

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

Wednesday, December 10, 2025

4:15 PM

Conference Call No. 1-(669)900-6833 ID: 827 6908 1421 Passcode: 381221

<https://us06web.zoom.us/j/82769081421?pwd=PzvrbwUYAwNU67FrhMrJFcck56oJO5.1>

ORDER	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.	HUMAN COORDINATED PLAN STATUS UPDATE	Information
F.	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 October 2025. Approval - Budget Statement for November 2025.	Action
G.	OLD BUSINESS None	
H.	ACTION ITEMS	
	(1.) General Manager's Report	Information
	(2.) Approval of 2026 the Board of Directors Meeting Schedule	Action
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 meeting by calling Basin Transit Service at 541-883-2877.



BASIN TRANSIT SERVICE AND THE KLAMATH TRIBES COORDINATED PLAN

**BTSTD Board of Directors Project Update #1
December 10, 2025**

AGENDA

1 Project Overview

2 Project Teams

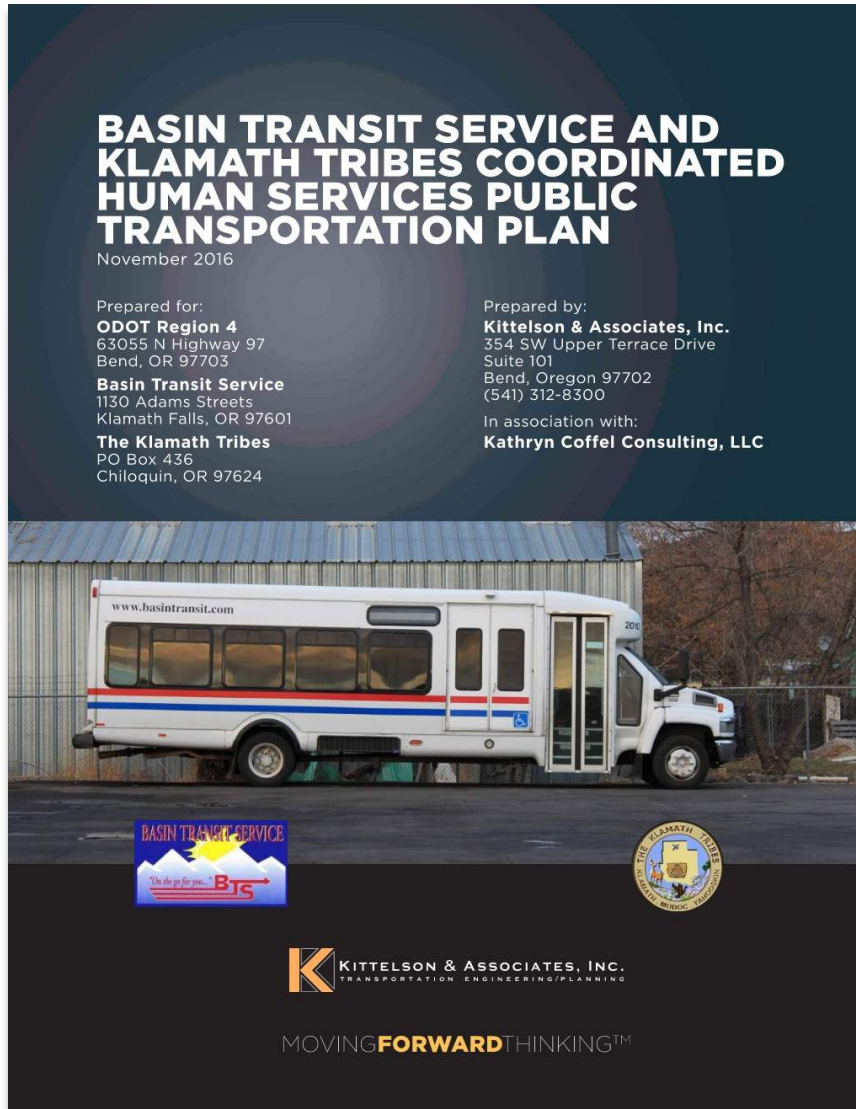
3 Work Completed To-Date

4 Next Steps & Open Discussion



PROJECT OVERVIEW

