

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

**Wednesday, May 27, 2026**

**4:15 PM**

**Conference Call No. 1-(669)900-6833 ID:849 0072 2764 Passcode: 472723**  
<https://us06web.zoom.us/jc/84900722764>

R	AGENDA	TYPE
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- |             |  |                    |
|-------------|--|--------------------|
| <b>A.</b>   | <b>CALL TO ORDER</b> - Chairperson   |                    |
| <b>B.</b>   | <b>PLEDGE OF ALLEGIANCE</b>  |                    |
| <b>C.</b>   | <b>INTRODUCTION OF GUESTS</b>  |                    |
| <b>D.</b>   | <b>PUBLIC COMMENT:</b> 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.                    |                    |
| <b>E.</b>   | <b>CONSENT AGENDA</b><br><br>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 April 2026. Approval - Budget Statement for April 2026. | <b>Action</b>      |
| <b>F.</b>   | <b>OLD BUSINESS</b><br>None  |                    |
| <b>G.</b>   | <b>ACTION ITEMS</b>  |                    |
| <b>(1.)</b> | General Manager's Report   | <b>Information</b> |
| <b>(2.)</b> | Resolution 2026-5 In the Matter of transferring funds from the contingency account to the personnel services line item in the general fund.  | <b>Action</b>      |
| <b>(3.)</b> | Board Chair signature of ODOT grant agreement No. 356666 based on funding adjustment based on driver barriers project cancellation   | <b>Action</b>      |

- |      |   |                    |
|------|---|--------------------|
| (4.) | Board Chair signature of ODOT grant agreement No. 35667 based on funding increase for 2 paratransit replacement vehicles    | <b>Action</b>      |
| (5.) | Resolution 2026-6 In the Matter of declaring certain properties as surplus and authorizing disposal                         | <b>Action</b>      |
| (6.) | Resolution 2026-7 In the Matter of donating surplus to Sweet Home Senior Center for the delivery of public transit services | <b>Action</b>      |
| (7.) | Approval to Award Pivot the Facilities Master Plan Project  | <b>Action</b>      |
| (8.) | Klamath Basin Senior Center Demand Response Services and Combined Dispatching Operations Update                             | <b>Information</b> |

**H. NEW BUSINESS - Discussion Only Items**

**I. ADJOURNMENT**

This meeting is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by calling Basin Transit Service at 541-883-2877.



# Board Of Directors Meeting

MAY 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 April 2026 and Budget Statement for April 2026.***

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

**04/29/2026**

The regular meeting of the Basin Transit Service Board of Directors held in person and by video conference (Zoom) at 1130 Adams Street, Klamath Falls, Oregon following public notice in accordance with ORS 192.620.

**MEMBERS' PRESENT:**

Craig Fleck

Perry Andrews

Nora Foster

Edwin Tuhy

Karen Bailey

Legal Counsel

**ABSENT:**

Erik Nobel

Sandra Fox

**STAFF PRESENT:**

Name: Adrian Mateos

Title: General Manager

Name: Micheal Stinson

Title: Finance

Name: Crystal Entriken

Title: Mobility Manager

**GUEST PRESENT: Jennifer Boardman**

**A. Call to Order – Perry Andrews (In for Chair)**

Roll call/announcement of quorum at 4:40 PM

**B. Pledge of Allegiance**

**C. Public Comment -  None  See below**

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**D. GENERAL MANAGER’S REPORT**

General Manager Adrian Mateos provided updates on service delivery, organizational improvements, and resource management initiatives during the April 2026 Board of Directors Meeting. Key operational updates included the planned expansion of Mid-Fixed Route (MFR) Veterans transportation services beginning in July, which will provide twice-weekly roundtrip service on Tuesdays and Thursdays. Staff also provided updates regarding fuel cost mitigation strategies, improvements to ride check scheduling and digitalization efforts, and ongoing operational coordination efforts. Under organizational improvements, Mr. Mateos reported that the APR Proven system has enhanced accident response procedures, documentation, and communication processes. These improvements are intended to strengthen operational accountability and improve response efficiency across the agency. Resource management updates included notification that Basin Transit Service received \$55,000 from ODOT for the Rural Veterans Health Transportation Grant, though only 80% of the requested funding amount was awarded. Staff also discussed projected personnel costs, which are currently forecasted at approximately 1.9% over budget, with mitigation measures already being implemented to address the increase. Additionally, the Board was informed of Mr. Mateos’ appointment selection to the Oregon Public Transportation Advisory Committee (PTAC), representing rural transit providers in Central Oregon. The report also highlighted continued efforts to modernize transit services through technology enhancements and service coordination initiatives designed to improve rider experience and operational efficiency.

**E. CONSENT AGENDA**

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

Approval – Board of Directors Meeting Minutes for [March 2026]

Other (list): \_\_\_\_\_

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

Absent : Erik Nobel Sandra Fox

Nays:  None  \_\_\_\_\_

Yea: Craig Fleck, Perry Andrews, Nora Foster, Edwin Tuhy, Karen Bailey

Passed:  Unanimously  Other: \_\_\_\_\_

**G. Old Business –  None  See below**

1. \_\_\_\_\_

Discussion: \_\_\_\_\_

Motion: \_\_\_\_\_, Second \_\_\_\_\_

Nays:  None  \_\_\_\_\_ Yea: \_\_\_\_\_

Passed:  Unanimously  Other: \_\_\_\_\_

**H. Action Items**

1. Budget

Motion: Craig Fleck, Second: Nora Foster

Nays:  None  \_\_\_\_\_

Yea: Craig Fleck, Perry Andrews, Nora Foster, Edwin Tuhy, Karen Bailey

Passed:  Unanimously  Other: \_\_\_\_\_

Notes: \_\_\_\_\_

2. 5310 STBG

Motion : Nora Foster, Second Craig Fleck

Nays:  None  \_\_\_\_\_

Yea: Craig Fleck, Perry Andrews, Nora Foster, Edwin Tuhy, Karen Bailey

Passed:  Unanimously  Other: \_\_\_\_\_

Notes: \_\_\_\_\_

(Add additional action items as needed.)

**I. New Business -  None  See below**

\_\_\_\_\_  
\_\_\_\_\_

**J. Executive Session -  None  Yes**

ORS authority (if applicable): \_\_\_\_\_

Entered at: \_\_\_:\_\_\_ (AM/PM) | Exited at: \_\_\_:\_\_\_ (AM/PM)

Summary/Action (if any): \_\_\_\_\_

**K. Adjournment**

The Board having no further business, Perry Andrews adjourned the meeting at 5:07 PM

**Recording Secretary for Session:**

Crystal Entriken

# Basin Transit Service Transportation District

## Bank Balance Report as of April 2026

Activity ID.	Account Description	Apr 30, 2026	Apr 30, 2025
1100G01	Checking General -Columbia Bank	\$ 166,029.84	\$ 81,822.78
1150G01	Checking Taxes-Columbia Bank	\$ -	\$ 8,918.53
1160G01	Money Market-Columbia Bank	\$ 302,779.23	\$ 4,399,463.96
1221G01	Petty Cash	\$ 125.00	\$ 125.00
1240G03	Certificate of Deposits-Columbia Bank	\$ 182,309.51	\$ 321,833.38
	LGIP Accounts		
1161G01	LGIP Operations	\$ 1,684,494.36	\$ -
1162G01	LGIP STIF Payroll In District	\$ 1,417,701.76	\$ -
1163G01	LGIP STIF Population Out of District	\$ 248,191.69	\$ -
1164G01	LGIP STIF Population In District	\$ 298,737.75	\$ -
1165G01	LGIP Capital Reserve	\$ 222,698.36	\$ -
1166G01	LGIP STIF Payroll Out of District	\$ 758,301.13	\$ -
	Total LGIP Balance	\$ 4,630,125.05	\$ -
<b>Total Current Assets</b>		<b>\$ 5,281,368.63</b>	<b>\$ 4,812,163.65</b>
	LGIP Interest Earned April 2026	\$ 15,464.21	
	<b>Total YTD LGIP Interest Earned FYE 2026</b>	<b>\$ 159,910.97</b>	

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

**Summary of Revenues and Expenses**

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<b><u>Revenues</u></b>					
Begin Balance - General Fund	0	1,543,517	93.40	1,652,552	(109,035)
Local Tax Revenues	12,184	1,627,895	101.85	1,598,296	29,599
State Revenues	0	1,037,348	44.44	2,334,503	(1,297,155)
Federal Revenues	317,728	1,129,976	80.09	1,410,796	(280,820)
Fare Revenues	6,337	75,939	78.65	96,550	(20,611)
Other Local Revenues	5,847	58,279	619.99	9,400	48,879
<b>Total Revenues</b>	<b>342,096</b>	<b>5,472,954</b>	<b>77.06</b>	<b>7,102,097</b>	<b>(1,629,143)</b>
<b><u>Expenses</u></b>					
Personnel Services	215,287	2,098,113	85.19	2,462,800	(364,687)
Materials & Services	106,923	1,310,387	71.95	1,821,314	(510,927)
Capital Expenditures	32,351	428,339	47.14	908,594	(480,255)
Contingency - GF	0	0	0.00	75,000	(75,000)
Gen Fund Trans to Capital Res	0	0	0.00	75,000	(75,000)
GF Res for Future Exp	0	0	0.00	457,439	(457,439)
GF Unappropriated Fund Balance	0	0	0.00	1,300,000	(1,300,000)
<b>Total Expenses</b>	<b>354,561</b>	<b>3,836,839</b>	<b>54.04</b>	<b>7,100,147</b>	<b>(3,263,308)</b>
<b>Over (Under)</b>	<b>(12,465)</b>	<b>1,636,115</b>		<b>1,950</b>	<b>1,634,165</b>

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

**Revenues - General Fund**

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<b><u>Beginning Balance</u></b>					
Begin Balance - General Fund	0	1,543,517	93.40	1,652,552	(109,035)
<b>Total Beginning Balance</b>	<b>0</b>	<b>1,543,517</b>	<b>93.40</b>	<b>1,652,552</b>	<b>(109,035)</b>
<b><u>Local Tax Revenues</u></b>					
Tax Collected / YR Levied	9,969	1,591,978	102.29	1,556,346	35,632
Previous Levied Tax	2,215	35,259	88.15	40,000	(4,741)
Heavy Equipment Rental Tax	0	658	33.74	1,950	(1,292)
<b>Total Local Tax Revenues</b>	<b>12,184</b>	<b>1,627,895</b>	<b>101.85</b>	<b>1,598,296</b>	<b>29,599</b>
<b><u>State Revenues</u></b>					
STIF Payroll Revenue	0	709,831	43.68	1,625,048	(915,217)
STIF Population Revenue	0	42,158	13.29	317,113	(274,955)
STIF Discretionary Revenue	0	169,342	100.00	169,342	0
Rural Veterans Grants	0	22,852	60.14	38,000	(15,148)
Public Transit Assistance	0	93,165	50.36	185,000	(91,835)
<b>Total State Revenues</b>	<b>0</b>	<b>1,037,348</b>	<b>44.44</b>	<b>2,334,503</b>	<b>(1,297,155)</b>
<b><u>Federal Revenues</u></b>					
5304 Planning Grant	0	11,426	28.57	40,000	(28,574)
5310 Formula Grant	0	272,965	59.52	458,607	(185,642)
5311 Formula Grant	317,728	809,729	111.88	723,754	85,975
5339 Federal Grant	0	35,856	19.03	188,435	(152,579)
<b>Total Federal Revenues</b>	<b>317,728</b>	<b>1,129,976</b>	<b>80.09</b>	<b>1,410,796</b>	<b>(280,820)</b>

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

**Revenues - General Fund**

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<b><u>Fare Revenue</u></b>					
Fixed Route Fares	5,246	56,391	75.09	75,097	(18,706)
Organizational Fares	0	4,350	0.00	0	4,350
Basin Lift Fares	1,091	15,198	70.84	21,453	(6,255)
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<b>Total Fare Revenue</b>	<b>6,337</b>	<b>75,939</b>	<b>78.65</b>	<b>96,550</b>	<b>(20,611)</b>
<b><u>Other Local Revenues</u></b>					
Misc Income	35	6,346	253.84	2,500	3,846
Interest Income	5,812	46,650	11,662.50	400	46,250
Insurance Claims	0	0	0.00	5,000	(5,000)
Travel & Training Reimb.	0	0	0.00	1,500	(1,500)
Refund Revenue	0	5,283	0.00	0	5,283
	<hr/>	<hr/>		<hr/>	<hr/>
<b>Total Other Local Revenues</b>	<b>5,847</b>	<b>58,279</b>	<b>619.99</b>	<b>9,400</b>	<b>48,879</b>
<b>Total Revenues</b>	<b>342,096</b>	<b>5,472,954</b>	<b>77.06</b>	<b>7,102,097</b>	<b>(1,629,143)</b>

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

**Personnel Services**

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<b><u>Wages</u></b>					
Wages - Admin	36,325	308,682	85.17	362,424	(53,742)
Wages- Operations	97,696	982,750	88.79	1,106,790	(124,040)
Wages - Maintenance	27,685	266,037	100.39	265,003	1,034
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<b>Total Wages</b>	<b>161,706</b>	<b>1,557,469</b>	<b>89.81</b>	<b>1,734,217</b>	<b>(176,748)</b>
<b><u>Benefits</u></b>					
Misc Payroll Expense	37	241	0.00	0	241
Workman's Comp Expense	43	35,883	83.87	42,783	(6,900)
Medicare Taxes Expense	2,324	22,379	89.00	25,146	(2,767)
OR Unemployment Insurance	3,045	22,704	96.26	23,585	(881)
Disability/Accident/Life Exp.	1,148	10,696	97.60	10,959	(263)
Paid Leave Oregon Exp	641	6,174	89.00	6,937	(763)
Medical & Dental Insurance	32,437	306,444	69.42	441,417	(134,973)
Employer Retirement Exp	3,970	40,433	57.57	70,235	(29,802)
FICA Tax	9,936	95,690	89.00	107,521	(11,831)
	<hr/>	<hr/>		<hr/>	<hr/>
<b>Total Benefits</b>	<b>53,581</b>	<b>540,644</b>	<b>74.20</b>	<b>728,583</b>	<b>(187,939)</b>
<b>Total Wages &amp; Benefits</b>	<b>215,287</b>	<b>2,098,113</b>	<b>85.19</b>	<b>2,462,800</b>	<b>(364,687)</b>

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

**Materials & Services**

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<b><u>Administration - General Fund</u></b>					
Utilities Expense	1,632	24,051	66.35	36,250	(12,199)
Telephone Expense	2,384	22,481	62.53	35,950	(13,469)
Internet & Email Expense	137	1,569	44.83	3,500	(1,931)
Print & Duplication Expense	343	10,796	84.67	12,750	(1,954)
Public Information Expense	850	6,528	96.00	6,800	(272)
Legal Advertising Expense	0	0	0.00	3,500	(3,500)
Travel & Meals Expense	2,961	9,670	371.92	2,600	7,070
Legal Expense	0	14,303	55.01	26,000	(11,697)
Finance Expense	12,590	173,430	108.39	160,000	13,430
Personnel Expense	442	48,369	132.52	36,500	11,869
Employee Events	700	4,811	64.15	7,500	(2,689)
Membership Dues Exp	0	9,666	72.40	13,350	(3,684)
Bank Fees	700	4,221	74.05	5,700	(1,479)
Interest & Penalties	0	86	0.00	0	86
Election Expense	0	0	0.00	3,500	(3,500)
Information System Expense	2,897	50,829	179.61	28,300	22,529
Publications & Subscriptions	89	1,182	312.70	378	804
Postage & Shipping	30	130	8.13	1,600	(1,470)
Employee Recognition	0	747	18.68	4,000	(3,253)
Office Supplies Expense	599	12,515	68.39	18,300	(5,785)
Office Equipment	0	10,457	0.00	0	10,457
<b>Total Administration - General Fund</b>	<b>26,354</b>	<b>405,841</b>	<b>99.84</b>	<b>406,478</b>	<b>(637)</b>

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

**Materials & Services**

<b><u>Operations - General Fund</u></b>	<b>Current Month</b>	<b>Year to Date</b>	<b>% of Budget</b>	<b>Fiscal Budget</b>	<b>Over (Under)</b>
<i>General Operations</i>					
Facilities & Veh Insurance Exp	0	162,993	92.87	175,500	(12,507)
Training Exp	0	4,711	38.46	12,250	(7,539)
Clothing & Gear Exp	1,261	16,843	91.72	18,364	(1,521)
Safety Services & Supplies Exp	637	6,025	94.14	6,400	(375)
Other Contract Services Exp	1,063	42,919	64.83	66,200	(23,281)
Other Materials & Supplies Exp	188	244	1.94	12,548	(12,304)
<b>Total General Operations</b>	<b>3,149</b>	<b>233,735</b>	<b>80.25</b>	<b>291,262</b>	<b>(57,527)</b>
<i>Facilities Maintenance</i>					
Radio Maint Exp	1,005	1,195	34.14	3,500	(2,305)
Cleaning Supplies Exp	19	2,593	71.04	3,650	(1,057)
Building & Grounds Maint Exp	12,390	35,750	97.28	36,750	(1,000)
Equipment Maint. Exp.	210	2,517	31.46	8,000	(5,483)
Bus Stop / Shelter Exp	25	1,917	54.23	3,535	(1,618)
<b>Total Facilities Maintenance</b>	<b>13,649</b>	<b>43,972</b>	<b>79.32</b>	<b>55,435</b>	<b>(11,463)</b>

**Basin Transit Service Transp. District  
Klamath Falls, Oregon  
For the Ten Months Ending April 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	3,597	49,080	109.07	45,000	4,080
FR Fuel Exp	14,882	118,298	91.44	129,373	(11,075)
FR Oil Lube Antifreeze Exp	960	6,864	124.80	5,500	1,364
FR Tire & Wheel Exp	1,971	18,811	102.46	18,360	451
FR Vendor Exp	2,499	4,130	18.77	22,000	(17,870)
	<hr/>	<hr/>		<hr/>	<hr/>
<b>Total Vehicle Maint - Fix Route</b>	<b>23,909</b>	<b>197,183</b>	<b>89.53</b>	<b>220,233</b>	<b>(23,050)</b>
<i>Vehicle Maintenance - Basin Lift</i>					
BL Parts & Components Exp	2,089	10,503	75.37	13,936	(3,433)
BL Fuel Exp	5,869	45,349	107.90	42,030	3,319
BL Oil Lube Antifreeze Exp	0	466	86.30	540	(74)
BL Tire & Wheel Exp	0	4,957	110.16	4,500	457
BL Vendor Exp	0	4,493	59.91	7,500	(3,007)
	<hr/>	<hr/>		<hr/>	<hr/>
<b>Total Vehicle Maint - Basin Lift</b>	<b>7,958</b>	<b>65,768</b>	<b>96.00</b>	<b>68,506</b>	<b>(2,738)</b>
<i>Maintenance Tools &amp; Supplies</i>					
Shop Supplies Exp	24	6,607	0.00	0	6,607
Tools & Equipment Exp	639	9,321	93.21	10,000	(679)
	<hr/>	<hr/>		<hr/>	<hr/>
<b>Total Maint. Tools &amp; Sup</b>	<b>663</b>	<b>15,928</b>	<b>159.28</b>	<b>10,000</b>	<b>5,928</b>
<b>Total Operations - General Fund</b>	<b>49,328</b>	<b>556,586</b>	<b>86.23</b>	<b>645,436</b>	<b>(88,850)</b>

