

Executive Board Meeting Agenda

December 05, 2022

11:00 AM

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

This is an in-person meeting.

If you are unable to attend in person, you may participate via MTeams at

https://www.valleyregionaltransit.org/ExecutiveBoard_December2022

or by dialing in at 469-965-2358 Conference ID: 354589958#1#

- I. Calling of the Roll Chair Debbie Kling
- II. Agenda Additions/Changes
- III. Public Comments (*Comments will be limited to no more than three (3) minutes*).
- IV. Consent Agenda
Items on the Consent Agenda are Action Items and will be enacted by one motion. There will be no separate discussion on these items unless an Executive Board Member requests the item be removed from the Consent Agenda and placed under Action Items.
- A. ACTION: Minutes of the November 7, 2022 Executive Board Meeting**
Pages 4-5 | Paula Cromie
The Executive Board is asked to consider approval of the minutes from the November 7, 2022 Executive Board meeting.
- B. ACTION: Minutes from the October 18, 2022, Regional Advisory Council Meeting**
Pages 6-7 | Paula Cromie
The Executive Board is asked to consider acceptance of the minutes from the October 18, 2022 Regional Advisory Council meeting.
- C. ACTION: Minutes of November 16, 2022 SPECIAL Executive Board Meeting**
Page 8 | Paula Cromie
The Executive Board is asked to consider approval of the minutes from the November 16, 2022 SPECIAL Executive Board meeting.
- D. ACTION: Set Public Hearing Date for January 9, 2023 at 12:00 P.M.**
Jason Jedry
The Executive Board is asked to consider setting January 9, 2023 as the Public Hearing date to take public testimony on the FY2023 budget amendment and FY2022 carry-forwards.
- E. ACTION: Payment Register**
Pages 9-15 | Jason Jedry
The Executive Board will review and consider accepting the October 16, 2022 to November 15, 2022 payment register.
- F. ACTION: FY 2022 Public Comment Report**
Pages 16-18 | Mark Carnopis

The Executive Board is asked to consider approval of the FY 2022 Public Comment Report.

G. ACTION: FY2022 Fourth Quarter Performance Report

Pages 19-23 | Leslie Pedrosa

Staff will present the fourth quarter performance report for fiscal year 2022 and ask the Executive Board to consider recommending the report for approval by the Board of Directors.

V. Finance Committee

VI. Executive Board - Action Items

A. ACTION: Proposed Agenda for the January Board of Directors Meeting

Page 24 | Jason Jedry

The Executive Board is asked to consider approval of the proposed agenda for the January 2023 Board of Directors meeting and acknowledge there may be a need to add or remove items from that agenda.

B. ACTION: Bus Stop Typology Study

Pages 25-28 | Alissa Taysom

Staff is recommending the Executive Board recommend approval of the Bus Stop Typology Study Kit of Parts and Blade Redesign to the Full Board.

VII. Executive Board - Information Items

A. INFORMATION: 2023 Compensation Analysis

Pages 29-30 | Jason Jedry and Karleigh Deeds, HR Consultant

VRT's HR consultant and VRT staff will present findings and recommendations from a recent compensation analysis and review.

B. WORK SESSION: Revenue Analysis and Strategic Work Plan

Pages 31-39 | Kelli Badesheim

Staff will conduct a work session outlining implementation recommendations that came out of a revenue analysis completed in 2022 by EcoNorthwest. The revenue analysis summary and the report on the Strategic Work Plan can be found at the following links.

*https://www.valleyregionaltransit.org/wp-content/uploads/2022/11/BoardStrategicWorkPlan_2022_Final.pdf
<https://www.valleyregionaltransit.org/wp-content/uploads/2022/11/Task4-MemolImplementationPlanAndApendices.pdf>*

C. INFORMATION: FY2024 - FY2028 TDP Strategic Priorities

Pages 40-42 | Stephen Hunt

This is an information item. Staff will introduce and request feedback on strategic priorities, intended objectives and proposed changes.

D. INFORMATION: Digital Display Project

Pages 43-44 | Jason Rose

Valley Regional Transit (VRT) is developing a project to incorporate digital display screens across rolling stock, facilities, and other assets to improve our ability to communicate quickly and efficiently to passengers, build revenue, and create additional advertising opportunities.

E. INFORMATION: CEO Search Update

Mayor Kling, Chair

Mayor Kling will update the Executive Board on the CEO search.

F. INFORMATION: Holiday Luncheon Reminder

Kelli Badesheim

The annual holiday luncheon will take place on December 19, 2022, at noon, at the Nampa Civic Center, 311 3rd Street South, in Nampa. If you have already RSVP for the luncheon, please reach out to Teri Gregory with COMPASS at tgregory@compassidaho.org to let her know you plan to attend. The luncheon will be followed by the COMPASS Board meeting.

G. INFORMATION: Procurement Calendar

Page 45 | Jason Jedry

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

VIII. Executive Session

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

IX. Department/Staff Reports

A. INFORMATION: Department/Staff Reports

Pages 46-56 | Staff

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

X. Adjournment

Agenda order is subject to change.

Next VRT Executive Board 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)

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

November 07, 2022

11:00 AM

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

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
John Bechtel, City of Wilder		Kelli Badesheim, VRT
Lantz Brown, Boise State		Bre Brush, City of Boise
Elaine Clegg, City of Boise		Paula Cromie, VRT
Debbie Kling, City of Nampa		Mark Carnopis, VRT
Lauren McLean, City of Boise		Gregg Eisenberg, VRT
Alexis Pickering, ACHD		Jeannette Ezell, VRT
Joe Stear, City of Kuna		Dave Fotsch, VRT
		Natalie Hilde, Thompson Consulting
		Stephen Hunt, VRT
		Jason Jedry, VRT
		Dave Meredith, VRT
		Nick Moran, VRT
		James Mundell, VRT
		Leslie Pedrosa, VRT
		Ken Pidjeon, Citizen
		Scott Reilly, Affion Republic
		Deeann Solis, VRT
		Walter Steed, RAC
		Alissa Taysom, VRT
		Cameron Wells, VRT

Calling of the Roll - Chair Debbie Kling called the meeting to order at 11:00 with a quorum present by phone and in-person.

Agenda Additions/Changes

Consent Agenda

Items on the Consent Agenda consisted of the following:

ACTION - Regional Advisory Council Meeting Minutes September 20, 2022

ACTION: Regional Advisory Council By-Laws Update

The Executive Board was asked to consider approval of the update to the Regional Advisory Council (RAC) by-laws.

ACTION: Fire Suppression Services

Approval of RESOLUTION VEB22-015 and corresponding Authorization for Expenditure

ACTION: Payment Register

Lauren McLean moved to approve the Consent Agenda as presented: John Bechtel seconded. The motion passed unanimously.

Item IV. A.

Public Comments (*Comments will be limited to no more than three (3) minutes*). None

Executive Board - Action Items - None

Executive Board - Information Items - None

Department/Staff Reports

INFORMATION: Department/Staff Reports

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

EXECUTIVE SESSION: Personnel Issue

Debbie Kling, Chair

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.

Lauren McLean made a motion to move into executive session at 11:03; Alexis Pickering seconded. The motion passed unanimously.

The executive session closed at 12:04.

No actions were taken following the executive session.

Adjournment – John Bechtel moved to adjourn the meeting at 12:42; Lantz McGinnis-Brown seconded. The motion passed unanimously.

Next VRT Executive Board Meeting:

December 5, 2022

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

Regional Advisory Council Meeting Minutes

October 18, 2022 - 9:00 AM

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

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS
Susan Bradley	Jeremy Maxand	Kelli Badesheim, VRT
Samantha Kenney	Randy Johnson	Mark Carnopis, VRT
Terri Lindenberg	Susan Manika	Paula Cromie, VRT
Mary Beth Nutting	Lauren Noble	Jeanette Ezell, VRT
Deeann Solis		Kathleen Godfrey, VRT
Walter Steed		Stephen Hunt, VRT
		Jason Jedry, VRT
		Kaite Justice, VRT
		Rick Marks, VRT
		Nick Moran, VRT
		James Mundell, VRT
		Leslie Pedrosa, VRT
		Jason Rose, VRT
		Alissa Taysom, VRT
		Cameron Wells, VRT

Calling of the Roll - Chair Walter Steed called the meeting to order at 9:10 a.m. No action took place until after 9:27 a.m. when a quorum was present.

Agenda Additions/Changes – Item VI.A Regional Advisory Council Member Orientation was moved to later in the agenda so more members might be present to hear it.

Public Comments None

Consent Agenda

Items on the consent agenda consisted of the following:

ACTION: Minutes from September 20, 2022, Regional Advisory Council Meeting – Terri Lindenberg moved to approve the consent agenda as presented; Mary Beth Nutting seconded. The motion passed unanimously.

Action Items - None

Information Items

INFORMATION: Regional Advisory Council Member Orientation

Jason Rose led the Regional Advisory Council through a membership orientation session.

INFORMATION: Update on Regional Advisory Council Membership

Walter Steed, RAC chair, gave an update on efforts to encourage member attendance at Regional Advisory Council meetings. The By Laws state members who miss four meetings in a twelve-month period should

be notified in writing, This was done and they and encouraged to attend. The bylaws have no ment
excused absences. One member resigned due to unavailability to attend future meetings.

INFORMATION: Communications and Engagement Update

Jason Rose provided an update about communications, engagement, and marketing efforts. He gave information about the launch of Route 30 and about the tour on an electric bus, along with VRT providing rides for Oktoberfest. Marketing efforts will continue.

INFORMATION: Federal Grant Project Update

Stephen Hunt presented an update on competitive federal grants submitted in FY2022, particularly the RAISE and LoNo Grants. \$8.5 million dollars was awarded to VRT for upgrades and improvements on State Street in the RAISE Grant. These upgrades will take place over the next two years. The LoNo grant was done in coordination with consulting partners for \$17.4 million federal dollars for the purchase of infrastructure and buses for the electrification of the VRT fleet.

INFORMATION: COVID-19 Travel Behavior Study

Kaite Justice gave a presentation to the Regional Advisory Council regarding the COVID-19 Travel Behavior Study that was conducted through the Idaho Policy Institute. All documentation was included in the packet for reference.

INFORMATION: Disadvantaged Business Enterprise (DBE) Program

Cameron Wells presented information on Valley Regional Transit's Disadvantaged Business Enterprise program goals. Details of the goals were included in the packet for information.

INFORMATION: On-Demand Transit Update

Leslie Pedrosa provided an update on the on-demand service in Canyon County. There was no significant change in August to September data. It was explained that any real change in ridership would require more local funding, which has not been forthcoming. Information was provided in the packet.

INFORMATION: Bus Stop Typology Study

Alissa Taysom provided an update on the sign development portion of the Bus Stop Typology Study. Detailed information was included in the packet for information. The final bus stop kit of parts will go to the Executive Board in December and on the Board of Directors for final approval in January 2023.

Information: Operations Update

Leslie Pedrosa provided RAC members an informational memo with operation updates. Answering a question, she said she has seen some usage of the new Rte. 30, which started October 3.

INFORMATION: Topics for Discussion

Walter Steed again took the opportunity to encourage members to bring up topics they would like to be considered as future agenda items.

Department/Staff Reports

INFORMATION: Department/Staff Reports

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

Adjournment – The meeting was adjourned at 10:52.

Next Regional Advisory Council Meeting:

November 15, 2022

VRT Boardroom

700 NE 2nd Street, Meridian, ID 83642



Executive Board - SPECIAL Meeting Minutes

November 16, 2022

1:00 PM

Open meeting link:

<https://us02web.zoom.us/j/85641079540?pwd=TGViZk9ucmZXdGNnUnZlSkVMbmdLZz09>

Close meeting link:

<https://us02web.zoom.us/j/81612208557pwd=TDdjROdKREdNNnRGMTThVZ0Q4ZXBmZz09>

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
John Bechtel, City of Wilder		Natalie Hilde, Thompson Consulting
Lantz Brown, Boise State		Scott Reilly, Affion Public
Elaine Clegg, City of Boise		
Debbie Kling, City of Nampa		
Lauren McLean, City of Boise		
Alexis Pickering, ACHD		
Joe Stear, City of Kuna		

Calling of the Roll - Chair Debbie Kling called the meeting to order with a quorum present at 1:01 p.m.

EXECUTIVE SESSION: Personnel Issue

At 1:05 p.m., Lauren McLean made a motion to move into executive session; Alexis Pickering seconded. The motion passed unanimously.

No decisions were made in or after the Executive Session.

Adjournment – Lauren McLean moved to adjourn the meeting the motion was seconded by John Bechtel. The motion passed unanimously; the meeting was adjourned at 5:02 p.m.



TOPIC	October 16, 2022 to November 15, 2022 Payment Register
DATE	December 5, 2022
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

The Executive Board will review and consider accepting the October 16, 2022 to November 15, 2022 payment register.