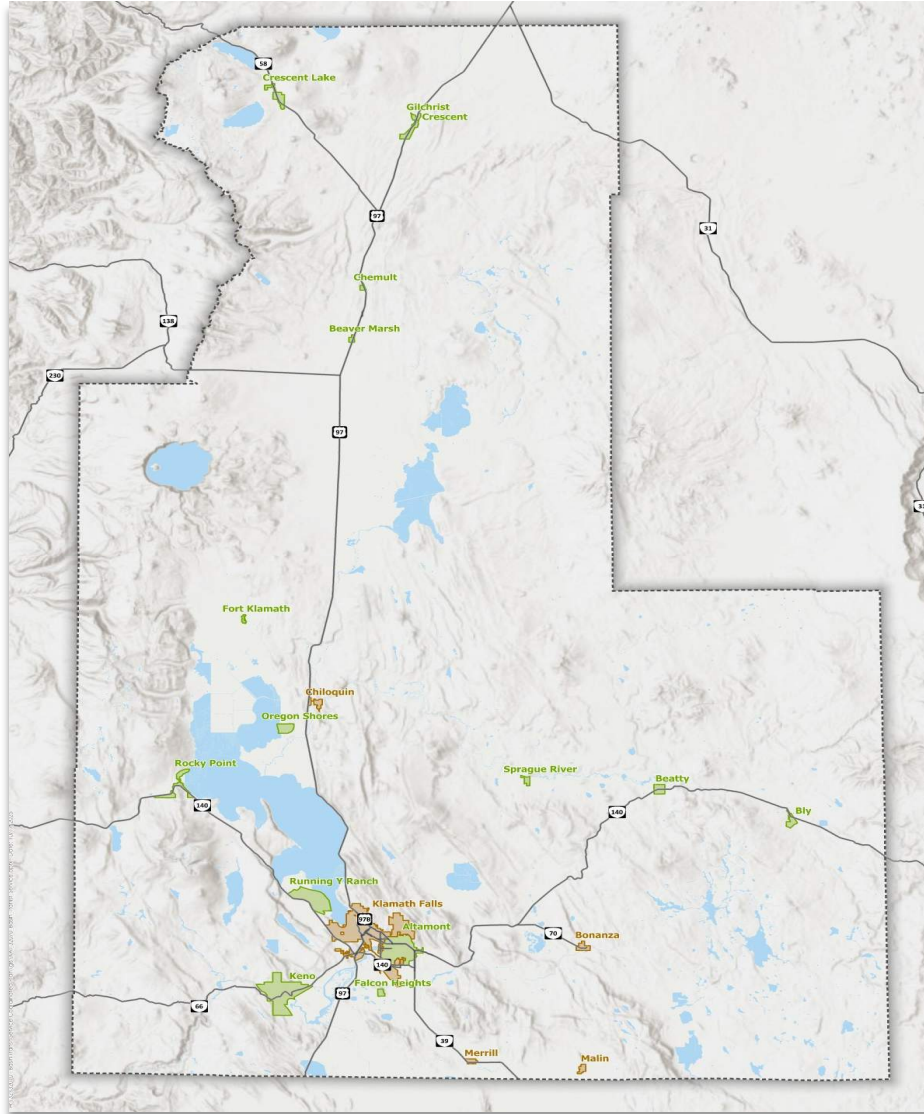
PROJECT OVERVIEW: PURPOSE



Update 2016 Coordinated Human Services Public Transportation Plan

- Focuses on older adults, people with disabilities, and low-income individuals
- Reflect evolving transportation services, public needs, and funding sources
- Identify potential service enhancements and coordination strategies

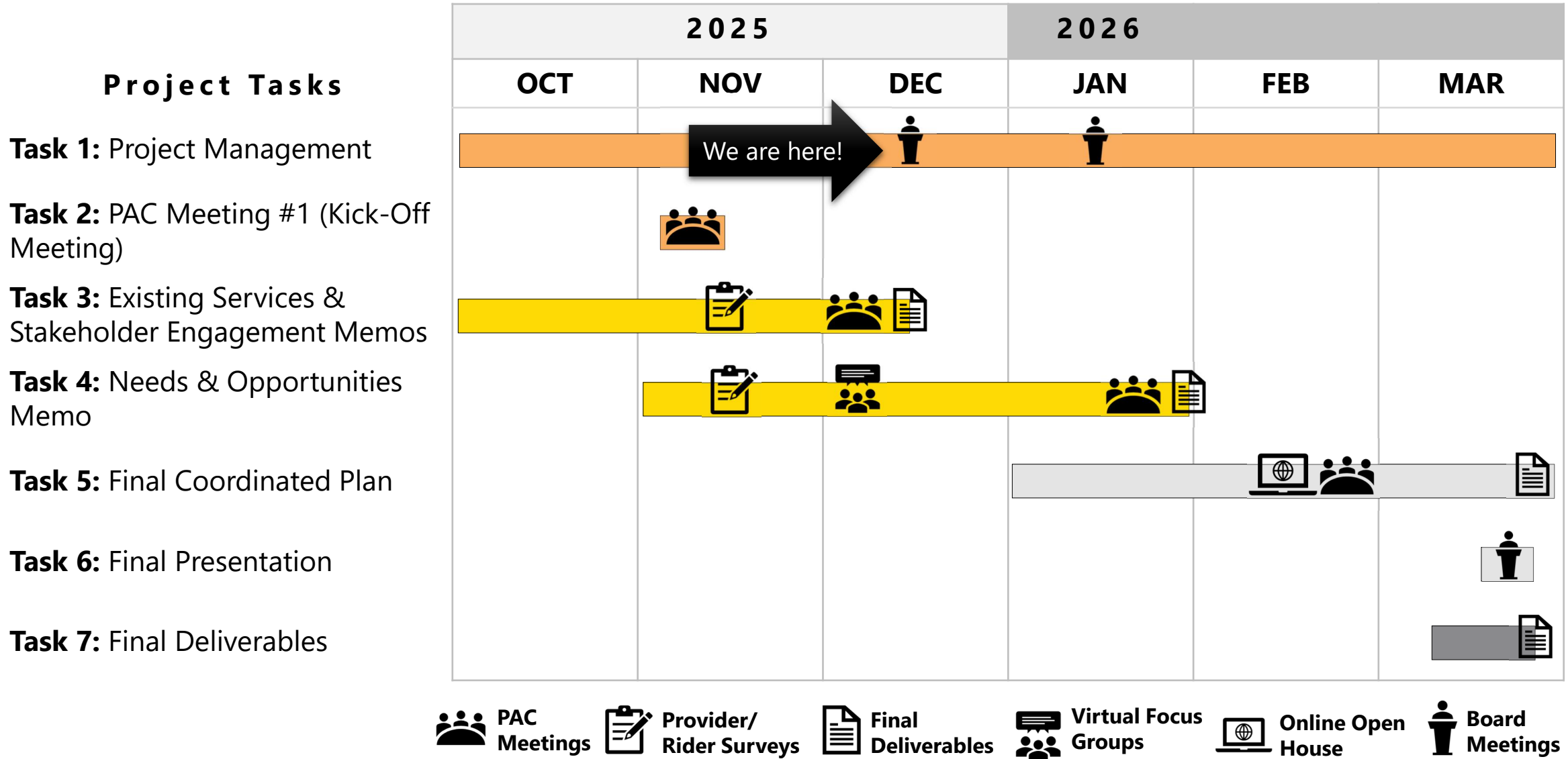
PROJECT OVERVIEW: **STUDY AREA**



Study Area

- Improve transportation service coordination in Klamath County and with neighboring communities
- Multiple transportation service providers
- Various services offered by providers

PROJECT OVERVIEW: SCHEDULE



PROJECT TEAMS

PROJECT TEAMS

- **Project Management Team**

- BTSTD Staff
- Quail Trail Public Transit Staff
- Consultant Team (Kittelson / Cogito)

- **Project Advisory Committee**

- Public Transportation Providers
- Human Services/Health Providers
- Partner Agencies

- **Decision-Makers**

- BTSTD Board of Directors
- The Klamath Tribes Council (?)



