

Board of Directors Meeting Agenda

April 04, 2022

12:00 PM

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

Board of Director members may participate in the meeting in-person,
via MSTeams at

https://www.valleyregionaltransit.org/Board_April2022

or by dialing in at **469-965-2358 Conference ID: 153 218 799#** *(The boardroom is open for in-person attendance, but has very limited capacity, with preference being given to the Board of Director 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).*

A. PUBLIC COMMENT: Saltzer Health in Support of Rides 2 Wellness

Pages 5-6 | Amy Stahl

Saltzer Health/Intermountain recently signed on as a Rides 2 Wellness financial partner. Amy Stahl will address the board on this important need.

B. PUBLIC COMMENT: Regional Advisory Council Quarterly Update

Mary Beth Nutting

Vice Chair Mary Beth Nutting will provide and update on the Regional Advisory Council recent activities.

IV. **Finance Committee Report**

V. **Consent Agenda**

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

A. ACTION: Annual Budget Development Process Policy 5.18.00 (G) Update 0

Pages 7-15 | Jason Jedry

Staff requests the Board consider approval of Resolution VBD22-008 and the updated Annual Budget Development Process Policy, Policy Number 5.18.00 (G). No substantive changes were made to the policy.

B. ACTION: Balanced Budget and Reserves Policy 5.15.00 (G) Update 0

Pages X16-22 | Jason Jedry

Staff requests the Board consider approval of Resolution VBD22-009 and the updated Balanced Budget and Reserves Policy, Policy Number 5.16.00 (G). No substantive changes were made to the policy.

C. ACTION: Fiscal Year-End Accounting, Audit and Budget Amendment Processes Policy 5.17.00 (G) Update 0

Page 23-31 | Jason Jedry

Staff requests the Board consider approval of Resolution VBD22-010 and the updated Fiscal Year-End Accounting, Audit and Budget Amendment Processes Policy, Policy Number 5.17.00 (G). No substantive changes were made to the policy.

D. ACTION: Written Information Security Program Policy 0

Pages 32-40 | James Mundell

The Board of Directors is asked to consider ratifying the Written Information Security Program Policy by approving Resolution VBD22-012.

E. ACTION: Regional Fare Policy Update 0

Pages 41-50 | Stephen Hunt

VRT Board will consider approving Resolution VBD22-011 which will update the Regional Fare Policy to reflect the changes approved by the Board in the 2019 fare analysis and fare change.

F. ACTION: FY2021 Audit 0

Pages 51-92 Jason Jedry

Jason Jedry and Jodi Daugherty, from Eide Bailly, presented the fiscal year 2021 audited financial statements to the Executive Board at the February 7, 2022 meeting. Following discussion, Elaine Clegg moved to accept and place the audited financial statements on the consent agenda for the VRT Board of Directors to consider accepting at the April 4 meeting; Lauren McLean seconded. The motion passed unanimously. The VRT Board is asked to consider approving the FY2021 audited financial statements.

G. ACTION: FY2021 4th Quarter Operating Cash Balance Report 0

Pages 93-94 | Jason Jedry

The Board is asked to consider accepting the FY2021 4th Quarter Operating Cash Balance Report.

H. ACTION: FY2021 4th Quarter Budget Reports 0

Pages 95-108 | Jason Jedry

The Board is asked to consider accepting the FY2021 4th Quarter Budget Reports.

I. ACTION: Payment Registers

Pages 109-131 | Jason Jedry

The Board will review and consider accepting the attached payment registers.

J. ACTION: Minutes from the January and February Executive Board Meetings 0

Pages 132-139 | Paula Cromie

The Board of Directors is asked to consider acceptance of the January, and February Executive Board minutes.

K. ACTION: Board of Directors Meeting Minutes from January 3, 2022 0

Pages 140-142 | Paula Cromie

The Board of Directors is asked to consider approval of the minutes from the January 3, 2022 meeting.

L. ACTION: Regional Advisory Council Minutes from February 15, 2022 Meeting 0

Pages 143-144 | Paula Cromie

The Executive Board is asked to consider acceptance of the minutes from the February 15, 2022 Regional Advisory Council meeting.

VI. Action Items

A. ACTION: Election of Ada County At-large Member0

Page 145 | Kelli Badesheim

The Board of Directors will have the opportunity to vote on Alexis Pickering to fill an open Ada County at-large position.

B. ACTION: Contract for Construction of Bus Stop Infrastructure 0

Pages 146-148 | Joe Guenther

Staff requests the Valley Regional Transit Board consider approval of Resolution VBD22-014 and corresponding Authorization for Expenditure for the contract with Paul Construction for the FY2022 Bus Stop Construction.

C. ACTION: Capital Projects delegate approval to Executive Board Ø

Pages 149-152 | Joe Guenther

The Board of Directors is asked to consider delegating approval of the procurement of Capital Projects Contracts for design and construction services to the Executive Board by approving Resolution VBD22-013 and Resolution VBD22-015.

VII. Information Items

A. INFORMATION: Transportation Development Plan FY2023-2027 Ø

Pages 153-156 | Jill Reyes

Staff will provide an update on plan development and introduce the framework of the transportation development plan.

B. INFORMATION: FY2023 Budget Assumptions

Pages 157-159 | Kelli Badesheim

Attached is a memo outlining the FY2023 budget assumptions. The VRT Board will discuss the budget assumptions at the meeting.

C. INFORMATION: FY 2023 and FY 2024 Service Changes Updates Ø

Pages 160-161 | Alissa Taysom

Staff will provide an update on the FY 2023 and FY 2024 service changes.

D. INFORMATION: Outreach Campaign

Pages 162-163 | Jason Rose

Staff will provide an update on public engagement.

E. INFORMATION: Covid-19 Travel Behavior Study Ø

Pages 164-181 | Kaite Justice

The purpose of this information item is to update the VRT Board of Directors on the Covid-19 Travel Behavior Study that was conducted through the Idaho Policy Institute.

F. INFORMATION: VRT FY 2021 Fact Sheet Ø

Pages 182-184 | Mark Carnopis

Members are asked to review the draft FY 2021 Fact Sheet for Valley Regional Transit and provide comments and suggestions.

G. INFORMATION: Procurement Calendar Ø

Pages 185-186 | Jason Jedry

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

VIII. Department/Staff Reports

A. INFORMATION: Department/Staff Reports

Pages 187-203 | Staff

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

IX. Executive Session

The VRT Board may convene into Executive Session at this time Pursuant to Idaho Code 74-206, identifying one or more of the specific paragraphs (a) through (j). An action by the VRT Board may follow the Executive Session.

X. Adjournment

Ø = Attachment

Agenda order is subject to change.

**Next VRT Board of Directors Meeting:
August 1, 2022**

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)

The public is invited to provide written comment on an agenda item or provide comment at the VRT Board meetings. Please refer to the VRT Board Agenda Preparation and Approval Policy (approved 07/15/09) at the following weblink:

<https://www.valleyregionaltransit.org/media/1493/boardagenda-preparationpolicy.pdf>

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.



INTERMOUNTAIN NEWS RELEASE

For Immediate Release:

April 4, 2022

Intermountain Healthcare

Amy Stahl: amy.stahl@imail.org / 208-869-0637

Valley Regional Transit

Mark Carnopis: mcarnopis@valleyregionaltransit.org / 208-258-2702

Intermountain Healthcare Contributes \$20,000 to Valley Regional Transit's Rides2Wellness Program to Improve Access to Healthcare

Intermountain Healthcare has contributed \$20,000 to Valley Regional Transit to expand its Rides2Wellness Program to serve Saltzer Health patients in Ada and Canyon counties in southwest Idaho.

Rides2Wellness helps people get to their medical appointments by providing free transportation in the Treasure Valley. This on-demand program picks individuals up from their home and drops them at their appointments. Rides2Wellness is a shared-ride transit system that takes multiple passengers to different locations. Rides2Wellness is coordinated with various transportation providers in the community.

"Living our healthiest lives possible requires more than access to high quality healthcare. We've found that a lack of reliable transportation can often act as a barrier to health," said Mikelle Moore, senior vice president and chief community health officer. "The Rides2Wellness program expands access to healthcare for all community members who need it, one ride at a time."

The Intermountain donation will enable Saltzer Health patients who are residents of Ada County, Nampa and Caldwell to more easily access their healthcare appointments.

The Rides2Wellness program in Ada County began in summer 2016. The program expanded to include Canyon County in fall 2021. Other Rides2Wellness funding partners are St. Luke's and St. Alphonsus. In 2021, the service provided 5,604 rides. The program provides transportation to a total of 65 medical clinics and facilities.

To learn more, visit the [Rides2Wellness](#) website.

#

Valley Regional Transit is the regional public transportation authority for Ada and Canyon counties. Valley Regional Transit bus services include 17 fixed routes in Boise/Garden City, on-demand service in Nampa and Caldwell, and four inter-county routes between Ada and Canyon counties. It also manages numerous specialized services. For information about Valley Regional Transit services, visit valleyregionaltransit.org.

[Intermountain Healthcare](#) is a nonprofit system of 25 hospitals, 225 clinics, 42,000 employees, a medical group, SelectHealth insurance company, and other health services in Utah, Idaho, and Nevada. Intermountain is widely recognized as a leader in transforming healthcare using evidence-based best practices to deliver high-quality outcomes and sustainable costs consistently.

[Saltzer Health](#) is an Intermountain Healthcare company with more than 80 primary care and specialty providers, about 450 employees, medical imaging center, a 24-hour urgent care clinic, joint-venture surgery and gastroenterology procedure centers, and 11 clinics from Boise to Caldwell in southwest Idaho.



TOPIC	Annual Budget Development Process Policy Update
DATE	April 4, 2022
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

Staff requests the Board approve Resolution VBD22-008 and the updated Annual Budget Development Process Policy, Policy Number 5.18.00 (G).

Summary

This policy recognizes the importance of timely and accurately preparing an annual budget. A budget consists of a set of recommended actions regarding programs and services to be funded, including service level, quality and goals to be achieved. The Valley Regional Transit (hereinafter “Authority”) budgetary process strives to incorporate a long-term sustainability perspective by establishing linkages to broad organizational goals that focus budget decisions on key issues, results and outcomes.

Preliminary budgets are presented to the Finance Committee of the Authority’s Executive Board in preparation for public noticing and review and approval by the Authority’s Board of Directors. A number of processes are necessary to be accomplished that are time sensitive in order to achieve compliance of having a budget approved by the statutory requirement of the Tuesday following the first Monday in September of each fiscal year. This policy identifies those processes, the key steps in their accomplishment, and the responsible parties that ensure their timely completion.

The Annual Budget Development Process Policy that was approved in 2018 has been reviewed and the changes made are minimal. Those changes include:

- Replacing all references made to “VRT” with Authority
- Replacing all references made to “Planning” with Finance
- Replacing all references made to “Program Managers” with Directors
- Adding, removing, or updating definitions
- Presenting in standard VRT policy format

Implication (policy and/or financial)

This policy recognizes the importance of timely and accurately preparing an annual budget.

Highlights

- Approved by Board of Directors September 2018

More Information

Attachments: Annual Budget Development Process Policy and Resolution VBD22-008
Annual Budget Development Process Policy

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



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

Policy Number: 5.18.00 (G)

Resolution Number: VBD22-008

Policy Title: Annual Budget Development Process Policy

Signature of Board Chairperson

Date

Signature of Executive Director

Date

Statement of Policy

This policy recognizes the importance of timely and accurately preparing an annual budget. A budget consists of a set of recommended actions regarding programs and services to be funded, including service level, quality and goals to be achieved. The Valley Regional Transit (hereinafter "Authority") budgetary process strives to incorporate a long-term sustainability perspective by establishing linkages to broad organizational goals that focus budget decisions on key issues, results and outcomes.

Preliminary budgets are presented to the Finance Committee of the Authority's Executive Board in preparation for public noticing and review and approval by the Authority's Board of Directors. A number of processes are necessary to be accomplished that are time sensitive in order to achieve compliance of having a budget approved by the statutory requirement of the Tuesday following the first Monday in September of each fiscal year. This policy identifies those processes, the key steps in their accomplishment, and the responsible parties that ensure their timely completion.

Definitions

Annual Budget – The listing of revenues and expenses by system, division or program that is structurally balanced for a fiscal year (October 1 to September 30).

Budgetary Calendar and Process Checklist – A calendar or timeline and associated instructions are updated and issued by Authority's Finance department each September that identifies key processes and the related deadlines in order to successfully complete and present an annual balanced budget in compliance with state statute. The instructions and checklists contain the detailed procedures and timelines for all budget activities, including

specific review and prioritization criteria. The calendar/checklist will include a 60-day pre-budget comment period commencing six (6) months prior to the start of the new budget year.

Operational and Capital Carryforward Expenses – These expenses have been approved in a prior year budget but have not been incurred as of the fiscal year end. These expenses are brought forth to the Authority’s Board of Directors for approval in order to “carry forward” the budget to cover these expenses into a subsequent fiscal year through an amendment of the current year budget during January of each fiscal year.

Board of Directors – The Board of Directors consists of *general members* from Ada County, Canyon County, each incorporated city within Ada County and Canyon County or Canyon County; *special members*, including Boise State University, Capital City Development Corporation and the College of Western Idaho; and *ex-officio members* from the Idaho Transportation Department.

Executive Board – The Executive Board consists of four (4) Board officers (the Chair, Chair Elect, Vice Chair, and Treasurer), the immediate past Chair, five (5) at large members, and a BSU representative.

Capital Projects – The maintenance or replacement of capital equipment or facilities.

Transit Asset Management Plan (TAM) - A business model that uses the condition of assets to guide the optimal prioritization of funding at transit properties in order to keep transit networks in a state of good repair.

Policy

I. BALANCED BUDGET POLICY

- A. The Authority develops both long and short-term financial plans that protect the financial health of the Authority so the transit agency economically and efficiently continues to deliver transit services. A balanced budget is the basic budgetary constraint intended to ensure the Authority does not spend beyond its means.
- B. Balanced budgets are required to be prepared for both operating and capital project activities of the Authority. Operating budgets are required to be prepared for only the budgetary fiscal year or biannual convention should the Authority ever choose to present budgets for two successive fiscal years. Capital project budgets are required to be prepared for the length of the project and are balanced each fiscal year.
- C. Budgets are adopted by resolution. Budgets are required to meet public notice requirements as dictated by Idaho State Statute 40-2112 and must be approved by the Authority’s legislative body (Valley Regional Transit Board of Directors) by the Tuesday following the first Monday in September for the ensuing fiscal year.
- D. Surpluses in equity or net position should not be considered a source of funds to offset or balance against base operating expenses for any budget under development unless prior approval is obtained from the Authority’s Board of Directors.
- E. The Authority limits its use of one-time revenues to being matched against only one-time expenses in order to minimize the disruptive effects on services due to the potential non-recurrence of these specific revenue sources.

- F. Some of the Authority's divisions/departments operate specific programs and/or activities. A balanced budget is required for each program/activity.
- G. Circumstances of noncompliance with the Balanced Budget Policy are permitted only through approval by the Authority's Board of Directors.
- H. The Authority is required to take action to bring a budget into balance if adjustments are needed in situations where definitive evidence exists that projected actual expenses will exceed actual revenues, in total, by division or by system through the end of the fiscal year.

II. BUDGET DEVELOPMENT CALENDAR

- A. The budget development calendar is integral to the successful preparation and execution of the Authority's budget adoption. The Authority publishes a comprehensive budget calendar that specifies when budget tasks are to be completed. The calendar also identifies specific timelines for those tasks. The budget development calendar is presented to the Finance Committee of the Executive Board no later than November of each fiscal year. As part of the calendar, the Authority will provide for an examination of sources and current trends of funding (revenues) and historical and projected expenses for the upcoming fiscal year. The calendar identifies the roles, responsibilities and assignments of specific administrative and contractor Staff.
- B. A finalized preliminary budget will be presented for review to the Finance Committee of the Executive Board no later than at the June meeting of each fiscal year.

III. BUDGETARY DEVELOPMENT GUIDELINES

- A. Finance will ensure staff has the opportunity to participate in a formal training session on budget development each fiscal year.
- B. Departmental directors, managers and contractors will submit their operational and capital budget information to Finance by the timelines outlined in the budget development calendar. Finance will serve as a resource to assist Staff in developing their respective budgets and in compiling any historical financial information required for analysis in that process.
- C. Departmental directors, managers and contractors are required to develop a balanced budget for their programs. Departmental directors, managers and contractors are to identify and disclose instances in their developed budgets where one-time revenues are being utilized to cover base budget expense (labor as an example). For these situations, departmental directors, managers and contractors are also to develop plans on how base expenses will be covered with revenue sources other than one-time sources for future fiscal years. The preferred method to present a program budget is in a decision package format. A decision package or scenario format displays varying amounts of quantity and/or quality of service that can be provided with different amounts of financial resources deployed to each program.
- D. Finance will provide the necessary templates, decision package formats and/or budget development and compilation tools to assist Staff in efficiently and effectively developing their budgets.
- E. Requirement to evaluate current and future conditions, external factors, opportunities and challenges in developing budgets:

1. Staff are required to collect, evaluate and/or take into consideration revenue and expense trends, external factors, needs and opportunities that may be available in establishing their revenue and expense budget estimates for the upcoming budgetary projection cycle.
2. Bottom-up or zero-based expense budgeting is the expected method by which expenses are required to be compiled into a budget. This method quantifies all direct expenses of each budget expense category based upon identified needs and expectations of future service delivery. It is required that supporting details and documentation be made available and/or maintained for each established budget. The following should be utilized to accurately estimate budgetary amounts:
 - a. Activity, needs, number of employees by category, vendor expenses, etc.
 - b. Economic, service, ridership and financial factors
 - c. Realistic and determinable revenue estimates
 - d. Demographic trends
 - e. Legal or regulatory issues
 - f. Technological trends
3. Biannually, the budget development process is initiated with a historical review of revenue trends and sources as a basis for projecting subsequent year revenues that form the foundation of the budget.
4. Operational expenses developed at a sufficiently detailed level are required in order to allow for import into the Authority's financial accounting and reporting application. The appropriate level of detail is at the object level: division, department and general ledger account.
5. Budgeted capital projects and associated expense are required to comply with Federal Transit Administration (FTA) recommended Transit Asset Management (TAM) practices to preserve and expand transit investments as dictated in FTA C 5300.1 State of Good Repair Grants Program: Guidance and Application Instructions. Capital projects and budgeting are required to comply, and be incorporated into, the Authority's Transit Asset Management (TAM) Policy. Having well-maintained and reliable transit infrastructure is instrumental in ensuring safe, dependable and accessible services. The following are required to achieve compliance:
 - a. Investments in capital projects must be able to be aligned with the Authority's strategic goals and objectives approved by the Authority's Board of Directors.
 - b. The Authority is required to develop capital projects with their TAM Plan that includes condition assessments and investment prioritization.
 - c. Capital projects and associated expenses are required to be accounted for and tracked in the Authority's project accounting and activities module within its financial system.
 - d. Ongoing maintenance or replacement of capital equipment or facilities are often defined as operating items when costs or useful life do not meet or exceed the Authority's capitalization threshold requirements (currently \$5,000 and 1 year of useful life). The Authority is required to disclose the future financial impact of ongoing maintenance and/or replacement during the budgetary development process and prior to the approval of the capital

budget. Associated expenses for these items are to be included in an appropriate operational budget.

- e. Capital projects that have not been completed or fully spent out by the end of the year are typically included in the Authority's carryforward process that is taken for approval to the Authority's Board of Directors each January.

IV. BUDGETARY CONTROL AND MANAGEMENT

- A. Budgetary control is established to ensure actual expenses do not exceed budgeted expenses as set forth in the budget unless offsetting favorable revenues or lower expenses exist in other categories that mitigate this situation. Revenues are controlled in a similar manner.
- B. Finance will develop and maintain a budgetary control plan establishing appropriate management processes, systems and reporting that allow the Authority to detect and correct significant unfavorable budget to actual deviations when they are identified. The plan will ensure compliance through use of data collection and financial reporting systems that evaluate revenue and expense trends and projections in order to lower the Authority's risk of unfavorable financial events.
- C. Reporting controls are established by financial reporting of actual versus budgeted revenues and expenses. These reports will be provided to Authority management and the Authority's Board on a schedule determined by the Board, but no less than quarterly during the fiscal year. From a practical standpoint, budget to actual variance reporting is to be reported by general ledger roll-up summary account category level by system and/or division for both revenues and expenses.
- D. Operational budgetary control is developed, maintained and controlled at the divisional, departmental, and general ledger account levels.
- E. Capital budgetary control is developed, maintained and controlled at the divisional, departmental, general ledger account and by identified project number.

V. RESPONSIBILITIES AND ACCOUNTABILITIES

- A. The Authority's Board of Directors approves all related budgetary policies, annual and carryforward budgets and quarterly financial and budget to actual reporting.
- B. The Authority's Finance Committee of the Executive Board performs the initial review of all related budgetary policies, annual and carryforward budgets and quarterly financial and budget to actual reporting. The Committee may seek clarification and/or resubmission from the Authority's management for items that require further research and/or reporting. The Committee recommends approval of these items to the Authority's Board of Directors when warranted.
- C. The Executive Director reviews and approves the finalization and forwarding of recommended annual and carryforward budgets to the Authority's Executive Board for recommendation to the Authority's Board of Directors.
- D. The Director's team works in conjunction with the finance department to prepare reports that are submitted to the Executive Director for review.
- E. Departmental directors, managers and contractors prepare annual budgets (by division, program or project) for which they have operational oversight and responsibility.

- F. The finance department manages the overall Authority budgetary and financial reporting processes for the Authority including any associated schedules and timelines for completion. The finance department:
1. compiles, summarizes and reports the master list of divisional and department annual budgets and carryforward requests;
 2. creates the final budgetary and financial reports that are submitted to the Executive Director for review;
 3. prepares historical financial information as requested by “A” above; and, reports quarterly and end of fiscal year results, both unaudited and audited, to the Finance Committee and the Authority’s Board of Directors.

END OF POLICY

Adoption Date: September 24, 2018

Effective Date: September 24, 2018

Last Revised Date: April 5, 2021

Last Reviewed Date:

Replaced:

Legal References:

Idaho State Statute 40-2112

Federal Transit Administration (FTA) FTA C 5300.1 State of Good Repair Grants Program

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

ANNUAL BUDGET DEVELOPMENT PROCESS POLICY POLICY NUMBER 5.18.00 (G) RESOLUTION VBD22-008

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE UPDATED ANNUAL BUDGET DEVELOPMENT PROCESS POLICY, POLICY NUMBER 5.18.00 (G)

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, Valley Regional Transit staff completed a review of finance policies to manage finance activities; and

WHEREAS, the Annual Budget Development Process Policy is needed to give guidance to staff and Board members; and

WHEREAS, Valley Regional Transit is committed to a balanced budget; 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.

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

Section 1. That the Board of Valley Regional Transit approve the updated Annual Budget Development Process Policy 5.18.00 (G)

Section 2. That this Resolution shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 4th day of April 2022

APPROVED by the Board Chair this 4th day of April 2022.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC	Balanced Budget and Reserves Policy Update
DATE	April 4, 2022
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

Staff requests the Board approve Resolution VBD22-009 and the updated Balanced Budget and Reserves Policy, Policy Number 5.16.00 (G).

Summary

The purpose of this policy is to ensure a balanced budget, to specify the size and composition of the Authority's financial reserves and to identify certain requirements for replenishing any reserves that have been utilized.

The Annual Budget Development Process Policy that was approved in 2018 has been reviewed and the changes made are minimal. Those changes include:

- Replacing all references made to "VRT" with Authority
- Adding, removing, or updating definitions
- Presenting in standard VRT policy format

Implication (policy and/or financial)

This policy ensures a balanced budget and recognizes the importance of financial reserves.

Highlights

- Approved by Board of Directors September 2018

More Information

Attachments:

Balanced Budget and Reserves Policy

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



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

Policy Number: 5.16.00 (G)

Resolution Number: VBD22-009

Policy Title: Balanced Budget and Reserves

Signature of Board Chairperson

Date

Signature of Executive Director

Date

Statement of Policy

Valley Regional Transit (hereinafter referred to as “Authority”) adheres to financial principles and practices that protect the long-term financial health of the Authority and its continued delivery of services by ensuring that the reliability of funding sources is matched to expenses.

The Authority shall annually adopt, by resolution, a balanced budget where projected operating and capital revenues are equal to or exceed projected operating and capital expenses. A balanced budget is required by Idaho Code section 50-1003.

To retain a stable financial base, the Authority needs to maintain reserves sufficient to fund all cash flows of the Authority, to provide reserves for unanticipated expenses and/or revenue shortfalls of an emergency nature, and to provide funds for all existing encumbrances at fiscal year-end.

The purpose of this policy is to ensure a balanced budget, to specify the size and composition of the Authority’s financial reserves and to identify certain requirements for replenishing any reserves that have been utilized.

Definitions

Proprietary Fund – A fund that is used to account for a government’s or political subdivision’s business-type activities. Proprietary funds can be either an enterprise fund or an internal service fund dependent upon whether the customer is external or internal to the financial reporting entity.

Enterprise Fund – A fund that is utilized to report any activity for which a fee is charged to external users in exchange for goods and/or services.

Statement of Net Position - One of the principal financial statements for the Authority. This financial statement presents the balances of assets, deferred outflows of resources, liabilities, deferred inflows of resources and net position as of a specific date. Historically, this financial statement has been referred to as a balance sheet.

Net Position – The equity component within the statement of net position that is classified into two major components for financial reporting purposes – investment in capital assets and unrestricted net position. The Authority further classifies unrestricted net position into designated and undesignated subcategories based upon management intent and financial reporting needs.

Unrestricted Net Position – The amount of equity resulting from the surplus of non-capital assets, deferred outflow of resources over liabilities, and deferred inflow of financial resources.

Reserves – Technically, this is defined as the various reporting components of unrestricted net position within the statement of net position for an enterprise fund. For the purposes of the Authority, reserves should be defined as “spendable reserves” or the amount by which current assets (excluding inventory and prepaid items) exceed current liabilities (accounts payable and payroll payable) at any point in time.

Designated Reserves – That subcategory of unrestricted net position for which specific designations or earmarking of balances has been assigned by the Authority’s Board of Directors.

Undesignated Reserves – That subcategory of unrestricted net position for which no specific designation or earmarking of balances has been assigned by the Authority’s Board of Directors.

Board of Directors – The Board of Directors consists of *general members* from Ada County, Canyon County, each incorporated city within Ada County and Canyon County or Canyon County; *special members*, including Boise State University, Capital City Development Corporation and the College of Western Idaho; and *ex-officio members* from the Idaho Transportation Department.

Executive Board – The Executive Board consists of four (4) Board officers (the Chair, Chair Elect, Vice Chair, and Treasurer), the immediate past Chair, five (5) at large members, and a BSU representative.

Finance Committee – This is a standing committee of the Executive Board. It reviews matters related to budget and finance and makes recommendations to the Authority’s Board of Directors.

Policy

- I. The Authority shall annually adopt, by resolution, a balanced budget where projected operating and capital revenues are equal to or exceed projected operating and capital expenses. A balanced budget is required by Idaho Code section 50-1003.

- II. Undesignated surpluses or spendable reserves should not be considered a source of funds for base operating expenses. Any increase in expenses, decrease in revenues, or combination of the two that would result in a budget imbalance and/or operating loss will require budget revision and constraint of spending during the fiscal year; rather than relying upon the utilization of undesignated or designated reserves (outside their intended purpose). The Authority's Board of Directors must approve the utilization of unrestricted net position in either subcategory. Undesignated reserves cannot be expended without further approval from the Authority's Board of Directors.

Year-end operating surpluses will revert into the undesignated reserve balance subcategory for use in maintaining unrestricted net position levels. Balances of undesignated reserves may be made available for capital projects and "one-time only" operating expenses.

Nothing in this policy shall prohibit the use of operating revenues to cover capital expenses.

III. The following individual items shall constitute Authority's net position:

- A. Investment in capital assets: The amount of investment in capital assets as of the financial statement reporting date. It consists of the value of the undepreciated balance (book value) of the Authority's capital asset base. As such, it cannot be spent or utilized to liquidate liabilities of the current or future periods unless assets are sold and prior approval to spend the proceeds is received from the Federal Transit Administration for those assets funded with Federal dollars.
- B. Unrestricted net position: The amount of equity that results from the surplus of non-capital assets and deferred outflow of resources over liabilities and deferred inflow of financial resources. Classifications of unrestricted net position balances shall be determined by the Board of Directors by approving the funding of projects from current resources into both designated and undesignated subcategories. Staff will provide recommendations for the Board's consideration no less than annually through the budgetary process, and on a case-by-case basis as needed.
- C. Designated Reserves – Cash Flow and Maintenance: The subcategory of unrestricted net position that contains reserves that have accumulated from prior fiscal years for which a designation or earmarking has been assigned by the Authority's Board of Directors. These sources of funds represent available financial resources that can be used to meet contingencies and working capital requirements that are narrowly, and/or specifically defined for identified projects and/or initiatives.

The Authority will establish and maintain a designated cash flow reserve for fiscal cash liquidity purposes. This designated reserve will provide for sufficient cash flow to minimize the potential of short term borrowing and/or having to defer the processing of accounts payable transactions at fiscal year-end due to cash shortages. At a minimum, this amount shall be three months of annual operational expenses of the Authority. The Authority's finance staff will develop and update a Cash Flow Reserve Plan and present it to the Authority's Board as part of the annual budgetary approval process.

The Authority will establish and maintain a designated maintenance reserve for unforeseen capital facilities maintenance expenses that were not incorporated into the annual budget. The Authority's development and finance staff will develop and update a Maintenance Reserve Plan and present it to the Authority's Board as part of the annual budgetary approval process.

- D. Undesignated Reserves: The subcategory of unrestricted net position that contains reserves that have accumulated from prior fiscal years for which no designation or earmarking has been assigned by the Authority's Board of Directors. These sources of funds represent available liquid financial resources that can be utilized to meet one time contingencies and/or specific working capital requirements. The Authority's Board of Directors recognize that any utilization of funds from the Undesignated Reserve subcategory should be for non-recurring expenses; as this funding source represents prior year surpluses that may or may not materialize in subsequent fiscal years.
- E. The Authority's Finance Committee will be responsible to establish a plan to achieve the appropriate level of designated and undesignated reserves required by this policy. The plans will be presented and approved by the Authority's Board of Directors. The plans will include annual objectives with a timeline to achieve the minimum funding levels for each of the operating divisions utilizing the appropriate aforementioned subcategories.

- IV. The Valley Regional Transit Finance Director/Controller shall prepare a report semi-annually documenting the status of all designated and undesignated reserves covered by this policy. The report shall be presented to the Finance Committee of the Executive Board in conjunction with the development of the annual budget. Should the report disclose there are surplus undesignated funds available; a recommendation for use of said funds shall be presented to the Authority's Board of Directors for their consideration.

Should designated or undesignated reserve balances fall below the targeted level, the Authority's Board of Directors must approve and adopt a plan to restore this balance to the target level within 24 months. If restoration of the reserves cannot be accomplished within such period without severe hardship to the Authority, then the Board will establish a different time-period.

END OF POLICY

Adoption Date: September 24, 2018

Effective Date: September 24, 2018

Last Revised Date: April 5, 2021

Last Reviewed Date:

Replaced:

Legal References:

Idaho Code section 50-1003

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

BALANCED BUDGET AND RESERVES POLICY POLICY NUMBER 5.16.00 (G) RESOLUTION VBD22-009

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE UPDATED ANNUAL BUDGET DEVELOPMENT PROCESS POLICY, POLICY NUMBER 5.16.00 (G)

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, Valley Regional Transit staff completed a review of finance policies to manage finance activities; and

WHEREAS, the Balanced Budget and Reserves Policy is needed to give guidance to staff and Board members; and

WHEREAS, Valley Regional Transit is committed to a balanced budget; 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.

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

Section 1. That the Board of Valley Regional Transit approve the updated Balanced Budget and Reserves Policy 5.16.00 (G)

Section 2. That this Resolution shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 4th day of April 2022

APPROVED by the Board Chair this 4th day of April 2022.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC	Fiscal Year-End Accounting, Audit and Budget Amendment Processes Policy
DATE	April 4, 2022
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

Staff requests the Board approve Resolution VBD22-010 and the updated Fiscal Year-End Accounting, Audit and Budget Amendment Processes Policy, Policy Number 5.17.00 (G).

Summary

This policy recognizes the importance of timely and accurately preparing for closing the fiscal year in order to compile the year-end financial reports and conduct the annual audit. A number of processes are necessary in order to close Valley Regional Transit's (hereinafter Authority) books and prepare them for an audit, as well as compiling the capital budget amendment and year-end encumbrance amounts that are presented to the Authority's Board of Director's each January. This policy identifies those processes, the key steps in their accomplishment, and the responsible parties who ensure timely completion.

The Fiscal Year-End Accounting, Audit and Budget Amendment Processes Policy that was approved in 2018 has been reviewed and the changes made are minimal. Those changes include:

- Replacing all references made to "VRT" with Authority
- Adding, removing, or updating definitions
- Presenting in standard VRT policy format

Implication (policy and/or financial)

This policy identifies the processes and key steps in closing the fiscal year in order to compile the year-end financial reports and conduct the annual audit as well as compiling the capital budget amendment and year-end encumbrance amounts that are presented to the Authority's Board of Director's each January.

Highlights

- Approved by Board of Directors September 2018

More Information

Attachments:

Fiscal Year-End Accounting, Audit and Budget Amendment Processes Policy
Resolution VBD22-010 Fiscal Year-End Accounting, Audit and Budget Amendment Processes

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

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Fiscal Year-End Accounting, Audit and Budget Amendment Processes POLICY POLICY NUMBER 5.17.00 (G) RESOLUTION VBD22-010

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE UPDATED Fiscal Year-End Accounting, Audit and Budget Amendment Processes POLICY, POLICY NUMBER 5.17.00 (G)

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, Valley Regional Transit staff completed a review of finance policies to manage finance activities; and

WHEREAS, the Fiscal Year-End Accounting, Audit and Budget Amendment Processes Policy is needed to give guidance to staff and Board members; and

WHEREAS, Valley Regional Transit is committed to compiling year-end financial reports for the annual audit and presenting carryforwards to the Authority’s Board of Directors; 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.

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

Section 1. That the Board of Valley Regional Transit approve the updated Fiscal Year-End Accounting, Audit and Budget Amendment Processes Policy 5.17.00 (G)

Section 2. That this Resolution shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 4th day of April 2022

APPROVED by the Board Chair this 4th day of April 2022.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



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

Policy Number: 5.17.00 (G)

Resolution Number: VBD22-010

Policy Title: Fiscal Year-End Accounting, Audit and Budget Amendment Processes

Signature of Board Chairperson

Date

Signature of Executive Director

Date

Statement of Policy

This policy recognizes the importance of timely and accurately preparing for closing the fiscal year in order to compile the year-end financial reports and conduct the annual audit. A number of processes are necessary in order to close Valley Regional Transit's (hereinafter Authority) books and prepare them for an audit, as well as compiling the capital budget amendment and year-end encumbrance amounts that are presented to the Authority's Board of Director's each January. This policy identifies those processes, the key steps in their accomplishment, and the responsible parties who ensure timely completion.

Definitions

Fiscal End-Of-Year Calendar and Process Checklist - The fiscal year-end calendar and instructions are updated and issued by the Authority's finance department each September identifying key processes and the related deadlines. These instructions contain the detailed procedures for all end-of-year activities, including specific review and prioritization criteria for encumbrance roll-forward and budget amendment items.

Fiscal Start-Of-Year Calendar and Process Checklist - The start-of-year calendar and instructions updated and issued by the Authority's finance department each September identifying key processes and the related deadlines needed to be met in order to begin a fiscal year. The instructions contain detailed procedures for all beginning of the year activities.

Carryforward Process - The financial process by which remaining budgets for specific capital projects and/or operational expense items approved in a prior fiscal year are added to the subsequent fiscal year budget that was approved.

1. Preliminary Carryforwards - Departmental preliminary requests are submitted to Finance to determine policy compliance and to expedite approval for time-sensitive project expenses to occur in the subsequent budget period.
2. Final Carryforwards - The Authority's Board of Directors approve project/program lists, which includes monetary amounts for all capital and operating amounts to be re-appropriated into the next fiscal year.

Encumbrances - The process that ensures the legal funding obligation, as identified by open purchase orders or executory contracts, have been adequately reserved at the close of the fiscal year; including establishing the budgetary authority in the subsequent fiscal year to complete the transaction.

Accounts Payable - Processing of accounts payable at year-end differs depending on the timing of the purchase and receipt of goods or services as described below. All invoices dated prior to September 30 are required to be obtained by staff and project managers in time to allow for processing into one of the Authority's final fiscal year payment cycles as dictated in the fiscal end-of-year calendar. Instances where invoices are received after that date are required to be accrued by the finance department or contractor staff with a journal entry. The following criteria apply to the recognition of expenses in the correct fiscal year:

1. Goods or services ordered and received on or before September 30 should be recognized as an expense in the current fiscal year. The cash settlement of the liability may be in the subsequent fiscal year.
2. Goods or services ordered but not received on or before September 30 are an expense and a liability of the subsequent fiscal year.
3. Goods or services ordered and received after September 30 are an expense of the subsequent fiscal year.

Payable Accruals - The process that allows the recognition of expense when incurred regardless of the timing of the cash side of the transaction. Accounts payable journal entries are to be completed by finance and contractor staff according to the date of the invoice and predicated upon the timing of the receipt of the good or service as outlined in the fiscal end-of-year calendar.

Operating Carryforward Item - An operating expense item that was budgeted in a prior year for which the economic impact of the event has not occurred. Approval is required to carry forward the expense into the subsequent budget year through a budget amendment. All operating carryforward items require the Authority's Executive Director's approval including identification that the local funding match is available.

Receivable Accruals - The process that allows for the recognition of revenue when earned regardless of the timing of the cash side of the transaction. The Authority's finance department is responsible for processing journal entries to accrue all revenues including grant revenue at fiscal year-end.

Purchase Order (PO) Carryforward - The process in which open and active POs may be carried forward from one fiscal year to the next. From a practical standpoint, the Authority typically closes open purchase orders at the end of a fiscal year and reopens purchase orders in the

new fiscal year at the remaining unspent balance. Funding and budget authority are reexamined and/or identified in the PO carryforward process in order to ensure funding availability. Any funding and budget considerations are addressed through this process.

- A. Asset and Capital Project Reporting - The process in which the finance department meets with departments during early September of each fiscal year in order to determine the status and percentage of completion on major capital and operational projects.
- B. Year-end Inventory Process - The process by which goods, parts and supplies inventories are counted and valued as of September 30 of each fiscal year. Quantity and cost are verified in order to present the year-end inventory balances fairly in the Authority's statement of net position.
- C. Capital Asset Inventory Process - The process by which the inventory of capital assets are audited by the Authority's accounting staff as required by Federal Transit Administration (FTA) Circular Requirements. This process ensures the fair presentation of capital asset balances in the Authority's statement of net position.
- D. Annual Audit - The process of providing a trial balance to an independent auditor in order to have independent tests and assessment as to the fair presentation of the Authority's financial information issued as of September 30 of each fiscal year. The Authority also utilizes external auditors to assist in the compilation of its year-end financial statements.

Board of Directors – The Board of Directors consists of *general members* from Ada County, Canyon County, each incorporated city within Ada County and Canyon County or Canyon County; *special members*, including Boise State University, Capital City Development Corporation and the College of Western Idaho; and *ex-officio members* from the Idaho Transportation Department.

Executive Board – The Executive Board consist of four (4) Board officers (the Chair, Chair Elect, Vice Chair, and Treasurer), the immediate past Chair, five (5) at large members, and a BSU representative.

Finance Committee - This is a standing committee of the Executive Board. It reviews matters related to budget and finance and makes recommendations to the Authority's Board of Directors.

Policy

I. ENCUMBRANCE CRITERIA

- A. The Authority utilizes an encumbrance process for purchase orders that have not been fulfilled as of September 30 of each fiscal year. Typically, purchase orders are cancelled at fiscal year-end with new purchase orders input into the financial system as of October 1 of the new fiscal year. Encumbrances represent commitments to expend resources, not an actual expense or liability. The following may be allowable as encumbrance items:
 - 1. Products – supplies, equipment, and other tangible items as identified by an open PO.
 - 2. Construction-related services or contracted services, such as architecture and design services, for capital projects identified in an open PO.
 - 3. Professional services – specific professional services such as consultation for a special operating program/project identified in an open PO. Departments must

submit specific open PO's for encumbrance consideration to finance by the due date described in the fiscal year-end calendar. Items not identified by a department will not be encumbered, with the open PO being closed.

- B. Departments will provide to finance the following information for each encumbrance item intended for consideration:
1. What was ordered
 2. When was the item(s) ordered
 3. When the product or service is expected to be received/provided

Encumbrance items without an explanation will not be considered for the year-end encumbrance process.

II. CARRYFORWARD CRITERIA

- A. The carryforward process is the mechanism or process to “roll forward” unspent and unobligated budget amounts from the one fiscal year into the next in order to support departments in the achievement of specified goals and objectives. It is the general policy of the Authority that at the end of the fiscal year, all unspent and unobligated monies from divisional budgets revert to the unassigned net position for reallocation by the Authority's Board of Directors.

Designated reserves and unspent and unobligated monies will remain in the respective reserve account. The finance department will bring forth to the Authority's Board of Directors, a listing of budget amendment amounts during January of each fiscal year. These carryforward or amendment amounts will be an adjustment to the budget that is required to be adopted in September. A carryforward of an operating nature may be presented to the Authority's Board of Directors as a budget amendment after approval by the Executive Director.

- B. In the event that the financial position of the Authority, as a whole, is in a net negative position or another respective reserve is insolvent, a priority funding strategy will be presented to the Authority's Board and implemented accordingly. Finance will work with the affected departments to provide prioritized funding details in order to facilitate the decision making process.
- C. In the event that the financial position of the authority is in a net positive financial position at fiscal year-end, Finance will provide the Authority's Board with a listing of the amount(s) of designated and undesignated reserves once the year-end trial balance has been prepared for audit purposes.
- D. At the end of the fiscal year, all monies revert to the net position (retained earnings) of the Authority. However, the following exception items will be carried forward, net of department revenue losses and personnel cost overages:
1. Special operating projects or capital projects that were originally deemed and approved as a multi-year project
 2. Expense amounts funded from dedicated resources. Departments must submit the following information that validates the carryforward request to finance:
 - a. Progress status and expenses thorough September 30 on each multi-year special project and/or capital project
 - b. Approval date of the special and/or capital project and estimated completion date

c. Funding source

Carryforward items without the required information will not be considered for the end of year process. All other approved funding requests will be processed in subsequent budgets and/or amendments and are subject to the review process associated with such requests. The Authority's Board of Directors has full discretion to change the recommended carryforward amounts.

