

**BASIN TRANSIT SERVICE TRANSPORTATION DISTRICT
BOARD OF DIRECTORS MEETING**

Wednesday, April 29, 2026

4:15 PM

Conference Call No. 1-(669)900-6833 ID:856 6476 0614 Passcode: 194913

<https://us06web.zoom.us/j/85664760614?pwd=ETILM0e3HRp1iV9GvO6Jhi7JZ8TFFw.1>

R	AGENDA	TYPE
A.	CALL TO ORDER - Chairperson	
B.	PLEDGE OF ALLEGIANCE	
C.	INTRODUCTION OF GUESTS	
D.	PUBLIC COMMENT: Members of the Public are invited to address the Board on items not listed on the agenda that are within the scope and jurisdiction of the District. Comments are limited to three (3) minutes per person.	
E.	CONSENT AGENDA All item(s) listed below are considered to be routine by the Board and will be enacted by one motion. Request approval - Board of Directors Meeting Minutes for March 2026. Approval - Budget Statement for March 2026.	Action
F.	OLD BUSINESS None	
G.	ACTION ITEMS	
	(1.) General Manager's Report	Information
	(2.) Quarterly Ridership Report	Information
	(3.) Board approval for the General Manager to attend the Quarterly Transit Provider Meeting in Roseburg	Action

- (4.) Present 5310 STBG and Rural Apportionment Plans for the 2027-2029 Biennium as recommended by the Basin Transit Service Transportation District Transit Advisory Committee. **Information & Discussion**

- (5.) Public Comment: Members of the Public are invited to comment on the 5310 STBG and Rural Apportionment Plans for the 2027-2029 Biennium as recommended by Basin Transit Service Transportation District Transit Advisory Committee. **Information & Discussion**

- (6.) Request for approval of Resolution 2026-4 In the Matter of Adopting the 5310 STBG and Rural Apportionment Plans for the 2027-2029 Biennium and Authorizing Submittal of the Application. **Action**

H. NEW BUSINESS - Discussion Only Items

I. ADJOURNMENT

This meeting is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by calling Basin Transit Service at 541-883-2877.

**BASIN TRANSIT SERVICE TRANSPORTATION DISTRICT
BOARD OF DIRECTORS MEETING**

April 01, 2026

The regular meeting of the Basin Transit Service Board of Directors held in person and by video conference (Zoom) at 1130 Adams Street, Klamath Falls, Oregon following public notice in accordance with ORS 192.620.

MEMBERS' PRESENT:

Erik Nobel

Sandra Fox

Craig Fleck

Perry Andrews

Nora Foster

Karen Bailey

Legal Counsel

ABSENT:

Edwin Tuhy

STAFF PRESENT:

Adrian Mateos

General Manager

Craig Johnston

Operations Manager

Michelle Carpenter

Finance Manager

Crystal Entriiken

Mobility Manager

Name Margaret Kerby

Title: Transit Operator

GUEST PRESENT:

Name(s): Renn Shockey

A. Call to Order – Eric Nobel (Chair)

Roll call/announcement of quorum at 4:15PM

B. Pledge of Allegiance

C. Public Comment – None See below.

Renn Shockey talked about how Basin Transit Implementation of technology is a good thing for the community and our passengers. She was extremely excited to hopefully have a transit app for the public soon.

Basin Transit Service FY 2023 Single Audit Report with Aria Bettinger.

FY2023 Single Audit Report – Presentation

- Audit conducted in accordance with Government Auditing Standards.
- Financial statements are presented fairly in all material respects.

Key Findings / Comments:

- No material audit adjustments or disagreements with management.
- Material Weakness Identified:
 - Segregation of duties and oversight deficiencies in internal controls.
- Compliance Findings:
 - Equipment tracking for federally funded assets is incomplete.
 - Procurement process lacked proper vendor verification (suspension/debarment checks).
- Overall Observation:
 - Staff described themselves as responsive, diligent, and cooperative during audit process.

Transit Coordinated Human Services Transportation Plan – Presentation Miranda Barrus

Final draft presented by Kittelson & Associates.

Focus on improving coordination of transportation services across Klamath County.

Included stakeholder engagement from local agencies, tribes, and service providers.

D. GENERAL MANAGER'S REPORT

General Manager's Report

Mr. Mateos provided updates on key agency activities and initiatives:

- **Audit Update**
 - FY2023 audit in review phase; financial statements being finalized.
 - Minimal follow-up required; progress being made toward catching up prior audit cycles.
- **Transit Coordinated Human Services Transportation Plan**
 - Ongoing outreach and planning efforts.
 - Project Advisory Committee meeting scheduled; hybrid participation options included to increase accessibility.
- **Basin Connect North Service**
 - Launch scheduled for March 2, 2026.
 - Will provide demand-response service to rural communities (e.g., Chemult, Gilchrist, Bend).
 - Funded by STIF; fare-free service planned.
 - Vehicles assigned and staffing underway.
- **Employee Climate Survey Results**
 - Strong workplace culture and high retention intent.
 - Positive feedback on teamwork and supervision.
 - Improvement areas identified:
 - Communication consistency

- Policy enforcement
- Pace of organizational change
- Training opportunities
- **Technology Implementation (Swiftly Platform)**
 - Real-time tracking and passenger information system.
 - Pilot testing planned for April 2026.
- **Internship Project (Fleet Wraps)**
 - Coordination of wraps for twenty-one vehicles.
 - Project highlighted effective stakeholder coordination and maintaining service continuity.

E. CONSENT AGENDA

All items listed below are considered to be routine by the Board and will be enacted by one motion.

Approval – Board of Directors Meeting Minutes for February 2026

Motion: Craig Fleck moved, seconded: Karen Bailey, for the Board of Directors consent agenda items listed above.

Absent: Edwin Tuhy

Nays: None _____

Yes: Erik Nobel, Sandra Fox, Craig Fleck, Perry Andrews, Nora Foster, Karen Bailey.

Passed: Unanimously Other: Passed

G. Old Business – None See below.

H. Action Items

1. Board of Director's vote to adopt the Transit Coordinated Human Services Transportation Plan.

Motion : Sandra Fox, Second : Nora Foster

Absent: Edwin Tuhy

Nay: None

Yes: Erik Nobel, Sandra Fox, Craig Fleck, Perry Andrews, Nora Foster, Karen Bailey.

Passed: Unanimously Other: Passed

2. Board of Directors vote to approve BTS Safety Program

Motion: Karen Bailey, Second: Craig Fleck.

Absent: Edwin Tuhy

Nays: None _____

Yes: Erik Nobel, Sandra Fox, Craig Fleck, Perry Andrews, Nora Foster, Karen Bailey.

Passed: Unanimously Other: Passed

3. Sale of surplus vehicles

Motion: Sandra Fox, Second: Karen Bailey

Absent: Edwin Tuhy

Nays: None

Yes: Erik Nobel, Sandra Fox, Craig Fleck, Perry Andrews, Nora Foster, Karen Bailey.

Passed: Unanimously Other: Passed

4. #819 Donated

Motion: Craig Fleck, Second: Perry Andrews

Absent: Edwin Tuhy

Nays: None

Yes: Erik Nobel, Sandra Fox, Craig Fleck, Perry Andrews, Nora Foster, Karen Bailey.

Passed: Unanimously Other: Passed

5. Trolley Donated

Motion : Sandra Fox, Second : Nora Foster

Absent: Edwin Tuhy

Nays: None

Yes: Erik Nobel, Sandra Fox, Craig Fleck, Perry Andrews, Nora Foster, Karen Bailey.

Passed: Unanimously Other: Passed

6. Mr. Mateos Attending Training

Motion : Sandra Fox, Second : Nora Foster.

Absent: Edwin Tuhy

Nays: None _____

Yes: Erik Nobel, Sandra Fox, Craig Fleck, Perry Andrews, Nora Foster, Karen Bailey.

