

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

Wednesday, October 28, 2026

4:15 PM

Microsoft Teams Passcode: Dq3xe3vX

<https://teams.microsoft.com/meet/226953082439420?p=kQvvplIFbpv5A9tDCb>

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 August 2026. Approval - Budget Statement for August and September 2026.	Action
F.	OLD BUSINESS None	
G.	ACTION ITEMS	
(1.)	General Manager's Report	Information
(2.)	Resolution 2026-15 Authorize Board Chairman to Sign Amendment to Agreement 35720	Action
(3.)	Consideration for Approval for the General Manager to attend the Oregon Transit Association Annual Conference	Action
	NEW BUSINESS - Discussion Only Items	

H. ADJOURNMENT

- I. 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



October 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 August 2026 and Budget Statement for August and September 2026.

BASIN TRANSIT SERVICE TRANSPORTATION DISTRICT BOARD OF DIRECTORS MEETING MINUTES

August 26, 2026 | 4:15 p.m.

Board Present	Erik Nobel, Chairperson; Craig Fleck; Nora Foster; Karen Bailey
Board Absent	Sandra Fox; Perry Andrews; Edwin Tuhy
Staff Present	Adrian Mateos, General Manager; Michelle Carpenter, Finance Manager; Athena Kingery, Accountant
Guests	Aria Bettinger; Raiven Goldston
Legal Counsel	Nathan Radliff, absent
Quorum	Present

A. CALL TO ORDER

Chairperson Erik Nobel called the meeting to order at 4:15 p.m. Roll call was completed, and a quorum was confirmed.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. INTRODUCTION OF GUESTS

Guests Aria Bettinger and Raiven Goldston were introduced.

D. PUBLIC COMMENT

The Chair opened the public comment period for matters within the District's jurisdiction that were not listed on the agenda. No Board action was taken under this item.

E. CONSENT AGENDA

1. July 2026 Board Meeting Minutes. The Board reviewed the minutes from the July 2026 meeting.

Motion: Craig Fleck moved to approve the July 2026 Board meeting minutes.

Second: Nora Foster.

Vote: Unanimous, 4-0. Erik Nobel, Craig Fleck, Nora Foster, and Karen Bailey voted in favor; none opposed and none abstained.

Result: Motion carried.

2. July 2026 Financial Statements. Finance Manager Michelle Carpenter presented the financial statements for the one month ending July 31, 2026. The Board approved the statements subject to final audit.

Financial highlights included total current assets of \$5,126,579.03, a total LGIP balance of \$4,558,680.03, and July LGIP interest earnings of \$15,448.48. General Fund revenues totaled \$1,945,711 and expenses totaled \$388,547. STIF revenues totaled \$3,096,759, and the capital reserve balance was \$407,307.

F. OLD BUSINESS

None.

G. ACTION ITEMS

1. FY 2024 Single Audit Report. Aria Bettinger presented the fiscal year 2024 audit and summarized the four required audit reports.

The financial statements received a clean, unmodified opinion. The prior segregation-of-duties weakness was described as mitigated, while the year-end close process remained a significant deficiency.

Federal award compliance also received an unmodified opinion, with no federal compliance findings. The auditors reported a repeat internal-control finding concerning verification of suspended and debarred vendors, a minor budgetary compliance issue, and an upcoming accounting requirement for compensated absences.

Ms. Bettinger reviewed required communications to those charged with governance, including audit scope, significant accounting policies, auditor independence, management representations, and the two reported findings. The fiscal year 2025 audit is expected to begin in November 2026.

2. FY 2024 Single Audit Report Corrective Action Plan. The Board discussed the proposed corrective actions, required submissions, and implementation responsibilities.

Board Action: The Board approved the FY 2024 Single Audit Corrective Action Plan and authorized the required signature and submission.

3. General Manager's Report. General Manager Adrian Mateos provided updates regarding operations, partnerships, staffing, safety, planning, and facilities.

Service delivery and outreach. Management discussed ongoing coordination with the Klamath Basin Senior Citizens' Center, a visit from the South Central Oregon Economic Development District, and Oregon Department of Transportation site visits focused on local projects, funding advocacy, and transportation practices. Staff continues outreach to increase awareness of available services.

Staffing and planning. Three full-time transit operators were absent. Cross-trained staff were supporting transportation, dispatch, and related functions. The completed coordinated transportation plan will be followed by development of the facilities master plan, including a September 4 site visit.

Safety and service reliability. Management reviewed a recent weapon-related threat involving a transit operator, coordination with law enforcement, and revised passenger-interaction protocols. Road construction in town was contributing to service delays of approximately five to ten minutes.

Workforce development and facilities. September employee performance evaluations, an upcoming safety workshop in Ashland, and planned renovations at 1130 Adams Street were discussed.

Wildland-fire response and regional coordination. Basin Transit Service coordinated with emergency management during recent wildland fires and provided approximately 24 rides to evacuees. Management also responded to questions regarding the South Central Oregon Economic Development District and a potential partnership to improve transportation connections between Oregon and California.

4. Resolution 2026-14 - Authorization for the Board Chairperson to Sign the RVHT Grant Agreement.

Finance Manager Michelle Carpenter presented Resolution 2026-14, authorizing the Board Chairperson to sign Oregon Department of Transportation Agreement 35952 for Rural Veterans Healthcare Transportation funding.

The \$65,664 state grant supports continuation of the current program, free fares on local routes, and medical transportation to facilities in White City, Oregon. No local match is required.

Management reported that the twice-weekly veterans transportation service had begun approximately six weeks earlier and was receiving demand of about once per week. Vehicle assignments will continue to be based on actual demand, passenger mobility needs, and fuel efficiency.

Motion: Craig Fleck moved to approve Resolution 2026-14 and authorize the Board Chairperson to sign the RVHT grant agreement.

Second: Karen Bailey.

Vote: Roll-call vote; unanimous, 4-0. Erik Nobel, Craig Fleck, Nora Foster, and Karen Bailey voted in favor; none opposed and none abstained.

Result: Resolution 2026-14 passed.

H. NEW BUSINESS - DISCUSSION ONLY

No additional discussion-only items were brought before the Board.

