

Executive Board Meeting Agenda

March 07, 2022

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

https://www.valleyregionaltransit.org/ExecutiveBoard_March2022

or by dialing in at **469-965-2358 Conference ID: 354 589 958#** (*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 Debbie Kling

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: Payment Register 0

Pages 4-11 | Jason Jedry

The Executive Board will have the opportunity to review and consider accepting the 1/15/2022 – 2/15/2022 payment register.

B. ACTION: Executive Board Minutes of the February 8, 2022 Meeting 0

Pages 12-14 | Paula Cromie

The Executive Board is asked to consider approving the minutes from the February 8, 2022 executive board meeting.

C. ACTION: Regional Advisory Council Minutes for January 18, 2022 Meeting 0

Pages 15-16 | Paula Cromie

The Executive Board is asked to consider accepting the minutes from the January 18, 2022 Regional Advisory Council meeting.

V. **Finance Committee**

VI. **Executive Board - Action Items**

A. ACTION: Written Information Security Program Policy 0

Pages 17-23 | James Mundell

Staff will present information on the Written Information Security Program (WISP) Policy and ask the Executive Board to approve and recommend for ratification by the Board of Directors at the April meeting.

B. ACTION: Non-Emergency Medical Transportation Service Providers Θ

Pages 24-27 | Leslie Pedrosa

The Executive Board is asked to consider approving RESOLUTION VEB22-002 and Authorization for Expenditure for Non-Emergency Medical Transportation service providers.

C. ACTION: Executive Board Open Positions Θ

Pages 28-29 | Kelli Badesheim

The Executive Board will discuss open positions and prepare for the Executive Board election at the April 2022 board Board of Directors.

D. ACTION: Proposed Agenda for April 2022 Board of Directors Meeting Θ

Page 30 | Kelli Badesheim

The Executive Board is asked to consider approval of the proposed agenda for the April board of directors meeting and acknowledge there may be a need to add or remove items from that agenda.

VII. Executive Board - Information Items

A. INFORMATION: State Street RAISE Grant Application Update Θ

Pages 31-37 | Stephen Hunt

Staff will provide a verbal update on the coordinated effort to submit a RAISE Grant for transit infrastructure and other non-motorized improvements along State Street.

B. INFORMATION: Procurement Calendar Θ

Pages 38-39 | Jason Jedry

The most current procurement calendar is included in the packet for your information.

VIII. Department/Staff Reports

A. INFORMATION: Department/Staff Reports Θ

Pages 40-57 | Staff

The most current department/staff reports were included in the packet for information.

IX. 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)

X. Adjournment

Θ = Attachment

Agenda order is subject to change.

Next VRT Executive Board Meeting:

April 4, 2022 (The meeting will be followed by the Board of Directors meeting at noon.)

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.



TOPIC	1/15/2022 – 2/15/2022 Payment Register
DATE	March 7, 2022
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

The Executive Board will review and consider accepting the 1/16/2021 – 2/15/2022 payment register.

Summary

Attached to this memo is the list of bills that were presented, showing to whom payable, for what services or materials, the amount claimed and the amount allowed. The list shall be signed by the Executive Board Chair and attested by the Secretary.

More Information

Attachments:

Payment Register

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

Payment Register: 01/15/2022 to 02/15/2022				
Vendor	Invoice Date	Check Number	Amount	Invoice Description
A-1 Stamp & Mabel's Labels	1/24/2022	56464	\$84.00	8X10 PLAQUE
Access Idaho-26682	2/7/2022	56497	\$18.00	DL Searches
Access Idaho-26682	2/7/2022	56497	\$63.00	DL Searches
AdaRide.Com, LLC	1/24/2022	ACH	\$1,478.00	Paratransit Services
Allied Business Solutions Inc	1/24/2022	56465	\$2,557.78	Printer Lease
Allied Business Solutions Inc	1/24/2022	56466	\$359.12	Printer Lease
Allied Business Solutions Inc	2/7/2022	56498	\$30.21	Printer Lease
Allied Business Solutions Inc	2/7/2022	56498	\$2,276.13	Printer Lease
Allied Business Solutions Inc	2/7/2022	56499	\$100.00	Copier Base Rate 1/1-1/31/22
Alternative Hose	1/24/2022	56467	\$40.57	Parts
American Mechanical Corp	1/24/2022	ACH	\$595.00	Preventative Maintenance
American Mechanical Corp	1/24/2022	ACH	\$503.86	Maintenance Parts
American Mechanical Corp	2/7/2022	ACH	\$594.20	HVAC Winter PM's 2022
Automotive & Industrial Distributors	2/7/2022	56500	\$767.70	15W40 Oil
Automotive Service Equip	1/24/2022	ACH	\$225.00	Auto parts
Avail Technologies	1/24/2022	ACH	\$32,794.54	Computer system/support
A-Z Bus Sales, Inc	1/24/2022	ACH	\$1,260.74	Bus parts
A-Z Bus Sales, Inc	1/24/2022	ACH	\$80.26	Belt & shipping
A-Z Bus Sales, Inc	1/24/2022	ACH	\$277.16	Bus parts
A-Z Bus Sales, Inc	1/24/2022	ACH	\$412.19	Bus parts
A-Z Bus Sales, Inc	2/7/2022	ACH	\$23.99	Watch Your Step plate
A-Z Bus Sales, Inc	2/7/2022	ACH	\$151.34	Fittings N2511
BADESHEIM, KELLI	1/24/2022	ACH	\$144.63	Reimb Dec Cell/Dec mileage
BETIKOETXEA, IMANOL	2/7/2022	56501	\$110.79	Reimbursement for shoes
BETTENCOURT, GEORGENIA	1/24/2022	ACH	\$420.00	Reimb for towing services
BETTENCOURT, GEORGENIA	2/7/2022	ACH	\$50.00	Reimb Cell phone-Jan
Black Signs of Idaho, Inc.	2/7/2022	ACH	\$159.00	Banner - Hiring
Boise Air Terminal	2/7/2022	56502	\$8,710.06	Rent
Boise City Taxi, Inc.	2/7/2022	56503	\$3,376.00	Services
Boise Municipal Health Care Trust	2/7/2022	ACH	\$52,709.41	Employee Medical Insurance Premiums
Boise Peterbilt	2/7/2022	ACH	\$260.52	Inventory Parts
Boise Peterbilt	2/7/2022	ACH	\$171.36	Inventory Parts
Boise State University	1/24/2022	56468	\$3,571.03	Connected Canyon County PM
Bolen's Control House Inc.	1/24/2022	56469	\$271.47	Air Handler in Shop
Bolen's Control House Inc.	1/24/2022	56469	\$25.71	Parts for CNG Island
Bolen's Control House Inc.	2/7/2022	56504	\$83.00	RADIO PARTS/ACCESSORIE
Brady Industries of Nevada, LLC	1/24/2022	ACH	\$96.00	Janitorial Supplies
Brink's Incorporated	1/24/2022	56470	\$383.12	Armored Car Services
Brink's Incorporated	1/24/2022	56470	\$124.98	Armored Car Services
BUCKENDORF, DOUGLAS	2/7/2022	56505	\$40.00	Reimbursement for DL
BURRELL, LAPRIEST	2/7/2022	56506	\$79.48	Reimbursement for Shoes
BUTINDA, GLORIA	2/7/2022	56507	\$150.00	Shoe Reimbursement
Career Uniforms Partners	1/24/2022	56471	\$15.90	Uniforms
Career Uniforms Partners	1/24/2022	56471	\$322.05	Uniforms
Career Uniforms Partners	1/24/2022	56471	\$213.55	Uniforms
Career Uniforms Partners	1/24/2022	56471	\$266.55	Uniforms
Career Uniforms Partners	1/24/2022	56471	\$167.35	Uniforms
Career Uniforms Partners	1/24/2022	56471	\$247.50	Uniforms
Career Uniforms Partners	2/7/2022	56508	\$29.95	Uniforms
Career Uniforms Partners	2/7/2022	56508	\$199.60	Uniforms
CARLSON, DEBORAH	2/7/2022	56509	\$101.28	Reimbursement for pants
Catapult3, Inc.	2/7/2022	ACH	\$500.00	SIGNAGE INSTALLATION
CenturyLink	1/24/2022	56472	\$185.38	Telecom Services
CenturyLink	1/24/2022	56472	\$128.13	Telecom Services
CenturyLink	1/24/2022	56472	\$24.72	Telecom Services 1/1 - 1/31/20
CenturyLink	2/7/2022	56510	\$331.70	Telecom Services
CenturyLink	2/7/2022	56510	\$230.53	Telecom Services 12/22 - 1/21/22
CenturyLink	2/7/2022	56510	\$250.90	Telecom Services 1/22 - 2/21/22
CenturyLink	2/7/2022	56510	\$64.53	Telecom Services 1/22 - 2/21/22
CenturyLink	2/7/2022	56510	\$309.14	Telecom Services
Church of the Harvest	2/7/2022	ACH	\$10,670.57	Acquisition of Services
City of Caldwell Water Department	2/7/2022	56511	\$101.72	Water, Sewer, Street Light 12/
City of Caldwell Water Department	2/7/2022	56511	\$114.64	Garbage 12/24 /21 - 1/23/2022
City of Garden City	1/24/2022	56473	\$59.92	garbage/water/sewer
City of Garden City	2/7/2022	56512	\$67.06	Utilities

Clean Energy	1/24/2022	56474	\$13,926.93	Natural Gas 12/1 - 12/31/2022
Coach & Equipment Manufacturing, Inc	2/7/2022	ACH	\$71.56	Parts
COLOMA, RUDIK	1/24/2022	56475	\$82.33	Reimburse for uniform shoes
Colonial Life	2/7/2022	ACH	\$47.77	Life Insurance dues
Commercial Tire, Inc	1/24/2022	ACH	\$159.60	lube/alignment
Commercial Tire, Inc	1/24/2022	ACH	\$627.36	LUBE/ALIGNMENT
Commercial Tire, Inc	1/24/2022	ACH	\$163.60	PM inspection/lube service
Commercial Tire, Inc	1/24/2022	ACH	\$15.08	Tires
Commercial Tire, Inc	1/24/2022	ACH	\$15.08	Tires
Commercial Tire, Inc	1/24/2022	ACH	\$1,309.38	Tires
Commercial Tire, Inc	1/24/2022	ACH	\$15.08	Tires
Commercial Tire, Inc	1/24/2022	ACH	\$49.50	Tires
Commercial Tire, Inc	1/24/2022	ACH	\$320.94	Tires
Commercial Tire, Inc	1/24/2022	ACH	\$285.00	Tires
Commercial Tire, Inc	1/24/2022	ACH	\$1,309.38	Tires
Commercial Tire, Inc	1/24/2022	ACH	\$32.00	Tires
Commercial Tire, Inc	1/24/2022	ACH	\$263.98	Tires
Commercial Tire, Inc	1/24/2022	ACH	\$571.95	Tires
Commercial Tire, Inc	1/24/2022	ACH	\$151.61	Tires
Commercial Tire, Inc	2/7/2022	ACH	\$163.60	Tire rotation/lube service
Commercial Tire, Inc	2/7/2022	ACH	\$163.60	Complete Lube/PMI Service
Commercial Tire, Inc	2/7/2022	ACH	\$1,120.31	Tires
Commercial Tire, Inc	2/7/2022	ACH	\$1,239.31	Tires
Commercial Tire, Inc	2/7/2022	ACH	\$459.80	Tires
Commercial Tire, Inc	2/7/2022	ACH	\$510.00	Tires
Commercial Tire, Inc	2/7/2022	ACH	\$433.69	Tires
Commercial Tire, Inc	2/7/2022	ACH	\$2,949.76	Tires
Commercial Tire, Inc	2/7/2022	ACH	\$285.00	Tires
Commercial Tire, Inc	2/7/2022	ACH	\$537.00	Tires
Commercial Tire, Inc	2/7/2022	ACH	\$263.98	Tires
Commercial Tire, Inc	2/7/2022	ACH	\$527.60	Tires
Commercial Tire, Inc	2/7/2022	ACH	\$1,253.58	Tires
Commercial Tire, Inc	2/7/2022	ACH	\$27.90	Tires
Commercial Tire, Inc	2/7/2022	ACH	\$15.08	Tires
Commercial Tire, Inc	2/7/2022	ACH	\$406.20	Service Call, Tire Steer N337
Commercial Tire, Inc	2/7/2022	ACH	\$325.40	Replace RRO Tire N613
COMPASS	2/7/2022	ACH	\$2,350.00	Quarterly dues
Cummins Rocky Mountain, LLC	1/24/2022	ACH	\$2,733.71	Inventory Parts
Cummins Rocky Mountain, LLC	2/7/2022	ACH	\$3,298.02	Inventory Parts
Curtis Clean Sweep	2/7/2022	ACH	\$150.00	Detailed sweep garages
CURTIS, JODI	2/7/2022	ACH	\$53.52	Employee Reimbursement
Custom Care Pest Services	2/7/2022	ACH	\$95.00	Pest Services
David Gregory Sherman	1/24/2022	56476	\$205.00	REPLACE WINDSHIELD N335
David Gregory Sherman	2/7/2022	56513	\$175.00	Windshield Repairs
Deleerok, Inc.	1/24/2022	56477	\$1,200.00	UMO Monthly Trans. Fee's
DMC Sales	2/7/2022	ACH	\$54.00	Windshield Washer Solvent
DMC Sales	2/7/2022	ACH	\$140.58	Parts
DOWLING, BRIANNA	2/7/2022	ACH	\$50.00	Employee Reimbursement
Dwayne S Lee, LLC	1/24/2022	ACH	\$153.00	Towing Service
Dwayne S Lee, LLC	1/24/2022	ACH	\$175.00	Towing Service
Dwayne S Lee, LLC	2/7/2022	ACH	\$437.50	Towing Service N615
Dwayne S Lee, LLC	2/7/2022	ACH	\$125.00	Towing Service
Dwayne S Lee, LLC	2/7/2022	ACH	\$165.00	Towing Service
Ecolube Recovery, LLC.	1/24/2022	ACH	\$90.00	Monthly wash lease
Eide Bailly LLP	1/24/2022	ACH	\$31,000.00	ACCOUNTING SERVICES
EISENBERG, GREGG	2/7/2022	ACH	\$2,233.18	Reimbursement for recruiting a
ELLER, KELLY	1/24/2022	56478	\$47.59	Shoe Reimbursement
Environmental Systems Research	2/7/2022	56514	\$700.00	ArcGIS Online Term License
EZELL, JEANNETTE	2/7/2022	ACH	\$30.21	Reimb Emp Cell phone-Dec
EZELL, JEANNETTE	2/7/2022	ACH	\$147.97	Emp Reimb sanitizor/stamp
EZELL, JEANNETTE	2/7/2022	ACH	\$30.15	Emp Reimb Jan Cell
EZELL, JEANNETTE	2/7/2022	ACH	\$16.57	Reimb -Food staff meeting
Factory Motor Parts Co	1/24/2022	56480	\$105.80	Bus Parts
Factory Motor Parts Co	1/24/2022	56480	\$71.76	Bus Parts
Factory Motor Parts Co	1/24/2022	56480	\$67.94	Bus Parts
Factory Motor Parts Co	1/24/2022	56480	\$61.90	Bus Parts
Factory Motor Parts Co	1/24/2022	56480	\$369.60	Bus Parts

