

Board of Directors Meeting Agenda

October 03, 2022

12:00 PM

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

This is an in-person meeting.

If you are unable to attend in person, please join us via MS Teams at
https://www.valleyregionaltransit.org/VRT_Board_October2022
or by dialing in at **469-965-2358 Conference ID: 996 228 173#**

- 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. **Finance Committee Report**
- V. **Consent Agenda**
Items on the Consent Agenda are Action Items will be enacted by one motion. There will be no separate discussion on these items unless a VRT Board Member requests the item be removed from the Consent Agenda and placed under Action Items.
- A. ACTION: Minutes of the August 1, 2022 Executive Board Meeting**
Pages 5-6 | Paula Cromie
The Executive Board is asked to consider approval of the minutes from the August 1, 2022, Executive Board meeting.
- B. ACTION: Minutes of the August 1, 2022 Board of Directors Meeting**
Pages 7-9 | Paula Cromie
The Board of Directors is asked to consider approval of the minutes for the August 1, 2022 meeting.
- C. ACTION: Acceptance by Board of the Minutes of the August 1, 2022 Executive Board Meeting**
Pages 10-11 | Paula Cromie
The Board of Directors is asked to consider accepting the minutes from the August 1, 2022 Executive Board meeting.
- D. ACTION: Minutes of the June 21 and July 19, 2022 Regional Advisory Council**
Pages 12-17 | Paula Cromie
The Board is asked to consider acceptance of the minutes from the June 21 and July 19, 2022 Regional Advisory Council meeting minutes.
- E. ACTION: Executive Board and Board of 2023 Meeting Dates**
Page 18-20 | Kelli Badesheim
The Board of Director's is asked to consider approval of the 2023 and proposed 2023 meeting calendars for the Board and Executive Board.
- F. ACTION: FY2022 3rd Quarter Operating Cash Balance Report**
Pages 21-22 | Jason Jedry

The Board is asked to review and consider accepting the FY2022 3rd Quarter Operating Cash Balance Report.

G. ACTION: FY2022 3rd Quarter Budget Reports

Pages X23-35 | Jason Jedry

The Board will review and consider accepting the FY2022 3rd Quarter Budget Variance Reports.

H. ACTION: FY2022 Project Carryforward List

Pages 36-37 | Jason Jedry

The Board will consider acknowledging the FY2022 carryforward project list that will be included in the FY2023 budget amendment request to be presented in January 2023.

I. Action: FY2022 Third Quarter Performance Report

Pages 38-42 | Leslie Pedrosa

Staff requests the Board of Directors approve the performance report for the third quarter of fiscal year 2022.

J. ACTION: Payment Registers

Pages 43-56 | Jason Jedry

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

K. ACTION: Bank Accounts

Pages 57-59 | Cameron Wells

The Board is asked to consider approval of RESOLUTION VBD22-024 Bank Accounts.

L. ACTION: Credit Card Line of Credit

Pages 60-62 | Cameron Wells

The Board is asked to consider approval of RESOLUTION VBD22-036 for credit card line of credit with Idaho Central Credit Union.

M. ACTION: POLICY - Credit Card Policy 5.20.00

Pages 63-68 | Cameron Wells

The Board of Directors is asked to consider approval of the Credit Card Policy 5.20.00, Resolution VBD22-022.

N. ACTION: Thompson Consulting Group Contract Modification

Pages 69-71 | Jason Jedry

The Board is asked to consider approval of RESOLUTION VBD22-023 Thompson Consulting Group Contract Modification and the corresponding Authorization for Expenditure.

O. ACTION: Canyon County Rides2Wellness Project Budget Service Provider Contracts

Pages 72-75 | Leslie Pedrosa

Staff requests the Board of Directors approve Resolution VBD22-031 to move forward with contracts for all service providers for the Canyon County Rides2Wellness service. The project budget was approved under Resolution VBD22-021 by the Board of Directors on August 1, 2022.

P. ACTION: Ada County Rides2Wellness Project Budget Service Provider Contracts

Pages 76-79 | Leslie Pedrosa

Staff requests the Board of Directors approve Resolution VBD22-032 to move forward with contracts for all service providers for the Ada County Rides2Wellness service. The project budget was approved under Resolution VBD22-021 by the Board of Directors on August 1, 2022.

Q. ACTION: Acquisition of Service Project Budget Service Provider Contracts

Pages 80-83 | Leslie Pedrosa

Staff requests the Board of Directors approve Resolution VBD22-027 to move forward with contracts for all service providers for the Specialized Transportation Acquisition of Service. The project budget for all the Specialized Transportation services was approved under Resolution VBD22-021 by the Board of Directors on August 1, 2022.

- R.** ACTION: FY2022 Asset Disposition Status
Pages 84-85 | Leslie Pedrosa
VRT staff request the Board of Directors acknowledge the final status of asset disposals for fiscal year 2022.
- S.** ACTION: FY 2024 Budget and FY 2024-2028 Transportation Development Plan Schedule
Pages 86-90 | Stephen Hunt
The Board is asked to consider approval of the FY2024 Budget and FY2024-2028 Transportation Development Plan Calendar.
- T.** ACTION: Radio Replacement Services
Pages 91-94 | Nick Moran
The Board is asked to consider approval of RESOLUTION VBD22-025 Radio Replacement Services and the corresponding Authorization for Expenditure.

VI. Executive Session

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

A. EXECUTIVE SESSION: Personnel Issue

Pursuant to Idaho Code 74-206 paragraph b) personnel issues, the Board of Directors will break into an executive session. No action will be taken during the session, but action may take place once the session has closed.

VII. Action Items

- A.** ACTION: Orchard Facility Lease Renewal and Expansion
Pages 95-97 | Joe Guenther
The Board is asked to consider approval of RESOLUTION VBD22-029 for the Orchard facility lease renew and expansion and authorize the Executive Director to execute the Orchard Facility lease renewal and expansion with the City of Boise Airport.
- B.** ACTION: FY2023-2027 Transportation Development Plan
Pages 98-107 | Stephen Hunt
*Staff will present the FY2023-2027 Transportation Development Plan to the Board of Directors and the Board of Directors will consider approval of Resolution VBD22-028.
A link to the Transportation Development Plan is here: https://www.valleyregionaltransit.org/wp-content/uploads/2022/09/TDP_2023_FinalDraft-9.14.22.pdf*
- C.** ACTION: Gillig Fixed-Route Vehicle Purchases
Pages 108-111 | Leslie Pedrosa
VRT staff requests the Board of Directors consider approval of Resolution VBD22-035 and delegate the authority to the Executive Director to authorize final negotiations and execute an agreement with Gillig to purchase up to seven (7) replacement and expansion vehicles.
- D.** ACTION: New Flyer Fixed-Route Vehicle Purchases
Pages 112-114 | Leslie Pedrosa
VRT staff requests the Board of Directors consider approval of Resolution VBD22-033 and delegate the authority to the Executive Director to authorize final negotiations and execute an agreement with New Flyer to purchase up to three (3) replacement vehicles.

VIII. Information Items

- A.** INFORMATION: Update on CEO Search
Natalie Hilde
VRT's third-party HR Natalie Hilde and CEO Executive Search Consultant Scott Reilly will provide an update on the current CEO search.
- B.** INFORMATION: Communications and Engagement Strategy
Pages 115-130 | Jason Rose

*The draft FY23 VRT Communications and Engagement Strategy is attached for Board review.
No action is required.*

C. INFORMATION: Procurement Calendar

Page 131 | Jason Jedry

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

IX. Department/Staff Reports

A. INFORMATION: Department/Staff Reports

Pages 132-146 | 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 Board of Directors Meeting:

January 9, 2023

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

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

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

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

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

Executive Board Meeting Minutes

August 01, 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		Paula Cromie, VRT
Debbie Kling, City of Nampa		Mark Carnopis, VRT
Lauren McLean, City of Boise		Dave Fotsch, VRT
Alexis Pickering, ACHD		Joe Guenther, VRT
Joe Stear, City of Kuna		Natalie Hilde, Thompson Consulting
		Stephen Hunt, VRT
		Jason Jedry, VRT
		Kristy Inselman
		Nick Moran, VRT
		James Mundell, VRT
		Mary Beth Nutting, RAC
		Leslie Pedrosa, VRT
		Ken Pidjeon, Citizen
		Randy Reese, VRT
		Jill Reyes, VRT
		Scott Reilly, Affion Republic
		Jason Rose, VRT
		Neva Resendez, VRT
		Walter Steed, RAC
		Alissa Taysom, VRT
		Cameron Wells, VRT

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

Agenda Additions/Changes - None

Public Comments - None

Consent Agenda

Items on the consent agenda consist of the following:

ACTION: Minutes of the July 11, 2022 Executive Board Meeting

ACTION: Regional Advisory Council Minutes from June 21, 2022 Meeting

ACTION: Transportation Improvement Plan FY23-FY27 – Resolution VBD22-021

ACTION: Payment Register

Item V. A.

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

Finance Committee - None

Executive Board - Action Items

ACTION: Executive Director Search Update

Scott Reilly, with Affion Public, the third-party executive search consultant, and Natalie Hilde, VRT's third-party HR consultant, provided an update on the executive search process. Executive Board members will receive a copy of the job description in the next week and have a week to give feedback on the description. The job will be posted for 30 days, then 45 days later the candidates will be presented to the panels. Paula Cromie will send out the contact information for Natalie Hilde to all executive board members. Scott recommended the position title be changed from Executive Director to CEO.

Following discussion, Lauren McLean moved to change the name of the position (executive director) to CEO to conform with standards in the industry; Alexis Pickering seconded. The motion passed unanimously.

Executive Board - Information Items

INFORMATION: WORK SESSION -Transportation Development Plan Update

Stephen Hunt presented an update on the Transportation Development Plan. For reference, a copy of the May Draft here: https://www.valleyregionaltransit.org/wp-content/uploads/2022/04/TDP_2023_27MayDraft.pdf

Executive Session - None

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

Adjournment – The meeting was adjourned at 12:02.

Next VRT Executive Board Meeting:

October 3, 2022 (Followed by Board of Directors meeting)

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

Board of Directors Meeting Minutes

August 01, 2022

12:00 PM

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

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Chris Allgood, City of Caldwell	Rod Beck – Ada County Comm.	Kelli Badesheim, VRT
Alexis Pickering, ACHD	Becky Crofts, City of Middleton	Bre Brush, City of Boise
Nichoel Baird Spencer, City of Eagle	Bonnie Emly, City of Notus	Mark Carnopis, VRT
John Bechtel, City of Wilder	Rob Fisher, City of Greenleaf	Paula Cromie, VRT
Miranda Carson, City of Meridian	Hal Forsgren, City of Melba	Gregg Eisenberg, First Transit
Elaine Clegg, City of Boise	Dave Hershey, City of Star	Jeremy Gianchetta
Ryan Davidson, Ada County Comm.	Leslie Van Beek, Canyon County Com.	Joe Guenther, VRT
Matt Edmond, CCDC	Pam White, Canyon County Com.	Stephen Hunt, VRT
John Evans, City of Garden City		Kristy Inselman, ACHD
Jeff Flynn, CWI		Liisa Itkonen, COMPASS
Ashley Ford-Squyers, MDC		Jason Jedry, VRT
Debbie Kling, City of Nampa		Lila Klopfenstein, COMPASS
Lantz McGinnis-Brown, Boise State		John Kostelec, Vitruvian
Lauren McLean, City of Boise		Nick Moran, VRT
Joe Stear, City of Kuna		James Mundell, VRT
Mark Steuer, City of Nampa		Leslie Pedrosa, VRT
David Tiede, City of Meridian		Ken Pidjeon, Citizen
Jarom Waggoner, City of Caldwell		Randy Reese, VRT
Mark Wasdahl, ITD		Jill Reyes, VRT
		Jason Rose, VRT
		Walter Steed, RAC
		Alissa Taysom, VRT
		Cameron Wells, VRT
		Sarah Ybarra, VRT

Calling of the Roll - Chair Debbie Kling called the meeting to order at 12:07p.m., with a quorum present by phone and in person.

Agenda Additions/Changes - None

Public Comments - None

Finance Committee Report - None

Consent Agenda

Items on the consent agenda consisted of the following:

ACTION: Minutes of the April 4, 2022 Board of Directors Meeting

ACTION: Minutes of the May 2 and June 6, 2022 Executive Board Meetings

ACTION: FY2022 1st Quarter Operating Cash Balance Report

ACTION: FY2022 1st Quarter Budget Variance Reports

ACTION: FY2022 2nd Quarter Operating Cash Balance Report

ACTION: FY2022 2nd Quarter Budget Variance Reports

Action: FY2022 Performance Report - Quarter 1

ACTION: FY2022 Performance Report - Quarter 2

ACTION: Payment Registers

ACTION: Ada County and Canyon County Tire Services

ACTION: FY23 Transit Asset Management Targets

ACTION: POLICY - Procurement Policy 1.03.00 (G), Resolution VBD22-018

ACTION: POLICY - Fixed Asset Policy 1.26.00, Resolution VBD22-016

ACTION: POLICY - Reasonable Accommodation or Modification Policy 6.00.04, Resolution VBD22-017

ACTION: State Street Transit Operational Analysis

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

Action Items

ACTION: PUBLIC HEARING - FY2023 Operating and Capital Budget and Program of Projects

Prior to the Public Hearing, Kelli Badesheim presented the final preliminary FY2023 Operating and Capital Budgets. The VRT Chair then conducted a public hearing for formal comments on the FY2023 budget.

Mayor Kling opened the public hearing for comment.

Ken Pidjeon, 1829 Canal Street in Boise, proposed staff consider a fare increase for FY2024 and consider use of a non-profit to raise funds for Valley Regional Transit. (As does PBS)

Lauren McLean moved to close the public hearing. The motion passed unanimously.

ACTION: FY2023 Budget

Following the public hearing, Lauren McLean moved to approved RESOLUTION VBD22-021 to approve the FY2023 budget; Elaine Clegg seconded. The motion passed unanimously.

ACTION: PUBLIC HEARING: Disposal of Surplus and Obsolete Assets

Prior to the public hearings, Leslie Pedrosa presented the list of items slated for disposal in fiscal year 2023. One additional item was added to the list that did not appear in the packet. (Dodge Caravan)

Debbie Kling opened the public hearing. There were no comments.

Elaine Clegg moved to close the public hearing; Lauren McLean seconded. The motion passed unanimously

ACTION: Disposal of Surplus and Obsolete Assets

Following the public hearing and discussion, Lauren McLean moved to approved RESOLUTION VBD22-019 Disposal of Surplus and Obsolete Assets; Joe Stear seconded. The motion passed unanimously.

ACTION: PUBLIC HEARING - Route 45 Changes

Prior to the public hearing, Alyssa Taysom presented information on proposed service changes that will be implemented on Monday, October 3, 2022 including Route 45, which, by our policy, required a public hearing.

Debbie Kling opened the public hearing. There were no comments.

Lauren McLean moved to close the public hearing. The motion passed unanimously.

Item V. B.

ACTION: FY 2023 Service Change

Alyssa Taysom recommended approval of the FY2023 service changes. The Regional Advisory Council reviewed and recommended the service changes for approval at their July meeting.

Following the public hearing and discussion, Lauren McLean moved to approve the FY2023 service changes; Jeff Flynn seconded. The motion passed unanimously.

ACTION: 2022 Coordinated Public Transit-Human Services Transportation Plan

Lila Klopfenstein, COMPASS

Lila Klopfenstein, with Community Planning Association (COMPASS) presented the Coordinated Public Transit-Human Services Transportation Plan. Following discussion, Elaine Clegg moved to adopt the plan; Joe Stear seconded. The motion passed unanimously.

A copy of the draft plan can be found here: https://www.valleyregionaltransit.org/wp-content/uploads/2022/07/DRAFT_CoordinatedPlan_July2022.pdf

Information Items

INFORMATION: WORK SESSION - Board Strategic Work Plan

Don Kostelec, with Vitruvian Planning, the project manager and consultant working on the board strategic work plan, updated the Board regarding the work that has taken place over the past three months.

INFORMATION: Procurement Calendar

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

Executive Session - None

Department/Staff Reports

INFORMATION: Department/Staff Reports

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

Adjournment – The meeting was adjourned at 1:36.

Next VRT Board of Directors Meeting:

October 2, 2022

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

Executive Board Meeting Minutes

August 01, 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		Paula Cromie, VRT
Debbie Kling, City of Nampa		Mark Carnopis, VRT
Lauren McLean, City of Boise		Dave Fotsch, VRT
Alexis Pickering, ACHD		Joe Guenther, VRT
Joe Stear, City of Kuna		Natalie Hilde, Thompson Consulting
		Stephen Hunt, VRT
		Jason Jedry, VRT
		Kristy Inselman
		Nick Moran, VRT
		James Mundell, VRT
		Mary Beth Nutting, RAC
		Leslie Pedrosa, VRT
		Ken Pidjeon, Citizen
		Randy Reese, VRT
		Jill Reyes, VRT
		Scott Reilly, Affion Republic
		Jason Rose, VRT
		Neva Resendez, VRT
		Walter Steed, RAC
		Alissa Taysom, VRT
		Cameron Wells, VRT

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

Agenda Additions/Changes - None

Public Comments - None

Consent Agenda

Items on the consent agenda consist of the following:

ACTION: Minutes of the July 11, 2022 Executive Board Meeting

ACTION: Regional Advisory Council Minutes from June 21, 2022 Meeting

ACTION: Transportation Improvement Plan FY23-FY27 – Resolution VBD22-021

ACTION: Payment Register

Item V. C.

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

Finance Committee - None

Executive Board - Action Items

ACTION: Executive Director Search Update

Scott Reilly, with Affion Public, the third-party executive search consultant, and Natalie Hilde, VRT's third-party HR consultant, provided an update on the executive search process. Executive Board members will receive a copy of the job description in the next week and have a week to give feedback on the description. The job will be posted for 30 days, then 45 days later the candidates will be presented to the panels. Paula Cromie will send out the contact information for Natalie Hilde to all executive board members. Scott recommended the position title be changed from Executive Director to CEO.

Following discussion, Lauren McLean moved to change the name of the position (executive director) to CEO to conform with standards in the industry; Alexis Pickering seconded. The motion passed unanimously.

Executive Board - Information Items

INFORMATION: WORK SESSION -Transportation Development Plan Update

Stephen Hunt presented an update on the Transportation Development Plan. For reference, a copy of the May Draft here: https://www.valleyregionaltransit.org/wp-content/uploads/2022/04/TDP_2023_27MayDraft.pdf

Executive Session - None

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

Adjournment – The meeting was adjourned at 12:02.

Next VRT Executive Board Meeting:

October 3, 2022 (Followed by Board of Directors meeting)

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

Regional Advisory Council Meeting Minutes

June 21, 2022

9:00 AM

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

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS
Samantha Kenney	Lisa Brady	Kelli Badesheim, VRT
Terri Lindenberg	Susan Bradley	Mark Carnopis, VRT
Jeremy Maxand	Randy Johnson	Rich Chalmers, VRT
Lauren Noble	Susan Manika	Paula Cromie, VRT
Deeann Solis	Mary Beth Nutting	Jeanette Ezell, VRT
Walter Steed		Kathleen Godfrey, VRT
		Stephen Hunt, VRT
		Liisa Itkonen, COMPASS
		Jason Jedry, VRT
		Kaite Justice, VRT
		Nick Moran, VRT
		James Mundell, VRT
		Randy Reese, VRT
		Neva Resendez, VRT
		Jason Rose, VRT
		Alissa Taysom, VRT
		Cameron Wells, VRT
		Sarah Ybarra, VRT

Calling of the Roll - Chair Walter Steed called the meeting to order without a quorum present by phone and in person at 9:08. A quorum was present at 9:15. The meeting started with the first information item, then moved to the action items once there was a quorum.

Agenda Additions/Changes – Added two information items – Mobility Ambassador Program and Employer Programs update.

Public Comments - None

Consent Agenda

Items on the consent agenda consisted of the following:

ACTION: Minutes of the May 17, 2022, Meeting

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

Action Items

ACTION: 2022 Coordinated Public Transit Human Services Transportation Plan

Lila Itkonen, from COMPASS, presented the draft of the Coordinated Public Transit-Human Services Transportation 2022 and asked them for a recommendation to the Valley Regional Transit Board of Directors to adopt the draft of the plan.

Following discussion, Jeremy Maxand moved to recommend adoption of the Coordinated Public Transit-Human Services Transportation 2022 to the VRT Board; Sam Kenney seconded. The motion passed unanimously.

ACTION: Reasonable Accommodation/Modification Policy

Stephen Hunt reviewed the new Reasonable Accommodation/Modification Policy and requested the Regional Advisory Council recommend the policy for approval to the Executive Board.

Following discussion, no action was taken and will be brought back to the RAC in July. Staff will bring back a fully rounded policy and include the procedures staff will follow to determine eligibility.

Information Items

INFORMATION: Employer Programs Update

Kaite Justice presented an update on the employer programs. The program has been simplified to make it easier for Valley Regional Transit and businesses to administer. We have 20 pass programs and 15 City Go members. Staff continues to work at expanding the program to other businesses. One business of note that staff is working with was Amazon in Nampa with an employee survey indicating good interest in transit to get to and from work.

INFORMATION: Mobility Ambassador Program –

Kaite Justice presented information on the Mobility Ambassador program, an educational program to help community members better understand the interconnected network of public transportation. The program was capped at thirteen participants who represented a good cross-section of the population, with members who were vision-impaired, wheelchair bound, one who works for the state legislature, one who uses public transit regularly, one from the Ada County sheriff's office, five who are interested in or study urban planning and/or transportation and all who generally desire an improved transportation network. From the program, VRT will work to disseminate information gathered during the program and work to improve transit connections across the Treasure Valley.

INFORMATION: Community Engagement Update

Jason Rose provided an update on community engagement activities. He discussed the connected Treasure Valley 2022 program on the Engage Platform that runs July through October and gives updates on the vision for proposed current service changes (Transit for Today), in the future in transportation projects scheduled up to the next four to five years (Transit for Tomorrow) and further into the future (The Vision).

INFORMATION: On-Demand Transit Update

Stephen Hunt provided an update on the Canyon County On-demand service. Detailed information was included in the packet.

INFORMATION: Electric Bus Update

Stephen Hunt provided an update on the status of the electric buses and chargers. The plan continues to be to have 12 fully working chargers; VRT currently has six. All 12 electric buses have been delivered. Three new dual dispensers should be installed by August to get us up to 12 working chargers.

INFORMATION: Topics for Discussion

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

Department/Staff Reports

INFORMATION: Department/Staff Reports

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

Item V. D.

Adjournment – Terri Lindenberg moved to adjourn the meeting; Jeremy Maxand seconded. The meeting was adjourned at 10:35.

Next Regional Advisory Council Meeting:

July 19, 2022

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642



Regional Advisory Council Meeting Agenda

July 19, 2022

9:00 AM

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

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS
Susan Bradley	Lisa Brady	Kelli Badesheim, VRT
Susan Manika	Randy Johnson	Mark Carnopis, VRT
Jeremy Maxand	Samantha Kenney	Paula Cromie, VRT
Mary Beth Nutting	Terri Lindenberg	Jeanette Ezell, VRT
Lauren Noble		Stephen Hunt, VRT
Deeann Solis		Jason Jedry, VRT
Walter Steed		Kaite Justice, VRT
		James Mundell, VRT
		Leslie Pedrosa, VRT
		Randy Reese, VRT
		Jill Reyes, VRT
		Jason Rose, VRT
		Alissa Taysom, VRT
		Sarah Ybarra, VRT

Calling of the Roll - Chair Walter Steed called the meeting to order at 9:00, 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 of the June 21, 2022 Regional Advisory Council Meeting

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

Action Items

ACTION: Reasonable Accommodation/Modification Policy

Leslie Pedrosa reviewed the new policy and procedures for the Reasonable Accommodation/Modification Policy following the suggestions made by the RAC at their last meeting and requested the Regional Advisory Council recommend the policy for approval to the Board of Directors.

The incorrect version of the procedures was included in the packet by mistake, but the correct version was discussed fully during the meeting. Staff will bring the final approved version to the RAC at the September meeting.

Following discussion, Jeremy Maxand moved to recommend this policy for approval to the Board of Directors; Susan Manika seconded. The motion passed unanimously.

ACTION: FY 2023 Service Change

Alissa Taysom presented the FY2023 service changes to the RAC.

Following discussion, Jeremy Maxand moved to recommend for approval the proposed FY2023 service changes to the VRT Board of Directors, Lauren Noble seconded. The motion passed unanimously.

Information Items

Information: FY2022 Second Quarter Performance Report

Leslie Pedrosa included the second quarter ridership information for fiscal year 2022 in the packet for the RAC to review. All details were included in the packet.

Information: On-Demand Transit Update

Leslie Pedrosa provided an on-demand transit service update for Canyon County to the Regional Advisory Council and presented a PowerPoint presentation on the June data, which will be included in the next meeting packet.

INFORMATION: Community Engagement update

Jason Rose provided an update on community engagement efforts. The entire team is working at tabling's and hosting open houses for public comments for assorted route changes, etc. There will be a public hearing on the Route 45 on July 20 at 7:00 p.m. VRT's Connected Treasure Valley group will host three virtual workshops in July.

INFORMATION: Joint Executive Board and Regional Advisory Council Meeting Topics

Kelli Badesheim

The Regional Advisory Council had the opportunity to consider topics they would like to discuss with the Executive Board at the joint meeting in November. The RAC and Executive Board chairs will meet with staff over the summer to prepare a list of topics. This is the RAC's opportunity to have input in the agenda.

Discussion points included:

Jeremy Maxand is concerned about the looming transition of Kelli leaving her roll and what this process will look like. How will it affect the Regional Advisory Council? In this process, he wants the leadership to keep the organization whole and be very transparent in what they are doing. Furthermore, Jeremy wants to make sure this does not become a political issue or include personal agendas.

Staff were requested to place an emphasis on equity, and how we might frame that, in the integrated mobility plan and having the customer in mind when making decisions.

INFORMATION: Annual Orientation Meeting - September 2022

Kelli Badesheim

Each year VRT staff provide an annual orientation to the Regional Advisory Council. The orientation is a refresher on the RAC practices and a time to set goals for the upcoming year. The RAC was asked to consider topics they would like to discuss in September and areas they would like more information on.

Discussion points included:

Keeping Riders First. How our work affects what we do. Staff wants to frame things from a "Rider's First" point of view. What are the issues that are affecting this? How do we remove barriers and address challenges? We would like to set goal and take a deeper dive into topics the RAC cares about.

INFORMATION: Topics for Discussion

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

Jeremy Maxand would be interested in pulling out SCRIP and look out in the transit world and learn more in areas where it is working well. He would like us to take a look more broadly in what it taking place in other communities.

Department/Staff Reports

INFORMATION: Department/Staff Reports

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

VIII. Adjournment – The meeting was adjourned at 10:53. Jeremy moved to adjourn; Susan Bradley seconded.

Next Regional Advisory Council Meeting:

September 20, 2022

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

2023 Proposed Meeting Schedule

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

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



2024 Proposed Meeting Schedule

Executive Board Meetings 2024	VRT Board Quarterly Meetings 2024
Monday, January 8 (<i>second Monday</i>) 11:00 a.m. to 12pm <i>Full Board joins Executive Board at noon</i>	Monday, January 8 12:00 p.m. to 2:00 p.m.
Monday, February 5 11:00 a.m. to 1pm	
Monday, March 4 11:00 a.m. to 1pm	
Monday, April 1 11:00 a.m. to 12pm <i>Full Board joins Executive Board at noon</i>	Monday, April 1 12:00 p.m. to 2:00 p.m.
Monday, May 6 11:00 a.m. to 1pm	
Monday, June 3 11:00 a.m. to 1pm	
Monday, July 1 11:00 a.m. to 12pm	
Monday, August 5 11:00 a.m. to 1pm <i>Full Board joins Executive Board at noon</i>	Monday, August 5 12:00 p.m. to 2:00 p.m.
No Executive Board meeting in September	
Monday, October 7 11:00 a.m. to 12pm (Combine September/October into one meeting) <i>Full Board joins Executive Board at noon</i>	Monday, October 7 12:00 p.m. to 2:00 p.m.
Monday, November 4 11:00 a.m. to 1pm <i>*Executive Board Joint Meeting with RAC</i>	
Monday, December 2 11:00 a.m. to 1pm	TENTATIVE Monday, December 16, 2024 at 12:00 p.m. Holiday Lunch – VRT Board and COMPASS Board, Nampa Civic Center



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



TOPIC	FY2022 3rd Quarter Operating Cash Balance Report
DATE	October 3, 2022
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

The Board will review and consider accepting the FY2022 3rd Quarter Operating Cash Balance Report.

Summary

Attached to this memo is the operating cash balance analysis as of June 30, 2022.

- The VRT general ledger cash balance was \$4,237,335 at the end of June. Pending federal funds were \$2,331,954. Pending federal funds are the result of utilizing local funds until federal funds become available for reimbursement.
- Overall, the total operating cash balance exceeded the total cash balance benchmark by \$1,655,799.

More Information

Attachments:

FY2022 3rd Qtr. Operating Cash Balance Analysis

For detailed information contact: Jason Jedry, Chief Financial Officer, 208-258-2709, jjedry@valleyregionaltransit.org

**Valley Regional Transit
Operating Cash Balance Analysis
June 30, 2022**

VRT Operating

GL Cash Balance at 6/30/22	\$4,237,335
Pending Federal Funds (Note 2)	

Total Cash Balance	\$4,237,335
---------------------------	--------------------

Total Pending Federal Funds (Note 2)	\$2,331,954
---	--------------------

Total Cash Balance Benchmark (Note 1)	\$2,581,536
--	--------------------

Note 1: Average of 2019, 2020 and 2021 at June 30

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



TOPIC	FY2022 3rd Quarter Budget Variance Reports
DATE	October 3, 2022
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

The Board will review and consider accepting the FY2022 3rd Quarter Budget Variance Reports.

Summary

Attached to this memo are the third quarter budget reports as of June 30, 2022.

