Table of Contents

Executive Board Meeting Agenda

Monday, October 04, 2021

11:00 AM

VRT Board Room – 700 NE 2nd Street – Meridian, Idaho
Executive Board members may participate in the meeting in-person,
via MSTeams at Click here to join the meeting
or by dialing in at **469-965-2358 Conference ID: 848 003 031#**
(The boardroom is open for in-person attendance, but has *very* limited capacity, with preference being given to the Executive Board members. In-person attendees must follow physical distancing guidelines and wear a mask at all times in the building, if not fully vaccinated.)

I. CALLING OF THE ROLL — Chair Elaine Clegg

II. AGENDA ADDITIONS/CHANGES

III. PUBLIC COMMENTS (Comments will be limited to no more than three (3) minutes.)

IV. CONSENT AGENDA

Items on the Consent Agenda are Action Items and will be enacted by one motion. There will be no separate discussion on these items unless an Executive Board Member requests the item be removed from the Consent Agenda and placed under Action Items.

A. **ACTION: Minutes of the August 2, 2021 Executive Board Meeting ⊖** Pages 4-5
The Executive Board is asked to consider approval of the August 2, 2021 meeting minutes.

B. **ACTION: Specialized Transportation Service Provider Budgets ⊖** Pages 6-14 Leslie Pedrosa
Staff requests the Executive Board approve Resolutions VEB21-015, VEB21-016 and VEB21-017 to move forward with operating contracts for all service providers whose budgets were approved under Resolution VBD21-028 by the VRT Board on August 2, 2021.

C. **ACTION: Main Street Station Condominium Association Dues ⊖** Pages 15-17 Leslie Pedrosa
Staff requests the Executive Board approve Resolution VEB21-018 to authorize staff to administer monthly payments for dues for fiscal year 2022. This expense was included with the budget that was approved under Resolution VBD21-028 by the VRT Board on August 2, 2021.

V. FINANCE COMMITTEE

A. **ACTION: FY2021 3rd Quarter Budget Variance Reports ⊖** Pages 18-30 Jason Jedry
The Executive Board is asked to review and consider accepting the FY2021 3rd Quarter variance report.

B. **ACTION: FY2021 3rd Quarter Operating Cash Balance Report ⊖** Pages 31-32 Jason Jedry
The Executive Board is asked to review and consider accepting the FY2021 3rd quarter operating cash balance report.

VI. EXECUTIVE BOARD - ACTION ITEMS

A. ACTION: 2022 Executive Board and Board of Director's Meeting Calendar and Proposed 2023 Meeting Calendar ϴ Pages 33-34 Kelli Badesheim

The Executive Board is asked to consider approving the 2022 and proposed 2023 meeting calendars for the Board and Executive Board meetings.

VII. EXECUTIVE BOARD – INFORMATION ITEMS

A. INFORMATION: Chair's Report - Agenda for Joint Meeting with the Regional Advisory Council (RAC) ϴ Page 35 Elaine Clegg

Chair Elaine Clegg will discuss and ask for input regarding the agenda for the annual joint meeting with the RAC in November.

VIII. EXECUTIVE SESSION

The Executive Board may convene into Executive Session at this time Pursuant to Idaho Code 74-206, identifying one or more of the specific paragraphs a) Personnel Hiring, b) Personnel Issues, c) Land Acquisition, d) Records Exempt from Public Disclosure, e) Trade Negotiations, f) Pending/Probable Litigation, i) Insurance Claims, j) Labor Contract, I.C. 74-206(1)

An action by the Executive Board may follow the Executive Session.

IX. ADJOURNMENT

ϴ = Attachment
Agenda order is subject to change.

NEXT VRT EXECUTIVE BOARD MEETING:
November 1, 2021 (Joint meeting with the Regional Advisory Council)
VRT Boardroom
700 NE 2nd Street
Meridian, ID 83642

Mission Statement: *Valley Regional Transit's mission is to leverage, develop, provide, and manage transportation resources and to coordinate the effective and efficient delivery of comprehensive transportation choices to the region's citizens. (ValleyConnect 2.0 Plan approved 04/02/18)*

Arrangements for auxiliary aids and services necessary for effective communication for qualified persons with disabilities or language assistance requests need to be made as soon as possible, but no later than three working days before the scheduled meeting. Please contact Mark Carnopis, Community Relations Manager at 258-2702 if an auxiliary aid is needed.

valleyregionaltransit

Executive Board Meeting Minutes

Monday, August 02, 2021

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
John Bechtel, City of Wilder		Kelli Badesheim, VRT
Elaine Clegg, City of Boise		Bre Brush, City of Boise
Luke Cavener, Meridian		Mark Carnopis, VRT
John Evans, City of Garden City		Paula Cromie, VRT
Debbie Kling, City of Nampa		Brianna Dowling, VRT
Sandi Levi, City of Nampa		Dave Fotsch, VRT
Lantz McGinnis-Brown, Boise State		Tessa Greggor
Lauren McLean, City of Boise		Joe Guenther, VRT
Garret Nancolas, Caldwell		Jim Hansen, ACHD
Joe Stear, City of Kuna		Stephen Hunt, VRT
		Gregg Eisenberg, First Transit
		Jeanette Ezell, VRT
		Jason Jedry, VRT
		Tom Laws, ACHD
		Kyle Lenhart-Wees
		Mary May, ACHD
		Dave Meredith, VRT
		James Mundell, VRT
		Mary Beth Nutting, RAC
		Jeff Parker, VRT
		Leslie Pedrosa, VRT
		Ken Pidjeon, Citizen
		Randy Reese, VRT
		Jill Reyes, VRT
		Walter Steed, RAC
		Alissa Taysom, VRT

CALLING OF THE ROLL - Chair Elaine Clegg called the meeting to order at 11:03 with a quorum present in-person and virtually.

AGENDA ADDITIONS/CHANGES - None

PUBLIC COMMENTS -None

CONSENT AGENDA
Items on the Consent Agenda consisted of the following:

Minutes of June 7, 2021 Executive Board Meeting
Minutes of the May 18, 2021 Regional Advisory Council
John Bechtel moved to approve the consent agenda as presented; Debbie Kling seconded. The motion carried unanimously.

FINANCE COMMITTEE
INFORMATION: Cash Flow Reserve and Maintenance Reserve Plan
Jason Jedry presented the Cash Flow and Maintenance Reserve Plan to review and discuss a plan to achieve the required cash flow reserve and the recommended maintenance reserve.

ACTION ITEMS
Integrated Mobility Plan Procurement
Garrett Nancolas made a motion to approve RESOLUTION VEB21-013 for the procurement of the Integrated Mobility Plan and award the contract to Nelson Nygaard in an amount not to exceed $100,000; Luke Cavener seconded. The motion passed unanimously.

Chair Elect Nominations
Chair Elaine Clegg asked for nomination for the vacant chair-elect position on the Executive Board. Debbie Kling expressed her willingness to serve as the chair-elect. Garret Nancolas mad a motion to nominate Debbie Kling as chair-elect: Lauren McLean seconded. The motion passed unanimously.