KBSCC



SPOKES
Unlimited



A Resource Center for
People with Disabilities

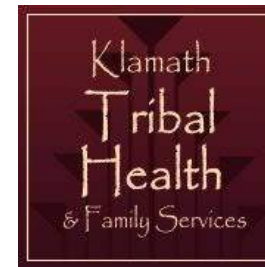


VA

U.S. Department
of Veterans Affairs



TRANSFORMATIONS

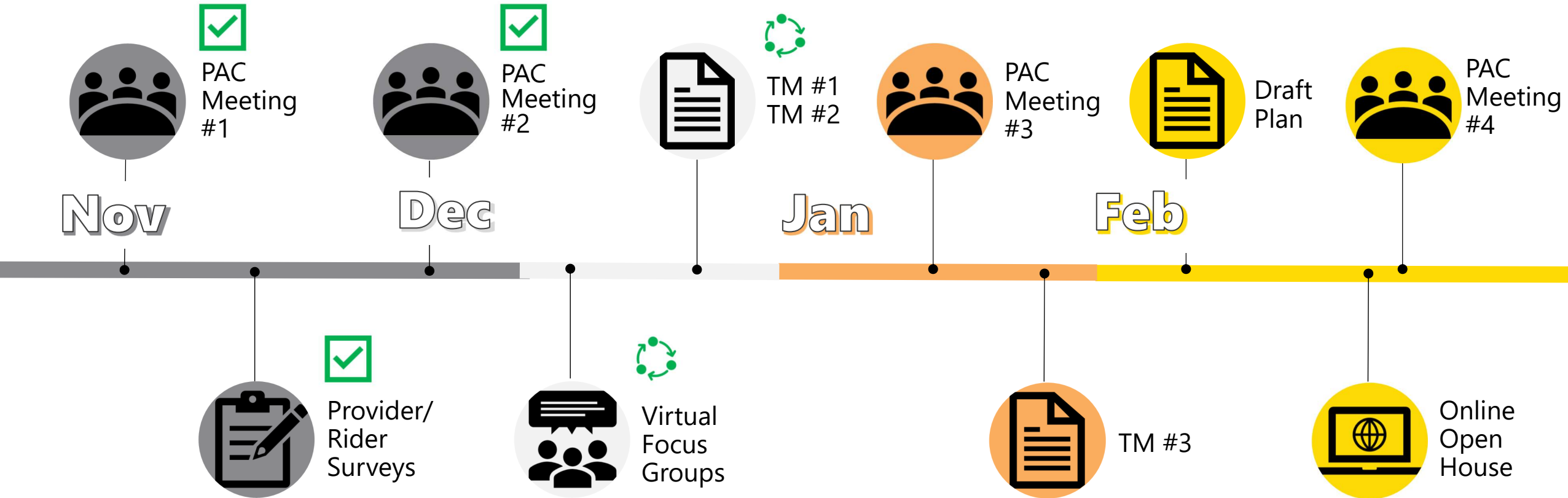


SKY LAKES



**WORK COMPLETED TO-
DATE**

WORK COMPLETED TO-DATE



Find Draft Tech Memo #1 (Existing Services) in your packet

COMMUNITY ENGAGEMENT ROUND 1

Rider Survey

- **Available Nov 11-Dec 5**
- **English** and **Spanish**
- 150+ responses (English)



***Keep up to date on
the Project Website!***

basintransit.com/human-coordinated-plan

Virtual Focus Groups

- Discuss rider survey results and other transportation service needs
- **Human Services/Health Providers:** Thurs, Dec 11
- **Education Institutions:** Mon, Dec 15
- **Klamath Tribes:** Mon, Dec 15

NEXT STEPS & OPEN DISCUSSION

NEXT STEPS & OPEN DISCUSSION



Project Team to conduct
Virtual Focus Groups



Project Team to develop Draft Tech
Memo #2: Needs & Opportunities



PAC Meeting #3 January 21,
2026 (In-Person)

**BTSTD Board of Directors
Update #2 (January)**

THANK YOU!

BASIN TRANSIT SERVICE TRANSPORTATION DISTRICT BOARD OF DIRECTORS MEETING

October 30, 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

Craig Fleck

Perry Andrews

Nora Foster

Karen Bailey

ABSENT:

Edwin Tuhy

STAFF PRESENT:

Name: Adrian Mateos	—	Title: General Manager
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Name: Theresa O'Conner	—	Title: HR Manager
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Name: Crystal Entriken	—	Title: Mobility Manager
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Name: Margaret Kerby	—	Title: Transit Operator
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GUEST PRESENT: NONE

A. Call to Order – Erik Noble (Chair)

Roll call/announcement of quorum at 4:18 PM

B. Pledge of Allegiance

C. Public Comment – None

D. GENERAL MANAGER'S REPORT

Mr. Mateos talked about Temporary Removal of Public Transit Fares During Federal Government Shutdown. Seek Approval to ensure continued mobility and equitable access for vulnerable residents. Support community resilience during uncertainty. Local Food Bank (direct stop access).

E. Action Items

1. Temporary Suspension of Fares

Motion : Nora Foster, Second Karen Bailey

Nays: Craig Fleck

Yea: Erik Noble, Sandra Fox, Perry Andrews, Nora Foster

Passed

K. Adjournment

The Board having no further business, Erik Noble adjourned the meeting at 4:43 PM.