More Information

Attachments:

FY2022 3rd Quarter Budget Variance Report

FY2022 3rd Quarter Budget Variance Comments

For detailed information contact: Jason Jedry, Chief Financial Officer, 208-258-2709, jjedry@valleyregionaltransit.org

Valley Regional Transit
FY 2022 Third Quarter Budget Variance Reports
October 2021 - June 2022

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				\$ 32,811		-100%		\$ 12,261				
402 Purchased Transportation												
403 Auxiliary Revenue	75,000	65,275	-13%	458,097	225,467	-51%		16,416				
404 Non-Transportation Revenue		1,093			81,606							
405 Federal Assistance - Capital										10,576,909	3,814,027	-64%
406 Federal Assistance - Operating/Administration		6,655		654,247	399,371	-39%	2,545,794	1,537,132	-40%	911,754	741,207	-19%
407 Local Assistance - Capital										3,020,485	954,711	-68%
408 Local Assistance - Operating/Administration	1,091,452	1,236,551	13%	380,679	263,019	-31%	1,019,050	674,195	-34%	210,905	250,321	19%
Total Revenues	\$ 1,166,452	\$ 1,309,574	12%	\$ 1,525,834	\$ 969,463	-36%	\$ 3,564,844	\$ 2,240,003	-37%	\$ 14,720,053	\$ 5,760,266	-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	\$ 459,859	\$ 566,309	23%	\$ 382,859	\$ 279,644	-27%	\$ 415,757	\$ 386,289	-7%	\$ 353,459	\$ 268,011	-24%
502 Fringe Benefits	297,825	390,054	31%	256,681	179,925	-30%	294,957	252,336	-14%	203,324	138,088	-32%
503 Professional Services	126,455	119,570	-5%	617,715	348,522	-44%	255,506	106,786	-58%	558,489	424,049	-24%
504 Materials and Supplies	21,225	6,205	-71%	36,187	97,174	169%	119,324	63,753	-47%			
505 Utilities	85,939	83,771	-3%	10,169	5,680	-44%	7,305	5,872	-20%	1,200	233	-81%
506 Casualty and Liability	15,646	14,676	-6%	2,625	2,456	-6%	62,250	58,238	-6%			
508 Purchased Transportation							1,818,663	1,158,318	-36%			
509 Miscellaneous	138,236	122,190	-12%	191,849	13,572	-93%	591,082	207,624	-65%	451,115	161,146	-64%
511 Interest	301	321	7%									
512 Leases and Rentals	20,966	6,479	-69%	27,750	26,100	-6%		787				
514 Capital (Note 2)										13,152,467	4,768,738	-64%
Total Expenses	\$ 1,166,452	\$ 1,309,574	12%	\$ 1,525,834	\$ 953,073	-38%	\$ 3,564,844	\$ 2,240,003	-37%	\$ 14,720,053	\$ 5,760,266	-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	\$ 234,470	\$ 460,023	96%	\$ 51,276	\$ 54,997	7%
402 Purchased Transportation						
403 Auxiliary Revenue	57,106	411,226	620%			
404 Non-Transportation Revenue		34,031			10	
405 Federal Assistance - Capital						
406 Federal Assistance - Operating/Administration	2,470,637	939,661	-62%	828,690	1,141,924	38%
407 Local Assistance - Capital						
408 Local Assistance - Operating/Administration	4,213,925	4,090,368	-3%	1,076,036	498,368	-54%
Total Revenues	\$ 6,976,138	\$ 5,935,309	-15%	\$ 1,956,002	\$ 1,695,299	-13%
Category	Boise Fixed Route			ADA Paratransit (Demand Response)		
	21			22		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	\$ 2,729,212	\$ 2,514,667	-8%	\$ 810,150	\$ 667,134	-18%
502 Fringe Benefits	2,194,220	1,892,916	-14%	712,561	629,943	-12%
503 Professional Services	430,160	301,573	-30%	87,652	84,670	-3%
504 Materials and Supplies	584,249	538,068	-8%	157,874	99,520	-37%
505 Utilities	94,945	85,476	-10%	25,350	12,992	-49%
506 Casualty and Liability	743,601	423,660	-43%	125,402	176,117	40%
508 Purchased Transportation						
509 Miscellaneous	130,882	102,480	-22%	6,937	3,632	-48%
511 Interest		67,795			14,583	
512 Leases and Rentals	68,868	8,674	-87%	30,075	6,709	-78%
514 Capital (Note 2)						
Total Expenses	\$ 6,976,138	\$ 5,935,309	-15%	\$ 1,956,002	\$ 1,695,299	-13%

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	\$ 41,402	\$ 56,315	36%	\$ 3,307	\$ 6,252	89%	\$ 17,084	\$ 12,944	-24%
402 Purchased Transportation									
403 Auxiliary Revenue	5,964	22,113	271%				11,481	27,026	135%
404 Non-Transportation Revenue		980							
405 Federal Assistance - Capital									
406 Federal Assistance - Operating/Administration	616,397	663,313	8%	65,359	59,869	-8%	814,864	966,534	19%
407 Local Assistance - Capital									
408 Local Assistance - Operating/Administration	125,324	4,069	-97%	7,001	3,410	-51%	181,772	364	-100%
Total Revenues	\$ 789,087	\$ 746,791	-5%	\$ 75,667	\$ 69,531	-8%	\$ 1,025,201	\$ 1,006,868	-2%
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	\$ 371,010	\$ 296,013	-20%	\$ 33,814	\$ 28,879	-15%	\$ 464,215	\$ 397,091	-14%
502 Fringe Benefits	181,111	162,152	-10%	17,689	15,505	-12%	240,239	211,341	-12%
503 Professional Services	60,558	78,116	29%	5,474	7,267	33%	77,521	102,120	32%
504 Materials and Supplies	103,312	103,831	1%	11,619	10,672	-8%	146,075	166,098	14%
505 Utilities	14,767	23,389	58%	1,447	1,574	9%	19,810	21,640	9%
506 Casualty and Liability	48,135	51,239	6%	4,696	4,999	6%	64,572	68,735	6%
508 Purchased Transportation									
509 Miscellaneous	7,704	12,940	68%	686	398	-42%	9,429	5,468	-42%
511 Interest									
512 Leases and Rentals	2,491	2,420	-3%	243	236	-3%	3,341	3,246	-3%
514 Capital (Note 2)									
Total Expenses	\$ 789,087	\$ 730,100	-7%	\$ 75,667	\$ 69,530	-8%	\$ 1,025,201	\$ 975,738	-5%

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	24,310
Capital - Facilities - Fuel Facilities	2,450,197	3,939
Capital - Facility - Facilities/Bldgs/Grounds	1,325,900	253,966
Capital - Non-Revenue Vehicles	124,142	48,949
Capital - Other	1,250,000	
Capital - Revenue Vehicles	9,768,941	4,165,112
Capital - Revenue Vehicles - Sub-Recipient	278,148	43,281
Capital Equipment - Communications	350,000	
Capital Equipment - Farebox		8,860
Capital Equipment - Surv/Security		
CAPITAL EXPENDITURES (514)		
Capital Information Technology - Hardware	539,753	157,345
Capital Information Technology - Software	483,840	7,487
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	55,488
Total Capital Expenses	\$ 17,536,623	\$ 4,768,738

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		\$ 12,261	
402 Purchased Transportation			
403 Auxiliary Revenue			
404 Non-Transportation Revenue		\$ 16,416	
405 Federal Assistance - Capital			
406 Federal Assistance - Operating/Administration	\$ 1,835,870	\$ 1,167,511	-36%
407 Local Assistance - Capital			
408 Local Assistance - Operating/Administration	\$ 934,675	\$ 641,652	-31%
Total Revenues	\$ 2,770,545	\$ 1,837,840	-34%
Category	Specialized Transportation		
	20		
	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	277,981	253,426	-9%
502 Fringe Benefits	224,378	196,223	-13%
503 Professional Services	249,881	106,786	-57%
504 Materials and Supplies	105,824	56,880	-46%
505 Utilities	6,405	5,197	-19%
506 Casualty and Liability	62,250	58,238	-6%
508 Purchased Transportation	1,818,663	1,158,318	-36%
509 Miscellaneous	25,162	2,771	-89%
511 Interest			
512 Leases and Rentals			
514 Capital (Note 2)			
Total Expenses	\$ 2,770,545	\$ 1,837,840	-34%

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 - June 2022

Item V. G.

At the end of June, Fiscal Year 2022 was seventy five percent (75%) complete. The following is a review of the budgetary status of each division as of June 30, 2022. A ten percent (+/- 10%) tolerance threshold is utilized for analysis purposes in this report.

Regional Overhead (10)

Revenues

Auxiliary Revenues (13% under budget) - The amount of revenue recognized for this category in Division 10 equals the salary expenses of the Programs Director position. Any surplus auxiliary revenue is recognized in the Ada and Canyon County systems.

Local Operating Assistance (13% over budget) - Expenses are higher than budget estimates requiring recognition of more local funds than budgeted for.

Expenses

Total Regional Overhead operating expenses are 12% over budget through QR-3.

Wages and Salaries (23% 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 (31% over budget) - Health insurance expenses are higher than budget estimates.

Materials and Supplies (71% under budget) - This category is under budget due to department and office supply expenses being lower than budgeted for.

Miscellaneous (12% under budget) - Miscellaneous expenses are lower than budget estimates.

Leases and Rentals (69% 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 for this accounting standard change.

Programs and Supports (12)

Revenues

Directly Generated (100% under budget) - Bike Share was not operating at the end of June and was therefore not collecting revenue.

Auxiliary Revenues (51% under budget) - City Go revenue was \$57,209. Advertising revenue recognized to offset expenses was \$168,257. Any surplus auxiliary revenue is recognized in the Ada and Canyon County systems.

Non-Transportation Revenue – This revenue is sponsorship funds received for the Bike Share program.

Federal Operating Assistance (39% under budget) – Mobility Management and City Go expenses are lower than budgeted for resulting in the need to recognize less revenue in this category.

Local Operating Assistance (31% under budget) – Bike Share 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 38% under budget through QR-3.

Wages and Salaries (27% under budget) - Bike Share, Fleet Media, Mobility Management and Safe Routes to School expenses are lower than budget estimates.

Fringe Benefits (30% under budget) – Health insurance expenses are lower than budget estimates.

Professional Services (44% under budget) - This category is below budget parameters.

Materials and Supplies (169% over budget) – City Go office and department supply expenditures are higher than budgeted for. Additionally, some professional services Bike Share expenses that were booked to this category will be moved to professional services in the subsequent month. Overall, the overage is offset by all other categories being under budget.

Utilities (44% under budget) – Cellular telephone and electricity expenses are lower than budgeted for.

Miscellaneous (93% under budget) – Travel, training and other expenses are below budget parameters.

Information Supports/Specialized Transportation (20)

Revenues

Directly Generated – This revenue is the result of volunteer ridership and Scrip Taxi sales.

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

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 (34% 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 37% under budget through QR-3.

Fringe Benefits (14% under budget) – Health insurance and unemployment expenses are lower than budgeted for due to staffing shortages.

Professional Services (58% under budget) - Contract labor and repair and maintenance expenses are lower than budgeted for due to reduced services.

Materials and Supplies (47% under budget) – Fuel, department supplies, minor equipment and parts expenses are lower than budget estimates due to reduced services.

Utilities (20% under budget) – Cellular telephone expenses are lower than budgeted for.

Purchased Transportation (36% under budget) – Lyft Transit Connections, VRT Late Night, Volunteer Driver and Scrip Taxi expenses are lower than budgeted for due to reduced ridership.

Miscellaneous (65% 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 (64% under budget) – Capital expenses are under budget resulting in less reimbursement of funds in this category.

Federal Operating Assistance (19% under budget) – Operating expenses are under budget resulting in less reimbursement of funds in this category.

Local Capital Assistance (68% under budget) – Capital expenses are under budget resulting in less reimbursement of funds in this category.

Local Operating Assistance (19% over budget) – Federal funds are not available resulting in the recognition of local funds to balance to total expenses. This condition will reverse as 2022 federal grants are executed.

Expenses

Total Program Administration Support/Planning expenses are 61% under budget through QR-3.

Wages and Salaries (24% under budget) – This category is below budget parameters. A budgeted FTE in this division has remained vacant to offset the community engagement staff member that was hired in the executive director's department.

Fringe Benefits (32% under budget) – Miscellaneous earnings, FICA, retirement, and health insurance expenses are lower than budget estimates. A budgeted FTE in this division has remained vacant to offset the community engagement staff member that was hired in the executive director's department.

Professional Services (24% 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 (81% under budget) – Cellular telephone expenses are lower than budgeted for.

Miscellaneous (64% under budget) - Subrecipient reimbursements are lower than budgeted at this point in the fiscal year.

Capital (64% under budget) - The timing of capital projects throughout the year does not typically align with how the capital budget is spread equally (monthly) throughout the year. While VRT has received the 12 battery electric buses ordered, VRT is withholding payments on seven of the buses until Proterra corrects charging issues. VRT will begin recognizing expenses for other capital expenditures as they occur over the remainder of the fiscal year. Additionally, some capital projects are scheduled to occur over multiple years.

Boise Fixed-Route (21)

Revenues

Directly Generated Funds (96% over budget) – Farebox and local pass sales are \$184,965 above budget parameters. Employer program and ridership contract sales are \$40,498 above budget parameters.

Auxiliary (620% over budget) – Surplus advertising revenue allocated to this division exceeds budget by \$354,120.

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

Expenses

Total Boise Fixed-Route operating expenses are 15% under budget through QR-3.

Wages and Salaries (8% under budget) – This category is below budget parameters due to less overtime than anticipated and the postponement of Meridian services.

Fringe Benefits (14% 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 (30% under budget) – Contract labor and legal expenses are lower than budgeted for.

Casualty and Liability (43% under budget) – Not all battery electric buses were insured at the end of June. The premiums will increase as the buses insured.

Miscellaneous (22% under budget) – Travel/training and Main Street Station maintenance expenses are lower than budgeted for.

Leases and Rentals (87% 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.

ADA Paratransit/Demand Response (22)

Revenues

Directly Generated Funds (7% over budget) – Access pass sales are \$3,720 above budget parameters.

Federal Operating Assistance (38% over budget) – This line item is above budget parameters. This is due to utilizing Federal CARES Act funding.

Local Operating Assistance (54% under budget) – This line item is below budget parameters. This is due to utilizing Federal CARES Act funding as well as expenses being under budget. Both factors resulted in recognizing less of this revenue category than budgeted for.

Expenses

Total ADA Paratransit/Demand Response operating expenses are 13% under budget through QR-3.

Wages and Salaries (18% under budget) - This category is below budget parameters primarily due to reduced ACCESS services and less overtime.

Fringe Benefits (12% 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.

Materials and Supplies (37% under budget) - This category is below budget parameters primarily due to parts expenses being lower than budgeted for.

Utilities (49% under budget) - This category is below budget parameters due to natural gas and telecom expenses being lower than budgeted for.

Casualty and Liability (40% 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 (48% under budget) – This category is below budget parameters.

Leases and Rentals (78% 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

Directly Generated Funds (36% over budget) – Farebox and local pass sales are \$24,462 above budget parameters. Employer and ridership program sales are \$9,550 under budget.

Auxiliary (271% over budget) – Surplus advertising revenue allocated to this division exceeded budget by \$16,149.

Local Operating Assistance (97% under budget) – This line item is below budget parameters. This is due to utilizing Federal CARES Act funding as well as expenses being under budget. Both factors resulted in recognizing less of this revenue category than budgeted for.

Expenses

Total Canyon County Fixed-Route operating expenses are 7% under budget through QR-3.

Wages and Salaries (20% under budget) - This category is under budget due to staffing shortages resulting in reduced payroll expenses.

Professional Services (29% 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.

Utilities (58% over budget) – This category is over budget primarily due to electricity and telecommunications expenses being higher than budgeted for at the end of the third quarter.

Miscellaneous (68% over budget) – This category is over budget due to an engine rebuild. All expenses for the rebuild were recorded in this category.

Canyon ADA Paratransit/Demand Response (25)

Revenues

Directly Generated Funds (89% over budget) - Access pass sales are \$2,945 over budget.

Local Operating Assistance (51% under budget) – This line item is below budget parameters. This is due to utilizing Federal CARES Act funding as well as expenses being under budget. Both factors resulted in recognizing less of this revenue category than budgeted for.

Expenses

Total Canyon ADA Paratransit/Demand Response operating expenses are 8% under budget through QR-3.

Wages and Salaries (15% under budget) - This category is under budget due to staffing shortages resulting in reduced payroll expenses.

Fringe Benefits (12% 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 (33% 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.

Miscellaneous (42% under budget) – This category is under budget parameters.

Canyon Inter-County (31)

Revenues

Directly Generated Funds (24% under budget) – Universal pass sales are \$11,638 under budget.

Auxiliary (135% over budget) – Surplus advertising revenue allocated to this division exceeded budget by \$15,546.

Federal Operating Assistance (19% 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 (100% under budget) – This line item is below budget parameters. This is due to utilizing Federal CARES Act funding as well as expenses being under budget. Both factors resulted in recognizing less of this revenue category than budgeted for.

Expenses

Total Canyon Inter-County operating expenses are 5% under budget through QR-3.

Wages and Salaries (14% under budget) - This category is under budget due to staffing shortages resulting in reduced payroll expenses.

Fringe Benefits (12% 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 (32% 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 (14% over budget) - This category is over budget due to vehicle fuel and supply expenses being higher than budgeted for at the end of the third quarter.

Miscellaneous (42% under budget) – Travel and training expenses are lower than budgeted for.



TOPIC	Acknowledge – FY2022 Project Carryforward List
DATE	October 3, 2022
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

Staff is requesting the VRT Board of Directors acknowledge the list of FY2022 project carryforwards that will be included in the FY2023 budget amendment request presented in January 2023.

Highlights

September 2018

- VRT Board adopted Financial Policies

August 2021

- VRT Board adopted VRT FY2022 Budget

January 2022

- VRT Board adopted VRT FY2022 Budget Amendment

September 2022

- VRT Staff reviewed 2022 projects and compiled the project carryforward list that will be included in the FY2023 budget amendment request.

Summary

In accordance with the Fiscal Year-End Accounting, Audit and Budget Amendment Processes Policy, the VRT Board of Directors annually approves a budget amendment that includes unexpended project spending authority. The spending authority for these projects was included in VRT's FY2022 budget that was approved by the VRT Board of Directors. The carryforward project list is comprised of projects that will not be completed prior to the end of FY2022 resulting in the need to carry them forward to FY2023.

Implication (policy and/or financial)

If the unexpended project spending authority is not approved, some projects could be adversely affected.

More Information

Attachments:

FY2022 Project Carryforward List

For detailed information contact: Jason Jedry, Chief Financial Officer, 208-258-2709, jjedry@valleyregionaltransit.org

FY2022 Project Carryforward List

Project Carry Forward	Description	Project Mgr	Balance Remaining
CAPITAL			
23227-020-000	Electric Buses, Configurables, and Chargers	Leslie Pedrosa	\$ 1,824,768
23227-020-002	Ada County Demand Response Vehicles	Leslie Pedrosa	\$ 35,574
23227-020-003	Electric Bus Charging Infrastructure	Leslie Pedrosa	\$ 243,192
23227-020-016	Fixed Route Replacement Buses (4)	Leslie Pedrosa	\$ 3,028,550
23227-020-020	Canyon County On Demand Transit Solution	Leslie Pedrosa	\$ 21,686
23227-021-002	Ada County Service and Support Vehicles	Leslie Pedrosa	\$ 20,352
23227-021-009	ERP System Consulting Services	Jason Jedry	\$ 211,385
23227-021-010	Fixed Route CAD/AVL Replacement	Nick Moran	\$ 33,785
23227-021-016	Demand Response Scheduling Software	Nick Moran	\$ 298,675
23227-022-001	Ada County Demand Response Vehicles	Jeremy Gianchetta	\$ 396,313
23227-022-002	Ada County Equipment Replacement	Jeremy Gianchetta	\$ 25,421
23227-022-003	Ada County Support Vehicle Replacement	Jeremy Gianchetta	\$ 55,000
23227-022-004	Canyon County Equipment Replacement	Jeremy Gianchetta	\$ 2,368
23227-022-005	Specialized Transit Vehicle Replacement	Jeremy Gianchetta	\$ 136,000
23227-022-006	Specialized Transit Vehicle Expansion - Meridian Senior Center	Jeremy Gianchetta	\$ 90,000
23227-022-007	IT Hardware Replacement FY22	Nick Moran	\$ 21,098
23227-022-012	Bus Radio Replacement	Nick Moran	\$ 350,000
23227-022-014	Specialized Transit Vehicle Expansion - Harvest Transit	Jeremy Gianchetta	\$ 65,000
OPERATIONS			
20010-022-015	VRT Late Night	Brianna Dowling	\$ 53,050
20010-022-010	Rides2Wellness Ada County	Brianna Dowling	\$ 42,713
20010-022-018	Lyft Transit Connection	Brianna Dowling	\$ 112,125
20010-022-012	Meridian Veteran's Shuttle	Brianna Dowling	\$ 67,000
20010-022-011	Rides2Wellness Canyon County	Brianna Dowling	\$ 239,320
Planning			
10176-022-001	Board Strategic Plan	Kelli Badesheim	\$ 7,710
	Executive Director Search	Kelli Badesheim	\$ 28,000
20170-021-002	Integrated Fare Payment System Non-Capital	Kaite Justice	\$ 466,409
23227-020-021	Integrated Fare Payment System Capital	Kaite Justice	\$ 455,017
	City Go	Kaite Justice	\$ 175,000
12164-021-003	Integrated Mobility Plan	Kaite Justice	\$ 2,995
23160-021-005	Bus Stop Typology	Alisa Taysom	\$ 140,000
23160-022-001	Kuna Public Transportation Study	Alissa Taysom	\$ 30,000
23160-022-003	Bus Plus Property Legal Analysis	Stephen Hunt	\$ 38,000
23227-021-015	Orchard Facility Phase 1	Joe Guenther	\$ 1,725,000
23160-021-003	Fairview Corridor Study/TSM	Stephen Hunt	\$ 59,000
23227-022-011	State Street NEPA/Design	Joe Guenther	\$ 165,000
23227-022-009	State Street Construction Phase 1	Joe Guenther	\$ 950,000
23227-022-013	Happy Day Transit Center Roof/HVAC/Awning	Joe Guenther	\$ 309,000
23227-022-010	FY2022 Bus Stop Construction	Joe Guenther	\$ 301,000
SUBRECIPIENTS			
23171-020-003	ACHD Operating Assistance	Randy Reese	\$ 38,269
23171-022-001	BSU Operating Assistance	Randy Reese	\$ 357,000
23171-022-002	TVT Above & Beyond	Randy Reese	\$ 24,833
23227-021-012	BSU Shuttle Replacement	Randy Reese	\$ 259,448
TOTAL			\$ 12,905,056

TOPIC	FY22 Performance Report - Quarter 3
DATE	September 14, 2022
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

Staff requests the Board of Directors approve the performance report for the third quarter of fiscal year 2022.

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 17% in the third quarter. Detailed ridership data show a 14% increase in ridership in Ada County. Boise State shows an increase of 44% in ridership. Intercounty service had a 29% increase in ridership. Intercounty growth is higher in the third quarter which is being attributed to increase in fuel prices.

Demand response ridership shows an increase of 9% in the third quarter. When reviewing detailed ridership data, Ada County ACCESS ridership increased 17%. Canyon County ACCESS ridership decreased 18%. Canyon County On-Demand ridership increased 4%.

Specialized Transportation ridership shows an increase of 15% in the third quarter. Most services continue to report increased ridership. Below is the breakdown for each service:

- Metro Community Services had an 13% increase in ridership
- Shared Vehicle ridership, which only includes Interfaith Sanctuary at this time, had a 1% decrease in ridership
- Supportive Housing and Innovative Partnerships had a 16% increase in ridership
- Kuna Senior Center had an 18% increase in ridership
- Village Van had an 117% increase in ridership
- Volunteer Driver had an 48% decrease in ridership
- Meridian Senior Center had an 144% increase in ridership
- Eagle Senior Center had a 7% increase in ridership
- Star Senior Center had a 106% increase in ridership
- Harvest Transit had a 26% decrease in ridership
- Parma Senior Center had a 26% decrease in ridership
- Ada County Rides2Wellness had a 2% decrease in ridership

ACHD Commuteride had a 27% increase in ridership. ACHD Commuteride was operating 80 vanpools at the end of the third quarter.

VRT First Mile, Last Mile services had an 11% decrease in ridership. Lyft Transit Connections had an 18% decrease in ridership. VRT Late Night had an 42% increase in ridership.

Implication (policy and/or financial)

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

More Information

Attachments:

FY22 Performance Report, Third Quarter

FY22 Third 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 - 3RD QUARTER, FY22

SUMMARY DASHBOARD

Item V. I.

QUARTERLY					YEAR TO DATE				
FISCAL YEAR					FISCAL YEAR				
RIDES		2022	2021	% Change	RIDES		2022	2021	% Change
	FR	253,430	216,687	▲ 17.0		FR	752,381	659,406	▲ 14.1
	DR	15,836	14,593	▲ 8.5		DR	47,105	39,722	▲ 18.6
	ST	18,427	16,100	▲ 14.5		ST	53,601	46,488	▲ 15.3
	VP	32,318	25,377	▲ 27.4		VP	90,020	78,025	▲ 15.4
	FMLM	623	700	▼ -11.0		FMLM	1,981	2,156	▼ -8.1
	BS	-	-			BS	-	-	
	Total	320,634	273,457	▲ 17.3		Total	945,088	825,797	▲ 14.4
HOURS	FR	24,228	21,309	▲ 13.7	HOURS	FR	73,197	66,209	▲ 10.6
	DR	6,045	5,873	▲ 2.9		DR	17,934	15,794	▲ 13.6
	ST	6,019	5,902	▲ 2.0		ST	18,658	16,222	▲ 15.0
	VP	7,267	7,084	▲ 2.6		VP	21,086	21,948	▼ -3.9
	FMLM	109	99	▲ 10.2		FMLM	299	279	▲ 7.0
	BS	-	-			BS	-	-	
	Total	43,668	40,267	▲ 8.4		Total	131,175	120,451	▲ 8.9
RIDES PER HOUR	FR	10.46	10.17	▲ 2.9	RIDES PER HOUR	FR	10.28	9.96	▲ 3.2
	DR	2.62	2.48	▲ 5.4		DR	2.63	2.52	▲ 4.4
	ST	3.06	2.73	▲ 12.2		ST	2.87	2.87	▲ 0.2
	VP	4.45	3.58	▲ 24.1		VP	4.27	3.55	▲ 20.1
	FMLM	5.70	7.06	▼ -19.2		FMLM	6.63	7.72	▼ -14.2
	BS	-	-			BS	-	-	
	Total	7.34	6.79	▲ 8.1		Total	7.20	6.86	▲ 5.1
ON-TIME PERFORMANCE	FR	84%	78%	▲ 5.9	ON-TIME PERFORMANCE	FR	83%	79%	▲ 4.0
	DR	87%	87%	▲ 0.4		DR	86%	84%	▲ 2.0
	ST	85%	67%	▲ 18.3		ST	84%	61%	▲ 23.0
	Total	85%	77%	▲ 8.2		Total	84%	75%	▲ 9.7
		FR- FIXED ROUTE	DR - DEMAND RESPONSE	ST - SPECIALIZED TRANSPORTATION	VP - VANPOOL	BS - BIKESHARE	FMLM - FIRST MILE/LAST MILE		

VRT PERFORMANCE - 3RD QUARTER, FY22

Item V. I.

QUARTERLY RIDERSHIP DETAIL

FR - FIXED ROUTE			
	FY22	FY21	% Change
Ada County*	222,553	194,273	▲ 14.6
Boise State - Bronce Shuttle	19,034	13,264	▲ 43.5
Canyon County*	-	-	■ 0.0
Intercounty*	11,843	9,150	▲ 29.4
FR SUB TOTAL	253,430	216,687	▲ 17.0
ST - SPECIALIZED TRANSPORTATION			
	FY22	FY21	% Change
Metro Community Services**	3,000	2,669	▲ 12.40
Shared Vehicle	110	111	▼ -0.9
Supportive Housing and Innovative Partnerships**	2,979	2,559	▲ 16.41
Kuna Senior Center	557	473	▲ 17.76
Village Van	2,035	938	▲ 116.95
Volunteer Driver	327	631	▼ -48.2
Meridian Senior Center	1,816	745	▲ 143.76
Eagle Senior Center**	2,879	2,699	▲ 6.67
Star Senior Center	461	224	▲ 105.80
Harvest Transit**	2,081	2,802	▼ -25.7
Parma Senior Center	514	692	▼ -25.7
Ada County Rides 2 Wellness	1,523	1,557	▼ -2.2
Canyon County Rides 2 Wellness	108	-	
Meridian Veteran's Shuttle	37	-	
ST SUB TOTAL	18,427	16,100	▲ 14.45
QUARTERLY RIDERSHIP GRAND TOTAL	320,634	273,457	▲ 17.25

DR - DEMAND RESPONSE			
	FY22	FY21	% Change
Ada County ACCESS**	7,332	6,277	▲ 16.8
Canyon County ACCESS**	561	685	▼ -18.1
Canyon County On-Demand**	7,943	7,631	▲ 4.1
DR SUB TOTAL	15,836	14,593	▲ 8.5

VP - VANPOOL			
	FY22	FY21	% Change
AChD CommuteRide	32,318	25,377	▲ 27.35
BS - BIKESHARE			
	FY22	FY21	% Change
Boise GreenBike	-	-	▲ -

FMLM - FIRST MILE/LAST MILE			
	FY22	FY21	% Change
Lyft Transit Connections	511	621	▼ -17.7
VRT Late Night	112	79	▲ 41.77
FMLM SUB TOTAL	623	700	▼ -11.0

*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 - 3RD QUARTER, FY22

Item V. I.

YEAR TO DATE RIDERSHIP DETAIL

FR - FIXED ROUTE			
	FY22	FY21	% Change
Ada County*	638,750	593,246	▲ 7.7
Boise State - Bronze Shuttle	80,964	36,706	▲ 120.6
Canyon County*	-	302	▼ -100.0
Intercounty*	32,667	29,152	▲ 12.1
FR SUB TOTALS	752,381	659,406	▲ 14.1
ST - SPECIALIZED TRANSPORTATION			
	FY22	FY21	% Change
Metro**	9,211	8,085	▲ 13.9
Shared Vehicle	189	386	▼ -51.0
SHIP**	9,771	9,802	▼ -0.3
Kuna Senior Center	2,139	1,270	▲ 68.4
Village Van	5,757	3,585	▲ 60.6
Volunteer Driver	1,082	1,723	▼ -37.2
Meridian Senior Center	3,303	1,287	▲ 156.6
Eagle Senior Center**	9,017	6,661	▲ 35.4
Star Senior Center	1,021	660	▲ 54.7
Harvest**	6,053	6,994	▼ -13.5
Parma Senior Center	1,804	1,430	▲ 26.2
Ada County Rides 2 Wellness	4,038	4,605	▼ -12.3
Canyon County Rides 2 Wellness	141	-	▲ -
Meridian Veteran's Shuttle	75	-	▲ -
ST SUB TOTALS	53,601	46,488	▲ 15.3
YEAR TO DATE RIDERSHIP GRAND TOTAL	945,088	825,797	▲ 14.4

DR - DEMAND RESPONSE			
	FY22	FY21	% Change
Ada County**	21,277	16,811	▲ 26.6
Canyon County**	1,874	1,769	▲ 5.9
VIA Canyon County	23,954	21,142	▲ 13.3
DR SUB TOTALS	47,105	39,722	▲ 18.6

VP - VANPOOL			
	FY22	FY21	% Change
ACHD CommuteRide	90,020	78,025	▲ 15.37
BS - BIKESHARE			
	FY22	FY21	% Change
Boise GreenBike	-	-	▲ -
FMLM - FIRST MILE/LAST MILE			
	FY22	FY21	% Change
Lyft Transit Connections	1,714	1,991	▼ -13.9
VRT Late Night	267	165	▲ 61.82
FMLM SUB TOTAL	1,981	2,156	▼ -8.1

*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



TOPIC	July 16, 2022 to September 15, 2022 Payment Registers
DATE	October 3, 2022
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

The Executive Board will review and consider accepting the July 16, 2022 to August 15, 2022 and August 16, 2022 to September 15, 2022 payment registers.