Passed: Unanimously Other: Passed

7. Reschedule of BOD to April 29th

Motion: Craig Fleck, Second: Sandra Fox

Absent: Edwin Tuhy

Nays: None

Yes: Erik Nobel, Sandra Fox, Craig Fleck, Perry Andrews, Nora Foster, Karen Bailey.

Passed: Unanimously Other: Passed

I. New Business – None See below.

Discussion Only Items

J. Executive Session – None Yes

K. Adjournment

The Board having no further business, Erik Nobel adjourned the meeting at 5:21 PM

Recording Secretary for Session:

Crystal Entriiken

Basin Transit Service Transportation District

Bank Balance Report as of March 2026

		Mar 31, 2026		Mar 31, 2025
Checking General -Columbia Bank	\$	183,485.18	\$	126,776.10
Checking Taxes-Columbia Bank	\$	-	\$	8,918.53
Money Market-Columbia Bank	\$	151,215.84	\$	4,277,588.47
Petty Cash	\$	125.00	\$	125.00
Certificate of Deposits-Columbia Bank	\$	182,294.53	\$	321,836.41
LGIP Accounts				
LGIP Operations	\$	1,445,936.53	\$	-
LGIP STIF Payroll In District	\$	1,413,056.10	\$	-
LGIP STIF Population Out of District	\$	247,378.39	\$	-
LGIP STIF Population In District	\$	297,758.82	\$	-
LGIP Capital Reserve	\$	221,968.60	\$	-
LGIP STIF Payroll Out of District	\$	755,816.26	\$	-
Total LGIP Balance	\$	4,381,914.70	\$	-
Total Current Assets		\$ 4,899,035.25	\$	4,735,244.51
		<hr/>		
LGIP Interest Earned March 2026	\$	15,614.45		
Total YTD LGIP Interest Earned FYE 2026		\$ 144,446.76		
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**Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Nine Months Ending March 31, 2026**

Summary of Revenues and Expenses

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<u>Revenues</u>					
Begin Balance - General Fund	0	1,543,517	93.40	1,652,552	(109,035)
Local Tax Revenues	23,239	1,615,711	101.09	1,598,296	17,415
State Revenues	233,596	1,037,348	44.44	2,334,503	(1,297,155)
Federal Revenues	158,346	812,248	57.57	1,410,796	(598,548)
Fare Revenues	6,076	68,661	71.11	96,550	(27,889)
Other Local Revenues	4,916	52,433	557.80	9,400	43,033
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Total Revenues	426,173	5,129,918	72.23	7,102,097	(1,972,179)
<u>Expenses</u>					
Personnel Services	213,952	1,882,826	76.45	2,462,800	(579,974)
Materials & Services	108,640	1,194,594	65.59	1,821,314	(626,720)
Capital Expenditures	28,921	395,989	43.58	908,594	(512,605)
GF Transfer to Capital Res	0	0	0.00	75,000	(75,000)
Contingency - GF	0	0	0.00	75,000	(75,000)
Reserve Future Exp - GF	0	0	0.00	0	0
Unappr. Fund Balance - GF	0	0	0.00	0	0
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Total Expenses	351,513	3,473,409	66.89	5,192,708	(1,719,299)
Over (Under)	74,660	1,656,509	86.76	1,909,389	(252,880)

**Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Nine Months Ending March 31, 2026**

Revenues - General Fund

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<u>Beginning Balance</u>					
Begin Balance - General Fund	0	1,543,517	93.40	1,652,552	(109,035)
Total Beginning Balance	0	1,543,517	93.40	1,652,552	(109,035)
<u>Local Tax Revenues</u>					
Tax Collected / YR Levied	21,341	1,582,009	101.65	1,556,346	25,663
Previous Levied Tax	1,898	33,044	82.61	40,000	(6,956)
Heavy Equipment Rental Tax	0	658	33.74	1,950	(1,292)
Total Local Tax Revenues	23,239	1,615,711	101.09	1,598,296	17,415
<u>State Revenues</u>					
STIF Payroll Revenue	228,689	709,831	43.68	1,625,048	(915,217)
STIF Population Revenue	2,856	42,158	13.29	317,113	(274,955)
STIF Discretionary Revenue	0	169,342	100.00	169,342	0
Rural Veterans Grants	2,051	22,852	60.14	38,000	(15,148)
Public Transit Assistance	0	93,165	50.36	185,000	(91,835)
Total State Revenues	233,596	1,037,348	44.44	2,334,503	(1,297,155)
<u>Federal Revenues</u>					
5304 Planning Grant	11,426	11,426	28.57	40,000	(28,574)
5310 Formula Grant	146,920	272,965	59.52	458,607	(185,642)
5311 Formula Grant	0	492,001	67.98	723,754	(231,753)
5339 Federal Grant	0	35,856	19.03	188,435	(152,579)
Total Federal Revenues	158,346	812,248	57.57	1,410,796	(598,548)

**Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Nine Months Ending March 31, 2026**

Revenues - General Fund

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<u>Fare Revenue</u>					
Fixed Route Fares	4,749	50,563	67.33	75,097	(24,534)
Organizational Fares	0	4,350	0.00	0	4,350
Basin Lift Fares	1,327	13,748	64.08	21,453	(7,705)
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Total Fare Revenue	6,076	68,661	71.11	96,550	(27,889)
<u>Other Local Revenues</u>					
Misc Income	0	6,311	252.44	2,500	3,811
Interest Income	4,916	40,839	10,209.75	400	40,439
Insurance Claims	0	0	0.00	5,000	(5,000)
Travel & Training Reimb.	0	0	0.00	1,500	(1,500)
Refund Revenue	0	5,283	0.00	0	5,283
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Total Other Local Revenues	4,916	52,433	557.80	9,400	43,033
Total Revenues	426,173	5,129,918	72.23	7,102,097	(1,972,179)

Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Nine Months Ending March 31, 2026

Personnel Services

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<u>Wages</u>					
Wages - Admin	34,463	272,357	75.15	362,424	(90,067)
Wages- Operations	100,370	885,054	79.97	1,106,790	(221,736)
Wages - Maintenance	26,469	238,352	89.94	265,003	(26,651)
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Total Wages	161,302	1,395,763	80.48	1,734,217	(338,454)
<u>Benefits</u>					
Misc Payroll Expense	0	204	0.00	0	204
Workman's Comp Expense	42	35,840	83.77	42,783	(6,943)
Medicare Taxes Expense	2,318	20,055	79.75	25,146	(5,091)
OR Unemployment Insurance	3,182	19,659	83.35	23,585	(3,926)
Disability/Accident/Life Exp.	1,148	9,548	87.12	10,959	(1,411)
Paid Leave Oregon Exp	639	5,533	79.76	6,937	(1,404)
Medical & Dental Insurance	31,437	274,007	62.07	441,417	(167,410)
Employer Retirement Exp	3,973	36,463	51.92	70,235	(33,772)
FICA Tax	9,911	85,754	79.76	107,521	(21,767)
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Total Benefits	52,650	487,063	66.85	728,583	(241,520)
Total Wages & Benefits	213,952	1,882,826	76.45	2,462,800	(579,974)

**Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Nine Months Ending March 31, 2026**

Materials & Services

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<u>Administration - General Fund</u>					
Utilities Expense	2,489	22,419	61.85	36,250	(13,831)
Telephone Expense	1,685	19,386	53.92	35,950	(16,564)
Internet & Email Expense	308	1,433	40.94	3,500	(2,067)
Print & Duplication Expense	624	10,453	81.98	12,750	(2,297)
Public Information Expense	50	3,104	45.65	6,800	(3,696)
Legal Advertising Expense	0	0	0.00	3,500	(3,500)
Travel & Meals Expense	1,157	6,709	258.04	2,600	4,109
Legal Expense	1,032	14,303	55.01	26,000	(11,697)
Finance Expense	14,075	141,160	88.23	160,000	(18,840)
Personnel Expense	902	42,742	117.10	36,500	6,242
Employee Events	153	4,111	54.81	7,500	(3,389)
Membership Dues Exp	0	9,666	72.40	13,350	(3,684)
Bank Fees	383	3,521	61.77	5,700	(2,179)
Interest & Penalties	0	86	0.00	0	86
Election Expense	0	0	0.00	3,500	(3,500)
Information System Expense	902	53,773	190.01	28,300	25,473
Publications & Subscriptions	0	1,092	288.89	378	714
Postage & Shipping	0	100	6.25	1,600	(1,500)
Employee Recognition	0	747	18.68	4,000	(3,253)
Office Supplies Expense	1,055	12,072	65.97	18,300	(6,228)
Office Equipment	2,479	10,457	0.00	0	10,457
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Total Administration - General Fund	27,294	357,334	87.91	406,478	(49,144)

**Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Nine Months Ending March 31, 2026**

Materials & Services

<u>Operations - General Fund</u>	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<i>General Operations</i>					
Facilities & Veh Insurance Exp	0	162,993	92.87	175,500	(12,507)
Training Exp	0	4,321	35.27	12,250	(7,929)
Clothing & Gear Exp	680	16,053	87.42	18,364	(2,311)
Safety Services & Supplies Exp	413	5,387	84.17	6,400	(1,013)
Other Contract Services Exp	4,181	57,221	86.44	66,200	(8,979)
Other Materials & Supplies Exp	1	54	0.43	12,548	(12,494)
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Total General Operations	5,275	246,029	84.47	291,262	(45,233)
<i>Facilities Maintenance</i>					
Radio Maint Exp	0	0	0.00	3,500	(3,500)
Cleaning Supplies Exp	20	2,574	70.52	3,650	(1,076)
Building & Grounds Maint Exp	4,597	23,360	63.56	36,750	(13,390)
Equipment Maint. Exp.	35	2,025	25.31	8,000	(5,975)
Bus Stop / Shelter Exp	0	1,892	53.52	3,535	(1,643)
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Total Facilities Maintenance	4,652	29,851	53.85	55,435	(25,584)

**Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Nine Months Ending March 31, 2026**

Materials & Services

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<i>Vehicle Maintenance - Fix Route</i>					
FR Parts & Components Exp	4,880	45,482	101.07	45,000	482
FR Fuel Exp	15,401	103,159	79.74	129,373	(26,214)
FR Oil Lube Antifreeze Exp	85	5,904	107.35	5,500	404
FR Tire & Wheel Exp	1,638	16,841	91.73	18,360	(1,519)
FR Vendor Exp	190	1,632	7.42	22,000	(20,368)
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Total Vehicle Maint - Fix Route	22,194	173,018	78.56	220,233	(47,215)
<i>Vehicle Maintenance - Basin Lift</i>					
BL Parts & Components Exp	216	8,413	60.37	13,936	(5,523)
BL Fuel Exp	6,074	39,776	94.64	42,030	(2,254)
BL Oil Lube Antifreeze Exp	152	466	86.30	540	(74)
BL Tire & Wheel Exp	0	4,957	110.16	4,500	457
BL Vendor Exp	2,640	3,068	40.91	7,500	(4,432)
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Total Vehicle Maint - Basin Lift	9,082	56,680	82.74	68,506	(11,826)
<i>Maintenance Tools & Supplies</i>					
Shop Supplies Exp	733	6,583	0.00	0	6,583
Tools & Equipment Exp	388	8,682	86.82	10,000	(1,318)
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Total Maint. Tools & Sup	1,121	15,265	152.65	10,000	5,265
Total Operations - General Fund	42,324	520,843	80.70	645,436	(124,593)

**Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Nine Months Ending March 31, 2026**

Materials & Services

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<u>Operations - Grants</u>					
<i>5310 Projects</i>					
Contract Services - Dem Resp	21,622	194,598	68.46	284,270	(89,672)
Mobility Mgt. Materials & Ser	317	4,993	49.93	10,000	(5,007)
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Total 5310 Projects	21,939	199,591	67.83	294,270	(94,679)
<i>Facilities Projects</i>					
Facilities Major Maintenance	0	0	0.00	98,000	(98,000)
Engineering Exp	0	0	0.00	25,000	(25,000)
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Total Facilities Projects	0	0	0.00	123,000	(123,000)
Vehicle Major Maintenance					
Vehicle Major Maintenance	0	0	0.00	50,000	(50,000)
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Total Vehicle Major Maint	0	0	0.00	50,000	(50,000)
<i>Operations Projects (Point to Point)</i>					
Basin Connect - South	217	11,071	9.62	115,044	(103,973)
Basin Connect - North	5,388	27,109	47.49	57,086	(29,977)
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Total Operations Projects	5,605	38,180	22.18	172,130	(133,950)
<i>Plannning Projects</i>					
Planning Expense	11,370	56,163	56.16	100,000	(43,837)
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Total Planning Projects	11,370	56,163	56.16	100,000	(43,837)

**Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Nine Months Ending March 31, 2026**

Materials & Services

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<i>Veterans Projects</i>					
Veterans Mat & Svcs Exp	0	19,470	64.90	30,000	(10,530)
Total Veterans Projects	0	19,470	64.90	30,000	(10,530)
Total Operations - Grants	38,914	313,404	40.73	769,400	(455,996)
Total Materials & Services	108,532	1,191,581	65.42	1,821,314	(629,733)

**Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Nine Months Ending March 31, 2026**

Capital Expenditures

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<u>Capital Categories</u>					
Motorized Vehicle Expense	0	323,640	50.92	635,538	(311,898)
Office Equipment Expense	0	11,867	0.00	0	11,867
Shop Equipment Expense	0	2,731	0.00	0	2,731
PC & Comm. Equip. Expense	0	3,746	0.00	0	3,746
Bus Stop & Shelter Expense	0	24,124	10.35	233,056	(208,932)
Land & Building Expense	28,921	29,881	74.70	40,000	(10,119)
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Total Capital Expenditures	28,921	395,989	43.58	908,594	(512,605)

**Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Nine Months Ending March 31, 2026**

STIF Revenue Funds

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<u>Revenues</u>					
STIF ID - Payroll Beg Balance	0	1,593,053	85.24	1,868,967	(275,914)
STIF ID Payroll Interest	5,512	56,314	176.75	31,861	24,453
STIF ID Payroll Revenue	0	579,901	74.23	781,214	(201,313)
Total STIF ID Payroll Rev	5,512	2,229,268	83.12	2,682,042	(452,774)
STIF OD - Payroll Beg Balance	0	467,022	70.44	662,974	(195,952)
STIF OD Payroll Interest	2,581	24,081	257.83	9,340	14,741
STIF OD Payroll Revenue	0	122,159	76.09	160,546	(38,387)
Total STIF OD Payroll Rev	2,581	613,262	73.63	832,860	(219,598)
STIF ID - Pop Beg Balance	0	275,914	0.00	0	275,914
STIF ID Pop Interest	1,013	9,533	172.76	5,518	4,015
STIF ID Pop Revenue	0	86,940	80.61	107,849	(20,909)
Total STIF ID Pop Rev	1,013	372,387	328.48	113,367	259,020
STIF OD - Pop Beg Balance	0	195,952	0.00	0	195,952
STIF OD Pop Interest	842	7,586	193.57	3,919	3,667
STIF OD Pop Revenue	0	66,826	80.60	82,914	(16,088)
Total STIF OD Pop Rev	842	270,364	311.36	86,833	183,531
Total STIF Revenues	9,948	3,485,281	93.81	3,715,102	(229,821)

Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Nine Months Ending March 31, 2026

