

BASIN TRANSIT SERVICE TRANSPORTATION DISTRICT BOARD OF DIRECTOR'S MEETING

Wednesday, October 22, 2025

4:15 PM

Conference Call No. 1-(669)900-6833 ID: 899 3738 4930 Passcode: 369309

<https://us06web.zoom.us/j/89937384930?pwd=baCxQfTYhtXLNWcvFeUHroJUFdu0XK.1>

ORDER	AGENDA	TYPE
A.	CALL TO ORDER - Chairperson Oath of Office for Elected Board Members Roll Call/Announcement of Quorum	Action
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 August 2025. Approval - Budget Statement for August 2025.	Action
F.	OLD BUSINESS None	
G.	ACTION ITEMS	
	(1.) General Managers Report	Information
I.	NEW BUSINESS - Discussion Only Items	
J.	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

persons with disabilities should be made at least 72 hours before the meeting by calling Basin Transit Service at 541-883-2877.

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

September 24th, 2025

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 Noble
Sandra Fox
Perry Andrews
Edwin Tuhy

ABSENT: Craig Fleck, Nora Foster, Karen Bailey

STAFF PRESENT:

Adrian Mateos	General Manager
Michelle Carpenter	Finance Manager
Theresa O'Connor	HR Manager
Crystal Entriken	Mobility Manager
Nathan Ratliff	Legal Counsel

GUEST PRESENT:

None

A. Call To Order – Eric Noble

Roll call/announcement of quorum at 4:18 PM

B. Pledge of Allegiance

C. Public Comment – None

D. GENERAL MANAGER'S REPORT

Mr. Mateos Discussed the Exit Conference from the compliance review with RLS. There were 7-10 areas with no deficiencies. There were 3 10 areas with non- critical observations, Procurement, Civil Rights, STIF. Mr. Mateos said that we were all ready under way in correcting these findings. Should all be done before the final report is done with RLS.

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 August 2025. Approval

Motion: Mr. Andrews moved, seconded: Edwin Tuhy for the Board of Directors meeting minutes for June 25th, 2025, Absent: Mr. Fleck, Nora Foster, Karen Bailey. Nays: None. Yea: Mr. Noble, Mr. Andrews, Mr. Tuhy, Sandra Fox. Passed: unanimously.

G. Old Business - None

H. Action Items

1. Budget.

Motion: Perry Andrews, Second Sandra Fox, Nays: None, Yea: Erik Noble, Sandra Fox, Perry Andrews, Edwin Tuhy. Passed: Unanimously.

2. BTS Transit Committee Members Reappointment

Motion: Sandra Fox, Second Perry Andrews, Nays: None, Yea: Erik Noble, Sandra Fox, Perry Andrews, Edwin Tuhy. Passed: Unanimously.

I. New Business – None

J. Executive Session – None

K. Adjournment: The Board having no further business, Mr. Noble adjourns the meeting at 4:34 pm.

Recording Secretary for Session: Crystal Entriken

Basin Transit Service Transportation District

Bank Balance Report as of September 30, 2025

	Sep 30, 2025		Sep 30, 2024	
Checking General -Umpqua Bank	\$	397,981.79	\$	202,859.94
Checking Taxes-Umpqua Bank	\$	-	\$	8,918.53
Money Market	\$	183,092.53	\$	3,542,710.22
Petty Cash	\$	125.00	\$	125.00
Certificate of Deposits	\$	182,203.66	\$	321,553.83
LGIP Accounts				
LGIP Operations	\$	718,434.63	\$	-
LGIP STIF Payroll In District	\$	1,644,442.03	\$	-
LGIP STIF Population Out of District	\$	221,437.24	\$	-
LGIP STIF Population In District	\$	274,255.37	\$	-
LGIP Capital Reserve	\$	217,329.02	\$	-
LGIP STIF Payroll Out of District	\$	715,856.85	\$	-
Total LGIP Balance	\$	3,791,755.14	\$	-
Total Current Assets		<u>\$ 4,555,158.12</u>	<u>\$ 4,076,167.52</u>	
LGIP Interest Earned September 2025		<u>\$ 15,584.28</u>		
Total YTD LGIP Interest Earned FYE 2026		<u>\$ 46,976.81</u>		

Basin Transit Service
Klamath Falls, Oregon
Statement of Revenue and Expenses
For the Three Months Ending September 30, 2025