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 - July 16, 2022 to August 15, 2022

Payment Register - August 16, 2022 to September 15, 2022

For detailed information contact: Jason Jedry, Chief Financial Officer, 208-258-2709, jjedry@valleyregionaltransit.org

Payment Register 7/16/2022 - 8/15/2022

<u>Vendor Name</u>	<u>Pymnt Date</u>	<u>Check Num</u>	<u>Amount</u>	<u>Invoice Description</u>
A E S Inc	8/8/2022	ACH	\$813.60	Temp Wages
Access Idaho-26682	7/25/2022	56799	\$45.00	DL Searches
Ace Emissions	7/25/2022	ACH	\$20.00	Emission Test
Ace Emissions	7/25/2022	ACH	\$25.00	Emission Test
AdaRide.Com, LLC	8/8/2022	ACH	\$1,040.00	Paratransit Services
Allied Business Solutions Inc	7/25/2022	ACH	\$545.26	June Copy Overage
Alternative Hose	7/25/2022	56800	\$18.76	Hose Clamps
American Mechanical Corp	8/8/2022	ACH	\$832.50	Parts
ARI Phoenix, Inc.	7/25/2022	ACH	\$1,430.00	Rebuilt AE board
Avero, LLC	8/8/2022	ACH	\$28,100.00	ERP consulting fee's
EVERY, TONYA	8/8/2022	ACH	\$42.39	Shoe Reimbursement
A-Z Bus Sales, Inc	7/25/2022	ACH	\$308.80	Keyed Switch - Entrance Door
A-Z Bus Sales, Inc	8/8/2022	ACH	\$85.01	License Plate Light
A-Z Bus Sales, Inc	8/8/2022	ACH	\$515.54	Seat N334
A-Z Bus Sales, Inc	8/8/2022	ACH	\$213.68	Element Filter
Batteries Plus, LLC	7/25/2022	ACH	\$59.84	batteries
Black Signs of Idaho, Inc.	8/8/2022	ACH	\$50.00	Rental Sign Back Rental
Boise Air Terminal	8/8/2022	ACH	\$8,710.06	Land Rent
Boise City Utility Billing	8/8/2022	56820	\$363.73	Trash/recycling
Boise Community Radio Project	7/25/2022	ACH	\$720.00	Airtime fee's
Boise Municipal Health Care Trust	8/8/2022	ACH	\$56,571.47	Medical/Dental premiums
Boise Peterbilt	7/25/2022	ACH	\$202.32	Inventory Parts
Boise Peterbilt	7/25/2022	ACH	\$293.40	Inventory Parts
Boise State Public Radio	7/25/2022	ACH	\$2,333.33	Advertrising air time
Brady Industries of Nevada, LLC	7/25/2022	ACH	\$830.28	Janitorial Supplies
Brasco International, Inc.	8/8/2022	56821	\$47,172.78	Aluminum Bench's w/Advertising
Brink's Incorporated	7/25/2022	ACH	\$2.76	Amored car services
Brink's Incorporated	7/25/2022	ACH	\$447.72	Amored car services
Buy Idaho	7/25/2022	56801	\$100.00	Membership dues
Caldwell Auto Supply	8/10/2022	ACH	\$191.15	auto parts
Canadian Standards Association	8/8/2022	56822	\$266.01	CNG Inspection Labels
Career Uniforms Partners	7/25/2022	ACH	\$84.50	Uniforms - Hats
Career Uniforms Partners	7/25/2022	ACH	\$18.95	Uniforms
CARNOPIIS, MARK	7/25/2022	ACH	\$207.20	Reimb Camcorder/mileage/parking
CenturyLink	7/25/2022	56802	\$192.04	Services 6/16-7/15
CenturyLink	7/25/2022	56802	\$138.80	Services 7/7-8/6
CenturyLink	8/8/2022	56823	\$344.07	Services 7/25-8/24
CenturyLink	8/8/2022	56823	\$273.05	Services 7/22-8/21
CenturyLink	8/8/2022	56823	\$69.56	Services 7/22-8/21
CenturyLink	8/8/2022	56823	\$26.78	Services 8/1-8/31
CenturyLink	8/8/2022	56823	\$336.09	Services 7/25-8/24
Christensen, Inc	8/8/2022	ACH	\$7,279.45	Fuel
Church of the Harvest	7/25/2022	ACH	\$27.00	Acquisition of services
Church of the Harvest	7/25/2022	ACH	\$7,798.62	Acquisition of Services
Church of the Harvest	8/10/2022	ACH	\$13,276.91	Acquisition of services
CITIZENLAB INC	7/25/2022	ACH	\$40,500.00	Lilcense Premium
City of Boise Print & Mail Services	7/25/2022	56803	\$781.80	TMCC DVIR Books
City of Caldwell Water Department	8/8/2022	56824	\$268.08	Services 6/24-7/23
City of Caldwell Water Department	8/8/2022	56824	\$114.64	Services 6/24-7/23
City of Garden City	8/8/2022	56825	\$67.06	Services 7/1-7/31
Clean Energy	8/8/2022	ACH	\$9,254.89	Natural Gas 7/1 - 07/31/2022
Cloverdale Plumbing Company	8/8/2022	56826	\$1,242.00	Plumbing services
Colonial Life	8/8/2022	ACH	\$47.77	Monthly premium
Commercial Tire, Inc	7/19/2022	ACH	\$71.92	Tires
Commercial Tire, Inc	7/25/2022	ACH	\$1,170.54	Tires
Commercial Tire, Inc	7/25/2022	ACH	\$28.50	Replace turn Signal
Commercial Tire, Inc	7/25/2022	ACH	\$772.16	Tires
Commercial Tire, Inc	7/25/2022	ACH	\$175.00	Alignments
Commercial Tire, Inc	7/25/2022	ACH	\$361.20	Tire N615
Commercial Tire, Inc	7/25/2022	ACH	\$1,614.78	Tires
Commercial Tire, Inc	7/25/2022	ACH	\$27.90	Tires
Commercial Tire, Inc	7/25/2022	ACH	\$1,665.84	Tires
Commercial Tire, Inc	7/25/2022	ACH	\$1,614.78	Tires
Commercial Tire, Inc	8/8/2022	ACH	\$916.81	Tires
Commercial Tire, Inc	8/8/2022	ACH	\$15.08	Tires
Commercial Tire, Inc	8/8/2022	ACH	\$15.08	Tires
Commercial Tire, Inc	8/8/2022	ACH	\$512.35	Tires
Commercial Tire, Inc	8/8/2022	ACH	\$715.12	Tires
Commercial Tire, Inc	8/8/2022	ACH	\$580.85	Tires
Commercial Tire, Inc	8/8/2022	ACH	\$402.35	Tires
Commercial Tire, Inc	8/8/2022	ACH	\$263.80	Tires
Commercial Tire, Inc	8/8/2022	ACH	\$270.00	Tires
COMPASS	7/25/2022	ACH	\$2,350.00	4TH Quarter dues
Corwin Ford	8/8/2022	ACH	\$4.28	Bus Parts
Corwin Ford	8/8/2022	ACH	\$47.22	Bus Parts
Corwin Ford	8/8/2022	ACH	\$1,987.61	Bus Parts

Cummins Rocky Mountain, LLC	7/25/2022	ACH	\$2,110.53	Inventory Parts
Cummins Rocky Mountain, LLC	7/25/2022	ACH	\$315.75	Inventory Parts
Cummins Rocky Mountain, LLC	7/25/2022	ACH	\$1,703.03	Inventory Parts
Curtis Clean Sweep	7/25/2022	ACH	\$220.00	Sweep & Detail Boise Transit Garage
CURTIS, JODI	8/8/2022	56827	\$50.00	Reimb Cell
Custom Care Pest Services	8/8/2022	ACH	\$95.00	Pest Control
David Butler	7/25/2022	56804	\$968.30	Video shoot buses
David Gregory Sherman	8/8/2022	56828	\$45.00	Windshield Repairs
David Gregory Sherman	8/8/2022	56828	\$125.00	Windshield Repairs
David Gregory Sherman	8/8/2022	56828	\$80.00	Windshield Repairs
David Gregory Sherman	8/8/2022	56828	\$205.00	Replace Windshield N331
David Gregory Sherman	8/8/2022	56828	\$45.00	Windshield Repairs
Day Wireless Systems	8/8/2022	ACH	\$200.18	Radio Batteries
Delerrok, Inc.	7/25/2022	ACH	\$1,200.00	UMO Monthly Trans. Fee's
Delerrok, Inc.	7/25/2022	ACH	\$445.50	UMO Monthly Trans. Fee's
Delerrok, Inc.	8/10/2022	ACH	\$1,904.50	Touchpass Equip/Services
Delerrok, Inc.	8/10/2022	ACH	\$4,595.50	Touchpass Equip/Services
Delerrok, Inc.	8/10/2022	ACH	\$4,640.00	Touchpass Equip/Services
Dell Marketing LP	8/8/2022	56829	\$5,572.00	Computers
DMC Sales	7/25/2022	ACH	\$819.41	Anti-freeze
Dwaine S Lee, LLC	7/25/2022	ACH	\$222.75	Towing Service
Dwaine S Lee, LLC	8/8/2022	ACH	\$104.50	Towing Service
Dwaine S Lee, LLC	8/8/2022	ACH	\$257.50	Towing Service
Dwaine S Lee, LLC	8/8/2022	ACH	\$254.00	Towing Service
Dwaine S Lee, LLC	8/8/2022	ACH	\$280.50	Tow N331 to fuel station
Eagle Senior Center	8/8/2022	ACH	\$10,795.37	Acquisition of Services
Ecolube Recovery, LLC.	7/25/2022	ACH	\$50.00	Oil Filters
Ecolube Recovery, LLC.	7/25/2022	ACH	\$90.00	Oil Filters
Ecolube Recovery, LLC.	7/25/2022	ACH	\$90.00	Oil Filters
EISENBERG, GREGG	7/25/2022	ACH	\$2,918.05	Reimb. - recruiting ads
EISENBERG, GREGG	8/8/2022	ACH	\$50.00	Reimb Cell
Elam & Burke P.A.	7/25/2022	ACH	\$2,487.50	Legal Services
ESKINS, MICHAEL	8/8/2022	56831	\$40.00	DMV Drivers License Reimbursement
ESKINS, MICHAEL	8/8/2022	56831	\$52.90	Uniform Shorts Reimbursement
Factory Motor Parts Co	7/25/2022	56805	\$299.00	Freon
Factory Motor Parts Co	7/25/2022	56833	\$135.73	Battery Warranty Credit
Factory Motor Parts Co	8/8/2022	56833	\$15.93	Plug Boots
Factory Motor Parts Co	8/8/2022	56833	\$148.00	Bus Parts
Factory Motor Parts Co	8/8/2022	56833	\$36.00	Bus Parts
Factory Motor Parts Co	8/8/2022	56833	\$48.01	Bus Parts
Factory Motor Parts Co	8/8/2022	56833	\$328.41	Bus Parts
Factory Motor Parts Co	8/8/2022	56833	\$159.75	Plug Boots
FASTENAL	7/25/2022	ACH	\$904.00	Safety Vests
FASTENAL	8/8/2022	ACH	\$25.83	Safety Vest
Fastsigns-Boise	7/25/2022	56806	\$155.00	Foamcore Yard Signs
FireXpert, Inc	8/8/2022	ACH	\$715.68	N600s Fire Suppressio Inspection
FireXpert, Inc	8/8/2022	ACH	\$536.76	Fire Suppression Maint
First Transit	8/8/2022	ACH	\$128,446.89	Mgmtnt fee/BIPD Ins/Work Comp
Fleet Maintenance Specialists, Inc.	7/25/2022	ACH	\$15,900.00	In-plant inspection Proterra busses
Fleet Maintenance Specialists, Inc.	7/25/2022	ACH	\$15,800.00	In-plant inspection Proterra busses
Fleet Services	8/9/2022	ACH	\$2,054.49	Fuel
Fleet Services	8/9/2022	ACH	\$425.81	Fuel
Gem State Paper & Supply	7/25/2022	ACH	\$141.35	Shop Supplies
Gem State Paper & Supply	7/25/2022	ACH	\$260.97	Shop Supplies
Gem State Paper & Supply	7/25/2022	ACH	\$67.20	Shop Supplies
Gem State Paper & Supply	7/25/2022	ACH	\$27.58	Shop Supplies
Gillig, LLC	7/25/2022	ACH	\$299.91	Vehicle
Gillig, LLC	7/25/2022	ACH	\$1,269.80	Vehicle
Gillig, LLC	7/25/2022	ACH	\$298.42	Vehicle
Gillig, LLC	7/25/2022	ACH	\$1,376.92	Vehicle
Gillig, LLC	7/31/2022	ACH	\$299.91	Credit - Item BR1510 Inv Incorrectly as BR1509
Gillig, LLC	7/31/2022	ACH	\$688.46	Credit - Item GL1117 Inv Incorrectly as GL1116
Gillig, LLC	8/8/2022	ACH	\$590.11	Correct Inv for Item GL1117 - See CM40935845
Gillig, LLC	8/8/2022	ACH	\$457.49	Correct Inv for Item BR1510 - See CM40932039A
Gillig, LLC	8/8/2022	ACH	\$688.46	Vehicle
Gillig, LLC	8/8/2022	ACH	\$266.94	Desiccant Filters
Gillig, LLC	8/8/2022	ACH	\$669.98	Air Filters, Water Filters
Gillig, LLC	8/8/2022	ACH	\$94.24	Vehicle
Gillig, LLC	8/8/2022	ACH	\$927.15	Vehicle
Gillig, LLC	8/8/2022	ACH	\$448.13	Vehicle
Gillig, LLC	8/8/2022	ACH	\$709.16	Vehicle
GODFREY, KATHLEEN	7/25/2022	ACH	\$308.10	Emp Travel Expenes
Grainger Inc	7/25/2022	ACH	\$87.04	Pinch Bar
Grainger Inc	7/25/2022	ACH	\$72.09	Inventory Parts
Grainger Inc	7/25/2022	ACH	\$367.20	Light Bulbs - Shop
Grainger Inc	7/25/2022	ACH	\$419.02	Drum Pumps, Trash Can & Dolly
Grainger Inc	8/8/2022	ACH	\$104.95	Toilet Paper, Paper Towel
Grainger Inc	8/8/2022	ACH	\$20.18	Clamp Set
Grainger Inc	8/8/2022	ACH	\$109.58	Clamp Set

Grainger Inc	8/8/2022	ACH	\$33.55	Measuring Container
Grainger Inc	8/8/2022	ACH	\$15.09	Measuring Container
HALL, WILLARD	7/25/2022	56807	\$8.40	MSS Spoons/Forks
HASSAN, DEANNA	8/8/2022	ACH	\$50.00	Reimb Cell
Hawley Troxell Ennis & Hawley	7/25/2022	ACH	\$594.00	Legal Services
Hawley Troxell Ennis & Hawley	7/25/2022	ACH	\$4,147.00	Legal Services
Hawley Troxell Ennis & Hawley	7/25/2022	ACH	\$170.00	Legal Services - Construction issues
Hawley Troxell Ennis & Hawley	8/8/2022	ACH	\$1,251.00	Legal Services - Dropbike
Hawley Troxell Ennis & Hawley	8/8/2022	ACH	\$126.00	Legal Services-General
HDR Engineering, Inc	8/8/2022	ACH	\$8,100.00	State Street Corridor project
Healea, Stephanie	7/25/2022	ACH	\$23.99	Volunteer Driver
Hi - Line	7/25/2022	ACH	\$294.75	Non Stock Parts - Bus
Hi - Line	8/8/2022	ACH	\$334.85	Non Stock Parts - Bus
Hot Shots, Inc.	7/25/2022	ACH	\$932.52	Courier Services
Idaho Power	7/25/2022	56808	\$822.90	Services 6/10-7/11
Idaho Power	7/25/2022	56808	\$1,838.66	Services 6/14-7/13
Idaho Power	8/8/2022	56834	\$16.34	Services 6/25-7/26
Idaho Power	8/8/2022	56834	\$10,617.63	Utilities
Idaho Power	8/8/2022	56834	\$1,957.79	Utilities 7/1-7/31
Idaho Records Management, LLC	7/25/2022	ACH	\$40.00	Services- storage
Impact Home Services	7/25/2022	ACH	\$189.00	Pest control services
In The Bag Promotions	8/8/2022	ACH	\$2,185.82	Credit Card Sized Sleeve-gifts
IntelPeer Holdings, Inc	7/25/2022	ACH	\$1,302.51	SIP Services
Intermountain Gas	7/25/2022	ACH	\$14.77	Utilities 6/11-7/11
Intermountain Gas	7/25/2022	ACH	\$179.63	Utilities 6/22-7/21
Intermountain Gas	7/25/2022	ACH	\$123.62	Utilities 6/11-7/11
Intermountain Gas	7/25/2022	ACH	\$9.79	Utilities 6/23-7/21
Intermountain Gas	8/8/2022	ACH	\$17,490.86	Utilities
Intermountain Gas	8/8/2022	ACH	\$10.40	Utilities 6/28-7/29
Intermountain Gas	8/10/2022	ACH	\$9.79	Utilities /7-8/5
Intermountain Gas	8/10/2022	ACH	\$11.03	Utilities 7/7-8/5
J & B Importers, Inc.	8/8/2022	ACH	\$71.75	Bike parts
Jeremy Ricky	8/8/2022	ACH	\$7,418.28	Purchase Transportation - Ada
Jeremy Ricky	8/8/2022	ACH	\$6,185.00	Purchase Transportation Ada
Jeremy Ricky	8/8/2022	ACH	\$2,590.00	Purchase Transportation
JUSTICE, KAITLIN	7/25/2022	ACH	\$308.10	Emp Travel Expenses
Karcher Auto Parts	7/25/2022	ACH	\$172.38	Pig Mats
Karcher Auto Parts	7/25/2022	ACH	\$3.92	Vacuum Pump Oil
Karcher Auto Parts	8/10/2022	ACH	\$104.38	Super Clean
Karcher Auto Parts	8/10/2022	ACH	\$5.68	Hose Clamps
Karcher Auto Parts	8/10/2022	ACH	\$121.72	Oil Filters
Karcher Auto Parts	8/10/2022	ACH	\$17.80	Relay
Kenworth Sales	7/25/2022	ACH	\$288.90	Inventory Parts
Kenworth Sales	7/25/2022	ACH	\$539.06	Inventory Parts
Kenworth Sales	7/25/2022	ACH	\$1,273.34	Inventory Parts
Kenworth Sales	7/25/2022	ACH	\$67.81	Inventory Parts
Kenworth Sales	7/25/2022	ACH	\$179.29	Inventory Parts
Kenworth Sales	8/8/2022	ACH	\$1,736.60	Inventory Parts
Kenworth Sales	8/8/2022	ACH	\$89.04	Inventory Parts
Kenworth Sales	8/8/2022	ACH	\$10.08	Gaskets
Kenworth Sales	8/8/2022	ACH	\$32.06	Rocker Lever Seal
Kenworth Sales	8/8/2022	ACH	\$32.06	Rocker Lever Seal
KOLLIE, DORBOR	8/8/2022	ACH	\$29.67	Shoe Reimbursement
KOSHMERL, TIM	7/25/2022	ACH	\$137.80	Employee Reimbursement
KRONENBITTER, FRANK	8/8/2022	ACH	\$50.00	Reimb Cell
KROUPA, KRISTINA	8/8/2022	ACH	\$50.00	Reimb Cell
Kuna Senior Citizen Inc	8/8/2022	ACH	\$1,658.02	Acquisition of Services
Larry Miller- Chrysler	8/8/2022	56835	\$1,251.55	Labor/parts radiator for van
LifeMap Assurance Co	8/8/2022	ACH	\$1,725.67	Montly premiums
Lithia Motors Payment Processing	7/25/2022	ACH	\$272.36	Inventory Parts
Lithia Motors Payment Processing	7/25/2022	ACH	\$26.60	Idler Pulley
Lithia Motors Payment Processing	7/25/2022	ACH	\$18.32	PVC Hose Tube
Lithia Motors Payment Processing	7/25/2022	ACH	\$13.77	Rear Main Seal
Lithia Motors Payment Processing	7/25/2022	ACH	\$213.18	Starter
Lithia Motors Payment Processing	7/25/2022	ACH	\$213.18	Starter
Lithia Motors Payment Processing	7/25/2022	ACH	\$7.93	Seal
Lithia Motors Payment Processing	7/25/2022	ACH	\$8.17	Front Seal
Lithia Motors Payment Processing	7/25/2022	ACH	\$2,171.84	Inventory Parts
Lithia Motors Payment Processing	7/25/2022	ACH	\$164.54	Inventory Parts
Lithia Motors Payment Processing	7/25/2022	ACH	\$265.73	Inventory Parts
Lithia Motors Payment Processing	7/25/2022	ACH	\$17.03	Inventory Parts
Lithia Motors Payment Processing	8/8/2022	ACH	\$49.44	Hood Latch
Lithia Motors Payment Processing	8/8/2022	ACH	\$120.40	Spark Plugs
Lithia Motors Payment Processing	8/8/2022	ACH	\$26.95	Tube
Lithia Motors Payment Processing	8/8/2022	ACH	\$215.95	Brake Pads
Lithia Motors Payment Processing	8/8/2022	ACH	\$1,782.45	Inventory Parts
Lotus Boise Corp	7/25/2022	ACH	\$700.00	Radio Ad fee's
Lotus Boise Corp	7/25/2022	ACH	\$240.00	Radio Ad fee's

Lotus Boise Corp	7/25/2022	ACH	\$300.00	Radio Ad fee's
Lotus Boise Corp	7/25/2022	ACH	\$944.00	Radio Ad fee's
Lotus Boise Corp	7/25/2022	ACH	\$300.00	Radio Ad fee's
Lotus Boise Corp	7/25/2022	ACH	\$944.00	Radio Ad fee's
Lowes Home Improvement	7/25/2022	ACH	\$118.70	Shop Supplies
Lowes Home Improvement	8/8/2022	ACH	\$17.58	20-AMP Connector
Lowes Home Improvement	8/8/2022	ACH	\$94.98	Fluorescent Bulbs
Lowes Home Improvement	8/8/2022	ACH	\$185.22	Floor Fans
Luka Stankovic	8/8/2022	ACH	\$3,144.00	Taxi fare
Lyft, Inc	7/25/2022	ACH	\$919.45	Transit Connections Lyft passes
Lyft, Inc	7/25/2022	ACH	\$663.50	Late night Lyft paees
Mary M Johnson	7/25/2022	ACH	\$240.00	Bus Rte 45 decals
Mary M Johnson	8/8/2022	ACH	\$754.65	E-Bike signs refaced
Master Rooter Service Inc	7/25/2022	ACH	\$184.00	Plumbing Service - Diagnostic Service
Master Rooter Service Inc	8/8/2022	ACH	\$184.00	Plumbing Service
McGuire Bearing Company	8/8/2022	56836	\$119.59	Ball Bearing
Melba Valley Senior Center	8/8/2022	ACH	\$2,985.92	Acquisition of services
Meridian Senior Center	8/8/2022	ACH	\$0.02	Acquisition of Services
Meridian Senior Center	8/8/2022	ACH	\$5,000.98	Acquisition of Services
Meridian Senior Center	8/8/2022	ACH	\$10,475.43	Acquisition of Services
Meridian Senior Center	8/8/2022	ACH	\$4,644.26	Acquisition of Services
Metro Community Services	7/31/2022	ACH	\$8,366.67	Acquisition of Services
Metro Community Services	8/8/2022	ACH	\$28,813.00	Acquisition of Services
MITCHELL, MARY	7/25/2022	56809	\$58.82	Shoes
MORRIS, RYAN	8/8/2022	ACH	\$125.74	Pants, Belt, & Shoes Reimbursement
MORRIS, RYAN	8/8/2022	ACH	\$96.00	DMV Drivers License & Test/Permit Reimbursement
Motion & Flow Control Products	7/25/2022	ACH	\$42.06	Inventory Parts
MultiCare Health System	7/25/2022	ACH	\$805.00	Drug Tests
MultiCare Health System	8/8/2022	ACH	\$440.00	Drug Tests
Napa Auto Parts	7/25/2022	ACH	\$7.98	auto parts
Napa Auto Parts	7/25/2022	ACH	\$17.40	auto parts
Napa Auto Parts	7/25/2022	ACH	\$45.43	auto parts
Napa Auto Parts	7/25/2022	ACH	\$80.76	auto parts
Napa Auto Parts	8/8/2022	ACH	\$449.08	auto parts
Napa Auto Parts	8/8/2022	ACH	\$57.20	auto parts
Napa Auto Parts	8/8/2022	ACH	\$96.15	auto parts
New Flyer Parts	8/8/2022	ACH	\$94.65	Inventory Parts
Newegg Business, Inc.	7/25/2022	ACH	\$34.90	HDMI 25ft cable
Newegg Business, Inc.	7/25/2022	ACH	\$106.72	AC adapters
Newegg Business, Inc.	7/25/2022	ACH	\$88.77	Adapters
Norco Inc	8/8/2022	ACH	\$27.34	Nitrogen
Norco Inc	8/8/2022	ACH	\$175.73	Shop Supplies
NuTech Specialties, Inc	7/25/2022	ACH	\$461.79	Pressure Wash Concentrate
ODP Business Solutions, LLC	7/25/2022	56810	\$25.53	Office Supplies
ODP Business Solutions, LLC	8/8/2022	56838	\$8.99	Bluetooth Speaker
ODP Business Solutions, LLC	8/8/2022	56838	\$31.99	JABRA EVOLVE
ODP Business Solutions, LLC	8/8/2022	56838	\$159.95	JABRA EVOLVE
ODP Business Solutions, LLC	8/8/2022	56838	\$39.99	Office Supplies
ODP Business Solutions, LLC	8/8/2022	56838	\$32.44	Office Supplies
ODP Business Solutions, LLC	8/8/2022	56838	\$64.28	Office Supplies
ODP Business Solutions, LLC	8/8/2022	56838	\$24.99	Office Supplies
ODP Business Solutions, LLC	8/8/2022	56838	\$12.90	Office Supplies
ODP Business Solutions, LLC	8/8/2022	56838	\$42.99	Office Supplies
ODP Business Solutions, LLC	8/8/2022	56838	\$69.78	Misc office supplies
ODP Business Solutions, LLC	8/8/2022	56838	\$131.97	JABRA EVOLVE
Office Depot	7/25/2022	56811	\$65.50	Office Supplies
O'Reilly Auto Enterprises, LLC	8/8/2022	ACH	\$4.71	Parts
O'Reilly Auto Enterprises, LLC	8/8/2022	ACH	\$50.00	Rotors Turned
O'Reilly Auto Enterprises, LLC	8/8/2022	ACH	\$9.30	Hose Tee
O'Reilly Auto Enterprises, LLC	8/8/2022	ACH	\$13.89	Vacuum Tube
O'Reilly Auto Enterprises, LLC	8/8/2022	ACH	\$34.37	Leak Finder UV Light
O'Reilly Auto Enterprises, LLC	8/8/2022	ACH	\$49.99	Ratchet Pad Spreader
O'Reilly Auto Enterprises, LLC	8/8/2022	ACH	\$41.45	Grey RTV Sealant
O'Reilly Auto Enterprises, LLC	8/8/2022	ACH	\$18.60	Hose Tee
O'Reilly Auto Enterprises, LLC	8/8/2022	ACH	\$11.58	Thermometer
O'Reilly Auto Enterprises, LLC	8/8/2022	ACH	\$17.99	Wash Brush
O'Reilly Auto Enterprises, LLC	8/8/2022	ACH	\$6.79	Clearance Light
O'Reilly Auto Enterprises, LLC	8/8/2022	ACH	\$279.13	A/C Compressor
O'Reilly Auto Enterprises, LLC	8/8/2022	ACH	\$8.49	2 Cycle Oil
O'Reilly Auto Parts	7/25/2022	ACH	\$214.65	Bus parts
Overhead Door of SW Idaho	7/25/2022	56812	\$187.50	Service for garage door
Paragon Consulting, Inc	7/25/2022	ACH	\$10,697.50	Bus stop construction
Paragon Consulting, Inc	7/25/2022	ACH	\$11,412.00	Bus stop construction
Parma Senior Center	8/10/2022	ACH	\$1,667.38	Acquisition of Services
Peak Industrial, Inc.	7/25/2022	56813	\$146.96	Coil
Peak Industrial, Inc.	7/25/2022	56813	\$656.86	Flash ECM's
Peak Industrial, Inc.	7/25/2022	56813	\$300.00	Flash ECM
Peak Industrial, Inc.	8/8/2022	56839	\$195.58	N613 Diagnosis of no heat

Peak Industrial, Inc.	8/8/2022	56839	\$37.60	Flash ECM Balance
Peak Industrial, Inc.	8/9/2022	56848	\$195.58	N613 Diagnosis of no heat
Peak Industrial, Inc.	8/9/2022	56848	\$37.60	Flash ECM Balance
PEDROSA, LESLIE	8/10/2022	ACH	\$41.62	Reimb food - meeting/Costco
PNG Media LLC	7/25/2022	56814	\$132.12	Legal/Public Notice
PNG Media LLC	7/25/2022	56814	\$130.29	Legal/Public Notice
Primary Health Medical Group, LLC	8/8/2022	56840	\$425.00	DOT Physicals
ProPeople	7/25/2022	ACH	\$128.75	Temp Wages
ProPeople	7/25/2022	ACH	\$1,499.97	Temp Wages
ProPeople	7/25/2022	ACH	\$1,411.15	Temp Wages
ProPeople	7/25/2022	ACH	\$939.25	Temp Wages
ProPeople	7/25/2022	ACH	\$1,303.90	Temp Wages
ProPeople	8/8/2022	ACH	\$1,613.30	Temp Wages
ProPeople	8/8/2022	ACH	\$1,309.75	Temp wages
Proterra Operating Company, Inc	7/25/2022	ACH	\$558.10	Vehicle
Provantage Computer Products	8/8/2022	ACH	\$172.89	Mesh antenna
Provantage Computer Products	8/8/2022	ACH	\$83.47	Fiber Optic Cables
Quench USA, Inc	8/8/2022	ACH	\$179.99	Ice/Water Machine
RCF Commercial Cleaning, LLC	8/8/2022	ACH	\$800.00	1/2 July 2022 Cleaning
RCF Commercial Cleaning, LLC	8/8/2022	ACH	\$1,925.00	Janitorial Services
RDK Corporation	7/25/2022	ACH	\$35.00	A Wilcox Background CK
RDK Corporation	7/25/2022	ACH	\$115.00	Background checks
RDK Corporation	7/25/2022	ACH	\$55.00	Background check- Richard Marks
RDK Corporation	7/25/2022	ACH	\$275.00	Background check
REEVES, CHRIS	8/8/2022	56841	\$104.82	Employee Reimbursement
REYES, JILL	8/8/2022	ACH	\$540.00	Reimb apa/aicp Member dues
Romaine Electric Corporation	7/25/2022	ACH	\$471.60	Spark Plug
Romaine Electric Corporation	8/8/2022	ACH	\$628.80	Spark Plugs
Sage Supply, Inc	8/8/2022	56842	\$12.00	Safety vest
SAMG Occupational Med - Emerald	7/25/2022	56815	\$230.00	Drug Screen/Physicals
SAMG Occupational Med - Emerald	7/25/2022	56815	\$580.00	Drug Screen/Physicals
SAMG Occupational Med - Emerald	7/25/2022	56815	\$35.00	Drug Screen/Physicals Rich
SAMG Occupational Med - Emerald	7/25/2022	56815	\$35.00	Drug Screen/Physicals John
Sherwin Industries, Inc	7/25/2022	56816	\$449.00	Bus Parts
Shred-It USA- LLC	7/25/2022	ACH	\$124.64	Document Shredding
Shred-It USA- LLC	8/8/2022	ACH	\$118.82	Document Shredding
SIJ Holdings, LLC.	7/25/2022	ACH	\$109.56	Legal Public Notice
SIJ Holdings, LLC.	8/8/2022	ACH	\$131.20	Invoice 23876 Legal Notice
Smith Power Products, Inc	7/19/2022	ACH	(\$31.99)	Partial Credit for Invoice 3179862
Smith Power Products, Inc	7/19/2022	ACH	(\$24.97)	Partial Credit for Invoice 3179862
Smith Power Products, Inc	7/25/2022	ACH	\$56.96	Inventory Parts
Smith Power Products, Inc	7/25/2022	ACH	\$157.43	Inventory Parts
Smith Power Products, Inc	7/25/2022	ACH	\$1,391.37	Inventory Parts
SMITH, JOSHUA	8/8/2022	56843	\$50.00	Reimb Cell
Snap-On Incorporated	7/25/2022	56817	\$265.38	USB Cable link
Snap-On Incorporated	8/10/2022	56849	\$12,578.67	Warthog Trolley/6 Adapters
Sportworks Global LLC	8/8/2022	ACH	\$2,053.54	Bike Racks
SPX Corporation	7/25/2022	ACH	\$338.99	Farebox Parts
SPX Corporation	7/25/2022	ACH	\$1,014.30	Farebox Parts
SPX Corporation	7/25/2022	ACH	\$497.69	Farebox Parts
Star Senior Center	8/10/2022	56850	\$5,159.00	Acquisition of Services
Stoltz Marketing Group, Inc	7/25/2022	ACH	\$1,470.00	Safe Travels Newsletter
Stoltz Marketing Group, Inc	7/25/2022	ACH	\$735.00	Monthly acct mgmt fee
Stoltz Marketing Group, Inc	7/25/2022	ACH	\$22,200.67	Bike Share Proj. Mgmt/signage
Stoltz Marketing Group, Inc	7/25/2022	ACH	\$3,990.00	Safe Routes 2 School Website
Supportive Housing & Innovative Partners	8/8/2022	ACH	\$21,096.82	Acquisition of Services
Syringa Networks, LLC	7/25/2022	ACH	\$4,820.00	Telecom Services
Tacoma Screw Products Inc.	7/25/2022	ACH	\$84.40	Nuts & Bolts
Tacoma Screw Products Inc.	7/25/2022	ACH	\$283.54	Nuts & Bolts
Tacoma Screw Products Inc.	8/8/2022	ACH	\$278.55	Nuts & Bolts
Tacoma Screw Products Inc.	8/8/2022	ACH	\$15.06	Nuts & Bolts
Tacoma Screw Products Inc.	8/8/2022	ACH	\$34.18	Nuts & Bolts
Tacoma Screw Products Inc.	8/8/2022	ACH	\$47.35	Torque Marker
TAYLOR, TAGGART	8/8/2022	ACH	\$28.88	Employee Reimbursement
That's Sharp, LLC.	8/8/2022	ACH	\$240.00	Gloves
The Car Park, LLC	7/25/2022	ACH	\$5,000.00	All-Day Parking Validations
The Car Park, LLC	7/25/2022	ACH	\$275.00	Carpool & Parking vouchers
The Car Park, LLC	7/25/2022	ACH	\$1,075.00	Carpool & Parking vouchers
Timothy Q Eby	7/25/2022	56818	\$212.95	Name tags for staff
Treasure Valley Coffee	8/8/2022	ACH	\$11.90	Coffee/creamers
Treasure Valley Coffee	8/8/2022	ACH	\$17.40	Coffee/creamers
Treasure Valley Coffee	8/8/2022	ACH	\$129.45	Coffee/creamers
Treasure Valley Coffee	8/8/2022	ACH	\$71.90	Coffee/creamers
Treasure Valley Coffee	8/8/2022	ACH	\$33.50	Coffee/creamers
Treasure Valley Curb & Sprinkling Inc	8/8/2022	ACH	\$404.05	Landscaping Services
Treasure Valley Transit	7/25/2022	ACH	\$17,364.00	Sub-recipient
UniFirst Acct# 1395966	7/25/2022	ACH	\$177.60	Mats, Cloths & Uniforms
UniFirst Acct# 1395966	7/25/2022	ACH	\$174.60	Mats, Cloths, Uniforms
UniFirst Acct# 1395966	8/8/2022	ACH	\$3.00	Fuel Surcharge