I. ADJOURNMENT

At 4:46 p.m., there being no further business, Chairperson Erik Nobel adjourned the meeting.

APPROVAL

Erik Nobel, Chairperson

Date

Recording Secretary

Basin Transit Service Transportation District

Bank Balance Report as of August 2026

Activity ID.	Account Description		Aug 31, 2026		Aug 31, 2025
1100G01	Checking General -Columbia Bank	\$	174,147.75	\$	127,538.81
1150G01	Checking Taxes-Columbia Bank	\$	-	\$	(12.50)
1160G01	Money Market-Columbia Bank	\$	300,576.72	\$	82,026.27
1221G01	Petty Cash	\$	125.00	\$	125.00
1240G03	Certificate of Deposits-Columbia Bank	\$	182,370.96	\$	182,188.69
	LGIP Accounts				
1161G01	LGIP Operations	\$	1,091,558.27	\$	1,094,617.60
1162G01	LGIP STIF Payroll In District	\$	1,419,071.46	\$	1,638,248.98
1163G01	LGIP STIF Population Out of District	\$	219,615.55	\$	220,603.28
1164G01	LGIP STIF Population In District	\$	312,568.53	\$	273,222.51
1165G01	LGIP Capital Reserve	\$	225,715.25	\$	216,510.53
1166G01	LGIP STIF Payroll Out of District	\$	857,255.53	\$	713,160.87
	Total LGIP Balance	\$	4,125,784.59	\$	4,156,363.77
		Total Current Assets	\$ 4,783,005.02	\$	4,548,230.04
LGIP Interest Earned August 2026		\$	14,951.15		
Total YTD LGIP Interest Earned FYE 2027		\$	30,399.63		

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

Summary of Revenues and Expenses

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<u>Revenues</u>					
Begin Balance - General Fund	\$ 0	1,906,443	119.05	1,601,444	304,999
Local Tax Revenues	10,154	29,143	1.75	1,661,099	(1,631,956)
State Revenues	298,601	298,601	16.10	1,854,491	(1,555,890)
Federal Revenues	0	0	0.00	1,340,756	(1,340,756)
Fare Revenues	9,203	16,502	17.28	95,487	(78,985)
Other Local Revenues	4,853	19,519	32.53	60,000	(40,481)
Total Revenues	322,811	2,270,208	34.33	6,613,277	(4,343,069)
<u>Expenses</u>					
Personnel Services	208,779	392,068	14.41	2,720,364	(2,328,296)
Materials & Services	93,474	297,875	16.14	1,845,037	(1,547,162)
Capital Expenditures	30,865	298,799	45.03	663,497	(364,698)
GF Contingency	0	0	0.00	75,000	(75,000)
GF Transfer to Capital Res.	0	0	0.00	9,379	(9,379)
GF Res for Future Exp	0	0	0.00	0	0
GF Unappropriated Fund Balance	0	0	0.00	1,300,000	(1,300,000)
Total Expenses	333,118	988,742	14.95	6,613,277	(5,624,535)
Over (Under)	10,307	(1,281,466)	0.00	0	(1,281,466)

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

Revenues - General Fund

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<u>Beginning Balance</u>					
Begin Balance - General Fund	0	1,906,443	119.05	1,601,444	304,999
Total Beginning Balance	0	1,906,443	119.05	1,601,444	304,999
<u>Local Tax Revenues</u>					
Tax Collected / YR Levied	5,141	19,200	1.18	1,624,199	(1,604,999)
Previous Levied Tax	5,013	9,943	28.41	35,000	(25,057)
Heavy Equipment Rental Tax	0	0	0.00	1,900	(1,900)
Total Local Tax Revenues	10,154	29,143	1.75	1,661,099	(1,631,956)
<u>State Revenues</u>					
STIF Payroll Revenue	251,110	251,110	17.09	1,469,222	(1,218,112)
STIF Population Revenue	47,491	47,491	26.93	176,356	(128,865)
Rural Veterans Grants	0	0	0.00	23,913	(23,913)
Public Transit Assistance	0	0	0.00	185,000	(185,000)
Total State Revenues	298,601	298,601	16.10	1,854,491	(1,555,890)
<u>Federal Revenues</u>					
5310 Formula Grant	0	0	0.00	557,963	(557,963)
5311 Formula Grant	0	0	0.00	723,753	(723,753)
5339 Federal Grant	0	0	0.00	59,040	(59,040)
Total Federal Revenues	0	0	0.00	1,340,756	(1,340,756)

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

Revenues - General Fund

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<u>Fare Revenue</u>					
Fixed Route Fares	7,222	12,831	19.00	67,537	(54,706)
Organizational Fares	0	0	0.00	10,000	(10,000)
Basin Lift Fares	1,981	3,671	20.45	17,950	(14,279)
Total Fare Revenue	9,203	16,502	17.28	95,487	(78,985)
<u>Other Local Revenues</u>					
Misc Income	1,021	1,046	26.15	4,000	(2,954)
Interest Income	3,832	8,515	15.21	56,000	(47,485)
Gain Loss on Surplus Sales	0	9,000	0.00	0	9,000
Insurance Claims	0	485	0.00	0	485
Travel & Training Reimb.	0	473	0.00	0	473
Total Other Local Revenues	4,853	19,519	32.53	60,000	(40,481)
Total Revenues	322,811	2,270,208	34.33	6,613,277	(4,343,069)

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

Personnel Services

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<u>Wages</u>					
Wages - Admin	33,946	64,561	15.24	423,502	(358,941)
Wages- Operations	81,584	155,678	13.80	1,128,492	(972,814)
Wages - Maintenance	28,838	54,742	17.15	319,181	(264,439)
Total Wages	144,368	274,981	14.70	1,871,175	(1,596,194)
<u>Benefits</u>					
Workman's Comp Expense	9,173	9,202	17.70	52,000	(42,798)
Medicare Taxes Expense	2,071	3,950	14.56	27,132	(23,182)
OR Unemployment Insurance	2,231	4,385	17.23	25,448	(21,063)
Disability/Accident/Life Exp.	1,139	2,293	16.87	13,596	(11,303)
Paid Leave Oregon Exp	571	1,090	14.56	7,485	(6,395)
Medical & Dental Insurance	37,204	73,308	13.79	531,732	(458,424)
Employer Retirement Exp	3,169	5,970	7.88	75,783	(69,813)
FICA Tax	8,853	16,889	14.56	116,013	(99,124)
Total Benefits	64,411	117,087	13.79	849,189	(732,102)
Total Wages & Benefits	208,779	392,068	14.41	2,720,364	(2,328,296)

