

BASIN TRANSIT SERVICE TRANSPORTATION DISTRICT BUDGET DOCUMENT



FY 2025/2026

Approved: Budget Committee Meeting June 04, 2025

Adopted: Board of Directors June 25, 2025

BASIN TRANSIT SERVICE TRANSPORTATION DISTRICT

MISSION STATEMENT

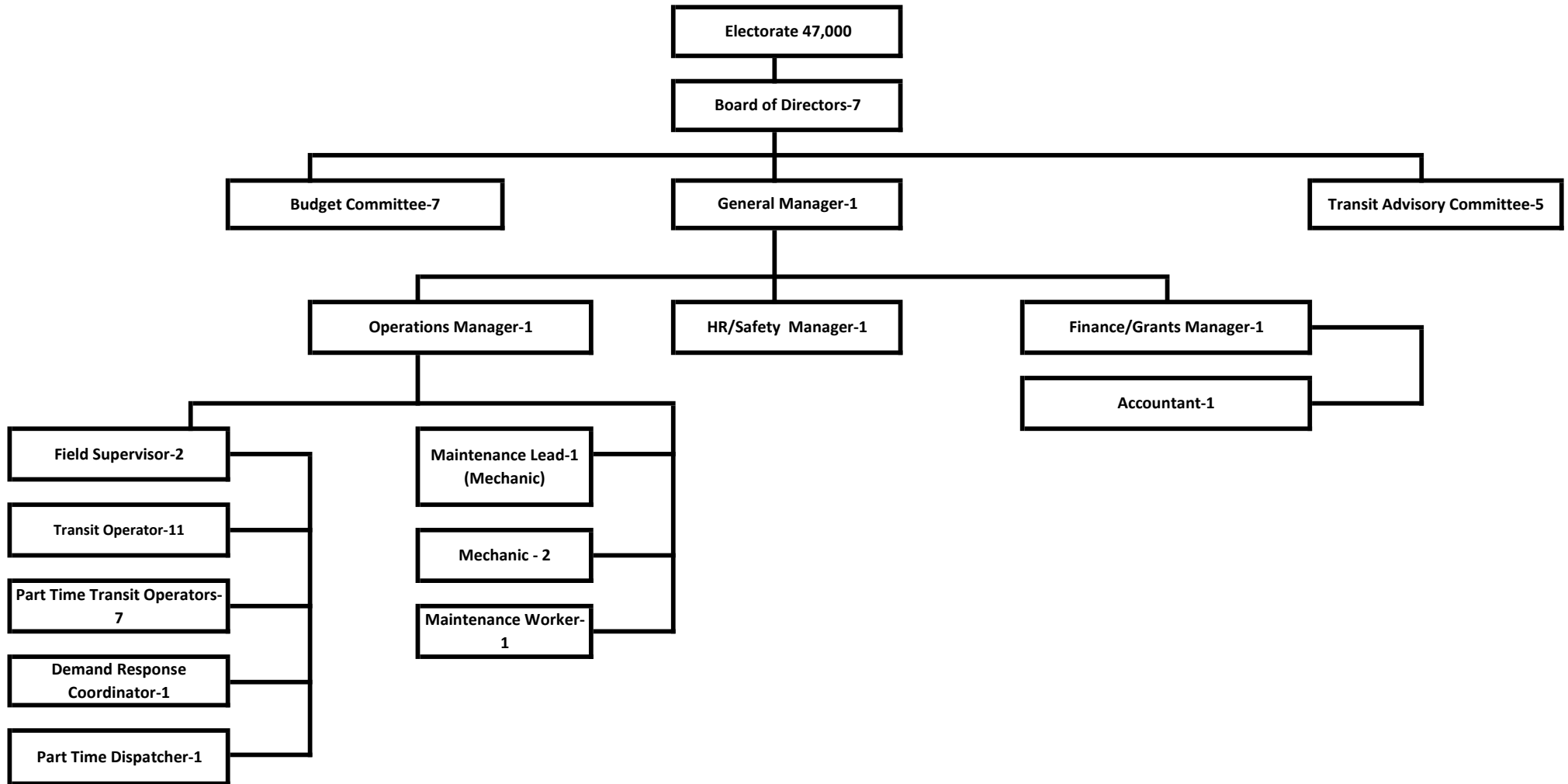
The purpose of Basin Transit Service Transportation District is to provide safe, efficient, and accessible transportation, enhancing the livability of the community.

VALUES

- **INTEGRITY:** ensuring a unified, equitable responsiveness to our mission and the people of the District.
- **EFFICIENCY:** providing the highest level of service at the optimum cost.
- **SAFETY:** creating and maintaining an environment which respects the well-being of the community and staff.
- **SUPPORT:** encouraging livability by working together to meet the needs and expectations of our community and customers.
- **DEVELOPMENT:** creatively managing our future in response to community demand within present and other available resources.
- **COMMUNITY NETWORKING:** being positive and proactive among the providers of community service.

BASIN TRANSIT SERVICE TRANSPORTATION DISTRICT

Organizational Right Sizing Structure FY 25/26



BASIN TRANSIT SERVICE TRANSPORTATION DISTRICT
BUDGET COMMITTEE
2025/2026

CITIZEN MEMBERS

<i>MEMBER NAME</i>	<i>TERM EXPIRES</i>
Vacant	June 30, 2025
William Dibrito	June 30, 2025
Riley Eccles	June 30, 2025
Vacant	June 30, 2027
Vacant	June 30, 2027
Vacant	June 30, 2027
Vacant	June 30, 2027

Note: Citizen members serve a 3 year term.

Board of Directors

<i>MEMBER NAME</i>	<i>TERM EXPIRES</i>
Perry Andrews	June 30, 2025
Craig Fleck	June 30, 2025
Nora Foster	June 30, 2025
Sandra Fox	June 30, 2025
Eric Noble	June 30, 2026
Edwin Tuhy	June 30, 2026
Vacant	June 30, 2026

Budget Officer

Michelle Carpenter	Finance/Grant Manager
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BASIN TRANSIT SERVICE TRANSPORTATION DISTRICT FY 2025/2026 BUDGET MESSAGE

Basin Transit Service Transportation District (BTS) is a Special District established under Oregon law to provide public transportation in Klamath County. Local property tax is one of the principal sources of its operating revenues. The taxing base was approved by Klamath County voters in November 1992. The District is eligible for federal and state transportation grants such as 5304, 5310 and 5311 formula funds, 5339 Discretionary, State Transportation Improvement Funds (STIF) and other grants. The property tax enables the District to provide the required funding match for federal and state transportation grants for operating costs, purchase of capital equipment (e.g., buses, tools, passenger shelters, etc.) and improvements of District facilities. Other revenues gained by the District are from fare box receipts, advertising, interest earned, and sales of surplus capital.