Summary

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

More Information

Attachments:

Payment Register - October 16, 2022 to November 15, 2022

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

Payment Register 10/16/2022 - 11/15/2022

<u>Vendor Name</u>	<u>Pymnt Date</u>	<u>Check Number</u>	<u>Amount</u>	<u>Invoice Description</u>
Access Idaho-26682	10/24/2022	56953	\$54.00	DLR Search
Ace Emissions	11/7/2022	ACH	\$20.00	Emission Test
Ace Emissions	11/7/2022	ACH	\$20.00	Emission Test
Ace Emissions	11/7/2022	ACH	\$20.00	Emission Test
AdaRide.Com, LLC	11/7/2022	ACH	\$2,739.00	Acquisition of Services
Affion Public	10/24/2022	ACH	\$9,333.33	Prof Srvc chief exec officer
Agnew Beck Consulting, Inc.	10/24/2022	ACH	\$3,635.00	Committee meeting/Outreach
Agnew Beck Consulting, Inc.	11/7/2022	ACH	\$2,756.25	Committee Meet/Tech Support
Alexander Clark Printing	10/24/2022	56954	\$77.00	Bike Signs
Alexander Clark Printing	10/24/2022	56954	\$7,642.57	Maps & brochures
Alexander Clark Printing	10/24/2022	56954	\$4,999.49	Route 30 Map Mailer
American Mechanical Corp	10/24/2022	ACH	\$277.50	HVAC Thermostat Replacement
Anthony, Elizabeth	10/24/2022	ACH	\$147.50	Volunteer Driver
Automotive & Industrial Distributors	11/7/2022	ACH	\$2,801.61	Coolant, Oil, ATF
Avero, LLC	10/24/2022	ACH	\$2,040.00	ERP System
A-Z Bus Sales, Inc	10/24/2022	ACH	\$278.76	Hubodometers
A-Z Bus Sales, Inc	11/7/2022	ACH	\$83.25	Vehicle
A-Z Bus Sales, Inc	11/7/2022	ACH	\$436.68	Base Latch, Repair Kit
A-Z Bus Sales, Inc	11/7/2022	ACH	\$218.52	Hydraulic Oil
A-Z Bus Sales, Inc	11/7/2022	ACH	\$1,870.62	ELECTRICAL BOARD
BADESHEIM, KELLI	10/24/2022	ACH	\$276.54	Reimb mileage
Barber, Richard P	10/24/2022	ACH	\$56.25	Volunteer Driver
Black Signs of Idaho, Inc.	11/7/2022	ACH	\$50.00	Rental Sign Back
Boise Air Terminal	10/24/2022	ACH	\$8,971.36	Land Rent
Boise Air Terminal	11/7/2022	ACH	\$8,971.36	Land Rent
Boise Community Radio Project	10/24/2022	ACH	\$380.00	Radio Ads
Boise Municipal Health Care Trust	11/7/2022	ACH	\$59,593.05	Health Ins Premiums
Boise Peterbilt	11/7/2022	ACH	\$293.40	Inventory Parts
Boise State Public Radio	10/24/2022	ACH	\$2,333.35	Radio ads
Bolen's Control House Inc.	11/7/2022	ACH	\$45.99	RADIO PARTS/ACCESSORIE
Brady Industries of Nevada, LLC	11/7/2022	ACH	\$690.33	Janitorial Supplies
Brandt, Loreli	10/24/2022	ACH	\$385.63	Volunteer Driver
BULEN, PHILLIP W.	11/7/2022	56971	\$183.36	Reimbursement - Shoes
Career Uniforms Partners	11/7/2022	ACH	\$73.80	Uniforms
Career Uniforms Partners	11/7/2022	ACH	\$281.45	Uniforms
CARNOPIIS, MARK	10/24/2022	ACH	\$59.00	Reimb - Gravity Forms 1yr license
CARNOPIIS, MARK	10/25/2022	ACH	\$59.00	Reimb - Gravity Forms 1yr license
Catapult3, Inc.	11/7/2022	ACH	\$1,960.40	SIGNAGE INSTALLATION
Catapult3, Inc.	11/7/2022	ACH	\$12,750.00	Bus wraps
Catapult3, Inc.	11/7/2022	ACH	\$3,120.00	SIGNAGE INSTALLATION
CenturyLink	10/24/2022	56955	\$137.76	Telecom Services 10/7-11/6
CenturyLink	10/24/2022	56955	\$173.87	Telecom Services 10/16-11/15
CenturyLink	10/24/2022	56955	\$138.80	Telecom Services 9/7-10/6
CenturyLink	11/7/2022	56972	\$352.83	Services 10/25-11/24
CenturyLink	11/7/2022	56972	\$267.57	Services 10/22-11/21
CenturyLink	11/7/2022	56972	\$69.56	Services 10/22-11/21
CenturyLink	11/7/2022	56972	\$329.60	Services 10/25-24
Christensen, Inc	10/24/2022	ACH	\$6,330.97	Unleaded Gasoline
Christensen, Inc	11/7/2022	ACH	\$9,416.26	Diesel
Christensen, Inc	11/7/2022	ACH	\$4,918.10	Engine Oil
Church of the Harvest	10/24/2022	ACH	\$12,591.87	Acquisition of Services
City of Garden City	10/24/2022	56956	\$67.06	Water/garbage/sewer
City of Garden City	11/7/2022	56973	\$66.10	Water, garbage, sewer
Cloverdale Plumbing Company	10/24/2022	56957	\$391.53	Fix restroom toilet
Colonial Life	11/7/2022	ACH	\$47.77	Ins. Premium
Commercial Tire, Inc	10/24/2022	ACH	\$218.00	Tires
Commercial Tire, Inc	10/24/2022	ACH	\$1,614.78	Tires
Commercial Tire, Inc	10/24/2022	ACH	\$489.90	Lube Service/misc repairs
Commercial Tire, Inc	10/24/2022	ACH	\$1,614.78	Tires
Commercial Tire, Inc	10/24/2022	ACH	\$683.70	Tires
Commercial Tire, Inc	10/24/2022	ACH	\$1,579.52	Tires, break service/rotors
Commercial Tire, Inc	10/24/2022	ACH	\$2,179.98	Tires
Commercial Tire, Inc	10/24/2022	ACH	\$1,174.98	Tires
Commercial Tire, Inc	10/24/2022	ACH	\$32.00	Tires
Commercial Tire, Inc	10/24/2022	ACH	\$263.80	Tires
Commercial Tire, Inc	11/7/2022	ACH	\$143.24	Lube filter
Commercial Tire, Inc	11/7/2022	ACH	\$453.14	Complete lube service
Commercial Tire, Inc	11/7/2022	ACH	\$101.57	Lube/oil change
Commercial Tire, Inc	11/7/2022	ACH	\$1,854.53	Premium brk service
Commercial Tire, Inc	11/7/2022	ACH	\$450.54	Tires
Commercial Tire, Inc	11/7/2022	ACH	\$15.08	Tires
Commercial Tire, Inc	11/7/2022	ACH	\$116.90	Tires

COMPASS	10/24/2022	ACH	\$9,600.00 Annual Membrship
Cummins Rocky Mountain, LLC	11/7/2022	ACH	\$2,991.71 ECM
Cummins Rocky Mountain, LLC	11/7/2022	ACH	\$5,396.61 Engine Overhaul Kit
Cummins Rocky Mountain, LLC	11/7/2022	ACH	\$41.48 Spray Paint
Cummins Rocky Mountain, LLC	11/7/2022	ACH	\$152.32 Screws, Studs
Cummins Rocky Mountain, LLC	11/7/2022	ACH	\$720.00 Insite Lite Renewal
Cummins Rocky Mountain, LLC	11/7/2022	ACH	\$720.00 Insite Subscription
Cummins Rocky Mountain, LLC	11/7/2022	ACH	\$750.00 QuickServe Subscription
Curtis Clean Sweep	10/24/2022	ACH	\$165.00 Sweep & Detail Boise Garage
CURTIS, JODI	11/7/2022	56974	\$50.00 Emp Reimb Cell- Nov
Custom Care Pest Services	11/7/2022	ACH	\$95.00 Pest Services
David Gregory Sherman	10/24/2022	56958	\$45.00 Windshield Repairs
David Gregory Sherman	11/7/2022	56975	\$45.00 Windshield Repairs
Day Wireless Systems	10/24/2022	ACH	\$90.00 Mobile Microphone
Day Wireless Systems	10/24/2022	ACH	\$350.00 Site Rental
Day Wireless Systems	11/7/2022	ACH	\$40.44 TR Site Rent
Delerok, Inc.	10/24/2022	ACH	\$1,200.00 UMO Monthly Fee's
Dell Marketing LP	11/7/2022	ACH	\$21,058.36 PowerEdge Server
DMC Sales	10/24/2022	ACH	\$527.60 Anti-Freeze & Washer Fluid
DMC Sales	11/7/2022	ACH	\$229.35 Red Coolant
DMC Sales	11/7/2022	ACH	\$556.00 Vehicle Anti-Freeze - Red
Dwaine S Lee, LLC	10/24/2022	ACH	\$341.00 Towing Service - N334
Dwaine S Lee, LLC	10/24/2022	ACH	\$192.50 Towing Service
Dwaine S Lee, LLC	10/24/2022	ACH	\$341.00 Towing Service N331
Dwaine S Lee, LLC	10/24/2022	ACH	\$170.50 Towing Service
Dwaine S Lee, LLC	11/7/2022	ACH	\$192.50 Towing Service
Eagle Senior Center	10/24/2022	ACH	\$11,830.80 Acquisition of Services
Ecolube Recovery, LLC.	10/24/2022	ACH	\$90.00 Parts Wash Monthly Lease
EISENBERG, GREGG	10/24/2022	ACH	\$2,321.79 Reimbursement - Recruiting Ads
EISENBERG, GREGG	11/7/2022	ACH	\$50.00 Reimb Cell - Nov
ELLER, KELLY	10/24/2022	ACH	\$24.98 Employee Reimbursement - Uniform Pants
ETA Phi Systems, Inc.	10/24/2022	ACH	\$5,091.70 OandM costs for CAD/AVL
ETA Phi Systems, Inc.	11/7/2022	ACH	\$5,951.70 OandM cost for CAD/AVL
Everbase Solutions LLC	10/24/2022	ACH	\$90.00 Vault Camera Offline - T&M
Everbase Solutions LLC	10/24/2022	ACH	\$210.00 Orchard Parking Lot Camera Repairs - T&M
Everbase Solutions LLC	10/24/2022	ACH	\$262.50 MSS - S2 Nodes Offline
Everbase Solutions LLC	10/24/2022	ACH	\$232.06 Orchard Parking Lot Cameras (Return Trip) - T&M
Everbase Solutions LLC	11/7/2022	ACH	\$1,170.00 Orchard - Camera Additions
Factory Motor Parts Co	11/7/2022	56976	\$108.82 Wheel Seal, Plug Boots
Factory Motor Parts Co	11/7/2022	56976	\$115.18 Wheel Seals
FASTENAL	10/24/2022	ACH	\$414.56 Vehicle parts
Fastsigns-Boise	10/24/2022	56959	\$105.00 Yard signs
FireXpert, Inc	11/7/2022	ACH	\$1,403.00 Fire System
First Transit	10/24/2022	ACH	\$49,166.60 Retro BIPD ins
First Transit	11/7/2022	ACH	\$140,738.54 Wrkr comp, mgmt fee, BIPD ins
Fleet Services	11/8/2022	ACH	\$382.64 Fuel
Fleet Services	11/8/2022	ACH	\$1,580.00 Fuel
FLICK, MELISSA JOYCE	11/7/2022	ACH	\$137.80 Reimbursement - Shoes
FUNKE, JENNIFER	11/7/2022	56977	\$124.97 Reimburse for toner
Gem State Paper & Supply	10/24/2022	ACH	\$453.18 Shop Supplies
Gem State Paper & Supply	11/7/2022	ACH	\$169.44 Shop Supplies
Gem State Paper & Supply	11/7/2022	ACH	\$28.21 Shop Supplies
Gem State Paper & Supply	11/7/2022	ACH	\$234.28 Shop Supplies
Gem State Paper & Supply	11/7/2022	ACH	\$371.45 Shop Supplies
Gillig, LLC	10/24/2022	ACH	\$133.59 Vehicle
Gillig, LLC	10/24/2022	ACH	\$1,591.58 Vehicle
Gillig, LLC	10/24/2022	ACH	\$261.61 Vehicle
Gillig, LLC	10/24/2022	ACH	\$1,386.36 Vehicle
Gillig, LLC	10/24/2022	ACH	\$186.24 Vehicle
Gillig, LLC	11/7/2022	ACH	\$781.90 Vehicle
Gillig, LLC	11/7/2022	ACH	\$365.72 Vehicle
Gillig, LLC	11/7/2022	ACH	\$139.85 Valve, Relay
Gillig, LLC	11/7/2022	ACH	\$143.28 Trans Filters
Gillig, LLC	11/7/2022	ACH	\$426.94 Wiper Arm, Idler Arm
Gillig, LLC	11/7/2022	ACH	\$390.73 Vehicle
Gillig, LLC	11/7/2022	ACH	\$79.70 Horn Assembly & Cover
Gillig, LLC	11/7/2022	ACH	\$448.09 Vehicle
Gillig, LLC	11/7/2022	ACH	\$43.99 Driver/Map Lamp
Gillig, LLC	11/7/2022	ACH	\$115.20 Seat Struts
Glass Doctor	10/24/2022	ACH	\$602.37 Windshield tint
GONZALEZ, DAVID	11/7/2022	ACH	\$210.62 Inventory Items Purchased on Ebay
Grainger Inc	11/7/2022	ACH	\$56.49 Lava Soap
Grainger Inc	11/7/2022	ACH	\$40.40 Push Brooms
Grainger Inc	11/7/2022	ACH	\$18.56 Do Not Use Tags
Grainger Inc	11/7/2022	ACH	\$126.82 Ladder Shield