UniFirst Acct# 1395966	8/8/2022	ACH	\$252.16	Mats, Cloths, Uniforms
UniFirst Acct# 1395966	8/8/2022	ACH	\$199.77	Mats, Cloths, Uniforms
UniFirst Acct# 1410130	7/25/2022	ACH	\$255.86	Mats, Cloths, Uniforms
UniFirst Acct# 1410130	7/25/2022	ACH	\$255.86	Mats, Cloths, Uniforms
UniFirst Acct# 1410130	8/8/2022	ACH	\$256.24	Mats, Cloths, Uniforms
UniFirst Acct# 1410130	8/8/2022	ACH	\$328.91	Mats, Cloths, Uniforms
United Auto Upholstery	8/8/2022	56844	\$600.00	Upholstery repairs
United Oil	7/25/2022	ACH	\$6,595.60	Fuel
United Site Services of Nevada, Inc.	7/25/2022	ACH	\$60.50	Toilet at Mall
United Site Services of Nevada, Inc.	8/8/2022	ACH	\$257.10	Toilet at Mall
United Way of Treasure Valley	7/25/2022	ACH	\$105.00	Emp. Contributions
United Way of Treasure Valley	7/25/2022	ACH	\$105.00	Emp. Contributions
United Way of Treasure Valley	8/8/2022	ACH	\$105.00	Contribution 8/5
UPS Freight	8/8/2022	56845	\$4.99	Freight charges
US Bank Plaza Condominium Assoc., Inc.	7/25/2022	ACH	\$9,202.42	Association dues
Verizon Wireless	8/8/2022	56847	\$52.21	Cell Phone Service 6/15-7/15
Verizon Wireless	8/8/2022	56847	\$2,445.99	Cell Phone Service
Verizon Wireless	8/8/2022	56847	\$51.49	Cell Phone Service
Verizon Wireless	8/8/2022	56847	\$160.04	Cell Phone Service
Verizon Wireless	8/8/2022	56847	\$360.09	Cell Phone Service
Verizon Wireless	8/8/2022	56847	\$52.21	Cell Phone Service
Verizon Wireless	8/8/2022	56847	\$1,990.23	Cell Phone Service
Verizon Wireless	8/10/2022	56851	\$90.81	Cell Phone Service
Verizon Wireless	8/10/2022	56851	\$40.01	Cell Phone Service
Via Transportation, Inc.	7/25/2022	ACH	\$2,180.00	Vehicle fee's
Vitruvian Planning	7/25/2022	56819	\$8,320.00	Board Strategic Plan
WASHINGTON, CORRIE	8/8/2022	ACH	\$106.92	Ice cream & Gatorade - Staff
WASHINGTON, CORRIE	8/8/2022	ACH	\$50.00	Reimb Cell - Aug
Western Mountain Bus Sales	8/8/2022	ACH	\$729.42	Bus Parts
Western Mountain Bus Sales	8/8/2022	ACH	\$1,222.40	Bus Parts
William Beard	8/8/2022	ACH	\$459.00	Bus Washing
YB NOW LLC	8/8/2022	ACH	\$3,064.14	Ada County Rides
			\$816,264.51	

ACCEPTED:

CHAIR OF EXECUTIVE BOARD

ATTEST:

SECRETARY/TREASURER

Payment Register 8/16/2022 - 9/15/2022

<u>VendorName</u>	<u>Pymnt Date</u>	<u>Check Number</u>	<u>Amount</u>	<u>Invoice Description</u>
A E S Inc	8/22/2022	ACH	\$992.00	Temp Wages
A E S Inc	8/22/2022	ACH	\$1,047.80	Temp Wages
A E S Inc	9/12/2022	ACH	\$992.00	Temp Wages
A E S Inc	9/12/2022	ACH	\$992.00	Temp Wages
Access Idaho-26682	8/22/2022	56852	\$72.00	DL Searches
ACHD Commuteride	8/22/2022	56853	\$6,534.85	Transportation Consultant
ACHD Commuteride	9/12/2022	56875	\$3,446.30	Transportation Consultant
AdaRide.Com, LLC	9/12/2022	ACH	\$1,643.00	Paratransit Services
Agnew Beck Consulting, Inc.	8/22/2022	ACH	\$1,110.00	Community Outreach/Tech support/
Agnew Beck Consulting, Inc.	9/12/2022	ACH	\$1,207.50	Consulting CityGo
Agnew Beck Consulting, Inc.	9/12/2022	ACH	\$3,800.00	Consulting services for City Go
Alexander Clark Printing	8/22/2022	56854	\$165.58	Envelope printing
ALEXANDER, KIANNA	9/12/2022	56876	\$120.00	Reimburse for CDL Skills Test
American Mechanical Corp	8/22/2022	ACH	\$595.00	HVAC Maintenance
American Mechanical Corp	9/12/2022	ACH	\$605.00	Summer PM's 2022
Anthony, Elizabeth	8/22/2022	ACH	\$233.13	Volunteer Driver
Anthony, Elizabeth	9/12/2022	ACH	\$98.13	Volunteer Driver
Automotive & Industrial Distributors	9/12/2022	ACH	\$881.65	15W40 Oil
Avero, LLC	9/12/2022	ACH	\$8,840.00	ERP System Consulting
A-Z Bus Sales, Inc	8/22/2022	ACH	\$213.40	Mirror Head
A-Z Bus Sales, Inc	9/12/2022	ACH	\$52.16	Watch Your Step Plate
A-Z Bus Sales, Inc	9/12/2022	ACH	\$381.79	Driver Seat Cushion
A-Z Bus Sales, Inc	9/12/2022	ACH	\$215.18	CNG Filters
A-Z Bus Sales, Inc	9/12/2022	ACH	\$585.14	Mirror Assembly N2511
A-Z Bus Sales, Inc	9/12/2022	ACH	\$115.32	AC Drier
A-Z Bus Sales, Inc	9/12/2022	ACH	\$95.94	Splicer
A-Z Bus Sales, Inc	9/12/2022	ACH	\$315.34	Vehicle Parts - Drier/Filter
A-Z Bus Sales, Inc	9/12/2022	ACH	\$66.40	Vehicle Parts - Drier/Filter
A-Z Bus Sales, Inc	9/12/2022	ACH	\$82.54	Drier AC
A-Z Bus Sales, Inc	9/12/2022	ACH	\$51.10	AC Clamps
A-Z Bus Sales, Inc	9/12/2022	ACH	\$156.39	Blower Assambly
Barber, Richard P	8/22/2022	ACH	\$54.38	Volunteer Driver
Barber, Richard P	9/12/2022	ACH	\$21.25	Volunteer Driver
Black Signs of Idaho, Inc.	9/12/2022	ACH	\$50.00	Rental Sign for Banners
Block & Head Shop, Inc	9/12/2022	ACH	\$1,636.52	Resurface Head, Install New Valves
Boise Air Terminal	9/12/2022	ACH	\$8,710.06	Land Rent
Boise Community Radio Project	8/22/2022	ACH	\$550.00	Radio Advertising
Boise Community Radio Project	9/12/2022	ACH	\$550.00	Underwriting services
Boise Community Radio Project	9/12/2022	ACH	\$550.00	Radio Ads
Boise Municipal Health Care Trust	9/12/2022	ACH	\$57,275.37	Premiums
Boise Peterbilt	9/12/2022	ACH	\$332.55	Inventory Parts
Boise State Public Radio	9/12/2022	ACH	\$183.33	Radio ads - E-bike
BOSNJAK, ALMA	9/12/2022	56877	\$100.22	Shoe Reimbursement
Brady Industries of Nevada, LLC	8/22/2022	ACH	\$315.92	Janitorial Supplies
Brandt, Loreli	8/22/2022	ACH	\$834.38	Volunteer Driver
Brandt, Loreli	9/12/2022	ACH	\$693.13	Volunteer Driver
Brink's Incorporated	8/22/2022	ACH	\$152.16	Armored car service
Brink's Incorporated	8/22/2022	ACH	\$293.72	Armored car service
Brink's Incorporated	8/22/2022	ACH	\$9.75	Armored car service - Caldwell
Career Uniforms Partners	8/22/2022	ACH	\$262.55	Uniforms
Career Uniforms Partners	8/22/2022	ACH	\$270.45	Uniforms
Career Uniforms Partners	9/12/2022	ACH	\$122.00	Uniforms
CARNOPIIS, MARK	8/22/2022	ACH	\$118.40	Reimb mileage/parking
CARNOPIIS, MARK	9/12/2022	ACH	\$295.25	Reimb domains/wagon
Catapult3, Inc.	8/22/2022	ACH	\$51,870.00	Full buss wraps
Catapult3, Inc.	8/22/2022	ACH	\$1,920.00	SIGNAGE INSTALLATION
CenturyLink	8/22/2022	56855	\$176.04	Telecom Services
CenturyLink	8/22/2022	56855	\$138.80	Telecom Services 8/7-9/6
CenturyLink	8/31/2022	56878	(\$22.85)	CM for finance fee pd
CenturyLink	9/12/2022	56878	\$344.07	Utilities 8/25-9/24
CenturyLink	9/12/2022	56878	\$257.05	Utilities 8/22-9/21
CenturyLink	9/12/2022	56878	\$69.56	Utilities 8/22-9/21
CenturyLink	9/12/2022	56878	\$26.78	Services 9/1-9/30
CenturyLink	9/12/2022	56878	\$336.09	Utilities 8/25-9/24
Church of the Harvest	9/12/2022	ACH	\$7,492.60	acquisition of services
Church of the Harvest	9/12/2022	ACH	\$13,051.49	Acquisition of Services
City Club of Boise, Inc	9/12/2022	56879	\$750.00	Forum sponsorship
City of Boise Print & Mail Services	8/22/2022	56856	\$1,038.73	Printing DVI covers/books
City of Boise Print & Mail Services	8/22/2022	56856	\$531.08	Printing Scrip Taxi Vouchers
City of Caldwell Water Department	9/12/2022	56880	\$225.50	Services 7/24-8/23
City of Caldwell Water Department	9/12/2022	56880	\$114.64	Services 7/24-8/23
City of Garden City	9/12/2022	56881	\$59.92	Garbage/water/sewer
Colonial Life	9/12/2022	ACH	\$47.77	insurance premium
Commercial Tire, Inc	8/22/2022	ACH	\$692.05	Break Service
Commercial Tire, Inc	8/22/2022	ACH	\$1,503.64	Tires
Commercial Tire, Inc	8/22/2022	ACH	\$88.50	Tires
Commercial Tire, Inc	8/22/2022	ACH	\$141.00	Tire Change N614
Commercial Tire, Inc	8/22/2022	ACH	\$965.30	Tires - N2511

Commercial Tire, Inc	8/22/2022	ACH	\$380.12 Tires N2513
Commercial Tire, Inc	8/22/2022	ACH	\$736.00 N334 Tires
Commercial Tire, Inc	8/22/2022	ACH	\$736.00 N337 Tires
Commercial Tire, Inc	8/22/2022	ACH	\$413.42 Air Cond/filter/labor
Commercial Tire, Inc	8/22/2022	ACH	\$1,309.38 Tires
Commercial Tire, Inc	8/22/2022	ACH	\$1,614.78 Tires
Commercial Tire, Inc	8/22/2022	ACH	\$1,614.78 Tires
Commercial Tire, Inc	9/12/2022	ACH	\$167.60 PM inspection/lube service
Commercial Tire, Inc	9/12/2022	ACH	\$173.60 PM inspect/lube service
Commercial Tire, Inc	9/12/2022	ACH	\$187.10 Lube Service/air filter/PM inspection
Commercial Tire, Inc	9/12/2022	ACH	\$615.17 Tires N336
Commercial Tire, Inc	9/12/2022	ACH	\$487.99 Lube Service, spark plugs DOT inspection
Commercial Tire, Inc	9/12/2022	ACH	\$447.88 Lube/DOT inspection
Commercial Tire, Inc	9/12/2022	ACH	\$758.44 Tires
Commercial Tire, Inc	9/12/2022	ACH	\$1,637.78 Tires
Commercial Tire, Inc	9/12/2022	ACH	\$263.80 Tires
Commercial Tire, Inc	9/12/2022	ACH	\$270.00 Tires
Commercial Tire, Inc	9/12/2022	ACH	\$15.08 Tires
Commercial Tire, Inc	9/12/2022	ACH	\$1,614.78 Tires N611
Commercial Tire, Inc	9/12/2022	ACH	\$370.34 lube/DOT inspection
Commercial Tire, Inc	9/12/2022	ACH	\$94.05 lube/preventive check
Connor Marquette	8/22/2022	ACH	\$100.00 Removal of light box
Corwin Ford	8/22/2022	ACH	\$50.10 Bus Parts
Creative Bus Sales	8/22/2022	ACH	\$96.00 Bus Parts
CROSSLAND, BRIAN LEE	9/12/2022	56882	\$29.00 CDL Permit Reimbursment
Cummins Rocky Mountain, LLC	9/12/2022	ACH	\$2,237.16 Wiring Harness
Curtis Clean Sweep	8/22/2022	ACH	\$275.00 Garage sweep & detail
CURTIS, JODI	9/12/2022	56883	\$50.00 REIMB CELL - SEPT
CURTIS, JODI	9/12/2022	56883	\$62.94 Employee Reimbursement - File Folders
Custom Care Pest Services	8/22/2022	ACH	\$95.00 Pest Services
Day Wireless Systems	9/12/2022	ACH	\$27.00 911 Button
Delerrok, Inc.	9/12/2022	ACH	\$1,200.00 UMO Trasaction fee's
Dennis Dillon Auto Park	8/22/2022	56857	\$179.75 Multi-point inspection transmission
Desert Newco, LLC	9/13/2022	ACH	\$25,019.99 Domain Purchase - .VRT
Dillon Toyota Lifts	8/22/2022	ACH	\$149.85 Service Floor Scrubber
DMC Sales	9/12/2022	ACH	\$889.32 Vehicle
Durobilt	8/22/2022	56858	\$3,995.00 Alternator - N611
Dwaine S Lee, LLC	8/22/2022	ACH	\$255.75 Tow N2511 from Boise
Dwaine S Lee, LLC	8/22/2022	ACH	\$170.50 Towing Service
Dwaine S Lee, LLC	8/22/2022	ACH	\$115.00 Towing Service
Dwaine S Lee, LLC	9/12/2022	ACH	\$192.50 Towing Service
Dwaine S Lee, LLC	9/12/2022	ACH	\$341.00 Towing Service N2511
Eagle Senior Center	9/12/2022	ACH	\$13,678.38 Acquisition of Services
Ecolube Recovery, LLC.	9/12/2022	ACH	\$90.00 Oil
Edwards, Mark S	9/12/2022	ACH	\$13.46 Volunteer Driver
Edwards, Mark S	9/12/2022	ACH	\$39.08 Volunteer Driver
EISENBERG, GREGG	9/12/2022	ACH	\$50.00 REIMB CELL - SEPT
EISENBERG, GREGG	9/12/2022	ACH	\$2,903.53 Recruiting Ads Reimbursement
Elam & Burke P.A.	8/22/2022	ACH	\$875.00 Legal Services VRT Statutes
ESP Printing & Mailing, Inc.	8/22/2022	ACH	\$67.68 Printing Business Cards
ESP Printing & Mailing, Inc.	9/12/2022	ACH	\$67.68 Printing/Binding Service
ESP Printing & Mailing, Inc.	9/12/2022	ACH	\$67.68 Printing/Binding Service
ESP Printing & Mailing, Inc.	9/12/2022	ACH	\$67.68 Printing/Binding Service
Factory Motor Parts Co	8/22/2022	56859	\$299.00 Freon
Factory Motor Parts Co	8/22/2022	56859	\$135.73 Battery
Factory Motor Parts Co	9/12/2022	56886	\$15.34 Bus Parts
Factory Motor Parts Co	9/12/2022	56886	\$46.02 Bus Parts
Factory Motor Parts Co	9/12/2022	56886	\$336.28 Bus Parts
Factory Motor Parts Co	9/12/2022	56886	\$96.06 Bus Parts
Factory Motor Parts Co	9/12/2022	56886	\$221.80 Bus Parts
Factory Motor Parts Co	9/12/2022	56886	\$79.32 Bus Parts
Factory Motor Parts Co	9/12/2022	56886	\$42.94 Tensioner
Factory Motor Parts Co	9/12/2022	56886	\$127.12 Bus Parts
Factory Motor Parts Co	9/12/2022	56886	\$30.16 Bus Parts
Factory Motor Parts Co	9/12/2022	56886	\$31.20 Bus Parts
Factory Motor Parts Co	9/12/2022	56886	\$55.00 Air filter/power plug
Factory Motor Parts Co	9/12/2022	56886	\$24.32 air filter
Factory Motor Parts Co	9/12/2022	56886	\$48.64 Bus Parts
Factory Motor Parts Co	9/12/2022	56886	\$23.86 Wheel Seal
Factory Motor Parts Co	9/12/2022	56886	\$184.00 bus parts
Factory Motor Parts Co	9/12/2022	56886	\$170.24 Bus Parts - air filters
FASTENAL	9/12/2022	ACH	\$20.10 Inventory Parts
Fastsigns-Boise	8/22/2022	56860	\$192.21 Main Tube Decal printing
FireXpert, Inc	9/12/2022	ACH	\$510.31 Fire System
First Transit	9/12/2022	ACH	\$128,446.89 Mgmt fee/BIPD Ins/Wkr comp
Fleet Services	9/14/2022	ACH	\$515.97 Fuel
Fleet Services	9/14/2022	ACH	\$2,051.46 Fuel
Fleetpride, Inc	9/12/2022	56887	\$12.50 Clearance Marker Pigtail
FRAZIER, KELLY M	9/12/2022	ACH	\$100.00 Reimb Cell July/Aug
FRAZIER, KELLY M	9/12/2022	ACH	\$50.00 Reimb Cell Sept

FUNKE, JENNIFER	9/12/2022	56888	\$45.43 Dawn & Spray Bottles
Gem State Paper & Supply	9/12/2022	ACH	\$400.01 Shop Supplies
Gillig, LLC	8/22/2022	ACH	\$227.64 Filters
Gillig, LLC	8/22/2022	ACH	\$1,340.65 Vehicle
Gillig, LLC	8/22/2022	ACH	\$1,410.20 Vehicle
Gillig, LLC	9/12/2022	ACH	\$1,048.19 Mirror Assembly
Gillig, LLC	9/12/2022	ACH	\$883.96 Vehicle
Gillig, LLC	9/12/2022	ACH	\$178.28 Vehicle
Gillig, LLC	9/12/2022	ACH	\$457.49 Vehicle
Gillig, LLC	9/12/2022	ACH	\$299.91 Vehicle
Gillig, LLC	9/12/2022	ACH	\$512.96 Vehicle
Gillig, LLC	9/12/2022	ACH	\$34.23 Gaskets
Gillig, LLC	9/12/2022	ACH	\$25.56 Nut, Plate
Gillig, LLC	9/12/2022	ACH	\$455.42 Dehydrators
Gillig, LLC	9/12/2022	ACH	\$87.81 Defroster Fan N2500s
GODFREY, KATHLEEN	8/31/2022	ACH	\$982.93 Reimb Air/Hotel
Grainger Inc	8/22/2022	ACH	\$201.60 Seat Covers & Soap
Grainger Inc	8/22/2022	ACH	\$780.96 Inventory Parts
Grainger Inc	8/22/2022	ACH	\$67.02 Leak Detector
Grainger Inc	8/22/2022	ACH	\$11.17 Leak Detector
Grainger Inc	8/22/2022	ACH	\$47.44 Trash Bags
Grainger Inc	9/12/2022	ACH	\$97.70 Inventory Parts
Grainger Inc	9/12/2022	ACH	\$71.28 Paper Towel
Grainger Inc	9/12/2022	ACH	\$33.86 Toilet Plungers
GRIMSLEY, ROBERT	8/22/2022	56861	\$78.38 Employee Reimbursement - Tools
GRIMSLEY, ROBERT	8/22/2022	56861	\$201.98 Employee Reimbursement - Shoes
Grover Electric & Plumbing	8/22/2022	56862	\$110.02 Electronic Ballast
HALL, WILLARD	8/22/2022	56863	\$42.39 Shoe Reimbursement
HAMDARD, PARWIZ	9/12/2022	ACH	\$68.90 Employee Reimbursement - Shoes
HASSAN, DEANNA	9/12/2022	ACH	\$50.00 REIMB CELL - SEPT
Hawkeye Builders Inc	8/26/2022	ACH	\$302,004.13 Orchard Parklot Construction
Hawley Troxell Ennis & Hawley	8/22/2022	ACH	\$272.00 Legal Services
Hawley Troxell Ennis & Hawley	9/12/2022	ACH	\$695.00 Legal Services- DOL Contract
Hawley Troxell Ennis & Hawley	9/12/2022	ACH	\$272.00 Legal Services - RFP Review
Healea, Stephanie	8/22/2022	ACH	\$16.88 Volunteer Driver
Healea, Stephanie	9/12/2022	ACH	\$26.88 Volunteer Driver
Hi - Line	8/22/2022	ACH	\$382.43 Screw, Clamps, Washers
Hi - Line	9/12/2022	ACH	\$59.10 Washers, Abrasive Disc
Hi - Line	9/12/2022	ACH	\$149.60 Hose Clamps, Extension Spring
Hot Shots, Inc.	8/22/2022	ACH	\$816.54 Courier Services
Hot Shots, Inc.	9/12/2022	ACH	\$977.04 Courier Services
HUNT, STEPHEN	8/22/2022	ACH	\$61.95 Reimb Travel
HUNT, STEPHEN	8/31/2022	ACH	\$184.52 Reimb Hotel
Idaho Love Light Solar, LLC.	8/22/2022	ACH	\$2,600.00 Removal of bus stop
Idaho Love Light Solar, LLC.	8/22/2022	ACH	\$2,600.00 Buss shelter removal
Idaho Power	8/22/2022	56864	\$955.92 Utilities 7/12-8/10
Idaho Power	8/22/2022	56864	\$9,900.26 Utilities
Idaho Power	8/22/2022	56864	\$2,243.33 Utilities
Idaho Power	9/12/2022	56889	\$16.34 Utilities 7/27-8/25
Idaho Power	9/12/2022	56889	\$2,012.63 Services 8/2-9/1
Idaho Records Management, LLC	8/22/2022	ACH	\$40.00 Offsite storage
Impact Home Services	8/22/2022	ACH	\$189.00 Pest services
In The Bag Promotions	8/22/2022	ACH	\$420.00 Apparel - District Tee (Vall-ebike)
IntelePeer Holdings, Inc	8/22/2022	ACH	\$295.48 SIP Services
IntelePeer Holdings, Inc	8/22/2022	ACH	\$1,026.93 SIP Services
Intermountain Gas	8/22/2022	ACH	\$14.47 Utilities 7/12-8/11
Intermountain Gas	8/22/2022	ACH	\$28.27 Utilities 7/12-8/11
Intermountain Gas	9/12/2022	ACH	\$9.79 Utilities 8/6-9/7
Intermountain Gas	9/12/2022	ACH	\$10.57 Utilities 8/6-9/7
Intermountain Gas	9/12/2022	ACH	\$26,654.16 Utilities
Intermountain Gas	9/12/2022	ACH	\$10.57 Utilities 7/30-8/29
Intermountain Gas	9/12/2022	ACH	\$10.57 Utilities 7/22-8/22
Intermountain Gas	9/12/2022	ACH	\$9.79 Utilities 7/22-8/23
J & B Importers, Inc.	9/12/2022	ACH	\$78.78 Bike parts
Jacobs Engineering Group, Inc.	9/12/2022	ACH	\$9,500.58 Professional services-Orcahrd Facility
JEDRY, JASON	9/12/2022	ACH	\$29.90 Reimb Notary Stamp
Jennifer Schneider	9/12/2022	56890	\$200.00 Facilitation of state street meetings
Jeremy Ricky	8/22/2022	ACH	\$202.00 Purchase Transportation
Jeremy Ricky	9/12/2022	ACH	\$17,094.56 Purchase Transportation
Jeremy Ricky	9/12/2022	ACH	\$2,410.00 Purchase Transportation
Jeremy Ricky	9/12/2022	ACH	\$1,064.72 Purchase Transportation
Jeremy Ricky	9/12/2022	ACH	\$80.00 Purchase Transportation
Jeremy Ricky	9/12/2022	ACH	\$96.60 Purchase Transportation
JOHN MCLEOD	9/12/2022	ACH	\$68.78 Reimb MSS Supplies
Karcher Auto Parts	8/22/2022	ACH	\$42.30 Silicone Spray
Karcher Auto Parts	8/22/2022	ACH	\$30.90 White Lithium Grease
Karcher Auto Parts	8/22/2022	ACH	\$113.90 Super Clean
Karcher Auto Parts	8/22/2022	ACH	\$242.25 Silicone Hose
Karcher Auto Parts	8/22/2022	ACH	\$69.37 Serpentine V Belt
Karcher Auto Parts	9/12/2022	ACH	\$87.18 Bearings

Karcher Auto Parts	9/12/2022	ACH	\$39.36 Relay, Pigtail
Karcher Auto Parts	9/12/2022	ACH	\$208.11 Serpentine V Belts
Karcher Auto Parts	9/12/2022	ACH	\$16.35 AC Orings
Karcher Auto Parts	9/12/2022	ACH	\$54.52 Oil Filters
Karcher Auto Parts	9/12/2022	ACH	\$187.92 Chevron Delo Oil
Karcher Auto Parts	9/12/2022	ACH	\$113.90 Super Clean
Karcher Auto Parts	9/12/2022	ACH	\$85.18 Oil & Filters Jeeps
Karcher Auto Parts	9/12/2022	ACH	\$121.90 Grease, Filters
Karcher Auto Parts	9/12/2022	ACH	\$30.40 Tire & Brake Gauges
Kenworth Sales	8/22/2022	ACH	\$386.88 Inventory Parts
Kenworth Sales	8/22/2022	ACH	\$442.38 Inventory Parts
Kenworth Sales	8/22/2022	ACH	\$423.76 Suppport Fan
Kenworth Sales	8/22/2022	ACH	\$448.53 Seal, Thermostat
Kenworth Sales	8/22/2022	ACH	\$106.30 Seals
Kenworth Sales	8/22/2022	ACH	\$1,639.99 Ignition Control Module
Kenworth Sales	9/12/2022	ACH	\$1,787.27 Inventory Parts
Kenworth Sales	9/12/2022	ACH	\$26.00 Inventory Parts
Kenworth Sales	9/12/2022	ACH	\$78.11 Housing-Breather
Kenworth Sales	9/12/2022	ACH	\$251.66 Inventory Parts
Kenworth Sales	9/12/2022	ACH	\$271.90 Inventory Parts
Kenworth Sales	9/12/2022	ACH	\$793.86 Inventory Parts
Kenworth Sales	9/12/2022	ACH	\$84.43 Inventory Parts
KLINFELTER, JOHN	9/12/2022	ACH	\$116.59 Shoe Reimbursement
KRONENBITTER, FRANK	9/12/2022	ACH	\$50.00 REIMB CELL - SEPT
KROUPA, KRISTINA	8/22/2022	ACH	\$41.68 Reimbursment for New Bank Stamp for the Vault Room
KROUPA, KRISTINA	9/12/2022	ACH	\$50.00 REIMB CELL - SEPT
Kuna Senior Citizen Inc	9/12/2022	ACH	\$2,181.60 Acquisition of Services
Language Line Solutions	9/12/2022	ACH	\$58.75 Language services
Language Line Solutions	9/12/2022	ACH	\$103.06 Translation services
Language Line Solutions	9/12/2022	ACH	\$104.46 Translation services
Language Line Solutions	9/12/2022	ACH	\$129.06 Translation Services
LifeMap Assurance Co	9/12/2022	ACH	\$1,788.80 Premiums
Lift-U	9/12/2022	ACH	\$198.91 Coupling - parts
Lithia Motors Payment Processing	8/22/2022	ACH	\$76.53 Dipstick & Tube
Lithia Motors Payment Processing	8/22/2022	ACH	\$169.27 Safety Neutral Switch
Lithia Motors Payment Processing	8/22/2022	ACH	\$153.06 Brakes
Lithia Motors Payment Processing	8/22/2022	ACH	\$71.40 Brake Pads
Lithia Motors Payment Processing	8/22/2022	ACH	\$147.93 Brakes
Lithia Motors Payment Processing	8/22/2022	ACH	\$152.73 Inventory Parts
Lithia Motors Payment Processing	8/22/2022	ACH	\$406.52 Inventory Parts
Lithia Motors Payment Processing	8/22/2022	ACH	\$1,202.68 Inventory Parts
Lithia Motors Payment Processing	8/22/2022	ACH	\$225.90 Inventory Parts
Lithia Motors Payment Processing	9/1/2022	ACH	\$48.11 Valve Assembly Credit
Lithia Motors Payment Processing	9/12/2022	ACH	\$41.30 Shift Control Cable
Lithia Motors Payment Processing	9/12/2022	ACH	\$11.67 Relay
Lithia Motors Payment Processing	9/12/2022	ACH	\$53.20 Idler Pulley
Lithia Motors Payment Processing	9/12/2022	ACH	\$29.92 Washer Nozzles
Lithia Motors Payment Processing	9/12/2022	ACH	\$100.29 Inventory Parts
Lithia Motors Payment Processing	9/12/2022	ACH	\$593.78 Inventory Parts
Lithia Motors Payment Processing	9/12/2022	ACH	\$131.09 Inventory Parts
Lithia Motors Payment Processing	9/12/2022	ACH	\$167.98 Front Rotors
Lithia Motors Payment Processing	9/12/2022	ACH	\$53.20 Idler Pulley
Lithia Motors Payment Processing	9/12/2022	ACH	\$119.13 Filters
Lithia Motors Payment Processing	9/12/2022	ACH	\$266.55 Inventory Parts
Lithia Motors Payment Processing	9/12/2022	ACH	\$105.89 AC Drier
Lithia Motors Payment Processing	9/12/2022	ACH	\$48.11 Expansion Valve
Lithia Motors Payment Processing	9/12/2022	ACH	\$180.10 Inventory Parts
Lotus Boise Corp	8/22/2022	ACH	\$700.00 Radio Advertising
Lotus Boise Corp	8/22/2022	ACH	\$240.00 Radio Advertising
Lotus Boise Corp	8/22/2022	ACH	\$300.00 Radio Advertisements
Lotus Boise Corp	8/22/2022	ACH	\$944.00 Radio Advertisement
Lotus Boise Corp	8/22/2022	ACH	\$300.00 Radio Advertisement
Lotus Boise Corp	8/22/2022	ACH	\$944.00 Radio Advertisment
Lowe's Home Improvement	8/22/2022	ACH	\$47.31 Connectors
Lowe's Home Improvement	8/22/2022	ACH	\$41.29 Hose, Batteries
Lowe's Home Improvement	8/22/2022	ACH	\$54.63 Shop Supplies
Lowe's Home Improvement	8/22/2022	ACH	\$35.59 Batteries
Lowe's Home Improvement	8/22/2022	ACH	\$6.69 Clamps
Lowe's Home Improvement	8/22/2022	ACH	\$10.15 Straight Connector
Lowe's Home Improvement	8/22/2022	ACH	\$44.04 Hose, Washers
Lowe's Home Improvement	9/12/2022	ACH	\$10.91 Simple Green Bus Shelters
Lowe's Home Improvement	9/12/2022	ACH	\$90.27 Graffiti Removal Supplies
Lowe's Home Improvement	9/12/2022	ACH	\$136.72 Ballast
Lowe's Home Improvement	9/12/2022	ACH	\$26.56 Graffiti Removal Supplies
Lowe's Home Improvement	9/12/2022	ACH	\$34.19 Ballast
Lowe's Home Improvement	9/12/2022	ACH	\$17.09 Shop Supplies
Lyft, Inc	8/22/2022	ACH	\$947.31 Lyft passes
Lyft, Inc	8/22/2022	ACH	\$319.84 Lyft Passes - late night
Mary M Johnson	8/22/2022	ACH	\$945.00 Van lettering/removal
Master Rooter Service Inc	9/12/2022	ACH	\$659.00 Plumbing Service