HIGHLIGHTS OF THE FY 2024/25 BUDGET

In December of 2022, the board of directors approved a tax levy for the May 2023 election to address the District anticipated shortfall in funding in FY 25/26. The tax levy failed with 67% of the voters voting no. The board of directors on February 28, 2024, approved the District service reduction plan. The District estimated in January of 2024 that the District would need to address a \$597,000 shortfall in funding during FY 25/26. On April 1, 2024, the District implemented new schedules and reduce operational hours for Fix Route, Intercity, and Basin Lift. During FY 24/25 the District has been able to refine transit operations and the costs required to provide continuous transit service within Klamath County in future years.

The impact of the service reduction decreased ridership for all transit services over the current fiscal year. It is unlikely the District will regain pre-pandemic ridership unless funding increases. However, even with funding increases it will take five years or longer to regain the loss of ridership. Basin Lift ridership fully recovered from the pandemic by January of 2024, with the reduction in service hours ridership has dropped 37% over the fiscal year. Basin Connect ridership has stayed steady over the last year with minor growth. Basin Connect is now operating as a demand response program to improve the efficiency of its operations.

During the current fiscal year, the District has been able to determine the number of positions required for operations for the reduced services. The District right sized its staff through attrition reshaping the District for FY 25/26 and the future.

The District this year saw the return of Craig Johnston as Operations Manager and Brenden Westfall return to the Lead Mechanic. The new HR Manager is Theresa O'Connor. The District hired new permanent drivers to replace Transit Operators who have moved on to other career opportunities.

Material costs for fuel, tires, parts, and components have decreased with the reduction in the number of hours and miles each bus operates during the year. Energy and utility costs for heating, cooling, phone services continued to increase over the year. Subscription services such as Trinet (payroll & human resources programs), CTS (dispatching), Computer Security programs and other such programs continue to increase in cost. Services for auditing increased as the new auditing firm learns about the District and transit services and grants. Services for ground and building maintenance increased over the last year as did other services. Administration cost printing, personal and legal services, saw minor increases in costs.

The winter storm events of FY 25/26 had major impacts on the District budget this year with cost increase of 57% for snow removal. Storm events required closure of all services for several days with minimum services returning in the latter part of the week with late start days.

The District received a new paratransit bus last fall, replacing one bus in our aging fleet. The District was required to replace two bus transmissions during the year. The District installed gates at the bus shelters at Pine Street and Avalon Street to reduce the vandalism and inappropriate use of the shelters.

In April and May of 2025, the union and management met to negotiate a new collective bargaining agreement, and a tentative agreement was reached in early May. The new collective bargaining agreement was approved by the Board of Directors at its May 28, 2025, meeting. The Board will also consider at its June meeting select wage increases and COLAs for management.

During the last year, the District has focused on right sizing the organization to have a sustainable organization and avoid layoffs of personnel. The rightsizing of the District also provides reserves to assist in maintaining fleet and ensuring the financial health of the District.

HIGHLIGHTS OF THE FY 2025/2026 BUDGET

GENERAL FUND RESOURCES

The FY 25/26 budget reflects sustainable operating costs capable of providing continuing transit services to Klamath County. The budget reflects the estimated funding resources anticipated to be received from the local tax base, 5304, 5310, 5311, 5310 Discretionary, 5339 Discretionary, STIF Discretionary and STIF Payroll and Population funds.

Property tax revenues will remain flat. The property tax that the Budget Committee and Board of Directors are being asked to approve to support this budget is **not** the dollar amount but is in fact the full approved **tax rate of .4822** per thousand assessed value in the District.

5310 and 5311 federal formula funds will increase slightly over FY 24/25 budget for fix route and Basin Lift operations. 5339 Discretionary funds will be used to purchase bus wraps, driver barriers and replacement buses for our aging fleet of paratransit buses. The budget reflects additional federal 5304 will provide planning fund for the Human Coordinate Plan. STIF payroll and population funds will provide funding for operations, maintenance, administration, and local match for federal and state grants. Revenues from fares from fix route and Basin Lift are expected to be similar to FY 24/25. Other revenues will be similar to the past fiscal years. Resources for the budget will vary and every effort has been made to show the estimated funds we expect to receive for the year. Projects developed for the District are according to priorities and plans that include recommendations by the Transit Advisory Committee in a public process and approved by the Board of Directors in a public process.

PERSONNEL SERVICES-REQUIREMENTS

The District will review vacant positions as they occur and will only fill those positions required to maintain current transit services during the fiscal year. The accountant position is currently the main position to be recruited at the beginning of the fiscal year. Employee wages and benefits will have the most significant impact on the District's budget. This year a COLA increase of 2.5% and a permanent \$2.00 per hour wage increase for all collective bargaining employees will begin on July 1, 2025. Proposed selected wage increases for management may be approved by the Board of Directors at the June 28, 2025, meeting. Health/Dental/Life & Disability insurance costs will remain similar to the current year by the District switching to SDAO for all its insurance needs. Other personnel cost such

retirement, social security, Medicare, unemployment insurance and other similar costs will be similar but increase due to wage increases.

MATERIALS AND SERVICES-REQUIREMENTS

The cost of materials and services is expected to increase at an inflation rate of 3.5 %. The budget was developed based on past history and inflation for such items as utilities, parts and components, tires, printing, contract services and other materials and services. The cost of fuel is anticipated to remain stable during the next fiscal year, and the budget reflects fuel costs similar to FY 24/25.

The District will perform planning activities so the Human Coordinate Plan to be completed by December 2025. This plan is critical to the District for making successful application for federal and state grants.

Yearly fees for insurance for facilities and vehicles, cloud storage, phone service, payroll and human resource services, maintenance management, paratransit tablets, and other programs will continue to increase the District operating costs.

CAPITAL OUTLAY REQUIREMENTS

Capital projects will include two new vehicles for northern Klamath County service, bus warps, driver barriers, replacement of bus stop signs, installation of simme seats and maintenance projects to facilities.

STIF REVENUE FUND-RESOURCES & REQUIREMENTS

State Transportation Improvement Fund (STIF) are state revenues collected through the transit payroll tax. STIF population funds must be allocated to projects for seniors and people with disabilities both within and outside the District. STIF payroll funds must be allocated to projects both within and outside the District. Both STIF Population and Payroll must be reviewed and recommended by the District's Transit Advisory Committee to the Board of Director's and approved by the Board of Directors. Both the Transit Advisory Committee and Board of Directors meetings must be public meetings. STIF funding can be impacted by economic events affecting employment within Klamath county thus impacting revenues collected by the transit payroll tax.

CAPITAL RESERVE FUND-RESOURCES

The reserve fund provides the District with a local match that is required for most federal, state, and other grant opportunities. The fund can be used to purchase property, buildings, transit vehicles and other capital items. Local Budget law requires local government to review reserve funds every 10 years to see if there is still a need for the fund. The fund was reviewed by the Board of Directors on May 26, 2021, and passed Resolution 2021-16 to create a Capital Reserve Fund.

CONCLUSION

This budget reflects a conservative plan which should be monitored closely during the year by the board and management who should take appropriate action throughout the year for changes in funding. It is anticipated in FY 27/28 that \$100,000 of STIF being used for the current fiscal year and the next fiscal year will not be available. Savings anticipate from rightsizing the organization in this fiscal year should allow for reserve to be saved for future needs. This budget shows an unappropriated ending balance that will provide funding between July 1 and November 30 during the next fiscal year until local tax revenues are received in November 2025.