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

Materials & Services

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<u>Administration - General Fund</u>					
Utilities Expense	2,279	4,280	14.19	30,161	(25,881)
Telephone Expense	1,648	3,963	14.06	28,191	(24,228)
Internet & Email Expense	224	503	26.71	1,883	(1,380)
Print & Duplication Expense	211	1,305	10.04	13,000	(11,695)
Public Information Expense	50	100	1.28	7,800	(7,700)
Legal Advertising Expense	0	0	0.00	3,500	(3,500)
Travel & Meals Expense	86	358	3.09	11,600	(11,242)
Legal Expense	528	528	2.03	26,000	(25,472)
Finance Expense	24,000	62,660	31.33	200,000	(137,340)
Personnel Expense	1,734	2,911	7.98	36,500	(33,589)
Employee Events	0	1,208	12.08	10,000	(8,792)
Membership Dues Exp	155	155	1.16	13,350	(13,195)
Bank Fees	309	850	14.91	5,700	(4,850)
Interest & Penalties	0	17	0.00	0	17
Election Expense	0	0	0.00	3,500	(3,500)
Information System Expense	2,592	14,181	22.25	63,740	(49,559)
Publications & Subscriptions	0	0	0.00	1,300	(1,300)
Postage & Shipping	33	33	2.06	1,600	(1,567)
Office Supplies Expense	408	1,140	7.60	15,000	(13,860)
Office Equipment	0	322	3.79	8,500	(8,178)
Total Administration - General Fund	34,257	94,514	19.64	481,325	(386,811)

	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	74,461	41.53	179,292	(104,831)
Training Exp	260	260	4.40	5,908	(5,648)
Clothing & Gear Exp	665	9,340	44.22	21,121	(11,781)
Safety Services & Supplies Exp	362	749	9.91	7,555	(6,806)
Emergency Management	981	981	0.00	0	981
Other Contract Services Exp	6,494	9,405	17.47	53,820	(44,415)
Other Materials & Supplies Exp	4	185	60.26	307	(122)
Total General Operations	8,766	95,381	35.59	268,003	(172,622)
<i>Facilities Maintenance</i>					
Radio Maint Exp	0	0	0.00	1,499	(1,499)
Cleaning Supplies Exp	131	200	6.15	3,252	(3,052)
Building & Grounds Maint Exp	1,890	5,248	12.61	41,608	(36,360)
Equipment Maint. Exp.	0	210	6.65	3,156	(2,946)
Bus Stop / Shelter Exp	5	815	33.90	2,404	(1,589)
Total Facilities Maintenance	2,026	6,473	12.47	51,919	(45,446)
<i>Vehicle Maintenance - Fix Route</i>					
FR Parts & Components Exp	1,623	4,108	6.67	61,546	(57,438)
FR Fuel Exp	14,041	29,523	14.85	198,744	(169,221)
FR Oil Lube Antifreeze Exp	2,626	3,977	46.21	8,607	(4,630)
FR Tire & Wheel Exp	0	0	0.00	23,589	(23,589)
FR Vendor Exp	2,300	2,300	10.45	22,000	(19,700)
Total Vehicle Maint - Fix Route	20,590	39,908	12.69	314,486	(274,578)

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<i>Vehicle Maintenance - Basin Lift</i>					
BL Parts & Components Exp	449	1,069	8.12	13,171	(12,102)
BL Fuel Exp	4,850	10,035	13.94	72,009	(61,974)
BL Oil Lube Antifreeze Exp	0	470	80.48	584	(114)
BL Tire & Wheel Exp	0	0	0.00	6,216	(6,216)
BL Vendor Exp	0	385	6.83	5,634	(5,249)
Total Vehicle Maint - Basin Lift	5,299	11,959	12.25	97,614	(85,655)
<i>Maintenance Tools & Supplies</i>					
Shop Supplies Exp	51	1,608	19.41	8,285	(6,677)
Tools & Equipment Exp	28	1,081	9.25	11,689	(10,608)
Total Maint. Tools & Sup	79	2,689	13.46	19,974	(17,285)
Total Operations - General Fund	36,760	156,410	20.80	751,996	(595,586)
<u>Operations - Grants</u>					
<i>5310 Projects</i>					
Contract Services - Dem Resp	21,622	43,244	16.50	262,086	(218,842)
Mobility Mgt. Materials & Ser	0	336	0.96	35,000	(34,664)
Total 5310 Projects	21,622	43,580	14.67	297,086	(253,506)
<i>Facilities Projects</i>					
Total Facilities Projects	0	0	0.00	0	0
Vehicle Major Maintenance					
Vehicle Major Maintenance	0	0	0.00	50,000	(50,000)

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
Total Vehicle Major Maint	0	0	0.00	50,000	(50,000)
<i>Operations Projects (Point to Point)</i>					
Basin Connect - South	218	1,124	0.98	115,044	(113,920)
Basin Connect - North	366	560	0.98	57,086	(56,526)
Total Operations Projects	584	1,684	0.98	172,130	(170,446)
<i>Plannning Projects</i>					
Planning Expense	0	0	0.00	90,000	(90,000)
Total Planning Projects	0	0	0.00	90,000	(90,000)
<i>Veterans Projects</i>					
Veterans Mat & Svcs Exp	251	1,687	67.48	2,500	(813)
Total Veterans Projects	251	1,687	67.48	2,500	(813)
Total Operations - Grants	22,457	46,951	7.68	611,716	(564,765)
Total Materials & Services	93,474	297,875	16.14	1,845,037	(1,547,162)

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

Capital Expenditures

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<u>Capital Categories</u>					
Motorized Vehicle Expense	11,535	279,469	83.55	334,497	(55,028)
Office Equipment Expense	0	0	0.00	0	0
Shop Equipment Expense	0	0	0.00	0	0
PC & Comm. Equip. Expense	0	0	0.00	0	0
Bus Stop & Shelter Expense	0	0	0.00	160,000	(160,000)
Land & Building Expense	19,330	19,330	11.44	169,000	(149,670)
Other Capital Outlay Exp	0	0	0.00	0	0
Total Capital Expenditures	30,865	298,799	45.03	663,497	(364,698)