	Current Month Actual	Year to Date	% Budget Spent	Annual Budget	Over (Under) Budgets
<u>Revenues</u>					
Cash on Hand - Gen Fund	0	0	0.00	1,652,552	(1,652,552)
State & Federal Revenues	248,883	583,595	15.58	3,745,299	(3,161,704)
Other Revenues	10,306	33,243	31.38	105,950	(72,707)
Taxes Collected in Year Levied	7,242	31,418	1.97	1,596,346	(1,564,928)
Total Revenues	266,431	648,256	9.13	7,100,147	(6,451,891)
<u>Expenses</u>					
Total Personnel Expense	214,100	623,066	25.30	2,462,800	(1,839,734)
Total Operational Expense	90,266	301,160	16.54	1,821,314	(1,520,154)
Total Capital Expenditures	4,186	234,332	25.79	908,594	(674,262)
Capital Res Reserve for Fut Ex	0	0	0.00	479,881	(479,881)
Operating Contingency Exp	0	0	0.00	75,000	(75,000)
Total Expenses	308,552	1,158,558	20.16	5,747,589	(4,589,031)
Excess of Rev. Over (Under) Exp.	(42,121)	(510,302)	(37.73)	1,352,558	(1,862,860)

Basin Transit Service
For the Three Months Ending September 30, 2025
Financial Revenues - General Fund

	Current Month	Year to Date	% of Budget	Annual Budget	Over (Under) Budget
Cash On Hand	0	0	0.00	1,652,552	(1,652,552)
<u>State - Federal Revenues</u>					
STIF Payroll Revenue	0	0	0.00	1,625,048	(1,625,048)
STIF Population Revenue	0	0	0.00	317,113	(317,113)
STIF Discretionary Revenue	0	0	0.00	169,342	(169,342)
Rural Veterans Grants	0	1,525	4.01	38,000	(36,475)
Public Transit Assistance	0	54,213	29.30	185,000	(130,787)
5304 Planning Grant	0	0	0.00	40,000	(40,000)
5310 Formula Grant	0	0	0.00	458,607	(458,607)
5311 Formula Grant	213,027	492,001	67.98	723,754	(231,753)
5339 Federal Grant	35,856	35,856	19.03	188,435	(152,579)
Total State - Federal Revenue	248,883	583,595	15.58	3,745,299	(3,161,704)
<u>Other Revenues</u>					
Fixed Route Fares	5,012	16,519	22.00	75,097	(58,578)
Basin Lift Fares	1,284	4,308	20.08	21,453	(17,145)
Misc Income	0	760	30.40	2,500	(1,740)
Interest Income	4,010	11,656	2,914.00	400	11,256
Insurance Claims	0	0	0.00	5,000	(5,000)
Travel & Training Reimb.	0	0	0.00	1,500	(1,500)
Total Other Revenues	10,306	33,243	31.38	105,950	(72,707)
<u>Capital Resources</u>					
Total Capital Resources	0	0	0.00	0	0
Total Resources, Except Tax to be Levied	259,189	616,838	11.21	5,503,801	(4,886,963)
Tax Collected / YR Levied	3,092	18,443	1.19	1,556,346	(1,537,903)
Previous Levied Tax	4,150	12,975	32.44	40,000	(27,025)
Total Revenues	266,431	648,256	9.13	7,100,147	(6,451,891)

Basin Transit Service
Klamath Falls, Oregon
For the Three Months Ending September 30, 2025

	<u>Personnel Services</u>				
	Current Month	Year to Date	% of Budget	Annual Budget	Over (Under) Budget
Wages - Admin	28,846	74,117	20.45	362,424	(288,307)
Wages- Operations	104,760	302,980	27.37	1,106,790	(803,810)
Wages - Maintenance	27,098	85,430	32.24	265,003	(179,573)
Misc Payroll Expense	0	204	0.00	0	204
Workman's Comp Expense	40	9,410	21.99	42,783	(33,373)
Medicare Taxes Expense	2,307	6,639	26.40	25,146	(18,507)
OR Unemployment Insurance	1,973	6,472	27.44	23,585	(17,113)
Disability/Accident/Life Exp.	1,108	3,052	27.85	10,959	(7,907)
Paid Leave Oregon Exp	636	1,831	26.39	6,937	(5,106)
Medical & Dental Insurance	33,128	91,916	20.82	441,417	(349,501)
Employer Retirement Exp	4,340	12,630	17.98	70,235	(57,605)
FICA Tax	9,864	28,385	26.40	107,521	(79,136)
Total Personal Services	214,100	623,066	25.30	2,462,800	(1,839,734)