STIF Revenue Funds

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<u>Expenses</u>					
STIF ID PR Trans Other Agencie	0	0	0.00	0	0
STIF OD PR Trans Other Agencie	0	0	0.00	0	0
STIF ID Pop Trans Other Agenci	0	0	0.00	22,653	(22,653)
STIF OD Pop Trans Other Agenci	0	0	0.00	0	0
Total Funds to Other Agencies	0	0	0.00	22,653	(22,653)
STIF ID Payroll Trans to GF	222,028	683,184	51.75	1,320,247	(637,063)
STIF OD Payroll Trans to GF	6,661	27,001	8.86	304,801	(277,800)
STIF ID Pop Trans to GF	2,856	42,202	22.54	187,270	(145,068)
STIF OD Pop Trans to GF	0	0	0.00	129,843	(129,843)
Total Funds to GF	231,545	752,387	38.74	1,942,161	(1,189,774)
STIF ID PR Res Fut Expenditure	0	0	0.00	1,063,228	(1,063,228)
STIF OD PR Res Fut Expenditure	0	0	0.00	332,107	(332,107)
STIF ID Pop Res Fut Expenditur	0	0	0.00	202,011	(202,011)
STIF OD Pop Res Fut Expenditur	0	0	0.00	152,942	(152,942)
Total Reserve for Fut Expediture	0	0	0.00	1,750,288	(1,750,288)
Total Expenses	(231,545)	(752,387)	20.25	(3,715,102)	2,962,715



Board Of Directors Meeting

APRIL 2026





INFORMATION

Public Comment



CONSENT AGENDA

All item(s) listed below are considered to be routine by the Board and will be enacted by one motion. Request approval - Board of Directors Meeting Minutes for March 2026 and Budget Statement for March 2026.



GENERAL MANAGER'S REPORT

Service Delivery

- JUL: MFR Veterans roundtrip 2x: TUE & THR
- Fuel cost increase mitigation strategy status update
- Ride check scheduling and digitalization
- Who let the dogs out?



Improving the Organization

- APR: Proven enhanced accident response, documentation & communication

Managing Resources

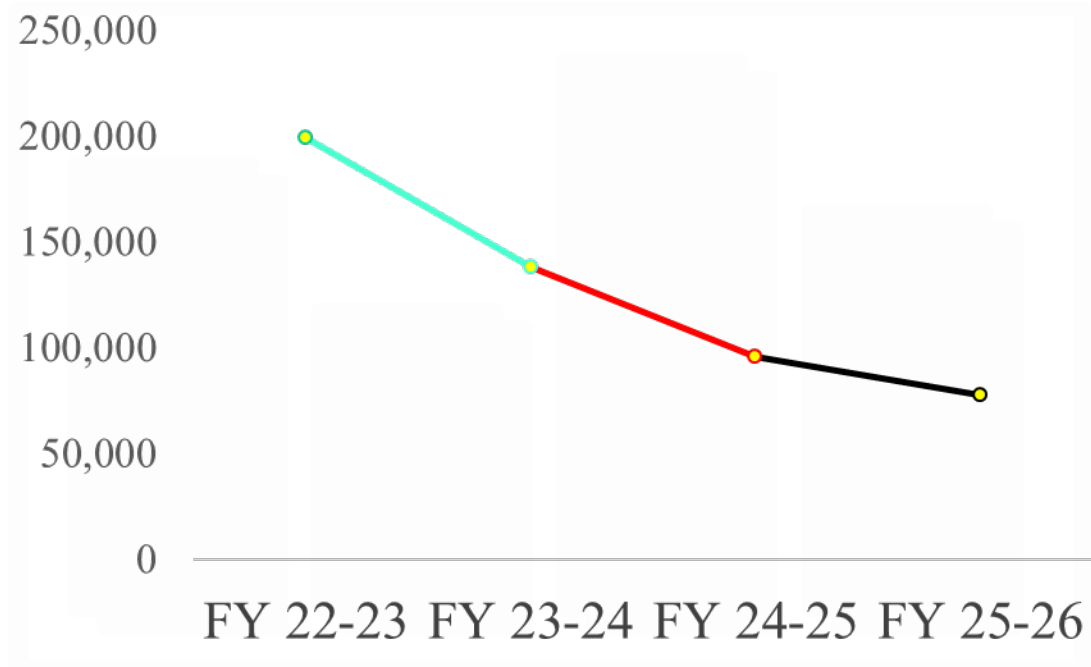
- Received \$55K from ODOT for Rural Veterans Health Transportation Grant; only 80% of request funded
- Personnel costs: 1.9% overbudget forecast -- mitigation measures in place.
- Mateos PTAC member selection