INFORMATION ITEMS
INFORMATION: FY2021 Happy Day Transit Center, Capital Investments
Joe Guenther provided a review of Happy Day Transit Center and discussed the projects in order to prioritize investments and confirm investments being considered are fiscally wise.

INFORMATION: Shared Vehicle Program Fees
Leslie Pedrosa provided information regarding the proposed fee structure for the Shared Vehicle program for executive board feedback in the packet. Due to time constraints, this item was not presented during the meeting.

INFORMATION: Valley Regional Transit Bylaws Review Kelli Badesheim
Kelli Badesheim provided an update on the VRT bylaws for discussion and suggestions by the Executive Board in the meeting packet. Due to time constraints, this item was not presented during the meeting.

EXECUTIVE SESSION - none

ADJOURNMENT - The meeting was adjourned at 11:50.

NEXT VRT EXECUTIVE BOARD MEETING:
October 4, 2021
VRT Boardroom
700 NE 2nd Street
Meridian, ID 83642

valleyregionaltransit

AUTHORIZATION FOR EXPENDITURE
EXECUTIVE BOARD

PROCUREMENT DESCRIPTION: Acquisition of Service Project Budget

TOTAL COST: $50,000

PURPOSE/ACTION: Valley Regional Transit Specialized Transportation program aims to improve mobility for seniors and persons with disabilities by removing barriers and expanding options.

SCOPE OF WORK: The service providers agree to be providers of first class work and services and to follow the highest professional standards while performing the work and services.

DISCUSSION: VRT compensates service providers per qualified boarding, with a not to exceed amount, to ensure budget adherence. Service providers will also partner with VRT in marketing and public outreach for seniors and persons with disabilities.

ALTERNATIVES: Not providing transportation for these programs fail to fill a needed gap for residence in communities where there are no other transportation options.

FISCAL IMPACT: The total expenses approved for the acquisition of services project budget is $1,366,943. The project budget was included in the fiscal year 2022 budget, Resolution VBD21-028 on August 2, 2021.

RECOMMENDATION/JUSTIFICATION: VRT staff recommends that the Executive Board of Directors approve **Resolution VEB21-015** and authorize the VRT Executive Director to execute an agreement with Meridian Senior Center, not to exceed $50,000, for fiscal year 2022 for transportation services in a defined service area in Meridian.

ORDER OF REVIEW
EXECUTIVE DIRECTOR (Approves procurements up to $49, 999)

Signature: ____
Date Approved:

EXECUTIVE BOARD (Approves procurements $50,000 up to $199,999)

Signature: ____
Date Approved: 10/4/2021 Resolution Number: VEB21-015

VRT BOARD (Approves procurements $200,000 and over)

Signature: ____
Date Approved: Resolution Number:

EXECUTIVE BOARD RESOLUTION

Meridian Senior Center Acquisition of Service Project Budget
RESOLUTION VEB21-015

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING A CONTRACT WITH MERIDIAN SENIOR CENTER TRANSPORTATION SERVICES WILL CONTUNIE TO BE PROVIDED FOR SENIORS AND PERSONS WITH DISABILITIES WITHIN A DEFINED GEOGRAPHICAL AREA OF MERIDIAN:

WHEREAS, pursuant to Idaho Code, Chapter 21, Title 40, and as a result of the approval of the voters of Ada and Canyon Counties on November 3, 1998, a regional public transportation authority (now known as **"Valley Regional Transit" (VRT)** was created to serve Ada and Canyon counties; and

WHEREAS, Idaho Code § 40-2109(1) confers to Valley Regional Transit, as a regional public transportation entity, exclusive jurisdiction over all publicly funded or publicly subsidized transportation services and programs except those transportation services and programs under the jurisdiction of public school districts and law enforcement agencies within Ada and Canyon Counties; and

WHEREAS, Idaho Code § 40-2108(2) and (5) provide that Valley Regional Transit, as a regional public transportation entity, has power to raise and expend funds as provided in Idaho Code Chapter 21, Title 40 and to make contracts as may be necessary or convenient for the purposes of the Regional Public Transportation Authority Act; and

WHEREAS, Valley Regional Transit envisions a region with transportation choices designed to meet the needs of the citizens and businesses; and

WHEREAS, Valley Regional Transit works to find transportation choices that support livable, healthy and sustainable communities; and

WHEREAS, Valley Regional Transit works to secure funding to support those choices; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year budget 2022 Resolution VBD21-028 as approved by the VRT Board on August 2, 2021; and

WHEREAS, the Valley Regional Transit staff conducted a competitive procurement process as required in the VRT Procurement Policies adopted by the Valley Regional Transit Board of Directors by Resolution VBD17-003 on 01/09/17 and updated by Resolution VBD17-022 on 09/25/17, and in compliance with all local and FTA requirements; and

WHEREAS, Idaho Code § 40-2109(5) provides that the Board of Valley Regional Transit may adopt resolutions consistent with law, as necessary, for carrying out the purposes of

Chapter 21, Title 40, Idaho Code and discharging all powers and duties conferred to Valley Regional Transit Pursuant to Chapter 21, Title 40; and

WHEREAS, the Board of Valley Regional Transit has created an Executive Board, conferring specific authority upon it to discharge its powers, pursuant to Resolution VBD11-011; and

NOW THEREFORE, BE IT RESOLVED BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT:

Section 1. That the Executive Board authorizes the expenses for Meridian Senior Center, not to exceed $50,000.

Section 2. That the Executive Board delegates authority to the Executive Director to finalize and execute the contract.

Section 3. That this resolution shall be in full force and effective immediately upon its adoption by the Executive Board of Valley Regional Transit and its approval by the Executive Board Chair.

ADOPTED by the Executive Board of Valley Regional Transit, this 4th day of October, 2021.

APPROVED by the Executive Board Chair this 4th day of October, 2021.

ATTEST:	**APPROVED:**
__________________________	____________________________________
EXECUTIVE ASSISTANT	**CHAIR OF EXECUTIVE BOARD**

AUTHORIZATION FOR EXPENDITURE
EXECUTIVE BOARD

PROCUREMENT DESCRIPTION: Acquisition of Service Project Budget

TOTAL COST: $52,218

PURPOSE/ACTION: Valley Regional Transit Specialized Transportation program aims to improve mobility for seniors and persons with disabilities by removing barriers and expanding options.

SCOPE OF WORK: The service providers agree to be providers of first class work and services and to follow the highest professional standards while performing the work and services.

DISCUSSION: VRT compensates service providers per qualified revenue hour, with a not to exceed amount, to ensure budget adherence. Service providers will also partner with VRT in marketing and public outreach for seniors and persons with disabilities.

ALTERNATIVES: Not providing transportation for these programs fail to fill a needed gap for residence in communities where there are no other transportation options.

FISCAL IMPACT: The total expenses approved for the acquisition of services project budget is $1,366,943. The project budget was included in the fiscal year 2022 budget, Resolution VBD21-028 on August 2, 2021.

RECOMMENDATION/JUSTIFICATION: VRT staff recommends that the Executive Board of Directors approve **Resolution VEB21-016** and authorize the VRT Executive Director to execute an agreement with Parma Senior Center, not to exceed $52,218, for fiscal year 2022 for transportation services in a defined service area in Canyon County.