Factory Motor Parts Co	1/24/2022	56480	\$105.80	Bus Parts
Factory Motor Parts Co	2/7/2022	56515	\$369.60	Ice Melt
Factory Motor Parts Co	2/7/2022	56515	\$307.42	Batteries
FASTENAL	2/7/2022	ACH	\$121.38	Inventory Parts
FASTENAL	2/7/2022	ACH	\$229.02	Inventory Parts
Fastsigns-Boise	1/24/2022	56481	\$257.01	15oz Banner 2'x4'
FireXpert, Inc	2/7/2022	ACH	\$1,185.85	Fire System
First Transit	2/7/2022	ACH	\$133,117.72	ADA/Canyon Worker comp/Insuran
Fisher's Document Systems, Inc.	1/24/2022	ACH	\$3,196.90	Software License - LaserFiche
Fisher's Document Systems, Inc.	1/24/2022	ACH	\$1,277.10	Software License - LaserFiche
Fleet Services	2/8/2022	ACH	\$251.23	Fuel
Fleet Services	2/8/2022	ACH	\$1,320.89	Fuel
FRIEL, TERRY	2/7/2022	56516	\$72.04	Employee Reimbursement
FW Fleet Clean, LLC	2/7/2022	ACH	\$697.00	Bus Washing
GARCIA, RONETTE	1/24/2022	ACH	\$1,771.87	Allison Software, Smith system
GARCIA, RONETTE	2/7/2022	ACH	\$198.35	Reimbursement, various expense
Gem State Metals	1/24/2022	56482	\$152.88	Part for trash can on buses
Gem State Paper & Supply	1/24/2022	ACH	\$833.33	Shop Supplies
Gem State Paper & Supply	1/24/2022	ACH	\$268.44	Shop Supplies
Gem State Paper & Supply	1/24/2022	ACH	\$148.29	Shop Supplies
Genfare	1/24/2022	ACH	\$1,463.69	Farebox Parts
Genfare	1/24/2022	ACH	\$737.45	Farebox Parts
Gillig, LLC	1/24/2022	ACH	\$9.40	Vehicle
Gillig, LLC	1/24/2022	ACH	\$125.15	Vehicle
Gillig, LLC	1/24/2022	ACH	\$252.08	MIRROR TURN SIGNAL
Gillig, LLC	1/24/2022	ACH	\$79.98	Vehicle
Gillig, LLC	1/24/2022	ACH	\$32.76	HIGH BEAM HEADLIGHTS
Gillig, LLC	2/7/2022	ACH	\$905.69	Vehicle
Gillig, LLC	2/7/2022	ACH	\$136.80	Element Filters
Gillig, LLC	2/7/2022	ACH	\$1,213.42	Vehicle
Gillig, LLC	2/7/2022	ACH	\$1,947.87	Vehicle
Gillig, LLC	2/7/2022	ACH	\$165.96	Breather Element
Gillig, LLC	2/7/2022	ACH	\$18.13	Vehicle
Gillig, LLC	2/7/2022	ACH	\$208.40	Vehicle
Gillig, LLC	2/7/2022	ACH	\$55.60	Dimmer Switches
Gillig, LLC	2/7/2022	ACH	\$241.46	Tail Lights, Turn Signals
Gillig, LLC	2/7/2022	ACH	\$60.11	Vehicle
Gillig, LLC	2/7/2022	ACH	\$152.22	Valves N617
Gillig, LLC	2/7/2022	ACH	\$225.96	Shade Screens N613 & Stock
Gillig, LLC	2/7/2022	ACH	\$191.63	Vehicle
Gillig, LLC	2/7/2022	ACH	\$60.11	Vehicle
Gillig, LLC	2/7/2022	ACH	\$18.30	Exhaust Clamps
Glass Doctor	2/7/2022	ACH	\$395.53	Windshield
GONZALEZ, DAVID	1/24/2022	ACH	\$136.73	Shoe Reimbursement
Grainger Inc	1/24/2022	ACH	\$126.36	Inventory Parts
Grainger Inc	1/24/2022	ACH	\$1,580.10	Inventory Parts
Grainger Inc	1/24/2022	ACH	\$297.72	Inventory Parts
Grainger Inc	1/24/2022	ACH	\$52.08	Inventory Parts
Grainger Inc	1/24/2022	ACH	\$35.28	3 hose clamps
Grainger Inc	2/7/2022	ACH	\$156.64	Inventory Parts
Grainger Inc	2/7/2022	ACH	\$148.68	Inventory Parts
HACKETT, ALEX	1/24/2022	ACH	\$185.96	Sept Reimb cell/internet/HD/Le
HACKETT, ALEX	1/24/2022	ACH	\$75.00	Nov - Reimb cell/internet
HACKETT, ALEX	1/24/2022	ACH	\$75.00	Reimb cell/internet Jan
HARRIS, HANNAH	1/24/2022	56483	\$13.65	Bags for Masks
Hawley Troxell Ennis & Hawley	1/24/2022	ACH	\$471.00	Legal Services
Hawley Troxell Ennis & Hawley	2/7/2022	ACH	\$3,534.50	Legal Services
Hawley Troxell Ennis & Hawley	2/7/2022	ACH	\$66.00	Legal Services
Hawley Troxell Ennis & Hawley	2/7/2022	ACH	\$105.00	Legal Services
HDR Engineering, Inc	2/7/2022	ACH	\$21,405.95	State Street Operational Analy
Healea, Stephanie	1/24/2022	ACH	\$11.50	Volunteer Driver - December
HENDRY, ISAAC	1/24/2022	ACH	\$95.40	Reimbursement for Pants
Hi - Line	2/7/2022	ACH	\$67.51	Shop Department Supplies
Hi - Line	2/7/2022	ACH	\$167.16	Shop Department Supplies
Hi - Line	2/7/2022	ACH	\$183.81	Shop Department Supplies
HILL, CHARLIE	2/7/2022	ACH	\$241.77	Reimb OCT/NOV/DEC Cell/Interne
HILL, CHARLIE	2/7/2022	ACH	\$74.52	Reimb JAN Cell/Internet/Mileag

Hot Shots, Inc.	1/24/2022	ACH	\$910.26	Courier Services
IBI Group Professional Services Inc	1/24/2022	ACH	\$9,719.58	VRT Bus stops and graphs study
IBI Group Professional Services Inc	1/24/2022	ACH	\$12,978.44	PM Coord/Doc rev/kits of parts
Idaho Blueprint & Supply	1/24/2022	56484	\$622.02	Wind Signs II - 24" x 36"
Idaho Love Light Solar, LLC.	1/24/2022	ACH	\$5,600.00	Snow Removal
Idaho Love Light Solar, LLC.	2/7/2022	ACH	\$5,300.00	Snow Removal
Idaho Love Light Solar, LLC.	2/7/2022	ACH	\$3,500.00	Snow Removal
Idaho Power	1/24/2022	56485	\$623.50	Utilities
Idaho Power	1/24/2022	56485	\$3,868.29	Utilities 12/14/21 - 1/12/22
Idaho Power	2/7/2022	56517	\$14.58	Utilities
Idaho Power	2/7/2022	56517	\$7,480.33	Utilities
Idaho Power	2/7/2022	56517	\$1,321.34	Utilities
Idaho Records Management, LLC	2/7/2022	ACH	\$42.11	Record storage
Idaho Statesman LLC/Pacific NW Publishin	1/24/2022	56486	\$790.00	Print Legal Deploy
Idaho Transportation Dept	2/7/2022	56518	\$23.00	New Vehicle Reg
Idaho Transportation Dept	2/7/2022	56518	\$23.00	New Vehicle Reg
Idaho Transportation Dept	2/7/2022	56518	\$23.00	New Vehicle Reg
Impact Home Services	2/7/2022	ACH	\$189.00	Pest control services
Inland NW Franchising Inc	1/24/2022	ACH	\$100.00	Janitorial Services
Inland NW Franchising Inc	1/24/2022	ACH	\$1,440.00	Janitorial Services
Inland NW Franchising Inc	2/7/2022	ACH	\$1,795.00	Janitorial Services
IntelePeer Holdings, Inc	1/24/2022	ACH	\$1,298.03	SIP Services
Intermountain Gas	1/24/2022	ACH	\$210.73	Utilities 12/7 - 1/6/2022
Intermountain Gas	1/24/2022	ACH	\$871.38	Utilities 12/7 - 1/6/22
Intermountain Gas	1/24/2022	ACH	\$481.57	Utilities
Intermountain Gas	1/24/2022	ACH	\$3,361.96	Utilities
Intermountain Gas	2/7/2022	ACH	\$697.99	Utilities
Intermountain Gas	2/7/2022	ACH	\$1,350.56	Utilities
Intermountain Gas	2/7/2022	ACH	\$280.68	Utilities
Jeremy Ricky	2/7/2022	ACH	\$14,027.20	Purchase Transportation
JoPaul & Sons LLC	2/7/2022	ACH	\$98.00	Vehicle Washes
Karcher Auto Parts	1/24/2022	56487	\$58.44	Auto parts
Karcher Auto Parts	1/24/2022	56487	\$15.96	Auto parts
Karcher Auto Parts	1/24/2022	56487	\$12.35	Auto parts
Karcher Auto Parts	1/24/2022	56487	\$53.52	Ice Melt
Karcher Auto Parts	1/24/2022	56487	\$170.82	Ice Melt
Karcher Auto Parts	1/24/2022	56487	\$51.64	WIPER BLADES, OIL - JEEPS
Karcher Auto Parts	2/7/2022	56519	\$59.94	Antifreeze
Karcher Auto Parts	2/7/2022	56519	\$71.88	Engine Oil - Jeeps
Karcher Auto Parts	2/7/2022	56519	\$7.92	Straight Hose Connector
Karcher Auto Parts	2/7/2022	56519	\$55.93	Motor Tune-Up Spray
Karcher Auto Parts	2/7/2022	56519	\$13.15	Clamp N616
Kenworth Sales	1/24/2022	ACH	\$275.14	Inventory Parts
Kenworth Sales	1/24/2022	ACH	\$541.50	Inventory Parts
Kenworth Sales	1/24/2022	ACH	\$22.75	Inventory Parts
Kenworth Sales	1/24/2022	ACH	\$2,063.68	Inventory Parts
Kenworth Sales	1/24/2022	ACH	\$306.89	Inventory Parts
Kenworth Sales	1/24/2022	ACH	\$276.15	Inventory Parts
Kenworth Sales	1/24/2022	ACH	\$54.56	Inventory Parts
Kenworth Sales	1/24/2022	ACH	\$10.80	Inventory Parts
Kenworth Sales	1/24/2022	ACH	\$540.69	Inventory Parts
Kenworth Sales	2/7/2022	ACH	\$394.38	Inventory Parts
Kenworth Sales	2/7/2022	ACH	\$120.20	Inventory Parts
Kenworth Sales	2/7/2022	ACH	\$60.10	Inventory Parts
Kenworth Sales	2/7/2022	ACH	\$333.59	Inventory Parts
Kenworth Sales	2/7/2022	ACH	\$63.90	Inventory Parts
Kenworth Sales	2/7/2022	ACH	\$275.14	Inventory Parts
Kenworth Sales	2/7/2022	ACH	\$164.50	Inventory Parts
Kenworth Sales	2/7/2022	ACH	\$2,691.22	Inventory Parts
Kenworth Sales	2/7/2022	ACH	\$11.15	Inventory PartsClamp N616
KOSHMERL, TIM	2/7/2022	ACH	\$76.30	Reimbursement for Pants
KRONENBITTER, FRANK	1/24/2022	ACH	\$31.73	Reimbursement for phone Bill
Kuna Senior Citizen Inc	2/7/2022	ACH	\$3,577.82	Acquisition of Services
Larry Miller- Chrysler	2/7/2022	56520	\$54.16	Auto Parts
LifeMap Assurance Co	2/7/2022	56521	\$1,909.74	Life insurance premiums
Lithia Motors Payment Processing	1/24/2022	ACH	\$728.90	Inventory Parts
Lithia Motors Payment Processing	1/24/2022	ACH	\$737.15	Inventory Parts