III. CAPITAL ASSETS AND PROJECT DOCUMENTATION

- A. Capital Asset/Inventory Update - The Authority's capital asset inventory is audited by internal finance staff every other year in compliance with FTA requirements. This capital asset inventory provides reasonable assurance by management that assets exist, are being safeguarded and they are properly accounted for. This internal accounting control is different from the requirements mandated by FTA's State of Good Repair informational reporting.
- B. Departments will submit capital project information to Finance indicating the status of each project. Finance will provide departments with a schedule identifying the information that is needed. The due date for all subsequent fiscal year project information is September 15.

IV. FISCAL YEAR-END PROCESS

- A. Fiscal end-of-year and start-of-year calendars are due to departments from finance by September 1.
- B. Upcoming fiscal year project information is due into finance by September 15.
- C. Directors, managers and contractors are required to contact their vendors and/or suppliers in order to obtain all final invoices for goods and service(s) work performed as of September 30 by the end of the first full week of October.
- D. The final accounts payable processing cycle for the prior year is to be completed by the end of the third full week of October.
- E. Preliminary end of year financial statements and QR-4 budget to actual variance reports are due by the end of the fourth week of October.
- F. The fiscal year end soft close deadline is identified in the end-of-year calendar.
- G. The final year-end trial balance deadline is identified in the end-of-year calendar.
- H. The auditor on site commencement date is identified in the end-of-year calendar.
- I. Capital budget amendments are available for review – first week in December.

V. RESPONSIBILITIES AND ACCOUNTABILITIES

- A. Authority's Board of Directors – Reviews and approves all related end of year policies, financial reports and capital and operating amendment amounts.
- B. Finance Committee of the Authority's Executive Board – Performs the initial review and/or seeks clarification of all related end of year policies, financial reports and capital and operating amendment amounts. Recommends approval of these items to the Authority's Board of Directors.
- C. Executive Director – Finalizes and forwards recommendations for approval of the capital and operating amendment transactions to Finance Committee of the Authority's Executive Board.
- D. Directors Team – Reviews the capital and operating amendment amounts submitted by departments. In the event the Authority is in a net negative financial position, the

directors team reviews and determines funding priorities for these requests and submits these to the Executive Director.

- E. Department Directors/Project Managers – Comply with annual end-of-year deadlines and follow policy, guidelines and informational requirements related to encumbrances and any capital and operating amendment requests
- F. Finance Department – Manages the overall year-end closing process and schedule including the following key tasks:
 - 1. Compiles the master list of departmental capital and operating amendment requests, including purchase orders, encumbrances and carryforwards
 - 2. Completes accounts receivable and payable accruals
 - 3. Compiles all financial information in order to submit an accurate trial balance to the Authority's auditors dated as of September 30 of each fiscal year by the due date outlined in the end-of-year calendar.
 - 4. Creates necessary financial reports, reconciliations and schedules for the annual audit
 - 5. Oversees the Authority's independent annual audit process. Works with the Authority's independent auditors to compile the final published financial statements.
 - 6. Reports end-of-fiscal year results, both unaudited and audited, to the Valley Regional Transit Board of Directors.

END OF POLICY

Adoption Date: September 24, 2018

Effective Date: September 24, 2018

Last Revised Date: April 4, 2022

Last Reviewed Date: April 4, 2022

Replaced:

Legal References:

Federal Transit Administration Circular Requirements



TOPIC	Written Information Security Program (WISP) Policy
DATE	April 4, 2022
STAFF MEMBER	James Mundell, IT Administrator

Staff Recommendation/Request

The Board of Directors is asked to consider approving Resolution VBD22-012 for the Written Information Security Program Policy, which will ratify Resolution VEB22-003 that was approved by the Executive Board on March 7.

Summary

Due to the recent cyber incident, Valley Regional Transit (VRT) staff evaluated how personal information within VRT is identified, stored and handled. It was determined VRT 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, VRT Staff put together the Written Information Security Program (WISP) Policy. The policy will ensure 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 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

Written Information Security Program Policy Resolution VEB22-003

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)

Debbie Kling
 Signature of Board Chairperson

Mar 8, 2022
 Date

Keei Basloheim
 Signature of Executive Director

Mar 15, 2022
 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:

Paula Cromie
EXECUTIVE ASSISTANT

Debbie Kling
Debbie Kling (Mar 14, 2022 13:03 MDT)
CHAIR OF EXECUTIVE BOARD

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Written Information Security Program Policy RESOLUTION VBD22-012

BY THE BOARD OF VALLEY REGIONAL TRANSIT RATIFYING RESOLUTION VEB-22-003, WRITTEN INFORMATION SECURITY PROGRAM POLICY, AND SETTING 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, 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, Valley Regional Transit is required to have a Written Information Security Program (WISP);

WHEREAS, the Executive Board took an expedited action on March 7 and approved Resolution VEB22-003 to establish a WISP; and

WHEREAS, the Board of Directors must ratify the decision made by the Executive Board; and

VBD22-012

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

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

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

Section 1. That the Board of Directors approves RESOLUTION VBD22-012 and ratifying Written Information Security Program Policy.

Section 2. That this resolution shall be in full force and effective immediately upon its approval by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 4th day of April, 2022.

APPROVED by the Board Chair this 4th day of April, 2022.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR OF EXECUTIVE BOARD



TOPIC	Regional Fare Policy Update
DATE	April 4, 2022
STAFF MEMBER	Stephen Hunt

Staff Recommendation/Request

Staff requests the Board approve Resolution VBD22-011 and the updated Regional Fare Policy, Policy Number 5.25.00 (G).

Summary

The purpose of this policy is to guide how VRT is to use and set fares. The four policy objectives are:

1. Ensure the sustainability and affordability of services
2. Guide setting of fares
3. Set the common basis for how fares are set and changed
4. Guide the development of universal fare products

The Regional Fare Policy was last updated in 2016 and has been reviewed for updates. The recommended changes reflect the actions of the Board, which approved the fare analysis and change in October of 2020. Those changes include:

- Updating definitions
- Updating use of unbudgeted fare revenue
- Updates to the fare review schedule
- Consolidated fare setting guidance into three principles
 - Fares should be as simple as possible
 - Fares should cover the costs of service consumed as much as possible
 - Fares are part of a sustainable system

Implication (policy and/or financial)

This policy ensures that fares are reviewed and set in accordance with the objectives of the Board and helps ensure financial sustainability to public transportation programs.

Highlights

- Approved by Board of Directors January 2016

More Information

Attachments:

Regional Fare Policy

Resolution VBD22-011

For detailed information contact: Stephen Hunt, Development Director, 208-258-2701, shunt@valleyregionaltransit.org



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

Policy Number: 1.25.00 (G)

Resolution Number: VBD22-011

Policy Title: Regional Fare Policy

Signature of Board Chairperson

Date

Signature of Executive Director

Date

Statement of Policy

The purpose of the Regional Fare Policy is to provide guidance to public transportation providers in Ada and Canyon Counties for setting their fares. The objectives of defining and adopting a Regional Fare Policy are to:

1. Ensure the sustainability of public transportation operations and the affordability of public transportation services
2. Provide guidance for setting fares while recognizing the responsibility of each agency to determine its own mission and service objectives, and to set its own fare policies
3. Set a common basis for setting fares and triggering fare changes by establishing fare recovery performance targets, which consider fare revenue relative to operating costs
4. Recognize there is a regional interest in a universal fare product valid for all public transportation services, to broaden the use of public transportation, for example by meeting first and last mile needs, encouraging commuters to use public transportation for both commute and non-commute trips, and providing access to a variety of public transportation services. The Ada and Canyon County public transportation providers will work together to develop a universal fare product that achieves objectives such as these.

The Regional Fare Policy applies to providers of public transportation services in Ada and Canyon Counties, and to all of the types of public transportation services operated by those agencies, including fixed-line bus, ADA complementary paratransit, general public demand response, mobility programs, medical transportation, bike share, and rideshare services.

It is understood that agencies have different missions and objectives in developing and delivering public transportation services. Nevertheless, the sustainability of those services depends on generating sufficient revenue from both fares and other revenue sources to cover

the full operating costs of each public transportation service operated by an agency. Policy boards of public transportation providers in Ada and Canyon Counties will set fare recovery targets for each of the services they operate. These targets define the shares of operating costs to be covered by fare revenue and assist each agency in setting its fare levels. Any operating costs not covered by fare revenue will be covered by other sources of operating revenue.

Definitions

ADA - Americans with Disabilities Act of 1991

Average Fare – Total fare revenue divided by total ridership

Fare Policy - The principles that guide an agency's decisions in setting and collecting fares. They may also be the primary factors driving decisions to change fares and guide fare technology decisions.

Fare Recovery Ratio – Fare Revenue divided by Total Operating Costs

Fare Strategy - The specific approach an agency takes to implement fare policies through its fare structure, pricing, payment, and collection decisions.

Fare Structure - A basis for setting fares, ranging from flat fares to highly differentiated fares, depending on the degree to which fares are differentiated by factors such as distance traveled, time of day, or type of service.

Fare Pricing - Defines any discounts offered, such as discounts for seniors, individuals with disabilities, and Medicare recipients that are mandated by the Federal Transit Administration, as well as the price relationships between different fare products.

Fare Payment - The fare media used to pay fares and any equipment used to sell and distribute fare media and collect fares.

Fare Tariff - A document that defines all of the elements of the fare system related to pricing, including fare products, fare agreements such as university and employer passes, and fare programs such as bulk discounts available to defined types of organizations. Information from the tariff is made available through agency websites, customer service and telephone information channels.

Fare Revenue - Those revenues earned from carrying passengers, including special programs such as reduced passes or ticket prices for students, seniors, or individuals with disabilities. Fares may be paid by the rider or by an organization (e.g., an employer, a university) on behalf of the rider. Fare revenues do not include subsidies, fare assistance to provide a reduced or free fare, or local matches. Subsidies, fare assistance, local matches and other sources of operating revenue must be reported as other sources of funds.

Therefore, fare revenues include:

- a. Fares paid by riders on-board transit, paratransit, or other vehicles providing public transportation services
- b. Fare products purchased before boarding such as 1-day and 31-day passes and stored value cards, and passes available for purchase by eligible individuals such as employees or university students
- c. Monthly fees paid by vanpool riders
- d. Fees paid for bike share programs
- e. Fare revenues also include payments made by employers on behalf of employees or universities on behalf of students as well as fare products purchased by non-profits organizations on behalf of their clients. Valley Regional Transit (hereinafter “Authority”) fares and fare products are identified in the sample tariff provided in the fare tariff outline (below) to this Regional Fare Policy.

In any year that fare revenue and non-fare operating revenues exceed annual operating costs, those non-fare revenue-operating costs may be added to the unallocated reserve.

Non-Fare Revenue - Other (non-fare) directly generated funds and local, state and federal government sources of funds.

- a. Non-fare directly-generated funds are those revenues earned from non-governmental sources, including funds from public transportation-related activities (e.g., park-n-ride parking fees, station/vehicle concessions, advertising, ID card fees, fare evasion and parking lot fines, revenues accrued through purchased transportation) and non-transportation revenues (e.g., investment earnings, rentals of vehicles or buildings and property, donations, private grants, development fees).

Non-fare directly-generated funds are those revenues earned from non-governmental sources, including funds from public transportation-related activities (e.g., park-n-ride parking fees, station/vehicle concessions, advertising, ID card fees, fare evasion and parking lot fines, revenues accrued through purchased transportation) and non-transportation revenues (e.g., investment earnings, rentals of vehicles or buildings and property, donations, private grants, development fees).

Local, state and federal funds include dedicated funds (e.g., taxes), pass-through funds from another public transportation agency, state and local government funds (e.g., general revenues, funds dedicated to public transportation), and federal funds (including funding from the Federal Transit Administration) provided or available to support the delivery of public transportation services.

Operating Costs - The expenses associated with the operation of the public transportation agency and the goods and services purchased (i.e., consumable items with a useful life of less than one year or an acquisition cost which is the lesser of the capitalization level established by the agency for financial statement purposes or \$5,000). Capitalized costs, vehicle capital lease expenses, and depreciation costs are not included as operating expenses.

Agencies must report expenses involved with operating the service, regardless of who pays for the costs. Operating costs include a) direct costs and b) indirect/shared costs, which must be allocated to each mode and type of service.

To fully report operating expenses, agencies:

1. Report those expenses that are direct costs of public transportation operations and can be easily traced to a particular mode and type of service
2. Determine which expenses are indirect (shared) costs and allocate them to each mode and type of service

Public transportation providers that receive federal funding must also comply with applicable regulations, including the Federal Transit Administration's fare requirements:

1. Fixed-line services must meet half fare requirements for seniors, persons with disabilities, and Medicare recipients.
2. ADA complementary paratransit fares may not exceed two times the comparable fixed-line cash fare.

Direct costs are those that can be traced directly to a particular mode and type of service, such as salaries and wages, purchased services, maintenance and repairs, fuel, tires, insurance, professional services.

Indirect (shared) costs of other agency operations and management staff, including costs for administration, marketing, legal, procurement, planning, building maintenance expenses, etc., must be allocated to each mode and type of service.

National Transit Database (NTD) - NTD is a federal reporting program for transit agencies receiving Federal Transit Administration (FTA) funding.

Public Transportation Services - Transportation by publicly funded agency on a conveyance that provides regular and continuing general or special transportation to the public, but does not include school bus or charter services.

Ridership (unlinked passenger boardings) -The number of passengers who board public transportation vehicles. Passengers are counted each time they board vehicles, no matter how many vehicles they use to travel from their origin to their destination.

Board of Directors – The Board of Directors consists of *general members* from Ada County, Canyon County, each incorporated city within Ada County and Canyon County or Canyon County; *special members*, including Boise State University, Capital City Development Corporation and the College of Western Idaho; and *ex-officio members* from the Idaho Transportation Department.

Executive Board – The Executive Board consist of four (4) Board officers (the Chair, Chair Elect, Vice Chair, and Treasurer), the immediate past Chair, five (5) at large members, and a BSU representative.

Policy

I. FARE REVIEW SCHEDULE

The policy board of each public transportation provider in Ada and Canyon Counties will set fare revenue targets and monitor fare revenues on an annual basis as part of its internal budgeting process to ensure fares generate sufficient fare revenue to achieve the budgetary needs. Current and projected fare revenues, non-fare revenues, operating costs, and average fare will be monitored annually and compared to the agency's budget. Fares will be reviewed and fare changes considered if the average fare is too far off from the average cost per seat/passenger space. Service marketing, service design and other changes should also be considered if fare revenue targets are not being met.

If a fare change is warranted in order to maintain the fare recovery target:

1. Management will suggest the appropriate level of public input and capturing public comment;
2. The agency will consider the public comments/input received and management will prepare a report recommending appropriate action by the policy board;
3. If a fare change is adopted, agency management will prepare and execute an implementation plan for the new fares, including a public notification and outreach process and update of the agency's fare tariff.

II. Fare Setting Guidance

Public transportation providers in Ada and Canyon Counties agree to the following principles:

1. Fares should be as simple as possible
2. Fares should cover the costs of service consumed as much as possible
3. Fares are part of a sustainable system

Fares should be as simple as possible. Fares should be set to encourage frequent use and reduce barriers to access and be responsive to customer needs. Doing this may require different types of fare media and passes but there should be no more than is necessary.

Fares should cover the costs of service consumed as much as possible. Although fare recovery ratio is a standard metric often used to evaluate fares, because it measures not only the average fare, but also demand, the measure is too broad to be used alone for fare policy. Comparing the average fare with the cost to provide the seat or space used by that rider provides a direct connection between the cost of service consumed and fares and this measure is not influenced by demand. This ratio will be used to inform fare changes.

Fares are part of a sustainable system. Fare revenues are an important part of a sustainable system. Fare revenue forecasts will be prepared as part of the budget development process each year and will inform non-fare revenue funding needs for upcoming budget year and the following four years.

III. PERFORMANCE DATA REPORTING

Agencies who receive Section 5307 (Urbanized Area formula funds) and/or 5311 (Other than Urbanized Area formula funds) grants must collect, record and report financial and

non-financial data in accordance with the Uniform System of Accounts and the National Transit Database (49 USC 5335(a)). Data to be used in calculating fare recovery targets and reporting for the Regional Fare Policy is based on these industry-reporting standards, as outlined in the current NTD Policy Manual.

Authority is working with the public transportation providers in Ada and Canyon Counties to develop a quarterly regional performance report. Specific reporting requirements, such as data to be reported, reporting frequency, reporting format, and submittal requirements such as due dates, will be defined as part of that process. At a minimum, however, that Ada and Canyon County public transportation providers will report fare revenues, non-fare revenues, operating costs, fare recovery ratios, fare recovery targets, average cost per seat/passenger space, ridership, and average fares on an annual basis.

IV. FARE TARIFF OUTLINE

1. Authority
2. Applicability
3. Definitions
4. Fare Payment Requirements
5. Fixed-Line Fares
6. ACCESS Paratransit Fares
7. Shared Mobility Fares
8. Vanpool Fares
9. Bike Share Fares
10. Discount Fare Identification Card
11. Inter-Agency Agreements
12. Special Fares
13. Special Fare Programs
14. Fare Sales
15. Online Pass Sales
16. Mobile Ticketing Sales
17. Prepaid Fare Activation and Use
18. Prepaid Fare Expiration Dates
19. Refunds
20. Lost or Stolen Passes
21. Credit/Debit Card Acceptance
22. Fare Revenue Performance Targets

END OF POLICY

Adoption Date: 07/02/2021

Effective Date: 07/02, 2021

Last Revised Date: 01/01/2015, 07/02/21, 04/04/2022

Last Reviewed Date:

Replaced: Fare Structure Policy 01/19/05

Legal References:

National Transit Database Reporting Requirements
Uniform System of Accounts and the National Transit Database (49 USC 5335(a))
2014 NTD Policy Manual

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

REGIONAL FARE POLICY POLICY NUMBER 1.25.00 (G) RESOLUTION VBD22-011

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE UPDATED REGIONAL FARE POLICY, POLICY NUMBER 1.25.00 (G)

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, Valley Regional Transit staff completed a review of regional fare policies and found that the policy needed to be updated to reflect the most recent fare update; and

WHEREAS, the Regional Fare Policy is needed to give guidance to staff and Board members about fares, their purpose and their role in a sustainable system; and

WHEREAS, Valley Regional Transit is committed to a fair and sustainable system; 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.

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

Section 1. That the Board of Valley Regional Transit approve the updated Regional Fare Policy 1.25.00 (G)

Section 2. That this Resolution shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 4th day of April 2022

APPROVED by the Board Chair this 4th day of April 2022.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



Financial Statements
September 30, 2021

Valley Regional Transit

Valley Regional Transit

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September 30, 2021

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Independent Auditor's Report

To the Board of Directors
Valley Regional Transit
Meridian, Idaho

Report on the Financial Statements

We have audited the accompanying financial statements of Valley Regional Transit (VRT) as of and for the year ended September 30, 2021, and the related notes to the financial statements, which collectively comprise VRT's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of VRT as of September 30, 2021, and the respective change in financial position and, its cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters*Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, schedule of employer's share of net pension liability (asset) and employer contributions as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise VRT's financial statements. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and is not a required part of the financial statements.

The schedule of expenditures of federal awards is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated January 18, 2022 on our consideration of VRT's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of VRT's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering VRT's internal control over financial reporting and compliance.

A handwritten signature in cursive script that reads "Erik Sallie LLP".

Boise, Idaho
January 18, 2022

Valley Regional Transit
Management's Discussion and Analysis
September 30, 2021

The following provides the readers of Valley Regional Transit's (VRT) financial statements with a narrative overview and analysis of the financial activities of VRT for the fiscal year ended September 30, 2021 (Fiscal Year 2021).

Financial Highlights

- The assets and deferred outflows of financial resources of VRT exceeded its liabilities and deferred inflows of resources at September 30, 2021, by \$34,137,866.
- Total net position of VRT increased by \$4,153,140 while the net investment in capital assets portion of net position increased by \$3,002,087. Unrestricted and restricted net position increased by \$1,107,764 and \$43,289, respectively, between the two fiscal years.

Overview of the Financial Statements

The discussion and analysis related to the overview of the financial statements is intended to serve as an introduction to Valley Regional Transit's basic financial statements and is designed to provide readers with a broad overview of VRT's finances in a manner similar to a private-sector business. The following describes each of the statements and their use:

- *Statement of Net Position* presents information on the assets, deferred outflow of resources, liabilities and deferred inflow of resources; with the resultant net difference being reported as net position. Analyzing increases and decreases in net position is one way to measure VRT's overall financial position and may serve as an indicator of whether the financial position of the organization is improving or deteriorating.
- *Statement of Revenues, Expenses, and Change in Net Position* shows how VRT's net position changed during the year. VRT is structured as a single enterprise fund established to operate in a manner similar to private business enterprises where our intent is to provide services to our ridership on a continuing basis in part through user fees. VRT's accounting system functions and reports on an accrual basis of accounting. Accrual accounting dictates that revenues are recognized when earned, not when received, and expenses are recognized when incurred, not when paid. Additionally, all changes in net position are reported as soon as the underlying event occurs, regardless of the timing of related cash flows.

The notes to the financial statements provide additional information that is helpful when analyzing the data provided in the basic financial statements.

Valley Regional Transit
Management's Discussion and Analysis
September 30, 2021

Financial Analysis

Statement of Net Position

As previously noted, net position may serve over time as a useful indicator of an entity's financial position. As of September 30, 2021, the net position of Valley Regional Transit was \$34,137,866.

	2021	2020
Assets		
Current assets	\$ 6,906,720	\$ 6,006,516
Capital assets	32,877,822	29,181,683
Total assets	39,784,542	35,188,199
Deferred outflow of resources	736,515	370,603
Total assets and deferred outflow of resources	<u>\$ 40,521,057</u>	<u>\$ 35,558,802</u>
Liabilities		
Current liabilities	\$ 4,302,568	\$ 4,359,929
Long-term liabilities	694,052	1,171,996
Total liabilities	4,996,620	5,531,925
Deferred inflow of resources	1,386,571	42,151
Total liabilities and deferred inflow of resources	<u>6,383,191</u>	<u>5,574,076</u>
Net position		
Net investment in capital assets	32,183,770	29,181,683
Restricted	43,289	-
Unrestricted	1,910,807	803,043
Total net position	<u>34,137,866</u>	<u>29,984,726</u>
Total liabilities and deferred inflow of resources	<u>\$ 40,521,057</u>	<u>\$ 35,558,802</u>

Current asset balances were \$900,204 higher in FY 2021 as compared to the prior fiscal year as a result of the increase in federal receivable, which increased by \$2,098,491. Cash decreased by \$1,139,895 between the two years. Receivables and net pension asset increased by \$2,047,883 and inventories decreased by \$7,734. Inventory balances fluctuate based on when inventories are consumed and replaced.

Valley Regional Transit
Management's Discussion and Analysis
September 30, 2021

The balance of current liabilities was \$636,691 higher in FY 2021, as compared to the prior fiscal year. Total working capital (current assets less current liabilities) increased \$263,513 between the two fiscal years. VRT working capital was in a positive position of \$1,910,100 at the end of FY 2021.

By far, the largest portion of VRT's net position reflects the regional transportation authority's net investment in capital assets. All capital assets are used by VRT in the provision of regional public transportation services and are utilized in the capacity as intended and therefore are not available for future spending. Although the investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources because the capital assets themselves cannot be used to liquidate these liabilities. VRT's net capital assets are further restricted. Any liquidation occurring prior to the end of the asset's useful life must have the corresponding federal assistance repaid to the Federal Transit Administration (FTA).

The capital asset base increased net by \$3,696,139 after taking into consideration increases in depreciation and certain vehicle and equipment disposals at September 30, 2021.

VRT's depreciation schedule is compliant with FTA regulations and is an unfunded expense.

Unrestricted net position, which represents assets that may be used to meet on going obligations to VRT's ridership and creditors, was in a surplus position of \$1,910,807 at the end of the fiscal year. Unrestricted net position increased by \$1,107,764, as compared to the prior fiscal year.

Statement of Revenues, Expenses, and Change in Net Position

Operating as a single enterprise fund, Valley Regional Transit's financial structure is similar to a private business enterprise with the exception of unique revenue and expense reporting categories which are dictated by the FTA. All recipients of federal assistance are required to conform to standardized revenue and expense classifications for the purpose of reporting on specific federal grant assistance programs.

Valley Regional Transit receives federal operating and capital assistance through the FTA Section 5307 Urbanized Area Formula Program and the FTA Section 5339 Capital Program for both the Boise Transportation Management Area (TMA) and the Nampa Urbanized Area (UZA). VRT also receives funding from Federal Section 5310 (Enhanced Mobility for Seniors and Individuals with Disabilities) Program. While Valley Regional Transit is the designated recipient of federal funds for both the Boise TMA and Nampa UZA, each area is operated and funded independently.

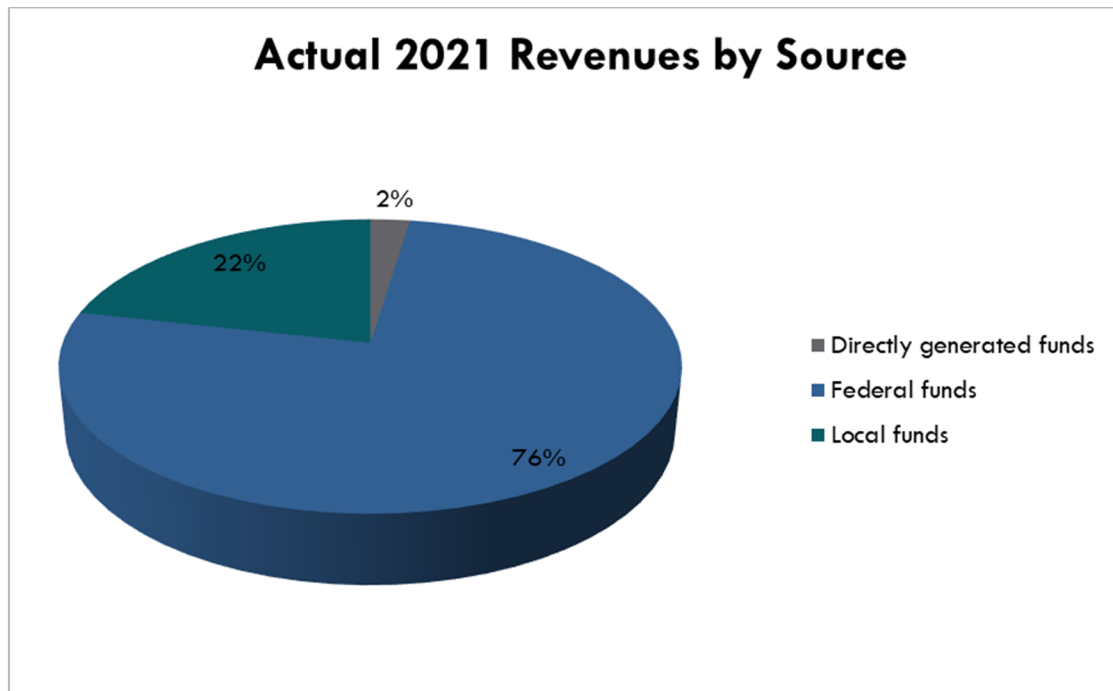
Local revenues are contributions made by each of the members of VRT's supporting regional management as well as service contributions which are intended to fund the operating expenses of the various VRT programs, depending upon the services a member receives.

Valley Regional Transit
Management's Discussion and Analysis
September 30, 2021

	2021	2020
Revenues		
Directly generated funds	\$ 584,234	\$ 713,700
Auxiliary transportation funds	780,023	526,527
Non transportation funds	256,896	444,663
Federal funds	18,520,900	10,137,904
Local funds	5,239,925	9,398,415
Net gain on sale of capital assets	18,271	3,718
Total revenues	<u>25,400,249</u>	<u>21,224,927</u>
Expenses		
Salaries and fringe benefits	11,439,325	11,126,481
Professional services	1,939,725	1,611,155
Materials and supplies	1,238,518	1,175,856
Utilities	288,243	274,902
Casualty and liability insurance	687,166	513,363
Miscellaneous	1,040,576	1,031,290
Interest expense	-	66
Lease and rental	188,497	182,587
Non-capital expenditures	483,913	1,899,818
Purchased transportation	1,199,511	1,182,769
Depreciation	2,741,635	2,881,514
Total expenses	<u>21,247,109</u>	<u>21,879,801</u>
Change in Net Position	4,153,140	(654,874)
Beginning Balance Net Position	<u>29,984,726</u>	<u>30,639,600</u>
Ending Balance Net Position	<u><u>\$ 34,137,866</u></u>	<u><u>\$ 29,984,726</u></u>

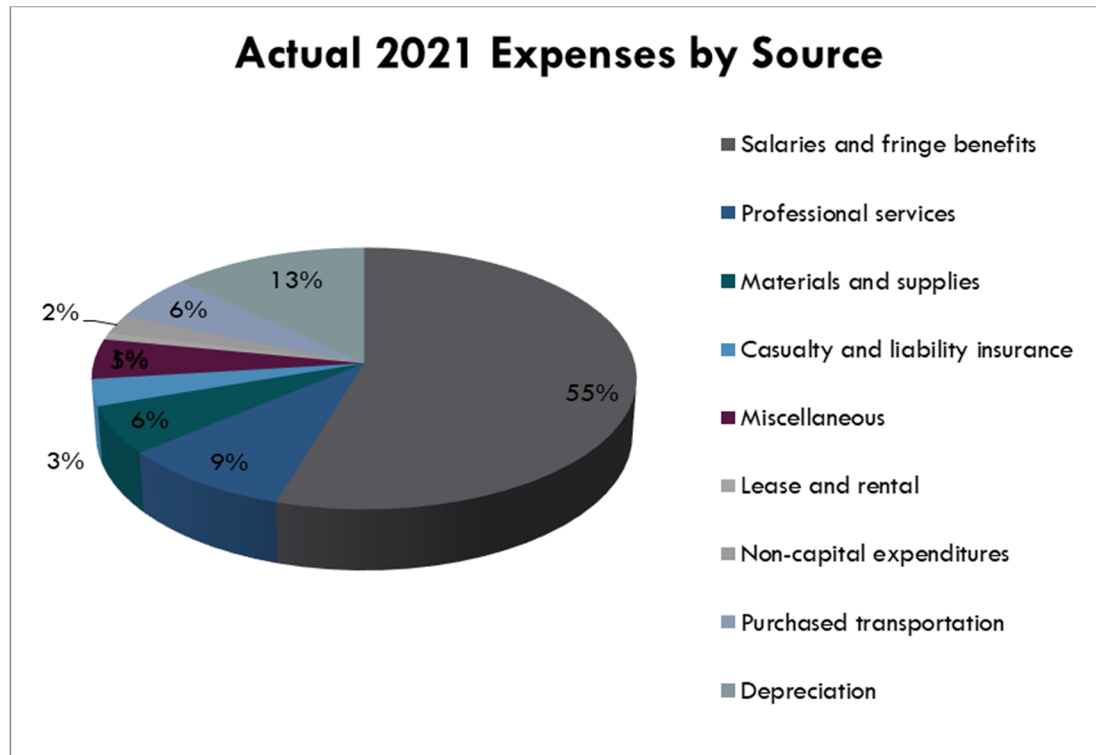
Analysis of Revenues

Total revenues were \$25,400,249 and \$21,224,927 for FY 2021 and FY 2020, respectively. Total revenues increased \$4,175,322 on a net basis, or 19.67%, in comparison to the prior fiscal year. In FY 2021, auxiliary transportation funds increased \$253,496 and federal revenues increased \$8,382,996. These increases were offset by a decrease in directly generated revenues of \$129,466, non-transportation funds of \$187,767 and local funds of \$4,158,490. It should be noted that the collection of fares was suspended for two months of FY 2021 due to the COVID-19 pandemic. The change in revenues was largely due to the following events: 1) The federal revenues increase was due to higher FTA grant drawdown activity directly related to COVID-19 federal funding; 2) Non-transportation revenues decreased due to receiving a lower compressed natural gas rebate than the prior year; 3) Local revenues decreased due to recognizing less of this revenue source than in the previous year. This was offset by COVID-19 federal funding; and 4) Auxiliary transportation revenues increased due to higher advertising revenue earned during FY 2021 as compared to the prior fiscal year.



Analysis of Expenses

Total expenses for FY 2021 were \$21,247,109 and \$21,879,801 for FY 2020. Expenses decreased \$632,692 or - 2.89% in comparison to the prior fiscal year largely due to the following events: 1) Non-capital expenditures decreased \$1,415,905, or -74.53%. FY 2021 had \$483,913 of non-capital expenses and FY 2020 had \$1,899,818 of non-capital expenses. Decreased non-capital expenses offset increased expenses in salaries and fringe benefits, professional services, materials and supplies, utilities, insurance, miscellaneous, lease and purchased transportation. While these expenses were higher than the previous year, they are below the budgeted amount approved by the Valley Regional Transit Board of Directors with the exception of insurance. The increase in insurance premiums was due to nationwide factors and is not a result of local operations.



Capital Asset and Debt Administration

Valley Regional Transit's investment in capital assets, as of September 30, 2021, was \$32,877,822 (net of accumulated depreciation). This investment in capital assets includes office equipment, building and improvements, vehicles, machinery and equipment, software, land and construction in process. Additional information can be found in Note 3 of the financial statements.

The increase in VRT's investment in capital assets for the current fiscal year was \$3,696,139, or 12.67%. This net increase was the result of vehicle and equipment purchases as VRT moves towards battery electric buses. The purchase of battery electric buses began in FY 2021 and will continue into FY 2022. The purchase and installation of battery electric bus charging infrastructure was completed in FY 2021.

Valley Regional Transit
Management's Discussion and Analysis
September 30, 2021

Capital Assets Net of Accumulated Depreciation

	2021	2020
Construction in Process	\$ 2,319,560	\$ 263,952
Land	1,210,000	1,210,000
Office Equipment	786,141	786,141
Software	2,373,523	2,373,523
Machinery and Equipment	1,443,195	1,129,942
Vehicles	23,744,707	21,668,678
Building and Improvements	29,265,051	27,952,911
 Total Capital Assets	 61,142,177	 55,385,147
Accumulated Depreciation	(28,264,355)	(26,203,464)
 Net Capital Assets	 <u>\$ 32,877,822</u>	 <u>\$ 29,181,683</u>

Debt Obligations

As of September 30, 2021, VRT had \$694,052 of capital leases outstanding related to the leasing of batteries for the electric buses purchased during the current year.

Economic Factors and Next Year's Budgets

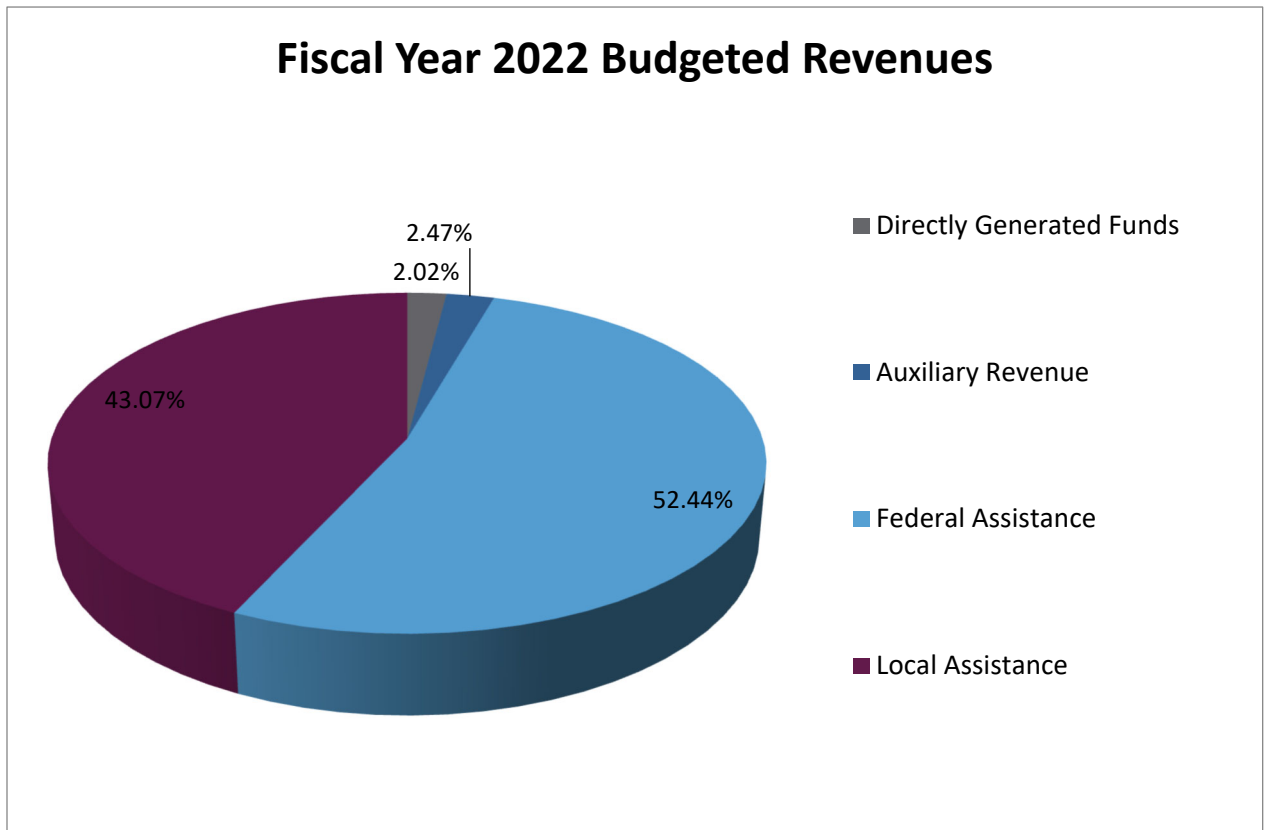
As a component of the annual budget process, VRT prepares a six-year operating budget and a ten-year capital budget. These budget projections assist with the current year budget development by establishing base fundamental assumptions with regard to capital replacement requirements, maintenance demands, changes to wage overhead rates, operating expenses, funding projections, and fare returns.

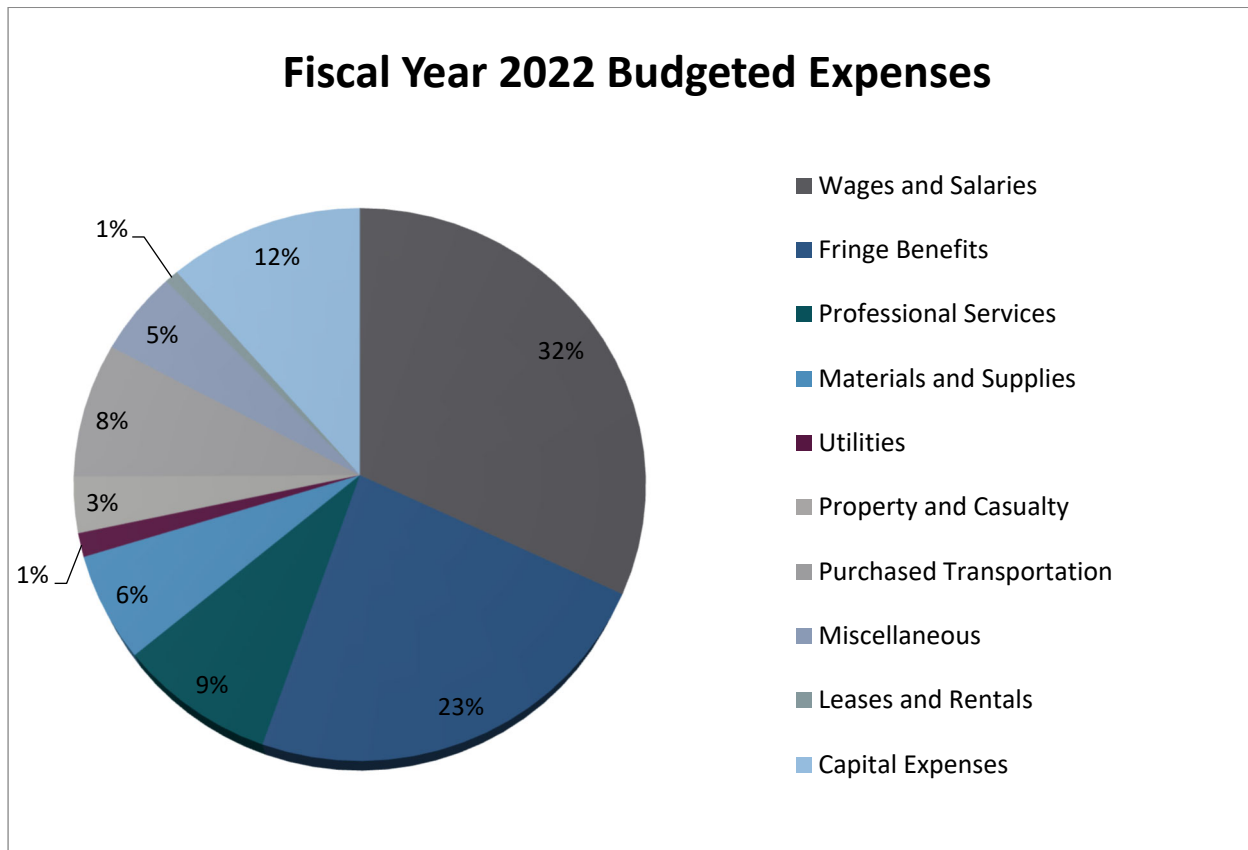
Valley Regional Transit's FY 2022 operating budget decreased by \$271,868, or -1.21%, under the FY 2021 amount. The capital budget for FY 2022 decreased by \$21,185,279, or -88%, under the FY 2021 amount. Decreased operating budget amounts are due to the following: 1) Professional services expenses are budgeted lower in the Canyon County and Regional Systems; 2) Lower utilities expenses in the Ada County and Canyon County Systems; 3) Lower purchased transportation expenses in Community Transportation and finally 4) Lower miscellaneous expenses across most Systems with the most significant reduction in Community Transportation due to the new Computer Aided Dispatching/Automatic Vehicle Location (CAD/AVL) system.

Decreases in capital budget amounts are due to the anticipated completion of vehicle purchases in FY 2021 as VRT moves towards battery electric buses and anticipated capital carryforwards from FY 2021 to the FY 2022 amended budget.

The Fiscal Year 2022 operating budget is \$22,239,791, whereas the capital budget is \$2,860,000.

The following charts show the composition of anticipated revenues and expenses within the 2022 budget.





Fiscal Year 2022 budget issues include:

- A dedicated VRT funding source has not yet been established. Therefore, the Fiscal Year 2022 budget was built upon member contributions, directly generated funds, auxiliary funds, and federal assistance.
- The COVID-19 pandemic will likely continue to have an impact on directly generated funds. The federal government made federal assistance available through the Coronavirus Aid, Relief, and Economic Security Act (CAREs) to assist transit agencies with these types of COVID-19 related impacts.
- VRT conducted an analysis of capital needs based on the adopted Transit Asset Management (TAM) policy and plan adopted in FY 2020. This new process will lead to higher investments over the next five years as a strategy to improve the overall condition rating of VRT's assets.