ORDER OF REVIEW
EXECUTIVE DIRECTOR (Approves procurements up to $49, 999)

Signature: ______________________________
Date Approved:

EXECUTIVE BOARD (Approves procurements $50,000 up to $199,999)

Signature: ______________________________
Date Approved: 10/4/2021 Resolution Number: VEB21-016

VRT BOARD (Approves procurements $200,000 and over)

Signature: ______________________________
Date Approved: Resolution Number:

EXECUTIVE BOARD RESOLUTION

Parma Senior Center Acquisition of Service Project Budget
RESOLUTION VEB21-016

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING A CONTRACT WITH PARMA SENIOR CENTER TRANSPORTATION SERVICES WILL CONTUNIE TO BE PROVIDED FOR SENIORS AND PERSONS WITH DISABILITIES WITHIN A DEFINED GEOGRAPHICAL AREA OF CANYON COUNTY:

WHEREAS, pursuant to Idaho Code, Chapter 21, Title 40, and as a result of the approval of the voters of Ada and Canyon Counties on November 3, 1998, a regional public transportation authority (now known as **"Valley Regional Transit" (VRT)** was created to serve Ada and Canyon counties; and

WHEREAS, Idaho Code § 40-2109(1) confers to Valley Regional Transit, as a regional public transportation entity, exclusive jurisdiction over all publicly funded or publicly subsidized transportation services and programs except those transportation services and programs under the jurisdiction of public school districts and law enforcement agencies within Ada and Canyon Counties; and

WHEREAS, Idaho Code § 40-2108(2) and (5) provide that Valley Regional Transit, as a regional public transportation entity, has power to raise and expend funds as provided in Idaho Code Chapter 21, Title 40 and to make contracts as may be necessary or convenient for the purposes of the Regional Public Transportation Authority Act; and

WHEREAS, Valley Regional Transit envisions a region with transportation choices designed to meet the needs of the citizens and businesses; and

WHEREAS, Valley Regional Transit works to find transportation choices that support livable, healthy and sustainable communities; and

WHEREAS, Valley Regional Transit works to secure funding to support those choices; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year budget 2022 Resolution VBD21-028 as approved by the VRT Board on August 2, 2021; and

WHEREAS, the Valley Regional Transit staff conducted a competitive procurement process as required in the VRT Procurement Policies adopted by the Valley Regional Transit Board of Directors by Resolution VBD17-003 on 01/09/17 and updated by Resolution VBD17-022 on 09/25/17, and in compliance with all local and FTA requirements; and

WHEREAS, Idaho Code § 40-2109(5) provides that the Board of Valley Regional Transit may adopt resolutions consistent with law, as necessary, for carrying out the purposes of

Chapter 21, Title 40, Idaho Code and discharging all powers and duties conferred to Valley Regional Transit Pursuant to Chapter 21, Title 40; and

WHEREAS, the Board of Valley Regional Transit has created an Executive Board, conferring specific authority upon it to discharge its powers, pursuant to Resolution VBD11-011; and

NOW THEREFORE, BE IT RESOLVED BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT:

Section 1. That the Executive Board authorizes the expenses for Parma Senior Center, not to exceed $52,218.

Section 2. That the Executive Board delegates authority to the Executive Director to finalize and execute the contract.

Section 3. That this resolution shall be in full force and effective immediately upon its adoption by the Executive Board of Valley Regional Transit and its approval by the Executive Board Chair.

ADOPTED by the Executive Board of Valley Regional Transit, this 4th day of October, 2021.

APPROVED by the Executive Board Chair this 4th day of October, 2021.

ATTEST:	**APPROVED:**
__________________________	____________________________________
EXECUTIVE ASSISTANT	**CHAIR OF EXECUTIVE BOARD**

AUTHORIZATION FOR EXPENDITURE
EXECUTIVE BOARD

PROCUREMENT DESCRIPTION: Acquisition of Service Project Budget

TOTAL COST: $55,000

PURPOSE/ACTION: Valley Regional Transit Specialized Transportation program aims to improve mobility for seniors and persons with disabilities by removing barriers and expanding options.

SCOPE OF WORK: The service providers agree to be providers of first class work and services and to follow the highest professional standards while performing the work and services.

DISCUSSION: VRT compensates service providers per qualified revenue hour, with a not to exceed amount, to ensure budget adherence. Service providers will also partner with VRT in marketing and public outreach for seniors and persons with disabilities.

ALTERNATIVES: Not providing transportation for these programs fail to fill a needed gap for residence in communities where there are no other transportation options.

FISCAL IMPACT: The total expenses approved for the acquisition of services project budget is $1,366,943. The project budget was included in the fiscal year 2022 budget, Resolution VBD21-028 on August 2, 2021.

RECOMMENDATION/JUSTIFICATION: VRT staff recommends that the Executive Board of Directors approve **Resolution VEB21-017** and authorize the VRT Executive Director to execute an agreement with Star Senior Center, not to exceed $55,000, for fiscal year 2022 for transportation services in a defined service area in Star.

ORDER OF REVIEW
EXECUTIVE DIRECTOR (Approves procurements up to $49, 999)

Signature: ____
Date Approved:

EXECUTIVE BOARD (Approves procurements $50,000 up to $199,999)

Signature: ____
Date Approved: 10/4/2021 Resolution Number: VEB21-017

VRT BOARD (Approves procurements $200,000 and over)

Signature: ____
Date Approved: Resolution Number:

EXECUTIVE BOARD RESOLUTION

Star Senior Center Acquisition of Service Project Budget
RESOLUTION VEB21-017

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING A CONTRACT WITH STAR SENIOR CENTER TRANSPORTATION SERVICES WILL CONTUNIE TO BE PROVIDED FOR SENIORS AND PERSONS WITH DISABILITIES WITHIN A DEFINED GEOGRAPHICAL AREA OF STAR:

WHEREAS, pursuant to Idaho Code, Chapter 21, Title 40, and as a result of the approval of the voters of Ada and Canyon Counties on November 3, 1998, a regional public transportation authority (now known as **"Valley Regional Transit" (VRT)** was created to serve Ada and Canyon counties; and

WHEREAS, Idaho Code § 40-2109(1) confers to Valley Regional Transit, as a regional public transportation entity, exclusive jurisdiction over all publicly funded or publicly subsidized transportation services and programs except those transportation services and programs under the jurisdiction of public school districts and law enforcement agencies within Ada and Canyon Counties; and

WHEREAS, Idaho Code § 40-2108(2) and (5) provide that Valley Regional Transit, as a regional public transportation entity, has power to raise and expend funds as provided in Idaho Code Chapter 21, Title 40 and to make contracts as may be necessary or convenient for the purposes of the Regional Public Transportation Authority Act; and

WHEREAS, Valley Regional Transit envisions a region with transportation choices designed to meet the needs of the citizens and businesses; and

WHEREAS, Valley Regional Transit works to find transportation choices that support livable, healthy and sustainable communities; and

WHEREAS, Valley Regional Transit works to secure funding to support those choices; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year budget 2022 Resolution VBD21-028 as approved by the VRT Board on August 2, 2021; and

WHEREAS, the Valley Regional Transit staff conducted a competitive procurement process as required in the VRT Procurement Policies adopted by the Valley Regional Transit Board of Directors by Resolution VBD17-003 on 01/09/17 and updated by Resolution VBD17-022 on 09/25/17, and in compliance with all local and FTA requirements; and

WHEREAS, Idaho Code § 40-2109(5) provides that the Board of Valley Regional Transit may adopt resolutions consistent with law, as necessary, for carrying out the purposes of

Chapter 21, Title 40, Idaho Code and discharging all powers and duties conferred to Valley Regional Transit Pursuant to Chapter 21, Title 40; and

WHEREAS, the Board of Valley Regional Transit has created an Executive Board, conferring specific authority upon it to discharge its powers, pursuant to Resolution VBD11-011; and

NOW THEREFORE, BE IT RESOLVED BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT:

Section 1. That the Executive Board authorizes the expenses for Star Senior Center, not to exceed $55,000.