BASIN TRANSIT SERVICE TRANSPORTATION DISTRICT PROPERTY TAX SUMMARY

<u>Tax Year</u>	<u>Compute Taxes</u>	<u>Taxes Received</u>	<u>Previous Year</u>
2025/2026	\$ 3,463,084,632	\$ 1,621,597	\$ -
2024/2025	\$ 3,463,084,632	\$ 1,621,597	\$ 109,172
2023/2024	\$ 3,203,039,918	\$ 1,512,425	\$ 133,382
2022/2023	\$ 3,068,560,454	\$ 1,379,043	\$ 41,564
2021/2022	\$ 2,996,028,439	\$ 1,314,674	\$ 60,352
2020/2021	\$ 2,865,355,316	\$ 1,343,197	\$ 13,440
2019/2020	\$ 2,769,165,790	\$ 1,329,757	\$ (3,183)
2018/2019	\$ 2,643,362,294	\$ 1,332,940	\$ 120,851
2017/2018	\$	\$ 1,212,089	\$ 60,240
2016/2017	\$ 2,541,650,212	\$ 1,151,849	\$ (34,762)
2015/2016	\$ 2,473,123,739	\$ 1,186,611	\$ 112,767
2014/2015	\$ 2,413,424,582	\$ 1,073,844	\$ 2,911
2013/2014	\$ 2,360,873,903	\$ 1,070,933	\$ (26,730)
2012/2013	\$ 2,336,286,524	\$ 1,097,663	\$ 88,163
2011/2012	\$ 2,315,428,247	\$ 1,009,500	\$ 9,489
2010/2011	\$ 2,295,686,944	\$ 1,000,011	\$ (69,672)
2009/2010	\$ 2,363,783,540	\$ 1,069,683	\$ 36,434
2008/2009	\$ 2,108,293,319	\$ 1,033,249	\$ 68,571
2007/2008	\$ 1,956,540,383	\$ 964,678	\$ 15,872
2006/2007	\$ 1,859,475,089	\$ 948,806	\$ 118,938
2005/2006	\$ 1,760,360,305	\$ 829,868	\$ 29,510
2004/2005	\$ 1,697,231,510	\$ 800,358	\$ 17,689
2003/2004	\$ 1,633,912,173	\$ 782,669	\$ 50,136

Impact if assessed value is at 46%

The taxing rate for the District is .4822 cents per thousand of assessed property value. For example a home with a market value of \$ 250,000 might have an assessed value of only \$ 115,000 and generate approximately \$55.45 in revenue to the District. This amount can be further reduced if discounts (3%) offered by the Tax Collector are taken.

To support one (1) bus route it is estimated that it would take about 1,082 homes of this value to generate sufficient property tax revenue.

Impact if assessed value is at 75%

The taxing rate for the District is .4822 cents per thousand of assessed property value. For example a home with a market value of \$ 250,000 might have an assessed value of only \$ 187,500 and generate approximately \$90.41 in revenue to the District. This amount can be further reduced if discounts (3%) offered by the Tax Collector are taken.

To support one (1) bus route it is estimated that it would take about 664 homes of this value to generate sufficient property tax revenue.

Basin Transit Service Transportation District
Estimated Permanent Rate Taxes
FY 25/26

Permanent rate limit: \$ 0.4822 / \$
 1000 Estimated Assessed Value in
 District: \$ 3,463,084,632

1	Tax rate (per \$1.00 of AV)	X	0.0004822
2	Value x rate	= \$	1,669,899
3	Minus estimated Measure 5 loss	-	0
4	Tax to be billed	= \$	1,669,899
5	County collection average	X	0.932
6	Tax amount to budget	= \$	1,556,346

Basin Transit Service Transportation District
Operational Reserve
FY 25/26

Monthly Expense			
Year	FY 22/23	FY 23/24	FY 25/26
Month	Cost/Month	Cost/Month	Cost/Month
July	\$ 317,029	\$ 237,505	\$ 296,728
August	\$ 231,763	\$ 324,436	\$ 371,500
September	\$ 270,043	\$ 284,768	\$ 223,940
October	\$ 334,574	\$ 310,277	\$ 342,493
November	\$ 311,953	\$ 317,272	\$ 264,570
December	\$ 381,102	\$ 334,895	\$ 263,706
July 1st to October 31st Average Monthly Cost	\$ 288,352	\$ 289,247	\$ 293,823
4 month Reserve	\$ 1,153,409	\$ 1,156,986	\$ 1,175,291
3 Year Average for 4 months of Operations			\$ 1,161,895
July 1st to November 30th Average Monthly Cost	\$ 293,072	\$ 294,852	\$ 299,846
5 month Reserve	\$ 1,465,362	\$ 1,474,258	\$ 1,499,231
3 Year Average for 5 months of Operations			\$ 1,479,617
Reserve for Operations Amount for FY 25/26			\$ 1,337,261
Use			\$ 1,300,000

Basin Transit Service Transportation District

Beginning Fund Balance

FY 25/26

Resources	Actual Resources FY 23/24	Current Year Estimated Resources FY 24/25	Estimated Resources FY 25/26
Beginning Balance July 1,	\$ 1,025,609	\$ 1,395,516	\$ 1,652,552
Subtotal	\$ 1,025,609	\$ 1,395,516	\$ 1,652,552
Property Taxes	\$ 1,580,449	\$ 1,602,772	\$ 1,596,346
Subtotal	\$ 1,580,449	\$ 1,602,772	\$ 1,596,346
STIF Plan - Population	\$ -	\$ -	\$ 317,113
STIF Plan - Payroll	\$ 1,146,888	\$ 833,813	\$ 1,625,048
STIF Discretionary Grant	\$ -	\$ -	\$ 169,342
Rural Veterans Grant	\$ 4,574	\$ 2,445	\$ 38,000
Public Transit Assistance	\$ 185,092	\$ 196,688	\$ 185,000
5304 Planning Funds	\$ -	\$ -	\$ 40,000
5310 Formula Fund	\$ 94,790	\$ 351,163	\$ 458,607
5311 Formula Funds	\$ 1,214,791	\$ 1,304,867	\$ 723,754
5339 Federal Funds	\$ -	\$ -	\$ 188,435
SDAO Grants	\$ -	\$ -	\$ -
Other Grants	\$ -	\$ -	\$ -
Subtotal	\$ 2,646,135	\$ 2,688,976	\$ 3,745,299
Fares	\$ 93,654	\$ 75,097	\$ 75,097
Advertising	\$ -	\$ 21,453	\$ 21,453
Interest	\$ 368	\$ 394	\$ 400
Insurance Claims	\$ 4,416	\$ 8,747	\$ 5,000
Miscellaneous	\$ 1,150	\$ 626	\$ 4,000
Sale of Capital Assets	\$ -	\$ -	\$ -
Subtotal	\$ 99,588	\$ 106,317	\$ 105,950
Total Resources	\$ 5,351,781	\$ 5,793,581	\$ 7,100,147

