

**BASIN TRANSIT SERVICE TRANSPORTATION DISTRICT
BOARD OF DIRECTOR'S MEETING**

Wednesday, July 22, 2026

4:15 PM

Conference Call No. 1-(669)900-6833 ID:256 403 643 469 787 Passcode: ad9cT2Ry

<https://teams.microsoft.com/meet/256403643469787?p=lqQx0WGpNP7J6EdZUm>

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 June 2026. Approval - Budget Statement for June 2026.	Action
F.	OLD BUSINESS None	
G.	ACTION ITEMS	
	(1.) General Manager's Report	Information
	(2.) Resolution 2026-09 In the Matter of authorizing designated staff to perform the banking requirement for the District at Columbia Bank	Action
	(3.) Resolution 2026-10 In the Matter of authorizing the Finance Manager to close the District's account at First Community Credit Union	Action

- | | | |
|------|---|---------------|
| (4.) | Resolution 2026-11 In the Matter of Authorization of the Board
Chairperson to sign amendments to grant agreements for 5310
discretionary and 5311 Formula funds | Action |
| | | |
| (5.) | Resolution 2026-12 In the Matter of Identifying Surplus
Property | Action |
| | | |
| (6.) | Resolution 2026-13 In the Matter of Authorization of Donation
of Surplus Property to OIT Athletic Program | 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.



Board OF Directors Meeting

JUL 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 June 2026 and Budget Statement for June 2026.

BASIN TRANSIT SERVICE TRANSPORTATION DISTRICT BOARD OF DIRECTORS MEETING

June 24th 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

Karen Bailey

ABSENT:

Edwin Tuhy

Nora Foster

STAFF PRESENT:

Adrian Mateos

Katy Wells

Crystal Entriiken

GUEST PRESENT:

Wren Shockey

A. Call To Order – Erik Nobel (Chair)

Roll call/announcement of quorum at 4:15 PM

B. Pledge of Allegiance

C. Public Comment – ☐ None ☐ See below

Wren expressed we should use our fares for a digital fare system.

D. GENERAL MANAGER'S REPORT

General Manager Adrian Mateos presented the General Manager's Report and provided updates in the areas of leadership, resource management, organizational improvement, and service delivery. Under Leading People, Mr. Mateos provided a staff update, including current workforce activities and ongoing operational support. Under Managing Resources, Mr. Mateos reported that the Agreed-Upon Procedures (AUP) audit for Year-End 2025 has been completed. Under Improving the Organization, Mr. Mateos updated the Board on the continued coordination between Basin Transit Service (BTS) and the Klamath Basin Senior Center (KBSC) regarding demand response services. Under Service Delivery, Mr. Mateos provided an update on the Basin Connect service, discussed the Veterans on the Go Medford program, and highlighted ongoing community partnerships, including collaborative efforts with the Bill Collier Arena and the Klamath County Fairgrounds.

The Board discussed the updates

E. CONSENT AGENDA

All item(s) listed below are considered to be routine by the Board and will be enacted by one motion.

☐ Approval – Board of Directors Meeting Minutes for May 2026

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

Absent: Edwin Tuhy, Nora Foster

Nays: ☐ None ☒ _____

Yea: Erik Nobel, Sandra Fox, Craig Fleck, Perry Andrews, Karen Bailey

Passed: ☒ Unanimously ☐ Other: _____

G. Old Business – ☒ None ☐ See below

Michael Stinson presented the proposed Fiscal Year 2026–2027 Budget as recommended by the Budget Committee. The presentation included an overview of anticipated revenues, expenditures, capital projects, personnel services, and reserve requirements. The Board reviewed the proposed appropriations, tax levy, and budget assumptions for the upcoming fiscal year.

The Chair opened the public hearing on the proposed FY 2026–2027 Budget. The Chair called for public comment regarding the budget as recommended by the Budget Committee.

One Public Comment- Wren talk on how she would like BTS to use fares for digital payments the transit buses.