Basin Transit Service Quarterly Ridership Report

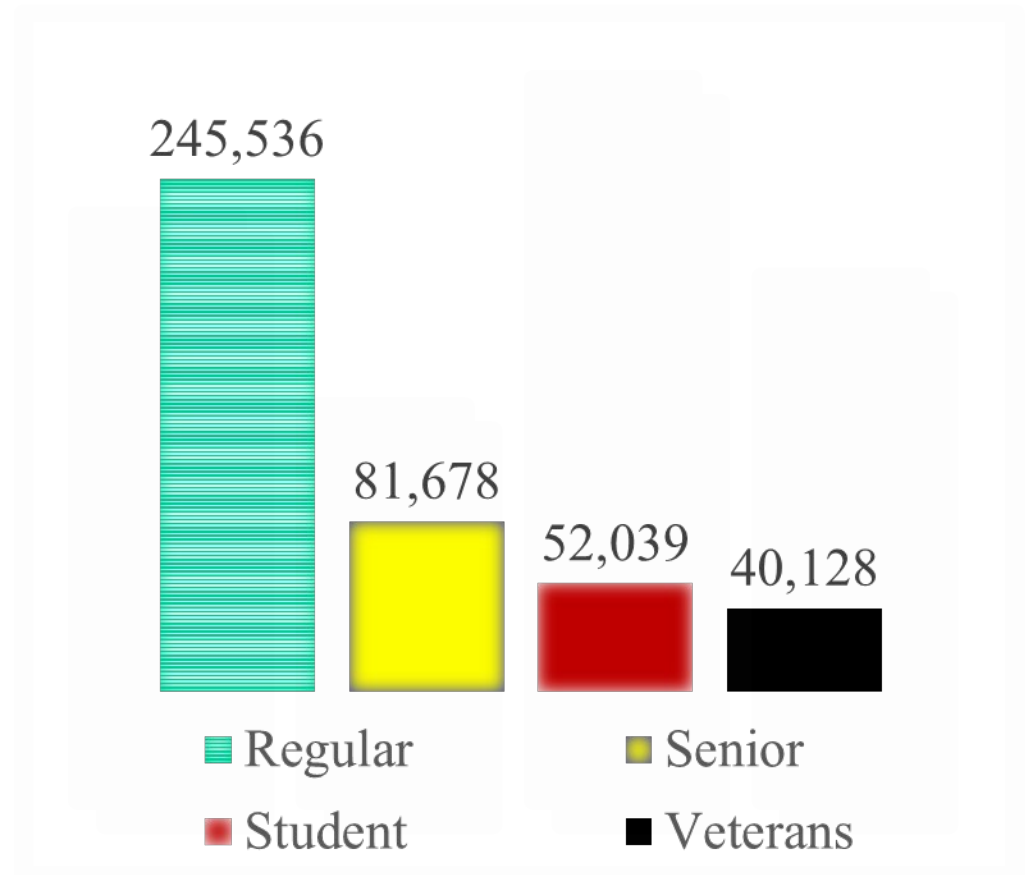
APRIL 2026



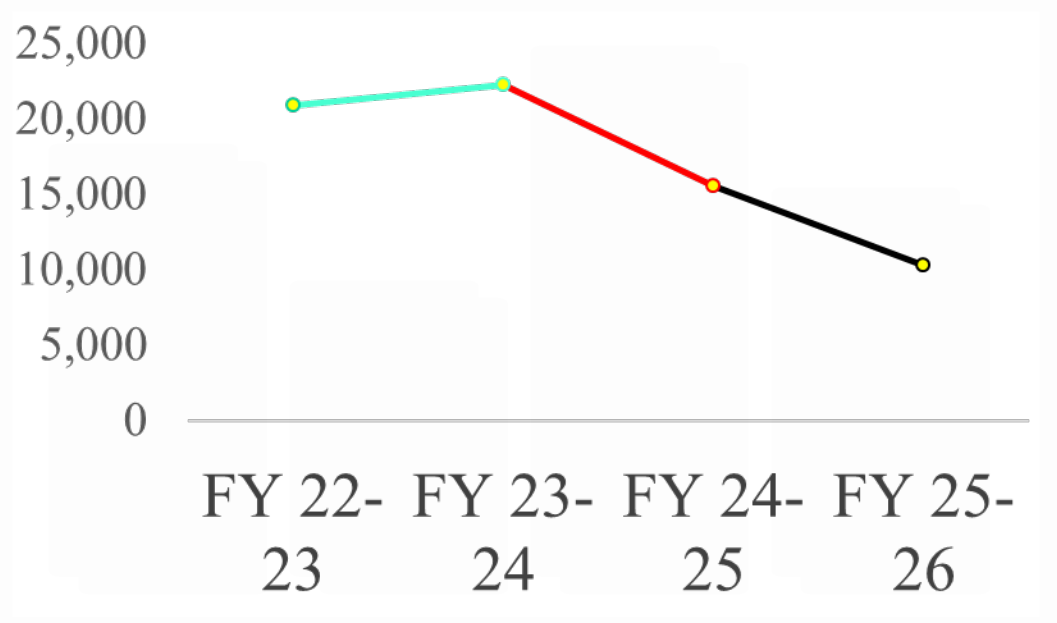
***Fixed Route
4-year
Ridership
Trend***



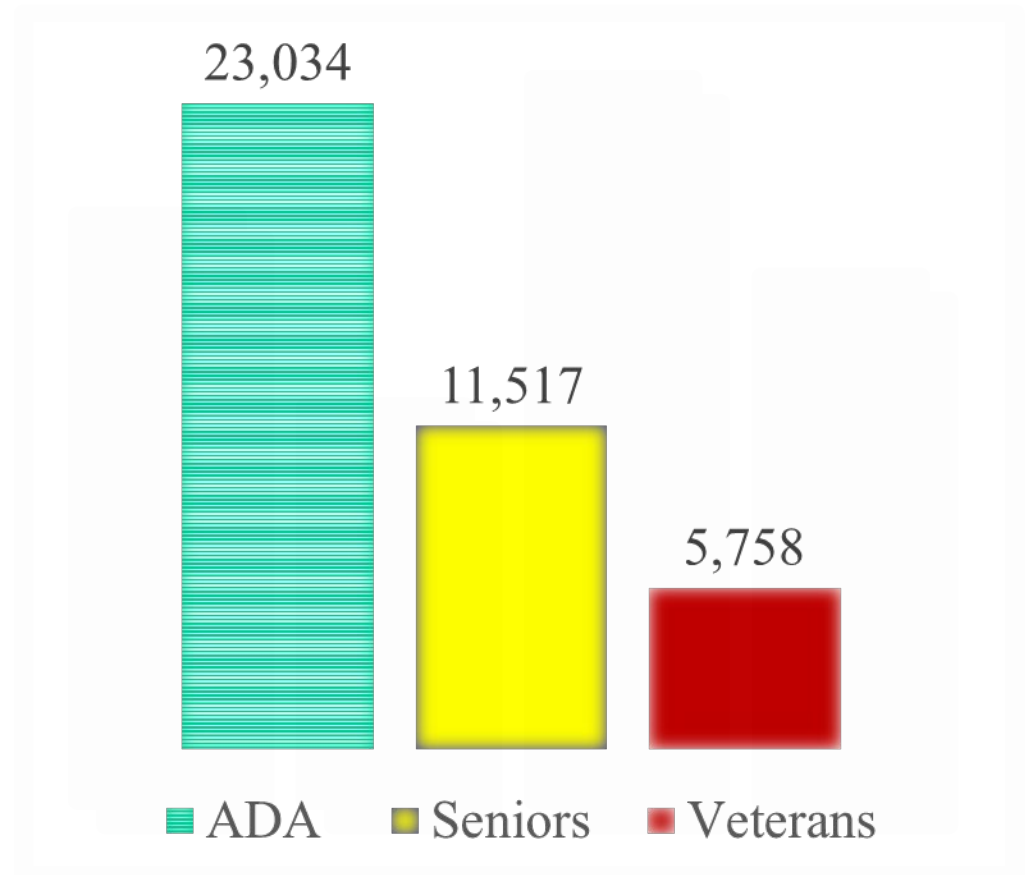
***FY 2022-2026
Fixed Route
Ridership
Demographics
Breakdown***



***Basin Lift
4-year
Ridership
Trend***



***FY 2022-2026
Basin Lift
Ridership
Demographics
Breakdown***





Ridership Increase Strategies

- **Technology & communication: apps & route tracking**
- **Focus of mobility management efforts: entice new demographics w/their developed behaviors**
- **Microtransit: efficiently restore employment/school related ridership**
- **Demand services: combined dispatch**



APPROVAL

***Board approval for the General Manager to attend the
Quarterly Transit Provider Meeting in Roseburg***



INFORMATION & DISCUSSION

Present 5310 STBG and Rural Apportionment Plans for the 2027-2029 Biennium as recommended by the Basin Transit Service Transportation District Transit Advisory Committee.

Present 5310 STBG and Rural Apportionment Plans for the 2027-2029 Biennium



		5310 STBG									
BTS Staff Priority	Transit Advisory Committee Priority	Agency	Project Number	Project	Project Description	FY 27/28	FY 28/29	Total Project Cost	5310 STBG Grant Amount	% of Local Match	5310 STBG Funds Remaining
1		Basin Transit Service Transportation District	1	Purchase Service - Demand Response	Maintain On Demand Service for seniors, people of disabilities and the general public as space is available. Contract out service to qualified provider.	\$ 275,517	\$ 287,928	\$ 563,445	\$505,579	\$ 57,866	\$ (0)
Total						\$ 275,517	\$ 287,928	\$ 563,445	\$505,579	\$ 57,866	

		5310 Rural Apportionment									
BTS Staff Priority	Transit Advisory Committee Priority	Agency	Project Number	Project	Project Description	FY 27/28	FY 28/29	Total Project Cost	5310 Rural Apport. Grant Amount	% of Local Match	5310 Rural Apport. Funds Remaining
1		Basin Transit Service Transportation District	1	Purchase Service - Demand Response	Maintain On Demand Service for seniors, people of disabilities and the general public as space is available. Contract out service to qualified provider.	\$ 9,175	\$ 9,175	\$ 18,350	\$ 14,680	\$ 3,670	\$ 197,151
2		Basin Transit Service Transportation District	2	Mobility Management Program	Program provides wages, benefits, employer paid taxes for mobility coordinator and trip planner, travel training, trip planning, customer scheduling & travel navigation systems, public outreach & education, manages eligibility requirements and supporting programs.	\$ 121,618	\$ 124,821	\$ 246,439	\$197,151	\$ 49,288	\$ (0)
Total						\$ 130,793	\$ 133,996	\$ 264,789	\$ 211,831	\$ 52,958	



INFORMATION & DISCUSSION

Public Comment: Members of the Public are invited to comment on the 5310 STBG and Rural Apportionment Plans for the 2027-2029 Biennium as recommended by Basin Transit Service Transportation District Transit Advisory Committee.



ACTION

Request for approval of Resolution 2026-4 In the Matter of Adopting the 5310 STBG and Rural Apportionment Plans for the 2027-2029 Biennium and Authorizing Submittal of the Application.