Grainger Inc	11/7/2022	ACH	\$136.76	Measuring Containers
GUENTHER, JOSEPH	10/24/2022	ACH	\$510.84	Reimb tools/suplies Bench Install
HACKETT, ALEX	10/24/2022	ACH	\$175.00	Reimb LCI mbrshp/Safe Routs summit
HAMDARD, PARWIZ	11/7/2022	ACH	\$156.10	Reimbursement - Shoes & Cold Weather Gear
HASSAN, DEANNA	11/7/2022	ACH	\$50.00	Reimb Cell - Nov
Hawkeye Builders Inc	10/24/2022	ACH	\$116,607.46	VRT Orchard Pavement Expansion
Hawkeye Builders Inc	10/24/2022	ACH	\$261,572.41	Orchard Parking Lot Construction
Hawley Troxell Ennis & Hawley	10/24/2022	ACH	\$102.00	Legal Services
Hawley Troxell Ennis & Hawley	10/24/2022	ACH	\$1,186.00	Legal Services
Healea, Stephanie	10/24/2022	ACH	\$109.38	Volunteer Driver
Hi - Line	10/24/2022	ACH	\$376.46	Shop Supplies
Hi - Line	11/7/2022	ACH	\$283.22	Shop Supplies
HILL, CHARLIE	10/24/2022	ACH	\$28.81	Reimb bus door stop
HILL, CHARLIE	10/24/2022	ACH	\$75.00	Reimb SRTS Summit
Hot Shots, Inc.	10/24/2022	ACH	\$865.74	Courier Services
IBI Group Professional Services Inc	11/7/2022	ACH	\$21,377.47	Bus Stop Typlogy
ICRMP	11/1/2022	56970	\$25,000.00	Deductible Billing Invoice
Idaho Blueprint & Supply	10/24/2022	ACH	\$963.00	Sign printing
Idaho Love Light Solar, LLC.	10/24/2022	ACH	\$2,400.00	Install 12 bus stops signs
Idaho Love Light Solar, LLC.	11/7/2022	ACH	\$1,097.46	Installaiton of bus stops
Idaho Power	10/24/2022	56960	\$688.15	Utilities 9/14-10/13
Idaho Power	10/24/2022	56960	\$1,515.94	Utilities 9/14-10/13
Idaho Power	11/7/2022	56978	\$16.34	Utilities 9/27-10/26
Idaho Power	11/7/2022	56978	\$9,454.04	Utilities
Idaho Power	11/7/2022	56978	\$1,502.89	Utilities 10/1-11/1
Idaho Records Management, LLC	10/24/2022	ACH	\$40.00	Services- Storage
Idaho Records Management, LLC	11/7/2022	ACH	\$40.00	Storage Services
Impact Home Services	11/7/2022	ACH	\$189.00	Pest Control services
IntelePeer Holdings, Inc	10/24/2022	ACH	\$1,302.62	SIP Services for Sept
Intermountain Gas	10/24/2022	ACH	\$16.86	Utilities 9/13-10/11
Intermountain Gas	10/24/2022	ACH	\$9.79	Utilities 9/22-10/19
Intermountain Gas	10/24/2022	ACH	\$74.25	Utilities 9/12-10/10
Intermountain Gas	11/7/2022	ACH	\$9.79	Utilities 10/6-11/2
Intermountain Gas	11/7/2022	ACH	\$140.32	Utilities 10/6-11/2
Intermountain Gas	11/7/2022	ACH	\$86.81	Utilities 9/29-10/26
Intermountain Gas	11/7/2022	ACH	\$11.36	Utilities 9/23-10/21
Jacobs Engineering Group, Inc.	10/24/2022	ACH	\$18,552.10	Prof & Eng. Orchard Facility
Jacobs Engineering Group, Inc.	10/24/2022	ACH	\$59,107.20	State Street NEPA and Design
Jacobs Engineering Group, Inc.	11/7/2022	ACH	\$13,733.62	Orchard Facility Master Plan
JEDRY, JASON	10/24/2022	ACH	\$37.90	Emp Reimb Notry stamp
Jennifer Schneider	10/24/2022	56961	\$200.00	Executive Team mtng facilitation
Jeremy Ricky	10/24/2022	ACH	\$16,760.64	Purchase Transportation
Jeremy Ricky	10/24/2022	ACH	\$3,513.76	Purchase Transportation
Jeremy Ricky	10/24/2022	ACH	\$116.00	Purchase Transportation
Jeremy Ricky	10/24/2022	ACH	\$1,224.48	Purchase Transportation
Jeremy Ricky	11/7/2022	ACH	\$15,992.80	Purchase Transportation
Jeremy Ricky	11/7/2022	ACH	\$2,838.40	Purchase Transportation
Jeremy Ricky	11/7/2022	ACH	\$1,499.48	Purchase Transportation
Johnson Controls Fire Protection LP	11/7/2022	56979	\$658.26	Fire Alarm/Sprinkler Inspection
JoPaul & Sons LLC	11/7/2022	ACH	\$77.00	Vehicle Washes
Karcher Auto Parts	11/7/2022	ACH	\$113.90	Super Clean
Karcher Auto Parts	11/7/2022	ACH	\$81.78	Oil Filters
Karcher Auto Parts	11/7/2022	ACH	\$9.76	V-Belt
Karcher Auto Parts	11/7/2022	ACH	\$13.60	Lightbulbs
Karcher Auto Parts	11/7/2022	ACH	\$58.44	Silicone Spray, Parts Cleaner
Karcher Auto Parts	11/7/2022	ACH	\$217.45	Battery Tester, Belts
Karcher Auto Parts	11/7/2022	ACH	\$29.88	Shop Towels
Kenworth Sales	10/24/2022	ACH	\$357.78	Inventory Parts
Kenworth Sales	10/24/2022	ACH	\$51.72	Inventory Parts
Kenworth Sales	10/24/2022	ACH	\$380.66	Inventory Parts
Kenworth Sales	10/24/2022	ACH	\$333.80	Inventory Parts
Kenworth Sales	11/7/2022	ACH	\$288.90	Inventory Parts
Kenworth Sales	11/7/2022	ACH	\$52.90	Inventory Parts
Kenworth Sales	11/7/2022	ACH	\$85.88	Inventory Parts
Kenworth Sales	11/7/2022	ACH	\$13.73	Inventory Parts
Kenworth Sales	11/7/2022	ACH	\$126.98	Inventory Parts
Kenworth Sales	11/7/2022	ACH	\$19.96	Inventory Parts
Kenworth Sales	11/7/2022	ACH	\$385.55	Inventory Parts
Kenworth Sales	11/7/2022	ACH	\$156.73	Inventory Parts
Kenworth Sales	11/7/2022	ACH	\$117.22	Inventory Parts
Kenworth Sales	11/7/2022	ACH	\$2,492.99	Inventory Parts
Kenworth Sales	11/7/2022	ACH	\$234.40	Inventory Parts
Kenworth Sales	11/7/2022	ACH	\$189.20	Service - New ECM Installed
Kenworth Sales	11/7/2022	ACH	\$2,236.15	Wiring Harness
Kenworth Sales	11/7/2022	ACH	\$1,450.74	Actuators, O'Rings
Kenworth Sales	11/7/2022	ACH	\$169.24	Breather Element
Kenworth Sales	11/7/2022	ACH	\$302.13	Oil Pan Gasket
Kenworth Sales	11/7/2022	ACH	\$12.76	Hexagon Nuts

KLINFELTER, JOHN	11/7/2022	ACH	\$31.74	Reimbursement - Cold Weather Gear
KRONENBITTER, FRANK	11/7/2022	ACH	\$50.00	Reimb Cell - Nov
KROUPA, KRISTINA	11/7/2022	ACH	\$50.00	Reimb Cell - Nov
Kuna Senior Citizen Inc	11/7/2022	ACH	\$7,460.64	Acquisition of Services
Language Line Solutions	11/7/2022	ACH	\$10.00	Translation services
LifeMap Assurance Co	11/7/2022	ACH	\$1,881.24	Emp. Life ins. Premiums
Lithia Motors Payment Processing	10/24/2022	ACH	\$32.60	Inventory Parts
Lithia Motors Payment Processing	10/24/2022	ACH	\$155.07	Inventory Parts
Lithia Motors Payment Processing	10/24/2022	ACH	\$92.15	Inventory Parts
Lithia Motors Payment Processing	10/24/2022	ACH	\$25.88	Inventory Parts
Lithia Motors Payment Processing	10/24/2022	ACH	\$2,883.52	Inventory Parts
Lithia Motors Payment Processing	10/24/2022	ACH	\$744.84	Inventory Parts
Lithia Motors Payment Processing	10/24/2022	ACH	\$1,184.00	Inventory Parts
Lithia Motors Payment Processing	10/24/2022	ACH	\$299.54	Inventory Parts
Lithia Motors Payment Processing	10/24/2022	ACH	\$1,791.86	Inventory Parts
Lithia Motors Payment Processing	11/7/2022	ACH	\$428.81	Alternator
Lithia Motors Payment Processing	11/7/2022	ACH	\$321.81	Tie Rods
Lithia Motors Payment Processing	11/7/2022	ACH	\$376.40	Hoses, Spark Plugs
Lithia Motors Payment Processing	11/7/2022	ACH	\$572.10	Inventory Parts
Lithia Motors Payment Processing	11/7/2022	ACH	\$41.30	Shift Control Cable
Lithia Motors Payment Processing	11/7/2022	ACH	\$152.56	Filters
Lithia Motors Payment Processing	11/7/2022	ACH	\$474.83	Inventory Parts
Lithia Motors Payment Processing	11/7/2022	ACH	\$34.44	Mud Flap
Lithia Motors Payment Processing	11/7/2022	ACH	\$117.98	Wheel Seals
Lithia Motors Payment Processing	11/7/2022	ACH	\$275.80	Brake Pads
Lithia Motors Payment Processing	11/7/2022	ACH	\$9.08	O'Ring Rear Axle
Lithia Motors Payment Processing	11/7/2022	ACH	\$7.11	Radiator Cap
Lithia Motors Payment Processing	11/7/2022	ACH	\$345.20	Dipstick, Water Pump
Lithia Motors Payment Processing	11/7/2022	ACH	\$109.20	Washer Reservoir
Lizabeth C. Arkooosh	10/24/2022	ACH	\$9,300.00	1s QTR Rent Oct-Dec
Lotus Boise Corp	10/24/2022	ACH	\$700.00	Radio Ads
Lotus Boise Corp	10/24/2022	ACH	\$240.00	Radio Ads
Lotus Boise Corp	10/24/2022	ACH	\$300.00	Radio Ads
Lotus Boise Corp	10/24/2022	ACH	\$944.00	Radio Ads
Lotus Boise Corp	10/24/2022	ACH	\$300.00	Radio Ads
Lotus Boise Corp	10/24/2022	ACH	\$944.00	Radio Ads
Lowes Home Improvement	10/24/2022	ACH	\$32.27	Shop Supplies
Lowes Home Improvement	11/7/2022	ACH	\$91.34	Outdoor Flood Light
Luka Stankovic	10/24/2022	ACH	\$306.00	Taxi Scrip Transportation
Lyft, Inc	10/24/2022	ACH	\$1,074.03	Transit Connections Pass
Lyft, Inc	10/24/2022	ACH	\$386.72	Late Night Rides Pass
Machinery West, Inc.	11/7/2022	ACH	\$525.00	Annual Hoists Inspection
Mary M Johnson	10/24/2022	ACH	\$306.00	vinyl bench prints
Mary M Johnson	11/7/2022	ACH	\$140.00	E-bike decals
Master Rooter Service Inc	10/24/2022	ACH	\$1,509.00	Pumping O/W Sumps/ Heavy Sludge
Master Rooter Service Inc	11/7/2022	ACH	\$3,609.00	Plumbing Service
MAXWELL, WILLIAM GORDON	11/7/2022	ACH	\$50.00	Reimb Emp Cell - Nov
Mills, Wayne	10/24/2022	56962	\$579.38	Volunteer Driver
MultiCare Health System	10/24/2022	ACH	\$300.00	Drug Screens (4)
MultiCare Health System	11/7/2022	ACH	\$600.00	Drug Screens
Municipal Code Corporation	11/7/2022	ACH	\$4,600.00	Meetings Annual Renewal
Napa Auto Parts	10/24/2022	ACH	\$108.01	Vehicle Parts
Napa Auto Parts	10/24/2022	ACH	\$85.28	Vehicle Parts
Norco Inc	10/24/2022	ACH	\$316.98	Shop Supplies
Norco Inc	10/24/2022	ACH	\$11.70	Cylinder Rental - Nitrogen
Norco Inc	11/7/2022	ACH	\$1,889.34	Shop Supplies - First Aide
ODP Business Solutions, LLC	11/7/2022	56980	\$541.93	Office Supplies
ODP Business Solutions, LLC	11/7/2022	56980	\$67.17	Office Supplies
ODP Business Solutions, LLC	11/7/2022	56980	\$29.98	Office Supplies
ODP Business Solutions, LLC	11/7/2022	56980	\$122.49	Office Supplies
OMARI, MATIULLAH	11/7/2022	ACH	\$202.43	Reimbursement - Cold Weather Gear
O'Reilly Auto Enterprises, LLC	11/7/2022	ACH	\$191.92	Threadlock
O'Reilly Auto Enterprises, LLC	11/7/2022	ACH	\$17.14	Window Washer Pump
O'Reilly Auto Enterprises, LLC	11/7/2022	ACH	\$10.49	PlasticWeld
O'Reilly Auto Parts	10/24/2022	ACH	\$44.97	Vehicle
O'Reilly Auto Parts	10/24/2022	ACH	\$179.46	Inventory Parts
O'Reilly Auto Parts	11/7/2022	ACH	\$52.87	Inventory Parts
Pacific Office Automation	10/24/2022	ACH	\$589.18	Copier & printer lease
Paragon Consulting, Inc	10/24/2022	ACH	\$4,740.00	State street bus stop design
Parma Senior Center	11/7/2022	ACH	\$3,316.43	Acquisition of Services
Paul Construction, Inc.	10/24/2022	ACH	\$79,033.92	FY22 Bus stops
PEDROSA, LESLIE	10/24/2022	ACH	\$594.35	Emp Reimb
PNG Media LLC	10/24/2022	56963	\$126.63	Legal Notice
Primary Health Medical Group, LLC	10/24/2022	56964	\$425.00	DOT Physicals
ProPeople	10/24/2022	ACH	\$331.50	Temp Wages
ProPeople	10/24/2022	ACH	\$305.64	Temp Wages
ProPeople	10/24/2022	ACH	\$876.71	Temp Wages