Section 2. That the Executive Board delegates authority to the Executive Director to finalize and execute the contract.

Section 3. That this resolution shall be in full force and effective immediately upon its adoption by the Executive Board of Valley Regional Transit and its approval by the Executive Board Chair.

ADOPTED by the Executive Board of Valley Regional Transit, this 4th day of October, 2021.

APPROVED by the Executive Board Chair this 4th day of October, 2021.

ATTEST: **APPROVED:**

___________________________ ______________________________________

EXECUTIVE ASSISTANT **CHAIR OF EXECUTIVE BOARD**

AUTHORIZATION FOR EXPENDITURE
EXECUTIVE BOARD

PROCUREMENT DESCRIPTION: Main Street Station Condominium Association Dues

TOTAL COST: $139,136

PURPOSE/ACTION: Valley Regional Transit's Main Street Station operates at 700 West Main Street as the primary downtown transit hub. Main Street Station is a part of the US Bank Plaza Condominium Association, Inc, administered by Gardner Company.

SCOPE OF WORK: US Bank Plaza Condominium Association dues include shared maintenance expenses, security and routine inspection fees.

DISCUSSION: VRT compensates service providers on a monthly basis for services received from the condominium dues.

ALTERNATIVES: There are no other alternatives to these services due to physical location and limitations.

FISCAL IMPACT: The total expenses approved for this expense is $140,460. The project budget was included in the fiscal year 2022 budget, Resolution VBD21-028 on August 2, 2021.

RECOMMENDATION/JUSTIFICATION: VRT staff recommends that the Executive Board of Directors approve **Resolution VEB21-018** to pay condominium dues for fiscal year 2021, not to exceed $139,136.

ORDER OF REVIEW
EXECUTIVE DIRECTOR (Approves procurements up to $49, 999)

Signature: ______________________________
Date Approved:

EXECUTIVE BOARD (Approves procurements $50,000 up to $199,999)

Signature: ______________________________
Date Approved: 10/4/2021 Resolution Number: VEB21-018

VRT BOARD (Approves procurements $200,000 and over)

Signature: ______________________________
Date Approved: Resolution Number:

EXECUTIVE BOARD RESOLUTION

MAIN STREET STATION CONDOMINIUM ASSOCIATION DUES
RESOLUTION VEB21-018

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING PAYMENT OF DUES

WHEREAS, pursuant to Idaho Code, Chapter 21, Title 40, and as a result of the approval of the voters of Ada and Canyon Counties on November 3, 1998, a regional public transportation authority (now known as **"Valley Regional Transit")** was created to serve Ada and Canyon counties; and

WHEREAS, Idaho Code § 40-2109(1) confers to Valley Regional Transit, as a regional public transportation entity, exclusive jurisdiction over all publicly funded or publicly subsidized transportation services and programs except those transportation services and programs under the jurisdiction of public school districts and law enforcement agencies within Ada and Canyon Counties; and

WHEREAS, Idaho Code § 40-2108(2) and (5) provide that Valley Regional Transit, as a regional public transportation entity, has power to raise and expend funds as provided in Idaho Code Chapter 21, Title 40 and to make contracts as may be necessary or convenient for the purposes of the Regional Public Transportation Authority Act; and

WHEREAS, The annual Main Street Station condominium association dues of $139,136, which includes shared maintenance expenses, security and routine inspections, was included in the fiscal year 2022 budget in Resolution VBD21-028 on August 2, 2021; and

WHEREAS, Idaho Code § 40-2109(5) provides that the Board of Valley Regional Transit may adopt resolutions consistent with law, as necessary, for carrying out the purposes of Chapter 21, Title 40, Idaho Code and discharging all powers and duties conferred to Valley Regional Transit Pursuant to Chapter 21, Title 40; and

WHEREAS, the Board of Valley Regional Transit has created an Executive Board, conferring specific authority upon it to discharge its powers, pursuant to Resolution VBD11-011; and

NOW THEREFORE, BE IT RESOLVED BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT:

Section 1. That the Executive Board authorizes VRT staff to administer monthly payments for condominium dues for the fiscal year 2022.

Section 2. That the Executive Board delegates authority to the Executive Director to finalize and execute the contract.

Section 3. That this RESOLUTION VEB21-018 shall be in full force and effective immediately upon its adoption by the Executive Board of Valley Regional Transit and its approval by the Executive Board Chair.

ADOPTED by the Executive Board of Valley Regional Transit, this 4th day of October, 2021.

APPROVED by the Executive Board Chair this 4th day of October, 2021.

ATTEST:	**APPROVED:**
______________________	______________________
EXECUTIVE ASSISTANT	**CHAIR OF EXECUTIVE BOARD**

TOPIC	FY2021 3rd Quarter Budget Reports
DATE	October 4, 2021
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request
Staff recommends acceptance of the reports.

Summary
The third quarter of FY2021 was completed on June 30, 2021. Attached are the Budget Variance Report and Budget Variance Comments through the third quarter.

More Information
Attachments:

FY2021 3rd Quarter Budget Variance Report

FY2021 3rd Quarter Budget Variance Comments

For detailed information contact: Jason Jedry, Finance Controller, 208-258-2709, jjedry@valleyregionaltransit.org

Valley Regional Transit
FY 2021 Third Quarter Budget Reports
October 2020 - June 2021

Category	Regional Overhead			Programs and Supports			Information Supports/ Specialized Transportation			Program Administration Support Planning		
	10			12			20			23		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds				$ 37,499	$ 1,749	-95%	$ 37,500	$ 21,854	-42%			
402 Purchased Transportation												
403 Auxiliary Revenue	75,000	66,412	-11%	212,739	293,682	38%						
404 Non-Transportation Revenue		(426)			14,159			0				
405 Federal Assistance - Capital										14,001,147	1,753,994	-87%
406 Federal Assistance - Operating/Administrati	179,058	210,670	18%	629,380	318,840	-49%	2,792,580	1,569,529	-44%	749,452	527,683	-30%
407 Local Assistance - Capital										2,779,393	872,143	-69%
408 Local Assistance - Operating/Administration	842,887	830,123	-2%	516,471	151,902	-71%	405,310	231,292	-43%	155,075	67,252	-57%
Total Revenues	$ 1,096,944	$1,106,779	1%	$ 1,396,089	$ 780,331	-44%	$3,235,391	$1,822,675	-44%	$17,685,067	$3,221,072	-82%