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

**Materials & Services**

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<b><u>Operations - Grants</u></b>					
<i>5310 Projects</i>					
Contract Services - Dem Resp	21,622	216,220	76.06	284,270	(68,050)
Mobility Mgt. Materials & Ser	0	4,993	49.93	10,000	(5,007)
	<hr/>	<hr/>		<hr/>	<hr/>
<b>Total 5310 Projects</b>	<b>21,622</b>	<b>221,213</b>	<b>75.17</b>	<b>294,270</b>	<b>(73,057)</b>
<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)
	<hr/>	<hr/>		<hr/>	<hr/>
<b>Total Facilities Projects</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>123,000</b>	<b>(123,000)</b>
<b>Vehicle Major Maintenance</b>					
Vehicle Major Maintenance	0	0	0.00	50,000	(50,000)
	<hr/>	<hr/>		<hr/>	<hr/>
<b>Total Vehicle Major Maint</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>50,000</b>	<b>(50,000)</b>
<i>Operations Projects (Point to Point)</i>					
Basin Connect - South	1,000	12,109	10.53	115,044	(102,935)
Basin Connect - North	121	27,445	48.08	57,086	(29,641)
	<hr/>	<hr/>		<hr/>	<hr/>
<b>Total Operations Projects</b>	<b>1,121</b>	<b>39,554</b>	<b>22.98</b>	<b>172,130</b>	<b>(132,576)</b>
<i>Plannning Projects</i>					
Planning Expense	8,453	64,616	64.62	100,000	(35,384)
	<hr/>	<hr/>		<hr/>	<hr/>
<b>Total Planning Projects</b>	<b>8,453</b>	<b>64,616</b>	<b>64.62</b>	<b>100,000</b>	<b>(35,384)</b>

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

**Materials & Services**

	<b>Current Month</b>	<b>Year to Date</b>	<b>% of Budget</b>	<b>Fiscal Budget</b>	<b>Over (Under)</b>
<i>Veterans Projects</i>					
Veterans Mat & Svcs Exp	45	19,564	65.21	30,000	(10,436)
<b>Total Veterans Projects</b>	<b>45</b>	<b>19,564</b>	<b>65.21</b>	<b>30,000</b>	<b>(10,436)</b>
<b>Total Operations - Grants</b>	<b>31,241</b>	<b>344,947</b>	<b>44.83</b>	<b>769,400</b>	<b>(424,453)</b>
<b>Total Materials &amp; Services</b>	<b>106,923</b>	<b>1,307,374</b>	<b>71.78</b>	<b>1,821,314</b>	<b>(513,940)</b>

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

**Capital Expenditures**

	<b>Current Month</b>	<b>Year to Date</b>	<b>% of Budget</b>	<b>Fiscal Budget</b>	<b>Over (Under)</b>
<b><u>Capital Categories</u></b>					
Motorized Vehicle Expense	2,100	325,740	51.25	635,538	(309,798)
Office Equipment Expense	0	11,867	0.00	0	11,867
Shop Equipment Expense	0	2,731	0.00	0	2,731
PC & Comm. Equip. Expense	0	3,746	0.00	0	3,746
Bus Stop & Shelter Expense	0	24,124	10.35	233,056	(208,932)
Land & Building Expense	30,251	60,131	150.33	40,000	20,131
	<hr/>	<hr/>		<hr/>	<hr/>
<b>Total Capital Expenditures</b>	<b>32,351</b>	<b>428,339</b>	<b>47.14</b>	<b>908,594</b>	<b>(480,255)</b>

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

**STIF Revenue Funds**

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<b><u>Revenues</u></b>					
STIF ID - Payroll Beg Balance	0	1,593,053	85.24	1,868,967	(275,914)
STIF ID Payroll Interest	4,647	60,962	191.34	31,861	29,101
STIF ID Payroll Revenue	219,154	799,055	102.28	781,214	17,841
<b>Total STIF ID Payroll Rev</b>	<b>223,801</b>	<b>2,453,070</b>	<b>91.46</b>	<b>2,682,042</b>	<b>(228,972)</b>
STIF OD - Payroll Beg Balance	0	467,022	70.44	662,974	(195,952)
STIF OD Payroll Interest	2,485	26,566	284.43	9,340	17,226
STIF OD Payroll Revenue	46,166	168,325	104.85	160,546	7,779
<b>Total STIF OD Payroll Rev</b>	<b>48,651</b>	<b>661,913</b>	<b>79.47</b>	<b>832,860</b>	<b>(170,947)</b>
STIF ID - Pop Beg Balance	0	275,914	0.00	0	275,914
STIF ID Pop Interest	979	10,512	190.50	5,518	4,994
STIF ID Pop Revenue	29,126	116,066	107.62	107,849	8,217
<b>Total STIF ID Pop Rev</b>	<b>30,105</b>	<b>402,492</b>	<b>355.03</b>	<b>113,367</b>	<b>289,125</b>
STIF OD - Pop Beg Balance	0	195,952	0.00	0	195,952
STIF OD Pop Interest	813	8,400	214.34	3,919	4,481
STIF OD Pop Revenue	22,388	89,214	107.60	82,914	6,300
<b>Total STIF OD Pop Rev</b>	<b>23,201</b>	<b>293,566</b>	<b>338.08</b>	<b>86,833</b>	<b>206,733</b>
<b>Total STIF Revenues</b>	<b>325,758</b>	<b>3,811,041</b>	<b>102.58</b>	<b>3,715,102</b>	<b>95,939</b>

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

**STIF Revenue Funds**

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<b><u>Expenses</u></b>					
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
<b>Total Funds to Other Agencies</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>22,653</b>	<b>(22,653)</b>
STIF ID Payroll Trans to GF	0	683,184	51.75	1,320,247	(637,063)
STIF OD Payroll Trans to GF	0	27,001	8.86	304,801	(277,800)
STIF ID Pop Trans to GF	0	42,202	22.54	187,270	(145,068)
STIF OD Pop Trans to GF	0	0	0.00	129,843	(129,843)
<b>Total Funds to GF</b>	<b>0</b>	<b>752,387</b>	<b>38.74</b>	<b>1,942,161</b>	<b>(1,189,774)</b>
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)
<b>Total Reserve for Fut Expediture</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>1,750,288</b>	<b>(1,750,288)</b>
<b>Total Expenses</b>	<b>0</b>	<b>(752,387)</b>	<b>20.25</b>	<b>(3,715,102)</b>	<b>2,962,715</b>

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

**Capital Reserve**

	Current Month	Year to Date	% of Budget	Fiscal Budget	Over (Under)
<b><u>Revenues</u></b>					
Capital Res Beginning Fund Bal	396,836	396,836	100.00	396,836	0
Capital Res Interest	7,389	7,389	91.85	8,045	(656)
GF Transfer to Capital Res	0	0	0.00	75,000	(75,000)
<b>Total Revenues</b>	<b>404,225</b>	<b>404,225</b>	<b>84.23</b>	<b>479,881</b>	<b>(75,656)</b>
<b><u>Expenses</u></b>					
Capital Res Trans to GF	0	0	0.00	0	0
Capital Res Reserve for Fut Ex	0	0	0.00	479,881	(479,881)
<b>Total Expenses</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>479,881</b>	<b>(479,881)</b>
<b>Total Capital Reserve</b>	<b>404,225</b>	<b>404,225</b>	<b>0.00</b>	<b>0</b>	<b>404,225</b>



**GENERAL MANAGER'S REPORT**



## ***General Manager Report***

### **Service Delivery**

- Partnerships
  - KCC
- Community
  - 20 May: Senior Awareness Fair

### **Improving the Organization**

- MAY: Facilities Master Plan
- JUL: Transportation Master Plan RFP

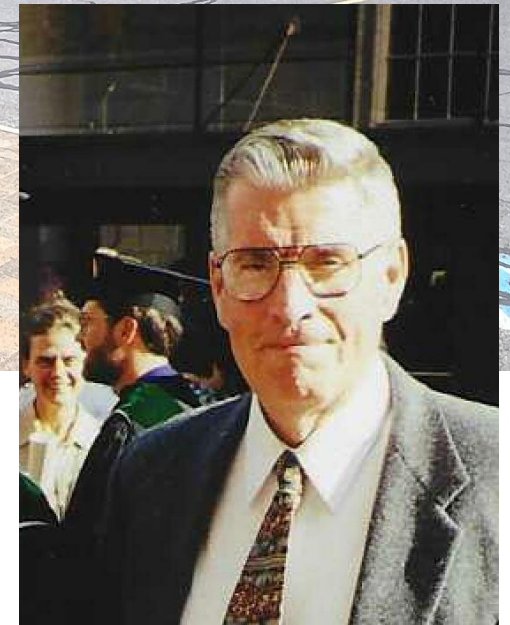


**Leading People**

- Honoring of R. Bailey
- Training
  - New Transit Operator

**Managing Resources**

- Infrastructure:
  - Asphalt repair in progress
  - Transfer stations camera install





***ACTION***

***Request for approval of Resolution 2026-5 In the Matter of transferring funds from the contingency account to the personnel services line item in the general fund.***

BEFORE THE BOARD OF DIRECTORS  
OF  
BASIN TRANSIT SERVICE TRANSPORTATION DISTRICT

IN THE MATTER OF AUTHORIZING THE TRANSFER ) RESOLUTION AND ORDER  
FUNDS FROM CONTINGENCY TO THE PERSONNEL ) NO. 2026-05  
SERVICES LINE ITEM IN THE GENERAL FUND )

WHERE AS, this matter came before the Board at its meeting of May 27, 2026; and

WHEREAS, the District has experienced unanticipated costs when terminating several employees early in the fiscal year, a temporary employee was required to perform work for an employee on long term leave, and a temporary employee was necessary to complete grants for a new grant cycle not anticipated for this fiscal year and develop a fiscal budget for FY 2026/2027; and

WHEREAS, the costs associated with these required personnel needs, including wages, benefits, overtime and employer paid taxes, were not anticipated during the adoption of the FY 2025/2026 budget; and

WHEREAS \$75,000 of funds are currently available in the General Fund Contingency account; and

WHEREAS the transfer of these funds is necessary to avoid an overrun of Personnel Services anticipate to occur during the last payroll period of the current FY 2025/2026 so essential services and adequate staffing levels are maintained; and

WHEREAS such transfer is permitted by Local Budget Law for the purpose of adjusting appropriations when less than 15% of the total fund appropriations.

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

The following budget transfer is hereby authorized:

<b>From/To</b>	<b>Fund/Account</b>	<b>Amount</b>
<b>From</b>	General Fund - Contingency	\$55,000
<b>To</b>	General Fund - Personnel Services	\$55,000

The Finance /Manager is authorized to affect this transfer and adjust the budget accordingly before June 30, 2026.

DATED 27th day of May 2026,

BOARD OF DIRECTORS,  
BASIN TRANSIT SERVICE TRANSPORTATION DISTRICT

\_\_\_\_\_  
ERIK NOBEL, CHAIRPERSON

\_\_\_\_\_  
Crystal Entriken, RECORDING SECRETARY



***ACTION***

***Board Chair signature of ODOT grant agreement No.  
35666 based on funding adjustment based on driver  
barriers project cancellation***



***ACTION***

***Board Chair signature of ODOT grant agreement No.  
35667 based on funding increase for 2 paratransit  
replacement vehicles***



***ACTION***

***Request for approval of Resolution 2026-6 In the Matter  
of declaring certain properties as surplus and authorizing  
disposal***

BEFORE THE BOARD OF DIRECTORS  
OF  
BASIN TRANSIT SERVICE  
TRANSPORTATION DISTRICT

IN THE MATTER OF DECLARING            )  
CERTAIN PROPERTIES AS SURPLUS        )  
AND AUTHORIZING DISPOSAL            )            RESOLUTION AND ORDER  
NO.           2026-06          

WHEREAS, this matter came before the Board at it's meeting of April 1, 2026, and

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

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

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

DATED this 27<sup>TH</sup> of May, 2026

BOARD OF DIRECTORS, BASIN TRANSIT  
SERVICE TRANSPORTATION DISTRICT

\_\_\_\_\_  
ERIK NOBEL, CHAIRPERSON

\_\_\_\_\_  
CRYSTAL ENTRIKEN, RECORDING SECRETARY

# Basin Transit Service Transportatic Surplus Property For 2

Vehicle/Equipment Description	Asset No.	Make	Model	Year	Age	Miles/Hours	Useful Life Minimum Meet
Bluebird T3RE 31 pass bus	16-05	BLUEBIRD	T3 RE 3510	2016	10 YEARS	234,883	

Note: Miles are as of May 22nd, 2026

The General Manager by their signature has approved the vehicle(s) and equipment list above as surplus property and that pro and Procedures Manual.

Approved by General Manager: \_\_\_\_\_

Date: \_\_\_\_\_

# on District 2026 B

Fuel Type	Plate No.	VIN/Serial No.	Estimated Vehicle/Equipment Fair Market Value
DIESEL	E266386	1BABJBPA4HF328556	15,000

roperty shall be disposed of in accordance to Basin Transit Service Transportation District Policy

\_\_\_\_\_ Adrian Mateos



***ACTION***

***Request for approval of Resolution 2026-7 In the Matter of donating surplus to Sweet Home Senior Center for the delivery of public transit services***



WHEREAS the Oregon Department of Transportation has reviewed and endorsed the proposed transfer of the vehicle, recognizing that Basin Transit Service no longer has an operational need for the vehicle due to evolving service models, route structures, and ridership demands that are now more effectively met through demand-response transit services; and

WHEREAS the transfer of the vehicle to Linn Shuttle represents a prudent stewardship of public assets by extending the useful life of federally and publicly funded equipment, maximizing the public benefit derived from the asset, reducing unnecessary capital expenditures, and ensuring the continued delivery of essential transportation services to residents of Oregon; and

WHEREAS the proposed transfer will strengthen regional public transportation coordination, preserve mobility options for vulnerable and transit-dependent populations, support workforce and educational access, and advance the shared public interest of maintaining safe, reliable, and accessible transportation services within Linn County and the State of Oregon; and

WHEREAS the General Manager of Basin Transit Service Transportation District has determined that the donation of the 2016 Blue Bird T3RE 31-passenger bus to Senior Citizens of Sweet Home Linn Shuttle is in the best interest of the public, supports the efficient utilization of public transportation resources, and furthers the mission of providing accessible and sustainable public transportation services throughout the region; and

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

That 2016 Bluebird T3RE 31 passenger bus VIN 1BABJBPA4HF328556 is to be donated to Senior Citizens of Sweet Home Linn Shuttle.

DATED this 27th day of May. 2026

BOARD OF DIRECTORS, BASIN TRANSIT  
SERVICE TRANSPORTATION DISTRICT

---

Erik Nobel, CHAIRPERSON

---

Crystal Enriken, RECORDING SECRETARY

## **Senior Citizens of Sweet Home Inc. / Linn Shuttle**

**P.O. Box 803, Sweet Home, OR 97386 541-367-4775 Fax 541-367-6228**

May 7, 2026

### **Greetings!**

**First of all, I would like to thank the Board and Basin Transit for the opportunity to potentially procure one of your Blue Bird buses. We are a small private non-profit that relies on the balance of Federal and State grants to operate our public transportation system. We are not financially joined with any city or municipality.**

**The Linn Shuttle is a commuter route that serves the 3 larger cities and a few smaller communities of Linn County along its major highway system. It travels from Sweet Home, a rural community, through Lebanon, which has the local hospital, higher education opportunities, and the more economical shopping options, then travels to Albany, which has the major Community College, most of the human services, and the larger shopping areas and a majority of the specialized medicine in the county.**

**Most of our riders are riders of need, not convenience. Linn County is historically marginalized. Last fiscal year the Linn Shuttle provided 52,659 rides and 16% of that ridership was disabled individuals and the elderly. 23% were college and high school students. We are on track to exceed 55,000 rides this year. We are back to pre-COVID ridership levels.**

**The Linn Shuttle fleet has had some setbacks as of late, and this opportunity to procure a bus on a budget will go a long way to assist us with our mission and keep our riders moving. Thank you for your time and attention today.**

**Sincerely,  
Dawn Mitchell  
Executive Director  
SCOSHI/Linn Shuttle**



***ACTION***

***Approval to Award Pivot the Facilities Master Plan  
Project***



May 7, 2026

# Executive Summary

## Facilities Improvement Plan Proposal Evaluation and Recommendation

### Basin Transit Service Transportation District Board of Directors

Basin Transit Service Transportation District (BTSTD) issued a Request for Proposals (RFP) on April 1, 2026, seeking professional consulting services to develop a comprehensive Facilities Improvement Plan. The purpose of the project is to evaluate current district facilities and establish a long-term strategic roadmap supporting operational growth, fleet expansion, facility modernization, and future transit electrification needs. Proposals were due on May 1, 2026.


Following the solicitation period, BTSTD received one proposal from PIVOT Architecture, partnered with Kittelson & Associates, ZCS Engineering, and Aprexis. The proposal was reviewed for responsiveness, technical qualifications, project understanding, cost compliance, and overall capability to successfully complete the project. The submission was determined to be responsive, complete, and highly qualified.


The consultant team demonstrated substantial experience in transit facility planning, maintenance facility analysis, fleet expansion planning, operational integration, transit electrification readiness, and long-range capital planning. Their experience includes work with numerous public transit agencies throughout Oregon and the western United States, including Lane Transit District (LTD), TriMet, Cherriots, SMART, Sound Transit, Community Transit, Utah Transit Authority, and Corvallis Transit System.


A significant strength of the proposal is the consultant team's demonstrated understanding of BTSTD's operational environment and regional transportation challenges. The proposal specifically addressed Basin Lift paratransit operations, Basin Connect regional services, rural transportation demands, first- and last-mile connectivity challenges, and coordination with Oregon Institute of Technology and Klamath Community College. Kittelson & Associates' recent work updating the Coordinated Human Services Public Transportation Plan for BTSTD and The Klamath Tribes further strengthens the team's familiarity with local transit conditions and service needs in the Klamath Basin.

The consultant team structure is well aligned with the technical and operational needs of the project:



 p: (541) 883-2877

 f: (541) 884-6287

 [www.basintransit.com](http://www.basintransit.com)

- 
- **PIVOT Architecture** – Project management, facility planning, architecture, and space programming
  - **Kittelson & Associates** – Transit operations analysis, fleet planning, and electrification readiness
  - **ZCS Engineering** – Structural assessments and engineering review
  - **Aprexis** – Cost estimating services

The proposal includes a comprehensive technical approach that closely aligns with the scope outlined in the RFP. Key project components include:

- Facility condition assessments
- Space utilization and workflow analysis
- Structural and site circulation reviews
- Fleet parking and storage analysis
- ADA and code compliance review
- Transit electrification readiness planning
- Facility modernization recommendations
- Conceptual layouts and implementation phasing strategies
- Short-, medium-, and long-term capital planning

The consultant team also demonstrated familiarity with Federal Transit Administration (FTA) and Oregon Department of Transportation (ODOT) requirements, public-sector procurement standards, ADA compliance, and long-range transportation planning practices associated with publicly funded transit infrastructure projects.

The submitted Guaranteed Maximum Price is **\$59,689**, which is within the established project budget limit of \$60,000. The pricing includes labor, direct expenses, subconsultant costs, and cost-estimating support, and was determined to be reasonable and proportional to the proposed scope of services.

Several minor concerns were identified during the evaluation process, including limited Disadvantaged Business Enterprise (DBE) participation, limited discussion of risk management and implementation contingencies, and minor formatting inconsistencies within fee worksheets. However, these concerns were not considered significant enough to materially affect the overall strength or responsiveness of the proposal.

Overall, the proposal was determined to be highly qualified and capable of delivering a comprehensive Facilities Improvement Plan that supports BTSTD's long-term operational, administrative, fleet, and facility planning goals. The consultant team's transit-specific expertise, understanding of regional transportation needs, comprehensive technical approach, and competitive pricing position the project for successful completion.

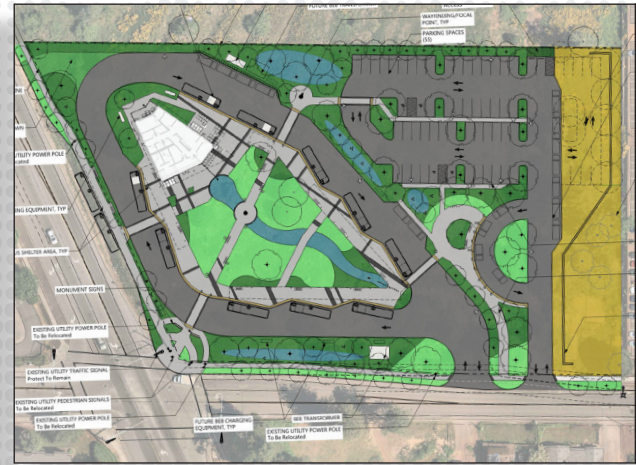


## Recommendation to the Board of Directors

Based on the review and evaluation of the submitted proposal, staff recommends that the Basin Transit Service Transportation District Board of Directors authorize the General Manager and Finance Director to proceed with contract execution and preparation of a Professional Services Agreement with PIVOT Architecture for final implementation of the Facilities Improvement Plan project.

