

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 November 19, 2025, 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

Daniel L. Mintz, Sr., Chair
Merl Abel, Vice Chair
Jeff Drozd
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, November 20, 2025
62405 Verbenia Road, Joshua Tree CA 92252
5:00 PM

1.0 CALL TO ORDER

PLEDGE OF ALLEGIANCE

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

2.0 SPECIAL RECOGNITIONS AND PRESENTATIONS

2.1 Employee of the Quarter

3.0 PUBLIC COMMENTS

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

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

4.0 CONSENT CALENDAR—All matters listed under the Consent Calendar are to be considered routine by the Basin Transit Board and will be enacted by one motion in the form listed. Any item may be removed from the Consent Calendar and considered separately by the Board under item 5.0 on the agenda. The public may comment on Consent Calendar items prior to Board action (roll call vote).

4.1 [Minutes of September 25, 2025 Board Meeting](#)
Staff Recommendation: Approve Minutes

4.2 [Treasurer's Report for August and September 2025](#)
Staff Recommendation: Approve Treasurer's Reports

4.3 [Warrant Register through September 30, 2025](#)
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 Report](#)
Staff Recommendation: Receive and File
- 4.8 [Operations Report](#)
Staff Recommendation: Receive and File
- 4.9 [Purchase of Bus Shelters](#)
Staff Recommendation: Approve Purchase of (4) Shelter Kits from Tolar Mfg in the Amount of \$40,588
- 4.10 [Resolution 25-05](#)
Staff Recommendation: Adopt Resolution 25-05
- 4.11 [Transit Operating, Capital Plan \(TOCP\) Reallocation](#)
Staff Recommendation: Approve TOCP Reallocation
- 4.12 [End-of-Year Employee Recognition](#)
Staff Recommendation: Approve \$100 End-Of-Year Recognition to Each Basin Transit Employee

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 [Award ADA Paratransit Plan Contract](#)
Staff Recommendation: Authorize Staff to Award Contract with Capitol GCS in the Amount of \$49,500

ACTION: Move _____ 2nd _____ Roll Call Vote

- 7.2 [Board Member Stipends](#)
Staff Recommendation: Adopt Resolution 25-06

ACTION: Move _____ 2nd _____ Roll Call Vote

7.3 [Legislative Updates](#)

Staff Recommendation: Receive and File

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, January 22, 2026, at 5:00 PM at the Basin Transit Operations Center, 62405 Verben 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 November 17, 2025, at 5:00 PM.**



Michal Brock, Assistant Board Secretary

11/14/2025
Date

BASIN TRANSIT

TO: Board of Directors

FROM: Cheri Holsclaw, General Manager

DATE: November 20, 2025

RE: Minutes of the September 25, 2025 Board Meeting

STAFF RECOMMENDATION: APPROVE MINUTES

BASIN TRANSIT

**REGULAR MEETING OF
THE BOARD OF DIRECTORS**

Thursday, September 25, 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 – Sandy Smith

ROLL CALL

Members Present:

Jeff Drozd
Dan Mintz
McArthur Wright

Jennifer Henning
Ben Sasnett

Members Absent:

Merl Abel

Danielle Harrington

2.0 SPECIAL RECOGNITIONS AND PRESENTATIONS

NONE

3.0 PUBLIC COMMENTS ON NON-AGENDA ITEMS

NONE

4.0 CONSENT CALENDAR

4.1 Minutes of the July 24, 2025 Board Meeting

4.2 Treasurer's Report for May 2025 through July 2025

4.3 Warrant Register through July 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 Transit Operating, Capital Plan (TOCP) Reallocations

4.10 Lost & Found Policy No. 207

ACTION: Board Member Wright moved to approve the Consent Calendar (items 4.1 - 4.10); seconded by Board Member Henning: 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 Transportation Assistance Grant (TAG) Awards

The following TAG award applicants expressed their gratitude to the Board for considering their projects for grant awards:

Susanna Barnett, Morongo Basin Unity Home
Sandy Smith, Copper Mountain College Foundation
Robin Schlosser, Reach Out Morongo Basin
Niko Lunetta, Morongo Basin Healthcare District
Yvonne Gates, The Way Station
Clint Lewis, Pacific Clinics

Joe Meer requested that the Board revise the TAG budget and approve TAG awards as listed in the staff report.

ACTION: Board Member Wright moved to revise the TAG budget and approve TAG awards as listed in the staff report; seconded by Board Member Drozd: motion passed by Roll Call Vote (5-0).

7.2 Pilot Service with Amended FY 2025/26 Budget

Cheri Holsclaw requested that the Board approve a pilot service, adding one (1) additional weekday trip to route 12 and two (2) weekend trips to route 15, along with additional changes to fixed route service. A 4.31% budget increase request accompanied this item to accommodate the service enhancements as well as additional economic activity changes.

ACTION: Board Member Drozd moved to approve the pilot service and amended FY 2025/26 budget as presented; seconded by Board Member Wright, motion passed by Roll Call Vote (5-0).

7.3 FY 2024/25 End of Year Update

Cheri Holsclaw presented an FY 2024/25 End of Year Update, sharing budget vs. actual revenue and expenses, ridership changes, Transportation Reimbursement Escort Program statistics, and upcoming projects.

7.4 RFP 25-01 ADA Paratransit Plan Update

Cheri Holsclaw requested that the Board approve RFP 25-01 to solicit a qualified contractor to assist the agency in updating its ADA Paratransit Plan.

ACTION: Board Member Wright moved to approve publication of RFP 25-01; seconded by Board Member Henning, motion passed by Roll Call Vote (5-0).

8.0 CLOSED SESSION

NONE

9.0 GENERAL MANAGER UPDATE

Cheri shared that a successful interactive safety meeting was held on Saturday, September 20th, which included an emergency evacuation drill and allowed staff members to practice using a fire extinguisher.

10.0 FUTURE BOARD INITIATED AGENDA ITEMS

NONE

11.0 BOARD MEMBER COMMENTS

The following Board Members made comments:

Board Member Sasnett

Board Member Henning

Board Member Drozd

Board Member Wright

Chair Mintz

12.0 ADJOURNMENT

The meeting adjourned at 5:37 p.m. Thursday, September 25, 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

BASIN TRANSIT

TO: Board of Directors

FROM: Cheri Holsclaw, General Manager

DATE: November 20, 2025

RE: Treasurer's Report for August and September 2025

STAFF RECOMMENDATION: APPROVE TREASURER'S REPORT

BASIN TRANSIT
TREASURER'S REPORT
August 31, 2025

Beginning Balance:	July 31, 2025	9,016,989
Receipts		643,370
Disbursements		898,291
Interest Received		<u>315</u>
Ending Balance:	August 31, 2025	<u>8,762,382</u>

LOCATION OF FUNDS:	BALANCE	INTEREST EARNED	INTEREST RATE
US Bank General	\$ 54,410	-	0.00%
US Bank Class E	\$ - \$	-	0.00%
Pacific Western Bank Procurement Fees	\$ 1,952,228 \$	-	0.00%
US Bank MAIN	\$ 2,947,578 \$	-	0.00%
Pacific Western Bank	\$ 239,988 \$	-	0.00%
LAIF	\$ 3,614,992 \$	-	0.00%
US Bank PTMISEA	\$ 57,254 \$	-	0.00%
US Bank LCTOP	\$ 361,623 \$	-	0.00%
US Bank SGR (SB1)	\$ 188,006 \$	-	0.00%
	<u>\$</u>	<u>-</u>	<u>0.00%</u>
TOTAL INVESTMENTS	<u>\$ 9,416,079</u>	<u>\$ -</u>	

BASIN TRANSIT
TREASURER'S REPORT
September 30, 2025

Beginning Balance:	August 31, 2025	8,762,382
Receipts		1,075,206
Disbursements		2,100,673
Interest Received		<u>269</u>
Ending Balance:	September 30, 2025	<u>7,737,184</u>

LOCATION OF FUNDS:	BALANCE	INTEREST EARNED	INTEREST RATE
US Bank General	\$ 54,377	-	0.00%
US Bank Class E	\$ - \$	-	0.00%
Pacific Western Bank Procurement Fees	\$ 1,946,511 \$	-	0.00%
US Bank MAIN	\$ 2,117,095 \$	-	0.00%
Pacific Western Bank	\$ 163,005 \$	-	0.00%
LAIF	\$ 3,614,992 \$	-	0.00%
US Bank PTMISEA	\$ 1 \$	-	0.00%
US Bank LCTOP	\$ 277,920 \$	-	0.00%
US Bank SGR (SB1)	\$ 216,979 \$	-	0.00%
	<u>\$</u>	<u>-</u>	0.00%
TOTAL INVESTMENTS	<u>\$ 8,390,881</u>	<u>\$ -</u>	

BASIN TRANSIT

TO: Board of Directors

FROM: Cheri Holsclaw, General Manager

DATE: November 20, 2025

RE: Warrant Register through September 30, 2025

STAFF RECOMMENDATION: APPROVE WARRANT REGISTER

BASIN TRANSIT
WARRANT REGISTER
August 2025

Date	Name	Memo	Paid Amount
08/01/2025	A-1 AUTO ELECTRIC	PARTS	-501.88
08/01/2025	A-Z BUS SALES	SHOP SUPPLIES	-666.03
08/01/2025	AMAZON CAPITAL SERVICES, INC	OFFICE & SHOP SUPPLIES	-293.02
08/01/2025	BROADLUX INC.	CNG MAINTENANCE	-662.00
08/01/2025	CLEAN ENERGY	CNG MAINTENANCE	-2,341.03
08/01/2025	GMV SYNCROMATICS	OPERATIONS SUPPORT	-6,857.00
08/01/2025	LUMINATOR TECHNOLOGY GROUP GLOBAL, LLC	PARTS	-1,361.96
08/01/2025	NAPA AUTO PARTS	PARTS, FLUIDS. SHOP SUPPLIES	-1,310.81
08/01/2025	PRUDENTIAL OVERALL SUPPLY	UNIFORMS & SHOP SUPPLIES	-109.28
08/01/2025	RUTAN & TUCKER, LLP	PROFESSIONAL FEES	-90.30
08/01/2025	SAN BERNARDINO COUNTY FIRE PROTECTION	OUTSIDE SERVICES	-810.00
08/01/2025	SOUTHWEST NETWORKS	PROFESSIONAL FEES	-568.92
08/01/2025	SUNNY AND SONS	OUTSIDE SERVICES	-99.00
08/01/2025	ZONAR	OUTSIDE SERVICES	-264.02
08/01/2025	NICHOLAS LUTRELL	EMPLOYEE EXPENSE	-150.00
08/01/2025	NOEMI ADDERLEY	MILEAGE REIMBURSEMENT	-156.80
08/01/2025	JOE MEER	MILEAGE REIMBURSEMENT	-177.80
08/01/2025	INTERMEDIA.NET	TELEPHONE	-532.23
08/02/2025	SPECTRUM	TELEPHONE	-161.24
08/03/2025	FRONTIER COMMUNICATIONS	TELEPHONE	-73.25
08/03/2025	SENTINEL BENEFITS	OUTSIDE SERVICES	-25.00
08/05/2025	SOUTHERN CALIFORNIA EDISON	UTILITIES	-11,489.30
08/05/2025	ARCO	FUEL	-177.30
08/05/2025	CALPERS HEALTH/RETIREMENT	HEALTH INSURANCE	-29,825.90
08/05/2025	ADP	OUTSIDE SERVICES	-610.77
08/08/2025	ADP	WAGES	-79,658.82
08/08/2025	ADP	WAGES	-14,322.05
08/08/2025	CALPERS 457 PROGRAM	SUPPL RETIREMENT	-4,940.76
08/08/2025	CALPERS HEALTH/RETIREMENT	RETIREMENT	-10,863.01
08/08/2025	CALPERS HEALTH/RETIREMENT	RETIREMENT	-5,120.79
08/08/2025	ADP	OUTSIDE SERVICES	-233.15
08/08/2025	ADP	WAGES	-75.00
08/10/2025	FRONTIER COMMUNICATIONS	TELEPHONE	-129.98
08/10/2025	BURRTEC	UTILITIES	-233.11
08/10/2025	BURRTEC	UTILITIES	-251.76
08/10/2025	BURRTEC	UTILITIES	-103.08
08/10/2025	SPECTRUM	TELEPHONE	-161.24
08/12/2025	ARCO	FUEL	-304.93
08/14/2025	FRONTIER COMMUNICATIONS	TELEPHONE	-569.24
08/15/2025	TWENTYNINE PALMS WATER DISTRICT	UTILITIES	-25.29
08/15/2025	HI DESERT WATER DISTRICT	UTILITIES	-60.86
08/15/2025	HI DESERT WATER DISTRICT	UTILITIES	-115.27
08/15/2025	CALPERS HEALTH/RETIREMENT	CERBT	-14,165.00
08/15/2025	CALPERS HEALTH/RETIREMENT	CEPPT	-10,034.00

BASIN TRANSIT
WARRANT REGISTER
August 2025

08/15/2025	TWENTYNINE PALMS WATER DISTRICT	UTILITIES	-61.97
08/18/2025	US BANK	CREDIT CARD PYMNT	-2,935.42
08/18/2025	MATTHEW ATKINS	TRAINING/MEETINGS REIMBURSEMENT	-431.80
08/18/2025	[EMPLOYEE]	WAGES	-2,403.11
08/18/2025	ACE ALTERNATORS	OUTSIDE SERVICES	-205.54
08/18/2025	AIRWAVE COMMUNICATIONS	CAPITAL - TWO-WAY RADIOS FOR NEW BUSES	-11,192.10
08/18/2025	AMAZON CAPITAL SERVICES, INC	OFFICE & SHOP SUPPLIES	-823.58
08/18/2025	AVALON URGENT CARE	EMPLOYEE EXPENSE	-150.00
08/18/2025	COPPER MOUNTAIN BROADCASTING	MARKETING & PROMOTION	-460.00
08/18/2025	DIAMOND ENVIRONMENTAL SERVICES	UTILITIES	-126.19
08/18/2025	FOGMAKER NORTH AMERICA	PARTS	-1,854.49
08/18/2025	FORENSIC DRUG TESTING	EMPLOYEE EXPENSE	-981.75
08/18/2025	GOLD MOUNTAIN CALIFORNIA NEW MEDIA INC.	MARKETING & PROMOTION	-1,637.92
08/18/2025	MODEL 1 COMMERCIAL VEHICLES, INC.	PARTS	-378.85
08/18/2025	NAPA AUTO PARTS	PARTS, FLUIDS. SHOP SUPPLIES	-1,616.28
08/18/2025	O'REILLY AUTO PARTS	PARTS	-185.55
08/18/2025	PALM SPRINGS MOTORS	PARTS	-773.49
08/18/2025	PRUDENTIAL OVERALL SUPPLY	UNIFORMS & SHOP SUPPLIES	-259.01
08/18/2025	QUILL CORPORATION	OFFICE SUPPLIES	-268.60
08/18/2025	SCHROEDER PLUMBING	OUTSIDE SERVICES	-65.00
08/18/2025	SOUTHWEST NETWORKS	PROFESSIONAL FEES	-312.50
08/18/2025	THE GAS COMPANY	FUEL	-17,124.26
08/18/2025	VERIZON	TELEPHONE	-1,480.74
08/18/2025	VISUAL EDGE IT	PRINTING & REPRODUCTION	-31.34
08/18/2025	VOYAGER	FUEL	-7,285.91
08/18/2025	YUCCA VALLEY TOWING INC	OUTSIDE SERVICES	-1,595.00
08/19/2025	VISION SERVICE PLAN	VISION INSURANCE	-474.66
08/19/2025	ARCO	FUEL	-240.79
08/20/2025	JOSHUA BASIN WATER DISTRICT	UTILITIES	-435.93
08/20/2025	JOSHUA BASIN WATER DISTRICT	UTILITIES	-242.90
08/21/2025	SALINA HIDAY	EMPLOYEE EXPENSE	-98.00
08/21/2025	A-1 AUTO ELECTRIC	PARTS	-372.42
08/21/2025	AIS	PRINTING & REPRODUCTION	-189.66
08/21/2025	AMAZON CAPITAL SERVICES, INC	OFFICE & SHOP SUPPLIES	-240.25
08/21/2025	AVALON URGENT CARE	EMPLOYEE EXPENSE	-150.00
08/21/2025	CHARLES ABBOTT & ASSOCIATES INC.	PROFESSIONAL FEES	-700.00
08/21/2025	GILLIG LLC	PARTS	-55.65
08/21/2025	GOLD MOUNTAIN CALIFORNIA NEW MEDIA INC.	MARKETING & PROMOTION	-270.97
08/21/2025	MCCS	MARKETING & PROMOTION	-1,150.00
08/21/2025	NAPA AUTO PARTS	PARTS, FLUIDS. SHOP SUPPLIES	-987.76
08/21/2025	O'REILLY AUTO PARTS	PARTS	-106.07
08/21/2025	PALM SPRINGS MOTORS	PARTS	-343.20
08/21/2025	PRUDENTIAL OVERALL SUPPLY	UNIFORMS & SHOP SUPPLIES	-146.09
08/21/2025	RUTAN & TUCKER, LLP	PROFESSIONAL FEES	-433.40
08/21/2025	ZONAR	OUTSIDE SERVICES	-1,252.73

BASIN TRANSIT WARRANT REGISTER

August 2025

08/22/2025	ADP	WAGES	-80,206.58
08/22/2025	ADP	WAGES	-14,982.25
08/22/2025	AREG ABARYANTS	TREP MILEAGE REIMBURSEMENTS	-120.00
08/22/2025	CHARLENE JEFFERSON	WAGES	-103.17
08/22/2025	ADP	OUTSIDE SERVICES	-238.55
08/22/2025	CALPERS 457 PROGRAM	SUPPL RETIREMENT	-4,863.41
08/22/2025	CALPERS HEALTH/RETIREMENT	RETIREMENT	-10,930.63
08/22/2025	CALPERS HEALTH/RETIREMENT	RETIREMENT	-5,103.68
08/22/2025	TREP	TREP MILEAGE REIMBURSEMENTS	-2,979.40
08/22/2025	ADP	WAGES	-75.00
08/24/2025	SPECTRUM	TELEPHONE	-311.67
08/25/2025	FRONTIER COMMUNICATIONS	TELEPHONE	-393.89
08/25/2025	THE GAS COMPANY	UTILITIES	-14.79
08/25/2025	JOSHUA TREE LANDSCAPE & GROUNDS MAINT	OUTSIDE SERVICES	-833.75
08/26/2025	ARCO	FUEL	-204.69
08/26/2025	PACIFIC WESTERN BANK	FARE DEPOSIT CORRECTION	-17.00
08/28/2025	[EMPLOYEE]	WAGES	-2,625.34
08/28/2025	DAWN BOSTROM	UNIFORM REIMBURSEMENT	43.10
08/28/2025	DAWN BOSTROM	UNIFORM REIMBURSEMENT	-43.10
08/28/2025	ROBERT ARVIZU	REIMBURSEMENT FOR OUTSIDE SERVICES	-303.85
08/29/2025	[EMPLOYEE]	HRA REIMBURSEMENTS	-387.88
08/29/2025	[EMPLOYEE]	HRA REIMBURSEMENTS	-400.00
08/29/2025	[EMPLOYEE]	HRA REIMBURSEMENTS	-356.59
08/29/2025	[EMPLOYEE]	HRA REIMBURSEMENTS	-828.59
08/29/2025	[EMPLOYEE]	HRA REIMBURSEMENTS	-1,554.11
08/29/2025	[EMPLOYEE]	HRA REIMBURSEMENTS	-563.44
08/29/2025	[EMPLOYEE]	HRA REIMBURSEMENTS	-696.00
08/29/2025	[EMPLOYEE]	HRA REIMBURSEMENTS	-845.03
08/29/2025	[EMPLOYEE]	HRA REIMBURSEMENTS	-3,310.80
08/29/2025	[EMPLOYEE]	HRA REIMBURSEMENTS	-295.05
08/31/2025	FRONTIER COMMUNICATIONS	TELEPHONE	-74.59
			-396,832.79
			-396,832.79

BASIN TRANSIT
WARRANT REGISTER
September 2025

Date	Name	Memo	Paid Amount
09/01/2025	INTERMEDIA.NET	TELEPHONE	-537.54
09/02/2025	ARCO	FUEL	-200.36
09/02/2025	SPECTRUM	TELEPHONE	-161.24
09/03/2025	FRONTIER COMMUNICATIONS	TELEPHONE	-73.25
09/03/2025	SENTINEL BENEFITS	OUTSIDE SERVICES	-25.00
09/05/2025	ADP	WAGES	-82,180.72
09/05/2025	ADP	WAGES	-15,745.20
09/05/2025	AZTEC TECHNOLOGY CORPORATION	29 PALMS PORTABLE OFC.	-377.13
09/05/2025	TSR CONSTRUCTION	29 PALMS PORTABLE OFC.	-28,900.00
09/05/2025	CHRISTINA GUTIERREZ	UNIFORM REIMBURSEMENT	-275.00
09/05/2025	WEDNESDAY VEGAS	EMPLOYEE EXPENSE	-2,505.00
09/05/2025	AMAZON CAPITAL SERVICES, INC	OFFICE & SHOP SUPPLIES	-548.45
09/05/2025	AVALON URGENT CARE	EMPLOYEE EXPENSE	-600.00
09/05/2025	BENEFIT COORDINATORS CORP	DENTAL INSURANCE	-1,544.30
09/05/2025	CLEAN ENERGY	CNG MAINTENANCE	-11,157.57
09/05/2025	CUMMINS CAL PACIFIC	PARTS	-364.03
09/05/2025	DESERT ARC	OUTSIDE SERVICES	-270.00
09/05/2025	DIAMOND ENVIRONMENTAL SERVICES	UTILITIES	-126.19
09/05/2025	DS LOCKSMITHING	OUTSIDE SERVICES	-100.00
09/05/2025	GOLD MOUNTAIN CALIFORNIA NEW MEDIA INC.	MARKETING & PROMOTION	-69.50
09/05/2025	KIMBALL MIDWEST	SHOP SUPPLIES	-225.94
09/05/2025	MODEL 1 COMMERCIAL VEHICLES, INC.	PARTS	-1,642.06
09/05/2025	NAPA AUTO PARTS	PARTS, FLUIDS. SHOP SUPPLIES	-544.63
09/05/2025	O'REILLY AUTO PARTS	PARTS	-6,014.18
09/05/2025	OLS SERVICE, INC.	OUTSIDE SERVICES	-2,103.72
09/05/2025	PALM SPRINGS MOTORS	PARTS	-1,215.26
09/05/2025	PARKHOUSE TIRES	TIRES	-6,154.16
09/05/2025	PRECISION GARAGE DOORS & GATES	OUTSIDE SERVICES	-240.00
09/05/2025	PRUDENTIAL OVERALL SUPPLY	UNIFORMS & SHOP SUPPLIES	-268.00
09/05/2025	QUILL CORPORATION	OFFICE SUPPLIES	-194.60
09/05/2025	SOUTHWEST NETWORKS	PROFESSIONAL FEES	-3,171.00
09/05/2025	SUNNY AND SONS	OUTSIDE SERVICES	-99.00
09/05/2025	VOYAGER	FUEL	-2,230.43
09/05/2025	YUCCA VALLEY TOWING INC	OUTSIDE SERVICES	-525.00
09/05/2025	SOUTHERN CALIFORNIA EDISON	UTILITIES	-12,389.64
09/05/2025	ADP	OUTSIDE SERVICES	-238.55
09/05/2025	CALPERS HEALTH/RETIREMENT	HEALTH INSURANCE	-29,833.68
09/05/2025	CALPERS HEALTH/RETIREMENT	RETIREMENT	-11,175.76
09/05/2025	CALPERS HEALTH/RETIREMENT	RETIREMENT	-5,180.11
09/05/2025	CALPERS 457 PROGRAM	SUPPL RETIREMENT	-4,839.02
09/05/2025	ADP	OUTSIDE SERVICES	-610.77
09/05/2025	ADP	WAGES	-75.00
09/08/2025	CALPERS HEALTH/RETIREMENT	PROFESSIONAL FEES	-350.00
09/09/2025	ARCO	FUEL	-287.99
09/10/2025	FRONTIER COMMUNICATIONS	TELEPHONE	-139.98