Lithia Motors Payment Processing	1/24/2022	ACH	\$933.81	Inventory Parts
Lithia Motors Payment Processing	1/24/2022	ACH	\$563.18	Inventory Parts
Lithia Motors Payment Processing	1/24/2022	ACH	\$27.00	Inventory Parts
Lithia Motors Payment Processing	1/24/2022	ACH	\$20.77	Inventory Parts
Lithia Motors Payment Processing	1/24/2022	ACH	\$5.97	Inventory Parts
Lithia Motors Payment Processing	1/24/2022	ACH	\$60.70	Inventory Parts
Lithia Motors Payment Processing	1/24/2022	ACH	\$136.50	HOOD RELEASE HANDLE
Lithia Motors Payment Processing	2/7/2022	ACH	\$52.96	Inventory Parts
Lithia Motors Payment Processing	2/7/2022	ACH	\$24.85	Oil Dipstick Tube - N336
Lithia Motors Payment Processing	2/7/2022	ACH	\$136.50	Hood Release Handle
Lithia Motors Payment Processing	2/7/2022	ACH	\$162.34	Gaskets and Studs N2511
Lithia Motors Payment Processing	2/7/2022	ACH	\$61.61	Inventory Parts
Lithia Motors Payment Processing	2/7/2022	ACH	\$55.08	Blower Motor, Rivets
Lithia Motors Payment Processing	2/7/2022	ACH	\$26.35	Inventory Parts
Lowes Home Improvement	1/24/2022	ACH	\$46.00	Shop Supplies
Lowes Home Improvement	2/7/2022	ACH	\$94.59	Shop Supplies
Luka Stankovic	2/7/2022	ACH	\$568.00	Taxi Transportation
Lyft, Inc	1/24/2022	ACH	\$1,081.76	Enterprise Ride Program
Lyft, Inc	1/24/2022	ACH	\$327.85	Ride program - night rides
Manning, Timothy	2/7/2022	ACH	\$95.00	Reimbursement for Pants
Mary M Johnson	2/7/2022	ACH	\$150.00	Printing signs
Masabi LLC	1/24/2022	56488	\$3,607.14	Final mobile ticketing pymt
MEREDITH, DAVID	1/31/2022	ACH	\$30.15	Employee Reimbursement
MEREDITH, DAVID	2/7/2022	ACH	\$30.15	Emp Reimb -Jan cell
MEREDITH, DAVID	2/7/2022	ACH	\$50.00	Emp Reimb - Cell Jan
Meridian Senior Center	2/7/2022	ACH	\$3,000.60	Acquisition of Services
MultiCare Health System	1/24/2022	ACH	\$70.00	Drug Screen
MultiCare Health System	2/7/2022	ACH	\$70.00	Drug Screen
Municipal Code Corporation	1/24/2022	ACH	\$4,600.00	Municode Meeting Subscription
Napa Auto Parts	1/24/2022	ACH	\$150.43	Auto Parts
Napa Auto Parts	1/24/2022	ACH	\$249.75	Auto Parts
Napa Auto Parts	2/7/2022	ACH	\$233.40	Auto Parts
Napa Auto Parts	2/7/2022	ACH	\$48.11	Auto Parts
Napa Auto Parts	2/7/2022	ACH	\$248.20	Auto Parts
Napa Auto Parts	2/7/2022	ACH	\$55.08	Auto Parts
National Tour Integrated Resources Inc	1/24/2022	ACH	\$4,626.94	Transportation Services
New Flyer Parts	1/24/2022	ACH	\$278.89	Inventory Parts
New Flyer Parts	2/7/2022	ACH	\$967.07	Inventory Parts
Norco Inc	2/7/2022	56522	\$142.24	Shop Supplies
Norco Inc	2/7/2022	56522	\$17.58	Shop Supplies
Office Depot	1/24/2022	56489	\$1.89	Office Supplies
Office Depot	1/24/2022	56489	\$33.90	Office Supplies
Office Depot	1/24/2022	56489	\$12.36	Office Supplies
Office Depot	1/24/2022	56489	\$26.49	Office Supplies
Office Depot	2/7/2022	56524	\$39.95	Office Supplies
Office Depot	2/7/2022	56524	\$7.90	Office Supplies
Office Depot	2/7/2022	56524	\$5.25	Office Supplies
Office Depot	2/7/2022	56524	\$38.75	Office Supplies
Office Depot	2/7/2022	56524	\$31.38	Office Supplies
Office Depot	2/7/2022	56524	\$44.09	Office Supplies
Office Depot	2/7/2022	56524	\$53.65	Office Supplies
Office Depot	2/7/2022	56524	\$26.88	Office Supplies - 1099's
Office Depot	2/7/2022	56524	\$33.16	Office Supplies- paper
O'Reilly Auto Parts	1/24/2022	ACH	\$77.33	Auto Parts
O'Reilly Auto Parts	2/7/2022	ACH	\$103.41	Auto Parts
Paragon Consulting, Inc	1/24/2022	ACH	\$942.50	Contractor consulting fee's
Parma Senior Center	1/24/2022	ACH	\$2,642.64	Acquisition of Services
Parma Senior Center	2/7/2022	ACH	\$2,076.36	Acquisition of Services
PEDROSA, LESLIE	2/7/2022	ACH	\$49.13	Employee Reimbursement
PERSONETTE, DERRICK	2/7/2022	ACH	\$45.37	Reimb Emp - Nov Cell
PERSONETTE, DERRICK	2/7/2022	ACH	\$33.47	Reimb Emp Cell - Dec
PERSONETTE, DERRICK	2/7/2022	ACH	\$33.42	Reimb Emp Cell-Jan
PNG Media LLC	1/24/2022	56490	\$363.69	Legal Ads
PNG Media LLC	2/7/2022	56525	\$127.12	Legal Public Notice
Primary Health Medical Group, LLC	2/7/2022	56526	\$255.00	DOT Physicals
ProPeople	1/24/2022	ACH	\$882.38	Temp Wages
ProPeople	1/24/2022	ACH	\$1,296.75	Temp Wages

ProPeople	1/24/2022	ACH	\$582.40	Temp Wages
ProPeople	1/24/2022	ACH	\$673.40	Temp wages
ProPeople	1/24/2022	ACH	\$1,189.50	Temp Wages
ProPeople	2/7/2022	ACH	\$677.95	Temp Wages
ProPeople	2/7/2022	ACH	\$726.38	Temp Wages
ProPeople	2/7/2022	ACH	\$673.40	Temp Wages
ProPeople	2/7/2022	ACH	\$692.25	Temp Wages
Proterra Inc.	1/24/2022	ACH	\$738,970.00	Electric bus #028778
Proterra Inc.	1/24/2022	ACH	\$738,970.00	Bus 2 payment - 90% / warranty
Proterra Inc.	2/7/2022	ACH	\$618,543.00	Electric Bus 90%
Proterra Inc.	2/7/2022	ACH	\$352.41	Vehicle
Proterra Inc.	2/7/2022	ACH	\$120,427.00	10% electric bus/warranty
Proterra Inc.	2/7/2022	ACH	\$11,666.68	BSA Battery Lease
Pure Water Partners LLC	1/24/2022	ACH	\$289.95	Ice & Water System
Pure Water Partners LLC	1/24/2022	ACH	\$179.99	Ice & Water System
RDK Corporation	1/24/2022	ACH	\$35.00	Background checks
RDK Corporation	1/24/2022	ACH	\$35.00	Background checks
RDK Corporation	1/24/2022	ACH	\$80.00	Background Checks
Right! Systems, Inc.	1/24/2022	56491	\$1,785.90	Licensing/Subscription endpoint
Romaine Electric Corporation	1/24/2022	ACH	\$809.04	Electrical parts
Romaine Electric Corporation	1/24/2022	ACH	\$639.92	IGNITION COILS
Ronald P. Kringel	2/7/2022	56527	\$1,555.08	Machine Cylinder Heads N2511
Rush Truck Center	1/24/2022	56492	\$1,000.00	deductible for repairs
Sage Supply, Inc	1/24/2022	56493	\$312.50	Inventory / bus parts
Sage Supply, Inc	1/24/2022	56493	\$281.25	Inventory / bus parts
SAMG Occupational Med - Emerald	1/24/2022	56494	\$450.00	Drug Screen/Physicals
Smith Power Products, Inc	2/7/2022	ACH	\$208.95	Inventory Parts
SMITH, LORETTA	2/7/2022	56528	\$63.60	REIMBURSE FOR UNIFORM PANTS
Star Senior Center	2/7/2022	56529	\$4,298.25	Acquisition of Services
Stoltz Marketing Group, Inc	1/24/2022	ACH	\$16,350.00	City Go Wallet Caompaighn
Stoltz Marketing Group, Inc	1/24/2022	ACH	\$1,825.25	Safe Travels Newsletter
Stoltz Marketing Group, Inc	1/24/2022	ACH	\$700.00	Montly acct mgmnt fee's
Stoltz Marketing Group, Inc	2/7/2022	ACH	\$3,500.00	City Go Wallet Pay Video's
Supportive Housing & Innovative Partners	2/7/2022	ACH	\$25,510.80	Acquisition of Services
Syringa Networks, LLC	1/24/2022	56495	\$4,820.00	Telecom Services
Tacoma Screw Products Inc.	1/24/2022	ACH	\$538.00	Gloves
Tacoma Screw Products Inc.	1/24/2022	ACH	\$487.55	Nuts & Bolts
Tacoma Screw Products Inc.	2/7/2022	ACH	\$288.55	Nuts & Bolts
The Hartwell Corporation	2/7/2022	56530	\$10,452.00	EPL Insurance Policy Renewal 2
The Hartwell Corporation	2/7/2022	56530	\$17,342.00	EPL Insurance Policy Renewal 2
Thompson and Associates, Inc.	2/7/2022	ACH	\$1,537.50	HR Consult/coaching/follow-up
TK Elevator Corporation	2/7/2022	ACH	\$822.50	Fix elevator at main station
Transpo Group USA, Inc.	2/7/2022	ACH	\$1,570.00	Proj. Mgmnt Kuna Transit Study
Treasure Valley Coffee	1/24/2022	ACH	\$26.00	Refund Adjustment
Treasure Valley Coffee	1/24/2022	ACH	\$26.00	Refund Adjustment (took 2x cr
Treasure Valley Coffee	2/7/2022	ACH	\$13.00	Coffee
Treasure Valley Coffee	2/7/2022	ACH	\$510.40	Coffee
Treasure Valley Coffee	2/8/2022	ACH	\$26.00	Refund Adjustment
Treasure Valley Coffee	2/8/2022	ACH	\$26.00	Refund Adjustment (took 2x cr
Treasure Valley Curb & Sprinkling Inc	1/24/2022	ACH	\$349.00	Property Maintenance Lawns
Treasure Valley Curb & Sprinkling Inc	2/7/2022	ACH	\$944.00	Snow Removal
Treasure Valley Transit	1/24/2022	ACH	\$15,689.00	Subrecipient Reimbursement
Uber Technologies, Inc	1/24/2022	ACH	\$19,858.70	SW QRTLY hosting fee's
UniFirst Acct# 1395966	1/24/2022	ACH	\$169.51	Uniforms / Laundry
UniFirst Acct# 1395966	1/24/2022	ACH	\$169.51	Uniforms / Laundry
UniFirst Acct# 1410130	1/24/2022	ACH	\$229.70	Uniforms / Laundry
UniFirst Acct# 1410130	1/24/2022	ACH	\$229.70	Uniforms / Laundry
UniFirst Acct# 1410130	1/24/2022	ACH	\$233.18	Uniforms / Laundry
UniFirst Acct# 1410130	2/7/2022	ACH	\$229.70	Uniforms / Laundry
UniFirst Acct# 1410130	2/7/2022	ACH	\$349.13	Uniforms / Laundry
United Site Services of Nevada, Inc.	2/7/2022	56531	\$222.60	rent for toilet at mall
United Way of Treasure Valley	1/24/2022	ACH	\$88.00	United way contributions
UPS Freight	2/7/2022	56532	\$16.49	shipping charges
Urban Transportation Associates, Inc	2/7/2022	ACH	\$8,175.00	Annual System Support
US Bank Plaza Condominium Assoc., Inc.	1/24/2022	ACH	\$9,050.00	Association dues
Verizon Wireless	2/7/2022	56534	\$96.04	Cell Phone Service
Verizon Wireless	2/7/2022	56534	\$2,445.63	Cell Phone Service