VRT's audited financial statements are posted to <https://www.valleyregionaltransit.org/about-us/accountability/>.

Valley Regional Transit
Statement of Net Position
September 30, 2021

Assets	
Cash	\$ 1,586,973
Accounts receivable	
Federal receivable	4,663,178
Dues and capital commitments receivable	17,323
Other receivable	85,623
Prepaid expenses	40,741
Inventories	469,593
Net pension asset	43,289
Capital assets	
Construction in process	2,319,560
Land	1,210,000
Office equipment	786,141
Software	2,373,523
Machinery and equipment	1,443,195
Vehicles	23,744,707
Buildings and improvements	29,265,051
Accumulated depreciation	(28,264,355)
Total assets	<u>39,784,542</u>
Deferred Outflows of Resources	
Pension	<u>736,515</u>
Liabilities	
Accounts payable and other accrued expenses	3,024,372
Accrued payroll and benefits	618,304
Advanced revenue	659,892
Capital lease payable	694,052
Total liabilities	<u>4,996,620</u>
Deferred Inflows of Resources	
Pension	<u>1,386,571</u>
Net Position	
Net investment in capital assets	32,183,770
Restricted	43,289
Unrestricted	1,910,807
Total net position	<u>\$ 34,137,866</u>

Valley Regional Transit
Statement of Revenues, Expenses and Change in Net Position
Year Ended September 30, 2021

Operating Revenues	
Directly generated funds	\$ 584,234
Auxiliary transportation funds	780,023
Federal funds	13,742,366
Local funds	<u>3,171,076</u>
Total operating revenues	<u>18,277,699</u>
Operating Expenses	
Salaries and fringe benefits	11,439,325
Professional services	1,939,725
Materials and supplies	1,238,518
Utilities	288,243
Casualty and liability insurance	687,166
Miscellaneous	1,040,576
Lease and rental	188,497
Non-capital expenditures	483,913
Purchased transportation	1,199,511
Depreciation	<u>2,741,635</u>
Total operating expenses	<u>21,247,109</u>
Operating Loss	<u>(2,969,410)</u>
Nonoperating Revenue and (Expense)	
Other income	256,896
Net gain on sale of capital assets	<u>18,271</u>
Total nonoperating revenue, net	<u>275,167</u>
Loss Before Capital Grants	<u>(2,694,243)</u>
Capital Grants	
Federal capital grants	4,778,534
Local capital grants	<u>2,068,849</u>
Total capital grants	<u>6,847,383</u>
Change in Net Position	4,153,140
Net Position, Beginning of Year	<u>29,984,726</u>
Net Position, End of Year	<u><u>\$ 34,137,866</u></u>

Valley Regional Transit
Statement of Cash Flows
Year Ended September 30, 2021

Operating Activities	
Receipts from customers and users	\$ 1,622,133
Receipts from federal government	11,643,875
Receipts from local government	2,508,281
Payments to suppliers	(7,628,326)
Payments to employees	(11,885,732)
Net Cash used for Operating Activities	<u>(3,739,769)</u>
Investing Activities	
Capital and Related Financing Activities	
Receipts of capital grants	6,847,383
Purchase of capital assets	(5,110,036)
Proceeds from capital lease agreement	840,000
Proceeds from sale of capital assets	22,527
Net Cash from Capital and Related Financing Activities	<u>2,599,874</u>
Net Change in Cash	(1,139,895)
Cash, Beginning of Year	<u>2,726,868</u>
Cash, End of Year	<u><u>\$ 1,586,973</u></u>
Reconciliation of Operating Loss to Net Cash used for Operating Activities	
Operating loss	\$ (2,969,410)
Adjustment to reconcile operating loss to net cash used for operating activities	
Depreciation	2,741,635
Non transportation revenue	256,896
GASB 68 actuarial pension expense offset	(193,488)
Changes in assets and liabilities	
Accounts receivable	(2,091,881)
Inventories	7,734
Prepaid expenses	44,048
Accounts payable	(613,959)
Accrued expenses	(209,630)
Unearned revenue	(711,714)
Net Cash used for Operating Activities	<u><u>\$ (3,739,769)</u></u>
Supplemental Disclosure of Non-cash Investing Financing Activities	
Property and equipment purchases included in accounts payable	\$ 1,477,942

Note 1 - Summary of Significant Accounting Policies

The financial statements of Valley Regional Transit (VRT) have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) applicable to state and local governments. Generally accepted accounting principles for local governments include those principles prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants in the publication entitled *Audits of State and Local Governmental Units*. GASB is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

The significant accounting and reporting policies and practices used by VRT are described below.

Reporting Entity

VRT is an enterprise fund created by a vote of Ada and Canyon County voters. VRT is the regional public transportation authority responsible for the short and long-term planning and operations of the regional transit system. The VRT Board of Directors consists of 25 appointed representatives from incorporated cities, counties and highway districts in Ada and Canyon Counties, plus one representative from Capital City Development Corporation, one representative from Meridian Development Corporation, one representative from Idaho Department of Transportation and one representative from Boise State University.

VRT entered into a contract with Transit Management of Ada County (TMAC) and Transit Management of Canyon County (TMCC), wholly-owned subsidiaries of First Transit Corporation, for operation of the Ada County transit system and the Canyon County transit system, respectively. Under this model, TMAC and TMCC are responsible for all operational and personnel decisions for operations. TMAC and TMCC perform all payroll and human resource functions, issue standard purchase orders, approve accounts payable, manage inventory and maintain separate bank accounts for the operations. TMAC and TMCC enter all approved purchase orders and accounts payable into the Fleetnet system, which is the overall financial information system for VRT. VRT generates all accounts payable payments which are approved by the Board of Directors and signed by authorized signatories within VRT. VRT transfers funds to the TMAC and TMCC payroll accounts on a bi-weekly basis to cover incurred personnel expenses. The results of all financial and personnel transactions are reflected in VRT's financial statements. TMAC and TMCC are responsible for remittance and reporting of all employer related payroll expenses.

The financial statements for VRT include all organizations for which VRT is financially accountable, and other organizations for which the nature and significance of their relationships with VRT are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete. There were no such organizations included in the current year.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

VRT is accounted for and reported as a proprietary-type enterprise fund, using the economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recognized when they are earned, and expenses are recognized when they are incurred, regardless of the timing of cash flows. The statement of net position and the statement of revenues, expenses, and change in net position display

Valley Regional Transit
Notes to Financial Statements
September 30, 2021

information about VRT. These statements include the financial activity of the overall reporting entity. These statements report all activities of VRT as a business type activity. Operations are financed from federal grant monies, local contributions, advertising and fares.

When both restricted and unrestricted resources are available for use, it is VRT's policy to use restricted resources first, then unrestricted resources as they are needed.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of VRT are user charges to customers, local contributions, dues, and operating grants. Operating expenses for VRT include the costs of services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

Accounts Receivable

Receivables are due from city and federal governments for capital commitment contributions and federal grants. Based on experience, no allowance for uncollectible accounts has been established as of September 30, 2021. It is reasonably possible that this estimate will change in the near future of the date of the financial statements.

Prepays

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid in the financial statements.

Inventories

Inventories are stated at average cost (first-in, first-out). Inventories consist of spare parts and equipment held for consumption. The cost is recorded as an expense at the time individual inventory items are used.

Capital Assets

The policy of VRT is to capitalize all property, such as land, buildings, and equipment with a cost equal to or greater than \$5,000, and a useful life of one or more years. All capital assets are valued at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation. The cost of normal maintenance and repairs that does not add to the value of the asset or materially extend an asset's life is not capitalized.

Depreciation of all exhaustible capital assets is charged as an expense against operations. Depreciation has been provided over the estimated useful lives using the straight-line method. When assets are retired or otherwise disposed of, the cost and related accumulated depreciation are removed from the accounts and any resulting gain or loss is reflected in the results of operations in the period of disposal.

The estimated useful lives of fixed assets are as follows:

Office equipment	3-15 years
Software	3 years
Machinery and equipment	5-15 years
Vehicles	3-15 years
Buildings and improvements	10-45 years

Pensions

For purposes of measuring the net pension liability (asset) and pension expense/(revenue offset), information about the fiduciary net position of the Public Employee Retirement System of Idaho Base Plan (Base Plan) and additions to/deductions from Base Plan's fiduciary net position have been determined on the same basis as they are reported by the Base Plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Deferred Outflows/Inflows of Resources

The statement of net position includes a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to a future period(s) and will not be recognized as an outflow of resources (expense) until then. VRT has one item that qualifies for reporting in this category: the deferred outflows related to the net pension liability (asset) reported on the statement of net position. The deferred net pension results from changes in assumptions or other inputs, changes in VRT's proportion and VRT's contributions and proportionate share of contributions, and the net difference between projected and actual earnings on pension plan investments in the actuarial calculation of VRT's net pension liability.

The statement of net position includes a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to a future period(s) and will not be recognized as an inflow of resources (revenue) until that time. VRT has one item that qualifies for reporting in this category: the deferred inflows related to the net pension liability (asset). The deferred net pension results from the differences between the expected and actual experience and the net difference between projected and actual earnings on pension plan investments derived from the actuarial calculation of VRT's net pension liability (asset).

Accrued Compensated Absences

Accumulated unpaid vacation and compensatory time amounts are accrued and charged to expenses when earned. Terminated employees are paid out their unused vacation without stipulation except for TMCC terminated employees, who are not paid for unused vacation unless they have 10 years of service or are over 62 years of age at the date of termination.

Sick pay amounts are charged to expenses when used. Terminated employees are not paid for unused sick time unless they are over 60 years of age at the date of termination (VRT employee) or unless they have 15 years of service or are over 60 years of age at the date of termination (TMAC employee), in which case they are eligible to receive 50% of their sick pay balance. Terminated TMCC employees are not paid for unused sick time.

Advanced Revenue

Valley Regional Transit receives some funds from local government and private partners that are earmarked for specific projects. Until expenses specific to these projects occur, the earmarked funds are recognized as advanced revenue.

Net Position

VRT classifies net position, revenues and other support based on the existence or absence of grantor-imposed restrictions. Accordingly, net position of VRT and changes therein are classified and reported as follows:

Net Investment in Capital Assets – This represents VRT’s total investment in capital assets, net of related debt. To the extent debt has been incurred but not yet expended for capital assets, such amounts are not included in this section.

Restricted Net Position – This represents the amount related to the net pension asset, which is restricted for a specific use/purpose by law.

Unrestricted Net Position – Net position not subject to grantor-imposed stipulations or received with restrictions that were satisfied in the same period.

Risk Management

VRT is exposed to various risks of loss related to theft of, damage to, or destruction of assets. VRT participates in a public entity risk pool, Idaho Counties Risk Management Pool (ICRMP), for liability insurance. VRT’s exposure to loss from its participation in ICRMP is limited only to the extent of their deductible.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, net position and disclosures regarding contingent assets and liabilities. Actual results could differ from those estimates.

Valley Regional Transit
Notes to Financial Statements
September 30, 2021

Note 2 - Cash

Financial instruments which potentially subject VRT to concentration of credit risk consist principally of cash and sweep accounts. VRT maintains its cash and sweep accounts in one commercial bank.

Custodial credit risk is the risk that, in the event of the failure of the counterparty, VRT will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. All deposits greater than the FDIC insurance coverage were subject to custodial credit risk. VRT has a written policy limiting custodial credit risk through preauthorization of financial institutions. Accounts at the commercial bank are guaranteed by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 per bank.

A summary of the total insured and uninsured bank balances follows:

Total cash in bank	\$ 1,609,653
Portion insured by FDIC	<u>(250,000)</u>
Uninsured and uncollateralized cash	<u><u>\$ 1,359,653</u></u>

Note 3 - Capital Assets

The following presents capital asset activity for the year ended September 30, 2021.

	Balance October 1, 2020	Additions	Deletions	Transfers	Balance September 30, 2021
Non-depreciable					
Construction in process	\$ 263,952	\$ 5,559,791	\$ -	\$ (3,504,183)	\$ 2,319,560
Land	1,210,000	-	-	-	1,210,000
Depreciable					
Office equipment	786,141	-	-	-	786,141
Software	2,373,523	-	-	-	2,373,523
Machinery and equipment	1,129,942	8,647	-	304,606	1,443,195
Vehicles	21,668,678	873,593	(299,579)	1,502,015	23,744,707
Building and improvements	27,952,911	-	(385,422)	1,697,562	29,265,051
Total capital assets	55,385,147	6,442,031	(685,001)	-	61,142,177
Accumulated depreciation	<u>(26,203,464)</u>	<u>(2,741,635)</u>	<u>680,744</u>	<u>-</u>	<u>(28,264,355)</u>
Net capital assets	<u><u>\$ 29,181,683</u></u>	<u><u>\$ 3,700,396</u></u>	<u><u>\$ (4,257)</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 32,877,822</u></u>

Note 4 - Defined Contribution Plan

TMAC provides for a non-discretionary 401(k) contribution of 7.5% of eligible compensation to TMAC eligible employees. To participate, the TMAC employee must have completed six months of continuous service. The 401(k) plan allows employee deferred pre-tax and Roth contributions. The maximum contribution amount to the plan is 100% of compensation less any mandatory income and payroll tax withholding or the IRS prescribed amount, whichever is less.

TMCC provides a 401(k) plan for all ATU Bargaining Unit employees who have completed three months of service. Those eligible can contribute to a pre-tax and a Roth contribution up to 100% of compensation less any mandatory income and payroll tax withholding or the IRS prescribed amount, whichever is less.

TMCC will offer matching contributions of \$0.50 for each \$1.00 an employee contributes, up to a maximum of 50% of the first 6% of the employee's pay.

During the year ended September 30, 2021, VRT reimbursed TMAC and TMCC for contributions of \$340,218 to the plans that are managed by Quorum Financial.

Note 5 - Defined Benefit Pension Plan

Plan Description

Valley Regional Transit contributes to the Base Plan which is a cost-sharing multiple-employer defined benefit pension plan administered by Public Employee Retirement System of Idaho (PERSI or System) that covers substantially all employees of the State of Idaho, its agencies and various participating political subdivisions. The cost to administer the plan is financed through the contributions and investment earnings of the plan. PERSI issues a publicly available financial report that includes financial statements and the required supplementary information for PERSI. That report may be obtained on the PERSI website at www.persi.idaho.gov.

Pension Benefits

The Base Plan provides retirement, disability, death and survivor benefits of eligible members or beneficiaries. Benefits are based on members' years of service, age, and highest average salary. Members become fully vested in their retirement benefits with five years of credited service (5 months for elected or appointed officials). Members are eligible for retirement benefits upon attainment of the ages specified for their employment classification. The annual service retirement allowance for each month of credited service is 2.0% of the average monthly salary for the highest consecutive 42 months.

The benefit payments for the Base Plan are calculated using a benefit formula adopted by the Idaho Legislature.

The Base Plan is required to provide a 1% minimum cost of living increase per year provided the Consumer Price Index increases 1% or more. The PERSI Board has the authority to provide higher cost of living increases to a maximum of the Consumer Price Index movement or 6%, whichever is less; however, any amount above the 1% minimum is subject to review by the Idaho Legislature.

Valley Regional Transit
Notes to Financial Statements
September 30, 2021

Member and Employer Contributions

Member and employer contributions paid to the Base Plan are set by statute and are established as a percent of covered compensation. Contribution rates are determined by the PERSI Board within limitations, as defined by state law. The Board may make periodic changes to employer and employee contribution rates (expressed as percentages of annual covered payroll) that are adequate to accumulate sufficient assets to pay benefits when due.

The contribution rates for employees are set by statute at 60% of the employer rate for general employees. As of June 30, 2021, it was 7.16% for general employees. The employer contribution rate as a percent of covered payroll is set by the Retirement Board and was 11.94% for general employees as of June 30, 2021. VRT's contributions were \$251,757 for the year ended September 30, 2021.

Pension Liabilities (Assets), Pension Expense (Revenue), and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At September 30, 2021, VRT reported an asset for its proportionate share of the net pension asset. The net pension asset was measured as of June 30, 2021, and the total pension asset used to calculate the net pension asset was determined by an actuarial valuation as of that date. VRT's proportion of the net pension asset was based on VRT's share of contributions in the Base Plan pension plan relative to the total contributions of all participating PERSI Base Plan employers. At June 30, 2021, VRT's proportion was .0005481181 percent, an increase from the 2020 proportion of 0.000504707.

For the year ended September 30, 2021, VRT recognized pension expense offset of \$15,007. At September 30, 2021, VRT reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 63,781	\$ 25,163
Changes in assumptions or other inputs	496,905	-
Net difference between projected and actual earnings on pension plan investments	-	1,359,682
Changes in the employer's proportion and differences between the employer's contributions and the employer's proportionate contributions	117,094	1,726
VRT's contributions subsequent to the measurement date	58,735	-
Total	<u>\$ 736,515</u>	<u>\$ 1,386,571</u>

The \$58,735 reported as deferred outflows of resources related to pensions resulting from employer contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability (asset) in the year ending September 30, 2022.

Valley Regional Transit
Notes to Financial Statements
September 30, 2021

The amortization period is based on the remaining expected service lives of all employees that are provided with pensions through the System determined at the beginning of the measurement period. The amortization of the net difference between projected and actual investment earnings on pension plan investments is amortized over a closed 5-year period inclusive of this fiscal year. The amortization period was calculated at 4.6 at the beginning of the measurement period ended June 30, 2021.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense (revenue) as follows:

<u>Years Ended September 30:</u>	
2022	\$ (156,636)
2023	(136,718)
2024	(123,367)
2025	<u>(292,070)</u>
	<u>\$ (708,791)</u>

Actuarial Assumptions

Valuations are based on actuarial assumptions, the benefit formulas, and employee groups. Level percentages of payroll normal costs are determined using the Entry Age Normal Cost Method. Under the Entry Age Normal Cost Method, the actuarial present value of the projected benefits of each individual included in the actuarial valuation is allocated as a level percentage of each year's earnings of the individual between entry age and assumed exit age. The Base Plan amortizes any unfunded actuarial accrued liability based on a level percentage of payroll. The maximum amortization period for the Base Plan permitted under Section 59-1322, Idaho Code, is 25 years.

The following are the actuarial assumptions and the entry age normal cost method, applied to all periods included in the measurement:

Inflation	2.30 percent
Salary increases including inflation	3.05 percent
Investment rate of return-net of investment fees	6.35 percent, net of investment expense
Cost of Living (COLA) adjustments	1.00 percent

Several different sets of mortality rates are used in the valuation for contributing members, members retired for service and beneficiaries. These rates were adopted for the valuation dated July 1, 2021.

Valley Regional Transit
Notes to Financial Statements
September 30, 2021

Contributing Members, Service Retirement Members, and Beneficiaries

General Employees and All Beneficiaries - Males	Pub-2010 General Tables, increased 11%.
General Employees and All Beneficiaries - Females	Pub-2010 General Tables, increased 21%.
Teachers - Males	Pub-2010 Teacher Tables, increased 12%.
Teachers - Females	Pub-2010 Teacher Tables, increased 21%.
Fire & Police - Males	Pub-2010 Safety Tables, increased 21%.
Fire & Police - Females	Pub-2010 Safety Tables, increased 26%.
Disabled Members - Males	Pub-2010 Disabled Tables, increased 38%.
Disabled Members - Females	Pub-2010 Disabled Tables, increased 36%.

An experience study was performed for the period July 1, 2015 through June 30, 2020 which reviewed all economic and demographic assumptions including mortality. The Total Pension Asset as of June 30, 2021 is based on the results of an actuarial valuation date July 1, 2021.

The long-term expected rate of return on pension plan investments was determined using the building block approach and a forward-looking model in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighing the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

Even though history provides a valuable perspective for setting the investment return assumption, the System relies primarily on an approach which builds upon the latest capital market assumptions. The assumptions and the System's formal policy for asset allocation are shown below. The formal asset allocation policy is somewhat more conservative than the current allocation of PERSI's assets.

Valley Regional Transit
Notes to Financial Statements
September 30, 2021

The best-estimate range for the long-term expected rate of return is determined by adding expected inflation to expected long-term real returns and reflecting expected volatility and correlation.

Capital Market Assumptions from Callen 2021

Asset Class	Target Allocation	Long-Term Expected Nominal Rate of Return (Arithmetic)	Long-Term Expected Real Rate of Return (Arithmetic)
Core Fixed Income	30.00%	1.80%	-0.20%
Broad US Equities	55.00%	8.00%	6.00%
Developed Foreign Equities	15.00%	8.25%	6.25%
Assumed Inflation - Mean		2.00%	2.00%
Assumed Inflation - Standard Deviation		1.50%	1.50%
Portfolio Arithmetic Mean Return		6.18%	4.18%
Portfolio Standard Deviation		12.29%	12.29%
Portfolio Long-Term (Geometric) Expected Rate of Return		5.55%	3.46%
Assumed Investment Expenses		0.40%	0.40%
Portfolio Long-Term (Geometric) Expected Rate of Return, Net of Investments Expenses		5.15%	3.06%

Investment Policy Assumptions from PERSI November 2019

Portfolio Long-Term Expected Real Rate of Return, Net of Investment Expenses	4.14%
Portfolio Standard Deviation	14.16%

Economic/Demographic Assumptions from Milliman 2021

Long-Term Expected Real Rate of Return, Net of Investment Expenses	4.05%
Assumed Inflation	2.30%
Long-Term Expected Geometric Rate of Return, Net of Investment Expenses	6.35%

Discount Rate

The discount rate used to measure the total pension liability was 6.35%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate. Based on these assumptions, the pension plans' net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability. The long-term expected rate of return was determined net of pension plan investment expense but without reduction for administrative expense.

Sensitivity of the Employer's Proportionate Share of the Net Pension Liability (Asset) to Changes in the Discount Rate

The following presents the Employer's proportionate share of the net pension asset of PERSI employer's calculated using the discount rate of 6.35%, as well as what the Employer's proportionate share of the net pension asset would be if it were calculated using a discount rate that is 1-percentage point lower (5.35%) or 1-percentage point higher (7.35%) than the current rate:

	1% Decrease (5.35%)	Current Discount Rate (6.35%)	1% Increase (7.35%)
Employer's proportionate share of the net pension liability (asset)	\$ 1,504,826	\$ (43,289)	\$ (1,312,310)

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in the separately issued PERSI financial report.

PERSI issues a publicly available financial report that includes financial statements and the required supplementary information for PERSI. That report may be obtained on the PERSI website at www.persi.idaho.gov.

Payables to the Pension Plan

At September 30, 2021, VRT had reported payables to the defined benefit pension plan of \$3,758 for legally required employer contributions, \$2,254 for legally required employee contributions, and \$1,097 for the PERSI Choice 401(k) of which had been withheld from employee wages but not yet remitted to PERSI.

Defined Contribution – PERSI Choice 401(k)

Employees of VRT participating in the PERSI Base Plan may enroll in the PERSI Choice 401(k) defined contribution retirement savings plan available to active members. Participation is voluntary. The PERSI Choice 401(k) is intended to be a government plan within the meaning of Code Section 414 (d) and within the meaning of section 3(32) of the Employee Retirement Income Security Act (ERISA) and as such, is exempt from provisions of Title I ERISA. VRT does not match participants' contributions in the PERSI Choice 401(k). A participant shall be 100% vested in their individual account at all times. The authority of the benefit and contribution terms are established and amended by the PERSI Board. VRT recognized \$75,732 of contributions to the PERSI Choice 401(k) as benefits expense during the year ended September 30, 2021.

Note 6 - Lease Commitments

Operating lease commitments

VRT assumed lease payments for the vehicle maintenance facility renewed effective October 1, 2015 and expires September 30, 2045. Monthly lease payments are \$8,710 beginning October 1, 2021. Subsequent to October 1, 2021, base rent payments increase annually based on the Consumer Price Index.

VRT entered a lease agreement effective September 1, 2018, for the use of a facility in the operations of the Boise Bike Share Program. The lease was a three-year lease that has been extended for an additional 12 months beginning on September 1, 2021, with monthly payments of \$2,900. The use of the facility has been expanded to include use by the Programs and Supports division of VRT.

In October 2017, VRT entered into a five year lease agreement with Day Wireless for radio repeater use. The annual payments are \$9,360.

In September 2018, VRT entered into a 39 month lease agreement for copiers with a monthly payment of \$1,917.

Minimum operating lease payments are as follows:

2022	\$ 145,781
2023	107,656
2024	110,886
2025	114,213
2026	117,639
Thereafter	<u>253,614</u>
	<u>\$ 849,788</u>

Total rent expense was \$188,497 for the year ended September 30, 2021.

Valley Regional Transit
Notes to Financial Statements
September 30, 2021

Capital lease commitments

VRT entered two lease agreements with Proterra for the purpose of leasing batteries for battery electric buses. A battery lease for four, forty-foot buses commenced on June 24, 2021 and is scheduled to expire June 23, 2033, with monthly payments of \$5,833 for the two batteries received prior to year-end. The lease payments will increase to \$11,667 upon receipt of the remaining batteries.

Subsequent to year end, a battery lease for eight, thirty-five-foot buses commenced on November 29, 2021 and is scheduled to expire November 28, 2033, with monthly payments of \$23,333 per month.

Delivery of buses has been delayed due to COVID-19 and although both leases have been executed, lease payments will not begin until buses are delivered to VRT and put into service.

2022	\$ 70,000
2023	70,000
2024	70,000
2025	70,000
2026	70,000
Thereafter	490,000
Less amount related to interest	<u>(145,948)</u>
Total capital lease payable	<u><u>\$ 694,052</u></u>

The net book value of assets acquired under capital lease agreements is as follows:

Book value of assets acquired under capital lease agreements	\$ 694,052
Less accumulated depreciation	<u>(10,307)</u>
Net book value of assets acquired under capital lease agreements	<u><u>\$ 683,745</u></u>

Note 7 - Concentrations

Approximately 73% of VRT's total revenue for the year ended September 30, 2021, was derived from contracts with the federal government, and 66% of the local revenue came from the City of Boise.

Note 8 - Self-Insurance

Transit Management of Ada County (TMAC) established a partially self-funded health plan for its employees. The employees are responsible for the first \$250 of their individual deductible and \$500 of their family deductible. TMAC is responsible for the remainder of the deductible up to the \$1,575 individual out-of-pocket limit and \$3,150 family out-of-pocket limit. The employee is responsible for all further claims not covered by the insurance. The health care plan is administered by Blue Cross of Idaho and they are responsible for the approval, processing and payment of claims.

At September 30, 2021, VRT has reported a liability of \$84,624, which represents amounts payable by VRT towards the employee's deductible for claims incurred as of the end of the year but not paid by VRT as of that date.

Note 9 - Related Party

The Board of VRT is made up of representatives from member organizations that pay dues to VRT as a part of the local match requirement on federal grants.



Required Supplementary Information
September 30, 2021

Valley Regional Transit

Valley Regional Transit
Schedule of Employer's Share of Net Pension Liability (Asset) and Employer Contributions
Year Ended September 30, 2021

Schedule of Employer's Share of Net Pension Liability (Asset)
PERSI – Base Plan
Last 10 – Fiscal Years *

	2015	2016	2017	2018	2019	2020	2021
Employer's portion of the net pension liability (asset)	0.000439740	0.000443322	0.000445219	0.000438584	0.00045406	0.000504707	0.0005481181
Employer's proportionate share of the net pension liability (asset)	\$ 579,066	\$ 898,682	\$ 699,808	\$ 646,919	\$ 518,297	\$ 1,171,996	\$ (43,289)
Employer's covered payroll	\$ 1,231,700	\$ 1,296,576	\$ 1,425,209	\$ 1,411,082	\$ 1,542,171	\$ 1,800,522	\$ 2,045,507
Employer's proportional share of the net pension liability (asset) as a percentage of its covered payroll	47.01%	69.31%	49.10%	45.85%	33.61%	65.09%	-2.12%
Plan fiduciary net position as a percentage of the total pension liability (asset)	91.38%	87.26%	90.68%	91.69%	93.79%	88.22%	100.36%

Data reported is measured at the measurement date which is as of June 30 of each year.

Schedule of Employer Contributions
PERSI – Base Plan
Last 10 – Fiscal Years *

	2015	2016	2017	2018	2019	2020	2021
Statutorily required contribution	\$ 138,531	\$ 152,675	\$ 150,283	\$ 162,701	\$ 182,493	\$ 219,740	\$ 251,757
Contributions in relation to the statutorily required contribution	\$ (140,279)	\$ (150,744)	\$ (145,075)	\$ (170,757)	\$ (189,393)	\$ (233,612)	\$ (276,205)
Contribution (deficiency) excess	\$ 1,748	\$ (1,931)	\$ (5,208)	\$ 8,056	\$ 6,899	\$ 13,872	\$ 24,447
Employer's covered payroll	\$ 1,223,775	\$ 1,348,714	\$ 1,350,824	\$ 1,437,288	\$ 1,594,325	\$ 1,840,370	\$ 2,108,521
Contributions as a percentage of covered payroll	11.46%	11.18%	10.74%	11.88%	11.88%	12.69%	13.10%

Data reported is measured as of September 30 of each year.

*GASB Statement No. 68 requires ten years of information to be presented in this table. However, until a full 10- year trend is compiled, Valley Regional Transit will present information for those years for which information is available.



Federal Awards Reports in Accordance with the Uniform
Guidance

September 30, 2021

Valley Regional Transit

Valley Regional Transit
Schedule of Expenditures of Federal Awards
Year Ended September 30, 2021

Federal/Grantor/Pass-Through Grantor/Program or Cluster Title	Federal Financial Assistance Listing Number	Pass- Through Number	Expenditures	Amounts Passed- Through to Subrecipients
U.S. Department of Transportation				
Federal Transit Cluster				
Federal Transit Formula Grants	20.507	N/A	\$ 3,660,143	\$ 240,715
COVID-19 - Federal Transit Formula Grants	20.507		11,790,189	81,965
Bus and Bus Facilities Formula Program	20.526	N/A	<u>276,930</u>	<u>-</u>
Total Federal Transit Cluster			<u>15,727,262</u>	<u>322,680</u>
Transit Services Programs Cluster				
Enhanced Mobility of Seniors and Individuals with Disabilities	20.513	N/A	572,249	-
Total Transit Services Programs Cluster			<u>572,249</u>	<u>-</u>
Passed through from Idaho Department of Transportation				
Highway Planning and Construction	20.205	N/A	<u>197,514</u>	<u>-</u>
Total U.S. Department of Transportation			<u>\$ 16,497,025</u>	<u>\$ 322,680</u>

Valley Regional Transit
Notes to Schedule of Expenditures of Federal Awards
Year Ended September 30, 2021

Note 1 - Basis of Presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal grant activity of Valley Regional Transit (VRT) under programs of the federal government for the year ended September 30, 2021. The information is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of VRT, it is not intended to and does not present the financial position, changes in net position, or cash flows of VRT.

Note 2 - Summary of Significant Accounting Policies

Expenditures reported in the Schedule are reported on the cash basis of accounting, including amounts passed through to subrecipients. When applicable, such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

Note 3 - Indirect Cost Rate

VRT has not elected to use the 10% de minimis cost rate.

Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

To the Board of Directors
Valley Regional Transit
Meridian, Idaho

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Valley Regional Transit (VRT) as of and for the year ended September 30, 2021, and the related notes to the financial statements, which collectively comprise VRT's basic financial statements and have issued our report thereon dated January 18, 2022.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered VRT's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of VRT's internal controls. Accordingly, we do not express an opinion on the effectiveness of VRT's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether VRT's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Eide Bailly LLP". The signature is written in a cursive, flowing style.

Boise, Idaho
January 18, 2022

Independent Auditor's Report on Compliance for the Major Federal Program and Report on Internal Control Over Compliance Required by the Uniform Guidance

The Board of Directors
Valley Regional Transit
Meridian, Idaho

Report on Compliance for the Major Federal Program

We have audited Valley Regional Transit's (VRT) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on VRT's major federal program for the year ended September 30, 2021. VRT's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and terms and conditions of its federal awards applicable to its federal program.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for VRT's major federal program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about VRT's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for the major federal program. However, our audit does not provide a legal determination of VRT's compliance.

Opinion on Each Major Federal Program

In our opinion, VRT complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect its major federal program for the year ended September 30, 2021.

Report on Internal Control over Compliance

Management of VRT is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered VRT's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of VRT's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses and significant deficiencies and therefore, material weaknesses and significant deficiencies may exist that have not been identified. We identified a deficiency in internal control over compliance described in the accompanying schedule of findings and questioned costs as item 2021-001 that we consider to be a material weakness.

VRT's response to the internal control over compliance findings identified in our audit is described in the accompanying schedule of findings and questioned costs. VRT's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



Boise, Idaho

January 18, 2022

Valley Regional Transit
Schedule of Findings and Questioned Costs
September 30, 2021

Section I – Summary of Auditor’s Results

FINANCIAL STATEMENTS

Type of auditor's report issued	Unmodified
Internal control over financial reporting:	
Material weaknesses identified	No
Significant deficiencies identified not considered to be material weaknesses	None Reported
Noncompliance material to financial statements noted?	No

FEDERAL AWARDS

Internal control over major program:	
Material weaknesses identified	Yes
Significant deficiencies identified not considered to be material weaknesses	None Reported
Type of auditor's report issued on compliance for major programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with Uniform Guidance 2 CFR 200.516:	Yes

Identification of major programs:

<u>Name of Federal Program</u>	<u>Federal Financial Assistance Listing</u>
<u>Federal Transit Cluster</u>	
Federal Transit – Formual Grants (Urbanized Area Formula Program)	20.507
Bus and Bus Facilities Formula & Discretionary Programs (Bus Program)	20.526
Dollar threshold used to distinguish between type A and type B programs:	\$750,000
Auditee qualified as low-risk auditee?	No

Valley Regional Transit
Schedule of Findings and Questioned Costs
September 30, 2021

Section II – Financial Statement Findings

None reported

Section III – Federal Award Findings and Questioned Costs

**2021-001 Director Program - Department of Transportation
Federal Financial Assistance Listing #'s: 20.507, 20.526
Federal Transit Cluster
Subrecipient Monitoring
Material Weakness in Internal Control over Compliance**

Criteria: 2 CFR section 200.331 and 200.332 requires pass-through entities to evaluate risk of each subrecipient and monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, complies with the terms and conditions of the subaward, and achieves performance goals.

Condition: During our testing over subrecipient monitoring it was noted that out of the 2 subrecipients Valley Regional Transit has, monitoring and risk assessments were not performed during the current program year for either subrecipient.

Cause: During the current year, Valley Regional Transit had employee turnover in addition to transitioning into a virtual work environment that caused the risk assessment and monitoring to not take place during the current program year.

Effect: No subrecipient monitoring took place during the year.

Questioned Costs: None reported

Context/Sampling: 2 out of 2 subrecipients were selected for subrecipient monitoring testing.

Repeat Finding from Prior Year: No

Recommendation: Management of Valley Regional Transit should implement a process for completing monitoring and risk assessments for each of their subrecipients in such a manner that the monitoring may occur in person or in a virtual environment.

Views of Responsible Officials: Management agrees with the finding.



TOPIC	FY2021 4th Quarter Operating Cash Balance Report
DATE	April 4, 2022
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

The Board will review and consider accepting the FY2021 4th Quarter Operating Cash Balance Report.

Summary

Attached to this memo is the operating cash balance analysis as of September 30, 2021. The preliminary report was presented to the Executive Board as an information item at the January 3, 2022 meeting and the final report was presented as an action item and accepted at the February 7, 2022 meeting.

The following items are important to note:

- Regional operating cash balance was \$1,404,428 at the end of September. Pending federal funds were \$195,320. Pending federal funds are the result of utilizing local funds until federal funds become available for reimbursement.
- The Ada County system operating cash balance was \$97,939 at the end of September.
- The Canyon County system operating cash balance was \$20,890 at the end of September.
- Boise GreenBike Operating Cash Balance was \$63,716 at the end of September.
- Total pending federal funds were \$195,320.
- Overall, the total operating cash balance exceeded the total cash balance benchmark.

More Information

Attachments:

FY2021 4th Qtr. Operating Cash Balance Analysis

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

Valley Regional Transit

Operating Cash Balance Analysis

September 30, 2021

Regional Operations

GL Cash Balance at 9/30/21	\$1,404,428
Pending Federal Funds (Note 2)	\$195,320

Ada County System

GL Cash Balance at 9/30/21	\$97,939
Pending Federal Funds (Note 2)	

Canyon County System

GL Cash Balance at 9/30/21	\$20,890
Pending Federal Funds (Note 2)	

Boise Greenbike

GL Cash Balance at 9/30/21	\$63,716
Pending Federal Funds (Note 2)	

Total Cash Balance	\$1,586,973
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Total Pending Federal Funds (Note 2)	\$195,320
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Total Cash Balance Benchmark (Note 1) \$1,436,263

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

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



TOPIC	FY2021 4th Quarter Budget Reports
DATE	April 4, 2022
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

The Board will review and consider accepting the FY2021 4th Quarter Budget Reports.

Summary

Attached to this memo are the fourth quarter budget reports as of September 30, 2021. Preliminary reports were presented to the Executive Board as an information item at the January 3, 2022 meeting and the final reports were presented as an action item and accepted at the February 7, 2022 meeting.

More Information

Attachments:

FY2021 4th Quarter Budget Variance Report

FY2021 4th Quarter Budget Variance Comments

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

Valley Regional Transit
FY 2021 Fourth Quarter Budget Reports
October 2020 - September 2021

Category	Regional Overhead			Programs and Supports			Information Supports/ Specialized Transportation			Program Administration Support Planning		
	10			12			20			23		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds				\$ 50,000	\$ 1,749	-97%	\$ 50,000	\$ 28,901	-42%			
402 Purchased Transportation												
403 Auxiliary Revenue	100,000	85,172	-15%	283,653	406,181	43%						
404 Non-Transportation Revenue		10			14,159			0				
405 Federal Assistance - Capital										20,494,518	4,778,534	-77%
406 Federal Assistance - Operating/Administrative	265,948	211,825	-20%	892,397	514,509	-42%	3,843,306	2,157,042	-44%	1,009,233	887,383	-12%
407 Local Assistance - Capital										4,042,930	2,068,849	-49%
408 Local Assistance - Operating/Administration	1,100,537	1,274,241	16%	701,565	238,054	-66%	539,172	373,062	-31%	207,396	146,286	-29%
Total Revenues	\$ 1,466,485	\$1,571,249	7%	\$ 1,927,615	\$ 1,174,652	-39%	\$ 4,432,478	\$2,559,005	-42%	\$ 25,754,077	\$ 7,881,052	-69%
Category	Regional Overhead			Programs and Supports			Information Supports/ Specialized Transportation			Program Administration Support Planning		
	10			12			20			23		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	\$ 570,062	\$ 643,709	13%	\$ 521,751	\$ 391,831	-25%	\$ 424,614	\$ 455,595	7%	\$ 488,959	\$ 435,392	-11%
502 Fringe Benefits	388,173	490,294	26%	201,989	241,791	20%	265,284	326,240	23%	278,342	175,247	-37%
503 Professional Services	166,307	130,823	-21%	1,030,055	471,279	-54%	334,725	157,744	-53%	436,828	360,063	-18%
504 Materials and Supplies	21,905	9,160	-58%	64,550	5,848	-91%	108,550	113,078	4%		20	
505 Utilities	79,222	94,548	19%	18,220	8,853	-51%	3,480	7,674	121%	2,000	600	-70%
506 Casualty and Liability	24,954	13,569	-46%	6,000	5,513	-8%	78,000	83,206	7%			
508 Purchased Transportation							2,213,025	1,199,511	-46%			
509 Miscellaneous	187,508	160,222	-15%	50,050	16,042	-68%	1,004,800	165,434	-84%	502,668	324,944	-35%
511 Interest	400		-100%									
512 Leases and Rentals	27,955	28,924	3%	35,000	28,200	-19%		764				
514 Capital (Note 2)										24,045,280	6,229,887	-74%
Total Expenses	\$ 1,466,485	\$1,571,249	7%	\$ 1,927,615	\$ 1,169,357	-39%	\$ 4,432,478	\$2,509,246	-43%	\$ 25,754,077	\$ 7,526,152	-71%

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

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

Category	Boise Fixed Route			ADA Paratransit (Demand Response)		
	21			22		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds	\$ 657,400	\$ 406,448	-38%	\$ 94,200	\$ 54,373	-42%
402 Purchased Transportation						
403 Auxiliary Revenue	63,072	258,834	310%			
404 Non-Transportation Revenue		255,999			4,612	
405 Federal Assistance - Capital						
406 Federal Assistance - Operating/Administrative	6,337,688	6,267,894	-1%	2,413,710	1,649,771	-32%
407 Local Assistance - Capital						
408 Local Assistance - Operating/Administration	1,054,429	917,797	-13%		31,532	
Total Revenues	\$ 8,112,589	\$8,106,973	0%	\$ 2,507,910	\$ 1,740,288	-31%
Category	Boise Fixed Route			ADA Paratransit (Demand Response)		
	21			22		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	\$ 3,389,281	\$ 3,424,462	1%	\$ 1,069,278	\$ 566,802	-47%
502 Fringe Benefits	2,643,817	2,568,851	-3%	958,971	718,132	-25%
503 Professional Services	492,856	451,496	-8%	112,495	136,698	22%
504 Materials and Supplies	775,550	626,496	-19%	203,800	125,431	-38%
505 Utilities	194,364	103,994	-46%	35,100	22,208	-37%
506 Casualty and Liability	192,071	291,574	52%	82,316	124,301	51%
508 Purchased Transportation						
509 Miscellaneous	336,700	250,026	-26%	9,200	7,507	-18%
511 Interest						
512 Leases and Rentals	87,950	83,621	-5%	36,750	39,209	7%
514 Capital (Note 2)						
Total Expenses	\$ 8,112,589	\$7,800,519	-4%	\$ 2,507,910	\$ 1,740,288	-31%

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

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

Category	Canyon Fixed-Route			Canyon ADA Paratransit (Demand Response)			Canyon Inter-County		
	24			25			31		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds	\$ 39,200	\$ 43,602	11%	\$ 5,600	\$ 7,952	42%	\$ 118,600	\$ 41,210	-65%
402 Purchased Transportation									
403 Auxiliary Revenue	24,528	13,426	-45%					16,409	
404 Non-Transportation Revenue		388							
405 Federal Assistance - Capital									
406 Federal Assistance - Operating/Administrative	985,307	916,207	-7%	102,850	69,282	-33%	1,079,701	1,068,452	-1%
407 Local Assistance - Capital									
408 Local Assistance - Operating/Administration		186,458			(571)			4,217	
Total Revenues	\$ 1,049,035	\$1,160,080	11%	\$ 108,450	\$ 76,663	-29%	\$1,198,301	\$1,130,288	-6%
Category	Canyon Fixed-Route			Canyon ADA Paratransit (Demand Response)			Canyon Inter-County		
	24			25			31		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	\$ 426,302	\$ 362,783	-15%	\$ 50,267	\$ 34,682	-31%	\$ 539,975	\$ 476,883	-12%
502 Fringe Benefits	194,353	176,599	-9%	25,157	11,923	-53%	252,697	174,885	-31%
503 Professional Services	119,007	108,079	-9%	9,425	7,980	-15%	105,241	115,564	10%
504 Materials and Supplies	140,708	123,259	-12%	14,847	12,891	-13%	201,009	222,335	11%
505 Utilities	23,215	20,538	-12%	2,970	2,022	-32%	32,750	27,806	-15%
506 Casualty and Liability	37,500	76,928	105%	3,658	6,365	74%	50,304	85,709	70%
508 Purchased Transportation									
509 Miscellaneous	104,750	100,342	-4%	1,725	488	-72%	11,925	15,572	31%
511 Interest									
512 Leases and Rentals	3,200	3,189	0%	400	311	-22%	4,400	4,278	-3%
514 Capital (Note 2)									
Total Expenses	\$ 1,049,035	\$ 971,718	-7%	\$ 108,450	\$ 76,663	-29%	\$1,198,301	\$1,123,032	-6%

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

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

Capital Budget Expense Category		
	Budget Annual	YTD Actual
Bike/Pedestrian Improvements		
Capital - Facilities - Multi-Modal Center		
Capital - Facilities - Fuel Facilities		42,560
Capital - Facility - Facilities/Bldgs/Grounds	7,439,833	1,199,345
Capital - Non-Revenue Vehicles	97,000	27,846
Capital - Other		
Capital - Revenue Vehicles	13,081,205	3,870,825
Capital - Revenue Vehicles - Sub-Recipient		53,196
Capital Equipment - Communications		
Capital Equipment - Farebox		
Capital Equipment - Surv/Security		
CAPITAL EXPENDITURES (514)		
Capital Information Technology - Hardware	673,962	734,541
Capital Information Technology - Software	1,293,859	39,856
Capital Projects - Sub-Recipient	894,222	
Capital -Shop Equipment		8,647
Capital-Office Equipment		
CWI - Park and Ride - INACTIVE		
N/A-Capital - Revenue Vehicles		
Regional Park & Ride Projects		
System Enhancements - Stops/Shelters	565,198	253,071
Total Capital Expenses	\$ 24,045,280	\$6,229,887

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

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

Category	Specialized Transportation		
	20		
	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds	\$ 50,000	\$ 28,901	-42%
402 Purchased Transportation			
403 Auxiliary Revenue			
404 Non-Transportation Revenue		\$ 0	
405 Federal Assistance - Capital			
406 Federal Assistance - Operating/Administrative	\$ 3,843,306	\$ 2,157,042	-44%
407 Local Assistance - Capital			
408 Local Assistance - Operating/Administration	\$ 539,172	\$ 373,062	-31%
Total Revenues	\$ 4,432,478	\$2,559,005	-42%
Category	Specialized Transportation		
	20		
	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	424,614	455,595	7%
502 Fringe Benefits	265,284	326,240	23%
503 Professional Services	334,725	157,744	-53%
504 Materials and Supplies	108,550	113,078	4%
505 Utilities	3,480	7,674	121%
506 Casualty and Liability	78,000	83,206	7%
508 Purchased Transportation	2,213,025	1,199,511	-46%
509 Miscellaneous	1,004,800	165,434	-84%
511 Interest			
512 Leases and Rentals		764	
514 Capital (Note 2)			
Total Expenses	\$ 4,432,478	\$2,509,246	-43%

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

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

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

Item V. H.