Basin Transit Service
For the Three Months Ending September 30, 2025

	<u>Materials & Services</u>				
	Current Month	Year to Date	% of Budget	Annual Budget	Over (Under) Budget
Utilities Expense	2,126	6,243	17.22	36,250	(30,007)
Telephone Expense	2,095	6,151	17.11	35,950	(29,799)
Internet & Email Expense	70	210	6.00	3,500	(3,290)
Print & Duplication Expense	1,254	3,487	27.35	12,750	(9,263)
Public Information Expense	50	150	2.21	6,800	(6,650)
Legal Advertising Expense	0	0	0.00	3,500	(3,500)
Insurance Expense	0	0	0.00	175,500	(175,500)
Travel & Meals Expense	103	300	11.54	2,600	(2,300)
Training Expense	1,363	1,363	11.13	12,250	(10,887)
Building & Grounds Maint Exp	2,301	5,472	4.06	134,750	(129,278)
Equipment Maint. Exp.	0	895	11.19	8,000	(7,105)
Engineering Expense	0	0	0.00	25,000	(25,000)
Legal Expense	4,716	7,618	29.30	26,000	(18,382)
Finance Expense	5,975	28,295	17.68	160,000	(131,705)
Personnel Expense	295	1,838	5.04	36,500	(34,662)
Planning Expense	0	0	0.00	100,000	(100,000)
On Demand Svc Contract Exp	21,622	64,866	22.82	284,270	(219,404)
Mobility/Cont-Training Exp.	0	2,400	0.00	0	2,400
Mobility Mgt. Events	0	800	8.00	10,000	(9,200)
Veterans Mat & Svcs Exp	263	18,380	61.27	30,000	(11,620)
Employee Events	171	440	5.87	7,500	(7,060)
Membership Dues Exp	0	5,579	41.79	13,350	(7,771)
Bank Fees	376	1,158	20.32	5,700	(4,542)
Interest & Penalties	0	86	0.00	0	86
Election Expense	0	0	0.00	3,500	(3,500)
Radio Tech Expense	0	0	0.00	3,500	(3,500)
Other Contract Services Exp	13,549	26,716	40.36	66,200	(39,484)
Computer & Software Expense	953	2,820	9.96	28,300	(25,480)
Cleaning Supplies Exp	81	908	24.88	3,650	(2,742)
Office Supplies Expense	1,075	3,044	16.63	18,300	(15,256)
Safety Supplies Expense	0	79	1.23	6,400	(6,321)
Publications & Subscriptions	0	1,025	271.16	378	647
Postage & Shipping	25	25	1.56	1,600	(1,575)
Employee Recognition	0	105	2.63	4,000	(3,895)
Shop Supplies	237	1,787	0.00	0	1,787
Office Equipment	3,890	3,890	0.00	0	3,890
Clothing & Gear Expense	486	10,797	58.79	18,364	(7,567)
Basin Connect - South	317	9,657	8.39	115,044	(105,387)

Basin Transit Service
For the Three Months Ending September 30, 2025

	<u>Materials & Services</u>				
	Current Month	Year to Date	% of Budget	Annual Budget	Over (Under) Budget
Basin Connect - North	170	170	0.30	57,086	(56,916)
Tools & Equipment Exp	391	4,432	44.32	10,000	(5,568)
FR Parts & Components Exp	8,668	19,099	42.44	45,000	(25,901)
FR Fuel Expense	11,201	38,000	29.37	129,373	(91,373)
FR Oil Lube Antifreeze Exp	1,497	3,009	54.71	5,500	(2,491)
FR Tire & Wheel Exp	0	3,403	18.53	18,360	(14,957)
FR Vendor Repair	0	0	0.00	59,288	(59,288)
BL Parts & Components Exp	199	2,087	14.98	13,936	(11,849)
BL Fuel Expense	3,810	12,762	30.36	42,030	(29,268)
BL Oil Lube Antifreeze Exp	42	72	13.33	540	(468)
BL Tire & Wheel Exp	0	0	0.00	4,500	(4,500)
BL Vendor Repair	0	75	0.37	20,212	(20,137)
Bus Stop / Shelter Repair	897	1,417	40.08	3,535	(2,118)
Other Material & Supplies Exp	(3)	50	0.40	12,548	(12,498)
Total Materials/Services Expenditures	90,265	301,160	16.54	1,821,314	(1,520,154)

