

Executive Board Meeting Agenda

May 02, 2022

11:00 AM

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

Executive Board members may participate in the meeting in-person or via MTeams
at https://www.valleyregionaltransit.org/ExBoard_May2022 or by dialing in at **469-965-2358 Conference ID: 354 589 958#**

- I. **Calling of the Roll** Chair Debbie Kling
- II. **Agenda Additions/Changes**
- III. **Public Comments** (*Comments will be limited to no more than three (3) minutes*).
- IV. **Consent Agenda**
Items on the Consent Agenda are Action Items and will be enacted by one motion. There will be no separate discussion on these items unless an Executive Board Member requests the item be removed from the Consent Agenda and placed under Action Items.
- A. **ACTION: Minutes from the March 7, 2022 Executive Board Meeting**
Pages 4-5 | Paula Cromie
The Executive Board is asked to consider approval of the minutes from the March 7, 2022 meeting.
- B. **ACTION: Payment Register - March 16, 2022 to April 15, 2022**
Pages 6-15 | Jason Jedry
The Executive Board will review and consider accepting the March 16, 2022 to April 15, 2022 payment register.
- C. **ACTION: Regional Advisory Council Minutes from March 15, 2022 Meeting**
Pages 16-17 | Paula Cromie
The Executive Board is asked to consider accepting the minutes from the March 15, 2022 Regional Advisory Council meeting.
- V. **Finance Committee**
- A. **ACTION: FY2022 1st Quarter Operating Cash Balance Report**
Pages 18-19 | Jason Jedry
Attached is the Operating Cash Balance Report for the first quarter of FY2022. The Executive Board is asked to review and consider accepting the report.
- B. **ACTION: FY2022 1st Quarter Budget Reports**
Pages 20-32 | Jason Jedry
Attached are the FY2022 1st Quarter Budget Reports. The Executive Board is asked to review and consider accepting the reports.
- VI. **Executive Board - Action Items**

- A. ACTION: ERP System Consulting Services**
Pages 33-35 | Jason Jedry
The Executive Board is asked to consider approval of RESOLUTION VEB22-006 and corresponding Authorization for Expenditure for a contract with Avero Advisors for ERP System Consulting Services.
- B. ACTION: Citizen Lab Digital Engagement Platform Contract Extension**
Pages 36-39 | Jason Rose
The Executive Board is asked to consider approval of Resolution VEB22-008 and corresponding authorization for expenditure for the Citizen Lab Digital Engagement Platform Contract Extension.
- C. ACTION: Copier and Printer Lease**
Pages 40-42 | Nick Moran
The Executive Board is asked to consider approval of Resolution VEB22-007 and the corresponding authorization for expenditure for printing and copier lease agreements with Pacific Office Automation Inc.
- D. ACTION: Consultant Services for State Street Environmental Final Design**
Pages 43-46 | Joe Guenther, Capital Projects Manager"
Staff requests the Executive Board consider approval of Resolution VEB22-005 and the corresponding Authorization for Expenditure for consultant services for the State Street environmental final design that has been awarded to Jacobs Engineering, the highest rated firm resulting from procurement process.
- E. ACTION: Contract for Orchard Facility FY2022 Pavement Expansion**
Pages 47-50 | Joe Guenther
Staff requests the Executive Board consider approval of Resolution VEB22-004 and the corresponding Authorization for Expenditure for construction contractor for the Orchard facility pavement expansion to Hawkeye Builders.
- F. ACTION: FY2022 First Quarter Performance Report**
Pages 51-56 | Leslie Pedrosa
Staff will present the first quarter performance report for fiscal year 2022 and ask the Executive Board to consider recommending the report for approval by the Board of Directors.

VII. Executive Board - Information Items

- A. INFORMATION: Board Strategic Work Plan Kick-off**
Kelli Badesheim
Chris Danley with Vitruvian will review the attached scope and schedule to kick-off the Board Strategic Work Plan project.
- B. INFORMATION: FY2023-2027 Transportation Development Plan (TDP) Draft Plan Presentation**
Pages 57-59 | Stephen Hunt
VRT staff will present the draft FY2023-2027 Transportation Development Plan. Due to size, a link to the plan, it was not included in the packet, but can be found at https://www.valleyregionaltransit.org/wp-content/uploads/2022/04/TDP_2023_27MayDraft.pdf
- C. INFORMATION: Bus Stop Typology: Bus Stop Amenities and Passenger Information**
Pages 60-64 | Alissa Taysom
Staff will provide an update to the Executive Board about the Bus Stop Typology and efforts to update stop amenity data and provide enhanced stop information to riders.
- D. INFORMATION: FY 2023 and FY 2024 Service Changes**
Pages 65-69 | Alissa Taysom
Staff will present and discuss imminent FY 2023 service changes and planned scope of potential FY 2024 service change.
- E. INFORMATION: Procurement Calendar**
Pages 70-71 | Jason Jedry

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

VIII. Executive Session

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

A. ACTION: Personnel Issue

Kelli Badesheim

The Executive Board will convene into an executive session citing Idaho Code 74-206, identifying specific paragraph b) Personnel Issues.

An action may or may not be taken following the Executive Session.

IX. Department/Staff Reports

A. INFORMATION: Department/Staff Reports

Pages 72-87 | Staff

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

X. Adjournment

Θ = Attachment

Agenda order is subject to change.

Next VRT Executive Board Meeting:

June 6, 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)

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.

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 Pidjeon, 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



TOPIC	3/16/2022 – 4/15/2022 Payment Register
DATE	May 2, 2022
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

The Executive Board will review and consider accepting the 3/16/2022 – 4/15/2022 payment register.

Summary

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

More Information

Attachments:

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

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

Payment Register 3/16/2022 - 4/15/2022

Vendor Name	Pymt Date	Check Number	Amount	Invoice Description
Access Idaho-26682	4/11/2022	00056612	\$72.00	DL Searchs
AdaRide.Com, LLC	4/11/2022	ACH	\$2,105.00	Paratransit
Adobe, Inc.	4/11/2022	ACH	\$9,045.60	Acrobat Pro DC, Illustrator, C
Adobe, Inc.	4/11/2022	ACH	\$1,919.76	Acrobat Pro, Illustrator, Crea
Agnew Beck Consulting, Inc.	3/21/2022	ACH	\$1,297.50	Project Management fee's
Agnew Beck Consulting, Inc.	4/11/2022	ACH	\$1,932.50	Consulting fee's City Go
Alignment Specialists NW LLC	3/21/2022	ACH	\$200.00	Alignment N2512
Alignment Specialists NW LLC	3/21/2022	ACH	\$200.00	Alignment - N2513
Alignment Specialists NW LLC	3/21/2022	ACH	\$200.00	Alignment N331
Alignment Specialists NW LLC	4/11/2022	ACH	\$200.00	Alignment - N336
All-City Transport	4/11/2022	ACH	\$79.12	Transport Services
Allied Business Solutions Inc	3/21/2022	ACH	\$281.12	Office Copier March
Allied Business Solutions Inc	4/11/2022	00056613	\$2,105.67	Printer Lease
Alternative Hose	3/21/2022	00056593	\$8.10	clamps
Alternative Hose	3/21/2022	00056593	\$221.03	Hose assy part
Anthony, Elizabeth	4/11/2022	ACH	\$193.05	Volunteer Driver
ATS Inland NW	4/11/2022	ACH	\$390.00	Alarm repair/maintenance
ATS Inland NW	4/11/2022	ACH	\$975.00	Alarm repair/maintenance
Automotive & Industrial Distributors	3/21/2022	ACH	\$1,361.10	Oil
Automotive Service Equip	3/21/2022	ACH	\$325.00	2022 Annual Lift Inspection
Automotive Service Equip	3/21/2022	ACH	\$65.00	Rotary Lift Annual Inspection
Automotive Service Equip	3/21/2022	ACH	\$318.10	2022 Annual Lift Inspection
A-Z Bus Sales, Inc	3/21/2022	ACH	\$11.07	WC Door Cable
A-Z Bus Sales, Inc	3/21/2022	ACH	\$381.34	Spill Kits
A-Z Bus Sales, Inc	3/21/2022	ACH	\$159.03	Hubodometer
A-Z Bus Sales, Inc	4/11/2022	ACH	\$95.70	Map Light LED N337
A-Z Bus Sales, Inc	4/11/2022	ACH	\$93.49	Mode Switch, Motor Resistor
A-Z Bus Sales, Inc	4/11/2022	ACH	\$121.20	Mirror N2511
A-Z Bus Sales, Inc	4/11/2022	ACH	\$37.93	Roof Hatch - Stock
A-Z Bus Sales, Inc	4/11/2022	ACH	\$195.20	WC Lift Restraint Belt
BAILEY, PAUL	4/11/2022	ACH	\$106.60	Shoe Reimbursement
Barber, Richard P	4/11/2022	ACH	\$108.81	Volunteer Driver
BETTENCOURT, GEORGENIA	4/11/2022	ACH	\$217.02	Reimb Mar Cell/Lowe's/Oreilly/
Block & Head Shop, Inc	4/11/2022	ACH	\$481.08	Vehicle
Boise Air Terminal	4/11/2022	ACH	\$8,710.06	Rent
Boise Air Terminal	4/11/2022	ACH	\$8,710.06	Rent
Boise City Utility Billing	3/21/2022	00056594	\$436.75	Utilities
Boise City Utility Billing	4/11/2022	00056614	\$422.95	Utility
Boise Municipal Health Care Trust	4/11/2022	ACH	\$55,065.90	Medical/Dental Premiums
Boise Peterbilt	3/21/2022	ACH	\$270.96	Inventory Parts
Boise Peterbilt	3/21/2022	ACH	\$53.75	Inventory Parts
Boise Peterbilt	4/11/2022	ACH	\$551.28	Inventory Parts
Boise State University	3/21/2022	ACH	\$3,598.52	Connected County County
BORGESON, ERIK	4/11/2022	ACH	\$225.00	Uniform reimbursement
Brandt, Loreli	4/11/2022	ACH	\$592.61	Volunteer Driver
Brink's Incorporated	3/21/2022	ACH	\$389.12	Armored Car services
Business Interiors Of Idaho	3/21/2022	00056595	\$2,988.63	OFFICE FURNITURE
Business Interiors Of Idaho	3/21/2022	00056595	\$1,528.02	OFFICE FURNITURE
Caldwell Chamber of Commerce	3/21/2022	00056596	\$200.00	Membership Renewal
Career Uniforms Partners	3/21/2022	ACH	\$183.70	Uniforms
Career Uniforms Partners	3/21/2022	ACH	\$119.25	J. Alexander Uniform
Career Uniforms Partners	3/21/2022	ACH	\$221.10	Uniforms
Career Uniforms Partners	3/21/2022	ACH	\$183.70	Uniforms
Career Uniforms Partners	3/21/2022	ACH	\$423.15	Uniforms
Career Uniforms Partners	3/21/2022	ACH	\$163.35	Uniforms
Career Uniforms Partners	3/21/2022	ACH	\$71.90	Uniforms
Career Uniforms Partners	3/21/2022	ACH	\$288.30	Uniforms
Career Uniforms Partners	3/21/2022	ACH	\$15.90	Uniforms
Career Uniforms Partners	3/21/2022	ACH	\$68.95	Uniforms
Career Uniforms Partners	3/21/2022	ACH	\$63.95	Uniforms
Career Uniforms Partners	3/21/2022	ACH	\$260.60	Uniforms

Career Uniforms Partners	3/21/2022	ACH	\$139.25 Uniforms
Career Uniforms Partners	3/21/2022	ACH	\$284.45 Uniforms
Career Uniforms Partners	3/21/2022	ACH	\$75.70 Uniforms
Career Uniforms Partners	4/11/2022	ACH	\$250.55 Uniforms
Career Uniforms Partners	4/11/2022	ACH	\$330.60 Uniforms - M Crenshaw
Career Uniforms Partners	4/11/2022	ACH	\$68.95 Uniforms
Career Uniforms Partners	4/11/2022	ACH	\$63.95 Uniforms
Career Uniforms Partners	4/11/2022	ACH	\$9.90 Uniforms
CARNOPIS, MARK	4/11/2022	ACH	\$85.00 Reimb Cell-MAR/Renew 5 domains
Catapult3, Inc.	3/21/2022	ACH	\$12,000.00 SIGNAGE INSTALLATION
Catapult3, Inc.	4/11/2022	ACH	\$13,500.00 SIGNAGE INSTALLATION
CenturyLink	3/21/2022	00056597	\$129.16 Telecom Services
CenturyLink	4/11/2022	00056616	\$332.73 Telecom Services
CenturyLink	4/11/2022	00056616	\$332.73 Telecom Services
CenturyLink	4/11/2022	00056616	\$171.41 Telecom Services
CenturyLink	4/11/2022	00056616	\$171.41 Telecom Services
CenturyLink	4/11/2022	00056616	\$250.90 Telecom Services 3/22 - 4/21/2
CenturyLink	4/11/2022	00056616	\$64.53 Telecom Services 3/22 - 4/21/2
CenturyLink	4/11/2022	00056616	\$24.72 Telecom Services 4/1 - 4/30/2
CenturyLink	4/11/2022	00056616	\$24.72 Telecom Services 3/1 3/31/2022
CenturyLink	4/11/2022	00056616	\$310.17 Telecom Services
Church of the Harvest	3/21/2022	ACH	\$6,920.52 Acquisition of Services
Church of the Harvest	4/11/2022	ACH	\$11,235.64 Acquisition of Services
City of Boise Print & Mail Services	4/11/2022	00056617	\$3,535.24 DVIR's
City of Caldwell Water Department	3/21/2022	00056598	\$114.64 Trash 1/24 - 2/23/2022
City of Caldwell Water Department	4/11/2022	00056618	\$126.99 Water, Sewer 2/24 - 03/23/2022
City of Caldwell Water Department	4/11/2022	00056618	\$114.64 Garbage 2/24 - 3/23/2022
City of Garden City	4/11/2022	00056619	\$59.92 Garbage/water/sewer
CLAMPITT, BRENT	4/11/2022	ACH	\$179.91 Tool Reimbursement
Clean Energy	3/21/2022	ACH	\$12,089.78 Natural Gas 2/1 - 2/28/2022
CNA Surety Direct Bill	4/11/2022	00056620	\$39.00 ID Blanket Notary
COE, MICHAEL	4/11/2022	00056621	\$121.88 Employee Reimbursement (shoes)
Colonial Life	4/11/2022	ACH	\$47.77 Monthly ins. Fee's
Commercial Tire, Inc	3/21/2022	ACH	\$272.10 Tire Service
Commercial Tire, Inc	3/21/2022	ACH	\$163.60 Lube service PM service
Commercial Tire, Inc	3/21/2022	ACH	\$163.60 Lube Service / shop labor
Commercial Tire, Inc	3/21/2022	ACH	\$163.60 Lube service & warranty rotati
Commercial Tire, Inc	3/21/2022	ACH	\$18.52 Replaced turn signal bulb
Commercial Tire, Inc	3/21/2022	ACH	\$16.50 Tire Change N2512
Commercial Tire, Inc	3/21/2022	ACH	\$731.16 Tires - N2512
Commercial Tire, Inc	3/21/2022	ACH	\$349.20 Tires - N2512
Commercial Tire, Inc	3/21/2022	ACH	\$105.50 Emergency rd call N2513
Commercial Tire, Inc	3/21/2022	ACH	\$1,614.78 Tires - N613
Commercial Tire, Inc	3/21/2022	ACH	\$64.00 Tires Changed N616
Commercial Tire, Inc	3/21/2022	ACH	\$15.08 Tires
Commercial Tire, Inc	3/21/2022	ACH	\$15.08 Tires
Commercial Tire, Inc	3/21/2022	ACH	\$1,024.38 Tires
Commercial Tire, Inc	3/21/2022	ACH	\$354.34 Tire - N334
Commercial Tire, Inc	3/21/2022	ACH	\$1,614.78 Tires N614
Commercial Tire, Inc	3/21/2022	ACH	\$285.00 Tires
Commercial Tire, Inc	3/21/2022	ACH	\$970.00 8D AGM Gel Batteries
Commercial Tire, Inc	3/21/2022	ACH	\$31.52 Tires
Commercial Tire, Inc	3/21/2022	ACH	\$31.52 Tires
Commercial Tire, Inc	3/21/2022	ACH	\$31.52 Tires
Commercial Tire, Inc	3/21/2022	ACH	\$381.97 Tires
Commercial Tire, Inc	3/21/2022	ACH	\$1,614.78 Tires
Commercial Tire, Inc	3/21/2022	ACH	\$31.52 Tires
Commercial Tire, Inc	3/21/2022	ACH	\$1,614.78 Tires
Commercial Tire, Inc	3/21/2022	ACH	\$105.50 Emergency Rd call N1511
Commercial Tire, Inc	3/21/2022	ACH	\$23.00 Wheel Switch
Commercial Tire, Inc	4/11/2022	ACH	\$136.05 Tires
Commercial Tire, Inc	4/11/2022	ACH	\$64.00 Tire Change RRI/O N616
Commercial Tire, Inc	4/11/2022	ACH	\$1,614.78 Four Tires Rear - N612

Commercial Tire, Inc	4/11/2022	ACH	\$760.24 Rear Tires (4) N1512
Commercial Tire, Inc	4/11/2022	ACH	\$33.00 Tire Change - N2513
Commercial Tire, Inc	4/11/2022	ACH	\$33.00 Tire Change - N2511
Commercial Tire, Inc	4/11/2022	ACH	\$152.31 Replaced Tire N1511
Commercial Tire, Inc	4/11/2022	ACH	\$263.80 Tires
Commercial Tire, Inc	4/11/2022	ACH	\$205.06 Replace RF tire N2511
Corwin Ford	4/11/2022	ACH	\$43.90 Bus Parts
Cummins Rocky Mountain, LLC	3/21/2022	ACH	\$80.28 Inventory Parts
Curtis Clean Sweep	3/21/2022	ACH	\$50.00 Sweep & Detail Boise transit g
Curtis Clean Sweep	3/21/2022	ACH	\$150.00 Sweep & Detail Boise Garage
CURTIS, JODI	4/11/2022	00056622	\$53.52 Employee Reimbursement
Custom Care Pest Services	4/11/2022	ACH	\$95.00 Pest Services
D & A Glass Company, Inc.	3/21/2022	00056599	\$145.00 MSS Repairs
D & B Supply Co., Inc.	4/11/2022	00056623	\$254.91 Bus parts
D & B Supply Co., Inc.	4/11/2022	00056623	\$56.16 Steel plates
Day Wireless Systems	3/21/2022	ACH	\$120.00 Desktop Mobile Mic
DeLerrok, Inc.	3/21/2022	00056600	\$1,200.00 UMO Monthly Trans. Fee's
DeLerrok, Inc.	3/21/2022	00056600	\$1,000.00 UMO Equipment
DeLerrok, Inc.	3/21/2022	00056600	\$2,250.00 UMO Equipment
DeLerrok, Inc.	3/21/2022	00056600	\$3,000.00 UMO Equip & Services
DMC Sales	3/21/2022	ACH	\$69.89 Windshield Washer Solvent
DMC Sales	3/21/2022	ACH	\$678.69 Anti freeze
DOWLING, BRIANNA	4/11/2022	ACH	\$50.00 Emp Reimb Cell-Mar
Dwaine S Lee, LLC	3/21/2022	ACH	\$217.50 Towing Service
Dwaine S Lee, LLC	3/21/2022	ACH	\$175.00 Towing Service
Dwaine S Lee, LLC	3/21/2022	ACH	\$262.50 Towing Service
Dwaine S Lee, LLC	3/21/2022	ACH	\$175.00 Towing Service
Dwaine S Lee, LLC	3/21/2022	ACH	\$175.00 Towing Service
Dwaine S Lee, LLC	3/21/2022	ACH	\$85.00 Towing Service
Dwaine S Lee, LLC	4/11/2022	ACH	\$175.00 Towing Service
Dwaine S Lee, LLC	4/11/2022	ACH	\$175.00 Towing Service
Eagle Senior Center	3/21/2022	ACH	\$17,300.00 Acquisition of Services
Eagle Senior Center	4/11/2022	ACH	\$17,067.20 Acquisition of Services
Ecolube Recovery, LLC.	3/21/2022	ACH	\$90.00 parts wash
Edwards, Mark S	3/21/2022	ACH	\$65.29 Volunteer Driver
EISENBERG, GREGG	4/11/2022	ACH	\$2,249.17 Recruiting ads / phone
Ellis, Natalie	3/30/2022	00056624	\$78.72 Credit from phone bills that w
Ellis, Natalie	4/11/2022	00056624	\$55.00 Cell Phone Reimbursement
Ellis, Natalie	4/11/2022	00056624	\$32.28 Cell Phone
Ellis, Natalie	4/11/2022	00056624	\$23.72 2nd 1/2 of Cell phone reimburse
ESP Printing & Mailing, Inc.	4/11/2022	ACH	\$45.86 Printing/Binding Service
EZELL, JEANNETTE	4/11/2022	ACH	\$30.14 Emp Reimb Cell-March
Factory Motor Parts Co	3/21/2022	00056602	\$130.30 Halogen Bulbs
Factory Motor Parts Co	3/21/2022	00056602	\$33.12 Spark Plugs
Factory Motor Parts Co	3/21/2022	00056602	\$88.32 Brake Pads - ST310
Factory Motor Parts Co	3/21/2022	00056602	\$46.51 Oil Filter, Brake Pads ST319
Factory Motor Parts Co	3/21/2022	00056602	\$457.02 Ignition Coils
Factory Motor Parts Co	3/21/2022	00056602	\$83.32 Oil Filter and brake pads
Factory Motor Parts Co	3/21/2022	00056602	\$6.06 Oil Filter - ST319
Factory Motor Parts Co	3/21/2022	00056602	\$622.88 Batteries
FASTENAL	3/21/2022	ACH	\$352.96 Bus parts
FASTENAL	3/21/2022	ACH	\$18.84 Batteries
FireXpert, Inc	4/11/2022	ACH	\$288.00 Fire extinguisher inspection/r
First Transit	4/11/2022	ACH	\$128,446.89 Mgmt fees/BIPD Ins./wrkr comp
First Transit	4/11/2022	ACH	\$128,446.89 Mgmt fee/BIPD Ins/Wrkr comp
Fleet Services	4/12/2022	ACH	\$593.48 Fuel
Fleet Services	4/12/2022	ACH	\$1,758.27 Fuel
Fleetpride, Inc	4/11/2022	00056625	\$4,931.10 Bus Parts
FP Mailing Solutions	3/21/2022	00056603	\$516.00 Postage Machine
FUNKE, JENNIFER	4/11/2022	00056626	\$36.47 UPS Charges to Return Pars
FW Fleet Clean, LLC	3/21/2022	ACH	\$553.50 Bus Washing
GARCIA, RONETTE	4/11/2022	ACH	\$35.00 Cell Phone reimbursement
Gem State Metals	4/11/2022	ACH	\$86.48 Vehicle