MCEWEN, HARRIET	8/22/2022	56865	\$180.10 Shoe Reimbursement
McMaster-Carr Supply Company	8/22/2022	ACH	\$237.67 Bike Parts
Melba Valley Senior Center	9/12/2022	ACH	\$4,093.60 Acquisition of Services
Meridian Senior Center	9/12/2022	ACH	\$5,001.00 Acquisition of Services
MICHAEL BRICKO	9/12/2022	56891	\$21.14 Work Shorts Reimbursement
Michael Ogden	9/12/2022	56892	\$2,100.00 Pigeon Removal - Spring 2022
Mills, Wayne	8/22/2022	56866	\$365.63 Volunteer Driver
Mills, Wayne	9/12/2022	56893	\$398.13 Volunteer Driver
MORRIS, RYAN	9/12/2022	ACH	\$140.00 CDL Skills Test
Motion & Flow Control Products	9/12/2022	ACH	\$462.29 A/C Hose
MultiCare Health System	8/22/2022	ACH	\$215.00 Drug Test
MultiCare Health System	9/12/2022	ACH	\$1,190.00 Drug Test
Napa Auto Parts	8/22/2022	ACH	\$159.16 Inventory Parts
Napa Auto Parts	9/12/2022	ACH	\$151.19 Inventory Parts
NDM Technologies	9/12/2022	56894	\$1,510.00 Firewall 1YR
Nelson-Nygaard Consulting	9/12/2022	ACH	\$5,398.46 Transportation Consultant
Nelson-Nygaard Consulting	9/12/2022	ACH	\$7,485.80 Transportation Consultant
Nelson-Nygaard Consulting	9/12/2022	ACH	\$10,867.39 Transportation Consultant
Nelson-Nygaard Consulting	9/12/2022	ACH	\$33,246.70 Transportation Consultant
New Flyer Parts	8/22/2022	ACH	\$254.05 Inventory Parts
New Flyer Parts	9/12/2022	ACH	\$213.12 Inventory Parts
Norco Inc	8/22/2022	ACH	\$11.70 July Nitrogen Cylinder Rental
Northern Tool & Equip Catalog Holdings	8/22/2022	ACH	\$2,631.33 Portacool
ODP Business Solutions, LLC	8/22/2022	56867	\$48.09 Office Supplies
ODP Business Solutions, LLC	8/22/2022	56867	\$29.96 Office supplies
ODP Business Solutions, LLC	8/22/2022	56867	\$57.24 Office Supplies
ODP Business Solutions, LLC	8/22/2022	56867	\$67.29 office supplies
ODP Business Solutions, LLC	8/30/2022	56895	(\$127.96) Credit for Jabra's inv 242165249001
ODP Business Solutions, LLC	9/12/2022	56895	\$287.91 Jabra's
ODP Business Solutions, LLC	9/12/2022	56895	\$156.15 Office Supplies
ODP Business Solutions, LLC	9/12/2022	56895	\$6.79 Office Supplies
ODP Business Solutions, LLC	9/12/2022	56895	\$8.58 Office Supplies
ODP Business Solutions, LLC	9/12/2022	56895	\$82.66 Office Supplies
ODP Business Solutions, LLC	9/12/2022	56895	\$39.79 Office Supplies
O'Reilly Auto Enterprises, LLC	8/22/2022	ACH	\$36.20 AC Service Caps
O'Reilly Auto Enterprises, LLC	8/22/2022	ACH	\$7.24 AC Service Caps
O'Reilly Auto Enterprises, LLC	8/22/2022	ACH	\$33.95 Clearance Lights
O'Reilly Auto Enterprises, LLC	8/22/2022	ACH	\$7.30 Wire Plugs
O'Reilly Auto Enterprises, LLC	9/12/2022	ACH	\$72.90 Hose Connector
O'Reilly Auto Enterprises, LLC	9/12/2022	ACH	\$10.59 AC Hose Connector
O'Reilly Auto Parts	8/22/2022	ACH	\$63.74 Inventory Parts
O'Reilly Auto Parts	8/22/2022	ACH	\$151.73 Inventory Parts
O'Reilly Auto Parts	9/12/2022	ACH	\$67.84 Inventory Parts
O'Reilly Auto Parts	9/12/2022	ACH	\$7.93 Inventory Parts
O'Reilly Auto Parts	9/12/2022	ACH	\$368.10 Vehicle Parts
Pacific Office Automation	8/22/2022	ACH	\$664.18 Printer/copier lease
Paragon Consulting, Inc	9/12/2022	ACH	\$2,950.00 Bus stop construction
Paragon Consulting, Inc	9/12/2022	ACH	\$600.00 Bus stop construction
Parma Senior Center	9/12/2022	ACH	\$3,963.96 Acquisition of Services
PEDROSA, LESLIE	9/12/2022	ACH	\$16.37 Reimb mileage/fee's
PNG Media LLC	8/22/2022	56868	\$132.12 Legal notice Invoice 24054
PNG Media LLC	8/22/2022	56868	\$74.38 legal notices Invoice 24152
PNG Media LLC	8/22/2022	56868	\$453.20 Legal Notice Invoice 24206
PNG Media LLC	8/22/2022	56868	\$131.20 Legal Notice
PNG Media LLC	8/23/2022	56873	\$131.20 Legal Ad - Invoice 23876
PNG Media LLC	9/12/2022	56896	\$174.21 Legal ad / invoice 24779
Primary Health Medical Group, LLC	8/22/2022	56869	\$170.00 DOT Physicals
Primary Health Medical Group, LLC	9/12/2022	56897	\$170.00 Physicals
ProPeople	8/22/2022	ACH	\$1,204.45 Temp Wages
ProPeople	8/22/2022	ACH	\$1,893.45 Temp Wages
ProPeople	9/12/2022	ACH	\$1,027.65 Temp Wages
ProPeople	9/12/2022	ACH	\$1,171.30 Temp Wages
Proterra Operating Company, Inc	9/12/2022	ACH	\$11,666.68 Battery lease 40ft buses
Provantage Computer Products	9/12/2022	ACH	\$103.55 10ft Display Port
Provantage Computer Products	9/12/2022	ACH	\$94.00 USB CCADP cable
Provantage Computer Products	9/12/2022	ACH	\$325.73 Network Mgmt Card
Quench USA, Inc	8/22/2022	ACH	\$289.95 Water/Ice Equipment Rentals
Quench USA, Inc	9/12/2022	ACH	\$289.95 Water/Ice Equipment Rentals
Quench USA, Inc	9/12/2022	ACH	\$179.99 Water Cooler Rental
RCF Commercial Cleaning, LLC	8/22/2022	ACH	\$1,600.00 Janitorial Service
RCF Commercial Cleaning, LLC	8/22/2022	ACH	\$3,850.00 Janitorial services
RDK Corporation	8/22/2022	ACH	\$70.00 Background Checks
RDK Corporation	8/22/2022	ACH	\$35.00 Background checks
RDK Corporation	8/22/2022	ACH	\$265.00 Background checks
RDK Corporation	8/22/2022	ACH	\$35.00 Background check
Romaine Electric Corporation	8/22/2022	ACH	\$631.58 Electronical supplies
Rush Truck Center	8/31/2022	ACH	\$1,114.54 Deductible - truck repair
SAMG Occupational Med - Emerald	9/12/2022	56898	\$540.00 Drug Screen/Physicals
SAMG Occupational Med - Emerald	9/12/2022	56898	\$90.00 Drug Screen/Physicals
Shop Equipment Specialties, LLC	9/12/2022	ACH	\$1,454.50 Brake Lathe Service

Shred-It USA- LLC	9/12/2022	ACH	\$89.09 Document Shredding
Shred-It USA- LLC	9/12/2022	ACH	\$8.35 Document Shredding
Shred-It USA- LLC	9/12/2022	ACH	\$119.69 Document Shredding
SIJ Holdings, LLC.	8/22/2022	ACH	\$520.24 Print legal ads
Smith Power Products, Inc	8/22/2022	ACH	\$22.52 Inventory Parts - Duplicate Charge for Item TR1409
Smith Power Products, Inc	8/22/2022	ACH	\$695.12 Inventory Parts
Smith Power Products, Inc	8/22/2022	ACH	\$26.73 Inventory Parts
Smith Power Products, Inc	9/12/2022	ACH	\$17.07 OG inv was mistakenly credited, duplicate to pay.
Smith Power Products, Inc	9/12/2022	ACH	\$4.35 Inventory Parts
Smith Power Products, Inc	9/12/2022	ACH	\$1,341.99 Inventory Parts
Smith Power Products, Inc	9/12/2022	ACH	\$701.29 Inventory Parts
Smith Power Products, Inc	9/12/2022	ACH	\$397.46 Inventory Parts
SMITH, JOSHUA	9/12/2022	56899	\$9.97 Tape - N617
SMITH, JOSHUA	9/12/2022	56899	\$50.00 REIMB CELL - SEPT
SMITH, JOSHUA	9/12/2022	56899	\$140.00 Reimburse for Boots
Sportworks Global LLC	8/22/2022	ACH	\$112.43 Bushing & Bolt Kits
SPX Corporation	8/22/2022	ACH	\$45.26 Farebox Parts
Star Senior Center	9/12/2022	56900	\$2,831.25 Acquisition of Services
Star Senior Center	9/12/2022	56900	\$2,283.75 Acquisition of Services
State Insurance Fund	8/22/2022	56871	\$1,446.00 Payroll Report Premium
Stoltz Marketing Group, Inc	8/22/2022	ACH	\$39.98 City Go GoDaddy Domain Renewals
Stoltz Marketing Group, Inc	8/22/2022	ACH	\$2,800.00 Project Mgmt - Bike Share
Stoltz Marketing Group, Inc	8/22/2022	ACH	\$735.00 Account Admin.
Stoltz Marketing Group, Inc	8/22/2022	ACH	\$1,400.00 Safe Travels Newsletter production
Stoltz Marketing Group, Inc	8/22/2022	ACH	\$2,800.00 SafeRoutes Website management
Stoltz Marketing Group, Inc	8/22/2022	ACH	\$5,110.00 Social Ads, Poster/flyer Route 30 Campai
StormWind, LLC	8/22/2022	ACH	\$1,590.00 Instructor Led Online Traini 18 month
Stor-N-Lock Partners #12, LLC	8/31/2022	56874	\$25.20 Storeage discount
Stor-N-Lock Partners #12, LLC	9/6/2022	56874	\$2,712.00 Storage 1YR
Supportive Housing & Innovative Partners	9/12/2022	ACH	\$26,707.09 Acquisition of Services
Syringa Networks, LLC	8/22/2022	ACH	\$4,820.00 Telecom Services
Tacoma Screw Products Inc.	8/22/2022	ACH	\$292.27 Nuts & Bolts
TATE, JOHN	8/22/2022	56872	\$410.85 Tool Reimbursement
The Car Park, LLC	8/22/2022	ACH	\$1,350.00 parking passes & carpool subscriptions
Thermo Fluids, Inc.	8/22/2022	ACH	\$117.57 Used Oil Filter Pickup
Thompson and Associates, Inc.	8/22/2022	ACH	\$4,823.25 HR consults
Thompson and Associates, Inc.	9/12/2022	ACH	\$2,103.75 HR consulting
Transpo Group USA, Inc.	8/22/2022	ACH	\$11,853.40 Kuna Transit Study
Transpo Group USA, Inc.	8/22/2022	ACH	\$6,344.20 Professional services
Treasure Valley Coffee	8/22/2022	ACH	\$46.50 Coffee, Sugar
Treasure Valley Coffee	9/12/2022	ACH	\$63.43 Coffee, Sugar
Treasure Valley Curb & Sprinkling Inc	9/12/2022	ACH	\$404.05 Landscaping
Treasure Valley Transit	8/22/2022	ACH	\$17,992.00 Sub-Recipient
UniFirst Acct# 1395966	8/22/2022	ACH	\$193.27 Mats, Cloths, Uniforms
UniFirst Acct# 1395966	9/12/2022	ACH	\$302.78 Mats, Cloths, Uniforms
UniFirst Acct# 1395966	9/12/2022	ACH	\$2.00 Cloths
UniFirst Acct# 1395966	9/12/2022	ACH	\$208.03 Mats, Cloths, Uniforms
UniFirst Acct# 1395966	9/12/2022	ACH	\$208.03 Mats, Cloths, Uniforms
UniFirst Acct# 1395966	9/12/2022	ACH	\$233.65 Mats, Cloths, Uniforms
UniFirst Acct# 1410130	9/12/2022	ACH	\$324.42 Mats, Cloths, Uniforms
UniFirst Acct# 1410130	9/12/2022	ACH	\$265.92 Mats, Cloths, Uniforms
United Way of Treasure Valley	8/22/2022	ACH	\$105.00 Employee contributions
United Way of Treasure Valley	9/12/2022	ACH	\$95.00 United way contribution
US Bank Plaza Condominium Assoc., Inc.	8/22/2022	ACH	\$9,202.42 association dues
Veolia Water Idaho	9/12/2022	56901	\$444.99 Water 6/23-8/23
Verizon Wireless	9/12/2022	56903	\$1,850.49 Cell Phone Service
Verizon Wireless	9/12/2022	56903	\$595.42 Cell Phone Service
Verizon Wireless	9/12/2022	56903	\$102.40 Cell Phone Service
Verizon Wireless	9/12/2022	56903	\$28.49 Cell Phone Service
Verizon Wireless	9/12/2022	56903	\$51.49 Cell Phone Service
Verizon Wireless	9/12/2022	56903	\$160.06 Cell Phone Service
Verizon Wireless	9/12/2022	56903	\$360.09 Cell Phone Service
Verizon Wireless	9/12/2022	56903	\$1,990.23 Cell Phone Service
Via Transportation, Inc.	9/12/2022	ACH	\$2,180.00 Vehicle fee's
Vitruvian Planning	9/12/2022	56904	\$8,970.00 Board Strategic Work Plan
Wash Worx	8/22/2022	ACH	\$780.00 Metal Curb Ramp
Wash Worx	8/22/2022	ACH	\$3,800.00 2 Bus shelter installs.
WASHINGTON, CORRIE	9/12/2022	ACH	\$100.11 Office Supplies, Life Savers
WASHINGTON, CORRIE	9/12/2022	ACH	\$50.00 Cell phone reimb - SEPT
Wex Bank	8/22/2022	ACH	\$393.16 Fuel 7/7 - 7/31/2022
Wienhoff Drug Testing	9/12/2022	56905	\$155.00 Random Drug Testing
William Beard	8/22/2022	ACH	\$231.00 Bus Washing
William Beard	9/12/2022	ACH	\$206.00 Bus Washing
William Beard	9/12/2022	ACH	\$284.00 Bus Washing
William Beard	9/12/2022	ACH	\$411.00 Bus Washing
YBNow LLC	9/12/2022	ACH	\$4,186.55 Transportation services
YBNow LLC	9/12/2022	ACH	\$475.40 Transportation services
			<u>\$1,072,325.39</u>

ACCEPTED:

CHAIR OF EXECUTIVE BOARD

ATTEST:

SECRETARY/TREASURER



TOPIC	Bank Accounts
DATE	October 3, 2022
STAFF MEMBER	Cameron Wells

Staff Recommendation/Request

Staff requests the Board of Directors approves Resolution VBD22-024 Bank Accounts

Summary

The purpose of Resolution VBD022-024 is to delegate authority to the Chief Executive Officer (CEO) to open bank accounts with banking and credit union institutions.

The Authority needs to change banking and credit union institutions at times when Authority staff discover an institution with higher interest earning capability and lower fees assessed.

Implication (policy and/or financial)

Opening a bank account does not include much inherent risk to The Authority. This does not delegate authority for the CEO to enter any debt without prior Board approval.

For detailed information contact: Cameron Wells, Controller, 208-258-2704,
cwells@valleyregionaltransit.org

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Bank Accounts RESOLUTION VBD22-024

BY THE BOARD OF VALLEY REGIONAL TRANSIT DELEGATING AUTHORITY TO THE CHIEF EXECUTIVE OFFICER TO OPEN BANK ACCOUNTS WITH BANKING AND CREDIT UNION INSTITUTIONS AS NEEDED

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

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

WHEREAS, Valley Regional Transit maintains a checking account for the purpose of conducting day-today operations; and

WHEREAS, Staff determines the most advantageous banking or credit union institution to utilize; and

WHEREAS, Valley Regional Transit 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.

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

Section 1. That the Board of Valley Regional Transit delegates authority to the Chief Executive Officer to open bank accounts with banking and credit union institutions as needed.

Section 2. That the Board of Valley Regional Transit shall delegate authority to the Chief Executive Officer to finalize and execute agreements with banking and credit union institutions.

VBD22-024

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

ADOPTED by the Board of Valley Regional Transit, this 3rd day of October 2022.

APPROVED by the Board Chair this 3rd day of October 2022.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC	Credit Card Line of Credit
DATE	October 3, 2022
STAFF MEMBER	Cameron Wells

Staff Recommendation/Request

Staff requests the Board of Directors review and consider approving Resolution VBD22-036 Credit Card Line of Credit.

Summary

The purpose of Resolution VBD22-036 is to delegate authority to the Chief Executive Officer (CEO) to establish a \$50,000 line of credit with Idaho Central Credit Union (ICCU) to facilitate Authority credit cards.

Authority staff determined ICCU to be the most advantageous institution at this time to handle deposit accounts and the credit card line of credit for the Authority.

The Authority currently holds a credit card line of credit with Wells Fargo of \$10,000. The Authority will close this line of credit immediately after opening the ICCU line of credit. The larger line of credit facilitates more cards to staff procuring items stated as acceptable expenses in Credit Card Policy 5.20.00.

Implication (policy and/or financial)

The Authority determined the need for additional credit cards to be utilized by staff for occasional procurement needs where credit cards are the only way to procure items.

Credit Card Policy 5.20.00 outlines the responsibilities of Authority staff in administering Authority credit cards to ensure credit card holders comply with required procurement policies.

More Information

Attachments:

Resolution VBD22-036

For detailed information contact: Cameron Wells, Controller, 208-258-2704, cwells@valleyregionaltransit.org

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

CREDIT CARD LINE OF CREDIT RESOLUTION VBD22-036

BY THE BOARD OF VALLEY REGIONAL TRANSIT DELEGATING AUTHORITY TO THE CHIEF EXECUTIVE OFFICER TO ESTABLISH A \$50,000 LINE OF CREDIT WITH IDAHO CENTRAL CREDIT UNION (ICCU) TO FACILITATE AUTHORITY CREDIT CARDS

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; an

WHEREAS, Valley Regional Transit staff procure items and services that cannot be paid with a check or bank account; 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.

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

Section 1. That the Board of Valley Regional Transit grants authority to the Chief Executive Officer to establish a \$50,000 line of credit with Idaho Central Credit Union.

Section 2. That the Board of Valley Regional Transit delegates authority to the Chief Executive Officer to finalize and execute the agreement with Idaho Central Credit Union.

VBD22-036

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

ADOPTED by the Board of Valley Regional Transit, this 3rd day of October 2022.

APPROVED by the Board Chair this 3rd day of October 2022.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC	Credit Card Policy
DATE	October 3, 2022
STAFF MEMBER	Cameron Wells

Staff Recommendation/Request

Staff requests the Board of Directors review and consider approving the Credit Card Policy, Policy Number 5.20.00, Resolution VBD22-022.

Summary

The purpose of the Valley Regional Transit (VRT) (henceforth “AUTHORITY”) credit card policy is to define the relevant responsibilities of AUTHORITY staff in administering AUTHORITY credit cards and to ensure credit card holders comply with procurement policies required by the AUTHORITY.

Implication (policy and/or financial)

The AUTHORITY staff determined the need for credit cards to be utilized by more AUTHORITY staff for occasional procurement needs where credit cards are the only way to procure items. This policy outlines responsibilities to ensure procurement policies are not subverted with credit card usage.

More Information

Attachments:

Credit Card Policy

Resolution VBD22-022

For detailed information contact: Cameron Wells, Controller, 208-258-2704,
cwells@valleyregionaltransit.org



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

Policy Number: 5.20.00

Resolution Number: VBD22-022

Policy Title: Credit Card Policy

Signature of Board Chairperson

Date

Signature of Executive Director

Date

STATEMENT OF POLICY

The purpose of the Valley Regional Transit (VRT) (henceforth "AUTHORITY") credit card policy is to define the relevant responsibilities of AUTHORITY staff in administering AUTHORITY credit cards and to ensure credit card holders comply with procurement policies required by the AUTHORITY.

DEFINITIONS

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

PROCUREMENT - The process of acquiring goods and services by purchasing from commercial businesses.

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

EXECUTIVE BOARD - The Executive Board consists of four (4) Board officers (the Chair, Chair Elect, Vice Chair, and Treasurer), the immediate past Chair, six (6) at large members, and a BSU representative.

POLICY

1. GENERAL

Objective

The purpose of the AUTHORITY credit card policy is to define the relevant responsibilities of AUTHORITY staff in administering AUTHORITY credit cards and to ensure credit card holders comply with procurement policies required by the AUTHORITY.

Eligible Staff

Eligibility for an AUTHORITY credit card is determined by the Chief Financial Officer (CFO) on a case-by-case basis. If a staff member believes they are eligible for an AUTHORITY credit card, they may submit a request with their business case to hold a credit card. That case must also have the approval of the staff member's immediate supervisor.

Credit Card Limits

Card limits are determined by the CFO on a case-by-case basis. If a card holder believes they should have a different limit than they currently hold, they may submit a request with their business case for a different limit. That case must also have the approval of the card holder's immediate supervisor.

Temporary Card Limit Raise and All Purchases Over \$3,000

If a card holder needs to make a purchase on their AUTHORITY credit card that is higher than their limit, or over \$3,000, the card holder must get prior approval from the CFO or Controller before the purchase occurs.

Allowable Expenses

AUTHORITY credit card purchases are limited to micro purchases and purchases where it is not possible to comply with the standard requisition and procurement processes.

- The following are examples of expenditures that are eligible for purchase on AUTHORITY credit cards.
 - Online purchases where the company does not allow for invoicing
 - Travel including hotel and flight
 - Small items typically found on expense reports
- The following are examples of expenditures that are **NOT** eligible for purchase on AUTHORITY credit cards.
 - Purchases of gift cards
 - Cash advances
 - Payments to contracted vendors

2. CARD HOLDER RESPONSIBILITIES

Reconciliation

AUTHORITY card holders must submit all original receipts for each month to accounts receivable staff within ten (10) days after the end of the month. A card holder may request an extension due to vacation or business travel, but that request must be approved by accounts receivable staff prior to the ten (10)-day deadline.

Personal Purchases

AUTHORITY card holders may not make personal purchases on their company credit card. If a personal purchase is accidentally made on an AUTHORITY credit card, the card holder must immediately notify accounts receivable staff and will be required to reimburse the AUTHORITY the full cost of the purchase. The reimbursement will be withheld from the card holder's next paycheck.

Card Security

A card holder has ultimate responsibility for an AUTHORITY credit card. A card holder shall treat the safety of the card the same way they treat the safety of their personal credit cards. They will not leave it unattended or give it to any other person (e.g., friends, family, colleagues) even just to hold.

- Card holders shall report a stolen or missing credit card to the CFO immediately

Policy Violation

Any violation of this policy or abuse of credit cards by AUTHORITY card holders will be addressed as noted below and may result in disciplinary action up to and including termination of employment.

- First time violations will result in a minimum 6-month suspension from card holding
- Second time violations will result in an indefinite suspension from card holding

END OF POLICY

Adoption Date: October 3, 2022

Effective Date: October 3, 2022

Last Revised Date:

Last Reviewed Date:

Replaced:

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

CREDIT CARD POLICY POLICY NUMBER 5.20.00 RESOLUTION VBD22-022

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE CREDIT CARD POLICY, POLICY NUMBER 5.20.00

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

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

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

WHEREAS, the Credit Card Policy is crucial to give guidance to staff and Board members; and

WHEREAS, Valley Regional Transit is committed to managing Credit Cards; and

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

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

Section 1. That the Board of Valley Regional Transit approves the Credit Card Policy 5.20.00

Section 2. That this Resolution VBD22-022 shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 3rd day of October 2022

VBD22-022

APPROVED by the Board Chair this 3rd day of October 2022.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

AUTHORIZATION FOR EXPENDITURE BOARD OF DIRECTORS

PROCUREMENT DESCRIPTION: On-Call Human Resource Services

TOTAL COST: \$198,630

PURPOSE/ACTION: To provide Human Resource consulting services to Valley Regional Transit staff.

SCOPE OF WORK: The scope of services includes any combination of recruitment, personnel relations, policy development, job description development, discipline and regulatory compliance and other related miscellaneous services. VRT expects to negotiate specific work tasks as needed.

DISCUSSION: VRT conducted a competitive request for proposals for human resource consulting services. On February 1, 2021, pursuant to Resolution VEB21-001, Thompson Consulting Group was awarded a contract not to exceed five years with a not to exceed amount of \$75,000. VRT needs have subsequently increased in areas such as recruitment, personnel relations, training, and regulatory compliance resulting in more use of Thompson Consulting Groups services than anticipated. The increased use of their services results in the need to increase the not to exceed amount from \$75,000 to \$198,630 (an increase of \$41,210 per year).

ALTERNATIVES: The only alternative would be to issue a new RFP for these services and execute a new contract. These services are an important part of VRT's responsibility in providing the necessary support to VRT staff.

FISCAL IMPACT: The funding for these services were included in the fiscal year 2023 budget Resolution VBD22-021 approved on August 1, 2022.

RECOMMENDATION/JUSTIFICATION: VRT staff requests the Board delegate authority to the Executive Director to finalize and execute the contract modification with Thompson Consulting Group pursuant to Resolution VBD22-023 Thompson Consulting Group Contract Modification.

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: _____ Resolution Number: _____

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

Signature: _____

Date Approved: 10/3/2022 Resolution Number: VBD22-023

**VALLEY REGIONAL TRANSIT BOARD RESOLUTION
ON-CALL HUMAN RESOURCE SERVICES
RESOLUTION VBD22-023**

**BY THE BOARD OF VALLEY REGIONAL TRANSIT TO MODIFY THE
CONTRACT WITH THOMPSON CONSULTING GROUP FOR ON-CALL HUMAN RESOURCE 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 require a professional services agreement with a qualified consulting firm for on-call human resource services; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year 2023 budget Resolution VBD22-021 approved on August 1, 2022; and

WHEREAS, Valley Regional Transit executed a contract with Thompson Consulting Group pursuant to VEB21-001 to provide On-Call Human Resource Services with a not to exceed amount of \$75,000; and

WHEREAS, a contract modification is required to increase the not to exceed amount with Thompson Consulting Group from \$75,000 to a not to exceed amount of \$198,630 for the five year term of the contract; 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 VBD11-012.

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

Section 1. That the Board of Valley Regional Transit approve the contract modification with Thompson Consulting Group to the not to exceed amount of \$198,630 for the five-year term of the VBD22-023

contract.

Section 2. That the Board of Valley Regional Transit delegates authority to the Executive Director to finalize and execute the contract modification.

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

ADOPTED by the Board of Valley Regional Transit, this 3rd day of October 2022.

APPROVED by the Board Chair this 3rd day of October 2022.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

AUTHORIZATION FOR EXPENDITURE BOARD OF DIRECTORS

PROJECT DESCRIPTION: Rides2Wellness Canyon County Project Budget Service Provider Contracts

TOTAL COST: Not to exceed \$250,000

PURPOSE/ACTION: Valley Regional Transit's Rides2Wellness program contracts with providers for non-emergency medical transportation in Canyon County.

SCOPE OF WORK: The Rides2Wellness service providers agree to provide non-emergency medical transportation to designated locations in Canyon County.

DISCUSSION: Rides2Wellness service providers are reimbursed a standard boarding fee and a mileage reimbursement for each eligible trip. Eligible trips are scheduled to designated clinics in Canyon County. VRT tracks each service providers monthly reimbursement to ensure budget adherence.

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

FISCAL IMPACT: The approved budget for the Rides2Wellness project is \$250,000. The project budget was included in the fiscal year 2023 budget, **Resolution VBD22-021** on August 1, 2022. There will be a separate contract for each service provider that will include a set not to exceed amount. The total for all of the service providers contracts will not exceed the total annual project budget of \$250,000 for fiscal year 2023.

RECOMMENDATION/JUSTIFICATION: VRT issued RFP 2021-11-19 and followed procurement guidelines and policy for procuring services. Each service provider has been approved to provide Rides2Wellness transportation services in Canyon County.

POST RFP/FINAL SELECTION OF PROJECT: VRT staff recommends the Board of Directors approve **Resolution VBD22-031** and approve awarding contracts for Rides2Wellness transportation service providers in Canyon County with a not to exceed amount of \$250,000 for fiscal year 2023. The service providers are:

Trinity Transport
All City Transport, LLC
YBNOW LLC

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: _____

Resolution Number: _____

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

Item V. O.

Signature: _____

Date Approved: October 3, 2022 Resolution Number: VBD22-031

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Rides2Wellness Canyon County Project Budget Service Provider Contracts RESOLUTION VBD22-031

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE CONTRACTS FOR CANYON COUNTY RIDES2WELLNESS SERVICE PROVIDERS NON EMERGENCY MEDICAL TRANSPORTATION SERVICES IN CANYON COUNTY WILL BE AVAILABLE FOR PATIENTS TO GET CRITICAL APPOINTMENTS

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; an

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

WHEREAS, Valley Regional Transit envisions those transportation choices will support livable, healthy and sustainable communities; and

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

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year budget 2023, Resolution VBD22-021 as approved by the VRT Board on August 1, 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 § 40-2108(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
VBD22-031

of Chapter 21, Title 40, Idaho Code and discharging all powers and duties conferred to Valley Regional Transit pursuant to Chapter 21, Title 40.

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

Section 1. That the Board of Valley Regional Transit approved contracts with Canyon County Rides2Wellness service providers following procurement RFP 2021-11-19, not to exceed \$250,000, for non-emergency medical transportation services for fiscal year 2023. The service providers are Trinity Transport, All City Transport, LLC and YBNOW, LLC.

Section 2. That the Board of Valley Regional Transit delegates authority to the Executive Director to finalize and execute the contracts.

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

ADOPTED by the Board of Valley Regional Transit, this 3rd day of October, 2022.

APPROVED by the Board Chair this 3rd day of October, 2022.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

AUTHORIZATION FOR EXPENDITURE BOARD OF DIRECTORS

PROJECT DESCRIPTION: Rides2Wellness Ada County Project Budget Service Provider Contracts

TOTAL COST: Not to exceed \$270,000

PURPOSE/ACTION: Valley Regional Transit's Rides2Wellness program contracts with providers for non-emergency medical transportation in Ada County.

SCOPE OF WORK: The Rides2Wellness service providers agree to provide non-emergency medical transportation to designated locations as part of the Rides2Wellness and Meridian Veteran's Shuttle programs in Ada County.

DISCUSSION: Rides2Wellness service providers are reimbursed a standard boarding fee and a mileage reimbursement for each eligible trip. Eligible trips are scheduled for patients of Veterans Administration Medical Center, St. Luke's, Saint Alphonsus, Saltzer Health and other designated clinics. VRT tracks each service providers monthly reimbursements to ensure budget adherence.

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

FISCAL IMPACT: The approved budget for the Rides2Wellness project is \$270,000. The project budget was included in the fiscal year 2023 budget, **Resolution VBD22-021** on August 1, 2022. There will be a separate contract for each service provider that will include a set not to exceed amount. The total for all of the service providers contracts will not exceed the total annual project budget of \$270,000 for fiscal year 2023.

RECOMMENDATION/JUSTIFICATION: VRT issued RFP 2020-11-19 and followed procurement guidelines and policy for procuring services. Each service provider has been approved to provide Rides2Wellness transportation services in Ada County.

POST RFP/FINAL SELECTION OF PROJECT: VRT staff recommends the Board of Directors approve **Resolution VBD22-032** and approve awarding contracts for Rides2Wellness transportation service providers in Ada County with a not to exceed amount of \$270,000 for fiscal year 2023. The service providers are:

Trinity Transport
All City Transport, LLC
YBNOW LLC

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:

Resolution Number:

Item V. P.

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

Signature: _____

Date Approved: October 3, 2022 Resolution Number: VBD22-032

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Rides2Wellness Ada County Project Budget Service Provider Contracts RESOLUTION VBD22-032

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE CONTRACTS FOR ADA COUNTY RIDES2WELLNESS SERVICE PROVIDERS NON EMERGENCY MEDICAL TRANSPORTATION SERVICES IN ADA COUNTY WILL BE AVAILABLE FOR PATIENTS TO GET CRITICAL APPOINTMENTS

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; an

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

WHEREAS, Valley Regional Transit envisions those transportation choices will support livable, healthy and sustainable communities; and

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

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year budget 2023, Resolution VBD22-021 as approved by the VRT Board on August 1, 2023; 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 § 40-2108(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
VBD22-032

of Chapter 21, Title 40, Idaho Code and discharging all powers and duties conferred to Valley Regional Transit pursuant to Chapter 21, Title 40.

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

Section 1. That the Board of Valley Regional Transit approved contracts with Ada County Rides2Wellness service providers following procurement RFB 2021-11-19, not to exceed \$270,000, for non-emergency medical transportation services for fiscal year 2023.

Section 2. That the Board of Valley Regional Transit delegates authority to the Executive Director to finalize and execute the contracts with current service providers, Trinity Transport, All City Transport, LLC and YBNOW, LLC.

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

ADOPTED by the Board of Valley Regional Transit, this 3rd day of October, 2022.

APPROVED by the Board Chair this 3rd day of October, 2022.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

AUTHORIZATION FOR EXPENDITURE BOARD OF DIRECTORS

PROJECT DESCRIPTION: Acquisition of Service Project Budget Service Provider Contracts

TOTAL COST: Not to exceed \$2,040,135.67

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

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

DISCUSSION: VRT reimburses service providers per qualified boarding or per revenue hour. Each service provider creates an annual budget by determining expenses and projected boardings or revenue hours. VRT tracks each service providers monthly reimbursements to ensure budget adherence.