Verizon Wireless	2/7/2022	56534	\$431.49	Cell Phone Service
Verizon Wireless	2/7/2022	56534	\$40.01	Cell Phone Service
Verizon Wireless	2/7/2022	56534	\$51.41	Cell Phone Service
Verizon Wireless	2/7/2022	56534	\$160.04	Cell Phone Service
Verizon Wireless	2/7/2022	56534	\$360.09	Cell Phone Service
Via Transportation, Inc.	1/24/2022	ACH	\$2,180.00	Vehicle Fees - December 2021
Western Building Maintenance, Inc.	1/24/2022	ACH	\$691.50	Monthly Janitorial Services
Wex Bank	1/24/2022	ACH	\$259.79	Fuel December N281 & Support V
WITCO	2/7/2022	ACH	\$43,280.91	Subrecipient Agreement KN
YATES, VALOREE	1/24/2022	56496	\$51.29	Reimb Office Depot/Staples/mil
YB NOW LLC	1/24/2022	ACH	\$762.49	Transportation Services
			<u>\$2,957,432.37</u>	

ACCEPTED:

 CHAIR OF EXECUTIVE BOARD

ATTEST:

 SECRETARY/TREASURER

Executive Board Meeting Minutes

February 07, 2022

11:00 AM

VRT Board Room – 700 NE 2nd Street – Meridian, Idaho

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
John Bechtel, City of Wilder	Joe Stear, City of Kuna	Kelli Badesheim, VRT
Lantz Brown, Boise State		Bre Brush, City of Boise
Elaine Clegg, City of Boise		Mark Carnopis, VRT
Debbie Kling, City of Nampa		Paula Cromie, VRT
Sandi Levi, City of Nampa		Jodi Daugherty, Eide Bailly
Lauren McLean, City of Boise		Brianna Dowling, VRT
		Gregg Eisenberg, First Transit
		Jeannette Ezell, VRT
		Dave Fotsch, VRT
		Kaily Holt, Eide Bailly
		Stephen Hunt, VRT
		Jason Jedry, VRT
		Matt Meade, Eckert Seaman
		Dave Meredith, VRT
		James Mundell, VRT
		Nick Moran, VRT
		Mary Beth Nutting - RAC
		Leslie Pedrosa, VRT
		Ken Pidjeon, Citizen
		Randy Reese, VRT
		Jill Reyes, VRT
		Jason Rose, VRT
		Jason Russell, VRT
		Stephanie Scialabba Eckert Seamans
		Walter Steed, RAC
		Alissa Taysom, VRT
		Mikaela Vaughn, Eide Bailly
		Cameron Wells, VRT
		Kevin Womack, VRT

Calling of the Roll - Chair Debbie Kling called the meeting to order with a quorum present by phone and in person at 11:03 am.

Agenda Additions/Changes - None

Public Comments - None

Executive Session

Elaine Clegg moved to convene into an Executive Board session pursuant to Idaho Code 74-206, section d) Records Exempt from Public Disclosure; John Bechtel seconded.

Roll call was taken and the vote passed unanimously.

The executive session began at 11:09.

The executive session closed at 11:31.

No action was taken.

Consent Agenda

The consent agenda consisted of the following items:

ACTION: Minutes - January 3, 2022 Executive Board Meeting

ACTION: Minutes of December 21, 2021 Regional Advisory Council Meeting

ACTION: FY2021 4th Quarter Operating Cash Balance Analysis

ACTION: FY2021 4th Quarter Budget Reports

ACTION: Fiscal Year 2021 4th Quarter Performance Report

Lauren McLean moved to approve the consent agenda as presented; Elaine Clegg seconded. The motion passed unanimously.

Finance Committee

ACTION: FY2021 Audited Financial Statements

Eide Bailly presented the Fiscal Year 2021 audited financial statements. Elaine Clegg moved to accept and place the audited financial statements on the consent agenda for the VRT Board of Directors to consider accepting in April; Lauren McLean seconded. The motion passed unanimously.

ACTION: Payment Register

Staff explained the new process for review and acceptance of the monthly payment register to align with Idaho Code. The Executive Board had the opportunity to review and accept the 12/1/2021 – 1/14/2022 payment register. Elaine Clegg moved to accept the payment register for 12/1/2021 to 1/14/2022, as presented; Lauren McLean seconded. The motion passed unanimously.

Moving forward, this item will appear in the consent agenda for acceptance and will also appear on the Board of Director's consent agenda.

Executive Board - Action Items - None

Executive Board - Information Items

INFORMATION: Board Strategic Work Plan

Staff presented background information for the Board's Strategic Work Plan process initiated by the Executive Board in January. Discussion followed.

INFORMATION: CARES Grants Estimated Balances - Kelli Badesheim provided an update on the status on the current CARES funding available to VRT. Discussion followed. This item will appear on Board of Directors agenda, once enhanced to show the full package.

INFORMATION: Procurement Calendar

The most current procurement calendar was included in the packet for information.

Department/Staff Reports

INFORMATION: Department/Staff Reports

The most current department/staff reports was included in the packet for information.

Adjournment – Elaine Clegg moved to adjourn the meeting; Lauren McLean seconded. The meeting was adjourned at 12:37 pm.

Next VRT Executive Board Meeting:

March 7, 2022

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

Regional Advisory Council Meeting Minutes

January 18, 2022

9:00 AM

VRT Board Room – 700 NE 2nd Street – Meridian, Idaho, both in-person and virtually

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS
Deborah Allen		Kelli Badesheim, VRT
Susan Bradley		Mark Carnopis, VRT
Lisa Brady		Paula Cromie, VRT
Randy Johnson		Jeannette Ezell, VRT
Samantha Kenney		Joe Guenther, VRT
Terri Lindenberg		Stephen Hunt, VRT
Susan Manika		Liisa Itkonen, COMPASS
Jeremy Maxand		Kaite Justice, VRT
Mary Beth Nutting		Lila Klopfenstein, COMPASS
Deeann Solis		Nick Moran, VRT
Walter Steed		James Mundell, VRT
		Alissa Taysom, VRT
		Toni Tisdale, COMPASS
		Leslie Pedrosa, VRT
		Randy Reese, VRT
		Jill Reyes, VRT
		Jason Rose, VRT
		Jason Russell, VRT
		Eric Selekof, VRT
		Kevin Womack, VRT

Calling of the Roll - Chair Walter Steed called the meeting to order at 9:01, with a quorum present by phone and in person.

Agenda Additions/Changes - None

Public Comments - None

Consent Agenda

The consent agenda consisted of the following item:

ACTION: Minutes from December 21, 2021

Jeremy Maxand moved to approve the consent agenda as presented; Lisa Brady seconded. The motion passed unanimously.

Action Items - None

Information Items

INFORMATION: Coordinated Plan

Lila Klopfenstein, with COMPASS, presented the proposed implementation steps, performance measures and public involvement plan for the Coordinated Plan.

INFORMATION: Fairview and Main Transit Stations

Staff gave an update on the cooperative effort with CCDC for installing the transit stations on Fairview and Main between 17th/Grove and Whitewater Blvd.

INFORMATION: Electric Bus Update

Staff provided an update on the status of electric buses and chargers.

INFORMATION: On-demand Transit Update

Staff provided an update on the Canyon County On-demand service.

INFORMATION: Community Engagement Update

Staff provided an update on community engagement activities.

INFORMATION: Topic for Discussion

Members of the Regional Advisory Council had the opportunity to bring up topics they would like to be considered as future agenda items.

Department/Staff Reports

INFORMATION: Department/Staff Reports

The most current department/staff reports were included in the packet for information.

Adjournment – Susan Bradley moved to adjourn the meeting; Jeremy Maxand seconded. The meeting was adjourned at 10:18.

Next Regional Advisory Council Meeting:

February 15, 2022

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642



TOPIC	Written Information Security Program (WISP) Policy
DATE	March, 2022
STAFF MEMBER	James Mundell, IT Administrator

Staff Recommendation/Request

This is an action item. The Executive Board is asked to approve Resolution VEB22-003 for the Written Information Security Program Policy.

Summary

Due to the recent cyber incident, Valley Regional Transit staff have evaluated how personal information within VRT is identified, stored and handled. It was determined that Valley Regional Transit did not have a formalized process on how to handle, store, and restrict access to its Information Technology infrastructure and data in accordance with applicable laws and regulations.

As such we have put together the Written Information Security Program (WISP) Policy. The policy will ensure that Valley Regional Transit establish electronic and physical methods of accessing, collecting, storing, using, transmitting, protecting, and disposing of personal information. It does this by doing the following:

- Defines objective and purpose of the WISP
- Identifies who will be responsible for implementing, supervising and maintaining the WISP
- Establish and maintain procedures and protocols for initial and ongoing implementation of the WISP

Implication (policy and/or financial)

Due to the cyber incident, this policy is needed immediately to ensure VRT is in compliance, following the data breach. Moving forward, the WISP will define how documents with personal information are handled.

More Information

Attachments:

Written Information Security Program Policy

RESOLUTION VEB22-003 Written Information Security Program (WISP)

For detailed information contact: James Mundell, IT Administrator, 208-258-2710, jmundell@valleyregionaltransit.org



This policy supersedes all prior policy statements written, verbal, or otherwise.

Policy Number: **1.15.01**

Resolution Number: **VEB22-003**

Policy Title: **Written Information Security Program (WISP)**

Signature of Board Chairperson

Date

Signature of Executive Director

Date

Statement of Policy

Valley Regional Transit (hereinafter Authority) is committed to protecting its Information Technology infrastructure and data in accordance with applicable laws and regulations. This policy will ensure procedures outline the responsibilities of individuals who have access to, or work with personal information stored by the Authority. Users with access to this information agree to abide by and be subject to the terms and conditions contained in this and all other applicable policies. The procedures are designed to protect the information of all individuals, whose information may be stored by the Authority.

Definitions

The following words and phrases, whenever used by the Authority, shall be construed as defined in this section unless, from the context, a different meaning is intended or unless a different meaning is specifically defined and more particularly directed to the use of such words or phrases:

DATA SECURITY COORDINATOR is defined as individual(s) who co-ordinate the business needs to identify risks and implement the Information Security and Data Privacy improvements in the organization.

PASSWORD is defined as a string of characters that allows access to a computer system or service.

PERSONAL INFORMATION is defined as any information that can identify an individual that may be sensitive in nature, including, but not limited to personally identifiable information and protected health information.

PERSONALLY IDENTIFIABLE INFORMATION is defined as any representation of information that permits the identity of an individual to whom the information applies to be reasonably inferred by either direct or indirect means.

PROTECTED HEALTH INFORMATION is defined as individually identifiable health information.

THIRD PARTY is defined as any entity that is performs work on behalf of, but is not part of the Authority.

WISP is defined as a comprehensive written information security program.

UNAUTHORIZED ACCESS is defined as logical or physical access without permission to a network, system, application, data, or other resource.

Policy

The objective, in the development and implementation of the Written Information Security Program (WISP) for the Authority, is to create effective administrative, technical and physical safeguards for the protection of personal information of customers, employees and third parties that the Authority receives in connection with the ongoing operation of the Authority. The WISP sets forth procedures for evaluating the Authority's electronic and physical methods of accessing, collecting, storing, using, transmitting, protecting, and disposing of personal information.

Personal information includes, but is not limited to, electronic and paper records of the Authority with an individual's first name and last name or first initial and last name in combination with any one or more of the following data elements that relate to such person:

- Social Security number ("SSN") or other state or federal identification number (e.g., driver's license number, state identification card number or passport number)
- biometric information
- bank or financial institution account number, credit or debit card number, with or without a pin code, number, access code or password, if circumstances exist that would permit access to a financial account or provide the ability to obtain goods, services or other things of value
- user name or email address, in combination with a password, passcode or security question and answer that would permit access to an online account or to a residence
- Any other information not previously identified, but that may be legally defined as PII (Personal Identifiable Information) or PHI (Protect Health Information). As defined by the U.S. Department of Labor and the U.S. Department of Health & Human Services respectively. This document does not supersede or replace existing best practices for PII or PHI. When in conflict, the more restrictive guidance should be followed.