At the end of September, Fiscal Year 2021 was one hundred percent (100%) complete. The following is a review of the budgetary status of each division as of September 30, 2021. A ten percent (+/- 10%) tolerance threshold is utilized for analysis purposes in this report.

Regional Overhead (10)

Revenues

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

Auxiliary Revenues (15% under budget) - The amount of revenue recognized for this line item in Division 10 equals the salary expenses for the Programs Director position.

Federal Operating Assistance (20% under budget) – This line item is below budget parameters. This is due to unallowable expenses being higher than allowable expenses. Federal funds cannot be used to reimburse unallowable expenses.

Local Operating Assistance (16% over budget) – This line item is above budget parameters. This is due to unallowable expenses being higher than budgeted for. Local funds must be utilized to reimburse unallowable expenses.

Expenses

Total Regional Overhead operating expenses were 7% over budget through QR-4.

Wages and Salaries (13% over budget) - This line item is unfavorably above budget parameters due to wages and salary expenses being higher than budget estimates.

Fringe Benefits (26% over budget) - This line item is unfavorably above budget parameters due to benefit expenses being higher than budget estimates.

Professional Services (21% under budget) - This line item is favorably below budget parameters primarily due to community relations, finance and IT expenses being lower than budgeted for.

Materials and Supplies (58% under budget) – This line item is favorably below budget parameters due to equipment, office supplies and printing expenses being lower than budgeted for.

Utilities (19% over budget) - This line item is unfavorably above budget parameters primarily due to Meridian's condominium association expenses being higher than budgeted for.

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

Miscellaneous (15% under budget) – This line item is favorably below budget parameters.

Programs and Supports (12)

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

Revenues

Directly Generated (97% under budget) - This line item is unfavorably below budget parameters. Boise Greenbike is not currently operating and is therefore not collecting revenue. The small amount of revenues were from uncollected accounts receivable that were received in the first quarter of FY2021.

Auxiliary Revenues (43% over budget) – This line item is above budget estimates. City Go revenue was \$26,732. Advertising revenue recognized to offset expenses was \$162,560 and advertising installation reimbursement revenue which offsets installation expenses was \$216,890.

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

Federal Operating Assistance (42% under budget) – This line item is below budget parameters. This is due to Mobility Management, City Go and Safe Routes to School expenses being lower than budgeted for resulting in the need to recognize less revenue in this category.

Local Operating Assistance (66% under budget) – This line item is below budget parameters. This is due to Mobility Management, City Go and Safe Routes to School expenses being lower than budgeted for resulting in the need to recognize less revenue in this category. It should be noted that \$5,296 of this revenue was recognized at year end absent the need to offset expenses because the funds were unrestricted.

Expenses

Total Program and Supports operating expenses were 39% under budget through QR-4.

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

Fringe Benefits (20% over budget) - This line item is unfavorably above budget parameters due to fringe benefit expenses for Safe Routes to School being budgeted for in the wages and salaries category.

Professional Services (54% under budget) - This line item is favorably below budget parameters.

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

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

Miscellaneous (68% under budget) – This line item is favorably below budget parameters.

Leases and Rentals (19% under budget) – This line item is favorably below budget parameters due to the office lease expenses for Boise Greenbike being lower than budgeted for.

Information Supports/Specialized Transportation (20)

Revenues

Directly Generated Funds (42% under budget) - This line item is unfavorably below budget estimates. Due to COVID-19, Village Van and the taxi SCRIP program are operating at a lower capacity. Additionally, ridership has been down for the majority of Specialized Transportation Services.

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

Local Operating Assistance (31% under budget) – This line item is unfavorably below budget parameters. This is due to utilizing Federal CARES Act funding as well as expenses being under budget. Both of these factors resulted in recognizing less of this revenue category than budgeted for. It should be noted that \$49,760 of this revenue was recognized at year end absent the need to offset expenses because the funds were unrestricted.

Expenses

Total Information Supports/Specialized Transportation operating expenses were 43% under budget through QR-4.

Fringe Benefits (23% over budget) - This line item is unfavorably above budget parameters due to an increase in staff paid time off.

Professional Services (53% under budget) - This line item is favorably below budget parameters. This is primarily due to contract labor and repair and maintenance expenses being lower than budgeted for due to reduced services.

Utilities (121% over Budget) - This line item is unfavorably above budget parameters due to mobile radio expenses for service providers being higher than budgeted for. VRT receives revenue from its service providers that offsets this expense.

Purchased Transportation (46% under budget) – This line item is favorably below budget parameters due to Lyft Transit Connections, VRT Late Night, Rides to Wellness, Volunteer Driver and Scrip Taxi expenses being lower than budgeted for as a result of reduced ridership.

Miscellaneous (84% under budget) – This line item is favorably under budget parameters due to the integrated fare payment system project. The expected fees associated with this project will not be incurred until fiscal year 2022.

Program Administration Support/Planning (23)

Revenues

Federal Capital Assistance (77% under budget) – This line item is unfavorably below budget parameters. Capital expenses are under budget resulting in less reimbursement of funds in this category.

Federal Operating Assistance (12% under budget) – This line item is unfavorably below budget parameters. Operating expenses are under budget resulting in less reimbursement of funds in this category.

Local Capital Assistance (49% under budget) – This line item is unfavorably below budget parameters. Capital expenses are under budget resulting in less reimbursement of funds in this category.

Local Operating Assistance (29% under budget) – This line item is unfavorably below budget parameters. This is due to utilizing Federal CARES Act funding as well as expenses being under budget. Both of these factors resulted in recognizing less of this revenue category than budgeted for. It should be noted that \$354,899 of this revenue was recognized at year end absent the need to offset expenses because the funds were unrestricted.

Expenses

Total Program Administration Support/Planning expenses were 71% under budget through QR-4.

Wages and Salaries (11% under budget) - This line item is favorably below budget parameters.

Fringe Benefits (37% under budget) - This line item is favorably below budget parameters. Benefit expenses are estimated at the beginning of the fiscal year. Health benefit expenses were lower than estimated.

Professional Services (18% under budget) - This line item is favorably below budget parameters because several planning projects are still in progress and will carry forward into FY2022.

Utilities (70% under budget) - This line item is favorably below budget parameters due to employee cell phone reimbursements being lower than budgeted for.

Miscellaneous (35% under budget) - This line item is favorably below budget parameters. This is primarily due to subrecipient reimbursements being lower than budgeted for.

Capital (74% under budget) - This line item is favorably below budget parameters. It should be noted that the majority of this variance is related to the purchase of battery electric buses. VRT began to take delivery of these vehicles at the end of FY2021. The remaining vehicles will arrive in FY2022.

Boise Fixed-Route (21)

Revenues

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

Auxiliary (310% over budget) – This line item is favorably above budget parameters. Advertising revenue allocated to this division exceeded budget by \$195,762.

Local Operating Assistance – It should be noted that \$306,454 of this revenue was recognized at year end absent the need to offset expenses because the funds were unrestricted.

Expenses

Total Boise Fixed-Route operating expenses were 4% under budget through QR-4.

Materials and Supplies (19% under budget) - This line item is favorably below budget parameters.

Utilities (46% under budget) - This line item is favorably below budget parameters due to electricity, natural gas and communication expenses being lower than budgeted for. An additional \$90,000 was budgeted this fiscal year for electricity in anticipation of receiving electric buses. The receipt of electric buses has been delayed resulting in lower electricity expenses.

Casualty and Liability (52% over budget) - This line item is unfavorably above budget parameters due to increased insurance premiums. The increase in premiums is due to nationwide factors and is not a result of local operations. VRT staff worked with its insurance provider to ensure lower rates were not available elsewhere.

Miscellaneous (26% under budget) - This line item is favorably below budget parameters.

ADA Paratransit/Demand Response (22)**Revenues**

Directly Generated Funds (42% under budget) - This line item is unfavorably under budget. Due to COVID-19, the collection of fares was suspended until November 9. Additionally, ridership continues to be down through the fourth quarter.

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

Expenses

Total ADA Paratransit/Demand Response operating expenses were 31% under budget through QR-4.

Wages and Salaries (47% under budget) - This line item is favorably below budget parameters primarily due to reduced ACCESS services and less overtime. The allocation of expenses from division 21 to division 22 also impacted this category.

Fringe Benefits (25% under budget) - This line item is favorably below budget parameters due to reduced operator payroll and benefit expenses being lower than budgeted for. The allocation of expenses from division 21 to division 22 also impacted this category.

Professional Services (22% over budget) - This line item is unfavorably above budget parameters primarily due to administration and the operating contract expenses being higher than budgeted for in this division.

Materials and Supplies (38% under budget) - This line item is favorably below budget parameters primarily due to parts expenses being lower than budgeted for.

Utilities (37% under budget) - This line item is favorably below budget parameters due to electricity, natural gas and communication expenses being lower than budgeted for.

Casualty and Liability (51% over budget) - This line item is unfavorably above budget parameters due to increased insurance premiums. The increase in premiums is due to nationwide factors and is not a result of local operations. VRT staff worked with its insurance provider to ensure lower rates were not available elsewhere.

Miscellaneous (18% under budget) - This line item is favorably below budget parameters.

Canyon County Fixed Route (24)

Revenues

Directly Generated Funds (11% over budget) - This line item is favorably over budget due to local pass sales as well as employer and ridership program sales being higher than budgeted for. Farebox revenues were \$27,365 under budget.

Auxiliary (45% under budget) - This line item is unfavorably below budget parameters due to advertising revenue allocated to this division being lower than budgeted for.

It should be noted that \$287,853 of revenue was recognized at year end absent the need to offset expenses because the funds were unrestricted.

Expenses

Total Canyon County Fixed-Route operating expenses were 7% under budget through QR-4.

Wages and Salaries (15% under budget) - This line item is favorably below budget parameters due to reduced operator and maintenance payroll.

Materials and Supplies (12% under budget) - This line item is favorably below budget parameters. CNG expenses are higher than budgeted for but is offset by lower fuel and maintenance expenses.

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

Casualty and Liability (105% over budget) - This line item is unfavorably above budget parameters due to increased insurance premiums. The increase in premiums is due to nationwide factors and is not a result of local operations. VRT staff worked with its insurance provider to ensure lower rates were not available elsewhere.

Canyon ADA Paratransit/Demand Response (25)

Revenues

Directly Generated Funds (42% over budget) - This line item is favorably over budget due to ridership program and access pass sales. Farebox revenues were \$877 under budget.

Federal Operating Assistance (33% under budget) - This line item is unfavorably below budget parameters. This is primarily due to expenses being under budget resulting in less need of reimbursement of this revenue category.

Expenses

Total Canyon ADA Paratransit/Demand Response operating expenses were 29% under budget through QR-4.

Wages and Salaries (31% under budget) - This line item is favorably below budget parameters due to reduced operator and maintenance payroll.

Fringe Benefits (53% under budget) - This line item is favorably below budget parameters due to reduced operator and maintenance payroll, and benefit expenses being lower than budgeted for.

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

Materials and Supplies (13% under budget) - This line item is favorably below budget parameters due to CNG and maintenance expenses being lower than budgeted for.

Utilities (32% under budget) - This line item is favorably below budget parameters.

Casualty and Liability (74% over budget) - This line item is unfavorably above budget parameters due to increased insurance premiums. The increase in premiums is due to nationwide factors and is not a result of local operations. VRT staff worked with its insurance provider to ensure lower rates were not available elsewhere.

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

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

Canyon Inter-County (31)

Revenues

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

It should be noted that \$7,256 of revenue was recognized at year end absent the need to offset expenses because the funds were unrestricted.

Expenses

Total Canyon Inter-County operating expenses were 6% under budget through QR-4.

Wages and Salaries (12% under budget) - This line item is favorably below budget parameters due to reduced operator and maintenance payroll.

Fringe Benefits (31% under budget) - This line item is favorably below budget parameters due to reduced operator and maintenance payroll, and benefit expenses being lower than budgeted for.

Materials and Supplies (11% over budget) - This line item is unfavorably above budget parameters due to maintenance and parts expenses being higher than budgeted for.

Utilities (15% under budget) - This line item is favorably below budget parameters primarily due to communications and natural gas expenses being lower than budgeted for.

Casualty and Liability (70% over budget) - This line item is unfavorably above budget parameters due to increased insurance premiums. The increase in premiums is due to nationwide factors and is not a result of local operations. VRT staff worked with its insurance provider to ensure lower rates were not available elsewhere.

Miscellaneous (31% over budget) - This line item is unfavorably above budget parameters primarily due to COVID-19 direct response expenses. COVID-19 expenses are covered by CARES Act funding requiring no local match.



TOPIC	Payment Registers
DATE	April 4, 2022
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

The Board will review and consider accepting the attached payment registers.

Summary

Attached to this memo are the payment registers that have been reviewed and accepted by the Executive Board. The payment registers are a list of bills that were presented, showing to whom payable, for what services or materials, the amount claimed and the amount allowed.

More Information

Attachments:

Payment Register – December 1, 2021 to January 14, 2022

Payment Register – January 15, 2022 to February 15, 2022

Payment Register – February 16, 2022 to March 15, 2022

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

Payment Register: 12/01/2021 to 1/14/2022

Vendor	Inv Date	Check Num	Amount	Inv Desc
Vendor 0026 - D & A Glass Company, Inc.	12/1/2021	56434	\$1,168.00	Repair on MSS basemnt W door
Vendor 0034 - Dwaine S Lee, LLC	12/7/2021	ACH	\$262.50	Towing Service
Vendor 0040 - HDR Engineering, Inc	12/2/2021	ACH	\$20,589.15	State street Corridor Analysis
Vendor 0055 - Boise Metro Chamber Commerce	12/1/2021	ACH	\$75.00	Affiliate membership dues
Vendor 0056 - Boise City Utility Billing	12/1/2021	56393	\$413.52	Utilities
Vendor 0056 - Boise City Utility Billing	1/1/2022	56429	\$436.75	Utilities / Sewer
Vendor 0061 - Ace Emissions	12/20/2021	ACH	\$20.00	Emission Test
Vendor 0100 - Commercial Tire, Inc	12/3/2021	ACH	\$163.60	Lube service, pm inspection
Vendor 0100 - Commercial Tire, Inc	12/7/2021	ACH	\$340.20	Tires - N335 1 Steer RF
Vendor 0100 - Commercial Tire, Inc	12/7/2021	ACH	\$409.78	Tires - N334 2 tires LRI/RR1
Vendor 0100 - Commercial Tire, Inc	12/8/2021	ACH	\$125.00	Tires
Vendor 0100 - Commercial Tire, Inc	12/8/2021	ACH	\$159.60	Lube & PM Inspection
Vendor 0100 - Commercial Tire, Inc	12/9/2021	ACH	\$970.00	Tires
Vendor 0100 - Commercial Tire, Inc	12/9/2021	ACH	\$1,650.20	Tires
Vendor 0100 - Commercial Tire, Inc	12/9/2021	ACH	\$15.08	Tires
Vendor 0100 - Commercial Tire, Inc	12/9/2021	ACH	\$15.08	Tires
Vendor 0100 - Commercial Tire, Inc	12/9/2021	ACH	\$1,309.38	Tires
Vendor 0100 - Commercial Tire, Inc	12/12/2021	ACH	\$162.55	Lube service / PM inspection
Vendor 0100 - Commercial Tire, Inc	12/15/2021	ACH	\$31.52	Tires
Vendor 0100 - Commercial Tire, Inc	12/15/2021	ACH	\$2,924.16	Tires
Vendor 0100 - Commercial Tire, Inc	12/15/2021	ACH	\$361.20	Tires
Vendor 0100 - Commercial Tire, Inc	12/16/2021	ACH	\$159.60	Complete Lulbe Service / PM in
Vendor 01244 - CARNOPIIS, MARK	12/31/2021	ACH	\$166.00	Emp Reimb cell/fee domaine ser
Vendor 0131 - DMC Sales	12/3/2021	ACH	\$89.09	Inventory Parts
Vendor 01416 - MORAN, NICHOLAS	12/7/2021	ACH	\$117.16	Reimb Dec cell & mileage
Vendor 01436 - MEREDITH, DAVID	12/30/2021	ACH	\$50.00	Emp Reimb Dec Cell
Vendor 01455 - HACKETT, ALEX	12/12/2021	ACH	\$75.00	Reimb phone/internet DEC
Vendor 01466 - ROSE, JASON	12/16/2021	ACH	\$779.80	Emp Reimb -Lodging/plane/book
Vendor 0160 - Hi - Line	12/1/2021	ACH	\$383.77	Shop Supplies
Vendor 0164 - Fisher's Document Systems, Inc.	12/1/2021	ACH	\$283.50	Maintenance/service - LaserFis
Vendor 0170 - Gem State Paper & Supply	12/16/2021	ACH	\$3.37	Shop Supplies
Vendor 0176 - Genfare	12/1/2021	ACH	\$212.99	Farebox Parts
Vendor 0176 - Genfare	12/13/2021	ACH	\$950.45	Farebox Parts
Vendor 0182 - Grainger Inc	12/2/2021	ACH	\$86.60	Inventory Parts
Vendor 0182 - Grainger Inc	12/2/2021	ACH	\$45.90	Inventory Parts
Vendor 0182 - Grainger Inc	12/6/2021	ACH	\$392.91	Inventory Parts
Vendor 0182 - Grainger Inc	12/13/2021	ACH	\$194.80	Inventory Parts
Vendor 0182 - Grainger Inc	12/13/2021	ACH	\$127.56	Inventory Parts
Vendor 0182 - Grainger Inc	12/31/2021	ACH	\$97.74	Inventory Parts
Vendor 0182 - Grainger Inc	12/31/2021	ACH	\$90.38	Inventory Parts
Vendor 0182 - Grainger Inc	12/31/2021	ACH	\$47.27	Inventory Parts
Vendor 0182 - Grainger Inc	12/31/2021	ACH	\$104.74	Inventory Parts
Vendor 0182 - Grainger Inc	12/31/2021	ACH	\$99.89	Inventory Parts
Vendor 0193 - Colonial Life	12/1/2021	ACH	\$47.77	Lie Insurance
Vendor 0193 - Colonial Life	1/1/2022	ACH	\$47.77	Life Insurance Fee
Vendor 0201 - Fleet Services	12/31/2021	ACH	\$254.07	Fuel
Vendor 0201 - Fleet Services	12/31/2021	ACH	\$1,929.61	Fuel
Vendor 0222 - Idaho Power	12/15/2021	56408	\$593.23	Utilities
Vendor 0222 - Idaho Power	12/15/2021	56408	\$3,320.28	Utilities 11/13 - 12/13/21
Vendor 0222 - Idaho Power	12/22/2021	56440	\$7,633.21	Utilities
Vendor 0222 - Idaho Power	12/29/2021	56440	\$14.58	Utilities
Vendor 0222 - Idaho Power	12/31/2021	56440	\$1,446.66	Utilities
Vendor 0227 - Idaho Records Management, LLC	12/1/2021	ACH	\$40.00	Services
Vendor 0227 - Idaho Records Management, LLC	12/1/2021	ACH	\$42.11	Services
Vendor 0238 - Intermountain Gas	12/2/2021	ACH	\$15,664.05	Utilities
Vendor 0238 - Intermountain Gas	12/10/2021	ACH	\$2,046.89	Utilities
Vendor 0238 - Intermountain Gas	12/10/2021	ACH	\$202.81	Utilities
Vendor 0238 - Intermountain Gas	12/21/2021	ACH	\$675.28	Utilities
Vendor 0238 - Intermountain Gas	12/21/2021	ACH	\$232.24	Utilities-Dec
Vendor 0238 - Intermountain Gas	12/29/2021	ACH	\$509.07	Utilities
Vendor 0238 - Intermountain Gas	12/31/2021	ACH	\$17,156.30	CNG Island
Vendor 0272 - Lithia Motors Payment Processing	12/3/2021	ACH	\$673.01	Inventory Parts

Vendor 0272 - Lithia Motors Payment Processing	12/3/2021	ACH	\$405.76 Inventory Parts
Vendor 0272 - Lithia Motors Payment Processing	12/3/2021	ACH	\$112.13 Inventory Parts
Vendor 0272 - Lithia Motors Payment Processing	12/3/2021	ACH	\$176.59 Inventory Parts
Vendor 0272 - Lithia Motors Payment Processing	12/3/2021	ACH	\$28.84 Inventory Parts
Vendor 0272 - Lithia Motors Payment Processing	12/4/2021	ACH	\$125.43 Inventory Parts
Vendor 0272 - Lithia Motors Payment Processing	12/8/2021	ACH	\$80.18 Inventory Parts
Vendor 0272 - Lithia Motors Payment Processing	12/9/2021	ACH	\$116.64 Inventory Parts
Vendor 0272 - Lithia Motors Payment Processing	12/11/2021	ACH	\$1,436.26 Inventory Parts
Vendor 0272 - Lithia Motors Payment Processing	12/16/2021	ACH	\$51.40 Inventory Parts
Vendor 0272 - Lithia Motors Payment Processing	12/16/2021	ACH	\$28.13 Inventory Parts
Vendor 0283 - Master Rooter Service Inc	12/15/2021	56446	\$292.50 Plumbing Service
Vendor 0289 - Sage Supply, Inc	12/16/2021	56455	\$218.75 Professional services
Vendor 0317 - New Flyer Parts	12/2/2021	ACH	\$332.86 Inventory Parts
Vendor 0317 - New Flyer Parts	12/7/2021	ACH	\$170.44 Inventory Parts
Vendor 0317 - New Flyer Parts	12/9/2021	ACH	\$347.98 Inventory Parts
Vendor 0317 - New Flyer Parts	12/14/2021	ACH	\$144.27 Inventory Parts
Vendor 0317 - New Flyer Parts	12/14/2021	ACH	\$379.27 Inventory Parts
Vendor 0317 - New Flyer Parts	12/16/2021	ACH	\$334.10 Inventory Parts
Vendor 0322 - Norco Inc	12/16/2021	56450	\$152.45 Shop Supplies
Vendor 0384 - Smith Power Products, Inc	12/1/2021	ACH	\$2,050.38 Inventory Parts
Vendor 0384 - Smith Power Products, Inc	12/1/2021	ACH	\$162.52 Inventory Parts
Vendor 0384 - Smith Power Products, Inc	12/1/2021	ACH	\$185.70 Inventory Parts
Vendor 0384 - Smith Power Products, Inc	12/1/2021	ACH	\$294.03 Inventory Parts
Vendor 0384 - Smith Power Products, Inc	12/2/2021	ACH	\$622.03 Inventory Parts
Vendor 0397 - Gillig, LLC	12/1/2021	ACH	\$15.54 Vehicle
Vendor 0397 - Gillig, LLC	12/1/2021	ACH	\$204.11 Vehicle
Vendor 0397 - Gillig, LLC	12/1/2021	ACH	\$102.69 Vehicle
Vendor 0397 - Gillig, LLC	12/1/2021	ACH	\$719.88 Vehicle
Vendor 0397 - Gillig, LLC	12/2/2021	ACH	\$1,432.75 Vehicle
Vendor 0397 - Gillig, LLC	12/3/2021	ACH	\$585.67 Vehicle
Vendor 0397 - Gillig, LLC	12/3/2021	ACH	\$603.10 Vehicle
Vendor 0397 - Gillig, LLC	12/6/2021	ACH	\$75.78 Vehicle
Vendor 0397 - Gillig, LLC	12/6/2021	ACH	\$1,412.80 Vehicle
Vendor 0397 - Gillig, LLC	12/7/2021	ACH	\$1,412.80 Vehicle
Vendor 0397 - Gillig, LLC	12/8/2021	ACH	\$200.30 Vehicle
Vendor 0397 - Gillig, LLC	12/8/2021	ACH	\$188.36 Vehicle
Vendor 0397 - Gillig, LLC	12/9/2021	ACH	\$99.81 Vehicle
Vendor 0397 - Gillig, LLC	12/14/2021	ACH	\$2,064.70 Vehicle
Vendor 0397 - Gillig, LLC	12/15/2021	ACH	\$423.83 Vehicle
Vendor 0397 - Gillig, LLC	12/16/2021	ACH	\$1,197.15 Vehicle
Vendor 0397 - Gillig, LLC	12/16/2021	ACH	\$2,965.66 Vehicle
Vendor 0421 - Kenworth Sales	12/1/2021	ACH	(\$287.50) Core - Turbo Return
Vendor 0421 - Kenworth Sales	12/3/2021	ACH	\$100.40 Inventory Parts
Vendor 0421 - Kenworth Sales	12/3/2021	ACH	\$288.43 Inventory Parts
Vendor 0421 - Kenworth Sales	12/3/2021	ACH	\$10.92 Inventory Parts
Vendor 0421 - Kenworth Sales	12/6/2021	ACH	\$929.62 Inventory Parts
Vendor 0421 - Kenworth Sales	12/6/2021	ACH	\$597.61 Inventory Parts
Vendor 0421 - Kenworth Sales	12/7/2021	ACH	\$22.00 Inventory Parts
Vendor 0421 - Kenworth Sales	12/8/2021	ACH	\$109.46 Inventory Parts
Vendor 0421 - Kenworth Sales	12/9/2021	ACH	\$328.38 Inventory Parts
Vendor 0421 - Kenworth Sales	12/10/2021	ACH	\$62.40 Inventory Parts
Vendor 0421 - Kenworth Sales	12/13/2021	ACH	\$31.20 Inventory Parts
Vendor 0421 - Kenworth Sales	12/13/2021	ACH	\$1,053.90 Inventory Parts
Vendor 0421 - Kenworth Sales	12/14/2021	ACH	\$232.94 Inventory Parts
Vendor 0428 - United Oil	12/2/2021	ACH	\$10,869.30 Fuel
Vendor 0428 - United Oil	12/6/2021	ACH	\$6,551.22 Fuel
Vendor 0428 - United Oil	12/10/2021	ACH	\$444.00 Fuel
Vendor 0428 - United Oil	12/15/2021	ACH	\$2,425.50 Fuel
Vendor 0470 - Hawley Troxell Ennis & Hawley	12/3/2021	ACH	\$273.00 Legal Services
Vendor 0530 - Lowes Home Improvement	12/1/2021	ACH	\$135.56 Primed Pine
Vendor 0530 - Lowes Home Improvement	12/1/2021	ACH	\$41.72 Christmas Décor
Vendor 0530 - Lowes Home Improvement	12/2/2021	ACH	\$85.47 Office heaters
Vendor 0530 - Lowes Home Improvement	12/15/2021	ACH	\$19.94 Shop Supplies
Vendor 0530 - Lowes Home Improvement	12/16/2021	ACH	\$76.00 Shop Supplies

Vendor 0567 - Boise Air Terminal	12/1/2021	56348	\$8,710.06 Land Rent
Vendor 0567 - Boise Air Terminal	1/1/2022	56428	\$8,710.06 Land Rent
Vendor 0570 - Verizon Wireless	12/15/2021	56461	\$360.09 Cell Phone Service
Vendor 0570 - Verizon Wireless	12/15/2021	56461	\$437.85 Cell Phone Service
Vendor 0570 - Verizon Wireless	12/15/2021	56461	\$2,445.71 Cell Phone Service
Vendor 0570 - Verizon Wireless	12/15/2021	56461	\$51.45 Cell Phone Service
Vendor 0570 - Verizon Wireless	12/15/2021	56461	\$40.01 Cell Phone Service
Vendor 0570 - Verizon Wireless	12/16/2021	56461	\$160.06 Cell Phone Service
Vendor 0572 - Boise Peterbilt	12/6/2021	ACH	\$743.34 Inventory Parts
Vendor 06194 - MACDONALD, WILLIAM	12/9/2021	56412	\$241.79 Tools
Vendor 06207 - KRONENBITTER, FRANK	12/14/2021	ACH	\$31.73 Cell Phone Reimbursement
Vendor 06305 - TAYLOR, TAGGART	12/29/2021	ACH	\$339.02 Tools / Cold Weather Gear
Vendor 0632 - Tacoma Screw Products Inc.	12/10/2021	ACH	\$35.43 Nuts & Bolts
Vendor 0632 - Tacoma Screw Products Inc.	12/15/2021	ACH	\$37.64 Nuts & Bolts
Vendor 0632 - Tacoma Screw Products Inc.	12/15/2021	ACH	\$104.48 Nuts & Bolts
Vendor 06340 - SMITH, SHAYNE	12/20/2021	ACH	\$45.53 Cold Weather Gear Reimbursement
Vendor 06340 - SMITH, SHAYNE	1/2/2022	ACH	\$55.03 Tools
Vendor 06340 - SMITH, SHAYNE	1/6/2022	ACH	\$276.32 Reimbursement for tools
Vendor 06421 - RYTTERAGER, BRUCE	1/6/2022	56454	\$150.00 Reimbursement for Shoes
Vendor 06469 - BENSON, DAVID	12/29/2021	56426	\$42.38 Cold Weather Gear
Vendor 06494 - MILLER, CHRISTOPHER A	12/15/2021	56414	\$150.00 Reimbursement for Shoes
Vendor 06502 - TATE, JOHN	12/13/2021	56422	\$225.00 Shoes
Vendor 06529 - GARCIA, RONETTE	12/10/2021	ACH	\$335.91 Employee Reimbursement
Vendor 06529 - GARCIA, RONETTE	12/11/2021	ACH	\$188.83 Employee Reimbursement
Vendor 06529 - GARCIA, RONETTE	12/30/2021	ACH	\$35.00 Cell Phone Bill
Vendor 06529 - GARCIA, RONETTE	1/6/2022	ACH	\$800.00 Diagnostic Software cutaways /
Vendor 06538 - BENSON, JAMES	1/6/2022	56427	\$148.38 Employee Reimbursement
Vendor 06579 - AMIRI, MOHAMMED	1/3/2022	ACH	\$42.20 license renewal
Vendor 06610 - STEPHENS, ANGELA	12/6/2021	ACH	\$156.50 Reimbursement for pants and sh
Vendor 06831 - CLAMPITT, BRENT	12/14/2021	ACH	\$28.52 Tools
Vendor 0755 - Shred-It USA- LLC	12/3/2021	ACH	\$288.69 Document Shredding
Vendor 0755 - Shred-It USA- LLC	12/3/2021	ACH	\$100.94 Document Shredding
Vendor 0806 - RDK Corporation	12/1/2021	ACH	\$370.00 Background checks
Vendor 0806 - RDK Corporation	12/1/2021	ACH	\$90.00 Background checks
Vendor 0886 - Alexander Clark Printing	12/15/2021	56424	\$944.90 ROUTE 7A, 7B, 9 prints
Vendor 0886 - Alexander Clark Printing	12/15/2021	56424	\$2,516.40 8 Versions 12x9 brochures
Vendor 0886 - Alexander Clark Printing	12/15/2021	56424	\$396.91 System Map
Vendor 0897 - Treasure Valley Coffee	12/2/2021	ACH	\$253.20 Coffee
Vendor 0897 - Treasure Valley Coffee	12/7/2021	ACH	\$90.00 Coffee
Vendor 0897 - Treasure Valley Coffee	12/7/2021	ACH	\$9.40 Coffee
Vendor 0897 - Treasure Valley Coffee	12/13/2021	ACH	\$35.80 Coffee
Vendor 0897 - Treasure Valley Coffee	12/20/2021	ACH	\$54.45 Coffee
Vendor 1050 - LifeMap Assurance Co	12/1/2021	56371	\$1,986.66 Employee life insurance
Vendor 1050 - LifeMap Assurance Co	1/1/2022	56445	\$1,958.66 Life Ins Premiums
Vendor 1118 - Custom Care Pest Services	12/2/2021	ACH	\$90.00 Pest Services
Vendor 1126 - Factory Motor Parts Co	12/7/2021	56405	\$193.50 Bus Parts
Vendor 1126 - Factory Motor Parts Co	12/7/2021	56405	\$446.37 Bus Parts
Vendor 1126 - Factory Motor Parts Co	12/7/2021	56405	\$52.80 Bus Parts
Vendor 1126 - Factory Motor Parts Co	12/8/2021	56405	(\$148.79) Warranty Battery Credit
Vendor 1126 - Factory Motor Parts Co	12/8/2021	56405	(\$56.00) Caliper Core Credit
Vendor 1126 - Factory Motor Parts Co	12/8/2021	56405	(\$148.79) Battery Warranty Credit
Vendor 1126 - Factory Motor Parts Co	12/8/2021	56405	(\$56.00) Caliper Core Credit
Vendor 1126 - Factory Motor Parts Co	12/9/2021	56436	\$148.79 Correction to invoice 72-38284
Vendor 1135 - Corwin Ford	12/1/2021	56433	\$141.43 Bus Parts
Vendor 1135 - Corwin Ford	12/14/2021	56433	\$467.60 Bus Parts
Vendor 1135 - Corwin Ford	12/16/2021	56433	\$133.88 Regulator
Vendor 1334 - Mary M Johnson	12/1/2021	ACH	\$335.00 Door Lettering / Decals / Rout
Vendor 1344 - ProPeople	12/1/2021	ACH	\$862.88 Temp Wages
Vendor 1344 - ProPeople	12/9/2021	ACH	\$291.20 Temp Wages
Vendor 1344 - ProPeople	12/9/2021	ACH	\$1,140.75 Temp wages
Vendor 1344 - ProPeople	12/16/2021	ACH	\$1,233.38 Temp Wages
Vendor 1344 - ProPeople	12/16/2021	ACH	\$728.00 Temp Wages - Molly
Vendor 1404 - Supportive Housing & Innovative Partners	12/31/2021	ACH	\$27,029.30 Acquisition of Services
Vendor 2016 - A-Z Bus Sales, Inc	12/10/2021	ACH	\$359.23 Bus Parts

Vendor 2016 - A-Z Bus Sales, Inc	12/10/2021	ACH	\$555.96 Bus Parts
Vendor 2016 - A-Z Bus Sales, Inc	12/10/2021	ACH	\$70.00 Bus Parts
Vendor 2016 - A-Z Bus Sales, Inc	12/10/2021	ACH	\$79.92 Bus Parts
Vendor 2016 - A-Z Bus Sales, Inc	12/10/2021	ACH	\$3.69 Bus Parts
Vendor 2016 - A-Z Bus Sales, Inc	12/17/2021	ACH	\$213.00 Bus Parts
Vendor 2016 - A-Z Bus Sales, Inc	1/3/2022	ACH	(\$239.35) RETURNED FILTERS
Vendor 2062 - Glass Doctor	12/13/2021	ACH	\$326.53 Tin/Blue Shade - windshield
Vendor 2062 - Glass Doctor	12/16/2021	ACH	\$401.53 Windshield
Vendor 2076 - City of Caldwell Water Department	12/23/2021	56432	\$114.64 Garbage 11/24 -12/23/21
Vendor 2076 - City of Caldwell Water Department	12/23/2021	56432	\$103.05 Water, Sewer, Street Light 11/
Vendor 2078 - Boise Municipal Health Care Trust	12/31/2021	ACH	\$48,989.76 Health Care Premiums
Vendor 2099 - PEDROSA, LESLIE	12/1/2021	ACH	\$70.36 Emp Reimb Cell-Dec/UPS STORE
Vendor 2146 - O'Reilly Auto Parts	12/1/2021	ACH	\$47.73 misc. auto parts
Vendor 2146 - O'Reilly Auto Parts	12/1/2021	ACH	\$226.00 misc. auto parts
Vendor 2146 - O'Reilly Auto Parts	12/6/2021	ACH	\$355.01 misc. auto parts
Vendor 2146 - O'Reilly Auto Parts	12/13/2021	ACH	\$150.62 misc. auto parts
Vendor 2149 - Brandt, Loreli	12/31/2021	ACH	\$326.58 Volunteer Driver
Vendor 2168 - Fastsigns-Boise	12/9/2021	56437	\$205.00 Coroplast Yard Sign
Vendor 2176 - Napa Auto Parts	12/2/2021	ACH	\$114.39 misc. auto parts
Vendor 2176 - Napa Auto Parts	12/6/2021	ACH	\$96.12 misc. auto parts
Vendor 2176 - Napa Auto Parts	12/6/2021	ACH	\$194.50 misc. auto parts
Vendor 2176 - Napa Auto Parts	12/13/2021	ACH	\$10.80 misc. auto parts
Vendor 2176 - Napa Auto Parts	12/14/2021	ACH	\$186.72 misc. auto parts
Vendor 2176 - Napa Auto Parts	12/14/2021	ACH	\$228.54 misc. auto parts
Vendor 2176 - Napa Auto Parts	12/16/2021	ACH	(\$87.60) core deposit
Vendor 2192 - CenturyLink	12/1/2021	56398	\$37.72 Telecom Services 12/1 - 12/31
Vendor 2192 - CenturyLink	12/7/2021	56398	\$127.81 Telecom Services
Vendor 2192 - CenturyLink	12/16/2021	56431	\$171.69 Telecom Services
Vendor 2192 - CenturyLink	12/22/2021	56431	\$64.44 Telecom Services - 12/22 - 1/2
Vendor 2192 - CenturyLink	12/25/2021	56431	\$311.71 Telecom Services
Vendor 2192 - CenturyLink	12/25/2021	56431	\$319.97 Telecom Services
Vendor 2206 - Meridian Senior Center	12/31/2021	ACH	\$5,251.05 Acquisition of Services
Vendor 2212 - Metro Community Services	12/31/2021	56448	\$33,156.01 Acquisition of Services
Vendor 2267 - Eagle Senior Center	12/31/2021	ACH	\$23,460.00 Acquisition of Services
Vendor 2275 - Idaho Blueprint & Supply	12/1/2021	56439	\$1,784.00 City Go Posters 11 x 34
Vendor 2275 - Idaho Blueprint & Supply	12/1/2021	56439	\$413.00 City Go Posters 11 x 34
Vendor 2292 - Karcher Auto Parts	12/1/2021	56410	\$64.44 misc. auto parts
Vendor 2292 - Karcher Auto Parts	12/1/2021	56443	\$37.02 misc. auto parts
Vendor 2292 - Karcher Auto Parts	12/1/2021	56443	(\$8.63) LED BLB
Vendor 2292 - Karcher Auto Parts	12/3/2021	56443	\$24.62 LED BULBS
Vendor 2292 - Karcher Auto Parts	12/7/2021	56410	\$322.32 misc. auto parts
Vendor 2292 - Karcher Auto Parts	12/7/2021	56410	\$17.13 misc. auto parts
Vendor 2292 - Karcher Auto Parts	12/8/2021	56410	\$24.03 misc. auto parts
Vendor 2292 - Karcher Auto Parts	12/14/2021	56410	(\$33.99) DISC BRAKE PADS
Vendor 2292 - Karcher Auto Parts	12/14/2021	56443	\$44.97 misc. auto parts
Vendor 2292 - Karcher Auto Parts	12/14/2021	56443	\$53.09 misc. auto parts
Vendor 2292 - Karcher Auto Parts	12/15/2021	56443	\$449.18 Alternator & battery
Vendor 2292 - Karcher Auto Parts	12/16/2021	56443	\$171.14 misc. auto parts
Vendor 2292 - Karcher Auto Parts	12/20/2021	56443	\$104.40 misc. auto parts
Vendor 2302 - Star Senior Center	12/31/2021	56456	\$5,145.25 Acquisition of Services
Vendor 2312 - FASTENAL	12/1/2021	ACH	\$131.95 Maintenance parts
Vendor 2312 - FASTENAL	12/7/2021	ACH	\$609.78 Maintenance parts
Vendor 2334 - Right! Systems, Inc.	12/7/2021	56453	\$7,910.00 Renewal for Office 365
Vendor 2343 - AdaRide.Com, LLC	12/1/2021	ACH	\$1,595.00 Paratransit Services
Vendor 2356 - Mills, Wayne	12/31/2021	56449	\$410.55 Volunteer Driver
Vendor 2393 - Brady Industries of Nevada, LLC	12/14/2021	ACH	\$253.09 Janitorial Supplies
Vendor 2393 - Brady Industries of Nevada, LLC	12/14/2021	ACH	\$387.89 Janitorial Supplies
Vendor 2396 - Church of the Harvest	12/10/2021	ACH	\$10,203.05 Acquisition of services
Vendor 2396 - Church of the Harvest	12/24/2021	ACH	\$6,532.39 Acquisition of Services
Vendor 2396 - Church of the Harvest	1/7/2022	ACH	\$10,181.34 Acquisition of Services
Vendor 2401 - Alpine Construction, Inc	12/1/2021	ACH	\$19,165.00 Main street Station Office
Vendor 2403 - Jeremy Ricky	12/1/2021	ACH	\$4,862.28 Purchase Transportation
Vendor 2403 - Jeremy Ricky	12/1/2021	ACH	\$7,225.76 Purchase Transportation
Vendor 2432 - Office Depot	12/1/2021	56452	\$38.62 Office Supplies