Gem State Paper & Supply	3/21/2022	ACH	\$490.62 Shop Supplies
Gem State Paper & Supply	3/21/2022	ACH	\$118.13 Shop Supplies
Gem State Paper & Supply	4/11/2022	ACH	\$173.17 Shop Supplies
Genfare	3/21/2022	ACH	\$953.23 Farebox Parts
Genfare	3/21/2022	ACH	\$197.79 Farebox Parts
Genfare	3/21/2022	ACH	\$365.59 Farebox Parts
Gillig, LLC	3/21/2022	ACH	\$189.12 Vehicle
Gillig, LLC	3/21/2022	ACH	\$725.91 Vehicle
Gillig, LLC	3/21/2022	ACH	\$189.12 Vehicle
Gillig, LLC	3/21/2022	ACH	\$552.08 Vehicle
Gillig, LLC	3/21/2022	ACH	\$49.95 Vehicle
Gillig, LLC	3/21/2022	ACH	\$2,110.87 Vehicle
Gillig, LLC	3/21/2022	ACH	\$397.77 Filters & Indicators
Gillig, LLC	3/21/2022	ACH	\$385.73 Valve Assembly
Gillig, LLC	3/21/2022	ACH	\$443.94 Rear & Front Engine Mounts
Gillig, LLC	3/21/2022	ACH	\$28.70 Decal - Kneeling
Gillig, LLC	3/21/2022	ACH	\$18.04 Vehicle
Gillig, LLC	3/21/2022	ACH	\$310.76 Vehicle
Gillig, LLC	4/11/2022	ACH	\$1,405.13 Vehicle
Gillig, LLC	4/11/2022	ACH	\$25.98 Mesh Filters - Gilligs
Gillig, LLC	4/11/2022	ACH	\$526.58 Engine Oil Fill Pipe N615
Gillig, LLC	4/11/2022	ACH	\$385.73 Valve Assembly - Stock
Gillig, LLC	4/11/2022	ACH	\$1,022.19 Vehicle
Gillig, LLC	4/11/2022	ACH	\$259.84 Mirror Turn Signal Stock
GONZALEZ, DAVID	3/21/2022	ACH	\$38.10 Bus parts
GONZALEZ, DAVID	4/11/2022	ACH	\$88.09 Reimbursement for shop supplies
Grainger Inc	3/21/2022	ACH	\$47.81 Hose for shop
Grainger Inc	3/21/2022	ACH	\$13.42 Masking Tape
Grainger Inc	3/21/2022	ACH	\$1,033.34 Inventory Parts
Grainger Inc	3/21/2022	ACH	\$155.73 Foaming Hand Soap
Grainger Inc	3/21/2022	ACH	\$24.87 Chart & Masking Tape
Grainger Inc	3/21/2022	ACH	\$38.71 Paint Markers for Batteries
Grainger Inc	3/25/2022	ACH	\$33.24 Credit for Returned Garden Hos
Grainger Inc	4/11/2022	ACH	\$18.09 Inventory Parts
Grainger Inc	4/11/2022	ACH	\$23.61 Battery Cleaner
Grainger Inc	4/11/2022	ACH	\$136.38 Inventory Parts
Grainger Inc	4/11/2022	ACH	\$263.90 Inventory Parts
HACKETT, ALEX	3/21/2022	ACH	\$75.00 Reimb Cell phone/internet Marc
HARRIS, HANNAH	4/11/2022	00056627	\$19.02 reimbursement
HASSAN, DEANNA	4/11/2022	ACH	\$31.35 Reimburse for employee lunch s
HASSAN, DEANNA	4/11/2022	ACH	\$50.00 April Cellphone
Hawley Troxell Ennis & Hawley	3/21/2022	ACH	\$1,607.50 Legal Services
Hawley Troxell Ennis & Hawley	3/21/2022	ACH	\$315.00 Legal Services
Hawley Troxell Ennis & Hawley	3/21/2022	ACH	\$1,089.00 Legal Services
Hawley Troxell Ennis & Hawley	4/11/2022	ACH	\$315.00 Legal Services
HDR Engineering, Inc	4/11/2022	ACH	\$16,156.00 State ST. Cooridor Analysis
Healea, Stephanie	3/21/2022	ACH	\$8.19 Volunteer Driver
Hi - Line	4/11/2022	ACH	\$245.18 bus parts
HILL, CHARLIE	4/11/2022	ACH	\$136.51 Reimb Cell/internet-Mar, milea
Hot Shots, Inc.	3/21/2022	ACH	\$838.80 Courier Services
Idaho Blueprint & Supply	3/21/2022	ACH	\$334.20 Printing services
Idaho Power	3/21/2022	00056604	\$577.24 Utilities
Idaho Power	3/21/2022	00056604	\$3,650.74 Utilities 2/11 -3/14/2022
Idaho Power	3/21/2022	00056604	\$1,285.22 Utilities
Idaho Power	4/11/2022	00056628	\$14.58 Utilities
Idaho Power	4/11/2022	00056628	\$6,736.97 Utilities
Idaho Power	4/11/2022	00056628	\$1,203.86 Utilities
Idaho Records Management, LLC	3/21/2022	ACH	\$42.11 Storage
Idaho Records Management, LLC	3/21/2022	ACH	\$40.00 Services
Idaho Records Management, LLC	4/11/2022	ACH	\$40.00 Services
Idaho Records Management, LLC	4/11/2022	ACH	\$40.00 Services
Idaho Transportation Dept	3/24/2022	00056611	\$70.00 Replace missing titles 5 vehil
Idaho Transportation Dept	3/28/2022	00056611	\$70.00 Replace missing titles 5 vehil

Impact Home Services	3/21/2022	ACH	\$189.00 Pest services
In The Bag Promotions	3/21/2022	ACH	\$1,606.84 Bamboo Glass grip bottles
In The Bag Promotions	3/21/2022	ACH	\$640.29 Lip Balm giveaway
In The Bag Promotions	3/21/2022	ACH	\$1,075.35 CityGo Stickers
In The Bag Promotions	3/21/2022	ACH	\$749.50 Folders - giveaways
Inland NW Franchising Inc	3/21/2022	ACH	\$1,440.00 Janitorial Services
Inland NW Franchising Inc	3/21/2022	ACH	\$1,795.00 Janitorial Services
IntelePeer Holdings, Inc	3/21/2022	ACH	\$1,302.28 SVC Bundle-CoreCloud UC Basic
Intermountain Gas	3/21/2022	ACH	\$10.40 Gas 2/4 - 3/7/22
Intermountain Gas	3/21/2022	ACH	\$749.40 Utilities 2/4 - 3/7/2022
Intermountain Gas	3/21/2022	ACH	\$662.13 Utilities
Intermountain Gas	3/21/2022	ACH	\$489.93 Utilities
Intermountain Gas	3/21/2022	ACH	\$3,055.17 Utilities
Intermountain Gas	3/21/2022	ACH	\$196.98 Utilities
Intermountain Gas	4/11/2022	ACH	\$9.79 Utilities 3/8 - 4/5/2022
Intermountain Gas	4/11/2022	ACH	\$359.00 Utilities 3/8 - 4/5/22
Intermountain Gas	4/11/2022	ACH	\$17,236.05 Utilities
Intermountain Gas	4/11/2022	ACH	\$272.30 Utilities
Intermountain Gas	4/11/2022	ACH	\$834.91 Utilities
Intermountain Gas	4/11/2022	ACH	\$177.84 Utilities
Jacobs Engineering Group, Inc.	4/11/2022	ACH	\$14,113.34 Professional Services
Jennifer Schneider	4/11/2022	00056629	\$300.00 State St. Corridor Team meetin
Jeremy Ricky	3/21/2022	ACH	\$1,110.52 Purchase Transportation
Jeremy Ricky	3/21/2022	ACH	\$11,736.32 Purchase Transportation
Jeremy Ricky	3/21/2022	ACH	\$13,109.60 Purchase Transportation
Jeremy Ricky	4/11/2022	ACH	\$30.00 Purchase Transportation
JoPaul & Sons LLC	3/21/2022	ACH	\$133.00 Vehicle washes
Karcher Auto Parts	3/21/2022	ACH	\$119.54 Shocks
Karcher Auto Parts	3/21/2022	ACH	\$19.76 U-Bolts
Karcher Auto Parts	3/21/2022	ACH	\$26.25 Exhaust Hangers
Karcher Auto Parts	3/21/2022	ACH	\$34.99 Pig mats
Karcher Auto Parts	3/21/2022	ACH	\$3.96 Oil Filter ST312
Karcher Auto Parts	4/11/2022	ACH	\$172.26 Oil Filters Gilligs
Karcher Auto Parts	4/11/2022	ACH	\$8.28 Epoxy
Karcher Auto Parts	4/11/2022	ACH	\$8.99 Spark Plug Rethreader
KEELIN, THOMAS	4/11/2022	ACH	\$95.38 Uniform reimbursement
Kenworth Sales	3/21/2022	ACH	\$1,389.90 Inventory Parts
Kenworth Sales	3/21/2022	ACH	\$5.00 Inventory Parts
Kenworth Sales	3/21/2022	ACH	\$206.44 Inventory Parts
Kenworth Sales	3/21/2022	ACH	\$112.44 Inventory Parts
Kenworth Sales	3/21/2022	ACH	\$4.24 Inventory Parts
Kenworth Sales	3/21/2022	ACH	\$231.88 Inventory Parts
Kenworth Sales	3/21/2022	ACH	\$40.26 Inventory Parts
Kenworth Sales	3/21/2022	ACH	\$189.25 Inventory Parts
Kenworth Sales	3/21/2022	ACH	\$85.56 Inventory Parts
Kenworth Sales	3/21/2022	ACH	\$193.38 Inventory Parts
Kenworth Sales	3/21/2022	ACH	\$1,621.36 Inventory Parts
Kenworth Sales	3/21/2022	ACH	\$129.52 Belts
Kenworth Sales	3/21/2022	ACH	\$76.40 Gaskets
Kenworth Sales	3/21/2022	ACH	\$349.92 Hoses
Kenworth Sales	4/11/2022	ACH	\$179.10 Inventory Parts
Kenworth Sales	4/11/2022	ACH	\$60.00 Inventory Parts
Kenworth Sales	4/11/2022	ACH	\$28.00 Inventory Parts
Kenworth Sales	4/11/2022	ACH	\$5.54 Inventory Parts
Kenworth Sales	4/11/2022	ACH	\$894.60 Inventory Parts
Kenworth Sales	4/11/2022	ACH	\$21.14 Inventory Parts
Kenworth Sales	4/11/2022	ACH	\$506.30 Inventory Parts
KRONENBITTER, FRANK	3/21/2022	ACH	\$24.96 Phone Reimbursement
KUEFFLER, CURTIS	3/21/2022	00056605	\$100.00 Shoe Reimbursement
Kuna Senior Citizen Inc	4/11/2022	ACH	\$6,253.92 Acquisition of Services
Larry Miller- Chrysler	4/11/2022	00056630	\$227.20 Bus parts
LifeMap Assurance Co	4/11/2022	ACH	\$1,717.84 Monthly premisums
Lithia Motors Payment Processing	3/21/2022	ACH	\$224.70 Rotor - Rear

Lithia Motors Payment Processing	3/21/2022	ACH	\$1,612.34 Leaf Springs
Lithia Motors Payment Processing	3/21/2022	ACH	\$190.91 Turn Signal Switch
Lithia Motors Payment Processing	3/21/2022	ACH	\$102.97 Inventory Parts
Lithia Motors Payment Processing	3/21/2022	ACH	\$1,612.34 Leaf Springs - N335
Lithia Motors Payment Processing	3/21/2022	ACH	\$734.00 Inventory Parts
Lithia Motors Payment Processing	3/21/2022	ACH	\$41.64 Brake Pedal Pad
Lithia Motors Payment Processing	4/11/2022	ACH	\$55.71 PCV Tube, Valve and Hose N2512
Lithia Motors Payment Processing	4/11/2022	ACH	\$28.13 Wire Assembly N2512
Lithia Motors Payment Processing	4/11/2022	ACH	\$142.80 Brake Pads N1511
Lithia Motors Payment Processing	4/11/2022	ACH	\$22.99 Inventory Parts
Lithia Motors Payment Processing	4/11/2022	ACH	\$58.32 Brake Pads ST203
Lithia Motors Payment Processing	4/11/2022	ACH	\$270.80 Calipers
Lithia Motors Payment Processing	4/11/2022	ACH	\$203.24 Inventory Parts
Lithia Motors Payment Processing	4/11/2022	ACH	\$174.96 Inventory Parts
Lithia Motors Payment Processing	4/11/2022	ACH	\$407.24 Calipers ST203
Lithia Motors Payment Processing	4/11/2022	ACH	\$270.80 Calipers - Stock
LORAH, BRIAN	4/11/2022	ACH	\$40.00 CDL Renewal
Lowes Home Improvement	3/21/2022	ACH	\$15.19 Toilet Repair Parts
Lowes Home Improvement	3/21/2022	ACH	\$48.60 Shop Supplies
Lowes Home Improvement	3/21/2022	ACH	\$151.98 Shop Supplies- heaters
Lowes Home Improvement	4/11/2022	ACH	\$71.17 Shop Supplies
Lowes Home Improvement	4/11/2022	ACH	\$14.28 Shop Supplies
Lowes Home Improvement	4/11/2022	ACH	\$49.32 Shop Supplies
Luka Stankovic	4/11/2022	ACH	\$1,544.00 Taxi SCRIP Transportation
Luminator Technology Group, Inc.	3/21/2022	ACH	\$567.26 Bus parts
Lyft, Inc	3/21/2022	ACH	\$1,085.50 Daytime rides
Lyft, Inc	3/21/2022	ACH	\$307.10 Late night rides
MACDONALD, WILLIAM	3/21/2022	00056606	\$450.00 Tool Reimbursement
MARTYSEVICH, ROMAN	4/11/2022	ACH	\$45.55 Reimburse for nut socket
MEREDITH, DAVID	4/11/2022	ACH	\$50.00 Emp. Cell-March Reimb
Meridian Senior Center	4/11/2022	ACH	\$4,484.23 Acquisition of Services
Metro Community Services	3/21/2022	ACH	\$27,855.00 Acquisition of Services
Metro Community Services	4/11/2022	ACH	\$34,303.16 Acquisition of Services
MILLER, CHRISTOPHER A	3/21/2022	ACH	\$142.02 Uniforms
Mills, Wayne	4/11/2022	00056631	\$661.05 Volunteer Driver
MORAN, NICHOLAS	4/11/2022	ACH	\$177.65 Reimb shipping/Mar Cell/mileag
MORAN, NICHOLAS	4/11/2022	ACH	\$50.00 Reimb Cell April
MORAN, NICHOLAS	4/11/2022	ACH	\$250.00 Reimb MDM Solution VIA Tablets
MORAN, NICHOLAS	4/11/2022	ACH	\$539.71 Reimb - GrayBar IT Equip
Motion & Flow Control Products	3/21/2022	ACH	\$234.43 Inventory Parts
Motion & Flow Control Products	3/21/2022	ACH	\$503.31 Inventory Parts
Mountain Home Ford-Lincoln Inc	4/11/2022	00056632	\$47,729.69 2022 350 FORD PICKUP
MultiCare Health System	3/21/2022	ACH	\$210.00 Drug screens
MultiCare Health System	3/21/2022	ACH	\$620.00 Drug screens
Napa Auto Parts	3/18/2022	ACH	\$37.35 Charged us for 2, we only want
Napa Auto Parts	3/21/2022	ACH	\$85.86 Bus Parts
Napa Auto Parts	3/21/2022	ACH	\$101.62 Bus parts
Napa Auto Parts	3/21/2022	ACH	\$28.98 fuel filter
Napa Auto Parts	3/21/2022	ACH	\$229.92 Inventory Parts
Napa Auto Parts	3/21/2022	ACH	\$54.10 bus part
Napa Auto Parts	4/11/2022	ACH	\$133.05 Vehicle
Napa Auto Parts	4/11/2022	ACH	\$461.11 Bus Parts
National Safety Council	4/11/2022	ACH	\$499.40 DDC - online course
New Flyer Parts	3/21/2022	ACH	\$133.27 Inventory Parts
New Flyer Parts	4/11/2022	ACH	\$428.50 Inventory Parts
New Flyer Parts	4/11/2022	ACH	\$30.28 Inventory Parts
New Flyer Parts	4/11/2022	ACH	\$157.39 Inventory Parts
Newegg Business, Inc.	4/11/2022	ACH	\$467.93 Keyboards/power supply
Newegg Business, Inc.	4/11/2022	ACH	\$129.99 Outlets
Newegg Business, Inc.	4/11/2022	ACH	\$10.00 Outlets
Newegg Business, Inc.	4/11/2022	ACH	\$1,119.96 Thinkpad lap tops
Newegg Business, Inc.	4/11/2022	ACH	\$1,999.00 Thinkpad laptop
Office Depot	3/21/2022	00056607	\$154.59 Office Supplies