Recording Secretary for Session:

Crystal Entriiken

BASIN TRANSIT SERVICE TRANSPORTATION DISTRICT BOARD OF DIRECTORS MEETING

October 22, 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

Craig Fleck

Nora Foster

Edwin Tuhy

Legal Counsel

Nathan Ratliff

ABSENT:

Perry Andrews

Karen Bailey

STAFF PRESENT:

Name: Adrian Mateos

Title - General Manager

Name: Craig Johnston

Title – Operations Manager

Name: Crystal Entriken

Title -Mobility Manager

GUEST PRESENT: NONE

A. Call to Order – Erik Noble (Chair)

Roll call/announcement of quorum at: 4:16: PM

B. Pledge of Allegiance

C. Public Comment – ☐ None ☐ See below

NONE

D. GENERAL MANAGER'S REPORT

Mr. Mateos talked about, AI in the workplace, Incidents and accident reports going digitalized with KPA, and the new Bus Wraps in progress. The performance evaluations are in progress. He talked about the new improvements completed at Altamont Station. Mr. Mateos talked about the new Service Delivery on the Feeder 3/5 strategic bus stop adjustment at Montellius & lakeport and Highway 66 due to the road being undrivable for or fleet and passengers.

E. Action Items

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 10/25

Minutes for August:

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

Absent: Perry Andrews, Karen Baily

Nays: None

Yea: Erik Noble, Sandra Fox, Craig Fleck, Nora Foster, Edwin Tuhy.

Passed: Unanimously

☐ Approval – Budget

Budget:

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

Absent: Perry Andrews, Karen Bailly

Nays: None

Yea: Erik Noble, Sandra Fox, Craig Fleck, Nora Foster, Edwin Tuhy.

Passed: Unanimously

G. Old Business – ☐ None

H. New Business – ☐ None

I. Executive Session – ☐ None

J. Adjournment

The Board, having no further business, Erik Noble adjourned the meeting at - 4:29 PM.

Recording Secretary for Session:

Crystal Entriiken

**Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Five Months Ending November 30, 2025**

Summary of Revenues and Expenses

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<u>Revenues</u>					
Begin Balance - General Fund	0	0	0.00	1,652,552	(1,652,552)
Local Tax Revenues	0	36,492	2.28	1,598,296	(1,561,804)
State Revenues	0	94,691	4.06	2,334,503	(2,239,812)
Federal Revenues	0	527,857	37.42	1,410,796	(882,939)
Fare Revenues	2,611	32,463	33.62	96,550	(64,087)
Other Local Revenues	0	18,307	194.76	9,400	8,907
Total Revenues	2,611	709,810	9.99	7,102,097	(6,392,287)
<u>Expenses</u>					
Personnel Services	107,995	928,880	37.72	2,462,800	(1,533,920)
Materials & Services	37,934	416,613	22.87	1,821,314	(1,404,701)
Capital Expenditures	352	247,262	27.21	908,594	(661,332)
Capital Res Trans from GF	0	0	0.00	75,000	(75,000)
Contingency - GF	0	0	0.00	75,000	(75,000)
Total Expenses	146,281	1,592,755	30.67	5,192,708	(3,599,953)
Over (Under)	(143,670)	(882,945)	(46.24)	1,909,389	(2,792,334)

**Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Five Months Ending November 30, 2025**

Revenues - General Fund

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<u>Beginning Balance</u>					
Begin Balance - General Fund	0	0	0.00	1,652,552	(1,652,552)
Total Beginning Balance	0	0	0.00	1,652,552	(1,652,552)
<u>Local Tax Revenues</u>					
Tax Collected / YR Levied	0	21,364	1.37	1,556,346	(1,534,982)
Previous Levied Tax	0	14,470	36.18	40,000	(25,530)
Heavy Equipment Rental Tax	0	658	33.74	1,950	(1,292)
Total Local Tax Revenues	0	36,492	2.28	1,598,296	(1,561,804)
<u>State 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	93,166	50.36	185,000	(91,834)
Total State Revenues	0	94,691	4.06	2,334,503	(2,239,812)
<u>Federal Revenues</u>					
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	0	492,001	67.98	723,754	(231,753)
5339 Federal Grant	0	35,856	19.03	188,435	(152,579)
Total Federal Revenues	0	527,857	37.42	1,410,796	(882,939)

**Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Five Months Ending November 30, 2025**

Revenues - General Fund

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<u>Fare Revenue</u>					
Fixed Route Fares	1,829	25,386	33.80	75,097	(49,711)
Basin Lift Fares	782	7,077	32.99	21,453	(14,376)
Total Fare Revenue	2,611	32,463	33.62	96,550	(64,087)
<u>Other Local Revenues</u>					
Misc Income	0	4,063	162.52	2,500	1,563
Interest Income	0	14,244	3,561.00	400	13,844
Insurance Claims	0	0	0.00	5,000	(5,000)
Travel & Training Reimb.	0	0	0.00	1,500	(1,500)
Total Other Local Revenues	0	18,307	194.76	9,400	8,907
Total Revenues	2,611	709,810	9.99	7,102,097	(6,392,287)

**Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Five Months Ending November 30, 2025**

<u>Personnel Services</u>						
	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)	
<u>Wages</u>						
5011G01 Wages - Admin	15,003	116,056	32.02	362,424	(246,368)	
5013G01 Wages- Operations	40,064	455,037	41.11	1,106,790	(651,753)	
5014G01 Wages - Maintenance	13,825	110,326	41.63	265,003	(154,677)	
Total Wages	68,892	681,419	39.29	1,734,217	(1,052,798)	
<u>Benefits</u>						
5100G01 Misc Payroll Expense	0	204	0.00	0	204	
5121G01 Workman's Comp Expense	21	9,475	22.15	42,783	(33,308)	
5122G01 Medicare Taxes Expense	988	9,780	38.89	25,146	(15,366)	
5123G01 OR Unemployment Insurance	404	8,154	34.57	23,585	(15,431)	
5124G01 Disability/Accident/Life Exp.	1,031	5,126	46.77	10,959	(5,833)	
5126G01 Paid Leave Oregon Exp	272	2,698	38.89	6,937	(4,239)	
5131G01 Medical & Dental Insurance	30,264	151,399	34.30	441,417	(290,018)	
5132G01 Employer Retirement Exp	1,899	18,809	26.78	70,235	(51,426)	
5140G01 FICA Tax	4,224	41,816	38.89	107,521	(65,705)	
Total Benefits	39,103	247,461	33.96	728,583	(481,122)	
Total Wages & Benefits	107,995	928,880	37.72	2,462,800	(1,533,920)	

**Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Five Months Ending November 30, 2025**

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Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Five Months Ending November 30, 2025

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Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Five Months Ending November 30, 2025

Materials & Services

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<u>Administration - General Fund</u>					
Utilities Expense	1,546	8,676	23.93	36,250	(27,574)
Telephone Expense	1,591	9,823	27.32	35,950	(26,127)
Internet & Email Expense	70	350	10.00	3,500	(3,150)
Print & Duplication Expense	448	5,743	45.04	12,750	(7,007)
Public Information Expense	0	2,286	33.62	6,800	(4,514)
Legal Advertising Expense	0	0	0.00	3,500	(3,500)
Travel & Meals Expense	196	496	19.08	2,600	(2,104)
Legal Expense	1,023	11,984	46.09	26,000	(14,016)
Finance Expense	8,550	37,495	23.43	160,000	(122,505)
Personnel Expense	710	7,679	21.04	36,500	(28,821)
Employee Events	0	440	5.87	7,500	(7,060)
Membership Dues Exp	4,087	9,666	72.40	13,350	(3,684)
Bank Fees	378	1,914	33.58	5,700	(3,786)
Interest & Penalties	0	86	0.00	0	86
Election Expense	0	0	0.00	3,500	(3,500)
Computer & Software Expense	667	7,005	24.75	28,300	(21,295)
Publications & Subscriptions	0	1,092	288.89	378	714
Postage & Shipping	25	50	3.13	1,600	(1,550)
Employee Recognition	0	105	2.63	4,000	(3,895)
Office Supplies Expense	0	3,293	17.99	18,300	(15,007)
Office Equipment	0	3,890	0.00	0	3,890
Total Administration - General Fund	19,291	112,073	27.57	406,478	(294,405)

**Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Five Months Ending November 30, 2025**

Materials & Services

Operations - General Fund

General Operations

Facilities & Veh Insurance Exp	1,046	1,046	0.60	175,500	(174,454)
Training Exp	0	1,363	11.13	12,250	(10,887)
Clothing & Gear Exp	334	13,379	72.85	18,364	(4,985)
Safety Supplies Exp	56	273	4.27	6,400	(6,127)
Other Contract Services Exp	7,123	53,682	81.09	66,200	(12,518)
Other Material & Supplies Exp	3	54	0.43	12,548	(12,494)

Total General Operations

8,562 69,797 23.96 291,262 (221,465)

Facilities Maintenance

Radio Maint Exp	0	0	0.00	3,500	(3,500)
Cleaning Supplies Exp	101	1,302	35.67	3,650	(2,348)
Building & Grounds Maint Exp	507	7,441	20.25	36,750	(29,309)
Equipment Maint. Exp.	6	901	11.26	8,000	(7,099)
Bus Stop / Shelter Exp	10	1,427	40.37	3,535	(2,108)

Total Facilities Maintenance

624 11,071 19.97 55,435 (44,364)

Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Five Months Ending November 30, 2025

Materials & Services

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<i>Vehicle Maintenance - Fix Route</i>					
FR Parts & Components Exp	1,826	24,094	53.54	45,000	(20,906)
FR Fuel Exp	0	38,000	29.37	129,373	(91,373)
FR Oil Lube Antifreeze Exp	35	3,044	55.35	5,500	(2,456)
FR Tire & Wheel Exp	3,116	12,991	70.76	18,360	(5,369)
FR Vendor Exp	696	696	3.16	22,000	(21,304)
Total Vehicle Maint - Fix Route	5,673	78,825	35.79	220,233	(141,408)
<i>Vehicle Maintenance - Basin Lift</i>					
BL Parts & Components Exp	564	3,121	22.40	13,936	(10,815)
BL Fuel Exp	0	12,762	30.36	42,030	(29,268)
BL Oil Lube Antifreeze Exp	0	72	13.33	540	(468)
BL Tire & Wheel Exp	1,224	2,448	54.40	4,500	(2,052)
BL Vendor Exp	0	75	1.00	7,500	(7,425)
Total Vehicle Maint - Basin Lift	1,788	18,478	26.97	68,506	(50,028)
<i>Maintenance Tools & Supplies</i>					
Shop Supplies Exp	311	2,230	0.00	0	2,230
Tools & Equipment Exp	1,547	6,106	61.06	10,000	(3,894)
Total Maint. Tools & Sup	1,858	8,336	83.36	10,000	(1,664)
Total Operations - General Fund	18,505	186,507	28.90	645,436	(458,929)

Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Five Months Ending November 30, 2025

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	0	86,488	30.42	284,270	(197,782)
Mobility Mgt. Materials & Ser	125	3,325	33.25	10,000	(6,675)
Total 5310 Projects	125	89,813	30.52	294,270	(204,457)
<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	13	9,670	8.41	115,044	(105,374)
Basin Connect - North	0	170	0.30	57,086	(56,916)
Total Operations Projects	13	9,840	5.72	172,130	(162,290)
<i>Planning Projects</i>					
Planning Expense	0	0	0.00	100,000	(100,000)
Total Planning Projects	0	0	0.00	100,000	(100,000)

**Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Five Months Ending November 30, 2025**

	<u>Materials & Services</u>				
	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<i>Veterans Projects</i>					
Veterans Mat & Svcs Exp	0	18,380	61.27	30,000	(11,620)
Total Veterans Projects	0	18,380	61.27	30,000	(11,620)
Total Operations - Grants	138	118,033	15.34	769,400	(651,367)
Total Materials & Services	37,934	416,613	22.87	1,821,314	(1,404,701)

Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Five Months Ending November 30, 2025
Capital Expenditures

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<u>Capital Categories</u>					
Motorized Vehicle Expense	0	219,392	34.52	635,538	(416,146)
PC & Comm. Equip. Expense	0	3,746	0.00	0	3,746
Bus Stop & Shelter Expense	352	24,124	10.35	233,056	(208,932)
Land & Building Expense	0	0	0.00	40,000	(40,000)
Total Capital Expenditures	352	247,262	27.21	908,594	(661,332)

Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Five Months Ending November 30, 2025

	<u>STIF Revenue Funds</u>				
	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<u>Revenues</u>					
STIF ID - Payroll Beg Balance	0	0	0.00	1,868,967	(1,868,967)
STIF ID Payroll Interest	0	26,250	82.39	31,861	(5,611)
STIF ID Payroll Revenue	0	186,939	23.93	781,214	(594,275)
Total STIF ID Payroll Rev	0	213,189	7.95	2,682,042	(2,468,853)
STIF OD - Payroll Beg Balance	0	0	0.00	662,974	(662,974)
STIF OD Payroll Interest	0	10,957	117.31	9,340	1,617
STIF OD Payroll Revenue	0	39,380	24.53	160,546	(121,166)
Total STIF OD Payroll Rev	0	50,337	6.04	832,860	(782,523)
STIF ID - Pop Beg Balance	0	0	0.00	0	0
STIF ID Pop Interest	0	4,325	78.38	5,518	(1,193)
STIF ID Pop Revenue	0	28,907	26.80	107,849	(78,942)
Total STIF ID Pop Rev	0	33,232	29.31	113,367	(80,135)
STIF OD - Pop Beg Balance	0	0	0.00	0	0
STIF OD Pop Interest	0	3,332	85.02	3,919	(587)
STIF OD Pop Revenue	0	22,219	26.80	82,914	(60,695)
Total STIF OD Pop Rev	0	25,551	29.43	86,833	(61,282)
Total STIF Revenues	0	322,309	8.68	3,715,102	(3,392,793)

Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Five Months Ending November 30, 2025

	<u>STIF Revenue Funds</u>					
	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	0	0	0.00	1,320,247	(1,320,247)	
STIF OD Payroll Trans to GF	0	0	0.00	304,801	(304,801)	
STIF ID Pop Trans to GF	0	0	0.00	187,270	(187,270)	
STIF OD Pop Trans to GF	0	0	0.00	129,843	(129,843)	
Total Funds to GF	0	0	0.00	1,942,161	(1,942,161)	
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	0	0	0.00	(3,715,102)	3,715,102	

**Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Five Months Ending November 30, 2025**

	<u>Capital Reserve</u>				
	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<u>Revenues</u>					
Beg. Balance - Capital Reserve	0	0	0.00	396,836	(396,836)
Capital Res Interest	2,773	2,773	34.47	8,045	(5,272)
Capital Res Trans from GF	0	0	0.00	75,000	(75,000)
Total Revenues	2,773	2,773	0.58	479,881	(477,108)
<u>Expenses</u>					
Reserve for Future Exp	0	0	0.00	(479,881)	479,881
Total Expenses	0	0	0.00	(479,881)	479,881
Total Capital Reserve	2,773	2,773	0.00	0	2,773



***BOARD OF DIRECTORS MEETING
DEC 2025***



INFORMATION

Public Comment



PRESENTATION

Human Coordinated Plan Status Update



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 October 2025 and Budget Statement for November 2025.



General Manager Report

Executing the Mission

• Primary Objective

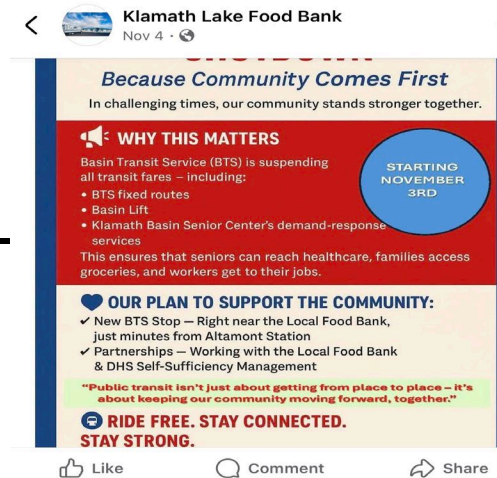
- NOV 25: Fare suspension – successful

• Partnerships

- OIT internship:

“Thank you again for taking Drake on and giving him a legitimate project with real operational stakes. He is learning more from working with your team than I could ever replicate in a classroom.”

**Ryan Cherrick, Ph.D., MA, LSS Master Black Belt
Assistant Professor
College of Engineering, Technology, and
Management (ETM)**



Like Comment Share
22 8 share

Most relevant

Kenneth Scott Wagner · 4w
Thanks Basin Transit Service
Reply

Barry Gallagher · 4w
Awesome
Reply

Misty Wright · 3w
I live this, thank you BTS
Basin Transit Service
Posted by Adrian Mateos
Oct 31 · 6

223 305 shares
All comments

Pct TrailMonkey · 4w
Right on!! Thank you
Reply Hide

Linda Morris · 4w
What an awesome way to help our community!
Reply Hide 1

Bonnie Hutchinson · 3w
This is beautiful! Thank you, BTS!
Reply Hide

Reba Wick · 4w
WOW! That's Community Unity!!
That sounds like a "Community Proud" kind of thing. GOOD FOR YOU! Beautiful.
Reply Hide 1

View 1 reply

Sherry Harris · 4w
This is wonderful! 🥰
Reply Hide

Bob Jackson · 4w
Way to go BTS!
Reply Hide 2

Brittany Kostecka · 4w
Jessica Miles
Reply Hide 1

Professional dashboard
Post insights



BTS Rides Are Free During the Government Shutdown
— Because Community Comes First...

