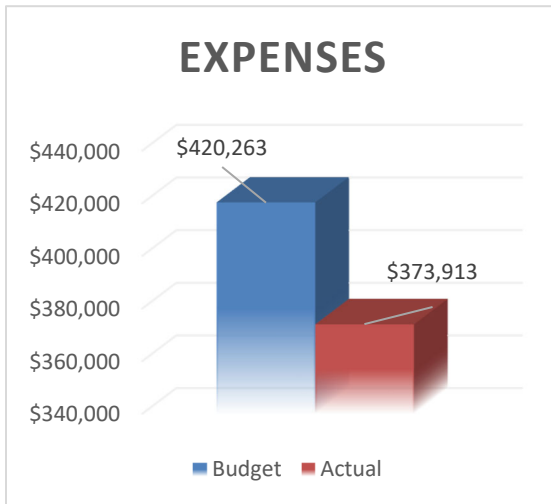
BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: September 26, 2024

RE: Financial Report

At the conclusion of FY 2023/24, Basin Transit came in under budget by \$533,911 (11%) and received \$89,306 (34%) more fares than anticipated.

Additionally, July 2024's expenses were \$46,350 (11%) below budget. However, due to the decline in ridership, fares also decreased. Staff will closely monitor this trend going forward.



STAFF RECOMMENDATION: RECEIVE AND FILE

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

Line	Administrative Exp.	FY 23/24 Budget	JUNE		Year to Date		Year to Date Variance	%
			Budget	Actual	Budget	Actual		
1	Mgmt. Salaries	\$ 141,980.50	\$ 16,382.37	\$ 10,864.00	\$ 141,980.50	\$ 141,113.20	\$ 867.30	1%
2	Office Salaries	\$ 162,094.00	\$ 18,703.15	\$ 11,987.43	\$ 162,094.00	\$ 145,490.32	\$ 16,603.68	10%
3	Board Members	\$ 4,200.00	\$ -	\$ -	\$ 4,200.00	\$ 3,200.00	\$ 1,000.00	24%
4	Payroll Taxes	\$ 11,390.00	\$ 1,314.23	\$ 519.99	\$ 11,390.00	\$ 8,315.07	\$ 3,074.93	27%
5	Health & Welfare	\$ 72,868.00	\$ 6,072.33	\$ 7,045.89	\$ 72,868.00	\$ 80,844.05	\$ (7,976.05)	-11%
6	Retirement:PERS	\$ 56,042.00	\$ 6,466.38	\$ 4,155.45	\$ 56,042.00	\$ 51,481.25	\$ 4,560.75	8%
7	Mileage	\$ 5,000.00	\$ 416.67	\$ -	\$ 5,000.00	\$ 2,807.95	\$ 2,192.05	44%
8	Outside Services	\$ 29,940.00	\$ 2,495.00	\$ 3,226.97	\$ 29,940.00	\$ 28,229.27	\$ 1,710.73	6%
9	Prof. Fees	\$ 52,338.00	\$ 5,194.83	\$ 456.25	\$ 52,338.00	\$ 79,726.58	\$ (27,388.58)	-52%
10	Utilities	\$ 178,760.00	\$ 15,868.21	\$ 9,573.34	\$ 178,760.00	\$ 135,558.26	\$ 43,201.74	24%
11	Marketing/Promotions	\$ 40,493.00	\$ 3,374.42	\$ 2,124.83	\$ 40,493.00	\$ 29,499.60	\$ 10,993.40	27%
12	Office Supplies	\$ 16,882.00	\$ 1,406.83	\$ 736.90	\$ 16,882.00	\$ 16,183.59	\$ 698.41	4%
13	Postage	\$ 2,400.00	\$ 200.00	\$ 19.99	\$ 2,400.00	\$ 2,021.86	\$ 378.14	16%
14	Printing/Reproduction	\$ 14,425.00	\$ 1,202.08	\$ 78.93	\$ 14,425.00	\$ 8,388.13	\$ 6,036.87	42%
15	Training/Meetings	\$ 14,831.00	\$ 1,235.92	\$ 2,895.66	\$ 14,831.00	\$ 16,595.78	\$ (1,764.78)	-12%
16	Total Administrative	\$ 803,645.00	\$ 80,332.43	\$ 53,685.63	\$ 803,643.50	\$ 749,454.91	\$ 54,188.59	7%
Maintenance Expense								
17	Mechanic Salaries	\$ 196,193.00	\$ 22,637.65	\$ 14,833.15	\$ 196,193.00	\$ 190,467.04	\$ 5,725.96	3%
18	Utility Workers & Maint Admin Salaries	\$ 124,874.00	\$ 14,408.54	\$ 9,040.91	\$ 124,874.00	\$ 113,493.43	\$ 11,380.57	9%
19	Payroll Taxes	\$ 7,706.00	\$ 889.15	\$ 345.98	\$ 7,706.00	\$ 4,853.72	\$ 2,852.28	37%
20	Health & Welfare	\$ 29,036.00	\$ 2,419.67	\$ 1,704.12	\$ 29,036.00	\$ 26,673.02	\$ 2,362.98	8%
21	Retirement:PERS	\$ 24,883.00	\$ 2,871.12	\$ 987.55	\$ 24,883.00	\$ 13,182.42	\$ 11,700.58	47%
22	Uniforms	\$ 4,000.00	\$ 333.33	\$ 224.42	\$ 4,000.00	\$ 4,177.80	\$ (177.80)	-4%
23	Outside Services	\$ 34,431.00	\$ 2,869.25	\$ 2,274.25	\$ 34,431.00	\$ 46,447.74	\$ (12,016.74)	-35%
24	Parts	\$ 45,462.00	\$ 3,788.50	\$ 4,477.14	\$ 45,462.00	\$ 61,215.79	\$ (15,753.79)	-35%
25	Fluids	\$ 16,403.00	\$ 1,366.92	\$ 628.25	\$ 16,403.00	\$ 16,863.68	\$ (460.68)	-3%
26	Tires	\$ 63,251.00	\$ 5,270.92	\$ 3,168.27	\$ 63,251.00	\$ 42,405.52	\$ 20,845.48	33%
27	Accident Repair	\$ 26,369.00	\$ 2,197.42	\$ 6,008.44	\$ 26,369.00	\$ 6,008.44	\$ 20,360.56	77%
28	Tools	\$ 750.00	\$ 62.50	\$ -	\$ 750.00	\$ 674.03	\$ 75.97	10%
29	Consulting	\$ 1,000.00	\$ 83.33	\$ -	\$ 1,000.00	\$ 720.00	\$ 280.00	28%
30	Shop Supplies	\$ 1,000.00	\$ 83.33	\$ 68.22	\$ 1,000.00	\$ 1,161.79	\$ (161.79)	-16%
31	Facility Supplies	\$ 6,022.00	\$ 501.83	\$ 190.64	\$ 6,022.00	\$ 6,205.99	\$ (183.99)	-3%
32	Training/Meetings	\$ 6,174.00	\$ 514.50	\$ 157.35	\$ 6,174.00	\$ 1,509.93	\$ 4,664.07	76%
33	Shelter Maintenance	\$ 2,784.00	\$ 232.00	\$ -	\$ 2,784.00	\$ 351.01	\$ 2,432.99	87%
34	CNG Stations Maint.	\$ 115,874.00	\$ 9,656.17	\$ 3,662.00	\$ 115,874.00	\$ 69,700.80	\$ 46,173.20	40%
35	Total Maintenance	\$ 706,210.00	\$ 70,186.13	\$ 47,770.69	\$ 706,212.00	\$ 606,112.15	\$ 100,099.85	14%
Operations Expense								
36	Mgmt/Supv Salaries	\$ 184,283.55	\$ 21,263.49	\$ 13,802.98	\$ 184,283.55	\$ 177,358.16	\$ 6,925.39	4%
37	Operator Wages	\$ 1,345,960.00	\$ 155,303.08	\$ 102,740.50	\$ 1,345,960.00	\$ 1,273,684.24	\$ 72,275.76	5%
38	Dispatch Wages	\$ 264,015.00	\$ 30,463.27	\$ 21,079.06	\$ 264,015.00	\$ 243,646.32	\$ 20,368.68	8%
39	Payroll Taxes	\$ 43,062.00	\$ 4,968.69	\$ 1,972.81	\$ 43,062.00	\$ 27,648.21	\$ 15,413.79	36%
40	Health & Welfare	\$ 280,831.00	\$ 23,402.58	\$ 23,542.19	\$ 280,831.00	\$ 286,786.59	\$ (5,955.59)	-2%
41	Retirement:PERS	\$ 275,332.00	\$ 31,769.08	\$ 18,221.09	\$ 275,332.00	\$ 222,236.28	\$ 53,095.72	19%
42	Safety Incentive Program	\$ 12,900.00	\$ 1,075.00	\$ -	\$ 12,900.00	\$ 4,100.00	\$ 8,800.00	68%
43	Workers'Comp	\$ 259,900.00	\$ 21,658.33	\$ 32,665.37	\$ 259,900.00	\$ 182,434.00	\$ 77,466.00	30%
44	Other Employee Exp.	\$ 36,409.00	\$ 3,034.08	\$ 1,171.35	\$ 36,409.00	\$ 31,804.39	\$ 4,604.61	13%
45	Mileage	\$ 1,850.00	\$ 154.17	\$ -	\$ 1,850.00	\$ 920.28	\$ 929.72	50%
46	Uniforms	\$ 8,076.00	\$ 673.00	\$ 457.33	\$ 8,076.00	\$ 2,266.11	\$ 5,809.89	72%
47	Outside Services	\$ 16,635.00	\$ 1,386.25	\$ -	\$ 16,635.00	\$ 11,814.91	\$ 4,820.09	29%
48	Tel/Cell/Internet/Fax	\$ 47,638.00	\$ 3,969.83	\$ 3,801.23	\$ 47,638.00	\$ 43,328.52	\$ 4,309.48	9%
49	Radio Expense	\$ 5,935.00	\$ 494.58	\$ -	\$ 5,935.00	\$ 8,277.62	\$ (2,342.62)	-39%
50	Fuel	\$ 336,885.00	\$ 28,073.75	\$ 15,413.05	\$ 336,885.00	\$ 248,360.27	\$ 88,524.73	26%
51	Trainings/Meetings	\$ 4,400.00	\$ 366.67	\$ -	\$ 4,400.00	\$ 3,779.76	\$ 620.24	14%
52	Insurance	\$ 382,165.00	\$ 31,847.08	\$ 24,373.95	\$ 382,165.00	\$ 359,657.89	\$ 22,507.11	6%
53	Deferred Comp Match	\$ 51,080.00	\$ 5,893.85	\$ 3,949.24	\$ 51,080.00	\$ 49,629.98	\$ 1,450.02	3%
54	Total Operations	\$ 3,557,356.00	\$ 365,796.78	\$ 263,190.15	\$ 3,557,356.55	\$ 3,177,733.53	\$ 379,623.02	11%
55	Grand Total of Op Exp	\$ 5,067,210.00	\$ 516,315.34	\$ 364,646.47	\$ 5,067,212.05	\$ 4,533,300.59	\$ 533,911.46	11%