The proposed consultant team is well qualified to provide BTSTD with a strategic roadmap for future facility improvements, operational growth, fleet expansion planning, and long-term transit system sustainability.

ADRIAN MATEOS | GENERAL MANAGER  
1130 Adams Street  
Klamath Falls, OR 97601  
Phone: (541) 883-2877  
Cell: (541) 591-5190  
[adrianmateos@basintransit.com](mailto:adrianmateos@basintransit.com)



05.01.2026

# Basin Transit Service Transportation District Facilities Improvement Plan Proposal



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

RE: BTS Facilities Improvement Plan Proposal

Mr. Mateos and Members of the Selection Committee,

Gaining an understanding of how the Basin Transit Service Transportation District's support facilities operate will allow the district to refine its operation and better provide the Klamath Basin community with safe, reliable, and efficient transportation.

PIVOT Architecture has put together a team with local, state, and national experience to help guide BTSTD through that process, taking into account its building and fleet facilities and operation. Here's some information about our team:

- **PIVOT Architecture** will lead the consultant team providing project management, architecture, building inspections and space planning, improvement strategies, phasing, and board presentations.
- **Kittelson & Associates** will provide transportation planning, fleet and site analysis, zero-emission transition input, and advisory support.
- **ZCS Engineering**, with an office in Klamath Falls, will perform structural facilities and infrastructure condition assessments as well as provide structural review and advisory input.
- **Aprexis**, based in Klamath Falls, will perform cost estimates at key milestones.
- **Our team has a deep transit background:** PIVOT has a vast transit experience having worked with two dozen transportation organizations all over the West and Kittelson is a nationally recognized leader in transit planning, transit quality-of-service assessment, performance measurement, and system planning.

As requested in the RFP, this proposal is a firm offer for a minimum of 90 days. We look forward to discussing the project with you further.



John Stapleton, AIA  
Principal, PIVOT Architecture  
jstapleton@pivotarchitecture.com

## PROJECT UNDERSTANDING

In order for BTSTD to effectively provide safe and efficient transportation services to the Basin, it needs facilities that support its fleet, its operations, and especially its people. The Facilities Improvement Plan will help the district understand how administrative, operations, and maintenance are able to use the facilities and sites to meet district goals, support its employees, and serve the community now and into the future.

This effort requires a comprehensive, integrated evaluation of existing assets and operations, coupled with a forward-looking vision that balances operational functionality, fiscal responsibility, sustainability, and long-term resilience.

The PIVOT team understands that this project is fundamentally about aligning facilities, operations, and people to support BTSTD's mission and evolving service demands. BTSTD's facilities must function cohesively despite varied site conditions and uses. The Facilities Improvement Plan must evaluate these properties holistically, identifying where modernization, reconfiguration, consolidation, or replacement can improve efficiency, safety, and service delivery.

Gaining a clear understanding of how BTSTD's facilities perform is key. This includes how administrative staff, operators, maintenance personnel, vehicles, and the public interact within and across each site. The project must address existing deficiencies in space utilization, workflow, circulation, and departmental adjacencies, while also identifying opportunities to optimize operations and improve the workplace environment. This understanding must be grounded in operational realities, not solely spatial metrics, ensuring that recommended solutions are practical and durable. Modern, flexible, and well-designed work spaces, conference rooms, and operator lounges should be planned for to allot for transition within the district.

The PIVOT team recognizes the importance of developing clear, data-informed space programming requirements that support both functionality and future flexibility. Modern, flexible, and well-designed work spaces, conference rooms, and operator lounges should be planned for to allot for growth and transition within the district.



**The Wilsonville SMART facilities expansion equipped the site charging facilities for buses and public works vehicles.**

## Vehicles & Sites

Equally important is the role of fleet and site operations in shaping facility needs. BTSTD's mix of fixed-route, demand-response, and regional transit services creates unique requirements for vehicle storage, staging, circulation, and maintenance. The Facilities Improvement Plan must carefully balance revenue and non-revenue vehicle movements, employee and visitor access, and parking demands to create safe, intuitive, and efficient sites. Maximizing usable parking and circulation capacity—within existing site constraints—will be essential to supporting current operations and accommodating projected fleet growth.

Preparing for vehicle electrification and emerging technologies will be integrated into facility planning decisions. This includes evaluating the spatial, electrical, and operational implications of zero-emission buses, support vehicles, and charging infrastructure, as well as identifying phased strategies that allow BTSTD to adapt as technology, funding, and regulatory conditions evolve. Flexibility and scalability are core principles guiding this work, ensuring that near-term investments do not limit long-term options.

Throughout the project, Kittelson will support PIVOT by providing transportation planning, operational analysis, and transit facility expertise that ensures architectural concepts remain firmly grounded in operational feasibility. Close coordination among disciplines

and with BTSTD staff will be essential to translating operational findings into actionable design strategies. Operational insights related to fleet characteristics, circulation, safety, maintenance needs, and service growth will directly inform site planning, space programming, and facility phasing.

The resulting Facilities Improvement Plan must function as a living, strategic roadmap. Short-, mid-, and long-term strategies will clearly articulate priorities, phasing logic, and cost considerations while minimizing disruption to daily transit service. Recommended improvements should balance capital investment with lifecycle costs, code compliance, funding regulations, maintenance implications, and operational continuity, providing BTSTD with clear decision-making tools as funding opportunities arise.

This project is about positioning BTSTD for long-term success. The final Facilities Improvement Plan must be practical, defensible, and have an eye on the present and the future by supporting current operations, enhancing safety and efficiency, and preparing the District for future service needs, workforce requirements, and technological advancement. Through an integrated architectural and operational approach, the project will deliver a clear and actionable framework that enables BTSTD to make informed, strategic investments across all identified facilities.

## **BTSTD and Basin Familiarity**

The Basin Transit Service Transportation District provides public transportation throughout Klamath County, delivering a combination of urban, rural, and accessible services. BTS operates fixed route service within Klamath Falls and Basin Lift paratransit service. Basin Connect is a reservation based rural transit service linking outlying communities to Klamath Falls.

BTSTD is funded primarily through property taxes, supplemented by state payroll tax revenues, federal transit grants, with fare collection playing a supporting revenue role. In the May 2023 election, voters rejected a levy to increase property taxes which led to service cuts. BTSTD does not receive payroll tax revenue like some Oregon transit agencies in larger communities.

Like many transit agencies across Oregon, BTSTD faces ongoing funding constraints, which represent a key challenge and shape its near and long term priorities.

As a result, maintaining existing services and facilities with available and stable fundings remains BTSTD's highest need.

BTSTD took proactive steps to prepare for funding shortfalls and sustain service levels over time (which is unique to most transit providers in the state with the current funding situation). However, limited resources have required difficult service reductions, including shorter weekday service hours and the elimination of weekend service.

These changes have affected riders, particularly in Klamath Falls, and highlighted gaps in mobility options outside traditional fixed route service hours. To address these challenges, BTSTD wants to explore microtransit service options that would provide earlier morning, later evening, and weekend service.

BTSTD is also seeking to improve first and last mile connectivity for riders seeking critical services but cannot walk or bike between fixed route stops and their final destinations in the urban area. For example, Klamath Tribal Health and Family Services in Klamath Falls is not currently accessible for patients via the existing fixed route system. BTSTD wants to explore an "extended" service model that would connect riders from fixed route stops to nearby destinations within the urban area.

BTSTD aims to better support riders associated with Oregon Institute of Technology and Klamath Community College (KCC) and their unique transit needs, including exploring the state's vanpool program.

Developing this Facilities Improvement Plan is a critical next step for BTSTD to prioritize facility needs and pursue future funding to better support their current operations and service expansion, reliability, and long term system sustainability. Updating their Transit Development Plan is another key effort for them that will follow the Facilities Improvement Plan.

While PIVOT has not worked directly with BTSTD, we have worked several organizations in the Basin including Klamath Community College, where the Child Development Center is currently under construction, and Klamath Falls City Schools, for which we led a facilities assessment.



A rendering of the Klamath Community College Childcare Learning Center PIVOT and ZCS are designing. The project is currently under construction.

Consultants on our team are very familiar with the Basin, several of which have offices in Klamath Falls—engineers ZCS and cost estimator Apexis.

Kittelson recently partnered with BTSTD to update its Coordinated Human Services Public Transportation Plan, gaining in-depth familiarity with the agency’s services, facilities, and operations across Klamath County, including key facilities in the Klamath Falls Urban Area.

Through this work, Kittelson developed a strong understanding of BTSTD’s critical role in serving a diverse population, including older adults, people with disabilities, veterans, tribal members, students, and other community members who rely on transit to access essential destinations. Kittelson also recognizes that strategic investments in BTSTD’s physical facilities—such as its headquarters and transfer stations—are essential to sustaining and expanding transit services and responding to evolving operational and industry needs.

**Experience with Transit Agencies**

Having worked with more than a two dozen transit agencies all over the West for more than 40 years, PIV-

OT has helped our clients envision their futures while remaining good stewards of public investment. We’ve been engaged with a broad variety of transit projects that include vehicle maintenance facilities, administrative offices, transit centers, operator relief facilities, fixed-route bus shelters, BRT projects, master planning, existing system evaluations, and more. This holistic view of how transit agencies operate enables us to design facilities and stations that meet agencies’ needs from a variety of angles.

**Funding Requirements**

The PIVOT team has a strong background in the constraints and regulatory requirements associated with publicly-funded projects. Our experience on projects that are federally, state, and locally funded informs us that each kind of public funding source carries a specific set of requirements like Buy America, SEED, HARP, and other programs.

**Management Approach**

The PIVOT method is to guide you through an integrated and open design process to achieve solutions for the BTSTD Facilities Improvement Plan. Our firm is people focused and collaboratively fueled by inclusive and diverse thought to have your facilities better

support your team.

The roles in the project are as follows:

- **PIVOT Architecture** will serve as prime consultant, providing architecture, project management, building inspections and space planning, improvement strategies, phasing, and board presentations.
- **Kittelson & Associates** will provide transportation planning, fleet and site analysis, zero-emission transition input, and advisory support.
- **ZCS Engineering** will perform facilities and infrastructure condition assessments and provide structural review and advisory input.
- **Aprexis** will perform cost estimates at key milestones.

Our process is rooted in the idea of the whole team as partners in the process of finding successful solutions unique to each place. By listening intently to the concerns or ideas of different groups, we find the common threads that link communities together.

We find the greatest group buy-in to programming and design results from a process that allows input and brainstorming followed by a carefully facilitated strategy for finding commonly held visions and goals. Using a workshop methodology, we allocate sufficient time for stakeholder groups to work together in determining program goals and values at the start of the process. Once the key goals are established, the team can better evaluate the possibilities through analysis and conceptualization.

## Communication

Burke will be the main point of contact for the district. He will be responsible for coordinating the flow of information within the design team and to all BTSTD parties. By establishing regular updates, we keep all team members informed by track all decisions and outcomes in a master document developed in Smartsheet with assigned tasks, deliverable and deadlines.

We have found that open and consistent communication between all parties is key to project success. We will clearly present relevant information and examples from sample projects to stakeholders to assist in deci-

sion making and refinement of the project goals and scope.

We pride ourselves on preparing excellent, highly coordinated construction documents for use in the bidding, permitting, and constructing each project. Revisions during the construction period are documented as the project moves along, and individual drawings are digitally reissued to all parties so that everyone has access to the latest information.

## QA/QC

At PIVOT, we take a great amount of pride in the reputation we have earned for producing quality projects with documents that are thorough and clear for clients, permitting agencies, and contractors. To provide quality assurance, we have developed Design Quality Control Plans for several public agencies such as ODOT, Utah Transit Authority, and TriMet, and each iteration gets more clear and more specific. Our DQCP provides the strict framework and implementation procedures for all team members and consultants.

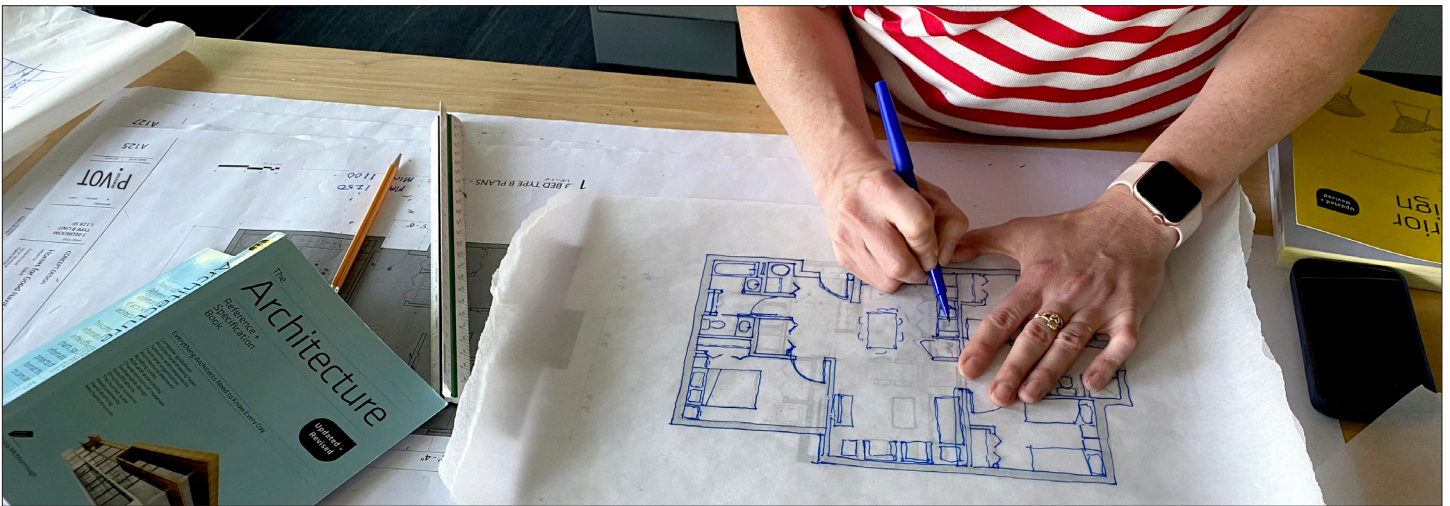
Highlights of the plan include:

- Clear and specific goals of the plan and specific roles and responsibilities for all team members.
- Implementation procedures for design control and document control
- Non-conformance, corrective and preventative actions
- Quality audit responsibilities, procedures and reports
- Required training procedures and documentation

To enhance our quality control, we regularly host consultant coordination meetings. Using the 3-D capacity of our Revit software, we overlay everyone's drawings to verify project elements and eliminate conflicts. To keep track of owner design criteria, design and coordination issues, owner review comments, and meeting decisions, online "Smartsheets" spreadsheets are employed and are available to the entire team.

## Technical Approach

Our technical approach is organized around the six tasks identified in the RFP, with an introductory infor-



mation-gathering phase that precedes formal project initiation. Each phase is designed to build directly on the findings of the last, ensuring that the Final Facilities Improvement Plan delivered to the Board of Directors is grounded analysis and is actionable. **The technical approach is outline in more detail in the Work Plan section.**

### **Pre-Task: Contract Negotiations & Information Gathering**

After the scope is agreed upon and the contract is finalized. The PIVOT team will work with BTSTD staff to assemble all existing information about the district's facilities before the first site visit. This step is critical to ensuring that the team arrives to each site visit fully informed and that the analysis phase can proceed without unnecessary delays.

### **Task 1: Project Initiation**

The project will formally begin with an in-person kickoff meeting attended by the full PIVOT team and BTSTD staff. This meeting will establish the foundation for a well-coordinated, on-schedule engagement.

### **Task 2: Facilities Analysis**

The PIVOT team will conduct a comprehensive, multi-disciplinary evaluation of BTSTD's existing facilities and future operational needs, organized across four interconnected areas of assessment.

### **Task 3: Needs and Opportunities Memo**

Upon completing the facilities analysis, the PIVOT team will prepare a Draft Needs and Opportunities Memo that synthesizes all findings into a clear, decision-ready document. This memo will serve as the foundation for the Final Facilities Improvement Plan.

### **Task 4: Final Facilities Improvement Plan**

The Final Facilities Improvement Plan will translate the findings and recommendations of the preceding tasks into a strategic roadmap for BTSTD. The plan will be organized around the implementation outlined in the RFP.

### **Task 5: Final Presentation**

The PIVOT team will present the Final Facilities Improvement Plan to the BTSTD Board of Directors on September 30. The presentation will clearly communicate near-, mid-, and long-term goals and action items, and will include supporting information for Board decision points, associated cost estimates, and phasing rationale. The presentation will take into account operational constraints, future projections, industry trends, best practices, and the funding environment relevant to BTSTD.

### **Task 6: Final Deliverables**

Following the Board presentation, the PIVOT team will confer with BTSTD staff to determine whether any changes are needed to the Final Facilities Improvement Plan is needed. Upon completion, PIVOT will deliver 25 bound, hard copies of the Final Facilities Improvement Plan and electronic versions of all project deliverables in BTSTD-compatible formats.

The final document will comprise a comprehensive facilities master plan of all identified sites, including site plans, facility diagrams, parking and vehicle circulation plans, cost estimates, and recommended actions. The plan will be presented with clear and compelling narratives that detail the decisions and recommended actions supporting BTSTD's ability to meet current demands and plan effectively for the future.

# PROJECT TEAM

## PRINCIPALS

John Stapleton, AIA  
Tobias Barwood, AIA  
Kelley Howell, AIA, IIDA, NCIDQ

## ASSOCIATES

Scott Clarke, AIA  
Alexis Thomas, AIA  
Burke Wardle, AIA

## STAFF

Entire Staff: 20  
Registered Architects: 8  
Design Staff: 6  
Interior Designers: 1  
Administration: 5

Federal Identification Number: 93 0767638  
Oregon State Firm Registration: ARF-0057

PIVOT Architecture, PC is a C Corporation  
and an equal opportunity employer



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Contact: John Stapleton  
jstapleton@pivotarchitecture.com  
Oregon Architect: #6619

44 West Broadway, Suite 300  
Eugene, OR 97401  
t. 541.342.7291  
pivotarchitecture.com

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## Firm Description and Service Philosophy

PIVOT Architecture is an interdisciplinary firm with expertise in architecture, planning, and interior design. Established in Eugene, Oregon in 1956, our firm has experience with a wide variety of public and private projects and services ranging from small office remodels to multi-million dollar new facilities.



At PIVOT Architecture, we are transit believers. Like transit agencies, we understand that providing safe, reliable, and sustainable transit systems builds healthy and more equitable communities. Designing these facilities requires specific knowledge, creative problem solving, and navigation through complex issues.

Having worked with more than a dozen transit agencies all over the West for more than 40 years, PIVOT has helped our clients envision their futures while remaining good stewards of public investment.

We've been engaged with a broad variety of transit projects that include vehicle maintenance facilities, administrative offices, transit centers, operator relief facilities, fixed route bus shelters, BRT projects, master planning, existing system evaluations, and more. This holistic view of how transit agencies operate enables us to design facilities and stations that meet agencies' needs from a variety of angles.

With a staff of 20, PIVOT is able to allocate resources to meet project needs as they arise.

## Kittelson | Fleet & Site Analysis, Zero-Emission Transition Input

For 40 years, Kittelson has provided transportation engineering, planning, and research to its valued clients. They develop thoughtful transportation solutions that contribute to economic vitality and quality of life. Kittelson's staff has provided transit planning and engineering services for varied communities in different stages of maturity and in both rural and urban settings, and transition plans that help fleets plan for alternative fuels and electric vehicles. They pride themselves in developing context-based transit solutions that consider the optimal interactions of various transportation modes and users. Within the transit arena, Kittelson is a nationally recognized leader in transit planning, transit quality-of-service assessment, performance measurement, and system planning.



### FLEET/SITE ANALYSIS & ZEB

1001 SW Emkay Drive, Suite 140  
Bend, OR 97702

## ZCS | Structural Engineering

ZCS is a collaborative design firm comprised of engineers and architects working collectively across disciplines and office locations that can efficiently service the entire state. From concept through project completion, they draw on diverse experiences and backgrounds to resolve challenging design and construction issues in a timely and cost-effective manner. They strive to expose staff to different types of construction for a variety of user groups to create well-rounded employees with specialized knowledge.