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

FISCAL IMPACT: The acquisition of services project budget was included in the fiscal year 2023 budget, **Resolution VBD22-021**, approved on August 1, 2022. There will be a separate contract for each service provider for acquisition of services that will have a set not to exceed amount. The total for all of the service providers contracts will not exceed the total annual project budget of \$2,040,135.67 for fiscal year 2023.

RECOMMENDATION/JUSTIFICATION: VRT issued RFB 2019-06-20 requesting service providers complete an application to ensure the ability to plan, design and carryout services to those with transportation needs that are seniors, persons with disabilities and veterans. Each service provider submitted an application and were determined to be an approved service provider for the acquisition of service project.

POST RFP/FINAL SELECTION OF PROJECT: VRT staff recommends the Board of Directors approve **Resolution VBD22-027** and approve awarding the contracts for acquisition of service providers with a not to exceed amount of \$2,040,135.67 for fiscal year 2023. The service provides are:

Church of the Harvest
Supportive Housing and Innovative Partnerships
Metro Community Services
Eagle Senior Center
Star Senior Center
Parma Senior Center
Melba Senior Center
Kuna Senior Center
Meridian Senior Center

ORDER OF REVIEW

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

Signature: _____
Date Approved: _____

Item V. Q.

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

Signature: _____
Date Approved: _____ Resolution Number: _____

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

Signature: _____
Date Approved: October 3, 2022 Resolution Number: VBD22-027

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Acquisition of Service Project Budget Service Providers Contracts RESOLUTION VBD22-027

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE EXPENSES FOR THE ACQUISITION OF SERVICE PROVIDERS TRANSPORTATION SERVICES MOBILITY FOR SENIORS, VETERANS, AND PERSONS WITH DISABILITIES IN ADA AND CANYON COUNTIES WILL CONTINUE TO IMPROVE

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; an

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

WHEREAS, Valley Regional Transit envisions those transportation choices will support livable, healthy and sustainable communities; and

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

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year budget 2023, Resolution VBD22-021 as approved by the VRT Board on August 1, 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 § 40-2108(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
VBD22-027

of Chapter 21, Title 40, Idaho Code and discharging all powers and duties conferred to Valley Regional Transit pursuant to Chapter 21, Title 40.

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

Section 1. That the Board of Valley Regional Transit approved contracts with acquisition of service providers following procurement RFP 2019-06-20, not to exceed \$2,040,135.67, for specialized transportation services for fiscal year 2023. The service providers are Church of the Harvest, Supportive Housing and Innovative Partnerships, Metro Community Services, Eagle Senior Center, Star Senior Center, Parma Senior Center, Melba Senior Center, Kuna Senior Center and Meridian Senior Center.

Section 2. That the Board of Valley Regional Transit delegates authority to the Executive Director to finalize and execute the contracts.

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

ADOPTED by the Board of Valley Regional Transit, this 3rd day of October, 2022.

APPROVED by the Board Chair this 3rd day of October, 2022.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC	Fiscal Year 2022 Asset Disposition Status
DATE	September 15, 2022
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

VRT Staff requests acknowledgement of the report.

Highlights

July 2021

- Executive Board set public hearing for assets to be disposed of during fiscal year 2022

August 2021

- Public hearing held during the Board of Directors meetings
- Board of Directors approved Resolution VBD21-022 granting authority for asset disposals for fiscal year 2022

Summary

The Board of Directors approved Resolution VBD21-022 August 2, 2021, authorizing VRT to dispose of assets in the most advantageous method. The Resolution requires a report of the final disposition of all assets scheduled for disposal in fiscal year 2022 to be included on the consent agenda at the October 2022 Board of Directors meeting.

Implication (policy and/or financial)

VRT is required to follow Idaho Code when disposing of government assets. Generally, donations or transfers generate good will from the public and the receiving institution. Sale or scrapping an item will usually generate a modest income.

More Information

Attachments:

Fiscal year 2022 Asset Disposition Status

For detailed information contact: Leslie Pedrosa, Operations Director, 208-258-2713, lpedrosa@valleyregionaltransit.org



FY 2022 Asset Disposition Status

ROLLING STOCK			
Vehicle Information	VIN	Year	Disposition
Ford E450 Goshen Cutaway	1FD4E4FS2BDA63278	2011	will be disposed in fiscal year 2023
Ford E450 Goshen Cutaway	1FD4E4FS2BDA63279	2011	will be disposed in fiscal year 2023
Ford E450 Goshen Cutaway	1FD4E4FS2BDA63281	2011	will be disposed in fiscal year 2023
Ford E450 Goshen Cutaway	1FD4E4FS3BDA68540	2011	will be disposed in fiscal year 2023
Ford E450 Goshen Cutaway	1FD4E45P98DB51998	2008	Sold at auction
Ford E450 Goshen Cutaway	1FD4E45P38DB32169	2008	Sold at auction
Ford E450 Goshen Cutaway	1FD4E4FS0BDA63280	2011	Sold at auction
Ford E450 Goshen Cutaway	1FD4E4FS7BDA68542	2011	Sold at auction
Ford E450 Starcraft Cutaway	1FDWE45F73HB05932	2003	Sold at auction
Ford E450 Goshen Cutaway	1FDXE45S23HB38125	2003	Sold at auction
Ford E450 El Dorado Cutaway	1FDXE45S05HA60074	2005	Sold at auction
Ford E450 El Dorado Cutaway	1FDXE45S05HA60075	2005	Sold at auction

SERVICE/SUPPORT VEHICLES			
Vehicle Information	VIN	Year	Disposition
Dodge Caravan	2C4RDGBG7CR369671	2012	will be disposed in fiscal year 2023
Ford F550	1FDAF56F02EB37470	2002	will be disposed in fiscal year 2023

EQUIPMENT		
Equipment Information	Purchased	Disposition
Desktop Computers	unknown	Donated
Computer Monitors	unknown	Donated
Office Copier	2014	Disposed
Computer Accessories (keypad, mouse, etc.)	2015	Donated
Tablets	2017	Donated
Tablet Hardware (mounts, cases, etc.)	2017	Donated
Routematch Vehicle Locator Unit	2012	Disposed
Routematch Annunciator Control Unit	2017	Disposed

TOPIC	FY2024 Budget Development and FY2024-2028 Transportation Development Plan Calendar
DATE	September 14, 2022
STAFF MEMBER	Stephen Hunt, Development Director

Staff Recommendation/Request

Staff requests acceptance of the FY2024 Budget Development and FY2024-2028 Transportation Development Plan Calendar.

Summary

Attached is the proposed FY2024 Budget Development and FY2024-2028 Transportation Development Plan (TDP) calendar. The Executive Board establishes the calendar each year to guide the development and approval process for the budget. This budget calendar incorporates the local cost allocation methodology and the five-year Transportation Development Plan process as well. Both processes have been designed to solicit agency, stakeholder and public feedback.

The FY2024-2028 TDP and budget development calendar calls for an immediate review of FY2024 assumptions. This review will refine the current assumptions in the FY2023-2027 TDP and flow directly into the FY2024 budget development process. The provided calendar illustrates how the Executive and Full Board, Regional Advisory Council, Regional Transit Team, Agency/Jurisdiction staff and VRT staff work together on agency planning and implementation. The calendar outlines the schedule for annual service changes, capital project delivery, and adoption of a TDP.

Implication (policy and/or financial):

A calendar ensures budget development deadlines are established and met.

Attachments

FY2024 Budget Development and FY2024-2028 Transportation Development Calendar

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

Consolidated Schedule by Quarter (Overview) For FY 2024-2028 TDP and FY 2024 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

Consolidated Schedule by Quarter (Detail)

	Q1	OCT	NOV	DEC
Board (Full or Executive)	TPD	Exc. Review priorities for Yrs. 3-5		
	SC P			
	SC I	Exec: Approve contracts for design, permitting etc.		
	BD			
Regional Advisory Council (RAC)	TPD	Exc. Review priorities for Yrs. 3-5		
	SC P	Review service concepts '24 & '25		
	SC I			
	BD			
Regional Transit Team/Sub-committee/Council	TPD	Review priorities for Yrs. 3-5		
	SC P	Review service concepts '24 & '25		
	SC I			
	BD			
Staff	TPD	Review TDP projects and assumptions		Update TAM Analysis
	SC P	Review service concepts for '24 & '25 in TDP	Draft service change proposals '24 & '25	Draft service change proposals '24 & '25
	SC I	Bid Design, permitting etc. contract for FY2023, '24 implementation		
	BD	Review proposed investments from TDP		

*TDP = Transportation Development Plan, SC P = Service Change Planning, SC I = Service Change Implementation, BD = Budget Development

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

Consolidated Schedule by Quarter (Detail)

Q2		JAN	FEB	MAR
Board (Full or Executive)	TPD	Full: Approve TDP priorities Yrs.3-5		
	SC P	Full: Approve service change concepts '24 & '25		
	SC I			
	BD			
Regional Advisory Council (RAC)	TPD	TDP update		
	SC P	Review draft proposals '24 & '25		
	SC I			
	BD			
Regional Transit Team/Sub-committee/ Council	TPD	Refine 3-5 service concepts		
	SC P	Review draft proposals '24 & '25		
	SC I	Identify budget driven changes '24		
	BD	Review Prelim Budget		
Staff	TPD	Refine 3-5 service concepts	Develop 1 st draft	Develop 1 st draft
	SC P	Draft service change proposal '24 & '25	Revise service change proposals '24 & '25	
	SC I	Bid construction contract		
	BD	Update revenue projections	Develop expense budgets	Apply Cost Allocation Model

*TDP = Transportation Development Plan, SC P = Service Change Planning, SC I = Service Change Implementation, BD = Budget Development

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

Consolidated Schedule by Quarter (Detail)

	Q3	APR	MAY	JUN
Board (Full or Executive)	TPD	Full: TDP update	Exec: Review and comment 1st draft	
	SC P	Full: Service Change Update '24 & '25 including budget driven changes	Exec: Review draft proposal '24 & '25 including budget driven changes	
	SC I	Full: Approve construction procurement		
	BD		Exec: Review budget Assumptions	Exec: Review prelim budget proposal
Regional Advisory Council (RAC)	TPD	Provide comment to Exec. Board on TDP		
	SC P			
	SC I	Discuss '24 budget driven changes	Review draft '24 budget driven changes	
	BD			
Regional Transit Team/Sub-committee/Council	TPD	Review draft TDP		
	SC P			
	SC I			
	BD			
Staff	TPD		Conduct public outreach	Develop final draft
	SC P	Finalize service change proposal '24 & '25 including budget driven changes	Conduct public outreach '24 & '25	Draft final proposal '24 & '25 including budget driven changes
	SC I			
	BD	Conduct local funding partner outreach	Finalize prelim ops & capital budgets	Transmit local funding requests

*TDP = Transportation Development Plan, SC P = Service Change Planning, SC I = Service Change Implementation, BD = Budget Development

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

Consolidated Schedule by Quarter (Detail)

Q4	JUL		AUG	SEP
Board (Full or Executive)	TPD	Full: Review final draft TDP		
	SC P	Full: Approve final service change '24 & '25 including budget driven changes		
	SC I			
	BD	Exec: Review final budget & set public hearing date	Full: Hold public hearing and approve budget	
Regional Advisory Council (RAC)	TPD	Review public comment and final draft TDP		
	SC P	Review final service change '24 & '25 including budget driven changes		
	SC I			
	BD			
Regional Transit Team/Sub-committee/ Council	TPD	Review public comment and final draft TDP		
	SC P	Review final service change '24 & '25 including budget driven changes		
	SC I			
	BD			
Staff	TPD	Prepare final draft TDP		
	SC P	Prepare final service change '24 & '25		
	SC I	Construction management, service scheduling, operator training. Implement service change (including emergency changes) Oct 1st		
	BD	Prepare legal notices & Final Budget	Prepare Cooperative agreements	Agreements signed by 10/1

*TDP = Transportation Development Plan, SC P = Service Change Planning, SC I = Service Change Implementation, BD = Budget Development

AUTHORIZATION FOR EXPENDITURE BOARD OF DIRECTORS

PROCUREMENT DESCRIPTION: Radio Replacement Services

TOTAL COST: Not to exceed \$100,000

PURPOSE/ACTION: Valley Regional Transit (VRT) needs to replace the outdated analog 2-way radio equipment with digital radios in our transportation fleet.

SCOPE OF WORK: VRT will replace the current analog 2-way radios being used as they are outdated and no longer supported in today's digital world.

DISCUSSION: VRT conducted a competitive Request for Bid (RFB) for radio replacement hardware. VRT plans to update the infrastructure which only supports digital radios. The current analog radios are outdated and unsupported and will not work in an upgraded system.

During the RFB process, the evaluation team received and reviewed two (2) proposals and recommend the proposal from Intermountain Communications, which will provide the best value to VRT. The length of the agreement will not exceed five (5) years and the cost will not exceed \$100,000.

ALTERNATIVES: The only alternative would be to continue to use outdated equipment with no support with their limited usability.

FISCAL IMPACT: The funding for this service was included in the approved FY2022 budget, **Resolution VBD21-028**, on August 2, 2021.

RECOMMENDATION/JUSTIFICATION: VRT issued RFB 2022-08-05, requesting proposers submit bids for the procurement of digital two-way radios for Ada and Canyon Counties. VRT reviewed bids and determined Intermountain Communications provides the best value to VRT.

POST RFP/FINAL SELECTION OF PROJECT: VRT staff recommends the Board of Directors approve Resolution VBD22-025 and approve awarding the contract for Radio Replacement Services to Intermountain Communications with a not to exceed amount of \$100,000 over a five (5) year period.

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: _____ Resolution Number: _____

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

Signature: _____

Date Approved: October 3, 2022

Resolution Number: VBD22-025

Item V. T.

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Radio Replacement Services RESOLUTION VBD22-025

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVAL OF THE CONTRACT FOR PROCUREMENT OF RADIO REPLACEMENT SERVICES

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

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

WHEREAS, Valley Regional Transit needs to purchase digital radios for Ada and Canyon Counties vehicles that will replace analog radios that are outdated and not supported; and

WHEREAS, Valley Regional Transit has future plans to update radio infrastructure which will only support digital radios

WHEREAS, by replacing the analog radios with digital radios Valley Regional Transit will have a system that will allow for the planned upgrade to the infrastructure; and

WHEREAS, Valley Regional Transit issued RFB 2022-08-05 and following a review of the bids, Intermountain Communications provided the best value; and

WHEREAS, Valley Regional Transit will contract with Intermountain Communications for radio replacement purchases for up to five (5) years, not to exceed \$100,000; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year FY22 budget; and

WHEREAS, the Valley Regional Transit staff will conduct a competitive procurement as required in the VRT Procurement Policies adopted by the Valley Regional Transit Board of Directors by Resolution VBD22-025 on June 30 2022, and in compliance with all local and FTA requirements; and

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

VBD22-025

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

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

Section 1. That the Board of Valley Regional Transit award a contract to Intermountain Communications for the purchase of replacement radios in Ada and Canyon Counties following procurement RFB2022-08-05, not to exceed \$100,000 for up to five (5) years.

Section 2. That the Board of Valley Regional Transit may 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 Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, 3rd day of October, 2022

APPROVED by the Board Chair this 3rd day of October, 2022.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC	Orchard Facility Lease Renewal and Expansion
DATE	October 4, 2022
STAFF MEMBER	Joseph Guenther, Capital Projects Manager

Staff Recommendation/Request

Staff recommends the Board of Directors approve Resolution VBD22-029 to allow the Executive Director to finalize and execute the lease renewal and expansion with the City of Boise Airport for the Orchard Facility.

Summary:

There are two purposes for the action on the Orchard Facility lease. First, to renew the lease to meet FAA requirements and second to expand the Orchard Facility per the master plan.

First, early in 2022 the City of Boise Airport Realty Manager contacted VRT and noticed that the existing lease for the Orchard Facility does not meet requirements for airport leases per the Federal Aviation Administration. The City of Boise has provided VRT a site-specific draft which requires legal review and final negotiations prior to execution. The renewal will replace the existing lease under the same fee structure currently in place.

Second, VRT staff finalized the Orchard Facility Master Plan (OFMP) in May of 2022. Phase 1 includes existing pavement and parking lot construction. Phase 2 of the OFMP is to provide additional storage, staff workspace, and to replace the exterior security fence and gates. Phase 2 requires the additional lease from the existing boundary at Northrup Street to the east at MacArthur Street for a total area of 2.35 acres.

The current 2.35 acres is vacant, but before VRT can make the necessary improvements VRT needs an active lease in place before such improvements can commence. Incorporating the lease expansion at the same time as the renewal will provide VRT with the most flexibility moving forward.

Implication (policy and/or financial)

The lease renewal does not change the fee structure currently in place. The lease expansion would add Parcel B at 2.35 acres with a future lease fee of \$30,197.97 commencing on October 1, 2023, or when improvements on the site begin.

For detailed information contact: Joseph Guenther Capital Projects manager, 208.258.2705, jguenther@valleyregionaltransit.org

**VALLEY REGIONAL TRANSIT BOARD RESOLUTION
ORCHARD FACILITY LEASE AUTHORIZATION
RESOLUTION VBD22-029**

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE AUTHORIZATION OF THE ORCHARD FACILITY LEASE RENEWAL AND EXPANSION WITH THE CITY OF BOISE AIRPORT.

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

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

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

WHEREAS, The City of Boise Airport lease requires updating to meet specific standards as required by the Federal Aviation Administration for leases on Airport Properties; and

WHEREAS, Valley Regional Transit has assessed the condition of the Orchard Facility with a Master Plan to establish space needs; and

WHEREAS, the Orchard Facility Master Plan identified additional property required for storage, parking, interior and exterior work space, administrative space, and a new bus wash located east of the existing lease (Parcel A) and expanding the lease (Parcel B); and

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

WHEREAS, the contract for this lease follows the same pay structure as Valley Regional Transit currently pays for the lease; and

WHEREAS, existing and future lease fees are set by a calculation, existing lease fees are \$0.295 per square foot. Parcel A is 8.39 acres and leased October 1, 2022, to September 30, 2023, for \$107,656.33. These fees are paid from operating budgets and are adjusted annually; and

WHEREAS, Parcel B is 2.35 acres with a future lease fee of \$30,197.97 commencing

on October 1, 2023 or when VRT begins improvements on parcel B; and

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

WHEREAS, the Valley Regional Transit staff have been working with City of Boise airport staff to bring the lease agreements in compliance with all local, FAA, 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 BOARD OF VALLEY REGIONAL TRANSIT:

Section 1. That the Board of Valley Regional Transit delegates authority to the Executive Director to finalize and execute the lease renewal and expansion for the Orchard Facility with the City of Boise.

Section 2. That this Resolution, VBD22-029, shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 3rd day of October 2022.

APPROVED by the Board Chair this 3rd day of October 2022.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

TOPIC	FY 2023 – 2027 Transportation Development Plan
DATE	September 14, 2022
STAFF MEMBER	Stephen Hunt

Staff Recommendation/Request

Staff recommends the Board of Directors consider adoption of the [FY2023-2027 Transportation Development Plan](#).

Summary

Based on the feedback from funding partners, and the Executive Board members at the August board meeting, Valley Regional Transit (VRT) has adjusted the draft TDP to better align with local funding forecasts. This process will continue through the development of the FY2024 budget and the 2024-2028 TDP.

For the last several years VRT has been updating its cost allocation and project programming tools. The draft FY2023-2027 Transportation Development Plan (TDP) is the culmination of those efforts.

VRT began developing the FY2023-2027 TDP in early FY2022. Staff worked with the Regional Transit Team, made up of staff from all our funding partners, to revisit assumptions that went into the 2020 draft plan. VRT incorporated feedback received from the 2020 TDP effort and improved the project descriptions, identified funding partners, associated dependent service and capital projects, reduced projects to better align with funding partner forecasts and developed detailed funding estimates for each year of the TDP. VRT released a [draft FY2023-2027 TDP in May](#) of this year and held meetings to present and solicit further comments on the current draft.

After collecting feedback over the summer on the TDP, VRT held a workshop with the executive board in August to get final direction on the TDP and prepare for board consideration of a final document.

Feedback

Similar to the comments received in the 2020 draft, on the whole, our funding partners are very supportive of the effort to get a multi-year forecast of funding needs and projects. Most, if not all our funding partners have multi-year funding plans of their own. By preparing a multi-year funding plan our partners can better prepare for transit funding requests.

In addition, the increased detail about transit projects has increased the transparency of VRT's planning and budgeting process. The project tracking included in the TDP can be used to clarify the public transit projects included in the Transportation Improvement Program (TIP).

The TDP also clarifies VRT's direction and intent. It allows VRT to have multi-year funding discussions and creates the forum to have robust discussions with existing and potential

funding partners about sustainable funding for transit. An adopted TDP will facilitate better coordination and provide necessary guidance about revenue targets and funding allocations.

The major concerns about the May draft of the TDP continue to be about the appropriateness of specific funding requests. Specifically, staff adjusted projects and revenues to match the 5% property tax forecasts from the City of Boise. Staff is continuing to work with our other partners, particularly in Canyon County, to evaluate what actions may need to be taken to match expected FY2024 funding requests to expected revenues. Other requests for changes to the May draft include:

- Adding a description of the course of action VRT will follow if funding doesn't come in as expected as well as what would happen if more funding was made available than originally envisioned for the TDP.
- Adding a crosswalk to TIP project numbers where appropriate
- Explanation of project identification numbers
- Develop project sheets for capital and planning projects where appropriate

Proposed Updates

In response to the additional feedback we received, VRT staff is adding the descriptions and additions requested above.

VRT staff is also making the following changes to both the expense and revenue assumptions in the TDP.

Service

VRT adjusted the start of the following programmed projects. Project identification numbers are included in parenthesis.

- Added a project (FY-023-0-S) to find service reductions of approximately \$1.2 million in service operations in the Large Urban area beginning in FY2024.
- Fairview improvements rescheduled from 2024 to 2029 (FR-0002-0-S, FR-003-0-S, FR-004-1-S, FR-005-1-S)
- Route 8X restructure moved from pending to 2026 to align with other Fairview projects (FR-005-1-S)
- New Kuna service rescheduled from 2026 to 2027 (FR-019-0-S)
- State Street midday enhancements rescheduled from 2025 to 2029 (FR-008-0-S)
- New Sunday service on the premium corridors of Vista, Fairview and State moved from future status to pending (FR-012-2-S, FR-012-3-S)
- Enhanced peak service levels in Boise moved from future status to pending (FR-013-1-S)
- Revenue assumptions for the route 30 connection were modified to include 50% of the operating funding to come from private sources and the project was moved to FY2029 (FR-007-0-S)
- Revenue assumptions for the Micron intercounty express were modified to include 50% of the operating funding to come from private sources (FR-020-0-S)

These adjustments were made to reduce the overall local contributions to be in line with local jurisdiction and partner forecasts. These changes impacted both the operating and the

capital contributions where the rescheduled service projects required additional capital investments.

Capital

In addition to removing or rescheduling the capital investments associated with service expansions, VRT extended the replacement schedule of vehicles by two to three years. This change means we will be delaying the planned replacement of some vehicles by up to three years. Spreading out the replacement of these vehicles also smooths out the capital budget over the years of the TDP.

VRT updated the State Street passenger amenity projects to reflect the successful RAISE grant replacing PF-001- with and updated PF-001-2.

VRT also suggested to break the Towne Square Mall transit center project into three phases and rescheduled to begin in FY2027 rather than FY2025.

VRT also moved the next phase of the Orchard facility master plan to pending until additional federal and local dollars can be secured.

Directly Generated Revenues

VRT increased the directly generated revenue forecasts to reflect current trends and account for increased revenue potential of digital advertising.

Outcome

Compared to the May draft the changes made over the summer reduced the total budget by more than \$7.9 million (4.1%) over the planning horizon. It also increased the non-jurisdictional funding partner contributions by approximately \$1.3 million, the federal share by \$8.7 million and directly generated revenues by \$1.9 million. Together, these updates reduced the local funding share by \$18.3 million (19%) over the planning horizon. Tables 1-4 show the budget summary and local funding sources for the May and the October final.

Table 1: May Draft Five-Year Budget Summary

Five-Year Budget by Business Area						
Type	FY23	FY24	FY25	FY26	FY27	Total
Service	19,869,878	20,802,250	21,383,242	22,294,735	23,470,239	107,820,343
Capital	9,043,485	9,572,214	16,946,250	13,849,336	7,101,364	56,512,648
Programs	1,101,925	1,129,473	1,157,710	1,186,653	1,216,319	5,792,080
Support	5,302,748	4,840,817	4,961,837	5,085,883	5,213,030	25,404,316
Total	35,318,036	36,344,753	44,449,040	42,416,607	37,000,952	195,529,387

% Total	FY23	FY24	FY25	FY26	FY27	Total
Service	56%	57%	48%	53%	63%	55%
Capital	26%	26%	38%	33%	19%	29%
Programs	3%	3%	3%	3%	3%	3%
Supports	15%	13%	11%	12%	14%	13%

Revenue Share						
	FY23	FY24	FY25	FY26	FY27	Total
Federal	17,878,207	12,890,273	23,846,691	21,498,258	16,437,751	92,551,180
Local	16,026,376	22,026,892	19,160,485	19,462,066	19,092,355	95,768,174
Generated	1,413,453	1,427,588	1,441,864	1,456,283	1,470,845	7,210,033
Total	35,318,036	36,344,753	44,449,040	42,416,607	37,000,952	195,529,387

% Total	FY23	FY24	FY25	FY26	FY27	Total
Federal	51%	35%	54%	51%	44%	47%
Local	45%	61%	43%	46%	52%	49%
Generated	4%	4%	3%	3%	4%	4%

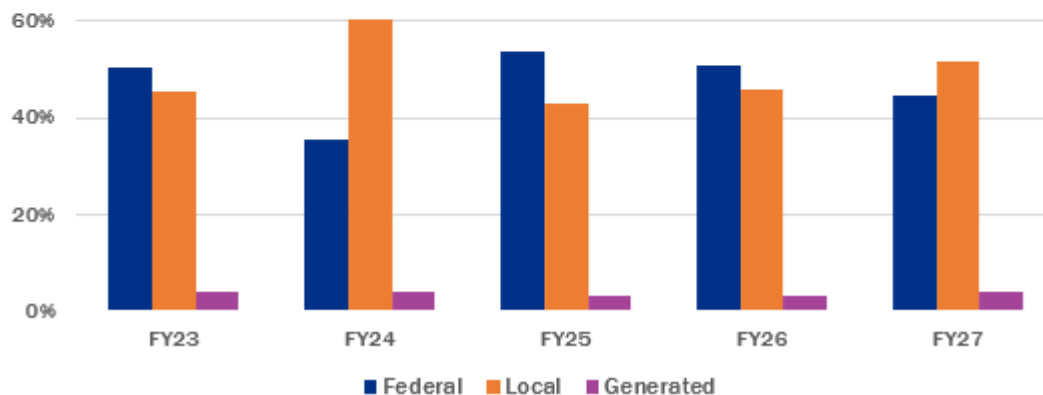


Table 2: October Final Five-Year Budget Summary

Five -Year Budget by Business Area

Type	FY23	FY24	FY25	FY26	FY27	Total
Service	19,967,797	19,253,202	19,254,397	19,735,757	21,068,048	99,279,201
Capital	14,549,817	21,778,007	8,910,020	5,341,900	4,599,387	55,179,130
Programs	1,101,925	1,129,473	1,157,710	1,186,653	1,216,319	5,792,080
Support	5,514,101	5,241,954	5,373,003	5,507,328	5,645,011	27,281,396
Total	41,133,640	47,402,636	34,695,129	31,771,637	32,528,766	187,531,807

% Total	FY23	FY24	FY25	FY26	FY27	Total
Service	49%	41%	55%	62%	65%	53%
Capital	35%	46%	26%	17%	14%	29%
Programs	3%	2%	3%	4%	4%	3%
Supports	13%	11%	15%	17%	17%	15%

Revenue Share

	FY23	FY24	FY25	FY26	FY27	Total
Federal	24,673,610	28,174,711	17,774,861	15,112,230	15,219,437	100,954,850
Local	14,918,819	17,459,066	15,035,793	14,714,516	15,302,075	77,430,270
Generated	1,541,210	1,768,859	1,884,475	1,944,890	2,007,254	9,146,688
Total	41,133,640	47,402,636	34,695,129	31,771,637	32,528,766	187,531,807

% Total	FY23	FY24	FY25	FY26	FY27	Total
Federal	60%	59%	51%	48%	47%	54%
Local	36%	37%	43%	46%	47%	41%
Generated	4%	4%	5%	6%	6%	5%

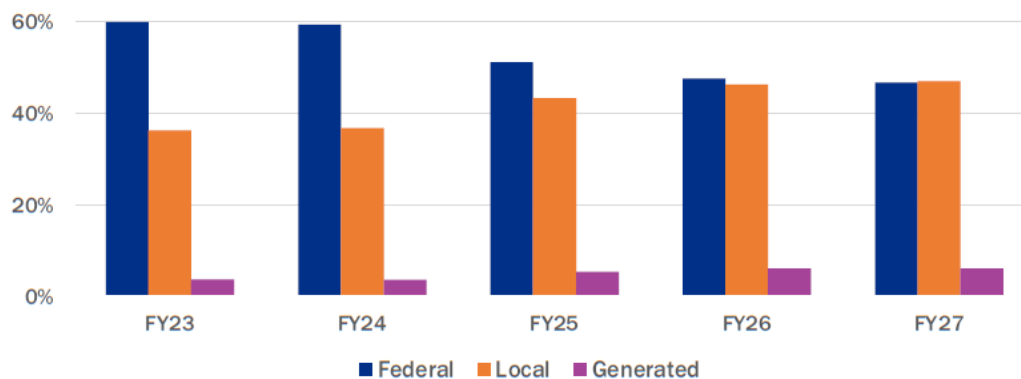


Table 3: May Draft Local Funding Sources

Local Funding Sources - Jurisdictions, Agencies, Universities						
Local Sources	FY23	FY24	FY25	FY26	FY27	Total
City of Boise	11,255,039	17,227,705	13,902,705	14,059,547	13,650,613	70,095,609
City of Meridian	849,028	1,041,687	1,106,724	1,083,760	1,127,605	5,208,804
City of Nampa	760,938	725,169	849,928	794,555	788,538	3,919,128
City of Caldwell	400,824	344,081	360,837	371,110	315,717	1,792,570
City of Eagle	117,864	117,336	117,295	117,257	117,220	586,972
Ada County	130,681	191,850	175,156	231,775	278,572	1,008,034
CCDC	90,000	90,000	90,000	90,000	90,000	450,000
CWI	243,417	208,466	218,837	224,253	187,264	1,082,237
BSU	96,294	124,716	140,126	141,629	129,817	632,582
Canyon County	72,688	78,183	95,933	85,657	93,492	425,952
City of Kuna	14,528	78,130	26,580	129,041	126,184	374,463
City of Star	7,061	6,983	7,097	7,214	7,334	35,689
Garden City	6,624	6,654	225,651	223,490	216,537	678,957
City of Middleto	5,491	5,534	5,729	5,928	6,131	28,812
ACHD	5,447	5,434	5,570	5,710	5,852	28,014
MDC	5,447	5,434	5,570	5,710	5,852	28,014
Canyon HD	5,447	5,434	5,570	5,710	5,852	28,014
City of Parma	1,165	1,236	1,341	1,447	1,556	6,745
City of Wilder	964	1,022	1,106	1,193	1,281	5,567
City of Greenlea	474	535	611	688	766	3,074
City of Melba	311	370	438	508	579	2,205
City of Notus	300	350	410	470	532	2,062
Total	14,070,035	20,266,310	17,343,214	17,586,648	17,157,295	86,423,503

Local Funding Sources - Non-Jurisdiction Funding Partners						
Local Sources	FY23	FY24	FY25	FY26	FY27	Total
Other Partners	1,956,340	1,760,582	1,817,271	1,875,418	1,935,060	9,344,671
Total	1,956,340	1,760,582	1,817,271	1,875,418	1,935,060	9,344,671

Non-Jurisdiction funding partners include St. Lukes Health, St. Alphonsus Health, Saltzer Health, Area Agencies on Aging, and other businesses and organizations who provide funding for specialized transit services.