BASIN TRANSIT
Statement of Income
For Period Ending 6/30/2024

Other Revenue		JUNE			YTD Bdgt	YTD Actual		
1	Interest	\$ 11,254.00	\$ 937.83	\$ 43.64	\$ 11,254.00	\$ 101,932.65	\$ 90,678.65	806%
2	Other Revenue	\$ 2,400.00	\$ 200.00	\$ 325.02	\$ 2,400.00	\$ 6,917.51	\$ 4,517.51	188%
3	CNG Fuel	\$ 15,219.00	\$ 1,268.25	\$ 11,609.46	\$ 15,219.00	\$ 120,412.82	\$ 105,193.82	691%
4	Renewable Gas Credits	\$ 20,175.00	\$ 1,681.25	\$ 9,252.86	\$ 20,175.00	\$ 63,532.37	\$ 43,357.37	215%
5	Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
6	Gain on Sale of Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
7	Total Other Revenue	\$ 49,048.00	\$ 4,087.33	\$ 21,230.98	\$ 49,048.00	\$ 292,795.35	\$ 243,747.35	497%

Passenger Fares		JUNE			YTD Bdgt	YTD Actual		
8	Fixed Route	\$ 131,761.00	\$ 10,980.08	\$ 12,768.21	\$ 131,761.00	\$ 239,072.40	\$ 107,311.40	81%
1	Ready Ride	\$ 15,870.00	\$ 1,322.50	\$ 918.46	\$ 15,870.00	\$ 30,385.46	\$ 14,515.46	91%
2	Palm Spr./Palm Des.	\$ 60,835.00	\$ 5,069.58	\$ 4,994.93	\$ 60,835.00	\$ 69,612.39	\$ 8,777.39	14%
3	LCTOP FY23/24 K-12 Free Fares	\$ 56,034.00	\$ 4,669.50		\$ 56,034.00	\$ 22,214.50	\$ (33,819.50)	-60%
4	Total Fare Revenue	\$ 264,500.00	\$ 22,041.67	\$ 18,681.60	\$ 264,500.00	\$ 361,284.75	\$ 96,784.75	37%

Current Support Funding - Operations			Received	Prior FY	Received	Balance Due
5	Local Transit Funds	\$ 3,980,861.00			\$ 3,980,861.00	\$ -
6	Section 5311 Operating Asst	\$ 579,901.00				\$ 579,901.00
7	Measure I	\$ 152,900.00	\$ 13,506.70		\$ 157,157.77	\$ (4,257.77)
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	\$ 13,506.70		\$ 4,583,114.77	\$ 575,643.23
18	Total Operating Revenues	\$ 5,067,210.00	\$ 53,419.28		\$ 5,237,194.87	\$ 916,175.33

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

Current Year Capital Funding - Capital		Grant Amt	Received	Prior FY	Received	Balance Due
21	Operations Support Equip STA FY24	\$ 50,000.00			\$ 25,160.69	\$ 24,839.31
22	CERBT / CEPPT Trust LTF FY24	\$ 290,388.00			\$ 145,194.00	\$ 145,194.00
23	Vehicle Replacements STA/CMAQ FY24	\$ 823,183.00				\$ 823,183.00
24	Intelligent Transit System (ITS) SGR/LTF FY24	\$ 439,000.00			\$ 97,903.98	\$ 341,096.02
25	Facilities LTF FY24	\$ 1,190,708.00				\$ 1,190,708.00
26	Zero Emission Projects LTF FY24	\$ 167,003.00				\$ 167,003.00
27	Bus Stop Improvements STA/LCTOP FY24	\$ 178,407.00			\$ 137,616.00	\$ 40,791.00
28	Total Current Capital Funding	\$ 3,138,689.00	\$ -	\$ -	\$ 405,874.67	\$ 2,587,620.33

Prior Year Capital Funding - Capital		Grant Amt	Received	Prior FY	Received	Balance Due
29	29Palms CNG Station LTF FY18	\$ 130,000.00				\$ 130,000.00
30	AVL/GPS Equipment STA FY17	\$ 6,000.00				\$ 6,000.00
31	AVL/GPS Equipment STA FY19	\$ 85,000.00				\$ 85,000.00
33	Bus Stop Improvements STA FY19	\$ 70,000.00		\$ 16,473.85		\$ 53,526.15
32	Bus Stop Improvements STA FY22	\$ 17,403.00				\$ 17,403.00
34	Bus Stop Improvements STA/SGR/LTF/LCTOP FY23	\$ 357,252.00		\$ 291,947.79	\$ 21,234.86	\$ 44,069.35
35	Bus Wash System STA FY20	\$ 67,950.00		\$ 4,310.00		\$ 63,640.00
36	Bus Wash System STA FY21	\$ 7,500.00				\$ 7,500.00
37	Class H Replacement Vehicles CMAQ FY21	\$ 1,073,662.00	\$ 1,073,662.00		\$ 1,073,662.00	\$ -
38	CNG Compressor LTF FY23	\$ 650,000.00				\$ 650,000.00
39	Cost Allocation Study STA FY19	\$ 20,000.00		\$ 17,481.00		\$ 2,519.00
40	Engine Overhauls LTF FY18	\$ 56,109.80			\$ 56,109.80	\$ -
41	Engine Overhauls STA FY20	\$ 24,212.39			\$ 24,212.39	\$ -
42	Engine Overhauls STA/LTF FY23	\$ 75,000.00			\$ 51,470.23	\$ 23,529.77
43	Facilities STA/LTF FY23	\$ 150,000.00		\$ 77,800.83	\$ 25,212.96	\$ 46,986.21
44	Fare Media Structure STA FY21	\$ 50,000.00				\$ 50,000.00
45	MBTA Branding LTF FY23	\$ 3,306.93			\$ 3,306.93	\$ -
46	Operations Support Equip STA FY23	\$ 6,257.16			\$ 6,257.16	\$ -
47	REI Equipment LTF FY15 Realloc.	\$ 760.00				\$ 760.00
48	Short Range Transit Plan STA FY19	\$ 107,000.00		\$ 87,770.10		\$ 19,229.90
49	Staff Vehicles Replacemen STA FY20	\$ 50,000.00		\$ 49,812.68		\$ 187.32
52	Vehicles: 1 Class E STA FY19	\$ 68,368.00		\$ 2,385.95		\$ 65,982.05
50	Vehicle Replacements STA FY22 / CMAQ	\$ 287,076.00				\$ 287,076.00
51	Vehicle Replacements LTF FY23	\$ 1,079,970.00				\$ 1,079,970.00
53	Video Surveillance LTF FY18	\$ 20,000.00			\$ 20,000.00	\$ -
54	Video Surveillance LTF FY23	\$ 201,609.14			\$ 201,609.14	\$ -
55	Zero Emission Projects LTF/LCTOP FY23	\$ 369,937.22		\$ 24,060.00		\$ 345,877.22
54	Total Prior Capital Funding	\$ 5,034,373.64	\$ 1,073,662.00	\$ 547,982.20	\$ 1,483,075.47	\$ 2,979,255.97

FY 23/24 Procurement Budget		Grant Amt	Sent	Received	Sent	Received	Balance Due
55	Procurement Bid Income	\$ 280,000.00		\$ 37,169.71		\$ 422,550.93	\$ (142,550.93)
56	Procurement Bid Expenses	\$ (163,505.00)	\$ 9,565.20		\$ 176,417.31		\$ 12,912.31
57	TAG Program	\$ (80,000.00)			\$ 80,000.00		\$ -
58	Total Procurement Budget		\$ 9,565.20	\$ 37,169.71	\$ 256,417.31	\$ 422,550.93	\$ 166,133.62

FY 23/24 TREP Budget		Grant Amt	Sent	Received	Sent	Received	Balance Due
59	5310 TREP Revenue	<i>Balance</i> \$ 114,526.00				\$ 62,009.94	\$ 52,516.06
60	Program Administrator	\$ (4,906.00)	\$ 122.78		\$ 1,865.34		\$ (3,040.66)
61	Client Relations Clerk	\$ (34,020.00)	\$ 3,721.25		\$ 47,946.27		\$ 13,926.27
62	TREP Program Expenses	\$ -			\$ 1,004.00		\$ (785.00)
63	Mileage Reimbursements	\$ (75,600.00)	\$ 3,201.40		\$ 34,932.29		\$ (40,667.71)
64	Total TREP Funding	\$ -	\$ 7,045.43	\$ -	\$ 85,747.90	\$ 62,009.94	\$ 29,782.10

BASIN TRANSIT
Statement of Expenditures - Cash Basis
During Fiscal Year ending 06/30/2025
For Period Ending 7/31/2024