Requirements	Actual Resources FY 23/24	Current Year Estimated Resources FY 24/25	Estimated Resources FY 25/26
Personnel Services	\$ 2,778,533	\$ 2,784,946	\$ 2,462,802
Materials and Services	\$ 1,109,108	\$ 1,105,756	\$ 1,821,313
Capital Expenditures	\$ 68,624	\$ 175,326	\$ 908,594
Capital Reserve Transfer	\$ -	\$ 75,000	\$ 75,000
Operating Contingency	\$ -	\$ -	\$ 75,000
Sub-Total Requirements	\$ 3,956,265	\$ 4,141,028	\$ 5,342,709
Ending Fund Balance	\$ 1,395,516		
Estimated Ending Balance		\$ 1,652,552	
Reserved for Future Expenditure			\$ 457,439
Unappropriated End Balance			\$ 1,300,000
Total Requirements			\$ 7,100,148

Basin Transit Service Transportation District

Beginning Fund Balance

FY 25/26

Account Type	Actual Cash on Hand 6/30/2019 for FY 19/20	Actual Cash on Hand 6/30/2020 for FY 20/21	Actual Cash on Hand 6/30/21 for FY 21/22	Actual Cash on Hand 6/30/22 for FY 22/23	Actual Cash on Hand 6/30/23 for FY 23/24	Actual Cash on Hand 6/30/24 FY 24/25	Estimated Cash on Hand 6/30/25 FY 25/26	Date of Actual or Estimate Numbers
Umpqua Money Market	\$ 2,008,402	\$ 2,747,852	\$ 3,677,691	\$ 3,355,939	\$ 3,158,622	\$ 3,610,465	\$ 4,224,428	5/14/2025
Umpqua Checking 1	\$ 60,068	\$ 162,325	\$ 111,169	\$ 99,117	\$ 141,621	\$ 178,046	\$ 54,821	5/14/2025
Umpqua Checking 2	\$ 1,785	\$ 13,716	\$ 15,624	\$ 18,915	\$ 8,974	\$ 8,919	\$ 8,919	5/14/2025
Subtotal of Cash Accounts	\$ 2,070,255	\$ 2,923,893	\$ 3,804,485	\$ 3,473,971	\$ 3,309,217	\$ 3,797,430	\$ 4,288,168	5/14/2025
Umpqua Bank CD	\$ 168,103	\$ 171,461	\$ 176,621	\$ 179,556	\$ 181,703	\$ 181,976	\$ 182,127	5/14/2025
WaFe Bank CD	\$ 136,667	\$ 137,437	\$ 138,276	\$ 138,662	\$ 139,009	\$ 139,445	\$ 139,706	5/14/2025
Subtotal of CD Accounts	\$ 304,770	\$ 308,899	\$ 314,897	\$ 318,218	\$ 320,712	\$ 321,420	\$ 321,833	5/14/2025
Total of Cash & CD Accounts	\$ 2,375,025	\$ 3,232,791	\$ 4,119,382	\$ 3,792,188	\$ 3,629,930	\$ 4,118,850	\$ 4,610,001	5/14/2025
Estimated 3rd QTR Federal Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 823,299	5/14/2025
Estimated 3rd QTR STIF Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 202,056	5/14/2025
Estimated Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,091	5/14/2025
Estimated Remaining Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	5/14/2025
Minus 2 Mths of Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 480,153	5/14/2025
Minus 2 Mths of Materials & Services Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 191,870	5/14/2025
Minus STIF (PayRoll) In District Revenue Funds	\$ -	\$ 754,656	\$ 1,116,077	\$ 1,543,914	\$ 1,524,856	\$ 1,422,730	\$ 1,743,053	5/14/2025
Minus STIF (Payroll) Out of Dist. Revenue Funds	\$ -	\$ 211,139	\$ 367,096	\$ 524,469	\$ 536,902	\$ 621,925	\$ 497,022	5/14/2025
Minus STIF (Population) In District Revenue Funds	\$ 14,412	\$ 124,624	\$ 132,217	\$ 207,227	\$ 221,850	\$ 249,915	\$ 238,021	5/14/2025
Minus STIF (Population) Out District Revenue Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 117,283	\$ 195,962	5/14/2025
Actual Beginning Cash on Hand	\$ 2,360,613	\$ 2,142,373	\$ 2,503,991	\$ 1,516,578	\$ 1,346,321	\$ 1,706,997	\$ 2,325,366	5/14/2025
Minus Capital Reserve	\$ 304,770	\$ 308,899	\$ 314,897	\$ 318,218	\$ 320,712	\$ 321,420	\$ 321,833.38	5/14/2025
Beginning Balance or Cash on Hand	\$ 2,055,843	\$ 1,833,474	\$ 2,189,094	\$ 1,198,361	\$ 1,025,609	\$ 1,385,577	\$ 2,003,533	Beginning Balance for FY 25/26