Friday, October 31, 2025, 7:45 AM · 6

676 8 305 5

✓ We didn't detect any content issues
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Overview

34,001 Views	\$0.00 Earnings
1,928 Engagement	25 Net follows



General Manager Report

Improving the organization

- Continuous Improvement

- Launched Transit App
- NOV: Sacramento Transit ops site visit

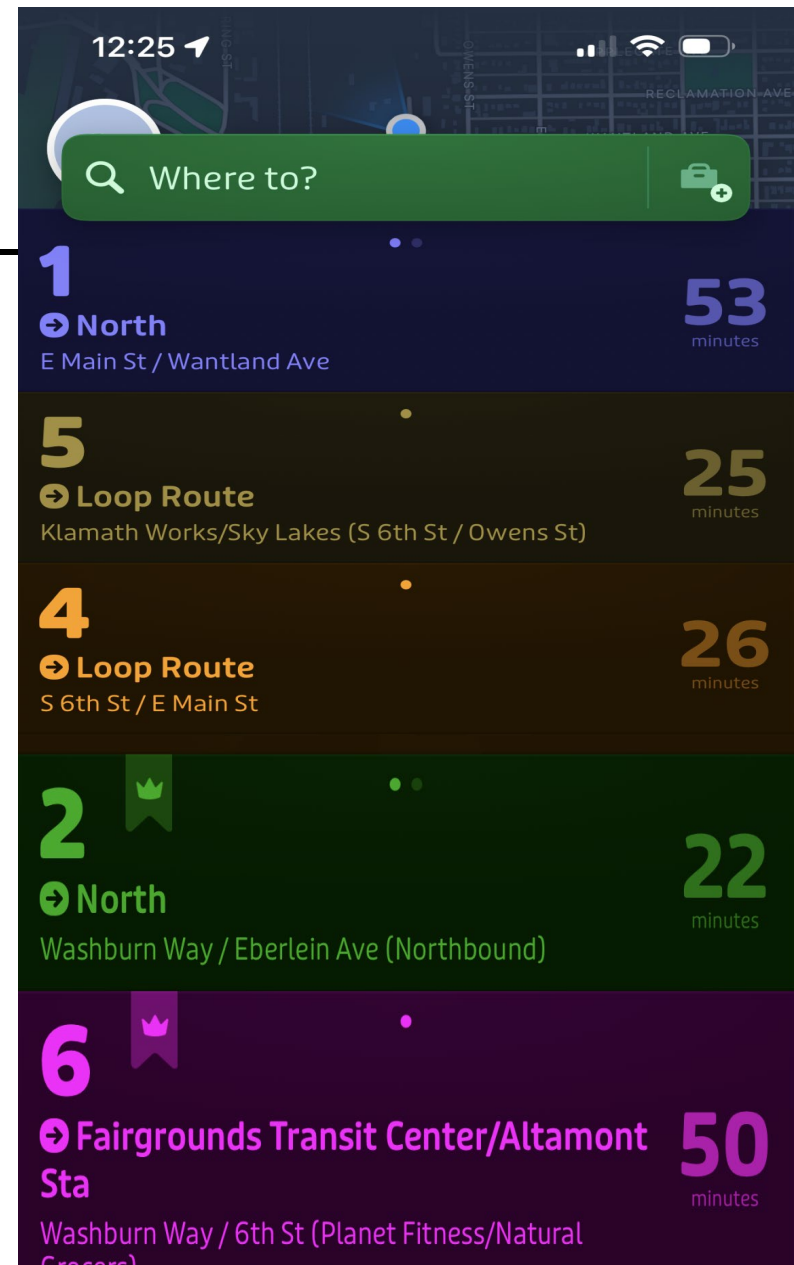
- Branding

- Bus wraps installation in progress

Managing Resources

- Audit Readiness

- Updated submission to 15 DEC from 1 DEC
- Auditor acknowledged and concurred on adjustment
- Shifted to adapt to NTD & ODOT reporting requirements to secure funding