Line	Administrative Exp.	FY 24/25 Budget	JULY		Year to Date		Year to Date Variance	%
			Budget	Actual	Budget	Actual		
1	Mgmt. Salaries	\$ 148,086.00	\$ 11,391.23	\$ 13,470.06	\$ 11,391.23	\$ 13,470.06	\$ (2,078.83)	-18%
2	Office Salaries	\$ 177,168.00	\$ 13,628.31	\$ 13,748.54	\$ 13,628.31	\$ 13,748.54	\$ (120.23)	-1%
3	Board Members	\$ 4,200.00	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00	\$ -	0%
4	Payroll Taxes	\$ 11,880.00	\$ 913.85	\$ 584.82	\$ 913.85	\$ 584.82	\$ 329.03	36%
5	Health & Welfare	\$ 76,833.00	\$ 6,402.75	\$ 11,601.59	\$ 6,402.75	\$ 11,601.59	\$ (5,198.84)	-81%
6	Retirement:PERS	\$ 52,666.00	\$ 4,051.23	\$ 4,408.00	\$ 4,051.23	\$ 4,408.00	\$ (356.77)	-9%
7	Mileage	\$ 5,000.00	\$ 416.67	\$ 126.63	\$ 416.67	\$ 126.63	\$ 290.04	70%
8	Outside Services	\$ 31,228.00	\$ 2,602.33	\$ (154.77)	\$ 2,602.33	\$ (154.77)	\$ 2,757.10	106%
9	Prof. Fees	\$ 78,507.00	\$ 6,542.25	\$ 4,529.00	\$ 6,542.25	\$ 4,529.00	\$ 2,013.25	31%
10	Utilities	\$ 178,760.00	\$ 14,896.67	\$ 13,330.84	\$ 14,896.67	\$ 13,330.84	\$ 1,565.83	11%
11	Marketing/Promotions	\$ 50,493.00	\$ 4,207.75	\$ 2,414.39	\$ 4,207.75	\$ 2,414.39	\$ 1,793.36	43%
12	Office Supplies	\$ 16,882.00	\$ 1,406.83	\$ 1,322.60	\$ 1,406.83	\$ 1,322.60	\$ 84.23	6%
13	Postage	\$ 2,503.00	\$ 208.58	\$ 129.56	\$ 208.58	\$ 129.56	\$ 79.02	38%
14	Printing/Reproduction	\$ 14,425.00	\$ 1,202.08	\$ 143.25	\$ 1,202.08	\$ 143.25	\$ 1,058.83	88%
15	Training/Meetings	\$ 14,831.00	\$ 1,235.92	\$ 1,059.53	\$ 1,235.92	\$ 1,059.53	\$ 176.39	14%
16	Total Administrative	\$ 863,463.00	\$ 69,806.45	\$ 67,414.04	\$ 69,806.45	\$ 67,414.04	\$ 2,392.41	3%
Maintenance Expense								
17	Mechanic Salaries	\$ 204,629.00	\$ 15,740.69	\$ 15,480.32	\$ 15,740.69	\$ 15,480.32	\$ 260.37	2%
18	Utility Workers & Maint Admin Salaries	\$ 135,094.00	\$ 10,391.85	\$ 9,566.56	\$ 10,391.85	\$ 9,566.56	\$ 825.29	8%
19	Payroll Taxes	\$ 8,037.00	\$ 618.23	\$ 362.99	\$ 618.23	\$ 362.99	\$ 255.24	41%
20	Health & Welfare	\$ 29,237.00	\$ 2,436.42	\$ 1,850.07	\$ 2,436.42	\$ 1,850.07	\$ 586.35	24%
21	Retirement:PERS	\$ 24,452.00	\$ 1,880.92	\$ 1,005.32	\$ 1,880.92	\$ 1,005.32	\$ 875.60	47%
22	Uniforms	\$ 4,418.00	\$ 368.17	\$ 374.60	\$ 368.17	\$ 374.60	\$ (6.43)	-2%
23	Outside Services	\$ 52,622.00	\$ 4,385.17	\$ 3,257.25	\$ 4,385.17	\$ 3,257.25	\$ 1,127.92	26%
24	Parts	\$ 72,294.00	\$ 6,024.50	\$ 7,130.82	\$ 6,024.50	\$ 7,130.82	\$ (1,106.32)	-18%
25	Fluids	\$ 18,071.00	\$ 1,505.92	\$ 3,714.82	\$ 1,505.92	\$ 3,714.82	\$ (2,208.90)	-147%
26	Tires	\$ 63,251.00	\$ 5,270.92	\$ 4,026.37	\$ 5,270.92	\$ 4,026.37	\$ 1,244.55	24%
27	Accident Repair	\$ 26,369.00	\$ 2,197.42	\$ -	\$ 2,197.42	\$ -	\$ 2,197.42	100%
28	Tools	\$ 750.00	\$ 62.50	\$ 250.00	\$ 62.50	\$ 250.00	\$ (187.50)	-300%
29	Consulting	\$ 1,000.00	\$ 83.33	\$ -	\$ 83.33	\$ -	\$ 83.33	100%
30	Shop Supplies	\$ 1,000.00	\$ 83.33	\$ 33.71	\$ 83.33	\$ 33.71	\$ 49.62	60%
31	Facility Supplies	\$ 6,022.00	\$ 501.83	\$ 534.22	\$ 501.83	\$ 534.22	\$ (32.39)	-6%
32	Training/Meetings	\$ 6,174.00	\$ 514.50	\$ -	\$ 514.50	\$ -	\$ 514.50	100%
33	Shelter Maintenance	\$ 2,784.00	\$ 232.00	\$ -	\$ 232.00	\$ -	\$ 232.00	100%
34	CNG Stations Maint.	\$ 115,874.00	\$ 9,656.17	\$ 662.00	\$ 9,656.17	\$ 662.00	\$ 8,994.17	93%
35	Total Maintenance	\$ 772,079.00	\$ 61,953.86	\$ 48,249.05	\$ 61,953.86	\$ 48,249.05	\$ 13,704.81	22%
Operations Expense								
36	Mgmt/Supv Salaries	\$ 195,524.00	\$ 15,040.31	\$ 14,474.56	\$ 15,040.31	\$ 14,474.56	\$ 565.75	4%
37	Operator Wages	\$ 1,437,485.00	\$ 110,575.77	\$ 106,943.99	\$ 110,575.77	\$ 106,943.99	\$ 3,631.78	3%
38	Dispatch Wages	\$ 269,928.00	\$ 20,763.69	\$ 21,898.84	\$ 20,763.69	\$ 21,898.84	\$ (1,135.15)	-5%
39	Payroll Taxes	\$ 45,670.00	\$ 3,513.08	\$ 2,062.19	\$ 3,513.08	\$ 2,062.19	\$ 1,450.89	41%
40	Health & Welfare	\$ 280,831.00	\$ 23,402.58	\$ 24,848.36	\$ 23,402.58	\$ 24,848.36	\$ (1,445.78)	-6%
41	Retirement:PERS	\$ 262,886.00	\$ 20,222.00	\$ 20,827.07	\$ 20,222.00	\$ 20,827.07	\$ (605.07)	-3%
42	Safety Incentive Program	\$ 12,900.00	\$ 1,075.00	\$ -	\$ 1,075.00	\$ -	\$ 1,075.00	100%
43	Workers'Comp	\$ 217,350.00	\$ 18,112.50	\$ 15,518.67	\$ 18,112.50	\$ 15,518.67	\$ 2,593.83	14%
44	Other Employee Exp.	\$ 36,409.00	\$ 3,034.08	\$ 1,892.43	\$ 3,034.08	\$ 1,892.43	\$ 1,141.65	38%
45	Mileage	\$ 1,850.00	\$ 154.17	\$ -	\$ 154.17	\$ -	\$ 154.17	100%
46	Uniforms	\$ 8,076.00	\$ 673.00	\$ 221.63	\$ 673.00	\$ 221.63	\$ 451.37	67%
47	Outside Services	\$ 16,635.00	\$ 1,386.25	\$ -	\$ 1,386.25	\$ -	\$ 1,386.25	100%
48	Tel/Cell/Internet/Fax	\$ 53,638.00	\$ 4,469.83	\$ 3,045.29	\$ 4,469.83	\$ 3,045.29	\$ 1,424.54	32%
49	Radio Expense	\$ 5,935.00	\$ 494.58	\$ -	\$ 494.58	\$ -	\$ 494.58	100%
50	Fuel	\$ 336,885.00	\$ 28,073.75	\$ 16,523.04	\$ 28,073.75	\$ 16,523.04	\$ 11,550.71	41%
51	Trainings/Meetings	\$ 4,400.00	\$ 366.67	\$ 603.46	\$ 366.67	\$ 603.46	\$ (236.79)	-65%
52	Insurance	\$ 398,598.00	\$ 33,216.50	\$ 25,291.12	\$ 33,216.50	\$ 25,291.12	\$ 7,925.38	24%
53	Deferred Comp Match	\$ 51,080.00	\$ 3,929.23	\$ 4,099.24	\$ 3,929.23	\$ 4,099.24	\$ (170.01)	-4%
54	Total Operations	\$ 3,636,081.00	\$ 288,502.99	\$ 258,249.89	\$ 288,502.99	\$ 258,249.89	\$ 30,253.10	10%
55	Grand Total of Op Exp	\$ 5,271,622.00	\$ 420,263.30	\$ 373,912.98	\$ 420,263.30	\$ 373,912.98	\$ 46,350.32	11%

BASIN TRANSIT
Statement of Income
For Period Ending 7/31/2024

Other Revenue		JULY		YTD Bdgt	YTD Actual			
1	Interest	\$ 39,476.00	\$ 3,289.67	\$ 35,591.35	\$ 3,289.67	\$ 35,591.35	\$ 32,301.68	982%
2	Other Revenue	\$ 24,195.00	\$ 2,016.25	\$ 31.74	\$ 2,016.25	\$ 31.74	\$ (1,984.51)	-98%
3	CNG Fuel	\$ 106,837.00	\$ 8,903.08	\$ 8,982.76	\$ 8,903.08	\$ 8,982.76	\$ 79.68	1%
4	Renewable Gas Credits	\$ 60,093.00	\$ 5,007.75	\$ 6,294.75	\$ 5,007.75	\$ 6,294.75	\$ 1,287.00	26%
5	Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
6	Gain on Sale of Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
7	Total Other Revenue	\$ 230,601.00	\$ 19,216.75	\$ 50,900.60	\$ 19,216.75	\$ 50,900.60	\$ 31,683.85	165%

Passenger Fares		JULY		YTD Bdgt	YTD Actual			
8	Fixed Route	\$ 179,543.00	\$ 14,961.92	\$ 5,827.61	\$ 14,961.92	\$ 5,827.61	\$ (9,134.31)	-61%
9	Ready Ride	\$ 19,676.00	\$ 1,639.67	\$ 1,667.70	\$ 1,639.67	\$ 1,667.70	\$ 28.03	2%
9	Palm Spr./Palm Des.	\$ 46,731.00	\$ 3,894.25	\$ 2,965.09	\$ 3,894.25	\$ 2,965.09	\$ (929.16)	-24%
10	LCTOP FY24/25 K-12 and 35 Days Free Fare Promotion	\$ 45,000.00			\$ 3,750.00	\$ -	\$ (3,750.00)	-100%
11	Total Fare Revenue	\$ 290,950.00	\$ 20,495.83	\$ 10,460.40	\$ 24,245.83	\$ 10,460.40	\$ (13,785.43)	-57%

Current Support Funding - Operations		Expended	Received	Expended	Received	Balance Due
12	Local Transit Funds	\$ 4,001,456.00	\$ -	\$ -		\$ 4,001,456.00
13	Section 5311 Operating Asst	\$ 555,516.00	\$ -	\$ -		\$ 555,516.00
14	Measure I	\$ 153,100.00	\$ -	\$ 15,384.55	\$ 15,384.55	\$ 137,715.45
16	AB 2766	\$ 40,000.00	\$ -	\$ -		\$ 40,000.00
17	Total Sup. Fund.Ops	\$4,750,072.00	\$ -	\$ 15,384.55	\$ 15,384.55	\$ 4,734,687.45

18	Total Operating Revenues	\$ 5,271,622.00		\$ 76,745.55		\$ 76,745.55	\$ 4,752,585.87
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Prior Year Support Funding - Operations		Grant Amt	Expended	Received	Expended	Received	Balance Due
19	Section 5311 Operating Asst FY23	\$ 579,901.00	\$ -	\$ -			\$ 579,901.00
20	Total Prior Year Operating Revenues	\$ 579,901.00	\$ -	\$ -	\$ -	\$ -	\$ 579,901.00

Current Year Capital Funding - Capital		Grant Amt	Received	Received in Previous FY(s)	Received Current FY	Balance Due
21	Operations Support Equip	\$ 50,000.00				\$ 50,000.00
22	CERBT / CEPPT Trust	\$ 290,388.00			\$ -	\$ 290,388.00
23	Engine Overhauls	\$ 50,000.00				\$ 50,000.00
24	Vehicle Replacements	\$ 1,164,329.00				\$ 1,164,329.00
25	Intelligent Transit System (ITS)	\$ 900,000.00				\$ 900,000.00
26	Short Range Transit Plan (SRTP)	\$ 100,000.00				\$ 100,000.00
27	Zero Emission RFP	\$ 246,734.00				\$ 246,734.00
28	Facilities	\$ 84,081.00				\$ 84,081.00
29	Bus Stop Improvements/PV Stops	\$ 219,440.00				\$ 219,440.00
30	Total Current Capital Funding	\$ 3,104,972.00	\$ -	\$ -	\$ -	\$ 3,104,972.00