BASIN TRANSIT WARRANT REGISTER

September 2025

09/10/2025	BURRTEC	UTILITIES	-233.11
09/10/2025	BURRTEC	UTILITIES	-251.76
09/10/2025	BURRTEC	UTILITIES	-103.08
09/10/2025	SPECTRUM	TELEPHONE	-181.25
09/14/2025	FRONTIER COMMUNICATIONS	TELEPHONE	-569.24
09/15/2025	TWENTYNINE PALMS WATER DISTRICT	UTILITIES	-25.29
09/15/2025	HI DESERT WATER DISTRICT	UTILITIES	-65.74
09/15/2025	HI DESERT WATER DISTRICT	UTILITIES	-136.27
09/15/2025	CALPERS HEALTH/RETIREMENT	CERBT	-14,165.00
09/15/2025	CALPERS HEALTH/RETIREMENT	CEPPT	-10,034.00
09/15/2025	TWENTYNINE PALMS WATER DISTRICT	UTILITIES	-77.69
09/16/2025	ARCO	FUEL	-99.40
09/16/2025	VISION SERVICE PLAN	VISION INSURANCE	-474.66
09/19/2025	ADP	WAGES	-84,213.33
09/19/2025	ADP	WAGES	-16,337.81
09/19/2025	ADP	OUTSIDE SERVICES	-235.85
09/19/2025	CALPERS HEALTH/RETIREMENT	RETIREMENT	-11,177.07
09/19/2025	CALPERS HEALTH/RETIREMENT	RETIREMENT	-5,205.20
09/19/2025	CALPERS 457 PROGRAM	SUPPL RETIREMENT	-4,810.76
09/19/2025	ADP	OUTSIDE SERVICES	-75.00
09/20/2025	JOSHUA BASIN WATER DISTRICT	UTILITIES	-684.93
09/20/2025	JOSHUA BASIN WATER DISTRICT	UTILITIES	-254.90
09/20/2025	ANITA PETKE	MILEAGE REIMBURSEMENT	-27.02
09/20/2025	JOE MEER	TRAINING/MEETINGS	-614.40
09/22/2025	AMAZON CAPITAL SERVICES, INC	OFFICE & SHOP SUPPLIES	-1,251.23
09/22/2025	AVALON URGENT CARE	EMPLOYEE EXPENSE	-441.00
09/22/2025	BROADLUX INC.	CNG MAINTENANCE	-8,983.82
09/22/2025	CHARLES ABBOTT & ASSOCIATES INC.	PROFESSIONAL FEES	-2,030.00
09/22/2025	CITY OF TWENTYNINE PALMS	PROFESSIONAL FEES	-50.00
09/22/2025	CLEAN ENERGY	CNG MAINTENANCE	-7,585.18
09/22/2025	COPPER MOUNTAIN BROADCASTING	MARKETING & PROMOTION	-420.00
09/22/2025	DEPARTMENT OF JUSTICE	EMPLOYEE EXPENSE	-96.00
09/22/2025	DESERT ARC	OUTSIDE SERVICES	-270.00
09/22/2025	JACKSON LEWIS P.C.	PROFESSIONAL FEES	-1,377.00
09/22/2025	KCDZ	MARKETING & PROMOTION	-460.00
09/22/2025	KIMBALL MIDWEST	SHOP SUPPLIES	-159.52
09/22/2025	NAPA AUTO PARTS	PARTS, FLUIDS. SHOP SUPPLIES	-1,556.12
09/22/2025	PARKHOUSE TIRES	TIRES	-4,127.49
09/22/2025	PRO SECURITY SYSTEMS	OUTSIDE SERVICES	-156.00
09/22/2025	PRUDENTIAL OVERALL SUPPLY	UNIFORMS & SHOP SUPPLIES	-209.47
09/22/2025	QUILL CORPORATION	OFFICE SUPPLIES	-55.57
09/22/2025	RUSSELL AIR CONDITIONING INC.	OUTSIDE SERVICES	-285.00
09/22/2025	RUTAN & TUCKER, LLP	PROFESSIONAL FEES	-121.80
09/22/2025	THE BUS DOCTOR 1 LLC	OUTSIDE SERVICES	-1,200.00
09/22/2025	THE GAS COMPANY	FUEL	-10,247.14
09/22/2025	TRANS-WEST TRUCK CENTER	VEHICLE - BUS #318	-6,052.01

BASIN TRANSIT
WARRANT REGISTER
September 2025

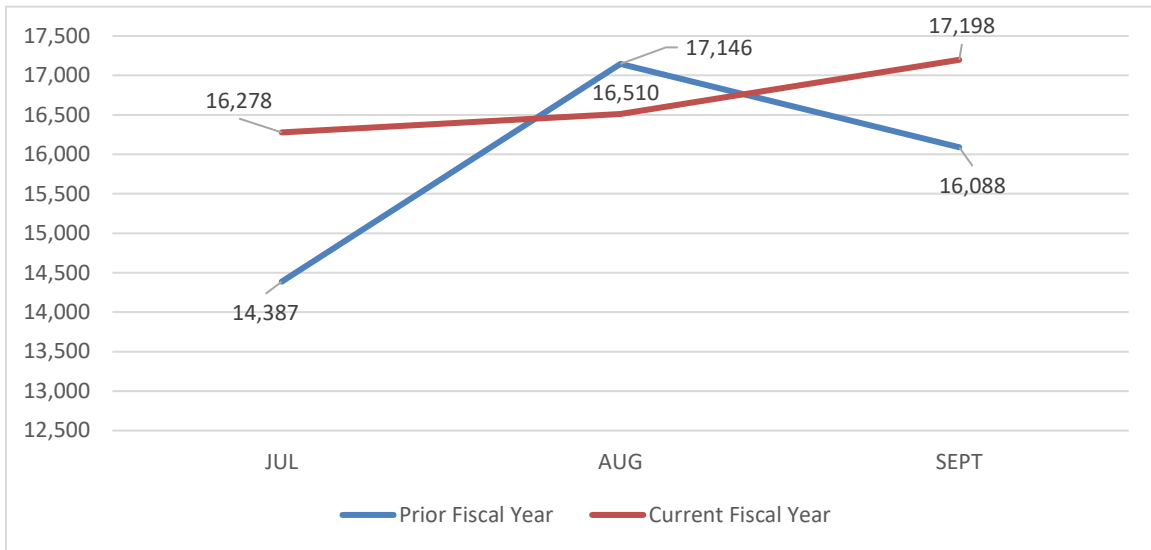
09/22/2025	TSR CONSTRUCTION	YV BUS STATIONS SITE REPAIRS	-23,700.00
09/22/2025	TWENTYNINE PALMS WATER DISTRICT	UTILITIES	-30.00
09/22/2025	VERIZON	TELEPHONE	-1,480.74
09/22/2025	VISUAL EDGE IT	PRINTING & REPRODUCTION	-32.70
09/22/2025	ZONAR	OUTSIDE SERVICES	-79.55
09/22/2025	MODEL 1 COMMERCIAL VEHICLES, INC.	PURCHASE THREE (3) BUSES - #37, 40, 324	-549,321.42
09/22/2025	PALM SPRINGS MOTORS	PARTS	-113.33
09/23/2025	SAN BERNARDINO COUNTY	OUTSIDE SERVICES	-522.00
09/23/2025	SAN BERNARDINO COUNTY	OUTSIDE SERVICES	-321.00
09/23/2025	ARCO	FUEL	-154.17
09/24/2025	SPECTRUM	TELEPHONE	-311.67
09/24/2025	US BANK	CREDIT CARD PYMNT	-6,286.44
09/24/2025	AREG ABARYANTS	TREP MILEAGE REIMBURSEMENTS	-120.00
09/25/2025	JOSHUA TREE LANDSCAPE & GROUNDS MAINT	OUTSIDE SERVICES	-833.75
09/25/2025	THE GAS COMPANY	UTILITIES	-15.78
09/25/2025	FRONTIER COMMUNICATIONS	TELEPHONE	-393.89
09/26/2025	TREP	TREP MILEAGE REIMBURSEMENTS	-3,324.80
09/30/2025	FRONTIER COMMUNICATIONS	TELEPHONE	-74.59
09/30/2025	[EMPLOYEE]	HRA REIMBURSEMENTS	-1,321.95
09/30/2025	[EMPLOYEE]	HRA REIMBURSEMENTS	-345.00
09/30/2025	[EMPLOYEE]	HRA REIMBURSEMENTS	-356.59
09/30/2025	[EMPLOYEE]	HRA REIMURSEMENTS	-600.00
09/30/2025	[EMPLOYEE]	HRA REIMBURSEMENTS	-348.99
09/30/2025	[EMPLOYEE]	HRA REIMBURSEMENTS	-384.47
09/30/2025	[EMPLOYEE]	HRA REIMBURSEMENT	-237.08
09/30/2025	BEN SASNETT	BOARD MEMBER STIPEND	-100.00
09/30/2025	ARCO	FUEL	-184.64
09/30/2025	DAN MINTZ	BOARD MEMBER STIPEND	-100.00
09/30/2025	JEFF DROZD	BOARD MEMBER STIPEND	-100.00
09/30/2025	JENNIFER HENNING	BOARD MEMBER STIPEND	-100.00
09/30/2025	McARTHUR WRIGHT	BOARD MEMBER STIPEND	-100.00
			-1,024,090.62
			-1,024,090.62

BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: November 20, 2025

RE: Ridership Reports

Ridership levels have remained steady throughout the current fiscal year. At approximately 50,000 passengers during the first quarter, we are on track to meet our FY26 Target of 161,000.



STAFF RECOMMENDATION: RECEIVE AND FILE



Quarterly Performance Scorecard

FY 2026
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	7.47%	>= 10.00%	6.94%	6.94%				Fails to Meet Target
Operating Costs Per Revenue Hour	\$135.99	<= \$166.19	\$144.60	\$144.60				Exceeds Target
Passenger Revenue Per Revenue Hour (a)	\$10.16		\$10.03	\$10.03				
Subsidy Per Revenue Hour	\$125.82		\$134.57	\$134.57				
Operating Cost Per Revenue Mile	\$7.02	<= \$8.39	\$7.73	\$7.73				Exceeds Target
Passenger Revenue Per Revenue Mile	\$0.52		\$0.54	\$0.54				
Subsidy Per Revenue Mile	\$6.50		\$7.19	\$7.19				
Operating Costs Per Passenger	\$23.53	<= \$34.08	\$24.96	\$24.96				Exceeds Target
Passenger Revenue Per Passenger (Avg Fare) (a)	\$1.76		\$1.73	\$1.73				
Subsidy Per Passenger	\$21.77		\$23.22	\$23.22				
Operating Cost Per Passenger Mile								
Passenger Revenue Per Passenger Mile (a)								
Subsidy Per Passenger Mile								
Passengers Per Revenue Hour	5.8		5.8	5.8				Fails to Meet Target
Passengers Per Revenue Mile	0.30		0.31	0.31				
Revenue Miles Between NTD Reportable Accidents (b)								
Percentage of Trips On Time	76.4%		74.7%	74.7%				
Passengers Served Between Complaints	9,579		8,331	8,331				
Complaints Per 100,000 Passengers	10.44		12.00	12.00				
Revenue Miles Between NTD System Failures (c)	235,483							
Total Miles Between Total NTD System Failures (c)	252,759							
Total Miles Between Major NTD System Failures (d)								
Passengers	210,741	>= 161,000	49,986	49,986				Fails to Meet Target
Passenger Miles								
Revenue Hours	36,468		8,627	8,627				
Total Hours	40,835		10,179	10,179				
Revenue Miles	706,449		161,450	161,450				
Total Miles	758,277		174,608	174,608				
Operating Costs	\$4,959,192		\$1,247,427	\$1,247,427				
Passenger Revenue (a)	\$370,624		\$86,528	\$86,528				
Operating Subsidy	\$4,588,568		\$1,160,899	\$1,160,899				
NTD Reportable Accidents (b)	0		0	0				
Total Roadcalls (NTD System Failures) (c)	3		0	0				
Major Mechanical Failures (Roadcalls) (d)	0		0	0				
Complaints	22		6	6				
Trips On Time	80,566		27,947	27,947				
On-Time Performance Trips Sampled	105,405		37,432	37,432				

(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

August, FY 2026

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	7,889	7,711	9.9	9.3	23.29%	21.54%
12	337	408	2.3	2.6	10.07%	9.04%
15	147	227	2.1	2.8	2.56%	8.30%
21	949	850	4.7	3.5	2.60%	6.49%
3A	1,525	1,637	6.8	7.1	7.11%	10.43%
3B	1,694	1,861	7.5	7.3	7.34%	20.02%
7A	1,691	1,747	7.8	7.3	12.31%	10.25%
7B	1,612	1,301	7.4	4.7	8.94%	8.79%
Ready Ride	1,302	768	2.4	1.3	17.31%	5.49%
Program Subtotals						
Commuter Service	484	635	2.2	2.7	7.55%	8.74%
Demand Response	1,302	768	2.4	1.3	17.31%	5.49%
Neighborhood Shuttles	15,360	15,107	8.0	7.3	14.12%	15.58%
System Total	17,146	16,510	6.4	5.7	14.07%	12.84%



FY 2026 -- Monthly Performance Statistics
Systemwide Summary
All Routes

Performance Statistics for August

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	7,711	832.0	\$112,192	\$24,167	9.3	\$14.55	\$134.85	\$3.13	\$29.05	21.54%
3A	1,637	232.0	\$28,917	\$3,016	7.1	\$17.66	\$124.64	\$1.84	\$13.00	10.43%
3B	1,861	256.0	\$30,302	\$6,067	7.3	\$16.28	\$118.37	\$3.26	\$23.70	20.02%
7A	1,747	240.0	\$28,339	\$2,906	7.3	\$16.22	\$118.08	\$1.66	\$12.11	10.25%
7B	1,301	279.0	\$32,052	\$2,817	4.7	\$24.64	\$114.88	\$2.17	\$10.10	8.79%
12	408	157.0	\$23,170	\$2,095	2.6	\$56.79	\$147.58	\$5.14	\$13.34	9.04%
15	227	80.0	\$16,171	\$1,341	2.8	\$71.24	\$202.13	\$5.91	\$16.77	8.30%
21	850	241.0	\$31,548	\$2,047	3.5	\$37.11	\$130.90	\$2.41	\$8.49	6.49%
Ready Ride	768	583.0	\$75,829	\$4,162	1.3	\$98.74	\$130.07	\$5.42	\$7.14	5.49%
Program:										
Commuter Service	635	237.0	\$39,341	\$3,436	2.7	\$61.95	\$165.99	\$5.41	\$14.50	8.74%
Demand Response	768	583.0	\$75,829	\$4,162	1.3	\$98.74	\$130.07	\$5.42	\$7.14	5.49%
Neighborhood Shuttles	15,107	2,080.0	\$263,351	\$41,020	7.3	\$17.43	\$126.61	\$2.72	\$19.72	15.58%
Mode:										
Bus (Motorbus)	15,107	2,080.0	\$263,351	\$41,020	7.3	\$17.43	\$126.61	\$2.72	\$19.72	15.58%
Commuter Bus	635	237.0	\$39,341	\$3,436	2.7	\$61.95	\$165.99	\$5.41	\$14.50	8.74%
Demand Response	768	583.0	\$75,829	\$4,162	1.3	\$98.74	\$130.07	\$5.42	\$7.14	5.49%
System Total:	16,510	2,900.0	\$378,521	\$48,619	5.7	\$22.93	\$130.52	\$2.94	\$16.77	12.84%



Monthly Ridership Report

September, FY 2026

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	7,851	8,352	10.3	10.3	13.60%	7.50%
12	333	380	2.3	1.3	12.81%	5.18%
15	111	192	1.6	3.0	4.03%	17.76%
21	834	763	4.6	3.6	1.03%	2.46%
3A	1,448	1,759	6.5	7.5	4.06%	3.70%
3B	1,621	2,016	7.1	8.6	4.01%	6.46%
7A	1,358	1,573	6.4	6.7	5.88%	3.44%
7B	1,387	1,309	6.5	5.4	4.48%	3.48%
Ready Ride	1,145	854	2.3	2.0	1.18%	1.11%
Program Subtotals						
Commuter Service	444	572	2.1	1.6	9.93%	8.20%
Demand Response	1,145	854	2.3	2.0	1.18%	1.11%
Neighborhood Shuttles	14,499	15,772	7.8	8.0	7.90%	5.46%
System Total	16,088	17,198	6.3	6.3	6.88%	4.98%



FY 2026 -- Monthly Performance Statistics
Systemwide Summary
All Routes

Performance Statistics for September

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	8,352	811.0	\$128,368	\$9,625	10.3	\$15.37	\$158.28	\$1.15	\$11.87	7.50%
3A	1,759	236.0	\$35,139	\$1,300	7.5	\$19.98	\$148.89	\$0.74	\$5.51	3.70%
3B	2,016	234.0	\$34,583	\$2,234	8.6	\$17.15	\$147.79	\$1.11	\$9.55	6.46%
7A	1,573	235.0	\$32,201	\$1,106	6.7	\$20.47	\$137.02	\$0.70	\$4.71	3.44%
7B	1,309	244.0	\$35,635	\$1,239	5.4	\$27.22	\$146.04	\$0.95	\$5.08	3.48%
12	380	284.0	\$38,914	\$2,017	1.3	\$102.40	\$137.02	\$5.31	\$7.10	5.18%
15	192	64.0	\$12,294	\$2,183	3.0	\$64.03	\$192.10	\$11.37	\$34.11	17.76%
21	763	212.0	\$33,266	\$818	3.6	\$43.60	\$156.91	\$1.07	\$3.86	2.46%
Ready Ride	854	421.0	\$79,608	\$884	2.0	\$93.22	\$189.09	\$1.03	\$2.10	1.11%
Program:										
Commuter Service	572	348.0	\$51,208	\$4,201	1.6	\$89.52	\$147.15	\$7.34	\$12.07	8.20%
Demand Response	854	421.0	\$79,608	\$884	2.0	\$93.22	\$189.09	\$1.03	\$2.10	1.11%
Neighborhood Shuttles	15,772	1,972.0	\$299,191	\$16,321	8.0	\$18.97	\$151.72	\$1.03	\$8.28	5.46%
Mode:										
Bus (Motorbus)	15,772	1,972.0	\$299,191	\$16,321	8.0	\$18.97	\$151.72	\$1.03	\$8.28	5.46%
Commuter Bus	572	348.0	\$51,208	\$4,201	1.6	\$89.52	\$147.15	\$7.34	\$12.07	8.20%
Demand Response	854	421.0	\$79,608	\$884	2.0	\$93.22	\$189.09	\$1.03	\$2.10	1.11%
System Total:	17,198	2,741.0	\$430,007	\$21,405	6.3	\$25.00	\$156.88	\$1.24	\$7.81	4.98%

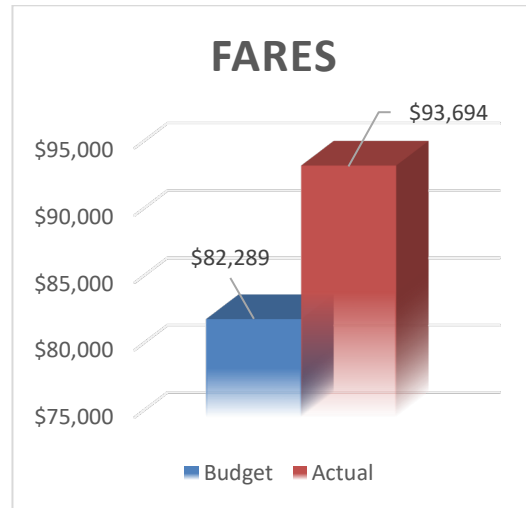
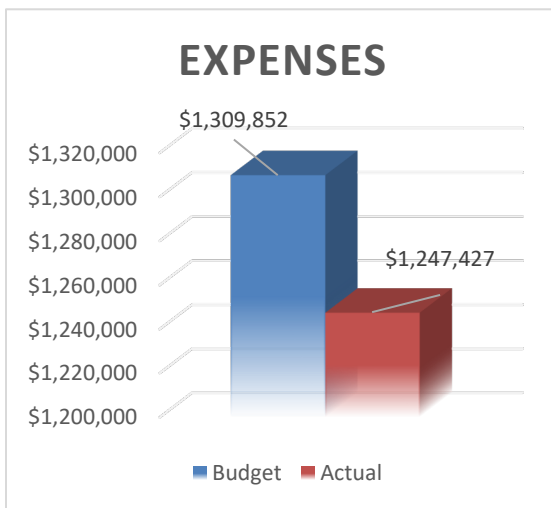
BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: November 20, 2025

RE: Financial Report

At the conclusion of September, Basin Transit expenses were \$62,434 (5%) below budget.

Passenger Fares were \$11,406 (14%) higher than the budgeted amount, primarily due to higher than anticipated fare collection on fixed route.



STAFF RECOMMENDATION: RECEIVE AND FILE

BASIN TRANSIT
Statement of Expenditures - Accrual Basis
During Fiscal Year ending 06/30/2026
For Period Ending 8/31/25