ProPeople	10/24/2022	ACH	\$751.40 Temp Wages
ProPeople	11/7/2022	ACH	\$1,425.45 temp wages
ProPeople	11/7/2022	ACH	\$165.00 Temp wages
ProPeople	11/7/2022	ACH	\$247.50 Temp wages
ProPeople	11/7/2022	ACH	\$1,204.45 Temp wages
Proterra Operating Company, Inc	11/7/2022	ACH	\$11,666.86 Battery Lease
Quench USA, Inc	10/24/2022	ACH	\$289.95 Water Services
RCF Commercial Cleaning, LLC	10/24/2022	ACH	\$3,850.00 Janitorial service 6x for Oct
RCF Commercial Cleaning, LLC	11/7/2022	ACH	\$1,600.00 Oct Janitorial Service
RDK Corporation	10/24/2022	ACH	\$105.00 Background checks
RDK Corporation	10/24/2022	ACH	\$70.00 Background checks
RDK Corporation	10/24/2022	ACH	\$105.00 Background checks
RDK Corporation	10/24/2022	ACH	\$175.00 Background Checks
Right! Systems, Inc.	10/24/2022	56965	\$959.40 ESET PROTECT ESSENTIAL RENEWAL
Right! Systems, Inc.	11/7/2022	56981	\$20,982.00 Office 365 Licenses
Romaine Electric Corporation	10/24/2022	ACH	\$655.73 Vehicle
Romaine Electric Corporation	11/7/2022	ACH	\$471.60 Inventory Parts
SAMG Occupational Med - Emerald	10/24/2022	56966	\$35.00 Drug Screen/Physicals
SAMG Occupational Med - Emerald	11/7/2022	56982	\$450.00 Drug Screen/Physicals
Schmaljohn Design	11/7/2022	56983	\$200.00 Format e-bike ad board
Second & Broadway Condo Association	11/7/2022	56984	\$26,527.00 Cont. 2nd & Broadway operations
Senestre Creative LLC	10/24/2022	ACH	\$2,200.00 Mobile Ambassador Video
Shop Equipment Specialties, LLC	10/24/2022	ACH	\$1,454.50 Break Lathe Service
Shred-It USA- LLC	10/24/2022	ACH	\$115.38 Document Shredding
SIJ Holdings, LLC.	10/24/2022	ACH	\$111.04 Legal ad
Smith Power Products, Inc	10/24/2022	ACH	\$310.85 Inventory Parts
Smith Power Products, Inc	10/24/2022	ACH	\$310.85 Inventory Parts
Smith Power Products, Inc	10/24/2022	ACH	\$298.00 Inventory Parts
Smith Power Products, Inc	10/24/2022	ACH	\$1,859.28 Inventory Parts
Smith Power Products, Inc	10/24/2022	ACH	\$624.81 Inventory Parts
Smith Power Products, Inc	10/24/2022	ACH	\$276.38 Inventory Parts
Smith Power Products, Inc	11/7/2022	ACH	\$111.11 Inventory Parts
Smith Power Products, Inc	11/7/2022	ACH	\$607.99 Inventory Parts
Smith Power Products, Inc	11/7/2022	ACH	\$64.27 Inventory Parts
Smith Power Products, Inc	11/7/2022	ACH	\$161.27 Inventory Parts
Smith Power Products, Inc	11/7/2022	ACH	\$323.21 Inventory Parts
Smith Power Products, Inc	11/7/2022	ACH	\$873.26 Inventory Parts
SMITH, JOSHUA	11/7/2022	56985	\$50.00 Reimb Cell - Nov
Sprague Pest Solutions	10/24/2022	56967	\$137.67 Pest Control
SPX Corporation	10/24/2022	ACH	\$815.78 Farebox Parts
STANISLAW, GARRISON	11/7/2022	ACH	\$253.64 Reimbursement - Pants
Star Senior Center	11/7/2022	56986	\$4,379.27 Acquisition of Services
STIMPSON, THOMAS	10/24/2022	56968	\$140.00 Reimbursement - CDL Driving Test
STIMPSON, THOMAS	11/7/2022	ACH	\$158.78 Reimbursement - Pants & Shoes
STIMPSON, THOMAS	11/7/2022	ACH	\$99.00 Reimbursement - CDL Tests and License
Stoltz Marketing Group, Inc	10/24/2022	ACH	\$770.00 Monthly acct mgmt fee
Stoltz Marketing Group, Inc	10/24/2022	ACH	\$1,540.00 Sagfe Travel Newsletter production
Stoltz Marketing Group, Inc	10/24/2022	ACH	\$455.00 Safe Routes Website production
Stoltz Marketing Group, Inc	10/24/2022	ACH	\$630.00 Social Ads - Route 30
Stoltz Marketing Group, Inc	10/24/2022	ACH	\$15,000.00 Mktng Materials Meridain Rte 30
Supportive Housing & Innovative Partners	11/7/2022	ACH	\$25,471.29 Acquisition of Services
Syringa Networks, LLC	10/24/2022	ACH	\$4,820.00 Telecom Services
Tacoma Screw Products Inc.	10/24/2022	ACH	\$180.94 Nuts & Bolts
TAYLOR, TAGGART	11/7/2022	ACH	\$32.84 Reimbursement - Tools
TAYSOM, ALISSA	11/7/2022	ACH	\$86.92 Reimb for Hobby Lobby
That's Sharp, LLC.	10/24/2022	ACH	\$200.00 Nitrile Gloves - Orange
The Car Park, LLC	10/20/2022	ACH	\$75.00 Credit for overbill invoice 76931
The Car Park, LLC	10/25/2022	ACH	\$150.00 Credit for overbill invoice 76931
The Car Park, LLC	11/7/2022	ACH	\$1,425.00 Carpool
Thermo Fluids, Inc.	10/24/2022	ACH	\$23.00 Used Oil Pickup
Thompson and Associates, Inc.	10/24/2022	ACH	\$1,660.00 Recruiting Services
Thompson and Associates, Inc.	10/24/2022	ACH	\$5,830.75 HR consultations, coaching
Thompson and Associates, Inc.	10/24/2022	ACH	\$4,967.75 HR consult/issues/recruiting
Transpo Group USA, Inc.	10/24/2022	ACH	\$2,692.50 Environ. Study phase2 Fairview
Transpo Group USA, Inc.	10/24/2022	ACH	\$1,342.50 Kuna Transit Study
Transpo Group USA, Inc.	11/7/2022	ACH	\$1,911.25 Kuna Transit Study
Transpo Group USA, Inc.	11/7/2022	ACH	\$1,656.25 Envir. Study Phase 2 Fairview
Treasure Valley Coffee	10/24/2022	ACH	\$75.93 Coffee, Sugar, Creamer
Treasure Valley Coffee	11/7/2022	ACH	\$103.00 Coffee - Orchard
Treasure Valley Coffee	11/7/2022	ACH	\$17.50 Shop - First Aid
Treasure Valley Coffee	11/7/2022	ACH	\$122.00 Office - First Aid
Treasure Valley Coffee	11/7/2022	ACH	\$69.50 Coffee - MSS
Treasure Valley Coffee	11/7/2022	ACH	\$46.50 Water Cooler - Orchard
Treasure Valley Curb & Sprinkling Inc	10/24/2022	ACH	\$404.05 Landscaping - September

Treasure Valley Transit	11/7/2022	ACH	\$21,986.00 Subrecipient
TruckPro Holding Corporation	10/24/2022	56969	\$335.75 Inventory Parts
UniFirst Acct# 1395966	10/24/2022	ACH	\$233.65 Mats, Cloths, Uniforms
UniFirst Acct# 1395966	10/24/2022	ACH	\$233.65 Mats, Cloths, Uniforms
UniFirst Acct# 1395966	11/7/2022	ACH	\$233.65 Mats, Cloths and Uniforms
UniFirst Acct# 1395966	11/7/2022	ACH	\$233.65 Mats, Cloths and Uniforms
UniFirst Acct# 1410130	10/24/2022	ACH	\$310.29 Uniform Laundry Services
UniFirst Acct# 1410130	11/7/2022	ACH	\$194.90 Uniform Laundry Services
UniFirst Acct# 1410130	11/7/2022	ACH	\$284.79 Uniform & Laundry Services
United Way of Treasure Valley	10/24/2022	ACH	\$95.00 Emp contributions
United Way of Treasure Valley	11/7/2022	ACH	\$95.00 Emp contributions
United Way of Treasure Valley	11/7/2022	ACH	\$95.00 Emp. Contributions
UPS Freight	11/7/2022	56987	\$30.18 Delivery Service
US Bank Plaza Condominium Assoc., Inc.	10/24/2022	ACH	\$9,202.42 Association dues
Veolia Water Idaho	11/7/2022	56988	\$349.26 Water 8/23-10/25
Via Transportation, Inc.	10/24/2022	ACH	\$920.00 Vehicle Fee's
WASHINGTON, CORRIE	11/7/2022	ACH	\$50.00 Reimb Cell - Nov
Western Mountain Bus Sales	11/7/2022	ACH	\$265.58 Vehicle
Wex Bank	10/24/2022	ACH	\$330.54 Fuel - October
Wienhoff Drug Testing	11/7/2022	56989	\$35.00 Random Drug Test
Wing Power Systems, Inc	11/7/2022	ACH	\$1,230.00 Regulator
YBNOW LLC	11/7/2022	ACH	\$6,713.48 Rides 2 wellness transportation
			<u>\$1,401,107.09</u>

ACCEPTED:

CHAIR OF EXECUTIVE BOARD

ATTEST:

SECRETARY/TREASURER

TOPIC	FY 2022 Public Comment Summary Report
DATE	November 15, 2022
STAFF MEMBER	Mark Carnopis, Public Information Officer

Summary

In 2016, the Valley Regional Transit (VRT) Executive Board and the Regional Advisory Council (RAC) began discussing the need for a comprehensive public comment report regarding Valley Regional Transit services. This report would provide a general overview of public complaints and suggestions entered into our FleetNet document management system by VRT staff.

The report provides an overview on what the public has to say about their experiences using VRT transportation services. The report is provided to staff to identify and address problem areas.

The first two reports issued analyzed data from the first half and second half of fiscal year 2017. A decision was made to produce one public comment report that covered a full fiscal year beginning in FY 2018.

The FY 2022 report is the fourth year the document has been presented in a one-page format (developed with input from the Regional Advisory Council and Executive Board) rather than a multi-page report.

Findings

Total ridership in all service categories increased to 1,022,180 in FY 2022 from 901,688 in FY 2021. Report highlights:

- The total number of complaints (for all services) dropped by 53.4 percent (181 compared to 388 in FY 2021)
- The percentage of valid complaints from all service categories rose by 2.4 percent in FY 2022 compared to the previous year
- When considering ridership for all services, the valid complaints per 10,000 rides dropped to 0.7 percent from 1.6 percent the previous year.
- Boise fixed-route service, which makes up 85.3 percent of total ridership, experienced an almost 50 percent drop in valid complaints per 10,000 rides – to 0.55 from 1.04.

The VRT Regional Advisory Council (RAC) reviewed and approved the report at its November 15, 2022 meeting.

Staff Recommendation/Request:

Executive Board members are asked to approve the Fiscal Year 2022 Public Comment Report .

Implication (policy and/or financial):

No projected financial implications other than staff time needed to collect and analyze the information and write the report.

More Information: Mark Carnopis, VRT Public Information Officer, 258-2702 or mcarnopis@valleyregionaltransit.org

FY 2022 Public Comment Report (Oct. 1, 2021-Sept. 30, 2022)



Total complaints: 181 (388) Total valid: 72 (145) Percentage valid: 39.8% (37.4%)

Valid complaints per 10,000 rides: 0.70 (1.6) (does not include Misc. category)

(Note: Statistics in parenthesis are from FY 2021)

Service Type	Total complaints	Total Valid	Percentage Valid	Valid complaints per 10,000 rides	Top complaint categories (with valid percentages)	Total Ridership
Boise Fixed-route	111 (217)	48 (80)	45% (36.9%)	0.55 (1.04)	Missed Passenger 32: 50% (51%) Discourteous Driver 27: 33% (0%) Aggressive/Careless Driving 18: 27.8% --	871,666 (767,670)
Boise Demand Response	11 (30)	3 (14)	36.4% (46.6%)	1.17 (1.04)	Discourteous Driver 5: 0% (0%) Policies and procedures 5: 0% (38.7%)	25,727 (22,910)
Nampa/Caldwell Fixed-route/On Demand	22 (43)	8 (11)	36.4% (25.6%)	2.71 (3.86)	Discourteous Driver 5: 0% (28.6%) No other category had more than one complaint	29,439 (28,529)
Nampa/Caldwell Demand Response	3 (3)	1 (0)	33% (0%)	N/A	Two complaints for Discourteous Driver and one for Missed Passenger.	2,285 (2,304)
Inter county service	21 (46)	9 (14)	42.9% (30.4%)	1.84 (3.1)	Missed Passenger 6: 33% (0%) Discourteous Driver 4: 75% (25%) On-time performance 4: 50% (28.6%)	48,957 (40,159)
Specialized Transportation	9 (31)	2 (13)	22.2% (42%)	0.45 (3.1)	Aggressive Driver 5, Discourteous Employee 3	44,106 (40,096)
Misc: (IT, Mobility, Help Desk, Main Street Station)	4 (18)	1 (13)	30% (72%)	N/A	Discourteous Customer Service Specialist, Aggressive Driving	N/A

TOPIC	FY22 Performance Report - Quarter 4
DATE	November 16, 2022
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

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

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.

Each quarter this fiscal year, ridership continued to increase. The table below shows the trend of total ridership since fiscal year 2019, which is the base level used to determine trends following the pandemic.

Fiscal Year	Total Annual Ridership	Variance to 2019	Variance to Previous Year
2019	1,801,721	-	-
2020	1,597,490	-12%	-
2021	1,107,311	-39%	-31%
2022	1,288,177	-29%	+16%

Fixed-route ridership shows an increase of 21% in the fourth quarter. Detailed fixed-route ridership data show a 19% increase in ridership in Ada County. Boise State shows an increase of 46% in ridership. Intercounty service had a 24% increase in ridership, which VRT attributes to the increase in the price of fuel.

Demand response ridership shows an increase of 11% in the fourth quarter. When reviewing detailed ridership data, Ada County ACCESS ridership increased 10%. Canyon County ACCESS ridership had no variance. Canyon County On-Demand ridership increased 13%.

Specialized Transportation ridership shows an increase of 16% in the fourth quarter. Most services continue to show an increase in ridership. Below is the breakdown for each service:

- Metro Community Services had a 2% increase in ridership
- Shared Vehicle ridership, which only includes Interfaith Sanctuary at this time, had a 3% increase in ridership. This is the first time Interfaith Sanctuary has seen an increase in ridership since 2020
- Supportive Housing and Innovative Partnerships had a 3% decrease in ridership
- Kuna Senior Center had an 8% increase in ridership
- Village Van had a 111% increase in ridership

- Volunteer Driver had an 37% decrease in ridership
- Meridian Senior Center had a 184% increase in ridership
- Eagle Senior Center had a 15% decrease in ridership
- Star Senior Center had a 19% increase in ridership
- Harvest Transit had a 25% decrease in ridership
- Parma Senior Center had a 41% decrease in ridership
- Melba Senior Center started providing service in the third quarter of this fiscal year, but VRT does not have previous ridership to compare to, however ridership is included in the quarterly and year to date total
- Ada County Rides2Wellness had a 6% decrease in ridership
- Canyon County Rides2Wellness started service in fiscal year 2022, so there is no ridership to compare, however ridership is included in quarterly and year to date totals
- Meridian's Veteran's Shuttle had a 52% decrease in ridership

ACHD Commuteride had a 28% increase in ridership. ACHD Commuteride operated 74 vanpools by the end of the fourth quarter.