The purpose of the WISP is to:

- ensure the security and confidentiality of personal information;
- protect against any potential threats or hazards to the security, confidentiality or integrity of personal information;
- protect against unauthorized access to or use of personal information; and
- comply with applicable laws.

In formulating and implementing the WISP, the Authority seeks to:

- identify risks to the security, confidentiality, and/or integrity of any records containing personal Information;
- evaluate the sufficiency of existing policies, procedures, information systems, and other safeguards to control such risks;
- design and implement a WISP to protect personal information; and
- reduce the likelihood of unauthorized access to or use of personal information.

Data Security Coordinator

The Authority has designated the IT Department as the Authority's data security coordinators. They will be responsible for implementing, supervising and maintaining the WISP, including:

- initial implementation of the WISP and collaboration with appropriate business partners or the Authority's departments to ensure continued implementation;
- training of employees and all other persons with access to personal information on the Authority's security programs, practices and procedures on a regular basis and the maintenance of appropriate documentation of the same;
- evaluating and revising the WISP in order to address reasonably foreseeable or known internal and external risks to personal information;
- evaluating the ability of the Authority's service providers to implement and maintain appropriate security measures in connection with personal information and requiring such third party service providers, by contract, to implement and maintain appropriate security practices related to transportation, shipment, storage and destruction of records containing personal information, as well as notification as soon as practicable of any unauthorized access to personal information, or of a reasonable belief that a substantial risk of unauthorized access exists;
- reviewing the scope of the WISP at least annually, or whenever there is a material change in the Authority's business practices or circumstances, including technological advances, that would warrant review and apprise management of the results of the review and any recommendations for improving security;

- reviewing and assigning levels of employee authorization to access personal information, including the blocking of access of terminated employees;
- overseeing the return of all records or Authority owned or controlled devices containing personal information that may be in the possession of a former employee at the time of termination, as well as the return of all keys, IDs or access codes or badges, business cards, or the like, that permit access to personal information and invalidating the former employee's voicemail access, email access, internet access and passwords;
- overseeing and requiring the disposal or destruction of personal information within a reasonable amount of time after the personal information is no longer needed for Authority's business purposes by erasing electronic media or disposing of it in such a manner that it can no longer be read or reconstructed;
- conducting an immediate post incident review whenever there is a data security incident involving unauthorized access to personal information that requires notification under any applicable state or federal law of events and actions taken, if any, with a view to determining whether any changes in security practices are required to improve the security of personal information; and
- limiting physical access to offices, file cabinets and other storage facilities containing personal information through the use of access cards and secured desks and cabinets as provided in the Confidentiality Agreement.

Staff will establish and maintain procedures and protocols for initial and ongoing implementation of the Written Information Security Program, based on best practices and business needs.

END OF POLICY

Adoption Date: 04/04/2022

Effective Date: 04/04/2022

Last Revised Date:

Last Reviewed Date:

Replaced:

Supporting Documents:

EXECUTIVE BOARD RESOLUTION

Written Information Security Program Policy RESOLUTION VEB22-003

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE WRITTEN INFORMATION SECURITY PROGRAM POLICY IT WILL SET FORTH PROCEDURES FOR EVALUATING THE AUTHORITY'S ELECTRONIC AND PHYSICAL METHODS OF ACCESSING, COLLECTING, STORING, USING, TRANSMITTING, PROTECTING, AND DISPOSING OF PERSONAL INFORMATION:

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 is committed to protecting its Information Technology infrastructure and data in accordance with applicable laws and regulations

WHEREAS, Valley Regional Transit needs to ensure proper protocols are in place to prevent any future data breach; and

WHEREAS, Valley Regional Transit must create effective administrative, technical and physical safeguards for the protection of personal information of customers, employees and third parties that the Authority receives in connection with the ongoing operation of the Authority; and

WHEREAS, Valley Regional Transit will ensure users with access to this information abide by and be subject to the terms and conditions contained in this and all other applicable policies; 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

VEB22-003

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 approves RESOLUTION VEB22-003.

Section 2. 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 7th day of March, 2022.

APPROVED by the Executive Board Chair this 7th day of March, 2022.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR OF EXECUTIVE BOARD

VEB22-003

AUTHORIZATION FOR EXPENDITURE EXECUTIVE BOARD

PROCUREMENT DESCRIPTION: Non-Emergency Medical Transportation Service Providers

TOTAL COST: Project budget for year will not to exceed \$225,000

PURPOSE/ACTION: Valley Regional Transit Specialized Transportation program contracts with providers for non-emergency medical transportation in Ada and Canyon County.

SCOPE OF WORK: The non-emergency medical transportation providers agree to provide non-emergency medical transportation as part of the Rides to Wellness and Meridian Veteran's Shuttle programs.

DISCUSSION: Service providers are compensated a standard boarding fee and a mileage reimbursement for each eligible trip. Eligible trips are scheduled for patients of Veterans Administration Medical Center, St. Luke's, Saint Alphonsus, Saltzer Health and other designated clinics. As designated clinics increase, VRT may procure additional providers to ensure services are always available. The total project budget for Rides to Wellness and Meridian Veteran's Shuttle is \$225,000. Because service providers decide what trips they can provide, VRT does not know how much each service provider will be reimbursed annually. VRT staff tracks all costs associated for the programs and service providers to ensure the total expenses do not exceed the total project budget.

ALTERNATIVES: Not providing transportation for these non-emergency medical trips fails to fill a needed gap for patients who need transportation to critical appointments.

FISCAL IMPACT: The approved for this project is \$225,000. The project budget was included in the fiscal year 2022 budget, Resolution VBD21-028 on August 2, 2021.

RECOMMENDATION/JUSTIFICATION: Valley Regional Transit staff followed procurement guidelines and Valley Regional Transit's policy for procuring services. Staff requests the Executive Board Resolution VEB22-002 authorize the Executive Director to finalize a contract with Trinity Transport.

POST RFP/FINAL SELECTION OF PROJECT: Following the reissue of RFP 2021-11-19, Trinity Transport is an additional service provider that will be included with All City Transport, LLC and YBNOW LLC who are service providers approved for contracts under Resolution VBD21-020 on December 6, 2021.

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: 3/7/2022

Resolution Number: VEB22-002

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

Item VI. B.

Signature: _____

Date Approved: _____ Resolution Number: _____

EXECUTIVE BOARD RESOLUTION

Non-Emergency Medical Transportation Service Providers RESOLUTION VEB22-002

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT TO APPROVE NON-EMERGENCY MEDICAL TRANSPORTATION SERVICES:

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 transportation choices support livable, healthy and sustainable communities; and

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

WHEREAS, Valley Regional Transit previously approved All City Transport, LLC and YBNOW, LLC as service providers under Resolution VBD21-020; and

WHEREAS, Valley Regional Transit included the project budget of \$225,000 for this expenditure in the fiscal year budget 2022, Resolution VBD21-028 as approved by the VRT Board of Directors 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 VEB20-002

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 Trinity Transport as a service provider, following the reissue of RFP 2020-11-19.

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 7th day of March, 2022.

APPROVED by the Executive Board Chair this 7th day of March, 2022.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR OF EXECUTIVE BOARD



TOPIC	2022 VRT Executive Board Open Positions
DATE	February 22, 2022
STAFF MEMBER	Kelli Badesheim

Staff Recommendation/Request

This is for information only. The Executive Board will discuss current openings for leadership on the Executive Board to prepare a recommendation for the April 4 Board of Directors meeting.

Highlights

- VRT bylaws sets the January meeting for the Executive Board election
- Executive Board has four officers and seven at-large positions
- The bylaws require at least one member each be placed on the Executive Board from the cities of Boise, Caldwell, and Nampa, and Boise State University
- The Board of Directors held an election in January, leaving positions open for ACHD and Caldwell
- Caldwell and ACHD have determined board representation through their governance boards

Summary

The VRT Board established the current governance model 10 years ago. The governance model supports continuity and stability in leadership with many of the members staying on the Executive Board for multiple years. There was a larger turn-over of Executive Board members at the end of 2021.

The Board held the election in January 2022 as required by the VRT bylaws. The election was held prior to ACHD and Caldwell determining their representatives for the VRT Board. The board opted to keep some positions open while local governments were determining their representation.

Below is the current make-up of the Executive Board and the current open positions.

County/Position	Representative	County/Position	Representative
Canyon Chair	Debbie Kling	Ada Chair-Elect	Joe Stear
Canyon Vice-chair	Open	Ada Secretary/Treasurer	Lauren McLean
Canyon Member	Open (Caldwell)	Ada Member	Elaine Clegg
Canyon Member	John Bechtel	Ada Member	Alexis Pickering (nominee)
Canyon Member	Sandi Levi	Ada Member	Open
Boise State	Lantz McGinnis-Brown		

The status of the elections as of today is there are two open positions for Canyon County and one open position for Ada County factoring in Alexis Pickering taking one of the Ada

County open positions. Mayor Wagoner reached out to VRT staff this week to decline the nomination to serve on the Executive Board. He is concerned about the time commitment with the workload he has in his new position as mayor. This leaves an open position for Caldwell on the Executive Board. Staff will reach out to Chris Allgood in advance of the meeting to determine if he would be willing to serve.

The Executive Board will discuss options for moving forward. Those could include securing volunteers from the board to serve in the open positions. Another alternative could be for the Board to leave the positions open and perhaps fill them after the strategic plan is completed. The Board could determine through the strategic planning process to reduce the size of the Executive Board.

Implication (policy and/or financial)

The Executive Board is authorized by the Board of Directors to act on its behalf to maintain consistent leadership to VRT. The frequency of Executive Board meetings ensures VRT can meet core mission critical functions with the appropriate fiscal oversight for the organization.

More Information

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

Proposed Agenda - Board of Directors Meeting April 4, 2022

CONSENT AGENDA

Consider approval of minutes from the January Board of Director's meeting
Consider acceptance of Executive Board Minutes for Jan/Feb/Mar
Consider acceptance of FY2021 Q4 Variance Report
Consider acceptance of FY2021 Q4 Cash Balance Report
Consider acceptance of FY2021 Audited Financial Statements
Consider acceptance of FY2022 Q1 Performance Measures Report
Consider acceptance of Payment Registers
Consider approval of Annual Budget Development Process Policy
Consider approval of Balanced Budget and Reserves Policy
Consider acceptance of Fiscal Year-End Accounting, Audit and Budget Amendment Process Policy
Consider approval of Regional Fare Policy
Consider approval of Surplus Property Policy
Consider acceptance of FY2022 Q1 Cash Balance Report
Consider acceptance of FY2022 Q1 Variance Report
Consider Ratification of Written Information Security Policy (WISP)

ACTION ITEMS

Consider approval of Purchase of Demand Response Scheduling Software
Consider approval of Printer and Copier Lease Agreement
Elections of new officers for vacant positions

INFORMATION ITEMS

2023 and 2024 Service Change Update
TDP Information
RAISE Grant Update
RAC Update
Canyon County On-Demand Update
CARES Grant Estimated Funding
Saltzer Health - Joined Rides to Wellness - Amy Stahl

PROCUREMENTS

Procurement calendar

DEPARTMENT/STAFF REPORTS



TOPIC	RAISE Grant Update
DATE	February 23, 2022
STAFF MEMBER	Kelli Badesheim

Staff Recommendation/Request

This is for information only.

Highlights

- VRT has been coordinating activities in the State Street Corridor since 2018 with the formation of the State Street Executive Team
- VRT Board approved the updated State Street Corridor Memorandum of Understanding in January 2022
- The Transit Operational Analysis and the Bus Stop Typology project are due to be completed early in 2022
- The NOFO was issued in January 2022
- The grant application is due April 14, 2022

Summary

Valley Regional Transit is coordinating projects for the State Street Corridor through the Memorandum of Understanding recently approved by the Valley Regional Transit Board of Directors and the nine jurisdictions and transportation agencies collaborating in the corridor. This important multi-modal corridor is designated as a premium transit corridor in ValleyConnect.2.0. In 2021, the partners identified the elements of the full “build-out” of the corridor. VRT is completing the Transit Operational Analysis and the Bus Stop Typology study identifying priority transit infrastructure and technology projects ready to move forward.

The Infrastructure Bill recently approved by Congress and the Biden Administration provides an opportunity to apply for competitive funding, including the Rebuild American Infrastructure with Sustainability and Equity (RAISE) grant program, to leverage local investments and move the implementation forward. A Notice of Funding Opportunity (NOFO) was issued by the Department of Transportation in late January.