NEW BUSINESS



**BOARD OF DIRECTORS
MEETING
APRIL 2026**



Oregon

Tina Kotek, Governor

Department of Transportation

Public Transportation Division

355 Capitol Street NE-MS43

Salem, OR 97301

Phone: (503) 986-3300

April 16, 2026

To: Adrian Mateos Chavarria

From: Amanda Pietz, Policy, Data, and Analysis Division Administrator

RE: Public Transportation Advisory Committee Appointment

Dear Adrian,

On behalf of the Oregon Department of Transportation's Public Transportation Division, I am pleased to inform you that you have been appointed to the Public Transportation Advisory Committee (PTAC) representing rural transit providers in central Oregon. To confirm this appointment, please respond to the email accompanying this letter by April 24, 2026. If accepted, your term will begin at the next PTAC meeting on Tuesday, May 5, 2026, and will end on May 5, 2029. PTAC members have the option of serving two consecutive, three-year terms.

PTAC provides advice to the Public Transportation Division and Oregon Transportation Commission on policy and funding areas that impact public transit users and providers. The committee serves as a forum for discussing and identifying issues and solutions. Your qualifications and desire to participate are appreciated and valued.

Please respond by April 24, 2026, to confirm your appointment. You will receive additional information about onboarding and PTAC's upcoming meeting shortly. If you have any questions, please respond to the email accompanying this letter.

Thank you for your interest in joining PTAC, we look forward to working with you.

Sincerely,

Amanda Pietz

Policy, Data, and Analysis Division Administrator



Public Transportation Advisory Committee Charter

Oregon Department of Transportation – Public Transportation Division

February 2026

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1. Overview and Background

This Charter lays out the purpose, scope, and expectations for the Public Transportation Advisory Committee (PTAC). It provides a clear statement of the roles and responsibilities of PTAC members and ODOT staff, and identifies the ways in which PTAC will operate, including the Committee's structure, decision-making processes and meeting protocols. The Charter guides the work and conduct of PTAC to create and maintain an open, equitable, and effective public engagement process.

2. Mission, Vision & Values

Established by the Oregon Transportation Commission (OTC) in 2000, the mission of PTAC is to provide leadership on public transportation in Oregon by providing input and feedback on transit issues and funding to ODOT and the OTC. PTAC serves as a forum for transit providers and other key interested parties from across the state to come together and create a vision for equitable and effective public transportation. PTAC provides a forward-thinking, strategic view of public transportation for the State of Oregon.

3. Advisory Role

PTAC's primary objectives include the following:

- To lead statewide efforts in implementing the Oregon Public Transportation Plan vision and goals throughout the state;
- To make recommendations to ODOT and the OTC regarding public transportation policies, actions and funding strategies;
- To anticipate, receive and respond to issues raised by providers, users and advocates of the statewide public transportation system;
- To strengthen collaboration among transit providers, agencies, organizations and other interested parties;
- To advance STIF plans and funding recommendations to the OTC;
- To advocate for equitable transportation for all Oregonians;
- To respond to emerging social, environmental and economic issues; and
- To engage in discussion regarding integration of new technologies throughout public transportation networks statewide.

4. Equity Statement

ODOT embraces diversity and equity, fostering a culture of inclusion as a core value. We recognize the need to engage all community members in conversations and decisions that affect their lives and take steps to ensure we have engaged a broad range of perspectives. All advisory committees must make a commitment to ensure

representation of the committee is diverse and reflective of the communities they serve. All committees must also ensure decisions lead to fair and accessible transportation outcomes for the communities we serve. This can be accomplished by assessing the impact each decision will have on the communities we serve, especially those whose experiences differ from our own.

5. Membership & Structure

5.1 Membership Roles & Responsibilities

[PTAC's membership](#) consists of 15-25 members, representing agencies and constituencies from across the state. The Committee reflects a balance of organizational-type, geographical representation, expertise, and diversity. PTAC encourages other ODOT advisory committees to appoint liaisons who would participate in PTAC meetings as non-voting members.

The roles and responsibilities of Committee members include:

- Actively participate in the business of the Committee by providing input and feedback on the Public Transportation Division's (PTD) policies, programs and funding decisions;
- Make a good faith effort to prepare for and attend each meeting, including reviewing materials in advance. If a member is unable to attend a scheduled meeting, the member is responsible for completing assignments and submitting input on discussion to the Co-Chairs prior to the meeting;
- Review and provide recommendations on STIF Formula Plans and Plan Amendments as well as STIF Discretionary and STIF Intercommunity awards to the OTC;
- Nominate and elect Co-Chairs and Vice-Chair of PTAC;
- Nominate and elect the Executive Committee;
- If a member is unable to attend a scheduled PTAC meeting, it is that member's responsibility to notify the Committee Co-Chairs and PTD staff facilitator in advance;
- Complete relevant mandatory trainings and complete required documents; and
- Ex-officio representatives participate fully on the Committee, with the exception of making formal motions and voting.

The **Co-Chairs (2) and Vice-Chair (1)** of PTAC act as the chairs for this Committee. One of the Co-Chairs serves as the Chair of the Executive Committee and full Committee. The Co-Chairs and Vice-Chair are elected by a majority of the Committee for two-year terms. The Co-Chairs terms are staggered. After their term, Co-Chairs serve in an ex-

officio capacity for one year. At least one of the Co-Chairs must be held by an individual that represents a public transportation provider.

The roles and responsibility of the Co-Chairs and Vice-Chair include:

- The Co-Chairs conduct the meetings and work with PTD staff, the Vice-Chair, and Executive Committee to plan the agenda for each meeting;
- In the absence of the Co-Chairs, the Vice-Chair will conduct meetings;
- The Co-Chairs and Vice-Chair serve as members of the Executive Committee; and
- The Co-Chairs manage the development and implementation of PTAC's workplan.

The **Executive Committee** consists of six PTAC members, including the Co-Chairs and Vice-Chair. At a minimum it must include two members from public transportation providers. Executive Committee members serve three-year terms.

The roles and responsibilities of the Executive Committee

- Collaborate with PTD Administrator and staff in the planning of PTAC meetings;
- Respond to time-sensitive requests for information from PTD;
- Collaborate with PTD staff to create PTAC's workplan;
- Meet annually to review PTAC's goals and workplan;
- Provide workgroups with direction and assignments as needed;
- Provide a progress report at each PTAC meeting;
- Act as a proxy for the full Committee in the event a timely decision must be made prior to the next scheduled Committee meeting;
- Other duties may be assigned to the Executive Committee as needed; and
- Recommend to ODOT staff the removal of any member whose attendance within 12 months includes two consecutive unexcused absences or if it is determined that their continued membership is a detriment to the effectiveness of the Committee.

With PTD approval, PTAC may create **workgroups** to examine current issues and develop recommendations for the Committee. Workgroups will be chaired by a PTAC member appointed by the PTAC Co-Chairs but may include non-PTAC members as Co-Chair or as workgroup participants. The workgroup chair will populate the committee members for the workgroup once reviewed by the PTAC Executive Committee. Final products produced by workgroups will be posted on PTD's PTAC webpage.

The roles and responsibilities of workgroup members include:

- Perform responsibilities assigned to workgroup at the time of its creation;
- A workgroup’s recommendations and updates will be brought to the PTAC Executive Committee for review prior to making a presentation to the full Committee;
- If a workgroup member is unable to regularly attend, the workgroup chair should determine whether to appoint another member who has the knowledge or expertise needed to support the workgroup’s needs. This information and decision should then be provided to the Executive Committee.

ODOT, through the **Public Transportation Division**, is responsible for providing support for PTAC and workgroups.

PTD roles and responsibilities include:

- Set the agenda for meetings;
- Technical guidance for PTAC’s informed decision-making processes;
- Expertise on PTAC public transportation policy, processes and funding recommendations;
- Administrative assistance;
- Advice to PTAC as warranted;
- Manage appointment process;
- Onboard new members; and
- Other duties as assigned.

5.2 Terms of Membership

Positions are filled by both transportation provider organizations and affiliate groups. The Division Administrator appoints advisory committee members. Some transportation provider members, affiliate group members and ex-officio representatives may nominate their representatives and submit them for approval.