Line	Administrative Exp.	FY 25/26 Budget	AUGUST		Year to Date		Year to Date Variance	%
			Budget	Actual	Budget	Actual		
1	Mgmt. Salaries	\$ 152,528.00	\$ 11,732.92	\$ 11,718.40	\$ 23,465.85	\$ 23,358.05	\$ 107.80	0%
2	Office Salaries	\$ 189,751.00	\$ 14,596.23	\$ 11,044.97	\$ 29,192.46	\$ 23,403.55	\$ 5,788.91	20%
3	Board Members	\$ 6,300.00	\$ -	\$ -	\$ 1,050.00	\$ 700.00	\$ 350.00	33%
4	Payroll Taxes	\$ 12,236.00	\$ 941.23	\$ 620.34	\$ 1,882.46	\$ 1,184.05	\$ 698.41	37%
5	Health & Welfare	\$ 77,712.00	\$ 6,476.00	\$ 9,600.65	\$ 12,952.00	\$ 16,311.20	\$ (3,359.20)	-26%
6	Retirement:PERS	\$ 56,565.00	\$ 4,351.15	\$ 4,781.04	\$ 8,702.31	\$ 9,471.62	\$ (769.31)	-9%
7	Mileage	\$ 5,000.00	\$ 416.67	\$ 334.60	\$ 833.33	\$ 350.56	\$ 482.77	58%
8	Outside Services	\$ 31,228.00	\$ 2,602.33	\$ 1,787.58	\$ 5,204.67	\$ 3,494.94	\$ 1,709.73	33%
9	Prof. Fees	\$ 78,507.00	\$ 6,542.25	\$ 3,407.00	\$ 13,084.50	\$ 4,692.13	\$ 8,392.37	64%
10	Utilities	\$ 187,698.00	\$ 15,641.50	\$ 13,160.45	\$ 31,283.00	\$ 26,104.00	\$ 5,179.00	17%
11	Marketing/Promotions	\$ 50,493.00	\$ 4,207.75	\$ 3,468.00	\$ 8,415.50	\$ 5,556.29	\$ 2,859.21	34%
12	Office Supplies	\$ 17,389.00	\$ 1,449.08	\$ 1,604.77	\$ 2,898.17	\$ 2,879.67	\$ 18.50	1%
13	Postage	\$ 2,503.00	\$ 208.58	\$ 154.39	\$ 417.17	\$ 275.38	\$ 141.79	34%
14	Printing/Reproduction	\$ 14,425.00	\$ 1,202.08	\$ 221.00	\$ 2,404.17	\$ 342.36	\$ 2,061.81	86%
15	Training/Meetings	\$ 14,831.00	\$ 1,235.92	\$ 52.90	\$ 2,471.83	\$ 79.90	\$ 2,391.93	97%
16	Total Administrative	\$ 897,165.00	\$ 71,603.71	\$ 61,956.09	\$ 144,257.41	\$ 118,203.70	\$ 26,053.71	18%
Maintenance Expense								
17	Mechanic Salaries	\$ 188,641.00	\$ 14,510.85	\$ 14,672.42	\$ 29,021.69	\$ 29,843.71	\$ (822.02)	-3%
18	Utility Workers & Maint Admin Salaries	\$ 144,452.00	\$ 11,111.69	\$ 11,271.42	\$ 22,223.38	\$ 20,138.40	\$ 2,084.98	9%
19	Payroll Taxes	\$ 7,994.00	\$ 614.92	\$ 375.49	\$ 1,229.85	\$ 723.33	\$ 506.52	41%
20	Health & Welfare	\$ 30,932.00	\$ 2,577.67	\$ 2,425.85	\$ 5,155.33	\$ 4,367.61	\$ 787.72	15%
21	Retirement:PERS	\$ 26,514.00	\$ 2,039.54	\$ 1,604.66	\$ 4,079.08	\$ 2,936.83	\$ 1,142.25	28%
22	Uniforms	\$ 4,551.00	\$ 379.25	\$ 403.89	\$ 758.50	\$ 709.53	\$ 48.97	6%
23	Outside Services	\$ 65,777.00	\$ 5,481.42	\$ 7,686.25	\$ 10,962.83	\$ 18,526.08	\$ (7,563.25)	-69%
24	Parts	\$ 74,463.00	\$ 6,205.25	\$ 7,138.72	\$ 12,410.50	\$ 13,700.01	\$ (1,289.51)	-10%
25	Fluids	\$ 18,613.00	\$ 1,551.08	\$ 127.04	\$ 3,102.17	\$ 3,010.56	\$ 91.61	3%
26	Tires	\$ 63,251.00	\$ 5,270.92	\$ 6,154.16	\$ 10,541.83	\$ 12,733.16	\$ (2,191.33)	-21%
27	Accident Repair	\$ 26,369.00	\$ 2,197.42	\$ -	\$ 4,394.83	\$ 2,646.30	\$ 1,748.53	40%
28	Tools	\$ 750.00	\$ 62.50	\$ -	\$ 125.00	\$ 250.00	\$ (125.00)	-100%
29	Consulting	\$ 1,000.00	\$ 83.33	\$ -	\$ 166.67	\$ -	\$ 166.67	100%
30	Shop Supplies	\$ 1,250.00	\$ 104.17	\$ 1,922.60	\$ 208.33	\$ 4,066.14	\$ (3,857.81)	-1852%
31	Facility Supplies	\$ 7,527.00	\$ 627.25	\$ 734.72	\$ 1,254.50	\$ 1,192.09	\$ 62.41	5%
32	Training/Meetings	\$ 5,000.00	\$ 416.67	\$ -	\$ 833.33	\$ -	\$ 833.33	100%
33	Shelter Maintenance	\$ 2,000.00	\$ 166.67	\$ -	\$ 333.33	\$ -	\$ 333.33	100%
34	CNG Stations Maint.	\$ 75,000.00	\$ 6,250.00	\$ 5,000.06	\$ 12,500.00	\$ 21,291.95	\$ (8,791.95)	-70%
35	Total Maintenance	\$ 744,084.00	\$ 59,650.58	\$ 59,517.28	\$ 119,301.17	\$ 136,135.70	\$ (16,834.53)	-14%
Operations Expense								
36	Mgmt/Supv Salaries	\$ 205,015.00	\$ 15,770.38	\$ 15,516.36	\$ 31,540.77	\$ 29,985.22	\$ 1,555.55	5%
37	Operator Wages	\$ 1,552,484.00	\$ 119,421.85	\$ 106,317.18	\$ 238,843.69	\$ 215,459.80	\$ 23,383.89	10%
38	Dispatch Wages	\$ 291,521.00	\$ 22,424.69	\$ 21,727.02	\$ 44,849.38	\$ 43,066.40	\$ 1,782.98	4%
39	Payroll Taxes	\$ 49,176.00	\$ 3,782.77	\$ 2,058.64	\$ 7,565.54	\$ 4,111.71	\$ 3,453.83	46%
40	Health & Welfare	\$ 298,861.00	\$ 24,905.08	\$ 26,937.27	\$ 49,810.17	\$ 52,551.52	\$ (2,741.35)	-6%
41	Retirement:PERS	\$ 276,227.00	\$ 21,248.23	\$ 22,698.22	\$ 42,496.46	\$ 45,599.12	\$ (3,102.66)	-7%
42	Safety Incentive Program	\$ 12,900.00	\$ 1,075.00	\$ -	\$ 2,150.00	\$ -	\$ 2,150.00	100%
43	Workers'Comp	\$ 243,000.00	\$ 20,250.00	\$ 18,085.08	\$ 40,500.00	\$ 36,170.16	\$ 4,329.84	11%
44	Other Employee Exp.	\$ 36,409.00	\$ 3,034.08	\$ 2,426.27	\$ 6,068.17	\$ 4,194.69	\$ 1,873.48	31%
45	Mileage	\$ 1,850.00	\$ 154.17	\$ -	\$ 308.33	\$ -	\$ 308.33	100%
46	Uniforms	\$ 8,076.00	\$ 673.00	\$ -	\$ 1,346.00	\$ 1,564.58	\$ (218.58)	-16%
47	Outside Services	\$ 16,635.00	\$ 1,386.25	\$ 79.55	\$ 2,772.50	\$ 1,896.30	\$ 876.20	32%
48	Tel/Cell/Internet/Fax	\$ 53,638.00	\$ 4,469.83	\$ 5,298.07	\$ 8,939.67	\$ 10,613.44	\$ (1,673.77)	-19%
49	Radio Expense	\$ 5,935.00	\$ 494.58	\$ -	\$ 989.17	\$ -	\$ 989.17	100%
50	Fuel	\$ 336,885.00	\$ 28,073.75	\$ 20,366.75	\$ 56,147.50	\$ 46,761.24	\$ 9,386.26	17%
51	Trainings/Meetings	\$ 4,400.00	\$ 366.67	\$ 431.80	\$ 733.33	\$ 431.80	\$ 301.53	41%
52	Insurance	\$ 396,077.00	\$ 33,006.42	\$ 30,647.82	\$ 66,012.83	\$ 62,706.64	\$ 3,306.19	5%
53	Deferred Comp Match	\$ 53,680.00	\$ 4,129.23	\$ 3,989.24	\$ 8,258.46	\$ 7,968.48	\$ 289.98	4%
54	Total Operations	\$ 3,842,769.00	\$ 304,665.99	\$ 276,579.27	\$ 609,331.97	\$ 563,081.10	\$ 46,250.87	8%
55	Grand Total of Op Exp	\$ 5,484,019.00	\$ 435,920.28	\$ 398,052.64	\$ 872,890.55	\$ 817,420.50	\$ 55,470.05	6%

BASIN TRANSIT
Statement of Income
During Fiscal Year ending 06/30/2026
For Period Ending 8/31/25

			AUGUST		Year to Date		Year to Date Variance	%
			Budget	Actual	Budget	Actual		
Other Revenue								
1	Interest	\$ 87,966.00	\$ 7,330.50	\$ 282.68	\$ 14,661.00	\$ 39,730.88	\$ 25,069.88	171%
2	Other Revenue	\$ 22,848.00	\$ 1,904.00	\$ 200.00	\$ 3,808.00	\$ 433.74	\$ (3,374.26)	-89%
3	CNG Fuel	\$ 100,000.00	\$ 8,333.33	\$ 373.10	\$ 16,666.67	\$ 4,356.57	\$ (12,310.10)	-74%
4	Renewable Gas Credits	\$ 71,951.00	\$ 5,995.92	\$ -	\$ 11,991.83	\$ 5,239.59	\$ (6,752.24)	-56%
5	Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
6	Gain on Sale of Assets	\$ 3,427.00	\$ 285.58	\$ -	\$ 1,142.33	\$ -	\$ (1,142.33)	100%
7	Total Other Revenue	\$ 286,192.00	\$ 23,849.33	\$ 855.78	\$ 48,269.83	\$ 49,760.78	\$ 1,490.95	3%

			AUGUST		Year to Date		Year to Date Variance	%
			Budget	Actual	Budget	Actual		
Passenger Fares								
8	Fixed Route	\$ 233,528.00	\$ 19,460.67	\$ 41,019.91	\$ 38,921.33	\$ 53,209.05	\$ 14,287.72	37%
9	Ready Ride	\$ 23,648.00	\$ 1,970.67	\$ 4,162.24	\$ 3,941.33	\$ 5,238.49	\$ 1,297.16	33%
9	Palm Spr./Palm Des.	\$ 38,429.00	\$ 3,202.42	\$ 3,436.47	\$ 6,404.83	\$ 6,675.20	\$ 270.37	4%
10	LCTOP FY25/26 K-12 Free Fare Program	\$ 33,550.00	\$ 2,795.83	\$ 2,699.50	\$ 5,591.67	\$ 4,625.25	\$ (966.42)	-17%
11	Total Fare Revenue	\$ 329,155.00	\$ 27,429.58	\$ 51,318.12	\$ 54,859.17	\$ 69,747.99	\$ 14,888.82	27%

			Invoiced		YTD Invoiced	Fund Balance
Current Support Funding - Operations						
12	Local Transit Funds	\$ 4,120,055.00	\$ -	\$ -	\$ 1,030,644.00	\$ 3,089,411.00
13	Section 5311 Operating Asst (FY26)	\$ 555,516.00	\$ -	\$ -	\$ 566,145.00	\$ (10,629.00)
14	Measure I	\$ 153,100.00	\$ -	\$ 28,312.98	\$ 28,312.98	\$ 124,787.02
16	AB 2766	\$ 40,000.00	\$ -	\$ -		\$ 40,000.00
17	Total Sup. Fund.Ops	\$ 4,868,671.00	\$ -	\$ 28,312.98	\$ 1,625,101.98	\$ 3,243,569.02

18	Total Operating Revenues	\$ 5,484,019.00		\$ 80,486.88	\$ 1,744,610.75	\$ 3,259,948.79
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			Grant Amt	Invoiced	Invoiced in Previous FY(s)	Invoiced Current FY	Fund Balance
Current Year Capital Funding - Capital							
19	Operations Support Equip	STA FY26	\$ 83,550.00				\$ 83,550.00
20	CERBT / CEPPT Trust	LTF FY26	\$ 290,388.00				\$ 290,388.00
21	Engine Overhauls	SGR FY26	\$ 50,000.00				\$ 50,000.00
22	Bus Stop Improvements/PV Stops	STA/LCTOP FY26	\$ 214,246.00				\$ 214,246.00
23	Shop Equipment	SGR FY26	\$ 20,000.00				\$ 20,000.00
24	Non-Revenue Vehicles	STA/SGR FY26	\$ 110,000.00				\$ 110,000.00
25	Facilities	STA/LTF FY26	\$ 615,341.00				\$ 615,341.00
26	Total Current Capital Funding		\$ 1,383,525.00	\$ -	\$ -	\$ -	\$ 1,383,525.00

			Grant Amt	Invoiced	Invoiced in Previous FY(s)	Invoiced Current FY	Fund Balance
Previous Year(s) Capital Funding - Capital							
27	AVL/GPS Equipment	STA FY19	\$ 85,000.00		\$ 19,535.31		\$ 65,464.69
28	Bus Wash System	STA FY20	\$ 67,950.00		\$ 38,770.06		\$ 29,179.94
29	Bus Wash System	STA FY21	\$ 7,500.00				\$ 7,500.00
30	Bus Stop Improvements/PV Stops	STA/LTF/LCTOP FY25	\$ 220,200.00		\$ 219,812.26		\$ 387.74
31	CNG Compressor	LTF FY23	\$ 650,000.00		\$ 69,275.46		\$ 580,724.54
32	Cost Allocation Study	STA FY19	\$ 20,000.00		\$ 19,835.08		\$ 164.92
33	Engine Overhauls	STA/LTF FY25	\$ 159,422.66		\$ 58,190.76		\$ 101,231.90
34	Facilities	STA/LTF FY23	\$ 150,000.00		\$ 109,226.32		\$ 40,773.68
35	Facilities	LTF FY24	\$ 1,012,587.00		\$ 9,687.47		\$ 1,002,899.53
36	Facilities	LTF FY25	\$ 84,081.00				\$ 84,081.00
37	Fare Media Structure	STA FY21	\$ 50,000.00				\$ 50,000.00
38	GMV OPIS ITS System	STA/LTF/SGR FY25	\$ 904,915.00		\$ 305,387.09		\$ 599,527.91
39	Operations Support Equip	STA FY25	\$ 50,000.00		\$ 49,659.76		\$ 340.24
40	Short Range Transit Plan (SRTP)	STA FY25	\$ 100,000.00		\$ 78,415.96		\$ 21,584.04
41	Staff Vehicles Replacemen	STA FY20	\$ 50,000.00		\$ 49,812.68		\$ 187.32
42	Vehicles Replacements: 1 Class E	STA FY19	\$ 68,368.00		\$ 12,385.95		\$ 55,982.05
43	Vehicle Replacements	STA FY22 / CMAQ	\$ 287,076.00				\$ 287,076.00
44	Vehicle Replacements	LTF FY23	\$ 1,079,970.00		\$ 384,387.84		\$ 695,582.16
45	Vehicle Replacements	STA/CMAQ FY24	\$ 823,183.00				\$ 823,183.00
46	Vehicle Replacements	STA/LTF/CMAQ FY25	\$ 1,164,329.00				\$ 1,164,329.00
47	Zero Emission RFP	ZETCP FY25	\$ 246,734.00				\$ 246,734.00
48	Zero Emission Projects	LTF/LCTOP FY23	\$ 369,937.22		\$ 24,060.00		\$ 345,877.22
49	Total Prior Capital Funding		\$ 7,651,252.88	\$ -	\$ 1,448,442.00	\$ -	\$ 6,202,810.88

FY 24/25 Procurement Budget			Sent	Invoiced	Sent	Invoiced	Fund Balance
50	Procurement Bid Income	\$ 350,000.00		\$ 49,021.84		\$ 96,299.54	\$ 253,700.46
51	Procurement Bid Expenses	\$ (197,302.00)	\$ 13,755.76		\$ 23,492.08		\$ (173,809.92)
52	TAG Program	\$ (80,000.00)	\$ -		\$ -		\$ (80,000.00)
53	Total Procurement Budget	\$ 72,698.00	\$ 13,755.76	\$ 49,021.84	\$ 23,492.08	\$ 96,299.54	\$ 72,807.46

FY 24/25 TREP Budget		Grant Amt	Sent	Invoiced	Sent	Invoiced	Fund Balance
56	5310 TREP Revenue	<i>FY26 Award Allocation</i> \$ 114,526.00		\$ -		\$ -	\$ 114,526.00
57	Program Administrator	\$ (2,298.00)	\$ 1,262.34		\$ 1,395.22		\$ (902.78)
58	Client Relations Clerk	\$ (53,325.00)	\$ 4,242.57		\$ 8,889.19		\$ (44,435.81)
59	TREP Program Expenses	\$ (1,000.00)	\$ -				\$ (785.00)
60	Mileage Reimbursements	\$ (57,903.00)	\$ 3,099.40		\$ 6,271.80		\$ (51,631.20)
61	Total TREP Funding	\$ -	\$ 8,604.31	\$ -	\$ 16,556.21	\$ -	\$ (16,556.21)

BASIN TRANSIT
Statement of Expenditures - Accrual Basis
During Fiscal Year ending 06/30/2026
For Period Ending 9/30/2025

Line	Administrative Exp.	FY 25/26 Budget	SEPTEMBER		Year to Date		Year to Date Variance	%
			Budget	Actual	Budget	Actual		
1	Mgmt. Salaries	\$ 152,528.00	\$ 11,732.92	\$ 11,718.40	\$ 35,198.77	\$ 35,076.45	\$ 122.32	0%
2	Office Salaries	\$ 189,751.00	\$ 14,596.23	\$ 12,953.72	\$ 43,788.69	\$ 36,357.27	\$ 7,431.42	17%
3	Board Members	\$ 6,300.00	\$ 1,050.00	\$ 500.00	\$ 2,100.00	\$ 1,200.00	\$ 900.00	43%
4	Payroll Taxes	\$ 12,236.00	\$ 941.23	\$ 572.09	\$ 2,823.69	\$ 1,756.14	\$ 1,067.55	38%
5	Health & Welfare	\$ 77,712.00	\$ 6,476.00	\$ 5,829.29	\$ 19,428.00	\$ 22,140.49	\$ (2,712.49)	-14%
6	Retirement:PERS	\$ 56,565.00	\$ 4,351.15	\$ 4,775.92	\$ 13,053.46	\$ 14,247.54	\$ (1,194.08)	-9%
7	Mileage	\$ 5,000.00	\$ 416.67	\$ 27.02	\$ 1,250.00	\$ 377.58	\$ 872.42	70%
8	Outside Services	\$ 31,228.00	\$ 2,602.33	\$ 2,016.71	\$ 7,807.00	\$ 5,511.65	\$ 2,295.35	29%
9	Prof. Fees	\$ 78,507.00	\$ 6,542.25	\$ 12,881.55	\$ 19,626.75	\$ 17,573.68	\$ 2,053.07	10%
10	Utilities	\$ 187,698.00	\$ 15,641.50	\$ 15,064.52	\$ 46,924.50	\$ 41,168.52	\$ 5,755.98	12%
11	Marketing/Promotions	\$ 50,493.00	\$ 4,207.75	\$ 4,159.72	\$ 12,623.25	\$ 9,716.01	\$ 2,907.24	23%
12	Office Supplies	\$ 17,389.00	\$ 1,449.08	\$ 1,777.54	\$ 4,347.25	\$ 4,657.21	\$ (309.96)	-7%
13	Postage	\$ 2,503.00	\$ 208.58	\$ 237.79	\$ 625.75	\$ 513.17	\$ 112.58	18%
14	Printing/Reproduction	\$ 14,425.00	\$ 1,202.08	\$ 158.49	\$ 3,606.25	\$ 500.85	\$ 3,105.40	86%
15	Training/Meetings	\$ 14,831.00	\$ 1,235.92	\$ 1,186.47	\$ 3,707.75	\$ 1,266.37	\$ 2,441.38	66%
16	Total Administrative	\$ 897,165.00	\$ 72,653.71	\$ 73,859.23	\$ 216,911.12	\$ 192,062.93	\$ 24,848.19	11%
Maintenance Expense								
17	Mechanic Salaries	\$ 188,641.00	\$ 14,510.85	\$ 14,724.82	\$ 43,532.54	\$ 44,568.53	\$ (1,035.99)	-2%
18	Utility Workers & Maint Admin Salaries	\$ 144,452.00	\$ 11,111.69	\$ 11,374.72	\$ 33,335.08	\$ 31,513.12	\$ 1,821.96	5%
19	Payroll Taxes	\$ 7,994.00	\$ 614.92	\$ 377.76	\$ 1,844.77	\$ 1,101.09	\$ 743.68	40%
20	Health & Welfare	\$ 30,932.00	\$ 2,577.67	\$ 3,301.95	\$ 7,733.00	\$ 7,669.56	\$ 63.44	1%
21	Retirement:PERS	\$ 26,514.00	\$ 2,039.54	\$ 1,608.84	\$ 6,118.62	\$ 4,545.67	\$ 1,572.95	26%
22	Uniforms	\$ 4,551.00	\$ 379.25	\$ 232.11	\$ 1,137.75	\$ 941.64	\$ 196.11	17%
23	Outside Services	\$ 65,777.00	\$ 5,481.42	\$ 3,678.28	\$ 16,444.25	\$ 22,204.36	\$ (5,760.11)	-35%
24	Parts	\$ 74,463.00	\$ 6,205.25	\$ 3,521.93	\$ 18,615.75	\$ 17,221.94	\$ 1,393.81	7%
25	Fluids	\$ 18,613.00	\$ 1,551.08	\$ 2,564.57	\$ 4,653.25	\$ 5,575.13	\$ (921.88)	-20%
26	Tires	\$ 63,251.00	\$ 5,270.92	\$ 7,481.28	\$ 15,812.75	\$ 20,214.44	\$ (4,401.69)	-28%
27	Accident Repair	\$ 26,369.00	\$ 2,197.42	\$ -	\$ 6,592.25	\$ 2,646.30	\$ 3,945.95	60%
28	Tools	\$ 750.00	\$ 62.50	\$ 41.23	\$ 187.50	\$ 291.23	\$ (103.73)	-55%
29	Consulting	\$ 1,000.00	\$ 83.33	\$ -	\$ 250.00	\$ -	\$ 250.00	100%
30	Shop Supplies	\$ 1,250.00	\$ 104.17	\$ 1,339.75	\$ 312.50	\$ 5,405.89	\$ (5,093.39)	-1630%
31	Facility Supplies	\$ 7,527.00	\$ 627.25	\$ 532.71	\$ 1,881.75	\$ 1,724.80	\$ 156.95	8%
32	Training/Meetings	\$ 5,000.00	\$ 416.67	\$ 460.62	\$ 1,250.00	\$ 460.62	\$ 789.38	63%
33	Shelter Maintenance	\$ 2,000.00	\$ 166.67	\$ 300.88	\$ 500.00	\$ 300.88	\$ 199.12	40%
34	CNG Stations Maint.	\$ 75,000.00	\$ 6,250.00	\$ 17,692.99	\$ 18,750.00	\$ 38,984.94	\$ (20,234.94)	-108%
35	Total Maintenance	\$ 744,084.00	\$ 59,650.58	\$ 69,234.44	\$ 178,951.75	\$ 205,370.14	\$ (26,418.39)	-15%
Operations Expense								
36	Mgmt/Supv Salaries	\$ 205,015.00	\$ 15,770.38	\$ 14,930.96	\$ 47,311.15	\$ 44,916.18	\$ 2,394.97	5%
37	Operator Wages	\$ 1,552,484.00	\$ 119,421.85	\$ 112,532.44	\$ 358,265.54	\$ 327,992.24	\$ 30,273.30	8%
38	Dispatch Wages	\$ 291,521.00	\$ 22,424.69	\$ 23,494.61	\$ 67,274.08	\$ 66,561.01	\$ 713.07	1%
39	Payroll Taxes	\$ 49,176.00	\$ 3,782.77	\$ 2,363.99	\$ 11,348.31	\$ 6,475.70	\$ 4,872.61	43%
40	Health & Welfare	\$ 298,861.00	\$ 24,905.08	\$ 24,224.61	\$ 74,715.25	\$ 76,776.13	\$ (2,060.88)	-3%
41	Retirement:PERS	\$ 276,227.00	\$ 21,248.23	\$ 23,060.65	\$ 63,744.69	\$ 68,659.77	\$ (4,915.08)	-8%
42	Safety Incentive Program	\$ 12,900.00	\$ 1,075.00	\$ -	\$ 3,225.00	\$ -	\$ 3,225.00	100%
43	Workers'Comp	\$ 243,000.00	\$ 20,250.00	\$ 18,085.08	\$ 60,750.00	\$ 54,255.24	\$ 6,494.76	11%
44	Other Employee Exp.	\$ 36,409.00	\$ 3,034.08	\$ 4,514.22	\$ 9,102.25	\$ 8,708.91	\$ 393.34	4%
45	Mileage	\$ 1,850.00	\$ 154.17	\$ -	\$ 462.50	\$ -	\$ 462.50	100%
46	Uniforms	\$ 8,076.00	\$ 673.00	\$ 8,240.25	\$ 2,019.00	\$ 9,804.83	\$ (7,785.83)	-386%
47	Outside Services	\$ 16,635.00	\$ 1,386.25	\$ 156.00	\$ 4,158.75	\$ 2,052.30	\$ 2,106.45	51%
48	Tel/Cell/Internet/Fax	\$ 53,638.00	\$ 4,469.83	\$ 5,296.73	\$ 13,409.50	\$ 15,910.17	\$ (2,500.67)	-19%
49	Radio Expense	\$ 5,935.00	\$ 494.58	\$ -	\$ 1,483.75	\$ -	\$ 1,483.75	100%
50	Fuel	\$ 336,885.00	\$ 28,073.75	\$ 15,516.35	\$ 84,221.25	\$ 62,277.59	\$ 21,943.66	26%
51	Trainings/Meetings	\$ 4,400.00	\$ 366.67	\$ -	\$ 1,100.00	\$ 431.80	\$ 668.20	61%
52	Insurance	\$ 396,077.00	\$ 33,006.42	\$ 30,647.82	\$ 99,019.25	\$ 93,354.46	\$ 5,664.79	6%
53	Deferred Comp Match	\$ 53,680.00	\$ 4,129.23	\$ 3,849.24	\$ 12,387.69	\$ 11,817.72	\$ 569.97	5%
54	Total Operations	\$ 3,842,769.00	\$ 304,665.99	\$ 286,912.95	\$ 913,997.96	\$ 849,994.05	\$ 64,003.91	7%
55	Grand Total of Op Exp	\$ 5,484,019.00	\$ 436,970.28	\$ 430,006.62	\$ 1,309,860.83	\$ 1,247,427.12	\$ 62,433.71	5%

BASIN TRANSIT
Statement of Income
During Fiscal Year ending 06/30/2026
For Period Ending 9/30/2025