In 2021, the City of Boise set aside \$6.1 million dollars in local funding to serve as match for projects to support building-out the transit elements of the State Street corridor. In addition, VRT is working with CCDC, ACHD and ITD to define multi-modal infrastructure projects that help improve bike, pedestrian and transit access in the corridor. The discussions and planning work are leading to a project scope we think will be competitive for RAISE funding.

Attached is the project scope under consideration for the RAISE grant application. The application is due to DOT by April 14, 2022. There are many required technical merit areas that need to be addressed in the application. The merit criteria include:

- Safety
- Environmental sustainability

- Quality of life
- Improves mobility and community connectivity
- Economic competitiveness and opportunity
- State of Good Repair
- Partnership and collaboration
- Innovation and Innovation Technologies, project delivery and financing

VRT staff is working closely with the project partners to move the application process forward. Stephen Hunt will be leading the coordination of the technical work with VRT. I will be supporting the work of the State Street Executive Team and VRT internal activities. VRT hired HDR to support the technical work and assist in writing the application. We are confident we can achieve completion of the application prior to the deadline.

Implication (policy and/or financial)

Cost estimates are in the early development. VRT staff is estimating the project will be between \$10 and \$15 million in total. The minimum local match is 20 percent of the total costs. We will be determining the local shares of each of the partners as the project scope gets completed.

More Information

Attachments:

State Street RAISE Grant Project Concept

For detailed information contact: Kelli Badesheim, Executive Director, 208.258.2712, kbadesheim@valleyregionaltransit.org

State Street RAISE Grant Concept

The State Street RAISE grant will make significant improvements in advancing the regional vision of the State Street multi-modal corridor. The grant would fund final design for, and construction of non-motorized infrastructure and transit amenities at multiple locations along State Street. It would also fund planning of transit and non-motorized infrastructure at the key intersection of State and Bogart.

These investments would make significant bicycle and pedestrian improvements at nine intersections near bus stops along the corridor, encouraging non-motorized travel and improve transit access. The grant would also encourage transit use by installing transit passenger amenities such as real-time transit information, shelters, lighting, and faster fare payment options at 27 bus stops along the corridor. In addition to the congestion and emission benefits that would come from encouraging transit and other non-motorized travel in the corridor, this grant will further reduce the environmental impacts of travel in the State Street corridor by installing on-route charging infrastructure that will facilitate the complete electrification of the corridor. Electrification will reduce carbon emissions and transportation noise.

Targeting these investments in the State Street corridor will benefit all travelers, but especially the non-driving populations including the youth, elderly, those with lower income or other disadvantaged populations. Together these investments will support existing residents and encourage more the transit-oriented development along State Street.

This State Street project is well suited to meet all the primary and secondary grant selection criteria. The mix of non-motorized and transit investments relate to the primary and secondary criteria of safety, environmental sustainability, quality of life, mobility and community connectivity, economic competitiveness and opportunity, state of good repair, partnership and collaboration and innovation.

Estimated Project Cost – \$10-\$15M

State Street RAISE Grant Comparison to Selection Criteria

	On Route Charging	Real-Time Information	Off-Board Fare Payment	Premium Bus Shelter Package	Near-Level Boarding	Bicycle and Pedestrian Improvements
Primary Selection Criteria						
Safety			X		X	
Environmental Sustainability	X		X		X	X
Quality of Life	X	X	X	X	X	X
Mobility and Community Connectivity		X	X		X	X
Economic Competitiveness and Opportunity		X	X	X	X	X
State of Good Repair				X		X
Secondary Selection Criteria						
Partnership and Collaboration				X		X
Innovation	X	X	X			

Major Project Elements –



Bicycle and pedestrian improvements that encourage non-motorized transportation and improve transit access ~43% of project costs



Transit electrification on route charging infrastructure that will facilitate the complete electrification of transit service on State Street, reducing emissions and transportation noise in the corridor ~34% of project costs



Transit amenities and improvements such as improved passenger amenities, real-time information, faster fare payment options etc. ~ 15% of project costs

Planning and design final design at all construction locations and preliminary planning at State and Bogart ~8% of project costs

State Street RAISE Grant
Project Elements

	On Route Charging	Real-Time Information	Off-Board Fare Payment	Premium Bus Shelter Package	Near-Level Boarding	Bicycle and Pedestrian Improvements
Main Street Station	x	x	x			
State and 7th		x				
State and 9th		x				
State and 11th		x	x			
State and 15th		x		x		
State and 18th		x		x		
State and 23rd		x	x	x	x	x
State and 27th		x	x	x	x	x
State and Whitewater*		x		x		
State and Clover		x		x		x
State and Willow		x	x		x	x
State and Collister*		x	x	x	x	x
State and Marketplace*		x		x	x	x
State and Pierce Park		x		x		
Pierce Park and State		x				
State and Northgate Shopping Center*		x		x	x	x
Gary and Bunch*		x		x	x	x
Saxton and State*		x	x	x	x	x
State and Bogart**		x		x	x	x

* Project element within State Street Urban Renewal District

** Preliminary design for right of way preservation only

State Street RAISE Grant Project Elements



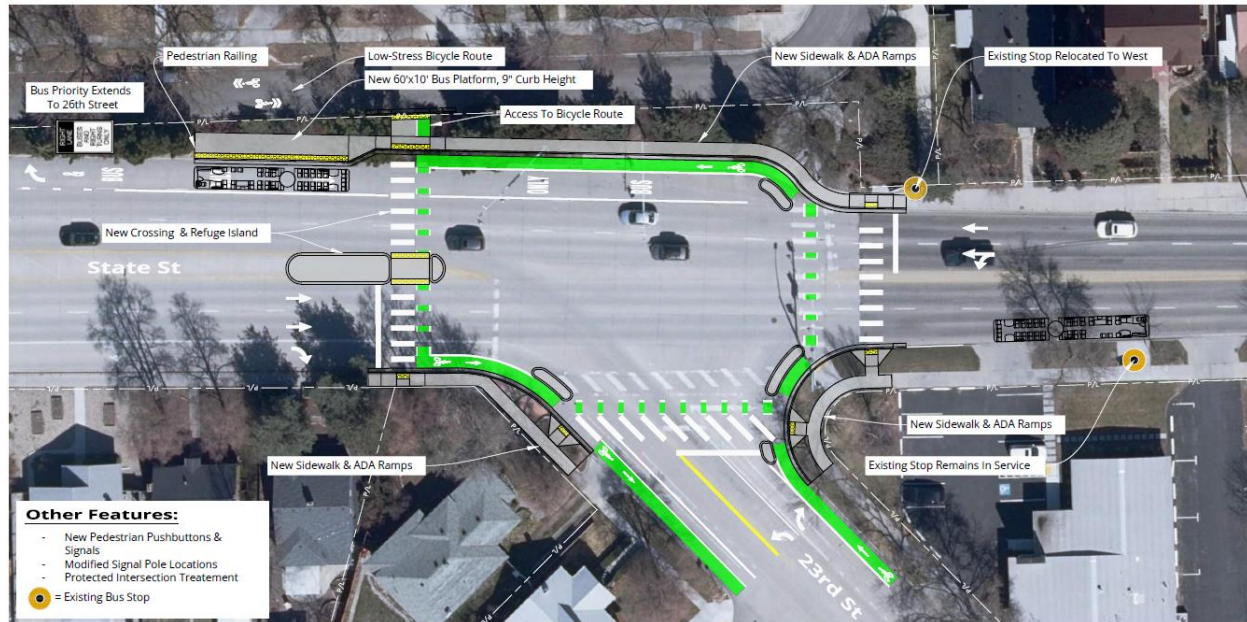
Transit related improvements



Transit AND non-motorized improvements

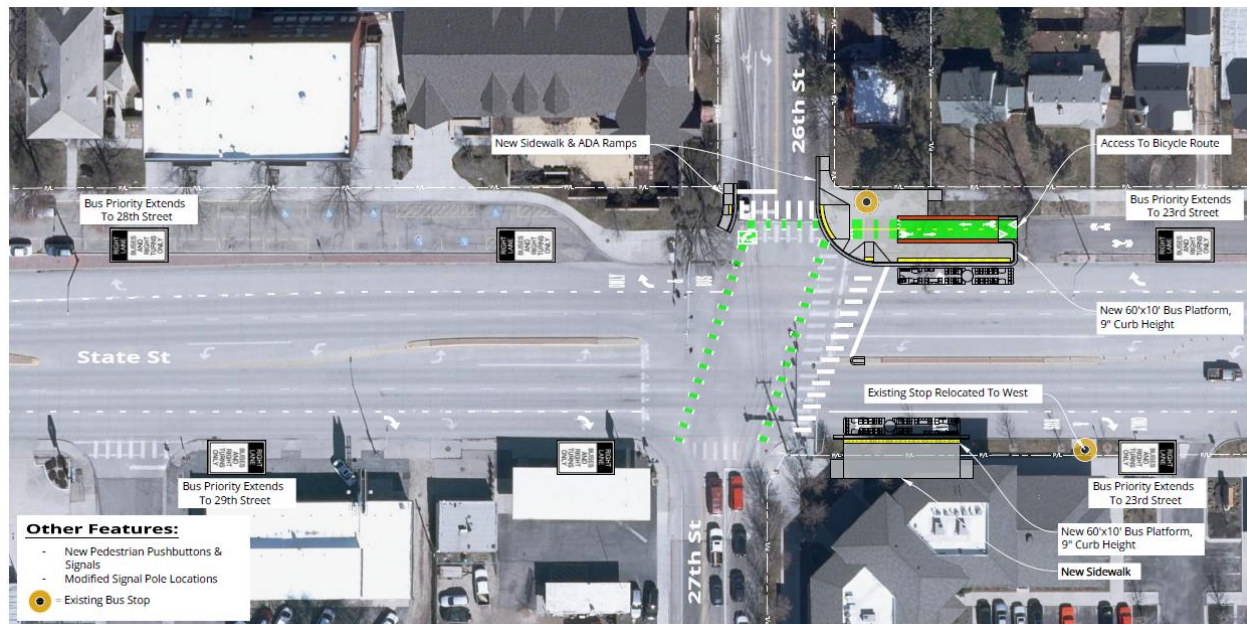


Illustrative transit and non-motorized infrastructure improvements



Conceptual - Not For Construction.

State Street Transit Operational Analysis (TOA)
State Street & 23rd Street
Proposed In-Bound/Out-Bound Improvements



Conceptual - Not For Construction.

State Street Transit Operational Analysis (TOA)
State Street & 26th/28th Street
Proposed In-Bound/Out-Bound Improvements

Illustrative transit amenities

Valley Regional Transit - Bus Stop Typology

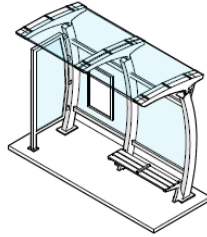
Bus Stop Elements - Premium (EXAMPLE FOR DISCUSSION)



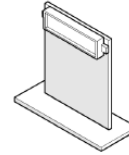
Premium Branded
Bus Stop Flag



Premium
Branded Stop
Flag with
E-Paper Sign



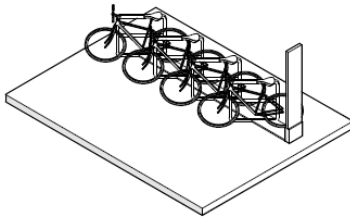
Premium Branded
Shelter
(Brasco Interlude)



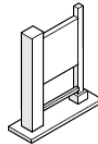
Shelter-Mounted
E-Paper Sign



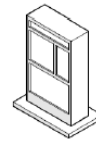
Trash Receptacle



Bike Share Station



Premium Branded
Station Marker



Ticket Vending
Machine (TVM)



Off-board
Smartcard Reader

Valley Regional Transit FY2022 Procurement Calendar

Item VII. B.