### STRUCTURAL ENGINEERING

900 Klamath Avenue  
Klamath Falls, OR 97601

## Aprexis | Cost Estimating

Aprexis formed in 2015 and is focused on project development, construction document review, and construction pricing. The company provides cost estimating services to design firms, public agencies, and private clients in Oregon and California. They have experience in public contracting and have handled review and budgeting for nearly every type of commercial construction from public works, commercial buildings, retail and educational spaces, parks and recreation, to private residential projects.



### COST ESTIMATING

575 Joe Wright Road  
Klamath Falls, OR 97603

## DBE PARTICIPATION

Because PIVOT values a diverse workforce, we have a long-standing policy to provide equal employment opportunities without regard to race, color, religion, gender, age, ethnicity, or national origin. PIVOT is a certified Equal Opportunity Employer and proactive in its hiring practices, training, and advancement of women and minorities.

PIVOT's approach is to identify the consultant types and expertise necessary to meet the project needs and assemble a team accordingly. We work with a variety of firms of every discipline type and are adept at adding new firms to our teams. This is one of the ways that we provide opportunities to new and existing businesses and have met or exceeded MWESB goals for clients like TriMet, ODOT, Amtrak, and Lane Transit District.

For this and other project pursuits we began searching for consultants for our team and reach out in several ways:

- We looked on the Oregon COBID Certification Directory, and identify local firms with potential expertise. We contacted firms and asked for firm information and staff qualifications.
- Contacted some familiar consultants and asked for recommendations of DBE firms they have successfully worked with and mentored.

For this project, we reached out to Kelly McNutt Consulting (KMC), which is a cost estimating team citing DBE and WBE credentials, and inquired about them joining our team. They did not respond to our inquiry.



# JOHN STAPLETON **PRINCIPAL-IN-CHARGE**

PRINCIPAL—PIVOT ARCHITECTURE, AIA

Connection to community and working to bring lasting solutions to civic issues are key motivators for John. He brings the ability to help groups communicate, discover common ground, and move forward together.

John has a deep understanding of the built environment and an eye for design that speaks to peoples’ values. He places an emphasis on designing sustainable, long-lasting buildings that serve communities’ needs. He believes that the best design solutions come from truly listening to the clients, understanding their values, and co-creating spaces that reflect those values.

## SELECTED PROJECT EXPERIENCE

### South Metro Area Regional Transit (SMART), Wilsonville, OR

- SMART Master Plan
- Operations and Fleet Facility
- Operations Fleet Facility Expansion

### Lane Transit District, Eugene, OR

- Fleet Maintenance Building Remodel and Addition
- Facilities Maintenance Building
- Glenwood Storage Building

### TriMet, Portland, OR

- Portland/Milwaukie East Side LRT Preliminary Engineering
- Center Street Remodel
- Merlo Fuel & Wash Facility

### Corvallis, OR Transit System

- Facilities Master Plan

### Klamath Community College, Klamath, OR

- Childcare Learning Center Study
- New Childcare Learning Center

### Klamath Falls City School District, Klamath, OR

- TAP Facilities Assessment and Long-Range Facility Plan

### North Douglas School District, Drain, OR

- TAP Facilities Assessment and Long-Range Facility Plan

### Glide School District, Glide, OR

- TAP Facilities Assessment and Long-Range Facility Plan

### Sutherlin School District #130, Sutherlin, OR

- TAP Facilities Assessment and Long-Range Facility Plan

### Oakland School District #1, Oakland, OR

- TAP Facilities Assessment, Long-Range Facility Plan
- Successful Bond Support

## EDUCATION

B.Arch, University of Oregon

## REGISTRATION & LICENSE

Architect, Oregon 6619  
Architect, Utah 13696566-0301  
Architect, Washington 24006491  
Certified TAP Assessor

## PROFESSIONAL EXPERIENCE

PIVOT Architecture 2007-present;  
Principal 2019

Other Firms Since 1991

U.S. Army, 1987-1991  
2nd Armored Division, 3/66 Regiment

## PROFESSIONAL AFFILIATIONS & COMMUNITY SERVICE

American Institute of Architects (AIA)  
Construction Specifications Institute (CSI)  
NCARB Member  
Building Envelope Science Institute BES-2  
Board of Governors, Early Learning Hub  
Eugene Chamber of Commerce  
4J Long-Range Planning Committee  
Lane County ESD CTE Advisory Committee  
Lane Workforce Partnership Board Member  
Treasurer, 2024  
Chair-Elect, 2025  
2024 Oregon Workforce Champion



## BURKE WARDLE PROJECT MANAGER

ASSOCIATE—PIVOT ARCHITECTURE, AIA

From campus planning to Japanese joinery, Burke enjoys all facets of design. Every project requires innovative problem solving that he enjoys unraveling as he learns each client’s perspective, aspirations, and requirements. With previous experience in construction and customer service, Burke’s communication is focused on collaboration with clients, consultants, and contractors in order to find the best fit for each entity. Open communication helps with understanding the countless roads of design avenues and keeps Burke’s ambition piqued.

### SELECTED PROJECT EXPERIENCE

#### South Metro Area Regional Transit (SMART), Wilsonville, OR

- SMART Master Plan
- Operations and Fleet Facility
- Operations Fleet Facility Expansion

#### Lane Transit District, Eugene, OR

- EmX McVay Station Replacement
- Fixed Route ADA Assessment

#### Sound Transit, Seattle, WA

- Stride I-405 BRT Preliminary Engineering

#### Utah Transit Authority, Salt Lake City, UT

- UVX BRT Line Stations

#### King County Metro, Seattle, WA

- RapidRide H Line BRT Stations

#### Community Transit, Everett, WA

- Swift Gold Line BRT Termini

#### Knappa School District, Knappa, OR

- New Gym and Middle School Wing, and Elementary School Renovations

#### Corvallis School District, Corvallis, OR

- Bond Projects

#### Cascade Community Credit Union, Roseburg, OR

- Main Branch Addition

#### City of Eugene, OR

- Franklin Blvd Transformation

#### Oakland School District, Oakland, OR

- New Gym
- Seismic Rehabilitation Grant

#### Eugene Water & Electric Board, Eugene, OR

- Roosevelt Operations Center Remodel

#### EDUCATION

B. Arch, Woodbury University

#### REGISTRATION & LICENSE

Architect, Oregon 12462  
NCARB-certified Architect 95327

#### PROFESSIONAL EXPERIENCE

PIVOT Architecture, 2018-present  
The Taylor Group Architects, 2012-2018  
TETER Architects and Engineers 2011-2012  
High Tech High, 2009

#### PROFESSIONAL AFFILIATIONS & COMMUNITY SERVICE

American Institute of Architects (AIA)  
Leadership Eugene Springfield Graduate  
2023-2024



# MIRANDA BARRUS, PE

## SENIOR ENGINEER

Miranda offers a multi-faceted perspective on transportation, ensuring people of all ages, abilities, and income levels can travel safely, regardless of the mode. Her project history in South Central Oregon and other regions, combined with her personal connection to the Klamath Basin as an OIT graduate, underscores the value she brings to the Basin Transit Service Transportation District Facilities Improvement Plan. Highlights of her most relevant experience are outlined below.

### PROJECT EXPERIENCE

**Basin Transit Service Transportation District (BTSTD) and The Klamath Tribes Quail Trail Public Transit Coordinated Human Services Public Transportation Plan; Klamath County, OR.** Miranda served as the project manager for this Coordinated Human Services Public Transportation Plan update, working closely with BTSTD and Quail Trail Public Transit. She led the assessment of existing transportation services in Klamath County, identified service gaps and overlaps, and developed a comprehensive set of strategies for public transportation and human services providers. Miranda partnered with BTSTD and Quail Trail to conduct two rounds of community engagement, including a rider survey with 176 respondents, three focus groups with higher education representatives, The Klamath Tribes, and human services providers, and a live public presentation on the draft plan with accommodations to support equitable access. The BTSTD Board of Directors unanimously adopted the updated plan in April 2026.

**Harney County Coordinated Public Transit-Human Services Transportation Plan; Harney County, OR.** Miranda served as the project manager and collaborated with Harney County staff and Harney Hub to evaluate existing services, facilities, and operational elements; identify transportation needs from service gaps to aging vehicles; develop strategies and explore funding sources to meet those needs; and create an implementation plan with prioritized strategies and high-level cost estimates. Her public outreach efforts included stakeholder interviews, provider inventory surveys, multiple advisory committee meetings with the County's STIF committee, and community workshops held in pop-up formats at the hospital, grocery stores, and the senior center. Miranda helped Harney Hub Transit, as the county's primary provider, created a plan that enhances coordination with other service providers to improve access, especially transportation-disadvantaged riders.

**Cascades East Transit (CET) Transit Master Plan; Central Oregon.** Miranda supported the Central Oregon Intergovernmental Council (COIC) in developing its first regional Transit Master Plan, which now serves as the sole transit plan for Central Oregon through 2040. The plan covers a broad service area, including Deschutes, Crook, and Jefferson counties, with transit connections across seven cities and five small communities. Her responsibilities included evaluating existing services, facilities, vehicle fleets, and regional transit connections with other providers; identifying near-, mid-, and long-term needs and flexible service solutions; and supporting public engagement and coordination efforts. Public outreach involved multiple rounds of in-person and virtual open houses, on-the-bus rider surveys, and over 20 advisory and steering committee meetings with more than 70 stakeholders across the region.



### EDUCATION

- MS, Civil Engineering, Oregon Institute of Technology
- BS, Civil Engineering, Oregon Institute of Technology

### YEARS OF EXPERIENCE

9

### LICENSES/ CERTIFICATIONS

- Professional Engineer: OR #97277

### AFFILIATIONS

- Tau Beta Pi, Oregon Delta, 2018, Member
- Institute of Transportation Engineers, Member

### EXPERIENCE

Experienced in developing a range of transportation plans across Oregon, with a focus on the Southern and South-Central Oregon regions.

Key transportation planning experience includes:

- Basin Transit Service Transportation District and The Klamath Tribes Quail Trail Public Transit Coordinated Human Services Public Transportation Plan
- Harney County Coordinated Public Transit-Human Services Transportation Plan
- Cascades East Transit (CET) Transit Master Plan



# CHRIS WHITE

## SENIOR PRINCIPAL PLANNER



### EDUCATION

- BA, Communications, Union University

### YEARS OF EXPERIENCE

22

### LICENSES/CERTIFICATIONS

- Certified meeting facilitator

### AFFILIATIONS

- California Air Resources Board, Advanced Clean Fleets Outreach Subcommittee, Co-Chair
- CARB Drive Forward Working Group
- U.S. EPA West Coast Collaborative, Steering Team
- National Association of State Energy Officials, Freight Electrification Advisory Board
- Sacramento Clean Cities Coalition, Board Treasurer
- West Sacramento Economic Development and Housing Commission, Chair

### AWARDS

- West Sacramentan of the Year Award, City of West Sacramento, 2022
- Clean Air Champion Individual Award, Sacramento Clean Cities, 2019

Chris White's career has focused on new technology introduction. Since 2004, she has been on the forefront of vehicle electrification strategies and roadmaps, fleet transition planning, and implementing community-based planning for mobility hubs. In her previous role as Transportation Division Director at Frontier Energy, Inc., she led nearly 50 fleet transition and public charging plans for state and local governments, associations, utilities, and private companies. She has expertise with fleets in rural, remote, and agricultural areas. Chris was appointed to California Air Resources Board's Drive Forward Working Group, is a member of the National Association of State Energy Officials (NASEO) Freight Electrification Advisory Committee, and the U.S. EPA's West Coast Collaborative Steering Team.

### CURRENT AND RECENT PROJECT EXPERIENCE

#### **Redding Area Bus Authority Zero Emission Bus Plan, Redding, CA.**

As a subcontractor to DKS Associates, Chris led the analysis of transitioning Redding's transit buses to hydrogen fuel cells, developed a siting plan for a hydrogen station, and drafted an operations plan for both battery and fuel cell buses.

**Towson University; Electric Vehicle Readiness, MD.** Kittelson led a university-wide infrastructure plan for the University's fleet and vendor vehicles, personally owned vehicles, and shuttle buses; and integrating micromobility. Chris is led (EV) adoption analysis and optimizing charging to meet future needs.

**Equitable Charging Master Plan for Sonoma County, CA.** Chris is project manager and principal investigator for this project to identify locations for public charging stations that will increase accessibility for Sonoma County's rural population and creating an action plan for implementation.

**Plumas County EV Charging Master Plan, CA.** Chris is project manager and principal investigator for this project to identify locations for public charging stations that will increase travel and tourism and economic development in this rural county that was devastated by the wildfires.

**Tulare County Zero-Emission Vehicle Strategy, CA:** As a subcontractor to DKS Associates, Kittelson led stakeholder engagement, planning for freight electrification, and development of the final report. Chris with Kittelson's PM and task lead for freight planning.

**Jackson County; Fleet Transition Plan, OR.** Chris is project manager and subject matter expert for this project that is creating a phased implementation plan for Jackson County to transition 500-vehicle fleet to battery and fuel cell electric.

**Massachusetts Clean Energy Center; Accelerating Clean Transportation Electric School Bus Technical Services, MA.** In partnership with Frontier Energy, Chris is leading Kittelson's Boston-based team to support schools and school districts that received funding for electric school buses to commission their buses and charging stations and develop plans for training, education, and operation.



**Lead Engineer**

REGISTERED CIVIL ENGINEER:

Oregon 86389

**EDUCATION**

BS Civil Engineering

Oregon Institute of Technology

**TENURE**

12 Years

**Steven Davidson, PE - Associate, Lead Engineer**

Steven began working for ZCS Engineering in the Fall of 2013. While at ZCS he has gained experience in many aspects of structural engineering including the design and construction of wood, concrete and steel lateral and gravity systems. His project history is diverse working on projects in healthcare, higher education, and K-12 Education. With a proven track record of completing projects on time and within budget he has quickly moved to one of our lead project managers at ZCS.

**Relevant Experience**

**Rogue Valley Transportation District**

Transportation Building

**Klamath County School District**

Peterson Elementary Seismic Retrofit

Henley Middle School Seismic Retrofit

Henley High School Gym Seismic Retrofit

Merrill Elementary School Seismic Retrofit

**Klamath Falls City Schools**

Klamath Union High School Seismic Retrofit

**Klamath County Fire District 1**

Station 1, Seismic Retrofit and Building Renovation

**Sky Lakes Medical Center**

Medical Office Building, Klamath Falls, OR

**Chiloquin Fire & Rescue**

Station 1 Seismic Retrofit

**City of Medford**

Medford Fire Station 2

Medford Fire Station 4

Rogue Credit Union Community Complex and Sports Park

**City of Phoenix**

Government Building - Police & Fire Station Re-build

**Oregon Tech**

Center for Excellence in Engineering and Technology (CEET)

Facilities Master Plan

**Southern Oregon University**

McNeal Pavilion and Student Recreation Center

**Jackson County Fire District 3**

New Scenic Ave Fire Station



# Aprexis, LLC

Consult-Budget-Design-Serve  
575 Joe Wright Rd  
Klamath Falls, OR 97603  
Tel 541-281-1669



## Jude Marchessault

*Principal, Aprexis, LLC*

*Senior Estimator/Senior Project Manager*

*CHC, LEED AP, BD+C*

Ph#541-281-1669/email: [jude@modoccontracting.com](mailto:jude@modoccontracting.com)

Jude has worked in Construction since he was 13 and with a large commercial contracting company, for the past 30 years. He formed Aprexis, LLC consulting 11 years ago when he began to see the need for contractor based input into the early development process of pending construction projects. Because he also works for a commercial General Contractor, he has a remarkably accurate sense of current construction cost data and trends in the region, making the budgets written by Aprexis as tight, contemporary and pertinent as is possible for the designs provided. He has extensive experience with a wide range of projects and is aware of the demands of public construction and has written budgets for more than 1000 projects. As a Senior Estimator, he has an impressive 83% win record on hard bid projects

and an over 90% win rate when proposing on CM/GC Projects. He is a LEED Professional with Building Design and Construction Specialty and a Certified Healthcare Contractor.

## Relevant Project Experience:

- Klamath County Crimson Rose (\$13M Juvenile Facility)
- TWC (\$11M Treatment Center)
- Cancer Treatment Center (\$4.5M Linear Accelerator Project)
- OIT Student Rec Center (\$3M Gymnasium Project)
- Klamath Tribal Health (\$12M Clinic)
- Klamath and Lakeview Smiles Clinics (\$6.4M in Dental Clinics)
- Lakeview Hospital Expansion Project
- 30+ Sky Lakes Projects
- OIT Owens Hall Renovation
- Starbucks
- 14 **SRG** Seismic Projects in Schools and Fire Stations (\$2M avg)
- Aspen Dental
- **Kit Carson Park - 2017**
- Klamath Open Door Clinic Remodel
- Peterson Elementary School
- Klamath Falls Subaru
- Sleep Inn and Suites (\$13M Ground up Hotel)
- **Klamath Commons Park - 2020**
- Klamath County Fire District Station 1
- **Tulelake Veterans Park-2021**
- **Veterans Park F-15 Static Display-2022**

# PROJECT EXPERIENCE

## Master Plan Experience

Successful master planning for an existing campus is a mixture of gathering information, focused listening, big-picture thinking, digging into details, and a host of other secret ingredients.

PIVOT has created master plans for a number of clients in different sectors including higher education, public utilities, private corporations, transit agencies, and more.

### Some of PIVOT's master plans include:

- Morrow County Transit Operations Facility Study
- Lane Transit District Bus Yard Reconfiguration & Facilities Building
- Salem Area Mass Transit District South Salem Transit Center Master Plan
- TriMet Harrison Square Space Study
- TriMet Merlo Driver Support Building Planning
- TriMet Transit Police Central Precinct Planning
- Eugene Water and Electric Board Roosevelt Operations & Engineering Headquarters Master Plan, Construction, and Expansion
- Eugene School District 4J, Bond Cost Studies
- Rosboro Lumber Company Office Master Planning

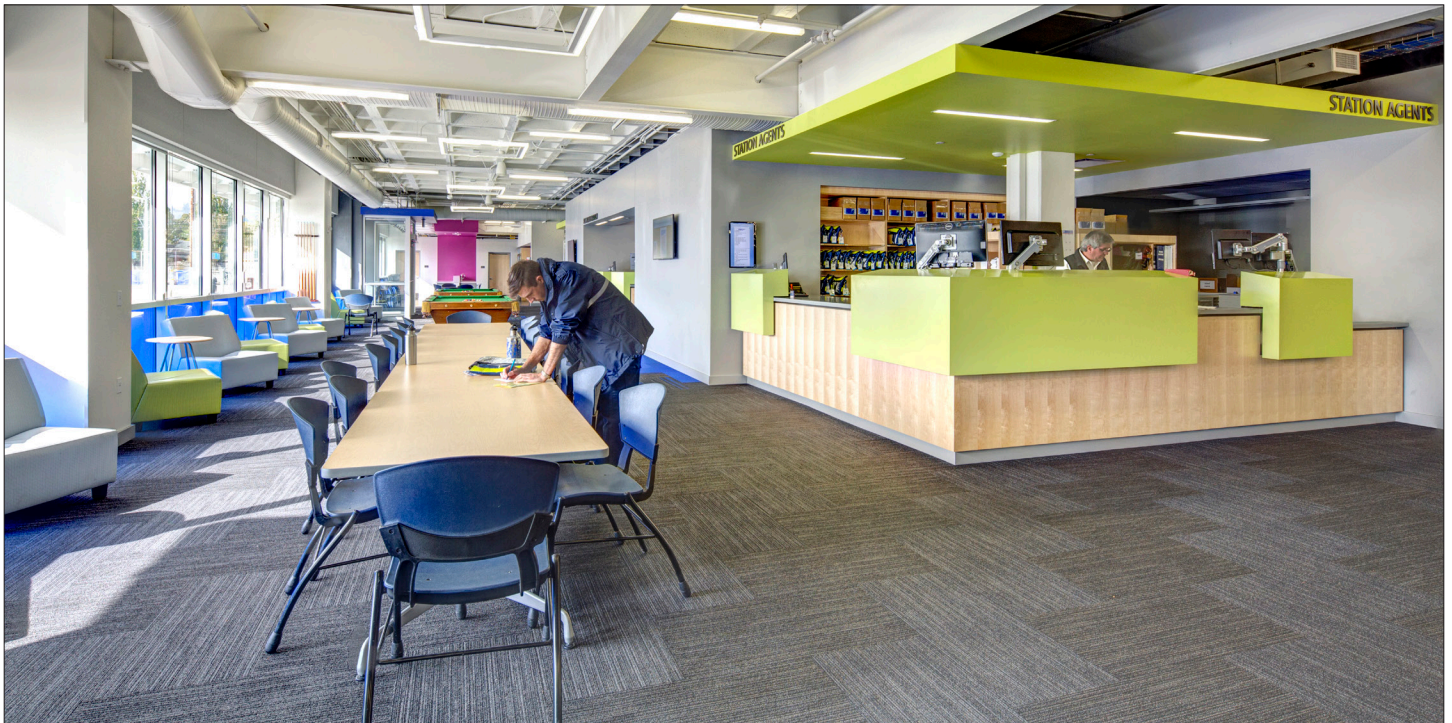
## Facility Assessments

The Oregon Department of Education has had a Technical Assessment Program (TAP) and Long-Range Facility Plan (LRFP) grant program available to public schools in the state for nearly a decade.