Category	Regional Overhead			Programs and Supports			Information Supports/ Specialized Transportation			Program Administration Support Planning		
	10			12			20			23		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	$ 427,546	$ 460,108	8%	$ 371,573	$ 277,594	-25%	$ 318,460	$ 328,115	3%	$ 366,719	$ 321,885	-12%
502 Fringe Benefits	291,129	322,572	11%	151,491	167,593	11%	198,962	231,870	17%	208,756	119,609	-43%
503 Professional Services	124,730	93,992	-25%	742,662	295,752	-60%	251,044	115,867	-54%	319,677	151,553	-53%
504 Materials and Supplies	16,429	6,119	-63%	48,412	4,269	-91%	81,412	75,311	-7%		20	
505 Utilities	59,416	70,369	18%	13,665	6,697	-51%	2,610	5,808	123%	1,500	400	-73%
506 Casualty and Liability	18,715	10,187	-46%	4,500	4,134	-8%	58,500	62,405	7%			
508 Purchased Transportation							1,632,053	853,007	-48%			
509 Miscellaneous	137,713	121,339	-12%	37,537	3,593	-90%	692,350	149,528	-78%	376,653	275,098	-27%
511 Interest	300		-100%									
512 Leases and Rentals	20,966	22,095	5%	26,250	20,700	-21%		764				
514 Capital (Note 2)										16,411,761	2,352,507	-86%
Total Expenses	$ 1,096,944	$1,106,779	1%	$ 1,396,089	$ 780,331	-44%	$3,235,391	$1,822,675	-44%	$17,685,067	$3,221,072	-82%

Note 1: No percentage shown for null data or situations where division is by zero.
Note 2: Total gross capital expense. Capitilization accounting entry added back.

Category	Boise Fixed Route			ADA Paratransit (Demand Response)		
	21			22		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds	$ 497,595	$ 309,742	-38%	$ 71,297	$ 37,168	-48%
402 Purchased Transportation						
403 Auxiliary Revenue	60,924	150,954	148%			
404 Non-Transportation Revenue		7,453				
405 Federal Assistance - Capital						
406 Federal Assistance - Operating/Administrati	4,720,291	4,691,372	-1%	1,809,633	1,226,511	-32%
407 Local Assistance - Capital						
408 Local Assistance - Operating/Administration	790,821	496,663	-37%		19,531	
Total Revenues	**$ 6,069,630**	**$5,656,185**	-7%	**$ 1,880,931**	**$ 1,283,210**	-32%

Category	Boise Fixed Route			ADA Paratransit (Demand Response)		
	21			22		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	$ 2,541,961	$ 2,370,452	-7%	$ 801,958	$ 408,096	-49%
502 Fringe Benefits	1,982,861	1,959,611	-1%	719,228	550,821	-23%
503 Professional Services	369,641	322,027	-13%	84,371	92,099	9%
504 Materials and Supplies	581,662	450,592	-23%	152,850	89,848	-41%
505 Utilities	145,773	77,859	-47%	26,325	14,435	-45%
506 Casualty and Liability	144,053	227,124	58%	61,737	92,427	50%
508 Purchased Transportation						
509 Miscellaneous	237,716	185,897	-22%	6,900	6,057	-12%
511 Interest						
512 Leases and Rentals	65,963	62,622	-5%	27,563	29,427	7%
514 Capital (Note 2)						
Total Expenses	**$ 6,069,630**	**$5,656,185**	-7%	**$ 1,880,931**	**$ 1,283,210**	-32%

Note 1: No percentage shown for null data or situations where division is by zero.

Note 2: Total gross capital expense. Capitilization accounting entry added back.

Category	Canyon Fixed-Route			Canyon ADA Paratransit (Demand Response)			Canyon Inter-County		
	24			25			31		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds	$ 29,661	$ 34,140	15%	$ 4,248	$ 6,488	53%	$ 89,770	$ 31,706	-65%
402 Purchased Transportation									
403 Auxiliary Revenue	23,693	7,489	-68%					9,153	
404 Non-Transportation Revenue		260							
405 Federal Assistance - Capital									
406 Federal Assistance - Operating/Administrati	725,645	589,387	-19%	77,087	53,365	-31%	808,953	818,517	1%
407 Local Assistance - Capital									
408 Local Assistance - Operating/Administration		31,133			(485)			4,154	
Total Revenues	**$ 778,998**	**$ 662,409**	**-15%**	**$ 81,335**	**$ 59,369**	**-27%**	**$ 898,723**	**$ 863,530**	**-4%**

Category	Canyon Fixed-Route			Canyon ADA Paratransit (Demand Response)			Canyon Inter-County		
	24			25			31		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	$ 319,726	$ 259,605	-19%	$ 37,700	$ 24,795	-34%	$ 404,981	$ 340,933	-16%
502 Fringe Benefits	145,764	150,139	3%	18,867	13,925	-26%	189,522	191,469	1%
503 Professional Services	89,255	82,633	-7%	7,069	5,977	-15%	78,930	82,289	4%
504 Materials and Supplies	105,530	79,755	-24%	11,135	7,666	-31%	150,756	145,455	-4%
505 Utilities	17,411	15,517	-11%	2,227	1,528	-31%	24,562	21,007	-14%
506 Casualty and Liability	28,125	61,725	119%	2,744	4,882	78%	37,728	65,313	73%
508 Purchased Transportation									
509 Miscellaneous	70,787	10,628	-85%	1,293	361	-72%	8,943	13,836	55%
511 Interest									
512 Leases and Rentals	2,400	2,406	0%	300	235	-22%	3,300	3,228	-2%
514 Capital (Note 2)									
Total Expenses	**$ 778,998**	**$ 662,409**	**-15%**	**$ 81,335**	**$ 59,369**	**-27%**	**$ 898,723**	**$ 863,530**	**-4%**

Note 1: No percentage shown for null data or situations where division is by zero.

Note 2: Total gross capital expense. Capitilization accounting entry added back.

Capital Budget Expense Category	Budget Annual	YTD Actual
Bike/Pedestrian Improvements		
Capital - Facilities - Multi-Modal Center		
Capital - Facilities - Fuel Facilities		33,432
Capital - Facility - Facilities/Bldgs/Grounds	7,439,833	1,104,999
Capital - Non-Revenue Vehicles	97,000	27,846
Capital - Other		
Capital - Revenue Vehicles	13,081,205	813,991
Capital - Revenue Vehicles - Sub-Recipient		
Capital Equipment - Communications		
Capital Equipment - Farebox		
Capital Equipment - Surv/Security		
CAPITAL EXPENDITURES (514)		
Capital Information Technology - Hardware	673,962	74,026
Capital Information Technology - Software	1,293,859	33,316
Capital Projects - Sub-Recipient	894,222	
Capital -Shop Equipment		8,647
Capital-Office Equipment		
CWI - Park and Ride - INACTIVE		
N/A-Capital - Revenue Vehicles		
Regional Park & Ride Projects		
System Enhancements - Stops/Shelters	565,198	256,251
Total Capital Expenses	**$ 24,045,280**	**$2,352,507**

Note 1: No percentage shown for null data or situations where division is by zero.