Type of Procurement	Project Manager	Estimated Cost	Estimated Issue Date	Estimated Executive Board/Board Action Date	Required Approval
Enterprise Resource Planning (ERP) System Consulting Services	Jason Jedry	100,000	Jan-22	Apr-22	Executive Board
Board Strategic Work Plan	Kelli Badesheim	25,000	Feb-22		Executive Director
Bus Stop Construction (Ada County)	Joe Guenther	250,000	Feb-22	Apr-22	Board of Directors
Printer and Copier Lease Agreement	Nick Moran	210,000	Feb-22	Apr-22	Board of Directors
Consultant Services for State Street Environmental and Design	Joe Guenther	250,000	Feb-22	Apr-22	Board of Directors
Bus Washing Services - Canyon County	Corrie Washington	150,000	Feb-22	Apr-22	Executive Board
State Street Premium Corridor Phase 1	Joe Guenther	1,000,000	Mar-22	Apr-22	Board of Directors
Uniform Rental and Laundry Services - Ada and Canyon County	Ronnie Garcia	49,999	Apr-22		Executive Director
Ada County Operating Contract	Leslie Pedrosa	500,000	Apr-22	Aug-22	Board of Directors
Canyon County Operating Contract	Leslie Pedrosa	500,000	Apr-22	Aug-22	Board of Directors
Regional Radio Dispatch Replacement	Jeff Parker	350,000	May-22	Aug-22	Board of Directors
Tire and Tire Related Services - Canyon County	Jeff Parker	200,000	May-22	Aug-22	Board of Directors
Tire and Tire Related Services - Ada County	Jeff Parker	200,000	May-22	Aug-22	Board of Directors
On-Call Technical Support Services	Nick Moran	200,000	May-22	Aug-22	Board of Directors
Security Surveillance for Main Street Station	Derrick Personette	TBD	May-22	TBD	
Procurement Management Software	Jason Jedry	75,000	Jun-22	Aug-22	Executive Board
Bus Stop Sign Blade Update	Joe Guenther	280,000	Jun-22	Aug-22	Board of Directors
Elevator Service for Main Street Station (MSS)	Joe Guenther	40,000	Jul-22		Executive Director
Fire Extinguishers	Leslie Pedrosa	20,000	Jul-22		Executive Director
Enterprise Resource Planning (ERP) Software	Jason Jedry	250,000	TBD	TBD	Board of Directors

Customer Service Software (CRM)	Jeannette Ezell	TBD	TBD	TBD	Item VII. B.
Fire Suppression	Leslie Pedrosa	TBD	TBD	TBD	
Document Storage Software (Regional)	Nick Moran	100,000	TBD		Executive Board

Executive Board Approval Levels: \$50,000 - \$199,999
 VRT Board of Directors Approval Levels: \$200,000 and over

Updated 2-22-2022



TOPIC	Executive Director Report
DATE	February 23, 2022
STAFF MEMEBER	Kelli Badesheim

Organizational Updates

Valley Regional Transit (VRT) continues to go through the process to program federal funding. We did receive a partial allocation of our federal formula funding at 2021 levels. March is the next time Congress will consider adopting FY2022 budget. We are anticipating increases in funding across all formula funds once that takes place. VRT will use the Transportation Development Planning process to determine investment priorities for those additional federal funds. The Infrastructure Bill authorizes funding levels for the next five years. Staff is working to be prepared for moving projects forward once we have resolution on the FY2022 levels.

Jason Jedry and Jill Reyes kicked-off the budget development season this month. We are updating our assumptions for operations expenses, labor, health, and other expenses we are expecting to go up based on inflation. We will continue to work closely with local funding partners as we work to balance the expenses with revenues, while maintaining existing operational levels. We are considering ways to use the additional federal formula funding as a strategy to achieve that balance.

We received the final draft of the revenue analysis completed by Eco-Northwest. Staff is reviewing the document and will be sharing it more broadly in the coming months, including through the Board strategic planning work.

VRT is working closely with our jurisdiction and agency partners in the State Street Corridor to prepare for an upcoming RAISE grant application. This will be a significant undertaking that will require a good deal of work effort from our development and finance staff members. VRT is evaluating staffing needs to prepare for and execute a project of this magnitude. There are more details about this project in the meeting packet.

We put out a request for quote (RFQ) to procure a consultant to facilitate the Board Strategic Work Plan project. We should have quotes in mid-March and will be selecting a firm to begin in April. We will share the schedule with the Executive Board as soon as those details get resolved.

The Connected Canyon County Community Partners group will be meeting in March to review the findings from the first round of engagement and start developing solutions they think will meet the needs of the community. This project is off schedule by a few weeks based on the availability of our partners and the demands many organizations are experiencing based on the pandemic.

Projects and Community Activities

- Providing project management support to the Connected Canyon County Initiative Community Partners activities

- Supporting Western Idaho Community Healthcare Collaborative (WHCHC) to establish strategic activities based on measures of social influencers of health, including transportation
- Co-chair community impact work through United Way board participation
- Providing staff support to the strategic work group with City of Boise. The focus this year is on developing a portfolio of transit projects for the State Street Corridor, and seeking an investment strategy for securing funding to complete high priority projects.
- Providing staff support to the State Street Corridor Executive Team

More Information

For detailed information contact: Kelli Badesheim, Executive Director, 208.258.2712, kbadesheim@valleyregionaltransit.org.



TOPIC	Operations Department Staff Report
DATE	March 2022
STAFF MEMBER	Leslie Pedrosa

Summary

This report provides a status update of activities related to contracted transportation services, Specialized Transportation services, information technology and intelligent transportation systems, compliance, customer service support and regional operations.

Regional Operations

- Staff is working with Via Mobility LLC to start the launch of new scheduling software. The new software will be phased in to all current programs that currently use RouteMatch, starting with our complementary Ada paratransit service (ACCESS). Phase two will include all Specialized Transportations partners and phase three will include non-emergency transportation services. The last phase will include other services, such as the taxi SCRIP program. When phase one programming is complete, VRT and Via will provide the work with members of the Building Accessible Capacity workgroup to test for user compatibility.
- On-going work continues with Proterra to address issues with the charging pedestals for the battery electric buses. Proterra has an issue that is preventing the function of switching between the two dispensers on one pedestal. This issue is not specific to VRT, it is affecting all agencies with charging pedestals that have dual dispensers. In the last month, Proterra has been able to get two charging pedestals to charge buses to 100% capacity almost 100% of the time. Proterra has some new equipment that will be installed and tested the week of February 21. Results of the test will determine next steps.
- Three of the eight 35' battery electric buses have been delivered. Due to the issues VRT has faced with charging buses, VRT will not have additional vehicles delivered until the charging system is operating properly.
 - Currently three of the five remaining buses to be shipped have completed on-site inspection and will be shipped once charging issues are resolved.
 - The fourth bus is waiting for parts to completed on-site inspection and the fifth bus is currently at the paint shop.
 - At this time, there is no determined date when the remaining buses will be shipped.
- Staff submitted the fiscal year 2021 report to the National Transit Database (NTD). Staff is waiting for responses to see if any revisions are needed.

Highlights:

Contracted Transportation

Canyon County Highlights

- Zero preventable accidents in January
- Intercounty on-time performance 67% for January
- ACCESS on-time performance 88% for January
- On demand on-time performance 88% for January
- On demand updates
 - Completion rate, which is the rides accepted versus the rides requested, is down 8%
 - Large increase in requests made out of service hours, cancellations and no-shows
 - Acceptance rate, which is the proposals accepted versus the proposals offered, is down 6%
 - Slight decrease in average wait time, ride duration and ride distance

Ada County Highlights

- Zero preventable accidents in January
- Fixed-route on-time performance 88 for January
- ACCESS on-time performance 97% for January
- Will continue to review stop level ridership following October service change for any needed adjustments at next service change

Specialized Transportation

- Volunteer drivers continues to see a decrease in ridership
- Eagle Senior Center saw a decrease in ridership, due to new variant of COVID pandemic decreasing staff availability
- Rides 2 Wellness continues to add new clinics to the Ada County service area. With the on-boarding completed for two new service providers, and a third being added in March, ridership continues to increase in both Ada and Canyon County

Information Technology and Intelligent Transportation Systems

- Staff resolved 144 support requests from 160 submitted in January
- Continue to work on adjustments within new system for fixed-route CAD/AVL and mobile ticketing validators
- Working with VRT staff to manage document storage procedures
- Began fact finding meetings with Via Mobility LLC for services using new scheduling software for Demand Response services

Compliance

- Continue to monitor pandemic for any state or federal changes. January saw large spread of the virus with new variants emerging
- Completed National Transit Database reporting for fiscal year 2021
- Purchased software to track safety issues in our service area for the Public Transportation Agency Safety Plan reporting
- Preparing to start Transit Asset Management annual asset scoring

- Preparing to recertify the APC system in fiscal year 2022 for National Transit Database reporting

Customer Service Support

- Customer service handled 2,781 of 2,914 phone calls for information, with 132 calls abandoned. The average call time was 2 minute, 20 seconds and the average hold time was 16 seconds
- Reservationist handled 1,001 of 1,050 phone calls to change or schedule a ride on ACCESS, with 38 calls abandoned. The average call time was 3 minutes, 36 seconds and the average hold time was 11 seconds
- On-demand services handled 789 of 835 phone calls to schedule a ride, with 46 calls abandoned. The average call time was 1 minute, 37 seconds and the average hold time was 23 seconds
- January City Go Pay mobile ticket sales totaled \$7,948.00

More Information

For detailed information contact: Leslie Pedrosa, Operations Director, 208.258.2713, lpedrosa@valleyregionaltransit.org

TOPIC	Development Department Monthly Report
DATE	March 7, 2022
STAFF MEMEBER	Stephen Hunt

Summary

Development department activities January 2022 report

Valley Regional Transit (VRT) Strategic Plan

Goal 1 - Demonstrate responsible stewardship of public resources

Performance Based Decision-making

- **Transportation Development Plan (TDP)**
VRT staff presented the strategic priorities that will guide the development of the TDP. Staff also supported COMPASS in the development of public transportation prioritization measures to be included in Communities in Motion 2050.

Funding Development

- **Budget Development** –As part of the combined FY2023 budget and FY2023-2027 TDP development schedule, staff is conducting strategic meetings with local partners to align priorities and update funding assumptions.
- **Transportation Development Plan (TDP)** - Staff is engaging local jurisdictions, Regional Transit Team, and Regional Advisory Council on project priorities for the TDP. Projects will be aligned with the Strategic Objectives adopted by the Board in January.
 - Staff is building a 10-year capital improvement program and process to inform the TDP capital improvement plan
 - Staff is reviewing service costs, fare projections and performance measures to inform the service implementation plan.
- **Grant Opportunities** – VRT is working with partners to identify upcoming competitive grant opportunities. VRT is preparing a RAISE Grant to begin building transit and adjacent non-motorized infrastructure along State Street in alignment with the initial State Street Transit Operational Analysis findings.

Goal 2 – Increase Ridership and Revenue

- **FY2023 and FY2024 Service Changes** – Development staff has continued reviewing route performance, public comment and stakeholder input to begin drafting FY2023 service change concepts.
- **Regional Revenue Analysis and Strategic Plan** – Development staff continues to participate in the revenue analysis. The consultant team is finalizing the report and should be complete by the end of February.

Goal 3 - Build institutional and regional capacity

Regional Capital Enhancements

- **Orchard Facility Master Plan**
 - Final comments are being addressed on the facility plan.
 - Design for construction is underway with a Request for Bids (RFB) anticipated in mid-February. Construction on storm water/drainage facilities, pavement, and utilities to begin in summer 2022.
- **Happy Day Transit Center Upgrades (HDTTC)**
HVAC replacement contractor is designing replacement system. Design engineer and architect are under contract for roof and awning replacement. Architect will start office redesign plans for 2023 construction.
- **Bus Stops**
 - Staff continues to work on two corridor studies and three construction projects. FY2022 bus stop construction package is ready for bid, including 13th and Fort and 18th and State.
 - FY2021 projects include transit island enhancements along Main and Fairview, a revenue backed project from Capital City Development Corporation (CCDC). VRT will install five (5) best in class shelters March 1, 2022.
 - State Street National Environmental Policy Act (NEPA) and Design scope (request for proposal) is in procurement. We anticipate proposed improvements proposed will be approved and designed for State Street based on the Transit Operational Analysis recommendations. NEPA is anticipated to take 6-8 months for FY2023 construction and up to 2-years for corridor Environmental Assessment.

Regional Corridor Planning

- **State Street Corridor Projects**
 - VRT staff is working to prepare a RAISE grant for additional funding opportunities to advance the development of the State Street transit corridor.
- **Fairview Corridor Project**
 - The second phase of the plan is underway for design concept and NEPA for construction in FY2023-24.
 - Bus stops identified for upgrades will be designed and permitted in FY2022 with construction to follow as a general bus stop construction project for FY2023.
 - The Town Square Mall (TSM) civil evaluation is underway. VRT has a meeting with TSM manager March 2.

Other Development Activities

- **FY 2021 planning projects –**
 - Regional Vanpool Study –VRT staff and the project team have reviewed the draft recommendations prepared by the consultant team, who is finalizing the report.

- Passenger Facility Plan/Bus Stop Typology – The consultant team held the basis of design workshop and the first kit of parts workshop and has begun incorporating the feedback of the workshops into the design elements of the Bus Stop Typology.
- **FY 2022 planning projects-**
 - Kuna Transit Study – VRT has selected Transpo Group as the consultant for this study and the project kicked off in January. Transpo Group has begun stakeholder outreach.

More Information:

Stephen Hunt, Sr. Principal Planner, 208.258.2701, shunt@valleyregionaltransit.org

Joe Guenther, Capital Projects Manager, 208.258.2705, jguenther@valleyregionaltransit.org

Alissa Taysom, Associate Planner, 208.258.2717, ataysom@valleyregionaltransit.org

Jill Reyes, Programming Planner, 208.258.270, jreyes@valleyregionaltransit.org



TOPIC	Finance and Administration Activity Report
DATE	April 4, 2022
STAFF MEMBER	Jason Jedry, Finance Director

Summary

This memo provides an update on the accomplishments of the Finance Department.