This program is the first step in enabling school districts to conduct assessments of their facilities in preparation for pursuing bond funding to improve their buildings. In many ways, the TAP and LRFP programs are similar to developing a master plan.

### Some of PIVOT's Facility assessment clients include:

- Klamath Falls City Schools
- Marcola School District 79J
- Mapleton School District #32
- North Douglas School District #22
- Sutherlin School District
- Oakland School District
- Monroe School District 1J
- Wallowa School District
- Glide School District



**PIVOT led TriMet's Center Street renovation which included programming, space planning, envelope improvements, building systems upgrades, interior design, systems furniture selection, and site improvements.**



Administration Building Remodel



Adding the FM Building, Bus Yard Reconfiguration

# GLENWOOD HEADQUARTERS

LANE TRANSIT DISTRICT (LTD), EUGENE, OREGON

LTD's Glenwood Headquarters is a story of collaboration spanning more than three decades. In 1985, PIVOT was fortunate to be chosen for site selection, NEPA compliance, as well as the design and construction of the original Headquarters and Fleet Facility.

The Center is now 30 years old and with a number of PIVOT-led remodels to accommodate LTD's ever-changing operation, the campus continues to meet the needs of the growing service network. PIVOT has maintained a close relationship with LTD recently providing on-call contract, reroofing, administration areas reconfigurations, the bus parking yard, fleet building additions, new buildings, and more.

## ADDING THE FACILITIES MANAGEMENT BUILDING

Through visioning and space planning, PIVOT reviewed the overall operations and concluded that co-locating two departments in a new facility would improve their function and free up space in the existing building allowing other departments to expand. The 2,300-SF new building had a few key guidelines: serve the occupants' needs, be durable, have low operational costs, and fit existing architectural styles for a cohesive campus.

## BUS YARD RECONFIGURATION

Using a bus parking configuration analysis and operating cost scenario calculations, the PIVOT team was able to reorient the bus alignment, increase fleet parking capacity, accommodate electric bus charging, and improve pedestrian safety with minimal new infrastructure investment.

## ADMINISTRATION BUILDING REMODEL

In 2019, PIVOT led work-station upgrades after the agency had an administrative shuffle allowing departments to relocate, add staff, and work

## PROJECT INFO

### PROJECT COMPLETION

- Original Project Completed, 1990
- Fleet Remodel/Expansion, 2010
- FM Building, 2019
- Administration Remodel, 2019
- On-Call Contract, 2021-TBD
- Ops Command Center, 2022-2026

### CONSTRUCTION COSTS

- \$10 Million (1990 Original HQ)
- \$3.46 Million (2010 Fleet Remodel)
- \$3.3 Million (2019 Bus Yard & FM)
- \$10,000 (2019 Admin Design Fees)
- TBD (On-Call Contract)
- \$11 Million (Ops Command Center)

### OWNER CONTACT

Joe McCormack, Director of Facilities  
541.682.6189  
joe.mccormack@ltd.org

## PROJECT HIGHLIGHTS

- |                    |               |
|--------------------|---------------|
| Master Planning    | Office Space  |
| NEPA Compliance    | Maint. Yard   |
| Fleet Maintenance  | Expansions    |
| Space Optimization | Tech Upgrades |



The Fleet Facility



Ops Command Center Remodel

more cohesively. PIVOT led LTD on tours of other facilities, provided space planning, and selected furniture options including ergonomic solutions.

### ON-CALL CONTRACT

PIVOT currently holds an on-call contract with LTD. Projects include: EmX lighting upgrades; EmX safety improvements; Glenwood and RideSource bus wash replacement; fleet fall protection and crane project – for servicing Battery Electric Buses; concrete repair; and more.

### OPERATIONS COMMAND CENTER

The new OCC is the engine that keeps the LTD’s ops driving forward. The project adds to and transforms the 1990 admin building into a modern, resilient, people-centered facility that supports operator and vehicle dispatch, training, public safety coordination, and employee wellbeing.

Employee lounges, training and conference rooms, a wellness facility, and upgraded break areas foster relaxation, belonging, and cross-department interaction. The lounge areas are united by a mountain theme representing the Three Sisters range in the distance from the LTD campus. In the open seating area connected to the kitchen, a wood slat and light fixture introduces a subtle sense of place by jutting up the vaulted ceiling and connecting with skylights.

A second lounge, adjacent to the two locker hallways, has an opaque wall adornment in the shape of the same mountain profile. This lounge is geared more for solitude, reflection, and relaxation, which are promoted by variable lighting levels, lounge furniture, and a large television.

The secure, technologically integrated OCC can also function as an incident command center. The four 96-inch, wall-mounted displays are controlled at three mechanical sit-to-stand workstation consoles where dispatch operators can to monitor more than 200 sites simultaneously.



Bus Wash Replacement



Ops Command Center Remodel



## OPERATIONS AND FLEET FACILITY

SOUTH METRO AREA REGIONAL TRANSIT (SMART), CITY OF WILSONVILLE, OREGON

The Wilsonville SMART Operations and Fleet Facility houses the City of Wilsonville's Transit Fleet, the Public Works vehicle fleet, and administration of transit operations. PIVOT developed the original master plan, lead the team for the design and construction of the facility, and is currently designing its expansion.

### ORIGINAL MASTER PLAN

PIVOT worked with SMART to develop requirements on the four-acre site. Counterclockwise vehicle circulation was designed on the site to maximize left hand turns and significantly increase safety. Drive aisles are 65 feet to allow safe bus turns in and out of parking and repair bays. The fuel and wash building is situated at the end of the site to keep the public works fleet from mixing with bus traffic.

### FACILITY DESIGN

The challenge for the design team was to deliver a unique design that would promote the SMART brand and be a recognizable part of the community.

The design took cues from streamlined mid-century transportation. The building's windows, functional for daylighting and views, are grouped with colored horizontal bands to convey a sense of motion. At the heart of the facility, a common circulation area was designed to encourage rapport among operations, fleet services, and drivers, while enabling teams to function in separate areas.

The City requested that the design team explore budget sensitive, sustainable strategies to increase efficiency and reduce the environmental foot-

### PROJECT INFO

#### PROJECT COMPLETION

Original Facility: 2013

Master Plan Expansion: 2026

#### CONSTRUCTION COST

Original Facility: \$3.5 Million

Master Plan Expansion: TBD

#### PROJECT SIZE

12,600 SF, Four-Acre Site

#### OWNER CONTACT

Kelsey Lewis, Grants and Programs  
Manager, City of Wilsonville,  
South Metro Area Regional Transit  
503.682.4523 / ext. 1496,  
klewis@ridesmart.com

### PROJECT HIGHLIGHTS

Master Plan

Facility Expansion

Fleet Electrification

Light Industrial

Branded Environment

Design-Bid-Build



Facility Expansion

print. The design team implemented a number of approaches including passive cooling, high-efficiency heating systems, daylighting, low-energy lighting, and selection of low maintenance, quality materials to lower the building’s life cycle costs.

The facility was designed to promote a commitment to Compressed Natural Gas (CNG), an alternative to diesel fuel. Throughout the project various municipal agencies and SMART collaborated to keep the fast-moving project on track, while PIVOT helped the City prioritize initial construction needs keeping the project on budget.

### FACILITY EXPANSION

PIVOT led the expansion of the existing transit and fleet facility adapting the master plan to meet SMART’s future plans. The expansion included a new bus wash building, bus yard expansion, bus electrification, underground electrical facilities, and other amenities, to address long-term needs.

The project consisted of a 30,730-SF yard expansion, including a new 1,800-SF wash building, and vehicle electrification equipment. The project was completed in 2026.



*“I’ve never worked with a consultant team before that has done such an excellent job of really hearing the owner’s priorities. I can’t praise PIVOT’s efforts enough.”*

—Kristin Retherford, Former Urban Renewal Manager, City of Wilsonville



# SOUTH SALEM TRANSIT CENTER MASTER PLAN

“CHERRIOTS” SALEM AREA MASS TRANSIT DISTRICT (SAMTD), KEIZER, OREGON

The PIVOT-led team was selected for design, engineering, and NEPA services for South Salem Transit Center. The new transit center will serve as a gateway to Salem and as a catalyst for of City of Salem land-use and economic development goals.

It will accommodate transfers between bus routes and other modes while fostering pedestrian and bicycle access to businesses, services, and nearby residential areas. It will include bus bays, passenger areas, operator break facilities, carpool areas, informational kiosks, bike storage, and possibly limited park-and-ride space. The transit center master plan is planned to be completed by the end of 2026.

SAMTD is currently trying to acquire the property.

## PROJECT INFO

### PROJECT COMPLETION

Estimated 2026

### CONSTRUCTION COST

TBD

### PROJECT SIZE

TBD

### OWNER CONTACT

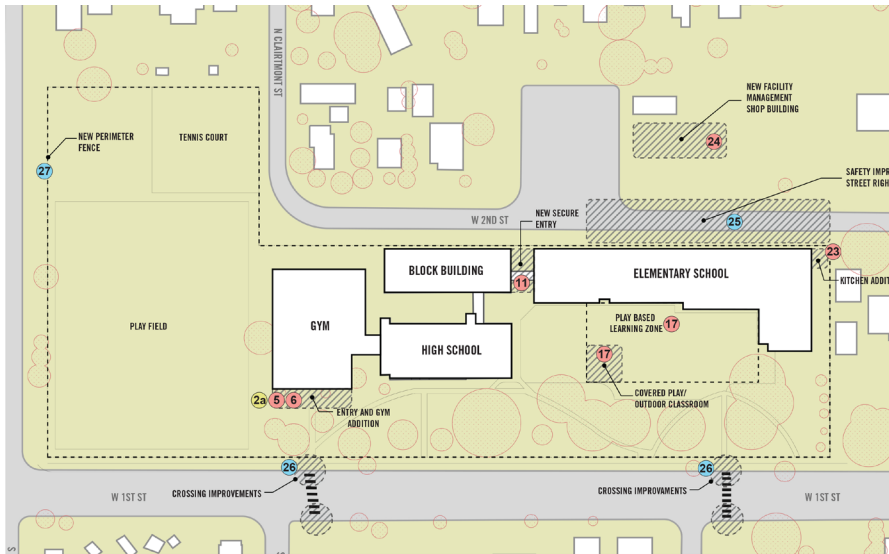
David Trimble, Deputy General Manager, david.trimble@cherrriots.org, 503.588.2424

## PROJECT HIGHLIGHTS

Transit Center

Public Art

Park-and-Ride



- 2a** **Renovated Wellness Area**  
Renovate this area to house wellness, weight, and workout rooms for students and community.
- 5** **New Accessible Rest rooms**  
Add ADA accessible rest rooms for Kindergarten and Head Start.
- 6** **New Gym Entry and Lobby**  
Build a 800 SF addition to the front of the gym to house the concessions and public lobby.
- 11** **Accessible and Secure Entry**  
Renovate main entry to create an ADA accessible entrance and add a security vestibule.
- 17** **Enhance Outdoor Learning Commons**  
Add outdoor covered play area & classroom. Add outdoor learning and wellness activity equipment.
- 20** **Add Teacher Collaboration Space**  
Add teacher training, wellness, and work space.
- 23** **Kitchen Storage Addition**  
New building addition to increase the storage capacity of the kitchen.
- 24** **New Facility Management / Shop Building**  
New 2500 SF maintenance shop to house District equipment and maintenance operation.
- 25** **Safety Improvements At Street Right of Way**  
Re-stripe street and add signage to better separate busses, cars, and pedestrians at drop off zone.
- 26** **Cross-Walk Improvements**  
Install new site lighting to illuminate area at each end of cross walk.
- 27** **New Perimeter Fence**  
Install new lockable gates and complete the campus perimeter fencing.

**SITE PLAN PROPOSED IMPROVEMENTS**  
NOTS - FOR REFERENCE ONLY

Wallowa Assessment Graphics

## K-12 ASSESSMENTS & LONG-RANGE FACILITIES PLANS

MULTIPLE OREGON SCHOOL DISTRICTS

For nearly a decade, PIVOT has conducted assessments and long-range facilities plans for a growing list of school districts. Managed by the Oregon Department of Education (ODE), these grant-funded projects allow districts to evaluate facilities and plan for next steps.

These assessments usually entail inspecting all the district's facilities and collecting district-wide data according to ODE standards and its requirements. PIVOT interviews knowledgeable staff and creates a building inventory that assesses the buildings' foundations, roofing, exterior enclosures, interior construction, HVAC, plumbing, security, ADA compliance, technology, and more. A comprehensive report is generated for each facility.

The assessments are then used to develop a long-range facility plan to set priorities for assets and support the district's goals which often includes bond measures. The LRFP looks at district visioning, area demographics, school capacity and enrollment, and other elements, providing findings recommendations, and cost estimates.



Oakland Rendering

### PROJECT INFO

- **Klamath Falls City Schools: long-range facility planning, community engagement**
- **Mapleton School District: LRFP, bond planning, and renovations**
- **Marcola School District: LRFP and TAP assessment**
- **Oakland School District: LRFP and TAP assessment**
- **North Douglas School District: LRFP and TAP assessment**
- **Sutherlin School District: LRFP and TAP assessment**
- **Glide School District: LRFP and TAP assessment**
- **Wallowa School District: LRFP and TAP assessment**
- **Corvallis School District: renovations to a middle school, two high schools, and other projects**
- **Eugene School District 4J: facility assessments, district-wide emergency preparedness, bond planning, & more**

### OWNER REFERENCE

Kim Patten, Director of Facilities  
kim.patten@corvallis.k12.or.us  
541.757.5877



Center Street Operator Report Lounge

## TRIMET MOVING TOGETHER PROJECT

TRIMET, PORTLAND, OREGON

TriMet turned to PIVOT to lead a process of consolidating administrative staff, expanding the Operations Command Center, and relocating operations to meet current and future needs. Approximately 450 people would be affected in the project known as “Moving Together.”

Programming, space planning, building renovations, systems furniture selection, and site improvements were orchestrated by 12 design firms under PIVOT’s leadership at three sites during multiple phases.

Throughout the project, PIVOT coordinated with numerous client stakeholder groups, real estate professionals, contractors, and helped facilitate the overlapping schedule and project execution demands of multi-phase, deadline-oriented project requirements.

### CENTER STREET OPERATIONS BUILDING

TriMet sought a complete renovation of this four-story, 67,000-SF concrete structure. PIVOT led a 12-firm design team through programming, space planning, envelope improvements, building systems upgrades, interior design, systems furniture selection, and site improvements spread across multiple parcels. Specialized design areas include a state-of-the-art Operations Command Center in which more than 500 square miles of TriMet’s bus and rail systems are managed. Drivers for 250 buses occupy a completely reinvented report area that refreshed the department’s culture. Other spaces include open office spaces, training rooms, data center, lockers, meeting areas, an expanded lobby, and upgraded parking. Several spaces remained operational through construction, so planning and phasing of work was imperative. In addition to providing a bright, open, flexible workspace and a modern design aesthetic, the project met Buy America requirements and achieved LEED Certification.

### PROJECT INFO

#### PROJECT COMPLETION

2012; 2014; 2015

#### CONSTRUCTION COST

\$4.6 Million; \$23 Million; \$1.4 Million

#### PROJECT SIZE

45,000 SF; 67,000 SF; 6,000 SF

#### AWARDS

2016 Shaw Contract Group Global Winner

#### OWNER CONTACT

Dan Sosnovske, Project Manager

503.962.8698, sosnovsd@trimet.org

### PROJECT HIGHLIGHTS

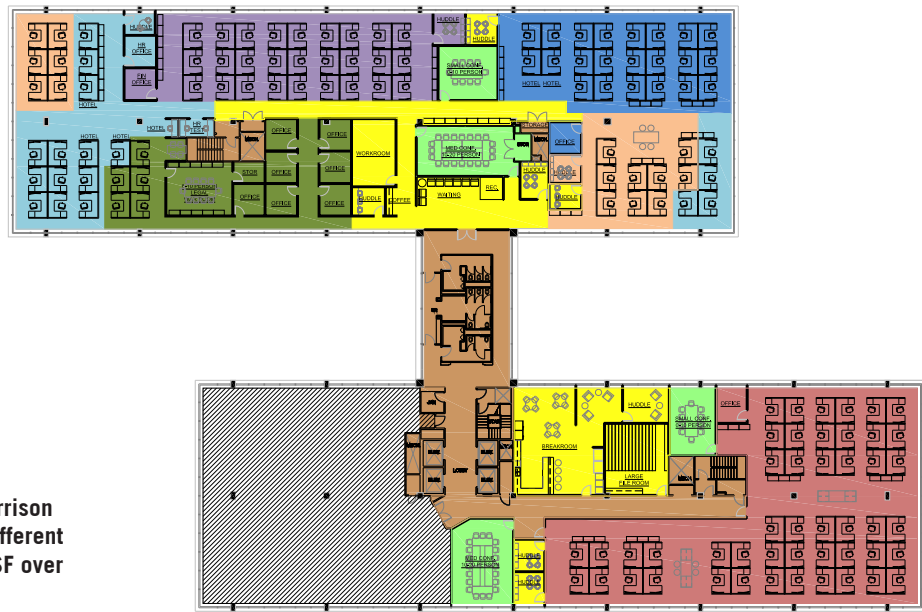
**Multiple Sites And Numerous User Groups  
Space Planning, Systems Furniture, Change  
Management**

**Government Agency**

**Developed Design Standards**

**LEGEND**

- COMMON SPACES
- BUILDING SUPPORT
- CONFERENCE ROOMS
- IT EQUIPMENT
- EXECUTIVE
- PUBLIC AFFAIRS
- LEGAL SERVICES
- FINANCE & ADMINISTRATION
- LABOR RELATIONS & HR
- CAPITAL PROJECTS
- OPERATIONS
- SAFETY, SECURITY, AND ENVIRONMENTAL



**The test fit for TriMet's Harrison Square consolidated 30 different departments into 45,000 SF over two floors.**

**HARRISON SQUARE**

PIVOT helped the transit agency evaluate leased locations in downtown Portland for administrative headquarters which were housed in several different buildings. PIVOT developed designs and furniture systems for 45,000 SF of tenant improvements on two floors, creating the standards for future interior design work.

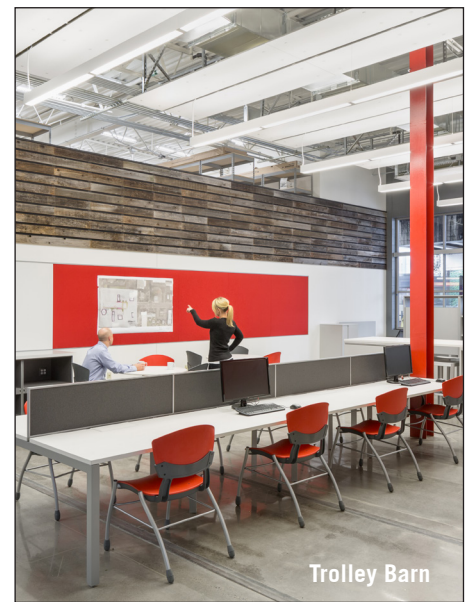
In order to determine the total square footage needed and the key adjacencies between departments, PIVOT developed a detailed space needs program and additional complex documents to analyze shared spaces and work charts for the 30 different departments. After determining all the departments' requirements, PIVOT produced floor plan test fits for three different buildings each with its own schematic design-level budget to help the agency determine the best fit for their new administrative office. TriMet subsequently signed a lease for two floors and 45,000 SF at Harrison Square in downtown Portland.