Office Depot	3/21/2022	00056607	\$51.26 Office Supplies
Office Depot	3/21/2022	00056607	\$10.01 Office Supplies
Office Depot	3/21/2022	00056607	\$99.48 Office Supplies
Office Depot	4/11/2022	00056634	\$194.67 Office Supplies
Office Depot	4/11/2022	00056634	\$22.39 Office Supplies
Office Depot	4/11/2022	00056634	\$13.18 Office Supplies
Office Depot	4/11/2022	00056634	\$6.77 Office Supplies
Office Depot	4/11/2022	00056634	\$179.99 Office Supplies
Office Depot	4/11/2022	00056634	\$90.30 Paper and Folders
Office Depot	4/11/2022	00056634	\$17.98 Office Supplies
Office Depot	4/11/2022	00056634	\$174.99 Office Supplies
Office Depot	4/11/2022	00056634	\$19.68 Office Supplies
O'Reilly Auto Parts	3/21/2022	ACH	\$94.92 bus parts
O'Reilly Auto Parts	3/21/2022	ACH	\$145.73 bus parts
O'Reilly Auto Parts	3/21/2022	ACH	\$8.49 Bus parts
O'Reilly Auto Parts	3/21/2022	ACH	\$139.99 bus parts
O'Reilly Auto Parts	4/11/2022	ACH	\$98.68 Air / Oil Filter
O'Reilly Auto Parts	4/11/2022	ACH	\$17.94 vehicle
Paragon Consulting, Inc	3/21/2022	ACH	\$635.00 Project management fee's
Paragon Consulting, Inc	3/21/2022	ACH	\$270.00 Bid preparation
Paragon Consulting, Inc	3/21/2022	ACH	\$3,015.00 Updated bids - project mgmt
Paragon Consulting, Inc	3/21/2022	ACH	\$14,577.50 Design plans - project mgmnt
Paragon Consulting, Inc	3/21/2022	ACH	\$1,640.00 Plan review/questions
Paragon Consulting, Inc	3/21/2022	ACH	\$5,130.00 Project Mgmt State St corridor
Parma Senior Center	3/21/2022	ACH	\$2,831.40 Acquisition of Services
Parma Senior Center	4/11/2022	ACH	\$3,649.36 Acquisition of Services
PEDROSA, LESLIE	3/21/2022	ACH	\$49.13 Emp Reimb Feb Cell Phone
PEDROSA, LESLIE	4/11/2022	ACH	\$121.20 Reimb Mar Cell/mileage/DMv
PNG Media LLC	3/21/2022	00056608	\$159.57 Legal Public Notice
PNG Media LLC	3/21/2022	00056608	\$132.12 Legal Public Notice
ProPeople	3/21/2022	ACH	\$1,082.25 Temp Wages
ProPeople	3/21/2022	ACH	\$1,321.13 Temp Wages
ProPeople	4/11/2022	ACH	\$1,272.38 Temp wages
ProPeople	4/11/2022	ACH	\$707.20 Temp Wages
Proterra Inc.	3/21/2022	ACH	\$224.72 Vehicle
Proterra Inc.	3/21/2022	ACH	\$149.84 Vehicle
Proterra Inc.	3/21/2022	ACH	\$103.36 Vehicle
Proterra Inc.	3/21/2022	ACH	\$467.77 Vehicle
Proterra Inc.	3/21/2022	ACH	\$41.95 Vehicle
Proterra Inc.	3/21/2022	ACH	\$46.62 Vehicle
Proterra Inc.	3/21/2022	ACH	\$33.62 Vehicle
Proterra Inc.	3/21/2022	ACH	\$766.48 Vehicle
Proterra Inc.	3/21/2022	ACH	\$11,666.68 Monthly batter lease
ProVelocity, LLC	3/21/2022	ACH	\$261.25 Network, security, system supp
ProVelocity, LLC	3/21/2022	ACH	\$7.68 Network, security, system supp
ProVelocity, LLC	3/21/2022	ACH	\$285.00 Network, security, system supp
ProVelocity, LLC	3/21/2022	ACH	\$641.25 Network, security, system supp
ProVelocity, LLC	3/21/2022	ACH	\$627.50 Network, security, system supp
ProVelocity, LLC	3/21/2022	ACH	\$875.00 Netowrk, Security, System Serv
Pure Water Partners LLC	3/21/2022	ACH	\$289.95 Water
RDK Corporation	4/11/2022	ACH	\$80.00 Background Checks
RDK Corporation	4/11/2022	ACH	\$80.00 Background checks
Rocky Mountain Collision	4/11/2022	00056635	\$9.98 Vehiicle Inspection fee
Rocky Mountain Collision	4/11/2022	00056635	\$9.98 Vehicle Inspection Report
Romaine Electric Corporation	3/21/2022	ACH	\$951.54 Bus parts
Romaine Electric Corporation	3/21/2022	ACH	\$471.60 Spark plug kits
Royce Industries, LLC	4/11/2022	00056636	\$392.00 Power steam
Rush Truck Center	4/11/2022	00056637	\$5,190.56 Repair body damage
RYSAVY, WAYNE	4/11/2022	ACH	\$179.48 Reimb Snacks/coffee/chair rent
SAMG Occupational Med - Emerald	3/21/2022	00056609	\$90.00 Drug Screen/Physicals
SAMG Occupational Med - Emerald	3/21/2022	00056609	\$360.00 Drug Screen/Physicals
Shred-It USA- LLC	3/21/2022	ACH	\$108.92 Document Shredding
SIJ Holdings, LLC.	4/11/2022	ACH	\$67.36 Legal public notices

Smith Power Products, Inc	3/21/2022	ACH	\$3,215.17 Inventory Parts
Smith Power Products, Inc	3/21/2022	ACH	\$869.12 Inventory Parts
Smith Power Products, Inc	3/21/2022	ACH	\$488.40 Inventory Parts
Smith Power Products, Inc	3/21/2022	ACH	\$3,318.91 Inventory Parts
Smith Power Products, Inc	3/21/2022	ACH	\$79.84 Inventory Parts
Smith Power Products, Inc	3/21/2022	ACH	\$1,936.63 Inventory Parts
Smith Power Products, Inc	3/21/2022	ACH	\$1,453.21 Inventory Parts
Smith Power Products, Inc	3/21/2022	ACH	\$176.16 Inventory Parts
Smith Power Products, Inc	3/21/2022	ACH	\$287.68 Inventory Parts
Smith Power Products, Inc	4/11/2022	ACH	\$126.68 Inventory Parts
SMITH, JOSHUA	4/11/2022	00056638	\$15.55 Reimburse for coupling
Sportworks Global LLC	3/21/2022	ACH	\$112.51 Bike Rack Magnets
Star Senior Center	4/11/2022	00056639	\$6,710.00 Acquisition of Services
Stoltz Marketing Group, Inc	3/21/2022	ACH	\$7,749.32 City Go Emp. Grp. Pass campaig
Stoltz Marketing Group, Inc	3/21/2022	ACH	\$6,248.73 City Go Website Audit/updates
Stoltz Marketing Group, Inc	3/21/2022	ACH	\$1,120.00 Account Admin. & Reporting
Stoltz Marketing Group, Inc	3/21/2022	ACH	\$2,486.25 Route 30 Campaign FY22
Stoltz Marketing Group, Inc	3/21/2022	ACH	\$3,424.21 Proj. mgnt, programming - VRT
Stoltz Marketing Group, Inc	3/21/2022	ACH	\$1,676.25 Safe Travels Newsletter
SUEZ Water Idaho	4/11/2022	00056640	\$168.18 Originally underpaid
Supportive Housing & Innovative Partners	4/11/2022	ACH	\$26,725.60 Acquisition of Services
Syringa Networks, LLC	3/21/2022	ACH	\$9,640.00 Telecom Services
Tacoma Screw Products Inc.	3/21/2022	ACH	\$50.13 Nuts & Bolts
Tacoma Screw Products Inc.	3/21/2022	ACH	\$49.29 Nuts & Bolts
Tacoma Screw Products Inc.	3/21/2022	ACH	\$213.45 Nuts & Bolts
That's Sharp, LLC.	3/21/2022	ACH	\$240.00 Gloves
The Car Park, LLC	3/21/2022	ACH	\$25.00 parking passes
The Car Park, LLC	3/21/2022	ACH	\$2,475.00 parking passes
The Car Park, LLC	4/11/2022	ACH	\$600.00 Parking & Carpool passes
The Hartwell Corporation	3/21/2022	ACH	\$10,452.00 EPL Insurance Policy Renewal 2
The Hartwell Corporation	3/21/2022	ACH	\$17,342.00 EPL Insurance Policy Renewal 2
Thompson and Associates, Inc.	4/11/2022	ACH	\$5,062.50 Interviewing/screening/HR
Transpo Group USA, Inc.	3/21/2022	ACH	\$8,715.00 Kuna City Transit Study
Transpo Group USA, Inc.	4/11/2022	ACH	\$18,328.96 Project mgmt Kuna transit stud
Transpo Group USA, Inc.	4/11/2022	ACH	\$12,766.25 Professional Services
Treasure Valley Coffee	3/21/2022	ACH	\$24.00 Coffee
Treasure Valley Coffee	3/21/2022	ACH	\$5.00 Coffee
Treasure Valley Coffee	3/21/2022	ACH	\$46.70 Coffee
Treasure Valley Coffee	3/21/2022	ACH	\$419.19 Coffee for MSS
Treasure Valley Coffee	4/11/2022	ACH	\$78.24 Coffee, Creamer, Sugar
Treasure Valley Coffee	4/11/2022	ACH	\$41.50 coffee/water
Treasure Valley Transit	3/21/2022	ACH	\$10,201.00 Sub-recipient reimbursemnt
Treasure Valley Transit	3/21/2022	ACH	\$4,633.00 Sub-recipient reimbursement
Tulsa Gas Technologies, Inc.	3/21/2022	ACH	\$6,460.00 Micro-Motion Meter CNG50
Uber Technologies, Inc	3/21/2022	ACH	\$19,858.70 Hosting Qrtly Hosting Fee's
UniFirst Acct# 1395966	3/21/2022	ACH	\$204.12 Mats, Uniforms, cloths
UniFirst Acct# 1395966	3/21/2022	ACH	\$204.12 Mats, Uniforms, cloths
UniFirst Acct# 1395966	3/21/2022	ACH	\$204.12 Mats, Cloths & Uniforms
UniFirst Acct# 1410130	3/21/2022	ACH	\$295.07 Laundry
UniFirst Acct# 1410130	3/21/2022	ACH	\$263.03 Laundry
UniFirst Acct# 1410130	3/21/2022	ACH	\$393.03 laundry
UniFirst Acct# 1410130	4/11/2022	ACH	\$242.25 Laundry
UniFirst Acct# 1410130	4/11/2022	ACH	\$241.43 Laundry
United Auto Upholstery	3/21/2022	00056610	\$150.00 Seat Supports
United Oil	3/21/2022	ACH	\$8,915.80 Fuel
United Oil	3/21/2022	ACH	\$7,602.10 Fuel
United Site Services of Nevada, Inc.	4/11/2022	ACH	\$240.35 Toilet at Mall
Urban Land Institute	4/11/2022	00056641	\$600.00 Membership dues
Verizon Wireless	4/11/2022	00056642	\$52.12 Cell Phone Service
Verizon Wireless	4/11/2022	00056642	\$2,445.93 Cell Phone Service
Verizon Wireless	4/11/2022	00056642	\$431.51 Cell Phone Service
Verizon Wireless	4/11/2022	00056642	\$40.01 Cell Phone Service
Verizon Wireless	4/11/2022	00056642	\$51.41 Cell Phone Service

Verizon Wireless	4/11/2022	00056642	\$160.06 Cell Phone Service
Verizon Wireless	4/11/2022	00056642	\$360.09 Cell Phone Service
Via Transportation, Inc.	3/21/2022	ACH	\$2,180.00 Vehicle usage fee's
Western Building Maintenance, Inc.	3/21/2022	ACH	\$691.50 January Janitorial Service
Wex Bank	4/11/2022	ACH	\$273.86 Fuel 3/7 - 4/6/2022
YBNOW LLC	4/11/2022	ACH	\$1,973.40 transportation
			\$1,063,061.07

ACCEPTED:

CHAIR OF EXECUTIVE BOARD

ATTEST:

SECRETARY/TREASURER

Regional Advisory Council Meeting Minutes

March 15, 2022

9:00 AM

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

Regional Advisory Council members may participate in the meeting in-person, via Teams at

https://www.valleyregionaltransit.org/RAC_March2022

or by dialing in at 469-965-2358 Conference ID: 609 253 571#

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

Calling of the Roll – Chair Walter Steed called the meeting to order at 9:03, 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: Minutes from February 15, 2022 RAC Meeting

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

Action Items - None

Information Items

INFORMATION: Transportation Development Plan Update

Jill Reyes presented an update on the FY2023-2027 Transportation Development Plan, its content, and the related public engagement process.

INFORMATION: Community Engagement Update

Jason Rose presented an update on community engagement activities.

INFORMATION: Building Accessible Capacity Workgroup Update

Leslie Pedrosa provided an update from the Building Accessible Capacity workgroup.

INFORMATION: VRT FY 2021 Fact Sheet

Mark Carnopis asked RAC members to review the draft FY 2021 Fact Sheet for Valley Regional Transit and provide comments and suggestions.

INFORMATION: On-demand Transit Update

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

INFORMATION: Electric Bus Update

Leslie Pedrosa provided an update on the status of electric buses and chargers. Proterra continues to troubleshoot the issue and progress is being made.

INFORMATION: Topics for Discussion

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

- Deborah Allen would like to hear more about the possibility of commuter rail transit.
- Walter Steed would like members to consider the status of future meetings – whether to meet in person or in a hybrid manner.

Department/Staff Reports

INFORMATION: Department/Staff Reports

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

Adjournment

Next Regional Advisory Council Meeting:

April 19, 2022

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642



TOPIC	FY2022 1st Quarter Operating Cash Balance Report
DATE	May 2, 2022
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

The Board will review and consider accepting the FY2022 1st Quarter Operating Cash Balance Report.

Summary

Attached to this memo is the operating cash balance analysis as of December 31, 2022.

- The VRT operating cash balance was \$1,412,553 at the end of December. Pending federal funds were \$944,686. Pending federal funds are the result of utilizing local funds until federal funds become available for reimbursement.
- The VRT savings cash balance was \$2,546,519 at the end of December.
- Overall, the total operating cash balance exceeded the total cash balance benchmark by \$2,270,216.

More Information

Attachments:

FY2022 1st 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
December 31, 2021**

VRT Operating

GL Cash Balance at 12/31/21	\$1,412,553	
Pending Federal Funds (Note 2)		\$944,686

VRT Savings

GL Cash Balance at 12/31/21	\$2,546,519
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Total Cash Balance	\$3,959,072
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Total Pending Federal Funds (Note 2)	\$944,686
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Total Cash Balance Benchmark (Note 1)	\$1,688,855
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Note 1: Average of 2019, 2020 and 2021 at December 31

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



TOPIC	FY2022 1st Quarter Budget Reports
DATE	May 2, 2022
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

The Board will review and consider accepting the FY2022 1st Quarter Budget Reports.

Summary

Attached to this memo are the first quarter budget reports as of December 31, 2021.

More Information

Attachments:

FY2022 1st Quarter Budget Variance Report

FY2022 1st Quarter Budget Variance Comments

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

Valley Regional Transit
FY 2022 First Quarter Budget Reports
October 2021 - December 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				\$ 10,937		-100%		\$ 5,632				
402 Purchased Transportation												
403 Auxiliary Revenue	25,000	19,876	-20%	152,699	60,251	-61%						
404 Non-Transportation Revenue		148			450			11,931				
405 Federal Assistance - Capital										3,525,636	137,822	-96%
406 Federal Assistance - Operating/Administration				218,082	140,791	-35%	848,598	511,693	-40%	303,918	240,206	-21%
407 Local Assistance - Capital										1,006,828	1,486,153	48%
408 Local Assistance - Operating/Administration	363,817	434,931	20%	126,893	76,230	-40%	339,683	193,462	-43%	70,302	37,862	-46%
Total Revenues	\$ 388,817	\$ 454,955	17%	\$ 508,611	\$ 277,723	-45%	\$ 1,188,281	\$ 722,717	-39%	\$ 4,906,684	\$ 1,902,043	-61%

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	\$ 153,286	\$ 171,771	12%	\$ 127,620	\$ 91,598	-28%	\$ 138,586	\$ 121,584	-12%	\$ 117,820	\$ 87,443	-26%
502 Fringe Benefits	99,275	118,369	19%	85,560	54,456	-36%	98,319	74,502	-24%	67,775	43,026	-37%
503 Professional Services	42,152	58,715	39%	205,905	104,743	-49%	85,169	36,459	-57%	186,163	94,942	-49%
504 Materials and Supplies	7,075	4,012	-43%	12,062	8,007	-34%	39,775	22,822	-43%			
505 Utilities	28,646	33,932	18%	3,390	1,729	-49%	2,435	2,042	-16%	400	79	-80%
506 Casualty and Liability	5,215	4,704	-10%	875	789	-10%	20,750	18,717	-10%			
508 Purchased Transportation							606,221	382,458	-37%			
509 Miscellaneous	46,079	62,095	35%	63,950	7,700	-88%	197,027	63,345	-68%	150,372	52,578	-65%
511 Interest	100	137	37%									
512 Leases and Rentals	6,989	1,219	-83%	9,250	8,700	-6%		787				
514 Capital (Note 2)										4,384,156	1,623,975	-63%
Total Expenses	\$ 388,817	\$ 454,955	17%	\$ 508,611	\$ 277,723	-45%	\$ 1,188,281	\$ 722,717	-39%	\$ 4,906,684	\$ 1,902,043	-61%

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	\$ 78,157	\$ 116,887	50%	\$ 17,092	\$ 16,384	-4%
402 Purchased Transportation						
403 Auxiliary Revenue	19,035	118,479	522%			
404 Non-Transportation Revenue		7,163				
405 Federal Assistance - Capital						
406 Federal Assistance - Operating/Administration	823,546	309,075	-62%	276,230	198,117	-28%
407 Local Assistance - Capital						
408 Local Assistance - Operating/Administration	1,404,642	1,312,661	-7%	358,679	340,749	-5%
Total Revenues	\$ 2,325,379	\$ 1,864,265	-20%	\$ 652,001	\$ 555,250	-15%
Category	Boise Fixed Route			ADA Paratransit (Demand Response)		
	21			22		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	\$ 909,737	\$ 791,804	-13%	\$ 270,050	\$ 195,600	-28%
502 Fringe Benefits	731,407	587,595	-20%	237,520	219,594	-8%
503 Professional Services	143,387	126,838	-12%	29,217	41,569	42%
504 Materials and Supplies	194,750	157,233	-19%	52,625	32,129	-39%
505 Utilities	31,648	20,686	-35%	8,450	4,638	-45%
506 Casualty and Liability	247,867	123,880	-50%	41,801	51,265	23%
508 Purchased Transportation						
509 Miscellaneous	43,627	34,883	-20%	2,312	1,471	-36%
511 Interest		19,360			5,822	
512 Leases and Rentals	22,956	1,985	-91%	10,025	3,161	-68%
514 Capital (Note 2)						
Total Expenses	\$ 2,325,379	\$ 1,864,265	-20%	\$ 652,001	\$ 555,250	-15%

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	\$ 13,801	\$ 13,992	1%	\$ 1,102	\$ 1,899	72%	\$ 5,695	\$ 4,000	-30%
402 Purchased Transportation									
403 Auxiliary Revenue	1,988	6,296	217%				3,827	7,695	101%
404 Non-Transportation Revenue		740							
405 Federal Assistance - Capital									
406 Federal Assistance - Operating/Administration	205,466	221,866	8%	21,786	23,104	6%	271,621	336,264	24%
407 Local Assistance - Capital									
408 Local Assistance - Operating/Administration	41,775	(6,985)	-117%	2,334	(827)	-135%	60,591	(10,881)	-118%
Total Revenues	\$ 263,029	\$ 235,909	-10%	\$ 25,222	\$ 24,175	-4%	\$ 341,734	\$ 337,078	-1%
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	\$ 123,670	\$ 89,025	-28%	\$ 11,271	\$ 8,685	-23%	\$ 154,738	\$ 119,424	-23%
502 Fringe Benefits	60,370	50,097	-17%	5,896	4,758	-19%	80,080	64,791	-19%
503 Professional Services	20,186	37,249	85%	1,825	4,224	132%	25,840	51,787	100%
504 Materials and Supplies	34,437	38,088	11%	3,873	4,286	11%	48,692	67,391	38%
505 Utilities	4,922	4,750	-3%	482	473	-2%	6,603	6,504	-1%
506 Casualty and Liability	16,045	17,068	6%	1,565	1,665	6%	21,524	22,897	6%
508 Purchased Transportation									
509 Miscellaneous	2,568	(429)	-117%	229	4	-98%	3,143	2,458	-22%
511 Interest									
512 Leases and Rentals	830	807	-3%	81	79	-3%	1,114	1,082	-3%
514 Capital (Note 2)									
Total Expenses	\$ 263,029	\$ 236,654	-10%	\$ 25,222	\$ 24,175	-4%	\$ 341,734	\$ 336,333	-2%

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	70,000	20,284
Capital - Facilities - Fuel Facilities	2,450,197	1,024
Capital - Facility - Facilities/Bldgs/Grounds	1,325,900	35,937
Capital - Non-Revenue Vehicles	124,142	
Capital - Other	1,250,000	
Capital - Revenue Vehicles	9,768,941	1,501,317
Capital - Revenue Vehicles - Sub-Recipient	278,148	
Capital Equipment - Communications	350,000	
Capital Equipment - Farebox		
Capital Equipment - Surv/Security		
CAPITAL EXPENDITURES (514)		
Capital Information Technology - Hardware	539,753	63,248
Capital Information Technology - Software	483,840	
Capital Projects - Sub-Recipient		
Capital -Shop Equipment	38,000	
Capital-Office Equipment		
CWI - Park and Ride - INACTIVE		
N/A-Capital - Revenue Vehicles		
Regional Park & Ride Projects		
System Enhancements - Stops/Shelters	857,701	2,165
Total Capital Expenses	\$ 17,536,623	\$ 1,623,975

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		\$ 5,632	
402 Purchased Transportation			
403 Auxiliary Revenue			
404 Non-Transportation Revenue		\$ 11,931	
405 Federal Assistance - Capital			
406 Federal Assistance - Operating/Administration	\$ 848,598	\$ 511,693	-40%
407 Local Assistance - Capital			
408 Local Assistance - Operating/Administration	\$ 339,683	\$ 193,462	-43%
Total Revenues	\$ 1,188,281	\$ 722,717	-39%
Category	Specialized Transportation		
	20		
	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	138,586	121,584	-12%
502 Fringe Benefits	98,319	74,502	-24%
503 Professional Services	85,169	36,459	-57%
504 Materials and Supplies	39,775	22,822	-43%
505 Utilities	2,435	2,042	-16%
506 Casualty and Liability	20,750	18,717	-10%
508 Purchased Transportation	606,221	382,458	-37%
509 Miscellaneous	197,027	63,345	-68%
511 Interest			
512 Leases and Rentals		787	
514 Capital (Note 2)			
Total Expenses	\$ 1,188,281	\$ 722,717	-39%

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 2022 BUDGET REPORT COMMENTS
October 2021 - December 2021

Item V. B.