Vendor 2432 - Office Depot	12/1/2021	56452	\$51.74 Office Supplies
Vendor 2432 - Office Depot	12/1/2021	56463	\$10.38 Office Supplies
Vendor 2432 - Office Depot	12/3/2021	56452	\$53.38 Office Supplies
Vendor 2432 - Office Depot	12/8/2021	56452	\$29.99 Office Supplies
Vendor 2432 - Office Depot	12/8/2021	56452	\$17.11 Office Supplies
Vendor 2432 - Office Depot	12/8/2021	56452	\$170.72 Office Supplies
Vendor 2432 - Office Depot	12/8/2021	56452	\$54.85 Office Supplies
Vendor 2432 - Office Depot	12/9/2021	56452	\$14.99 Office Supplies
Vendor 2432 - Office Depot	12/10/2021	56452	\$68.74 Office Supplies
Vendor 2432 - Office Depot	12/14/2021	56452	\$76.19 Office Supplies
Vendor 2432 - Office Depot	12/14/2021	56452	\$10.84 Office Supplies
Vendor 2432 - Office Depot	12/31/2021	56452	\$10.38 Office Supplies
Vendor 2435 - Kuna Senior Citizen Inc	12/31/2021	ACH	\$3,854.16 Acquisition of Services
Vendor 2451 - Automotive & Industrial Distributors	12/16/2021	56425	\$157.35 Auto parts
Vendor 2452 - FW Fleet Clean, LLC	12/5/2021	ACH	\$579.75 Buses Maintenance Wash
Vendor 2452 - FW Fleet Clean, LLC	12/21/2021	ACH	\$567.00 Buses Maintenance Wash
Vendor 2472 - Stoltz Marketing Group, Inc	12/1/2021	ACH	\$700.00 Account mgmt fee
Vendor 2472 - Stoltz Marketing Group, Inc	12/1/2021	ACH	\$14,525.00 Fare signs, collateral, Navig
Vendor 2479 - Newegg Business, Inc.	12/1/2021	ACH	\$144.60 Balance owed wireless keyboard
Vendor 2482 - UniFirst Acct# 1395966	12/2/2021	ACH	\$170.30 maintenance supplies
Vendor 2482 - UniFirst Acct# 1395966	12/9/2021	ACH	\$169.51 maintenance supplies
Vendor 2482 - UniFirst Acct# 1395966	12/16/2021	ACH	\$169.51 maintenance supplies
Vendor 2484 - Advanced Communications, Inc	12/1/2021	56423	\$6,337.00 Annual Maintenance Agreement
Vendor 2507 - First Transit	12/8/2021	ACH	\$121,071.90 Worker comp/Insurance
Vendor 2511 - Edwards, Mark S	12/31/2021	ACH	\$243.74 Volunteer Driver
Vendor 2527 - Anthony, Elizabeth	12/31/2021	ACH	\$244.95 Volunteer Driver
Vendor 2542 - EISENBERG, GREGG	12/28/2021	ACH	\$1,230.71 Cell Phone / Recruiting Ads
Vendor 2543 - SAMG Occupational Med - Emerald	12/1/2021	56420	\$35.00 Drug Screen/Physicals
Vendor 2543 - SAMG Occupational Med - Emerald	12/1/2021	56420	\$90.00 Drug Screen/Physicals
Vendor 2560 - Lizabeth C. Arkoosh	12/1/2021	ACH	\$8,700.00 Rent
Vendor 2572 - IntelePeer Holdings, Inc	12/1/2021	ACH	\$1,299.03 SIP services
Vendor 2577 - J & B Importers, Inc.	12/1/2021	56462	\$150.77 Patch kit
Vendor 2577 - J & B Importers, Inc.	12/7/2021	56441	\$623.79 Bike parts
Vendor 2578 - Romaine Electric Corporation	12/1/2021	ACH	\$1,146.30 Electrical inventory parts
Vendor 2579 - United Way of Treasure Valley	12/6/2021	ACH	\$88.00 Emp. Contributions
Vendor 2595 - JoPaul & Sons LLC	12/8/2021	ACH	\$91.00 vehicle washes
Vendor 2599 - Syringa Networks, LLC	12/1/2021	56421	\$4,820.00 Telecom Services
Vendor 2602 - Eyemart Express LTD	12/7/2021	56403	\$165.95 Saftey Glasses
Vendor 2616 - Brink's Incorporated	12/1/2021	56396	\$4.14 Transportation
Vendor 2616 - Brink's Incorporated	12/1/2021	56396	\$384.84 Transportation
Vendor 2619 - Treasure Valley Curb & Sprinkling Inc	12/3/2021	ACH	\$349.00 Landscaping
Vendor 2630 - US Bank Plaza Condominium Assoc., Inc.	12/1/2021	ACH	\$12,448.02 Association dues/Reserve assmn
Vendor 2634 - The Bus Coalition	1/1/2022	56457	\$750.00 Membership renewal
Vendor 2639 - Pape Ventures, Inc.	12/11/2021	ACH	\$5,436.00 Ad Sales SW license fee's 2 us
Vendor 2640 - The Car Park, LLC	12/1/2021	56458	\$375.00 Parking/Carpool Passes
Vendor 2643 - WASHINGTON, CORRIE	12/23/2021	ACH	\$319.71 Christmas Lunch
Vendor 2648 - DOWLING, BRIANNA	12/21/2021	ACH	\$123.61 Cell phone/Alb/Warmart
Vendor 2649 - BETTENCOURT, GEORGENIA	12/31/2021	ACH	\$71.19 Emp Reimb Cell/Grover/Lowe's
Vendor 2649 - BETTENCOURT, GEORGENIA	1/2/2022	ACH	\$14.27 Reimb Emp at Winco
Vendor 2651 - Barber, Richard P	12/31/2021	ACH	\$17.83 Volunteer Driver
Vendor 2652 - MultiCare Health System	12/1/2021	ACH	\$410.00 Drug Screens
Vendor 2652 - MultiCare Health System	12/1/2021	ACH	\$1,020.00 Drug Screens
Vendor 2656 - Transtar Industries, Inc.	12/10/2021	56459	\$255.44 Bus Parts
Vendor 2656 - Transtar Industries, Inc.	12/13/2021	56459	\$393.66 Bus Parts
Vendor 2656 - Transtar Industries, Inc.	12/15/2021	56459	\$17.00 Ball BRG. (Bus Parts)
Vendor 2659 - Inland NW Franchising Inc	12/1/2021	ACH	\$1,795.00 Janitorial Services
Vendor 2676 - United Site Services of Nevada, Inc.	12/13/2021	56460	\$222.60 Contract Labor
Vendor 2685 - Pure Water Partners LLC	12/1/2021	ACH	\$179.99 Clean Machine, Filter Replcd
Vendor 2685 - Pure Water Partners LLC	12/1/2021	ACH	\$169.00 Clean Machine, Filter Replcd
Vendor 2698 - Proterra Inc.	12/3/2021	ACH	\$11,666.68 Battery monthly Lease
Vendor 2699 - Caldwell Auto Supply	12/14/2021	56430	\$32.94 Prestone Spray Deicer
Vendor 2702 - UniFirst Acct# 1410130	12/3/2021	ACH	\$232.36 maintenance supplies
Vendor 2702 - UniFirst Acct# 1410130	12/10/2021	ACH	\$229.70 maintenance supplies
Vendor 2708 - Jacobs Engineering Group, Inc.	12/6/2021	ACH	\$8,721.96 Professional services

Vendor 2711 - Thompson and Associates, Inc.	12/3/2021	ACH	\$4,087.50 HR consultation
Vendor 2714 - Adobe, Inc.	12/7/2021	ACH	\$61.45 Acrobat Pro with e-sign
Vendor 2719 - Delerrok, Inc.	12/1/2021	56435	\$1,200.00 UMO Monthly trans. Fee's
Vendor 2722 - Walker Parking Consultants	12/1/2021	ACH	\$5,801.25 Regional Vanpool Study
Vendor 2723 - Leo Gilbride	12/1/2021	ACH	\$580.00 Repairs
Vendor 2723 - Leo Gilbride	12/9/2021	ACH	\$200.00 Repairs
Vendor 2724 - Ecolube Recovery, LLC.	12/1/2021	ACH	\$90.00 Contract Labor
Vendor 2731 - Economic Consultants Oregon LTD	12/1/2021	ACH	\$4,571.25 Unpaid portion VRT Revenue Ana
Vendor 2741 - Allied Business Solutions Inc	12/1/2021	56389	\$518.66 printer rental
Vendor 2752 - Nelson-Nygaard Consulting	12/1/2021	ACH	\$16,498.32 Transportation Consultant
Vendor 2752 - Nelson-Nygaard Consulting	12/1/2021	ACH	\$7,536.22 Transportation Consultant
Vendor 2757 - Hawkeye Builders Inc	12/1/2021	ACH	\$38,428.69 Contracted work
Vendor 2757 - Hawkeye Builders Inc	12/14/2021	ACH	\$2,022.56 Contract work
Vendor 2768 - Everbase Solutions LLC	12/1/2021	ACH	\$2,633.00 SW Updates & licenses
Vendor 2768 - Everbase Solutions LLC	12/6/2021	ACH	\$1,084.00 Install security reader/door b
Vendor 62350 - HASSAN, DEANNA	12/1/2021	ACH	\$80.08 Cellphone - December
Vendor 62350 - HASSAN, DEANNA	1/3/2022	ACH	\$80.08 January 2022 Cellphone
Vendor 6574 - BRATCHER, JAMES	12/10/2021	56395	\$74.19 Employee Reimbursement for Sho
Vendor 6620 - ESKINS, MICHAEL	12/1/2021	56360	\$61.19 Employee Reimbursement for Pan
Vendor 6635 - CURTIS, JODI	12/8/2021	ACH	\$53.58 Employee Reimbursement Cell Ph
Vendor 6635 - CURTIS, JODI	12/10/2021	ACH	\$36.70 Employee Reimbursement
Vendor 6648 - PLESNER, JASON	1/6/2022	ACH	\$150.00 Reimbursement for Shoes
Vendor 6688 - GUEVARA, MONICA	12/1/2021	56364	\$35.79 Employee Reimbursement for Pan
Vendor 6705 - COSTA, MICHAEL	12/5/2021	ACH	\$33.47 Employee Reimbursement / Cell
Vendor 6706 - MENDEZ, JOE	12/21/2021	56447	\$29.66 Winter Weather Gear Reimbursen
Vendor N1700110 - FUNKE, JENNIFER	12/30/2021	00056438	\$247.92 Home Depot - Ice Mel
			<u>\$696,056.33</u>

ACCEPTED:

Debbie Kling

Debbie Kling (Jan 26, 2022 14:42 MST)

CHAIR OF EXECUTIVE BOARD

ATTEST:

I have read the list of payments
SECRETARY/TREASURERLauren McLean 1/25/22

VRT Vendor Payment Register

Final Audit Report

2022-01-26

Created:	2022-01-26
By:	Jason Jedry (jjedry@valleyregionaltransit.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA_e0XOIDYQJeRory3hITs4iKVqLrYAIGX

"VRT Vendor Payment Register" History



Document created by Jason Jedry (jjedry@valleyregionaltransit.org)

2022-01-26 - 2:57:56 PM GMT- IP address: 72.24.166.43



Document emailed to Debbie Kling (dkling@cityofnampa.us) for signature

2022-01-26 - 2:59:04 PM GMT



Email viewed by Debbie Kling (dkling@cityofnampa.us)

2022-01-26 - 9:41:22 PM GMT- IP address: 4.53.41.196



Document e-signed by Debbie Kling (dkling@cityofnampa.us)

Signature Date: 2022-01-26 - 9:42:21 PM GMT - Time Source: server- IP address: 4.53.41.196



Agreement completed.

2022-01-26 - 9:42:21 PM GMT

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
Dwaine S Lee, LLC	1/24/2022	ACH	\$153.00	Towing Service
Dwaine S Lee, LLC	1/24/2022	ACH	\$175.00	Towing Service
Dwaine S Lee, LLC	2/7/2022	ACH	\$437.50	Towing Service N615
Dwaine S Lee, LLC	2/7/2022	ACH	\$125.00	Towing Service
Dwaine 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 Caompaigh
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:

Debbie Kling

CHAIR OF EXECUTIVE BOARD

ATTEST:

Lauren McLean

SECRETARY/TREASURER

Payment Register 2/16/2022 - 3/15/2022

Vendor	Pymt Date	Check Num	Amount	Inv Desc
Access Idaho-26682	3/8/2022	00056561	\$828.00	Annual DMV Reports
Active Office Furniture	2/21/2022	00056535	\$1,139.94	OFFICE FURNITURE
Active Office Furniture	3/8/2022	00056562	\$199.99	OFFICE FURNITURE
Adame Construction Inc.	3/8/2022	ACH	\$700.00	Final removal of bus shelter
AdaRide.Com, LLC	2/21/2022	ACH	\$1,538.00	Paratransit Services
Alexander Clark Printing	3/8/2022	00056563	\$2,221.93	Brochures
All-City Transport	3/8/2022	ACH	\$710.98	Passenger Transport
All-City Transport	3/8/2022	ACH	\$279.30	Passenger Transport
Allied Business Solutions Inc	3/8/2022	00056564	\$2,105.67	Printer Lease
Allied Business Solutions Inc	3/8/2022	ACH	\$211.95	Copier quarterly billing
Allied Business Solutions Inc	3/8/2022	ACH	\$457.63	Copier base rate/ copies
American Mechanical Corp	3/8/2022	ACH	\$591.03	HVAC Maintenance
Anthony, Elizabeth	2/21/2022	ACH	\$169.63	Volunteer Driver
Anthony, Elizabeth	3/8/2022	ACH	\$113.49	Volunteer Driver
A-Z Bus Sales, Inc	2/21/2022	ACH	\$69.05	Fitting Kit
A-Z Bus Sales, Inc	2/21/2022	ACH	\$91.30	Bus parts
A-Z Bus Sales, Inc	3/8/2022	ACH	\$117.32	Solenoid
A-Z Bus Sales, Inc	3/8/2022	ACH	\$146.92	Blower Assy
A-Z Bus Sales, Inc	3/8/2022	ACH	\$145.60	Blower Resistors
BADESHEIM, KELLI	2/21/2022	ACH	\$1,215.95	Reimb travel & Jan Cell Phone
Barber, Richard P	2/21/2022	ACH	\$42.55	Volunteer Driver
Barber, Richard P	3/8/2022	ACH	\$69.62	Volunteer Driver
Batteries Plus, LLC	2/21/2022	ACH	\$30.75	Batteries
BETTENCOURT, GEORGENIA	3/8/2022	ACH	\$58.89	Reimb Feb Cell phone, costco,
Block & Head Shop, Inc	3/8/2022	ACH	\$110.00	Clean and polish crank
Boise City Utility Billing	2/21/2022	00056536	\$395.36	Utilities
Boise Municipal Health Care Trust	3/8/2022	ACH	\$55,157.21	Health care ins. Premiums
Boise Peterbilt	2/21/2022	ACH	\$270.96	Inventory Parts
Boise Peterbilt	3/8/2022	ACH	\$185.10	Inventory Parts
Boise State University	2/21/2022	00056537	\$4,223.04	Connected Canyon County projec
Bolen's Control House Inc.	3/8/2022	ACH	\$174.99	Tools Electric Bus
Brady Industries of Nevada, LLC	2/21/2022	ACH	\$324.00	Snow Melt
Brandt, Loreli	2/21/2022	ACH	\$433.55	Volunteer Driver
Brandt, Loreli	3/8/2022	ACH	\$456.89	Volunteer Driver
Brasco International, Inc.	3/8/2022	00056565	\$116,400.00	Solar Lighting Package
BRATCHER, JAMES	2/17/2022	00056538	\$56.00	CM - Entered inv. Twice only s
BRATCHER, JAMES	2/21/2022	00056538	\$56.00	Uniforms
BRATCHER, JAMES	2/21/2022	00056538	\$56.00	Employee reimbursement
Brink's Incorporated	3/8/2022	ACH	\$383.98	Armor Car Services
Brink's Incorporated	3/8/2022	ACH	\$111.99	Armor Car Services
Buck's Bags Inc	3/8/2022	00056566	\$360.00	Fare Box Covers
BUTINDA, GLORIA	3/8/2022	00056567	\$184.00	CDL Reimbursement
Career Uniforms Partners	3/8/2022	ACH	\$269.58	Uniforms - Turner
Career Uniforms Partners	3/8/2022	ACH	\$300.15	Uniforms - Fontana
Career Uniforms Partners	3/8/2022	ACH	\$263.55	Uniforms
Career Uniforms Partners	3/8/2022	ACH	\$63.95	Uniforms
Career Uniforms Partners	3/8/2022	ACH	\$63.95	Hi Vis Jacket - J Smith
Career Uniforms Partners	3/8/2022	ACH	\$68.95	Hi Vis Jacket M. Bohn
Career Uniforms Partners	3/8/2022	ACH	\$63.95	Uniforms
Career Uniforms Partners	3/8/2022	ACH	\$197.70	Uniforms
Career Uniforms Partners	3/8/2022	ACH	\$283.05	Uniforms
Career Uniforms Partners	3/8/2022	ACH	\$394.65	Uniforms
Career Uniforms Partners	3/8/2022	ACH	\$273.95	Uniforms
Career Uniforms Partners	3/8/2022	ACH	\$17.90	Uniforms
Career Uniforms Partners	3/8/2022	ACH	\$10.95	Uniforms
Career Uniforms Partners	3/8/2022	ACH	\$175.15	Uniforms
CARNOPIIS, MARK	2/21/2022	ACH	\$60.90	Reimb misc office/Jan cell/mil
CARNOPIIS, MARK	3/8/2022	ACH	\$125.70	Reimb Feb Cell, 1 yr subscript
CenturyLink	2/21/2022	00056539	\$129.16	Telecom Services
CenturyLink	2/21/2022	00056539	\$24.72	Telecom Services 2/1 -28/22
CenturyLink	3/8/2022	00056568	\$235.90	Telecom Services 2/22 - 3/21/2
CenturyLink	3/8/2022	00056568	\$64.53	Telecom Services 2/22 - 3/21/
CenturyLink	3/8/2022	00056568	\$310.17	Telecom Services
Church of the Harvest	3/8/2022	ACH	\$10,834.63	Acquisition of Services

Church of the Harvest	3/8/2022	ACH	\$7,568.50 Acquisition of Services
Church of the Harvest	3/8/2022	ACH	\$855.49 Acquisition of Services
City of Boise Print & Mail Services	2/21/2022	00056540	\$619.96 Printing/binding tickets
City of Boise Print & Mail Services	2/21/2022	00056540	\$841.29 Printing/binding tickets
City of Caldwell Water Department	3/8/2022	00056569	\$95.51 Water. Sewer, Light 1/24 - 2/2
City of Garden City	3/8/2022	00056570	\$59.92 Water/garbage/sewer
CLAMPITT, BRENT	2/21/2022	ACH	\$270.09 Reimbursement for tools
Clean Energy	2/21/2022	ACH	\$12,817.47 Natural Gas 1/1-1/31/2022
Colonial Life	3/8/2022	ACH	\$47.77 Life Ins
Commercial Tire, Inc	2/21/2022	ACH	\$163.60 Lube Service/PM Inspection
Commercial Tire, Inc	2/21/2022	ACH	\$163.60 Lube Service/PM Servicee
Commercial Tire, Inc	2/21/2022	ACH	\$27.90 Tires
Commercial Tire, Inc	2/21/2022	ACH	\$99.95 Tires
Commercial Tire, Inc	2/21/2022	ACH	\$410.12 Tires
Commercial Tire, Inc	2/21/2022	ACH	\$15.08 Tires
Commercial Tire, Inc	2/21/2022	ACH	\$723.78 Tires
Commercial Tire, Inc	2/21/2022	ACH	\$361.20 Tires
Commercial Tire, Inc	2/21/2022	ACH	\$182.95 Tires
Commercial Tire, Inc	2/21/2022	ACH	\$632.10 Tires - N612
Commercial Tire, Inc	3/8/2022	ACH	\$101.50 Spare tire install
Commercial Tire, Inc	3/8/2022	ACH	\$203.50 Lube Service, PM Service
Commercial Tire, Inc	3/8/2022	ACH	\$948.00 Tires
Commercial Tire, Inc	3/8/2022	ACH	\$361.38 Tires
Commercial Tire, Inc	3/8/2022	ACH	\$27.90 Tires
Commercial Tire, Inc	3/8/2022	ACH	\$285.00 Tires
Commercial Tire, Inc	3/8/2022	ACH	\$446.19 Tires
Commercial Tire, Inc	3/8/2022	ACH	\$948.00 Tires
Commercial Tire, Inc	3/8/2022	ACH	\$361.38 Tires
Commercial Tire, Inc	3/8/2022	ACH	\$760.24 Tires
Commercial Tire, Inc	3/8/2022	ACH	\$410.12 Tires
Commercial Tire, Inc	3/8/2022	ACH	\$350.12 Tires
Commercial Tire, Inc	3/8/2022	ACH	\$304.50 Tires
Corwin Ford	2/21/2022	00056541	\$73.44 Bus Parts - Lamp Asy
Corwin Ford	2/21/2022	00056541	\$161.25 Brake Rotors Turned
Creative Bus Sales	2/21/2022	ACH	\$80.82 Bus Parts
Cummins Rocky Mountain, LLC	2/21/2022	ACH	\$174.93 Inventory Parts
Cummins Rocky Mountain, LLC	2/21/2022	ACH	\$23.32 Inventory Parts
Curtis Clean Sweep	3/8/2022	ACH	\$150.00 Garage maintenance
CURTIS, JODI	3/8/2022	00056571	\$53.52 Employee Reimbursement
Custom Care Pest Services	3/8/2022	ACH	\$95.00 Pest Control Services
Day Wireless Systems	2/21/2022	ACH	\$550.00 Cell Phone Service
Delerok, Inc.	2/21/2022	00056542	\$1,200.00 UMO Monthly Transaction fee's
DMC Sales	2/21/2022	ACH	\$243.25 Red Anti-Freeze
DMC Sales	2/21/2022	ACH	\$769.37 Anti-Freeze Coolant
DOWLING, BRIANNA	3/8/2022	ACH	\$50.00 Emp. Reimb Feb Cell phone
Dwaine S Lee, LLC	2/21/2022	ACH	\$175.00 Towing Service
Dwaine S Lee, LLC	2/21/2022	ACH	\$217.50 Towing Service
Dwaine S Lee, LLC	2/21/2022	ACH	\$217.50 Towing Service
Dwaine S Lee, LLC	3/8/2022	ACH	\$175.00 Towing - N612
Dwaine S Lee, LLC	3/8/2022	ACH	\$81.00 Towing Service
Eagle Senior Center	2/21/2022	ACH	\$21,116.80 Acquisition of Services
Ecolube Recovery, LLC.	2/21/2022	ACH	\$90.00 Oil
Eide Bailly LLP	3/8/2022	ACH	\$4,100.00 ACCOUNTING SERVICES
EISENBERG, GREGG	3/8/2022	ACH	\$1,645.31 Employee Reimbursement
Ellis, Natalie	3/8/2022	00056572	\$229.00 SHRM Membership
ESP Printing & Mailing, Inc.	2/21/2022	ACH	\$51.14 UMO mobility business cards
EZELL, JEANNETTE	3/8/2022	ACH	\$48.70 Emp. Reimb Feb cell/rubber sta
Factory Motor Parts Co	3/8/2022	00056574	\$189.42 Shocks
Factory Motor Parts Co	3/8/2022	00056574	\$189.42 Shocks
Factory Motor Parts Co	3/8/2022	00056574	\$30.15 Spark Plugs
Factory Motor Parts Co	3/8/2022	00056574	\$151.33 Filters, Spark Plugs
Factory Motor Parts Co	3/8/2022	00056574	\$153.71 Battery & Core Charge
Factory Motor Parts Co	3/8/2022	00056574	\$189.42 Shocks
Factory Motor Parts Co	3/8/2022	00056574	\$21.90 Bulbs
Factory Motor Parts Co	3/8/2022	00056574	\$105.80 Brake Caliper
Fastsigns-Boise	3/8/2022	00056575	\$155.00 Yard signs

Fire Services of Idaho	2/21/2022	ACH	\$1,045.50	Fire Services
Fleet Services	3/9/2022	ACH	\$439.32	Fuel
Fleet Services	3/9/2022	ACH	\$1,327.95	Fuel
FOUCHER, MARK	3/8/2022	ACH	\$150.00	Employee Reimbursement
FW Fleet Clean, LLC	3/8/2022	ACH	\$617.50	Bus Washing
GARCIA, RONETTE	3/8/2022	ACH	\$35.00	Phone reimbursment
Gem State Paper & Supply	2/21/2022	ACH	\$587.05	Shop Supplies
Gem State Paper & Supply	2/21/2022	ACH	\$228.36	Shop Supplies
Gem State Paper & Supply	2/21/2022	ACH	\$81.93	Shop Supplies
Gem State Paper & Supply	2/21/2022	ACH	\$415.69	Shop Supplies
Genfare	2/21/2022	ACH	\$348.96	Farebox Parts
Genfare	2/21/2022	ACH	\$1,782.70	Farebox Parts
Gillig, LLC	2/21/2022	ACH	\$73.64	Vehicle
Gillig, LLC	2/21/2022	ACH	\$1,698.00	Vehicle
Gillig, LLC	2/21/2022	ACH	\$752.56	Wioer Motor, Filters, Slack Ad
Gillig, LLC	2/21/2022	ACH	\$212.00	Vehicle
Gillig, LLC	2/21/2022	ACH	\$2,659.88	Vehicle
Gillig, LLC	2/21/2022	ACH	\$315.39	Vehicle supplies
Gillig, LLC	3/8/2022	ACH	\$1,586.74	Vehicle
Gillig, LLC	3/8/2022	ACH	\$3,125.46	Vehicle
Gillig, LLC	3/8/2022	ACH	\$2,580.54	Vehicle
Gillig, LLC	3/8/2022	ACH	\$246.00	Fire Detection Wire, Bulbs
Gillig, LLC	3/8/2022	ACH	\$70.12	Hubometer
Gillig, LLC	3/8/2022	ACH	\$591.24	Vehicle
Gillig, LLC	3/8/2022	ACH	\$124.64	Vehicle
Glass Doctor	2/21/2022	ACH	\$319.87	New Windshield
Grainger Inc	2/21/2022	ACH	\$28.14	Welding Wire
Grainger Inc	2/21/2022	ACH	\$47.00	Air Filter Roll
Grainger Inc	2/21/2022	ACH	\$218.40	Antislip Tape, Brooms
Grainger Inc	2/21/2022	ACH	\$122.67	Mop and Broom Holders
Grainger Inc	2/21/2022	ACH	\$25.70	CNG Parts
Grainger Inc	3/8/2022	ACH	\$8.14	Chart Tape
Grainger Inc	3/8/2022	ACH	\$33.24	Hose
Grainger Inc	3/8/2022	ACH	\$37.42	Antislip Tape
GUENTHER, JOSEPH	2/21/2022	00056543	\$40.00	Reimb Recording fee's
HACKETT, ALEX	2/21/2022	ACH	\$75.00	Reimb Emp Feb Cell/internet
HARRIS, HANNAH	2/21/2022	ACH	\$9.25	reimbursement
HASSAN, DEANNA	2/21/2022	ACH	\$80.08	February Cellphone
HASSAN, DEANNA	3/8/2022	ACH	\$80.08	Cellphone - March
HERNANDEZ, JOSE	2/21/2022	ACH	\$50.00	Reimb Emp Cell- Dec
HERNANDEZ, JOSE	2/21/2022	ACH	\$50.00	Reimb Emp Cell- Jan
HERNANDEZ, JOSE	3/8/2022	ACH	\$50.00	Emp Reimb Cell-Feb
Hi - Line	2/21/2022	ACH	\$282.17	shop supplies
Hi - Line	2/21/2022	ACH	\$169.81	shop supplies
Hi - Line	3/8/2022	ACH	\$299.04	Screws, Crimps, Nuts, Connecto
Hi - Line	3/8/2022	ACH	\$35.50	Connectors
HILL, CHARLIE	3/8/2022	ACH	\$194.05	Reimb Feb Cell/internet, masks
HOFFMAN, CHRISTOPHER	3/8/2022	ACH	\$225.00	Cold Weather Gear
Hot Shots, Inc.	2/21/2022	ACH	\$883.32	Courier Services
ICRMP	3/8/2022	00056576	\$53,680.50	Quarterly Premium
Idaho Blueprint & Supply	2/21/2022	ACH	\$122.50	Mobility Flyer color copies
Idaho Blueprint & Supply	2/21/2022	ACH	\$823.00	UMO Campaign posters
Idaho Power	2/21/2022	00056544	\$618.83	Utilities
Idaho Power	2/21/2022	00056544	\$3,948.30	Utilities 1/13 - 2/10/2022
Idaho Power	3/8/2022	00056577	\$14.58	Utilities
Idaho Power	3/8/2022	00056577	\$7,547.67	Utilities
Idaho Records Management, LLC	2/21/2022	ACH	\$40.00	Record storage
Idaho Records Management, LLC	3/8/2022	ACH	\$42.11	Services-Storage
In The Bag Promotions	2/21/2022	ACH	\$2,433.55	Marketing materials-City Go
Inland NW Franchising Inc	2/21/2022	ACH	\$1,440.00	Janitorial Services
Inland NW Franchising Inc	3/8/2022	ACH	\$1,795.00	Janitorial Services
IntelePeer Holdings, Inc	3/8/2022	ACH	\$1,298.03	SIP services
Intermountain Gas	2/21/2022	ACH	\$9.79	Gas 07/22 - 2/3/2022
Intermountain Gas	2/21/2022	ACH	\$781.10	Gas 1/7 - 2/3/2022
Intermountain Gas	2/21/2022	ACH	\$15,719.96	Utilities
Intermountain Gas	2/21/2022	ACH	\$485.75	Utilities

Intermountain Gas	2/21/2022	ACH	\$3,520.54	Utilities
Intermountain Gas	3/8/2022	ACH	\$14,443.12	Utilities
Intermountain Gas	3/8/2022	ACH	\$1,159.55	Utilities
InterpreLink, Inc	3/8/2022	00056578	\$383.60	Language Services
Jacobs Engineering Group, Inc.	2/21/2022	ACH	\$20,606.58	Prof. Serv 4 Orchard Facility
Jacobs Engineering Group, Inc.	3/8/2022	ACH	\$43,224.23	Prof. Services - Orchard facil
JEDRY, JASON	2/21/2022	ACH	\$5.89	Employee Reimbursement
Jodi Curtis	3/10/2022	00056592	\$53.52	Reissue - diverted payment
JOHNSON, GLENN	2/21/2022	ACH	\$63.59	Reimbursement for Shoes
KABIRIGI, LWABOSHI	2/21/2022	00056545	\$105.47	Reimbursement for shoes
Karcher Auto Parts	2/21/2022	ACH	\$49.49	Auto parts
Karcher Auto Parts	3/8/2022	ACH	\$6.38	Crimson Grease
Karcher Auto Parts	3/8/2022	ACH	\$22.14	Greases Red & White
Kenworth Sales	2/21/2022	ACH	\$921.61	Inventory Parts
Kenworth Sales	2/21/2022	ACH	\$179.10	Inventory Parts
Kenworth Sales	2/21/2022	ACH	\$23.16	Inventory Parts
Kenworth Sales	2/21/2022	ACH	\$882.93	Inventory Parts
Kenworth Sales	2/21/2022	ACH	\$1,555.15	Inventory Parts
Kenworth Sales	2/21/2022	ACH	\$114.77	Inventory Parts
Kenworth Sales	2/21/2022	ACH	\$645.59	Actuator, O Ring
Kenworth Sales	2/21/2022	ACH	\$238.68	Belts Water Pump
Kenworth Sales	3/8/2022	ACH	\$118.01	Inventory Parts
Kenworth Sales	3/8/2022	ACH	\$251.66	Inventory Parts
Kenworth Sales	3/8/2022	ACH	\$2,263.31	Inventory Parts
Kenworth Sales	3/8/2022	ACH	\$469.86	Inventory Parts
Kenworth Sales	3/8/2022	ACH	\$31.00	Inventory Parts
Kenworth Sales	3/8/2022	ACH	\$124.43	Inventory Parts
Kenworth Sales	3/8/2022	ACH	\$2,263.31	Inventory Parts
Kenworth Sales	3/8/2022	ACH	\$731.51	Inventory Parts
Kenworth Sales	3/8/2022	ACH	\$145.18	Inventory Parts
Kenworth Sales	3/8/2022	ACH	\$275.85	Inventory Parts
KRONENBITTER, FRANK	2/21/2022	ACH	\$31.73	Reimbursement for cell phone
KRONENBITTER, FRANK	2/21/2022	ACH	\$31.32	Reimbursement for tool
Kuna Senior Citizen Inc	3/8/2022	ACH	\$3,839.62	Acquisition of Services
Larry Miller- Chrysler	2/21/2022	00056546	\$89.08	Auto parts
Lewis Bus Group	2/21/2022	ACH	\$143.29	Bus Parts
LifeMap Assurance Co	3/8/2022	ACH	\$1,861.57	Life Ins. Premiums
Lift-U	2/21/2022	ACH	\$73.22	WC Lift screws
Lift-U	3/8/2022	ACH	\$915.59	WC Control Box Assembly
Lift-U	3/8/2022	ACH	\$15.41	Screws
Lithia Motors Payment Processing	2/21/2022	ACH	\$1,612.34	Leaf Springs - N300s
Lithia Motors Payment Processing	2/21/2022	ACH	\$251.07	Inventory Parts
Lithia Motors Payment Processing	2/21/2022	ACH	\$34.67	Nuts, Studs N2511
Lithia Motors Payment Processing	2/21/2022	ACH	\$135.00	Rocker Arms - N2511
Lithia Motors Payment Processing	2/21/2022	ACH	\$167.46	Hub Assembly, Hex Nuts
Lithia Motors Payment Processing	2/21/2022	ACH	\$10.52	Hex Head Bolts
Lithia Motors Payment Processing	2/21/2022	ACH	\$18.12	Hood Bumper Stops
Lithia Motors Payment Processing	2/21/2022	ACH	\$48.30	Manifold Gaskets N2511
Lithia Motors Payment Processing	2/21/2022	ACH	\$548.52	Inventory Parts
Lithia Motors Payment Processing	2/21/2022	ACH	\$118.36	Blend Door Motor
Lithia Motors Payment Processing	2/21/2022	ACH	\$920.57	Inventory Parts
Lithia Motors Payment Processing	3/8/2022	ACH	\$150.44	Brake Pads, Spark Plugs
Lithia Motors Payment Processing	3/8/2022	ACH	\$128.10	Mudflaps
Lithia Motors Payment Processing	3/8/2022	ACH	\$162.10	Spark Plugs, Ignition Coil
Lithia Motors Payment Processing	3/8/2022	ACH	\$47.48	Injector Pigtail, Ignition
Lithia Motors Payment Processing	3/8/2022	ACH	\$59.24	Inventory Parts
Lithia Motors Payment Processing	3/8/2022	ACH	\$180.12	Air and Oil Filters
Lizabeth C. Arkoosh	3/8/2022	ACH	\$8,700.00	3rd Quarter Rent
Lowes Home Improvement	2/21/2022	ACH	\$275.75	Shop Supplies
Lowes Home Improvement	2/21/2022	ACH	\$43.46	Shop Supplies
Lowes Home Improvement	3/8/2022	ACH	\$83.53	Shop Supplies
Lowes Home Improvement	3/8/2022	ACH	\$40.20	Steel Plugs
Lowes Home Improvement	3/8/2022	ACH	\$34.60	Shelf Anchors & drill bits
Lowes Home Improvement	3/8/2022	ACH	\$71.24	Bulbs
Lowes Home Improvement	3/8/2022	ACH	\$55.44	Yellow Safety Sign
Lowes Home Improvement	3/8/2022	ACH	\$436.80	Shop Supplies

Lowes Home Improvement	3/8/2022	ACH	\$71.23 Shop Supplies
Lyft, Inc	2/21/2022	ACH	\$1,115.33 Enterprise Ride Prgm
Lyft, Inc	2/21/2022	ACH	\$328.70 Enterprise Ride Prgm-Night
Mary M Johnson	2/21/2022	ACH	\$1,890.00 Printing services
Mary M Johnson	2/21/2022	ACH	\$125.00 Decals
Mattson Distribution	2/21/2022	ACH	\$111.56 Parts for Bus wash
MEREDITH, DAVID	3/8/2022	ACH	\$50.00 Emp Reimb cell phone-Feb
MEREDITH, DAVID	3/8/2022	ACH	\$50.00 Emp reimb Feb Cell phone
Meridian Senior Center	3/8/2022	ACH	\$3,817.43 Acquisition of Services
Metro Community Services	2/21/2022	00056547	\$26,743.54 Acquisition of Services
Mills, Wayne	2/21/2022	00056548	\$459.43 Volunteer Driver
Mills, Wayne	3/8/2022	00056579	\$389.03 Volunteer Driver
MORALES, SAL	2/21/2022	00056549	\$150.00 Reimbursement for shoes
MORAN, NICHOLAS	2/21/2022	ACH	\$50.00 Reimb Emp Cell- Jan
MORAN, NICHOLAS	2/21/2022	ACH	\$50.00 Reimb Emp - Feb Cell
MORAN, NICHOLAS	3/8/2022	ACH	\$154.80 Reimb IT HW/CELL-MAR/MILEAGE
Motion & Flow Control Products	2/21/2022	ACH	\$183.65 Inventory Parts
Motion & Flow Control Products	2/21/2022	ACH	\$402.65 Inventory Parts
MultiCare Health System	3/8/2022	ACH	\$410.00 Drug Screens
MultiCare Health System	3/8/2022	ACH	\$140.00 Drug Screens
MUNDELL, JAMES	2/21/2022	ACH	\$50.00 Reimb Emp Cell - Dec
MUNDELL, JAMES	2/21/2022	ACH	\$50.00 Reimb emp - cell Jan
Napa Auto Parts	2/21/2022	ACH	\$236.46 Auto parts
Napa Auto Parts	2/21/2022	ACH	\$65.76 Auto parts
Napa Auto Parts	2/21/2022	ACH	\$97.45 coolant, air filter
Napa Auto Parts	2/21/2022	ACH	\$69.42 Inventory parts
Napa Auto Parts	3/8/2022	ACH	\$195.47 Inventory parts
National Safety Council	3/8/2022	ACH	\$274.70 DDC Online moddules/defensive
Nelson-Nygaard Consulting	2/21/2022	ACH	\$15,002.61 Transportation Consultant
New Flyer Parts	2/21/2022	ACH	\$252.79 Inventory Parts
New Flyer Parts	2/21/2022	ACH	\$826.52 Inventory Parts
New Flyer Parts	2/21/2022	ACH	\$971.77 Inventory Parts
New Flyer Parts	2/21/2022	ACH	\$26.77 Inventory Parts
New Flyer Parts	2/21/2022	ACH	\$49.56 Inventory Parts
New Flyer Parts	3/8/2022	ACH	\$347.19 Inventory Parts
New Flyer Parts	3/8/2022	ACH	\$221.29 Seat Cushion
New York State	2/21/2022	00056558	\$379.93 Disability & PD Fam Leave
New York State	3/8/2022	00056580	\$135.00 File fee not for profit corp
Norco Inc	2/21/2022	ACH	\$80.61 Shop Supplies
Norco Inc	3/8/2022	ACH	\$150.84 Shop Supplies
Norco Inc	3/8/2022	ACH	\$47.95 Shop Supplies
nuVizz, Inc.	2/21/2022	ACH	\$539.89 Google Map Subscription Jan-De
nuVizz, Inc.	2/21/2022	ACH	\$59.99 Google Map Subscription Jan-De
Office Depot	2/17/2022	00056581	\$12.71 Office Supplies
Office Depot	2/21/2022	00056551	\$9.48 Office Supplies- 3 mo. Calenda
Office Depot	2/21/2022	00056551	\$50.16 Office Supplies
Office Depot	2/21/2022	00056551	\$54.72 Office Supplies
Office Depot	2/21/2022	00056551	\$3.76 Office Supplies
Office Depot	2/21/2022	00056551	\$40.82 Office Supplies
Office Depot	2/21/2022	00056551	\$154.59 Office Supplies
Office Depot	2/21/2022	00056551	\$44.99 Office Supplies
Office Depot	2/21/2022	00056551	\$11.94 Office Supplies
Office Depot	2/21/2022	00056551	\$10.79 Office Supplies
Office Depot	3/8/2022	00056581	\$58.07 Office Supplies
Office Depot	3/8/2022	00056581	\$156.03 Office Supplies
Office Depot	3/8/2022	00056581	\$9.19 Office Supplies
Office Depot	3/8/2022	00056581	\$12.71 Office Supplies
O'Reilly Auto Parts	2/21/2022	ACH	\$536.00 Inventory parts
O'Reilly Auto Parts	2/21/2022	ACH	\$44.75 Inventory parts
O'Reilly Auto Parts	2/21/2022	ACH	\$24.07 Inventory parts
O'Reilly Auto Parts	2/21/2022	ACH	\$24.07 Inventory parts
O'Reilly Auto Parts	2/21/2022	ACH	\$245.03 Inventory parts
O'Reilly Auto Parts	2/21/2022	ACH	\$239.56 Inventory parts
O'Reilly Auto Parts	2/21/2022	ACH	\$38.38 Bus Parts
O'Reilly Auto Parts	3/8/2022	ACH	\$257.04 Bus Parts
O'Reilly Auto Parts	3/8/2022	ACH	\$547.51 Shop supplies