During the design of the open office space, PIVOT took into consideration factors including the need to disperse the collaboration, conference rooms, break areas, huddle rooms, and shared workrooms throughout departments and floors. These spaces were designed to be independent from the individual departments and available for everyone's use. Great consideration was paid to the departments that collaborated closely with other work groups and were strategically placed adjacently. There were also departments that had special circumstances, security, or privacy concerns that were addressed through the thoughtful floor plan arrangement and other design elements.

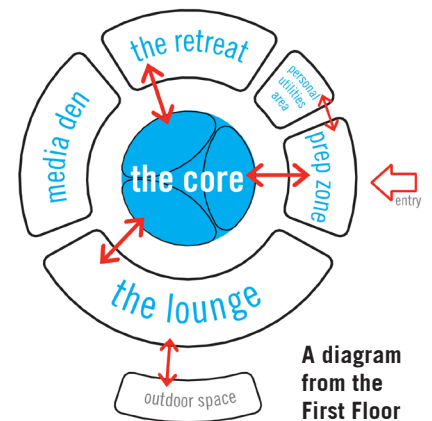
An additional component of the project was to work with TriMet to develop standards, or a "kit-of-parts" for their new systems furniture workstations. PIVOT produced graphics and engaged with the staff during agency-wide presentations throughout the design process.

**TROLLEY BARN**

Planning and design included a renovation of the Rose Quarter's field crew shops. PIVOT coordinated with numerous client groups, real estate professionals, and contractors while facilitating the overlapping schedule and execution demands of the multi-phase, deadline-oriented requirements.



Trolley Barn



**A diagram from the First Floor Report Area**



FIGURE 19. MAINTENANCE FACILITY SIMPLIFIED CONCEPTUAL CHARGER LAYOUT

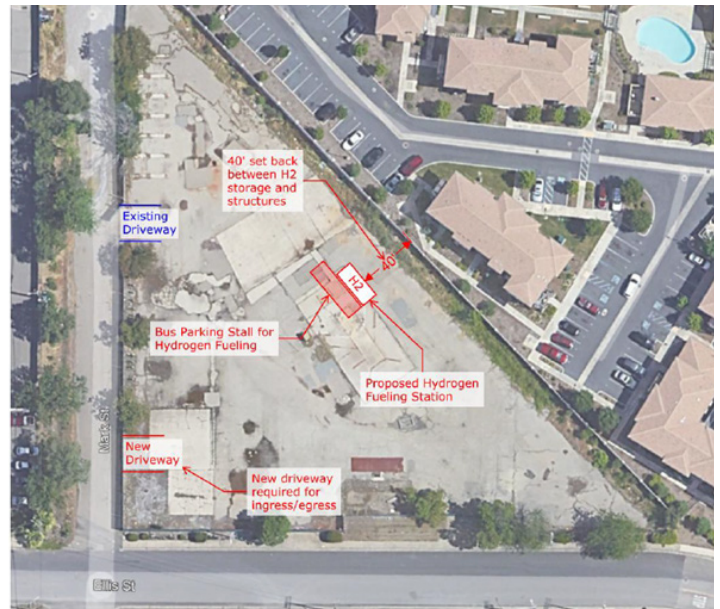


FIGURE 21. ELLIS ST LOT HYDROGEN REFUELING STATION LAYOUT

## REDDING AREA BUS AUTHORITY

As a subcontractor to DKS Associates, Kittelson analyzed the benefits of RABA moving all or part of its fleet to hydrogen fuel cell buses, which included multiple configurations of hydrogen stations and a cost analysis of on-site hydrogen production. Kittelson developed a layout for a hydrogen station on a vacant lot across from the bus yard that would be operationally feasible and meet NFPA codes for hydrogen safety. The design assumed starting with a mobile station and later expanding to permanent station that could be shared with other hydrogen customers. Kittelson contributed to the design of charging stations at the bus yard, recommendations for upgrading the maintenance shop for working with high-voltage vehicles and outlined a training and workforce development plan for technicians.

Figure 6: Decision Making Framework



Table 8: Energy Modelling by Partner Location

Location	Number of ZEVs	Estimated Annual Mileage of ZEVs	Level 2 Chargers on Site	Peak Demand kWh	Managed Charging Demand kW (Assuming Managed, 95% Day)	Annual kWh
Ride Connection Tualatin	4	38,000	4	80 kWh	24	21,000 kWh
Impact NW (and Milwaukie Center)	5	35,000	5	100 kWh	21	19,000 kWh
Ride Connection East County	4	40,000	4	80 kWh	22	22,000 kWh
Ride Connection Beaverton	2	14,000	2	40 kWh	10	8,000 kWh

## RIDE CONNECTION FLEET ASSESSMENT

Kittelson developed a master plan for this rural transit agency to transition its fleet of shuttle buses and vans to battery electric vehicles. Ride Connection parks its vehicles at partners' business locations and its volunteer drivers take small vans and sedans home at night. The plan gave the agency a decision-making framework that could balance the availability of EVs, the feasibility of charging at a partner location or public charging, and the opportunity to partner on charging stations with other fleets and businesses.

## LOT 10—TRANSPORTATION ANNEX

- **Proposed EVSE:** 10 dual-head Level 2
- **Phase 1:** 2025-2030 – three installed, seven stubbed out
- **Phase 2:** 2031-2035 – seven installed
- **Proposed use:** Shared charging for shuttles and support vehicles
- **Benefit:** Can accommodate cutaways, vans, full-size buses, trucks.

Lot 10 is access controlled and available only to shuttle buses and transportation support. Buses use the west end of the lot as a U-turn area to pull into the parking lot. The south side of the lot is adjacent to a greenbelt that can't be disturbed. Electrical drawings show a transformer next to the modular building that draws power from a larger set of transformers. Charging stations will need new electrical service, switchgear, and a meter. This site needs a load study by an electrical engineer to know if the service needs a separate transformer.

Kittelson recommends installing 80-amp Level 2 charging stations along the fence. This may impact the amount of space that larger vehicles use to turn. Kittelson recommends a parking study by 2030 when the size and types of EV buses are better known.



## TOWSON UNIVERSITY ZEV ROADMAP

Kittelson developed a transition plan for the University's fleet vehicles, including shuttle buses, and planned public charging for staff, faculty, students, and visitors. The initial stage of the plan included site-level design and cost estimates for charging stations in all University parking lots and structures, and a timeline for transitioning fleet vehicles based on Maryland regulations and the availability of power. (Towson operates its own power plant.) Kittelson is now helping Towson implement the plan, starting with a multimodal hub on the outskirts of campus.

# WORK PLAN AND SCHEDULE

The PIVOT team will work as a collective to bring forward a successful assessment to BTSTD's Board of Directors by the September 30 deadline outlined in the RFP. Our approach emphasizes close coordination with the PIVOT team and BTSTD staff to ensure that facility recommendations are operationally sound, scalable, and aligned with current and future transit service needs. Our team will remain actively engaged throughout the project, participating in coordination meetings and providing ongoing technical input to support timely decision-making and progress reporting. The roles in the project are as follows:

- **PIVOT Architecture** will serve as prime consultant, providing project management, building inspections and space planning, improvement strategies, phasing, and board presentations.
- **Kittelson & Associates** will provide transportation planning, fleet and site analysis, zero-emission transition input, and advisory support.
- **ZCS Engineering** will perform facilities and infrastructure condition assessments and provide structural review and advisory input.
- **Aprexis** will perform cost estimates at key milestones.

## Contract & Information Gathering

Once the contract is agreed upon and project scope is cemented, the BTSTD team should gather information about its facilities for the PIVOT team to analyze. Prior to the first site visit and in-person project initiation, the purpose of this task will be to collect available information about the project so the design team can be informed by existing information, site conditions, deferred maintenance, and other information with BTSTD's facilities. Tasks will include:

- Obtain from BTSTD available drawings, specifications, reports, evaluations, etc that describe the existing facilities
- Obtain from BTSTD available information on recent repairs and improvements, an overview of maintenance procedures, and list of upcoming maintenance improvements.

- Prepare simple schematic-level floor plan drawings of existing buildings as appropriate for use in subsequent tasks.

## Task 1: Project Initiation

This in-person project kick-off meeting will establish a clear understanding of project goals, decision-making roles, communication protocols, and coordination procedures between BTSTD and the PIVOT team. We will also confirm how transportation operations, fleet considerations, and site circulation analysis will be integrated into the overall work plan. Tasks will include:

- Discussion of existing facilities and plans for the future
- Confirm roles and responsibilities related to transit operations, fleet, and site functionality
- Identify key data needs, available datasets, and staff interview opportunities
- Establish coordination points to ensure operational findings are incorporated into architectural concepts and space planning
- A project management plan with team roles, regular consultant meetings with project team members.
- Establish a schedule of regular project meetings.
- Establish regular progress reports and deliverables Invoicing protocols

## Task 2: Facilities Analysis

The PIVOT team will conduct the facilities analysis by evaluating existing conditions as well as future transportation system, fleet, and operational needs for BTSTD's facilities. We will focus on how facilities function day-to-day and how well they support safe, efficient transit operations. Tasks will include:

- A detailed assessment of existing facilities, infrastructure, and site conditions across all relevant BTSTD properties
- A comprehensive analysis of existing space utilization across administrative, operations, and maintenance functions, examining workflow patterns, circulation routes, and departmental adjacencies to identify deficiencies, redundancies, and opportunities for optimization.
- Space programming for admin offices, meeting/training rooms, operator lounge, and a Board of Directors

## Proposed Schedule

Project Phases	MAY	JUNE	JULY	AUGUST	SEPT	OCT
Contract & Info Gathering	■					
Task 1: Project Initiation		■				
Task 2: Facilities Analysis		■				
Task 3: Needs & Opportunities Memo			■			
Task 4: Final Facilities Improvement Plan				■		
Task 5: Final Presentation					★	
Task 6: Final Deliverables						■

room

- Inspecting compliance with building codes, environmental regulations, ADA requirements, and industry standards
- Site visits to each facility to visually observe structural systems and overall structural condition
- Observe gravity and lateral (seismic) load-resisting systems and general load paths to the extent visible
- Review existing fixed-route, demand-response, and regional service characteristics to understand operational patterns that influence facility needs
- Evaluate fleet size, vehicle types, service growth trends, and maintenance considerations to inform parking, storage, and circulation requirements
- Assess on-site vehicle circulation for revenue and non-revenue vehicles, including bus access, staging, layover, employee parking, and customer/visitor access
- Identify operational constraints, safety considerations, and inefficiencies related to access, circulation, or fleet storage
- Identify opportunities to accommodate future fleet changes including readiness for zero emission buses and support vehicles and accompanying infrastructure to ensure that facility concepts remain adaptable to long-term service and technology evolution

### Task 3: Needs & Opportunities Memo

This will summarize the findings the multidisciplinary facilities analysis in a draft form in preparation for the final Facilities Improvement Plan. It will include technical analysis and narrative regarding facility analysis, code compliance, constraints and opportunities, translating operational findings into clear, actionable implications for facility planning and investment decisions. Tasks will include:

- Complete FEMA P-154 Rapid Visual Screening data collection forms for each applicable building or building area
- Identify apparent structural characteristics, constraints, and vulnerabilities relevant to renovation, expansion, or repurposing
- Summarizing current and projected operational needs that affect space programming, site layout, and circulation design
- Summarizing constraints and opportunities related to fleet growth, service expansion, and evolving transit technologies
- Identifying potential locations for charging stations for buses, fleet, and employee vehicles, changes in maintenance facilities and storage areas for battery or fuel cell buses, and options for off-site hydrogen fueling (if applicable)
- Highlighting opportunities to improve efficiency, safety, and flexibility through improved site organization, circulation patterns, and functional adjacencies
- Providing recommendations that balance operational needs with cost-effectiveness and phased implementation
- Cost estimate including projections for cost indexing (inflation adjustments)

### Task 4: Final Facilities Improvement Plan

After ensuring that recommended facility concepts and phased improvements are operationally viable, scalable, and aligned with transit best practices, the PIVOT team will finalize the plan ahead of the final presentation with a clear, actionable roadmap that supports BTSTD's current operations while positioning the district for future growth and system evolution. Tasks will include:

- Recommend improvements to existing facilities,

including renovation, repurposing, consolidation, or replacement strategies including identifying opportunities to modernize infrastructure, improve energy efficiency, and incorporate sustainable and resilient design practices.

- Identify applicable areas in need of compliance with building codes, environmental regulations, ADA requirements, and industry standards
- Assess lifecycle costs, maintenance implications, and operational impacts of improvements
- Provide conceptual structural input to support facilities improvement strategies, phasing, and long-range planning, including high-level considerations related to future electrification readiness
- Summarize findings in a planning-level structural assessment suitable for inclusion in the Facilities Improvement Plan, stamped by a Structural Engineer licensed in the State of Oregon
- Reviewing draft concepts and layouts to confirm compatibility with transit operations, fleet movement, and future service needs
- Providing technical input on fleet accommodation, vehicle circulation, parking supply, and electrification readiness
- Supporting development of short-, mid-, and long-term implementation strategies by identifying operational priorities and potential phasing considerations that include preparing for future EV charging stations
- Assisting with order-of-magnitude considerations

related to operational impacts, constructability, and service continuity during implementation

### **Task 5: Final Presentation**

PIVOT will present the Final Facilities Improvement Plan to the BTSTD Board of Directors on September 30 with near-, mid-, and long-term goals and actions in clearly defined action items with information supporting decision points and cost estimates associated with those plans. They will take into consideration constraints, projections, industry trends and best practices, and other criteria.

### **Task 6: Final Deliverables**

After the presentation to the Board of Directors, PIVOT will confer with the BTSTD team to determine if the Final Facilities Improvement Plan needs to be augmented. Upon completion, PIVOT will deliver 25 bound, hard copies as well as electronic versions of the documents. It will include a comprehensive facilities master plan of the identified sites with site plans, diagrams of facilities, site parking and vehicle circulation, cost estimates, and recommended actions.

It will be comprised of clear and compelling narratives with supporting information detailing decisions and recommended actions to allow for BTSTD meet current demands and plan for the future, taking into consideration technological advancements, vehicle electrification, and needs at all BTSTD locations.

# COST PROPOSAL WORKSHEET

The PIVOT team's cost proposal includes costs itemized by task and total project cost. All proposed fees are inclusive of professional services, overhead, and direct expenses, with no exclusions or assumptions. The total cost is presented as a Guaranteed Maximum Price does not exceed the \$60,000 specified in the RFP.

## PIVOT Team's Fee Summary

Firm	Fee	Expenses	Total
PIVOT & Aprexis	\$42,499.50	\$709.50	\$43,209
Kittelson & Associates	\$9,980	NA	\$9,980
ZCS	\$6,500	NA	\$6,500
<b>TOTAL</b>			<b>\$59,689</b>

PIVOT	PRINCIPAL	PROJECT MANAGER	ARCHITECT 2	DESIGNER 3	DESIGNER 2	POSITION	POSITION	Total Hours	Fee Total
	JOHN STAPLETON	BURKE WARDLE	STAFF NAME	STAFF NAME	STAFF NAME	STAFF NAME	STAFF NAME		
2026 Hourly Rate	\$ 230.00	\$ 140.00	\$ 130.00	\$ 110.00	\$ 105.00	\$ -	\$ -		
<b>Task 1 - Project Initiation</b>	3	9	0	10	0	0	0	22	\$ 3,050.00
Project Start-up	2	8		10				20	\$ 2,680.00
Project Kick-off Meeting (virtual)	1	1						2	\$ 370.00
								0	\$ -
								0	\$ -
								0	\$ -
								0	\$ -
<b>Task 2 - Facilities Analysis</b>	20	20	0	0	0	0	0	40	\$ 7,400.00
Program Workshop and Facility Assessment	20	20						40	\$ 7,400.00
								0	\$ -
								0	\$ -
								0	\$ -
<b>Task 3 - Needs &amp; Opportunities Memo</b>	4	20	0	30	0	0	0	54	\$ 7,020.00
Develop Conditions Assessment Report	4	20		30				54	\$ 7,020.00
								0	\$ -
								0	\$ -
								0	\$ -
<b>Task 4 - Final Facilities Improvement Plan</b>	18	46	0	78	0	0	0	142	\$ 19,160.00
Building Space Program Verification - Develop 2 schematic layouts	4	12		30				46	\$ 5,900.00
Owner Meeting (virtual) to review schematic layouts, select 1	2	2						4	\$ 740.00
Refine final schematic layout	2	12		24				38	\$ 4,780.00
Cost Estimate Coordination	4	8						12	\$ 2,040.00
Develop Final Presentation	4	10		24				38	\$ 4,960.00
Owner Meeting (virtual) to review final concept	2	2						4	\$ 740.00
								0	\$ -
<b>Task 5 - Final Presentation</b>	10	10	0	0	0	0	0	20	\$ 3,700.00
Board Presentation	10	10						20	\$ 3,700.00
								0	\$ -
<b>Task 6 - Final Deliverables</b>	2	4	0	4	0	0	0	10	\$ 1,460.00
Prepare final documents & deliverables	2	4		4				10	\$ 1,460.00
								0	\$ -
<b>Totals</b>								62	\$ 41,790.00

Direct Expenses \$ 709.50  
**Total \$ 42,499.50**

## PIVOT's Direct Expenses

	Cost	Qty	Total
Hotel (per GSA+tax estimate)	\$150.00	2	\$300.00
Mileage (per mile)	\$0.585	700	\$409.50
<b>TOTAL</b>			<b>\$709.50</b>

Kittelson & Associates		White, Chris	Worth, Phillip	Barrus, Miranda	Goodspeed, Marla	WORK TASK/ TASK HOURS	WORK TASK/ TASK COST
Task	Notes	CXW	PSW	MKB	MCG		
<b>001</b>	<b>Project Initiation</b>						
	Kick-Off Meeting	1		1		2	\$570
	PMT Meetings			1		1	\$230
	Monthly Invoices & PRs			2		2	\$460
	Reimbursable Expense						\$0
	Task #001 - Subtotal	1	0	4	0	5	\$1,260
<b>002</b>	<b>Facilities Analysis</b>						
	Draft Memo 1	2	2	4	8	16	\$3,360
	Final Memo 2			1	2	3	\$500
	Reimbursable Expense						\$0
	Task #002 - Subtotal	2	2	5	10	19	\$3,860
<b>003</b>	<b>Needs &amp; Opportunities Memo</b>						
	Draft Memo 2	2	1	3	6	12	\$2,520
	Final Memo 2			1	2	3	\$500
	Reimbursable Expense						\$0
	Task #003 - Subtotal	2	1	4	8	15	\$3,020
<b>004</b>	<b>Final Facilities Improvement Plan</b>						
	Draft Plan	1		2	4	7	\$1,340
	Final Plan			1	2	3	\$500
	Reimbursable Expense						\$0
	Task #004 - Subtotal	1	0	3	6	10	\$1,840
	TOTAL HOURS	6	3	16	24		
	LABOR RATE	\$340.00	\$340.00	\$230.00	\$135.00	<b>TOTAL HOURS</b>	<b>TOTAL LABOR</b>
	LABOR COST	\$2,040	\$1,020	\$3,680	\$3,240	49	\$9,980



- Summarize findings in a planning-level structural assessment suitable for inclusion in the Facilities Improvement Plan, stamped by a Structural Engineer licensed in the State of Oregon

## Fees

Our services will be performed on a lump sum basis and billed based on percentage of completion We propose the following fee to perform the tasks described above:

**Total Lump-Sum Fee:     \$6,500**



**PIVOT Architecture**

44 West Broadway, Suite 300

Eugene, OR 97401

541.342.7291

[PIVOTARCHITECTURE.COM](http://PIVOTARCHITECTURE.COM)





***INFORMATION***

***Klamath Basin Senior Center Demand Response  
Services and combined dispatching operations update***



# BTS & SENIOR CENTER DISPATCH CONSOLIDATION

EXECUTIVE BRIEF | MAY 2026



Klamath Basin Senior Citizens' Center  
DEMAND RESPONSE PUBLIC TRANSPORTATION



# BACKGROUND

- KBSC operates demand response service for BTS for Seniors, individuals with Disabilities and General Public as space is available based on 5310 funding.
- Basin Transit Service identified in the contract the need to consolidate dispatch operations but, in coordination with the former KBSC Executive Director, delayed implementation in 2024 due to BTS right-sizing process.
- The current Request for Proposal (RFP) contract includes provisions for co-located dispatch operations.
- KBSC submitted and signed a proposal agreeing to the co-located dispatch center, endorsed by the current KBSC Executive Director.