At the end of December, Fiscal Year 2022 was twenty five percent (25%) complete. The following is a review of the budgetary status of each division as of December 31, 2021. A ten percent (+/- 10%) tolerance threshold is utilized for analysis purposes in this report.

Regional Overhead (10)

Revenues

Auxiliary Revenues (20% under budget) - The amount of revenue recognized for this category in Division 10 equals the salary expenses for the Programs Director position. Any surplus auxiliary revenue is recognized in the Ada and Canyon County systems.

Local Operating Assistance (20% over budget) - Expenses are higher than budget estimates requiring recognition of more local funds than budgeted for.

Expenses

Total Regional Overhead operating expenses are 17% over budget through QR-1.

Wages and Salaries (12% over budget) - Salary expenses in the finance and executive director departments are higher than budgeted for. Turnover in the finance department required hiring new staff to fill vacant positions. To be competitive in the current market, starting wages had to be increased beyond what was budgeted for. Additionally, a community engagement staff member was hired in the executive director's department.

Fringe Benefits (19% over budget) - Health insurance expenses are higher than budget estimates.

Professional Services (39% over budget) - This category is over budget due to expenses such as the annual audit not aligning with how the professional services budget is spread equally (monthly) throughout the fiscal year. Additionally, HR consulting service expenses are higher than budget estimates due to staff turnover and other HR service needs.

Materials and Supplies (43% under budget) - This category is under budget due to department and office supply expenses being lower than budgeted for.

Utilities (18% over budget) - Telecommunication expenses are higher than budget estimates.

Miscellaneous (35% over budget) - This category is over budget due to annual expenses for phone maintenance and data backups being paid in the first quarter of the fiscal year.

Leases and Rentals (83% under budget) - Due to GASB Statement 87, lease expenses are now recognized differently. The expense is now recognized as interest with a portion offsetting the debt liability. Future fiscal year budgets will be adjusted to accommodate this accounting standard change.

Programs and Supports (12)

Revenues

Directly Generated (100% under budget) - Boise Greenbike is not currently operating and is therefore not collecting revenue.

Auxiliary Revenues (61% under budget) – City Go revenue was \$7,226. Advertising revenue recognized to offset expenses was \$36,126 and advertising installation reimbursement revenue which offsets installation expenses was \$16,900. Any surplus auxiliary revenue is recognized in the Ada and Canyon County systems.

Federal Operating Assistance (35% under budget) – Mobility Management, City Go and Safe Routes to School expenses are lower than budgeted for resulting in the need to recognize less revenue in this category.

Local Operating Assistance (40% under budget) – Boise Greenbike, Mobility Management, City Go and Safe Routes to School expenses are lower than budgeted for resulting in the need to recognize less revenue in this category.

Expenses

Total Program and Supports operating expenses are 45% under budget through QR-1.

Wages and Salaries (28% under budget) - Boise Greenbike, Fleet Media, Mobility Management and Safe Routes to School expenses are lower than budget estimates.

Fringe Benefits (36% under budget) – Health insurance expenses are lower than budget estimates.

Professional Services (49% under budget) - This category is favorably below budget parameters.

Materials and Supplies (34% under budget) - Fuel, support vehicle, bicycle parts and station repair expenses are lower than budgeted for.

Utilities (49% under budget) – Cellular telephone and electricity expenses are lower than budgeted for.

Miscellaneous (88% under budget) – Travel, training and other expenses are below budget parameters.

Information Supports/Specialized Transportation (20)

Revenues

Non-Transportation Revenue – This revenue is the result of insurance proceeds from a totaled van.

Federal Operating Assistance (40% under budget) – Expenses in this division are under budget resulting in the recognition of less revenue to offset expenses than budgeted for.

Local Operating Assistance (43% under budget) – Expenses in this division are under budget resulting in the recognition of less revenue to offset expenses than budgeted for.

Expenses

Total Information Supports/Specialized Transportation operating expenses are 39% under budget through QR-1.

Wages and Salaries (12% under budget) – Preventative maintenance, buildings and grounds and administration wage expenses are lower than budget estimates.

Fringe Benefits (24% under budget) – Health insurance and unemployment expenses are lower than budgeted for.

Professional Services (57% under budget) - Contract labor and repair and maintenance expenses are lower than budgeted for due to reduced services.

Materials and Supplies (43% under budget) – Fuel, department supplies, minor equipment and parts expenses are lower than budget estimates.

Utilities (16% under budget) – Cellular telephone expenses are lower than budgeted for.

Purchased Transportation (37% under budget) – Lyft Transit Connections, VRT Late Night, Rides to Wellness, Volunteer Driver and Scrip Taxi expenses are lower than budgeted for due to reduced ridership.

Miscellaneous (68% under budget) – The expected fees for the integrated fare payment system project will not be incurred until later in the fiscal year.

Program Administration Support/Planning (23)

Revenues

Federal Capital Assistance (96% under budget) – Capital expenses are 63% under budget resulting in less reimbursement of funds in this category. Additionally, federal funds are not available resulting in the recognition of local funds in order to balance to total expenses. This condition will reverse as 2022 grants are executed at the end of the third quarter.

Federal Operating Assistance (21% under budget) – Operating expenses are under budget resulting in less reimbursement of funds in this category.

Local Capital Assistance (48% over budget) – Federal funds are not available resulting in the recognition of local funds in order to balance to total expenses. This condition will reverse as 2022 grants are executed at the end of the third quarter.

Local Operating Assistance (46% under budget) – This category 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.

Expenses

Total Program Administration Support/Planning expenses are 61% under budget through QR-1.

Wages and Salaries (26% under budget) – This category is favorably below budget parameters.

Fringe Benefits (37% under budget) – Miscellaneous earnings, FICA, retirement and health insurance expenses are lower than budget estimates.

Professional Services (49% under budget) – Expenses in this category such as planning projects do not typically align with how the professional services budget is spread equally (monthly) throughout the fiscal year.

Utilities (80% under budget) – Cellular telephone expenses are lower than budgeted for.

Miscellaneous (65% under budget) - Subrecipient reimbursements are lower than budgeted for at this point in the fiscal year.

Capital (63% under budget) - The timing of capital projects throughout the year do not typically align with how the capital budget is spread equally (monthly) throughout the year. VRT continues to receive battery electric bus deliveries and will begin recognizing expenses for other capital expenditures as they occur in the remainder of the fiscal year.

Boise Fixed-Route (21)

Revenues

Directly Generated Funds (50% over budget) – Farebox and local pass sales are \$64,839 above budget parameters. Employer program sales are \$26,178 below budget parameters.

Auxiliary (522% over budget) – Surplus advertising revenue allocated to this division exceeded budget by \$99,443.

Federal Operating Assistance (62% under budget) – Federal funds are not available resulting in the recognition of local funds in order to balance to total expenses. This condition will reverse as 2022 grants are executed at the end of the third quarter.

Expenses

Total Boise Fixed-Route operating expenses are 20% under budget through QR-1.

Wages and Salaries (13% under budget) – This category is below budget parameters due to less overtime than anticipated and the postponement of Meridian services.

Fringe Benefits (20% under budget) – This category is below budget parameters due to having less drivers than budgeted for and an anticipated health insurance price increase that did not occur.

Professional Services (12% under budget) – Contract labor and legal expenses are lower than budgeted for.

Materials and Supplies (19% under budget) – Supplies, parts and fuel expenses are lower than budget estimates.

Utilities (35% under budget) – Telecomm and electricity expenses are lower than budgeted for.

Casualty and Liability (50% under budget) – VRT has not received delivery of all of the battery electric buses as anticipated resulting in decreased insurance premiums. The premiums will increase once the buses are received and put into service.

Miscellaneous (20% under budget) – Freight and miscellaneous main street station expenses are lower than budgeted for.

Leases and Rentals (91% under budget) – Due to GASB Statement 87, lease expenses are recognized differently. The expense is now recognized as interest with a portion offsetting the debt liability. Future fiscal year budgets will be adjusted to accommodate this accounting standard change.

ADA Paratransit/Demand Response (22)

Revenues

Federal Operating Assistance (28% under budget) – Expenses are 15% under budget resulting in less reimbursement of funds in this category. Additionally, federal funds are not available resulting in the recognition of local funds in order to balance to total expenses. This condition will reverse as 2022 grants are executed at the end of the third quarter.

Expenses

Total ADA Paratransit/Demand Response operating expenses are 15% under budget through QR-1.

Wages and Salaries (28% under budget) - This category is favorably below budget parameters primarily due to reduced ACCESS services and less overtime.

Professional Services (42% over budget) – Contract labor and job posting advertising expenses are higher than budget estimates.

Materials and Supplies (39% under budget) - This category is favorably below budget parameters primarily due to parts expenses being lower than budgeted for.

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

Casualty and Liability (23% over budget) – This category is over budget due to how Ada County insurance expenses are allocated between division 21 and division 22. Overall, insurance expenses for this system are under budget.

Miscellaneous (36% under budget) – This category is favorably below budget parameters.

Leases and Rentals (68% under budget) – Due to GASB Statement 87, lease expenses are now recognized differently. The expense is now recognized as interest with a portion offsetting the debt liability. Future fiscal year budgets will be adjusted to accommodate this accounting standard change.

Canyon County Fixed Route (24)

Revenues

Auxiliary (217% over budget) – Surplus advertising revenue allocated to this division exceeded budget by \$4,308.

Local Operating Assistance (115% under budget) – The negative balance in this revenue category is due to accounting entries made to bring revenue and expenses into balance. This will correct itself at the end of the fiscal year when unrestricted funds are recognized.

Expenses

Total Canyon County Fixed-Route operating expenses are 10% under budget through QR-1.

Wages and Salaries (28% under budget) - This category is under budget due to staffing shortages resulting in reduced payroll expenses.

Fringe Benefits (17% under budget) – This category is under budget due to staffing shortages resulting in reduced staff benefit expenses.

Professional Services (85% over budget) – Staffing shortages have required the use of temporary contract drivers causing this category to be over budget. This overage is offset by wages and fringe benefits being under budget.

Materials and Supplies (11% over budget) – This category is over budget primarily due to vehicle parts expenses being higher than budgeted for at the end of the first quarter.

Canyon ADA Paratransit/Demand Response (25)

Revenues

Directly Generated Funds (72% over budget) - Farebox revenues are \$194 over budget and access pass sales are \$602 over budget.

Local Operating Assistance (135% under budget) – The negative balance in this revenue category is due to accounting entries made to bring revenue and expenses into balance. This will correct itself at the end of the fiscal year when unrestricted funds are recognized.

Expenses

Total Canyon ADA Paratransit/Demand Response operating expenses are 4% under budget through QR-1.

Wages and Salaries (23% under budget) - This category is under budget due to staffing shortages resulting in reduced payroll expenses.

Fringe Benefits (19% under budget) – This category is under budget due to staffing shortages resulting in reduced staff benefit expenses.

Professional Services (132% over budget) – Staffing shortages have required the use of temporary contract drivers causing this category to be over budget. This overage is offset by wages and fringe benefits being under budget.

Materials and Supplies (11% over budget) - This category is over budget primarily due to vehicle parts expenses being higher than budgeted for at the end of the first quarter.

Miscellaneous (98% under budget) - This category is favorably under budget parameters.

Canyon Inter-County (31)

Revenues

Directly Generated Funds (30% under budget) – Universal pass sales are \$3,836 under budget.

Auxiliary (101% over budget) – Surplus advertising revenue allocated to this division exceeded budget by \$3,868.

Federal Operating Assistance (24% over budget) – The utilization of a higher amount of CARES Act funds than budgeted for is causing this revenue category to exceed budget.

Local Operating Assistance (119% under budget) – The negative balance in this revenue category is due to accounting entries made to bring revenue and expenses into balance. This will correct itself at the end of the fiscal year when unrestricted funds are recognized.

Expenses

Total Canyon Inter-County operating expenses are 2% under budget through QR-1.

Wages and Salaries (23% under budget) - This category is under budget due to staffing shortages resulting in reduced payroll expenses.

Fringe Benefits (19% under budget) - This category is under budget due to staffing shortages resulting in reduced staff benefit expenses.

Professional Services (100% over budget) – Staffing shortages have required the use of temporary contract drivers causing this category to be over budget. This overage is offset by wages and fringe benefits being under budget.

Materials and Supplies (38% over budget) - This category is over budget due to vehicle fuel and parts expenses being higher than budgeted for at the end of the first quarter.

Miscellaneous (22% under budget) – Travel and training expenses are lower than budgeted for.

AUTHORIZATION FOR EXPENDITURE EXECUTIVE BOARD

PROCUREMENT DESCRIPTION: [RFP 2022-03-11 ERP System Consulting Services](#)

TOTAL COST: Not to Exceed \$190,000

PURPOSE/ACTION: To provide ERP system consulting services to Valley Regional Transit.

SCOPE OF WORK: The purpose of this RFP is to retain an independent consulting firm or organization to assist the Authority in identifying and implementing an ERP solution providing for a modern, core financial system. The ERP system to be identified and implemented may include software and hardware, onsite or offsite storage, licensing, training, and on-going maintenance and support. The proposer will create the detailed functional specifications needed to complete and issue a widely circulated ERP RFP, assist and guide the Authority through the proposal evaluation process, negotiate the final form of the contract(s) for the ERP solution, and provide transition assistance to the new system.

DISCUSSION: VRT conducted a competitive request for proposals for ERP system consulting services. VRT convened a selection team with representatives from VRT. The evaluation team reviewed three (3) proposals and made a unanimous recommendation that the Avero Advisors proposal will provide the best value to VRT. The length of the agreement will not exceed two years.

ALTERNATIVES: The only alternative would be to select another successful proposer or choose and implement a new ERP system without professional consulting services.

FISCAL IMPACT: The funding for this service was included in the FY2022 budget.

RECOMMENDATION/JUSTIFICATION: VRT staff requests the Executive Board approve Resolution VEB22-006 ERP System Consulting Services, and delegate authority to the Executive Director to authorize final negotiations and execution of the agreement with Avero Advisors.

ORDER OF REVIEW

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

Signature: _____

Date Approved: _____ Resolution Number: _____

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

Signature: _____

Date Approved: May 2, 2022 Resolution Number: VEB22-006

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

Signature: _____

Date Approved: _____ Resolution Number: _____

EXECUTIVE BOARD RESOLUTION

Enterprise Resource Planning (ERP) System Consulting Services RESOLUTION VEB22-006

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING A CONTRACT NOT TO EXCEED \$190,000 WITH AVERO ADVISORS TO PROVIDE ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM 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, 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 needs to establish a service agreement with a qualified consulting firm for ERP system consulting services; and

WHEREAS, Valley Regional Transit evaluated three (3) submitted proposals and has negotiated an agreement with the most responsive and responsible offeror meeting all of the required qualifications; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year 2022 budget Resolution VBD22-002 approved on January 3, 2022; and

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

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

WHEREAS, the Board of Valley Regional Transit has created an Executive Board, conferring specific authority upon it to discharge its powers, pursuant to Resolution VBD11-VEB22-006

011; and

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

Section 1. That the Executive Board authorizes the award of RFP 2022-03-11 to Averro Advisors. The length of the agreement will not exceed two years.

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

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

ADOPTED by the Executive Board of Valley Regional Transit, this 2nd day of May, 2022.

APPROVED by the Executive Board Chair this 2nd day of May, 2022.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR OF EXECUTIVE BOARD

AUTHORIZATION FOR EXPENDITURE EXECUTIVE BOARD OF DIRECTORS

PROCUREMENT DESCRIPTION: Extension of the Citizen Lab digital engagement platform contract

TOTAL COST: \$40,500

PURPOSE/ACTION: To provide a single engagement platform through which Valley Regional Transit can connect with customers and community stakeholders, share information, and solicit input to enhance decision-making, project planning, and prioritizing.

SCOPE OF WORK: The CitizenLab platform is designed to support the engagement work of Valley Regional Transit through a simple user experience. The features of the system include the following: A modular toolkit for easy, self-guided design and customization; Intuitive user experience for the public to access with ease on multiple device types, with the highest accessibility standards, and multiple languages; Centralized collaboration through a variety of methods (surveys, polls, workshops, ideation, etc.); Text analytics and insight tools to allow for data mining, processing and reporting. In addition, the extended contract will include value added elements at no additional charge including an engagement booster session, text message functions and communication toolkit.

DISCUSSION: VRT entered into a one-year contract with CitizenLab in 2021 with an option for a one-year extension. Staff wanted time to get familiar with the tool and determine the benefits to VRT as an enhancement to our traditional communications and engagement tactics. The first-year contract was within the spending authority of the Executive Director, but the extension requires approval of the Executive Board. The platform provides the opportunity to bring the stakeholders along through the entire decision-making process and allows the public to engage through multiple devices and at times that work for their schedules. This also provides an accessible way for stakeholders that may have transportation barriers to engage in the work of VRT to better meet their mobility needs.

ALTERNATIVES: Continue with more traditional non-digital engagement practices such as utilizing existing contracts for individual and disconnected surveys and traditional communications channels.

FISCAL IMPACT: When compared to the cost of hiring communications and engagement consultants or additional staff, this platform is very affordable and provides a variety of tools that can be deployed in strategic and real-time ways for enhancing and expanding access to VRT's decision-making processes.

RECOMMENDATION/JUSTIFICATION: Staff recommends the approval of Resolution VEB22-008, Extension of the Citizen Lab Digital Engagement Platform. CitizenLab was determined to be the most advantageous vendor in the procurement process last year based on the functionality of the platform and the client supports the organization provides to VRT staff.

ORDER OF REVIEW

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

Signature: _____

Date Approved: _____

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

Item VI. B.

Signature: _____

Date Approved: 5/2/22 Resolution Number: VEB22-008

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

Signature: _____

Date Approved: Resolution Number:

EXECUTIVE BOARD RESOLUTION

Extension of the Citizen Lab Digital Engagement Platform Contract RESOLUTION VEB22-008

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE EXTENSION OF THE CITIZEN LAB AGREEMENT FOR ONE YEAR EFFECTIVE MAY 1, 2022 THROUGH APRIL 30, 2023.

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, effective and broad-based community engagement strategies ensure activities and decisions are informed by the needs of the community; and

WHEREAS, Valley Regional Transit researched and determined a digital engagement tool would be desirable and cost-effective in supporting community engagement efforts; and

WHEREAS, the COVID-19 pandemic has elevated the importance of digital and remote engagement options; and

WHEREAS, Valley Regional Transit has allocated additional staff resources dedicated to community engagement efforts; and

WHEREAS, Citizen Lab was determined to be the most advantageous digital platform to meet VRT’s needs; and

WHEREAS, the agreement with Citizen Lab was for one year with a one-year extension; and

WHEREAS, extending the agreement for an additional year requires authorization from the Executive Board; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal VEB22-008

year budget for FY2022, and

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

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

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

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

Section 1. That the Executive Board authorizes extension of the Citizen Lab digital engagement platform contract for an amount not to exceed \$40,500.

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

Section 3. That this resolution VEB22-008 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 second day of May, 2022.

APPROVED by the Executive Board Chair this second day of May, 2022.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR OF EXECUTIVE BOARD

VEB22-008

AUTHORIZATION FOR EXPENDITURE EXECUTIVE BOARD

PROCUREMENT DESCRIPTION: RFB 2022-06-01 Copier and Printer Lease

TOTAL COST: Not to exceed \$60,000

PURPOSE/ACTION: To lease printers, scanners, and copier equipment to support VRT's office requirements.