Previous Year(s) Capital Funding - Capital		Grant Amt	Received	Received in Previous FY(s)	Received Current FY	Balance Due
31	29Palms CNG Station	\$ 130,000.00				\$ 130,000.00
32	AVL/GPS Equipment	\$ 6,000.00				\$ 6,000.00
33	AVL/GPS Equipment	\$ 85,000.00				\$ 85,000.00
35	Bus Stop Improvements	\$ 70,000.00		\$ 16,473.85		\$ 53,526.15
34	Bus Stop Improvements	\$ 17,403.00				\$ 17,403.00
36	Bus Stop Improvements	\$ 357,252.00	\$ 20,033.75	\$ 313,182.65	\$ 20,033.75	\$ 24,035.60
36	Bus Stop Improvements	\$ 178,508.00		\$ 137,616.00		\$ 40,892.00
37	Bus Wash System	\$ 67,950.00		\$ 4,310.00		\$ 63,640.00
38	Bus Wash System	\$ 7,500.00				\$ 7,500.00
39	CERBT / CEPPT Trust	\$ 290,388.00	\$ 72,597.00	\$ 145,194.00	\$ 72,597.00	\$ 72,597.00
40	CNG Compressor	\$ 650,000.00				\$ 650,000.00
41	Cost Allocation Study	\$ 20,000.00		\$ 17,481.00		\$ 2,519.00
42	Engine Overhauls	\$ 75,000.00		\$ 51,470.23		\$ 23,529.77
43	Facilities	\$ 150,000.00	\$ 6,212.53	\$ 103,013.79	\$ 6,212.53	\$ 40,773.68
44	Facilities	\$ 1,012,587.00	\$ 3,187.47		\$ 3,187.47	\$ 1,009,399.53
45	Fare Media Structure	\$ 50,000.00				\$ 50,000.00
46	Intelligent Transit System (ITS)	\$ 439,000.00		\$ 97,903.98		\$ 341,096.02
47	Operations Support Equip	\$ 50,000.00	\$ 4,647.70	\$ 25,160.69	\$ 4,647.70	\$ 20,191.61
48	REI Equipment	\$ 760.00				\$ 760.00
49	Short Range Transit Plan	\$ 107,000.00		\$ 87,770.10		\$ 19,229.90
50	Staff Vehicles Replacemen	\$ 50,000.00		\$ 49,812.68		\$ 187.32
51	Vehicles Replacements: 1 Class E	\$ 68,368.00		\$ 2,385.95		\$ 65,982.05
52	Vehicle Replacements	\$ 287,076.00				\$ 287,076.00
53	Vehicle Replacements	\$ 1,079,970.00	\$ 198,972.45		\$ 198,972.45	\$ 880,997.55
54	Vehicle Replacements	\$ 823,183.00				\$ 823,183.00
55	Zero Emission Projects	\$ 369,937.22		\$ 24,060.00		\$ 345,877.22
56	Total Prior Capital Funding	\$6,442,882.22	\$305,650.90	\$1,051,774.92	\$305,650.90	\$5,061,396.40

FY 24/25 Procurement Budget			Sent	Received	Sent	Received	Balance Due
57	Procurement Bid Income	\$ 320,000.00		\$ 28,821.57		\$ 28,821.57	\$ 291,178.43
58	Procurement Bid Expenses	\$ (193,601.00)	\$ 26,916.20		\$ 26,916.20		\$ (166,684.80)
59	TAG Program	\$ (80,000.00)					\$ (80,000.00)
60	Total Procurement Budget	\$ 46,399.00	\$ 26,916.20	\$ 28,821.57	\$ 26,916.20	\$ 28,821.57	\$ 1,905.37

FY 24/25 TREP Budget		Grant Amt	Sent	Received	Sent	Received	Balance Due
61	5310 TREP Revenue	<i>Previous Grant Balance</i>	\$ 217.07		\$ 217.07		\$ -
62	5310 TREP Revenue	<i>FY25 Award Allocation</i>	\$ 114,526.00				\$ 114,526.00
63	Program Administrator		\$ (2,298.00)	\$ 127.67	\$ 127.67		\$ (2,170.33)
64	Client Relations Clerk		\$ (53,325.00)	\$ 3,486.91	\$ 3,486.91		\$ (49,838.09)
65	TREP Program Expenses		\$ (1,000.00)				\$ (785.00)
66	Mileage Reimbursements		\$ (57,903.00)	\$ 3,388.76	\$ 3,388.76		\$ (54,514.24)
67	Total TREP Funding		\$ 217.07	\$ 7,003.34	\$ 217.07	\$ 7,003.34	\$ (6,786.27)

BASIN TRANSIT

TO: Board of Directors
FROM: Michal Brock, Office Manager
DATE: September 26, 2024

RE: Taxi Report

June 2024		July 2024	
Cab Companies:	2	Cab Companies:	2
Registered Cabs:	3	Registered Cabs:	3
Registered Drivers:	4	Registered Drivers:	4
New Driver Permits:	0	New Driver Permits:	0
Driver Permit Renewals:	0	Driver Permit Renewals:	0
Denied Business Applications:	0	Denied Business Applications:	0

Fiscal Year 2023/24 Taxi Administration Financial Summary

- As of June 30, 2024, expenditures are \$290.65 or 4% under the fiscal year budget.
- As of June 30, 2024, revenues are \$340.00 or 8% under the fiscal year budget.
- The net fiscal year operating gain (loss) after expenses is (\$3,419.35).

Fiscal-Year-to-Date 2024/25 Taxi Administration Financial Summary

- As of July 31, 2024, expenditures are \$60.52 or 8% under the FYTD budget.
- As of July 31, 2024, revenues are \$55.00 or 16% over the FYTD budget.
- The net FYTD operating gain (loss) after expenses is (\$273.65).

STAFF RECOMMENDATION: RECEIVE AND FILE

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

Line		FY 23/24	MONTH	JUNE	Year to Date		Year to Date	
		Budget	Budget	Actual	Budget	Actual	Variance	%
	Administrative Exp.							
1	Legal Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
2	Insurance	\$ 1,200.00	\$ 100.00	\$ 100.00	\$ 1,200.00	\$ 1,200.00	\$ -	0%
3	Taxicab Administrator	\$ 1,500.00	\$ 125.00	\$ 184.17	\$ 1,500.00	\$ 2,900.25	\$ 1,400.25	93%
4	Office Clerk	\$ 1,500.00	\$ 125.00	\$ -	\$ 1,500.00	\$ -	\$ (1,500.00)	-100%
5	Drug & Alcohol Testing	\$ 420.00	\$ 35.00	\$ -	\$ 420.00	\$ 218.62	\$ (201.38)	-48%
6	Background Checks	\$ 128.00	\$ 10.67	\$ -	\$ 128.00	\$ 102.00	\$ (26.00)	-20%
7	Printing/Office/Meters	\$ 422.00	\$ 35.17	\$ 73.48	\$ 422.00	\$ 458.48	\$ 36.48	9%
8	Rent & Utilities	\$ 2,400.00	\$ 200.00	\$ 200.00	\$ 2,400.00	\$ 2,400.00	\$ -	0%
9	Total Administrative Exp.	\$ 7,570.00	\$ 630.83	\$ 557.65	\$ 7,570.00	\$ 7,279.35	\$ (290.65)	-4%

MORONGO BASIN TRANSIT AUTHORITY
TAXI ADMINISTRATION
Statement of Income

Line		FY 23/24	MONTH	JUNE	Year to Date		Variance	%
		Budget	Budget	Actual	Budget	Actual		
	REVENUE							
10	Taxi Business Permit	\$ -	\$ -	\$ -		\$ 20.00	\$ 20.00	100%
11	Driver Permit Fees	\$ 200.00	\$ 16.67	\$ -	\$ 200.00	\$ 100.00	\$ (100.00)	-50%
12	Vehicles Permit Fees	\$ 3,600.00	\$ 300.00	\$ 200.00	\$ 3,600.00	\$ 3,500.00	\$ (100.00)	-3%
13	Driver Renewal Fees	\$ 300.00	\$ 25.00	\$ -	\$ 300.00	\$ 240.00	\$ (60.00)	-20%
14	Transfer Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
15	Fines	\$ 100.00	\$ 8.33	\$ -	\$ 100.00	\$ -	\$ (100.00)	-100%
16	TOTAL REVENUE	\$ 4,200.00	\$ 350.00	\$ 200.00	\$ 4,200.00	\$ 3,860.00	\$ (340.00)	-8%

\$ (3,419.35)

MORONGO BASIN TRANSIT AUTHORITY
TAXI ADMINISTRATION
Statement of Expenditures
During Fiscal Year ending 6/30/25
For Period ending 7/31/2024

Line		FY 24/25	MONTH	JULY	Year to Date		Year to Date	
		Budget	Budget	Actual	Budget	Actual	Variance	%
	Administrative Exp.							
1	Legal Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
2	Insurance	\$ 1,200.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ -	0%
3	Taxicab Administrator	\$ 2,300.00	\$ 191.67	\$ 337.65	\$ 191.67	\$ 337.65	\$ 145.98	76%
4	Office Clerk	\$ 2,000.00	\$ 166.67	\$ -	\$ 166.67	\$ -	\$ (166.67)	-100%
5	Drug & Alcohol Testing	\$ 360.00	\$ 30.00	\$ -	\$ 30.00	\$ -	\$ (30.00)	-100%
6	Background Checks	\$ 128.00	\$ 10.67	\$ -	\$ 10.67	\$ -	\$ (10.67)	-100%
7	Printing/Office/Meters	\$ 422.00	\$ 35.17	\$ 36.00	\$ 35.17	\$ 36.00	\$ 0.83	2%
8	Rent & Utilities	\$ 2,400.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ -	0%
9	Total Administrative Exp.	\$ 8,810.00	\$ 734.17	\$ 673.65	\$ 734.17	\$ 673.65	\$ (60.52)	-8%

MORONGO BASIN TRANSIT AUTHORITY
TAXI ADMINISTRATION
Statement of Income

Line		FY 24/25	MONTH	JULY	Year to Date		Variance	%
		Budget	Budget	Actual	Budget	Actual		
	REVENUE							
10	Taxi Business Permit	\$ 20.00	\$ -	\$ -	\$ -	\$ -	\$ -	100%
11	Driver Permit Fees	\$ 200.00	\$ 16.67	\$ -	\$ 16.67	\$ -	\$ (16.67)	-100%
12	Vehicles Permit Fees	\$ 3,600.00	\$ 300.00	\$ 400.00	\$ 300.00	\$ 400.00	\$ 100.00	33%
13	Driver Renewal Fees	\$ 240.00	\$ 20.00	\$ -	\$ 20.00	\$ -	\$ (20.00)	-100%
14	Transfer Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
15	Fines	\$ 100.00	\$ 8.33	\$ -	\$ 8.33	\$ -	\$ (8.33)	-100%
16	TOTAL REVENUE	\$ 4,140.00	\$ 345.00	\$ 400.00	\$ 345.00	\$ 400.00	\$ 55.00	16%

\$ (273.65)

BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: September 26, 2024

RE: General Manager's Report

STAFF RECOMMENDATION: RECEIVE AND FILE

General Manager's Report

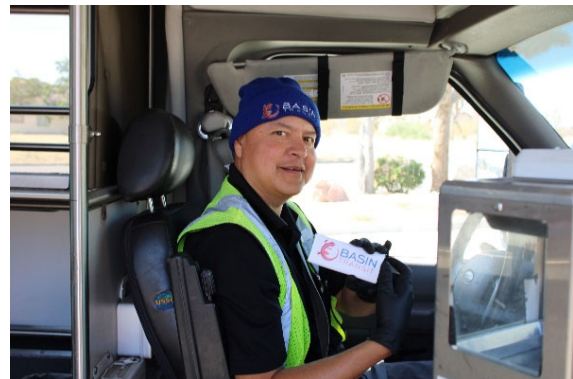
September 2024

CAPITAL PROJECTS

- GMV and staff have been actively working on programming the Onboarding Passenger Information System (OPIS) and expect the technology to be installed on buses by late October or early November.
- The encroachment permit and formal construction plan for the bus stop improvement in front of the Morongo Post Office was submitted to Caltrans.