Table 4: October Final Local Funding Sources

Local Funding Sources - Jurisdictions, Agencies, Universities						
Local Sources	FY23	FY24	FY25	FY26	FY27	Total
City of Boise	10,719,365	12,145,644	9,359,687	9,714,024	9,783,443	51,722,164
City of Meridian	790,794	793,588	954,116	876,882	987,349	4,402,730
City of Nampa	622,856	760,820	963,611	932,329	772,807	4,052,424
City of Caldwell	297,077	365,238	446,957	448,956	333,931	1,892,159
City of Eagle	117,829	117,673	117,783	121,211	118,008	592,503
Ada County	135,240	144,425	213,332	166,234	225,316	884,548
CCDC	90,000	299,000	90,000	90,000	90,000	659,000
CWI	162,003	201,578	250,722	249,223	181,213	1,044,739
BSU	107,008	128,787	176,161	157,289	134,126	703,371
Canyon County	75,251	83,686	101,493	94,010	89,080	443,521
City of Kuna	14,670	15,389	81,121	28,396	104,248	243,824
City of Star	8,130	7,984	7,955	7,924	7,891	39,885
Garden City	6,961	7,064	7,274	7,489	7,709	36,497
City of Middleton	5,723	5,836	6,039	6,247	6,460	30,305
ACHD	5,669	244,726	5,869	6,015	6,166	268,444
MDC	5,669	5,726	5,869	6,015	6,166	29,444
Canyon HD	5,669	5,726	5,869	6,015	6,166	29,444
City of Parma	1,132	1,236	1,361	1,489	1,621	6,840
City of Wilder	865	964	1,079	1,198	1,320	5,426
City of Greenleaf	448	527	614	704	796	3,089
City of Melba	310	377	451	527	606	2,271
City of Notus	331	383	441	501	563	2,219
Total	13,173,000	15,336,378	12,797,804	12,922,680	12,864,985	67,094,846

Local Funding Sources - Non-Jurisdiction Funding Partners						
Local Sources	FY23	FY24	FY25	FY26	FY27	Total
FR Sponsors	50,000	405,000	420,250	76,153	325,592	1,276,996
ST Sponsors	1,695,819	1,717,689	1,817,739	1,715,683	2,111,498	9,058,427
Total	1,745,819	2,122,689	2,237,989	1,791,836	2,437,090	10,335,423

FR Sponsors include private partners, local and state agencies providing special support for fixed route service and capital projects beyond those included in our cost allocation model.

Non-Jurisdiction ST Sponsors include St. Lukes Health, St. Alphonsus Health, Saltzer Health, Area Agencies on Aging, and other businesses and organizations who provide funding for specialized transit services.

Financial Constraints

The TDP is intended as a fiscally constrained plan that assumes reasonable funding for all potential sources. However, given the voluntary nature of local contributions it may be best to understand the TDP as not strictly constrained. Some of our funding partners have

requested that we look for additional private sector partners so by necessity some programmed projects assume funds that have not yet been committed. The TDP includes these projects and expenses to help create the revenue targets that will be needed to achieve those services or improvements.

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.

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

Implication (policy and/or financial)

The Transportation Development Plan is a multi-year service and capital financial plan. This plan will guide VRT activities, funding requests of Ada and Canyon County partners, establish other revenue goals, and expense targets.

For detailed information contact: Stephen Hunt, Development Director, 208.258.2701, shunt@valleyregionaltransit.org

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

FISCAL YEAR 2023-2027 TRANSPORTATION DEVELOPMENT PLAN RESOLUTION VBD22-028

BY THE BOARD OF VALLEY REGIONAL TRANSIT TO ADOPT THE FISCAL YEAR 2023-2027 TRANSPORTATION DEVELOPMENT PLAN TO GUIDE VALLEY REGIONAL TRANSIT'S PLANNING, SERVICE, CAPITAL AND PROGRAM SUPPORT ACTIVITIES IN THE BOISE TRANSPORTATION MANAGEMENT AREA (TMA) AND THE NAMPA URBANIZED AREA (UZA)

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 authority, 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 authority 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, transit service and capital projects require multi-year planning and funding coordination with partners; and

WHEREAS, Valley Regional Transit has conducted public and stakeholder outreach to develop a reasonably fiscally constrained five-year service and capital plan and organized that plan into the FY2023-2027 Transportation Development Plan; and

WHEREAS, Valley Regional Transit will develop rolling annual updates to the Transportation Development Plan that align with current year budgets and best available forecasts; and

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

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

VBD21-028

TRANSIT:

Section 1. That the Valley Regional Transit Board of Directors adopts the FY2023-2027 Transportation Development Plan

Section 2. That the Valley Regional Transit Board directs staff to use FY2023-2027 Transportation Development Plan guide coordination activities with funding partners, including the development of the FY2024 budget.

Section 3. That the Valley Regional Transit Board directs staff to use the FY2023-2027 Transportation Development Plan and its annual updates to guide planning, service, capital, and support activities over the next five years.

Section 4. That this Resolution VBD22-028 shall be in full force and effect immediately upon its adoption by the Board of Directors of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 3rd day of October 2022.

APPROVED by the Board Chair this 3rd day of October 2022.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

AUTHORIZATION FOR EXPENDITURE BOARD OF DIRECTORS

PROCUREMENT DESCRIPTION: Gillig Fixed Route Vehicle Purchases

TOTAL COST: Not to exceed \$7,250,000

PURPOSE/ACTION: Valley Regional Transit plans to purchase up to four (4) battery electric buses to replace buses that have met or exceeded their useful life benchmark. VRT also plans to purchase three (3) vehicles for planned service expansion to the fixed route service in Ada and Canyon Counties.

SCOPE OF WORK: Purchase up to seven (7) fixed route vehicles from Gillig.

DISCUSSION: VRT plans to purchase up to four (4) battery electric buses from Gillig once pre-award authority is issued by FTA for the grant awarded under the Low or No Emission Program. These buses will replace buses in Ada County that have met or exceeded their useful life benchmark.

VRT plans to purchase three (3) expansion buses from Gillig, two (2) battery electric buses for Ada County and one (1) compressed natural gas for Canyon County. VRT has worked with funding partners who have expressed interest in expanding transit service during the peak periods. In order for this to occur, additional fixed route vehicles are required. Current fleet only accommodates existing service levels.

VRT intends to purchase the vehicles from the Washington State Department of Enterprise Services state contract. Valley Regional Transit staff researched state contracts and found that the Washington State Department of Enterprise Services state contract was most advantageous with multiple bus vendors, and in compliance with all local and FTA requirements.

VRT is working with Gillig to finalize costs and specifications for the buses. VRT currently has Gillig buses in the fleet, and purchasing similar vehicles allows for contractor to maintain a similar inventory of parts. Purchasing battery electric vehicles from Gillig will also help to determine the best fleet for our working conditions.

ALTERNATIVES: Not replacing buses that have met or exceed useful benchmarks will cause the maintenance costs to increase with the potential of the vehicles getting to the point that they are no longer financially beneficial to VRT. Only purchasing vehicles for replacement purposes does not meet the needs of our funding partners or the objectives of ValleyConnect 2.0, which includes additional transit capacity at peak service.

FISCAL IMPACT: The funding for two (2) expansion vehicles in Ada County was included in the fiscal year 2022 amendment budget, **Resolution VBD22-002**, approved on January 3, 2022. The funding for one (1) expansion vehicle in Canyon County was included in the fiscal year 2023 budget, **Resolution VBD22-021**, approved on August 1, 2022. The funding for up to four (4) replacement vehicles is part of the Low or No Emission Grant Award. The replacement buses will not be purchased until VRT has received pre-award authority from FTA.

RECOMMENDATION/JUSTIFICATION: VRT staff requests the VRT Board of Directors approve **Resolution VBD22-032**, and delegate authority to the Executive Director to authorize final negotiations and execute an agreement with Gillig, with a not to exceed amount of \$7,250,000.

Item VII. C.

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: _____ Resolution Number: _____

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

Signature: _____

Date Approved: October 3, 2022 Resolution Number: VBD22-035

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Gillig Fixed-Route Vehicle Purchases RESOLUTION VBD22-035

BY THE BOARD OF VALLEY REGIONAL TRANSIT TO APPROVE THE PURCHASE OF FIXED-ROUTE VEHICLES FROM GILLIG FOR REPLACEMENT AND EXPANSION VEHICLES

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

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

WHEREAS, Valley Regional Transit prepared a Fleet Electrification Plan which includes the need to test a variety of battery electric buses in Ada County to determine the best fleet for our working conditions; and

WHEREAS, Valley Regional Transit prepared ValleyConnect 2.0 in cooperation with cities and stakeholders across Ada and Canyon Counties that include an objective to provide more frequent service which requires additional vehicles to be purchased; and

WHEREAS, Valley Regional Transit staff researched state contracts and found that the Washington State Department of Enterprise Services state contract was most advantageous with multiple bus vendors, and in compliance with all local and FTA requirements; and

WHEREAS, Valley Regional Transit has vehicles in fleet that have met or exceeded useful life benchmark that might incur increased maintenance costs causing a financial burden by not replacing them; and

WHEREAS, Valley Regional Transit needs to purchase the expansion vehicles to meet the needs of the cities and stakeholders in Ada and Canyon Counties to provide more frequent service; and

WHEREAS, Valley Regional Transit included the budget for expansion vehicles in the amended fiscal year 2022 budget and the fiscal year budget for fiscal year 2023; and

WHEREAS, Valley Regional Transit was a recipient of the FY2022 Low or No Emissions Grant Program that included a budget for vehicle replacements; and

WHEREAS, Valley Regional Transit will ensure the replacement vehicles are not
VBD22-035

purchased until pre-award authority from FTA has been received; and

WHEREAS, Valley Regional Transit will purchase up to seven (7) vehicles from Gillig, that will include battery electric for Ada County and compressed natural gas for Canyon County, not to exceed \$7,250,000; and

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

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

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

Section 1. That the Board of Valley Regional Transit approve the purchase of up to seven (7) fixed route vehicles from Gillig, not to exceed \$7,250,000.

Section 2. That the Board of Valley Regional Transit delegates authority to the Executive Director to finalize and execute the agreement.

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

ADOPTED by the Board of Valley Regional Transit, this 3rd day of October, 2022.

APPROVED by the Board Chair this 3rd day of October, 2022.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

AUTHORIZATION FOR EXPENDITURE BOARD OF DIRECTORS

PROCUREMENT DESCRIPTION: New Flyer Fixed-Route Vehicle Purchases

TOTAL COST: Not to exceed \$3,000,000

PURPOSE/ACTION: Valley Regional Transit plans to purchase up to three (3) battery electric buses to replace buses that have met or exceeded their useful life benchmark.

SCOPE OF WORK: Purchase up to three (3) fixed-route vehicles from New Flyer.

DISCUSSION: VRT intends to purchase the vehicles from the Washington State Department of Enterprise Services state contract. Valley Regional Transit staff researched state contracts and found that the Washington State Department of Enterprise Services state contract was most advantageous with multiple bus vendors, and in compliance with all local and FTA requirements.

VRT is working with New Flyer to finalize costs and specifications for the buses. VRT currently has New Flyer buses in the fleet, and purchasing similar vehicles allows for contractor to maintain a similar inventory of parts. Purchasing battery electric vehicles from New Flyer will also help to determine the best fleet for our working conditions.

ALTERNATIVES: Not replacing buses that have met or exceed useful benchmarks will cause the maintenance costs to increase with the potential of the vehicles getting to the point that they are no longer financially beneficial to VRT.

FISCAL IMPACT: The funding for replacement vehicles was included in the fiscal year 2022 amendment budget, **Resolution VBD22-002**, approved on January 3, 2022.

RECOMMENDATION/JUSTIFICATION: VRT staff requests the VRT Board of Directors approve **Resolution VBD22-033**, and delegate authority to the Executive Director to authorize final negotiations and execute an agreement with New Flyer, with a not to exceed amount of \$3,000,000.

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: _____ Resolution Number: _____

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

Signature: _____

Date Approved: October 3, 2022

Resolution Number: VBD22-033

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

New Flyer Fixed-Route Vehicle Purchases RESOLUTION VBD22-033

BY THE BOARD OF VALLEY REGIONAL TRANSIT TO APPROVE THE PURCHASE OF FIXED-ROUTE VEHICLES FROM NEW FLYER FOR REPLACEMENT VEHICLES

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

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

WHEREAS, Valley Regional Transit prepared a Fleet Electrification Plan which includes the need to test a variety of battery electric buses in Ada County to determine the best fleet for our working conditions; and

WHEREAS, Valley Regional Transit staff researched state contracts and found that the Washington State Department of Enterprise Services state contract was most advantageous with multiple bus vendors, and in compliance with all local and FTA requirements; and

WHEREAS, Valley Regional Transit has vehicles in fleet that have met or exceeded useful life benchmark that might incur increased maintenance costs causing a financial burden by not replacing them; and

WHEREAS, Valley Regional Transit included the budget for replacement vehicles in the amended fiscal year 2022 budget; and

WHEREAS, Valley Regional Transit will purchase up to three (3) vehicles from New Flyer, not to exceed \$3,000,000; 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.

VBD22-033

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

Section 1. That the Board of Valley Regional Transit approve the purchase of up to three (3) fixed-route vehicles from New Flyer, not to exceed \$3,000,000.

Section 2. That the Board of Valley Regional Transit delegates authority to the Executive Director to finalize and execute the agreement.

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

ADOPTED by the Board of Valley Regional Transit, this 3rd day of October, 2022.

APPROVED by the Board Chair this 3rd day of October, 2022.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC	Communications and Engagement Strategy
DATE	October 3, 2022
STAFF MEMBER	Jason Rose

Staff Recommendation/Request

This is for information only. The attached FY23 Communications and Engagement Plan will guide VRT's communications and marketing work over the next year and will help prioritize budget allocation across the agency. No action is required.

Summary

Over the past year, staff has observed agency needs and developed ongoing communications and marketing projects to inform a proactive annual strategy. These efforts rolled up into the FY23 plan, which will help staff coordinate efforts internally and with external stakeholders and partners, guide our communications and marketing work over the coming year, and help direct VRT's annual marketing budget.

This document represents VRT's strategy to communicate and engage with our audiences for FY23 (Oct. '22 - Sept. '23). VRT coordinates a variety of transportation services, programs, and projects, and as the mobility manager for the region we want to create a unified and consistent brand experience for our community. The plan outlines additional tactics used to implement effective communications and marketing work and promote greater brand alignment and visibility, including monthly calendars, project outlines, and more. Each element of this strategy builds toward the brand promise of "connecting more people to more places more often."

Three primary messaging categories are outlined: service updates, including annual outreach efforts to support service changes and each year's Transportation Development Plan (TDP); major upcoming campaigns, including Eagle OnDemand, the launch of the Via system across specialized services, bus stop upgrades, State Street improvements, and general promotional efforts; and VRT Basics, which includes the communication of VRT services and programs. The plan outlines tactics used to advance efforts across earned, owned, paid, and shared media, as well as internal and external engagement efforts.

The current draft includes two unfilled pages, including budget allocation, which is being influenced by current budget discussions as we approach the new fiscal year, and goals, which is being workshopped by staff in coordination with our marketing consultant.

More Information

Attachments:

VRT-Communications-Engagement Strategy-FY23-DRAFT

For detailed information contact: Jason Rose, Community Engagement Manager, 208-906-0189, jrose@valleyregionaltransit.org



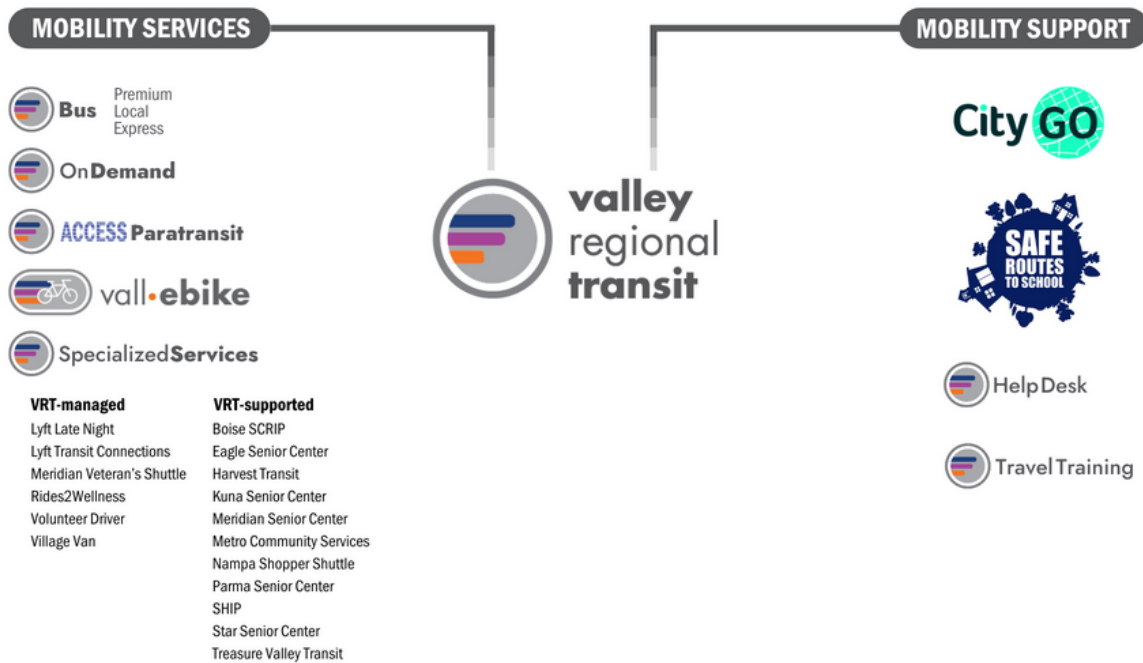
valleyregionaltransit

COMMUNICATIONS & ENGAGEMENT STRATEGY

FY23 October 2022 - September 2023

ABOUT VRT	1
EXECUTIVE SUMMARY	2
GOALS	3
CATEGORIES	4
TIMELINE	5
TEAMS	6
BRAND TOUCHPOINTS: COMMUNICATIONS	7
BRAND TOUCHPOINTS: ENGAGEMENT	8
AUDIENCES & MESSAGING	9
BUDGET	10
MEASUREMENTS	11
FUTURE PROJECTS	12

Valley Regional Transit (VRT) is the Treasure Valley's public transportation authority, responsible for the management of a variety of transportation solutions including fixed-route bus, on-demand, and paratransit services, supplemented by specialized services to help fill in the gaps. We work with other organizations and government agencies to create options that are accessible, affordable, and consistent. We connect people with the community they love to live in.



HISTORY

In 1994, state legislators passed a law giving citizens the opportunity to vote on the formation of public transportation authorities. In 1998, Ada and Canyon county voters recognized the need and approved the formation of a Regional Public Transit Authority (RPTA) in each of their respective counties. The Treasure Valley Regional Public Transportation Authority (TVRPTA) was formed on January 21, 1999, when the Boards of the Ada and Canyon County RPTAs met and formally voted to merge the two organizations, and Valley Regional Transit was born.

MISSION

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.

the
**FREEDOM
TO MOVE**

VISION

Valley Regional Transit envisions a region with comprehensive public transportation choices designed to meet the needs of citizens and businesses and to support livable, healthy, and sustainable communities through adequate and secure funding to support those choices.

This document represents VRT's strategy to communicate and engage with our audiences for FY23 (Oct. '22 - Sept. '23). As noted above, VRT coordinates a variety of transportation services, programs, and projects, and as the mobility manager for the region we want to create a unified and consistent experience for our community. Each element of this strategy builds toward the brand story we are trying to tell - each touchpoint builds a campaign, and campaigns working together (along with the rider experience of VRT services) help create the VRT brand experience.

BRAND PROMISE

Connecting more people to more places more often; this promise services as our inspiration for building a strong, cohesive organization and approach. it also reminders us that we are the leaders in creating mobility for our friends, families, and neighbors.

VOICE

At VRT, we use the word "voice" to describe the way we want our brand to make people feel. Through our marketing and communications, our brand voice (or tone) should make our audiences feel:

EMPOWERED

INCLUDED

WELCOME

INDEPENDENT

FREE

ESSENTIAL TOOLS

We use a tested suite of tools to facilitate a truly integrated communications approach, including:

- Ad Genius - media buying and CRM
- Adobe suite & Canva - design
- Loomly - social media coordination
- Remix - map creation
- Citizen Lab - digital engagement (Engage VRT)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8/28	8/29	8/30	8/31	9/1	9/2	9/3
9/4	9/5	9/6	9/7	9/8	9/9	9/10
9/11	9/12	9/13	9/14	9/15	9/16	9/17
9/18	9/19	9/20	9/21	9/22	9/23	9/24
9/25	9/26	9/27	9/28	9/29	9/30	

ADDITIONAL DOCUMENTS

We build a variety of documents to guide our work:

- Monthly Communications Calendars
- Project Communications Outlines
- VRT Brand Handbook
- Media Kit (sales, advertising, partnerships)
- Title VI, Public Involvement (PIP), Limited English Proficiency (LEP) Plans
- Earned Media Tracker
- Outreach & Engagement Tracker
- Messaging Guides
- Staff & Partner Toolkits

Spring 2022: Driver Recruitment Campaign

Context

As with most transportation providers, we are experiencing a difficult market to recruit drivers, which could result in service cuts, reduced service expansion, and impact our ability to provide event buses.

Advertising has traditionally been done solely through Indeed for multiple positions in Ada and Canyon County, with success up until the last few months. First Transit has participated in local job fairs through the Department of Labor with no leads. They have raised the employee referral package to \$1,000 and introduced a \$2,500 sign-on bonus for those possessing a CDL. They are also offering training for those that do not have a CDL. Success rates continue to wane.

Valley Regional Transit will assist in a recruitment campaign to further broadcast the recruitment message across VRT platforms and by exploring additional methods.

Approach

We will begin with a 1-3 month social media and outreach recruitment campaign using new content. This should give us an idea of what is working and where we might continue to spend advertising dollars.

Audience

- Current drivers (OTR, paramedics,
- OMT - contract trucking
- OMT (contract trucking)
- Paramedics
- ITD
- BSIJ
- Refugee
- Volunteer Drivers
- CDL programs
- Union
- First Transit nationally
- Boise State
- Commuter campus, we invest in that
- You get a free bus pass

Touchpoints

Earned

- Media story
 - Reporters about story ideas, driver shortage, etc. (benefits, etc.)

Owned

- Physical
 - Onboard: Car cards w/ QR code
 - Transit centers, employment centers, other: 11x17 posters w/ QR code
- Digital
 - Video
 - STTV Newsletter
 - VRT.org blog

Our overall charge is to change travel perceptions and behaviors. Changing these things can be a challenge - VRT has to communicate what services are available as well as how and when to access those services. But more importantly, potential customers need to understand WHY they should choose alternative modes of transportation over their own vehicle. What follows is a general list of goals - each project or communications initiative has distinct goals, which can be achieved by combining excellent messaging with proper touchpoints (see pages 9 and 10).

- Increase brand awareness and adherence
- Grow ridership; attract new riders
- Increase Umo usage and adoption
- Ensuring continuity across VRT brands
- Fine-tune processes for ensuring activities are effectively managed and staff work is supported
- Gain and retain political commitments, partnerships, and financial support
- Find and leverage transit advocates
- Gain and retain support from existing riders
- Promote VRT services, projects, and programs
- Improve passenger information and communications for all services
- Improve internal relations

Our communications efforts are generally organized into three (3) categories: Campaigns, Service Updates, and VRT Basics. These campaigns are aligned on the following Timeline page.

CAMPAIGNS

Efforts within this categories constitute large projects that will require more substantial communications, engagement, and marketing than normal. Anticipated campaigns for FY23 include:

Route 30 Route 45 Eagle OnDemand Via launch
 Bus stop updates State Street General promotional

SERVICE UPDATES

This category includes VRT's annual engagement campaign for service updates through the Transportation Development Plan (TDP) called Connected Treasure Valley. This campaign, by necessity of outreach obligations around service changes, kicks off in the spring each year and concludes around July/August, with public hearings occurring by the end of June. This cycle ensures time to coordinate outreach to municipal partners and the public, and helps inform update each TDP and VRT's vision for the future.



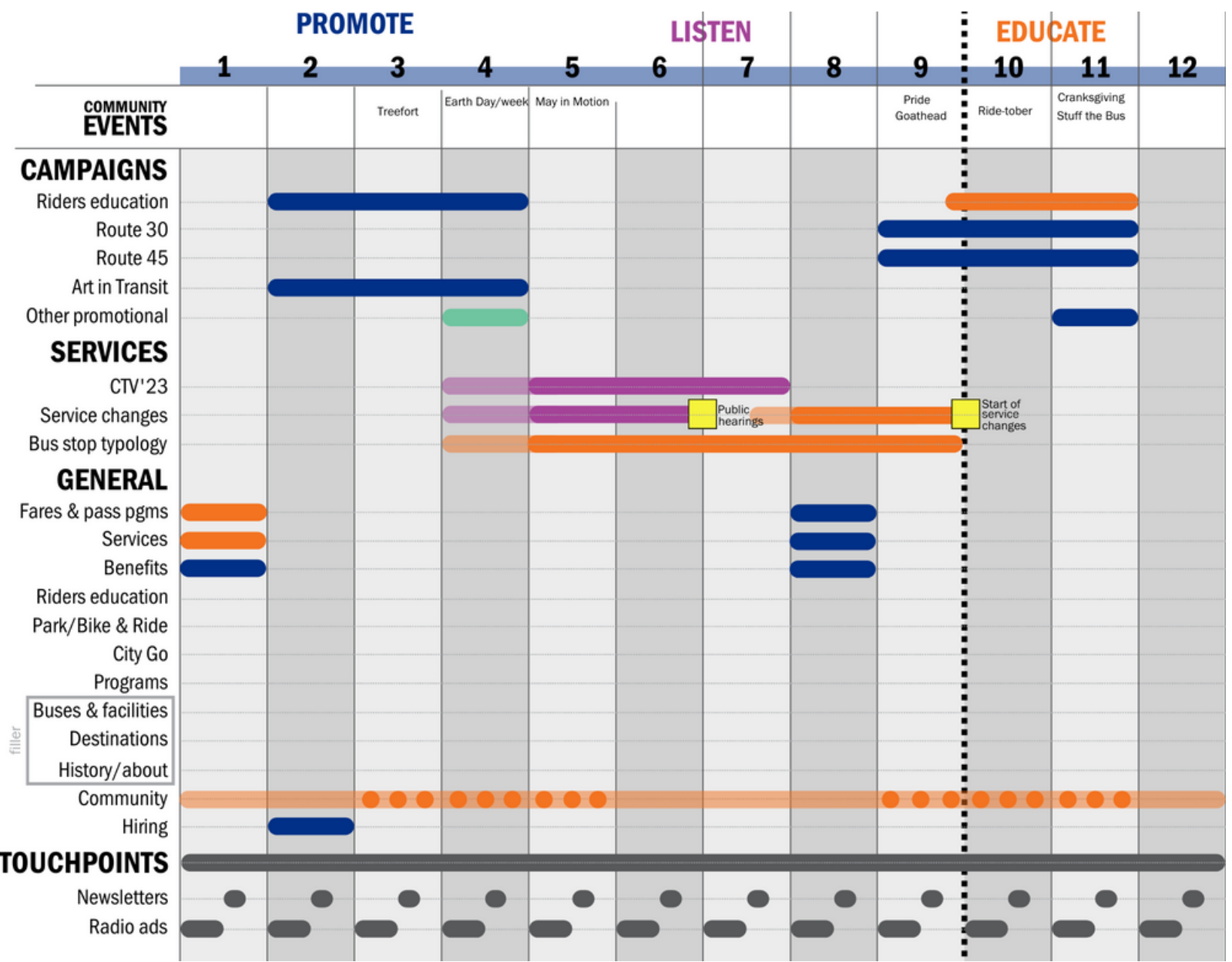
While the Connected Treasure Valley campaign represents regular and anticipated service updates, this category also includes communications around regular service impacts such as detours, closures, modifications, and more.

VRT BASICS

In addition to major campaign efforts and annual service updates, we have a vast library of content to share. This content is usually evergreen and can be placed strategically throughout the year, and includes (but is not limited to):

- Services
- City Go
- Other programs
- Fares & pass programs
- Riders Education
- Park, Bike & Ride
- Buses & facilities
- Destinations & community
- History/about

This timeline layers the categories from the previous page to paint a holistic picture of communications efforts throughout the year. They generally fall into "trimesters," which gives us a motivation during these different parts of the year and gives our audiences a diverse brand experience. The beginning of each fiscal year is a great time to Educate the audience on recent changes and how to interact with our services as many institutions begin new calendars. The winter/spring presents an opportunity to Promote VRT services as the community returns from holidays with new ambitions. This primes the audience to engage in our Listening process in the spring and summer and invites them to be involved and engaged in the development of service.



VRT is an incredibly talented team with excellent communications abilities both in and outside of the central Communications & Engagement Team. This page outlines a general workflow for communications and engagement across the agency, providing centralized and standardized support while allowing room for individual programs to create their own presence within the larger VRT brand.

COMMUNICATIONS & ENGAGEMENT TEAM

This team consists of a Communications & Engagement Director, who coordinates all VRT communications, marketing, and branding efforts; a Public Information Officer, who is the liaison to the media and many community organizations; and the Account & Sales Manager, who manages advertising across VRT assets and media buys that VRT makes with outside entities.

MARKETING COMMITTEE

This team is a representative group from across the agency, including the Communications & Engagement Team, and the CAT team (see below) that provides diverse feedback and guidance for VRT's communications, engagement, and marketing efforts. This group is the clearinghouse for most communications, marketing, and engagement efforts before going public. We meet every two weeks.

COMMUNICATIONS ACTION TEAM (CAT)

This team consists of the Communications & Engagement Team and Communications Leads from programs across the agency: Integrated Mobility, City Go, Vall-eBike, and Safe Routes to School. This is the group that takes direction from the Marketing Committee and puts it into action. It also provides space for each program to guide the communications, marketing, and engagement efforts for their particular work.

EXECUTIVE DIRECTORS MEETING

This is the venue through which we elevate any high-level initiative, decision, or need to VRT leadership. This group meets weekly.

VRT STREET TEAM / MOBILITY AMBASSADORS

This group is VRT's on-the-ground ambassadors, responsible for attending events and acting as the public face of VRT at community events and in general outreach. It consists of the Communications & Engagement Team and various members of the Marketing Committee and CAT. The Street Team is equipped with training on how to best represent VRT to the community, as well as an apparel kit to look the part. This might also include volunteers, Travel Information Volunteers (via the Mobility Navigation program), or participants in the Mobility Ambassador Program (via City Go).

BRAND TOUCHPOINTS COMMUNICATIONS

Item VIII. B.

Our audiences interact with VRT in a variety of ways. Brand touchpoints are where and how we meet people. What follows is the current menu of touchpoints that we refer to when compiling a communications outline for projects and campaigns. We decide which touchpoints to use based on project need, budget, and staff capacity. All are critical for a wide distribution of messages so we can unify the message and brand experience to the audience where they are. The touchpoints on this page represent different types of tactics with varying levels of control over the message. Generally, they are low-touch, high or low tech, with limited or restricted interactions

EARNED

Any media channel that VRT “earns” space in by way of media outreach; some control over the message:

- Media story (via press release or social media activity)
- Media pitch
- Press conference
- Editorial

PAID

Any media space that VRT pays for presence; complete control over message (though interpretation of that control impacts message reception):

- Boosted/promoted social media
- Broadcast/radio ads
- Bus benches and wraps
- Event/program participation
- Event/program sponsorship

SHARED

Any media type/platform that VRT does not own, but utilizes; complete control over VRT content, but not responses and other interactions:

- Facebook (VRT, CG, Vall-eBike, S RTS)
- Twitter (VRT, Vall-eBike, Safe Routes)
- Instagram (VRT, City Go, Safe Routes)
- LinkedIn (VRT)
- Next Door (VRT)
- Online forums (msg boards, Reddit, etc.)

OWNED

Media channels that VRT has complete ownership and maintenance over; high level of message control:

Physical

- Printed collateral (displays, posters, A-frames, flyers, handouts, brochures, bus hangers)*
- Mailers, post cards*

Infrastructure

- Buses*
- Bus stops, shelters, transit centers, major transfer points*

Digital/audio

- Websites (VRT, City Go, Safe Routes)*
- Newsletters (Safe Travels, Treasure Valley; City Go, Safe Routes)*
- Audio announcements (onboard, transit centers)*
- Display screens (transit centers, onboard*^)

Service

- Bus schedules*
- Fares/passes
- Pass programs/City Go options*

*Media kit opportunity

^ Coming soon

BRAND TOUCHPOINTS

ENGAGEMENT

Item VIII. B.

Our audiences interact with VRT in a variety of ways. Brand touchpoints are where and how we meet people. What follows is the current menu of engagement touchpoints that we refer to when compiling a communications outline for projects and campaigns. We decide which touchpoints to deploy based on project need, budget, and staff capacity. Engagement is the way VRT interacts with audiences, internal and external; generally, they are high touch, and (until recently) low tech (whether in-person or virtual) interactions. These are opportunities for face-to-face interactions with our audiences.