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

STIF Revenue Funds

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<u>Revenues</u>					
STIF ID - Payroll Beg Balance	0	1,416,618	88.47	1,601,169	(184,551)
STIF ID Payroll Interest	5,502	10,784	17.97	60,000	(49,216)
STIF ID Payroll Revenue	0	237,021	28.91	819,953	(582,932)
Total STIF ID Payroll Rev	5,502	1,664,423	67.08	2,481,122	(816,699)
STIF OD - Payroll Beg Balance	0	807,328	96.74	834,520	(27,192)
STIF OD Payroll Interest	2,918	5,759	22.15	26,000	(20,241)
STIF OD Payroll Revenue	0	49,930	29.63	168,508	(118,578)
Total STIF OD Payroll Rev	2,918	863,017	83.87	1,029,028	(166,011)
STIF ID - Pop Beg Balance	0	307,042	111.14	276,268	30,774
STIF ID Pop Interest	1,131	2,232	22.32	10,000	(7,768)
STIF ID Pop Revenue	0	29,126	27.01	107,849	(78,723)
Total STIF ID Pop Rev	1,131	338,400	85.86	394,117	(55,717)
STIF OD - Pop Beg Balance	0	217,300	97.34	223,236	(5,936)
STIF OD Pop Interest	805	1,587	19.84	8,000	(6,413)
STIF OD Pop Revenue	0	22,388	27.00	82,914	(60,526)
Total STIF OD Pop Rev	805	241,275	76.80	314,150	(72,875)
Total STIF Revenues	10,356	3,107,115	73.66	4,218,417	(1,111,302)

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

STIF Revenue Funds

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<u>Expenses</u>					
STIF ID PR Trans Other Agencie	0	0	0.00	0	0
STIF OD PR Trans Other Agencie	0	0	0.00	0	0
STIF ID Pop Trans Other Agenci	0	0	0.00	22,653	(22,653)
STIF OD Pop Trans Other Agenci	0	0	0.00	0	0
Total Funds to Other Agencies	0	0	0.00	22,653	(22,653)
STIF ID Payroll Trans to GF	245,348	245,348	18.39	1,334,178	(1,088,830)
STIF OD Payroll Trans to GF	5,762	5,762	4.27	135,044	(129,282)
STIF ID Pop Trans to GF	25,831	25,831	18.55	139,270	(113,439)
STIF OD Pop Trans to GF	21,660	21,660	58.40	37,086	(15,426)
Total Funds to GF	298,601	298,601	18.15	1,645,578	(1,346,977)
STIF ID PR Res Fut Expenditure	0	0	0.00	1,146,944	(1,146,944)
STIF OD PR Res Fut Expenditure	0	0	0.00	893,984	(893,984)
STIF ID Pop Res Fut Expenditur	0	0	0.00	232,194	(232,194)
STIF OD Pop Res Fut Expenditur	0	0	0.00	277,064	(277,064)
Total Reserve for Fut Expenditure	0	0	0.00	2,550,186	(2,550,186)
Total Expenses	(298,601)	(298,601)	7.08	(4,218,417)	3,919,816

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

Capital Reserve

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<u>Revenues</u>					
Capital Res Beginning Fund Bal	0	406,530	84.71	479,881	(73,351)
Capital Res Interest	780	1,557	15.82	9,840	(8,283)
GF Transfer to Capital Res	0	0	0.00	9,379	(9,379)
Total Revenues	780	408,087	81.76	499,100	(91,013)
<u>Expenses</u>					
Capital Res Trans to GF	0	0	0.00	0	0
Capital Res Reserve for Fut Ex	0	0	0.00	499,100	(499,100)
Total Expenses	0	0	0.00	499,100	(499,100)
Total Capital Reserve	780	408,087	0.00	0	408,087

Basin Transit Service Transportation District

Bank Balance Report as of September 2026

Activity ID.	Account Description		Sep 30, 2026	Sep 30, 2025
1100G01	Checking General -Columbia Bank	\$	193,169.50	\$ 397,981.79
1150G01	Checking Taxes-Columbia Bank (Closed September 2025)	\$	-	\$ -
1160G01	Money Market-Columbia Bank	\$	205,794.81	\$ 183,092.53
1221G01	Petty Cash	\$	125.00	\$ 125.00
1240G03	Certificate of Deposits-Columbia Bank	\$	182,385.95	\$ 182,203.66
	LGIP Accounts			
1161G01	LGIP Operations	\$	808,333.08	\$ 718,434.63
1162G01	LGIP STIF Payroll In District	\$	1,423,760.23	\$ 1,644,442.03
1163G01	LGIP STIF Population Out of District	\$	220,341.18	\$ 221,437.24
1164G01	LGIP STIF Population In District	\$	313,601.29	\$ 274,255.37
1165G01	LGIP Capital Reserve	\$	226,461.04	\$ 217,329.02
1166G01	LGIP STIF Payroll Out of District	\$	860,088.00	\$ 715,856.85
	Total LGIP Balance	\$	3,852,584.82	\$ 3,791,755.14
		Total Current Assets	\$ 4,434,060.08	\$ 4,555,158.12
LGIP Interest Earned September 2026		\$	13,551.12	
Total YTD LGIP Interest Earned FYE 2027		\$	43,950.75	

**Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Three Months Ending September 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	1,906,443	119.05	1,601,444	304,999
Local Tax Revenues	9,293	38,436	2.31	1,661,099	(1,622,663)
State Revenues	0	298,601	16.10	1,854,491	(1,555,890)
Federal Revenues	0	0	0.00	1,340,756	(1,340,756)
Fare Revenues	7,616	24,117	25.26	95,487	(71,370)
Other Local Revenues	4,976	24,498	40.83	60,000	(35,502)
Total Revenues	21,885	2,292,095	34.66	6,613,277	(4,321,182)
<u>Expenses</u>					
Personnel Services	222,437	614,504	22.59	2,720,364	(2,105,860)
Materials & Services	82,386	383,302	20.77	1,845,037	(1,461,735)
Capital Expenditures	0	298,799	45.03	663,497	(364,698)
GF Contingency	0	0	0.00	75,000	(75,000)
GF Transfer to Capital Res.	0	0	0.00	9,379	(9,379)
GF Res for Future Exp	0	0	0.00	0	0
GF Unappropriated Fund Balance	0	0	0.00	1,300,000	(1,300,000)
Total Expenses	304,823	1,296,605	19.61	6,613,277	(5,316,672)
Over (Under)	282,938	(995,490)	0.00	0	(995,490)

**Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Three Months Ending September 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	1,906,443	119.05	1,601,444	304,999
Total Beginning Balance	0	1,906,443	119.05	1,601,444	304,999
<u>Local Tax Revenues</u>					
Tax Collected / YR Levied	3,394	22,594	1.39	1,624,199	(1,601,605)
Previous Levied Tax	5,899	15,842	45.26	35,000	(19,158)
Heavy Equipment Rental Tax	0	0	0.00	1,900	(1,900)
Total Local Tax Revenues	9,293	38,436	2.31	1,661,099	(1,622,663)
<u>State Revenues</u>					
STIF Payroll Revenue	0	251,110	17.09	1,469,222	(1,218,112)
STIF Population Revenue	0	47,491	26.93	176,356	(128,865)
Rural Veterans Grants	0	0	0.00	23,913	(23,913)
Public Transit Assistance	0	0	0.00	185,000	(185,000)
Total State Revenues	0	298,601	16.10	1,854,491	(1,555,890)
<u>Federal Revenues</u>					
5310 Formula Grant	0	0	0.00	557,963	(557,963)
5311 Formula Grant	0	0	0.00	723,753	(723,753)
5339 Federal Grant	0	0	0.00	59,040	(59,040)
Total Federal Revenues	0	0	0.00	1,340,756	(1,340,756)

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

Revenues - General Fund

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<u>Fare Revenue</u>					
Fixed Route Fares	5,810	18,641	27.60	67,537	(48,896)
Organizational Fares	0	0	0.00	10,000	(10,000)
Basin Lift Fares	1,806	5,476	30.51	17,950	(12,474)
Total Fare Revenue	7,616	24,117	25.26	95,487	(71,370)
<u>Other Local Revenues</u>					
Misc Income	0	1,046	26.15	4,000	(2,954)
Interest Income	3,528	12,046	21.51	56,000	(43,954)
Gain Loss on Surplus Sales	0	9,000	0.00	0	9,000
Insurance Claims	1,000	1,485	0.00	0	1,485
Travel & Training Reimb.	0	473	0.00	0	473
Refund Revenue	448	448	0.00	0	448
Total Other Local Revenues	4,976	24,498	40.83	60,000	(35,502)
Total Revenues	21,885	2,292,095	34.66	6,613,277	(4,321,182)

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

Personnel Services

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<u>Wages</u>					
Wages - Admin	33,900	98,461	23.25	423,502	(325,041)
Wages- Operations	104,281	259,959	23.04	1,128,492	(868,533)
Wages - Maintenance	28,647	83,389	26.13	319,181	(235,792)
Total Wages	166,828	441,809	23.61	1,871,175	(1,429,366)
<u>Benefits</u>					
Workman's Comp Expense	32	9,234	17.76	52,000	(42,766)
Medicare Taxes Expense	2,401	6,351	23.41	27,132	(20,781)
OR Unemployment Insurance	1,960	6,345	24.93	25,448	(19,103)
Disability/Accident/Life Exp.	1,139	3,432	25.24	13,596	(10,164)
Paid Leave Oregon Exp	562	1,652	22.07	7,485	(5,833)
Medical & Dental Insurance	36,208	109,516	20.60	531,732	(422,216)
Employer Retirement Exp	3,042	9,011	11.89	75,783	(66,772)
FICA Tax	10,265	27,154	23.41	116,013	(88,859)
Total Benefits	55,609	172,695	20.34	849,189	(676,494)
Total Wages & Benefits	222,437	614,504	22.59	2,720,364	(2,105,860)

Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Three Months Ending September 30, 2026

Materials & Services

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<u>Administration - General Fund</u>					
Utilities Expense	2,047	6,328	20.98	30,161	(23,833)
Telephone Expense	860	4,943	17.53	28,191	(23,248)
Internet & Email Expense	122	560	29.74	1,883	(1,323)
Print & Duplication Expense	890	2,528	19.45	13,000	(10,472)
Public Information Expense	50	150	1.92	7,800	(7,650)
Legal Advertising Expense	0	0	0.00	3,500	(3,500)
Travel & Meals Expense	155	513	4.42	11,600	(11,087)
Legal Expense	0	528	2.03	26,000	(25,472)
Finance Expense	6,550	69,560	34.78	200,000	(130,440)
Personnel Expense	6,264	9,768	26.76	36,500	(26,732)
Employee Events	102	1,310	13.10	10,000	(8,690)
Membership Dues Exp	0	155	1.16	13,350	(13,195)
Bank Fees	313	1,163	20.40	5,700	(4,537)
Interest & Penalties	0	25	0.00	0	25
Election Expense	0	0	0.00	3,500	(3,500)
Information System Expense	2,592	16,773	26.31	63,740	(46,967)
Publications & Subscriptions	153	153	11.77	1,300	(1,147)
Postage & Shipping	88	121	7.56	1,600	(1,479)
Office Supplies Expense	782	2,021	13.47	15,000	(12,979)
Office Equipment	0	322	3.79	8,500	(8,178)
Total Administration - General Fund	20,968	116,921	24.29	481,325	(364,404)

Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Three Months Ending September 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	74,461	41.53	179,292	(104,831)
Training Exp	175	175	2.96	5,908	(5,733)
Clothing & Gear Exp	140	9,480	44.88	21,121	(11,641)
Safety Services & Supplies Exp	2,024	2,934	38.84	7,555	(4,621)
Other Contract Services Exp	2,398	11,803	21.93	53,820	(42,017)
Other Materials & Supplies Exp	5	190	61.89	307	(117)
Total General Operations	4,742	99,043	36.96	268,003	(168,960)
<i>Facilities Maintenance</i>					
Radio Maint Exp	0	0	0.00	1,499	(1,499)
Cleaning Supplies Exp	372	655	20.14	3,252	(2,597)
Building & Grounds Maint Exp	4,654	9,901	23.80	41,608	(31,707)
Equipment Maint. Exp.	210	630	19.96	3,156	(2,526)
Bus Stop / Shelter Exp	120	935	38.89	2,404	(1,469)
Total Facilities Maintenance	5,356	12,121	23.35	51,919	(39,798)

Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Three Months Ending September 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	654	4,868	7.91	61,546	(56,678)
FR Fuel Exp	16,435	45,958	23.12	198,744	(152,786)
FR Oil Lube Antifreeze Exp	44	4,020	46.71	8,607	(4,587)
FR Tire & Wheel Exp	0	0	0.00	23,589	(23,589)
FR Vendor Exp	1,991	4,291	19.50	22,000	(17,709)
Total Vehicle Maint - Fix Route	19,124	59,137	18.80	314,486	(255,349)
<i>Vehicle Maintenance - Basin Lift</i>					
BL Parts & Components Exp	2,330	4,288	32.56	13,171	(8,883)
BL Fuel Exp	5,127	15,161	21.05	72,009	(56,848)
BL Oil Lube Antifreeze Exp	66	536	91.78	584	(48)
BL Tire & Wheel Exp	929	929	14.95	6,216	(5,287)
BL Vendor Exp	0	385	6.83	5,634	(5,249)
Total Vehicle Maint - Basin Lift	8,452	21,299	21.82	97,614	(76,315)
<i>Maintenance Tools & Supplies</i>					
Shop Supplies Exp	12	1,620	19.55	8,285	(6,665)
Tools & Equipment Exp	585	1,666	14.25	11,689	(10,023)
Total Maint. Tools & Sup	597	3,286	16.45	19,974	(16,688)
Total Operations - General Fund	38,271	194,886	25.92	751,996	(557,110)

**Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Three Months Ending September 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	64,866	24.75	262,086	(197,220)
Mobility Mgt. Materials & Ser	0	336	0.96	35,000	(34,664)
Total 5310 Projects	21,622	65,202	21.95	297,086	(231,884)
<i>Facilities Projects</i>					
Total Facilities Projects	0	0	0.00	0	0
<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	246	1,371	1.19	115,044	(113,673)
Basin Connect - North	964	1,939	3.40	57,086	(55,147)
Total Operations Projects	1,210	3,310	1.92	172,130	(168,820)
<i>Plannning Projects</i>					
Planning Expense	0	0	0.00	90,000	(90,000)
Total Planning Projects	0	0	0.00	90,000	(90,000)

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

Materials & Services

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<i>Veterans Projects</i>					
Veterans Mat & Svcs Exp	315	2,002	80.08	2,500	(498)
Total Veterans Projects	315	2,002	80.08	2,500	(498)
Total Operations - Grants	23,147	70,514	11.53	611,716	(541,202)
Total Materials & Services	82,386	382,321	20.72	1,845,037	(1,462,716)

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

Capital Expenditures

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<u>Capital Categories</u>					
Motorized Vehicle Expense	0	279,469	83.55	334,497	(55,028)
Office Equipment Expense	0	0	0.00	0	0
Shop Equipment Expense	0	0	0.00	0	0
PC & Comm. Equip. Expense	0	0	0.00	0	0
Bus Stop & Shelter Expense	0	0	0.00	160,000	(160,000)
Land & Building Expense	0	19,330	11.44	169,000	(149,670)
Other Capital Outlay Exp	0	0	0.00	0	0
Total Capital Expenditures	0	298,799	45.03	663,497	(364,698)

Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Three Months Ending September 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	1,416,618	88.47	1,601,169	(184,551)
STIF ID Payroll Interest	4,689	15,469	25.78	60,000	(44,531)
STIF ID Payroll Revenue	0	237,021	28.91	819,953	(582,932)
Total STIF ID Payroll Rev	4,689	1,669,108	67.27	2,481,122	(812,014)
STIF OD - Payroll Beg Balance	0	807,328	96.74	834,520	(27,192)
STIF OD Payroll Interest	2,832	8,592	33.05	26,000	(17,408)
STIF OD Payroll Revenue	0	49,930	29.63	168,508	(118,578)
Total STIF OD Payroll Rev	2,832	865,850	84.14	1,029,028	(163,178)
STIF ID - Pop Beg Balance	0	307,042	111.14	276,268	30,774
STIF ID Pop Interest	1,033	3,265	32.65	10,000	(6,735)
STIF ID Pop Revenue	0	29,126	27.01	107,849	(78,723)
Total STIF ID Pop Rev	1,033	339,433	86.12	394,117	(54,684)
STIF OD - Pop Beg Balance	0	217,300	97.34	223,236	(5,936)
STIF OD Pop Interest	726	2,313	28.91	8,000	(5,687)
STIF OD Pop Revenue	0	22,388	27.00	82,914	(60,526)
Total STIF OD Pop Rev	726	242,001	77.03	314,150	(72,149)
Total STIF Revenues	9,280	3,116,392	73.88	4,218,417	(1,102,025)

Basin Transit Service Transp. District
Klamath Falls, Oregon
For the Three Months Ending September 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	0	245,348	18.39	1,334,178	(1,088,830)
STIF OD Payroll Trans to GF	0	5,762	4.27	135,044	(129,282)
STIF ID Pop Trans to GF	0	25,831	18.55	139,270	(113,439)
STIF OD Pop Trans to GF	0	21,660	58.40	37,086	(15,426)
Total Funds to GF	0	298,601	18.15	1,645,578	(1,346,977)
STIF ID PR Res Fut Expenditure	0	0	0.00	1,146,944	(1,146,944)
STIF OD PR Res Fut Expenditure	0	0	0.00	893,984	(893,984)
STIF ID Pop Res Fut Expenditur	0	0	0.00	232,194	(232,194)
STIF OD Pop Res Fut Expenditur	0	0	0.00	277,064	(277,064)
Total Reserve for Fut Expenditure	0	0	0.00	2,550,186	(2,550,186)
Total Expenses	0	(298,601)	7.08	(4,218,417)	3,919,816