Highlights

Budget/Finance

- Finance staff are working on closing the first quarter of FY2022
- The Authorities FY2021 National Transit Database report has been submitted to the FTA
- Finance staff have finalized all FY2022 project funding and tracking documentation
- Finance Director is working on FY2023 budget planning

Grant Management

- Grants and Compliance Administrator is working on the following:
 - FTA grant applications
 - Active grant revisions/amendments
 - Subrecipient agreements for FY2022
 - Subrecipient reviews
 - Project funding form maintenance
 - Federal grant reconciling

Procurement

- Procurement and Contracts Specialist is working on:
 - Demand Response Scheduling Software
 - Payroll Services
 - Non-Emergency Medical Transportation
 - ERP System Consulting Services
 - Media Placement and Promotions

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

TOPIC	Community Engagement Update
DATE	March 7, 2022
STAFF MEMBER	Jason Rose

Summary

This memo provides updates on current and future community engagement efforts, including those related to the Valley Regional Transit (VRT) Strategic Plan goals.

Highlights

Owned media and collateral

- Website
 - We have completed the transfer of our website to a new webhost, which was necessary due to download speed issues. VRT continues to work on existing route page issues and monitor website speeds.
 - We continue to work on updates to improve accessibility to our website. Recent updates include an update to the Title VI/ADA page to include a combined Title VI and ADA complaint form in fillable PDF. We also updated information on how to provide other comment types and improved the search engine. Further recommendations are being addressed in coordination with the website developer.
- Rolling Stock
 - We continue to work with the Boise maintenance department regarding overhead rail posters/car cards to ensure each bus has all required and updated posters after a design refresh. We are also working on a process to streamline the installation and removal of these posters.
- Accessibility
 - We are drafting a Digital Accessibility Policy for VRT, using four recommendations made by the ACHD ADA Advisory Committee as a starting point. These recommendations were presented to the Regional Advisory Council on February 15, 2022. The RAC will make comments and suggestions to help guide the development of our policy while we conduct research and create an initial draft. The draft will be reviewed by the RAC and Executive Board before being submitted to the VRT Board for final approval.

Engagement

- Digital - Engage
 - VRT has seen an increase in registered users on the Engage (engage.valleyregionaltransit.org) platform, with seven new registrations, bringing the total to 125 registered users (as of 2/16/22).
 - The Engage platform currently houses five projects. Four of the projects (Connected Meridian, Connected Kuna, Highway 44 Connected Communities, and the Regional Vanpool Study) are scheduled to shift from the “Ideal Collection” phase to an “Analysis” phase in early February. The Analysis phase will last until late April, with all projects informing the first draft of the Transit

Development Plan. We are currently working through outreach planning for the Transit Development Plan, which will occur in May.

- The final project in the Engage platform is Connected Canyon County, where VRT works with community partners to design mobility solutions to improve access in Canyon County. We are currently reviewing general platform input and feedback from our first two workshops in preparation for a third workshop on March 11.
- Public Transportation in Eagle
 - We are currently working with the City of Eagle to determine public transportation options for the city, including on-demand transit or a fixed-route option.
 - Outreach includes: a digital survey and extensive email outreach to stakeholders, businesses, partners, and individuals; social media boosts and poster-hanging to drive people to the survey; and in-person tabling and polling at various locations, including the library. This is scheduled through the end of February or early March.
- Transit Development Plan
 - VRT is planning for outreach to support the Transit Development Plan. This outreach would be conducted in May, with the goal of driving engagement in the outreach process (primarily soliciting feedback for TDP scenarios and other input needs) and awareness of current VRT services in as many places, using as many methods, and being as accessible as possible.

Team Updates

- VRT is currently hiring for a Mobility Navigator within the Communications and Engagement team.

More Information

Attachments: None

For detailed information contact: Jason Rose, Community Engagement Manager, 208-258-2739, jrose@valleyregionaltransit.org



TOPIC	Corporate Sponsorship and Underwriting Department
DATE	March 7, 2022
STAFF MEMBER	Jason Russell

Summary

Revenue Stream	Fiscal Year 22 Goal	Contracted Amount*	% to Goal
<i>Transit Assets – Fixed Line, On-Demand</i>	\$600,000.	\$555,147.	93%
<i>Safe Routes to School Sponsorships</i>	\$50,000.	\$0.00	0%
<i>Public Art – Bus Shelters</i>	\$50,000.	\$0.00	0%
<i>Production Revenue Pass Through Funds</i>	\$120,000.	\$49,150.	41%

*As of February 15, 2022

New Business Opportunities

- Idaho Department of Health and Welfare – Drug Overdose and Prevention
- University of Idaho
- St. Luke’s Medical Center

Advertising Installations and Renewals

- Treefort Music Festival
- Idaho Department of Health and Welfare – Hepatitis C Prevention

Public Art – Bus Shelters

- Developing a creative brief to support the design of new bus shelter to be located at 27th and Main Street sponsored by St. Luke’s Health System

Interior Posters – Card Racks

- With the help of Mark Carnopis and the operations department, we have a finalized schematic and process for the display of required as well as paid advertising on the interior of the new electric bus fleet.

Bus Benches

- Removed four advertising display bus benches within Nampa downtown limits as per city code

For detailed information contact: Jason Russell, Underwriting Manager, 208-440-2515, jrussell@valleyregionaltransit.com



TOPIC	Programs and Marketing Update
DATE	March 2022
STAFF MEMBER	Dave Fotsch

Summary

The Programs area covers Navigation, Safe Routes to School, and Marketing.

Highlights

Safe Routes to School (SRTS) – Canyon County

- Canyon County SRTS continues work with the City of Nampa and partners on identifying close to shovel-ready projects that will increase the safety for students walking/biking to school.
- The entire SRTS team will observe schools on Greenhurst Road to inform how students negotiate sidewalk gaps along this roadway.
- Spring scheduling continues

Safe Routes to School (SRTS) – Ada County

- Ada County SRTS identifies upcoming roadway projects around schools based on a list we received from our partners at Ada County Highway District.
- SRTS is working on a data collection project to try and determine the effectiveness of roadway improvement projects, SRTS instruction, and crash data near schools.
- SRTS is getting back into schools with more relaxed COVID-19 restrictions. They will be working in three middle schools in the coming weeks.
- Bike Clubs at Community schools start in April. Those conversations just started.
- SRTS is also starting a new live video series on all SRTS topics, accessible on social media platforms in the coming months.

Mobility Navigation

- Mobility Navigator Kyle Lenhart-Wees resigned his position on January 26, 2022. We are recruiting for a replacement.
- The Community Engagement Manager will now supervise the Mobility Navigator.

Marketing

The marketing department continues to work with Stoltz Marketing Group to develop and launch a series of initiatives designed to grow and maintain Valley Regional Transit services.

Electric Bus promotion

- The Electric Bus campaign ran from October 1 – December 31, 2021. The focus was on display ads and social media.
- Campaign augmented with organic social media posts
- The *Comic Book* creative drove response rates twice the rate of other ads
- Women were 22% more likely than men to click on the ads
- Users ages 45-54 and 65+ visited the website the most
- The campaign generated 242,000 impressions in December, with an average click-through rate of 0.75%. It was 1.34% for the *Comic Book* video.

- The first four buses received custom ‘comic book character’ wraps and remained on the street.
- Developed a template for branding and ad sales for the 35-foot buses

Safe Travels, Treasure Valley newsletter

The newsletter has made the transition to a monthly with good results! The first edition created by Stoltz garnered the highest open rate of any previous newsletter! From now on it will feature:

- Fewer, shorter, and punchier stories
- Focus on local transportation stories
- Work to build an audience
- We invite you to subscribe to the newsletter and share the link with others.

<https://valleyregionaltransit.us17.list-manage.com/subscribe?u=a2575d0c9e327df42c647285a&id=30356a6b08>

Route 150 Pine

VRT has given Stoltz Marketing Group the green light to develop a campaign promoting the Meridian Route 30 Pine. The campaign will focus on direct mail delivered to residences and businesses within ½ mile of the new route and social media. The goal is to have the campaign ready to roll before the Route 30 Pine begins service.

Eagle Service

We decided to split the Route 30 and the Route 9 extension campaigns because the City of Eagle is now considering other options, including on-demand transit. VRT is currently gathering public input into transit options. Once the city makes a decision, we will revisit methods of promoting it.

Website

- New web host - The VRT website has a new host that delivers faster load speeds and more responsive customer service. We have worked through a few programming glitches, and everything appears to be working well.
- Accessibility issues – A member of the Regional Advisory Council brought some accessibility issues to our attention in January. We have contracted with Stoltz to facilitate some programming changes to make the website more accessible to those with disabilities. The work should be completed by the end of February.

Treefort Music Fest – March 23 – 27, 2022.

- VRT will provide the Treeline circulator service for the tenth Treefort Music Fest.
- VRT will make a more extensive media push to make the community aware of the service
- Bands on the Bus will return!

More Information

For detailed information contact: Dave Fotsch, Programs Director, 208-331-9266, dfotsch@valleyregionaltransit.org



TOPIC	City Go Report
DATE	March 7, 2022
STAFF MEMBER	Kaite Justice

Summary

This report provides a status update of activities related to the downtown mobility collaborative, City Go.

- City Go staff continue to work on the Integrated Mobility Plan. Nelson Nygaard and Valley Regional Transit (VRT) staff stakeholder interviews in January and is working on the mobility toolkit through February. The second stakeholder workshop will take place the first week in March. The draft plan is on track to be completed and presented to the Executive Board in May.
- City Go is working with the Idaho Policy Institute to conduct a COVID-19 Travel Behavior Study valley-wide. The draft report has been completed and staff is currently working through edits. The final report will be done by second week of March. Staff will be bringing the results to the Executive Board in April.
- City Go's new Mobility Ambassador Program launched in February with the application period. The program received over 20 applicants to participate in the program. Staff is currently reviewing applications and will have the cohort finalized by the first week of March. The objective is to promote awareness and conversation about sustainable transportation in downtown Boise, improved transit connections across the Treasure Valley, use of different transportation modes, and goals and visions for the Treasure Valley's transportation future. Inform and engage the community, and create community dialogue about Boise and the Treasure Valley's transportation future.
- The City Go Wallet has continued to grow since its launch in October. As of the February 15, VRT has sold over \$32,000 in fares through the new system with over 630 downloads.
- City Go launched an employer- specific marketing campaign in February that will run through April. The campaign specifically promotes City Go memberships and regional pass programs. Ads are running mainly on LinkedIn and other social media channels. Here are screenshots of some of the ads:



City Go
96 followers
Promoted

With a City Go membership, your business gets a customized commuting plan — giving you a leg up on other employers and fostering a happier workforce.

Give your team the benefits they want...



Offering a simpler commute? Sounds pretty beneficial.

[Learn more](#)



City Go
96 followers
Promoted

Give employees a program that makes commuting easier. City Go can help design a bundle of benefits to solve your team's parking and transportation issues.

More than a bus pass.



Give employees more than a bus pass.

[Learn more](#)

55

**City Go**
96 followers
Promoted

With Valley Regional Transit bus passes, your team can get to work and save big. One-year passes start at just \$6 per person for 100+ employees.



**Bus passes for employees.
Starting at \$6 per person.**

Give your team a better way to get to work. From \$6/person.

[Learn more](#)

**City Go**
96 followers
Promoted

Save money and provide more perks for your employees. One-year group bus passes start at \$6/person for 100+ employees.

Bus passes.

**Better for your
bottom line.**



A win for your team, town, and bottom line.

[Learn more](#)

- Communications metrics for the previous month:

TARGET	GOAL	ACCOMPLISHED	TOTAL
NEW NEWSLETTER SUBSCRIBERS	10	3	1,800
NEWSLETTER OPEN RATE	20%	30.8%	
NEWSLETTER CLICK RATE	5%	3.1%	
NEW INSTAGRAM FOLLOWERS	10	13	1085
NEW FACEBOOK FOLLOWERS	10	0	152
BLOG POSTS WRITTEN	1	3	
CLICKS (KEYWORDS)	200	747	
WEBSITE VIEWS	1,000	5,754	
BUSINESS DEVELOPMENT LEADS			
UMO APP ACCOUNTS CREATED			

Communications Conducted

COMMUNICATION	OUTCOME AND INSIGHTS
JAN/FEB NEWSLETTER	30.8% open rate, 3.1% click rate
MOBILITY AMBASSADOR POSTS	
-JAN 24	IG: 9 likes, FB: 2 likes
-JAN 27	IG: 10 likes, FB: 2 likes
-JAN 31	IG: 6 likes, FB 1 like
JAN 13/18 CITY GO ENGAGE MTGS	8 members in attendance, recommendations shaped mobility ambassador program application

For detailed information contact: Kaite Justice, City Go Director, 208-258-2750,
kjustice@valleyregionaltransit.org