Paragon Consulting, Inc	2/21/2022	ACH	\$732.50	Bus stop construction
Paragon Consulting, Inc	2/21/2022	ACH	\$3,287.50	Bus construction/coordination
Paragon Consulting, Inc	2/21/2022	ACH	\$3,690.00	Design, survey, project coordi
Paragon Consulting, Inc	2/21/2022	ACH	\$365.00	Concrete deficiencies
PEDERSON, NEIL	3/8/2022	00056582	\$69.95	Shoe Reimbursement
Primary Health Medical Group, LLC	3/8/2022	00056583	\$85.00	DOT Physical - Bohn
ProPeople	2/21/2022	ACH	\$691.60	Temp Wages
ProPeople	2/21/2022	ACH	\$858.00	Temp Wages
ProPeople	2/21/2022	ACH	\$546.00	Temp Wages
ProPeople	3/8/2022	ACH	\$1,131.00	Temp Wages
Proterra Inc.	2/21/2022	ACH	\$325.18	Vehicle
Proterra Inc.	2/21/2022	ACH	\$583.90	Vehicle
Proterra Inc.	3/8/2022	ACH	\$11,666.68	Battery Lease
Pure Water Partners LLC	2/21/2022	ACH	\$289.95	Water equipment rental
Pure Water Partners LLC	2/21/2022	ACH	\$179.99	Ice and Water - Breakroom
RDK Corporation	3/8/2022	ACH	\$80.00	Background Checks
RDK Corporation	3/8/2022	ACH	\$35.00	Background check
RDK Corporation	3/8/2022	ACH	\$305.00	Background checks
REYES, JILL	2/21/2022	ACH	\$316.00	Reimb Trans. Coarse
REYNOLDS, BRADY	3/8/2022	ACH	\$59.99	Shoe Reimbursement
RJM Sales & Service	2/21/2022	00056552	\$474.00	Hard drive
RJM Sales & Service	3/8/2022	00056584	\$110.00	BlowOff duster
Romaine Electric Corporation	2/21/2022	ACH	\$624.70	electrical parts
Romaine Electric Corporation	2/21/2022	ACH	\$781.90	spark plug kit
ROSE, JASON	3/8/2022	ACH	\$149.09	Reimb Cell-Dec-Feb / mileage
SAMG Occupational Med - Emerald	2/21/2022	00056553	\$1,080.00	Drug Screen/Physicals
Schmaljohn Design	2/21/2022	00056554	\$1,050.00	Media kit re-design & editing
Seon Systems Sales Inc.	2/21/2022	ACH	\$2,733.00	bus parts
Seon Systems Sales Inc.	2/21/2022	ACH	\$152.00	bus parts
SIJ Holdings, LLC.	2/21/2022	ACH	\$57.00	Legal print ad
Smith Power Products, Inc	2/21/2022	ACH	\$282.17	Inventory Parts
Smith Power Products, Inc	3/8/2022	ACH	\$2,192.46	Inventory Parts
Smith Power Products, Inc	3/8/2022	ACH	\$42.27	Inventory Parts
SMITH, JOSHUA	3/8/2022	00056585	\$18.56	Reimburse for shop tool
SMITH, SHAYNE	3/8/2022	ACH	\$37.08	Tool Reimbursement
Sportworks Global LLC	3/8/2022	ACH	\$72.43	Support Arm Magnets
STANISLAW, GARRISON	2/21/2022	ACH	\$66.55	Reimbursement for Ties
Star Senior Center	3/8/2022	00056586	\$4,529.25	Acquisition of Services
State Insurance Fund	2/21/2022	00056556	\$1,890.00	Pay Report Premium
Stoltz Marketing Group, Inc	3/8/2022	ACH	\$19,999.98	Emp. Group Pass Campaign
Stoltz Marketing Group, Inc	3/8/2022	ACH	\$2,999.93	2022 Safe Travels Newsletter
Stoltz Marketing Group, Inc	3/8/2022	ACH	\$1,425.00	E-Bus Halo Design & Advertisin
Stoltz Marketing Group, Inc	3/8/2022	ACH	\$1,000.00	Additional E-Bus Halo Design T
Stoltz Marketing Group, Inc	3/8/2022	ACH	\$700.00	Account administration
SUEZ Water Idaho	3/8/2022	00056587	\$104.24	Water
SUEZ Water Idaho	3/8/2022	00056587	\$63.94	Water Bill
SUEZ Water Idaho	3/8/2022	00056587	\$132.58	Water
SUEZ Water Idaho	3/8/2022	00056587	\$257.82	Utilities-Water
Supportive Housing & Innovative Partners	3/8/2022	ACH	\$21,150.78	Acquisition of Services
Supportive Housing & Innovative Partners	3/8/2022	ACH	\$6,000.00	Acquisition of Services
Syringa Networks, LLC	3/8/2022	ACH	\$4,820.00	Telecom Services
Tacoma Screw Products Inc.	2/21/2022	ACH	\$130.52	Nuts & Bolts
Tacoma Screw Products Inc.	2/21/2022	ACH	\$108.96	Nuts & Bolts
Tacoma Screw Products Inc.	2/21/2022	ACH	\$149.06	Nuts & Bolts
Tacoma Screw Products Inc.	2/21/2022	ACH	\$95.91	Nuts & Bolts
Tacoma Screw Products Inc.	3/8/2022	ACH	\$451.44	Nuts & Bolts
Tacoma Screw Products Inc.	3/8/2022	ACH	\$149.06	Nuts & Bolts
Tacoma Screw Products Inc.	3/8/2022	ACH	\$189.74	Nuts & Bolts
That's Sharp, LLC.	2/21/2022	ACH	\$320.00	Gloves
The Car Park, LLC	2/21/2022	00056557	\$450.00	Parking/carpool passes
The Car Park, LLC	3/8/2022	00056588	\$375.00	Parking & Carpool passes
Thermo Fluids, Inc.	3/8/2022	ACH	\$117.07	Empty Used Oil Filter Drum
Thompson and Associates, Inc.	3/8/2022	ACH	\$3,712.50	Legal Servcies
Thorne Printing	2/21/2022	ACH	\$112.00	Bussiness Cards
Treasure Valley Coffee	2/21/2022	ACH	\$13.00	Coffee service
Treasure Valley Coffee	2/21/2022	ACH	\$68.08	Coffee service

Treasure Valley Coffee	2/21/2022	ACH	\$35.80 Coffee service
Treasure Valley Coffee	2/21/2022	ACH	\$510.40 Coffee service
Treasure Valley Coffee	2/21/2022	ACH	\$127.20 Coffee/water service
Treasure Valley Coffee	3/8/2022	ACH	\$109.16 Coffee, Creamer
Treasure Valley Transit	3/8/2022	ACH	\$15,220.00 Transportation sub-recipient
TruckPro Holding Corporation	2/21/2022	00056559	\$342.40 Bus Parts
TruckPro Holding Corporation	3/8/2022	00056589	\$342.40 Bus Parts
UniFirst Acct# 1395966	2/21/2022	ACH	\$177.21 Mats, Uniforms, Cloths
UniFirst Acct# 1395966	2/21/2022	ACH	\$363.12 Mats, Uniforms, Cloths
UniFirst Acct# 1395966	2/21/2022	ACH	\$191.30 Mats, Uniforms, Cloths
UniFirst Acct# 1395966	2/21/2022	ACH	\$265.19 Mats, Uniforms, Cloths
UniFirst Acct# 1395966	3/8/2022	ACH	\$189.38 Mats, Uniforms, Cloths
UniFirst Acct# 1395966	3/8/2022	ACH	\$204.12 Mats, Uniforms, Cloths
UniFirst Acct# 1410130	2/21/2022	ACH	\$241.46 Laundry Service
UniFirst Acct# 1410130	2/21/2022	ACH	\$234.14 Laundry Service
UniFirst Acct# 1410130	2/21/2022	ACH	\$227.96 Laundry service
UniFirst Acct# 1410130	2/21/2022	ACH	\$189.07 Laundry
United Oil	2/21/2022	ACH	\$5,665.40 Fuel
United Site Services of Nevada, Inc.	2/21/2022	ACH	\$240.35 Contract Labor
UPS Freight	2/21/2022	00056560	\$21.99 Postage
US Bank Plaza Condominium Assoc., Inc.	2/21/2022	ACH	\$9,202.42 Association Dues
US Bank Plaza Condominium Assoc., Inc.	3/8/2022	ACH	\$9,202.42 Association dues
Verizon Wireless	3/8/2022	00056591	\$52.12 Cell Phone Service
Verizon Wireless	3/8/2022	00056591	\$2,445.69 Cell Phone Service
Verizon Wireless	3/8/2022	00056591	\$432.90 Cell Phone Service
Verizon Wireless	3/8/2022	00056591	\$40.01 Cell Phone Service
Verizon Wireless	3/8/2022	00056591	\$51.41 Cell Phone Service
Verizon Wireless	3/8/2022	00056591	\$160.04 Cell Phone Service
Verizon Wireless	3/8/2022	00056591	\$360.09 Cell Phone Service
Via Transportation, Inc.	2/21/2022	ACH	\$2,180.00 Vehicle Fees (4) Jan 2022
Western Mountain Bus Sales	2/21/2022	ACH	\$216.04 Inventory Parts
Wex Bank	2/21/2022	ACH	\$48.83 Fuel - Support Vehicle 2/4/20
YATES, VALOREE	2/21/2022	ACH	\$22.67 Reimb emp tax forms
YBNOW LLC	2/21/2022	ACH	\$1,384.70 transportation
YBNOW LLC	3/8/2022	ACH	\$1,596.93 Ada County R2W
YBNOW LLC	3/8/2022	ACH	\$112.71 Canyon County R2W
			\$721,279.03

ACCEPTED:

CHAIR OF EXECUTIVE BOARD

ATTEST:

SECRETARY/TREASURER

Valley Regional Transit Executive Board Meeting Minutes
January 3, 2022
VRT Board Room
700 NE 2nd Street – Board Room
Meridian, Idaho

APPROVED:

By: Debbie Kling
Debbie Kling, Chair (Feb 9, 2022 17:06 MST)
Valley Regional Transit

ATTEST:

By: Paula Cromie
Paula Cromie, Executive Assistant
Valley Regional Transit

Executive Board Meeting Minutes

January 03, 2022

11:00 AM

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

Attendees also attended the meeting virtually.

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
John Bechtel, City of Wilder	Garret Nancolas, City of Caldwell	Kelli Badesheim, VRT
Lantz Brown, Boise State		Bre Brush, City of Boise
Luke Cavener, City of Meridian		Mark Carnopis, VRT
Elaine Clegg, City of Boise		Paula Cromie, VRT
John Evans, City of Garden City		Brianna Dowling, VRT
Debbie Kling, City of Nampa		Gregg Eisenberg, First Transit
Sandi Levi, City of Nampa		Jeannette Ezell, VRT
Lauren McLean, City of Boise		Tessa Greigor, ACHD
Joe Stear, City of Kuna		Jim Hansen, ACHD
		Stephen Hunt, VRT
		Jason Jedry, VRT
		Tom Laws, ACHD
		Dave Meredith, VRT
		James Mundell, VRT
		Nick Moran, VRT
		Leslie Pedrosa, VRT
		Ken Pidjeon, Citizen
		Randy Reese, VRT
		Jill Reyes, VRT
		Jason Rose, VRT
		Jason Russell, VRT
		Eric Selekof, City Go
		Walter Steed, Citizen
		Cameron Wells, VRT
		Kevin Womack, VRT

Calling of the Roll - Chair Elaine Clegg Called the meeting to order at 11:00, with a quorum present by phone and in person.

Agenda Additions/Changes – Added information item regarding elections. Debbie Kling moved to approve agenda changes, motion seconded. The motion passed unanimously.

Public Comments - None

Consent Agenda

The consent agenda consisted of the following item:

ACTION: Minutes - December 6, 2021 Meeting

Joe Stear moved to approve the consent agenda as presented; Luke Cavener seconded. The motion passed unanimously.

Finance Committee

INFORMATION: FY2021 4th Quarter Preliminary Operating Cash Balance Analysis

Staff presented the FY2021 4th quarter preliminary Operating Cash Balance Analysis as information only. Upon completion of the independent annual audit, the FY2021 financial statements and 4th quarter reports will be presented as an action item.

INFORMATION: FY2021 4th Quarter Preliminary Budget Variance Reports

Staff presented the FY2021 4th Quarter Preliminary Budget Variance Reports as information only. Upon completion of the independent annual audit, the FY2021 financial statements and 4th quarter reports will be presented as an action item.

Executive Board - Action Items

ACTION: 2022 Board Strategic Work Plan

Lauren McLean moved to recommend to the Board, a focused work plan for 2022 and find a facilitator who could assist with that endeavor; Luke Cavener seconded. The motion passed unanimously. The project, as envisioned, would be co-led by Debbie Kling as the incoming board chair and Elaine Clegg as the immediate past chair.

Executive Board - Information Items

INFORMATION: FY2021 Fourth Quarter Preliminary Performance Report

Staff presented the preliminary performance report for the fourth quarter of fiscal year 2021. The final performance report for FY2021 will be presented for the board's action in April 2022.

INFORMATION: Executive Board Member Elections

This item was added to the agenda for discussion as an information item only.

Canyon County/Position	Nomination	Ada County/Position	Nomination
Canyon Chair	Debbie Kling	Ada Chair-Elect	Joe Stear
Canyon Vice-chair		Ada Secretary/Treasurer	Lauren McLean
Canyon Member	(Caldwell per by-laws)	Ada Member (Boise)	Elaine Clegg
Canyon Member	John Bechtel	Ada Member	
Canyon Member	Sandi Levi	Ada Member	
Other			
Boise State	Lantz McGinnis-Brown		

Executive Session - None

Adjournment – The meeting was adjourned at 11:48.

Next VRT Executive Board Meeting:

February 7, 2022

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

Valley Regional Transit Executive Board Meeting Minutes
February 7, 2022
VRT Board Room
700 NE 2nd Street – Board Room
Meridian, Idaho

APPROVED:

By: Debbie Kling
Debbie Kling, Chair
Valley Regional Transit

ATTEST:

By: Paula Cromie
Paula Cromie, Executive Assistant
Valley Regional Transit

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

Executive Board Meeting Minutes

March 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		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		Gregg Eisenberg, First Transit
Lauren McLean, City of Boise		Jeannette Ezell, VRT
Joe Stear, City of Kuna		Dave Fotsch, VRT
		Tessa Greegor, ACHD
		Joe Guenther, VRT
		Stephen Hunt, VRT
		Jason Jedry, VRT
		Tom Laws, ACHD
		Dave Meredith, VRT
		James Mundell, VRT
		Nick Moran, VRT
		Leslie Pedrosa, VRT
		Ken Pidgeon, Citizen
		Jill Reyes, VRT
		Jason Rose, VRT
		Jason Russell, VRT
		Wayne Rysavy, VRT
		Walter Steed, RAC
		Alissa Taysom, VRT
		Cameron Wells, VRT

Calling of the Roll - Chair Debbie Kling called the meeting to order at 11:02 with a quorum present by phone and in person.

Agenda Additions/Changes - None

Public Comments - None

Consent Agenda

Items on the consent agenda consisted of the following:

ACTION: Payment Register

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

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

John Bechtel made a motion to approve the consent agenda as presented; Elaine Clegg seconded. The motion passed unanimously.

Finance Committee - None**Executive Board - Action Items****ACTION: Written Information Security Program Policy**

Elaine Clegg moved to approve RESOLUTION VEB22-003 Written Information Security Program Policy and recommend for ratification by the Board of Directors at the April meeting; Lauren McLean seconded. The motion passed unanimously.

ACTION: Non-Emergency Medical Transportation Service Providers

Elaine Clegg moved to approve RESOLUTION VEB22-002 and corresponding Authorization for Expenditure for Non-Emergency Medical Transportation service providers; John Bechtel seconded. The motion passed unanimously.

Executive Board Open Positions

Kelli Badesheim presented updates on open positions on the Executive Board. Following discussion, Lauren McLean nominated Alexis Pickering to the Executive Board, Joe Stear seconded. The item will move to the Board of Directors for elections at the April meeting. Of note, there is still an Ada County at-large position open, as well as a Caldwell at-large position and a Canyon County vice-chair position open.

ACTION: Proposed Agenda for April 2022 Board of Directors Meeting

Joe Stear moved to approve the proposed agenda for the April Board of Directors meeting, giving staff the leeway to add or remove items if necessary; Elaine Clegg seconded. The motion passed unanimously.

Executive Board - Information Items**INFORMATION: State Street RAISE Grant Application Update**

Stephen Hunt provided an update on the coordinated effort to submit a RAISE Grant for transit infrastructure and other non-motorized improvements along State Street.

INFORMATION: Procurement Calendar

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

Department/Staff Reports – The most current department/staff reports were included in the packet for information.

Executive Session - None

Adjournment – Elaine Clegg moved to adjourn the meeting, Joe Stear seconded. The meeting was adjourned at 11:45.

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

Board of Directors Meeting Minutes

January 03, 2022

12:00 PM

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

Attendees also attended the meeting virtually.

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Alexis Pickering, ACHD	Pam White, Canyon County Com.	Kelli Badesheim, VRT
Nichoel Baird Spencer, City of Eagle	Leslie Van Beek, Canyon County Com.	Bre Brush, City of Boise
John Bechtel, City of Wilder	Hal Forsgren, City of Melba	Mark Carnopis, VRT
Rod Beck, Ada County	Becky Crofts, City of Middleton	Paula Cromie, VRT
Luke Cavener, City of Meridian	Dave Hershey, City of Star	Brianna Dowling, VRT
Elaine Clegg, City of Boise	Garret Nancolas, City of Caldwell	Gregg Eisenberg, First Transit
Ryan Davidson, Ada County Comm.		Jeannette Ezell, VRT
Matt Edmond, CCDC		Tessa Greggor, ACHD
John Evans, City of Garden City		Joe Guenther, VRT
Jeff Flynn, CWI		Jim Hansen, ACHD
Ashley Ford-Squyers, MDC		Stephen Hunt, VRT
Debbie Kling, City of Nampa		Liisa Itkonen, COMPASS
Sandi Levi, City of Nampa		Jason Jedry, VRT
Lantz McGinnis-Brown, Boise State		Tom Laws, ACHD
Lauren McLean, City of Boise		Dave Meredith, VRT
Robert Simison, City of Meridian		Nick Moran, VRT
Joe Stear, City of Kuna		James Mundell, VRT
Mark Wasdahl, ITD		Leslie Pedrosa, VRT
Tina Wilson, Parma/Notus/Greenleaf		Ken Pidjeon, Citizen
		Randy Reese, VRT
		Jill Reyes, VRT
		Jason Rose, VRT
		Jason Russell, VRT
		Walter Steed, RAC
		Cameron Wells, VRT
		Kevin Womack, VRT

Calling of the Roll - Chair Elaine Clegg called the meeting to order at 12:01, with a quorum present by phone and in person.

Agenda Additions/Changes - None

Public Comments – Ken Pidjeon thanked Mayor Nancolas for his service and his contributions, through his work for the community and Valley Regional Transit.

Finance Committee Report - None

Consent Agenda

Items on the consent agenda consisted of the following:

ACTION: Minutes - October 4, 2021 Board of Directors Meeting

ACTION: Minutes - Executive Board Meetings from October 4, November 1 and December 6, 2021

ACTION: Facility and Equipment Maintenance Policy 6.01.00 Update - RESOLUTION VBD22-003

ACTION: System Security and Emergency Preparedness Policy 6.05.00 - RESOLUTION VBD22-004

ACTION: Boise Municipal Healthcare Trust Appointment of Kelli Badesheim - RESOLUTION VBD22-001

ACTION: FY2021 Public Comment Report

ACTION: State Street Corridor Memorandum of Understanding 2022-2027

ACTION: Employee Classification and Salary Schedule 2022 - RESOLUTION VBD22-006

ACTION: BYLAWS - Valley Regional Transit Update - RESOLUTION VBD22-005

Joe Stear moved to approve the consent agenda as presented, Luke Cavener seconded. The motion passed unanimously.

Action Items

ACTION: 2022 Officer Succession and Executive Board Elections

The VRT Board of Directors held an election to fill officer and at-large members to the Executive Board for 2022.

Canyon County/Position	Nomination	Ada County/Position	Nomination
Canyon Chair	Debbie Kling	Ada Chair-Elect	Joe Stear
Canyon Vice-chair		Ada Secretary/Treasurer	Lauren McLean
Canyon Member	(Caldwell per by-laws)	Ada Member (Boise)	Elaine Clegg
Canyon Member	John Bechtel	Ada Member	
Canyon Member	Sandi Levi	Ada Member	
Other			
Boise State	Lantz McGinnis-Brown		

Alexis Pickering moved to approve nominations and elect officers as stated, seconded by Nichoel Baird Spencer. Motion passed unanimously. The Board intentionally left positions open in order to give jurisdictions time to appoint new members to the Board, with the expectation that once Caldwell seats its new Mayor and City Council, at least one position will be filled from that group. One Ada County position could be filled when ACHD Commissioners select new VRT Board members. Open positions will be elected at the next Board meeting.

ACTION: PUBLIC HEARING - FY2022 Budget Amendment #1

Prior to the Public Hearing, VRT staff presented the amended FY2022 Operating and Capital budgets. The VRT chair then conducted a Public Hearing to take formal comments on the FY2022 Budget Amendment #1.

The public hearing was opened at 12:17

There were no public comments.

The public hearing was closed at 12:18

ACTION: FY2022 Budget Amendment #1

John Bechtel moved to approve RESOLUTION VBD22-002 - FY2022 Budget Amendment #1. The budget amendment includes FY2021 carryforwards and new projects funded after the adoption of the FY2022 budget in August 2021; Joe Stear seconded. The motion passed unanimously.

ACTION: FY2023-FY2027 Transportation Development Strategic Objectives

Staff presented the draft strategic objectives for the FY2023-FY2027 Transportation Development Plan for the board's consideration. Debbie Kling moved to approve the strategic objective as presented; Joe Stear seconded. The motion passed unanimously.

ACTION: Demand Response Scheduling Software

Joe Stear moved to approve RESOLUTION VBD22-007 to approve a contract with Via Mobility, LLC for the purchase of a replacement demand response scheduling software; Debbie Kling seconded. The motion passed unanimously.

Information Items**INFORMATION: On-Demand Transit Update**

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

INFORMATION: Bus Stop Typology Update

Staff provided an update on bus stop typology.

INFORMATION: FY2023 and FY2024 Service Change Concepts

Staff provided an update on the service change concepts for FY2023 and FY2024 for comment and information.

INFORMATION: Procurement Calendar

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

Department/Staff Reports**INFORMATION: Department/Staff Report**

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

Executive Session - None

Adjournment – The meeting was adjourned at 1:15.

Next VRT Board of Directors Meeting:

April 4, 2022

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

Regional Advisory Council Meeting Minutes

February 15, 2022

9:00 AM

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

Calling of the Roll – Chair Walter Steed called the meeting to order at 9:12 with a quorum present by phone and in person.

Agenda Additions/Changes - None

Public Comments - None

Consent Agenda

ACTION: Minutes of the January 18, 2022 Meeting

Mary Beth Nutting moved to approve the consent agenda as presented; Randy Johnson seconded. The motion passed unanimously.

Action Items - None

Information Items

INFORMATION: Electric Bus Updates

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

INFORMATION: On-Demand Transit Update

Leslie Pedrosa provided an update on the Canyon County On-demand service. Due to issues with reporting, Leslie did not have January information.

INFORMATION: Digital Accessibility Policy

Staff presented the four recommendations made by the ACHD ADA Advisory Committee Digital Accessibility Working Group to the RAC, with the goal of helping guide the development of a VRT digital accessibility policy. The four Digital Assessment Policy recommendations will be sent out to members to review and comment

INFORMATION: Overview of Changes the Draft 2022 Coordinated Plan

Lila Klopfenstein gave an overview of the changes made to the draft 2022 Coordinated Plan.

INFORMATION: Capital Projects Update

Joe Guenther updated the Regional Advisory Council on Capital Projects including 2022 Bus Stop Construction, Orchard Facility Master Plan, and Happy Day Transit Center upgrades.

INFORMATION: 30 Pine and 9 Extension Update

Stephen Hunt provided an update on the 30 Pine and 9 State Street Extension, which were postponed and suspended due to the COVID-19 pandemic.

INFORMATION: Topics for discussion

Chair Walter Steed encouraged council members to bring topics of discussion they are interested in to the Council for placement on the agenda.

Department/Staff Reports**INFORMATION: Department/Staff Reports**

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

Adjournment – Jeremy Maxand moved to adjourn the meeting; Mary Beth Nutting seconded. The meeting was adjourned at 10:24 am++.

Next Regional Advisory Council Meeting:

March 15, 2022

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642



TOPIC	2022 VRT Executive Board Elections
DATE	March 21, 2022
STAFF MEMBER	Kelli Badesheim

Staff Recommendation/Request

The VRT Board of Directors will consider electing Alexis Pickering to the Executive Board as an Ada County at-large member.

Highlights

- VRT bylaws sets the January meeting Executive Board election
- Executive Board has four officer 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.

Summary

The VRT Board held the election in January 2021. Some Executive Board positions were left open since some of the jurisdictions had not selected their board members. The Executive Board met in March and nominated Alexis Pickering for the board to consider for one of the open Ada County positions.

This would leave open one Ada County at-large position, the vice-chair position in Canyon County and a member from the City of Caldwell position open.

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

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

AUTHORIZATION FOR EXPENDITURE BOARD OF DIRECTORS

PROCUREMENT DESCRIPTION: 2022 Bus Stop Construction – Paul Construction, Inc.

TOTAL COST: Not to exceed \$290,000.00

PURPOSE/ACTION: This expenditure will enhance the passenger experience by improving transit passenger infrastructure by making more stops ADA accessible and adding passenger amenities. Valley Regional Transit (VRT) worked with the Regional Advisory Committee and stakeholders to identify existing stops that can be cost effectively improved. VRT has also worked with our funding partners to identify additional stops needed for service expansion in Boise and Meridian.

SCOPE OF WORK: Paul Construction Inc. will conduct all construction related activities relative to the installation of concrete pads, adjacent pedestrian ramps and bus stop sign work to enhance the pedestrian environment at 9 different stops in Boise and Meridian. These construction activities are planned to be complete prior to the fall service changes and will not exceed \$290,000.

DISCUSSION: Providing appropriate infrastructure is critical to serving the riding public and VRT has documented needs across the region. The 2020 bid package included need for 124 stop improvements, with 51 being completed in 2020, however, because construction came in over budget some stops were not completed. This package of stops includes remaining stops from 2020 and our local partners identified priorities where improvements are necessary. VRT staff has negotiated a fee with Paul Construction designed to keep the project on schedule and within budget.

ALTERNATIVES: Pedestrian infrastructure is a necessary component of safe, accessible public transit. Without these investments transit service will not be available to all.

FISCAL IMPACT: Funding for this project is included in the FY2022 budget per Resolution VBD21-028 approved 08/02/21 by the VRT Board of Directors

RECOMMENDATION/JUSTIFICATION: Valley Regional Transit staff has followed federal procurement guidelines and VRT's policy for procuring services and Paul Construction Inc. was determined to be the lowest responsive bidder. Staff recommends the VRT Board approve Resolution VBD22-014 for the 2022 bus stop construction activities, not to exceed \$290,000.

ORDER OF REVIEW

EXECUTIVE DIRECTOR (Approves procurements up to \$49, 999)

Signature: _____

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

Signature: _____

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

Signature: _____

Date Approved: April 4, 2022

Resolution Number: VBD22-014

**VALLEY REGIONAL TRANSIT BOARD RESOLUTION
BUS STOP INFRASTRUCTURE CONSTRUCTION
RESOLUTION VBD22-014**

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING A CONTRACT WITH PAUL CONSTRUCTION INC. FOR BUS STOP INFRASTRUCTURE CONSTRUCTION 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”**) 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 responsible for the provision of quality public transportation infrastructure in the communities it serves; and

WHEREAS Valley Regional Transit has assessed the condition of existing bus stops and identified those stops with the greatest need; and

WHEREAS Valley Regional Transit has worked with local jurisdictions of Ada County, City of Boise, and the City of Meridian to both secure funding for improving existing infrastructure and expand transit services and infrastructure; and

WHEREAS, the contract for this procurement incentivizes a timely completion of the construction activity which will support planned service changes for an amount not to exceed \$290,000 total expended over the horizon of the contract; and

WHEREAS Valley Regional Transit included the budget for this expenditure in the FY2022 budget; and

WHEREAS, the Valley Regional Transit staff completed a competitive procurement process through a Request for Bid 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, staff determined that the noted firm is the lowest responsive bid; 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, 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.

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

Section 1. That the Valley Regional Transit Board of Directors approves a contract for the construction of bus stop infrastructure not to exceed \$290,000.

Section 2. That upon approval of the construction contract the Board of Valley Regional Transit delegates authority to the Executive Director to finalize and execute the agreements with the selected construction firm.

Section 3. That this Resolution, VBD22-014, shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 4th day of April, 2022.

APPROVED by the Board Chair this 4th day of April, 2022.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

**VALLEY REGIONAL TRANSIT BOARD RESOLUTION
STATE STREET INFRASTRUCTURE ENVIRONMENTAL AND DESIGN CONSULTING SERVICES
RESOLUTION VBD22-013**

**BY THE BOARD OF VALLEY REGIONAL TRANSIT TO DELEGATE THE AUTHORITY TO APPROVE A
CONTRACT FOR STATE STREET CONSULTING 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”**) 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 Valley Regional Transit is responsible for the provision of quality public transportation infrastructure in the communities it serves; and

WHEREAS Valley Regional Transit has identified infrastructure needs in the State Street Corridor through the State Street Traffic Operational Analysis. The next steps leading to construction are to complete environmental clearances and final design. Requested consulting services include construction engineering and inspection for a term of two years with a one year extension; and

WHEREAS Valley Regional Transit has worked with local jurisdictions of Ada County, City of Boise, City of Eagle and the City of Meridian to both secure funding for improving existing infrastructure and expand transit services and infrastructure; and

WHEREAS Valley Regional Transit included the budget for this expenditure in the FY2022 budget; and

WHEREAS, the construction schedule will require approval of the consulting services contract before the next meeting of the full Valley Regional Transit Board of Directors; and

WHEREAS, the Valley Regional Transit staff will conduct 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 § 40-2108(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

VBD22-013

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.

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

Section 1. That the Valley Regional Transit Board of Directors delegates the authority to the Valley Regional Transit Executive Board to approve a contract for consulting on the State Street infrastructure not to exceed \$500,000.

Section 2. That upon approval of the construction contract the Board of Valley Regional Transit delegates authority to the Executive Director to finalize and execute the agreements with the selected construction firm.

Section 3. That this Resolution, VBD22-013, shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 4th day of April, 2022.

APPROVED by the Board Chair this 4th day of April, 2022.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

**VALLEY REGIONAL TRANSIT BOARD RESOLUTION
ORCHARD FACILITY INFRASTRUCTURE CONSTRUCTION
RESOLUTION VBD22-015**

**BY THE BOARD OF VALLEY REGIONAL TRANSIT TO DELEGATE THE AUTHORITY TO APPROVE A
CONTRACT FOR CONSTRUCTION OF PAVEMENT AND DRAINAGE INFRASTRUCTURE AT
ORCHARD FACILITY.**

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

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

WHEREAS Valley Regional Transit is responsible for the provision of quality public transportation infrastructure in the communities it serves; and

WHEREAS Valley Regional Transit has assessed the condition of existing bus stops and identified those stops with the greatest need; and

WHEREAS Valley Regional Transit has worked with local jurisdictions of Ada County, City of Boise, and the City of Meridian to both secure funding or improving existing infrastructure and expand transit services and infrastructure; and

WHEREAS Valley Regional Transit included the budget for this expenditure in the FY2022 budget; and

WHEREAS, the construction schedule will require approval of the construction contract before the next meeting of the full Valley Regional Transit Board of Directors; and

WHEREAS, the Valley Regional Transit staff is conducting 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 § 40-2108(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, Idaho Code § 40-2109 (5) provides that the Board of Valley Regional

VBD22-015

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.

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

Section 1. That the Valley Regional Transit Board of Directors delegates the authority to the Valley Regional Transit Executive Board to approve a contract for the construction of bus stop infrastructure not to exceed \$1,500,000.

Section 2. That upon approval of the construction contract the Board of Valley Regional Transit delegates authority to the Executive Director to finalize and execute the agreements with the selected construction firm.

Section 3. That this Resolution, VBD22-015, shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 4th day of April, 2022.

APPROVED by the Board Chair this 4th day of April, 2022.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

TOPIC	Transportation Development Plan FY2023-2027
DATE	April 4, 2022
STAFF MEMBER	Stephen Hunt

Staff Recommendation/Request

This is an information item. Staff will provide an update on plan development and introduce the framework of the transportation development plan.

Highlights

Valley Regional Transit (VRT) staff is moving forward with the approved TDP FY2023 budget schedule:

FY2023 Development Activities	Q1	Q2	Q3	Q4
	OCT NOV DEC	JAN FEB MAR	APR MAY JUN	JUL AUG SEP
5-Year TDP	Initiate/Priorities	Draft Update	Revise	Finalize
Service Planning	Draft Concepts	Draft Proposal	Revise	Finalize
Service Implement	Contracts	Bid	Construct	Schedule/Train
Budget Development	Update Assumptions	Cost Allocation	Discussions	Finalize

- November 2021 Staff initiates outreach with local jurisdictions, commissions, and board
- January 2022 Board approves the FY2023-2027 Strategic Objectives
- Spring 2022 Board reviews 1st draft and staff begins public engagement
- Summer 2022 Board reviews 2nd draft
- October 2022 Staff request Board to consider approval of plan

Plan Framework

Purpose

The Transportation Development Plan (TDP) is the five-year work plan for the regional public transportation system. The plan moves projects from the long range plan into the mid-term horizon, so that supported projects are schedule for inclusion in the annual budgeting cycle and are ready for implementation (Exhibit A). The resulting program of projects and revenue plan is updated annually to reflect regional priorities for public transportation in the Treasure Valley. The draft TDP outlines:

- Service Implementation
- Capital Investments
- Mobility Programs
- Regional Administration and Planning

Strategic Objectives

The adopted strategic objectives will guide the schedule and scope of investments. These strategies are consistent with previous strategic objectives adopted by the board and will bring VRT closer to achieving the goals outlined in ValleyConnect 2.0.

- S1. Ensure Agency Resiliency - Maintain existing services, programs and administrative activities through revenue shortfalls.
- S2. Maintain Transit Assets - Invest in replacement, maintenance, and improvement projects that maintain capital assets in a state of good repair.
- S3. Improve Transit Access - Maintain existing services, programs and administrative activities through revenue shortfalls.
- S4. Resume Service Growth - Expand service span and frequency to reach premium and frequent network service levels, and begin service additions as supported by local financial contributions.

Constraints

The TDP is intended to be fiscally constrained by providing reasonable revenue projections for all potential sources. Projects, programs and activities led by the agency will receive a project status that reflects the funding approach. The following is a working list of status definitions that may be used in the plan:

- Programmed - Project is well defined, supported by stakeholders, and ready for implementation with projected funding. Included in financial plan and schedule.
- Planned - Project is well defined, supported by stakeholders, and ready for implementation pending award of additional funds. Included in financial plan and schedule.
- Future - Project is well defined, has stakeholder support, but is outside the five year horizon. Not included in financial plan and schedule.
- Pending - Project has been identified but is in need of additional project development, funding, or support. Not included in financial plan or schedule.

Analysis

The TDP will provide one page project summary sheets when applicable, for proposed projects in the TDP. Project sheets compile schedules, cost estimates, and project evaluation metrics staff and stakeholders can use to participate in informed decision making. Exhibit B is an example project sheet for a proposed new service.

Implication (policy and/or financial)

The TDP framework provided represents the information, processes, and projections that will allow VRT and stakeholders to proactively plan and manage the regional public transportation system. Additional opportunity to comment on the TDP will be provided through future drafts and engagement activities. Staff continues to develop, fund, and implement projects throughout the fiscal year and plan development.

More Information

For detailed information contact: Jill Reyes, Programming Planner, 208-258-2707, jreyes@valleyregionaltransit.org

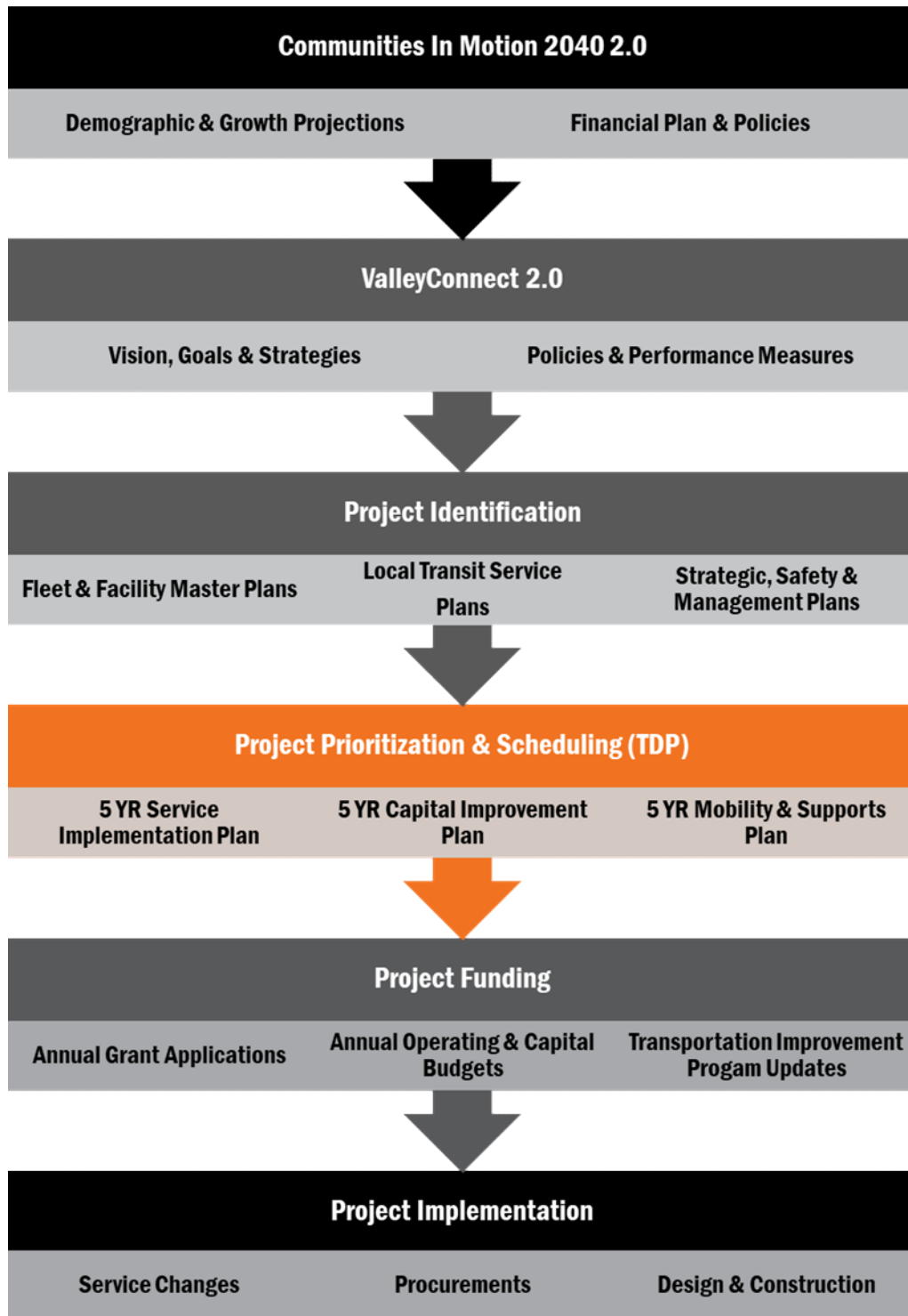
Attachments

Exhibit A – Planning Process

Exhibit B – Project Sheet Example

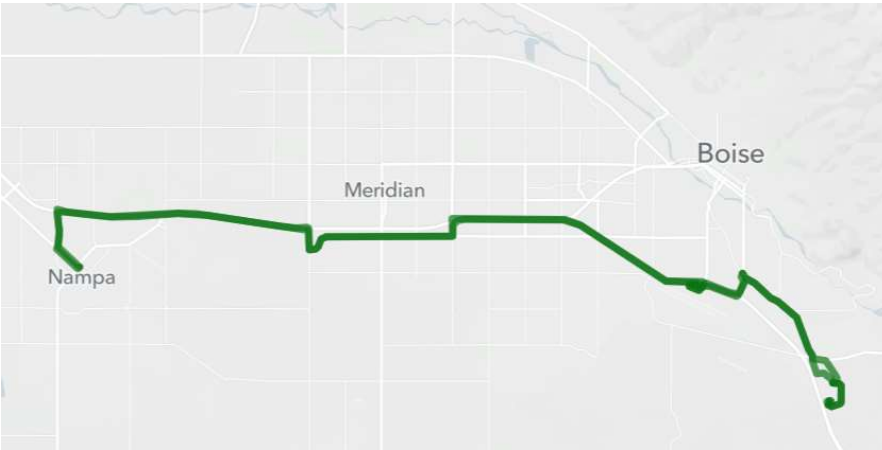
About the Plan

Transit Planning Process



Micron Inter-county Express

New service from Nampa to Micron via I-84 and Boise Airport will require additional passenger facilities and vehicles. Proposed service will add 7,000 annual hours of peak period service, resulting in 14 round trips each weekday. Vehicle costs reflect four additional CNG vehicles to implement service.



FR-020-0 ID
Fixed Route Project Type
Express Network Classification

FY25, Programmed Start Date/Status
\$ 1,891,125 Start Costs
7,000 Revenue Hours / Year
\$ 700,000 Est. Cost/Year
Dtown Nampa Origin
SE Boise Destination
Mon-Fri Span
30 min Frequency - Peak
NA Frequency - Off Peak
2,100 Households / Mile
4,200 Jobs / Mile
TBD Equity Score
TBD Development Score
S4 Strategic Objective
Local Fund Share %

City of Nampa	35%
City of Boise	31%
City of Meridian	21%
Ada County	8%
City of Caldwell	6%

ACTIVITY	Planning	Board Approval	Vehicle Purchase	Facility Design/ Bid	Facility Build	Vehicle Delivery	Training/ Scheduling
STATUS	Q1 - FY24	Q2 - FY24	Q1 - FY25	Q2 - FY26	Q3 - FY26	Q3 - FY26	Q4 - FY26

Costs	Project ID	FY23	FY24	FY25	FY26	FY27	Total
Planning	FR-020-0-P	-	-	-	-	-	-
Vehicles	FR-020-0-V	-	-	1,891,125	-	-	1,891,125
Facilities	FR-020-0-F	-	-	-	376,912	-	376,912
Operating	FR-020-0-S	-	-	-	-	772,669	772,669
Other		-	-	-	-	-	-
Total		\$ -	\$ -	\$ 1,891,125	\$ 376,912	\$ 772,669	\$ 3,040,706



TOPIC	FY2023 Budget Assumptions
DATE	March 23, 2021
STAFF MEMBER	Kelli Badesheim

Summary

Valley Regional Transit (VRT) staff initiated FY2023 budget development in January 2022. Budget managers reviewed needs and developed budget expenses to reflect actual and projected expenses for administrative, operating and maintenance costs of the authority transportation services and programs. We recognize adopting a balanced budget is contingent on voluntary contributions from various funding partners, so our expectations of revenues evolve as we complete those discussions through the budget development process.