VRT First Mile, Last Mile services had a 24% decrease in ridership. Lyft Transit Connections had a 29% decrease in ridership. VRT Late Night had a 16% 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, Fourth Quarter

FY22 Fourth Quarter Ridership Report

FY22 Year to Date Ridership Report

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

VRT PERFORMANCE - 4th QUARTER, FY22

Item IV. G.

SUMMARY DASHBOARD

QUARTERLY					YEAR TO DATE				
FISCAL YEAR					FISCAL YEAR				
RIDES		2022	2021	% Change	RIDES		2022	2021	% Change
	FR	270,493	223,038	▲ 21.3		FR	1,022,875	882,444	▲ 15.9
	DR	16,004	14,326	▲ 11.7		DR	63,221	54,048	▲ 17.0
	ST	20,311	17,521	▲ 15.9		ST	76,439	64,027	▲ 19.4
	VP	33,038	25,814	▲ 28.0		VP	123,058	103,839	▲ 18.5
	FMLM	603	797	▼ -24.3		FMLM	2,584	2,953	▼ -12.5
	BS	-	-			BS	-	-	
	Total	340,449	281,496	▲ 20.9		Total	1,288,177	1,107,311	▲ 16.3
HOURS	FR	24,857	23,693	▲ 4.9	HOURS	FR	98,054	89,902	▲ 9.1
	DR	6,307	5,626	▲ 12.1		DR	24,274	21,419	▲ 13.3
	ST	6,227	6,094	▲ 2.2		ST	25,184	22,315	▲ 12.9
	VP	7,533	7,762	▼ -3.0		VP	28,619	29,710	▼ -3.7
	FMLM	86	119	▼ -27.7		FMLM	385	399	▼ -3.4
	BS	-	-			BS	-	-	
	Total	45,011	43,294	▲ 4.0		Total	176,516	163,745	▲ 7.8
RIDES PER HOUR	FR	10.88	9.41	▲ 15.6	RIDES PER HOUR	FR	10.43	9.82	▲ 6.3
	DR	2.54	2.55	▼ -0.4		DR	2.60	2.52	▲ 3.2
	ST	3.26	2.88	▲ 13.4		ST	3.04	2.87	▲ 5.8
	VP	4.39	3.33	▲ 31.9		VP	4.30	3.50	▲ 23.0
	FMLM	6.99	6.68	▲ 4.6		FMLM	6.71	7.41	▼ -9.5
	BS	-	-			BS	-	-	
	Total	7.56	6.50	▲ 16.3		Total	7.30	6.76	▲ 7.9
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 - 4th QUARTER, FY22

Item IV. G.

YEAR TO DATE RIDERSHIP DETAIL

FR - FIXED ROUTE			
	FY22	FY21	% Change
Ada County*	871,666	788,864	▲ 10.5
Boise State - Bronce Shuttle	105,144	53,322	▲ 97.2
Canyon County*	-	302	▼ -100.0
Intercounty*	46,065	39,956	▲ 15.3
FR SUB TOTALS	1,022,875	882,444	▲ 15.9
ST - SPECIALIZED TRANSPORTATION			
	FY22	FY21	% Change
Metro**	12,306	11,109	▲ 10.8
Shared Vehicle	260	455	▼ -42.9
SHIP**	12,822	12,950	▼ -1.0
Kuna Senior Center	2,636	1,732	▲ 52.2
Village Van	7,794	4,551	▲ 71.3
Volunteer Driver	1,404	2,234	▼ -37.2
Meridian Senior Center	5,390	2,023	▲ 166.4
Eagle Senior Center**	11,803	9,941	▲ 18.7
Star Senior Center	1,324	915	▲ 44.7
Harvest**	8,030	9,614	▼ -16.5
Parma Senior Center	2,287	2,250	▲ 1.6
Ada County Rides 2 Wellness	5,520	6,187	▼ -10.8
Canyon County Rides 2 Wellness	534	-	▲ -
Meridian Veteran's Shuttle	98	66	▲ 48.5
Melba	4,231	-	▲ -
ST SUB TOTALS	76,439	64,027	▲ 19.4

YEAR TO DATE RIDERSHIP	FY22	FY21	% Change
GRAND TOTAL	1,288,177	1,107,311	▲ 16.3

DR - DEMAND RESPONSE			
	FY22	FY21	% Change
Ada County**	28,299	23,198	▲ 22.0
Canyon County**	2,470	2,321	▲ 6.4
VIA Canyon County	32,325	28,529	▲ 13.3
Grocery Shuttle	127	-	▲ 0.0
DR SUB TOTALS	63,221	54,048	▲ 17.0

VP - VANPOOL			
	FY22	FY21	% Change
ACHD CommuteRide	123,058	103,839	▲ 18.51
BS - BIKESHARE			
	FY22	FY21	% Change
Boise GreenBike	-	-	▲ -
FMLM - FIRST MILE/LAST MILE			
	FY22	FY21	% Change
Lyft Transit Connections	2,216	2,701	▼ -18.0
VRT Late Night	368	252	▲ 46.03
FMLM SUB TOTAL	2,584	2,953	▼ -12.5

*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 - 4th QUARTER, FY22

Item IV. G.

QUARTERLY RIDERSHIP DETAIL

FR- FIXED ROUTE			
	FY22	FY21	% Change
Ada County*	232,915	195,618	▲ 19.1
Boise State - Bronce Shuttle	24,180	16,616	▲ 45.5
Canyon County*	-	-	■ 0.0
Intercounty*	13,398	10,804	▲ 24.0
FR SUB TOTAL	270,493	223,038	▲ 21.3
ST - SPECIALIZED TRANSPORTATION			
	FY22	FY21	% Change
Metro Community Services**	3,095	3,024	▲ 2.35
Shared Vehicle	71	69	▲ 2.90
Supportive Housing and Innovative Partnerships**	3,051	3,148	▼ -3.1
Kuna Senior Center	497	462	▲ 7.58
Village Van	2,037	966	▲ 110.87
Volunteer Driver	322	511	▼ -37.0
Meridian Senior Center	2,087	736	▲ 183.56
Eagle Senior Center**	2,786	3,280	▼ -15.1
Star Senior Center	303	255	▲ 18.82
Harvest Transit**	1,977	2,620	▼ -24.5
Parma Senior Center	483	820	▼ -41.1
Ada County Rides 2 Wellness	1,482	1,582	▼ -6.3
Canyon County Rides 2 Wellness	393	-	▲ -
Meridian Veteran's Shuttle	23	48	▼ -52.1
Melba	1,704	-	▲ -
ST SUB TOTAL	20,311	17,521	▲ 15.92

QUARTERLY RIDERSHIP GRAND TOTAL	FY22	FY21	% Change
	340,449	281,496	▲ 20.94

DR - DEMAND RESPONSE			
	FY22	FY21	% Change
Ada County ACCESS**	7,022	6,387	▲ 9.9
Canyon County ACCESS**	554	552	■ 0.4
Canyon County On-Demand**	8,371	7,387	▲ 13.3
Grocery Shuttle	57	-	#DIV/0!
DR SUB TOTAL	16,004	14,326	▲ 11.7

VP - VANPOOL			
	FY22	FY21	% Change
ACHD CommuteRide	33,038	25,814	▲ 27.98
BS - BIKESHARE			
	FY22	FY21	% Change
Boise GreenBike	-	-	▲ -

FMLM - FIRST MILE/LAST MILE			
	FY22	FY21	% Change
Lyft Transit Connections	502	710	▼ -29.3
VRT Late Night	101	87	▲ 16.09
FMLM SUB TOTAL	603	797	▼ -24.3

*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

TENTATIVE BOARD OF DIRECTORS AGENDA

Item VI. A.

CONSENT AGENDA

Approve minutes from the October Board meeting - Paula
Accept minutes from the Nov/Dec Executive Board meetings - Paula
Accept FY2022 Public Comment Report - Mark
Approve minutes from the October board work session - Paula
Acknowledge Payment Registers - Jason
Sign and Attest Payment Register – Jason
Approve VRT Employee Handbook – Jason
On-Call Engineering – Joe
CNG Rebuild and Maintenance Contract Award - Joe
Infrastructure contracts and capital contracts for LowNo Grant - Jacobs Engineering, Heliox, CTE - Stephen
Infrastructure contracts and capital contracts for LowNo Grant - Nova - Leslie
Temporary Employment Services (drivers) - Leslie
Approve 2024-2028 TDP priorities - Stephen/Alissa
Approve Bus Stop Typology/Kit of Parts/Branding-Alissa
Performance Report Q4

ACTION ITEMS

VRT Board/Executive Board Officer Succession and Open Position Nominations and Election - New Chair
then conducts remainder of meeting - Kelli
PUBLIC HEARING FY2023 Budget Amendment – Jason Jedry
Approve FY2023 Budget Amendment and FY2022 carry-forwards – Jason Jedry
Employee Compensation Schedule for 2023 - Karleigh
CEO Appointment - Chair Kling
Orchard Facility Construction Phase 2 new budget (Hawkeye) - Joe
Phase 2 Orchard Facility Engineering (Jacobs) - Joe

INFORMATION ITEMS

PROCUREMENTS

Procurement calendar

DEPARTMENT/STAFF REPORTS



TOPIC	Bus Stop Typology Study
DATE	December 5, 2022
STAFF MEMBER	Alissa Taysom

Staff Recommendation/Request

Staff is recommending the Executive Board recommend approval of the bus stop typology study kit of parts and blade redesign to the full Board.

Highlights

- **July 2021**
 - Project kickoff – complete
- **October 2021**
 - Basis of design workshop - complete
- **December 2021**
 - Draft kit of parts concepts, amenity standards, design guidelines - complete
- **January 2022**
 - Develop branding concept framework – complete
 - Existing conditions/technology options analysis – complete
 - Finalized basis of design – complete
 - Kit of parts workshop #1 – complete
- **February 2022**
 - Develop draft bus stop kit of parts – complete
 - Review draft signage/branding alternatives – complete
- **March 2022**
 - Refine and select final branding concept – complete
 - Technology concepts workshop – complete
 - Finalize technology concept for kit of parts – complete
 - Kit of parts VRT/partner agency review – complete
- **April 2022**
 - Kit of parts internal review – complete
- **July 2022**
 - Development of blade design – complete
- **October 2022**
 - Internal review - complete
 - External partner review - complete
 - Information item to RAC - complete
- **November 2022**
 - Finalize bus stop kit of parts
- **December 2022**
 - Action item to executive board
- **January 2023**
 - Action item to full Board

Summary:

Signage at bus stops provides important navigation and scheduling information for passengers of the transit system. VRT board direction to update existing bus stop signs prompted VRT staff to launch the bus stop typology study. The project goals are to update the current design and provide the public with bus information that is clear, correct and scalable across the system. Updates include alterations to sign blade layout, contents, materials, and additional infrastructure.

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

This project was approached in two sections, the first was the kit of parts, the second was the sign blade layout and design. The kit of parts was completed in the summer of 2022 and work began on the sign blade layout and design in late summer 2022.

Kit of Parts

VRT's vision for the bus stop is for each stop to function as a community gateway that provides the freedom to move. All parts of the kit were evaluated on how they supported either the community gateways or the freedom to move. The final kit of parts can be found here: [Kit of Parts](#)

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

To accommodate current services and planned premium corridors, the kit of parts creates two stop categories (standard and premium). Standard and premium categories allow VRT to provide higher levels of passenger amenities in a targeted way and on corridors where transit will be relied upon to carry more people. The kit of parts is being designed to provide bus stop tiers and categories in a cost-effective way, utilizing amenities that do not require custom foundations, minimal power and wireless



communication. The kit of parts accommodates various amenities including benches, shelters, bicycle racks off board fare payment, branding, etc. (see Attachment 1).

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

It is expected that the typology will also be helpful for VRT partners who support transit infrastructure through joint construction projects or development approval processes. VRT has been working with stakeholders to make sure this project will be useful to all parties. We have heard from our stakeholders that it will be important for the kit to be able inform both near-term accommodations and longer-term aspirational designs.

Sign Blade Layout and Design

With the new blade designs, VRT is simplifying the coloring of the routes. Instead of using a unique color for each route, routes will be categorized into three types of services, frequent/premium, local and express. Each route type will have its own designated color, allowing riders to see at a glance the types of service available at a stop. The sign blade layout can be found here: [Bus Stop Blades](#)

The concept for the new signs calls for them to be more visible, easy to understand, and include wayfinding information. Premium corridors will also include supplemental information, similar to the line maps on the front of the route brochures, indicating major destinations served by the premium routes.

VRT staff is developing timeline for the roll out of the updated stop signage, which is expected to start in the third quarter of FY2023.

Next Steps:

- **December**
 - Action item to executive board
- **January**
 - Action item to board
 - Initiate signage procurement
- **4th Quarter FY2023**
 - Begin signage replacement on premium corridors
 - Incorporate full kit of parts in the premium corridor stop improvements
- **FY2024**
 - Complete signage replacement on other routes
 - Incorporate full kit of parts into all bus stop investments



Implication (policy and/or financial)

Kit of parts will integrate passenger amenities, customer information and branding at

standard and premium locations. The sign blade layout and design will increase transit use by making the service more visible and easier to use.

The kit of parts was designed to be cost effective. The estimated average cost for replacing the sign, pole, hardware, supplemental map and installation is estimated to be \$592 per sign. The estimated cost for updating the signage on premium corridors is \$68,170 to be completed before the end of FY2023. The rest of the signs in the system will be replaced by the end of FY2024. The estimated budget for these improvements is \$384,300. The costs for updating signage on premium and standard routes has been budgeted for in the bus stop improvement and signage projects in FY2022 and FY2023.

It is currently estimated VRT will seek board approval for the signage replacement in the April 2023 board meeting.

The other elements from the kit of parts will be built into future bus stop improvement budgets or corridor projects such as the State Street corridor project.

More Information

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



TOPIC	Compensation Analysis
DATE	December 5, 2022
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

This is for information only.