BASIN TRANSIT SERVICE BUDGET FY 25/26

RESOURCES AND REQUIREMENTS SUMMARY GENERAL FUND

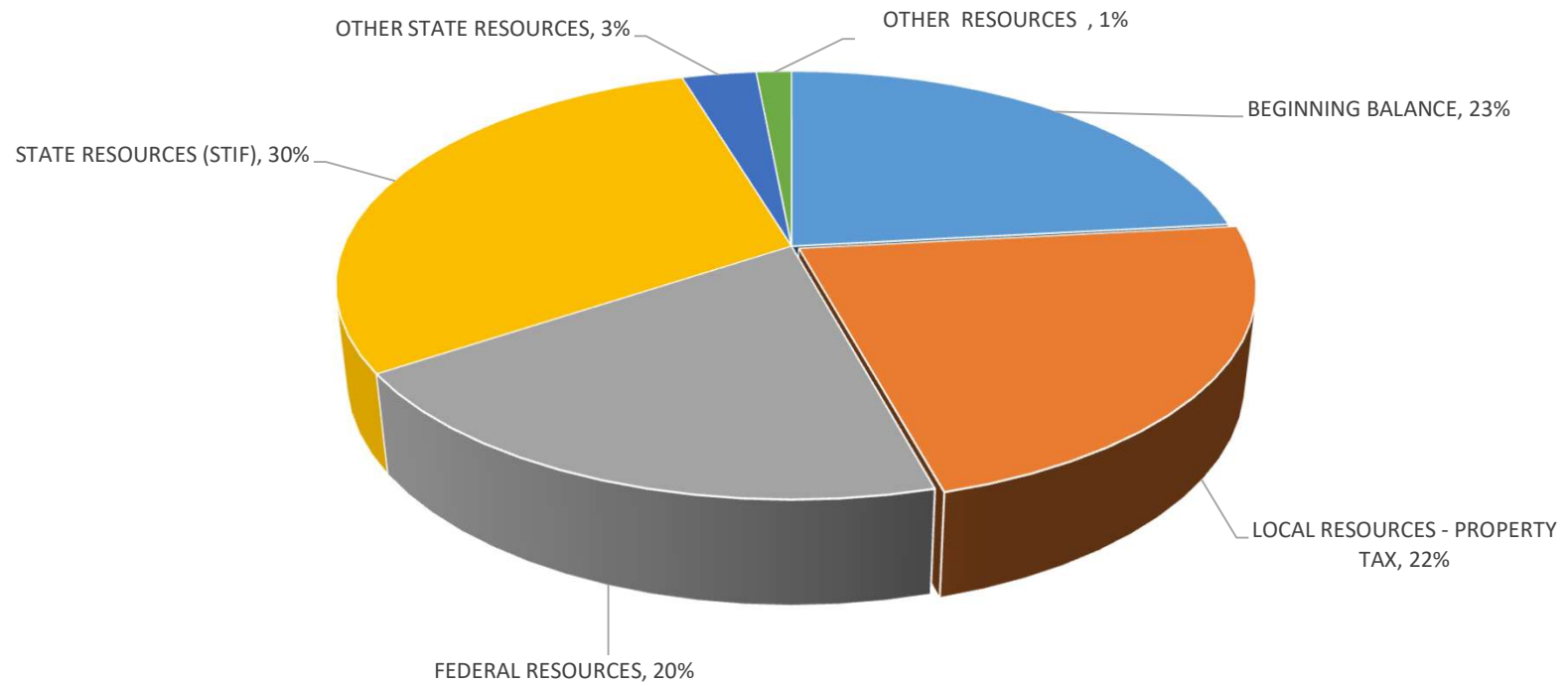
	Historical Data			RESOURCE AND REQUIREMENT DESCRIPTION		Budget for Fiscal Year 2025/26			
	Actual		Adopted Budget 2024-25			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Budget 2022-23	Budget 2023-24							
1				1	RESOURCES				1
2	1,198,361	1,025,609	1,593,753	2	BEGINNING BALANCE	1,652,552	1,652,552	1,652,552	2
4	2,679,414	2,646,135	3,292,036	4	STATE / FEDERAL REVENUES	3,745,299	3,745,299	3,745,299	4
5	137,417	99,588	107,125	5	OTHER RESOURCES	105,951	105,951	105,951	5
6	0		0	6	CAPITAL RESERVE FUND TRANSFER IN	0	0	0	6
7			1,571,789	7	TAXES ESTIMATED TO BE RECEIVED	1,596,346	1,596,346	1,596,346	7
8	1,464,917	1,580,449	0	8	TAXES COLLECTED IN YEAR LEVIED	0	0	0	8
9	5,480,109	5,351,781	6,564,703	9	TOTAL RESOURCES	7,100,148	7,100,148	7,100,148	9
10				10					10
11				11					11
12				12	REQUIREMENTS				12
13	2,684,985	2,778,533	2,859,279	13	TOTAL PERSONNEL SERVICES	2,462,802	2,462,802	2,462,802	13
14	1,111,120	1,109,108	1,583,541	14	TOTAL MATERIALS AND SERVICES	1,821,313	1,821,313	1,821,313	14
15	621,199	68,624	663,476	15	TOTAL CAPITAL OUTLAY	908,594	908,594	908,594	15
16	0	0	75,000	16	CAPITAL RESERVE FUND TRANSFER OUT	75,000	75,000	75,000	16
17	0	0	75,000	17	GENERAL OPERATING CONTINGENCY	75,000	75,000	75,000	17
18	0	95,516	8,407	18	RESERVED FOR FUTURE EXPENDITURE	457,439	457,439	457,439	18
19	1,300,000	1,300,000	1,300,000	19	UNAPPROPRIATED ENDING FUND BALANCE	1,300,000	1,300,000	1,300,000	19
21	5,717,304	5,351,781	6,564,703	21	TOTAL REQUIREMENTS	7,100,148	7,100,148	7,100,148	21