***“One reason the ridership has increased is the consequence of a very successful coordination of effort between BTS and KBSCC in the development of a co-located dispatch system which allows KBSCC to pick up excess ridership demand experienced by BTS”. – KBSC signed proposal***

**“Shift contractor dispatching to BTS to increase microtransit capacity.” “Relocate the contractor dispatching center for contracted Demand Response Services to BTS Dispatching Center to optimize microtransit service.” - 2026 Human Coordinated Plan**

# BACKGROUND

---

- MARCH 2026: Human Coordinated Transportation Plan identified co-located dispatch operations as a critical priority to improve regional coordination, operational efficiency, and mobility outcomes.
- MAY 2026: BTS Contacted KBSC and notified them on intent to move forward.



Klamath Basin Senior Citizens' Center  
DEMAND RESPONSE PUBLIC TRANSPORTATION  
Funded By **BTS**



# KBSC Concerns in accordance with written statement and verbal communication

“KBSCC is not seeking a co-dispatch model or a transition of dispatch authority.” KBSCC written position on dispatch, May 2026

1. KBSCC does not support a co-dispatch model or transfer of dispatch authority.
2. Leadership believes the current structure already achieves collaboration goals without restructuring.
3. Proposed changes could disrupt:
  - Senior rider services
  - Medical transportation scheduling
  - Meal program access
  - Partner agency coordination
  - Daily center operations
4. Senior Center Riders depend on familiar dispatch staff, trusted drivers, and consistent communication.
5. Staff and community partners fear the proposal feels more like a takeover than collaboration.
6. There are concerns centralized dispatch could reduce personalized rider care and relationships.



Klamath Basin Senior Citizens' Center  
DEMAND RESPONSE PUBLIC TRANSPORTATION

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**KBSCC does not support a co-dispatch model or transfer of dispatch authority.**

- *RFP and regional plans support co-location.*
- *Unified dispatch is a strategic necessity that directly supports our core objectives and aligns with the basic principles in the coordinated plan.*

**Proposed changes could disrupt:**

- A. Senior rider services**
- B. Medical transportation scheduling**
- C. Meal program access**
- D. Partner agency coordination**

- *Joint collocated capacity will preserve or enhance all above mentioned services.*

- **Daily center operations**

*Daily KBSC operations and transportation services should remain operationally distinct beyond agreed-upon service hours. Transportation services are intended to serve the entire public within the District boundary, with priority to Seniors and individuals with disabilities, not exclusively KBSC participants.*

# Responses to KBSC Concerns



**Klamath Basin Senior Citizens' Center**  
DEMAND RESPONSE PUBLIC TRANSPORTATION

Funded By **BTS**



# Responses to KBSC Concerns

Riders depend on familiar dispatch staff, trusted drivers, and consistent communication.

- *BTS is dedicated exclusively to public transportation. BTS is dedicated to consistently meet or exceed service standards for all riders.*

Staff and community partners fear the proposal feels more like a takeover than collaboration.

- *Not a proposal, but the execution of a contract agreed upon by KBSC and validated by technical experts in accordance with the federal grant funding the demand-response service KBSC applied to provide on behalf of BTS.*
- *Not a “takeover” directly supports our core objectives and aligns with the basic principles in the coordinated plan. Stakeholders and community partners may not be aware of:*
  - *Legal relationship between KBSC and BTS*
  - *Scope of the project – not for KBSC but by KBSC*
  - *Contract requirements*
  - *Current ride allocation and efficiency*
  - *Public transportation financial shortfalls*

There are concerns centralized dispatch could reduce personalized rider care and relationships.

- *KBSC may continue providing in-person rider support at and by KBSC, where KBSC staff coordinate directly with the co-located BTS/KBSC dispatch center to arrange transportation and maintain the desired level of personalized rider care and relationships, while BTS focuses on maximizing transportation options for KBSC riders and the broader senior community.*



Klamath Basin Senior Citizens' Center  
DEMAND RESPONSE PUBLIC TRANSPORTATION

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# Responses to KBSC Concerns

**Leadership believes the current structure already achieves collaboration goals without restructuring.**

- *Split-dispatch model creates inefficiencies and increased costs.*
  - Fragmented dispatch operations reduce efficiency and coordination. Independent ride assignments made by separate trip planners/dispatchers without real-time visibility lead to poor operator and vehicle allocation, weaker response capability, and underutilization of high-capacity fleet assets that could reduce trips and expand ride availability.
  - Lack of a centralized trip manifest creates avoidable overtime costs and limits opportunities for public transit opportunities.
  - Conflicting fare policies confuse riders, increase costs, and weaken operational consistency. For example, veterans ride free through Basin Transit Service regardless of destination, while the senior center charges veterans for non-senior-center trips.
  - Without a co-located travel/dispatch center, trip planners and dispatchers cannot identify or assign the most cost-effective transportation option in real time, increasing inefficiency and operational expenses.
  - The senior center generates less than \$305 per month in fare revenue since most rides are to and from Senior Center, this makes dispatch and fare standardization under Basin Transit Service a low-risk, high-impact improvement.



Klamath Basin Senior Citizens' Center  
DEMAND RESPONSE PUBLIC TRANSPORTATION





Klamath Basin Senior Citizens' Center  
DEMAND RESPONSE PUBLIC TRANSPORTATION

Funded By **BTS**



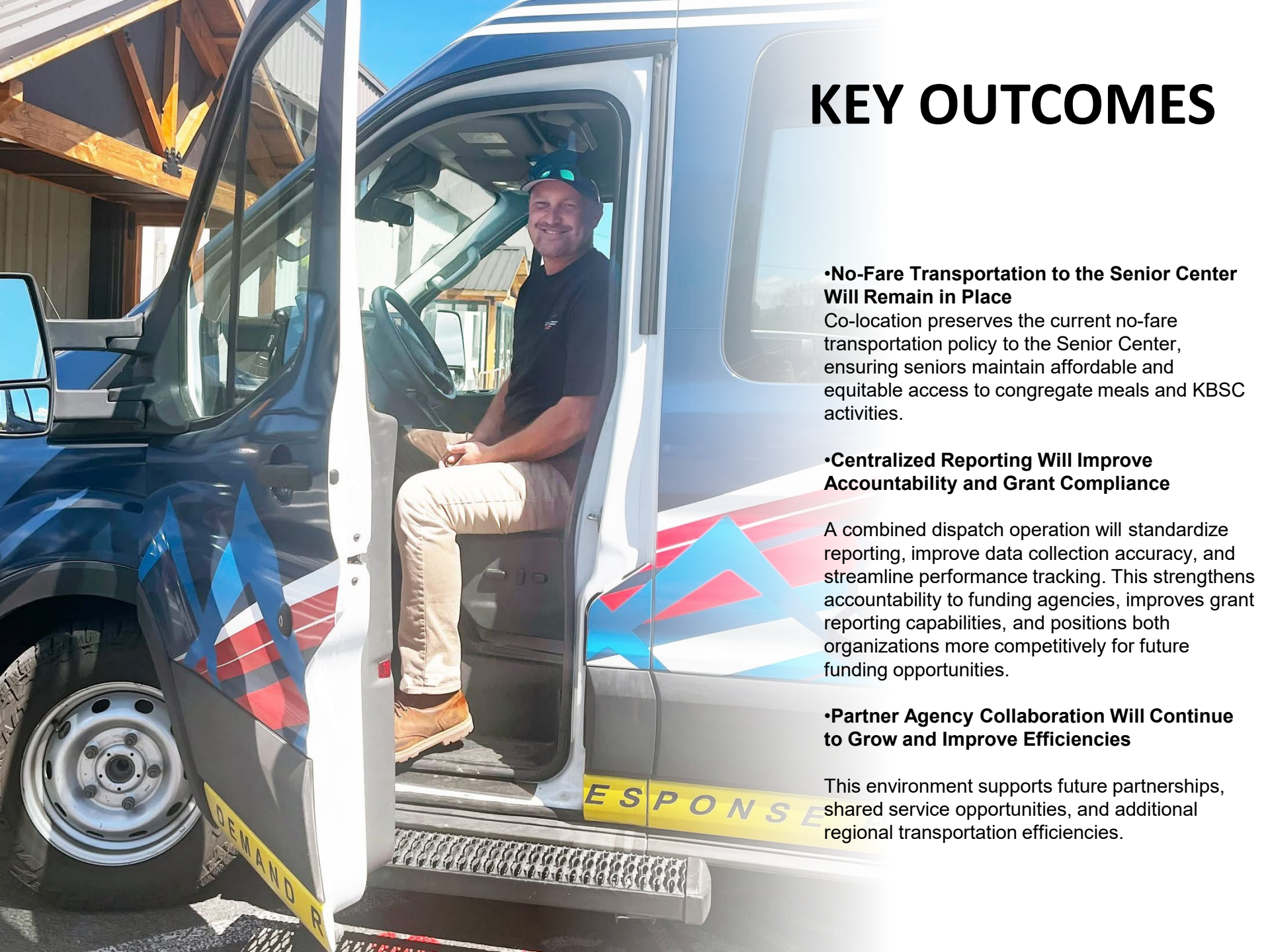
## COMPLIANCE & CONTROL

- FTA Section 5310 funding requires BTS to ensure accountability of all contractors.
- BTS is responsible for oversight of contracted transit providers receiving allocated federal and state funding.
- Centralized dispatch improves compliance and reporting: trip denials, travel training, ridership data, resource allocation.
- Enhances coordination with ODOT requirements.



# KEY OUTCOMES

- **Centralized Dispatch Will Reduce Administrative Costs for Both Organizations**  
Co-locating dispatch and sharing infrastructure and operational resources allows both organizations to redirect cost savings into frontline transportation services.
- **Improved Coordination Will Enhance Public Transportation Services**  
A unified travel/dispatch center creates real-time communication, improving trip coordination, vehicle deployment, and service responsiveness, leading to a more reliable and efficient public transportation network for the community.
- **Enhanced Scheduling Efficiencies Will Increase Senior and Individual with Disabilities Ridership Capacity**  
Coordinated scheduling between agencies allows trips to be grouped more effectively, reduces deadhead miles, and responds to inflationary and fuel increased costs, enabling more rides to be provided to seniors without requiring significant additional resources.
- **Seniors and Individual with Disabilities Medical Transportation Services Will Improve**  
Time slots when drivers are not assigned a trip can be strategically utilized to provide faster response times for medical transportation trips. This maximizes staff productivity while increasing access to critical healthcare transportation for seniors, individuals with disabilities, and even provide transportation options for the general public.



# KEY OUTCOMES

- No-Fare Transportation to the Senior Center Will Remain in Place**

Co-location preserves the current no-fare transportation policy to the Senior Center, ensuring seniors maintain affordable and equitable access to congregate meals and KBSC activities.

- Centralized Reporting Will Improve Accountability and Grant Compliance**

A combined dispatch operation will standardize reporting, improve data collection accuracy, and streamline performance tracking. This strengthens accountability to funding agencies, improves grant reporting capabilities, and positions both organizations more competitively for future funding opportunities.

- Partner Agency Collaboration Will Continue to Grow and Improve Efficiencies**

This environment supports future partnerships, shared service opportunities, and additional regional transportation efficiencies.

# KEY OUTCOMES

- **Real-Time Communication Will Improve Customer Service and Response Times**

Housing KBSCC and BTS travel center and dispatching staff together improves communication between schedulers, drivers, and supervisors, allowing quicker adjustments to trip changes, cancellations, and emergencies. Riders benefit from faster response times and more dependable service coordination.

- **Co-Location Creates a More Sustainable Long-Term Transportation Model**

Combining the BTS Travel/Dispatch Center Center with the KBSCC dispatch center will standardize management of seniors and individuals with disability eligibility requirements and approvals, provides a one stop travel center for trip planning and scheduling, allows trip planners to determine the best transport service for the rider using either demand response or paratransit, provides improved data collection, and performance tracking. This strengthens accountability, improves grant reporting, and positions both organizations to be more efficient and competitive.



# Mobility Management Best Practices Supports Travel Centers (Dispatching) for Public Transit & Transportation Management

Mobility management shifts to making travel accessible, integrated, and efficient for Public Transit and Transportation

- **Establish a Single Point of Access:** Create "One-Call/One-Click" centers to help users easily navigate, plan trips and book multiple travel modes (e.g., fixed-route buses, paratransit, demand response, and rideshare).
- **Build Broad Community Partnerships:** Collaborate with workforce, medical, and human service agencies to identify unmet travel needs and coordinate funding resources.
- **Measure Program Performance:** Continuously evaluate the system by tracking metrics such as cost efficiency, service reliability, and overall community impact.



# EXECUTION PLAN

PHASE I — Data Collection & Training – ECD October 2026

PHASE II — Communication

PHASE III — Education

PHASE IV — JAN 4 2027 Implementation

PHASE V — Control & Evaluation



Klamath Basin Senior Citizens' Center

DEMAND RESPONSE PUBLIC TRANSPORTATION



# EXECUTION PLAN



Klamath Basin Senior Citizens' Center  
DEMAND RESPONSE PUBLIC TRANSPORTATION



## PHASE I — Data Collection highlights

- Incident / Accident Procedures and Reports since January 1, 2026
- Vehicle Pre-Trip Inspection Reports for Van #2 since January 1, 2026
- Subscription Trip Information
- Same-Day Trip Request Procedures
- Driver Manifests - Copies of all driver manifests for March 17, 2026
- General Public Trip Information
- Trip Denials - Total number of trip denials since January 1, 2026
- No-Show Information and Policy & Total number of no-shows since January 1, 2026
- Complaints and Complaint Tracking
- Trip scheduling process



# EXECUTION PLAN

## PHASE I — Data Collection Highlights

- Expense Information
  - Explanation of scheduled work hours in relation to scheduled rides, including duties performed during periods without assigned rides while employees remain in paid status  
Copies of payroll information from January 1, 2026
  - Related payroll details  
Cost allocation methodology and percentage of each administrative position funded through transportation-related funding sources  
Information describing how work hours are tracked and allocated among transportation and non-transportation activities for administrative and operations employees

Administrative and Building Allocations

Reserve / Depreciation



Klamath Basin Senior Citizens' Center  
DEMAND RESPONSE PUBLIC TRANSPORTATION

Funded By **BTS**



## END STATE

- Unified dispatch structure operational.
- Improved mobility across the district.
- Standardized, efficient and accountable transit operations.
- Scalable foundation for future microtransit growth.



# SERVICE EXPANSION

- Reduce senior reservation lead time from 2 days to 1.
- Microtransit expansion achievable with minimal added cost.
- Target unmet demand during 0600–0800 & 1700–1900.
- Expand workforce and higher education transportation access.
- By improving:
  - Limited operational activity outside core hours.
  - Identified resource utilization gaps



Klamath Basin Senior Citizens' Center  
DEMAND RESPONSE PUBLIC TRANSPORTATION





# BTS & SENIOR CENTER DISPATCH CONSOLIDATION

EXECUTIVE BRIEF | MAY 2026



Klamath Basin Senior Citizens' Center  
DEMAND RESPONSE PUBLIC TRANSPORTATION

Funded By **BTS**



***NEW BUSINESS***



***BOARD OF DIRECTORS  
MEETING  
MAY 2026***

AMENDMENT NUMBER 1  
ODOT GRANT AGREEMENT NO. 35666  
Basin Transit Service Transportation District

The **State of Oregon**, acting by and through its Department of Transportation, hereinafter referred to as **State**, and **Basin Transit Service Transportation District**, hereinafter referred to as **Recipient**, entered into an Agreement on **February 13, 2025**. Said Agreement is to secure financial assistance to complete the activities described in Exhibit A.

It has now been determined by **State** and **Recipient** that the Agreement referenced above, although remaining in full force and effect, shall be amended to revise Exhibit A, revise Exhibit B, update the Agreement Administrator mailing address, and decrease the grant amount.

**Exhibit A shall be deleted in its entirety and replaced with the attached Revised Exhibit A. All references to "Exhibit A" shall hereinafter be referred to as "Revised Exhibit A."**

**Exhibit B shall be deleted in its entirety and replaced with the attached Revised Exhibit B. All references to "Exhibit B" shall hereinafter be referred to as "Revised Exhibit B."**

**Page 1, Agreement, Paragraph 3, which reads:**

**3. Project Cost; Grant Funds; Match.** The total project cost is estimated at **\$174,224.00** ("Project Costs"). In accordance with the terms and conditions of this Agreement, State shall provide Recipient an amount not to exceed **\$139,379.00** (the "Grant Funds") for eligible costs described in Section 6.a. hereof. Recipient shall provide matching funds for all Project Costs as described in Exhibit A. Recipient will be responsible for all Project Costs not covered by the Grant Funds.

**Shall be deleted in its entirety and replaced with the following:**

**3. Project Cost; Grant Funds; Match.** The total project cost is estimated at **\$79,300.00** ("Project Costs"). In accordance with the terms and conditions of this Agreement, State shall provide Recipient an amount not to exceed **\$63,440.00** (the "Grant Funds") for eligible costs described in Section 6.a. hereof. Recipient shall provide matching funds for all Project Costs as described in Exhibit A. Recipient will be responsible for all Project Costs not covered by the Grant Funds.

This Amendment may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Amendment so executed shall constitute an original.