The VRT Board of Directors adopted the Cost Allocation Methodology (CAM) in 2020. This approach helps funding partners understand the fair share allocation of costs for services and overhead and supports VRT stay within a structurally balanced budget. Contribution requests developed in the CAM are based on expenses. We made a lot of adjustments last year throughout the budget process based on changes in our expense assumptions. The guidance provided to staff this year was to consider worst case budget assumptions so as budget assumptions evolve with better data, we would be less likely to increase contribution requests to jurisdictions.

VRT met with jurisdiction staff in the first half of the year to discuss the CAM allocations and gain an understanding of revenue assumptions for the FY2023 budget year. We will begin another round of jurisdiction partner outreach in April and May before the preliminary budget is presented to the Executive Board in June. Jurisdiction requests will be sent out in June. Staff will be providing more detail on comparison between FY2022 and FY2023 preliminary budget at the May meeting. A more detailed review of revenues will be part of the June budget workshop.

Strategic Objectives

The VRT Board approved the strategic objectives serving as the guideline for developing the Transportation Development Plan, VRT's five-year work program, and the FY2023 Budget. VRT continues to focus on building a sustainable and resilient financial foundation, as established in the Strategic Direction Guidelines adopted by the VRT Board in 2020. The currently adopted objectives include:

- S1. Ensure agency resiliency through revenue shortfalls
- S2. Maintain assets in a state of good repair
- S3. Improve access to existing transit
- S4. Resume service enhancements

FY2023 is the first budget year, we will be able to apply local savings from federal relief funds toward the strategic objectives. The primary focus of relief funding for the past two

years is to maintain existing services through local revenue shortfalls and one-time resiliency projects.

FY 2023 Budget Assumptions

The following assumptions support a sustainable FY2023 budget through the changing landscape of the pandemic and revenue uncertainty.

- The FY2023 budget reflects overhead, service levels and programs documented in the Transportation Development Plan (TDP).
- Local governments are committed to growing transit in the region.
- Local governments want to be informed about the “fair share” allocation for all costs to deliver scheduled services (overhead, services, capital).
- VRT derived revenue requests through the local cost allocation model to allocate expenses to partners and local jurisdictions served by the transit system.
- Projecting increases in federal formula funds up to 30 percent over previous annual allocations.
- There will be modest increases in local funding.
- Budgeting worst case scenarios to avoid big swings in cost allocation model through budget development
- Staff will adjust directly generated revenue projections to reflect current utilization and economic trends.
- Anticipating inflationary cost increases in labor, diesel, parts, and costs for items based on supply chain disruptions
- Continued lower utilization of services as variants and waves of the pandemic change travel behavior
- Change in insurance costs based on finding new provider
- Constrained labor market requires consideration of balance between wages and benefits for recruiting and retaining staff
- Consider additional staffing support to meet demands of additional federal funding and anticipated projects

Staff Recommendation/Request

This item is for information only. Staff will present preliminary operating and capital budgets, and preliminary revenue projections to the Executive Board in May and June. The final budget will be sent for the Board’s consideration at the August 2022 board meeting.

Implication (policy and/or financial)

VRT staff uses the preliminary budget expenses and revenue projections to run the local cost allocation model and develop fair share funding requests for local partners.

Highlights

- January 2022 – Staff developed preliminary expense budgets.
- October – February 2022 – Staff initiated discussions with local jurisdiction funding partners on FY2023 revenue assumptions.
- May – June 2022 – Staff will continue local jurisdiction engagement and communicate local funding requests, strategies, and opportunities.

More Information

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



TOPIC	FY2023 and FY 2024 Service Change
DATE	April 4, 2022
STAFF MEMBER	Alissa Taysom

Staff Recommendation/Request

No action, this is an information item only.

Highlights

- Improvements to existing systems
- Restructures to improve route performance
- Enhanced connections
- New/restructured services
- Capital Investments

Summary

Valley Regional Transit (VRT) has been working with operations staff and stakeholders to refine service concepts presented in January.

FY2023 Service Change

For the FY2023 service change, VRT is considering the following types of improvements:

- Existing systems
 - Continue to improve on-time performance across the system as needed
 - Marketing of services
- Route restructures/changes
 - 16 VA/Hyde Park Loop
 - Staff is reviewing safety/operational concerns about service on the poor performing section of 9th Street
 - 43 Caldwell Express
 - Staff has confirmed with operations that we can increase revenue service by removing deadhead from Happy Day Transit Center to the start of the route. This will provide more people with travel options.
 - 40 Nampa Meridian Express
 - Staff is reviewing trip-level-ridership trends and will collect rider feedback to refine trip timing.
 - 45 BSU Express
 - Staff has met with stakeholders and operations staff and will continue to refine options that will serve more people.
 - Eagle service 9 State Street Extension
 - Staff has worked with city staff, operations and consultants and is developing a proposal for the relaunch of service to Eagle.

FY2024 Service Change

- Existing systems
 - Premium route frequency adds
 - 7B Fairview/Towne Square Mall
- Route restructures/changes
 - 30 Pine
 - Extend to Towne Square Mall
 - Intercounty Routes
 - Improved connections
 - West Bench Restructure
 - 7A Fairview/Ustick
 - 8/8X Five Mile and Five Mile/Chinden
 - Staff will conduct passenger outreach and continue refining service concepts

Implication (policy and/or financial)

Improvements and enhancements to existing service will bring VRT closer to the goals outline in ValleyConnect2.0 and the TDP.

More Information

For detailed information contact: Alissa Taysom, Associate Planner, 208-258-2717, ataysom@valleyregionaltransit.org.

TOPIC	Outreach Campaign
DATE	April 4, 2022
STAFF MEMBER	Jason Rose

Background

Valley Regional Transit (VRT) is in the process of developing its first Transportation Development Plan (TDP). The TDP will serve as the five-year service and capital work plan for VRT. It builds on previous plans, such as VRT's ValleyConnect 2.0 and COMPASS' Communities in Motion, to put projects into action.

Given the recent improvements to the VRT system (electric buses, new service types, improved payment methods, etc.) our vision for the future (with plans associated with near-, medium-, and long-term enhancements), and the increased demand for public transportation in the valley, the time is right for VRT to engage with the public on this direction and tell our story.

Goals

- **Engage** with the public
 - Get diverse feedback from a variety of people, platforms and places to guide service changes, the TDP, and more
 - Establish an annual cycle of engagement
 - Bring activity into a single hub that can be accessed at different levels (for example, an audience member could engage with VRT's future as a whole, or by specific timeframes or geographies)
- **Inform** our audiences
 - Share what VRT represents and what it means for the community – now and in the future
 - Promote current services to indicate/educate the public, driving awareness of current service offerings
 - Tell the story of where we've been (recent projects and enhancements that we've already made), and where we're going (projects and enhancements yet to come)

Approach

We will embark on this season of outreach in May, using the TDP introduction to the Board as a launch point. We will try to connect with as many members of our community as possible, using the array of VRT channels at our disposal.

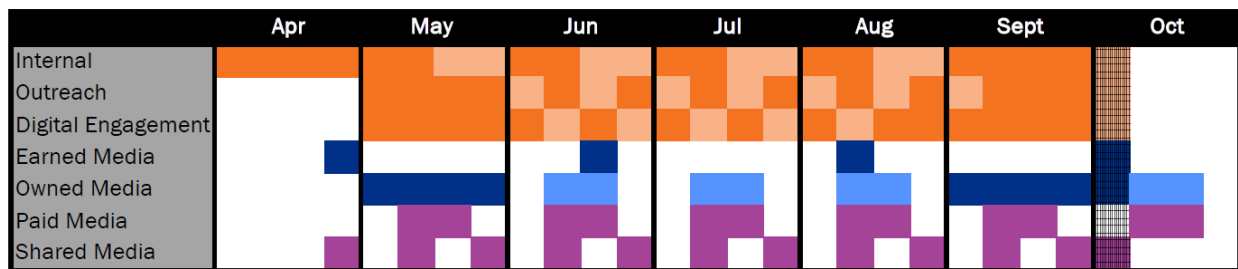
- Our digital engagement platform, Engage Valley Regional Transit, will be the hub of our activity, showcasing near-, medium-, and long-term projects. We will also include an information portal that showcases the work VRT does and the improvements we've made in recent years.
- We will work to drive folks to the platform – broadly and strategically (with project focuses) by utilizing earned, owned, paid, and shared media.
- We will conduct internal engagement to give our staff early information and prepare them as ambassadors.

- We will also conduct public outreach with existing and new stakeholders to connect with current riders, community partners, businesses, advocates, neighborhoods, elected officials, and more.
- We anticipate this outreach to wrap up in September, where we will shift our focus to rider engagement around service changes.

As this is our first effort in undertaking such an endeavor, we will be kind with ourselves and each other, realistic with our time, seeking to learn from the process, and looking to improve it in the future.

Timeline

The season of outreach will begin in May and last until September. It will be represented across touchpoints, as reflected in the timeline below.



More Information

Attachments: None

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

TOPIC	Covid-19 Travel Behavior Study
DATE	April 4, 2022
STAFF MEMBER	Kaite Justice

Summary

The purpose of this memo is to update the VRT Board of Directors on the Covid-19 Travel Behavior Study that was conducted through the Idaho Policy Institute. To have a better understanding of how the COVID-19 pandemic has affected travel behaviors and perceptions in the Treasure Valley, Valley Regional Transit (VRT) partnered with the Idaho Policy Institute to survey residents. Understanding the changing transportation landscape – assessing how people used to travel, currently travel, and wish to travel – is critical in VRT’s work to design the transportation network of the future.

The Idaho Policy Institute conducted a statistically significant survey of 600 residents, representing the treasure valley both geographically and demographically. The survey was conducted through cell phone, landline phone, online, and text message.

Some of the main takeaways from the survey include:

- 25% of Treasure Valley residents currently walk, bike, or use public transit to get to work or errands
- 44% of Treasure Valley residents say the pandemic has impacted their travel behavior
- 53% of Treasure Valley residents are open to using alternative forms of transportation
- 72% of residents are supportive of dedicating more space to walking and biking
- 80% of respondents agree that the area needs public transportation
- 89% of residents say that growth has had a greater impact on traffic in the Treasure Valley than the pandemic

The infographic with an overview of survey results and the full report are attached at the end of this memo. The report covers transportation behaviors and perceptions, rider experience factors, resource allocation, and future transportation trends.

Staff Recommendation/Request:

This is an information item only.

Implication (policy and/or financial):

Data from the survey and report will inform VRT’s plans, both in the near-term (annual Transit Development Plans and other operational changes) and the long-term (visionary plans, such as ValleyConnect 2.0).

Highlights

- Executive Board approved Covid-19 Travel Behavior Study on January 4, 2021 with Resolution VBD21-002

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

Attachments:

- Covid-19 Travel Behavior Infographic
- Covid-19 Travel Behavior Report

TREASURE VALLEY TRAVEL BEHAVIOR

IMPACT OF THE COVID-19 PANDEMIC

Item VII. E.

This travel behavior survey was conducted January 4-10, 2022 and surveyed 600 adults who currently live in the Treasure Valley (Ada or Canyon County).

TRAVEL HABITS

Across the Treasure Valley, respondents travel habits varied based on their specific geography. Broadly, a sizable number report that their behavior has changed since the start of the pandemic – from commuting habits to alternative modes of transportation.



44% of respondents
changed travel
behavior due to COVID
(traveling more or less)

**Alternative
Transportation Use**

25%

Currently Use

53%

Open to using

55% of residents commute full-time

24% work from home full-time

21% alternate between both

89% of residents feel
continuing growth has a
greater impact on traffic than
COVID

Key Findings

- More respondents report that the situation with COVID in Idaho has stayed the same over the past month (43%), while over a third (36%) say it has gotten worse. Only 17% say it has gotten better.
- A majority (75%) of Treasure Valley residents say their access to transportation was not impacted by the COVID-19 pandemic, while 23% say their access has been impacted in some way
- 80% of respondents agree that the area needs public transportation

Data Breakdown

Survey Sample: 600 residents

Ada: 71%

Canyon: 29%

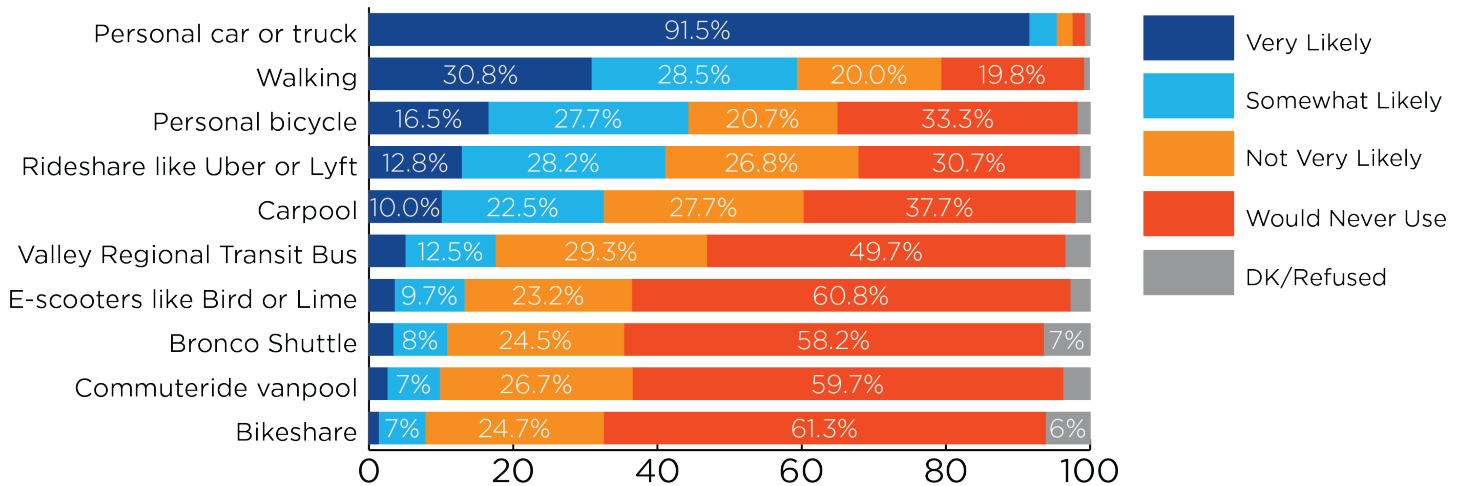
Jobs: 54% employed, 29% retired

Moved Here in Last 10 Years: 30%

Avg. Household Size: 2.8 persons

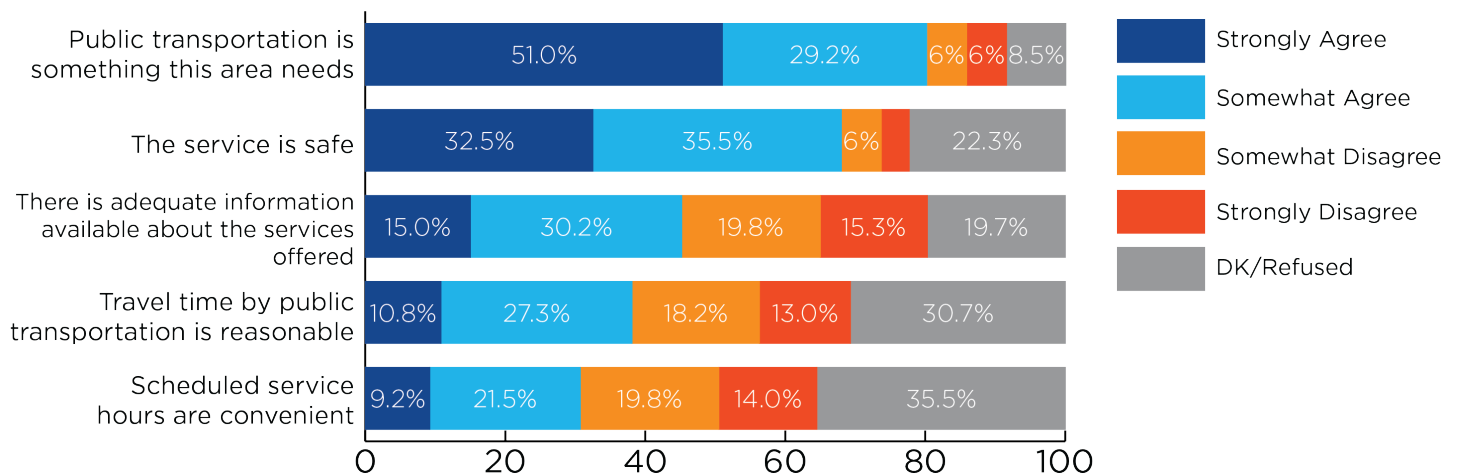


LIKELIHOOD OF USING TRANSPORTATION TYPE



Note: Survey questionnaire used "ValleyRide Bus" as a response category rather than "Valley Regional Transit Bus." As "ValleyRide Bus" is an outdated brand name that is no longer used for the service, the updated name is used for clarity.

PERCEPTIONS OF PUBLIC TRANSPORTATION



BOISE STATE UNIVERSITY
IDAHO POLICY INSTITUTE

February 2022
Matthew May, PhD, Research Scholar
Emily Pape, Research Assistant

Information on methodology and citations available at
boisestate.edu/sps-ipi/

TREASURE VALLEY
TRANSPORTATION
HABITS & THE
IMPACT OF THE
COVID-19 PANDEMIC
2022



TREASURE VALLEY TRANSPORTATION HABITS

EXECUTIVE SUMMARY

Valley Regional Transit is interested in better understanding how the COVID-19 pandemic has affected travel behaviors and perceptions in the Treasure Valley. It partnered with Idaho Policy Institute to create a survey to investigate these issues and collect responses from a sample of Treasure Valley residents. This travel behavior survey was conducted January 4-10, 2022 and surveyed 600 adults who currently live in the Treasure Valley (Ada or Canyon County). The sample is both geographically and demographically representative, with a simple random sampling margin of error of +/- 4.0%. GS Strategy Group conducted the survey using a mixed-mode approach that included cell phone (47%), landline phone (9%), online (40%) and text message (4%). The sample consisted of 427 responses (71%) from Ada County and 173 (29%) from Canyon County.

KEY FINDINGS

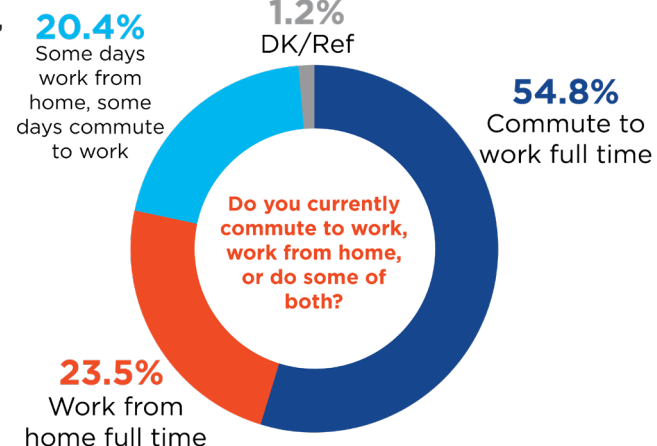
- More respondents report that the situation with COVID in Idaho has stayed the same over the past month (43%), while over a third (36%) say it has gotten worse. Only 17% say it has gotten better.
- While a majority of Treasure Valley residents (54%) say the COVID-19 pandemic has not substantially affected the frequency of their travel around the Valley, over a third (37%) say it has resulted in them traveling less, and 7% say they are traveling more due to the pandemic
- A majority (75%) of Treasure Valley residents say their access to transportation was not impacted by the COVID-19 pandemic, while 23% say their access has been impacted in some way
 - Most residents say that growth (89%) has had a greater impact on traffic in the Treasure Valley than the pandemic (6%)
- A quarter of Treasure Valley residents (25%) say they sometimes use alternative means of transportation like walking, biking, or public transportation to get to work or run errands
- More than half of Treasure Valley residents (53%) say they are open to using alternative forms of transportation
 - Almost half of these residents (46%) say the lack of a stop or station near their home is the main barrier, while over a third (36%) say alternative forms of transportation do not get them where they need to go
 - Only 17% of those open to using alternative forms of transportation cite worry over COVID-19 as a reason they currently do not
- Commute time is significantly related to one's openness to try alternative means of transportation, with those with shorter commute times (less than 20 minutes) being more open than those with longer commute times (greater than 20 minutes)
- 80% of respondents agree that the area needs public transportation and 68% agree that existing public transportation is safe

COMMUTING HABITS

Daily commutes to and from work typically constitute peak hours of transportation. About 54% of Treasure Valley respondents report they are currently employed, while 5% are unemployed and 29% are retired. The remaining respondents identified themselves either as homemakers (5%), persons with disabilities (3%), students (2%), or temporarily laid off (2%).

Prior to the COVID-19 pandemic, the U.S. Census' American Community Survey reported that 92% of Boise Metro Area workers physically commuted, while 8% worked from home.¹ With commute patterns shifting due to the pandemic and increased telecommuting options, we were interested in identifying how many people in the Treasure Valley still physically commute every day. More than half (55%) of the 323 respondents currently employed say that they commute to work full time, while slightly less than a quarter (24%) said they work from home some days and commute to work on others (1% refused to say). This indicates a substantial increase in telecommuting compared to pre-pandemic levels.

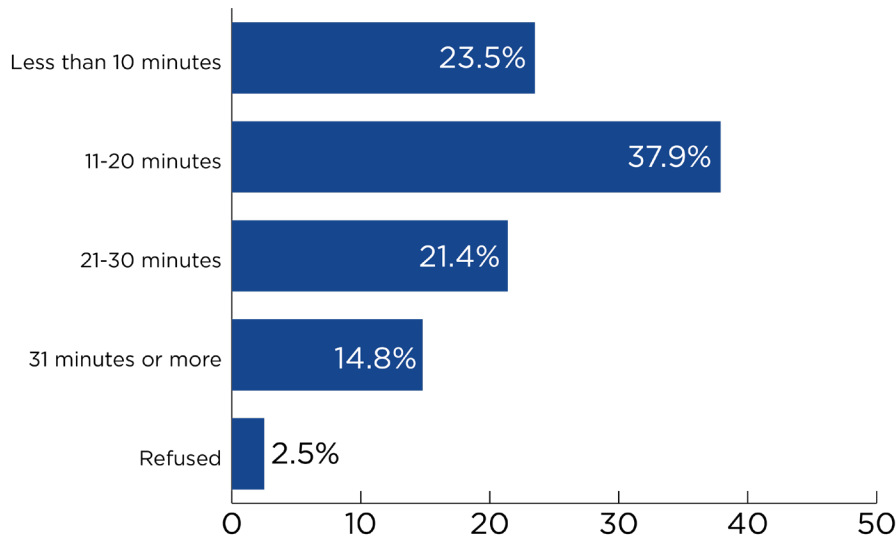
FIGURE 1



Respondents from Boise commute to work at a slightly higher rate (60%) than those who live in other areas of the Treasure Valley (52%). Conversely, those living outside of Boise are more likely to work entirely at home (26%) than their counterparts in the city (19%). While commuting to work full time was the most frequent response across all age groups, a greater proportion of those age 18-34 (63%) report commuting full time compared to older workers (44-54%). Similarly, workers age 45 or older had the highest incidence of telecommuting (27-31%) compared to younger workers (16-23%). Workers 65 and older (8%) are least likely to split their time between commuting some days and working from home on others, while those age 35-44 (27%) are the most likely. Other age groups range from 18-22%. Additionally, white respondents (24%) are more likely to report working from home full time than non-white respondents (14%).

Research has shown that the length of time one commutes can have a direct impact on their willingness to try alternative modes of transportation. We asked the 243 Treasure Valley residents who said they commute some or all of the time how many minutes it takes them to get from their residence to their place of work. Of these, a majority (61%) indicated their commute was less than 20 minutes, while more than a third (36%) said it took 21 minutes or more. Consistent with research, those with commute times less than 20 minutes expressed greater openness to alternative forms of transportation (65%) than those with commute times of 21 minutes or longer (45%) and the relationship is statistically significant.

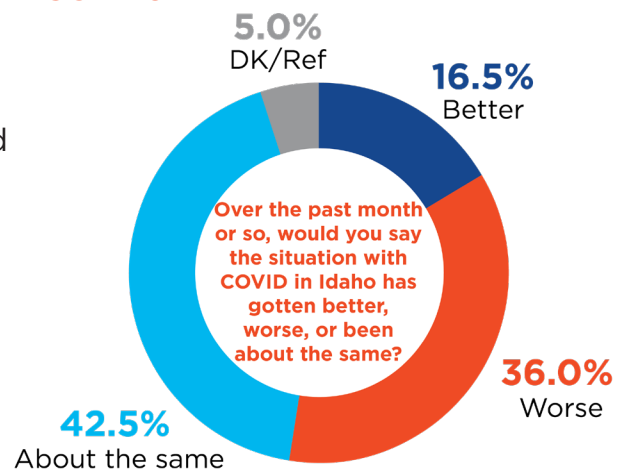
¹ U.S. Census 2019 American Community Survey (1-Year Estimates), Table S0801

FIGURE 2: COMMUTE TIME FROM RESIDENCE TO PLACE OF WORK

While most respondents report a commute time between 11 and 20 minutes, those age 18-34 (29%) and 35-44 (25%) are the most likely to have a commute 10 minutes or less compared to those 40 and older (13-19%). Only 30% of commuters in our sample indicate their daily commute brings them into the downtown Boise area, while the remainder commute elsewhere in the Treasure Valley.

COVID-19

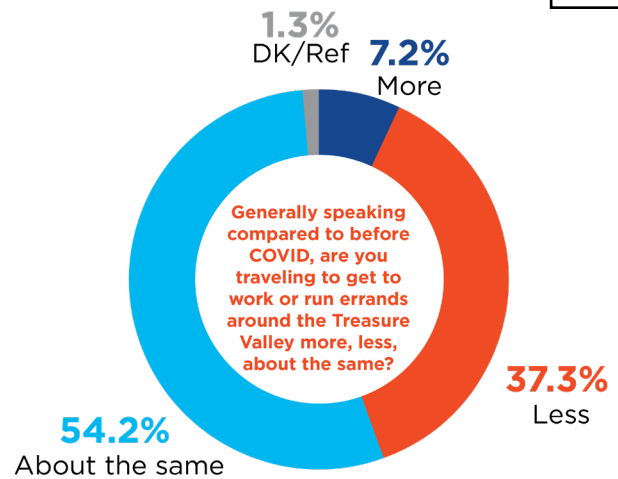
The COVID-19 pandemic has impacted many aspects of our daily lives and we were interested in determining what—if any—effect it had on Treasure Valley transportation habits. We asked Treasure Valley residents if they felt the general COVID-19 situation in Idaho in the last month had gotten better, worse, or stayed about the same. Residents are split between thinking the COVID situation has stayed the same (43%) or gotten worse (36%) in the last month, while only 17% say that it has gotten better. Notably, response collection coincided with the surge of the omicron-variant of COVID-19, which likely affected some residents' assessment. Those who live in Boise are more likely to say the situation is worse (46%) than those who live in Meridian (32%) or other areas of the Treasure Valley (29%).

FIGURE 3

Most Treasure Valley residents reported that the COVID-19 pandemic did not substantially change their transportation habits or circumstances, but a sizable proportion still say that they have altered their behavior as a result of it. We asked residents if their travel around the Treasure Valley to get to work or for errands had increased, decreased, or stayed the same compared to before the pandemic. While a majority of residents (54%) say their travel has stayed the same, over a third (37%) say it has decreased since the start of the

pandemic and 7% say it has increased. Put another way, 44% of Treasure Valley residents say the pandemic has impacted their travel behavior in some way.

When given a list of choices and asked which item related to the COVID-19 pandemic has most impacted their access to transportation, a majority of Treasure Valley residents (75%) say their access has not been impacted, while 23% report that their access to transportation has been impacted in some way. Among specific impacts, financial hardship (9%) was the most frequent response, followed by increased traffic (9%). A reduced public transit schedule most impacted only 3% of residents, while 2% say they are most impacted by street closures. Financial hardship is more prevalent as an impact among non-white respondents (15%) and those age 18-34 (16%) or age 35-44 (14%). Increased traffic is more likely to be cited by those age 18-34 (12%).

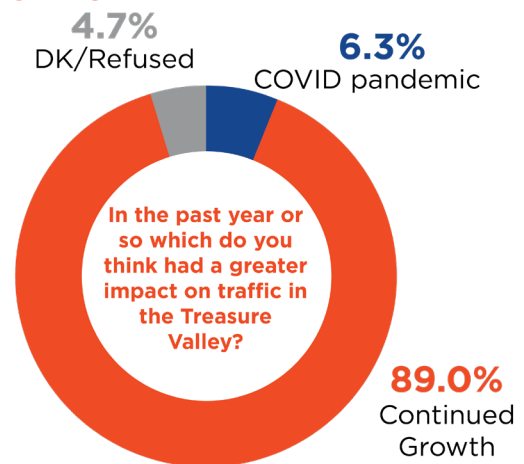
FIGURE 4

Similarly, an overwhelming majority of residents say that continued growth (89%) has had a greater impact on traffic in the Treasure Valley than the COVID-19 pandemic (6%). Those age 45-54 (93%) and age 55-64 (94%) are slightly more likely to say growth has a greater impact than other age groups (84-90%), but it remains high across all age groups. Similarly, white respondents are slightly more likely to cite growth (90%) than non-whites (81%).

Even so, residents are split on how the pandemic

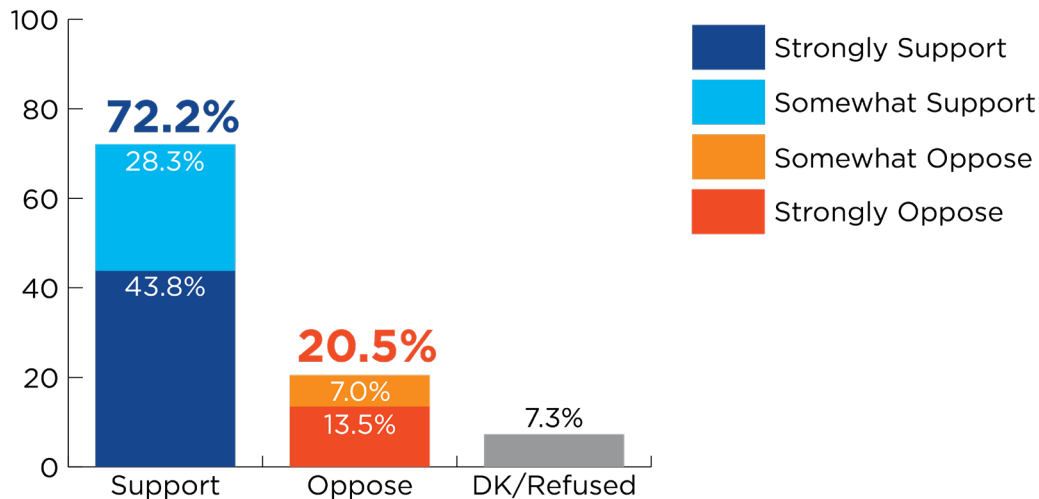
FIGURE 5

has impacted congestion in the Valley. More respondents say that traffic was less congested (37%) during COVID, while nearly a third say it is about the same (32%) and a similar sized group say it was more congested (29%). Those age 65 and older are more likely to say traffic is more congested (35%) than other age groups (24-29%). Conversely, respondents age 45-54 are most likely to say traffic is less congested. Additionally, white respondents are more likely to say traffic congestion is about the same (33%) compared to non-whites (22%).



One way that cities across the country have responded to the COVID-19 pandemic is by reconceptualizing public spaces to widen sidewalks, expand networks of bike lanes, and dedicate more street spaces for walking and biking at a safe social distance. We asked residents if they would support or oppose such efforts within the Treasure Valley. Most respondents (72%) are supportive of this approach, with 44% indicating they strongly support it, while 21% are opposed (14% strongly opposed). Boise residents (78%) are more likely to support the concept than Meridian residents (64%), but it is favored in both cities, as well as by those who live in other areas of the Treasure Valley (72%).

FIGURE 6: SUPPORT OR OPPOSITION OF IDAHO CITIES DEDICATING MORE STREET SPACE FOR WALKING AND BIKING AT A SAFE SOCIAL DISTANCE



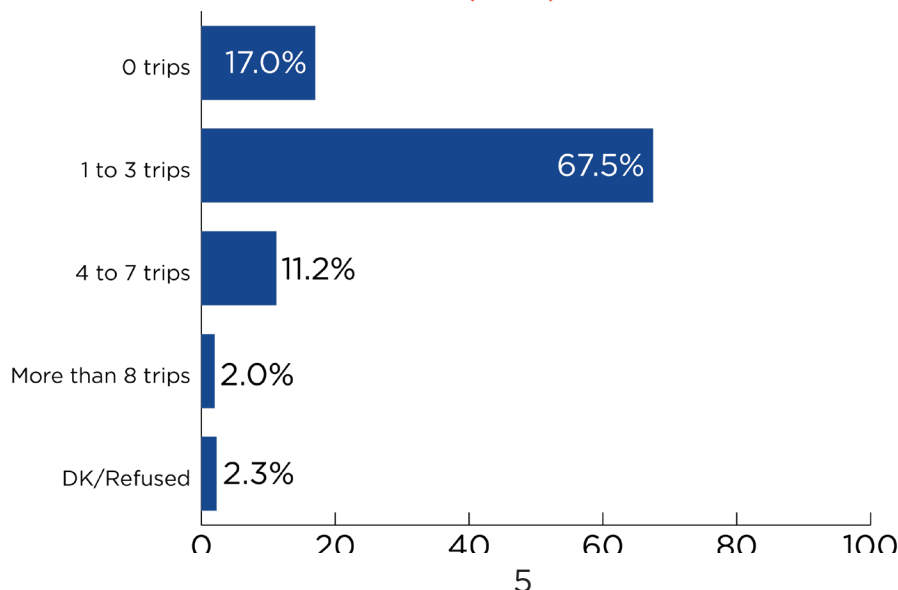
ALTERNATIVE MODES OF TRANSPORTATION

SINGLE OCCUPANCY VEHICLES

High single-occupant vehicle (SOV) usage is typically accompanied by increased congestion and pollution. As such, many cities have adopted goals of reducing the amount of SOVs on the road. In order to determine how prevalent SOV car trips are in the Treasure Valley, we asked respondents to identify both the number of trips per day and the distance they travel each week where they are the only occupant in their vehicle.

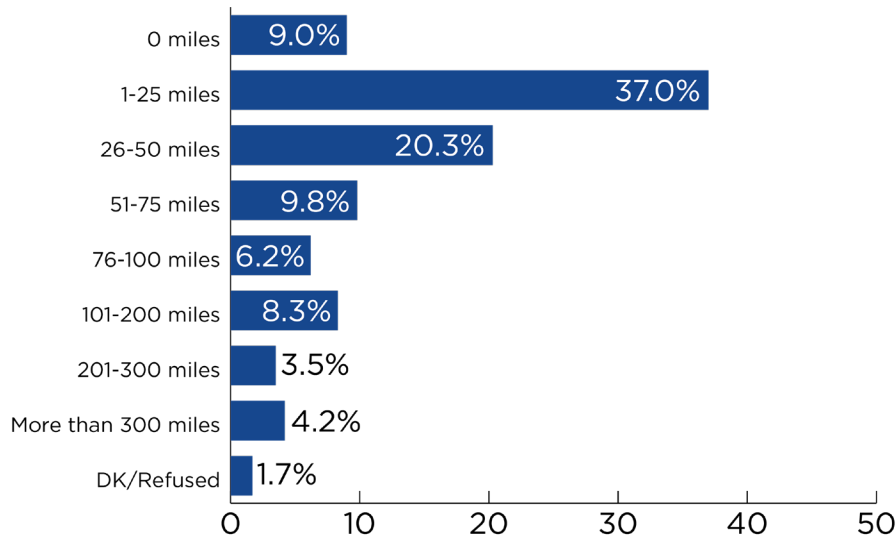
In terms of car trips, the vast majority of residents (68%) report taking one to three trips per day where they are the only occupant, while 17% say they never drive alone. Conversely, 11% say they take four to seven trips per day alone, while only 2% indicate they travel more than eight trips per day.

FIGURE 7: SINGLE OCCUPANT VEHICLE (SOV) CAR TRIPS PER DAY



In terms of miles traveled alone per week, most residents (57%) indicate they drive to 50 miles per week where they are the only occupant of their vehicle. An equal number of Treasure Valley residents report driving 51 to 100 miles (16%) and more than 100 miles (16%) per week, while 9% say they do not drive any distance alone.

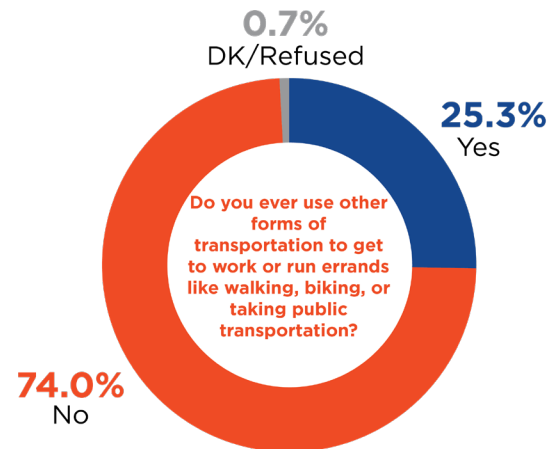
FIGURE 8: SINGLE OCCUPANT VEHICLE (SOV) MILES TRAVELED PER WEEK



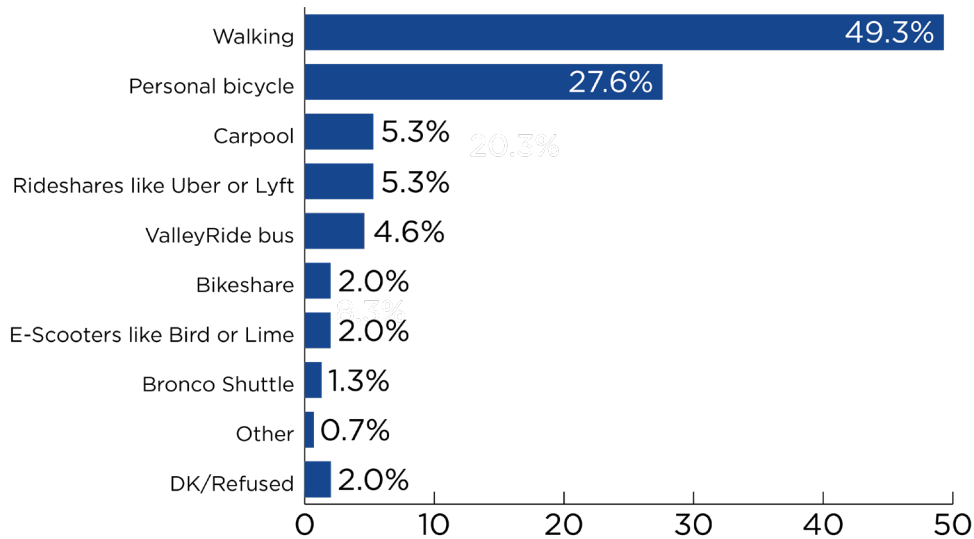
MODE SHIFT

One way that cities and counties have sought to decrease SOV usage has been to encourage other modes of transportation, such as walking, biking, or taking the bus. A quarter of Treasure Valley residents (25%) said that they have used alternative forms of transportation to get to work or run errands, while most (74%) had not. Use of alternative transportation modes is much higher in Boise (37%) than in Meridian (20%) or other areas of the Treasure Valley (17%). Similarly, use is higher among those age 18-34 (29%) and age 35-44 (30%) than among other age groups (19-26%).

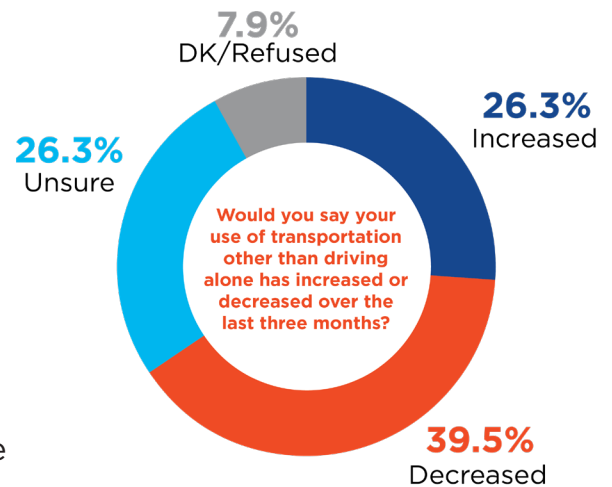
FIGURE 9



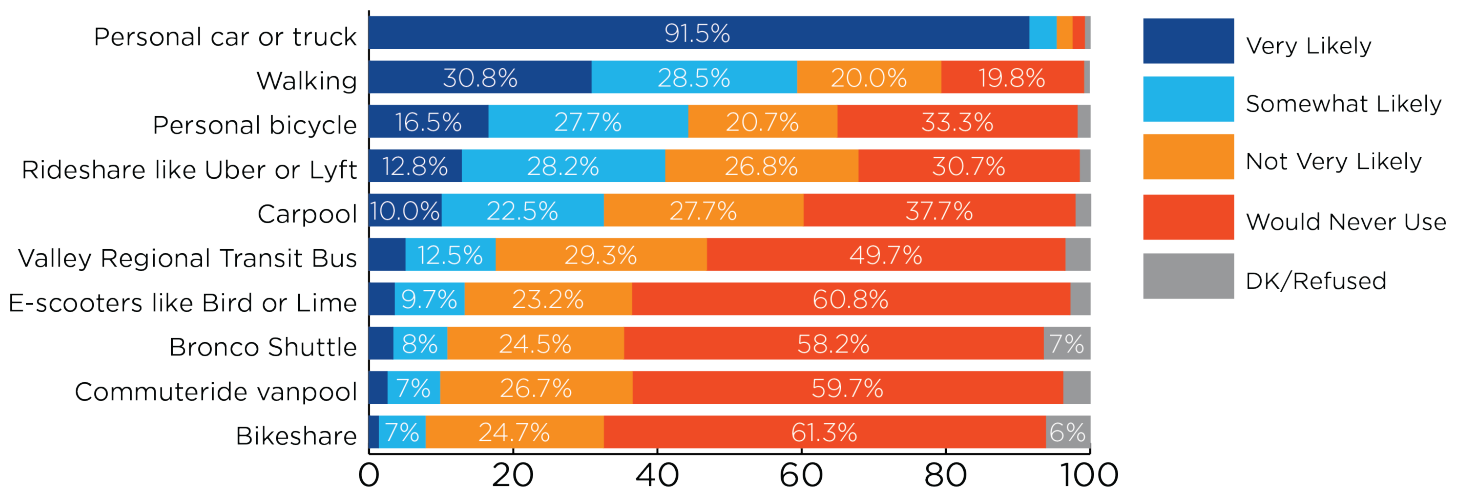
Out of the 152 respondents who use other transportation modes, just under half (49%) say walking is their main alternative method to get to work or run errands, while 28% said it was riding a bicycle. While carpooling (5%), rideshares like Uber or Lyft (5%), and taking the bus (5%) are the next highest responses, their overall percentages are low. Those age 45-54 are most likely to report riding a bicycle (44%) and taking the bus (15%) compared to other age groups (20-28% riding a bicycle, 0-5% riding the bus). Men are more likely to report riding a bicycle (39%) than women (14%), while women are more likely to walk (61%) than men (39%).