			SEPTEMBER		Year to Date		Year to Date Variance	%
			Budget	Actual	Budget	Actual		
1	Interest	\$ 87,966.00	\$ 7,330.50	\$ 236.57	\$ 21,991.50	\$ 39,967.45	\$ 17,975.95	82%
2	Other Revenue	\$ 22,848.00	\$ 1,904.00	\$ 542.21	\$ 5,712.00	\$ 975.95	\$ (4,736.05)	-83%
3	CNG Fuel	\$ 100,000.00	\$ 8,333.33	\$ 14,335.54	\$ 25,000.00	\$ 18,692.11	\$ (6,307.89)	-25%
4	Renewable Gas Credits	\$ 71,951.00	\$ 5,995.92	\$ 5,676.11	\$ 17,987.75	\$ 10,915.70	\$ (7,072.05)	-39%
5	Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
6	Gain on Sale of Assets	\$ 3,427.00	\$ 285.58	\$ -	\$ 1,142.33	\$ -	\$ (1,142.33)	100%
7	Total Other Revenue	\$ 286,192.00	\$ 23,849.33	\$ 20,790.43	\$ 71,833.58	\$ 70,551.21	\$ (1,282.37)	-2%

			SEPTEMBER		Year to Date		Year to Date Variance	%
			Budget	Actual	Budget	Actual		
8	Fixed Route	\$ 233,528.00	\$ 19,460.67	\$ 16,321.01	\$ 58,382.00	\$ 69,530.06	\$ 11,148.06	19%
9	Ready Ride	\$ 23,648.00	\$ 1,970.67	\$ 883.56	\$ 5,912.00	\$ 6,122.05	\$ 210.05	4%
9	Palm Spr./Palm Des.	\$ 38,429.00	\$ 3,202.42	\$ 4,200.50	\$ 9,607.25	\$ 10,875.70	\$ 1,268.45	13%
10	LCTOP FY25/26 K-12 Free Fare Program	\$ 33,550.00	\$ 2,795.83	\$ 2,541.25	\$ 8,387.50	\$ 7,166.50	\$ (1,221.00)	-15%
11	Total Fare Revenue	\$ 329,155.00	\$ 27,429.58	\$ 23,946.32	\$ 82,288.75	\$ 93,694.31	\$ 11,405.56	14%

Current Support Funding - Operations			Invoiced		YTD Invoiced	Fund Balance
12	Local Transit Funds	\$ 4,120,055.00	\$ -	\$ -	\$ 1,030,644.00	\$ 3,089,411.00
13	Section 5311 Operating Asst (FY26)	\$ 555,516.00	\$ -	\$ -	\$ 566,145.00	\$ (10,629.00)
14	Measure I	\$ 153,100.00	\$ -	\$ 9,944.84	\$ 38,257.82	\$ 114,842.18
16	AB 2766	\$ 40,000.00	\$ -	\$ -		\$ 40,000.00
17	Total Sup. Fund.Ops	\$4,868,671.00	\$ -	\$ 9,944.84	\$ 1,635,046.82	\$ 3,233,624.18

18	Total Operating Revenues	\$ 5,484,019.00		\$ 54,681.59	\$ 1,799,292.34	\$ 3,243,747.37
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Current Year Capital Funding - Capital			Grant Amt	Invoiced	Invoiced in Previous FY(s)	Invoiced Current FY	Fund Balance
19	Operations Support Equip	STA FY26	\$ 83,550.00	\$ 58,101.68		\$ 58,101.68	\$ 25,448.32
20	CERBT / CEPPT Trust	LTF FY26	\$ 290,388.00	\$ 72,597.00		\$ 72,597.00	\$ 217,791.00
21	Engine Overhauls	SGR FY26	\$ 50,000.00				\$ 50,000.00
22	Bus Stop Improvements/PV Stops	STA/LCTOP FY26	\$ 214,246.00				\$ 214,246.00
23	Shop Equipment	SGR FY26	\$ 20,000.00				\$ 20,000.00
24	Non-Revenue Vehicles	STA/SGR FY26	\$ 110,000.00				\$ 110,000.00
25	Facilities	STA/LTF FY26	\$ 615,341.00	\$ 42,168.35		\$ 42,168.35	\$ 573,172.65
26	Total Current Capital Funding		\$ 1,383,525.00	\$ 172,867.03	\$ -	\$ 172,867.03	\$ 1,210,657.97

Previous Year(s) Capital Funding - Capital			Grant Amt	Invoiced	Invoiced in Previous FY(s)	Invoiced Current FY	Fund Balance
27	AVL/GPS Equipment	STA FY19	\$ 85,000.00		\$ 19,535.31		\$ 65,464.69
28	Bus Wash System	STA FY20	\$ 67,950.00	\$ 22,973.25	\$ 38,770.06	\$ 22,973.25	\$ 6,206.69
29	Bus Wash System	STA FY21	\$ 7,500.00				\$ 7,500.00
30	Bus Stop Improvements/PV Stops	STA/LTF/LCTOP FY25	\$ 220,200.00		\$ 219,812.26		\$ 387.74
31	CNG Compressor	LTF FY23	\$ 650,000.00		\$ 69,275.46		\$ 580,724.54
32	Cost Allocation Study	STA FY19	\$ 20,000.00		\$ 19,835.08		\$ 164.92
33	Engine Overhauls	STA/LTF FY25	\$ 159,422.66		\$ 58,190.76		\$ 101,231.90
34	Facilities	STA/LTF FY23	\$ 150,000.00	\$ 40,773.68	\$ 109,226.32	\$ 40,773.68	\$ -
35	Facilities	LTF FY24	\$ 1,012,587.00	\$ 23,700.00	\$ 9,687.47	\$ 23,700.00	\$ 979,199.53
36	Facilities	LTF FY25	\$ 84,081.00				\$ 84,081.00
37	Fare Media Structure	STA FY21	\$ 50,000.00				\$ 50,000.00
38	GMV OPIS ITS System	STA/LTF/SGR FY25	\$ 905,550.01	\$ 635.01	\$ 305,387.09	\$ 635.01	\$ 599,527.91
39	Operations Support Equip	STA FY25	\$ 50,000.00	\$ 340.24	\$ 49,659.76	\$ 340.24	\$ (0.00)
40	Short Range Transit Plan (SRTP)	STA FY25	\$ 100,000.00		\$ 78,415.96		\$ 21,584.04
41	Staff Vehicles Replacemen	STA FY20	\$ 50,000.00		\$ 49,812.68		\$ 187.32
42	Vehicles Replacements: 1 Class E	STA FY19	\$ 68,368.00	\$ 11,192.10	\$ 12,385.95	\$ 11,192.10	\$ 44,789.95
43	Vehicle Replacements	STA FY22 / CMAQ	\$ 287,076.00				\$ 287,076.00
44	Vehicle Replacements	LTF FY23	\$ 1,079,970.00	\$ 695,582.19	\$ 384,387.81	\$ 695,582.19	\$ -
45	Vehicle Replacements	STA/CMAQ FY24	\$ 823,183.00				\$ 823,183.00
46	Vehicle Replacements	STA/LTF/CMAQ FY25	\$ 1,164,329.00	\$ 83,477.95		\$ 83,477.95	\$ 1,080,851.05
47	Zero Emission RFP	ZETCP FY25	\$ 246,734.00				\$ 246,734.00
48	Zero Emission Projects	LTF/LCTOP FY23	\$ 369,937.22		\$ 24,060.00		\$ 345,877.22
49	Total Prior Capital Funding		\$7,651,887.89	\$ 878,674.42	\$ 1,448,441.97	\$ 878,674.42	\$5,324,771.50

FY 24/25 Procurement Budget			Sent	Invoiced	Sent	Invoiced	Fund Balance
50	Procurement Bid Income	\$ 350,000.00		\$ 24,523.70		\$ 120,823.24	\$ 229,176.76
51	Procurement Bid Expenses	\$ (197,302.00)	\$ 10,526.40		\$ 34,018.48		\$ (163,283.52)
52	TAG Program	\$ (80,000.00)	\$ -		\$ -		\$ (80,000.00)
53	Total Procurement Budget	\$ 72,698.00	\$ 10,526.40	\$ 24,523.70	\$ 34,018.48	\$ 120,823.24	\$ 86,804.76

FY 24/25 TREP Budget		Grant Amt	Sent	Invoiced	Sent	Invoiced	Fund Balance
56	5310 TREP Revenue	<i>FY26 Award Allocation</i> \$ 114,526.00		\$ 24,344.84		\$ 24,344.84	\$ 90,181.16
57	Program Administrator	\$ (2,298.00)	\$ 431.85		\$ 1,827.07		\$ (470.93)
58	Client Relations Clerk	\$ (53,325.00)	\$ 3,911.98		\$ 12,801.17		\$ (40,523.83)
59	TREP Program Expenses	\$ (1,000.00)	\$ -				\$ (785.00)
60	Mileage Reimbursements	\$ (57,903.00)	\$ 3,444.80		\$ 9,716.60		\$ (48,186.40)
61	Total TREP Funding	\$ -	\$ 7,788.63	\$ 24,344.84	\$ 24,344.84	\$ 24,344.84	\$ -

BASIN TRANSIT

TO: Board of Directors
FROM: Michal Brock, Office Manager
DATE: November 20, 2025

RE: Taxi Report

August 2025

Cab Companies: 1
Registered Cabs: 2
Registered Drivers: 3

New Driver Permits: 0
Driver Permit Renewals: 3
Denied Business Applications: 0

September 2025

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

New Driver Permits: 0
Driver Permit Renewals: 0
Denied Business Applications: 1

Taxi Regulatory Activity

- A new taxi company, Good Vibes Taxi & Tours, is legally permitted and serving the Morongo Basin with one (1) taxi.



Fiscal-Year-to-Date 2025/26 Taxi Administration Financial Summary

- As of September 30, 2025, expenditures are \$712.51 or 40% over the FYTD budget.
- As of September 30, 2025, revenues are \$5.00 or 1% over the FYTD budget.
- The net FYTD operating gain (loss) after expenses is (\$1,801.01).

STAFF RECOMMENDATION: RECEIVE AND FILE

ITEM 4.6

MORONGO BASIN TRANSIT AUTHORITY
TAXI ADMINISTRATION
Statement of Expenditures
During Fiscal Year ending 6/30/26
For Period ending 8/31/2025

Line		FY 25/26	MONTH	AUGUST	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	\$ 200.00	\$ 200.00	\$ -	0%
3	Taxicab Administrator	\$ 2,700.00	\$ 225.00	\$ 1,045.75	\$ 450.00	\$ 1,234.62	\$ 784.62	174%
4	Office Clerk	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
5	Drug & Alcohol Testing	\$ 240.00	\$ 20.00	\$ 36.85	\$ 40.00	\$ 36.85	\$ (3.15)	-8%
6	Background Checks	\$ 64.00	\$ 5.33	\$ -	\$ 10.67	\$ -	\$ (10.67)	-100%
7	Printing/Office/Meters	\$ 550.00	\$ 45.83	\$ 33.00	\$ 91.67	\$ 97.22	\$ 5.55	6%
8	Rent & Utilities	\$ 2,400.00	\$ 200.00	\$ 200.00	\$ 400.00	\$ 400.00	\$ -	0%
9	Total Administrative Exp.	\$ 7,154.00	\$ 596.17	\$ 1,415.60	\$ 1,192.33	\$ 1,968.69	\$ 776.36	65%

MORONGO BASIN TRANSIT AUTHORITY
TAXI ADMINISTRATION
Statement of Income

Line		FY 25/26	MONTH	AUGUST	Year to Date		Variance	%
		Budget	Budget	Actual	Budget	Actual		
	REVENUE							
10	Taxi Business Permit	\$ -	\$ -	\$ -		\$ -	\$ -	100%
11	Driver Permit Fees	\$ 100.00	\$ 8.33	\$ -	\$ 16.67	\$ -	\$ (16.67)	-100%
12	Vehicles Permit Fees	\$ 2,400.00	\$ 200.00	\$ 200.00	\$ 400.00	\$ 400.00	\$ -	0%
13	Driver Renewal Fees	\$ 180.00	\$ 15.00	\$ -	\$ 30.00	\$ -	\$ (30.00)	-100%
14	Transfer Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
15	Fines	\$ 100.00	\$ 8.33	\$ -	\$ 16.67	\$ -	\$ (16.67)	-100%
16	TOTAL REVENUE	\$ 2,780.00	\$ 231.67	\$ 200.00	\$ 463.33	\$ 400.00	\$ (63.33)	-14%

\$ (1,568.69)

MORONGO BASIN TRANSIT AUTHORITY
TAXI ADMINISTRATION
Statement of Expenditures
During Fiscal Year ending 6/30/26
For Period ending 9/30/2025

Line		FY 25/26	MONTH	SEPTEMBER	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	\$ 300.00	\$ 300.00	\$ -	0%
3	Taxicab Administrator	\$ 2,700.00	\$ 225.00	\$ 199.32	\$ 675.00	\$ 1,433.94	\$ 758.94	112%
4	Office Clerk	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
5	Drug & Alcohol Testing	\$ 240.00	\$ 20.00		\$ 60.00	\$ 36.85	\$ (23.15)	-39%
6	Background Checks	\$ 64.00	\$ 5.33	\$ -	\$ 16.00	\$ -	\$ (16.00)	-100%
7	Printing/Office/Meters	\$ 550.00	\$ 45.83	\$ 33.00	\$ 137.50	\$ 130.22	\$ (7.28)	-5%
8	Rent & Utilities	\$ 2,400.00	\$ 200.00	\$ 200.00	\$ 600.00	\$ 600.00	\$ -	0%
9	Total Administrative Exp.	\$ 7,154.00	\$ 596.17	\$ 532.32	\$ 1,788.50	\$ 2,501.01	\$ 712.51	40%

MORONGO BASIN TRANSIT AUTHORITY
TAXI ADMINISTRATION
Statement of Income

Line		FY 25/26	MONTH	SEPTEMBER	Year to Date		Variance	%
		Budget	Budget	Actual	Budget	Actual		
	REVENUE							
10	Taxi Business Permit	\$ -	\$ -	\$ -		\$ -	\$ -	100%
11	Driver Permit Fees	\$ 100.00	\$ 8.33	\$ -	\$ 25.00	\$ -	\$ (25.00)	-100%
12	Vehicles Permit Fees	\$ 2,400.00	\$ 200.00	\$ 300.00	\$ 600.00	\$ 700.00	\$ 100.00	17%
13	Driver Renewal Fees	\$ 180.00	\$ 15.00	\$ -	\$ 45.00	\$ -	\$ (45.00)	-100%
14	Transfer Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
15	Fines	\$ 100.00	\$ 8.33	\$ -	\$ 25.00	\$ -	\$ (25.00)	-100%
16	TOTAL REVENUE	\$ 2,780.00	\$ 231.67	\$ 300.00	\$ 695.00	\$ 700.00	\$ 5.00	1%

\$ (1,801.01)

BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: November 20, 2025

RE: General Manager's Report

STAFF RECOMMENDATION: RECEIVE AND FILE



General Manager's Report

November 2025

CAPITAL PROJECTS

- The new bus wash system has been successfully installed and has been fully operational since October 16th.
- Southern California of Associated Governments (SCAG) is highly recommending our Congestion Mitigation and Air Quality (CMAQ) grant applications be awarded to purchase seven (7) buses during FY27 & FY28 for a total of \$1,448,000.
- The grant deed for the properties in 29 Palms has been officially recorded as of November 3, 2025, confirming the transfer of ownership to Basin Transit.

ACTIVITIES

- Basin Transit provided 790 free rides on September 22nd for Car Free Day and 762 free rides on Election day, paid for by San Bernardino County Transportation Authority (SBCTA).
- General Manager and Procurement Director met with SunLine staff to discuss cooperative marketing strategies with the increased routes to Palm Springs and future partnerships.
- On October 23rd, maintenance personnel received in-depth training for the GMV equipment on the buses.
- Over 65 lbs of candy were handed out at the Trunk or Treat at Copper Mountain College.



PROCUREMENT

The following agencies were assigned options to Basin Transit's contract: Kern County, UC Davis, City of Riverside, Modoc County, Cities of Downey, Torrance, Petaluma and Taft, Victor Valley Transit Authority, City of Santa Rosa, Yuba-Sutter Transit, Nevada County, Cities of Truckee and Ridgecrest, Monterey Salinas Transit, Gold Coast Transit.

Staff is working with Counsel and meeting with FTA to ensure compliance with state and federal law regarding price adjustment requests made due to tariffs. Work continues on the upcoming release of the bid for Paratransit vehicles expected in January 2026.



KURT SCHAUPPNER The Desert Trail is friendly and mel-

online to www.palmsn- s.petfinder.org.

er

Saturday 11/1	Sunday 11/2
88/59	88/59
Mostly sunny, wind about 5 mph, 20% humidity; clear at night, light wind, 25% humidity	Mostly sunny, 5 mph wind, 15% humidity; mostly clear at night, light wind, 25% humidity

Treats at CMC



CRYSTAL HARRELL Hi-Desert Star

Lydia Knudson, center, and her coworkers at Morongo Basin Transit Authority brought a mummy theme to the Copper Mountain College trunk or treat.



CRYSTAL HARRELL Hi-Desert Star

Circle K workers get into the Halloween spirit as they hand out candy at Copper Mountain College.



CRYSTAL HARRELL Hi-Desert Star

Twenty-nine Palms High School Art Club members offer a chance to exercise your creativity at Copper Mountain College's trunk or treat Saturday, Oct. 25.



CRYSTAL HARRELL Hi-Desert Star

Children get treats at Stud Cuts' colorful tent outside the Bell Center.

Trail

ns, CA

9

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Corrections

- Two photographs in the Oct. 15 Desert Trail of a free concert at Smith's Ranch showed the band the Noise Agents.
- A story about the Desert Theatre League awards neglected to mention that Cindy Daigneault was honored for best costume design for her work on the Theatre 29 production of "Seussical the Musical Jr."

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deserttrail.com

Milestones

Fill a bus with food for Way Station

JOSHUA TREE — Locals may donate food for the Way Station during a rider appreciation and fill the bus event sponsored by Basin Transit.

Food donations will be taken 8 a.m. to 6 p.m., Saturday, Nov. 22, at the Yucca Valley Walmart, 58501 Twentynine Palms

Highway.

Basin Transit and staff from the San Bernardino County Transportation Authority will be running the event with support from The Way Station.

With the community's help, they will fill a bus with holiday food supplies for people in need.

Bowl to help animals at Joshua Tree shelter

YUCCA VALLEY — An afternoon of bowling, food and prizes, Bowling for the Animals, will raise money for the Joshua Tree No-Kill Animal Shelter.

The event will be held

noon to 4 p.m. Saturday, Nov. 22, at the Yucca Bowl. Admission is \$25 per person; participants may join in no-tap bowling along with chances to win prizes.

'Desert Nutcracker' puts local spin on classic tale

JOSHUA TREE — Dance Mojave will present a Hi-Desert spin on a classic holiday tale with "The Desert Nutcracker."

The show replaces sweets and sugar plums with creosote, quails and starry night skies. A cast of more than 60 dancers representing five generations will perform classical ballet and contemporary jazz.

Performances will begin at 6 p.m. Friday, Dec. 5, and Saturday, Dec. 6, and at 2 p.m. Sunday, Dec. 7, at the Joshua Tree Retreat Center Sanctuary, 59700 Twentynine Palms Highway.

Tickets are \$25 each at tinyurl.com/

several local events.

- 5 p.m. Nov. 15 during the Full Moon Showcase at Sky's the Limit Observatory, 9697 Utah Trail in Twentynine Palms.

- 6 p.m. Nov. 17 during Desert Bingo at the Red Dog Saloon, 53539 Mane Street in Pioneertown. Game proceeds benefit Dance Mojave.

- 4 p.m. Nov. 22 during the showcase and annual live auction at Spaghetti Western, 50048 Twentynine Palms Highway in Morongo Valley. Auction proceeds benefit Dance Mojave.

- 6 p.m. Dec. 3 at the town of Yucca Valley tree lighting at Founders Plaza, Elk Trail between Twen-

Wildcat girls help clean up city



Members of the Twentynine Palms High School girls basketball team posed for the city's community cleanup program, they cleaned a lot across T the Circle K, Saturday, Nov. 1.

Club News

Retired teachers hear about stopping fraud

JOSHUA TREE — California Retired Teachers Association Division 62 members will meet Friday, Nov. 14 at the old Joshua Tree Elementary School on Sunburst Avenue, Room 20/21.

The board will meet at 10 a.m., followed by a general membership meeting and lunch at 11. Lunch will cost \$15 and include croissants, fruit, salad and cookies.

Jake Stelmach from US Bank will give a presentation on fraud prevention at 11:45 a.m.

Members are asked to bring donations of socks, toiletries, beef jerky and pillow slips to be given to Morongo Basin ARCH for homeless people.

Democrats to meet Assembly candidate

JOSHUA TREE — The Democrats of the Morongo Basin's November general meeting will be held at 10 a.m. Saturday, Nov. 8, at



CalRTA members get ready to deliver welcome rongo Unified School District.

Assembly District 34 Cedric White will introduce himself and members will discuss Proposition 50 results.

Find more information at democratsmb.org.

A \$10 breakfast will be available from 9 a.m.

Share your work with writers guild



RIDER APPRECIATION AND FILL THE BUS

Come celebrate Basin Transit riders and support our community with food donations to the Way Station.

Spin the prize wheel for giveaways & refreshments.
Every spin's a win while supplies last!

RIDE
FREE
ALL
DAY!



Saturday, November 22

8 AM to 6 PM

Walmart Super Center Yucca Valley



powered by



BASIN TRANSIT

TO: Board of Directors
FROM: Matthew Atkins, Operations Manager
DATE: November 20, 2025

RE: Operations Report

STAFF RECOMMENDATION: RECEIVE AND FILE



Operations Report

November 20, 2025

PERSONNEL

Staffing

Total Coach Operators: August - 25, September - 25

Total Dispatchers: August - 4, September - 4

Overtime

Operators: August – 3.17%, September – 4.25%

Dispatchers: August – 5.36%, September – 20.13%

OPERATIONS/ SAFETY/ CUSTOMER SERVICE

On-time performance for the reporting period:

Ready Ride: August – 99.9%, September – 99.4%

Fixed Route: August – 78.0%, September – 75.2%

*Fixed Route On-time Performance is based on 100% of our time points (0 for August and 0 for September) recorded by GMV. A small sampling of about 80 – 120 time points per month is what was used in the past.

Staff received four (4) customer contacts for August and September. These contacts were all recorded as complaints about drivers. All complaints have all been addressed with customer follow-up.

As of September 30, 2025, staff completed 49 days free of any preventable accidents and /or injuries.

EMPLOYEE TRAINING/RECRUITMENT

Operations and Training staff have interviewed and identified three (3) new drivers that will start training on November 24th.



MAINTENANCE

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

August: 11 road calls with 5 tows

Mileage: 59,243 with a CPM (cost per mile) of \$0.99

September: 3 road calls & 0 tows

Mileage: 54,806 with a CPM (cost per mile) of \$0.79

BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: November 20, 2025

RE: Purchase of Bus Shelters

Staff requests authorization to purchase four (4) bus shelter kits off the MBTA contract #21-01 with Tolar Manufacturing in the amount of \$40,588 using Low Carbon Transit Operations Program (LCTOP) and Local Transportation (LTF) funding.

STAFF RECOMMENDATION: APPROVE PURCHASE OF (4) SHELTER KITS FROM TOLAR MFG IN THE AMOUNT OF \$40,588



Quote No:	23853PM
Date:	9/22/2025
Quote Expires:	90 Days
Sales Contact:	Patrick Merrick
Phone:	951-547-8209
Email:	pmerrick@tolarmfg.com

Customer:	Project:
Cheri Holsclaw General Manager Basin Transit 62405 Verbena Rd Joshua Tree, CA 92252	Single Shelter MBTA/CALACT 21-01

Lead Time:	20 Weeks From receipt of signed written order, and all required approvals.
Terms:	Net 30 Days From Invoice Terms subject to change. Final terms to be determined based on credit history & bonding.

Item:	Qty:	Description:	Unit Price:	Ext. Price:
1	4	Tolar Sierra Series High Peak non-advertising transit shelter (2207-00) featuring Sierra series roof perimeter, aluminum roof panels with stone ground (Spanish Red) roof panels over aluminum skin, perforated metal panels at the rear and 1/2 end walls, Tolar USC UL listed dusk to dawn LED illumination in the shelter roof (15902-200 3360010), 8' perforated petal bench, no back, three seat delineators (12104-111), 20 gallon smooth side pole mount trash receptacle with hinged and covered lid (1578-01), durable baked powder coat finish color RAL 8004 Copper Brown, zinc anchors and all installation hardware	\$ 9,489.00	\$ 37,956.00
		EXEMPT FROM CALACT PROCUREMENT FEES AS MANAGING AGENCY		

APPROVED FOR PURCHASE:	
Signature:	
Print Name:	
Date:	
PO No:	

Sub-Total:	\$ 37,956.00
CalACT/MBTA Freight Zone	1
CalACT/MBTA FIRM Freight:	\$ 2,632.00
CalACT/MBTA Procurement Fee (2.5%)	
CA State Sales Tax	0.00% \$ -
Total:	\$ 40,588.00

Pricing Notes:

1. In a case of discrepancy between the unit price and the extension that unit price, the unit price shall govern.
2. If requested, structural engineering calculations from CA licensed engineer are provided at no additional cost.
3. Products are shipped knock down & unassembled in bulk packaging for unloading and installation by others. Hardware boxed by unit. Installation instructions are provided.
4. Freight cost is an ESTIMATE ONLY. Freight is invoiced at actual cost, without mark up, at time of shipment, unless specified above.
5. Client provides unloading at destination, including forklift and labor as necessary.
6. Processing fee of 3% of total charge amount is additional and charged on all credit card payments.