Note 2: Total gross capital expense. Capitilization accounting entry added back.

Category	Specialized Transportation		
	20		
	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds	$ 37,500	$ 21,854	-42%
402 Purchased Transportation			
403 Auxiliary Revenue			
404 Non-Transportation Revenue		$ 0	
405 Federal Assistance - Capital			
406 Federal Assistance - Operating/Administrati	$ 2,792,580	$ 1,569,529	-44%
407 Local Assistance - Capital			
408 Local Assistance - Operating/Administration	$ 405,310	$ 231,292	-43%
Total Revenues	**$ 3,235,391**	**$1,822,675**	-44%

Category	Specialized Transportation		
	20		
	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	318,460	328,115	3%
502 Fringe Benefits	198,962	231,870	17%
503 Professional Services	251,044	115,867	-54%
504 Materials and Supplies	81,412	75,311	-7%
505 Utilities	2,610	5,808	123%
506 Casualty and Liability	58,500	62,405	7%
508 Purchased Transportation	1,632,053	853,007	-48%
509 Miscellaneous	692,350	149,528	-78%
511 Interest			
512 Leases and Rentals		764	
514 Capital (Note 2)			
Total Expenses	**$ 3,235,391**	**$1,822,675**	-44%

Note 1: No percentage shown for null data or situations where division is by zero.

Note 2: Total gross capital expense. Capitilization accounting entry added back.

VALLEY REGIONAL TRANSIT
FY 2021 BUDGET REPORT COMMENTS
October 2020 - June 2021

At the end of June, Fiscal Year 2021 was seventy five (75%) complete. The following is a review of the budgetary status of each division as of June 30, 2021. A ten percent (+/- 10%) tolerance threshold is utilized for analysis purposes in this report.

Regional Overhead (10)

Revenues

It should be noted that beginning in FY2021, Fleet Media, Mobility Management and City Go were moved from division 10 to division 12.

Auxiliary Revenues (11% under budget) - This line item is revenue recognized only to offset the salary expenses for the Programs Director position.

Federal Operating Assistance (18% over budget) – This line item is above budget parameters. This is due to utilizing federal CAREs funds in the first half of the fiscal year for the Executive Director's department. Local funds will be utilized in the second half of the fiscal year.

Expenses

Total Regional Overhead operating expenses were 1% over budget through QR-3.

Fringe Benefits (11% over budget) - This line item is unfavorably above budget parameters.

Professional Services (25% under budget) - This line item is favorably below budget parameters primarily due to community relations and legal service expenses being lower than budgeted for.

Materials and Supplies (63% under budget) – This line item is favorably below budget parameters due to equipment, office supplies and printing expenses being lower than budgeted for.

Utilities (18% over budget) - This line item is unfavorably above budget parameters primarily due to Meridian's condominium association expenses being higher than budgeted for.

Casualty and Liability (46% under budget) - This line item is favorably below budget parameters due to a decrease in insurance expenses for Division 10.

Miscellaneous (12% under budget) – This line item is favorably below budget parameters.

Programs and Supports (12)

It should be noted that division 12 has been renamed to Programs and Supports. This division now includes Boise Greenbike, Fleet Media, Safe Routes to School, Mobility Management and City Go.

Revenues

Directly Generated (95% under budget) - This line item is unfavorably below budget parameters. Boise Greenbike is not currently operating and is therefore not collecting revenue. The small amount of revenues were from uncollected accounts receivable that were received in the first quarter of FY2021.

Auxiliary Revenues (38% over budget) – This line item is above budget estimates. City Go revenue was $41,897. Advertising revenue recognized to offset expenses was $101,380 and advertising installation reimbursement revenue which offsets installation expenses was $132,571.

Non-Transportation Revenue – This revenue is the result of the disposal of Boise Greenbike assets.

Federal Operating Assistance (49% under budget) – This line item is below budget parameters. This is due to Mobility Management and City Go expenses being lower than budgeted for resulting in the need to recognize less revenue in this category.

Local Operating Assistance (71% under budget) – This line item is below budget parameters. This is due to City Go and Boise Greenbike expenses being lower than budgeted for resulting in the need to recognize less revenue in this category.

<u>Expenses</u>
Total Program and Supports operating expenses were 44% under budget through QR-3.

Wages and Salaries (25% under budget) - This line item is favorably below budget parameters. Bike Share and Safe Routes to School expenses were lower than budgeted for.

Fringe Benefits (11% over budget) - This line item is unfavorably above budget parameters.

Professional Services (60% under budget) - This line item is favorably below budget parameters.

Materials and Supplies (91% under budget) - This line item is favorably below budget parameters primarily due to support vehicle, bicycle parts and station repair expenses being lower than budgeted for.

Utilities (51% under budget) – This line item is favorably below budget parameters.

Miscellaneous (90% under budget) – This line item is favorably below budget parameters.

Leases and Rentals (21% under budget) – This line item is favorably below budget parameters due to the office lease expenses for Boise Greenbike being lower than budgeted for.

Information Supports/Specialized Transportation (20)

<u>Revenues</u>
Directly Generated Funds (42% under budget) - This line item is unfavorably below budget estimates. Due to COVID-19, Volunteer Driver and the taxi SCRIP program are operating at a lower capacity. Additionally, ridership has been down.

Federal Operating Assistance (44% under budget) – This line item is unfavorably below budget parameters. This is primarily due to expenses being under budget resulting in less need of reimbursement of this revenue category.

Local Operating Assistance (43% under budget) – This line item is unfavorably below budget parameters. This is due to utilizing Federal CARES Act funding as well as expenses being under budget. Both of these factors resulted in recognizing less of this revenue category than budgeted for.

<u>Expenses</u>
Total Information Supports/Specialized Transportation operating expenses were 44% under budget through QR-3.

Fringe Benefits (17% over budget) - This line item is unfavorably above budget parameters.

Professional Services (54% under budget) - This line item is favorably below budget parameters. This is primarily due to contract labor and repair and maintenance expenses being lower than budgeted for due to reduced services.

Utilities (123% over Budget) - This line item is unfavorably above budget parameters due to mobile radio expenses for service providers being higher than budgeted for. VRT receives revenue from its service providers that offsets this expense.

Purchased Transportation (48% under budget) – This line item is favorably below budget parameters due to mobility projects, Rides to Wellness, Volunteer Driver and Scrip Taxi expenses being lower than budgeted for.

Miscellaneous (78% under budget) – This line item is favorably under budget parameters due to the integrated fare payment system project. The progress of this project does not align with how the budget is spread equally (monthly) throughout the year.

Program Administration Support/Planning (23)

<u>Revenues</u>
Federal Capital Assistance (87% under budget) – This line item is unfavorably below budget parameters. Capital expenses are under budget resulting in less reimbursement of funds in this category.

Federal Operating Assistance (30% under budget) – This line item is unfavorably below budget parameters. Operating expenses are under budget resulting in less reimbursement of funds in this category.

Local Capital Assistance (69% under budget) – This line item is unfavorably below budget parameters. Capital expenses are under budget resulting in less reimbursement of funds in this category.