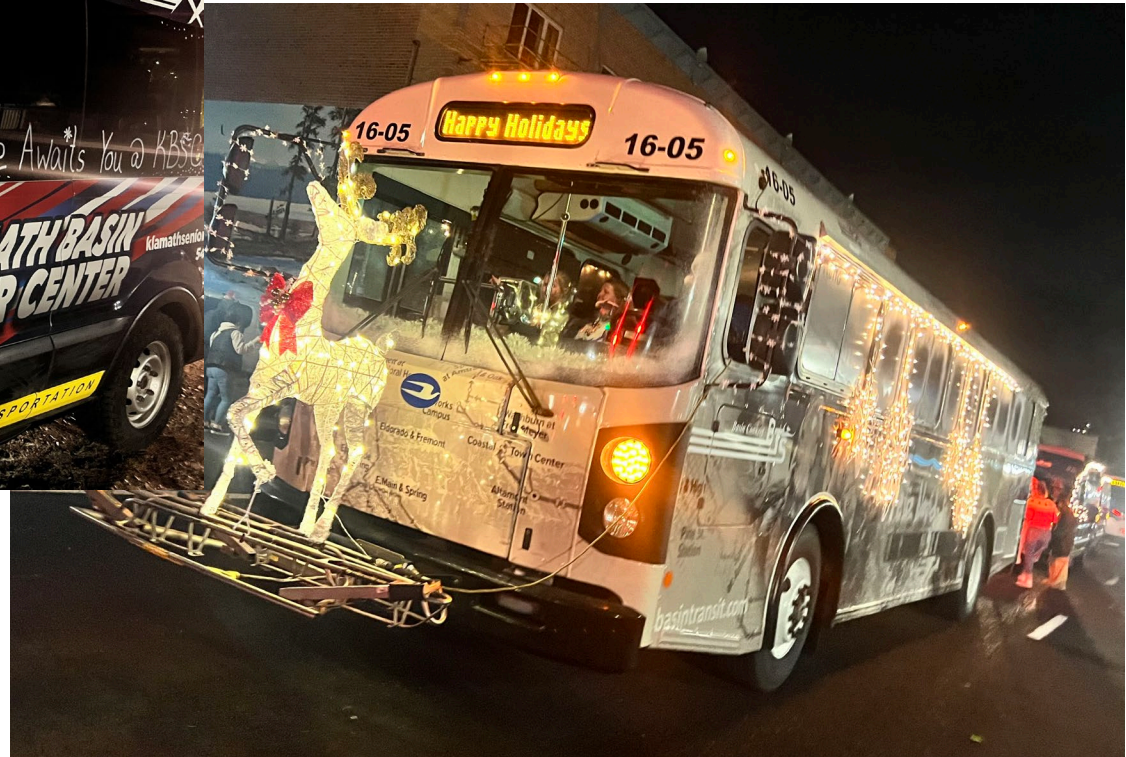


2025 Snowflake Parade



"On the go for you..." **BTS** →

2025 Snowflake Parade





ACTION ITEM

***Board of Directors Approval for 2026 Board of
Directors Meeting Schedule***



Basin Transit Services Transportation District				
Board of Directors Meeting Schedule for 2026				
Date		Time		Location
28-Jan		4:15 PM		1130 Adams Street, Klamath Falls
25-Feb		4:15 PM		1130 Adams Street, Klamath Falls
25-Mar		4:15 PM		1130 Adams Street, Klamath Falls
22-Apr		4:15 PM		1130 Adams Street, Klamath Falls
27-May		4:15 PM		1130 Adams Street, Klamath Falls
24-Jun		4:15 PM		1130 Adams Street, Klamath Falls
22-Jul		4:15 PM		1130 Adams Street, Klamath Falls
26-Aug		4:15 PM		1130 Adams Street, Klamath Falls
23-Sep		4:15 PM		1130 Adams Street, Klamath Falls
28-Oct		4:15 PM		1130 Adams Street, Klamath Falls
November				No Meeting
9-Dec		4:15 PM		1130 Adams Street, Klamath Falls



NEW BUSINESS



***BOARD OF DIRECTORS MEETING
DEC 2025***



Memorandum

From: Adrian Mateos Chavarria, General Manager

Date: November 25, 2025

Subject: Summary of Sacramento Fixed-Route Transit Site Visit – November 24, 2025

Purpose of Visit

On November 24, 2025, the General Manager and the Mobility Coordinator conducted a fixed-route transit site visit in Sacramento. The purpose was to:

1. Validate best practices discussed at the Oregon Transit Association meeting on November 10, 2025.
2. Assess real-world technology and operational models relevant to Basin Transit Service (BTS).
3. Confirm that BTS's upcoming technology solutions and bus stop improvement efforts align with proven, effective, and realistic service-delivery practices.

Both staff members rode the bus system independently to ensure separate, unbiased assessments of rider experience, technology use, operations, and physical infrastructure.

Areas Assessed

- Physical bus stops and passenger amenities
 - Rider communication methods
 - Fare payment processes and points of sale
 - Technology platforms for tracking and purchasing fare
 - Operational communication tools
 - ADA and Title VI considerations
-

Key Findings

1. Digital Fare Purchase Platform

- Riders can purchase fare online through a user-friendly application offering **up to 13 distinct fare options**.
- Monthly passes function on a **30-day activation cycle**, meaning the calendar month is irrelevant; validity begins upon user activation.

- Only **cash or the paid digital application** are accepted—**no tokens or paper passes** are used.
- The fare app includes **dynamic active status indicators**, which visually confirm the pass is valid and prevent fraud by automatically expiring at the end of its validity period.
- Overall, the system is simple for riders and operationally secure.

2. Service Tracking Application

- The real-time vehicle tracking application is **separate from the fare payment application**.
- The tracking platform allows dispatch to send **rider notifications, service alerts, and push surveys**, enhancing communication and customer engagement.
- The visit reaffirmed the operational value of **real-time fixed-route vehicle tracking** for service planning, execution, rider experience, and safety.

3. Kiosk Payment Systems

- Sacramento's fare kiosks were observed to be **ineffective and confusing** for riders.
- During the visit, multiple instances were noted where riders **overpaid for fare** due to unclear kiosk prompts, with **no mechanism to request reimbursement**.
- This finding strongly suggests kiosks may not be a practical or rider-friendly investment for BTS.

4. On-Board Announcements & Operator Practices

- Operators **did not announce stops** during the visit.
- However, the on-board system **does have the capability** for manual stop announcements.
- Lack of consistent stop announcement procedures presents potential ADA compliance concerns.

5. Title VI Observations

- Across **more than 20 buses ridden**, **no Title VI notification signage** was identified.
- This absence highlights the importance of ensuring BTS maintains proper Title VI postings on all vehicles and facilities.

6. Bus Stop Identification and Infrastructure

- Bus stop numbers are essential for riders to use available technology effectively. Without stop identifiers, real-time tracking and trip-planning features become significantly less useful.
 - Sacramento uses **existing infrastructure (e.g., light poles)** for many stop placements, reducing installation cost and effort for low-use stops.
 - Their main transfer station features **fewer benches than BTS's** despite serving a substantially larger ridership volume. Nevertheless, it functions effectively, demonstrating that **amenities must balance cost, need, and actual use** rather than relying on quantity of fixtures alone.
-

Conclusions & Implications for BTS

The Sacramento site visit reaffirmed several best-practice principles relevant to BTS's upcoming technology and infrastructure initiatives:

1. **Digital fare and tracking applications should remain separate**, allowing BTS to adopt the best available solution in each category.
2. **Real-time vehicle tracking is essential** for modern operations, rider satisfaction, and safety.
3. **Fare kiosks introduce avoidable complexity** and are not recommended.
4. **Clear stop identification (stop numbers) must be integrated** into BTS's bus stop improvement strategy to maximize the usefulness of rider-facing technology.
5. **Using existing infrastructure for bus stops** is cost-effective and appropriate for low-use locations.
6. **Title VI compliance** must be clearly visible and consistently implemented across the entire BTS fleet.

Overall, the visit provided valuable validation that BTS's planned direction aligns with modern transit standards. It also highlighted caution areas—particularly fare kiosks and stop-announcement practices—where intentional policy decisions will be required to ensure BTS achieves efficient, compliant, and rider-friendly operations.



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**Basin Transit Services Transportation District
Board of Directors Meeting Schedule for 2026**

Date	Time	Location
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28-Oct	4:15 PM	1130 Adams Street, Klamath Falls
November		No Meeting
9-Dec	4:15 PM	1130 Adams Street, Klamath Falls

**Note: BTS Board meeting will be available live on webinar each month
as an alternative to in person.**