Standard Terms and Conditions

These Terms and Conditions are attached to and incorporated by reference into the Proposal for products or services ("Proposal") provided by Tolar Manufacturing Company, Inc. ("we", "our" or "us").

1. Drawings and Specifications: All drawings and specifications submitted to our clients or potential clients are proprietary in nature and remain our property. They may be viewed, printed and distributed, without alteration, as reference for sales or for the process of specifying products for use. Detailed shop and erection drawings are provided to allow for field installation or repair. Sealed and stamped engineering calculations and drawings from an engineer licensed in the state of installation, if required, can be made available for an additional charge. Customers that provide their own drawing packages will retain ownership and be covered under a separate agreement.

2. Vendor Status: Tolar Manufacturing Company, Inc. is a vendor supplier of manufactured products; is not a subcontractor or contractor; and is not subject to retainage or liquidated damages for any reason.



Quote No:	23853PM
Date:	9/22/2025
Quote Expires:	90 Days
Sales Contact:	Patrick Merrick
Phone:	951-547-8209
Email:	pmerrick@tolarmfg.com

Customer:	Project:
Cheri Holsclaw General Manager Basin Transit 62405 Verbena Rd Joshua Tree, CA 92252	Single Shelter MBTA/CALACT 21-01

Lead Time:	20 Weeks From receipt of signed written order, and all required approvals.
Terms:	Net 30 Days From Invoice Terms subject to change. Final terms to be determined based on credit history & bonding.

Item:	Qty:	Description:	Unit Price:	Ext. Price:
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3. Payment Terms: Payment terms for services rendered or products manufactured by us shall be determined by us based on our determination of the credit worthiness of buyer and may require a deposit at time of order. Products are invoiced as shipped.
4. Late Payment Penalty: Buyer agrees to pay a charge equal to the lesser of (i) the highest rate allowable by law or (ii) 1.5% per month (18% per annum) on the unpaid balance with respect to any late payments. In addition, buyer will pay all our costs and expenses, including actual attorney's fees, incurred in connection with enforcing the Proposal and/or collecting any past due payments. In the event buyer fails to make any payment when due, we have the right of setoff, the right to terminate the Proposal and/or to suspend further deliveries to buyer and the right to recover damages in addition to any other remedies available to us as a matter of law. Buyer has no right to setoff.
5. Cancellation: If an order is cancelled by buyer after receipt of order authorization, and cancellation fee of 10% of order value may be assessed to the buyer, in addition to an the cost of materials purchased for the order, which may be invoiced to the buyer at time of cancellation.
6. Delivery, Title and Receipt: Unless otherwise provided in the proposal, all shelters are prefabricated and shipped knock-down and in bulk format (not packaged individually) for ease of handling and fast on-site installation. Neither buyer nor consignee shall have the right to direct or re-consign the goods to any other destination without our consent. All sales of products are F.O.B. our plant. Risk of loss of the products shall transfer to buyer upon delivery of the products to the common carrier.
7. Delivery Charges: Unless otherwise provided in the Proposal, buyer shall bear all the costs of transportation, including without limitation loading, unloading, storage, and freight charge. All delivery quotes allow for an approximate 2-hour unload window for a full truck. If this window is exceeded, additional charges may apply. All price quotes given for delivery are based on estimates obtained at the time the quote was requested. Actual freight charges may vary.
8. Delivery Dates: Any delivery date(s) or period of delivery provided for in the Proposal is approximate and does not guarantee a particular date(s) or period of delivery. Estimated lead times are provided in the quote. Under no circumstances will we be liable for delay in delivery occasioned in whole or in part, by fire, flood, explosion, casualty, riot, strike, embargo, transportation delay, breakdown, accident, act of God or the public enemy, government authority, by our inability to secure materials, fuel, supply power or shipping space or any other circumstances beyond our reasonable control.
9. Delayed Shipment: If buyer delays shipment, we may invoice for products when ready for shipment and, at our option, we may charge reasonable daily storage fees.
10. International Freight: We require the services of freight forwarder for all international shipments. Buyer may select the freight forwarder, subject to our approval. All fees, taxes and additional charges, in addition to the actual freight costs, are the responsibility of buyer.
11. Returns: Due to the custom nature of our products, we cannot accept returns and we cannot permit cancellations once work has commenced.
12. Manufacturer's Warranty: Our manufacturer's warranty is set forth in a separate document.
13. Limitation of Liability: WE ARE NOT LIABLE TO BUYER OR ANY THIRD PARTY FOR ANY SPECIAL, INCIDENTAL, INDIRECT, CONSEQUENTIAL, PUNITIVE OR EXEMPLARY DAMAGES OF ANY KIND ARISING FROM OR RELATING TO OUR OBLIGATIONS UNDER THE PROPOSAL, INCLUDING LOST PROFITS, LOSS OR USE, LOSS OF REVENUE OR COST OF CAPITAL. EXCEPT FOR PERSONAL INJURY OR DEATH DUE TO OUR MISCONDUCT, BUYER AGREES THAT THE TOTAL DAMAGES THAT CAN BE AWARDED IN ANY CLAIM BY BUYER RELATING TO OUR OBLIGATIONS UNDER THE PROPOSAL (WHETHER BASED IN CONTRACT, TORT OR OTHERWISE, SHALL NOT EXCEED THE TOTAL PAID BY BUYER TO US UNDER THE PROPOSAL. BUYER AGREES THAT THE ABOVE LIMITATIONS ON LIABILITY PROVISIONS SHALL REMAIN IN FULL FORCE AND EFFECT EVEN IF IT IS FOUND THAT BUYER'S EXCLUSIVE REMEDY FAILS OF ITS ESSENTIAL PURPOSE.
14. Governing Law, Jurisdiction and Venue: The Proposal shall be governed by and construed in accordance with the laws of the State of California without reference to the choice of law principles thereof. Each party irrevocably submits to the jurisdiction of the Courts of the State of California and the United States District Court for the Central District of California.
15. Amendment: No amendments to these Terms and Conditions can be made unless submitted in writing to us and signed and accepted by our President or his designee.

BASIN TRANSIT

TO: Board of Directors
FROM: Joe Meer, Director of Procurement
DATE: November 20, 2025

RE: Resolution 25-05 – Authorize the Procurement Director to Perform Contract Actions Necessary to Maintain the Procurement Program

Periodically, the Procurement Director requests authorization by resolution from the Board to perform day-to-day contract actions necessary to maintain the procurement program. These tasks include making contract extensions, cancelling contracts, price modifications requested, and other items as needed. The approval of the contracts will generally still be brought to the Board and Counsel for review.

STAFF RECOMMENDATION: ADOPT RESOLUTION 25-05

BASIN TRANSIT

RESOLUTION 25-05

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MORONGO BASIN TRANSIT AUTHORITY OF SAN BERNARDINO COUNTY AUTHORIZING A STIPEND FOR BOARD MEMBERS FOR MEETING ATTENDANCE

AUTHORIZING THE DIRECTOR OF PROCUREMENT TO SOLICIT FOR AND MAINTAIN CONTRACTS FOR BASIN TRANSIT JOINT PROCUREMENTS ON BEHALF OF THE AGENCY FOR FISCAL YEARS 2025 THROUGH 2030.

WHEREAS, the Morongo Basin Transit Authority aka Basin Transit (hereinafter "Basin Transit") and the California Association for Coordinated Transportation ("CalACT") have entered into an agreement (the "Agreement") for the purpose of coordinating the purchases of vehicles and materials of the CalACT membership; and

WHEREAS, pursuant to the Agreement, Basin Transit will agree to act on behalf of any Cal/ACT member collected by CalACT(the "Participating Member's"), by developing bid specifications, awarding vehicle contracts, and hearing protests relating to any vehicle contract awarded on behalf of the Participating Member; and

WHEREAS, in furtherance of the Agreement, Basin Transit has developed the Basin Transit Joint Procurement Program in order to solicit vehicle proposals on behalf of the Participating Members; and

WHEREAS, the Basin Transit Bylaws authorizes its staff to sign contracts and documents on behalf of Basin Transit; and

WHEREAS, the Board of Directors of Basin Transit desires to authorize its Director of Procurement to enter into and to take all appropriate actions necessary to implement the Agreement, including without limitation, issuing solicitations, awarding, canceling, and modifying vehicle contracts on behalf of Basin Transit and any and all assignees, and hearing bid protests relating to any vehicle contract awarded on behalf of the Participating Members.

WHEREAS, the Board finds the procurement of accessible transit/paratransit vehicles and materials under Public Utilities code § 130232 does not constitute a procurement method adequate for Basin Transit's needs and authorizes procurement to establish Joint Procurements pursuant to Public Contracts Code (PCC) §20217 for procurement by competitive negotiation; and Requires Two-Thirds Vote

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE MORONGO BASIN TRANSIT AUTHORITY DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1: The Director of Procurement is hereby authorized to enter into and to take all appropriate actions necessary to implement the Agreement and Joint Procurement Program as a competitive negotiation pursuant to PCC§ 20217 and Basin Transit's Procurement Policies and Procedures, including without limitation, issuing bid

solicitations, awarding, canceling, and modifying vehicle contracts on behalf of Basin Transit and any and all of its assignees under the Cooperative Purchasing Program, and hearing bid protests relating to any vehicle contract awarded on behalf of Participating Member.

SECTION 2: The Director of Procurement hereby is authorized to sign any documents necessary to develop and/or maintain Joint Procurements and resulting contracts on behalf of Basin Transit. The Director may furnish such additional information as the U.S. Department of Transportation, the Federal Transportation Agency, California Department of Transportation or any other governmental agency or transit association may require in connection with this procurement and may set forth and execute affirmative minority business policies pursuant to those grant procurement regulations.

PASSED AND ADOPTED, by the Board of Directors of the Morongo Basin Transit Authority in San Bernardino County, State of California, on the 20th day of November 2025.

Chair of the Board

I HEREBY CERTIFY that the foregoing Resolution was duly passed and adopted by the Board of Directors of the Basin Transit at a regular meeting thereof, held on the 20th day of November 2025.

Board Secretary

BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: November 20, 2025

RE: Transit Operating, Capital Plan (TOCP) Reallocation

Staff requests authorization to reallocate \$60,000 of Local Transportation Funds (LTF) from L25-MBT-01 Onboard Intelligent System to FY2026-27 ADA Paratransit to cover costs associated with updating the ADA Paratransit Plan.

STAFF RECOMMENDATION: APPROVE TOCP REALLOCATION

BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: November 20, 2025

RE: End-of-Year Employee Recognition

In the past, the General Manager acknowledged the dedication and hard work of all Basin Transit employees by hosting an annual dinner and providing a \$100 check as a token of gratitude for their contributions. Staff would like to preserve this tradition.

**STAFF RECOMMENDATION: APPROVE \$100 END-OF-YEAR RECOGNITION
CHECK TO EACH BASIN TRANSIT EMPLOYEE**

BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: November 20, 2025
RE: Award ADA Paratransit Plan Contract

Request for Proposal (RFP 25-01) resulted in two (2) responsive proposals to update our ADA Paratransit Plan. After a comprehensive evaluation and analysis of the proposals, the selection panel comprised of Basin Transit, determined that the proposal by Capitol Government Contract Specialists (Capitol GCS) best meets the requirements and goals outlined in the RFP.

STAFF RECOMMENDATION: AUTHORIZE STAFF TO AWARD CONTRACT WITH CAPITOL GCS IN THE AMOUNT OF \$49,500



CAPITOL GOVERNMENT CONTRACT SPECIALISTS

TECHNICAL PROPOSAL FOR: MORONGO BASIN TRANSIT AUTHORITY

No. 25-01 ADA Paratransit Plan Update

November 7, 2025

Prepared For

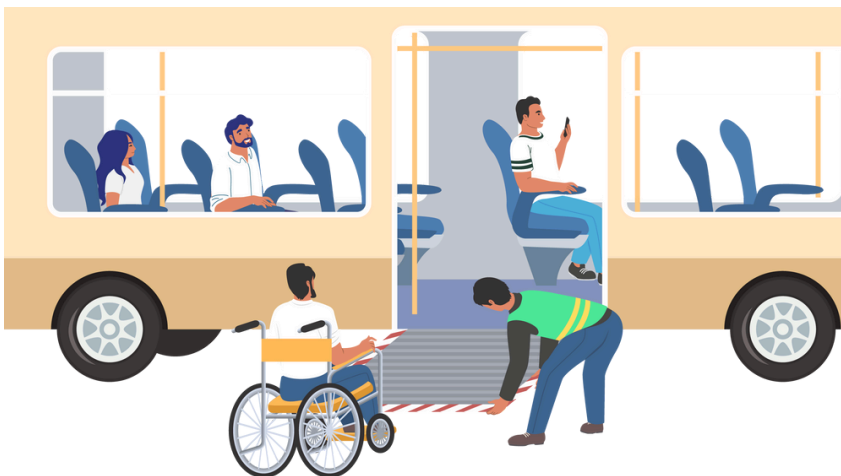


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1. Letter of Transmittal

November 7, 2025

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

Subject: Capitol GCS Proposal for ADA Paratransit Plan

Reference: RFP No. 25-01 entitled "ADA Paratransit Plan Update"

Dear Ms. Holsclaw,

Capitol Government Contract Specialists (Capitol GCS) is pleased to submit our proposal in response to the Morongo Basin Transit Authority Request for Proposals ADA Paratransit Plan Update. We have thoroughly reviewed the solicitation, including all referenced attachments, and confirm our understanding of the requirements and full commitment to successfully completing the work within the specified timeframe and budget.

Capitol GCS is located at 5151 California Ave, Suite 100, Office 143, Irvine, CA 92617. The following individuals are authorized to represent Capitol GCS and receive all communications related to this proposal:

- Kerry Velasquez, Chief Executive Officer
kvelasquez@capitolgcs.com – (949) 678-9134
- Anthony Thomas Talarico, Chief Operations Officer
ttalarico@capitolgcs.com – (562) 889-3273

Thank you for your consideration of our proposal. We look forward to the opportunity to contribute to the continued success of Morongo Basin Transit Authority.

Sincerely,



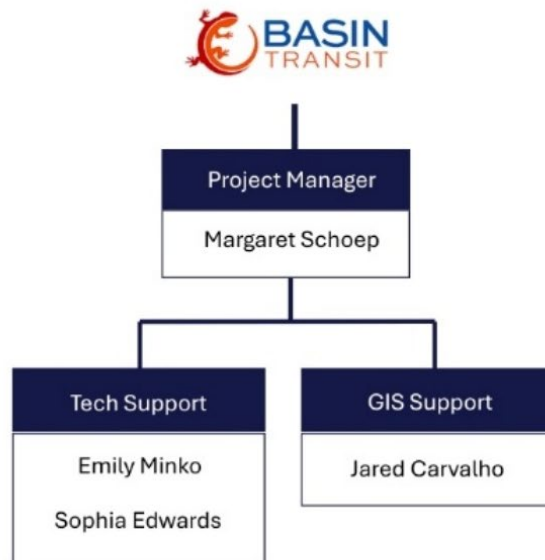
Anthony Thomas Talarico
Chief Operations Officer
Capitol Government Contract Specialists



Capitol GCS
ADA Paratransit Plan Update

2. Resumes of Key Staff

Capitol Government Contract Specialists (Capitol GCS) has assembled a highly qualified team to support Basin Transit's ADA Paratransit Plan Update. Our team is organized as follows:



Capitol GCS' proposed Project Manager is Margaret Schoep. She will be leading all project engagements and communications with Morongo Basin Transportation Authority staff. Margaret is widely recognized throughout California as an ADA public-transit specialist who throughout her 25 years oversaw the GO ACCESS flexible services division at Gold Coast Transit District (GCTD). Her ongoing professional engagements include American Public Transit Association's APTA ADA Roundtables (1999 – 2004) and ACCES Committee, CALACT Legislative Committee, ADA consulting for peer agencies in Ventura County and as a Transit Cooperative Research Project (TCRP) national-level review panelist.

Other proposed staff include:

Gis Support: Jared Carvalho

Tech Support: Emily Minko

Tech Support: Sophia Edwards

All resumes for proposed staff are attached





MARGARET SCHOEP

Senior Transit Consultant

CAREER SUMMARY:

Margaret has 25 years of public transit experience including leadership in management, operations and administration of ADA paratransit and demand response operations. Her work developing alternative demand response services without compromising service quality to the community was featured in the 2023 Transportation Cooperative Research Program (TCRP) Synthesis 168. She continues to serve as a consultant providing services to public transit and human services organizations throughout the US. Margaret remains active in the industry and the California Association for Coordinated Transportation (CALACT). Margaret has been a Board member of CALACT, serving in various capacities since 2016. She has been a TCRP review panelist since 2021.

PROFESSIONAL EXPERIENCE:

Kwadas Consulting LLC

Owner, Defense & Transportation Consulting

2021 - Present

Key services provided: ADA paratransit & Demand Response policy, planning & operations consulting

Gold Coast Transit District

Paratransit & Special Projects Manager

June 1999 – July 2024

Gold Coast Transit District (GCTD) is the largest public transportation provider in Ventura County, CA. Located halfway between Santa Barbara and Los Angeles, GCTD provides fixed route and GO ACCESS paratransit services to the cities of Port Hueneme, Ojai, Oxnard and Ventura. Responsibilities included:

- Developed a customer-focused culture in a demanding operating environment
- Delivered safety-focused transportation services for vulnerable populations
- Served as Interim Fixed-Route Operations Manager in 2019, overseeing 200 staff and a fleet of 58 vehicles
- Managed seamless relocation of Operations Department to a new facility in 2019 without service disruption
- Achieved over 500% local ridership growth pre-pandemic (compared to 94% nationally)
- Maintained paratransit program cost per trip increases at under 2% annually since 1999
- Designed and implemented flexible service options to reduce ADA paratransit demand
- Developed and enforced the ADHC Agency Trip Policy, saving \$0.5M annually
- Generated \$1.05M in revenue through Medical Activities Administration (MAA)
- Optimized vehicle mix to reduce capital investment by \$0.5M
- Reduced DR fleet insurance premiums by over \$0.5M annually
- Deployed scheduling software that cut annual support costs by \$0.4M
- Successfully authored and managed grant applications and marketing outreach
- Combined funding sources to launch a Clean Energy microtransit project
- Led 2024 initiative to transition paratransit operations in-house from contract service



MARGARET SCHOEP

Senior Transit Consultant

Special Projects Included:

- Interim Fixed-Route Operations Manager 2019; staff of 200/fleet of 58 vehicles
Operations Department 2019 re-location to new yard overnight without service disruption
- Developed and implemented initiative to bring contract paratransit operations in house

Also: Triennial Reviews, Micro-transit, EV implementation, right-sizing fleets to maximize budget, leveraging non- traditional funding sources, leveraging technologies to improve efficiency and facilitate innovation, customer service surveys and community education.

EDUCATION

Washington State University, Washington

- Bachelor of Arts, Business Administration

OTHER CERTIFICATIONS

University of the Pacific – Eberhardt School of Business

- Transit & Paratransit Management

PROFESSIONAL ENGAGEMENT

- Member of ADA Roundtables 2000 - 2004
- Member of CalACT 2003 - present
- Member of CalACT Legislative Committee 2008 - present
- Member of CalACT Conference Planning Committee 2010 - present
- Presented & moderated @ CalACT conferences 2008 - present
- CalACT Board Member 2016 - present
- CalACT Executive Committee Member 2018 - present
- Member of CTAA 2023 - present
- TCRP Review Panelist 2021 - present

TECHNICAL

- Change Management, Data Analysis, Project Management, Transportation Planning, Project Planning, Transportation Management, Fleet Management, Process Scheduler



JARED CARVALHO

Senior Transit Consultant

CAREER SUMMARY:

Jared Carvalho is an experienced Senior Transportation Planner and GIS Coordinator with 7 years of experience managing a variety of transportation projects, programs, and workplans. In his career, he has remained current and knowledgeable on the necessary State and Federal policies in order to adeptly prepare reports and recommend the best actions needed going forward on projects. Using his skillset on policy and program management, he has successfully performed funding and grant development and administration for the Santa Barbara County Association of Governments (SBCAG) from 2018-2024. Jared joined the Capitol GCS team in early 2025.

PROFESSIONAL EXPERIENCE:

Capitol Government Contract Specialists

Irvine, California

Planning & Grant Writing Manager

February 2025 - Present

- Serves as point-of-contact project manager for planning and grant writing initiatives.
- Delivers planning and grant writing services for public agencies, advancing project goals.
- Utilizes Geographic Information Systems (GIS) capabilities to provide spatial data analysis and mapping to support planning and grant writing projects.
- Supports overall program management through implementation of Quality Assurance and Quality Control (QA/QC) measures.

Santa Barbara County Association of Governments (SBCAG)

Santa Barbara, California

Senior Transportation Planner & GIS Coordinator

July 2018 – October 2024

- Successful management and co-management of approximately 20 transportation projects, studies, programs and initiatives on-time, in adherence to budget, and in accordance with State and Federal requirements.
- Demonstrated experience in all phases of the project management, including; developing work plans consisting of mission, objectives, scope of work, budget, schedules, baseline requirements, implementation strategies; presentations to policy boards, project advisory committees, interest groups, and the public.
- Researched, tracked, and monitored State and Federal policy, legislative, and funding changes; preparing technical reports, data visualizations, and recommending actions, as applicable.
- Performed funding/grant development and administration, including conducting grant research, writing proposals, administering awarded grant funds, contract negotiation, hiring and managing of contractors.
- Successfully developed and managed relationships with a variety of audiences including; government staff, elected officials, non-governmental/ community-based organizations, advisory committees, general public.
- Served as *GIS Coordinator*, successfully managing the agency's 3-year *GIS Implementation Plan (2019-2022)*, and continuously advancing the organization's GIS capabilities, including development and maintenance of a public-facing GIS data dashboard, and providing GIS trainings for colleagues.

Association of Monterey Bay Area Governments (AMBAG)

Monterey, California

GIS and Planning – Intern

January 2018 – May 2018

EDUCATION

Middlebury Institute of International Studies, Monterey (MIIS) Monterey, California

- M.A. International Environmental Policy - Concentration in Business, Sustainability & Development
- Certificate in Project Design, Partnering, Management, & Innovation

Cardiff Metropolitan University (Formerly UWIC) Cardiff, Wales, UK

- Bachelor of Science - Sport Development

Saint Mary's College of California Moraga, California

- General Education



CAPITOL GOVERNMENT CONTRACT SPECIALISTS

JARED CARVALHO

Senior Transit Consultant

Professional Interests: Sustainable Transportation, Climate Change Mitigation, Social Equity

Professional Skills: Planning, Policy Analysis, Project Management, Grant Writing, GIS Analysis

TECHNICAL

Advanced proficiency: Microsoft Excel, Word, Outlook, PowerPoint, Teams, Adobe, Zoom, Go-to-Meeting, Cisco WebEx, Survey Monkey, ESRI ArcGIS applications.

Familiarity: R, R Commander, Tableau, MS Access, Power BI, WordPress, Weebly

Languages: English (native), Spanish (advanced)

Personal Interests: Soccer (former collegiate & semi-professional player), International Travel (25 countries)



EMILY A. MINKO

Operations Manager/ Senior Contract Administrator

CAREER SUMMARY:

Emily Minko is an Operations Manager with over 10 years of experience overseeing business office functions and delivering executive-level support to principals and clients. A key organizational leader, adept at managing daily operations, optimizing workflows, and implementing strategies that enhance productivity and efficiency. Brings cross-functional expertise in Payroll, Accounts Receivable, Accounting, Marketing, Staffing, and Document Control, with a proven ability to align resources, lead teams, and solve complex problems to achieve operational and contractual goals.