ACTIVITIES

- Basin Transit successfully completed FTA's Drug and Alcohol audit, meeting all compliance requirements.
- Staff celebrated National Bowling Day at the Bowladium on Saturday, August 10th and International Chocolate Day on Friday, September 13th.
- Lead Dispatcher attended the Copper Mountain College job fair to promote driver positions and recruit potential candidates.
- General Manager continues to participate in the Long Range Multimodal Transportation Plan (LRMTP) and Southern California Association of Government (SCAG) discussions for future development and improvement of public transportation in Southern California.



PROCUREMENT

Assignment of orders continues to be busy with orders processed for the following agencies: Cities of Commerce, Solvang, Simi Valley, Visalia (2), Camarillo, Los Angeles (DOT), Guadalupe, Santa Maria, Simi Valley, Counties of Turlock, Los Angeles and Ventura, Orange County Transportation Authority (3), Gold Coast Transit and Santa Barbara Metro.



Contracts approved by the board for the heavy duty bus contract have been finalized and posted. Amendments extending contracts for several bus dealers have been processed and executed on the small bus contract.

BASIN TRANSIT

TO: Board of Directors
FROM: Matthew Atkins, Operations Manager
DATE: September 26, 2024

RE: Operations Report

STAFF RECOMMENDATION: RECEIVE AND FILE



Operations Report

September 26, 2024

PERSONNEL

Staffing

Total Coach Operators: June - 26, July - 25

Total Dispatchers: June - 4, July - 4

Overtime

Operators: June – 2.76%, July – 3.43%

Dispatchers: June – 13.79%, July – 8.24%

OPERATIONS/ SAFETY/ CUSTOMER SERVICE

On-time performance for the reporting period:

Ready Ride: June – 99.22%, July – 98.7%

Fixed Route: June – 95%, July – 94%

Staff received two (2) customer contacts for June and July. Both contacts were recorded as complaints about drivers. Both complaints have been addressed with customer follow-up.

As of July 31, 2024, staff completed 93 days free of any preventable accidents and /or injuries.

EMPLOYEE TRAINING/RECRUITMENT

Operations and Training staff are currently recruiting for two open positions and one position that will become vacant due to a retiring employee later this year.

MAINTENANCE

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



June: 3 road calls with 1 tow

Mileage: 57,188 with a CPM (cost per mile) of \$0.87

July: 2 road call with 2 tows

Mileage: 59,909 with a CPM (cost per mile) of \$0.88

BASIN TRANSIT

TO: Cheri Holsclaw, General Manager
FROM: Matthew Atkins, Operations Manager
DATE: September 26, 2024

RE: Drug & Alcohol Policy Update

Staff brings forward a minor revision to the Basin Transit's Drug & Alcohol Policy.

The revisions made to the policy are as follows:

1. Throughout Policy
 - a. Updated template to align with the format used by the State of California.
2. Page 27, Attachment B
 - a. Eliminated unnecessary contacts.
 - b. Updated Substance Abuse Professional.

STAFF RECOMMENDATION: APPROVE UPDATED DRUG & ALCOHOL POLICY

DRUG AND ALCOHOL TESTING POLICY
Basin Transit
Adopted as of September 26, 2024

A. PURPOSE

- 1) Basin Transit provides public transit and paratransit services for the residents of Morongo Basin. Part of our mission is to ensure that this service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the general public. In keeping with this mission, Basin Transit declares that the unlawful manufacture, distribution, dispense, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.
- 2) Additionally, the purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. Covered employees shall abide by the terms of this policy statement as a condition of employment. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandates drug and alcohol testing for safety-sensitive positions and prohibits performance of safety-sensitive functions when there is a positive test result, or a refusal to test. The U. S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of specimens for drug and alcohol testing.
- 3) Any provisions set forth in this policy that are included under the sole authority of Basin Transit and are not provided under the authority of the above-named Federal regulations are underlined. Tests conducted under the sole authority of Basin Transit will be performed on non-USDOT forms and will be separate from USDOT testing in all respects.

B. APPLICABILITY

This Drug and Alcohol Testing Policy applies to all safety-sensitive employees (full- or part-time) when performing safety sensitive duties. Basin Transit employees that do not perform safety-sensitive functions are required to undergo a NON-USDOT pre-employment screen with verified negative result prior to placement. See Attachment A for a list of employees and the authority under which they are included.

A safety-sensitive function is operation of public transit service including the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), maintenance of a revenue service vehicle or equipment used in revenue service, security personnel who carry firearms, persons controlling the dispatch or movement of revenue service vehicles and any transit employee who operates a non-revenue service vehicle that requires a Commercial Driver's License to operate. Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles and/or equipment used in revenue service. A list of safety-sensitive positions who perform one or more of the above-mentioned duties is provided in Attachment A. Supervisors are only safety sensitive if they perform one of the above functions. Volunteers are considered safety sensitive and subject to testing if they are required to hold a CDL or receive remuneration for service in excess of actual expense.

C. DEFINITIONS

Accident: An occurrence associated with the operation of a vehicle even when not in revenue service, if as a result:

- a. An individual dies.
- b. An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or,
- c. One or more vehicles incur disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle. For purposes of this definition, *disabling damage* means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

Adulterated specimen: A specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

Alcohol Concentration: Expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under 49 CFR Part 40.

Aliquot: A fractional part of a specimen used for testing, it is taken as a sample representing the whole specimen.

Alternate specimen: An authorized specimen, other than the type of specimen previously collected or attempted to be collected.

Canceled Test: A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which is cancelled. A canceled test is neither positive nor negative.

Collection Site: A place selected by the employer where employees present themselves for the purpose of providing a specimen for a drug test.

Confirmatory Drug Test: A second analytical procedure performed on a different aliquot of the original specimen to identify and quantify a specific drug or drug metabolite.

Confirmatory Validity Test: A second test performed on a different aliquot of the original urine specimen to further support a validity test result.

Covered Employee Under FTA Authority: An employee who performs a safety-sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function (See Attachment A for a list of covered employees).

Cutoff: The analytical value (e.g., drug or drug metabolite concentration) used as the decision point to determine a result (e.g., negative, positive, adulterated, invalid, or substituted) or the need for further testing.

Designated Employer Representative (DER): An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655.

DOT, The Department, DOT Agency: These terms encompass all DOT agencies, including, but not limited to, the Federal Aviation Administration (FAA), the Federal Railroad Administration (FRA), the Federal Motor Carrier Safety Administration (FMCSA), the Federal Transit Administration (FTA), the National Highway Traffic Safety Administration (NHTSA), the Pipeline and Hazardous Materials Safety Administration (PHMSA), and the Office of the Secretary (OST). For purposes of 49 CFR Part 40, the United States Coast Guard (USCG), in the Department of Homeland Security, is considered to be a DOT agency for drug testing purposes. These terms include any designee of a DOT agency.

Dilute specimen: A urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

Disabling damage: Damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

Employee: Any person who is designated in a DOT agency regulation as subject to drug testing and/or alcohol testing. The term includes individuals currently performing safety-sensitive functions designated in DOT agency regulations and applicants for employment subject to pre-employment testing. For purposes of drug testing under 49 CFR Part 40, the term employee has the same meaning as the term “donor” as found on CCF and related guidance materials produced by the Department of Health and Human Services.

Evidential Breath Testing Device (EBT): A device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations and appears on ODAPC’s Web page for “Approved Evidential Breath Measurement Devices” because it conforms with the model specifications available from NHTSA.

Initial Drug Test: The first test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

Initial Specimen Validity Test: The first test used to determine if a specimen is adulterated, diluted, substituted, or invalid

Invalid Result: The result reported by an HHS-certified laboratory in accordance with the criteria established by the HHS when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

Laboratory: Any U.S. laboratory certified by HHS under the National Laboratory Certification Program as meeting the minimum standards of HHS; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under 49 CFR Part 40.

Limit of Detection (LOD): The lowest concentration at which the analyte (e.g., drug or drug metabolite) can be identified.

Limit of Quantification (LOQ): For quantitative assays, the lowest concentration at which the identity and concentration of the analyte (e.g., drug or drug metabolite) can be accurately established.

Medical Review Officer (MRO): A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

Negative Dilute: A drug test result which is negative for the five drug/drug metabolites but has creatinine and specific gravity values that are lower than expected for human urine.

Negative result: The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug, or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen. An alcohol concentration of less than 0.02 BAC is a negative test result.

Non-negative specimen: A specimen that is reported as adulterated, substituted, positive (for drug(s) or drug metabolite(s)), or invalid.

Oral Fluid Specimen: A specimen that is collected from an employee's oral cavity and is a combination of physiological fluids produced primarily by the salivary glands. An oral fluid specimen is considered to be a direct observation collection for all purposes of 49 CFR Part 40, as amended.

Performing (a safety-sensitive function): A covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

Positive result: The result reported by an HHS- Certified laboratory when a specimen contains a drug or drug metabolite equal or greater to the cutoff concentrations.

Primary specimen: In drug testing, the specimen bottle that is opened and tested by a first laboratory to determine whether the employee has a drug or drug metabolite in his or her system; and for the purpose of specimen validity testing. The primary specimen is the portion of the donor's subdivided specimen designated as the primary ("A") specimen by the collector to distinguish it from the split ("B") specimen, as defined in 49 CFR Part 40, as amended.

Prohibited drug: Identified as marijuana, cocaine, opioids, amphetamines, or phencyclidine as specified in 49 CFR Part 40, as amended.

Reconfirmed: The result reported for a split (Bottle B) specimen when the second HHS-certified laboratory corroborates the original result reported for the primary (Bottle A) specimen.

Rejected for Testing: The result reported by an HHS- Certified laboratory when no tests are performed for specimen because of a fatal flaw or a correctable flaw that has not been corrected.