H. Action Items

1. Resolution No. 2026-08 – Adopting the Budget, Making Appropriations, Imposing and Categorizing the Tax for FY 2026–2027

Motion: Craig Fleck, Second: Perry Andrews

Absent: Edwin Tuhy, Nora Foster

Nays: ☐ None ☒ _____

Yea: Erik Nobel, Sandra Fox, Craig Fleck, Perry Andrews, Karen Bailey

Passed: ☒ Unanimously ☐ Other: _____

Notes:

I. New Business – ☒ None ☐ See below

J. Executive Session – ☒ None ☐ Yes

ORS authority (if applicable): _____

Entered at: ____:____ (AM/PM) | Exited at: ____:____ (AM/PM)

Summary/Action (if any): _____

K. Adjournment

The Board having no further business, Erik Nobel adjourned the meeting at 4:36PM.

Recording Secretary for Session:

Crystal Entriiken

Basin Transit Service Transportation District

Bank Balance Report as of June 2026

Activity ID.	Account Description		Jun 30, 2026		Jun 30, 2025
1100G01	Checking General -Columbia Bank	\$	183,640.45	\$	131,434.47
1150G01	Checking Taxes-Columbia Bank	\$	-	\$	8,918.53
1160G01	Money Market-Columbia Bank	\$	150,945.00	\$	300,410.84
1221G01	Petty Cash	\$	125.00	\$	125.00
1240G03	Certificate of Deposits-Columbia Bank	\$	182,339.98	\$	321,950.92
	LGIP Accounts				
1161G01	LGIP Operations	\$	1,571,732.09	\$	1,102,106.26
1162G01	LGIP STIF Payroll In District	\$	1,416,618.11	\$	1,654,689.47
1163G01	LGIP STIF Population Out of District	\$	217,300.26	\$	177,086.03
1164G01	LGIP STIF Population In District	\$	307,041.59	\$	265,479.52
1165G01	LGIP Capital Reserve	\$	224,189.57	\$	75,321.51
1166G01	LGIP STIF Payroll Out of District	\$	807,328.14	\$	652,741.95
	Total LGIP Balance	\$	4,544,209.76	\$	3,927,424.74
		Total Current Assets	\$ 5,061,260.19	\$	4,690,264.50
LGIP Interest Earned June 2026		\$	15,080.50		
Total YTD LGIP Interest Earned FYE 2026		\$	191,006.31		

**Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Twelve Months Ending June 30, 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	23,001	1,662,269	104.00	1,598,296	63,973
State Revenues	311,102	1,459,053	62.50	2,334,503	(875,450)
Federal Revenues	0	1,497,518	106.15	1,410,796	86,722
Fare Revenues	10,134	99,526	103.08	96,550	2,976
Other Local Revenues	9,551	86,345	918.56	9,400	76,945
Total Revenues	353,788	6,348,228	89.39	7,102,097	(753,869)
<u>Expenses</u>					
Personnel Services	210,714	2,534,557	100.67	2,517,800	16,757
Materials & Services	98,619	1,526,341	83.80	1,821,314	(294,973)
Capital Expenditures	14,414	442,778	48.73	908,594	(465,816)
Contingency - GF	0	0	0.00	20,000	(20,000)
Gen Fund Trans to Capital Res	0	0	0.00	75,000	(75,000)
GF Res for Future Exp	0	0	0.00	457,439	(457,439)
GF Unappropriated Fund Balance	0	0	0.00	1,300,000	(1,300,000)
Total Expenses	323,747	4,503,676	63.43	7,100,147	(2,596,471)
Over (Under)	30,041	1,844,552		1,950	1,842,602

**Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Twelve Months Ending June 30, 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	20,939	1,621,163	104.16	1,556,346	64,817
Previous Levied Tax	2,062	40,448	101.12	40,000	448
Heavy Equipment Rental Tax	0	658	33.74	1,950	(1,292)
Total Local Tax Revenues	23,001	1,662,269	104.00	1,598,296	63,973
<u>State Revenues</u>					
STIF Payroll Revenue	233,115	942,946	58.03	1,625,048	(682,102)
STIF Population Revenue	77,987	120,145	37.89	317,113	(196,968)
STIF Discretionary Revenue	0	169,342	100.00	169,342	0
Rural Veterans Grants	0	22,852	60.14	38,000	(15,148)
Public Transit Assistance	0	203,768	110.14	185,000	18,768
Total State Revenues	311,102	1,459,053	62.50	2,334,503	(875,450)
<u>Federal Revenues</u>					
5304 Planning Grant	0	40,000	100.00	40,000	0
5310 Formula Grant	0	341,649	74.50	458,607	(116,958)
5311 Formula Grant	0	1,080,013	149.22	723,754	356,259
5339 Federal Grant	0	35,856	19.03	188,435	(152,579)
Total Federal Revenues	0	1,497,518	106.15	1,410,796	86,722

**Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Twelve Months Ending June 30, 2026**

Revenues - General Fund

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<u>Fare Revenue</u>					
Fixed Route Fares	7,278	69,514	92.57	75,097	(5,583)
Organizational Fares	0	10,425	0.00	0	10,425
Basin Lift Fares	2,856	19,587	91.30	21,453	(1,866)
Total Fare Revenue	10,134	99,526	103.08	96,550	2,976
<u>Other Local Revenues</u>					
Misc Income	60	7,426	297.04	2,500	4,926
Interest Income	4,355	56,631	14,157.75	400	56,231
Gain Loss on Surplus Sales	0	1,260	0.00	0	1,260
Insurance Claims	5,136	5,136	102.72	5,000	136
Travel & Training Reimb.	0	1,094	72.93	1,500	(406)
Refund Revenue	0	14,798	0.00	0	14,798
Total Other Local Revenues	9,551	86,345	918.56	9,400	76,945
Total Revenues	353,788	6,348,228	89.39	7,102,097	(753,869)

**Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Twelve Months Ending June 30, 2026**

Personnel Services

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<u>Wages</u>					
Wages - Admin	36,638	380,617	100.05	380,424	193
Wages- Operations	93,553	1,173,257	102.58	1,143,790	29,467
Wages - Maintenance	28,850	322,554	121.72	265,003	57,551
Total Wages	159,041	1,876,428	104.87	1,789,217	87,211
<u>Benefits</u>					
Misc Payroll Expense	0	241	0.00	0	241
Workman's Comp Expense	38	47,672	111.43	42,783	4,889
Medicare Taxes Expense	2,285	26,963	107.23	25,146	1,817
OR Unemployment Insurance	2,840	28,556	121.08	23,585	4,971
Disability/Accident/Life Exp.	1,148	12,996	118.59	10,959	2,037
Paid Leave Oregon Exp	630	7,438	107.22	6,937	501
Medical & Dental Insurance	31,437	371,318	84.12	441,417	(70,099)
Employer Retirement Exp	3,525	47,655	67.85	70,235	(22,580)
FICA Tax	9,770	115,290	107.23	107,521	7,769
Total Benefits	51,673	658,129	90.33	728,583	(70,454)
Total Wages & Benefits	210,714	2,534,557	100.67	2,517,800	16,757

**Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Twelve Months Ending June 30, 2026**

Materials & Services

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<u>Administration - General Fund</u>					
Utilities Expense	1,755	27,782	76.64	36,250	(8,468)
Telephone Expense	2,361	27,158	75.54	35,950	(8,792)
Internet & Email Expense	279	1,992	56.91	3,500	(1,508)
Print & Duplication Expense	2,541	16,201	127.07	12,750	3,451
Public Information Expense	50	7,058	103.79	6,800	258
Legal Advertising Expense	0	0	0.00	3,500	(3,500)
Travel & Meals Expense	789	10,821	416.19	2,600	8,221
Legal Expense	660	16,844	64.78	26,000	(9,156)
Finance Expense	36,630	242,910	151.82	160,000	82,910
Personnel Expense	6,100	54,920	150.47	36,500	18,420
Employee Events	93	4,903	65.37	7,500	(2,597)
Membership Dues Exp	0	9,791	73.34	13,350	(3,559)
Bank Fees	443	5,067	88.89	5,700	(633)
Interest & Penalties	0	92	0.00	0	92
Election Expense	0	0	0.00	3,500	(3,500)
Information System Expense	7,818	61,570	217.56	28,300	33,270
Publications & Subscriptions	463	3,699	978.57	378	3,321
Postage & Shipping	30	616	38.50	1,600	(984)
Employee Recognition	0	847	21.18	4,000	(3,153)
Office Supplies Expense	1,106	15,734	85.98	18,300	(2,566)
Office Equipment	0	10,845	0.00	0	10,845
Total Administration - General Fund	61,118	518,850	127.65	406,478	112,372

**Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Twelve Months Ending June 30, 2026**

Materials & Services

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<u>Operations - General Fund</u>					
<i>General Operations</i>					
Facilities & Veh Insurance Exp	0	162,993	92.87	175,500	(12,507)
Training Exp	0	6,674	54.48	12,250	(5,576)
Clothing & Gear Exp	140	17,229	93.82	18,364	(1,135)
Safety Services & Supplies Exp	511	7,288	113.88	6,400	888
Other Contract Services Exp	1,292	42,995	64.95	66,200	(23,205)
Other Materials & Supplies Exp	35	2,029	16.17	12,548	(10,519)
Total General Operations	1,978	239,208	82.13	291,262	(52,054)
<i>Facilities Maintenance</i>					
Radio Maint Exp	0	1,195	34.14	3,500	(2,305)
Cleaning Supplies Exp	157	2,922	80.05	3,650	(728)
Building & Grounds Maint Exp	2,465	41,800	113.74	36,750	5,050
Equipment Maint. Exp.	14	2,769	34.61	8,000	(5,231)
Bus Stop / Shelter Exp	618	2,985	84.44	3,535	(550)
Total Facilities Maintenance	3,254	51,671	93.21	55,435	(3,764)

**Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Twelve Months Ending June 30, 2026**

Materials & Services

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<i>Vehicle Maintenance - Fix Route</i>					
FR Parts & Components Exp	2,646	56,528	125.62	45,000	11,528
FR Fuel Exp	13,519	141,731	109.55	129,373	12,358
FR Oil Lube Antifreeze Exp	122	6,997	127.22	5,500	1,497
FR Tire & Wheel Exp	84	19,127	104.18	18,360	767
FR Vendor Exp	0	4,130	18.77	22,000	(17,870)
Total Vehicle Maint - Fix Route	16,371	228,513	103.76	220,233	8,280
<i>Vehicle Maintenance - Basin Lift</i>					
BL Parts & Components Exp	610	11,613	83.33	13,936	(2,323)
BL Fuel Exp	5,811	56,189	133.69	42,030	14,159
BL Oil Lube Antifreeze Exp	0	466	86.30	540	(74)
BL Tire & Wheel Exp	0	4,957	110.16	4,500	457
BL Vendor Exp	2,743	7,236	96.48	7,500	(264)
Total Vehicle Maint - Basin Lift	9,164	80,461	117.45	68,506	11,955
<i>Maintenance Tools & Supplies</i>					
Shop Supplies Exp	389	7,351	0.00	0	7,351
Tools & Equipment Exp	864	13,623	136.23	10,000	3,623
Total Maint. Tools & Sup	1,253	20,974	209.74	10,000	10,974
Total Operations - General Fund	32,020	620,827	96.19	645,436	(24,609)

**Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Twelve Months Ending June 30, 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	259,464	91.27	284,270	(24,806)
Mobility Mgt. Materials & Ser	2,494	8,639	86.39	10,000	(1,361)
Total 5310 Projects	24,116	268,103	91.11	294,270	(26,167)
<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)
Total Facilities Projects	0	0	0.00	123,000	(123,000)
<i>Vehicle Major Maintenance</i>					
Vehicle Major Maintenance	0	0	0.00	50,000	(50,000)
Total Vehicle Major Maint	0	0	0.00	50,000	(50,000)
<i>Operations Projects (Point to Point)</i>					
Basin Connect - South	3,043	15,122	13.14	115,044	(99,922)
Basin Connect - North	411	34,691	60.77	57,086	(22,395)
Total Operations Projects	3,454	49,813	28.94	172,130	(122,317)
<i>Plannning Projects</i>					
Planning Expense	1,435	69,312	69.31	100,000	(30,688)
Total Planning Projects	1,435	69,312	69.31	100,000	(30,688)

**Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Twelve Months Ending June 30, 2026**

Materials & Services

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<i>Veterans Projects</i>					
Veterans Mat & Svcs Exp	91	19,987	66.62	30,000	(10,013)
Total Veterans Projects	91	19,987	66.62	30,000	(10,013)
Total Operations - Grants	29,096	407,215	52.93	769,400	(362,185)
Total Materials & Services	122,234	1,546,892	84.93	1,821,314	(274,422)

**Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Twelve Months Ending June 30, 2026**

Capital Expenditures

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<u>Capital Categories</u>					
Motorized Vehicle Expense	10,524	336,263	52.91	635,538	(299,275)
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	3,890	7,636	0.00	0	7,636
Bus Stop & Shelter Expense	0	24,150	10.36	233,056	(208,906)
Land & Building Expense	0	60,131	150.33	40,000	20,131
Total Capital Expenditures	14,414	442,778	48.73	908,594	(465,816)

Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Twelve Months Ending June 30, 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	5,375	71,419	224.16	31,861	39,558
STIF ID Payroll Revenue	0	799,055	102.28	781,214	17,841
Total STIF ID Payroll Rev	5,375	2,463,527	91.85	2,682,042	(218,515)
STIF OD - Payroll Beg Balance	0	467,022	70.44	662,974	(195,952)
STIF OD Payroll Interest	2,653	31,851	341.02	9,340	22,511
STIF OD Payroll Revenue	0	168,325	104.85	160,546	7,779
Total STIF OD Payroll Rev	2,653	667,198	80.11	832,860	(165,662)
STIF ID - Pop Beg Balance	0	275,914	0.00	0	275,914
STIF ID Pop Interest	1,079	12,641	229.09	5,518	7,123
STIF ID Pop Revenue	0	116,066	107.62	107,849	8,217
Total STIF ID Pop Rev	1,079	404,621	356.91	113,367	291,254
STIF OD - Pop Beg Balance	0	195,952	0.00	0	195,952
STIF OD Pop Interest	886	10,156	259.15	3,919	6,237
STIF OD Pop Revenue	0	89,214	107.60	82,914	6,300
Total STIF OD Pop Rev	886	295,322	340.10	86,833	208,489
Total STIF Revenues	9,993	3,830,668	103.11	3,715,102	115,566

**Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Twelve Months Ending June 30, 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	230,691	913,875	69.22	1,320,247	(406,372)
STIF OD Payroll Trans to GF	2,424	29,425	9.65	304,801	(275,376)
STIF ID Pop Trans to GF	22,951	65,153	34.79	187,270	(122,117)
STIF OD Pop Trans to GF	55,036	55,036	42.39	129,843	(74,807)
Total Funds to GF	311,102	1,063,489	54.76	1,942,161	(878,672)
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 Expenditure	0	0	0.00	1,750,288	(1,750,288)
Total Expenses	(311,102)	(1,063,489)	28.63	(3,715,102)	2,651,613