ODOT Advisory Committees are encouraged to use the “Community Membership Analysis Matrix” to support building and recruiting their membership. A link to this document can be found on the [HB2985 Guidance web page](#) under the “Committee Membership and Roles” and “Recruitment and Filling a Vacancy” sections.

PTAC is comprised of the following members (entities that may nominate a representative are indicated by an *):

- Transit Providers
 - TriMet*
 - Salem Area Mass Transit District*

- Lane Transit District*
- Small urban providers
- Rural providers
 - Central Oregon
 - Eastern Oregon
 - Western Oregon
- Tribal transit provider
- Older adults and people with disabilities provider
- Affiliate groups
 - Association of Oregon Counties*
 - League of Oregon Cities*
 - Transportation options or demand management
 - Health and human services
 - Veterans' representation
 - Older adults and people with disabilities – constituency
- At-large positions
 - Non-emergent medical
 - Private transportation
 - Passenger rail
 - Non-English-speaking constituency
 - Community member or transit user at-large
 - Equity and civil rights
 - Low income
 - Multi-modal bike share and micromobility
 - Public schools' transportation
- Liaisons
 - Oregon Bicycle and Pedestrian Advisory Committee*
 - Safe Routes to School Advisory Committee*
 - Rail Advisory Committee*

Committee members serve three-year terms of office. Committee members will be eligible to serve for two consecutive three-year terms at the discretion of the Division Administrator. Committee memberships will be staggered to avoid all eligible members joining or leaving at the same time. If a position becomes vacant mid-term, a new member may be appointed to serve the rest of the term and then may be re-appointed for one additional three-year term.

Notwithstanding the provisions of the previous paragraph, TriMet, SAMTD, and LTD may at their discretion re-nominate a member for additional terms.

If, at the end of a Committee member's three-year term, he or she is serving as Co-Chair or Vice-Chair, the Committee member shall be allowed to continue as a Co-Chair or Vice-Chair until his or her term as Co-Chair or Vice-Chair expires. The Co-Chair and Vice-Chair will serve a two-year term of office. The Co-Chairs and Vice-Chair will be eligible to serve for two consecutive two-year terms.

Any individual who is a member in good standing of PTAC can be nominated to the Executive Committee. Nominations can be made by PTAC members or by PTD staff. Nominations will be compiled by PTD staff and brought before the full PTAC membership for a final majority vote. Candidates nominated should represent a diverse and equitable perspective of public transportation service needs. The Executive Committee members serve three-year terms.

If a PTAC member has two consecutive unexcused absences in a 12-month period or the PTAC Executive Committee determines that a member's continued membership is a detriment to the effectiveness of the Committee, the Executive Committee may recommend to ODOT the removal of a PTAC member.

5.3 Structure

The Committee operates as required by public meeting laws. Decisions will be reached by consensus to the extent practical. When consensus is not practical, decisions will be taken by absolute majority vote.

A quorum must be present to vote on issues referred to the OTC and for issues directly relevant to grant programs, funding, regulation or law. A quorum is 50 percent of the current voting PTAC members plus one (i.e., if there are currently 15 members, quorum is 8. If there are 25 members, quorum is 13). If quorum is not present, voting will be delayed until quorum is established in the current meeting or at a subsequent meeting. The PTAC Co-Chairs or ODOT may call a special meeting, as needed, to address pertinent issues in a timely manner. Specially called meetings will have the same voting requirements as regular PTAC meetings.

While PTAC has no final decision-making authority, its purpose is to engage diverse perspectives in its recommendations to OTC and ODOT. All PTAC feedback will be

respectfully considered. OTC and ODOT may or may not make decisions based on advice received from the PTAC.

The Executive Committee serves as a proxy for the full Committee in the event a timely decision must be made prior to the next scheduled Committee meeting. Other duties may be assigned to the Executive Committee as needed.

5.4 Workgroups

ODOT committees may form workgroups, sub-committees, and/or technical teams as necessary to advance topic-specific discussions and recommendations. Sub-groups utilized should be time-bound and follow all standard protocols and practices as the Advisory Committee itself.

With PTD approval, PTAC may create workgroups to examine current issues and develop recommendations for the Committee. Workgroups will be chaired by a PTAC member appointed by PTAC Co-Chairs but may include non-PTAC members as a Co-Chair or as workgroup participants. Final recommendations from a workgroup will be brought to the PTAC Executive Committee prior to presenting to the full Committee. Final products produced by workgroups will be posted on PTD's PTAC webpage.

If a workgroup member is unable to regularly attend, the workgroup chair should determine whether to appoint another member who has the knowledge or expertise needed to support the workgroup's needs. This information and decision should then be provided to the Executive Committee.

5.5 Compensation

Committee members are eligible for compensation for their time serving on the committee through an incentive or stipend. However, they are not entitled to compensation for travel, childcare, food, or any other expenses unrelated to their participation in the committee or group.

Stipends are payments to individuals for their participation on formal advisory committees or groups that meet two or more times. Stipends may be used for committees or groups that advise the department on projects, plans, policies, rulemaking, etc.

Compensation guidance for advisory committees per HB2985 can be found [here](#).

PTD may reimburse a Committee member for travel costs directly associated with attending meetings if the member has a demonstrated hardship need. Reimbursement procedures will follow Department of Administrative Services reimbursement policies for non-state individuals or ODOT travel policies for state employees.

6. Meetings

6.1 Public Meetings, Notices, and Public Comment

All full PTAC meetings are open public meetings. Members of the public who would like to receive notification of upcoming meetings can sign up [here](#).

PTAC will ensure that the public is invited to comment and participate in work efforts. Notice of the meetings, agendas, and meeting materials will be posted in advance of meetings on the Committee website. At every PTAC meeting, there will be an opportunity to provide oral public comment. Public comment will normally be restricted to two minutes. Additionally, members of the public can provide written public comment by filling out this [form](#).

6.2 Meeting Cadence, Schedule and Location

PTAC meetings will generally be held approximately quarterly. Additional meetings can be scheduled as needed. Meetings will be held either virtually or when feasible, the meetings should be held at a variety of locations in Oregon to enable full member and public participation.

Any additional PTAC meetings will be published at least two weeks prior to the meeting with a brief statement of the purpose of the meeting. Meeting schedules will be posted on the PTAC webpage.

6.3 Guiding Principles

The purpose of the guiding principles is to ensure that meetings are focused, purposeful, and inclusive, enabling productive discussions and decision-making. PTAC members are guided by the following principles:

- Attend meetings prepared to engage;
- Be responsive;
- Be present and stay engaged;
- Respect and share time;
- Everyone's voice is equal – your voice matters;
- Assume best intentions;
- Disrupt 'isms': seek opportunities for dialogue, raising awareness and repair, without shame or blame; and
- Expect and accept non-closure.

7. Conflicts of Interest

Committee members agree to discuss and make recommendations only when they do not have an actual or potential conflict of interest. A "conflict of interest" is defined as:

Any action or any decision or recommendation by a person acting in a capacity as a public official or media representative, the effect of which could be to the private monetary benefit or detriment of the person or the person's relative, or a business with which the person or the person's relative is associated.

Committee members shall discharge their duties in good faith with the care a prudent person in a like position would exercise under similar circumstances, and in a manner which the member reasonably believes to be in the best interests of public transportation.

Committee members will disclose conflicts of interest prior to participating in a vote and recuse themselves from voting as appropriate. Potential personal conflicts of interest identified by members will be resolved as allowed by state law.

A Committee member with a conflict of interest may participate in a vote if the vote is approved or ratified by an affirmative vote of a majority of the Committee members who have no direct or indirect interest (conflict of interest) in the transaction. The presence of, or a vote cast by, a Committee member with a direct or indirect interest in the transaction does not affect the validity of any action taken.