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

Capital Reserve

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<u>Revenues</u>					
Capital Res Beginning Fund Bal	0	406,530	84.71	479,881	(73,351)
Capital Res Interest	761	2,317	23.55	9,840	(7,523)
GF Transfer to Capital Res	0	0	0.00	9,379	(9,379)
Total Revenues	761	408,847	81.92	499,100	(90,253)
<u>Expenses</u>					
Capital Res Trans to GF	0	0	0.00	0	0
Capital Res Reserve for Fut Ex	0	0	0.00	499,100	(499,100)
Total Expenses	0	0	0.00	499,100	(499,100)
Total Capital Reserve	761	408,847	0.00	0	408,847



Information

General Manager's Report

Service Delivery

Primary objective

- Basin Connect North: Resumes MAR 2027
- Veterans on Go Medford: Resumes MAR 2027

Partnerships

- KBSC & BTS Update
- Oregon Department of Environmental Quality
- Sky Lakes, Klamath County Fire District 1

Readiness

- HQ inaccessibility: "Hancock Mode" & remote based operations
- Main Transfer Station inaccessibility: Hancock mode + "shuttle"





Oregon

Tina Kotek, Governor

Department of Environmental Quality
Water Quality Division
700 NE Multnomah Street, Suite 600
Portland, OR 97232
503-229-5696
TTY 711

October 1, 2026

Adrian Mateos
General Manager
Basin Transit Service
1130 Adams Street
Klamath Falls, OR 97601

Dear Mr. Mateos,

I wanted to extend my sincere appreciation to you and the entire Basin Transit Service team for your support during our DEQ Water Quality field tour on September 24, 2026. Your dependable and well-coordinated transportation services played a key role in making the event successful.

This gathering was particularly meaningful. It is uncommon for a group of DEQ water quality managers, administrators, and technical staff from across the state to come together in the Klamath Basin. Having the opportunity to visit the JC Boyle dam removal area as a unified team provided valuable perspective that will directly support our statewide water quality work. Your willingness to assist with transportation made this rare and significant opportunity possible.

Cindy, our bus driver, was truly exceptional. She was safe, friendly, professional, and patient, and her wonderful sense of humor brought so much joy to our trip. Her presence made the entire experience smoother and more enjoyable. We genuinely couldn't have asked for a better driver, and we're so grateful for the care she showed our group.

Thank you again for your partnership, professionalism, and support of DEQ's efforts in the region. We truly appreciate BTS's contribution to this important event.

Sincerely,

Michael E. Kucinski
Deputy Water Quality Administrator
Oregon Department of Environmental Quality



General Manager Report

Managing Resources

Facilities

- Perimeter security: complete
- 1125 Adams: 2-6 NOV
- 1130 Adams:
 - 2-6 NOV – Phase I
 - 1-18 DEC – Phase II
 - 9 DEC: Board of Directors Meeting at 1125 Adams street

Equipment

- Winter Readiness: ECD 29 OCT

Improving the Organization

Strategic Alignment

- 5304 Planning – Microtransit
- 5304 Planning – Klamath County Transit Master Plan

Leading People

- Communication: BOLO real time implementation



THIS IS ME,
IN MY JET,
SHOOTING AN AIM-7
OFF THE GULF OF MEXICO.
(TYNDALL AFB)
- DOUG
P.S. I SCORED A HIT!

Notification

Doug "Hammer" Dean





ACTION

***Resolution 2026-15 Authorize Board Chairman
to Sign Amendment to Agreement 35720***

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 AMENDMENT) NO. 2026 - 15
TO EXTEND AND INCLUDE GAP FUNDING FOR)
FEDERAL GRANT 5310 AGREEMENT 35720)

WHEREAS this matter came before the Board at its meeting of October 28, 2026, and

WHEREAS, the Oregon Department of Transportation (ODOT) is aligning federal grant periods with the State's two-year grant cycle beginning October 1 and ending September 30; and the proposed amendment extends the current agreement's expiration date from June 30, 2027, to September 30, 2027, and provides gap funding for the intervening three-month period to support continuity of transit services during this transition;

Federal	Grant Type	Description	Total Grant Amount	Total Federal Amount	Total Local Match Amount
5310	Contract Services & Mobility Mgmt	Gap Funding for period between 7/1/2027 to 9/30/2027	\$78,977	\$70,866	\$8,111

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 5310 Formula Funds restricted by the FTA, and

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 amendment for agreement 35720 for 5310 Contracted Services and Mobility Management funded through the Oregon Department of Transportation as the designated representative of the District.

DATED this 28th of October 2026

BOARD OF DIRECTORS, BASIN TRANSIT
SERVICE TRANSPORTATION DISTRICT

Erik Nobel, CHAIRPERSON

Crystal Entriken, RECORDING SECRETARY



ACTION

***Consideration for Approval for the General
Manager to attend the Oregon Transit
Association Annual Conference***



NEW BUSINESS



Board of Directors Meeting



OCTOBER 2026

Facility improvements & staff relocation plan

Operational notice | October-December 2026

TO All Basin Transit Service Staff			FROM Adrian Mateos, General Manager	
ISSUED October 23, 2026			SITES 1125 & 1130 Adams Street	
OCT 23-28	NOV 2-6	NOV 9-20	AFTER NOV 20	DEC 1-31
Fence installation	Cabinets / flooring	1125 renovation	Relocate personnel	1130 renovation

Basin Transit Service will undertake coordinated facility improvements at both Adams Street locations. Personnel assigned to 1130 Adams Street will continue operating there while 1125 Adams Street is renovated. Following completion and confirmation that 1125 Adams Street is ready for occupancy, relocations will proceed as outlined below.