Basin Transit Service
Klamath Falls, Oregon
For the Three Months Ending September 30, 2025
Capital Expenditures

	Current Month	Year to Date	% of Budget	Annual Budget	Over (Under) Budget
Motorized Vehicle Expense	0	219,392	34.52	635,538	(416,146)
Office Equipment Expense	0	0	0.00	0	0
Shop Equipment Expense	0	0	0.00	0	0
PC & Comm. Equip. Expense	3,746	3,746	0.00	0	3,746
Bus Stop & Shelter Expense	440	11,194	4.80	233,056	(221,862)
Land & Building Expense	0	0	0.00	40,000	(40,000)
Other Capital Outlay Exp	0	0	0.00	0	0
Total Capital Expenditures	4,186	234,332	25.79	908,594	(674,262)



BOARD OF DIRECTORS MEETING
OCT 2025



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 September 2025 and Budget Statement for September 2025.

Improving the organization

- Processes

- Incident/Accident reports digitalized
- AI incorporated in the workplace

- Branding

- Bus wraps contract awarded; project – in progress

Strategic Alignment

- District's readiness to political climate
- Human Coordinated Plan in progress
- Veterans on the Go: VA Coordination in progress to enhance service

Leading People

- Feedback

- Performance evaluations in progress
- Altamont station improvement complete





Human Coordinated Plan – Key Dates

Date	Event / Deliverable	Purpose
October 2025	Provider Inventory Surveys	Gather current service data
Nov 12, 2025	TAC Meeting #1 – Kickoff	Align on goals and priorities
Dec 3, 2025	TAC Meeting #2	Review Draft Technical Memos #1 & #2
Dec 2025	Decision-Maker Update	30% project completion checkpoint
Jan 21, 2026	TAC Meeting #3	Review public outreach findings
Feb 25, 2026	TAC Meeting #4	Review Draft Coordinated Plan
Feb 2026	Public Outreach (Round 2)	Collect feedback on draft plan
Spring 2026 (Projected)	Plan Adoption & Final Deliverables	Submit final plan and reports

Service Delivery

- Ridership

- Route 3 & 5 Strategic bus stop adjustment:
 - Montellius & Lakeport
 - Highway 66





NEW BUSINESS



BOARD OF DIRECTORS MEETING
OCT 2025



BASIN TRANSIT SERVICE
KLAMATH FALLS, OREGON

21 OCT 2025

EXECUTIVE SUMMARY

SUBJECT: Human Coordinated Plan Project Managment Status

Purpose and Background

This **Project Management Plan (PMP)** provides the framework for updating the *Basin Transit Service Transportation District (BTSTD)* and *Klamath Tribes Coordinated Human Services Transportation Plan* (the “Coordinated Plan”), last updated in **2016**. The purpose of the update is to evaluate how transportation services, public needs, and funding sources have evolved in **Klamath County, Oregon**, and to assess the progress and ongoing relevance of strategies proposed in the previous plan.

The project seeks to improve coordination between BTSTD, the Klamath Tribes, and other local partners to enhance transportation for seniors, people with disabilities, low-income residents, and other transportation-disadvantaged groups.

Project Study Area

The project area encompasses **Klamath County**, which has about **70,000 residents**—with 65% living in Klamath Falls and the rest in rural or unincorporated communities such as Crescent Lake, Chiloquin, Bly, Keno, and Beatty. The county’s main transportation corridor is **U.S. Highway 97**, supported by state routes 31, 58, 140, and 66.

Scope of Work

The PMP defines **seven key tasks**:

1. **Project Initiation and Management** – Establish project structure, reporting, and communication procedures.
2. **Project Kick-Off Meeting (TAC #1)** – Launch the project and align stakeholders on goals and expectations.