BASIN TRANSIT SERVICE BUDGET FY 25/26

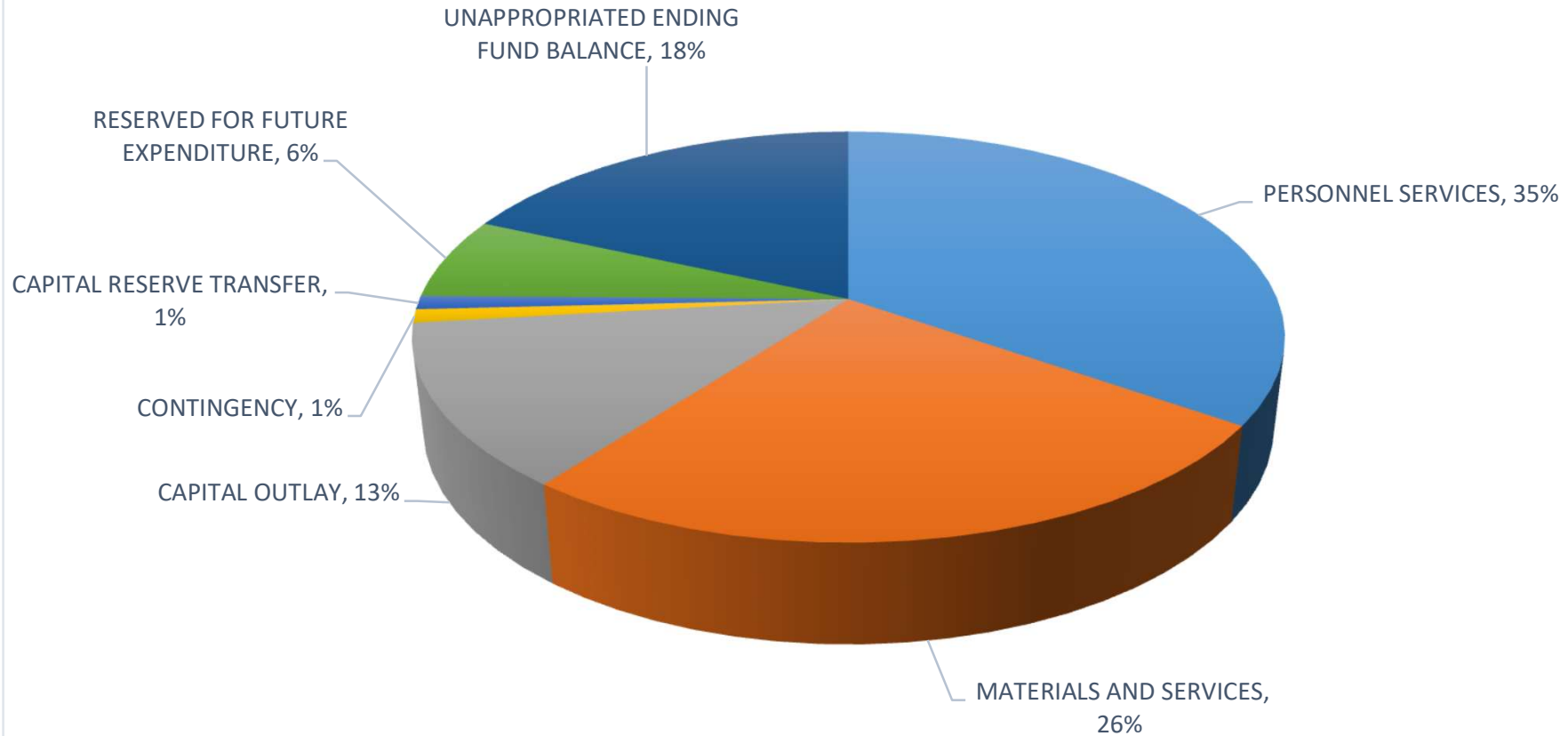
RESOURCES - GENERAL FUND

	Historical Data				RESOURCE DESCRIPTION	Budget for Fiscal Year 2025/26			
	Actual		Adopted Budget FY 2024-25			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Budget FY 2022-23	Budget FY 2023-24							
1	1,198,361	1,025,609	1,593,753	1	BEGINNING BALANCE	1,652,552	1,652,552	1,652,552	1
2				2					2
3				3	LOCAL RESOURCES				3
4			1,529,789	4	Taxes Estimated to be received	1,556,346	1,556,346	1,556,346	4
5	43,913	40,573	42,000	5	Previous Year Levied Taxes	40,000	40,000	40,000	5
6	1,421,004	1,537,070	0	6	Taxes Collect in Year Levied	0	0	0	6
		2,805			Heavy Equipment Rental Taxes	1,950	1,950	1,950	
7	1,464,917	1,577,643	1,571,789	7	TOTAL LOCAL RESOURCES	1,596,346	1,596,346	1,596,346	7
8				8					8
9				9	STATE / FEDERAL RESOURCES				9
10	42,667		171,656	10	STIF Plan-Population (State)	317,113	317,113	317,113	10
11	851,080	1,146,888	1,397,683	11	STIF Plan-Payroll (State)	1,625,048	1,625,048	1,625,048	11
12	213,203		169,342	12	STIF Discretionary Grant (State)	169,342	169,342	169,342	12
13	23,679	4,574	56,429	13	Rural Veterans Grant (State)	38,000	38,000	38,000	13
14	150,812	185,092	165,000	14	Public Transit Assistance (State)	185,000	185,000	185,000	14
15	0	0	40,000	15	5304 Planning Grant (Federal)	40,000	40,000	40,000	15
16	280,188	94,790	261,671	16	5310 Formula Grant (Federal)	458,607	458,607	458,607	16
17	1,117,785	1,214,791	890,876	17	5311 Formula Grant (Federal)	723,754	723,754	723,754	17
18	0	0	139,379	18	5339 Grant (Federal)	188,435	188,435	188,435	18
19	0	0	0	19	SDAO Grant	0	0	0	19
20	0	0	0	20	Other Grants	0	0	0	20
21	2,679,414	2,646,135	3,292,036	21	TOTAL STATE / FEDERAL RESOURCES	3,745,299	3,745,299	3,745,299	21
22				22					22
23				23	OTHER RESOURCES				23
24	104,067	61,649	55,800	24	Fix Route Fares	75,097	75,097	75,097	24
25	27,993	32,005	40,003	25	Demand Response Fares	21,453	21,453	21,453	25
26	33	1,150	2,500	26	Miscellaneous	2,500	2,500	2,500	26
27	3	368	322	27	Interest	400	400	400	27
28	0	0	0	28	Overs & Shorts	0	0	0	28
29	350	0	0	29	Advertising	0	0	0	29
30	1,277	0	5,000	30	Surplus Sales	0	0	0	30
31	0	4,416	3,500	31	Insurance Claims	5,000	5,000	5,000	31
32	3,696	0	0	32	Travel and Training Reimbursements	1,500	1,500	1,500	32
33	137,417	99,588	107,125	33	TOTAL OTHER RESOURCES	105,951	105,951	105,951	33
34				34					34
35				35	CAPITAL RESERVE RESOURCES				35
36	0	0	0	36	Capital Reserve Fund Transfer In	0	0	0	36
37	0	0	0	37	TOTAL CAPITAL RESERVE FUND TRANSFER	0	0	0	37
38				38					38
39	4,059,105	3,811,905	4,992,914	39	TOTAL RESOURCES EXCEPT TAXES TO BE LEVIED	5,503,802	5,503,802	5,503,802	39
40	5,480,110	5,348,975	6,564,703	40	TOTAL RESOURCES	7,100,148	7,100,148	7,100,148	40

**Basin Transit Service Transportation District
Estimated Resources For FY 25/26**



Basin Transit Service Transportation District Estimated Requirements for FY 25/26



BASIN TRANSIT SERVICE BUDGET FY 25/26

REQUIREMENTS - GENERAL FUND

PERSONNEL SERVICES

	Historical Data			Requirement Description		Budget for Fiscal Year 2025/26			
	Actual		Adopted Budget FY 2024-25			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Budget FY 2022-23	Budget FY 2023-24							
1				1	PERSONNEL SERVICES				1
2	337,280	455,134	399,817	2	Administration Wages	362,424	362,424	362,424	2
3	1,295,631	1,366,023	1,312,800	3	Operations Wages	1,106,790	1,106,790	1,106,790	3
4	303,673	257,900	345,135	4	Maintenance Wages	265,003	265,003	265,003	4
14	1,936,584	2,079,057	2,057,752	14	Total Wages	1,734,217	1,734,217	1,734,217	14
15	66,796	27,078	42,830	15	Worker's Compensation	42,783	42,783	42,783	15
16	27,789	28,578	28,939	16	Medicare Taxes	25,146	25,146	25,146	16
17	22,100	17,539	17,962	17	Employment Insurance	23,585	23,585	23,585	17
18	14,755	9,839	9,826	18	Disability/Accident/Life Insurance	10,959	10,959	10,959	18
19	744	285	0	19	Employee Assistance Program	0	0	0	19
20	438,931	427,839	489,420	20	Health and Dental Insurance	441,417	441,417	441,417	20
21	55,583	58,241	80,829	21	Retirement	70,235	70,235	70,235	21
22	3,311	7,883	7,983	22	Paid Leave Oregon	6,937	6,937	6,937	22
23	118,393	122,194	123,738	23	FICA Tax (Social Security)	107,521	107,521	107,521	23
24	748,401	699,476	801,527	24	Total Benefits	728,583	728,583	728,583	24
25	2,684,985	2,778,533	2,859,279	25	TOTAL PERSONNEL SERVICES	2,462,800	2,462,800	2,462,800	25