01 / Perimeter fence installation — 1125 Adams Street

Scheduled: October 23-28, 2026

- Installation is expected to have minimal operational impact. Maintenance, working with Operations, shall coordinate:
- Surveillance signage. Acquire standardized video-surveillance notices and mount them at consistent intervals, visible from public-facing approaches.
 - Solar illumination. Acquire and install standardized solar-powered perimeter lighting for nighttime visibility and camera coverage.
 - Standardized locks. Provide standardized locks for perimeter gates at both 1125 and 1130 Adams Street.
 - Key issuance. Issue keys to all Field Supervisors and covering Field Supervisors, the Operations Manager, Human Resources Manager, Finance Director, Mike Stinson, and all mechanics; include the Finance Director in gate access at 1125 Adams Street and document distribution.
 - Maintenance vehicle-key safe — completed October 23. On October 23, 2026, Maintenance completed placing the spare vehicle keys in the safe at 1125 Adams Street assigned specifically to Maintenance. This safe is designated exclusively for maintaining one spare-key set per district vehicle. Maintenance shall coordinate with Finance to preserve the inventory, secure storage, key accountability, and access-control records. The Operations Manager and General Manager shall both be informed of the safe access code, which shall be communicated securely and not posted publicly.
 - Facility and gate key control. Continue coordinating and documenting issued keys and spare facility and perimeter-gate keys separately under the established access-control process; the dedicated Maintenance vehicle-key safe shall remain reserved solely for one spare-key set per vehicle.
 - Side gate removal. The Lead Mechanic shall remove the two existing side gates adjacent to 1125 Adams Street in coordination with fence work.
 - Rear area cleanup and weed removal. Clean and organize the area behind the building to maximize usable space. Maintenance shall also coordinate removal of the weeds producing goathead burrs in front of 1125 Adams Street, within the perimeter fence.

02 / Cabinet installation — 1130 Adams Street

Scheduled: November 2-6, 2026

Cabinet mounting will occur while personnel remain at 1130 Adams Street. Maintenance and Operations shall coordinate contractor access and minimize disruption. During cabinet installation, the Accountant alone shall work from

1125 Adams Street because cabinet work disrupts her immediate work area at 1130. All other personnel, including the Finance Director, shall continue operating at 1130 Adams Street until the 1125 renovation is completed and the relocation plan is executed.

03 / Renovation — 1125 Adams Street

Scheduled: November 9-20, 2026

- Flooring selection — due October 26. Michelle Carpenter, Finance Director, and Mike Stinson shall select flooring no later than October 26, 2026, using the stated requirement of LVP with a 20-millimeter-or-greater grading.
- Occupancy sequence. Employees will continue operating from 1130 Adams Street until the work at 1125 Adams Street is completed and the space is ready for occupancy. Moves to 1125 shall then be executed in accordance with this plan.
- Renovation coordination. Operations and Maintenance shall coordinate access, contractor activity, workspace readiness, and any interruptions affecting the 1125 facility.

04 / Permanent Finance & Accounting relocation

Prepare beginning October 26; execute after 1125 renovation completion

The former October 29 relocation-completion deadline is superseded. Finance and Accounting shall plan the move in advance, then complete it promptly after 1125 Adams Street has been renovated and released for occupancy, before the December headquarters renovation.

- Finance Director. Permanent assignment: upstairs office adjacent to Mike Stinson's office at 1125 Adams Street.
- Accountant. Permanent assignment: open office space upstairs at 1125 Adams Street.
- Moving support. Coordinate with Maintenance, as needed, to transport personal belongings, documents, and equipment.
- Furniture. The Finance Director shall use furniture assigned to the new 1125 workspace and leave existing 1130 furniture in place. The Accountant may return the furniture she is currently using at 1130 Adams Street to 1125 Adams Street, coordinating transportation with Maintenance as needed.
- Purpose. Co-location near Mike Stinson will streamline financial processing and communication, and support his scheduled November 2026 training of the Accountant.

05 / Headquarters renovation — 1130 Adams Street

Scheduled: December 1-31, 2026

Once 1125 Adams Street renovation is complete, personnel relocating from 1130 Adams Street shall transition to the following workspaces in preparation for the December headquarters renovation:

- Finance Director and Accountant. Occupy their permanent upstairs assignments at 1125 Adams Street.
- Human Resources Manager. Temporarily occupy the downstairs office at 1125 Adams Street. This is not a permanent assignment.
- General Manager, Operations Manager, Field Supervisor, and Dispatcher. Temporarily operate from the warehouse at 1125 Adams Street using a basic setup of plastic tables, computer stations, and essential equipment.
- Other administrative and operational personnel. Use temporary areas assigned by leadership and approved by the General Manager.
- Maintenance. Continue working from designated maintenance facilities.

Temporary furniture & equipment storage

The General Manager has coordinated with the Lead Mechanic to use part of the southernmost maintenance bay for furniture, boxes, and displaced materials during the 1130 renovation. Maintenance shall preserve safe vehicle access and ongoing shop operations.

Mandatory workspace preparation

November 20, 2026: Personnel assigned to 1130 Adams Street shall remove personal belongings and nonessential items from their workspaces by this date. Only equipment, documents, and materials essential to performing duties may remain. This deadline is for workspace preparation and does not require staff to vacate 1130 before 1125 is ready.

06 / Project schedule & accountability

ACTION	TARGET	LEAD / SUPPORT
Vehicle spare keys secured at 1125	Completed Oct 23	Maintenance / Finance
Flooring selection at 1125	Oct 26	Michelle Carpenter / Mike Stinson
Fence, signs, lighting, locks, key controls	Oct 23-28	Maintenance / Operations / Finance
1130 cabinets; Accountant at 1125	Nov 2-6	Maintenance / Operations / Accounting
1125 renovation	Nov 9-20	Operations / Maintenance / Contractors
Clear personal/nonessential items at 1130	By Nov 20	All affected personnel
Finance / Accounting move to 1125	After 1125 completion	Finance / Accounting / Maintenance
Other 1130 personnel move to 1125	After 1125 completion	Operations / HR / Affected staff
Accountant training with Mike Stinson	November	Accountant / Mike Stinson
1130 renovation and warehouse stations	Dec 1-31	Operations / Maintenance / IT

07 / General Manager's direction

Michelle Carpenter and Mike Stinson shall complete the flooring selection by October 26. Staff will remain at 1130 Adams Street until 1125 Adams Street renovations are complete and occupancy is authorized; permanent and temporary relocations shall follow the assignments above. All affected personnel must clear personal and nonessential items by November 20. Department leaders shall coordinate scheduling conflicts or resource needs with the General Manager in advance.

Thank you for your cooperation.

Adrian Mateos
General Manager
Basin Transit Service Transportation District