8. Workplan

The Committee maintains a bi-annual workplan that meets the needs of the Committee's purpose and scope. The workplan guides agenda development and keeps the overall process on track. The Co-Chairs, Vice-Chair, and ODOT will work collaboratively with the Committee to create and adjust the plan as needed.

9. Communication

9.1 Correspondence

Members are encouraged to share opinions and ask questions during Committee meetings to ensure full discussions with multiple viewpoints. Questions between meetings may be submitted to the facilitator, and responses may be sent to the entire PTAC membership. Members recognize that all emails sent to ODOT related to this Committee are considered public records and may be made available upon an information request.

9.2 Media Requests

Members will notify the PTD staff lead for PTAC and the Co-Chairs of all media requests received. Members may speak with the media directly if they wish and shall

clarify that they are speaking as an individual only and not on behalf of the Committee or ODOT, nor should they characterize the points of view of other members.

9.3 Legislative Interaction

- Advisory Committees advise ODOT and/or the OTC and therefore do not provide recommendations directly to the Legislative body.
- ODOT's Government Relations Section functions as the primary touch point for elected Tribal leaders, federal and state lawmakers, legislative staff (including professional staff), and lobbyists for the Department.
- If an Advisory Committee desires to engage directly in the legislative process (i.e. take a position on a measure, advocate for specific provisions or language, support or oppose a funding request, etc.), committee members are asked to work with ODOT's Government Relations Section to ensure adherence to agency and enterprise processes and alignment with the Governor's agenda. For purposes of this process, ODOT advisory committees are an extension of ODOT.
 - Except for bills introduced by an executive branch agency and items included in the Governor's Budget, executive branch agencies have "no position" on measures and budget requests unless express approval is granted.
 - The Governor's Office has a defined process for seeking express approval to take a position (of support or opposition) on a measure or budget request.
 - If an Advisory Committee wishes to take a position, please submit that request through ODOT Government Relations.
 - If an Advisory Committee wishes to engage the legislative process without taking a position, please work with ODOT Government Relations.
- Be careful not to represent yourself as a spokesperson for the Advisory Committee without the Department's and the Governor's prior consent and approval.
- If taking a personal position on a measure being considered by the legislature, you may not indicate the position is on behalf of the Advisory Committee, ODOT, or the Governor. You may note your membership on the Advisory Committee and clarify you are speaking on behalf of yourself and not on behalf of the Advisory Committee, ODOT, or the Governor.

For example, if you were testifying in committee on a bill you may say: For the record, my name is Jane Doe and I serve as a member of ODOT's Public Transportation Advisory Committee. I am speaking on behalf of myself and my

community and am I not representing the views of the Advisory Committee or the agency.

9.3 Photography and Recording

Committee meetings are open to the public. Members may be video recorded, audio recorded, live-streamed, and/or photographed during the Committee meetings. Meetings are recorded and posted on the project homepage as official records of the meetings. Photographic images from Committee meetings may be used by ODOT in outreach materials provided to the public. Any member with specific concerns about this should notify the facilitator.

9.4 Public Meetings and Records

ODOT will conduct Committee meetings under the provisions of Oregon Public Meetings Law (ORS 192.610-690) and provide notice to the public regarding the dates, times and locations of all meetings.

All records of the Committee, including formal documents, discussion drafts, meeting summaries and exhibits, are public records. Communications among members related to the subject matter of the Committee should not be treated as confidential and may be subject to public records requests. "Communications" refers to all statements and statements made during meetings, memoranda, work projects, records, documents or materials developed to fulfill the charge, including electronic mail correspondence by and among the members. The personal private notes of individual members taken at public meetings might be considered to be public to the extent they "relate to the conduct of the public's business" (ORS 192.410(4)).

Addendum – Agreement and Adoption

By their signature, the party below fully adopt and agree to abide by this Charter.

Print name

Signature

Date

**BASIN TRANSIT SERVICE TRANSPORTATION DISTRICT
5310 Project Plan Summary
Grant Years 2027-2029**

		5310 STBG									
BTS Staff Priority	Transit Advisory Committee Priority	Agency	Project Number	Project	Project Description	FY 27/28	FY 28/29	Total Project Cost	5310 STBG Grant Amount	% of Local Match	5310 STBG Funds Remaining
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Total						\$ 275,517	\$ 287,928	\$ 563,445	\$ 505,579	\$ 57,866	

		5310 Rural Apportionment									
BTS Staff Priority	Transit Advisory Committee Priority	Agency	Project Number	Project	Project Description	FY 27/28	FY 28/29	Total Project Cost	5310 Rural Apport. Grant Amount	% of Local Match	5310 Rural Apport. Funds Remaining
1		Basin Transit Service Transportation District	1	Purchase Service - Demand Response	Maintain On Demand Service for seniors, people of disabilities and the general public as space is available. Contract out service to qualified provider.	\$ 9,175	\$ 9,175	\$ 18,350	\$ 14,680	\$ 3,670	\$ 197,151
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Total						\$ 130,793	\$ 133,996	\$ 264,789	\$ 211,831	\$ 52,958	

	Rural Apport.	Rural Apport. Local Match	STBG	STGB Local Match
Eligible Projects				
Vehicles	89.73%	10.27%	80%	20%
Facilities	89.73%	10.27%	80%	20%
Equipment Other Capital	89.73%	10.27%	80%	20%
Mobility Management	89.73%	10.27%	80%	20%
Purchase Services	89.73%	10.27%	80%	20%
Preventative Maintenance	89.73%	10.27%	80%	20%

BEFORE THE BOARD OF DIRECTORS
OF
BASIN TRANSIT SERVICE TRANSPORTATION DISTRICT

IN THE MATTER ADOPTING THE 5310 FORMULA) RESOLUTION AND ORDER
FUND PLAN FOR THE 2027-2029 BIENINUM) NO. 2026-04

WHERE AS, this matter came before the Board at its meeting of April 29, 2026; and

WHEREAS the District has been required by the Oregon Department of Transportation (ODOT) to perform a solicitation for Federal 5310 Formula Funds in the amount \$505,579 for STBG and \$211,831 for Rural Apportionment for the 2027 – 2029 Biennium, and

WHEREAS the District made a public solicitation by posting a legal notice in the newspaper on March 28, 2026, and April 1 & 4 2026, and posting the grant opportunity on basintransit.com to invite all qualified eligible individuals, agencies, and nonprofit organizations to apply, and

WHEREAS the District received no 5310 Formula Fund applications for projects from individuals, agencies, or nonprofit organizations for the 2027-2029 Biennium, and

WHEREAS the Transit Advisory Committee after making public notice to the newspaper the committee met in public session on April 29, 2026, to review the 5310 Formula Fund projects provide by District and deliberate upon a fair and equitable distribution of the funds, and

WHERE AS, the Transit Advisory Committee recommends approval by the Board of Directors for the attached 5310 Formula Fund Plan for STBG and Rural Apportionment for the 2027-2029 Biennium; and

WHEREAS staff recommends that the Board of Directors should authorize the Chairperson to sign as the District’s legal designated representative after review by staff and legal counsel of the Oregon Department of Transportation (ODOT) agreement for a successful application for 5310 Formula Fund Projects for the 2027-2029 Biennium, and

NOW AND THEREFORE, based upon the recommendation of the Transit Advisory Committee the Board of Directors of Basin Transit Service Transportation District of Klamath County, Oregon, RESOLVES AS FOLLOWS:

That the distribution of 5310 Formula Funds for STBG and Rural Apportionment for the 2027-2029 Biennium shall be according to the attached 5310 Formula Fund Plan for the 2027-2029 Biennium.

To authorize the Chairperson for the Board of Directors to sign the ODOT agreement for 5310 Formula Fund agreement upon receipt and after review by staff and legal counsel.

DATED this 29th day of April 2026,

BOARD OF DIRECTORS, BASIN TRANSIT
SERVICE TRANSPORTATION DISTRICT

ERIK NOBEL, CHAIRPERSON

Crystal Entrikson, RECORDING SECRETARY