Highlights

- VRT conducts a compensation analysis on an annual basis to ensure its compensation system is internally equitable and competitive in the marketplace
- Human Resources consultant completed a wage and compensation analysis September through November 2022

Summary

VRT's human resources consultant team completed a wage and compensation analysis to ensure VRT's compensation system is internally equitable and competitive in the marketplace. The analysis included existing positions and the CEO position as requested by the VRT Board.

The attached schedule is the consultant's recommendation for 2023. The recommended change to the schedule is based on an increase of 2% to the base rate of the schedule. The budget implication for this change is \$50,000. The FY2023 budget adopted in August included a 5 percent increase to the wage pool for merit-based salary increases which helped to mitigate the impact of this recommended change.

Implication (policy and/or financial)

Ensuring VRT has competitive salaries and benefits is important for recruiting and retaining the talent needed to achieve our mission. The cost to recruit and train an employee to proficiency ranges from \$35,000 to \$65,000 depending on the position.

VRT staff will bring a budget amendment recommendation of \$50,000 to off-set these increases to the Board in January. This budget amendment recommendation will be funded by Fleet Media advertising revenue.

More Information

Attachments:

Proposed 2023 Compensation Schedule

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

Proposed Salary Schedule 2023

Rank	Range Min	Market Mid	Range Max
14	\$ 115,645.68	\$ 136,053.74	\$ 163,264.49
13	\$ 103,255.07	\$ 121,476.55	\$ 145,771.86
12	\$ 92,192.03	\$ 108,461.21	\$ 130,153.45
11	\$ 82,314.31	\$ 96,840.36	\$ 116,208.44
10	\$ 73,494.92	\$ 86,464.61	\$ 103,757.53
9	\$ 65,620.46	\$ 77,200.55	\$ 92,640.65
8	\$ 58,589.70	\$ 68,929.06	\$ 82,714.87
7	\$ 52,312.23	\$ 61,543.80	\$ 73,852.56
6	\$ 46,707.35	\$ 54,949.82	\$ 65,939.79
5	\$ 41,702.99	\$ 49,062.34	\$ 58,874.81
4	\$ 38,259.62	\$ 45,011.32	\$ 54,013.59
3	\$ 35,100.57	\$ 41,294.79	\$ 49,553.75
2	\$ 32,202.36	\$ 37,885.13	\$ 45,462.16
1	\$ 29,543.45	\$ 34,757.00	\$ 41,708.40

TOPIC	2022 Revenue Analysis and Strategic Work Plan
DATE	November 21, 2022
STAFF MEMBER	Kelli Badesheim

Staff Recommendation/Request

This is for information only.

Highlights

- Spring 2018 – ValleyConnect 2.0 adopted
- Fall 2018 - Financial analysis and recommendations completed
- Winter 2019 - Transportation Development Plan (TDP) initiated
- Spring 2020 - Local Cost Allocation Methodology introduced into budget process
- June 2020 – Completed Pandemic Resiliency Action Plan and Strategic Objectives adopted by board
- July 2021 – staff contracted with EcoNorthwest to complete a Revenue Analysis
- March 2022 – staff contracted with Vitruvian to complete the Board Strategic Work Plan
- October 2022 – TDP adopted
- Throughout 2022 - Staff created internal work teams for key recommendations in the revenue analysis

Summary

Background

In 2018, VRT adopted Valleyconnect 2.0 as the strategic vision for public transportation services in the region. The plan design supports empowering public and private partnerships to develop services in the short-term, as well as a vision for a growth scenario assuming four-fold increase in revenue. In 2020, VRT experienced the disruption of the COVID-19 pandemic. In response, VRT completed our Resiliency Action Plan, which defined guidance for how VRT invested revenues to achieve a more sustainable foundation to build future services.

Expanding revenue streams is a high priority for VRT. The process VRT began to expand local revenue streams was disrupted by the pandemic because staff resources were immediately redeployed to addressing the immediate crisis. The federal relief funding VRT received through Coronavirus Aid, Relief and Economic Security Act (CARES) and American Rescue Plan Act (ARPA) allowed VRT to maintain service levels throughout the pandemic even when local jurisdiction contributions were not sufficient to cover all the expenses.

Service level increases in 2019 and 2020, cost increases driven by supply chain disruptions, deploying new electric vehicles, and labor shortages led to projected revenue shortfalls in FY2023. These funding shortfalls were addressed with additional relief funding and local savings due to previous allocations of federal relief funding. VRT is preparing service and budget scenarios in Boise and Canyon County in FY2024 that include possible service cuts based on revenue assumptions we have received from local jurisdictions.

Revenue Analysis

In 2021 VRT issued an RFQ to find a consultant to complete a revenue analysis with the objective to analyze existing and emerging revenue streams and develop a strategic plan for implementing new approaches focused on growing a sustainable system of public and private revenues. EcoNorthwest was the successful consultant for the project and initiated the project in summer 2021. In March 2022, the consultants provided the final deliverable called the Task 4 Memorandum – Implementation Plan and Appendices found at the following link: [Task 4 Memorandum - Implementation Plan and Appendices](#)

Below are relevant excerpts from the Task 4 Memorandum. One is the Task 2 Summary that includes the updated revenue assumptions for VC2.0 and the key findings from the analysis. The plan added a Limited Scenario based on current revenue streams and levels and updated the Growth Scenario costs from \$40 million annual need to \$48 million annual need. These changes will be incorporated into the update to VC 2.0 scheduled for FY2023. There are also key findings and an updated evaluation of different revenue streams.

Also included below is an outline summarizing the recommended implementation strategies and tactics. Based on the findings and recommended implementation actions, staff initiated several tactics and activities related to the recommendations throughout this year. Those are shown in the outline highlighted in bold font. Other activities are included but will require further discussion since they may require some allocation of financial or labor resources to complete. We will spend some time discussing the current work at the December Executive Board meeting.

Board Strategic Work Plan

In February 2022, the Executive Board initiated a strategic work plan for the VRT Board. Vitruvian consulting firm was procured to support that work. The two projects became linked because of the need for the board to engage in a meaningful way in revenue development activities.

VRT staff provided the revenue analysis as an input into the strategic work plan and FY2024-2028 Transportation Development Plan (TDP) development process. The final recommendation for the Strategic Work Plan is attached to this memo. The Strategic Work Plan project evolved into a deeper dive on the organizational structure and other foundational elements of the organizational governance.

The consultants determined there were some fundamental issues that need to be addressed regarding Board engagement before the board can establish a more detailed work plan. The Strategic Work Plan recommendation will be carried forward under the leadership of the new CEO. The consultant recommendation can be found at the following link: [Board Strategic Work Plan Final Report 2022](#)

Between these two documents and the work completed so far, there is a solid foundation for the new CEO and incoming chair to lead these two important initiatives in the new calendar year.

Implication (policy and/or financial)

A more detailed process flow for how the revenue analysis implementation plan and the strategic work plan relate to planning and budget development is attached. Building new,

more resilient and sustainable funding is integral to growing the transit system to the levels envisioned in the VC 2.0 growth scenario.

More Information

Attachments:

TDP Flow Chart

Task 2 Summary from Revenue Analysis

Revenue Analysis Implementation Strategies

[Task 4 Memorandum - Implementation Plan and Appendices](#)

[Board Strategic Work Plan Final Report 2022](#)

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

Task 2 Summary

VRT has two main scenarios for service expansion under their ValleyConnect 2.0 strategic plan: “Intermediate” and “Growth”. In these two scenarios, VRT predicts annual operating expenditures between \$20 to \$43.5 million, and capital expenditures between \$98 and \$216 million.

For the purposes of this study, VRT updated the two scenarios to accommodate a more short-term “Limited” scenario along with the original “Growth scenario” and to incorporate updated funding requirements and new federal funding sources. Under these two updated scenarios, VRT predicts annual operating expenditures of \$12 to \$48 million, and capital expenditures between \$28 and \$97 million (these estimated capital expenditures assume that federal grant money or new infrastructure spending will already provide for 50 percent of actual capital needs).

Limited scenario	Growth scenario
- \$28 million capital cost	- \$97 million capital cost
- \$12 million annual operating costs	- \$48 million annual operating costs

Key findings from the analysis:

In short, there is no single revenue source that is either currently legal or easily accessible to VRT and that could provide, by itself, the revenue required under even VRT’s Limited scenario. VRT’s existing revenue sources could be bolstered in the near-term to provide a portion of additional revenue needed under the Limited scenario. However, to reach the Growth scenario revenue targets, VRT would need to develop a core revenue source that is stable and scalable, and combine this with smaller, more supplemental sources. Developing new sources will take significant legal, organizational, and political effort. In detail:

- 1) Local option payroll and sales taxes are not currently allowed for use by VRT under Idaho State law, and could prove difficult to legalize, depending on legislative and public support. Property taxes are allowed, but there may currently be no specific jurisdictional mechanism VRT could use to levy property taxes directly.
- 2) Special assessment districts and joint development might be viable as a supplement but are not recommended as primary sources due to the level of effort required and their relatively low anticipated revenue (compared to direct taxes). Joint development in particular offers a flexible and politically neutral method of generating revenue, but would require a substantial portfolio of disposable properties (e.g. not needed for operations). VRT does not currently possess such a portfolio and building one would likely require partnership with local jurisdictions.

Furthermore, the state government has recently limited local jurisdiction property tax revenue capacity through HB 389, which reduces the rate at which property tax revenue budgets may grow. Without an alternative, this new set of regulations will limit VRT’s existing and future revenue streams since partner jurisdictions’ budgets will be squeezed between rising expenditures and capped tax revenue growth.

- 3) Development of any new revenue source will require a concerted, coordinated effort, not only by VRT staff, but also by existing partners, such as member jurisdictions, and the development of new

partnerships with existing groups and coalitions (through existing intergovernmental agreements (or “IGAs”) or similar mechanisms). VRT will also need to explore development of new groups founded with the primary objective of supporting VRT’s efforts.

Summary of revenue tools

Each revenue tool comes with trade-offs in terms of its ease of implementation, scale of revenue generated, political/legal barriers, and suitability for the Limited and Growth Scenarios. The joint development and special assessment district tools are better suited for near-term supplemental revenue generation alongside VRT’s current revenue streams (which could also be bolstered in the future). Property, sales, and payroll taxes are better suited as core revenue mainstays that could possibly replace the unpredictable and complex local contribution that VRT currently relies upon. Figure 3 below provides a matrix that compares the high-level findings around each tool from the Task 2 analysis.

Further information about work performed for Task 2 can be found in Appendix C of this document.

Figure 3. Revenue Tool Comparison Matrix

	Property Tax - Service-Scaled Line Item	Property Tax - Service-Scaled Direct Levy	Sales Tax	Payroll Tax	Joint Development (JD)	Special Assessment District
Description	VRT and partners agree upon a fixed percentage of local property tax revenue to be diverted to funding VRT service and capital expenditures for a set period. The percentage is scaled by level of service and the size of the local tax base.	VRT gains the authority to levy property taxes directly within its service area. Taxing districts could be classified as Community Infrastructure Districts (CIDs), with mill rates tailored in each jurisdiction to the area level of service.	VRT gains the authority to levy a local option sales tax within its service area.	VRT gains the authority to levy a local option payroll tax within its service area.	VRT institutes a value capture program in coordination with local developers to lease or dispose of properties, extracting rent, sales revenue, or developer agreements to improve transit infrastructure around sites.	VRT establishes a neighborhood-sized special assessment district(s), within which additional property taxes are levied for the express purpose of improving infrastructure through bonds.
Benefits	Fiscally stable, established mechanism with no serious legal efforts required outside of intergovernmental agreements.	Fiscally stable, currently legal mechanism. VRT's direct mill rates could be lower than many other regional services.	Somewhat stable, existing mechanism that would only need to be expanded within VRT's service area.	Can generate revenue with relatively low rates. Possibly easier to implement than property or sales tax.	Little to no legal obstacles to implementing this program. FTA encourages JD use. No public burden, politically popular	Can be popular with local business sectors, relatively few legal hurdles associated with implementation.
Difficulties	A significantly higher level of local cooperation between VRT and partner jurisdictions would be required. Rates are likely too high	Significant legal/political effort required to gain taxing authority. Good nexus, depending on district coverage.	Local option currently not legal in Idaho, requiring significant legal effort. Avoidance is easier than other taxing tools. Low nexus.	Local option likely not legal in Idaho, with no recent efforts to allow for local option. Significant political effort required. Relatively volatile, low nexus.	Requires large portfolio of valuable property that is also not required for operations.	Requires buy-in from a majority of property-owners in a contiguous commercial district. Limited to capital expenditures.
Revenue Capacity	Core	Core	Core	Core	Supplemental	Supplemental
Scenario Suitability	Limited	Limited & Growth	Limited & Growth	Limited & Growth	Limited & Growth	Limited & Growth

Revenue Analysis Implementation Strategies

Strategy A: Build upon existing partnerships with member cities

Tactics:

1. Strengthen core revenue sources with standardized formula (i.e., **scaled property tax for each jurisdiction**)
2. Support member jurisdictions and others to become more effective partners for transit (i.e., Local transit supportive development standards – model ordinances)
3. Build joint development opportunities
4. Build incrementally through small wins (i.e., **State Street Corridor Infrastructure, Eagle on-demand, Kuna Transit Study**)

Strategy B: Develop partnerships and build advocates for public transportation funding

Tactics:

1. Form a regional advocacy group
2. Develop supplemental services through public-private sponsorships (i.e., **Equitable Connected Innovative E bike, Supplemental fixed-route to events**)
3. Build incrementally through small wins (i.e., **Connected Canyon County Demonstration, Garden City Demonstration, Bogus Basin, Regional Beyond ADA coordination**)

Strategy C: Develop new revenue resources

Tactics:

1. Increase directly generated revenue (i.e., **Digital advertising, regional pass programs, enhanced communication and marketing, integrated payment systems, City Go, bus bench and shelter advertising**)
2. Determine feasibility of innovative approaches (i.e., **Bus + Property, Special Assessment Districts/Business Improvement Districts**)

Revenue Analysis

CURRENT SOURCES

- Jurisdictions
- Federal
- Direct (fares & advertising)

POTENTIAL SOURCES

- Direct (private)
- Local option tax (various)
- Special districts
- Competitive federal grants
- Non-profit fundraising

What revenue streams are possible?

Board Work Plan (Strategic Plan)

What can the board do to help raise funds and advance VRT?

