

BASIN TRANSIT

**REGULAR MEETING OF  
THE BOARD OF DIRECTORS**

Thursday, March 24, 2025, 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 5:00 p.m.

**PLEDGE OF ALLEGIANCE** – Chair Drozd

**ROLL CALL**

Members Present:

Merl Abel	Jeff Drozd
Jennifer Henning	Dan Mintz
McArthur Wright	

Members Absent:

Danielle Harrington	Ben Sasnett
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**2.0 SPECIAL RECOGNITIONS AND PRESENTATIONS**

2.1 Recognition of Employee of the Quarter: Matt Atkins, Operations Manager, recognized James Watson as the Employee of the Quarter.

**3.0 PUBLIC COMMENTS**

3.1 One (1) Public comment on a non-agenda subject was made by Eric Menedez

**4.0 CONSENT CALENDAR**

4.1 Minutes of the November 21, 2024 Board Meeting

4.2 Treasurer's Report for October 2024 through January 2025

4.3 Warrant Register through January 31, 2025

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 Audited Financial Report for Fiscal Year 2024
- 4.10 Approval of Solar Equipment for Bus Stops
- 4.11 Vehicle Disposal
- 4.12 Title VI Program Plan Update
- 4.13 LCTOP Resolutions
- 4.14 2025 Board Calendar

**ACTION:** Board Member Mintz moved to approve the Consent Calendar (items 4.1 - 4.14); seconded by Board Member Wright: motion passed by Roll Call Vote (5-0).

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

NONE

**6.0 OLD BUSINESS**

NONE

**7.0 NEW BUSINESS**

**7.1 Election of Board Officers for Calendar Year 2025**

Cheri Holsclaw explained past practice in determining the Board Chair and Vice-Chair positions, which traditionally rotates and would call to elect Vice Chair Mintz as Chairperson, Board Member Abel as Vice-Chair, and the General Manager as Secretary for calendar year 2025. Cheri further explained that the Board is free to use another method to elect those positions if they choose.

**ACTION:** Board Member Abel moved to use past practice and elect Vice Chair Mintz as Chairperson, Board Member Abel as Vice-Chair, and re-elect Chari Holsclaw as the Board Secretary; seconded by Board Member Henning: motion passed by Roll Call Vote (5-0).

## 7.2 Basin Transit Sub-Committee Assignments

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

**ACTION:** Board Member Drozd moved the item forward with all Subcommittee assignments remaining the same; seconded by Board Member Wright, motion passed by Roll Call Vote (5-0).

## 7.3 Short Range Transit Plan

Cheri Holsclaw introduced Manuel Soto with Jarret Walker + Associates, who presented a status update on the development of Basin Transit's Short Range Transit Plan. Following the presentation, a short discussion ensued. No action taken.

## 7.4 Board Member Stipends

Cheri Holsclaw shared that the established Board of Directors' stipend has been \$100 per meeting since 2007. Due to the cost of living increases since that time, Cheri presented the opportunity to discuss and to consider increasing the stipend to \$150 per meeting attended. The change would require JPA amendment, which Cheri suggested that the language be revised to read that Board Member stipends may be established by resolution. Cheri was directed to proceed with making the required changes and to bring the item back to the Board for action at the next meeting.

## 7.5 FY 2025/26 Draft Operating and Capital Budgets

Cheri Holsclaw presented a detailed review of the line items within the FY 2025/26 draft budgets. No changes were recommended by the Board.

## 7.6 Rider Suspension Policy

Cheri Holsclaw requested that the Board adopt Policy No. 206 – Suspension for Misconduct Policy that establishes a framework to address misconduct and ensure the safety and well-being of all passengers and coach operators.

**ACTION:** Chair Mintz moved to adopt Policy No. 206; seconded by Board Member Wright, motion passed by Roll Call Vote (5-0).

## **8.0 CLOSED SESSION**

NONE

## **9.0 GENERAL MANAGER UPDATE**

Cheri recognized Matt Atkins, Operations Manager, for his hard work ensuring Basin Transit passed another CHP inspection.

## **10.0 FUTURE BOARD INITIATED AGENDA ITEMS**

NONE

## **11.0 BOARD MEMBER COMMENTS**

The following Board Members made comments:

Board Member Drozd


Board Member Henning

Chair Mintz

## **12.0 ADJOURNMENT**

The meeting adjourned at 6:13 p.m. Thursday, March 27, 2025.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Michal Brock', is written over a horizontal line.

Michal Brock, Assistant Board Secretary