OUTREACH

The ways VRT interacts with external audiences; generally, they are high touch, low tech (whether in-person or virtual) interactions:

- Event attendance
- Canvassing
- Community partner direct outreach
- Digital/virtual town halls
- Engage VRT platform

Programs & departments

- City Go
- Mobility Navigation & Travel Training
- Help Desk

INREACH

The ways VRT interacts with internal audiences; generally, they are high touch, low tech (whether in-person or virtual) interactions:

- Committee/staff meetings
- Email, Teams, Intranet
- Staff newsletters^
- Printed collateral distribution
- Safety meetings
- Digital displays (Orchard, Happy Day)

^ Coming soon

PUBLIC PARTICIPATION

Meaningful public participation is a cornerstone of VRT engagement. In addition to the Title VI, PIP, and LEP referenced on page 2, we use the IAP2 Spectrum of Public Participation as a framework when developing outreach plans (see graphic at right).

IAP2 Spectrum of Public Participation



IAP2's Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public's role in any public participation process. The Spectrum is used internationally, and it is found in public participation plans around the world.

INCREASING IMPACT ON THE DECISION					
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

© IAP2 International Federation 2018. All rights reserved. 20181112

© IAP2 International Federation 2018. All rights reserved. 20181112_v1

The list below represents VRT's identified audiences from the most recent brand book iteration. While a great summary of audiences and messaging, a review of this audience list is appropriate in FY23 (see Further Projects page):

- Employees: professionals, distance commuters, low-income workers, social do-gooders, job seekers
 - Value messaging: get to and from work in a cost-effective way, avoid the stress and expense of a commute, reduce your carbon footprint, leave your car at home, have time to prep for the work day and unwind on the way home, create community and make new friends, report lower mileage with your car insurance company to potentially reduce your rate, less wear and tear on the car, no vehicle or driver's license required
- Employers: Ada county companies, Canyon County companies, universities:
 - Value messaging: demonstrate social responsibility (protect the environment by removing cars from roads, strengthen the community by supporting VRT), lower or eliminate parking costs for employees, provide your employees an alternative solution to expensive and limited parking, help your employees avoid the stress and expense of commuting, enhance your benefits package, take advantage of pre-tax benefits, be a good neighbor to surrounding businesses by providing a solution to limited parking, use your land for space other than parking and more productively, lower your health insurance bills by encourage active transportation
- Residential communities: apartment complexes, housing communities, HOAs, Neighborhood associations, realtors/developers
 - Value messaging: provide an additional amenity to your tenants by sharing information about nearby bus routes, reduce car use in your area improving safety and access, strengthen the community around your residential complex
- College Students
 - Value messaging: stay on schedule every day, get to and from school in a cost-effective way – it's free, study or tune out in a safe and quiet environment, no vehicle or drivers license required, avoid the hassle of parking on campus, create community and make new friends
- Seniors and persons with disabilities
 - Value messaging: get to your appointments in a safe/affordable/convenient way, make new friends, no vehicle or drivers license required, ADA compliance, get to your bus stop via ACCESS and Lyft
- Casual Riders
 - Value messaging: take the kids out on a fun adventure and demonstrate social responsibility, leave your car at home, ride downtown for a day or a night out, great community and make new friends, avoid the stress and expense of parking, reduce your carbon footprint
- New residents: all income levels, may have former experience riding public transportation
 - Value messaging: direct transit to the heart of downtown and major city centers, learn the roads of a new city through our windows, reliable and consistent rides that are cost and time-efficient, ride in; uber/lyft/taxi home, job access
- Additional audiences include:
 - Municipal/funding partners, community partners and supporters, stakeholders
 - City Go members and pass program recipients
 - Community organizations: cause-based, geography-based, etc.
 - Specific communities: route/project-focused groups (ex. State Street), minority/low-income, affected/potentially affected communities, LEP, historically underserved, racial and ethnic minority communities
 - Businesses and business leaders/organizations (Chambers, Leadership orgs, Young Professionals)



This page intentionally left blank
(WORK PENDING)



This page intentionally left blank
(WORK PENDING)

VRT has a fantastic selection of tools, tactics, and channels through which we communicate messages. Some of these require refinement and updates, while others can still be used as they are, or with minor modifications. The list that follows indicates anticipated projects for FY23 to further VRT's brand journey, and includes (but is not limited to):

- Utilize the Integrated Mobility Plan and other co-branding work to update brand hierarchy and audience assessment (deliverable: brand book)
- Coordinate branding within bus stop typology study and brand presence throughout updated bus stops (and implications for other VRT touchpoints; update collateral accordingly)
- Eliminate ValleyRide brand across touchpoints and assets
- Update bus base colors from factory to meet brand standards
- Complete a SWOT analysis and finalize success measures
- Explore customer survey opportunities
- Develop Crisis Communications Plan
- Provide greater promotion for VRT programs and services, including: Vall-eBike, Specialized Services, City Go, Travel Training, Park & Ride, Bike & Ride
- Update Riders Education suite of materials, including a new Riders Ed booklet and How to Ride video for fixed route; develop videos and other collateral for other service types, including ACCESS, VRT OnDemand, Specialized Services, Park & Ride, and Bike & Ride
- Make News more prominent on VRT website; build out editorial calendar for consistent storytelling
- Develop more storytelling about facilities and infrastructure; transit centers, bike access, ADA access, airport access, etc.



Valley Regional Transit FY2022 Procurement Calendar

Item VIII. C.

Type of Procurement	Project Manager	Estimated Cost	Estimated Issue Date	Estimated Executive Board/Board Action Date	Required Approval
Regional Radio Replacement	Leslie Pedrosa and Nick Moran	100,000	Jul-22	Oct-22	Executive Board
On-Call Technical Support Services	Nick Moran	140,000	Jul-22	Oct-22	Executive Board
Bus Stop Sign Blade Update	Joe Guenther	280,000	Aug-22	Oct-23	Board of Directors
On-Call Engineering	Joe Guenther	250,000	Aug-22	Jan-23	Board of Directors
Elevator Service for Main Street Station (MSS)	John McLeod	40,000	Aug-22		Executive Director
Media Placement and Promotions (Radio)	Dave Fotsch	49,900	Aug-22		Executive Director
Media Placement and Promotions (TV)	Dave Fotsch	49,900	Aug-22		Executive Director
Elevator Service for Main Street Station (MSS)	John McLeod	40,000	Aug-22		Executive Director
ERP System Replacement	Jason Jedry	1,300,000	Aug-22	Nov-22	Board of Directors
Fire Extinguishers	Leslie Pedrosa	20,000	Sep-22		Executive Director
Bus Fire Suppression Services	Leslie Pedrosa	195,000	Oct-22	Nov-22	Executive Board
Acquisition of Services Providers	Leslie Pedrosa	2,325,000	Oct-22	Jan-23	Board of Directors
Comprehensive Operational Analysis	Stephen Hunt	55,000	Nov-22	Jan-23	Executive Board
Miscellaneous Decals		75,000	Dec-22	Mar-23	Executive Board
On-Call Planning	Stephen Hunt	250,000	Feb-23	Apr-23	Board of Directors
Courier Delivery Services	Leslie Pedrosa	49,000	Mar-23		Executive Director
Ada and Canyon County Turn-Key Operating Contract	Leslie Pedrosa	85,000,000	May-23	Aug-23	Board of Directors
Technology Services	Katie Justice	100,000	Jun-23	Aug-23	Executive Board
Legal Services	Jason Jedry	100,000	Jul-23	Sep-23	Executive Board
State Street Premium Corridor Phase 1	Joe Guenther	1,000,000	TBD	TBD	Board of Directors
Regional Radio Lease and Maintenance Agreement	Leslie Pedrosa and Nick Moran	140,000	TBD	TBD	Executive Board
Temporary Employment Services - (Drivers)	Leslie Pedrosa	300,000	TBD	TBD	Board of Directors

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

Updated 9-13-2022



TOPIC	Executive Director Report
DATE	September 22, 2022
STAFF MEMBER	Kelli Badesheim

Organizational Changes

The VRT Board of directors changed the title for the authority's executive to Chief Operating Officer at the August 2022 Board meeting. Staff is completing an organizational alignment of our positions to ensure VRT's organizational chart supports the work of the organization effectively, identify gaps in functions and staffing reflecting the future organizational growth, reduce the number of direct reports for the CEO from eight to no more than five, and update the naming convention to correspond with the change to CEO title for the executive. The first phase of these changes will go into effect on October 1, 2022. The changes are primarily realigning positions between departments and changing job titles.

Connected Canyon County

We delayed the planned open house we had scheduled for August until after the City of Nampa completed their budget process. We will be holding our last public outreach event this fall 2022. Staff will then provide a summary report of the information we gathered from key community partners in Canyon County. The summary report will be shared with our jurisdiction partners in Canyon County as we work collaboratively to complete the Comprehensive Service Analysis, the Transportation Development Plan annual update, and provide input into the cities' transportation and comprehensive planning activities. I have so appreciated the opportunity to reach out to the community to ensure we have diverse voices from all over Canyon County.

Executive Director Transition

I have been focused the last few months on preparing for stepping down as the Executive Director. This includes wrapping up and passing along some of the work and projects I have been involved in over the last couple of years. The remainder of my time at VRT will be to focus on some key initiatives that will ultimately get passed on to the new CEO. These include reviewing the recent revenue analysis VRT had completed by Eco Northwest to define next steps to move recommendations forward, wrapping up Connected Canyon County, supporting the plan for updating our business approach to specialized transportation services, and supporting the staff in preparing for the transition.

Projects and Community Activities

- Providing project management support to the Connected Canyon County Initiative Community Partners activities
- Co-chair community impact work through United Way board participation
- 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	September 14, 2022
STAFF MEMEBER	Stephen Hunt

Summary

Development Department activities for September 2022 report

VRT Strategic Plan

Goal 1 - Demonstrate responsible stewardship of public resources

Performance Based Decision-making

- **Transportation Development Plan (TDP)**
VRT staff incorporated comments on the draft TDP and prepared a final TDP for board consideration. Staff also prepared the FY2024-2028 TDP and FY2024 Budget development calendar for board consideration.

Funding Development

- **Budget Development** –Staff presented the budget at the July meeting and has continued to refine the FY2023 budget based on feedback from stakeholders and the board.
- **Transportation Development Plan (TDP)** – The TDP is being prepared in parallel to the FY2023 budget. It is informed by the FY2023 budget process and provides a multi-year look at transit funding requests.
- **Grant Opportunities** – So far this year VRT has applied for three competitive grant programs:
 - RAISE: \$10.5 million for the State Street Premium Corridor project - Successful, NEPA action currently underway. Grant planning and initiation underway.
 - Low No: \$20 million for electric vehicles and on-route charging that will keep VRT on track for fleet electrification – Successful, grant planning and initiation underway.
 - Bus and Bus Facilities: \$2.7 million to continue upgrading the Orchard Maintenance Facility. Not successful.

VRT will continue to work with its funding partners to find and pursue funding opportunities.

Goal 2 – Increase Ridership and Revenue

- **FY2023 and FY2024 Service Changes** – Approved service changes will take effect October 3, 2022. Staff has continued reviewing route performance and is beginning the development of recommendations for FY2024 that are designed to increase ridership.
- **Ridership Growth** – Development staff has continued to track ridership performance. Ridership levels have trended upwards since February of 2021.

Goal 3 - Build institutional and regional capacity

Regional Capital Enhancements

- **Orchard Facility Master Plan**
Hawkeye has begun construction activities at the Orchard Maintenance Facility. Construction includes storm water/drainage facilities, pavement for parking lot expansion, and utilities. Construction is ongoing, anticipated finish of new parking lot, east bus aisle, and south exit, November 2022. Construction authorization anticipated January 2023 for remaining funds for pavement restoration at west bus aisle, staff parking, and CNG cathodic protection.
- **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 has started office redesign plans for 2023 construction.
- **Bus Stops**
Staff continues to work on two corridor studies and three construction projects.
 - 1- FY2022 bus stop construction is underway including activities at the following locations:
 - a. Orchard and Kootenai - Complete
 - b. Orchard and Overland- Complete
 - c. Overland and Black Marlin
 - d. Emerald and Hartman- Complete
 - e. 36th and Pinehurst- Complete
 - f. 36th and Hill- underway
 - g. Fort and 12th
 - h. S Protech Dr at Frank Church High School
 - i. Goddard and Milwaukee (Goddard Linear Park) - Withdrawn
 - 2- State Street NEPA and Design scope (RFP) consultant was approved. Consultant team has begun agency coordination and data collection. NEPA is anticipated to take 6-8 months for approval in FY2023 with FY2024 construction.

Regional Corridor Planning

- **State Street Corridor Projects**
 1. VRT has continued to prepare environmental review for the State Street corridor. VRT staff will continue coordinating planning efforts along the State Street corridor that relate to the transit infrastructure elements.
 2. VRT is hosting a second agency meeting on September 20 to define project limits and make station recommendations. Including City of Boise, ITD, and ACHD.
- **Fairview Corridor Project**
 1. VRT has continued its evaluation of The Town Square Mall (TSM) transit center including outreach to TSM and Dillard's. It is expected that this project will need to update existing agreements with landowners. Coordination with the landowner and the mall are ongoing.

2. Fairview Corridor Environmental (NEPA) and Towne Square Mall evaluations are nearing completion. Environmental will be submitted to FTA for bus station upgrades which will be incorporated into FY2023-24 bus stop construction.

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 are reviewing the final report and preparing the report of approval by the VRT board.
 - 2- Passenger Facility Plan/Bus Stop Typology – VRT staff has presented the draft Kit of Parts to stakeholders and the board and is incorporating those comments into the final draft. VRT has begun working on the graphic design/branding and will present both the final kit of parts and the graphic design/branding elements at the January board meeting.
 - 3- Kuna Transit Study – Transpo Group has drafted an initial set of service proposals and is working to refine those concepts with City of Kuna staff.
 - 4- State Street Transit Operational Analysis (TOA) – Staff presented the findings of the TOA to the executive board. The board will consider accepting the findings of the TOA at the August board meeting. Staff will be presenting the findings to ACHD commission in September.

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	September 14, 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

- VRT staff worked with Eagle Senior Center staff to launch the new demand response scheduling software with Via Mobility, LLC. ACCESS services will be using the new scheduling software by the time the Board meets in October. Phase two set up has begun for the remaining senior center and non-profit providers using RouteMatch scheduling software. VRT will begin setting up the scheduling software for the remaining service providers that are not using any scheduling software beginning in December.
- At this time, all six chargers on site are working. Proterra is still expecting to install three additional charging stations. These chargers were planned to be installed at the end of summer, at no cost to VRT. At this time, we do not have an update from Proterra when the three additional chargers will be installed. Proterra still expects to have replacement equipment installed to restore the original charging stations back to dual dispensing, by the end of the year. At the end of this project, VRT will have 18 charging stations.
- VRT staff has been working with a variety of electric bus manufacturers to get replacement vehicles costs, in preparation of the RAISE and Lo-No Grant funding that VRT was awarded. With these grant awards, VRT will be purchasing up to eight (8) replacements battery electric buses.
- VRT staff has been working with several staff and the Area Agency on Aging to discuss future plans for more robust on-demand transportation in Ada and Canyon Counties. This project is in the early stages. VRT staff will continue to provide updates to the boards as the project progresses.
- VRT staff, First Transit staff and Main Street Station security contractors participated in an Exercise Information System (EXIS) workshop with the Department of Homeland Security (DHS) and the Transportation Security Administration (TSA). The scenario followed the active shooting event that occurred at Town Square Mall. Following the workshop, TSA and DHS provided an after action report for emergency response training areas that VRT and contractors can improve on.

- VRT staff has began looking into the possibility of digital advertising on buses to better communicate with passengers on the bus, in transit centers and at bus stops on-route. Staff will build an implementation plan and budget to determine feasibility.

Highlights:

Contracted Transportation

Canyon County Highlights

- No preventable accidents in July and August
- Intercounty on-time performance 69% for July
- ACCESS on-time performance 89% for July
- On-demand on-time performance 87% for July
- Intercounty on-time performance 64% for August
- ACCESS on-time performance 87% for August
- On-demand on-time performance 81% for August
- Finalized fiscal year 2023 service change concepts

Ada County Highlights

- One preventable accident in July
- Fixed-route on-time performance 87% for July
- ACCESS on-time performance 98% for July
- One preventable accident in August
- Fixed-route on-time performance 87% for August
- ACCESS on-time performance 98% for August
- Finalized fiscal year 2023 service change concepts

Specialized Transportation

- Eagle Senior Center started using the new demand response scheduling software on September 7
- Several services are still trying to hire new drivers
- Rides2Wellness in Canyon County continues to see a growth in ridership
- Volunteer Driver program continues to see a decline in ridership

Information Technology and Intelligent Transportation Systems

- Staff resolved 128 support requests from 138 submitted in July
- Phishing emails continue to be sent to system users for testing awareness
- Preparing equipment for launch of new demand response scheduling software

Compliance

- Completed drug and alcohol training for Specialized Transportation drivers
- Completed rides checks for automatic passenger counter (APC) system recertification for fiscal year 2022 for National Transit Database reporting
- Completed annual Davis Bacon Wage Determination training for VRT staff and transit contractors
- Completed onsite training and audit with Transportation Security Administration (TSA)

Customer Service Support

- Customer service handled 2,638 of 2,856 phone calls for information, with 215 calls abandoned. The average call time was 2 minutes, 37 seconds and the average hold time was 18 seconds in July.
- Reservationist handled 921 of 992 phone calls to change or schedule a ride on ACCESS, with 65 calls abandoned. The average call time was 3 minutes, 27 seconds and the average hold time was 12 seconds in July.
- On-demand services handled 624 of 715 phone calls to schedule a ride, with 90 calls abandoned. The average call time was 1 minute, 57 seconds and the average hold time was 25 seconds in July.
- Customer service handled 3,098 of 3,415 phone calls for information, with 312 calls abandoned. The average call time was 2 minutes, 37 seconds and the average hold time was 17 seconds in August.
- Reservationist handled 1,159 of 1,259 phone calls to change or schedule a ride on ACCESS, with 82 calls abandoned. The average call time was 3 minutes, 22 seconds and the average hold time was 13 seconds in August.
- On-demand services handled 814 of 915 phone calls to schedule a ride, with 101 calls abandoned. The average call time was 1 minute, 47 seconds and the average hold time was 25 seconds in August.
- July City Go Pay mobile ticket sales totaled \$10,055.50
- August City Go Pay mobile ticket sales totaled \$12,808.50

More Information

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

TOPIC	Finance and Administration Activity Report
DATE	October 3, 2022
STAFF MEMBER	Jason Jedry, Chief Financial Officer

Summary

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

Highlights

Budget/Finance

- At the end of July, VRT operating expenses were 20% under budget and capital expenses were 67% under budget
- Finance staff are working on closing the 4th quarter and preparing for the annual audit
- Finance staff are working with Development department staff to draft and send FY2023 Cooperative Agreements to local jurisdictions
- The finance team and VRT staff continue working on the enterprise resource planning (ERP) system replacement project. We expect the implementation of a new ERP system to take 18 to 24 months at a minimum

Grant Management

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

Procurement

- Procurement and Contracts Specialist is working on:
 - Fire Suppression Services
 - Fire Extinguisher Services
 - ERP Software Procurement and Implementation Services
 - On-Call Technical Support Services
 - Regional Radio Replacements

For detailed information contact: Jason Jedry, Chief Financial Officer, 208-258-2709, jjedry@valleyregionaltransit.org



TOPIC	Programs and Marketing Update
DATE	September 8, 2022
STAFF MEMBER	Dave Fotsch

Summary

The Programs area covers Safe Routes to School, Marketing and Bike-share.

Staff Recommendation/Request

Information only

Implication (policy and/or financial)

Information only

Highlights

Safe Routes to School

- SRTS completed a busy summer doing YMCA camps.
- SRTS is now back in schools through the Treasure Valley.

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 completed the mailer that will go to households and businesses within ½ mile of the new route. The mailer will drop the week of October 3.
- Organic social media started the first week of September.
- Paid social and digital display ads start October 3 and continues through December.
- Community outreach has begun to businesses and housing complexes along the route.
- VRT built out a new information page about the Route 30 for the website.
- Working on a launch event tied to Oktoberfest in downtown Meridian

Route 45

- Pre-promotion of the changes to the Route 45 began the first week of September.
- Doing outreach to Boise State and the College of Western Idaho

Eagle Service Promotion

- Service won't start until January of 2023
- Campaign development is on hold until later this fall

Traditional Media Support

- Valley Regional Transit issued a Request for Proposal for traditional media, separate RFPs for radio and television
- A staff committee will make its selections before the start of the fiscal year

- In Fiscal year 2022, VRT contracted with Boise State Public Radio, Radio Boise, and the Lotus Boise group of stations to run promotional announcements about VRT services.

Safe Routes to Schools Website

- SMG is building out a new Safe Routes to Schools website. Projected launch will be in early November.

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 nearly doubled the open rate of the every-other-week version.
- The next edition of the newsletter drops October 20, 2022.
- 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>

Vall-eBike

- Valley Regional Transit launched **Vall-eBike** on Wednesday, July 13, 2022, with 50 bikes!
- Here are the numbers as of September 8, 2022:
 - 1,532 rides
 - 1,609 sign-ups
 - 272 uses of the free 30-minute ride coupon
 - 514 uses of the new Day pass
- The pilot program will run through the end of October. The hope is that during that time, VRT will be able to attract title sponsor-level support to make the system permanent and expand it to 300 bikes or more.
- CCDC provided \$50,000 to launch the pilot and agreed to match the next \$50,000 in sponsorships. The deadline for the match was September 1. VRT acquired the following sponsors:
 - Treasure Valley Clean Cities Coalition (\$10,000)
 - Idaho Advocates for Community Transportation (\$5,000)
 - KeyBank (\$5,000)
 - Cushing-Terrell (\$5,000)
- The system website is RideValleBike.com.

More Information

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



TOPIC	Community Engagement Update
DATE	October 3, 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

- Staff has been working on an overall agency communications strategy, which brings together the communications, marketing, and engagement efforts in order to present a cohesive strategy each year.
- This plan also includes specific campaigns, such as the launch of Route 30 and the change to the Route 45, which began early September. This campaign includes earned, owned, paid, and shared media, alongside public and internal engagement.
- The Communications team has been working on producing more digital content to be shared across the website and social media platforms, including notices of weekend events, upcoming closures, and service promotions.
- Staff has also been distributing communications regarding service changes across our channels and with community partners.
- In late June, VRT launched Connected Treasure Valley 2022, an engagement initiative aimed at collecting input on transportation projects that will provide more travel options for the region. This initiative gives the community a place to share feedback and allows VRT to share a vision for the future and the steps we're taking to get there. Throughout the initiative, participants explored service changes and programs that will be introduced in the next year and provided feedback to the Transportation Development Plan (TDP).

More Information

Attachments: None

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

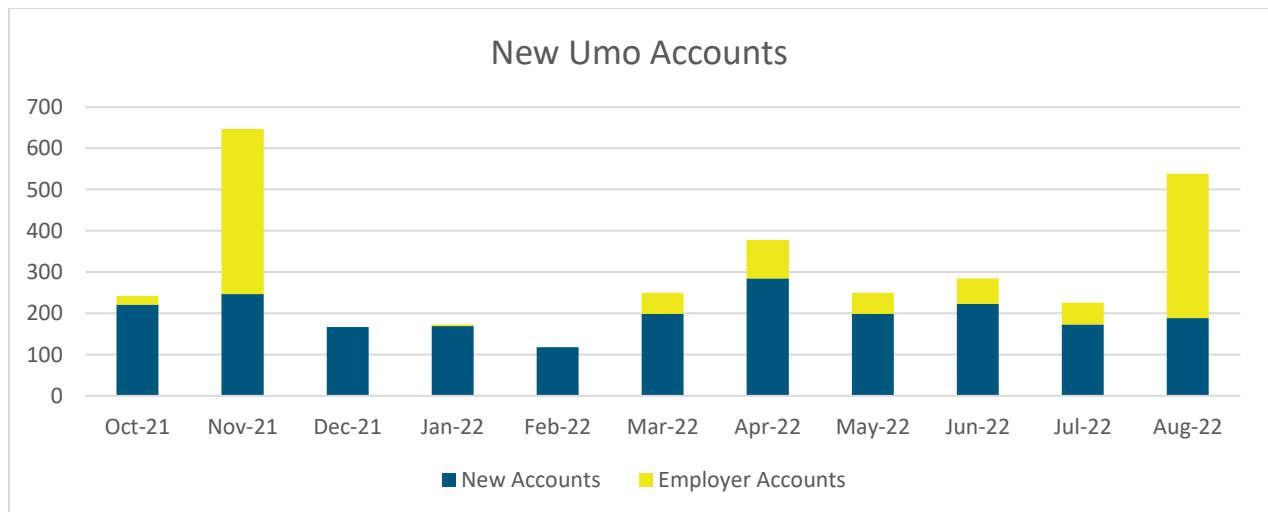


TOPIC	City Go Report
DATE	October 3, 2022
STAFF MEMBER	Kaite Justice

Summary

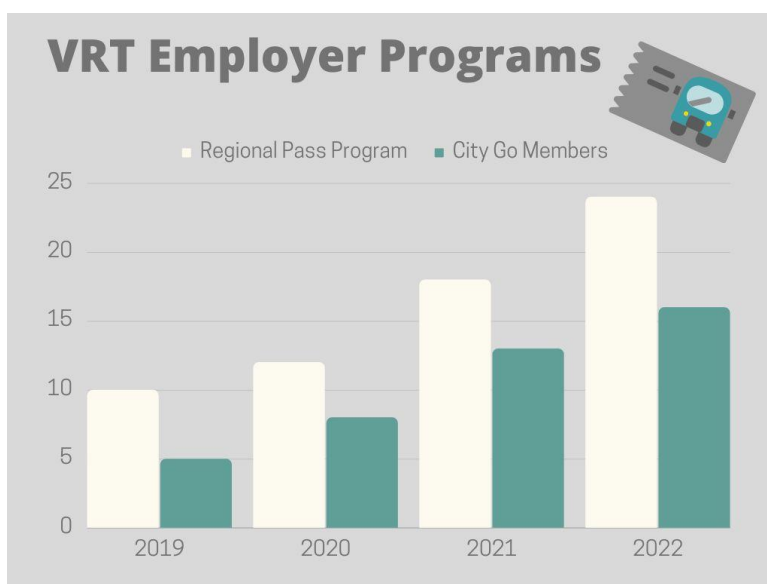
This report provides a status update of activities related to the downtown mobility collaborative, City Go.

- City Go staff continues to work on the Integrated Mobility Plan. The draft plan is currently in the revision process and is set to be finalized by the end of September.
- Umo is coming up on its one-year anniversary at VRT. The system was launched on October 1, 2021. Umo fare payment system update:
 - Revenue-to-date (Oct. 2021-Sept 13, 2022): \$110,383.71
 - New accounts this month: 189
 - New accounts total: 3,698
 - All three scooter companies in the area are not live in the Umo trip planner! Vall-ebike is coming in October.

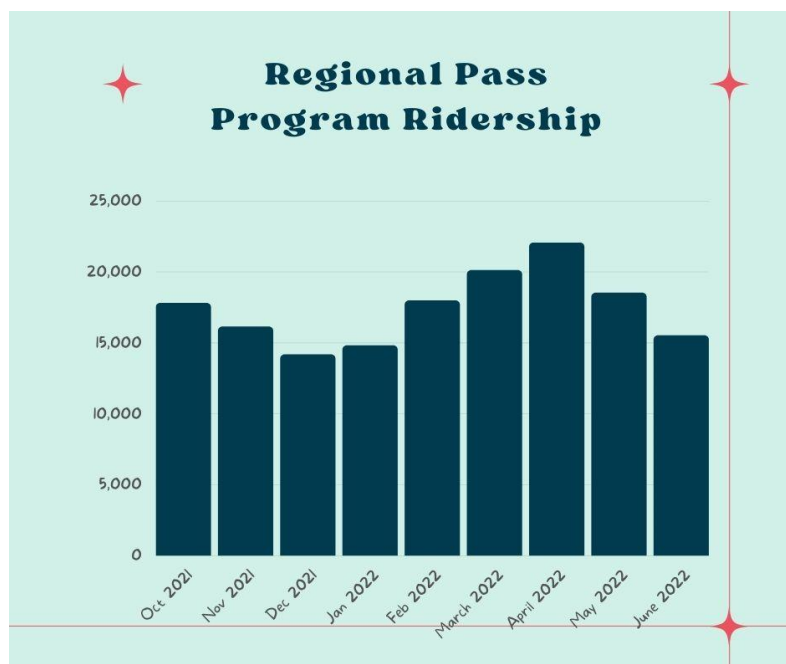


	Gross Sales	TouchPass Boardings
Adult	\$ 99,501.96	59,704
Senior/Disabled/Youth	\$ 10,701.75	15,824
ACHD Commuteride Vanpool	\$ 180.00	141
Boise State Student	\$ 0.00	2
Boise State Staff	\$ 0.00	0
Employer Pass Program	\$ 0.00	3,219
Total	\$ 110383.71	78,890

- City Go staff worked on business development for City Go and the Regional Pass Program. Staff held eleven business development meetings in August.
 - New City Go Members:
 - Block 22
 - New Regional Pass Program contracts:
 - Block 22
 - Idaho Department of Labor
 - Renewed Regional Pass Program contracts:
 - Simplot
 - Balsam Brands
 - Human
 - Renewed City Go Memberships:
 - Balsam Brands
- City Go has seen continual growth of their employer/residential (City Go and Regional Pass Program) programs over the last four years. Here is a snapshot of that growth:



- Ridership from the regional pass programs has continued to grow over the fiscal year. There is a dip in ridership over the summer, which is normal and due to the high schools and colleges being out of session.

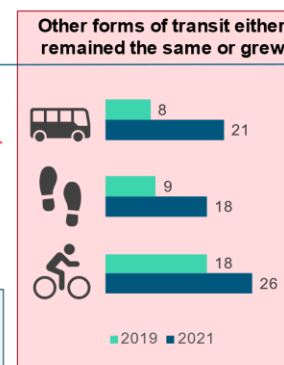
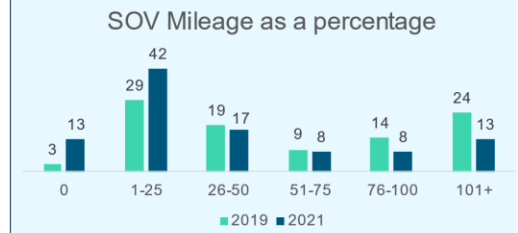
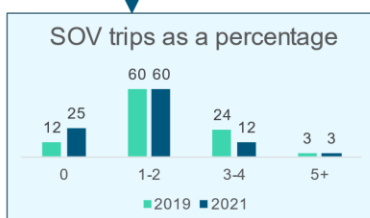


- City Go added new Vall-e-bike discounts to its suit of mobility options for employers in August.
- City Go attended several events in August and September including Goathead Fest, Ada County Health and Benefits Fair, Saint Luke's Health and Benefits Fair, Micron's Health and Benefits Fair, and PRIDE Festival.
- Where's My Bike Boise, City Go's annual bike scavenger hunt, is on for the third year. The scavenger hunt will take place October 3-7, 2022.

- City Go conducted a downtown travel behavior survey in October of 2019 and again in November of 2021. The survey was conducted by Idaho Policy Institute. The purpose of the survey was to assess the City Go program and moving the needle on single occupancy vehicle use in downtown Boise. The first survey was done before the public launch of City Go and the second done two years into the program. Here is a snapshot of the results:

Downtown Behavior Studies (2019 & 2021)

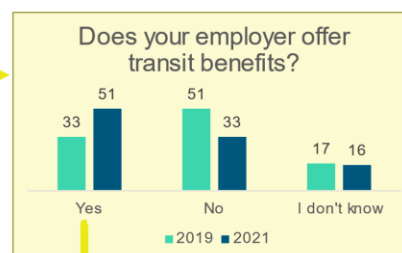
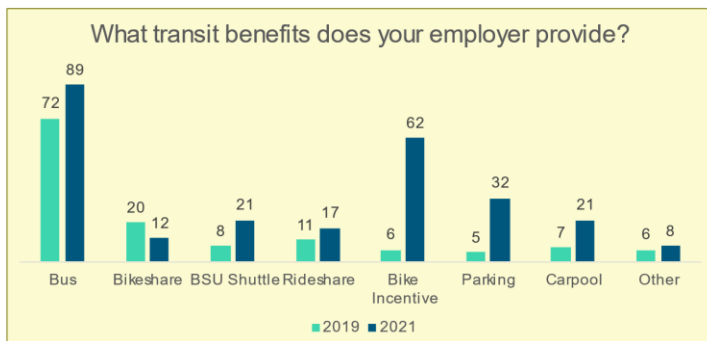
- Survey Completed by **1220** & **466** respondents
- Decrease in personal vehicle transit to get to work **~89% to 75%**
- SOV trips and mileage reduced



survey conducted and analyzed by Idaho Policy Institute

Downtown Behavior Studies (2019 & 2021)

- Survey Completed by **1220** & **466** respondents
- Access to transportation benefits increased



survey conducted and analyzed by Idaho Policy Institute

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