**THE PARTIES**, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

**SIGNATURE PAGE TO FOLLOW**

**Basin Transit Service Transportation District**, by and through its

\_\_\_\_\_  
By \_\_\_\_\_  
(Legally designated representative)

Name \_\_\_\_\_  
(printed)

Date \_\_\_\_\_

By \_\_\_\_\_

Name \_\_\_\_\_  
(printed)

Date \_\_\_\_\_

**APPROVED AS TO LEGAL SUFFICIENCY**

(If required in local process)

By \_\_\_\_\_  
Recipient's Legal Counsel

Date \_\_\_\_\_

**Recipient Contact:**

Adrian Mateos  
1130 Adams St  
Klamath Falls, OR 97601  
1 (541) 883-2877  
adrianmateos@basintransit.com

**State Contact:**

Jovi Arellano  
355 Capitol Street NE, MS 43  
Salem, OR 97301  
1 (971) 446-8896  
jovi.arellano@odot.oregon.gov

**Signed Agreement Return Address: [ODOTPTDReporting@odot.oregon.gov](mailto:ODOTPTDReporting@odot.oregon.gov)**

**State of Oregon**, by and through its  
Department of Transportation

By \_\_\_\_\_  
Suzanne Carlson  
Public Transportation Division Administrator

Date \_\_\_\_\_

**APPROVAL RECOMMENDED**

By \_\_\_\_\_ Jennifer Boardman

Date \_\_\_\_\_ 05/14/2026

**APPROVED AS TO LEGAL SUFFICIENCY**

(For funding over \$250,000)

N/A

**Revised Exhibit A  
 Project Description and Budget**

**Project Description/Statement of Work**

<b>Project Title: 5339(a) Basin Transit Service Transportation District 35666</b> <i>Bus wraps.</i>				
<i>FTA funding Category B. Project identified not ready to execute. Funds not available until FTA grant execution and subgrant agreement revision to release funds for reimbursement.</i>				
	Total	Grant Amount	Local Match	Match Type(s)
<b>P-23-0703-01 Item #1: Miscellaneous Equipment</b>				
	\$75,296.00	\$60,237.00	\$15,059.00	State
<b>P-23-0703-01 Item #2: Miscellaneous Equipment</b>				
	\$4,004.00	\$3,203.00	\$801.00	Local
<b>Sub Total</b>	\$79,300.00	\$63,440.00	\$15,860.00	
<b>Project Title: 5339(a) Basin Transit Service Transportation District 35666</b> <i>Bus security equipment project canceled.</i>				
	Total	Grant Amount	Local Match	Match Type(s)
<b>Sub Total</b>	\$0.00	\$0.00	\$0.00	
<b>Project Title: 5339(a) Basin Transit Service Transportation District 35666</b> <i>Bus security equipment project canceled.</i>				
	Total	Grant Amount	Local Match	Match Type(s)
<b>Sub Total</b>	\$0.00	\$0.00	\$0.00	
<b>Grand Total</b>	<b>\$79,300.00</b>	<b>\$63,440.00</b>	<b>\$15,860.00</b>	

***The requirements of the National Environmental Policy Act (NEPA) and all other applicable federal environmental laws (e.g., the Endangered Species Act, the Clean Water Act, the National Historic Preservation Act) apply to all projects that receive FTA funds (directly or through the State). The process of addressing compliance with NEPA and all other applicable federal environmental laws is referred to as the environmental review process. For any project receiving FTA funds, subrecipients are responsible for coordinating with ODOT prior to incurring any costs or conducting any project-related activities to confirm requirements for complying with the environmental review process. The subrecipient is responsible for submitting all documentation required to comply with the environmental review process to ODOT for approval by the FTA.***

***The following activities cannot proceed until the FTA concurs in writing that the environmental review process is complete per 23 CFR 771.113(a)(1):***

- final design activities (design beyond 30%);***
- property acquisition (includes purchase discussions with property owners that imply or are explicitly binding);***
- purchase of construction materials (including EV chargers and bus shelters) or rolling stock,***
- project construction activities (including construction, alteration, or repair [including dredging, excavating, and painting]of buildings, structures, or other real property).***

***Proceeding with any of these activities prior to FTA concurrence that the environmental review process is complete may deem the entire project ineligible to receive federal funding.***

**1. PROJECT DESCRIPTION**

*This agreement provides funding for the following activities (collectively, the "Project"):*

*Recipient's purchase of Bus Wraps for Basin Transit Vehicles including extended warranties purchased as part of the initial procurement (not to exceed the useful life of the equipment), installation costs, hardware, and supplies required to put the equipment into service. Capital equipment covered under this Agreement is defined as a tangible item with an aggregated purchase price of \$5,000 or more.*

## **2. PROJECT DELIVERABLES, TASKS and SCHEDULE**

*All purchases and installations must be completed prior to the expiration date of this Agreement.*

*Recipient's Deliverables/Tasks and Schedule*

***- Funds of \$63,440 not available until FTA grant execution and subgrant agreement revision to release funds for reimbursement***

*Milestones for Bus Wraps*

- o Start Date January 1, 2025*
- o RFP/IFB Issue Date January 1, 2025*
- o Contract Award Date February 1, 2025*
- o Initial Delivery Date March 30, 2025*
- o Final Delivery Date June 30, 2025*
- o Contract Completion Date July 1, 2027*

*Recipient is required to create, update and maintain an equipment maintenance plan for equipment valued at \$50,000 or more, including non-rolling stock vehicles and shop equipment. Include Useful life of the equipment.*

*Competitive purchases of systems that can count passengers e.g., automated passenger counters (APC) and automated fare collection (AFC) systems, should include an explicit preference for systems that support the GTFS-ride data standard. Purchases of real-time (RT) information systems for fixed route service must include support for GTFS-RT data and provide GTFS-RT data access to interested third parties.*

*Recipient is required to create and maintain an equipment maintenance plan for equipment valued at \$50,000 or more, including non-rolling stock vehicles and shop equipment. This plan helps ensure that equipment is maintained in a state of good repair utilizing the original manufacturer equipment maintenance intervals and requirements. Recipient shall provide State a copy of the equipment maintenance plan upon request.*

## **3. PROJECT ACCOUNTING and MATCHING FUNDING**

*Associated costs incurred from the procurement process, delivery charges, and post-delivery inspections are included in the reimbursable expenses associated with this Agreement.*

*Annual renewals of extended warranties are not eligible as a capital expense after equipment is delivered and accepted by Recipient.*

*The service provider may use capital equipment funded under USDOT- or State-source agreements when performing services rendered through a contract or sub-agreement funded by this Agreement. Depreciation of capital equipment funded from USDOT- or State-source grants is not an eligible expense.*

*Sources of funding that may be used as matching funding for this state agreement include Statewide Transportation Improvement Formula Fund, other local funds, service contract revenue, advertisement income, other earned income, cash donations, and other verifiable in-kind contributions that are integral to the project budget. Recipient may not use passenger fares as matching funding.*

*State's obligation to reimburse Project costs is contingent upon Recipient first paying or otherwise contributing its minimum match amount set forth in this Exhibit A. Generally accepted accounting principles and Recipient's accounting system determine those costs that are to be accounted for as gross operating expenses.*

#### **4. REPORTING and INVOICING REQUIREMENTS**

*Recipient will provide reporting information as prescribed by State on the equipment as long as it remains in use for public transportation service. All equipment must be in a written inventory and reported to State as a capital asset. All equipment with a value of \$50,000 or more, and all non-revenue vehicles subject to this Agreement, shall be included in Recipient's Transit Asset Management reporting to State.*

*Recipient will request reimbursement for covered expenses incurred during each period as prescribed by State. Copies of vendor invoices must be provided for all purchases. With the final payment request, Recipient must submit a complete inventory of items purchased under this Agreement.*

##### *Accounting/Match/Spending*

*Vendor invoices must be attached and include the following:*

- Be legible*
- Match the amount requested for reimbursement*
- Include a description of the service (hours, rate, quantity of service)*
- Include the date(s) of the service*
- Include the agency providing the service*
- Subrecipients should not attach invoices that are not directly related to the expenses that are requested on the reimbursement request document.*

##### *In-Kind/Volunteer*

*2 CFR Part 200.306 provides that a subrecipient may provide in-kind contributions toward the local share provided the subrecipient formally documents the value of each non-cash share, and if this value represents a cost that would otherwise be eligible under the project. The net project cost of the project for which the donated goods, service, or property is credited must include the value of any in-kind contributions in the net project cost of that project to the extent it is used as local match.*

*If in-kind contributions will be used as match, recipients must request use of this match prior to the execution of the agreement.*

*First year maximum disbursement: no more than 50 percent of the total fund amount of any single activity line item will be disbursed, regardless of the amount of any reimbursement request.*

*Second year maximum disbursement: no more than 50 percent of the total fund amount of any single activity line item, plus any remaining portion from the first fiscal year period.*

*Conditions Precedent to Disbursement. State's obligation to disburse Grant Funds to Recipient is subject to satisfaction, with respect to each disbursement, of each of the following conditions precedent:*

*State has received funding (including, without limitation, federal funding from the Federal Transit Administration), appropriations, limitations, allotments or other expenditure authority sufficient to allow State, in the exercise of its reasonable administrative discretion, to make the disbursement.*

**Revised Exhibit B**

**FINANCIAL INFORMATION**

The information below will assist auditors to prepare a report in compliance with the requirements of 2 CFR part 200, subpart F.

This Agreement is financed by the funding source indicated below:

<b>Federal Program</b> 49 U.S.C. Section 5339	<b>Federal Funding Agency</b> U.S. Department of Transportation Federal Transit Administration 915 Second Avenue, Suite 3142 Seattle, WA 98174	<b>CFDA Number</b> <b>20.526 (5339)</b>	<b>Total Federal Funding</b> <b>\$63,440.00</b>
--	--	--	--

**Administered By**

Public Transportation Division  
355 Capitol Street NE, MS 43  
Salem, OR 97301

**AMENDMENT NUMBER 1**  
**ODOT GRANT AGREEMENT NO. 35667**  
**Basin Transit Service Transportation District**

The **State of Oregon**, acting by and through its Department of Transportation, hereinafter referred to as **State**, and **Basin Transit Service Transportation District**, hereinafter referred to as **Recipient**, entered into an Agreement on **February 13, 2025**. Said Agreement is to secure financial assistance to complete the activities described in Exhibit A.

It has now been determined by **State** and **Recipient** that the Agreement referenced above, although remaining in full force and effect, shall be amended to increase grant amount, revise Exhibit A, and revise Exhibit B.

**3. Project Cost; Grant Funds; Match.** The total project cost is estimated at **\$244,732.00** ("Project Costs"). In accordance with the terms and conditions of this Agreement, State shall provide Recipient an amount not to exceed **\$219,598.00** (the "Grant Funds") for eligible costs described in Section 6.a. hereof. Recipient shall provide matching funds for all Project Costs as described in Exhibit A. Recipient will be responsible for all Project Costs not covered by the Grant Funds.

**Shall be deleted in its entirety and replaced with the following:**

**3. Project Cost; Grant Funds; Match.** The total project cost is estimated at **\$305,915.00** ("Project Costs"). In accordance with the terms and conditions of this Agreement, State shall provide Recipient an amount not to exceed **\$274,497.00** (the "Grant Funds") for eligible costs described in Section 6.a. hereof. Recipient shall provide matching funds for all Project Costs as described in Exhibit A. Recipient will be responsible for all Project Costs not covered by the Grant Funds.

**Exhibit A shall be deleted in its entirety and replaced with the attached Revised Exhibit A. All references to "Exhibit A" shall hereinafter be referred to as "Revised Exhibit A."**

**Exhibit B shall be deleted in its entirety and replaced with the attached Revised Exhibit B. All references to "Exhibit B" shall hereinafter be referred to as "Revised Exhibit B."**

This Amendment may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Amendment so executed shall constitute an original.

**THE PARTIES**, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

**SIGNATURE PAGE TO FOLLOW**

**Basin Transit Service Transportation District**, by and through its

\_\_\_\_\_  
By \_\_\_\_\_  
(Legally designated representative)

Name \_\_\_\_\_  
(printed)

Date \_\_\_\_\_

By \_\_\_\_\_

Name \_\_\_\_\_  
(printed)

Date \_\_\_\_\_

**APPROVED AS TO LEGAL SUFFICIENCY**

(If required in local process)

By \_\_\_\_\_  
Recipient's Legal Counsel

Date \_\_\_\_\_

**Recipient Contact:**

Adrian Mateos  
1130 Adams St  
Klamath Falls, OR 97601  
1 (541) 883-2877  
adrianmateos@basintransit.com

**State Contact:**

Jovi Arellano  
355 Capitol Street NE, MS 11  
Salem, OR 97301  
1 (971) 446-8896  
jovi.arellano@odot.oregon.gov

**State of Oregon**, by and through its  
Department of Transportation

By \_\_\_\_\_  
Suzanne Carlson  
Public Transportation Division Administrator

Date \_\_\_\_\_

**APPROVAL RECOMMENDED**

By \_\_\_\_\_ Jovi Arellano

Date \_\_\_\_\_ 01/22/2026

**APPROVED AS TO LEGAL SUFFICIENCY**

(For funding over \$250,000)

By \_\_\_\_\_  
Assistant Attorney General

Name \_\_\_\_\_ Nina R. Englander by email  
(printed)

Date \_\_\_\_\_ 06/25/2025

**Signed Agreement Return Address: ODOTPTDReporting@odot.oregon.gov**

**Revised Exhibit A  
 Project Description and Budget**

**Project Description/Statement of Work**

<b>Project Title: 5310 STBG Basin Transit Service Transportation District 35667</b> <i>Purchase one paratransit bus.</i>				
<i>FTA funding Category B. Project identified not ready to execute. Funds not available until FTA grant execution and subgrant agreement amendment execution to release funds for reimbursement.</i>				
	Total	Grant Amount	Local Match	Match Type(s)
<b>P-23-0698-01 Item #1: Bus &lt; 30ft</b>				
	\$135,451.00	\$121,540.00	\$13,911.00	State
<b>Sub Total</b>	\$135,451.00	\$121,540.00	\$13,911.00	
<b>Project Title: 5310 STBG Basin Transit Service Transportation District 35667</b> <i>Purchase one replacement vehicle.</i>				
<i>FTA funding Category A. Project ready to execute or has been executed. Funds available for reimbursement.</i>				
	Total	Grant Amount	Local Match	Match Type(s)
<b>P-23-6090-01 Item #1: Bus &lt; 30ft</b>				
	\$170,464.00	\$152,957.00	\$17,507.00	State
<b>Sub Total</b>	\$170,464.00	\$152,957.00	\$17,507.00	
<b>Grand Total</b>	<b>\$305,915.00</b>	<b>\$274,497.00</b>	<b>\$31,418.00</b>	

***The requirements of the National Environmental Policy Act (NEPA) and all other applicable federal environmental laws (e.g., the Endangered Species Act, the Clean Water Act, the National Historic Preservation Act) apply to all projects that receive FTA funds (directly or through the State). The process of addressing compliance with NEPA and all other applicable federal environmental laws is referred to as the environmental review process. For any project receiving FTA funds, subrecipients are responsible for coordinating with ODOT prior to incurring any costs or conducting any project-related activities to confirm requirements for complying with the environmental review process. The subrecipient is responsible for submitting all documentation required to comply with the environmental review process to ODOT for approval by the FTA.***

***The following activities cannot proceed until the FTA concurs in writing that the environmental review process is complete per 23 CFR 771.113(a)(1):***

- final design activities (design beyond 30%);***
- property acquisition (includes purchase discussions with property owners that imply or are explicitly binding);***
- purchase of construction materials (including EV chargers and bus shelters) or rolling stock,***
- project construction activities (including construction, alteration, or repair [including dredging, excavating, and painting]of buildings, structures, or other real property).***

***Proceeding with any of these activities prior to FTA concurrence that the environmental review process is complete may deem the entire project ineligible to receive federal funding.***

## 1. PROJECT DESCRIPTION

*This Agreement provides funding to purchase two passenger transportation vehicles to be used to provide public transportation service as defined by FTA Section 5310 Enhanced Mobility of Seniors & Individuals with Disabilities. Recipient may use the vehicle to coordinate public and human service transportation services with other agencies. Recipient will not lease the vehicle to another agency without the permission of State.*

*Funding under this Agreement is for the purchase of transit vehicles as follows:*

*Two Category D: Medium, light-duty bus and chassis cutaway*

*Useful life - 5 years or 150,000 miles; approximate length - 24 feet; estimated number of seats - 12; estimated number of ADA securement stations - 2; fuel type - gasoline.*

*Purchase includes all equipment and supplies necessary to put the vehicles into service.*

*The following vehicles have been approved for replacement in this Agreement:*

- a. Starlite; VIN: 1FDEE3FLOGDC26046*
- b. Starlite; VIN: 1FDEE3FL6CDC26049*

## 2. PROJECT DELIVERABLES, TASKS and SCHEDULE

*All purchases and installations must be completed prior to the expiration date of this Agreement. Vehicles should be ordered no later than six months after the execution of the agreement and may not be considered for any type of extension if not ordered at least one year prior to the execution of the grant agreement. Every effort should be made to order the vehicles in a timely manner to ensure they are received prior to the expiration date of the agreement.*

### **Phases**

***FTA Funding Category A - \$152,957 - Project ready to execute or has been executed. Funds available for reimbursement.***

***FTA Funding Category B - \$121,540 - Project identified not ready to execute. Funds not available until FTA grant execution and subgrant agreement amendment execution to release funds for reimbursement.***

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### *Milestones*

- Start Date: January 2, 2025*
- RFP/IFB Issue Date: February 16, 2025*
- Contract Award Date: April 5, 2025*
- Initial Delivery Date: June 30, 2026*
- Final Delivery Date: July 18, 2026*
- Contract Completion Date: September 30, 2026*

*For federally-funded vehicles procured using State Price Agreement contracts managed by the Oregon Department of Administrative Services, all vehicle orders will be reviewed and approved by State prior to submission to vendors. State is responsible for submitting vehicle purchase orders to selected vendor.*

*If Recipient does not purchase from the State Price Agreement contracts managed by the Oregon Department of Administrative Services, requests for quotes to procure the vehicles must be reviewed by State prior to submitting for bid.*

*State will retain title to the vehicles as primary security interest holder for as long as the vehicles remain in public transportation service. Recipient is required to report on all vehicles that are purchased with state or federal funding until disposition of the vehicle. Recipient must request permission from State to release title for disposal when planning to sell or transfer a vehicle and must notify State when actual disposal has been completed. Vehicles must exceed the minimum useful standard for age or mileage before State will release title. Recipient must*

*request permission from State in advance to transfer or otherwise dispose of a vehicle prior to its meeting federal useful life standards. Recipient must request permission from State to release title for changes.*

*Recipient will create and maintain a vehicle maintenance plan that utilizes the original equipment manufacturer maintenance requirements for each vehicle and meets Federal Transit Administration transit asset management requirements in 49 CFR Part 625. Recipient will follow the plan to ensure each vehicle is maintained in a state of good repair. Recipient will provide State a copy of the maintenance plan upon request.*

### **3. PROJECT ACCOUNTING and MATCHING FUNDING**

*Eligible expenses that may be charged to this Agreement include grant administration, the cost of the procurement process, delivery charges and post-delivery inspections. Aftermarket equipment, graphics and other items directly associated with these vehicles and required to put the vehicles into service are eligible. Purchase of an extended warranty is an eligible expense; however, the eligible warranty shall not exceed the defined useful life of the vehicles. Licensing and other post-delivery expenses are not eligible for reimbursement.*

*Recipient will provide matching funding from non-federal source(s). Sources of funding that may be used as matching funding for this Agreement include, Statewide Transportation Improvement Fund, local funds, service contract revenue, advertisement income, other earned income, cash donations, and other verifiable in-kind contributions that are integral to the project budget. Recipient may not use passenger fares as matching funding.*

*Recipient will subtract income from fares, tickets, and passes whether pre-paid or post-paid, from the gross operating expenses of the service. State's obligation to reimburse Project costs is contingent upon Recipient first paying or otherwise contributing its minimum match amount set forth in this Exhibit A. Recipient may not count the same costs twice if they have multiple agreements for which these costs may be eligible.*

### **4. REPORTING and INVOICING REQUIREMENTS**

*Recipient will provide reporting information as prescribed by State on the vehicles purchased under this Agreement as long as the vehicles remains in public transportation service. Recipient will submit a request for reimbursement in a format provided by State. Reimbursement requests must include:*

*The required agency cover letter (instructions found on PTD website), must be attached and include all of the following information:*

- Grant agreement number*
- Total cost of all items submitted for reimbursement on the vehicle (vendor purchase order plus any after-market additions to the vehicle), including the .5% vehicle use tax*
- Total passenger capacity/number of ADA stations/total passenger capacity with ADA stations deployed*
- Declaration of whether or not any rebates were given on price and if they are deducted from the reimbursement request*
- Date of acceptance of the vehicle (list if more than one vehicle)*
- Date vehicle was put into active transit service (list if more than one vehicle)*
- Source of matching funds*
- Declaration that vehicle license and title registration expenses are not included in the costs submitted for reimbursement*

*Declaration that a copy of each required document listed on the Pre-Award and Post-Delivery Vehicle Purchase Certification form is physically on file in the subrecipient's vehicle procurement file for each vehicle being purchased*

*Subrecipients should not attach invoices that are not directly related to the expenses that are requested on the reimbursement request document.*

*Copies of all invoices associated with expenses identified for reimbursement.*

*Recipient is required to create, update and maintain an equipment maintenance plan for equipment valued at \$50,000 or more, including non-rolling stock vehicles and shop equipment. Recipient shall service all vehicles according to the current maintenance plan.*

**Revised Exhibit B**

**FINANCIAL INFORMATION**

The information below will assist auditors to prepare a report in compliance with the requirements of 2 CFR part 200, subpart F.

This Agreement is financed by the funding source indicated below:

<b>Federal Program</b> 49 U.S.C. 5310	<b>Federal Funding Agency</b> U.S. Department of Transportation Federal Transit Administration 915 Second Avenue, Suite 3142 Seattle, WA 98174	<b>CFDA Number</b> <b>20.513 (5310)</b>	<b>Total Federal Funding</b> <b>\$274,497.00</b>
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<b>Administered By</b> Public Transportation Division 355 Capitol Street NE, MS 11 Salem, OR 97301
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