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

Capital Reserve

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<u>Revenues</u>					
Capital Res Beginning Fund Bal	0	396,836	100.00	396,836	0
Capital Res Interest	735	8,897	110.59	8,045	852
GF Transfer to Capital Res	0	0	0.00	75,000	(75,000)
Total Revenues	735	405,733	84.55	479,881	(74,148)
<u>Expenses</u>					
Capital Res Trans to GF	0	0	0.00	0	0
Capital Res Reserve for Fut Ex	0	0	0.00	479,881	(479,881)
Total Expenses	0	0	0.00	479,881	(479,881)
Total Capital Reserve	735	405,733	0.00	0	405,733



Information

General Manager's Report



General Manager Report

Managing Resources

- 2 Paratransit vehicles received

Improving the Organization

- KBSC follow up RFI - in progress

Service Delivery

- Partnerships
 - Klamath County EM – Fire Evacuations

Leading People

- Employee Handbook & ops book update
- Staff Update





ACTION

***Resolution 2026-09 In the Matter of authorizing
designated staff to perform the banking
requirement for the District at Columbia Bank***

BEFORE THE BOARD OF DIRECTORS
OF
BASIN TRANSIT SERVICE TRANSPORTATION DISTRICT

IN THE MATTER OF AUTHORIZING	)	RESOLUTION AND ORDER
DESIGNATED STAFF TO PERFORM	)	NO. <u>2026-09</u>
BANKING REQUIREMENTS FOR THE	)	
DISTRICT AT COLUMBIA BANK	)	

WHEREAS this matter came before the Board of Directors at its meeting of July 22, 2026

WHEREAS Columbia Bank, formerly Umpqua Bank, is Basin Transit Service Transportation District (BTS) main financial service bank for the District, and

WHEREAS the Finance Manager for Basin Transit Service Transportation District (BTS) after discussions with Columbia Bank determined that BTS should update the staff members authorized to perform financial activities at Columbia Bank for the safety and security of public funds entrusted to the District, and

WHEREAS the Finance Manager for BTS recommends a limited number of authorized designated staff members to perform financial activities at Columbia bank in accordance with internal control best practices that would include the General Manager, Operations Manager and Finance Manager for BTS, and

WHEREAS the Finance Manager for BTS recommends that any and all past and current staff members from the list of authorized individuals performing any financial activities for the District be removed from the accounts at Columbia Bank, and

WHEREAS the Finance Manager for BTS recommends that all past and current Board of Directors be removed from the list of authorized individuals to perform financial activities for the District to comply with internal control best practices for financial safety and security, and

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

Michelle Carpenter, Finance Manager for the District, is authorized to provide the Columbia Bank with the necessary documents to authorize the General Manager, Adrian Mateos Chavarria and Operations Manager, Craig Johnston, to perform financial activities for the District at Columbia Bank.

Michelle Carpenter, Finance Manager for the District, is also authorized to remove all past and/or present BTS staff members listed on Exhibit A from Columbia Bank accounts attached to this resolution.

Michelle Carpenter, Finance Manager for the District, is also authorized to remove all past and/or present BTS Board of Director members listed on Exhibit A from Columbia Bank accounts attached to this resolution.

DATED this 22 of July 2026.

BOARD OF DIRECTORS, BASIN TRANSIT
SERVICE TRANSPORTATION DISTRICT

Erik Nobel, CHAIRPERSON

Crystal Entriken, RECORDING SECRETARY



ACTION

***Resolution 2026-10 In the Matter of authorizing
the Finance Manager to close the District's
account at First Community Credit Union***

BEFORE THE BOARD OF DIRECTORS
OF
BASIN TRANSIT SERVICE TRANSPORTATION DISTRICT

IN THE MATTER OF AUTHORIZING	)	RESOLUTION AND ORDER
THE FINANCE MANAGER TO CLOSE	)	NO. <u>2026-10</u>
THE DISTRICT ACCOUNT AT FIRST	)	
COMMUNITY CREDIT UNION	)	

WHEREAS this matter came before the Board of Directors at its meeting of July 22, 2026

WHEREAS First Community Credit Union maintains a CD account of less than \$1,200.00 for Basin Transit Service Transportation District (BTS), and