Revenue Service Vehicles: All transit vehicles that are used for passenger transportation service.

Safety-sensitive functions: Employee duties identified as:

- (1) The operation of a transit revenue service vehicle even when the vehicle is not in revenue service.
- (2) The operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Drivers License (CDL).
- (3) Maintaining a revenue service vehicle or equipment used in revenue service.
- (4) Controlling dispatch or movement of a revenue service vehicle and
- (5) Carrying a firearm for security purposes.

Specimen: Fluid, breath, or other material collected from an employee at the collection site for the purpose of a drug or alcohol test.

Specimen Bottle: The bottle that, after being sealed and labeled according to the procedures in 49 CFR Part 40, is used to hold a primary (“A”) or split (“B”) specimen during the transportation to the laboratory. In the context of oral fluid testing, it may be referred to as a “vial,” “tube,” or “bottle.”

Split Specimen: In drug testing, the specimen that is sent to a first laboratory and stored with its original seal intact, and which is transported to a second laboratory for retesting at the employee’s request following MRO verification of the primary specimen as positive, adulterated or substituted.

Split specimen collection: A collection in which the single specimen collected is divided into two separate specimen bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

Substance Abuse Professional (SAP): A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed or certified marriage and family

therapist, or drug and alcohol counselor (certified by an organization listed at <https://www.transportation.gov/odapc/sap>) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

Substituted specimen: An employee's specimen not consistent with a normal human specimen, as determined by HHS (e.g., a urine specimen, with creatinine and specific gravity values that are so diminished, or so divergent that they are not consistent with normal human urine).

Test Refusal: The following are considered a refusal to test if the employee:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
- (2) Fail to remain at the collection site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a specimen. An employee who does not provide a specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine collection in a drug test, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of specimen without a valid medical explanation.
- (6) Fail or decline to take an additional test as directed by the collector or the employer for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed urine collection.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.
- (14) As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

Undiluted (neat) oral fluid: An oral fluid specimen to which no other solid or liquid has been added. For example: A collection device that uses a diluent (or other component, process, or method that modifies the volume of the testable specimen) must collect at least 1 mL of undiluted (neat) oral fluid.

Urine specimen: Urine collected from an employee at the collection site for the purpose of a drug test.

Vehicle: A bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel. A public transit vehicle is a vehicle used for public transportation or for ancillary services.

Verified negative test: A drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use at or above the minimum cutoff levels established by the Department of Health and Human Services (HHS).

Verified positive test: A drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use at or above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

Validity testing: The evaluation of the specimen to determine if it is consistent with normal human urine or oral fluid. Specimen validity testing will be conducted on all specimens provided for testing under DOT authority. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the specimen, if the specimen was diluted, or if the specimen was altered.

D. EDUCATION AND TRAINING

- 1) Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.
- 2) All supervisory personnel or company officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

E. PROHIBITED SUBSTANCES

- 1) Prohibited substances addressed by this policy include the following.

- a. Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988 any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1308.11 through 1308.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. It is important to note that the use of marijuana in any circumstances remains completely prohibited for any safety-sensitive employee subject to drug testing under USDOT regulations. The use of marijuana in any circumstance (including under state recreational and/or medical marijuana laws) by a safety-sensitive employee is a violation of this policy and a violation of the USDOT regulation 49 CFR Part 40, as amended.

Federal Transit Administration drug testing regulations (49 CFR Part 655) require that all employees covered under FTA authority be tested for marijuana, cocaine, amphetamines, opioids, and phencyclidine as described in this policy. Illegal use of these five drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty.

- b. Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a Basin Transit supervisor and the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions.
- c. Alcohol: The use of beverages containing alcohol (including mouthwash, medication, food, candy) or any other substances containing alcohol in a manner which violates the conduct listed in this policy is prohibited.

F. PROHIBITED CONDUCT

- 1) Illegal use of the drugs listed in this policy and as defined in 49 CFR Part 40, as amended is prohibited at all times. All covered employees are

prohibited from reporting for duty or remaining on duty if they have used a prohibited drug as defined in 49 CFR Part 40, as amended.

- 2) Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline for not fulfilling his/her on-call responsibilities.
- 3) The Transit Department shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol
- 4) Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater regardless of when the alcohol was consumed.
 - a. An employee with a breath alcohol concentration which measures 0.02-0.039 is not considered to have violated the USDOT-FTA drug and alcohol regulations, provided the employee hasn't consumed the alcohol within four (4) hours of performing a safety-sensitive duty. However, if a safety-sensitive employee has a breath alcohol concentration of 0.02-0.039, USDOT-FTA regulations require the employee to be removed from the performance of safety-sensitive duties until:
 - i. The employee's alcohol concentration measures less than 0.02; or
 - ii. The start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test.
- 5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.
- 6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
- 7) Basin Transit, under its own authority, also prohibits the consumption of alcohol at all times the employee is on duty, or anytime the employee is in uniform.

- 8) Consistent with the Drug-free Workplace Act of 1988, all Basin Transit employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the workplace including transit system premises and transit vehicles.

G. DRUG STATUTE CONVICTION

Consistent with the Drug Free Workplace Act of 1998, all employees are required to notify Basin Transit management of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to comply with this provision shall result in disciplinary action as defined in this policy.

H. TESTING REQUIREMENTS

- 1) Drug testing and alcohol testing will be conducted as required by 49 CFR Part 40 as amended. All employees covered under FTA authority shall be subject to testing prior to performing safety-sensitive duty, for reasonable suspicion, following an accident, and random as defined in this policy, and return to duty/follow-up.
- 2) A drug test can be performed any time a covered employee is on duty. A reasonable suspicion, random, or follow-up alcohol test can only be performed just before, during, or after the performance of a safety-sensitive job function. Under Basin Transit authority, a non-DOT alcohol test can be performed any time a covered employee is on duty.

All covered employees will be subject to drug testing and alcohol testing as a condition of ongoing employment with Basin Transit. Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and subject to discipline as defined in this policy.

I. DRUG TESTING PROCEDURES

- 1) Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.

- 2) The drugs that will be tested for include marijuana, cocaine, opioids, amphetamines, and phencyclidine. After the identity of the donor is checked using picture identification, a urine and/or oral fluid specimen will be collected as described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary specimen. For those specimens that are not negative, a confirmatory test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the confirmatory test are at or above the minimum thresholds established in 49 CFR Part 40, as amended.
- 3) The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to Basin Transit. If a legitimate explanation is found, the MRO will report the test result as negative.
- 4) If the test is invalid without a medical explanation, a retest will be conducted under direct observation. Employees do not have access to a test of their split specimen following an invalid result.
- 5) Any covered employee who questions the results of a required drug test may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. Basin

Transit will ensure that the cost for the split specimen analysis is covered in order for a timely analysis of the sample, however Basin Transit will seek reimbursement for the split sample test from the employee.

6) If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled.

7) Observed collections

a. Consistent with 49 CFR Part 40, as amended, collection under direct observation with no advance notice will occur if:

- i. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to Basin Transit that there was not an adequate medical explanation for the result.
- ii. The MRO reports to Basin Transit that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed.
- iii. The laboratory reported to the MRO that the urine specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the urine specimen as negative-dilute and that a second collection must take place under direct observation (see §40.197(b)(1)).
- iv. The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen.
- v. The temperature on the original urine specimen was out of range (See §40.65(b)(5)).
- vi. Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with (See §40.65(c)(1)).
- vii. All follow-up-tests; or
- viii. All return-to-duty tests

Urine collections that are required to be directly observed will be conducted by a person of the same gender as the donor as required by 49 CFR Part 40.67.

J. ALCOHOL TESTING PROCEDURES

- 1) Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). A list of approved EBTs can be found on ODAPC's Web page for "Approved Evidential Breath Measurement Devices". Alcohol screening tests may be performed using a non-evidential testing device (alcohol screening device (ASD)) which is also approved by NHTSA. A list of approved ASDs can be found on ODAPC's Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids". If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted no sooner than fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.
- 2) A confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive, the employee shall still be removed from duty for at least eight hours or for the duration of the workday whichever is longer and will be subject to the consequences described in this policy. An alcohol concentration of less than 0.02 will be considered a negative test.
- 3) Basin Transit affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised,

the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.

- 4) The alcohol testing form (ATF) required by 49 CFR Part 40 as amended, shall be used for all FTA required testing. Failure of an employee to sign step 2 of the ATF will be considered a refusal to submit to testing.

K. PRE-EMPLOYMENT TESTING

- 1) All applicants for covered transit positions shall undergo drug testing prior to performance of a safety-sensitive function.
 - a. All offers of employment for covered positions shall be extended conditional upon the applicant passing a drug test. An applicant will not be allowed to perform safety-sensitive functions unless the applicant takes a drug test with verified negative results.
 - b. An employee shall not be placed, transferred or promoted into a position covered under FTA authority or company authority until the employee takes a drug test with verified negative results.
 - c. If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded and the applicant will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals. Failure of a pre-employment drug test will disqualify an applicant for employment for a period of at least one year. Before being considered for future employment the applicant must provide the employer proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G. The cost for the assessment and any subsequent treatment will be the sole responsibility of the applicant.
 - d. When an employee being placed, transferred, or promoted from a non-covered position to a position covered under FTA authority or company authority submits a drug test with a verified positive result, the employee shall be subject to disciplinary action in accordance with this policy.
 - e. If a pre-employment test is canceled, Basin Transit will require the applicant to take and pass another pre-employment drug test.
 - f. In instances where a FTA covered employee does not perform a safety-sensitive function for a period of 90 consecutive days or more regardless of reason, and during that period is not in the

random testing pool the employee will be required to take a pre-employment drug test under 49 CFR Part 655 and have negative test results prior to the conduct of safety-sensitive job functions.

- g. Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- h. Applicants are required (even if ultimately not hired) to provide Basin Transit with signed written releases requesting USDOT drug and alcohol records from all previous, USDOT-covered, employers that the applicant has worked for within the last two years. Failure to do so will result in the employment offer being rescinded. Basin Transit is required to ask all applicants (even if ultimately not hired) if they have tested positive or refused to test on a pre-employment test for a USDOT covered employer within the last two years. If the applicant has tested positive or refused to test on a pre-employment test for a USDOT covered employer, the applicant must provide Basin Transit proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G.

L. REASONABLE SUSPICION TESTING

- 1) All Basin Transit FTA covered employees will be subject to a reasonable suspicion drug and/or alcohol test when the employer has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable suspicion referrals must be made by one or more supervisors who are trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. However, under Basin Transit's authority, a non-DOT reasonable suspicion alcohol test may be performed any time the covered employee is on duty. A reasonable suspicion drug test can be performed any time the covered employee is on duty.