FIGURE 10: ALTERNATIVE TRANSPORTATION METHOD USED

Again out of the 152 respondents who use other transportation modes, 40% report that their use of this alternative method has decreased over the last three months, while a little more than a quarter (26%) say it has increased—a similar amount are unsure (26%). Given that walking was the most frequent alternative mode and the timing of the survey (in the middle of winter), these results are not particularly surprising and may be a greater indicator of weather effects. Those who live in Boise (31%) are more likely to say their usage has increased over the past three months compared to Meridian (27%) or other areas of the Treasure Valley (16%). Men are also more likely to say their usage has decreased over the past three months (43%) than women (35%).

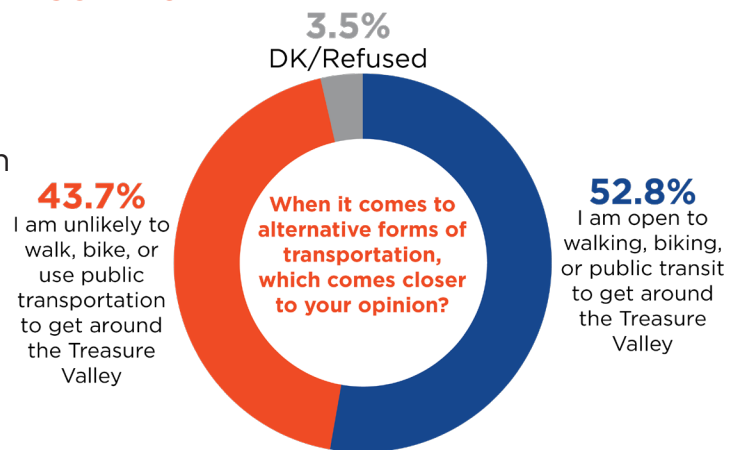
FIGURE 11

In order to gauge how likely a respondent is to use a particular form of transportation, we gave them a list of transportation modes and asked them whether they were likely or unlikely to use it. Personal car or truck (95%) and walking (59%) were the only modes to receive majority support from respondents, although personal bicycle (44%), rideshares like Uber or Lyft (41%) and carpools (33%) received some support. Boise residents are more likely to cite walking (63%), bicycles (48%), rideshares (46%), and the bus (21%) compared to those outside of Boise (walking 57%, bicycles 42%, rideshares 38%, and the bus 15%).

FIGURE 12: LIKELIHOOD OF USING TRANSPORTATION TYPE

Note: Survey questionnaire used “ValleyRide Bus” as a response category rather than “Valley Regional Transit Bus.” As “ValleyRide Bus” is an outdated brand name that is no longer used for the service, the updated name is used for clarity.

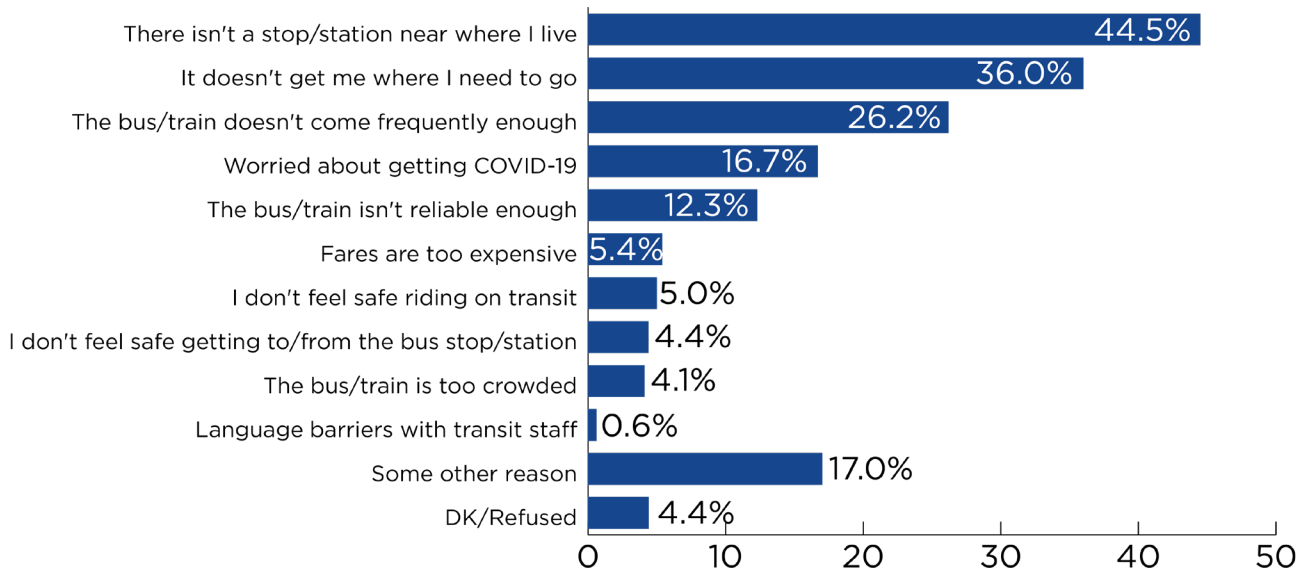
We asked residents whether they were open to walking, biking, or using public transit to get around the Treasure Valley. A majority of respondents (53%) say they are, while 44% are not. When considered in conjunction with the question regarding current use of alternative modes of transportation, this suggests that twice as many people are open to using alternative modes than currently use them, which constitutes a potential audience for outreach efforts by mode shift proponents. Residents of Boise (59%) and Meridian (53%) reported being more open to alternative means than other areas of the Treasure Valley (46%). Those age 18-54 are most open to alternatives means (55% or more) compared to other age groups (41-49%).

FIGURE 13

BARRIERS TO USE

With so many Treasure Valley residents open to alternative means of transportation, we were interested in identifying what barriers—if any—are currently preventing them from using them. We presented only the 317 respondents who indicated they were open to alternative means of transportation with a range of possible access barriers.

Of these, 45% indicate they do not currently use alternative modes because there is not a stop or station near where they live, a concern more pronounced among those age 35-44 (47%), age 45-54 (62%) and age 55-64 (56%) than those age 18-34 (29%) and 65 or older (38%). A lack of a stop or station is also more pronounced among white respondents (46%) than non-white respondents (31%) and for those who live outside of Boise, with Meridian (61%) and other Treasure Valley areas (51%) citing it compared to less than a third of Boise residents (30%).

FIGURE 14: BARRIERS TO PUBLIC TRANSIT USE

Another sizable group (36%) say that alternative transportation modes do not currently get them where they need to go, which is more likely to be cited by those age 35-54 (39-41%) or age 65 or older (45%) than those age 18-34 (26%) or age 55-64 (31%). Women are also more likely to name this as a barrier (40%) than men (31%).

Just over a quarter of alternative-open respondents (26%) say the bus does not come frequently enough, a concern most prevalent among those age 35-64 (29-32%) compared to other age groups (20-23%), as well as among more men (29%) than women (22%).

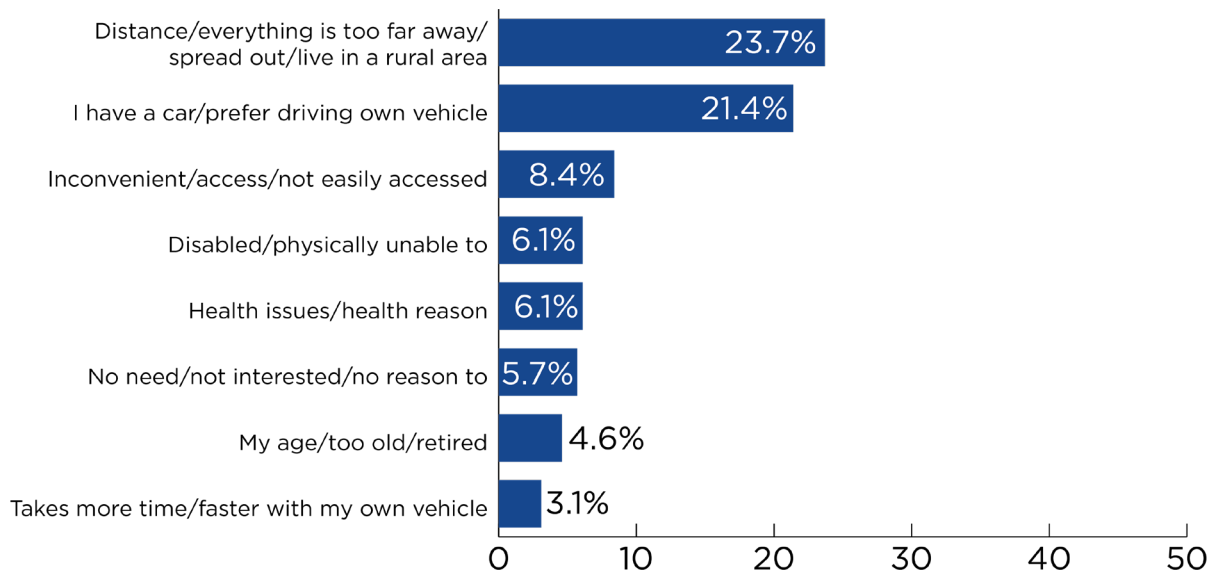
Only 17% cite worry over COVID-19 as a reason they do not currently use public transit more, although concern was highest among those age 65 or older (30%).

Exploring responses from the other direction, we also asked those who indicated they were not open to alternative modes of transportation (262 respondents) why they were unlikely to use them to get around the Treasure Valley. Residents were free to answer however they liked and these were coded into like categories. While responses varied, the most frequent related to distance, such as living too far away or in a rural area with no service (24%)—a response more common among those age 45-64 (30-31%) than other age groups (15-22%) and among white respondents (25%) compared to non-whites (9%). This was closely followed by people expressing a preference for their own car (21%), strongest among those age 18-34 (40%) relative to all other age groups (11-22%). A preference for one's own car was also greater among non-whites (35%) than whites (20%).

All other responses—including inconvenient access (8%), physical inability (6%), and health issues (6%)—received less than 10% of responses. A preference for driving a car is the top reason among Boise (25%) and Meridian (26%) residents, while other areas of the Treasure Valley cited distance and the spread out nature of rural areas as their top reason (31%).

FIGURE 15: WHY UNLIKELY TO USE PUBLIC TRANSPORTATION (RESPONSES >3%)

Item VII. E.



PERCEPTIONS OF PUBLIC TRANSPORTATION

In order to gain a better sense of perceptions and opinions surrounding public transportation in the Treasure Valley, we asked residents how strongly they would agree or disagree with a number of statements related to aspects of transportation services offered throughout the Valley. It is important to note that we asked all 600 survey respondents these questions regarding their perceptions of public transportation in the Treasure Valley, while the previous section about potential barriers were asked only to those who indicated an openness to using public transportation.

About 45% of Treasure Valley residents agree that there is *adequate information available about the services offered*, with the level of agreement highest in Boise (50%) followed by Meridian (46%) and then other areas (40%).

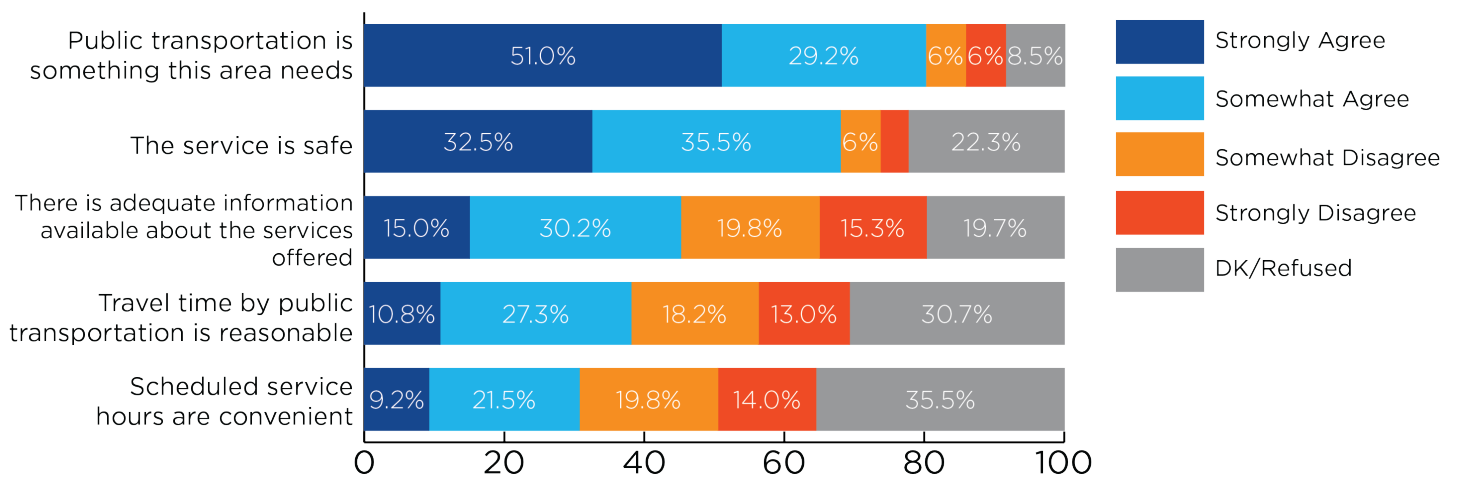
Residents are more split when considering whether *scheduled service hours are convenient*, with 34% saying they disagree compared to 31% who agree (36% did not know or refused to answer). Disagreement is highest among Boise residents (39%) and lowest among those who live in Meridian (27%)—those who live in other areas of the Treasure Valley are somewhere between the two (33%). Those age 18-34 are more likely to agree (42%) compared to other age groups (26-28%).

A majority of Treasure Valley residents (68%) agree that public transportation *service is safe*, compared to 10% who disagree. Once again, agreement is highest among Boise residents (75%) compared to Meridian (67%) and other areas (62%). It also exceeds 60% agreement among all age groups. When looking at responses by race, whites are more likely to agree (70%) that the service is safe than non-whites (58%).

Residents are again split on whether *travel time by public transportation is reasonable*. While 38% say they agree with that statement, 31% disagree. Boise residents are again more likely to agree (47%) than those who live in Meridian (36%) or other areas (31%).

FIGURE 16: PERCEPTIONS OF PUBLIC TRANSPORTATION IN THE TREASURE VALLEY

Item VII. E.



Finally, an overwhelming majority of residents (80%) agree that *public transportation is something this area needs*, while 11% disagree. Responses by city follow similar patterns, with agreement highest among Boise residents (87%) followed by Meridian (78%) and the rest of the Treasure Valley (74%).

In order to get a sense of what might convince someone to use public transportation, we asked residents what one thing would have to happen for them to use public transportation on their commute to work. Across a long list of responses, respondents overwhelmingly (43%) say they do not know or did not answer the question. Having stops closer to where they live or work is the next highest response (6%), followed by a more convenient schedule (5%). The only other responses to get at least 4% support include having a train or light rail system (4%) and if their car were broken down (4%).

More Boise residents cite a more convenient schedule (8%) compared to Meridian (3%) and other areas (2%). Alternatively, having more stops closer to their home or workplace was more common among Meridian residents (7%) and other areas of the Treasure Valley (8%) than in Boise (3%).

EMPLOYMENT

Transportation issues do not appear to have substantially impacted employment in the Treasure Valley. Only 5% of Treasure Valley residents said they had to resign or otherwise leave a job in the Boise area due to transportation issues and responses exhibit no regional difference. Those age 18-34 are most likely to report having to leave a job due to a transportation issue (12%) compared to other age groups (1-5%). At the same time, only 13% of residents reported having access to transportation benefits from their employer, school or professional organization.

Among the 79 respondents that receive a transportation benefit, 42% reported receiving a free or reduced bus pass, while 24% had access to free parking. About 20% had access to a carpool or vanpool, while 17% had access to a shuttle service and 15% to bicycle parking or storage. Shuttle service was more likely to be reported by Boise respondents (24%) than non-Boise (11%), while carpool and vanpool services were more likely among non-Boise residents (28%) than Boise (9%).

CONCLUSION

While a majority of Treasure Valley residents say their transportation has not been substantially impacted by the COVID-19 pandemic, a sizable number (44%) report that their travel around the Treasure Valley has been impacted. This could be due in part to the increase in work-from-home among residents. That said, more Treasure Valley residents say the COVID situation has stayed the same, as has their travel around the Valley, and continued growth is seen as having a much greater impact on traffic congestion than the pandemic.

Most Treasure Valley residents report taking three or fewer trips per day where they are the only occupant in their vehicle, with a majority traveling less than 50 miles a week. While a quarter currently use alternative means of transportation, almost twice as many are open to walking, biking, or public transportation to get to work or run errands in the future. This suggests there is currently a receptive audience for mode shift efforts. Not having stops close to where they live and/or work is the most common barrier cited, while others note that current service does not get them where they need to go.

These findings provide a useful overview of Treasure Valley residents' transportation habits in 2022. As both these habits and the COVID-19 pandemic continue to evolve, it will be important to keep them in mind as future transportation initiatives are considered.

This report was prepared by Idaho Policy Institute at Boise State University
and commissioned by Valley Regional Transit.

boisestate.edu/sps-ipi/

REPORT AUTHORS

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BOISE STATE UNIVERSITY
IDAHO POLICY INSTITUTE



TOPIC	Valley Regional FY 2021 Fact Sheet
DATE	March 15, 2022
STAFF MEMBER	Mark Carnopis

Summary

This is the third year we are publishing a Valley Regional Transit (VRT) Fact Sheet. The first year of the report was published and available online in the summer of 2020. The second fact sheet was posted online in spring 2021.

Previous fact sheets were developed using input by staff and members of the Regional Advisory Council (RAC). The catalyst for the development of the fact sheet was a perceived need for basic information about VRT. This sheet is made available to members of our governing panels (Board of Directors, Executive Board, and Regional Advisory Council) for use when they are discussing public transportation with their constituents and others. It is also available to the public (via our website).

Changes to the latest fact sheet:

- Information about City Go operations has replaced the information about Boise GreenBike. I have included the website address for City Go in the heading.
- The page about ValleyConnect 2.0 now contains an update about what elements of the plan have been implemented by VRT since its passage in 2018.
- A link to the FY 2021 VRT audit report will be included at the bottom of the financial information once the report has been approved by the VRT Board.

The VRT Regional Advisory Council reviewed the draft FY 2021 Fact Sheet at its March 15, 2022 meeting. There were no comments or suggested changes.

The attached VRT Fact Sheet is two-sided. One side contains information about our budget and our ridership, including bus service, ACCESS paratransit service, shared mobility, and City Go. The other side of the fact sheet provides an overview of ValleyConnect 2.0.

Staff Recommendation/Request

This an information item. Once finalized, the fact sheet will be uploaded to our website: www.valleyregionaltransit.org

Implication (policy and/or financial)

None. The document will be updated annually (or when corrections are needed).

Attachments

Attachment 1 FY 2021 Fact Sheet

More Information

For detailed information contact: Mark Carnopis, Public Information Officer, 208-258-2702, mcarnopis@valleyregionaltransit.org,

Valley Regional Transit (VRT) FY 2021 Fact Sheet

valleyregionaltransit.org 208-345-7433



Budget Information: Fiscal Year 2021

Revenues

Regional Overhead and Operations:	\$ 6,338,574
Boise Transportation Services:	\$ 9,847,261
Canyon County Transportation Services:	\$ 2,367,031
Capital Grants:	\$ 6,847,383
TOTAL	\$25,400,249

Expenses

Regional Overhead and Operations:	\$ 6,866,787
Boise Transportation Services:	\$11,103,011
Canyon County Transportation Services:	\$ 2,793,398
Non-Capital Expenditures:	\$ 483,913
TOTAL	\$21,247,109

City Go (citygoboise.org)

City Go, a program of VRT, is downtown Boise's transportation management association that supports sustainable transportation solutions.

Number of Pass Program Contracts



Pass Program Ridership*

FY 2019:	268,105
FY 2020:	75,293
FY 2021:	71,094

*Ridership drops in 2020 and 2021 due to COVID-19. Also, data was not consistently collected March-October 2020 when fares were not collected.

Employee and Student Totals

City Go Membership coverage	39,644
With free transit access	70,775
With free vanpool access	2,050
With free secure bike parking	39,644

Ridership Statistics

VRT operates 17 routes in Boise & Garden City, four inter-county routes, and on-demand service in Nampa and Caldwell.

FY 2021 ridership

Boise/Garden City	788,956
Nampa/Caldwell	8,529
Inter-county	39,956

ACCESS paratransit

Boise/Garden City	23,102
Nampa/Caldwell	2,321

Top Boise bus routes (ridership)

Route 9 State Street	170,591
Route 3 Vista	79,515
Route 5 Emerald	73,499

Shared Mobility

A total of 64,029 rides were provided by VRT specialized transportation programs in the Treasure Valley during FY 2021. Here are the top programs:

» Senior Centers*	16,861
» SHIP	12,950
» Metro Services	11,109
» Harvest Transit	9,614
» Rides2Wellness:	6,189
» Village Van	4,551
» Volunteer Driver:	2,234

* Includes Meridian, Star, Eagle, Parma and Kuna.

Help Desk

In fiscal year 2021, the Valley Regional Transit Help Desk received 36,103 service calls and 16,722 reservation calls.

Planning for the future

valleyregionaltransit.org

208-345-7433

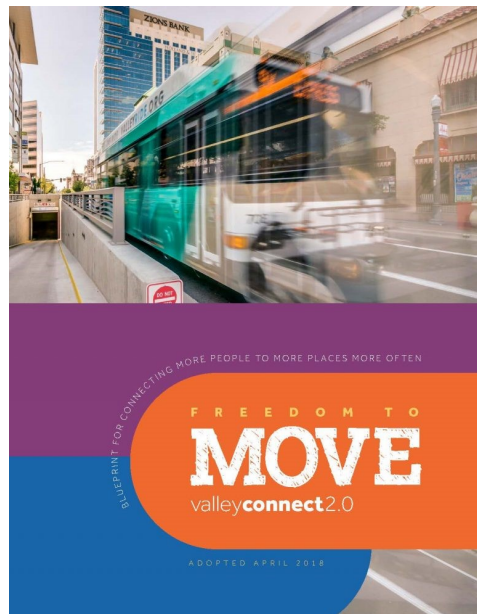


ValleyConnect 2.0 — A plan for future transit growth in the region

Adopted in 2018, **ValleyConnect 2.0** set the path for transit investments in the Treasure Valley. The service and capital investments described in VC 2.0 would transform transit, making it accessible to more people more often. It would quadruple the amount of service, help transit move through congestion, leverage innovations in transportation and mitigate some of the negative impacts of the explosive development occurring in the Treasure Valley.

Since the adoption of ValleyConnect 2.0, Valley Regional Transit (VRT):

- Increased service levels (peak hour and on Saturdays) on the premium corridors of Vista, State and Fairview, made improvements in passenger amenities along State Street, and developed a project portfolio of transit projects to further advance the State Street corridor.
 - Continues to make improvements in passenger amenities throughout the system. These improvements will be guided by the Bus Stop Typology study which is currently under way.
 - Began operating battery electric vehicles, implemented mobile ticketing, launched VRT OnDemand service in Canyon County, initiated an integrated mobility study that will make the most of the improvements made in fare payment and trip planning technology to make it easier to plan, book and pay for multi-modal transportation.
 - VC 2.0 also committed VRT to maintaining public transportation assets in a state of good repair.
- Finally, VRT has also made progress on identifying potential revenue sources that will be necessary to realizing the vision in VC2.0. With the launch of City Go, VRT is expanding the opportunities to increase fare revenues through pass programs. VRT has been able to increase annual revenue from advertising by managing it in-house.



» Congestion is bad now and will only get worse

The population of Ada and Canyon counties has increased from 651,680 in 2016 to an estimated 761,680 in spring 2021, an increase of 110,650, or 17 percent. By 2040, the area's population is expected to grow to more than one million.

To accommodate that growth, VRT is planning to expand transit and attract more riders.

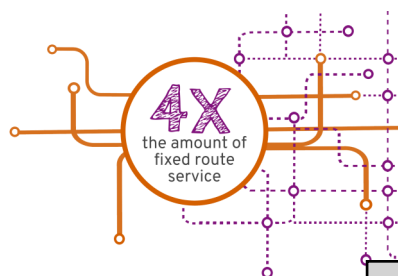
1.3 million rides (2019)



10 million to 12 million future riders

» Much more service

ValleyConnect 2.0 would quadruple the amount of service available in Ada County and Canyon County. This will bring more service to more people more often.



Read the full plan: www.valleyregionaltransit.org/VC2.0

Valley Regional Transit FY2022 Procurement Calendar

Item VII. G.

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	May-22	Executive Board
Bus Stop Construction (Ada County)	Joe Guenther	250,000	Feb-22	Apr-22	Board of Directors
Board Strategic Work Plan	Kelli Badesheim	25,000	Feb-22		Executive Director
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	49,999	Feb-22	Apr-22	Executive Director
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
State Street Premium Corridor Phase 1	Joe Guenther	1,000,000	May-22	Apr-22	Board of Directors
Regional Radio Dispatch Replacement	Leslie Pedrosa	350,000	May-22	Aug-22	Board of Directors
Tire and Tire Related Services - Canyon County	Leslie Pedrosa	200,000	May-22	Aug-22	Board of Directors
Tire and Tire Related Services - Ada County	Leslie Pedrosa	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

Printer and Copier Lease Agreement	Nick Moran	210,000	May-22	Aug-22	Board of Directors	Item VII. G.
Security Surveillance for Main Street Station	Derrick Personette	TBD	May-22	TBD	No Project Budget at this Time	
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	No Project Budget at this Time	
Fire Suppression	Leslie Pedrosa	TBD	TBD	TBD	No Project Budget at this Time	
Document Storage Software (Regional)	Nick Moran	100,000	TBD	TBD	Executive Board	

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

Updated 3-14-2022

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

Organizational Updates

Valley Regional Transit (VRT) completed the programming process for federal funding applied to FY2022 and is issuing our federally required Program of Projects. The FY2022 Appropriations bill was passed and signed by President Biden on March 15. We should receive the appropriations tables in the coming weeks to know how much additional funding VRT will receive for FY2022. We have seen estimates by ITD of about 30 percent increase for transit funding in our state. 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.

CARES Funding

On April 2, 2020, the Federal Transit Administration (FTA) released the apportionment tables distributing Coronavirus Aid, Relief and Economic Security Act (CARES Act) funding. This funding was made available to transit agencies across the country to address the impacts of COVID-19. The FTA allocation tables directed approximately \$12.8 million for Ada County and \$7.4 million for Canyon County. These funds are drawn down to reimburse VRT for eligible expenses similar to how VRT draws down formula funding. Below are the balances of CARES funding following the FY2022 programming process VRT just completed.

LU	Beginning Balance	FY2020 Expenses	FY2021 Expenses	Ending 2021 Balance	FY2022 Programed*	Remaining Balance
Direct Operations	\$11,213,588	\$1,213,898	\$7,800,333	\$2,199,357	\$2,259,571	-
Resiliency	\$1,670,000	-	\$1,606,121	\$63,879	\$3,665	\$0
Total	\$12,883,588	\$1,213,898	\$9,406,454	\$2,263,236	\$2,203,022	\$0
SU	Beginning Balance	FY2020	FY2021	Ending 2021 Balance	FY2022 Program*	Remaining Balance
Direct Ops	\$5,815,501	\$309,783	\$2,571,445	\$2,934,273	\$1,057,811	\$1,876,462
Resiliency	\$1,593,529	-	1,024,156	\$569,373	\$140,000	\$429,373
Total	\$7,409,030	\$309,783	\$3,595,601	\$3,503,646	\$1,197,811	\$2,305,835

VRT received American Recovery Act funding in FY2021. Those funds were programmed for service operating expenses in FY 2022.

Board Strategic Work Plan

We put out a request for quote (RFQ) to procure a consultant to facilitate the Board Strategic Work Plan project. Quotes from firms interested in the project are due this week. Staff will make a determination and through the negotiation process establish the scope, schedule, and budget for finishing the Strategic Work Plan this year. The Executive Board is serving as the steering committee. We are anticipating board workshops later in the year. In addition, 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.

RAISE Grant

VRT is working closely with our jurisdiction and agency partners in the State Street Corridor to prepare for an upcoming Rebuild American Infrastructure with Sustainability and Equity (RAISE) grant application. We are in the process of finalizing the project details. VRT hired HDR to provide technical support and ensure we are adequately addressing the grant requirements. RAISE grants have very specific merit requirements. 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

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. The grant application is due April 14, 2022. VRT is working with jurisdictions and agencies to determine which organizations would want to co-sponsor and whether there is an interest to share in the match requirements for the projects that benefit those organizations.

Connected Canyon County

The Connected Canyon County Community Partners group met on March 11 to review the findings from the first round of engagement and start developing solutions they think will meet the needs of the community. The solutions are following three themes:

1. Connecting people to integrated transportation options
 - a. Fixed-route, on-demand, car and vanpools, real time dial-a-ride
 - b. Bike-pedestrians connected to transit through accessible and safe infrastructure and facilities
 - c. Infrastructure and technology to ensure easy travel and transfer between options
2. Connecting people to services and programs through seamless customer support systems, navigation, and traveler information supports and programming
 - a. Pass programs for neighborhoods, multi-family housing, and employers
 - b. Integrated approach to vanpool and carpool systems
 - c. Mobility navigation and seamless traveler information supports
3. Connecting transit to the community through community hubs and building intentional connections between housing, jobs, childcare with transit
 - a. Tie mobility planning with city planning around transportation and housing

- b. Work with local social service providers to identify opportunities to tie transit to community hubs
- c. Work with developers to seek opportunities to better connect housing to transportation

VRT staff is scheduled to meet with Nampa and Caldwell staff to discuss specific services and programs we think address the needs identified through the Community Partners workshops. VRT is also considering ways to use remaining CARES funding in the small urban area to jumpstart the implementation of the final solutions we will be developing over the next several weeks.

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 16, 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 finalize a contract. Once in place, Via will start the programming to set up the software for ACCESS services in Ada and Canyon County. This phase is expected to launch June. 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.

Phase two will be moving the current on-demand scheduling software in Canyon County onto this new platform. Phase three will include Specialized Transportations partners and phase four will include non-emergency transportation services and SCRIP.

Once all phases are completed, VRT will be able to use the new scheduling software platform to grow additional services in current service areas.

- Proterra continues to have errors occurring at the dispensers that is preventing the function of switching between the two dispensers on one pedestal. This issue is not specific to VRT, it is affecting other agencies with charging pedestals that have dual dispensers.

On March 8 staff installed a data logger for Proterra to monitor the system. On March 9, Proterra saw the failure happen in real time. Following this failure, Proterra came to the conclusion that it would be more beneficial to change the layout of the charging infrastructure from our existing plan. VRT staff is in the process of working through this with Proterra and will provide updates.

- 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 all five remaining 35' buses have completed and passed the on-site inspection and will be shipped once charging issues are resolved.
- Staff submitted revisions for the fiscal year 2021 report to the National Transit Database (NTD). Staff is waiting for responses to see if any further revisions are needed.

Highlights:

Contracted Transportation

Canyon County Highlights

- Zero preventable accidents in February
- Intercounty on-time performance 67% for February
- ACCESS on-time performance 85% for February
- On demand on-time performance 89% for February
- Fully staffed with drivers as of March 7

Ada County Highlights

- One preventable accident in February
- Fixed-route on-time performance 87 for February
- ACCESS on-time performance 98% for February
- Having a hard time hiring drivers, currently short 5

Specialized Transportation

- Volunteer drivers continue to see a decrease in ridership
- Eagle Senior Center hired a new driver and is working through internal staff changes
- Meridian Senior Center added another service day onto their shared vehicle to accommodate additional ridership
- Harvest Transit saw an increase in ridership and continues to look at ways to accommodate more service

Information Technology and Intelligent Transportation Systems

- Staff resolved 131 support requests from 140 submitted in February
- Continue to work on adjustments within new system for fixed-route CAD/AVL equipment
- Continue work on document storage procedures
- Preparing work to release upcoming procurement for operations two-way radio replacement

Compliance

- Continue to monitor pandemic for any state or federal changes
- Worked with Trackit software to prepare software for Transit Asset Management Scoring. Next step will be to launch for tracking safety issues in our service area for the Public Transportation Agency Safety Plan reporting
- Preparing to recertify the APC system in fiscal year 2022 for National Transit Database reporting

Customer Service Support

- Customer service handled 2,581 of 2,673 phone calls for information, with 90 calls abandoned. The average call time was 2 minute, 18 seconds and the average hold time was 16 seconds

- Reservationist handled 974 of 994 phone calls to change or schedule a ride on ACCESS, with 18 calls abandoned. The average call time was 3 minutes, 36 seconds and the average hold time was 10 seconds
- On-demand services handled 586 of 601 phone calls to schedule a ride, with 15 calls abandoned. The average call time was 1 minute, 39 seconds and the average hold time was 17 seconds
- February City Go Pay mobile ticket sales totaled \$6,928.25

More Information

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

TOPIC	Development Department Monthly Report
DATE	April 4 communities In Motion , 2022
STAFF MEMEBER	Stephen Hunt

Summary

Development Department activities January 2022 report

VRT Strategic Plan

Goal 1 - Demonstrate responsible stewardship of public resources

Performance Based Decision-making

- **Transportation Development Plan (TDP)**
Valley Regional Transit (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 (CIM) 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 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** – Regional Revenue Analysis is complete and VRT will be presenting findings to the board and stakeholders through the Board Strategic Planning process.

Goal 3 - Build institutional and regional capacity

Regional Capital Enhancements

- **Orchard Facility Master Plan**
 - 1- A Request for Bid (RFB) was issued. Construction on storm water/drainage facilities, pavement, and utilities to begin in summer 2022.
- **Happy Day Transit Center Upgrades (HDTC)**

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.

 - 2- FY2022 bus stop construction package was sent out for bid, including 13th and Fort and 18th and State. Several issues regarding 18th and State have come up and may delay that construction.
 - 3- 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.
 - 4- State Street (National Environmental Policy Act (NEPA) and Design scope (RFP) is in procurement. Improvements proposed are anticipated to be approved and designed for State Street based on (Transit Operational Analysis (TOA) recommendations. NEPA is anticipated to take 6-8 months for FY2023 construction and up to two years for corridor Environmental Assessment.

Regional Corridor Planning

- **State Street Corridor Projects**
 1. 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**
 1. The second phase of the plan is underway for design concept and NEPA for construction in FY2023-24.
 2. 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.
 3. 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 –**
 - 1- Regional Vanpool Study –VRT staff and the project team have reviewed the draft recommendations prepared by the consultant team, who is finalizing the report.

- 2- 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-**
 - 1- 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

- The FY2021 audited financial statements were presented to the Executive Board on February 7
- Finance staff have closed the first quarter of FY2022. First quarter reports will be presented to the Executive Board on May 2
- 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
 - ERP System Consulting Services
 - State Street Environmental and Final Design
 - Bus Stop Construction
 - Orchard Facility 2021 Pavement Expansion Project

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



TOPIC	Programs and Marketing Update
DATE	April 4, 2022
STAFF MEMBER	Dave Fotsch

Summary

The Programs area covers Safe Routes to School and Marketing.

Staff Recommendation/Request

Information only

Implication (policy and/or financial)

Information only

Highlights

Safe Routes to School

- Treasure Valley Safe Routes to School is booked for the rest of the school year, making this year one of the busiest in the program's history. Schools wanting bike rodeos can contact the program and be added to the waitlist for next year.
- Thanks, St. Luke's, for providing a \$20,000 Community Health Improvement Fund grant. The Idaho Walk Bike Alliance facilitated the grant.
- SRTS will join the Idaho Transportation Department of Highway Safety, the Boise Bicycle Project, and the Boise Police Department in offering a pair of bike rodeos at Kidfort, a part of Treefort Music Fest in downtown Boise.
- National Bike and Roll to School Day takes place May 4. More information is available at [Walk & Bike to School \(walkbiketoschool.org\)](http://walkbiketoschool.org)

Marketing

The marketing department works with Stoltz Marketing Group (SMG) to develop and launch a series of initiatives designed to grow and maintain Valley Regional Transit services.

Route 30 Pine Promotion

- SMG will have the creative for the campaign ready for review by April 1.
- The first part of the campaign will focus on a direct mail piece sent to residents and businesses within ½ mile of the proposed route.
- The other major part of the campaign will be social and digital display ads.
- The goal is to have the campaign ready to roll before the service starts—service start TBD.

Eagle Service Promotion

- Campaign development is on-hold until decisions are made on the type of service to be offered in Eagle

Traditional Media Support

- Valley Regional Transit has contracted with three Treasure Valley radio providers to run a series of announcements through the end of the fiscal year. Announcements and ads will run on Boise State Public Radio, Radio Boise, and the Lotus Boise group of stations.
- The announcements started March 7, promoting the Treeline Bus service VRT provides for the Treefort Music Fest.
- We are developing a calendar of other announcements tied to specific programs and events.

Online Reporting

- Valley Regional Transit is working with SMG on a pilot program to monitor and measure use of the VRT website. This intel will help make decisions about further investments in the website.

Safe Routes to Schools Website

- Valley Regional Transit has asked SMG to estimate redesign and launch a new website for Safe Routes to Schools.

Cobranding Valley Regional Transit and City Go

- Through internal meetings and meetings with SMG, we are looking at ways to define the brands of Valley Regional Transit and City Go more clearly.
- The decisions coming from these discussions will affect future projects, such as the Riders Education external campaign's relaunch and the internal Riders First campaign.

Safe Travels, Treasure Valley newsletter

- The recently redesigned newsletter is improving the reach of the publication.
- Since switching to a shorter monthly publication, the newsletter has garnered 27.5% and 26% open rates, which is much better than the every-other-week version.
- 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>

Treefort Music Fest – March 23 – 27, 2022.

- VRT will provide the Treeline circulator service for the tenth Treefort Music Fest.
- Radio announcements and ads started running March 7 promoting the Treeline.
- Social media started March 7
- We will have new bus stop signs designed by Treefort
- Bands on the Bus returns, even if the musicians have to wear masks.

More Information

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

TOPIC	Community Engagement Update
DATE	April 4, 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

Outreach

- Public transportation in Eagle
 - Staff completed an outreach campaign to gauge public transportation interest in Eagle. We distributed digital surveys focused on fixed route and on-demand transit opportunities using social media, email, posters, and community partnerships to spread the word. We also set up a table at the Eagle library during various high traffic times.
- Connected Canyon County
 - Staff hosted Workshop #3 of the Connected Canyon County initiative on Friday, March 11. Around 15 community partners joined us to review feedback to date and provide ideas and solutions to address the challenge statement: *How do we implement community-based solutions designed to improve access to important opportunities that respect the experiences and needs of all populations in Canyon County?* Compiled feedback will be taken to municipal partners and included in future planning efforts.
- TDP and other digital engagement
 - The Engage platform continues to host a variety of engagement initiatives. We are in the process of transitioning them into a single initiative that will capture feedback for the Transit Development Plan and other projects.
- Rural engagement
 - We are finalizing a template for an electronic newsletter to provide information relevant to smaller communities in the Treasure Valley (Wilder, Greenleaf, Notus, Melba, Parma), and continue to engage with city staff.
- Navigation
 - The Communications and Engagement team has hired a new Mobility Navigator, who will start on March 28. This individual will be responsible for individual and group travel training, establishing and maintaining various community partnerships, assisting with updates to our navigation materials, and more.

Digital Accessibility

- Website
 - 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.

- Accessibility policy
 - 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.

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	April 4, 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.	\$645,241.	107%
<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.	\$67,350.	56%

*As of March 15, 2022

New Business Opportunities

- Trio Educational Opportunity Centers
- People for the Ethical Treatment of Animals
- Outselling, Inc. – Anchorage Alaska tourism bureau

Advertising Installations and Renewals

- Idaho Department of Health and Welfare – Hepatitis C
- Idaho Department of Health and Welfare – Drug Overdose and Prevention Program

Bus Benches

- Re-tooling many bench placements to accommodate property owner requests or to clear out inventory to support construction.
- Looking to identify locations to place any extra Creative Outdoor Advertising benches

Media Advertising placements

- Have negotiated and placed advertising on Radio Boise and Lotus Radio Stations to invite the community to use the Treeline service provided by Valley Regional Transit
- Working to plan and place the remainder of the fiscal year

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

TOPIC	City Go Report
DATE	April 4, 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 continues to work on the Integrated Mobility Plan. A draft plan will be complete on April 23 and a final plan complete mid-May. The final plan will be presented to the Executive Board in June.
- City Go complete the COVID-19 Travel Behavior Study with the Idaho Policy Institute. The report will be presented to the VRT Board of Directors in the April Board meeting.
- City Go's new Mobility Ambassador Program started in March. The program had over 30 applicants and 12 were chosen to be in the first cohort. The welcome ceremony and first tour took place in March. More information about the program can be found here: <https://www.citygoboise.com/news-and-events-posts/mobility-ambassador-program-coming-soon>
- City Go staff completed a sustainability spotlight on Clearwater Analytics in March. You can read more about it here: <https://www.citygoboise.com/news-and-events-posts/sustainability-spotlight-clearwater-analytics>
- The City Go smartcard and Umo Mobility App continue to grow. VRT has sold over \$40,000 in fares through the new system since in launched in October. To date, 848 account have been created through the App and 541 accounts have been created through the smartcard.
- City Go staff worked on business development with businesses in downtown Boise. Staff held four business development meetings and attended two events.

Communications metrics for the March month:

TARGET	GOAL	ACCOMPLISHED	TOTAL
NEW NEWSLETTER SUBSCRIBERS	10	2	1,802
NEWSLETTER OPEN RATE	20%	31.1%	
NEWSLETTER CLICK RATE	5%	3.1%	
NEW INSTAGRAM FOLLOWERS	10	5	1090
NEW FACEBOOK FOLLOWERS	10	0	152
NEW LINKEDIN FOLLOWERS	2	8	101
BLOG POSTS WRITTEN	1	1	
CLICKS (KEYWORDS)	200	455	
WEBSITE VIEWS	1,000	2,354	

BUSINESS DEVELOPMENT LEADS	1	2 (1 from LinkedIn) (1 from IG)	
UMO APP ACCOUNTS CREATED		108	848

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