Local Operating Assistance (57% under budget) – This line item is unfavorably below budget parameters. This is due to utilizing Federal CARES Act funding as well as expenses being under budget. Both of these factors resulted in recognizing less of this revenue category than budgeted for.

<u>Expenses</u>
Total Program Administration Support/Planning expenses were 82% under budget through QR-3.

Wages and Salaries (12% under budget) - This line item is favorably below budget parameters.

Fringe Benefits (43% under budget) - This line item is favorably below budget parameters. Benefit expenses are estimated at the beginning of the fiscal year. Health benefit expenses in the first half of the fiscal year have been lower than estimated.

Professional Services (53% under budget) - This line item is favorably below budget parameters due to the fact that the State Street Transit Operational Analysis, Regional Vanpool Study, and Bus Stop Typology studies were all scheduled to begin by the third quarter of 2021. These studies are now currently underway. Legal services have also been lower than budgeted for.

Utilities (73% under budget) - This line item is favorably below budget parameters due to employee cell phone reimbursements being lower than budgeted for.

Miscellaneous (27% under budget) - This line item is favorably below budget parameters. This is primarily due to subrecipient reimbursements being lower than budgeted for.

Capital (86% under budget) - This line item is favorably below budget parameters. It should be noted that the majority of this variance is related to the purchase of battery electric buses. We expect to take delivery of these vehicles starting in June, 2021 and running through December of 2021.

Boise Fixed-Route (21)

<u>Revenues</u>

Directly Generated Funds (38% under budget) – This line item is unfavorably under budget. Due to COVID-19, the collection of fares was suspended until November 9. Additionally, ridership continues to be down through the third quarter.

Auxiliary (148% over budget) – This line item is favorably above budget parameters. Advertising revenue is higher than budgeted for in this division.

Local Operating Assistance (37% under budget) – This line item is unfavorably below budget parameters. This is due to utilizing Federal CARES Act funding as well as expenses being under budget. Both of these factors resulted in recognizing less of this revenue category than budgeted for.

<u>Expenses</u>

Total Boise Fixed-Route operating expenses were 7% under budget through QR-3.

Professional Services (13% under budget) - This line item is favorably below budget parameters. Work completed by VRT's Facility Technician has reduced expenses in this category. Additionally, low legal service and repair and maintenance expenses contributed to this line item being under budget.

Materials and Supplies (23% under budget) - This line item is favorably below budget parameters.

Utilities (47% under budget) - This line item is favorably below budget parameters due to electricity, natural gas and communication expenses being lower than budgeted for. An additional $90,000 was budgeted this fiscal year for electricity in anticipation of receiving electric buses. The receipt of electric buses has been delayed resulting in lower electricity expenses.

Casualty and Liability (58% over budget) - This line item is unfavorably above budget parameters due to increased insurance premiums. The increase in premiums is due to nationwide factors and is not a result of local operations. VRT staff worked with its insurance provider to ensure lower rates were not available elsewhere.

Miscellaneous (22% under budget) - This line item is favorably below budget parameters.

ADA Paratransit/Demand Response (22)

Revenues

Directly Generated Funds (48% under budget) - This line item is unfavorably under budget. Due to COVID-19, the collection of fares was suspended until November 9. Additionally, ridership continues to be down through the third quarter.

Federal Operating Assistance (32% under budget) – This line item is unfavorably below budget parameters. This is primarily due to expenses being under budget resulting in less need of reimbursement of this revenue category.

Expenses

Total ADA Paratransit/Demand Response operating expenses were 32% under budget through QR-3.

Wages and Salaries (49% under budget) - This line item is favorably below budget parameters primarily due to reduced ACCESS services and less overtime.

Fringe Benefits (23% under budget) - This line item is favorably below budget parameters due to reduced operator payroll.

Materials and Supplies (41(% under budget) - This line item is favorably below budget parameters primarily due to parts expenses being lower than budgeted for.

Utilities (45% under budget) - This line item is favorably below budget parameters due to electricity, natural gas and communication expenses being lower than budgeted for.

Casualty and Liability (50% over budget) - This line item is unfavorably above budget parameters due to increased insurance premiums. The increase in premiums is due to nationwide factors and is not a result of local operations. VRT staff worked with its insurance provider to ensure lower rates were not available elsewhere.

Miscellaneous (12% under budget) - This line item is favorably below budget parameters.

Canyon County Fixed Route (24)

Revenues

Directly Generated Funds (15% over budget) - This line item is favorably over budget due to local pass sales as well as employer and ridership program sales being higher than budgeted for. Farebox revenues were $21,630 under budget.

Auxiliary (68% under budget) – This line item is unfavorably below budget parameters due to lower advertising revenue than budgeted for in this division.

Federal Operating Assistance (19% under budget) – This line item is unfavorably below budget parameters. This is primarily due to expenses being under budget resulting in less need of reimbursement of this revenue category.

<u>Expenses</u>
Total Canyon County Fixed-Route operating expenses were 15% under budget through QR-3.

Wages and Salaries (19% under budget) - This line item is favorably below budget parameters due to reduced operator and maintenance payroll.

Materials and Supplies (24% under budget) - This line item is favorably below budget parameters. CNG expenses are higher than budgeted for but that is offset by lower fuel and maintenance expenses.

Utilities (11% under budget) - This line item is favorably below budget parameters.

Casualty and Liability (119% over budget) - This line item is unfavorably above budget parameters due to increased insurance premiums. The increase in premiums is due to nationwide factors and is not a result of local operations. VRT staff worked with its insurance provider to ensure lower rates were not available elsewhere.

Miscellaneous (85% under budget) - This line item is favorably below budget parameters due to COVID-19 direct response expenses being under budget. COVID-19 expenses are covered by CARES Act funding requiring no local match.

Canyon ADA Paratransit/Demand Response (25)

<u>Revenues</u>
Directly Generated Funds (53% over budget) - This line item is favorably over budget due to ridership program and access pass sales. Farebox revenues were $671 under budget.

Federal Operating Assistance (31% under budget) – This line item is unfavorably below budget parameters. This is primarily due to expenses being under budget resulting in less need of reimbursement of this revenue category.

<u>Expenses</u>
Total Canyon ADA Paratransit/Demand Response operating expenses were 27% under budget through QR-3.

Wages and Salaries (34% under budget) - This line item is favorably below budget parameters due to reduced operator and maintenance payroll.

Fringe Benefits (26% under budget) - This line item is favorably below budget parameters due to reduced operator and maintenance payroll.

Professional Services (15% under budget) - This line item is favorably below budget parameters. Work completed by VRT's Facility Technician has reduced expenses in this category. Additionally, repair and maintenance expenses are lower than budgeted for.

Materials and Supplies (31% under budget) - This line item is favorably below budget parameters due to CNG and maintenance expenses being lower than budgeted for.

Utilities (31% under budget) - This line item is favorably below budget parameters.

Casualty and Liability (78% over budget) - This line item is unfavorably above budget parameters due to increased insurance premiums. The increase in premiums is due to nationwide factors and is not a result of local operations. VRT staff worked with its insurance provider to ensure lower rates were not available elsewhere.

Miscellaneous (72% under budget) - This line item is favorably under budget parameters.