Basin Transit Service Transportation District

Full Time Equivalent Employees FY 2025/26

No.	Administrative	Full Time	Part Time
1	General Manager	1.00	
2	HR/Safety Manager	1.00	
3	Finance/Grant Manager	1.00	
4	Accountant #1	1.00	
Total Administrative FTE PER Year		4.00	0
No.	Operations	Full Time	Part Time
1	Operations Manager	1.00	
2	Field Supervisor	1.00	
3	Field Supervisor	1.00	
4	Demand Response Coordinator	1.00	
5	Part Time Dispatcher		0.5
6	Transit Operator #1	1.00	
7	Transit Operator #2	1.00	
8	Transit Operator #3	1.00	
9	Transit Operator #4	1.00	
10	Transit Operator #5	1.00	
11	Transit Operator #6	1.00	
12	Transit Operator #7	1.00	
13	Transit Operator #8	1.00	
14	Transit Operator #9	1.00	
15	Transit Operator #10	1.00	
16	Transit Operator #11	1.00	
17	Part Time Transit Operator #1		0.41
18	Part Time Transit Operator #2		0.41
19	Part Time Transit Operator #3		0.41
20	Part Time Transit Operator #4		0.41
21	Part Time Transit Operator #5		0.41
22	Part Time Transit Operator #6		0.28
23	Part Time Transit Operator #7		0.28
Total Operations FTE PER Year		15.00	3.11
No.	Maintenance	Full Time	Part Time
1	Lead Mechanic	1.00	
2	Mechanic	1.00	
3	Mechanic	1.00	
4	Maintenance Worker	1.00	
Total Operations FTE PER Year		4.00	0
31	Sub-Total FTE PER Year	23.00	3.11
Total FTE PER Year		26.11	

BASIN TRANSIT SERVICE BUDGET FY 25/26
REQUIREMENTS - GENERAL FUND
MATERIALS & SERVICES

	Historical Data				Requirement Description	Budget for Fiscal Year 2025/26			
	Actual		Adopted Budget FY 2024-25			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Budget FY 2022-23	Budget FY 2023-24							
1				1	GENERAL MATERIALS and SERVICES				1
2	26,207	26,679	22,441	2	Utilities Expense	36,250	36,250	36,250	2
3	14,462	12,985	12,033	3	Telephone Expense	35,950	35,950	35,950	3
4	7,821	7,656	8,500	4	Internet & Email Expense	3,500	3,500	3,500	4
5	19,174	20,798	18,185	5	Print & Duplication Expense	12,750	12,750	12,750	5
6	3,937	2,996	6,775	6	Public Information Expense	6,800	6,800	6,800	6
7	0	0	3,500	7	Legal Advertising Expense	3,500	3,500	3,500	7
8	21,567	0	0	8	Bus Advertising Expense	0	0	0	8
9	120,237	125,075	144,525	9	Insurance Expense	175,500	175,500	175,500	9
10	6,387	1,750	10,000	10	Travel & Meals Expense	2,600	2,600	2,600	10
11	800	10,900	20,000	11	Training Expense	12,250	12,250	12,250	11
12	25,893	29,993	14,500	12	Maintenance Bldg / Ground	36,750	36,750	36,750	12
13	8,089	7,664	7,975	13	Maintenance Equipment Exp.	8,000	8,000	8,000	13
14	7,560	23,829	24,000	14	Legal Expenses	26,000	26,000	26,000	14
15	0	23,365	82,000	15	Finanial Expenses	160,000	160,000	160,000	15
16	12,637	30,933	12,600	16	Personal Expenses	36,500	36,500	36,500	16
17	1,998	3,813	6,000	17	Employee Events	7,500	7,500	7,500	17
18	549	2,400	6,500	18	Memberships	13,350	13,350	13,350	18
19	186	2,290	1,260	19	Bank Fees	5,700	5,700	5,700	19
20	0	0	7,000	20	Election Expense	3,500	3,500	3,500	20
21	170	290	3,500	21	Radio Repair	3,500	3,500	3,500	21
22	43,470	83,960	45,000	22	Other Contract Services	66,200	66,200	66,200	22
23	324	3,696	3,500	23	Cleaning Supplies	3,650	3,650	3,650	23
24	3,208	317	7,750	24	Computer & Software Expense	28,300	28,300	28,300	24
25	7,335	14,687	6,500	25	Office Supplies	18,300	18,300	18,300	25
26	5,966	0	6,400	26	Safety Supplies	6,400	6,400	6,400	26
27	1,335	2,665	500	27	Publications & Subscriptions	378	378	378	27
28	77	1,034	2,400	28	Postage	1,600	1,600	1,600	28
29	0	0	4,000	29	Employee Recogition	4,000	4,000	4,000	29
30	12,731	10,781	15,855	30	Clothing & Gear	18,364	18,364	18,364	30
31	6,021	1,710	10,000	31	Tools & Equipment Exp	10,000	10,000	10,000	31
32	55,617	50,691	85,000	32	Parts & Components Exp	45,000	45,000	45,000	32
33	264,657	165,358	228,981	33	Fuel Expense	129,373	129,373	129,373	33

15 to 20% Increase

Estimating 3 Audits Completed

34	9,391	10,682	9,500	34	Oil/Lubricant/Antifreeze Exp	5,500	5,500	5,500	34	
35	40,776	32,243	33,457	35	Tire & Wheel Expense	18,360	18,360	18,360	35	
36	18,851	27,227	22,000	36	Vendor Repair F/R	22,000	22,000	22,000	36	
37	6,359	16,132	12,800	37	Basin Lift - Parts Expense	13,936	13,936	13,936	37	
38	44,795	58,596	82,964	38	Basin Lift - Fuel Expense	42,030	42,030	42,030	38	
39	1,802	825	840	39	Basin Lift - Oil / Lubricant	540	540	540	39	
40	7,203	6,360	7,400	40	Basin Lift - Tires / Wheels	4,500	4,500	4,500	40	
41	1,481	2,602	8,500	41	Basin lift - Vendor Repair	7,500	7,500	7,500	41	
42	10,711	2,995	7,500	42	Bus Stop / Shelter Repair	3,535	3,535	3,535	42	
43	3,139	942	12,650	43	Other Material & Supplies Exp	12,548	12,548	12,548	43	
44	822,923	826,919	1,024,791	44	TOTAL GENERAL MATERIAL & SERVICES	1,051,913	1,051,913	1,051,913	44	
45				45	MATERIALS and SERVICES GRANT PROGRAMS				45	
46	0	0	50,000	46	Engineering & Consultanting Expenses	25,000	25,000	25,000	46	STIF
47	0	0	0	47	Facility Projects Posted with building and grounds maint	98,000	98,000	98,000	47	
48	0	0	100,000	48	Planning Expenses	100,000	100,000	100,000	48	STIF & 5304
49	0	0	0	49	Vehicle Maintenance Split to FR Vendor Repair and BL Vendor Repair	50,000	50,000	50,000	49	STIF
50	231,196	243,183	240,000	50	On-Demand Services - Contract Services	284,270	284,270	284,270	50	5310 & STIF (Pop)
51	250	0	0	51	US 97 Community Connector	0	0	0	51	STIF
52	34,182	52	0	52	Mobility Management - Contractor Training	0	0	0	52	5310 & STIF (Pop)
53	160	659	10,000	53	Mobility Management - Materials & Advertising	10,000	10,000	10,000	53	5310 & STIF (Pop)
54	22,409	659	38,420	54	Veterans Materials & Services	30,000	30,000	30,000	54	State Veterans
55	0	0	120,330	55	Basin Connect - South	115,044	115,044	115,044	55	STIF
56	23,551	0	0	56	Basin Connect - North	57,086	57,086	57,086	56	STIF Out of District
57	288,197	244,553	558,750	57	TOTAL MATERIAL & SERVICES GRANT PROGRAMS	769,400	769,400	769,400	57	
58	1,111,120	1,071,472	1,583,541	58	TOTAL MATERIALS and SERVICES	1,821,313	1,821,313	1,821,313	58	