- 2) Basin Transit shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation which might endanger the physical safety of those present. The employee shall be placed on administrative leave pending disciplinary action described in this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in this policy.
- 3) A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This written record shall be submitted to Basin Transit
- 4) When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or other substances to a supervisor in his/her chain of command, the employee shall be referred for assessment and treatment consistent with this policy. Basin Transit shall place the employee on administrative leave in accordance with the provisions set forth under this policy. Testing in this circumstance would be performed under the direct authority of Basin Transit. **Since the employee self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under Federal authority.** However, self-referral does not exempt the covered employee from testing under Federal authority as specified in this policy or the associated consequences.

M. POST-ACCIDENT TESTING

- 1) FATAL ACCIDENTS – A covered employee will be required to undergo drug and alcohol testing if they are involved in an accident with a transit vehicle, whether or not the vehicle is in revenue service at the time of the accident, that results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision.
- 2) NON-FATAL ACCIDENTS – A post-accident test of the employee operating the public transportation vehicle will be conducted if an accident occurs and at least one of the following conditions is met:

- a. The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident.
- b. One or more vehicles incurs disabling damage as a result of the occurrence and must be transported away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision, will be tested.

As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for the test. The supervisor will make the determination using the best information available at the time of the decision.

The appropriate transit supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable, but no longer than eight (8) hours of the accident for alcohol, and no longer than 32 hours for drugs. If an alcohol test is not performed within two hours of the accident, the Supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within (8) eight hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.

Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test.

An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.

Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

In the rare event that Basin Transit is unable to perform an FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), Basin Transit may use drug and alcohol post-accident

test results administered by local law enforcement officials in lieu of the FTA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

N. RANDOM TESTING

- 1) All covered employees will be subjected to random, unannounced testing. The selection of employees shall be made by a scientifically valid method of randomly generating an employee identifier from the appropriate pool of safety-sensitive employees. Individuals who may be covered under company authority will be selected from a pool of non-DOT-covered individuals.
- 2) The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year, day of the week and hours of the day.
- 3) The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates set each year by the FTA administrator. The current year testing rates can be viewed online at <https://www.transportation.gov/odapc/random-testing-rates>.
- 4) Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection.
- 5) Covered transit employees that fall under the Federal Transit Administration regulations will be included in one random pool maintained separately from the testing pool of non-safety-sensitive employees that are included solely under Basin Transit authority.
- 6) Random tests can be conducted at any time during an employee's shift for drug testing. Alcohol random tests can only be performed just before, during, or just after the performance of a safety sensitive duty. However, under Basin Transit's authority, a non-DOT random alcohol test may be performed any time the covered employee is on duty. Testing can occur during the beginning, middle, or end of an employee's shift.
- 7) Employees are required to proceed immediately to the collection site upon notification of their random selection.

O. RETURN-TO-DUTY TESTING

Basin Transit will terminate the employment of any employee that tests positive or refuses a test as specified in this policy. However, in the rare event an employee is reinstated with court order or other action beyond the control of the transit system, the employee must complete the return-to-duty process prior to the performance of safety-sensitive functions. All covered employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the Substance Abuse Professional before returning to work. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol-free and there are no undue concerns for public safety. The SAP will determine whether the employee returning to duty will require a return-to-duty drug test, alcohol test, or both.

P. FOLLOW-UP TESTING

Covered employees that have returned to duty following a positive or refused test will be required to undergo frequent, unannounced drug and/or alcohol testing following their return-to-duty test. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing.

In the instance of a self-referral or a management referral, the employee will be subject to non-USDOT follow-up tests and follow-up testing plans modeled using the process described in 49 CFR Part 40. However, all non-USDOT follow-up tests and all paperwork associated with an employee's return-to-work agreement that was not precipitated by a positive test result (or refusal to test) does not constitute a violation of the Federal regulations will be conducted under company authority and will be performed using non-DOT testing forms.

Q. RESULT OF DRUG/ALCOHOL TEST

- 1) Any covered employee that has a verified positive drug or alcohol test, or test refusal, will be immediately removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available, and will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals (SAP) for assessment, and will be terminated.
- 2) Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- 3) Refusal to submit to a drug/alcohol test shall be considered equivalent to a positive test result and a direct act of insubordination and shall result in termination and referral to a list of USDOT qualified SAPs. A test refusal is defined as any of the following circumstances:
 - a. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
 - b. Fail to remain at the collection site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
 - c. Fail to attempt to provide a specimen. An employee who does not provide a specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
 - d. In the case of a directly-observed or monitored urine collection in a drug test, fail to permit monitoring or observation of your provision of a specimen.
 - e. Fail to provide a sufficient quantity of specimen without a valid medical explanation.
 - f. Fail or decline to take an additional test as directed by the collector or the employer for drug testing.
 - g. Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
 - h. Fail to cooperate with any part of the testing process.
 - i. Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed urine collection.
 - j. Possess or wear a prosthetic or other device used to tamper with the collection process.
 - k. Admit to the adulteration or substitution of a specimen to the collector or MRO.
 - l. Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
 - m. Fail to remain readily available following an accident.

- n. As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.
- 4) An alcohol test result of ≥ 0.02 to ≤ 0.039 BAC shall result in the removal of the employee from duty for eight hours or the remainder of the workday whichever is longer. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to a NONDOT alcohol test with a result of less than 0.02 BAC.
- 5) In the instance of a self-referral or a management referral, disciplinary action against the employee shall include:
- a. Mandatory referral for an assessment by an employer approved counseling professional for assessment, formulation of a treatment plan, and execution of a return-to-work agreement.
 - b. Failure to execute or remain compliant with the return-to-work agreement shall result in termination from Basin Transit employment.
 - i. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; the employee is cooperating with his/her recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as described in this policy; however, all follow-up testing performed as part of a return-to-work agreement required under this policy is under the sole authority of Basin Transit and will be performed using non-DOT testing forms.
 - c. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination. **All tests conducted as part of the return-to-work agreement will be conducted under company authority and will be performed using non-DOT testing forms.**
 - d. **A self-referral or management referral to the employer's counseling professional that was not precipitated by a positive test result does not constitute a violation of the Federal regulations and will not be considered as a positive test result in relation to the progressive discipline defined in this policy.**
 - e. Periodic unannounced follow-up drug/alcohol testing conducted as a result of a self-referral or management referral which results in a verified positive shall be considered a positive test result in relation to the progressive discipline defined in this policy.
 - f. A Voluntary Referral does not shield an employee from disciplinary action or guarantee employment with Basin Transit.

- g. A Voluntary Referral does not shield an employee from the requirement to comply with drug and alcohol testing.
- 6) Failure of an employee to report within five days a criminal drug statute conviction for a violation occurring in the workplace shall result in termination.

R. GRIEVANCE AND APPEAL

The consequences specified by 49 CFR Part 40.149 (c) for a positive test or test refusal is not subject to arbitration.

S. PROPER APPLICATION OF THE POLICY

Basin Transit is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination.

T. INFORMATION DISCLOSURE

- 1) Drug/alcohol testing records shall be maintained by the Basin Transit Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.
- 2) The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP follow-up testing plans.
- 3) Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager, and other transit system management personnel on a need-to-know basis.
- 4) Records will be released to a subsequent employer only upon receipt of a written request from the employee.

- 5) Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the proceeding.
- 6) Records will be released to the National Transportation Safety Board during an accident investigation.
- 7) Information will be released in a criminal or civil action resulting from an employee's performance of safety-sensitive duties, in which a court of competent jurisdiction determines that the drug or alcohol test information is relevant to the case and issues an order to the employer to release the information. The employer will release the information to the decision maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.
- 8) Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.
- 9) Records will be released if requested by a Federal, state or local safety agency with regulatory authority over Basin Transit or the employee.
- 10) If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40 as amended, necessary legal steps to contest the issuance of the order will be taken
- 11) In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

This Policy was adopted by the Basin Transit's Board of Directors on September 26, 2024.

[APPLICABLE SIGNATURES]

Attachment A

<u>Job Title</u>	<u>Job Duties</u>	<u>Testing Authority</u>
Vehicle Operator	Operation of Transit vehicle	FTA
Dispatcher	Dispatch of Transit Vehicle	FTA
Supervisor	Operation of Transit Vehicle	FTA
Operations Manager	Operation of Transit Vehicle	FTA
Maintenance	Maintaining of Transit Vehicle	FTA

Attachment B Contacts

Any questions regarding this policy or any other aspect of the substance abuse policy should be directed to the following individual(s).

Basin Transit Drug and Alcohol Program Manager

Name: Matthew Atkins
Title: Operations Manager
Address: 62405 Verbena Rd. Joshua Tree, CA 92252
Telephone Number: (760) 366-2986

Medical Review Officer

Name: Dr. Kirk Roberts, MD/MRO
Title: Medical Review Officer – Cynergy MRO
Address: 2600 Grand Blvd #500. Kansas City, MO 64108
Telephone Number: (844) 730-7996
Fax: (816) 782-7010

Substance Abuse Professional #1

Name: Dr. Teri Cortland, Psy-D/SAP
Title: Substance Abuse Professional
Address: 77935 Calle Tampico #204. La Quinta, CA 92253
Telephone Number: (760) 564-5838

Substance Abuse Professional #2

Name: SApList
Title: Online directory for Substance Abuse Professionals
Address: www.saplist.com

BASIN TRANSIT

TO: Board of Directors
 FROM: Joe Meer, Procurement Director
 DATE: September 26, 2024

RE: 2024 Transportation Assistance Grant (TAG) Awards

Basin Transit’s TAG program received applications totaling \$110,122.50 vs. a budgeted amount of \$80,000. The program is funded by procurement administration fees that Basin Transit earned from its Vehicle Purchasing Program. After evaluation by the TAG Committee (Henning and Wright) and staff, the following allocation amounts are recommended to be presented to the board as follows:

Applicant	Project Description	Grant Award
Copper Mountain College Foundation	Matching funds for student bus passes	\$ 12,750.00
High Desert Children, Adolescent, and Family Services	Bus pass subsidy	\$ 9,125.00
High Desert Pregnancy Center	Bus pass subsidy	\$ 1,000.00
Morongo Basin ARCH	Bus pass subsidy	\$ 1,980.00
Morongo Basin Healthcare District	Operating assistance for non-emergency medical transportation system	\$ 20,000.00
Morongo Basin Unity Home	Operating assistance for client ride program	\$ 13,275.00
Morongo Unified School District	Bus pass subsidy	\$ 2,350.00
Pacific Clinics	Bus pass subsidy	\$ 4,522.50
Reach Out Morongo Basin	Transportation program assistance	\$ 20,000.00
San Bernardino County Public Defenders Office	Bus pass subsidy	\$ 195.00
The Way Station	Bus pass subsidy	\$ 7,525.00
Yucca Valley Senior Citizens Club	Lunch bus service	\$ 2,400.00
	Grant Award Total	\$ 95,122.50

The total allocation recommended is \$95,122.50, which is above the budgeted amount of \$80,000, therefore staff requests a budget revision.

Staff notes to the Board and requests concurrence that allocations for operating funding going forward will be disbursed on a quarterly reimbursement basis to the awarded agencies.

Funding is available and is significantly less than the revenue made during the previous fiscal year, less Procurement Program expenses.