PROFESSIONAL EXPERIENCE:

CAPITOL GOVERNMENT CONTRACT SPECIALISTS

Operations Manager/ Senior Contract Administrator

2021 - Present

Responsible for overseeing company operations with active involvement in Marketing, HR, Payroll, and administrative functions. Manages day-to-day business workflows, supervises cross-functional teams, and ensures alignment of departmental activities with organizational goals. Provides strategic and administrative support across multiple contracts and subcontracts, including compliance tracking, reporting, and client coordination. Leads process improvement initiatives, develops and enforces internal procedures, and supports budgeting and resource planning. Oversees staff onboarding, performance tracking, and interdepartmental communication to maintain operational continuity and drive efficiency across office functions. Responsibilities include:

- **Proposal Development & Procurement Research:** Assists with the preparation of competitive proposals by researching upcoming procurement opportunities, analyzing solicitation requirements, and aligning responses with agency expectations and compliance standards.
- **Professional Correspondence & Document Editing:** Drafts, edits, and refines formal communications, including executive letters, client correspondence, and internal memos with precision and attention to tone, clarity, and audience.
- **Document Control & Records Management:** Maintains organized filing systems for contracts, certifications, and operational documents both internally and with clients. Ensures version control, document integrity, and timely retrieval of records for audits, reporting, and compliance. Coordinates document workflows across departments and supports standardized formatting and archiving practices.
- **SharePoint & Dropbox Administration:** Configures, maintains, and provides user support for cloud-based document management systems, optimizing team collaboration and secure access to operational files. Maintains data integrity across systems and supports audit readiness by documenting data sources, methodologies, and validation processes.
- **Trend Analysis & Performance Metrics:** Analyzes operational, financial, and transit-related data to identify patterns, assess performance, and support strategic decision-making. Develops visual reports to communicate insights to clients.
- **DBE Certification Management:** Oversees the renewal and compliance of Disadvantaged Business Enterprise (DBE) certifications across multiple states, ensuring timely submissions and adherence to evolving regulatory requirements.
- **Employee Lifecycle Coordination:** Conducts background checks and manages onboarding/offboarding processes, ensuring a seamless transition for new hires and departing staff while maintaining compliance with internal policies and legal standards.
- **Bi-Weekly Payroll Administration (ADP):** Manages end-to-end payroll processing using ADP, including data validation, reporting, and coordination with HR and finance to ensure accuracy and timeliness.
- **Contract Invoicing & Financial Coordination:** Generates monthly invoices for active contracts and collaborate with the company accountant to provide inputs for government-mandated accounting systems, supporting fiscal transparency and audit readiness.
- **CRM Data Management (InfoFlo):** Maintains and updates customer relationship data within InfoFlo, ensuring accurate tracking of client interactions, contract milestones, and operational metrics.
- **Internship Program Oversight:** Provides hands-on training, supervision, and task delegation for a team of office interns, fostering skill development and supporting a range of administrative and operational functions.



EMILY A. MINKO

Operations Manager/ Senior Contract Administrator

WINDES, INC.

IT Administrative Assistant

2020 - 2021

Assisted with the development and implementation of department systems, programs, and procedures, along with the Director of Operations/IT, such as the installation of the firm's security system, testing/moving the firm to a Citrix environment, conversion of client returns from Intuit Lacerte to CCH ProSystem fx Tax on a firm-wide scale, etc.

- **Systems Implementation & Departmental Integration:** Collaborated with the Director of Operations/IT to develop and execute department-wide systems, programs, and procedures. Key initiatives included the
- migration to a Citrix virtual environment and the firm-wide conversion of client tax returns from Intuit Lacerte to CCH ProSystem fx Tax—ensuring continuity, compliance, and enhanced system performance.
- **IT & Cloud-Based Program Support:** Provided comprehensive first level support across all firm-wide technology platforms, including troubleshooting, user assistance, and maintenance of cloud-based storage systems to ensure secure, efficient access to operational data.
- **Procurement & Equipment Logistics:** Managed the ordering and inventory of office supplies and technology assets. Coordinated equipment maintenance schedules and facilitated distribution across departments with offsite IT support providers to support uninterrupted business operations.
- **New-Hire Technology Onboarding:** Led IT onboarding for new employees, including training on firm-specific programs and software, department-based equipment allocation, and access card programming. Ensured smooth integration into operational workflows and adherence to security protocols.
- **Vendor Relations & Service Procurement:** Acted as a liaison with external vendors, drafting correspondence, requesting service proposals, and securing competitive quotes for technology, equipment, and operational services to support firm needs at the guidance of the Director of Operations.

SMITH, LINDEN & BASSO, LLP/ WINDES, INC. (Merged 2020)

Administrative and Client Support Services

2016 - 2020

Assisted in the development and implementation of departmental systems, programs, and procedures to improve operational efficiency and compliance.

- Processed individual, partnership, corporate, S-corporate, fiduciary, and estate tax returns for a large and diverse client base.
- Provided general support for IT infrastructure, cloud-based storage, and tax software applications.
- Composed and distributed professional correspondence, memoranda, emails, and faxes with attention to accuracy and tone.
- Prepared reports, proposals, engagement letters, and response communications for internal use, clients, and vendors.
- Coordinated meetings and partner calendars, including agenda preparation, material distribution, and facility reservations.

ANNA'S LINENS CORPORATE OFFICE

Financial Administrator – Assistant

2011 - 2015

Utilized in Loss Prevention, Inventory, Finance, and Accounts Payable departments and performed general clerical duties including but not limited to filing, photocopying, scanning, faxing, mailing, and answering phones

- Distributed professional correspondence and memoranda to stores nationwide
- Data Entry of each store's inventory SKUs nationwide
- Provided alarm/security codes to stores nationwide to ensure safety standards were met
- Prepared and distributed Purchase Orders to providers for each store's Loss Prevention related equipment
- Documented and reconciled each check run with the Accounts Payable department

EDUCATION:

California State University of Long Beach

- Bachelor of Arts in English: Rhetoric and Composition



SOPHIA EDWARDS

Operations Administrator

CAREER SUMMARY:

Ms. Edwards is an operations and marketing professional with experience in business analysis, administrative management, and digital marketing across corporate, nonprofit, and academic settings. Her expertise in proposal development, CRM management, data analysis, and creative design enables her to streamline operations and deliver impactful marketing and organizational outcomes.

PROFESSIONAL EXPERIENCE:

CAPITOL GOVERNMENT CONTRACT SPECIALISTS

Operations Administrator

January 2025 - Present

- Proficient in creating and automating spreadsheets, analyzing complex datasets, and delivering actionable insights using tools such as ChatGPT Premium, Co-pilot, and Gemini.
- Manage digital marketing initiatives, including website updates, conference materials, and client engagement tracking.
- Provide administrative support through document control, payroll processing, report generation, and invoice management to ensure accuracy and efficiency.
- Lead proposal development efforts by preparing documents, organizing files, drafting technical content, attending pre-proposal conferences, and creating proposal graphics.
- Serve as graphic design leader for internal marketing projects and provide design consulting for external clients.

Business Analyst Intern

January 2024 – January 2025

- Manage customer relationship (CRM) system, Info Flo.
- Manage certification status with metropolitan transit agencies around the nation.
- Analyze Request for Proposals (RFPs), Request for Quotations (RFQs).
- Office administration (e.g. document scanning/filing), accounts receivable.
- Manage digital marketing initiatives.

UC Irvine Panhellenic

Recruitment Counselor

March 2024 – October 2024

- Maintained schedules of over 80 potential new members (PNMs), ensuring organization during schedule changes.
- Regularly communicated with Chapter Houses to ensure all recruitment processes ran smoothly.
- Guided PNMs throughout the recruitment process with regular 1vs1 meetings, ensuring a positive experience.

University of California, Irvine

Undergraduate Mentor

2023 - 2024

- Assisted students in navigating university resources, programs, and services to ensure a seamless and successful academic journey.
- Provided personalized academic guidance to mentees, offering insights and strategies to enhance their overall educational experience.
- Guided students in setting and achieving personal development goals and held monthly meetings to ensure they are on the right track.

HomeTeam Inspection Service of San Diego

Digital Marketing Specialist

2021 - 2024

- Contributed to the planning, development, and execution of digital marketing campaigns to meet strategic objectives.
- Maintained and enhanced social media presence across Facebook, Instagram, LinkedIn, creating engaging content to foster brand awareness and customer engagement.
- Utilized analytical tools to measure, analyze, and report on the performance of digital marketing campaigns, providing insights for continuous improvement.



CAPITOL GOVERNMENT CONTRACT SPECIALISTS

SOPHIA EDWARDS

Operations Administrator

Education

San Diego State University, Fowler College of Business (2027)

Master of Business Administration, Management

University of California, Irvine, School of Social Sciences

Bachelor of Arts in Sociology, Cum Laude

Languages

English, Spanish

3. Similar Projects

Capitol GCS is a consulting firm that is focused solely on the needs of public transit agencies. Our customers include some of the largest agencies in the country, such as LA Metro, SFMTA, and WMATA. But what sets us apart is our ability to meet the needs and budgets of mid-sized to the very smallest agencies. While we have not previously performed an ADA plan update as a company, the members of our Transit Executive Bench (SEE PAGE 38) are highly experienced in this area. Here is a list of work performed at agencies similar in size to Basin Transit. Please feel free to reach out to the General Managers of these agencies to obtain their thoughts on our work.

Victor Valley Transit Authority, Mock Triennial Review

Prime Contractor:

Capitol GCS

Start Date: 9/28/2024

End Date: 6/30/2025

Status: Complete

Contract Value: \$57,600

Key Personnel: Rohan Kuruppu,
Leslie Rogers, Robert Miller

Reference: Nancie Goff, CEO,
17150 Smoketree Street,
Hesperia, CA 92345,
ngoff@vvta.org, (760) 995 – 3495

Capitol GCS served as the prime consultant to Victor Valley Transit Authority (VVTA), providing FTA compliance support and training services in preparation for the agency's upcoming Triennial Review. The firm conducted compliance assessments, reviewed federal funding requirements, and delivered targeted training for VVTA's Grants and Operations departments. Capitol GCS guided the agency through evolving FTA regulations and best practices to ensure readiness for the review

City of Turlock – Transit DBE Program Technical Assistance

Prime Contractor:

Capitol GCS

Start Date: 10/1/2024

End Date: 6/30/2025

Status: Complete

Contract Value: \$17,000

Key Personnel: Tom Roberts
Reference: Wayne York, Transit
Manager, 1418 N. Golden State
Blvd., Suite 1 Turlock, CA 95380,
wyork@turlock.ca.us, phone:
(209) 669- 2801

Capitol GCS served as the prime consultant to the City of Turlock under the Transit DBE Program Technical Assistance contract. The firm provided professional services to review the City's transit-related Disadvantaged Business Enterprise (DBE) Program, assess program goals, recommend improvements, and deliver technical training and implementation support to ensure federal compliance and enhance program effectiveness.



Eagle Valley Transportation Authority- On-call Transportation Consulting Services- Master Agreement

Prime Contractor:

Capitol GCS

Start Date: 8/1/2025

End Date: TBD

Status: Ongoing

Contract Value: \$207,500

Key Personnel: Rohan Kuruppu, Daryll Simpson, Robert Miller

Reference: Tanya Allen, Executive Director, 3289 Cooley Mesa Rd, Gypsum, CO 81637, tanya.allen@evta.org, (970) 376-2088

Launched in July 2024 as Core Transit, the Eagle Valley Transportation Authority (EVTA) now serves nearly 1.9 million annual riders with a trip completion rate exceeding 99%. The agency was recognized as Colorado's Large Community Transit Agency of the Year in 2024, marking a major milestone in its rapid development following voter approval in November 2022. With less than two years to build the agency from the ground up, the General Manager faced an accelerated timeline to establish operations and infrastructure.

To support EVTA's launch, Capitol GCS was engaged to provide interim executive staffing and strategic consulting across multiple functions. This included a preliminary review of internal documents to inform the development of the Budget/Chart of Accounts, Organizational Chart, and Transit Development Plan, ensuring alignment with operational goals and regulatory expectations.

Capitol GCS also conducted a review of budget preparation work and the draft Chart of Accounts, responding to technical questions and offering follow-up recommendations to refine financial structuring and reporting practices.

In addition, Capitol GCS led the development of a comprehensive Request for Proposals (RFP) for a 10-year Transportation Development and Capital Plan. This effort included creating a project management framework, drafting a detailed Scope of Work, preparing supporting documentation to meet FTA, State, and EVTA procurement requirements, and assembling bidder instructions. The work ensured regulatory compliance while laying the foundation for long-term strategic planning and capital investment.



Mendocino Transit Authority – Transportation Consulting Services

Prime Contractor:

Capitol GCS

Capitol GCS provided executive-level coaching, procurement support, and strategic planning services to enhance agency readiness, compliance, and regional collaboration.

Start Date: 10/1/2024

End Date: 10/9/2024

Status: N/A

Contract Value: \$31,466

Key Personnel: Rick Ramacier,
Kevin Faulkner, Sophia Edwards,
Emily Minko, Jared Carvalho

Reference: Jacob King, 241
Plant Road, Ukiah, CA 95482,
Jacob@mendocinotransit.org,
(707) 234-6444

Capitol GCS delivered targeted executive and management coaching to MTA's leadership team. This engagement focused on strengthening executive decision-making, improving internal management processes, and ensuring alignment between MTA's operational objectives and long-term strategic goals. The coaching emphasized effective communication with governing boards, enhanced procurement oversight, and practical implementation strategies tied to compliance with federal, state, and local transit regulations.

Capitol GCS also conducted an on-site review of procurement procedures, developed customized documentation and training materials, and updated the agency's procurement manual to meet evolving FTA and State of California requirements. The firm provided follow-up training and post-delivery implementation support to institutionalize these improvements.

In parallel, and under joint direction of MTA and the Humboldt Transit Authority (HTA), Capitol GCS authored and designed a public-facing advocacy document promoting the development of a coordinated express bus network across the North State Super Region (NSSR). This deliverable supported by MTA's local outreach materials and tri-fold publication—outlined service concepts, branding elements, fare structures, and integrated payment systems across key corridors (US-101, SR-299, SR-20, and I-5). It identified operating and capital cost estimates, potential funding sources, and connections to statewide transit and climate goals.



Capitol GCS

ADA Paratransit Plan Update

4. Sample Reports





Capitol GCS.

SAMPLE REPORT 1

Paratransit Operating Options

Prepared For:



Prepared By :

Margaret Schoep



DATE January 3, 2024 **Item #9**

TO GCTD Board of Directors

FROM Margaret Schoep, Paratransit & Special Projects Manager

SUBJECT **Consider Utilization of GCTD Facility for Demand Response Operations and Provide Direction to Staff on Operating Options**

I. SUMMARY

GCTD is approaching the end of its base contract with MV Transportation, Inc. for the management, maintenance, and operations of the GO ACCESS demand response services, which ends in the upcoming fiscal year. Currently, GCTD is exploring various options for achieving fiscal savings and streamlined operations, including better utilization of GCTD's Maintenance & Operations facility which has a significant amount of space available for expanded operations.

In December 2023, the Board formed an Ad Hoc Committee to evaluate the options for operating demand response services, including the potential use of its current facility for paratransit operations. Staff met with the Ad Hoc Committee to provide information related to the options currently under consideration and seek input and feedback from the Committee on options discussed. After reviewing five alternatives, the Ad Hoc Committee expressed a preference for Option E) Transition Demand Response Service to be Directly Operated by GCTD, however also asked that we also bring forward Option D) Issue RFP for a contractor to operate demand response services on site at GCTD's property as an alternative. Implementation of either option D or E would take 6 months to a 1 year to implement and involve a significant amount of staff time and coordination involved for either option. For this item it is recommended the Board provide Direction to staff to proceed with Option E or D. This report provides pro's and con's for each option.

II. BACKGROUND

Since 1996, GCTD has provided federally mandated ADA transportation services. GO ACCESS provides service during the same hours that GCTD's fixed services operate throughout the GCTD service area of Ojai, Oxnard, Port Hueneme, Ventura, and the unincorporated areas between GCTD's member cities. In addition to the mandated services, the services have been expanded to include flexible services including Late Night Safe Rides, GO Now, and Health Zones. This service was initially located off-site, using a contractor for three reasons:

1. The transit industry during the early 1990s believed that the ADA paratransit provisions would be a temporary accessible service as the nation's public transit fixed-route buses transitioned to being 100% accessible. Once the fixed-route buses were accessible, the assumption then was the need for ADA paratransit services would be diminished, if not eliminated.
2. The old yard located at 301 East Third Street was already at capacity with the fixed-route operations, and it made sense to have a contractor assume the risk for the short-term.
3. Desire to keep labor costs under control. Contracted transportation services historically have had lower costs per hour than those operated in-house.

GOLD COAST TRANSIT DISTRICT

However, as time passed, some of these assumptions have been found to be no longer valid with ADA paratransit services now being an integral part of public transit nationwide now and for the foreseeable future and the market rate for labor being comparable between contractor and GCTD.

III. CURRENT OPERATING CONDITIONS

FACILITY: In 2019, GCTD moved from a 3-acre site (301 Third St) to a 15-acre site (1901 Auto Center Drive) designed to accommodate the growth of GCTD's public transit services over the next 50 years. GCTD's facility is currently being utilized at approximately 50% of its available capacity. Bringing the demand response services on-site, would take up approximately 15 bus parking spaces (assuming two smaller vehicles per space) and add approximately 40 operators. The facility has space for 125 full-sized buses and 225 Operators. Using the facility would also provide some operational efficiencies, as the Demand Response electric fleet currently charges nightly at the GCTD yard, and the ACCESS CNG vehicles currently deadhead to the GCTD facility daily to be fueled. The fleet and equipment are 100% owned by GCTD.

BUDGET: The FY2024 contracted demand response service operations budget is \$4.5M (about 15%) of the District's budget. The Contractor operates off-site approximately 1.5 miles from our 1901 facility. The off-site facility lease and utilities cost approximately \$400K annually. In addition, corporate management fees are approximately 10% of the total contract. The current contract cost per vehicle revenue hour is \$87.62/VRH.

WAGES: Bus operator wages offered by the current contractor are comparable to GCTD starting rates. Maintenance staff wages are higher than GCTD. Administrative / Management level wages are comparable to GCTD.

SERVICES: The demand response services operate daily from 4:30 AM to just after midnight providing ADA and senior services from early morning to 7:00 PM. The Late-Night Safe Rides program provides transportation service to anyone over the age of 16, with no disability requirement to qualify, etc. This service operates nightly between the hours of 7 PM to midnight.

EMPLOYEES: The contractor currently is fully staffed to provide this service; the team consists of approximately 54 employees including: forty (40) bus operators, three (3) maintenance personnel, and seven (7) reservations/dispatch personnel, and one (1) road supervisor and management staff of three (3) who are non-represented. Teamsters currently represents operators and maintenance staff, while management staff are non represented.

FLEET: The Contractor uses 29 GCTD-owned vehicles to provide the service. The fleet of 13 MV-1 vans, eight (8) cut-away vehicles, six (6) Ford Transit vans, and two (2) BraunAbility vans.

IT: GCTD owns the software licenses for the scheduling/dispatching and reporting software. Both GCTD and contract staff use this software to monitor service performance and capture metrics required in state and federal reporting.

IV. OPERATING OPTIONS TO CONSIDER

What follows are five operating options to consider for the demand-response operation's path forward. Each operating option has pros/cons and is evaluated for best alignment with GCTD's strategic goals.

OPTION A: Status Quo: Continue as is using the current contractor and contractor facilities to operate the flexible services off-site by renewing a 3-year option with MV.

Estimated FY 2025 Budget: \$4.8M

Pros:

- Maintaining status quo would maintain current workforce stability. Least disruptive.
- GCTD has no performance issues with MV Transportation, Inc.
- Costs predictable. At the end of the 6-year base contract period two 3-year options remain available to renew.
- Current contractor is very familiar with GCTD's operating needs, serves as an valued extension of the agency's staff; by and brings additional expertise by drawing on perspectives of multiple operating sites across the US.
- The structure of the contract may lower GCTD's risk of exposure from Contractor accidents/employee incidents. The current contractor is self-insured.
- MV's GO ACCESS safety record is outstanding and is likely to continue as evidenced by National Transit Database (NTD) reporting/Public Transit Agency Safety Plan (PTASP)
- The current contractor does an excellent job maintaining the fleet.

Cons:

- Allows known geographic related inefficiencies to continue, deadheading to fuel etc.
- Potential that the contractor will want to negotiate the option pricing, despite recent re- negotiation, increasing costs above the projected budget.

OPTION B: Issue RFP for New Contractor / Keep Off Site: Issue a new competitive RFP requesting all bidders include off-site costs, similar to the original 2018 RFP.

Estimated FY 2025 Budget: \$5+M

Pros:

- A new RFP may more closely align contracting behavior with updated agency strategy and goals.
- Would introduce competition through formal RFP to attempt to reduce costs further.

Cons:

- A re-compete is more likely to result in an initial higher operating cost to cover the contractor's turnover and start-up expenses. The incumbent may use this as an opportunity to elevate pricing.
- Implementation Time; thorough preparation, execution, and evaluation of a complex proposal take 4-8 months minimum (Assumes no protests or amendments to the RFP).
- Additional time should be factored into the timeline for the possibility of transition if the incumbent does not win the re-compete.

OPTION C: Bring the current contractor, MV Transportation, on-site to 1901.

Estimated FY 2025 Budget: \$4.4M

Pros:

- Same PROs as Option A PLUS:

- Utilize the existing available capacity of the 1901 facility
- Reduce operating costs through reduction of current deadhead time and miles associated with CNG fueling and electric charging.
- Reduce operating costs by eliminating offsite lease and utility costs.
- Easier to perform quality control.

Cons:

- Potential that the contractor will want to negotiate the option pricing, increasing costs above the projected budget and eliminating cost savings. Contractor will still need to make a profit, etc.
- GCTD's risk of exposure from accidents/employee incidents increases resulting in increased GCTD insurance costs.
- Potential personnel conflict and differences (real or perceived) related to compensation, benefits, and work rules/policies between GCTD employees and GO ACCESS contractor. Contract and non-contract personnel operating in same breakroom etc.
- Requires coordination and facilities planning to accommodate contractor employees and GO ACCESS operations alongside GCTD employees and operations.
- Two different operating cultures and incentive structures, with exposure to labor conflicts
- May require building modifications to ensure proper facilities are provided to contract personnel for the performance of sensitive or proprietary work.
- May result in a protest from previous and potential bidders due to changes in operating conditions from the original 2018 RFP solicitation

OPTION D: Re-Compete to Operate On-Site: Issue a new competitive RFP requesting all bidders to quote work to be completed on-site at 1901.

Estimated FY 2025 Budget: \$4.4

Pros/Cons:

- Same as Option B/C Pros/Cons, but would introduce competition through formal RFP to attempt to reduce costs further (however bids could also result in higher costs.)
- Implementation time for RFP would take longer similar to Option B.

OPTION E:

Bring Paratransit Service In-House (Directly Operate) on-site to 1901 Facility.

Estimated FY 2025 Budget: \$4.3M

Pros:

- Utilize the existing capacity of the facility, enhancing the public's investment.
- Grow employee skills and staff capacity, by merging workforce talent
- Reduce operating costs through reduction of current deadhead time and miles associated with CNG fueling and electric charging.
- In-house resources can provide more direct control over day-to-day operations.
- Reduce operating costs by streamlining functions over time. Initially would offer all contractor staff positions with GCTD. Some employees may decide not to come.
- Operators could potentially work both demand-response and fixed-route services.
- GCTD has the existing capacity to handle the additional workload that would result from bringing additional employees in-house. (HR, payroll, benefits, insurance, etc.)

- Provides the best opportunity to further integrate fixed-route and demand-response services for the benefit of the public.

Cons:

- GCTD's risk of exposure from accidents/employee incidents increases
- Potential conflict and differences (real or perceived) related to compensation and work rules/policies between GCTD fixed-route and demand-response employees.
- Requires coordination and facilities planning to accommodate additional employees
- Contribution requirements for CALPERS would increase
- Potential and exposure to increase labor personnel issues.
- Will require advanced coordination to utilize existing capacity that provides support services previously managed by contractor business services; e.g., HR, payroll,

V. CONCLUSION

Option A & B reflects continuing to operate the services as they are today. While this offers the least opportunity for cost efficiency, this option would be easier to implement and offer less disruption. Option B reflects the potential opportunity to get new pricing for the same services offered offsite. Pricing could be lower or higher, but is likely to be higher based on inflation.

Options C & D reflects utilization of the new facility to gain a cost savings of around \$300k annually, but would require combining two different operating and incentive cultures on-site. Option D reflects the potential opportunity to get new pricing for the same services offered on site. Pricing could be lower or higher, but is likely to be higher based on inflation.