WHEREAS the account was originally created after a donation of \$5,000 from a former Board of Director, Roberta McGee. The account was to be use for providing funds for employee recognition at BTS, and

WHEREAS the Finance Manager for BTS recommends the closure of the First Community Credit Union account to consolidate financial institutions used by the District, and

WHEREAS the Finance Manager recommends that funds be place in the Employee Award and Recognition Program Fund and manage the funds in accordance with the Finance and Accounting Policy, 12.8.5, Funding for Employee Award and Recognition Program, and

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

Michelle Carpenter, Finance Manager for the District, is authorized to close the First Community Credit Union account see attached Exhibit A and place those funds in an account as she determines at Columbia Bank.

The funds will be managed for the Employee Award and Recognition Program in accordance with the District Finance and Accounting Policy, 12.8.5, Funding for Employee Award and Recognition Program.

DATED this 22 of July 2026.

BOARD OF DIRECTORS, BASIN TRANSIT
SERVICE TRANSPORTATION DISTRICT

Erik Nobel, CHAIRPERSON

Crystal Entriken, RECORDING SECRETARY



ACTION

***Resolution 2026-11 In the Matter of
Authorization of the Board Chairperson to sign
amendments to grant agreements for 5310
discretionary and 5311 Formula funds***

BEFORE THE BOARD OF DIRECTORS
OF
BASIN TRANSIT SERVICE TRANSPORTATION DISTRICT

IN THE MATTER OF AUTHORIZATION OF THE) RESOLUTION AND ORDER
BOARD CHAIRPERSON TO SIGN AMENDMENTS TO) NO. 2026 - 11
GRANT AGREEMENTS FOR 5310 DISCRETIONARY)
AND 5311 FORMULA FUNDS)

WHEREAS this matter came before the Board at its meeting of July 22, 2026, and

WHEREAS, The District has been awarded additional gap funding for 5311 Formula Funds for biennium 2025-2027 and ODOT has increased the 5310 Discretionary grant funds for capital purchases. Original grant amounts and amended grant amounts are shown in the table below, and

Federal	Grant Type	Description	Total Grant Amount	Total Federal Amount	Total Local Match Amount
5310 Discretionary	Capital Purchase	Purchase two (2) paratransit buses	\$244,732	\$219,598	\$25,134
Amendment 5310 Discretionary	Capital Purchase	Purchase two (2) paratransit buses	\$305,915	\$274,497	\$31,418
5311 Formula Funds	Operations	Wages, Benefits, & Employer Paid Taxes	\$2,399,334	\$1,447,506	\$951,828
Amendment 5311 Formula Funds	Operations	Wages, Benefits, & Employer Paid Taxes	\$2,721,977	\$1,628,444	\$1,093,533

WHEREAS the Finance Manager requests the Board of Directors to authorize the Chairperson for the Board to sign the amended ODOT agreements for the District as its legal designated representative and any future amendments releasing 5311 Formula Funds restricted by the FTA, and

RESOLUTION AND ORDER
NO. 2026 - 11

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

That the Chairperson for the Board of Directors shall sign the amended agreements for 5310 Discretionary and 5311 Formula Funds grants funded through the Oregon Department of Transportation as the designated representative of the District.

DATED this 22nd of July 2026

BOARD OF DIRECTORS, BASIN TRANSIT
SERVICE TRANSPORTATION DISTRICT

Erik Nobel, CHAIRPERSON

Crystal Entriiken, RECORDING SECRETARY



ACTION

***Resolution 2026-12 In the Matter of Identifying
Surplus Property***

BEFORE THE BOARD OF DIRECTORS
OF
BASIN TRANSIT SERVICE
TRANSPORTATION DISTRICT

IN THE MATTER OF DECLARING)
CERTAIN PROPERTIES AS SURPLUS)
AND AUTHORIZING DISPOSAL) RESOLUTION AND ORDER
NO. 2026-12

WHEREAS, this matter came before the Board at it's meeting of July 22nd, 2026, and

WHEREAS, District policy 12.5 requires that all property, real or personal, without current or future anticipated use within the District shall be declared surplus by the Board at a regularly scheduled meeting, and

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

That the materials and equipment in the attached listing is declared surplus and shall be disposed of in accordance with District Policy 12.5.