SCOPE OF WORK: The purpose of this RFB is to lease printers, scanners, and copier equipment for the following locations:

- VRT Administrative Office - 3 printers
- Orchard Maintenance Facility - 3 printers
- Main Street Station - 1 printer
- Happy Day Transit Center - 2 printers

DISCUSSION: Valley Regional Transit (VRT) conducted a competitive request for bids to lease printers and copiers. VRT convened an evaluation team with representatives from VRT. The team reviewed five bids and made a unanimous recommendation that the Pacific Office Automation, Inc. bid is the best value to VRT. The length of the agreement will not exceed five years.

ALTERNATIVES: The only alternative would be to select another successful bid at a higher price.

FISCAL IMPACT: The funding for this service was included in the FY2022 budget.

RECOMMENDATION/JUSTIFICATION: VRT staff requests the Executive Board approve Resolution VEB22-007 Copier and Printer Lease Agreement, and delegate authority to the Executive Director to authorize final negotiations and execution of the agreement with Pacific Office Automation, Inc.

ORDER OF REVIEW

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

Signature: _____

Date Approved:

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

Signature: _____

Date Approved: May 2, 2022 Resolution Number: VEB22-007

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

Signature: _____

Date Approved: Resolution Number:

EXECUTIVE BOARD RESOLUTION

COPIER AND PRINTER LEASE RESOLUTION VEB22-007

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING A CONTRACT NOT TO EXCEED \$60,000 WITH PACIFIC OFFICE AUTOMATION, INC. TO PROVIDE LEASED COPIERS AND PRINTERS

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 needs to lease copiers and printers from a qualified company; and

WHEREAS, Valley Regional Transit evaluated five submitted bids and has negotiated an agreement with Pacific Office Automation, Inc., the most responsive and responsible offeror meeting all of the required qualifications at a cost not to exceed \$60,000 over the course of the five-year contract; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year 2022 budget Resolution VBD22-002 approved on January 3, 2022; and

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

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

VEB22-007

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

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

Section 1. That the Executive Board authorizes the award of RFB 2022-06-01 to Pacific Office Automation, Inc. The length of the agreement will not exceed five years and total cost will not exceed \$60,000.

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

Section 3. That this resolution VEB22-007 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 2nd day of May, 2022.

APPROVED by the Executive Board Chair this 2nd day of May, 2022.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR OF EXECUTIVE BOARD

VEB22-007

AUTHORIZATION FOR EXPENDITURE EXECUTIVE BOARD

PROCUREMENT DESCRIPTION: State Street NEPA and Final Design

TOTAL COST: Not to Exceed \$500,000

PURPOSE/ACTION: Valley Regional Transit (VRT) issued a Request for Proposal (RFP) for engineering services to assist with the State Street construction project, which requires environmental clearance (NEPA) and subsequent design and construction to be implemented in 2022 and 2023 with construction anticipated fall 2023 and summer 2024.

SCOPE OF WORK: The environmental process would clear the way for State Street capital projects for final design and construction. The proposed project study area would be approximately 11-miles split roughly evenly between Ada County Highway District (ACHD) jurisdiction on the eastern half and Idaho Transportation (ITD) jurisdiction on the western half. The State Street Traffic Operational Analysis identified needed transit station upgrades to improve rider safety, traffic flow, and station locations, this project completes the environmental and design phases and proceeds to construction.

DISCUSSION: According to the State Street Transit and Traffic Operations Plan and regional efforts to build State Street into a multi-modal corridor, Valley Regional Transit has been working with State Street partners to identify transit infrastructure needs along State Street. To further advance that work VRT must complete appropriate environmental clearances. The Review panel selected **Jacobs Engineering** through the RFP process. Jacobs has the required Transit Environmental (NEPA), final design, and Construction Management services required to deliver the State Street Infrastructure Project. VRT and our transit partners at ITD and ACHD selected Jacobs Engineering through a competitive solicitation for services. Four engineering firms provided responses to the RFP. The Board of Directors delegated authority to the Executive Board on 4/2/2022 to consider this Resolution and AFE through Resolution VBD22-015.

ALTERNATIVES: The highest qualified firm has been selected for negotiations through a competitive process. Staff requires civil service to assist with improving transit and multi-modal infrastructure on State Street to meet the regional vision. We will not be able to complete the regional vision without this support.

FISCAL IMPACT: The FY2022 budget included \$1,250,000.00 for State Street premium corridor improvements. This budget was for both planning and construction of the capital projects developed in the State Street Transit Operational Analysis. Additional funding may be requested based on the success of a RAISE grant, submitted to the US Department of Transportation on April 14, 2022.

RECOMMENDATION/JUSTIFICATION: Valley Regional Transit staff has followed federal procurement guidelines. VRT staff recommends the VRT Executive Board approve **Resolution VEB22-005** and allow procurement staff negotiate a fee not exceed \$500,000.00 which is 20% of the amount awarded under the grant program dedicated to environmental clearance, final design/permitting, and construction engineering & Inspection.

POST RFP/FINAL SELECTION OF PROJECT: VRT will award the State Street NEPA and final design contract to Jacobs Engineering whose total proposed price for the overall project will not exceed \$500,000.00.

Item VI. D.

ORDER OF REVIEW

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

Signature: _____

Date Approved: _____

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

Signature: _____

Date Approved: 5/2/2022 Resolution Number: VEB22-005

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

Signature: _____

Date Approved: _____ Resolution Number: _____

**VALLEY REGIONAL TRANSIT EXECUTIVE BOARD RESOLUTION
STATE STREET INFRASTRUCTURE ENVIRONMENTAL AND DESIGN CONSULTING SERVICES
RESOLUTION VEB22-005**

**THE BOARD OF VALLEY REGIONAL TRANSIT TO DELEGATED THE AUTHORITY TO APPROVE A
CONTRACT FOR STATE STREET CONSULTING SERVICES RESOLUTION VBD22-013**

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, the Board of Valley Regional Transit delegated the authority to approve a contract for State Street Consulting Services under Resolution VBD22-013; and

WHEREAS Valley Regional Transit has identified infrastructure needs in the State Street Corridor through the State Street Traffic Operational Analysis; and

WHEREAS the next steps are to complete Environmental Clearances and Final Design; and

WHEREAS Valley Regional Transit requested proposals for consulting services including construction engineering and inspection for a term of two years with a one-year extension; and

WHEREAS, staff received four (4) proposals at close of RFP timeline; and

WHEREAS, staff provided a review panel with representation from the Ada County Highway District, the Idaho Transportation Department, and Valley Regional Transit to rank firms based on information received from the proposal process; and

WHEREAS, Jacobs Engineering was the highest rated firm by the review panel; and

WHEREAS Valley Regional Transit included the budget for this expenditure in the FY2022 and FY2023 budget; and

WHEREAS, the Valley Regional Transit staff completed 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 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 EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT:

Section 1. That the Valley Regional Transit Executive Board 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 Jacobs Engineering.

Section 3. That this Resolution, VEB22-005, 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 Executive Board of Valley Regional Transit, this 2nd day of May 2022.

APPROVED by the Executive Board Chair this 2nd day of May 2022.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

AUTHORIZATION FOR EXPENDITURE EXECUTIVE BOARD

PROCUREMENT DESCRIPTION: Orchard Facility 2021 Pavement Expansion Project

TOTAL COST: Contract BID \$975,847.40 with a Not to Exceed Cost: \$1,100,000

PURPOSE/ACTION: Valley Regional Transit (VRT) has been planning the future needs of the Orchard facility since early 2021. The first improvements required, are to pave the “dirt lot” to the east of the existing electric bus charging stations, identified as Phase 1a. This project will pave an existing dirt lot, extend electric charging and other utilities into the new parking lot, correct drainage deficiencies and rehabilitate existing pavement between the electric bus infrastructure and the new pavement.

SCOPE OF WORK: HAWKEYE BUILDERS was selected as the low bidder from RFB-2022-05-26 which completed the bidding process on April 21, 2022. HAWKEYE BUILDERS will install sub-surface drainage, lighting, asphalt, concrete, and supporting electrical infrastructure, per bid documents solicited by VRT. The engineer’s estimate is \$1,392,535. HAWKEYE BUILDERS’s low bid is \$975,847.40. Staff is recommending a budget of \$1,100,000 to allow for additional scoped task orders and unforeseen expenses arising from construction.

DISCUSSION: Valley Regional Transit received a grant award from the Federal Transit Administration for bus and bus facilities in 2020. Environmental clearance was completed on January 3, 2022, and bidding for construction began in February 2022. The parking lot expansion will correct the drainage deficiencies along the east fence and provide new drainage facilities for the expanded pavement. The rehabilitated pavement will drain to the restored drainage/settling ponds along Orchard Road, on the west side of the facility. The new parking lot will be upgraded with lighting and accommodate future expansion of electric bus infrastructure (projected after FY2030). The parking lot will also allow for parking of existing buses while the remaining 4.5 acres of existing asphalt are rehabilitated in FY2023 as Phase 1b. On 4/2/2022 the VRT Board of Directors approved VBD22-015 which delegated authority to the Executive Board to consider this AFE and resolution VEB22-004.

ALTERNATIVES: The expanded parking lot and supporting infrastructure will be required for safe and efficient operations as fleet changes occur and existing asphalt ages past its useful lifespan. Construction could be delayed but further delays may affect service and future accommodation of fleet electrification.

FISCAL IMPACT: Funding for this project is included in the FY2020 budget per Resolution VBD19-011, approved 08/05/19 by the VRT Board of Directors, funding was carried forward in the FY2022 fiscal year budget under Resolution VBD-2022-02, project 23227-021-015. The short list of bidders provided two qualified bids. The lowest bid was selected for negotiations.

RECOMMENDATION/JUSTIFICATION: Valley Regional Transit staff has followed federal procurement guidelines. VRT staff recommends the VRT Executive Board approve **Resolution VEB22-004** and award the Orchard facility parking lot construction to HAWKEYE BUILDERS with a total proposed price for the overall project does not exceed \$1,100,000.00.

POST RFP/FINAL SELECTION OF PROJECT: VRT will award the Orchard facility parking lot construction to HAWKEYE BUILDERS whose total proposed price for the overall project does not exceed \$1,100,000.00.

Item VI. E.

ORDER OF REVIEW

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

Signature: _____

Date Approved: _____

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

Signature: _____

Date Approved: 5/2/2022 Resolution Number: VEB22-004

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

Signature: _____

Date Approved: _____ Resolution Number: _____

**VALLEY REGIONAL TRANSIT EXECUTIVE BOARD RESOLUTION
ORCHARD FACILITY FY2022 PAVEMENT EXPANSION PROJECT
RESOLUTION VEB22-004**

**THE BOARD OF VALLEY REGIONAL TRANSIT TO DELEGATED THE AUTHORITY TO APPROVE A
CONTRACT FOR CONSTRUCTION UNDER RESOLUTION VBD22-013**

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, the Board of Valley Regional Transit delegated the authority to approve a contract for Orchard Facility 2021 Pavement Expansion Project under Resolution VBD22-013.

WHEREAS Valley Regional Transit has identified infrastructure needs during Transit Asset Management System (TAMS) scoring and through the Orchard Facility Master Plan; and

WHEREAS Environmental Clearances and Final Design were completed in January 2022; and

WHEREAS The next steps leading to construction are to complete the RFB procurement process through selection of a contractor; and

WHEREAS, staff received three (3) bids at close of RFB timeline; and

WHEREAS, staff reviewed each bid for completeness and selected the lowest bidder; and

WHEREAS, Hawkeye Builders was the lowest bidder; and

WHEREAS Valley Regional Transit included the budget for this expenditure in the FY2020 budget and the FY2022 carry forward budget; and

WHEREAS, the Valley Regional Transit staff completed 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

VEB22-004

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 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 EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT:

Section 1. That the Valley Regional Transit Executive Board delegates the authority to the Valley Regional Transit Executive Board to approve a contract for Orchard Facility Parking Lot construction not to exceed \$1,100,000 to Hawkeye Builders.

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, VEB22-004, 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 Executive Board of Valley Regional Transit, this 2nd day of May 2022.

APPROVED by the Executive Board Chair this 2nd day of May 2022.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

TOPIC	FY22 Performance Report - Quarter 1
DATE	April 13, 2022
STAFF MEMBER	Leslie Pedrosa

Summary

Valley Regional Transit continues to improve transparency and decision making by publishing data through quarterly performance dashboards. The design of these reports will provide high-level analytics for all providers of public transportation in Ada and Canyon counties.

Fixed-route ridership shows an increase of 6% in the first quarter. Detailed ridership data show a 3% decrease in ridership in Ada County. Boise State shows an increase of 232% in ridership. Intercounty service had a slight ridership increase of 5%. Intercounty growth is expected to see the least amount of growth, due to the changing trends that employees are experiencing following the pandemic, with the ability to work remotely.

Demand response ridership shows an increase of 27% in the first quarter. When reviewing detailed ridership data, Ada County ACCESS ridership increased 25%. Canyon County ACCESS ridership increased 9%. Canyon County On-Demand ridership increased 30%.

Specialized Transportation ridership shows an increase of 23% in the first quarter. Most services continue to report increased ridership. Below is the breakdown for each service:

- Metro Community Services had a 12% increase in ridership
- Shared Vehicle ridership, which only includes Interfaith Sanctuary at this time, had a 94% decrease in ridership
- Supportive Housing and Innovative Partnerships had a 1% increase in ridership
- Kuna Senior Center had a 43% increase in ridership
- Village Van had a 32% drop in ridership
- Volunteer Driver had an 33% decrease in ridership
- Meridian Senior Center had an 224% increase in ridership
- Eagle Senior Center had a 65% increase in ridership
- Star Senior Center had a 44% increase in ridership
- Harvest Transit had a 71% increase in ridership
- Parma Senior Center had a 77% drop in ridership
- Ada County Rides2Wellness had a 34% decrease in ridership, due to lack of service providers
- Canyon County Rides2Wellness and Meridian's Veteran's Shuttle had no ridership in the first quarter of either year

ACHD Commuteride had a 4% increase in ridership. ACHD Commuteride operated 79 vanpools by the end of the first quarter.

VRT First Mile, Last Mile services had a 7% decrease in ridership. Lyft Transit Connections had a 12% decrease in ridership. VRT Late Night had a 76% increase in ridership.

Staff Recommendation/Request

Staff requests the Executive Board consider recommending the Board of Directors approval of the performance report for the first quarter of fiscal year 2022.

Implication (policy and/or financial)

Improved reporting could lead to additional federal funding resources for the region.

More Information**Attachments:**

FY22 Performance Report, First Quarter

FY22 First Quarter Ridership Report

FY22 Year to Date Ridership Report

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

VRT PERFORMANCE - 1ST QUARTER, FY21
SUMMARY DASHBOARD

QUARTERLY					YEAR TO DATE				
FISCAL YEAR					FISCAL YEAR				
RIDES		2022	2021	% Change	RIDES		2022	2021	% Change
	FR	242,012	228,385	▲ 6.0		FR	242,012	228,385	▲ 6.0
	DR	15,529	12,235	▲ 26.9		DR	15,529	12,235	▲ 26.9
	ST	18,523	15,006	▲ 23.4		ST	18,523	15,006	▲ 23.4
	VP	664	714	▼ -7.0		VP	664	714	▼ -7.0
	FMLM	25,099	24,134	▲ 4.0		FMLM	25,099	24,134	▲ 4.0
	BS	-	-			BS	-	-	
	Total	301,827	280,474	▲ 7.6		Total	301,827	280,474	▲ 7.6
HOURS	FR	24,783	21,858	▲ 13.4	HOURS	FR	24,783	21,858	▲ 13.4
	DR	5,850	4,957	▲ 18.0		DR	5,850	4,957	▲ 18.0
	ST	6,403	6,426	▬ -0.4		ST	6,403	6,426	▬ -0.4
	VP	95	89	▲ 6.8		VP	95	89	▲ 6.8
	FMLM	6,376	6,921	▼ -7.9		FMLM	6,376	6,921	▼ -7.9
	BS	-	-			BS	-	-	
	Total	43,507	40,251	▲ 8.1		Total	43,507	40,251	▲ 8.1
RIDES PER HOUR	FR	9.77	10.45	▼ -6.5	RIDES PER HOUR	FR	9.77	10.45	▼ -6.5
	DR	2.65	2.47	▲ 7.6		DR	2.65	2.47	▲ 7.6
	ST	2.89	2.34	▲ 23.9		ST	2.89	2.34	▲ 23.9
	VP	6.98	8.02	▼ -12.9		VP	6.98	8.02	▼ -12.9
	FMLM	3.94	3.49	▲ 12.9		FMLM	3.94	3.49	▲ 12.9
	BS	-	-			BS	-	-	
	Total	6.94	6.97	▬ -0.4		Total	6.94	6.97	▬ -0.4
ON-TIME PERFORMANCE	FR	89%	78%	▼ -11.4	ON-TIME PERFORMANCE	FR	84%	71%	▼ -12.5
	DR	85%	83%	▼ -2.1		DR	82%	83%	▲ 1.1
	ST	86%	76%	▼ -9.8		ST	85%	79%	▼ -6.3
	Total	86%	79%	▼ -7.8		Total	83%	77%	▼ -5.9
		FR- FIXED ROUTE	DR - DEMAND RESPONSE	ST - SPECIALIZED TRANSPORTATION			VP - VANPOOL	BS - BIKESHARE	FMLM - FIRST MILE/LAST MILE

VRT PERFORMANCE - 1ST QUARTER, FY21

QUARTERLY RIDERSHIP DETAIL

FR- FIXED ROUTE			
	FY22	FY21	% Change
Ada County*	204,153	209,893	▼ -2.7
Boise State - Bronce Shuttle	27,385	8,251	▲ 231.9
Canyon County*	-	302	▼ -100.0
Intercounty*	10,474	9,939	▲ 5.4
FR SUB TOTAL	242,012	228,385	▲ 6.0
ST - SPECIALIZED TRANSPORTATION			
	FY22	FY21	% Change
Metro Community Services**	2,970	2,659	▲ 11.70
Shared Vehicle	7	118	▼ -94.1
Supportive Housing and Innovative Partnerships**	3,450	3,413	▲ 1.08
Kuna Senior Center	642	449	▲ 42.98
Village Van	1,582	1,467	▲ 7.84
Volunteer Driver	390	580	▼ -32.8
Meridian Senior Center	809	250	▲ 223.60
Eagle Senior Center**	3,216	1,954	▲ 64.59
Star Senior Center	264	183	▲ 44.26
Harvest Transit**	3,339	1,950	▲ 71.23
Parma Senior Center	679	249	▲ 172.69
Ada County Rides 2 Wellness	1,151	1,734	▼ -33.6
Canyon County Rides 2 Wellness	-		
Meridian Veteran's Shuttle	24		
ST SUB TOTAL	18,523	15,006	▲ 23.44

QUARTERLY RIDERSHIP GRAND TOTAL	FY22	FY21	% Change
	301,827	280,474	▲ 7.61

DR - DEMAND RESPONSE			
	FY22	FY21	% Change
Ada County ACCESS**	6,644	5,324	▲ 24.8
Canyon County ACCESS**	638	586	▲ 8.9
Canyon County On-Demand**	8,247	6,325	▲ 30.4
DR SUB TOTAL	15,529	12,235	▲ 26.9

VP - VANPOOL			
	FY22	FY21	% Change
ACHD CommuteRide	25,099	24,134	▲ 4.00
BS - BIKESHARE			
	FY22	FY21	% Change
Boise GreenBike	-	-	#DIV/0!