Leases and rentals (22% under budget) – This line item is favorably below budget parameters. Radio repeater expenses are lower than budgeted for.

Canyon Inter-County (31)

<u>Revenues</u>

Directly Generated Funds (65% under budget) - This line item is unfavorably under budget. Due to COVID-19, the collection of fares was suspended until November 9. Additionally, ridership was down through the third quarter of the fiscal year.

<u>Expenses</u>

Total Canyon Inter-County operating expenses were 4% under budget through QR-3.

Wages and Salaries (16% under budget) - This line item is favorably below budget parameters due to reduced operator and maintenance payroll.

Utilities (14% under budget) - This line item is favorably below budget parameters primarily due to communications and natural gas expenses being lower than budgeted for.

Casualty and Liability (73% over budget) - This line item is unfavorably above budget parameters due to increased insurance premiums. The increase in premiums is due to nationwide factors and is not a result of local operations. VRT staff worked with its insurance provider to ensure lower rates were not available elsewhere.

Miscellaneous (55% over budget) - This line item is unfavorably above budget parameters due to COVID-19 direct response expenses. COVID-19 expenses are covered by CARES Act funding requiring no local match.

TOPIC	FY2021 3rd Quarter Operating Cash Balance Report
DATE	October 4, 2021
STAFF MEMBER	Jason Jedry, Finance Controller

Staff Recommendation/Request
Staff recommends acceptance of the reports.

Summary
Attached to this memo is the operating cash balance analysis as of June 30, 2021.

The following items are important to note:

- Regional operating cash balance was $3,278,110 at the end of June. Pending federal funds were $389,719. Pending federal funds are the result of utilizing local funds until federal funds become available for reimbursement.
- The Ada County system operating cash balance was $86,354 at the end of June.
- The Canyon County system operating cash balance was $12,875 at the end of June.
- Boise GreenBike Operating Cash Balance was $63,716 at the end of June.
- Total pending federal funds were $389,719.
- Overall, the total operating cash balance exceeded the total cash balance benchmark.

More Information
Attachments:
FY2021 3rd Qtr. Operating Cash Balance Analysis

For detailed information contact: Jason Jedry, Finance Controller, 208-258-2709, jjedry@valleyregionaltransit.org

Valley Regional Transit
Operating Cash Balance Analysis
June 30, 2021

Regional Operations		
GL Cash Balance at 6/30/21	$3,278,110	
Pending Federal Funds *(Note 2)*		$389,719
Ada County System		
GL Cash Balance at 6/30/21	$86,354	
Pending Federal Funds *(Note 2)*		$0
Canyon County System		
GL Cash Balance at 6/30/21	$12,875	
Pending Federal Funds *(Note 2)*		$0
Boise Greenbike		
GL Cash Balance at 6/30/21	$63,716	
Pending Federal Funds *(Note 2)*		$0
Total Cash Balance	**$3,441,056**	
Total Pending Federal Funds *(Note 2)*		**$389,719**
Total Cash Balance Benchmark *(Note 1)*	**$2,076,882**	

Note 1: Average of 2018, 2019 and 2020 at June 30

Note 2: Local funds utilzed until federal funds become available for reimbursement

valleyregionaltransit

2022 Meeting Schedule

Executive Board Meetings 2022	VRT Board Quarterly Meetings 2022
Monday, **January 3** 11:00 a.m. to 12pm *Full Board joins Executive Board at noon*	Monday, **January 3** 12:00 p.m. to 2:00 p.m.
Monday, **February 7** 11:00 a.m. to 1pm	
Monday, **March 7** 11:00 a.m. to 1pm	
Monday, **April 4** 11:00 a.m. to 12pm *Full Board joins Executive Board at noon*	Monday, **April 4** 12:00 p.m. to 2:00 p.m.
Monday, **May 2** 11:00 a.m. to 1pm	
Monday, **June 6** 11:00 a.m. to 1pm	
Monday, **July 11** (Second Monday) 11:00 a.m. to 12pm	
Monday, **August 1** 11:00 a.m. to 1pm *Full Board joins Executive Board at noon*	Monday, **August 1** 12:00 p.m. to 2:00 p.m.
No Executive Board meeting in September	
Monday, **October 3** 11:00 a.m. to 12pm *Full Board joins Executive Board at noon*	Monday, **October 3** 12:00 p.m. to 2:00 p.m.
Monday, **November 7** 11:00 a.m.to 1pm **Executive Board Joint Meeting with RAC*	
Monday, **December 5** 11:00 a.m. to 1pm	
	Monday, December 19, 2022 at 12:00 p.m. Holiday Lunch – VRT Board & COMPASS Board Nampa Civic Center

More Information: Paula Cromie, Executive Assistant, 208-258-2706, pcromie@valleyregionaltransit.org

2023 Proposed Meeting Schedule

Executive Board Meetings 2023	VRT Board Quarterly Meetings 2023
Monday, **January 9** *(second Monday)* 11:00 a.m. to 12pm *Full Board joins Executive Board at noon*	Monday, **January 9** 12:00 p.m. to 2:00 p.m.
Monday, **February 6** 11:00 a.m. to 1pm	
Monday, **March 6** 11:00 a.m. to 1pm	
Monday, **April 3** 11:00 a.m. to 12pm *Full Board joins Executive Board at noon*	Monday, **April 3** 12:00 p.m. to 2:00 p.m.
Monday, **May 1** 11:00 a.m. to 1pm	
Monday, **June 5** 11:00 a.m. to 1pm	
Monday, **July 10** *(second Monday)* 11:00 a.m. to 12pm	
Monday, **August 7** 11:00 a.m. to 1pm *Full Board joins Executive Board at noon*	Monday, **August 7** 12:00 p.m. to 2:00 p.m.
No Executive Board meeting in September	
Monday, **October 2** 11:00 a.m. to 12pm (combine September/October into one meeting) *Full Board joins Executive Board at noon*	Monday, **October 2** 12:00 p.m. to 2:00 p.m.
Monday, **November 6** 11:00 a.m.to 1pm **Executive Board Joint Meeting with RAC*	
Monday, **December 4** 11:00 a.m. to 1pm	
	Monday, **December 18, 2023** at 12:00 p.m. Holiday Lunch – VRT Board and COMPASS Board, Nampa Civic Center

More Information: Paula Cromie, Executive Assistant, 208-258-2706, pcromie@valleyregionaltransit.org

TOPIC	Chair's Report – Agenda for Joint Meeting with the RAC
DATE	October 4, 2021
STAFF MEMBER	Kelli Badesheim

Staff Recommendation/Request

Staff and Chair Elaine Clegg are looking for input on the agenda for the joint meeting with the Regional Advisory Council (RAC) in November.

Summary

In an effort to make the joint meeting with the RAC more meaningful, Chair Elaine Clegg will discuss and ask for input regarding the agenda for the November meeting. Some proposed topics discussed with RAC Chair Walter Steed include:

- Comments on the work being done to bus stops on the State Street corridor
- Columbia Village walkabout - street-level view
- ITD's ADA Transition Plan
- From the RAC's perspective, what things are working well and what isn't working so well

For detailed information contact: Kelli Badesheim, 208-258-2712, kbasdesheim@valleyregionaltransit.org