Option E reflects the potential to utilize GCTD facility and current staff to integrate demand response services resulting in cost savings around \$400k annually. Option E may also help to achieve the long-term strategic goals of District, however similar to C and D would require advance coordination to implement. Under Option E, GCTD would assume that all current contracted employees would be offered a position at GCTD to preserve as much continuity of expertise as possible.

All the operating options have some risk associated with them. The continued success of the services depends on maintaining effective oversight, documented performance metrics, and clear accountability for all personnel involved. As GCTD works to implement the selected path forward that best meets GCTD's long-term strategic plans, adequate funding and operational resources will be required to maintain the current high-quality service GCTD customers have come to expect and deserve.

The Ad Hoc committee met to review the summary of demand response operating options and staff answered questions. The committee acknowledged that staff thoroughly vetted all options and determined that Options D (re-compete for services to be operated on-site) and E (backsource operations into GCTD completely) were the most appropriate, indicating a preference for Option E. Committee members requested that Options D & E be presented to the full Board for further consideration, and to provide direction to staff.

Consider Demand Response Service Operating Options

Page 6 of 7

SUMMARY OF DEMAND RESPONSE OPERATING OPTIONS PROS & CONS / RISKS



OPTION A
Exercise Option
with current
contractor

OPTION B
Issue RFP for New
Contractor

OPTION C
Exercise Option
with current
contractor @ Yard

OPTION D
Issue RFP for New
Contractor @ Yard

OPTION E
Operate Directly @
Yard

Operating Location

Mulhardt Ave,
Oxnard CA
(Leased Site)

Mulhardt Ave,
Oxnard CA
(Leased Site)

GCTD Facility 1901
Auto Center

GCTD Facility 1901
Auto Center

GCTD Facility 1901
Auto Center

Staff Composition

Contracted

Contracted

Contracted

Contracted

Directly Operated

Total Annual Cost (Estimate)

\$4.8 M

\$5 M +

\$4.46 M

\$4.46 M - \$5 M

\$4.3 M

Cost Saving (Estimate)

tbd

333K Annual

333K Annual

497K Annual

PROS

Customer Experience	Current contractor has extensive day-to-day operating expertise with Demand Response Operations in particular GCTD service needs					
Customer Experience	Opportunity to Integrate Fixed-Route and Demand Response Oversight & Quality Assurance					
Facility	Utilize existing capacity available of the 1901 facility, enhancing the public's investment.					
Fleet Maintenance	Fleet Maintenance Track Record (Fleet is owned by GCTD)					
Financial	Reduce operating costs through the reduction of current deadhead time and miles.					
Financial	Reduce operating costs by eliminating offsite lease and utility costs					
Financial	Reduce overhead / management costs by streamlining functions.					
Labor	Can quickly ensure mobilization of workforce and staffing, pulling out outside resources.					
Labor	Fastest, lowest risk and least disruptive.					
Labor	Combining operators could provide more avenues to hire drivers to work either fixed route or demand response.					
Risk / Safety	Can assume liability (current contract structure requires Contractor to be self-insured).					
Risk / Safety	Current Contractor (MV Transportation, Inc.) has Excellent Safety Record.					

RISKS / CONS

Financial	In-efficiency continues (deadhead to fuel etc, lease and utility costs off site)					
Financial	New Contract or Incumbent may use re-compete or request to relocate as opportunity to elevate pricing.					
Financial	Employee Benefit Costs Increase (Calpers / Health).					
Facility	Additional coordination and facilities planning required, including some start up costs.					
Labor	Mix of operating cultures will introduce more opportunities for culture conflict, personnel issues.					

Time	Time to Implement	Already in Place	6 mo -1 yr	6 mo -1 yr	6 mo -1 yr	6 mo -1 yr
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RECOMMENDATION

The Ad Hoc committee reviewed the five options available to GCTD for operating its demand response services. The committee narrowed down selected the options to those which would make use of the excess capacity currently available at the 1901 yard.

Option D Transition demand response services on-site by issuing RFP to select a contractor to operate demand response services at the GCTD facility. Assumes mix of contract and non-contract personnel work on site.

or

Option E Transition demand response services on-site to be directly operated. Assumes offering contracted personnel positions as GCTD employees. (Ad Hoc Committee Preference)

It is recommended that the Board discuss the options presented and provide direction to staff to develop implementation plans for a selected option. Implementation plans would be developed and with input of effected GCTD and contracted personnel, and will include coordination including outreach and involvement or labor represented groups.

A handwritten signature in black ink, appearing to read "Vanessa Rasmussen", is written over a horizontal blue line.

General Manager's concurrence



Capitol GCS.

SAMPLE REPORT 2

Vehicle Purchase 2018

Prepared For:



Prepared By :

Margaret Schoep



Item # 8

DATE July 11, 2018

TO GCTD Board of Directors

FROM Marlena Kohler, Purchasing Manager/DBE Officer *MLK*
Margaret Schoep, Paratransit & Special Projects Manager

SUBJECT Consider Authorization for the Purchase for Five (5) Ford Transit 350 Vehicles for ACCESS Paratransit Service from A-Z Bus Sales

EXECUTIVE SUMMARY

The October 2016 update to the GCTD Fleet Management Plan noted the FTA recommendations for the minimal useful life of medium-size, light-duty transit buses under FTA Circular 5010.1D is five years, or 150,000 miles. In January 2017, GCTD established the useful life benchmark for paratransit vehicles as eight years. The paratransit fleet currently has five (5) 2008 cut-away vehicles purchased with federal funds that have an average odometer of 246,781 miles. These aging vehicles have served their useful life and should be replaced to maintain reliable service for our customers.

As a member of the California Association for Coordinated Transportation (CALACT), GCTD has access to purchase a variety of transit vehicles from the CALACT/MBTA purchasing cooperative. These contracts are restricted to FTA grantees geographically located within the State of California.

Staff recommends the purchase of five (5) Ford Transit 350 vehicles from A-Z Bus Sales to replace the five (5) 2008 El Dorado cutaways, using Federal and state compliant competitive pricing available from the CALACT contract. The cost per vehicle is \$63,836.47.

The 2016 Fleet Management Plan recognized the dwindling availability of natural gas powered vehicles and recommended an analysis to determine fuel type of future vehicles. Natural gas powered vehicles in this smaller class of paratransit vehicles are no longer manufactured. The five (5) vehicles recommended for purchase will be fueled by gasoline.

Purchase of these vehicles will be funded using California Proposition 1B - Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA) allocations GCTD received.

It is recommended that the Board of Directors authorize the purchase five (5) Ford Transit 350 vehicles from A-Z Bus Sales, for a total cost not-to-exceed \$319,182.35 and authorize up to an additional \$10,000 (2.2%) to cover contingencies during the contract period. The cost includes five (5) units at a cost of \$63,836.47 each.

GOLD COAST TRANSIT DISTRICT

BACKGROUND

The Gold Coast Transit District (GCTD) GO ACCESS provides ADA paratransit service complementary to GCTD's fixed services in compliance with federal regulations. Complementary paratransit service is best described as an origin to destination program, requiring the service to assist passengers beyond the curb when necessary. Reliable and accessible transportation is important to a growing portion of our constituency. According to the California Department of Finance, by 2020 the population of seniors (60 years of age and older) in Ventura county is projected to increase 16% while the total population is expected to increase by 1%.

The FTA Circular 5010.1D classifies cutaway vehicles like ones used in the GO ACCESS service as medium-size, light duty vehicles and recommends a minimal useful life of five years or 150,000 miles. GCTD has adopted a useful life benchmark of eight years. The GO ACCESS fleet currently has five (5) cutaways that have been in revenue service more than ten years with an average odometer exceeding 245,000 miles. These aging and progressively less reliable vehicles have served their useful lives. They are subject to an increasing number of time consuming road calls and repairs; they should be replaced to maintain reliable service provision to our customers.

GCTD currently utilizes two types of vehicles for its paratransit service; cutaways and MV-1 vans. There are a total of 26 vehicles available for our ACCESS service. Cutaways feature a bus body mounted on top of a heavy-duty truck chassis whereas the MV-1's are smaller passenger-style vans. Both configurations meet all ADA accessibility requirements. The 23-ft cutaways are necessary to serve passengers with oversized mobility devices that do not fit in the MV-1 van and common destination groups. Passengers who travel to congregate locations for Senior Nutrition or Low Vision support classes are grouped where possible. The smaller MV-1 van provides greater maneuverability in tight spaces, is easier for passengers to get in and out of and offers greater fuel economy and lower maintenance costs. However, despite serving the needs of our paratransit customers well, manufacturing of the MV-1 van has ceased. Demand continues to increase in areas difficult to safely access with a traditional 23-ft cutaway altering the fleet's vehicle requirements.

Staff researched available vehicles in the same class as the discontinued MV-1 vehicles and realized no natural gas powered vehicles exist in today's market. With lack of availability of natural gas engines on the market, and the need to purchase smaller passenger-style vans, GCTD staff recommends purchasing vehicles powered by gasoline. Staff located and evaluated the Ford Transit 350, a vehicle fueled by gasoline vehicles. These vehicles are ADA complaint and are able to meet GCTD's paratransit services needs. It was also determined that it is not feasible to convert these smaller vans to run on CNG, however staff will continue to research alternative fueled vehicles for future purchases as they become available on the open market.

As a member of California Association for Coordinated Transportation (CALACT), GCTD has access to purchase a variety of transit vehicles from the CALACT/MBTA purchasing cooperative. The Cooperative provides a Federal and California State compliant purchasing solution that offers a variety of ADA compliant vehicles at pricing GCTD would be unable to

secure independently. The contracts are restricted to FTA grantees geographically located within the State of California. In 2010, the California Department of General Services (DGS) and Caltrans authorized CALACT and Morongo Basin Transit Authority (MBTA) to establish a "Purchasing Cooperative" for use by Caltrans and other FTA grantees in the State of California. Following a competitive procurement process, MBTA and CalACT awarded contracts to A-Z Bus Sales and Creative Bus Sales. Staff inspected several models that would best accommodate the needs of GO ACCESS service and identified the Ford Transit 350 as the preferred option.

ACCESS vehicles need to maneuver in tight spaces and have flexibility to change passenger capacity as necessary. The Ford Transit meets all ADA accessibility requirements. Competitively priced at \$63,836.47 per unit, the Ford Transit is 43% less expensive than the cutaway. The Ford Transit 350 floor plan provides flexibility to change the vehicle's capacity to various configurations throughout the course of a day's service. The floor plan can be changed to carry:



- up to five (5) ambulatory passengers or
- two (2) passengers with mobility devices along with one (1) ambulatory passenger or
- one (1) passenger using a wheelchair with two (2) ambulatory passengers

This increased seating flexibility will allow the vehicle to serve up to 95% of the currently dispatched service. The recently installed Ecolane scheduling and dispatching software has thus far successfully absorbed monthly increases averaging 15% or more while reducing peak vehicle requirements. The current paratransit fleet requirements permit GCTD to replace five (5) 2008 cutaways with five (5) Ford Transit 350 vehicles. As paratransit demand increases, the need for more vehicles may require staff to procure additional vehicle units and staff will come back to the board for approval if this need is warranted.

GCTD has sufficient PTMISEA funding available for the paratransit vehicle replacements requested. In addition, this project was included in the approved FY 2018-19 Budget and 10-Year Capital Plan.

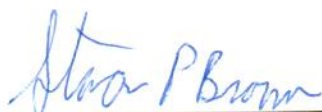
Additionally, staff is requesting approval to dispose of the five (5) 2008 cut-away vehicles, that are to be replaced by the purchase of these Ford Transit 350s, by selling them to the highest bidder through Ken Porter's Auctions.

RECOMMENDATION

It is recommended that the Board of Directors authorize the purchase five (5) Ford Transit 350 vehicles from A-Z Bus Sales, for a total cost not-to-exceed \$319,182.35 and authorize up to an additional \$10,000 (2.2%) to cover contingencies during the contract period. The cost includes five (5) units at a cost of \$63,836.47 each.

July 11, 2018
Ford Transits
Page 4 of 4

GENERAL MANAGER'S CONCURRENCE



Steven P. Brown
General Manager

5. References

Reference: City of Turlock

Wayne York, Transit Manager,
1418 N. Golden State Blvd., Suite 1 Turlock, CA 95380,
wyork@turlock.ca.us,
(209) 669- 2801

Reference: Victor Valley Transit Authority

Nancie Goff, CEO,
17150 Smoketree Street, Hesperia, CA 92345,
ngoff@vvta.org,
(760) 995 – 3495

Reference: Eagle Valley Transportation Authority

Tanya Allen, Executive Director,
3289 Cooley Mesa Rd, Gypsum, CO 81637,
tanya.allen@evta.org,
(970) 376-2088

Reference: Mendocino Transit Authority

Jacob King, General Manager
241 Plant Road, Ukiah, CA 95482,
Jacob@mendocinotransit.org,
(707) 234-6444



6. Approach

Capitol GCS will deliver the updated ADA Paratransit Plan through a phased and structured approach that is aligned with the 120-day delivery schedule as requested by Basin Transit.

Updating an ADA paratransit plan includes:

1) Comprehensive Assessment.

- a. A comprehensive assessment of current operating conditions, challenges and objectives in addition to data collection, public/stakeholder engagement. Capitol GCS will perform an initial document review of Basin Transit's (BT) service policies, eligibility processes, scheduling procedures, no-show policies, fares, hours of operation and service boundaries, to assess current service against ADA requirements. Capitol GCS will meet with BT staff and other stakeholders identified by BT to gain an understanding of current practices and challenges operating public transit services in 10 desert rural communities.

2) Strategic Development and Planning.

- a. After identifying potential gaps, strategic and planning incorporating feedback is completed. The strategies to address gaps identified in the evaluation process will be presented to BT to prioritize recommendations that ensure ADA compliance and may improve rider experience and increase operational efficiency.
- b. Develop strategies adopted as priorities by BT. Strategies would include tools for implementation as well as timelines.

To complete this project, Capitol GCS proposes the following approach (RFP Sec V criteria 1, 4 and 5):

Assessment, Data Collection and Documentation Review

- **Review current services and policies:** Evaluate existing services, policies, and practices to identify any gaps in ADA compliance.
- **Analyze performance data:** Analyze key operating metrics like unscheduled trips, on-time performance, and rider feedback to identify potential areas for improvement.
- **Assess operational challenges:** Meet with BT administration, operations and front-line staff to gain understanding of operating public transit in a service that serves 10 rural communities. Review the administrative burden of eligibility processes, no-show administration and potential challenges in meeting ADA trip demand.

Public outreach and consultation is normally a part of an ADA paratransit plan update process. Capitol GCS recognizes that an extensive outreach was conducted in Fall 2024 as part of the recently Short-Range Transit Plan (SRTP) completed by Jarrett Walker & Associates, that incorporated both in-person and online public meetings. This SRTP was presented to BT Board of Directors in October 2025. Though the outreach appears to have been thorough, the SRTP did not identify representation of disability advocates and/or passenger groups as being represented/included in the outreach efforts.

Therefore, targeted outreach to ADA-certified individuals using the deviated fixed-route service and agencies working with the disabled community specifically, would be appropriate. Coordination with social service agencies and other local planning bodies identified by BT would ensure a comprehensive and integrated approach to reviewing BT's ADA paratransit services.

Capitol GCS suggests an initial meeting with BT staff before meeting with stakeholders and then conducting public outreach. The public outreach would be to passengers, members of the public, the disability community, and partner agencies. The public outreach could be conducted via several avenues, including an on-site centrally hosted meeting, ZOOM, and surveys.

A Note about Surveys: Capitol GCS notes that while labor intensive phone surveys are certainly a tool, the overall consensus among ADA paratransit professionals is that this is not as effective as a more



anonymous mail-in or on bus survey method. With a phone survey, respondents clearly understand their numbers (and identity) have been provided to the third party, and there is a perception of service quality retaliation if the respondent does not answer favorably. For these reasons, a phone survey is not priced in this proposal. Capitol GCS recommends using a QR Code survey. QR Code surveys are cost effective and fast to set up, data is rapidly collected, and passenger anonymity is protected.

Strategic Development and Planning

- **Identify and prioritize improvements:** Based on the evaluation and feedback from staff and the public, identify potential policy changes and procedural updates. Any updates suggested to the plan will be guided by principles of fiscal responsibility, maximization of investments, and the integrity of the deviated fixed-route services which provide the required ADA complimentary services for BT customers.
- **Recommend updates to policies/procedures, protocols and system maps:** Based on the priorities identified, Capitol GCS will develop specific initiatives/tools/timelines. Capitol GCS will also update BT's system maps to reflect current service.
- **Develop specific initiatives/recommendations:** Create selected strategies and/or tools with timelines to address identified issues as prioritized by BT. The strategies presented to BT would ensure ADA compliance and may improve rider experience and organizational efficiency.

Project Communications

Capitol GCS experience underscores the need for effective, efficient, and transparent communications is essential to any project's successful delivery. To ensure on-time execution of the services provided in response to this RFP, we have defined clear communication channels and implemented our proactive coordination processes. This ensures effective collaboration and information sharing between the project team and BT staff, primarily the Operations Manager who has been identified as the BT lead for project oversight.

Primary Points of Contact: We have identified our project manager, Ms. Margaret Schoep, as the main point of contact for day-to-day coordination, scheduling, and delivery of all task orders. Ms. Emily Minko, Operations Manager/Senior Contract Administrator will act as the alternate point of contact, and function as the deputy Project Manager, as necessary. Full contact info for our team will be provided upon award.

Project Progress Meetings and Reporting

Regularly review and report progress: Monitor the project execution and regularly review the proposed changes to the current ADA Paratransit Plan. Capitol GCS is proposing monthly project check-in meetings with BT's project oversight lead. Additional project meetings will be scheduled as needed. Provide regular updates on progress to maintain transparency and accountability.

- **Kickoff Meeting:** At the start of the project, Capitol GCS will schedule and in person (or video conference if preferred) Kickoff Meeting with BT staff to verify and clarify goals, deliverables, timelines, and expectations.
- **Regular Check-in Meetings:** Capitol GCS is proposing monthly check-in meetings throughout the project.
- **Monthly Status Reports:** Capitol GCS will provide written status reports detailing progress made, schedule and budget status, and any risks or issues identified.
- **Ad Hoc Communication:** Project team members will be available via phone, email, and Teams for rapid response to quick-turnaround questions or urgent concerns.



Task		Project Week																	HOURS
		Award	+7	+14	+21	+28	+35	+42	+49	+56	+63	+70	+77	+84	+91	+98	+105		
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
week beginning:		24-Nov	1-Dec	8-Dec	15-Dec	22-Dec	29-Dec	5-Jan	12-Jan	19-Jan	26-Jan	2-Feb	9-Feb	16-Feb	23-Feb	2-Mar	9-Mar		
Task 1 - Administration & Management																			
Task 1.A BT ADA PLAN Update Steering Group Meetings (includes Kickoff at Basin Transit)																			
	Project Manager		2						2			2				2		8	
	Operations Coordinator		1						1			1				1		4	
	Support Staff		1						1			1				1		4	
	GIS Analyst		2						1			1				1		5	
Task 1.B Monthly Invoices & Progress Reports																			
	Project Manager					2					2				2		2	8	
	Operations Coordinator					1					1				1		1	4	
	Support Staff					1					1				1		1	4	
Task 2 - Review of Existing ADA Paratransit Plan																			
Task 2.A Review Existing ADA Paratransit Plan (This includes public outreach)		2	17	9	14													40	
	Operations Coordinator		1															1	
	Support Staff		1															1	
Task 2.B Identify Gaps/ Areas for Improvement																			
	Project Manager					4												4	
	Operations Coordinator																	0	
	Support Staff																	0	
Task 3 - Updated ADA Paratransit Plan																			
Task 3.A Recommend Updates to eligibility certification process, service policies, and no-show procedures																			
	Project Manager						8	1	1	1								11	
	Operations Coordinator							1		1								2	
	Support Staff							1		1								2	
Task 3.B Prepare selected strategies, implementation tools, and timelines																			
	Project Manager										20	15						35	
	Operations Coordinator										1	1						2	
	Support Staff										1	1						2	
Task 3.C Update ADA Service Maps																			
	Project Manager												1	1	1			3	
	Operations Coordinator												1	1	1			3	
	Support Staff												1	1	1			3	
	GIS Analyst												4	2	2			8	
Task 3.D Submit Draft ADA Plan for agency review																			
	Project Manager						5	1	2	4	1	4		4	1	4		26	
	Operations Coordinator						1			1				1				3	
	Support Staff						1			1				1				3	
Task 3.E Incorporate Final Edits and Changes																			
	Project Manager									1			1			1		3	
	Operations Coordinator									1			1			1		3	
	Support Staff									1			1			1		3	
Task 3.F Submit Final ADA Paratransit Plan																			
	Project Manager																2	2	
	Operations Coordinator																2	2	
	Support Staff																2	2	

The schedule outline proposed by Capitol GCS reflects a timeline from November 2025 through March 2026 that includes Tasks with defined deliverables. Activities are intentionally overlapped to allow for coordination across activities, effective stakeholder engagement, and timely completion of the ADA Paratransit Plan.

Task 1 – Project Management & Reporting

Project management activities will occur throughout the project.

A Project Kick-Off meeting is scheduled for December 2025 or upon award to officially launch the project, set expectations, define roles and responsibilities, and review the work plan. A proposed detailed timeline reflecting tasks and project schedule will be presented for BT's consideration. (RFP Sec VI. B. bullet 2)

Prior to the Kick-Off meeting, Capitol GCS will submit a detailed data request for the assessment. (RFP Sec VI. B. bullet 1)

Monthly project coordination meetings will be held from November 2025 through March 2026 to ensure the project is on track and to ensure timely responsiveness to emerging needs. Capitol GCS is proposing monthly project check-in meetings with BT's project oversight or Steering Group. Additional project meetings will be scheduled as needed. (RFP Sec VI. B. bullet 3)

Invoicing and reporting will take place on a monthly basis throughout the project.

Task 2 – Review of Existing ADA Paratransit Plan

Review of the existing plan entails data collection including gathering data from documentation review, and feedback from stakeholders, passengers, and the community. The Capitol GCS team will meet with BT staff to gain an understanding of the current practices and challenges as they relate to delivery of transit services, including demand-response and ADA complimentary service provided through the deviated fixed-route service provided on the Neighborhood Shuttles. Capitol GCS will work closely with the BT Operations Manager throughout the project.

Activities in December will focus on gathering input from Basin Transit, reviewing the existing 2012 ADA paratransit plan to identify gaps with current federal requirements and review all areas for improvement including BT's eligibility certification process, service policies and no-show procedures. Information review will include BT's recently adopted Short Range Transit Plan and other documents identified by Basin Transit.

Capitol GCS suggests an initial meeting with BT staff before meeting with stakeholders and then conducting public outreach in December. The public outreach would be to passengers, members of the public, the disability community, and partner agencies. The public outreach could be conducted via several avenues, including an on-site centrally hosted meeting, ZOOM, and surveys.



A Note about Surveys: Capitol GCS notes that while labor intensive phone surveys are certainly a tool, the overall consensus among ADA paratransit professionals is that this is not as effective as a more anonymous mail-in or on bus survey method. With a phone survey, respondents clearly understand their numbers (and identity) have been provided to the third party, and there is a perception of service quality retaliation if the respondent does not answer favorably. For these reasons, a phone survey is not priced in this proposal. Capitol GCS recommends using a QR Code survey. QR Code surveys are cost effective and fast to set up, data is rapidly collected, and passenger anonymity is protected.

(RFP Sec VI. B. bullet 4)

Task 3 – Updated ADA Paratransit Plan

A Project Steering Group will be actively engaged throughout the project to guide the development of the updated plan. The first Steering Group meeting, (the Kick-Off meeting), is proposed to take place in early December 2025. The focus of the December 2025 meeting is to develop in concurrence with the Steering Group, a detailed task outline and project schedule. Steering Group meetings will take place monthly throughout the duration of the plan. Steering Group meetings are scheduled to coincide with draft updates to allow for input and review of proposed changes.