FMLM - FIRST MILE/LAST MILE			
	FY22	FY21	% Change
Lyft Transit Connections	599	677	▼ -11.5
VRT Late Night	65	37	▲ 75.68
FMLM SUB TOTAL	664	714	▼ -7.0

*Ridership is included in the National Transit Database reporting for Fixed Route by Valley Regional Transit
**Ridership is included in the National Transit Database reporting for Demand Response by Valley Regional Transit

VRT PERFORMANCE - 1ST QUARTER, FY21

YEAR TO DATE RIDERSHIP DETAIL

FR- FIXED ROUTE			
	FY22	FY21	% Change
Ada County*	204,153	209,893	▼ -2.7
Boise State - Bronce Shuttle	27,385	8,251	▲ 231.9
Canyon County*	-	302	▼ -100.0
Intercounty*	10,474	9,939	▲ 5.4
FR SUB TOTALS	242,012	228,385	▲ 6.0
ST - SPECIALIZED TRANSPORTATION			
	FY22	FY21	% Change
Metro**	2,970	2,659	▲ 11.7
Shared Vehicle	7	118	▼ -94.1
SHIP**	3,450	3,413	▲ 1.1
Kuna Senior Center	642	449	▲ 43.0
Village Van	1,582	1,467	▲ 7.8
Volunteer Driver	390	580	▼ -32.8
Meridian Senior Center	809	250	▲ 223.6
Eagle Senior Center**	3,216	1,954	▲ 64.6
Star Senior Center	264	183	▲ 44.3
Harvest**	3,339	1,950	▲ 71.2
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Ada County Rides 2 Wellness	1,151	1,734	▼ -33.6
Canyon County Rides 2 Wellness	-		#DIV/0!
Meridian Veteran's Shuttle	24		
ST SUB TOTALS	18,523	15,006	▲ 23.4

YEAR TO DATE RIDERSHIP	FY22	FY21	% Change
GRAND TOTAL	301,827	280,474	▲ 7.6

*Ridership is included in the National Transit Database reporting for Fixed Route by Valley Regional Transit
**Ridership is included in the National Transit Database reporting for Demand Response by Valley Regional Transit

DR - DEMAND RESPONSE			
	FY22	FY21	% Change
Ada County**	6,644	5,324	▲ 24.8
Canyon County**	638	586	▲ 8.9
VIA Canyon County	8,247	6,325	▲ 30.4
DR SUB TOTALS	15,529	12,235	▲ 26.9

VP - VANPOOL			
	FY22	FY21	% Change
ACHD CommuteRide	25,099	24,134	▲ 4.00

BS - BIKESHARE			
	FY22	FY21	% Change
Boise GreenBike	-	-	#DIV/0!

FMLM - FIRST MILE/LAST MILE			
	FY22	FY21	% Change
Lyft Transit Connections	599	677	▼ -11.5
VRT Late Night	65	37	▲ 75.68
FMLM SUB TOTAL	664	714	▼ -7.0



Strategic Plan- Scope of Work

Discover

April/May

Staff Meeting & Research

Board Leadership Meeting

Ridership Profiles

Document Findings

Connect

May/June

Board Bus Trip and Workshop

Document Findings

Focus

July-September

External Stakeholder Interviews

Board Member Interviews

Internal Interviews

Second Board Workshop

Document Findings

Implement

September/December

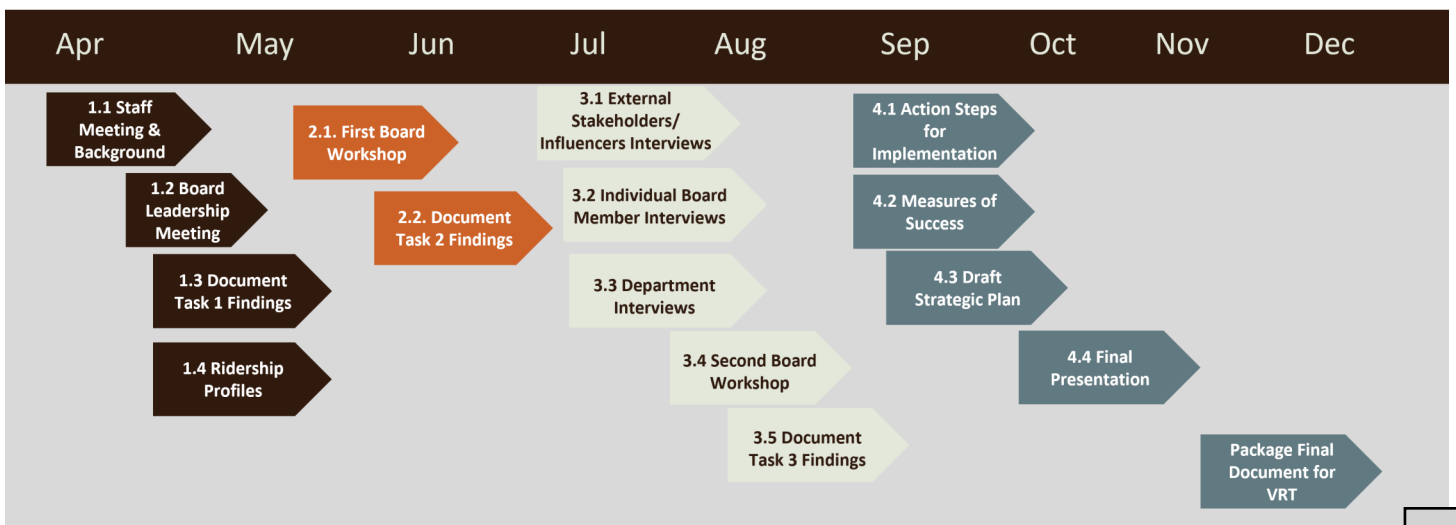
Action Steps for Implementation

Measures of Success

Strategic Plan

Final Presentation

2022



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

Staff Recommendation/Request

This is an information item. Staff will present the 1st draft of FY2023-FY2027 Transportation Development Plan, and board will provide feedback on proposed projects and scheduling.

The draft plan is available at the following link:

https://www.valleyregionaltransit.org/wp-content/uploads/2022/04/TDP_2023_27MayDraft.pdf

Highlights

Valley Regional Transit (VRT) staff is moving through 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 Outreach with local jurisdictions, commissions, and board
- January 2022 Board approves the FY2023-2027 Strategic Objectives
- April 2022 Staff presents introductory framework for plan
- May 2022 Board reviews 1st draft and staff begins public engagement
- Summer 2022 Board reviews 2nd draft
- October 2022 Staff requests 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 scheduled for inclusion in the annual budgeting cycle and are ready for implementation. 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:

- Fixed-route, On-Demand and Specialized Service Implementation
- Investments in capital maintenance, improvements, and expansion

- Regional administration, planning and programs

Strategic Objectives

The adopted strategic objectives 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 will be fiscally constrained by assuming reasonable funding for all potential sources. Projects, programs, and activities led by the agency will receive a project status that reflects the funding approach. The following are project statuses used in the plan.

- Programmed - Project is well defined, supported by stakeholders, and ready for implementation with projected funding available and is included in financial plan.
- Planned - Project is well defined, supported by stakeholders, and ready for implementation pending award of additional funds and is included in financial plan.
- Future - Project is well defined, has stakeholder support, but is outside the five-year horizon. May require near-term planning or capital funding reflected in the financial plan.
- Pending - Project has been identified but needs additional project development, funding plan, or support and is not included in financial plan.

Available Data

The TDP uses the best available cost estimates, funding models, and budget projections to shape the financial plan. Project summary sheets are provided, 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. All elements of the plan will be continuously updated to ensure that beyond draft review and plan adoption, changing financial landscapes and project development are reviewed for impacts to the 5-year plan.

Draft Plan Assumptions

- Expenses
 - All expenses have inflation applied at 2.5% per year.
 - Some activities and projects under review and are not currently reflected in the draft plan:
 - State Street Corridor build-out
 - Integrated Mobility Plan findings
 - Bus stop typology cost estimates
 - Service expansion – Canyon County

- Service restructure – City of Eagle
- Communications and engagement expenses
- Cash reserve planning
- **Revenues**
 - Fare revenue is projected at 1% growth per year.
 - Changes to federal formula funding are still under review and the plan remains not fully constrained by federal revenue projections or expected local contributions. Generally, the plan is slightly under programmed for all federal formula funds, except for Section 5310 grant programs which will require additional analysis.
 - All federal and local cost sharing estimates are subject to change as project scopes evolve and refinements to the revenue and cost allocations models are made.
 - Preliminary local funding allocations are a combination of established assumptions, and baseline assumptions for future discussion. Example: The local share of the Route 30 is currently provided solely by the City of Meridian. The cost allocation model currently shows Ada County as cost share partner in future years. Staff will follow the guidance of partners and the board to reflect projected contributions. See projects FR-001 and FR-007 as examples.

Next Steps

- VRT Communications staff is developing the schedule of activities and online platform that will allow the public to provide feedback on near, mid, and long-term projects. This will provide valuable insight and data to shape the plan's recommendations.
- VRT Programming staff will work with COMPASS to align the TDP cycle and project data with the Regional Transportation Improvement Program.
- VRT Finance staff will complete and present a preliminary budget for FY2023 to the Executive Board in June for review and comment, which is reflected in baseline expenses of the TDP.
- VRT Development staff will continue staff-level discussions with local jurisdictions to ensure the TDP reflects scheduled service changes and capital project priorities.

Implication (policy and/or financial)

The TDP is an iterative process that will allow VRT and stakeholders to proactively plan for and manage the regional public transportation system. Updates to the TDP will be provided through future drafts and engagement activities. Through plan development, staff continues to develop, fund, and implement projects throughout the fiscal year.

More Information

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



TOPIC	Bus Stop Typology Study
DATE	May 2, 2022
STAFF MEMBER	Alissa Taysom

Staff Recommendation/Request

No action, this is an information item only.

Highlights

- **January**
 - Develop Branding Concept Framework - Complete
 - Existing Conditions/Technology Options Analysis - Complete
 - Finalized Basis of Design - Complete
 - Kit of Parts Workshop #1 - Complete
- **February**
 - Develop Draft Bus Stop Kit of Parts - Complete
 - Review Draft Signage/Branding Alternatives - Complete
- **March**
 - Refine and Select Final Branding Concept - Complete
 - Technology Concepts Workshop - Complete
 - Finalize Technology Concept for Kit of Parts - Complete
 - Kit of Parts VRT/Partner Agency Review - Complete
- **April**
 - Kit of Parts Internal Review -Complete

Summary:

Signage at bus stops provides important navigation and scheduling information for passengers of the transit system. The need for maintenance and refurbishment of existing bus stop signs has prompted Valley Regional Transit (VRT) staff to launch a bus stop typology study, with the goal to update the current design to provide the public with bus information that is clear, correct, and scalable across the system. Updates may include alterations to sign blade layout, contents, materials, and additional infrastructure.

VRT created a project team to help provide internal and external input into this project. The internal team has representatives from operations, customer service, development, and the Regional Advisory Council. The external team includes representatives from the City of Boise and the Ada County Highway District.

The kit of parts is meant to be building blocks that will guide the build out of stop amenities, from the basic “pole in the ground” to a fully fleshed out stop with benches, shelters, off-board fare payment, real time information and garbage cans. The kit of parts envisions a tiered approach (small, medium, and large) that will be driven by passenger activity, available space and other customer experience factors such as surrounding land uses, safety etc.

To accommodate current services and planned premium corridors, the kit of parts creates two stop categories (standard and premium). Standard and premium categories allow VRT to provide higher levels of passenger amenities in a targeted way and on corridors where transit will be relied upon to carry more people. The kit of parts is being designed to provide bus stop tiers and categories in a cost-effective way, utilizing amenities that do not require custom foundations, minimal power, and wireless communication. The kit of parts accommodates various amenities including benches, shelters, bicycle racks off board fare payment, branding, etc. (see figures 1-6).

VRT will use the bus stop typology to build out capital projects intended to bring bus stops up to minimum standards. These investments will improve passenger safety and comfort and encourage more ridership, by increasing visibility, reducing barriers to access, providing better information and accommodations etc.

It is expected the typology will also be helpful for VRT partners who support transit infrastructure through joint construction projects or development approval processes. VRT has been working with stakeholders to make sure this project will be useful to all parties. We have heard from our stakeholders that it will be important for the kit to be able inform both near-term accommodations and longer-term aspirational designs. Based on stakeholder comments, we are also working on integrating other amenities such as landscaping and diagrams for how the bus stops would interface with separated sidewalks, bike lanes etc.

Next Steps:

- **May**
 - Kit of Parts Workshop #2
 - External Partner Review
 - Information Item to Regional Advisory Council
- **June**
 - Information Item to Board
 - Finalize Bus Stop Kit of Parts
- **August**
 - Action Item to Board

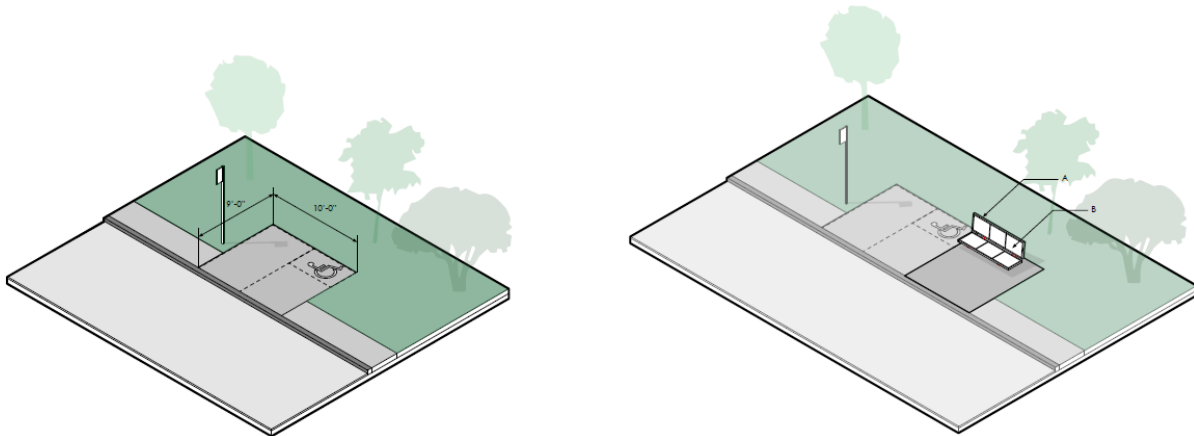
Implication (policy and/or financial)

Kit of parts will integrate passenger amenities, customer information and branding at standard and premium locations. These improvements will be designed to increase transit use by making the service more visible and easier to use.

More Information

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

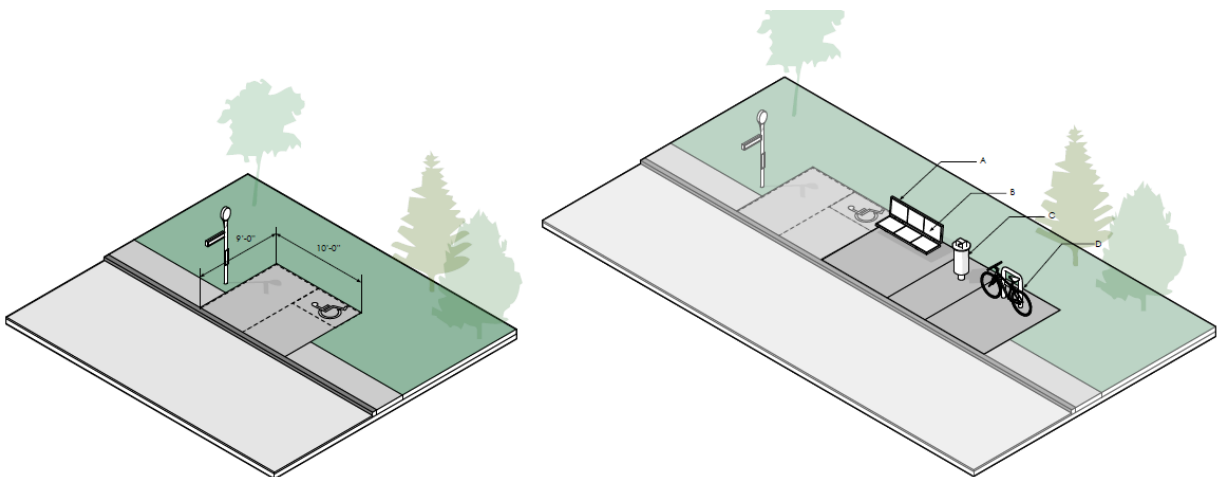
Figure 1 Small - Standard



Core Amenities:
 - Bus Stop Flag
 - Concrete Slab

Optional Amenities:
 A. Bench
 B. Bench Advertising

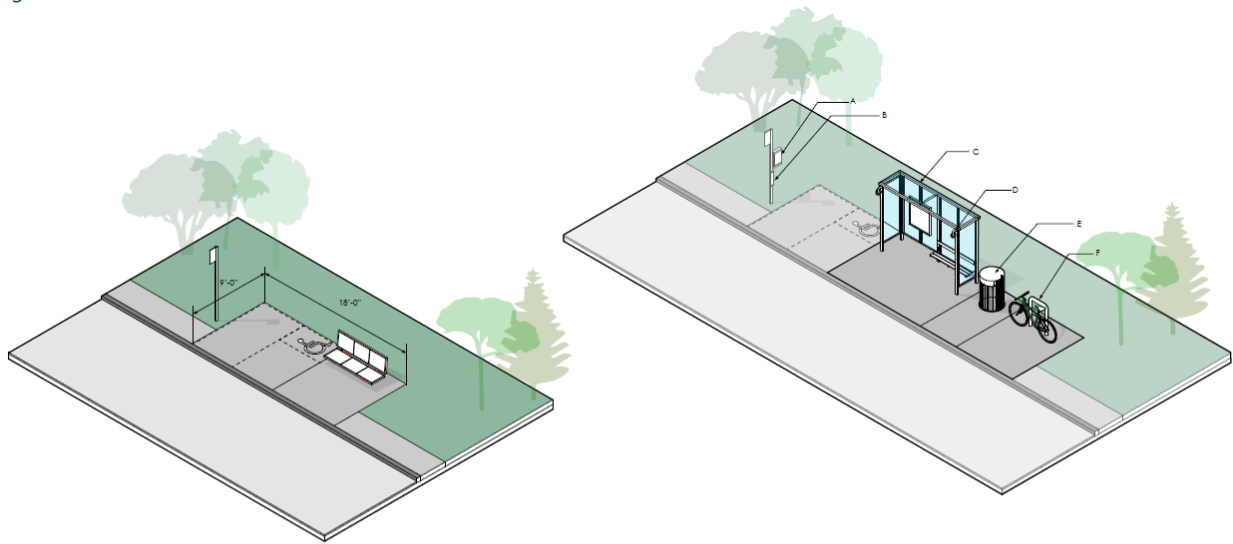
Figure 2: Small - Premium



Core Amenities:
 - Premium Branded Bus Stop Flag
 - Concrete Slab
 - Pole-Mounted Map

Optional Amenities:
 A. Bench
 B. Bench Advertising
 C. Trash Receptacle
 D. Bicycle Rack

Figure 3: Medium - Standard



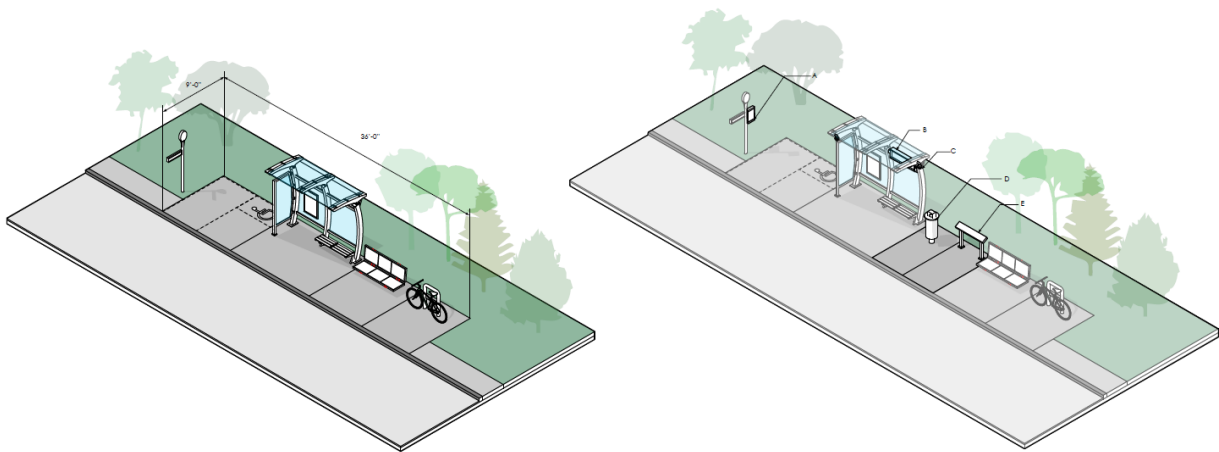
Core Amenities:

- Bus Stop Flag
- Concrete Slab
- Bench

Optional Amenities:

- A. Pole-Mounted Map
- B. Pole-Mounted E-Paper Sign
- C. Shelter
- D. CCTV
- E. Trash Receptacle
- F. Bicycle Rack