Board governing structure	Short-term revenue strategies	Long-term revenue strategies

What new revenues could we use in the next 5 years?

ValleyConnect 2.0

Updated every 5 years w
range transportation plan

Item VII. B.

Vision, goals, & strategies

Performance measures

What BIG moves can we make to achieve the aspirational?

What is the vision and need?

ASPIRATIONAL

- High-level concepts
- Service
 - Capital
 - Programs

First-tier concept prioritization

What projects should we refine further?

What are the next investments?

What BIG moves need to be resourced and programmed into the TDP?

PROJECT IDENTIFICATION & REFINEMENT

- Service
- Capital
- Programs

TRANSPORTATION DEVELOPMENT PLAN

5-year investment strategy: service, capital, programs

5-YEAR REVENUE FORECASTS

5-YEAR EXPENSE FORECASTS

What does the Board need to do to keep services going?

Consider funding sources

Do expenses match revenue?

Second-tier prioritization

SPECIFIC FUNDING PLAN

Total budget

- % Federal
 - Formula
 - Competitive
- % Jurisdictional
- % Direct
 - Fare revenue (pass programs, visibility, marketing)
 - Advertising (shelters, benches)
- % Other
 - Direct (private)
 - Non-profit fundraising
 - Special districts (future)
 - Local option tax (future)
 - Bus & property (future)

CONSTRAINED

Programmed project list

- Service
- Capital
- Programs

SPECIFIC ACTION PLAN

- Services (grow, cut, delay, improve, restructure)
- Capital (maintain, expand, improve, delay, replace)
- Programs (expand, consolidate, reduce)

What did we get done?

Mobility
Orange = integration inputs

Revenue Analysis

CURRENT SOURCES

- Jurisdictions
- Federal
- Direct (fares & advertising)

POTENTIAL SOURCES

- Direct (private)
- Local option tax (various)
- Special districts
- Competitive federal grants
- Non-profit fundraising

Begin review 10/'22

Board Work Plan (Strategic Plan)

What can the board do to help raise funds and advance VRT?

Board governing structure

Short-term revenue strategies

Long-term revenue strategies

Finalize strategies for FY23-27 TDP 10/'22
Initiate strategies for FY23-28 TDP Q1 FY23

What BIG moves can we make to achieve the aspirational?

Current VC2.0 informs FY23-27 and FY24-28 TDP; VC2.0 update will inform FY25-29 TDP; starting 10/'23

Prioritization will be new with VC2.0 update and used in FY25-29 TDP; starting 10/'23

Identify strategies for FY24-28 TDP; starting Q1 FY23

ValleyConnect 2.0

Updated every 5 years with range transportation plan

Item VII. B.

Vision, goals, & strategies

Performance measures

ASPIRATIONAL
High-level concepts
• Service
• Capital
• Programs

Include Tiers 1 and 2 prioritization in VC2.0 FY23 update

First-tier concept prioritization

Prioritization will be new with VC2.0 update and used in FY25-29 TDP; starting 10/'23

PROJECT IDENTIFICATION & REFINEMENT
• Service
• Capital
• Programs

TRANSPORTATION DEVELOPMENT PLAN

5-year investment strategy: service, capital, programs

5-YEAR REVENUE FORECASTS

5-YEAR EXPENSE FORECASTS

Identify Board actions to grow private, direct, & advertising contributions & role of non-profit fundraising; Q4 FY22, Q1 FY23

Consider funding sources, Q2 FY23

Second-tier prioritization

SPECIFIC FUNDING PLAN

Total budget

- % Federal
 - Formula
 - Competitive
- % Jurisdictional
- % Direct
 - Fare revenue (pass programs, visibility, marketing)
 - Advertising (shelters, benches)
- % Other
 - Direct (private)
 - Non-profit fundraising
 - Special districts (future)
 - Local option tax (future)
 - Bus & property (future)

CONSTRAINED

Programmed project list

- Service
- Capital
- Programs

SPECIFIC ACTION PLAN

- Services (grow, cut, delay, improve, restructure)
- Capital (maintain, expand, improve, delay, replace)
- Programs (expand, consolidate, reduce)

Initiated with next VC update

Mobility
Orange = integration inputs

TOPIC	FY2024 – FY2028 TDP Strategic Priorities
DATE	Dec 5, 2022
STAFF MEMBER	Stephen Hunt

Staff Recommendation/Request

This is an information item. Staff will introduce the strategic priorities and proposed changes.

Highlights

Valley Regional Transit (VRT) staff is moving forward with the approved TDP FY2024 budget schedule

- October 2022 – VRT Board adopted the FY2023-FY2027 TDP
- November 2022 – Staff initiated outreach with local jurisdictions, commissions, and boards
- January 2023 – Board will act on FY2024-2028 strategic priorities
- May 2023 – Staff presents first draft of FY2024-2028 TDP

FY2024 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

Summary

The strategic priorities are used to discuss, guide and structure investments throughout the transportation development plan.

Current Strategic Objectives – Adopted January 2022

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

In keeping with these priorities staff has

- Continued to use emergency federal relief funding to keep revenue streams intact
- Begun working with local funding partners to resolve funding shortfalls in FY24
- Programmed capital projects in FY23 and the TDP that support ongoing maintenance
- Delayed the service expansion schedule in the FY23-FY27 TDP

Staff met with the Regional Transit Team in November and received feedback on current objectives and proposed changes. The priorities have been updated to reflect input from financial supporters and stakeholders in the region. Exhibit A provides an outline as to how the resulting objectives may guide investments, staff work, and priorities via the TDP.

Proposed Strategic Priorities - Exhibit A

- S1. **Maintain** transit services and establish sustainable revenues
- S2. **Maintain** transit assets in a state of good repair
- S3. **Improve** access to existing transit
- S4. **Expand** service types, hours, and connections

Implication (policy and/or financial)

The adopted strategic objectives will guide the schedule and scope of investments in the five-year transportation development plan and revenue allocation. These strategies are consistent with previous strategic objectives adopted by the board and will bring VRT closer to achieving the goals outlined in ValleyConnect 2.0.

More Information

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

Exhibit A - Draft FY2024-28 TDP Strategic Priorities and Objectives

Priorities	Objectives	Example Potential Actions
S1. Maintain transit services and establish sustainable revenues	• Address and correct funding shortfalls by 2025 • Return fare revenue to pre-covid levels by 2027 • Grow advertising revenue • Make progress toward cash and maintenance reserve	• Restructure services to match existing local funding contributions • Establish non-municipal funding streams • Discuss cash reserve contributions annually with funding partners • Build sellable advertising asset inventory • Grow marketing strategies aimed at increasing ridership • Continue research and preparing for enabling local option, non-profit, and special district revenue streams
S2. Maintain assets in a state of good repair	• Close capital funding gap and small urban asset backlog by 2028 • Maintain current state of good repair in the large urban area	• Adopt programming policy e.g., Aim for 70% of dedicated capital funding to projects identified in the transit asset management plan • Adopt TAM performance thresholds e.g. maintain 80% of assets in a state of good repair as defined in the transit asset management plan • Continue to assess capital contributions of all associated service partners
S3. Improve access to existing transit	• Improve bus stop signage regionwide by 2025 • Continue multimodal trip planning and fare payment integration • Complete first premium transit corridor	• Adopt and implement new bus stop typology plan • Scope projects for improvements on premium corridors and major transfer facilities • Apply for additional funding to implement premium corridor facilities • Leverage opportunities and partnerships with local agencies
S4. Expand service types, hours, and connections	• Improve frequency and span on high performing routes • Implement new services and connections in high growth areas	• Program service enhancements to reach all day frequent service on premium corridors • Activate pilot programs and new service models as supported by local funding



TOPIC	Digital Display project
DATE	December 5, 2022
STAFF MEMBER	Jason Rose

Staff Recommendation/Request

This is an information item.

Highlights

- VRT has created an internal working group to assess the potential of incorporating digital display screens across, rolling stock, facilities, and other assets to improve our ability to communicate quickly and efficiently to passengers, build revenue, and create additional advertising opportunities
- Estimated timeline
 - FY23 Q1: Project scoping, planning, etc.
 - FY23 Q2: RFP released; update media kit
 - FY23 Q2 – Q4: Display installation on 8 fixed-route buses; test with VRT messaging, solicit rider feedback, and assess for potential expansion
 - FY24: Potential expansion to fixed-route fleet remainder (total 28 buses, leaving 8 additional fixed-route buses that will age out before making installation worth the investment – installation on new bus orders would occur at the factory); begin ad sales; potentially incorporate into other venues (transit centers and other facilities)

Summary

Valley Regional Transit is developing a project to incorporate digital display screens across rolling stock, facilities, and other assets to improve our ability to communicate quickly and efficiently to passengers, build revenue, and create additional advertising opportunities. VRT currently has digital display screens only at Main Street Station and Happy Day Transit Center.

The project will begin with the installation of digital screens on board an estimated eight (8) fixed route buses in FY23 and include the remainder of the existing fixed route fleet in subsequent years. New bus orders would include necessary hardware to integrate into the system.

The project also includes the opportunity for displays in other critical locations in the future, potentially utilizing additional vehicles, transit centers, VRT offices, transfer points, bus shelters, and other VRT facilities. To fully benefit from an integrated digital system, the project will ensure scalability and futureproofing to include any potential needs.

These additional digital displays will improve VRT's ability to communicate quickly and efficiently to passengers and the community. The screen content, which would be managed and controlled by a single content management system, could include passenger information, real-time bus arrivals, stakeholder promotions, and the promotion of VRT services, programs, and communications channels. It would also provide a new advertising

opportunity, giving VRT an easy-to-manage and customizable sales channel that could be as far-reaching as the entire network or as specific as a single screen or a geo-targeted bus route.

The efficiency gains in this project can't be understated – whether the content is a VRT programs graphic, a stakeholder event promotion, or a paid advertisement, we will be able to develop and/or share a digital sign instantly across any number of screens rather than printing, installing, and removing posters on board the bus fleet. Additionally, the potential for a variety of content can provide a new level of communications – we would be able to rotate through a selection of images, messages, and video, rather than relying on a static poster in a limited space. There is tremendous potential to partner with a greater number of advertisers, including targeted outreach to businesses along transit corridors.

The project working group has outlined keys to success, including, but not limited to: simplicity of use, sustainability across one-time and multiple-year projects, scalability, visibility of the VRT brand, measurability, ability to deliver maximum value to VRT and potential clients, opportunity to build good will and a positive image for VRT and partners, and opportunity for advertising growth with defined investment packages.

Staff are developing a Request for Proposals (RFP) to potential vendors. Connected projects include market research and updates to the brand guide and media kit.

Implication (policy and/or financial)

- Financial – cost
 - Based on initial investigations, estimated costs are listed below (RFP responses will provide final cost impacts)
 - Installation, initial 8 buses – est. \$30,000
 - Source: leftover project dollars from CAD/AVL project
 - Installation, additional 28 buses – est. \$100,000
 - Source: assumed formula grant dollars (pending budget)
 - Monthly ongoing expense – est. \$69/bus
 - Annual expense, fleetwide – est. \$30,000
- Financial – revenue
 - Possible revenue shows a conservative estimate of \$40K/year across the entire fleet, with content split 50/50 between VRT messaging and advertising (assuming 30 sec spots while service is running)
 - Assuming advertising stays segmented at a 50/50 content split with conservative ad rates (which will be determined by market research), the revenue for this investment alone pays for ongoing costs, helping to offset the cost of a much-improved public messaging channel
- Policy
 - Possible updates to media policy required
 - Market research needed to update media kit

More Information

For detailed information contact: Jason Rose, Communications & Engagement Director, 208-258-2739, jrose@valleyregionaltransit.org

Valley Regional Transit FY2023 Procurement Calendar

Type of Procurement	Project Manager	Estimated Cost	Estimated Issue Date	Estimated Executive Board/Board Action Date	Required Approval
On-Call Engineering	Joe Guenther	250,000	Aug-22	Jan-23	Board of Directors
CNG Rebuild & Inspection Services	Joe Guenther	102,500	Oct-22	Jan-23	Executive Board
Promotional Materials	Jason Rose	25,000	Nov-22	Dec-22	Executive Director
Temporary Employment Services - (Drivers)	Leslie Pedrosa	300,000	Nov-22	Jan-23	Board of Directors
On-Call Technical Support Services	Nick Moran	140,000	Nov-22	Jan-23	Executive Board
ERP System Replacement	Jason Jedry	1,300,000	Nov-22	Apr-23	Board of Directors
Custom Vinyl Graphics	Jeremy Gianchetta	75,000	Dec-22	Mar-23	Executive Board
Real Time Information Signs	Joe Guenther	TBD	Jan-23		
Happy Day HVAC Equipment	Joe Guenther	TBD	Jan-23		
Vehicle Maintenance Fluids	Leslie Pedrosa	TBD	Jan-23		
Vehicle Maintenance Parts	Leslie Pedrosa	TBD	Jan-23		
Bus Stop Sign Blade Update	Joe Guenther	280,000	Jan-23	Apr-23	Board of Directors
Ticket Vending Machines	Kaite Justice	700,000	Jan-23	Apr-23	Board of Directors
On-Call Planning	Stephen Hunt	250,000	Feb-23	Apr-23	Board of Directors
Regional Radio Lease and Maintenance Agreement	Leslie Pedrosa and Nick Moran	140,000	Mar-23	May-23	Executive Board
Courier Delivery Services	Jeannette Ezell	49,000	Mar-23	May-23	Executive Director
Ada and Canyon County Operating Contract	Leslie Pedrosa	TBD	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
Bus Stop Benches	Joe Guenther	TBD			

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

Updated 11-11-2022



TOPIC	Executive Director Report
DATE	November 18, 2022
STAFF MEMBER	Kelli Badesheim

Organizational Changes

After completing the first phase of organization alignment changes in October, VRT staff are moving forward to the second and third phases of implementation. The next phase of work is building better cross-function communication and ensuring more informed decision-making throughout the organization. This phase of work includes setting up work groups aligned with specific plans, specifically, the Transportation Development Plan (TDP), Communications and Engagement Plan (CEP) and the Integrated Mobility Plan (IMP). These work groups will be focused on project delivery, communications and marketing, and internal and external partner and services coordination. The first phase of the organizational realignment included updated job titles for the executive staff from director to chief.