3. **Existing Services & Stakeholder Engagement Memoranda** – Document current transit services and key stakeholder input.
 4. **Needs and Opportunities Memorandum** – Identify service gaps and opportunities for better coordination.
 5. **Final Coordinated Plan** – Develop an updated, federally compliant plan with prioritized implementation strategies.
 6. **Final Presentation** – Present findings and recommendations to stakeholders.
 7. **Final Deliverables** – Submit final reports, data, and project documentation following plan adoption.
-

Roles and Responsibilities

- **Project Management Team (PMT):** Oversees draft materials, outreach, and adoption logistics (*led by Adrian Mateos*).
 - **Technical Advisory Committee (TAC):** Provides review and feedback on draft materials at each meeting.
 - **Consultant Team (Kittelson & Associates):** Leads analysis, facilitates meetings, and prepares all project deliverables.
-

Key Deliverables and Meetings Timeline

Date	Event / Deliverable	Purpose
October 2025	Provider Inventory Surveys	Gather current service data
Nov 12, 2025	TAC Meeting #1 – Kickoff	Align on goals and priorities
Dec 3, 2025	TAC Meeting #2	Review Draft Technical Memos #1 & #2
Dec 2025	Decision-Maker Update	30% project completion checkpoint
Jan 21, 2026	TAC Meeting #3	Review public outreach findings
Feb 25, 2026	TAC Meeting #4	Review Draft Coordinated Plan
Feb 2026	Public Outreach (Round 2)	Collect feedback on draft plan
Spring 2026 (Projected)	Plan Adoption & Final Deliverables	Submit final plan and reports

Project Completion and Next Steps

The updated Coordinated Plan is targeted for **completion and adoption by Spring 2026**. Upon adoption, BTSTD and the Klamath Tribes will receive final electronic and printed copies of the plan, supporting memoranda, and outreach summaries.



Subject: Operational Update — Targeted Bus Stop Relocations (Routes 3 & 5)

Executive Summary

To optimize safety, ride quality, and network drivability, we are executing three bus stop adjustments on Route 3 (Montellious corridor) and Route 5 (Stewart–Lennox). These changes align with regulatory guidance, reducing maintenance burden, and streamline service with minimal customer impact.

Scope of Changes

Route 3 (Montellious Corridor)

1. **Montellious & Lakeport — Stop realignment (across the street)**
 - **Action:** Relocate the existing stop across the street.
 - **Intent:** Improve coach approach/egress and smooth operations along a constrained, high-maintenance segment.
2. **Iowa & Montellious → Nevada & Montellious — Stop consolidation/move**
 - **Action:** Move the stop from **Iowa & Montellious** to **Nevada & Montellious** (approximately **0.25 miles** farther along the corridor).
 - **Intent:** Enhance route drivability and ride stability through the bumpiest section of Montellious.

Route 5 (Stewart–Lennox)

1. **Highway 66 — Off-highway relocation near retail entry**
 - **Action:** Shift the stop **off Highway 66** to “around the corner,” closer to the **Dollar Tree entrance** (in proximity to **Dollar General**).
 - **Regulatory Driver:** **ODOT** objected to our sign placement on Highway 66.
 - **Intent:** Improve pedestrian safety, reduce roadside exposure, and place the stop nearer to primary trip generators.
-

Business Rationale

- **Safety Uplift:** Moving off Highway 66 and refining curbside geometry lowers exposure risk for riders and operators.
 - **Ride Quality & Drivability:** The Montellious segment is notably rough; current conditions prompt some riders to stand while in motion and contribute to higher maintenance wear. The new placements reduce braking/merging conflicts and smooth coach handling.
 - **Regulatory Compliance:** Adjustments fully address ODOT's signage concerns on Highway 66.
 - **Customer Access:** The Route 5 move positions the stop closer to key retail entrances, improving first-/last-mile connectivity.
-

Customer Impact & Mitigations

- **Route 3 — Iowa→Nevada Move:** Post-change catchment analysis and rider surveys indicate **only one regular passenger** at Iowa & Montellious will be materially affected. The new Nevada & Montellious stop is $\sim\frac{1}{4}$ **mile** farther—still within standard walk access thresholds.
- **Wayfinding & Comms:** We will deploy on-street notices at old/new locations, update GTFS/real-time feeds, push in-app alerts, and brief operators with talking points for rider inquiries.
- **Accessibility:** Stop pads and approach paths at the new locations will be verified for ADA compliance and safe pedestrian approach as part of implementation.