Figure 4: Medium - Premium



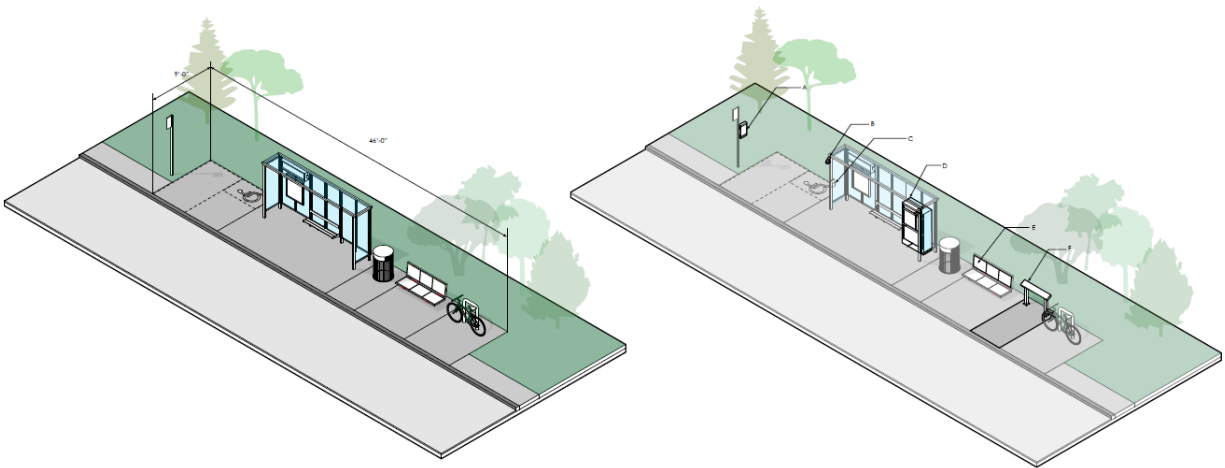
Core Amenities:

- Premium Branded Bus Stop Flag
- Concrete Slab
- Premium Branded Shelter
- Bench
- Bicycle Rack
- Shelter-Mounted Map

Optional Amenities:

- A. Pole-Mounted E-Paper Sign
- B. Shelter-Mounted E-Paper Sign
- C. CCTV
- D. Trash Receptacle
- E. Lean Rail

Figure 5: Large - Standard



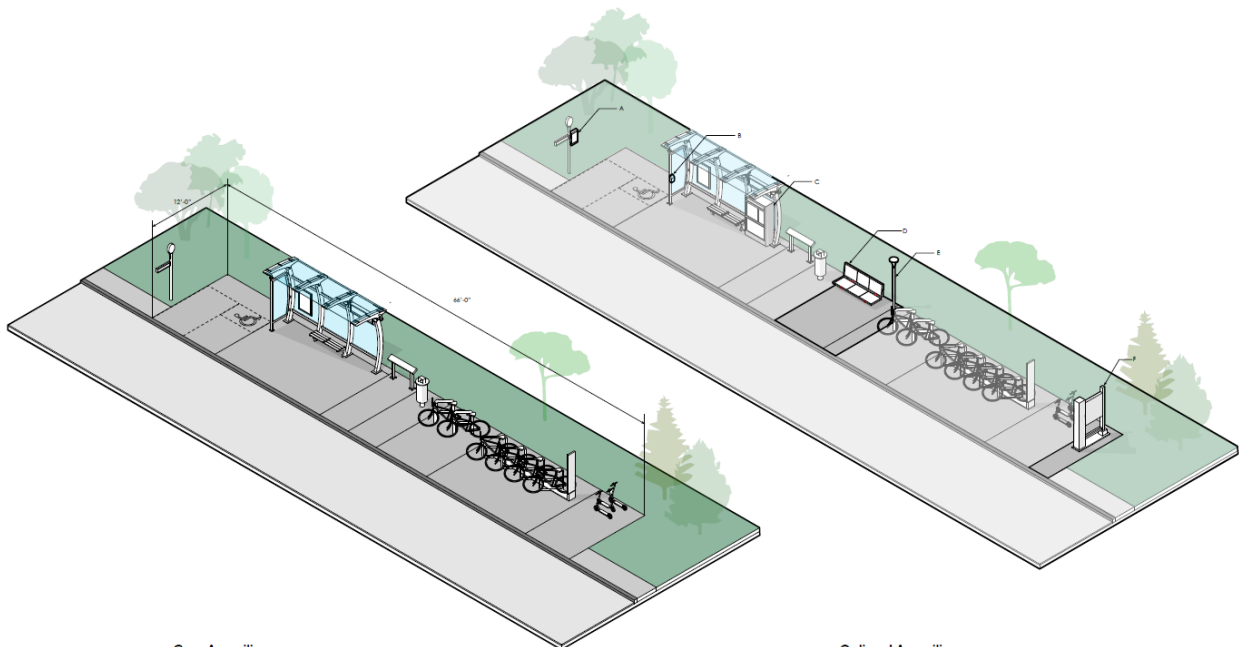
Core Amenities:

- Bus Stop Flag
- Concrete Slab
- Shelter
- Trash Receptacle
- Bench
- Bicycle Rack
- Shelter Mounted E-Paper Sign

Optional Amenities:

- A. Pole-Mounted E-Paper Sign
- B. CCTV
- C. Offboard Smartcard Reader
- D. Ticket Vending Machine
- E. Bench Advertising
- F. Leaning Rail

Figure 6: Large - Premium



Core Amenities:

- Premium Branded Bus Stop Flag
- Concrete Slab
- Premium Branded Shelter
- Leaning Rail
- Lighting
- Trash Receptacle
- Bench
- Bicycle Rack
- Bicycle Share Station
- Scooter Share Corral

Optional Amenities:

- A. Pole-Mounted E-Paper Sign
- B. Offboard Smartcard Reader
- C. Ticket Vending Machine
- D. Bench/Bench-Mounted Advertising
- E. Lighting
- F. Station Marker



TOPIC	FY2023 and FY 2024 Service Change
DATE	May 2, 2022
STAFF MEMBER	Alissa Taysom

Staff Recommendation/Request

Information item: Present and discuss imminent FY 2023 service changes and planned scope of potential FY 2024 service change.

Highlights

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

Summary

Valley Regional Transit staff has been working to respond to the changing transportation environment and implement the schedule and process outlined below. This schedule is being coordinated with our five-year Transportation Development Plan (TDP).

Consolidated Schedule by Quarter (Overview) For FY 2023-2027 TDP and FY 2023 Budget

	Q1	Q2	Q3	Q4
5YR TDP*	Initiate/Priorities	Draft Update	Revise	Finalize
SC* Planning	Draft Concepts	Draft Proposal	Revise	Finalize
SC* Implementation	Contracts	Bid	Construct	Schedule & Train
Budget Development	Assumptions	Cost Allocation	Discussions	Finalize

*TDP = Transportation Development Plan, SC = Service Change

Although the typical service change planning process suggests a two-year lead time to plan, and implement new service, the schedule does allow for certain changes to take place on an expedited or “imminent” (formerly called emergency) basis. The COVID-19 pandemic has put unique strain on service planning and delivery, resulting in more potential short-term, or imminent service adjustments than originally envisioned. The potential imminent changes for FY2023 are in response to interests from funding partners, and safety concerns.

There are a few potential changes for FY2024 also discussed here. Those changes will also be incorporated into the TDP.

The FY2023 and FY2024 service changes proposes changes to the following routes:

- 7B Fairview – Towne Square Mall
- 16 VA/Hyde Park Loop
- 42 Happy Day Transit Center to Towne Square Mall via Meridian
- 43 Caldwell Express
- 40 Nampa/Meridian Express
- 45 BSU Express
- 9 Extension/Eagle

FY2023 Service Change

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

- 7A Fairview Ustick
 - Discontinue twice daily Goddard loop because of low ridership
- 16 VA/Hyde Park Loop
 - Repurpose unproductive, operationally challenged service on 9th to be more productive
- 42 Happy Day Transit Center to Towne Square Mall via Meridian
 - Adjust trip timing to provide better all-day service
- 43 Caldwell Express
 - Eliminate deadhead from Happy Day, making Jefferson Middle School the second stop
- 40 Nampa Meridian Express
 - Restructure/reduction of trips
- 45 BSU Express
 - Restructure to serve Idaho Job Corp, and connect to the 30/Village via Cherry/Fairview
- Eagle
 - OnDemand style service to Eagle

FY2024 Service Change

- 7B Fairview/Towne Square Mall
 - Add weekday and Saturday service to bring this premium corridor to 30 minute all day.

It should also be noted that VRT is planning on conducting a route analysis in FY2023 to review service on the West Bench and consider restructure opportunities that could be considered alongside or after proposed service enhancements to the 7B Fairview. The West Bench restructure would look at repurposing the following routes:

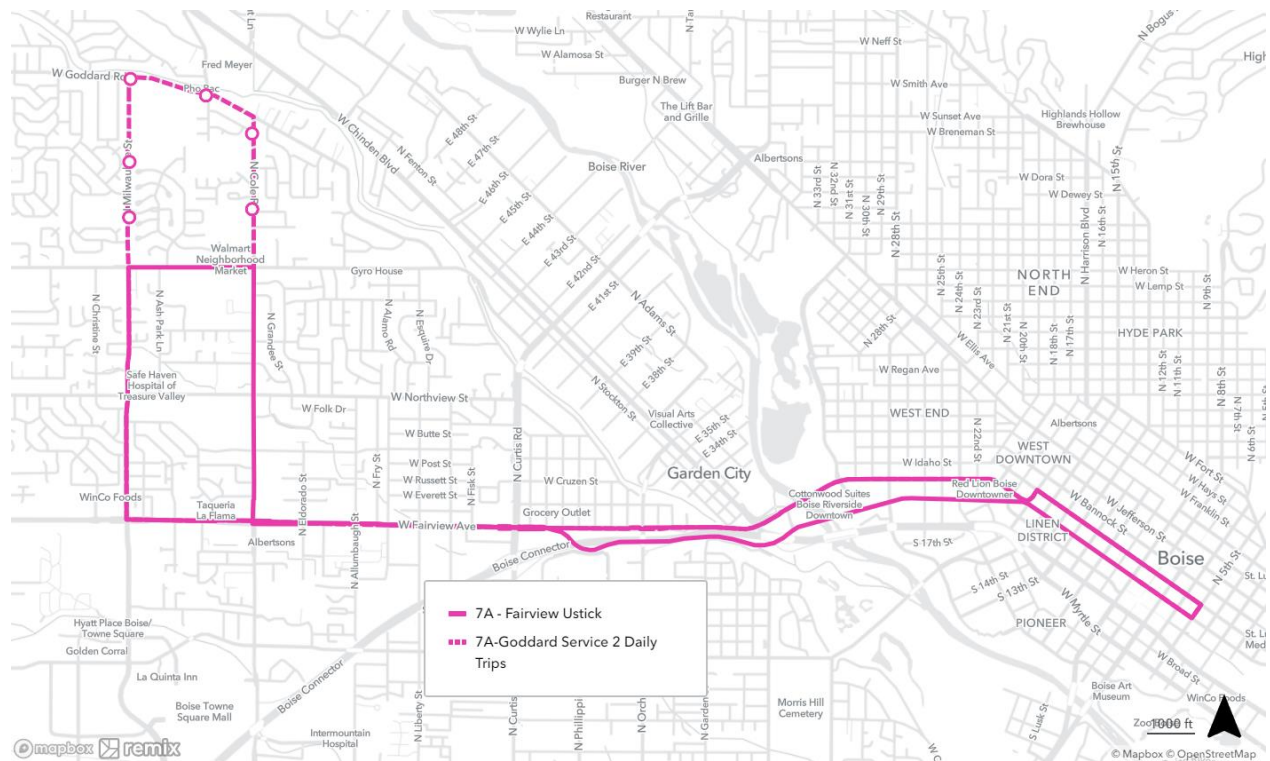
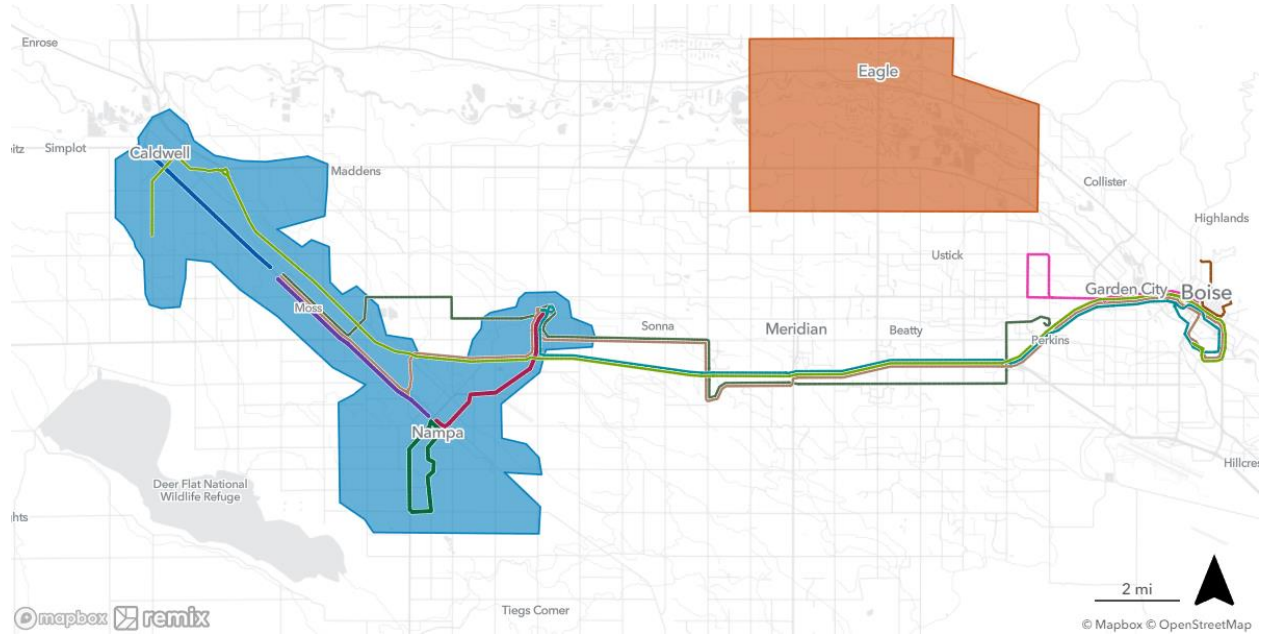
- 7A Fairview/Ustick
- 8 Five Mile
- 8x Five Mile/Chinden

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.