Salary Survey and Compensation Adjustments

Thompson Consulting, VRT's third-party HR contractor, recently completed an update to our salary survey per a board request in January 2022. The concern expressed by the board is ensuring market capacity for the CEO position and recruitment and retention of existing staff. VRT made good progress in the last couple years ensuring we have both internal equity and market competitive salaries. Based on the current survey, the consultants are recommending a 2% increase in the overall compensation schedule. We have projected a \$50,000 impact on the budget to adjust some salaries, with the bulk of that going to the CEO salary. We have identified a source to cover the required salary adjustment in the 2023 budget. With continued fluctuations in the labor market, we have been conducting mid-year reviews and spot checks on some positions. Going forward VRT staff will bring to the board each January a current recommendation on the employee compensation schedule. This will then be used as a data input for making salary decisions and informing the next year budget projections.

Connected Canyon County

The open houses with Community Partners and the community at-large is scheduled for next month. There will be a virtual open house on December 14 and an in-person open house on December 15 at the Happy Day Transit Center in Caldwell. Following the open houses staff will generate a summary 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.

Executive Director Transition

I continue to focus on preparing for the transition of the new CEO to Valley Regional Transit. The selection process is staying on schedule with a final recommendation for the new CEO being completed in December. The Board will then be asked to consider the recommendation at either a special or regularly scheduled board meeting in December or

January. 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. One of those focus area is to present the revenue analysis and strategic work plan deliverables to the Executive Board at their December meeting. Aside from this are of work I will be wrapping up Connected Canyon County, supporting the plan for updating our business approach to specialized transportation services and the electric assist bike share system, 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
- Providing staff support to the State Street Corridor Executive Team

More Information

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



TOPIC	Operations Department Staff Report
DATE	November 16, 2022
STAFF MEMBER	Leslie Pedrosa

Summary

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

Regional Operations

- VRT continues to work with Via Mobility, LLC to prepare for the scheduling software launch planned in December with Metro Community Services, Harvest Transit, and Supportive Housing and Innovative Partnerships. Staff will continue to assist Eagle Transportation Department and ACCESS service providers, as needed, with the new scheduling software.

There have been a couple of issues with service to passengers on ACCESS in the Boise service area. The previous scheduling software allowed rides to be scheduled, that were outside of the $\frac{3}{4}$ -mile service area of a fixed-route, required by the Americans with Disabilities Act referenced in Circular FTA C 4710.1. This has caused some passenger to not continue using the service as they had previously. VRT staff is working with these passengers to determine a solution for their transportation needs.

- At this time, all six battery electric bus chargers are working. Proterra continues to be onsite to work on battery electric bus issues as needed. At the time of this memo, delivery of the three additional charging stations Proterra is providing to VRT are expected to arrive and be installed in December. These chargers were expected to be installed at the end of summer, at no cost to VRT. Proterra still expects 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 has started working on a regional, on-demand, Beyond ADA project. This project is broken into four phases. In the first phase of this project, VRT staff will update the Specialized Transportation Analysis that was completed in 2020. VRT will also engage focus groups that include stakeholders and community members currently serving the targeted population. The input received during focus groups will be discussed with an established steering committee to determine a solution.
- VRT staff continues to work with the City of Eagle, on a new on-demand service. This service is expected to launch in the second quarter of the fiscal year. The City of Eagle is also working with VRT to launch a circulator that will begin in the second quarter of this fiscal year and operate Friday – Sunday.

- In the first month of service, VRT has received a lot of feedback on Route 30 Pine. Many comments state that the timing needs to be revised to allow better connections to other routes. VRT will be looking at the schedule of this route at the next service change.

Highlights:

Contracted Transportation

Canyon County Highlights

- No preventable accidents in October
- Intercounty on-time performance 59% for October
- ACCESS on-time performance 95% for October
- On-demand on-time performance 84% for October

Ada County Highlights

- No preventable accidents in October
- Fixed-route on-time performance 85% for October
- ACCESS on-time performance 97% for October
- Launched service change on October 3, which included the new route in Meridian

Specialized Transportation

- Eagle Senior Center continues to see efficiencies improve with new scheduling software
- Most services have seen an increase in ridership
- Working with Harvest, SHIP and Metro to get new scheduling software set up for December launch

Information Technology and Intelligent Transportation Systems

- Staff resolved 147 support requests from 174 submitted in October
- Submitted paperwork to secure additional domain names
- Provided information for upcoming procurements
- Working on data platform for a dashboard report on website

Compliance

- Working on updates to several VRT procedures to capture mandated changes
- Updating the Public Transportation Agency Safety Plan (PTASP) with new requirements
- Preparing the automatic passenger counter's recertification letter for National Transit Database (NTD)
- Reviewing fiscal year 2022 data to prepare for annual NTD reporting

Customer Service Support

- Customer service handled 2,794 of 3,047 phone calls for information, with 252 calls abandoned. The average call time was 2 minutes, 43 seconds and the average hold time was 18 seconds in October.
- Reservationist handled 1,111 of 1,174 phone calls to change or schedule a ride on ACCESS, with 50 calls abandoned. The average call time was 4 minutes, 8 seconds and the average hold time was 15 seconds in October.

- On-demand services handled 628 of 708 phone calls to schedule a ride, with 79 calls abandoned. The average call time was 1 minute, 38 seconds and the average hold time was 21 seconds in October.
- October City Go Pay mobile ticket sales totaled \$9,958.50

Bike Share

- Staff collected all e-bikes from service area, following the Vall-eBike pilot ending September 30
 - Total trips during pilot totaled 2,442
- Staff is working to secure funding to relaunch a bike share program in the spring of 2023
- Staff began preparing for the Cranksgiving event planned for November 19

More Information

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

TOPIC	Finance and Administration Activity Report
DATE	December 5, 2022
STAFF MEMBER	Jason Jedry

Summary

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

Highlights

Budget/Finance

- Finance staff are finalizing the soft close of the 4th quarter of FY2022
- Finance staff are actively preparing for the FY2022 independent annual audit
- Finance staff is preparing to submit the Authorities FY2022 National Transit Database information to the FTA
- 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 agreements for FY2023
 - Subrecipient reviews
 - Project funding forms
 - End of year grant reconciling

Procurement

- Procurement and Contracts Specialist is working on:
 - Fire Extinguisher Services
 - ERP Software Procurement and Implementation Services
 - On-Call Technical Support Services
 - Bus Auto Body Repairs
 - Temporary Employment Services

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



TOPIC	Communications and Engagement Update
DATE	December 5, 2022
STAFF MEMBER	Jason Rose

Summary

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

Highlights

Communications

- Staff published four (4) press releases and web stories over the last month, including the Route 45 fare shift, the end of the Vall-eBike pilot, and promotions for Cranksgiving and Stuff the Bus
- We continue to build website and social media content, and are working with our marketing partner on creating additional website tools for new content types; additionally, we are working toward updated templates, marketing/brand/content guidelines, and other tools to increase visibility

Engagement

- In addition to regular outreach to partners across the region, staff has been participating in annual outreach that COMPASS conducts with their members
- Staff is working on upcoming VRT-sponsored and hosted events – Cranksgiving (November 19) and Stuff the Bus (December 3)
- The team continues to explore event participation opportunities and develop promotional and service plans around community activities
- VRT is conducting new staff orientation this month, which consists of classroom presentations and tours of the system; we are planning to offer versions of the orientation to stakeholders in the near future

Marketing/Sales

- VRT has radio and TV broadcast ad partnerships; on the radio side, we submit content to three outlets for airtime on two-week cycles; on TV, we partner with KTVB, and have just finalized promotional videos for Routes 30 and 45
- We are exploring additional ways to promote services – specifically the 30 and 45 – including social media promotions and mailers
- Media sales:
 - FY22 total: \$764,536.00
 - FY23 year to date: \$419,747 (contracted)
 - FY23 goal: \$850,000

More Information

Attachments: None

For detailed information contact: Jason Rose, Communications and Engagement Director, 208-258-2739, jrose@valleyregionaltransit.org

TOPIC	Development Department Monthly Report
DATE	November 16, 2022
STAFF MEMEBER	Stephen Hunt

Summary

Development Department activities for November 2022 report

VRT Strategic Plan

Goal 1 - Demonstrate responsible stewardship of public resources

Performance Based Decision-making

- **Transportation Development Plan (TDP)**
VRT staff kicked off the 2024-2028 TDP Process.

Funding Development

- **Budget Development** –Staff has initiated conversations with funding partners about the FY2024 budget.
- **Grant Opportunities** –VRT will use the 2023-2027 TDP and collaboration with its funding partners to find and pursue additional funding opportunities.

Goal 2 – Increase Ridership and Revenue

- **FY2024 Service Changes** – VRT staff has provided existing data to Transpo who has begun a review systemwide transit performance which will inform service reductions and restructures to be proposed in FY2024.
- **Ridership Growth** – Development staff continues to track ridership performance. Ridership levels have continued to trend upwards since February of 2021.

Goal 3 - Build institutional and regional capacity

Regional Capital Enhancements

- **Orchard Facility Master Plan**
Hawkeye continues construction activities at the Orchard Maintenance Facility. Construction includes storm water/drainage facilities, pavement for parking lot expansion, and utilities. Construction is ongoing, the cold weather may delay paving of the new lot until next construction season. 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**

Except for the Goddard and Milwaukee (Goddard Linear Park) stop, which has been withdrawn, all planned FY2022 bus stop construction is complete.

Regional Corridor Planning

- **State Street Corridor Projects**

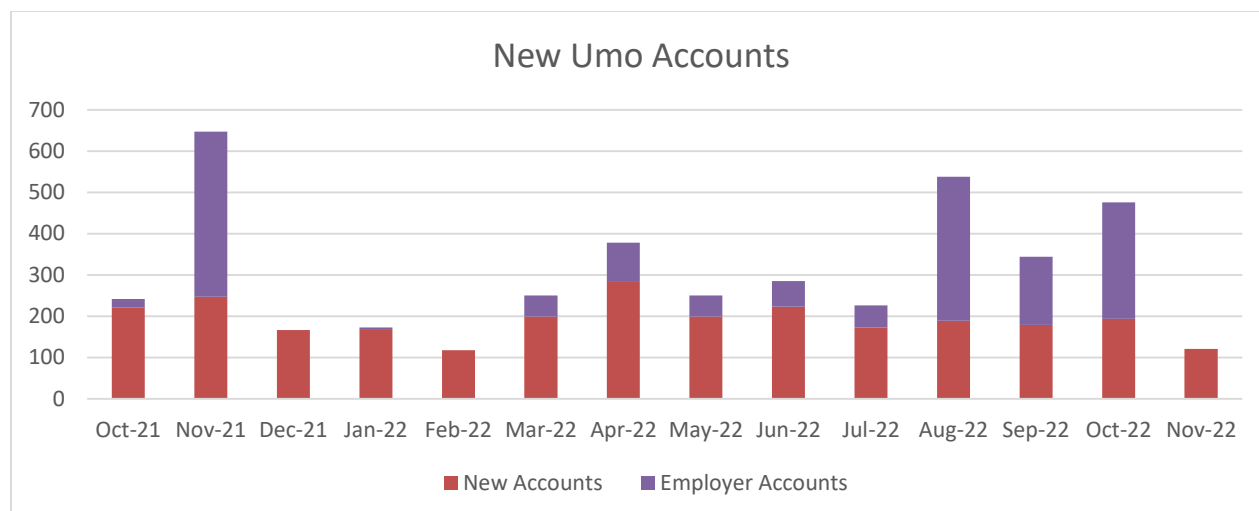
1. VRT and consultant staff have met with Federal Transit Administration to discuss environmental review of the State Street corridor including the projects identified in the RAISE grant. As a result of that discussion, staff and consultants are preparing Categorical Exclusion (CE) documents covering the RAISE grant elements for FTA review.
2. VRT staff has been presenting findings of the State Street Transit Operational Analysis (TOA) to State Street partners in preparation for a technical update to the State Street Transit and Traffic Operations Plan.
3. VRT has begun conversations with RAISE grant funding partners about the schedule of projects and local match requirements.

- **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.

Mobility Integration Report

- VRT staff continues to work on the Integrated Mobility Plan. The plan is complete and will be presented to the VRT Executive Board in January. VRT is currently working on an implementation plan.
- Umo was launched on October 1, 2021. Umo fare payment system update for first year of operation:
 - Revenue-to-date (Oct. 2021-October 19, 2022): \$133,052.70
 - Revenue October 2022: \$9,961
 - New accounts November 2022: 121
 - Employer programs integrated into Umo: 14



- City Go staff worked on business development for City Go and the Regional Pass Program. Staff held nine business development meetings in November.
- Travel Training in October:
 - 4 individual travel trainings
 - 2 group travel trainings
- Navigation has been working through November on building out VRT's education and outreach. Staff is working on a train-the-trainer training on all of VRT's services for human service agencies, revamping the travel information volunteer program, and how to better support VRT's specialized transportation programs. Additionally, staff completed research on other transit agencies education and outreach programs to create best practices as we build out our own programming.
- City Go and Navigation staff also attended many events this last month including:
 - DEQ onboarding
 - Grove Hotel onboarding
 - Block 22 onboarding
 - Idaho Office for Refugees Quarterly Community Coordination Meeting
 - Ridebright with ITD
 - City of Meridian's Trunk or Treat
- City Go hired a new Program Manager and Safe Routes to School hired a new coordinator that joined staff in November.
- Safe Routes to School work with schools slowed down in November as the weather cooled off. Staff is currently working on rehabbing their bikes and getting them ready for classes in the Spring. In November:
 - All SRTS staff completed child abuse training
 - Attended the National Safe Routes to School Conference

Other Development Activities

- **Planning projects –**
 - 1- Regional Vanpool Study – VRT staff met with Commuteride staff to discuss next steps and refine the role of the proposed Vanpool/Shared mobility committee.
 - 2- Passenger Facility Plan/Bus Stop Typology – Staff worked with the consultants to prepare final drafts of the typology for board consideration.
 - 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 to City of Boise in November and will continue working on preparing technical updates for partner consideration.

More Information:

Stephen Hunt, Chief Development Officer, 208.258.2701, shunt@valleyregionaltransit.org

Kaite Justice, Mobility Integration Director, 208.258.2750, kjustice@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