The proposed schedule of Steering Group meetings is as follows:

MEETING	DELIVERABLE
• Meeting #1: December 2025	Kick-Off/Detailed Task Outline/Project Schedule
• Meeting #2: January 2026	Task 3.A
• Meeting #3: February 2026	Task 3.B/3.C
• Meeting #4: March 2026	Task 3.D

Task 3.A – Recommend Updates to Eligibility Certification Process, Service Policies and No-Show Procedures

Capitol GCS will provide the Steering Group with recommendations for changes to update the ADA eligibility certification process, policies and procedures for Basin Transit’s consideration. The recommendations will be based on current federal requirements and industry best practices. The recommendations will include discussion of potential strategies, tools, and timeline implementation. (RFP Sec VI. B. bullet 5)

Task 3.B – For Recommended Changes, Prepare Selected Strategies, Tool and Timelines

Capitol GCS will provide the Steering Group strategies as prioritized by BT. These strategies will include implementation tools/suggestions, in addition to timelines. The strategies presented to BT would ensure ADA compliance that may also improve rider experience and organizational efficiency. (RFP Sec VI. B. bullet 6)



Task 3.C – Update ADA Service Area Maps Consistent with Fixed-Route Updates

Capitol GCS has a GIS specialist who will be able to provide the requested maps as part of the final updated plan. (RFP Sec VI. B. bullet 7)

Task 3.D – Provide Draft Updated ADA Paratransit Plan

Capitol GCS will provide a final draft of the updated paratransit plan for agency review and schedule a Teams meeting to discuss updates and proposed changes. (RFP Sec VI. B. bullet 8)

Task 3.E – Incorporate Edits/Changes and Submit Final Updated ADA Paratransit Plan

Capitol GCS will provide a final updated ADA Paratransit Plan in PDF and Word format that is clear, complaint and ready for adoption. (RFP Sec VI. B. bullet 9)

Upon completion of Task 3.E, Capital GCS will conduct project close-out, obtain BT feedback on project team performance and satisfaction, and submit final invoice.



5. Statement of Qualifications

CAPITOL GCS

Capitol Government Contract Specialists (Capitol GCS) was founded in April 2011, and is headquartered in Irvine, California. Since its inception, the firm has provided high-level consulting services tailored specifically to the public transit sector. Capitol GCS supports transit agencies nationwide through a combination of strategic expertise, technical oversight, and operational knowledge.

Our services focus on three core areas:

- **Planning**

We provide a complete suite of services including Short /Long Range Plan development, Comprehensive Operational Analysis, and Grant Writing. The members of our Executive Bench have navigated over a dozen administrations and numerous challenges to the industry. They understand how to create a road map for your agency, seize funding opportunities, and successfully realize your vision.

- **Operations & Management Consulting**

Whether it's filling short-term executive level vacancies, developing your staff, analyzing your agency's financial health, or ensuring compliance with numerous FTA requirements, our team of former transit agency executives can ensure you meet your agency's operational goals.

- **Program Management**

We ensure rolling stock acquisitions and overhauls are on time, on budget, and perform as expected. This includes specification development, on site inspection, Buy America Audits, technical data review, document control, and warranty support. We also provide expertise to assist in the transition to a Zero Emission Bus future.

While Capitol GCS is a small business, we have a unique asset that provides us with the transit experience of a far larger corporation - the Capitol GCS Transit Executive Bench. The Bench is comprised of senior public transit industry officials and includes former executives with the FTA, state government, the largest urban agencies, and multiple mid-size agencies. These individuals span all facets of major transit agency management, including Operations, Maintenance, Planning, Finance, and Procurement.



Capitol GCS Executive Bench

CEO/General Manager



Milo Victoria
CEO/GM
Omnitrans



Macy Neshati
CEO
Antelope Valley
Transit Authority



Rick Ramacier
General Manager
Central Contra Costa
Transit



Ronald Kilcoyne
General Manager
Lane Transit District,
Greater Bridgeport
Transit Authority



Mike Scanlon
GM/CEO
San Mateo County
Transit



Richard DeRock
General Manager
Link Transit



Tom Roberts
Manager of Public
Transit
Napa Valley Trans.
Authority



Donna DeMartino
GM/CEO
LOSSAN/San Joaquin



Leslie Rogers
Regional
Administrator
Federal Transit
Administration (FTA)

FTA Relations

Finance



Bob Miller
CFO - Omnitrans

Planning



Rohan Kuruppu
Director of Planning -
Riverside Transit
Agency, Livermore
Amador Valley Transit
Authority, Omnitrans

Procurement



Dave Vila
Acquisition Policy
Officer and Contract
Administration
Manager - LA Metro



Kevin Faulkner
Director of
Procurement/
Project Manager
- Sun Tran

Paratransit



Margaret Schoep
Paratransit & Special
Projects Manager
-Gold Coast Transit
District

P3

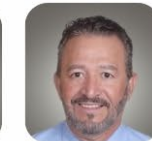


Kathleen Sanchez
Public-Private
Partnership Program
Director - LA Metro

Operations/Training



Cynthia Karpman
Director of
Transportation
Operations - LA
Metro



Jose Medrano
Transit Operations
Manager and
Transit Training
Supervisor -
Montebello Bus
Lines

Bus

Program Management/ Engineering/ Maintenance



Dan Quigg
Senior Equipment
Maintenance
Manager - LA Metro

Program

Management/ Engineering



Elson Hao
Deputy Director for
Engineering - SFMTA

Rail

Program Management/ Engineering/ Maintenance



Rick Tripoli
Director of Fleet
Maintenance -
SCRRA



Suresh Shrivastava
Chief Maintenance
Engineer - Valley
Metro

Electronic Pay Systems



Carol Kuester
Director, Electronic
Pay Systems-
SFMTA

Contact Us

Tom Talarico
Chief Operating Officer

(562) 889-3273

5151 California Ave, Suite 100
Office #143
Irvine, CA 92617

www.capitolgcs.com



Through the use of our Bench, we provide solutions that meet both the needs and budgets of our transit agency customers.

PROJECT MANAGER

Margaret Schoep is widely recognized throughout California as an ADA public-transit specialist who throughout her 25-year public transit career oversaw the GO ACCESS flexible services division at Gold Coast Transit District (GCTD). Her ongoing professional engagements include American Public Transit Association's APTA ADA Roundtables (1999 – 2004) and ACCES Committee, CALACT Legislative Committee, ADA consulting for peer agencies in Ventura County and as a Transit Cooperative Research Project (TCRP) national-level review panelist.

During her time at GCTD, she successfully expanded the contracted paratransit operations from ADA only to include seniors, 65 years of age and older and eventually, to flexible services to help GCTD accommodate a 500% increase in overall ridership from 1999 to 2024. Under Margaret's leadership, GO ACCESS provided customer-focused service in a demanding operating environment while maintaining overall annual cost increases to less than 3% annually for over 20 years. GO ACCESS Flexible Services was featured as one of 11 systems in the TCRP Synthesis 168 on demand-response software optimization. Currently there are over 6,700 transit systems in the United States.

The development of Flexible Services included Mobility Training for ADA passengers to encourage use of fixed-route and other less expensive non-ADA options where appropriate, frequent reviews of administrative policies to reduce burden to customers and staff where possible and introducing a mixed vehicle fleet to reduce capital investments without compromising passenger safety and comfort. Margaret was instrumental in revising the ADA certification process in Ventura County, successfully implemented e-fares, and developed the plan and timeline to transition contracted paratransit services in-house, effective Fall 2024.

Margaret will also have an Executive Bench available as a resource for subject matter expertise in all areas of public transit operations.

OUR UNDERSTANDING OF HOW RURAL DEVIATED FIXED ROUTE SERVICES HELPS RURAL OPERATIONS MEET ADA REQUIREMENTS IN A COST-EFFECTIVE MANNER

CAPGCS recognizes that Basin Transit operates Deviated Fixed-Route (DFR) service on its Neighborhood Shuttle routes. DFR operation is used effectively by transit systems throughout the United States to meet their ADA requirement. DFR improves accessibility

for customers and efficiently uses agency resources by reducing the need for a separate program to administer, staff and fund. This model is an attractive operating option that works well in areas with low-to-moderate population density similar to that of the BT service area. Because all vehicles in service must be ADA accessible, DFR is an effective way to meet the Americans with Disabilities Act (ADA) complimentary paratransit service requirements associated with a fixed-route system.



Perhaps most importantly, DFR serves to integrate our mobility-challenged neighbors more fully into the community in which they live.

DFR reduces the potential high cost of operating near empty buses during off-peak hours by deviating from the fixed route as a request is made. Deviating only when necessary, reduces the total vehicle miles traveled compared to running a fixed route through low-demand zones on every trip, reducing fuel consumption, vehicle wear/tear and staffing costs. The deviations also serve to avoid having to place significantly more expensive demand response service in lower density areas.

CONCLUSION

Capitol GCS is proposing a team with demonstrated expertise in ADA compliance and a commitment to perform the work within the budget identified by Basin. As a firm, we only work with public transit agencies and in particular focus on meeting the requirements and budgets of very small to mid-size agencies. We are excited for the opportunity to support Basin Transit on this important initiative.



BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: November 20, 2025

RE: Board Member Stipends

JPA Amendment #7 was filed, allowing stipends to be increased by resolution. This resolution seeks approval to implement the stipend increase to \$150 per meeting attended.

STAFF RECOMMENDATION: ADOPT RESOLUTION 25-06

BASIN TRANSIT

RESOLUTION 25-06

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MORONGO BASIN TRANSIT AUTHORITY OF SAN BERNARDINO COUNTY AUTHORIZING A STIPEND FOR BOARD MEMBERS FOR MEETING ATTENDANCE

WHEREAS, the Morongo Basin Transit Authority ("Authority" or "Basin Transit"), recognizes the time, commitment, and service of the members of its Board of Directors; and

WHEREAS, it is the intent of the Authority to compensate Board members for their participation in official board meetings;

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

1. Stipend Amount
Each member of the Board of Directors shall receive a stipend of one hundred fifty dollars (\$150.00) for each official board meeting attended.
2. Attendance Requirement
The stipend shall be provided only for attendance at regularly scheduled or specially called official board meetings, as recorded in the meeting minutes.
3. Effective Date
This resolution shall take effect on November 20, 2025, and stipends shall be paid in accordance with the organization's standard payroll or reimbursement procedures.

PASSED AND ADOPTED, by the Board of Directors of the Morongo Basin Transit Authority in San Bernardino County, State of California, on the 20th day of November 2025.

Chair of the Board

I HEREBY CERTIFY that the foregoing Resolution was duly passed and adopted by the Board of Directors of the Basin Transit at a regular meeting thereof, held on the 20th day of November 2025.

Board Secretary

BASIN TRANSIT

TO: Board of Directors
FROM: Cheri Holsclaw, General Manager
DATE: November 20, 2025

RE: Legislative Updates

After reviewing recent legislative updates and discussing them with counsel, the following has been confirmed:

As a Joint Powers Authority, Basin Transit is exempt from the more burdensome portions of Senate Bill 707 (revisions to the Brown Act). While staff will accommodate board members with disabilities who need to participate remotely, Basin Transit is not required to offer hybrid meetings under the new provisions. An updated version of the Ralph M. Brown Act will be provided to the Board when available.

Assembly Bill 1637 requires specific local agencies, such as cities, counties, and special districts, to transition their public websites and emails to a .gov or .ca.gov domain, but it does not include JPAs. Counsel also noted that AB 810, which is still in committee and may not move forward, would extend the .gov domain requirement to JPAs effective January 1, 2031, if passed.

Assembly Bill 394 expands existing legal protections to encompass any transit employee, public transportation provider, or contractor of a public transportation provider. There is still a court process for a restraining order to ban repeat offenders.

Senate Bill 71 amends the California Environmental Quality Act (CEQA) to extend and expand exemptions for various transit, micro-transit, bicycle, pedestrian, and active-transportation projects; however, it does not change the requirements for transitioning to zero-emission buses.

STAFF RECOMMENDATION: RECEIVE AND FILE

MEMORANDUM

Confidential/Attorney Client Privilege

TO: Cheri Holsclaw, General Manager
FROM: A. Patrick Muñoz, General Counsel
DATE: November 1, 2025
FILE NO.: 014122-0001
RE: Update to the Brown Act

SENATE BILL 707 REVISIONS TO THE BROWN ACT

On October 3, 2025, Governor Gavin Newsom signed Senate Bill 707 (“SB 707”), thereby enacting one of the most significant modifications to Ralph M. Brown Act (“Brown Act”) in many years. SB 707, which nearly became a two year bill at the end of the 2025 session, but ultimately passed both houses of the Legislature by large margins, makes significant revisions to the Brown Act—some of which provide greater flexibility, and some of which are likely to cause significant burdens. The amendments to the Brown Act enacted through SB 707, discussed in greater detail herein, are generally effective on January 1, 2026, with the exception of new Government Code¹ § 54953.4 requirements, which are effective on July 1, 2026.

Significantly, the new provisions of Section 54953.4 which are perhaps most burdensome do not apply to Joint Powers Authorities. The other provisions discussed below do apply to MBTA.

CHANGES AND ADDITIONS TO THE BROWN ACT:

1. *Mandatory Brown Act Distribution (all local agencies)*

SB 707 amends § 54952.7 to require a local agency to provide a copy of the Brown Act to any person elected or appointed to serve as a member of a legislative body² of the local agency. (§ 54952.7) Thus, local agencies should provide a copy of the Brown Act, as amended, to all

¹ All statutory references herein are to the Government Code unless expressly stated.

² For simplicity, members of a legislative body are abbreviated as “member” throughout this memorandum.

current members of their legislative bodies, and to any new members after they are elected or appointed to the legislative body.

2. *Reasonable Accommodation for Members of a Legislative Body with Disability (all local agencies)*

Members of a legislative body with a disability are now, as a result of SB 707, able to participate in a meeting of the legislative body by remote participation as a reasonable accommodation. (§ 54953(4)(c)(1)) The Member must participate through both audio and visual technology, disclose at the meeting before any action is taken whether any other adults are present in the room, and the general nature of the member's relationship with the individuals present in the room. (§ 54953(c)(2)(A)(B)) Remote participation under § 54953 (c) for a member with a disability shall be treated as in-person attendance, including for any applicable requirements that a quorum of a legislative body be present. (§ 54953(c)(3)) Note that "disability" is defined in SB 707 with reference to 42 U.S.C. § 12102 and Government Code § 12926 and § 12926.1. It is not clear which definition prevails to the extent of a conflict between the three different definitions referenced in § 54953 (e).

3. *New Requirements Applicable only to "Eligible Legislative Bodies," which does not include Basin Transit*

While some aspects of SB 707 provide additional flexibility to members of local governments (particularly in the areas of teleconferencing and remote participation), the most controversial aspects of SB 707 are the new requirements arising under § 54953.4, listed below, which have the potential to be expensive and burdensome for any local government required to comply with them. Most of the new burdens imposed by SB 707, including a new mandate to offer hybrid meetings (e.g., public participation via two way phone or video platform), only apply to local governments that meet the criteria of an "eligible legislative body," as defined.

An "*eligible legislative body*" is defined in SB 707 as:

- (1) A city council of a city with a population of 30,000 or more;
- (2) A county board of supervisors of a county, or city and county, with a population of 30,000 or more;
- (3) A city council of a city located in a county with a population of 600,000 or more³;

³ This provision which makes the new requirements applicable to Twentynine Palms was an issue of significant concern to the League of California Cities as it arbitrarily imposes on small cities within urbanized counties (population in excess of 600,000 residents) new burdens that are otherwise only applicable to larger local

(4) The board of directors of a special district that has an internet website and meets any of the following conditions:

- a. The boundaries of the special district encompass an entire county with a population of 600,00 or more, and the special district has over 200 full-time employees;
- b. The special district has over 1,000 full-time employees; or
- c. The special district has an annual revenue, based on date published by the California State Controller, that exceeds \$400,000,000...and the special district employees over 200-full time employees⁴.

(§ 54953.4(e)(1)(A).)

Beginning July 1, 2026 during Brown Act meetings, eligible legislative bodies must provide for the following:

- **Two-Way Teleconferencing.** Provide teleconferencing with either a two-way telephonic service or two-way audiovisual platform, except if adequate telephonic or internet service (“Service”) is not operational at the meeting location or if an exemption applies. (§ 54953.4(b)(1)(A)(i)(I); 54953.4(b)(1)(A)(i)(II))

- o If adequate telephonic or internet service is only available during a portion of the meeting, then members of the public must be provided an opportunity to attend via a two-way telephonic service or a two-way audiovisual platform during that portion of the meeting. (§ 54953.4(b)(1)(A)(i)(I))

- **Policy Regarding Disruption.** Prior to July 1, 2026, an eligible legislative body must approve, at a noticed public meeting in open session, a policy regarding disruption of telephonic or internet service occurring during meetings. (§ 54953.4(b)(1)(ib)(Ia))

- o The policy must address the procedure for recessing and reconvening a meeting in the event of disruption of service and the efforts that will be made to attempt to restore the service. (§ 54953.4(b)(1)(ib)(Ia))

governments. For example, a city of 5,000 in a rural portion of San Bernardino County (population of 2.2 million) is an eligible legislative body and required to comply with the new requirements listed below, while a much larger city of 29,000 in otherwise urbanized Santa Barbara County (population of 445,000) is not required to comply with these potentially burdensome requirements. Continued efforts with the League to address this provision are something you should consider.

⁴ Most special districts, because of end of session amendments to SB 707, are not considered eligible legislative bodies. Similarly, joint powers authorities are outside the scope of § 54953.4.

- o If a disruption of the two-way service occurs during the meeting, the open session must recess for at least one hour and make a good faith attempt to restore the service. Open session must not reconvene until at least one hour following the disruption, or until service is restored, whichever is earlier. Closed session may, however, occur during this period of interrupted service. (§ 54953.4(b)(1)(ib)(Ib))
- o Upon reconvening in open session if service has not be restored, the eligible legislative body must adopt a finding by rollcall vote that good faith efforts to restore the service have been made in accordance with the policy previously adopted by the eligible legislative body.

• **Requirement to Provide Assistance to Members of the Public Who Desire Translation Services.** An eligible legislative body must reasonably assist members of the public who wish to translate a public meeting into any language other than English, or who wish to receive interpretation services provided by another member of the public, so long as the interpretation is not disrupting to the meeting as defined in § 54957.95. The eligible legislative body shall publicize instructions on how to request assistance. (§ 54953.4(2)(A)) Note that the local government is not required to provide actual translation services during meetings, but may choose to do so.

• **Translation of Agenda Into Foreign Languages.** Agendas (and not the entire board packet) for each meeting of eligible legislative body must be translated into “all applicable languages,” and each translation must be posted in accordance with Section 54954.2. Each translation must include instructions in the applicable language describing how to join the meeting by the telephonic or internet-based service option, including any requirements for requests for public comment. (§ 54953.4 (c)(1)(A))

- o “Applicable languages” are determined, according to data from the most recent American Community Survey, if they are spoken by 20 percent or more of the applicable population, and the population that speaks that language in that city or county speaks English less than “very well.” (§ 54953.4 (e)(1)(A))
- o The eligible legislative body is not responsible for ensuring that agendas are properly translated, and there is no liability for mistakes in translation. Moreover, the agency is only responsible for translating the agendas for up to three “applicable languages” to the extent that there are more than three qualifying “applicable languages”. (§ 54953.4 (e)(1)(C))

4. Recording Meetings (all local agencies)

SB 707 broadens § 54953.5 by removing limiting references of audio or video recorders. Members of the public are authorized under this section to record a meeting of a local agency absent a finding by a local agency board that “the recording cannot continue without noise, illumination, or obstruction of view that constitutes, or would constitute, a persistent disruption of the proceedings.”

5. *Teleconferencing Flexibility Extended/Expanded (all local agencies)*

SB 707 adds additional flexibility for remote participation during Brown Act meetings and extends the sunset date for the flexibility previously provided by AB 2449 (remote participation for “just cause” or because of “emergency circumstances”) until 2030⁵. Provided a majority of the Brown Act body is present at one physical location open to the public, the agency has provided the public with the ability to either participate via a two audiovisual platform (e.g., Zoom or Teams) or two way telephonic service with live webcasting, and the member discloses the identify of all adults at the remote location with them, then remote participation for “just cause” is expanded to include the following situations: (1) childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely; (2) a contagious illness that prevents a member from attending in person; (3) a need related to a physical or mental condition that is not a “disability” as defined in section 54953 (c); (4) travel while on official business of the legislative body or of another state or local agency; (5) An immunocompromised child, parent, grandparent, grandchild, sibling, spouse, or domestic partner of the member requires the member to participate remotely; (6) a physical or family medical emergency that prevents a member from attending in person; (7) military service obligations that result in a member being unable to attend in person because they are serving under official written orders . . . that requires the member to be at least 50 miles outside the boundaries of the local agency.

Note that the former “emergency circumstances” justification created under AB 2449 has been merged into the “just cause” category, along with some new justifications (such as military service) for remote participation, and an expansion of the number of meetings that a member of a legislative body may miss for “just cause.” After the passage of SB 707, a member of a legislative body that notifies the legislative body at the “earliest opportunity possible” under the circumstances, may participate remotely without the otherwise applicable Brown Act teleconferencing requirements as follows: (i) up to two meetings per year, if the legislative body regularly meets once per month or less; (ii) up to five meetings per year, if the legislative body regularly meets twice per month; (iii) up to seven meetings per year if the legislative body regularly meets three or more times per month⁶.

⁵ Without action by the Legislature this session, existing authority for remote participation for “just cause” would have expired on January 1, 2026.

⁶ It is worth noting that remote participation per traditional teleconferencing rules—which require posting in

6. *Social Media (all local agencies)*

SB 707 clarifies when use of social media can give rise to a prohibited serial meeting. SB 707 expressly permits a member of a legislative body to engage in a separate conversation or communication via social media with a member of the public or other person to answer questions, provide information, or solicit information regarding a matter within the subject matter jurisdiction of the legislative body. (§ 54952.2(b)(3)(A)) However, a majority of the members of the legislative body may not use social media to have a serial meeting that is otherwise prohibited by the Brown Act. Specifically, members of a legislative body are not permitted to respond to each other on social media regarding matters of official business. (Id.)

7. *Common Questions/Answers*

- SB 707 applies to which agencies?

SB 707 generally applies to all public bodies that are already required to comply with the Brown Act. However, it creates the new term “eligible legislative bodies,” defined as (1) a city council of a city with a population of 30,000 or more, (2) county board of supervisors of a county, or city and county, with a population of 30,000 or more, (3) A city council of a city located in a county with a population of 600,000 or more, and (4) a board of directors of large special districts meeting certain thresholds based on boundary areas, population, number of employees and or/revenues. (§ 54953.4(e)(1)(A))

Beginning July 1, 2026 during meetings eligible legislative bodies must:

(1) Provide teleconferencing with either a two-way telephonic service or two-way audiovisual platforms. (§ 54953.4(b)(1)(A)(i)(I))

(2) Establish a policy regarding disruption of telephonic or internet service occurring during meetings subject to this sub-subclause. (§ 54953.4(b)(1)(ib)(Ia))

(3) Reasonably assist members of the public who wish to translate a public meeting into any language or with to receive interpretation provided by another member of the public. The eligible legislative body shall publicize instructions on how to request assistance. (§ 54953.4(2)(A))

advance of remote locations on the meeting agenda, authorization for the public to attend from the remote location, and posting of an agenda at each remote location—can be used as many times as the legislative body desires. See § 54953 (b). Additionally, remote participation for “just cause” per SB 707 may be used cumulatively (e.g., in the same meeting where other members of the legislative body are participating via traditional teleconferencing, provided all of the requirements listed in § 54953.8 for remote participation are satisfied).

(4) Comply with the requirement that an agenda for each meeting of an eligible legislative body must be translated into all applicable languages. (§ 54953.4 (c)(1)(A))

- What are the virtual public participation requirements?

The public must be able to participate through a two-way phone or video platform. (§ 54953.4(b)(1)(A)(i)(I)) Additionally, a legislative body that is an eligible legislative body (as defined in SB 707) must have a policy regarding disruption of the two-way phone or video platform and efforts to restore service. (§ 54953.4(b)(1)(ib)(Ia))

- Where can I learn more about SB 707 and its implications?

o The California Special Districts Association (CSDA) is hosting a webinar on December 10, 2025 at 9:00am. Link to registration is available at the link below:

https://members.csda.net/EventDetail?EventKey=WEBI121025&_ga=2.106531008.256743798.1760545603-540849674.1760545603&_zs=8G54P1&_zl=S9gt7

CSDA has additional resources about SB 707 here:

<https://www.csda.net/member-resources/brown-act-resources>

- o A copy of SB 707 with revisions in redline can be found here:

https://leginfo.legislature.ca.gov/faces/billCompareClient.xhtml?bill_id=202520260SB707&showamends=false

Additionally, legislative analysis from the Senate/Assembly, prepared towards the end of the 2025 Legislative session in September 2025 may also be useful. See:

https://leginfo.legislature.ca.gov/faces/billAnalysisClient.xhtml?bill_id=202520260SB707

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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