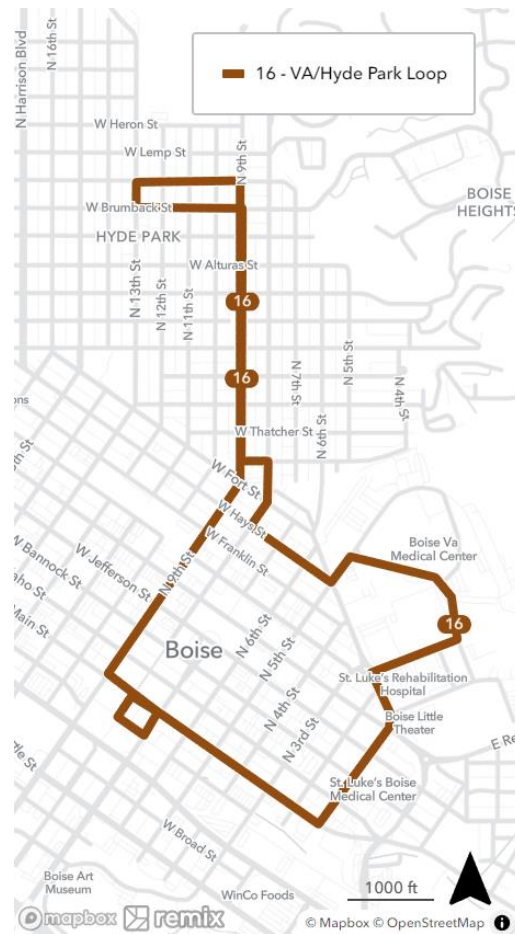


Figure 3: Current 16 VA/Hyde Park Loop Inset

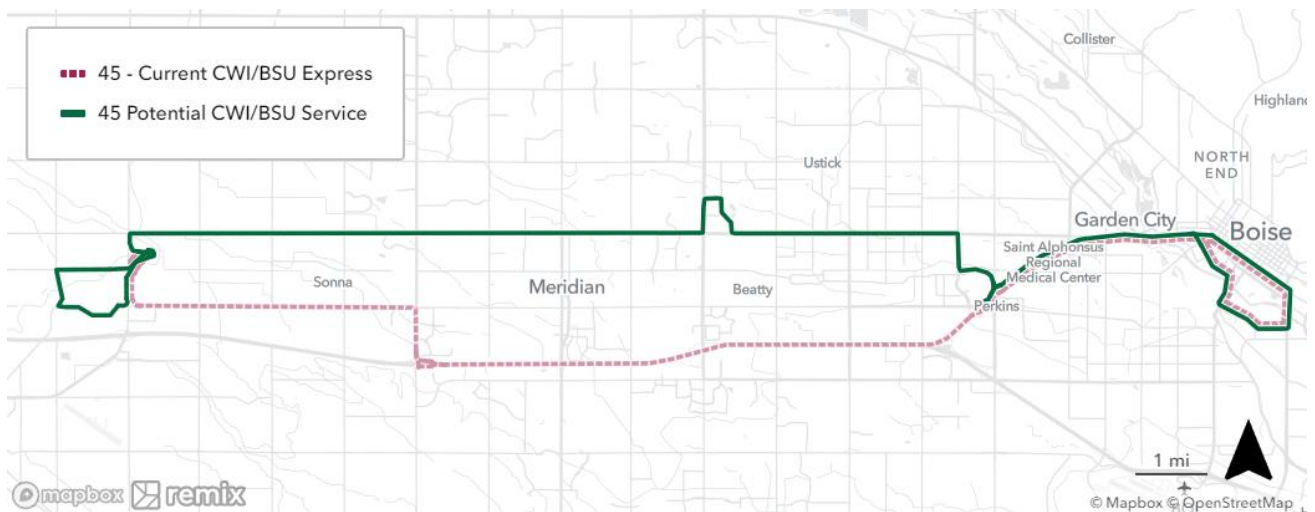


Figure 4: Potential Changes to 45 BSU/CWI Express

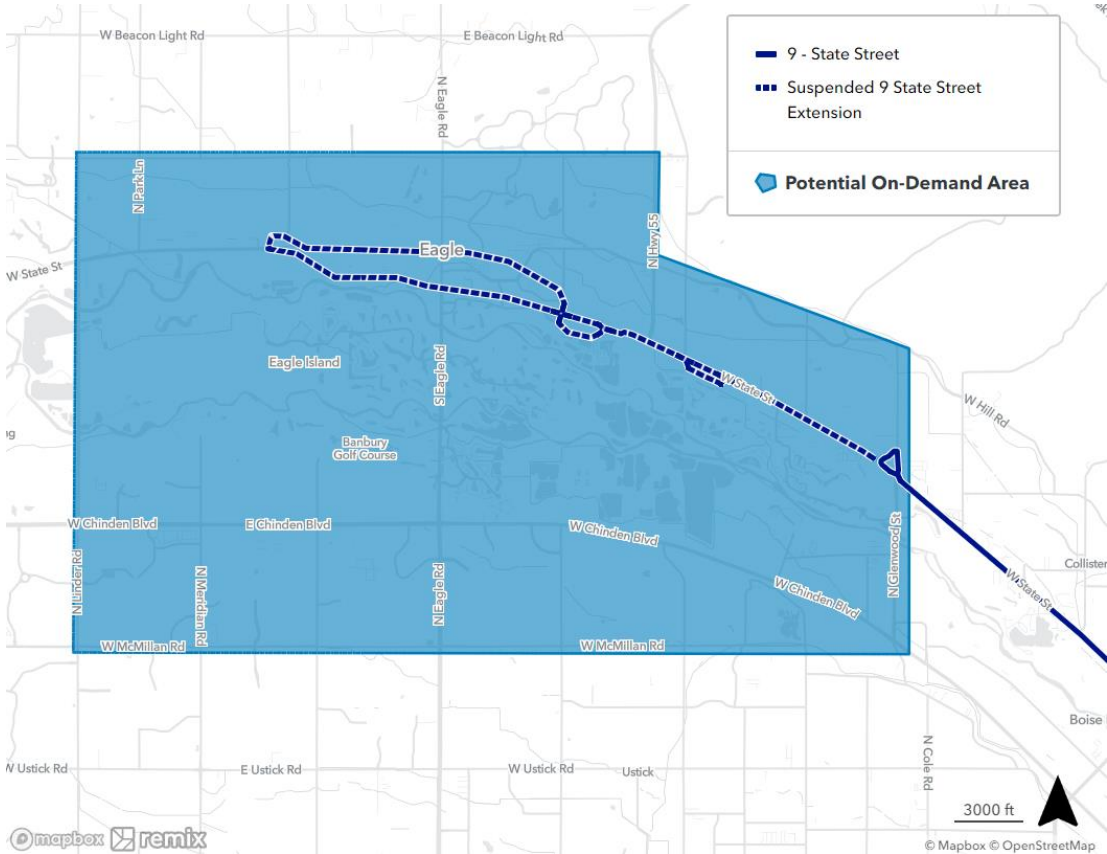


Figure 5: Potential Service Area for Eagle On-Demand

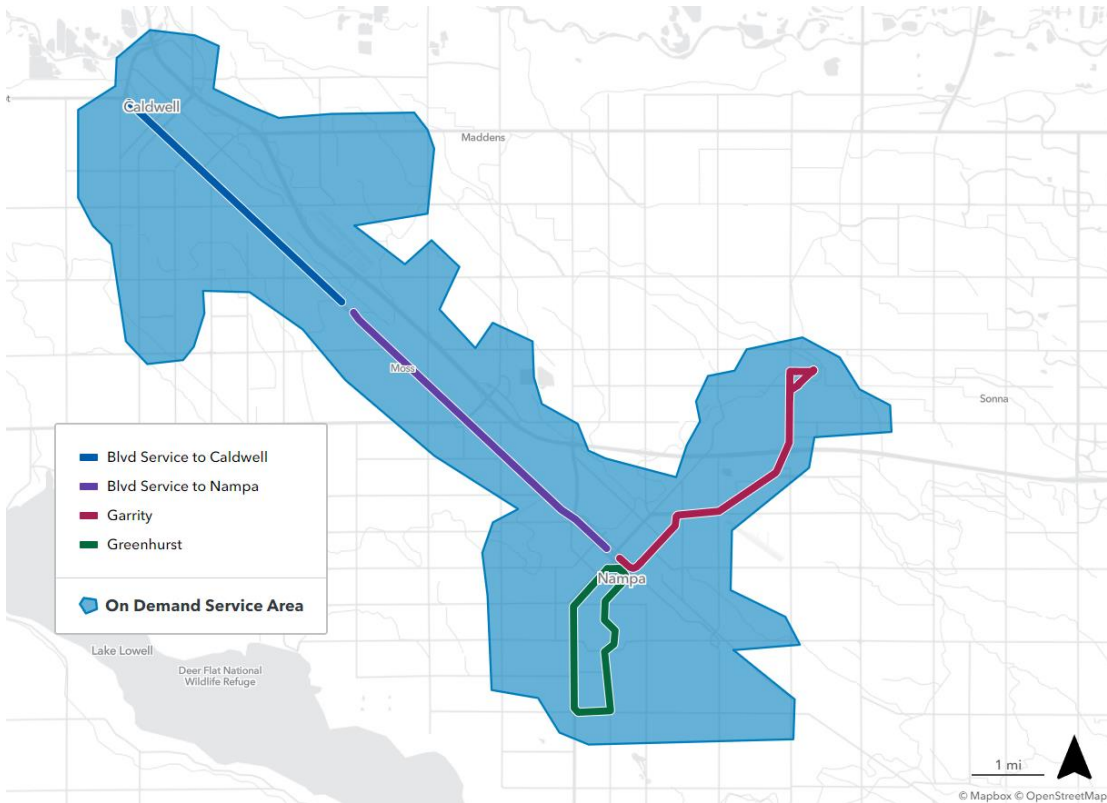


Figure 6: Potential Fixed Route and Enhance On-Demand Service Area for Canyon County

Valley Regional Transit FY2022 Procurement Calendar

Item VII. E.

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
Consultant Services for State Street Environmental and Design	Joe Guenther	250,000	Feb-22	May-22	Delegated to executive Board
Printer and Copier Lease	Nick Moran	187,500	Mar-22	May-22	Executive Board
Security Surveillance for Main Street Station	Derrick Personette	12,075	Apr-22		Executive Director
Uniform Rental and Laundry Services - Ada and Canyon County	Ronnie Garcia	49,999	May-22		Executive Director
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
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
Customer Service Software (CRM)	Jeannette Ezell	TBD	TBD	TBD	TBD

Fire Suppression	Leslie Pedrosa	TBD	TBD	TBD	TBD	Item VII. E.
Document Storage Software (Regional)	Nick Moran	100,000	TBD		Executive Board	

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

Updated 4-12-2022



TOPIC	Executive Director Report
DATE	April 22, 2022
STAFF MEMEBER	Kelli Badesheim

Organizational Updates

Valley Regional Transit (VRT) did receive the final appropriations for FY2022. There was a 29 percent increase in formula 5307 program funds and 47 percent increase in formula Section 5310 program funds. These funds support the operations of fixed-route, paratransit, and specialized transportation. Staff is using the new levels of funding to complete the FY2023 budget and the Transportation Development Plan.

Board Strategic Work Plan

Staff completed a procurement process to select Chris Danley, with Vitruvian, to lead the Board Strategic Work Plan. The kick-off of the plan will be at the Executive Board meeting on May 2. Chris will be reviewing the scope and schedule for the project and discuss the board workshops he included in his scope. The scope also includes board, staff and community member interviews. Chris comes to the project with experience working with VRT and many of our communities.

RAISE Grant

VRT successfully submitted the Rebuild American Infrastructure with Sustainability and Equity (RAISE) grant application for the State Street Premium Infrastructure project. The technical work was supported by HDR to ensure we adequately addressed the grant requirements. I want to recognize Stephen Hunt, Jason Rose, Randy Reese, Joe Guenther and Paula Cromie for the support they provided to get the grant completed on time. I also want to recognize the staff and leaders from City of Boise, ACHD, CCDC, and ITD as we worked through their processes to consider co-sponsoring and providing local match. The collaboration we have been working under for the State Street Corridor is even stronger going through this process. We also received letters of support from multiple sectors and jurisdictions supporting the work and collaboration in the corridor.

Connected Canyon County

VRT staff is finalizing a service and program support plan reflecting the input from the Community Partners group. The Partners went through three workshops over the last several months to make sure we design solutions that best meet the needs of all the populations in Canyon County. There are more details on the service concepts located in the Executive Board May packet.

VRT staff has been meeting internally and with Nampa and Caldwell staff to review and receive comment on the proposed services and programs. The next steps are to build out the budget based on the latest round of feedback. This will also include infrastructure needs to improve bicycle, pedestrian and transit facilities within the service area. VRT will include in the financial analysis using remaining CARES funding in the small urban area to jumpstart the implementation of the final solutions.

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	Development Department Monthly Report
DATE	May 2, 2022
STAFF MEMEBER	Stephen Hunt

Summary

Development Department activities since March 2022 report

VRT Strategic Plan

Goal 1 - Demonstrate responsible stewardship of public resources

Performance Based Decision-making

- **Transportation Development Plan (TDP)**
VRT staff has prepared a draft TDP for board and public review and comment. The draft considers all input received over the last quarter and will continue to be refined over the summer and fall. The TDP development process is occurring in parallel to the FY2023 budget development and the Communities in Motion 2050 update.

Funding Development

- **Budget Development** –As part of the combined FY2023 budget and FY2023-2027 TDP development schedule staff has conducted strategic meetings with local partners to align priorities and update funding assumptions.
- **Transportation Development Plan (TDP)** - Staff engaged local jurisdictions, Regional Transit Team, and Regional Advisory Council on project priorities for the TDP. Projects have been 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 prepared a RAISE Grant for the United States Department of Transportation and submitted the application April 14, 2022. The grant is to implement transit and adjacent non-motorized infrastructure along State Street guided by the State Street Transit Operational Analysis preliminary designs.

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.

Goal 3 - Build institutional and regional capacity

Regional Capital Enhancements

- **Orchard Facility Master Plan**
 - 1- A Request for Bid (RFB) was issued. Bidding opened on April 21, 2022, at 4pm. The selected contractor will be presented to the Executive Board for approval at the May 2, 2022, meeting. 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 approved for Paul Construction with a notice to proceed (NTP) issued April 12, 2022. Initial schedule has Orchard sites beginning in May 2022 and the station at Goddard and Milwaukee constructed last in September 2022. Construction will include relocating 13th and Fort to 12th and Fort.
 - 3- FY2021 Construction 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 for potential opening April 25, 2022.
 - 4- State Street National Environmental Policy Act (NEPA) and Design scope (RFP) consultant was selected through competitive process, contract authorization will be presented May 2, 2022, to the Executive Board. 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 and FY2024 construction and up to 2-years for corridor Environmental Assessment.

Regional Corridor Planning

- **State Street Corridor Projects**
 1. VRT has approved a 5339 grant for FY2022 to begin implementing Environmental and design on State Street. VRT anticipates using the RAISE grant for additional funding opportunities to advance the development of the State Street transit corridor for construction in FY2023 and FY2024.
- **Fairview Corridor Project**
 1. The second phase of the plan is underway for design concept and NEPA for bus stop 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 had a meeting with TSM manager March 2 and preliminary concepts are being developed for replacement. Coordination with the landowner and the mall are ongoing.

Other Development Activities

- **Planning projects –**
 - 1- Regional Vanpool Study –The consultant team has prepared and delivered the final draft of the report. VRT staff and the project team will review the final report and prepare report of approval by the VRT board.
 - 2- Passenger Facility Plan/Bus Stop Typology – The consultant team held the basis of design workshop and the tow kit of parts workshops and has begun incorporating the feedback of the workshops and stakeholders into the design elements of the Bus Stop Typology.
 - 3- Kuna Transit Study – VRT has selected Transpo Group as the consultant for this study and the project kicked off in January. Transpo Group has completed stakeholder and the market analysis and has begun preparing initial concepts.
 - 4- State Street Transit Operational Analysis – The consultant team is preparing final documents for stakeholder review. Many of the projects in the planned portfolio were prepared for the State Street RAISE grant. All elements and analysis will be packaged into a final report to guide further coordination of transit and roadway projects.

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	Operations Department Staff Report
DATE	April 13, 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

- Valley Regional Transit (VRT) staff finalized contract with Via Mobility, LLC. Via Mobility has started programming to set up the software for ACCESS services in Ada and Canyon County. This phase is expected to launch in June. When phase one programming is complete, VRT and Via will 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 could not find a solution to make the current charging dispensers operate properly to switch between the two dispensers for sequential charging. Proterra has come up with a new solution that will eliminate sequential charging and possibly provide VRT with six additional charging stations, at no cost. VRT staff is working with Proterra, the contracted project manager and builder of the current electrical vehicle infrastructure and other bus builders to determine feasibility.
- VRT has agreed to allow Proterra to deliver the remaining five 35' battery electric buses, while determining the new charging layout. VRT will be able to prepare buses for revenue service once delivered. VRT will be paying for one-half of the invoice up front and the balance will be paid when VRT has 12 working charging stations or when VRT places the buses in revenue service, whichever comes first. The warranty and battery lease will not start until buses are placed into revenue service.

Highlights:

Contracted Transportation

Canyon County Highlights

- Zero preventable accidents in March
- Intercounty on-time performance 71% for March
- ACCESS on-time performance 90% for March

- On demand on-time performance 84% for March
- Being faced with hiring challenges again. Currently have four open positions
- Working on fiscal year 2023 service change concepts

Ada County Highlights

- No preventable accidents in March
- Fixed-route on-time performance 87% for March
- ACCESS on-time performance 98% for March
- Having a hard time hiring drivers, with recent increase for Cascade School Bus. Currently short five drivers

Specialized Transportation

- Volunteer drivers continue to see a decrease in ridership
- Interfaith Sanctuary restarted service to the Parks and Recreation job service
- Star Senior Center saw large ridership increase and hoping to hire another driver
- Metro Community Services continues to struggle hiring drivers to accommodate ridership increases
- Melba Valley Senior Center started as a provider under the Specialized Transit program

Information Technology and Intelligent Transportation Systems

- Staff resolved 165 support requests from 176 submitted in March
- Initiated cyber security awareness training for all system users
- Preparing for fixed-route CAD/AVL vendor on-site visit to install equipment on eight new battery electric buses and troubleshoot issues on previously installed equipment
- Preparing work to release upcoming procurement for operations two-way radio replacement
- Preparing equipment for launch of new demand response scheduling software

Compliance

- Continue to monitor Federal Transit Authority mask mandate
- Preparing to recertify the APC system in fiscal year 2022 for National Transit Database reporting
- Began scoring vehicles for Transit Asset Management using new safety reporting software

Customer Service Support

- Customer service handled 2,765 of 2,859 phone calls for information, with 94 calls abandoned. The average call time was 2 minute, 16 seconds and the average hold time was 16 seconds
- Reservationist handled 1,020 of 1,056 phone calls to change or schedule a ride on ACCESS, with 35 calls abandoned. The average call time was 3 minutes, 24 seconds and the average hold time was 9 seconds
- On-demand services handled 655 of 696 phone calls to schedule a ride, with 41 calls abandoned. The average call time was 1 minute, 39 seconds and the average hold time was 19 seconds.

- March City Go Pay mobile ticket sales totaled \$11,685.75

More Information

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



TOPIC	Finance and Administration Activity Report
DATE	May 2, 2022
STAFF MEMBER	Jason Jedry, Finance Director

Summary

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

Highlights

Budget/Finance

- Finance staff are working on closing the second quarter of FY2022
- Finance team is working on implementing a new payroll service and FSA benefits
- Finance Director is leading VRT's effort to find and implement a new enterprise resource planning (ERP) system
- 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:
 - ERP system consulting services
 - State Street environmental and final design
 - Board strategic work plan
 - Copier and printer lease
 - 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 13, 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.
- 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 is putting the finishing touches on the mailer and social media creative.
- 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 next series of announcements will focus on promotions connected to May in Motion.

- 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 offered the free Treeline circulator service for the tenth Treefort Music Fest.
- The Treeline saw record ridership. 1,228 people used the free service, and another 260 used their wristbands to ride other VRT routes for free. Total Treefort-related ridership was 1,488.
- A big draw was the return of Bands on the Bus which made the Treeline buses a mobile second-chance venue.

More Information

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



TOPIC	Corporate Sponsorship and Underwriting Department
DATE	May 2, 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.	\$655,862.	109%
<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.	\$116,020.	96%

*As of April 13, 2022

New Business Opportunities

- Idaho Department of Health and Welfare-Newborn Screen and Children's Special Health Program
- The Salvation Army
- Rekluse Motor Sports Race Winning Brands
- Idaho Department of Health and Welfare- Comprehensive Cancer Control Program
- Capital Educators
- Narcotics Anonymous

Advertising Installations and Renewals

- Discovery Center of Idaho – SUE
- St. Luke's Regional Medical Center
- University of Idaho

Media Advertising placements

- Have placed media buys for the remainder of the fiscal year
- Working to populate the media buy windows with scripts and creative message
- Have placed April and May 2022 with May in Motion, Riders Education and City Go! messaging

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

TOPIC	Community Engagement Update
DATE	May 2, 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

Digital engagement

- VRT is updating the Engage platform to accommodate different levels of upcoming engagement needs, ranging from near-term service changes to medium-term projects found in the Transit Development Plan (TDP) to longer-range visions, like those found in ValleyConnect 2.0. This will allow for both broad-based engagement to audiences interested in our overall trajectory and targeted engagement for those interested in specific timelines, projects, or geographies. It will also provide a platform to share about VRT and help the audience get to know the agency.

Service changes, the Transit Development Plan (TDP), and more

- While digital engagement, mentioned above, would provide a centralized platform, we will be supplementing engagement points with onboard surveys, presentations to community partners, tables, communications materials, and more.
- We are partnering with COMPASS to conduct open Houses on May 4th and 5th, which will be an opportunity for COMPASS to get feedback on their Coordinated Plan, and VRT to get feedback on a multitude of efforts, including the TDP.

Navigation

- In late March, VRT hired a Mobility Navigator, Neva Resendez. Neva has been spending initial weeks navigating the transit system, working with customer service, connecting with community partners, and attending travel training seminars.
- We are in the process of creating a Navigation Plan to formalize processes and begin to promote travel training opportunities for the public.

May in Motion

- VRT is participating in the annual May in Motion campaign to help encourage different mobility options, especially bus, walk, roll, bike, carpool, and vanpool, to relieve congestion and promote different modes.
- VRT and City Go are offering a free ride promotion through Umo to attract new riders, encourage bus riding, and promote Umo. These include free, 31-day passes for new accounts and free, 31-day passes for existing accounts that log 10 bus rides in May. There are also opportunities for employers to get one month of program benefits when signing up for a Regional Pass Program or City Go Membership.

More Information

Attachments: None

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

TOPIC	City Go Report
DATE	May 2, 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. The draft plan is complete and a final plan will be complete mid-May after review and revisions. The final plan will be presented to the Executive Board in June.
- City Go's new Mobility Ambassador Program continues to run with April's tour being on pathways and parkways. 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 Boise State's Public Safety Department in April. You can read more about it here: <https://www.citygoboise.com/news-and-events-posts/sustainability-spotlight-boise-state-university>
- The City Go smartcard and Umo Mobility App continue to grow. VRT has sold over \$50,000 in fares through the new system since it launched in October. To date, 848 accounts have been created through the App and 1043 (up over 100 new accounts since last month!) accounts have been created through the smartcard.
- City Go staff worked on business development with businesses in downtown Boise. Staff held fifteen business development meetings and nine events.
- City Go is ramping up for May in Motion and has three different promotions going for VRT.
 - Benefits include two 31-day bus passes for individuals (more details below).
 - New employers can get one free month of bus passes/City Go membership when they sign up for the Regional Bus Pass Program and/or City Go membership in April or May
 - For more information visit: <https://www.citygoboise.com/news-and-events-posts/sustainable-choices-pay-this-may>
- City Go staff has been working on our priorities for FY2023. Our draft recommendations are the following:

FY2023 Priorities

FY2022 has been a productive year for City Go with continued growth of City Go membership and regional pass program contracts, despite the continued pandemic. Additionally, City Go successfully launched a new payment system with the Umo Mobility App and City Go smartcard, launched the inaugural year of the Mobility Ambassador Program, developed an equity framework to guide our programming and create more access and equity in our outreach, along with many other accomplishments. City Go's staff expects FY2023 to be a busy and productive year. Transit, transportation access, and congestions are becoming hotter topics in the context of continued growth, returning to the office, housing affordability

and supply, and the “great resignation.” There is much work to be done in the area of transportation demand management (TDM) and our staff has worked hard to create our FY2023 priorities based on what we believe will be most impactful.

Our FY2023 priorities by focus area are:

Mobility and Members

- Integrate the second phase of providers into the Umo Mobility payment system (integrated fare payment system), which includes Bronco Shuttle and vanpools.
- Integrate micro-mobility options into the Moovit trip planner in the Umo Mobility App.
- Increase access and equity to fares through transitioning all VRT fares into the Umo Mobility system and installing ticket vending machines throughout the VRT system in transit hubs, premier routes, and high-usage stops. The ticket vending machines will accept cash and provide more places and options to access fares.
- Begin implementing recommendation from the regional Integrated Mobility Plan. More specific recommendations will be added when the plan is complete in May 2022.
- Double the current size of VRT’s regional pass program from 20 contracts to 40. This includes implementing pass programs for employers, schools, and developers.
- Continue to grow City Go’s memberships with downtown memberships. FY2023’s goal is to add 12 new members.

Partnership and Performance

- Continue to provide technical and marketing support and to employers and businesses to develop parking and mobility plan, implement transportation benefits programs, and promote sustainable transportation.
- Coordinate and partner private mobility partners to expand mobility options under City Go for businesses, developments, and individuals.
- Develop and implement a Residential TDM toolkit for developers, property managers, and HOAs to provide transportation support to affordable housing, mixed-use housing, and transit-oriented developments.
- Continue to cultivate and grow partnerships within the community with membership organizations, neighborhood associations, nonprofits, housing organizations.
- Create a student toolkit and outreach plan for high school and college orientations.
- Utilize the newly developed City Go Equity Framework to inform programming and avenues to reach populations and industries traditionally underserved by TDM programs.

Community Action

- Continue to educate the community and cultivate community ambassadors through City Go’s Mobility Ambassador Program. In FY2023, City Go will have two new ambassador cohorts that will get behind the scenes tours to learn about the Treasure Valley’s transportation system.
- Engage and leverage education and outreach opportunities by partnering on established events, as well as, engaging the community through City Go Conversations, open houses, quarterly bus tours, and other community-oriented events
- With the development of the Residential TDM toolkit, engage with neighborhoods, neighborhood associates, HOAs, and apartment complexes.

- Develop a transportation guide and incentives for large events to education, encourage, and incentivize the use of sustainable transportation to get to and from events.
- Develop a street team to spread the word about sustainable transportation, raise awareness, and reward individuals using sustainable transportation.

More Information

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