STAFF RECOMMENDATION: REVISE BUDGET AND APPROVE TAG AWARDS

BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: September 26, 2024
RE: Short Range Transit Plan

Presentation by Jarrett Walker + Associates followed by a discussion with the Board of Directors. The presentation will focus on key transportation priorities, with the aim of fostering a collaborative dialogue on the region's future needs.

STAFF RECOMMENDATION: DISCUSS AS NECESSARY

BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: September 26, 2024
RE: Heat Illness Prevention Plan

Adopting a Heat Illness Prevention Plan is essential to safeguard employees from the dangers of heat-related illnesses, especially in high-temperature environments. By implementing these strategies, Basin Transit can reduce the risk of heat exhaustion, heat stroke, and other heat-related health issues, ensuring a safe working environment and promoting overall well-being.

STAFF RECOMMENDATION: ADOPT HEAT ILLNESS PREVENTION PLAN

**MORONGO BASIN TRANSIT AUTHORITY (BASIN TRANSIT)
HEAT ILLNESS PREVENTION PLAN**

Basin Transit’s Heat Illness Prevention Plan (HIPP) protects our workers from hazards of excessive heat exposure as defined by California Code of Regulations, Title 8, sections 3395 and 3396. The Heat Illness Prevention is to be posted on the dispatch bulletin board.

The General Manager has overall authority and responsibility for implementing the provisions of this program in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the Heat Illness Prevention Program in their assigned work areas and for ensuring workers receive answers to questions about the procedures in a language they understand.

TABLE OF CONTENTS

PROVISIONS OF WATER 2
ACCESS TO COOL-DOWN AREAS FOR INDOOR PLACES OF EMPLOYMENT 2
ACCESS TO SHADE FOR OUTDOOR PLACES OF EMPLOYMENT 3
TEMPERATURE MONITORING 3
CONTROL MEASURES FOR INDOOR PLACES OF EMPLOYMENT 3
HIGH-HEAT PROCEDURES FOR OUTDOOR PLACES OF EMPLOYMENT 3
PROCEDURES FOR EMERGENCY RESPONSE 4
EMPLOYEE & SUPERVISOR TRAINING 5

PROVISIONS OF WATER

1. Fresh, pure, suitably cool water will be provided to workers free of charge.
2. Water is provided using a cold dispenser by ReadyRefresh and/or Sparkletts, which ensures the water is fresh, pure, and suitably cool.
3. Water dispensers are located in the lounge at 62405 Verbena Road, Joshua Tree and in the shed at 6994 Bullion Ave, Twentynine Palms.
4. All water containers will be kept in a sanitary condition. Water from non-approved or non-tested water sources (e.g., untested wells) is not acceptable. If hoses or connections are used, they must be approved for potable drinking water systems, as shown on the manufacturer's label.
5. For outdoor work locations, when the temperature equals or exceeds 95 degrees Fahrenheit, additional water will be provided through ice chests and bottled waters located at Transit Center restrooms.
6. Workers are encouraged to frequently consume small quantities of water throughout their shift.

ACCESS TO COOL-DOWN AREAS FOR INDOOR PLACES OF EMPLOYMENT

1. Cool-down area(s) will be located at 62405 Verbena Road, Joshua Tree. The temperature in the lounge and/or conference room areas will be maintained at less than 82 degrees Fahrenheit.
2. The cool-down area(s) will be available at the site to accommodate all the workers who are on a break at any point in time and will be large enough so that all workers on break can sit in a normal posture fully in the cool-down area(s) without having to be in physical contact with each other.
3. Workers will be informed of the location of the cool-down area(s) and will be encouraged and allowed to take cool-down breaks in the cool-down area(s) whenever they feel they need a break. A worker who takes a preventative cool-down rest break will be monitored and asked if they are experiencing symptoms of heat illness. In no case will the worker be ordered back to work until signs or symptoms of heat illness have abated (see the section on Emergency Response for additional information). If a worker exhibits signs or symptoms of heat illness while on a preventative cool-down rest, then appropriate first aid or emergency response will be provided. Preventative cool-down rest periods will be at least 5 minutes, in addition to the time needed to access the cool-down area.

ACCESS TO SHADE FOR OUTDOOR PLACES OF EMPLOYMENT

1. Shelters at bus stops and Transit Centers provide ample shade. These structures can protect coach operators from the sun. This is enough shade to accommodate all the workers who are on a break at the Transit Centers at any point in time.
2. The interior of a bus can be used to provide shade as long as it has a working air conditioner and is cooled down ahead of time.
3. If an employee's bid does not require them to return to the Joshua Tree facility during their meal break, a lunch relief vehicle will be provided to ensure that they can reach a location with adequate shade for their break. This measure is taken to prioritize the comfort and well-being of the employee during their meal period.

TEMPERATURE MONITORING

Morongo Basin is consistently hot during the summers. By keeping an eye on the temperatures, staff can take necessary precautions, such as staying hydrated and remaining alert.

CONTROL MEASURES FOR INDOOR PLACES OF EMPLOYMENT

When indoor temperature or heat index reaches 82 degrees Fahrenheit or higher, control measures will be put in place. If the office temperature hits 82 degrees or above, the air conditioning company will be contacted immediately, and an alternative location will be arranged for breaks. Should the issue affect the entire building, a cooling fan will be utilized to ensure a comfortable environment.

HIGH-HEAT PROCEDURES FOR OUTDOOR PLACES OF EMPLOYMENT

High-Heat Procedures are additional preventive measures that this company will use when the temperature equals or exceeds 95 degrees Fahrenheit in outdoor places of employment.

1. Frequent communication will be maintained between supervisors, dispatchers and outdoor workers to be on the lookout for possible symptoms of heat illness.
2. Direct observation for alertness and signs and symptoms of heat illness between coach operators should be conducted at their hourly stop at the Transit Centers.
3. Outdoor workers will be reminded to frequently consume small quantities of water throughout their shift.
4. When the temperature equals or exceeds 95 degrees Fahrenheit, outdoor workers are encouraged to use their hourly stop at the Transit Center to rehydrate.

PROCEDURES FOR EMERGENCY RESPONSE

1. Effective means of bringing emergency services to the worker in need will be ensured by dispatchers.
 - a. For Outdoor places of employment, coach operators will be able to reach dispatchers using two-way radios and/or Voice over Internet Protocol (VoIP).
 - b. For Indoor places of employment, all staff should observe and be alert for signs and symptoms of heat illness between workers.
2. To ensure that emergency medical services can be called, all supervisors will have access to or carry communication devices and all dispatchers will have access to landlines.
3. When a worker shows signs or symptoms of severe heat illness, emergency medical services will be called, and steps will immediately be taken to keep the stricken worker cool and comfortable to prevent the progression to a more serious illness. Under no circumstances will the affected worker be left unattended.
4. During a heat wave, heat spike, or hot temperatures, workers will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing.
5. Workers and supervisors will be trained in these written procedures for emergency response.

HANDLING A SICK WORKER

1. When a worker displays possible signs or symptoms of heat illness, a dispatcher, manager or supervisor will evaluate the sick worker and determine whether resting in the shade or cool-down area and drinking cool water will suffice or if emergency service providers will need to be called. A sick worker should not be left alone, as their condition could take a turn for the worse.
2. If a worker displays signs or symptoms of severe heat illness (e.g., decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face) emergency service providers will be called, the signs and symptoms of the victim will be communicated to them, and an ambulance will be requested. While the ambulance is en route, first aid will be initiated (e.g., cool the worker by placing the worker in the shade, removing excess layers of clothing, placing ice packs against the neck, in the armpits and groin area when possible, and fan the victim). We will not let a sick worker go home, because even if they start to feel better, their condition could worsen, and they may die before reaching a hospital.

EMPLOYEE & SUPERVISOR TRAINING

To be effective, training must be understood by workers. Therefore, it must be given in a language and vocabulary the workers understand.

1. Supervisors will be trained prior to being assigned to supervise other workers. Training will include this company's written procedures and the steps supervisors will follow when workers exhibit symptoms consistent with heat illness.
2. Supervisors and workers will be trained as it is Basin Transit's responsibility to provide water, access to cool-down areas or shade, preventative cool-down rests, and first aid, as well as the workers' right to exercise their rights under this standard without retaliation.
3. Supervisors and workers will be trained in appropriate first aid and/or emergency response to different types of heat illness and made aware that heat illness may progress quickly from mild signs and symptoms to a serious, life-threatening illness.
4. Supervisors will be instructed on how weather information will be used to provide additional water through ice chests and bottled waters located at Transit Center restrooms.

BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: September 26, 2024
RE: Safety Procedures for Disposal of Sharp Objects

The importance of safety procedures for sharp objects, particularly diabetic needles, cannot be overstated. Proper handling and disposal of sharps help prevent accidental injuries and ensure employee safety.

STAFF RECOMMENDATION: ADOPT SAFETY PROCEDURES FOR DISPOSAL OF SHARP OBJECTS

MORONGO BASIN TRANSIT AUTHORITY (BASIN TRANSIT) SAFETY PROCEDURE FOR DISPOSAL OF SHARP OBJECTS

This procedure is to ensure the safe handling and disposal of sharp objects to prevent injuries and maintain hygiene in the workplace.

1. COLLECTION AND DISPOSAL OF BATHROOM SHARP BINS:

- **Step 1:** Use the sharps disposal bins (hard plastic or metal) for collecting used needles or other sharp objects located in the Joshua Tree facility and Transit Center restrooms.
- **Step 2:** After using a sharp object, immediately place it into the sharps container without attempting to bend or break it.
- **Step 3:** Ensure the lid is securely fastened after each use.
- **Step 4:** Do not overfill the sharp bins. If the bin appears full, notify maintenance for replacement.

2. MAINTENANCE AND TRANSFER TO HAZARDOUS WASTE LOCATION:

- **Step 1:** The utility workers should check and collect the contents of all sharp disposal bins regularly, ensuring bins are emptied once a month or as needed based on usage.
- **Step 2:** Sharps collected from the bins should be securely packed in sealed, puncture-resistant containers before transporting to the drop-off site.
- **Step 3:** On the **3rd Saturday of each month, between 9:00 AM and 1:00 PM**, the collected sharp objects must be dropped off at 62499 29 Palms Highway, Joshua Tree CA 92252.
- **Step 4:** Maintenance personnel should maintain a log of the amount of sharp waste disposed of (ie. how many containers. Do not count the individual sharp objects), including date, time, and confirmation of drop-off at the facility.

3. SAFETY PRECAUTIONS:

- Always wear gloves when handling or transferring sharp containers.
- Never try to remove sharps directly from the bins once they have been deposited.
- In case of a puncture wound or exposure to sharp objects:
 - Immediately wash the wound with soap and water.
 - Report the incident to the supervisor or dispatch and seek medical attention as needed.

4. EMERGENCY CONTACT INFORMATION:

- For any issues with the sharp disposal bins or accidents involving sharps, contact the maintenance department immediately.
- If the Joshua Tree Hazardous Waste Location Facility at 62499 29 Palms Highway, Joshua Tree CA 92252 is unavailable for drop-off on the 3rd Saturday, reschedule promptly and notify all relevant staff of the new disposal time.

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