BASIN TRANSIT SERVICE BUDGET FY 25/26
REQUIREMENTS - GENERAL FUND
CAPITAL OUTLAY

	Historical Data			Requirement Description		Budget for Fiscal Year 2025/26			
	Actual		Adopted Budget FY 2024-25			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Budget FY 2022-23	Budget FY 2023-24							
1				1	CAPITAL EXPENSE				1
2	556,241	14,733	403,476	2	Motorized Vehicles Expense	635,538	635,538	635,538	2
3	3,159	5,804	14,000	3	Office Equipment Expense	0	0	0	3
4	0	1,664	10,000	4	Shop Equipment Expense	0	0	0	4
5	0	10,817	0	5	PC & Comm. Equip. Expense	0	0	0	5
6	44,865	4,294	76,000	6	Bus Stops / Shelters Expense	233,056	233,056	233,056	6
7	9,084	31,312	160,000	7	Land & Buildings Expense	40,000	40,000	40,000	7
8	7,850		0	8	Other Capital Outlay Expense	0	0	0	8
9	621,199	68,624	663,476	9	TOTAL CAPITAL OUTLAY	908,594	908,594	908,594	9

BASIN TRANSIT SERVICE BUDGET FY 25/26

STIF REVENUE FUND

	Historical Data				DESCRIPTION RESOURCE AND REQUIREMENTS	Budget for Fiscal Year 2025/26			
	Actual		Adopted Budget This FY 2024-25			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Budget FY 2022-23	Budget FY 2023-24							
1				1	Resources				1
2	1,300,676	1,413,375	1,387,316	2	STIF ID Payroll - BEGINNING BALANCE	1,593,053	1,593,053	1,593,053	2
3	455,047	523,883	608,288	3	STIF OD Payroll - BEGINNING BALANCE	467,022	467,022	467,022	3
4	183,248	183,248	254,389	4	STIF ID Population - BEGINNING BALANCE	275,914	275,914	275,914	4
5	38,602	38,602	117,282	5	STIF OD Population - BEGINNING BALANCE	195,952	195,952	195,952	5
6	230		27,746	6	INTEREST - ID PAYROLL	31,861	31,861	31,861	6
7	53		12,166	7	INTEREST - OD PAYROLL	9,340	9,340	9,340	7
8	5		5,088	8	INTEREST - ID POPULATION	5,518	5,518	5,518	8
9	0		2,346	9	INTEREST - OD POPULATION	3,919	3,919	3,919	9
10	792,582	769,025	862,029	10	STIF ID PAYROLL FUNDS RECEIVED	781,214	781,214	781,214	10
11	166,960	161,692	177,155	11	STIF OD PAYROLL FUNDS RECEIVED	160,546	160,546	160,546	11
12	159,660	102,346	102,345	12	STIF ID POPULATION FUNDS RECEIVED	107,849	107,849	107,849	12
13	0	78,682	78,683	13	STIF OD POPULATION FUNDS RECEIVED	82,914	82,914	82,914	13
14	3,097,063	3,270,853	3,634,833	14	TOTAL RESOURCES	3,715,102	3,715,102	3,715,102	14
15				15					15
16				16	Requirements				16
17	0	0	0	17	STIF ID PAYROLL FUNDS TO OTHER AGENCIES	0	0	0	17
18	0	0	0	18	STIF OD PAYROLL FUNDS TO OTHER AGENCIES	0	0	0	18
19	101,063	0	0	19	STIF ID POPULATION FUNDS TO OTHER AGENCIES	22,653	22,653	22,653	19
20	0	0	0	20	STIF OD POPULATION FUNDS TO OTHER AGENCIES	0	0	0	20
21	101,063	0	0	21	TOTAL FUNDS TO OTHER AGENCIES	22,653	22,653	22,653	21
22				22					22
23	720,631	759,670	1,138,550	23	STIF ID PAYROLL FUNDS TRANSFER TO STIF GENERAL FUND	1,320,247	1,320,247	1,320,247	23
24	130,449	63,650	259,133	24	STIF OD PAYROLL FUNDS TRANSFERTO GENERAL FUND	304,801	304,801	304,801	24
25	69,961	39,304	95,254	25	STIF ID POPULATION FUNDS TRANSFER TO GENERAL FUND	187,270	187,270	187,270	25
26	0	0	76,402	26	STIF OD POPULATION FUNDS TRANSFERTO GENERAL FUND	129,843	129,843	129,843	26
27	921,041	862,624	1,569,339	27	TOTAL FUNDS TRANSFER TO GENERAL FUND	1,942,161	1,942,161	1,942,161	27
28				28					28
29	1,413,375	1,312,662	1,138,541	29	STIF ID PAYROLL FUNDS RESERVE FOR FUTURE EXP.	1,063,228	1,063,228	1,063,228	29
30	523,883	583,475	538,476	30	STIF OD PAYROLL RESERVE FOR FUTURE EXP.	332,107	332,107	332,107	30
31	205,340	187,559	266,568	31	STIF ID POPULATION FUNDS RESERVE FOR FUTURE EXP.	202,011	202,011	202,011	31
32	0	117,300	121,909	32	STIF OD POPULATION FUNDS RESERVE FOR FUTURE EXP.	152,942	152,942	152,942	32
33	2,142,598	2,200,996	2,065,494	33	TOTAL FUNDS IN RESERVE FOR FUTURE EXPENDITURES.	1,750,288	1,750,288	1,750,288	33
34				34					34
41	3,063,639	3,063,620	3,634,833	41	TOTAL REQUIREMENTS	3,715,102	3,715,102	3,715,102	41

ID=IN-DISTRICT

OD=OUT-OF-DISTRICT

BASIN TRANSIT SERVICE BUDGET FY 25/26

CAPITAL RESERVE FUND

	Historical Data			DESCRIPTION RESOURCE AND REQUIREMENTS		Budget for Fiscal Year 2025/26			
	Actual		Adopted Budget This FY 2024-25			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Budget FY 2022-23	Budget FY 2023-24							
1				1	RESOURCES				1
2	318,899	320,889	320,894	2	BEGINNING BALANCE	396,836	396,836	396,836	2
3	3,571	354	6,418	3	INTEREST EARNED	8,045	8,045	8,045	3
5	0	0	75,000	5	TRANSFER IN, FROM GENERAL FUNDS	75,000	75,000	75,000	5
6				6					6
7	322,470	321,243	402,312	7	TOTAL RESOURCES	479,881	479,881	479,881	7
8				8					8
10				10	REQUIREMENTS				10
13	0	0	0	13	TRANSFER OUT, TO GENERAL FUNDS	0	0	0	13
14	0	0	402,312	14	RESERVE FOR FUTURE EXPENDITURES	479,881	479,881	479,881	14
16				16					16
17	0	0	402,312	17	TOTAL REQUIREMENTS	479,881	479,881	479,881	17