DATED this 22nd of July, 2026

BOARD OF DIRECTORS, BASIN TRANSIT
SERVICE TRANSPORTATION DISTRICT

ERIK NOBEL, CHAIRPERSON

CRYSTAL ENTRIKEN, RECORDING SECRETARY

Basin Transit Service Transportation District Surplus Property For 2026

Vehicle/Equipment Description	Asset No.	Make	Model	Year	Age	Miles/Hours	Useful Life Minimum Meet	Fuel Type	Plate No.	VIN/Serial No.	Estimated Vehicle/Equipment Fair Market Value
2016 Ford E350 5.4L V8 gas	1601	Ford	E350	2016	10	138,756	Yes	Gasoline	E216696	1FDEE3FL0GDC26046	\$5,274 to \$7,695
2016 Ford E350 5.4L V8 gas	1602	Ford	E350	2016	10	134,474	Yes	Gasoline	E285718	1FDEE3FL6GDC26049	\$5,274 to \$7,695

Note: Miles are as of July 17, 2026

The General Manager by their signature has approved the vehicle(s) and equipment list above as surplus property and that property shall be disposed of in accordance to Basin Transit Service Transportation District Policy and Procedures Manual.

Approved by General Manager: _____

Date: _____ Adrian Mateos



ACTION

***Resolution 2026-13 In the Matter of
Authorization of Donation of Surplus Property
to OIT Athletic Program***

BEFORE THE BOARD OF DIRECTORS
OF
BASIN TRANSIT SERVICE TRANSPORTATION DISTRICT

IN THE MATTER OF APPROVING DONATION)	RESOLUTION AND ORDER
OF TWO FORD 350)	NO. <u>2026-13</u>
TO OREGON INSTITUTE OF TECHNOLOGY ATHLETICS PROGRAM)	

WHEREAS this matter came before the Board at its meeting of July 22nd, 2026, and

WHEREAS Two 2016 Ford E350s 1FDEE3FL0GDC26046 and 1FDEE3FL6GDC26049 have been declared surplus property by the General Manager, and

WHEREAS, Basin Transit Service Transportation District Policies and Personnel Procedures Manual, Part Two-State of Oregon Procurement Requirements, Section J (1)(a) Surplus Property, Donation, Page 36, allows for the donation of surplus property to public agencies without competition upon approval by the Board of Directors, and

WHEREAS Oregon Institute of Technology is a recognized non-profit organization dedicated to providing higher level education and is in need of greater flexibility and transportation assets for growing athletic programs; and

WHEREAS efforts to coordinate with other entities for the transfer of this vehicle have not been successful, as organizations including Klamath Community College; and

WHEREAS the addition of fleet vehicles will further support their mission by enabling continued program growth thereby broadening opportunities for participation and equity in athletics;

WHEREAS the General Manager of Basin Transit Service Transportation District recommends to the Board of Directors the donation of the 2016 FORD E350 VIN 1FDEE3FL0GDC26046 and 1FDEE3FL6GDC26049 to Oregon Tech Athletics for transportation college athletes, and

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

That 2016 FORD E350 VIN 1FDEE3FL0GDC26046 and 1FDEE3FL6GDC26049 are to be donated to Oregon Institute of Technology for transportation of student athletes.

DATED this 22nd day of July 2026

BOARD OF DIRECTORS, BASIN TRANSIT
SERVICE TRANSPORTATION DISTRICT

Erik Nobel, CHAIRPERSON

Crystal Entriken, RECORDING SECRETARY



NEW BUSINESS



***BOARD OF DIRECTORS
MEETING
JUL 2026***