

Board of Directors Meeting Agenda

January 09, 2023

12:00 PM

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

This is an **in-person meeting**. If you are unable to attend in person, you may join via MSTEams at www.valleyregionaltransit.org/VRTBoard_January2023 or by dialing in at **469-965-2358** Conference ID: **796 495 758#**

- I. **Calling of the Roll** Chair Debbie Kling
- II. **Agenda Additions/Changes**
- III. **Public Comments** (*Comments will be limited to no more than three (3) minutes*).
- IV. **Finance Committee Report**
- V. **Consent Agenda**
Items on the Consent Agenda are Action Items will be enacted by one motion. There will be no separate discussion on these items unless a VRT Board Member requests the item be removed from the Consent Agenda and placed under Action Items.
- A. ACTION: Minutes from the November and December Executive Board and Special Executive Board Meetings**
Pages 5-12 | Paula Cromie
The Board of Directors is asked to consider acceptance of the minutes from the November 7, December 5 and the three special Executive Board meeting held on November 16 and 28, 2022 and on December 13, 2022.
- B. ACTION: Minutes from the October 3, 2022 Board of Director's Meeting and Special Work Session**
Page 13-18 | Paula Cromie
The Board is asked to consider approval of the minutes from the October 3, 2022 meetings.
- C. ACTION: Compensation Analysis**
Pages 19-20 | Jason Jedry
The Board of Directors is asked to consider approval of the Employee Compensation Schedule for 2023.
- D. ACTION: FY2022 Fourth Quarter Performance Report**
Pages 21-25 | Leslie Pedrosa
Staff requests the Board of Directors approve the performance report for the fourth quarter of fiscal year 2022.
- E. ACTION: Payment Registers**
Page 26-49 | Jason Jedry
The Board will review and consider accepting the attached payment registers.
- F. ACTION: Valley Regional Transit Employee Handbook Update January 2023**

Pages 50-63 | Jason Jedry

The Board of Directors is asked to consider approving the updated VRT Employee Handbook.

G. ACTION: FY2022 Public Comment Report

Pages X64-66 | Mark Carnopis

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

H. ACTION: Appointment to Boise Municipal Health Care Trust - Jason Jedry

Pages 65-68 | Kelli Badesheim

The Board is asked to consider appointing Jason Jedry, VRT's Chief Financial Officer, to the Boise Municipal Health Care Trust to replace current member, Kelli Badesheim.

I. ACTION: Delegating Authority for Transit Asset Management and Public Transportation Agency Safety Plan

Page 69-70 | Leslie Pedrosa

The Board is asked to consider for approval RESOLUTION VBD23-006 and delegate authority to the Executive Board to approve updates to the Transit Asset Management Group Plan and the Public Transportation Agency Safety Plan.

J. Bus Stop Typology, Kit of Parts, and Branding

Pages 71-77 | Alissa Taysom

The board is asked to consider approval of Resolution VBD23-008 for bus stop typology, kit of parts and branding elements.

K. ACTION: On Call Engineering Services

Pages 78-80 | Joe Guenther, Capital Projects Manager

The Board of Directors is asked to consider approval of Resolution VBD23-002 for On-call Engineering and Architecture services for FY2023-2028.

L. ACTION: Orchard Facility Construction Phase 2

Page 81 | Joe Guenther, Capital Projects Manager

The Board of Directors is asked to consider approval of Resolution VBD23-003 for Orchard pavement construction.

M. ACTION: Orchard Pavement and Engineering

Pages 82-85 | Joe Guenther, Capital Projects Manager

The Board is asked to consider approval of Resolution VBD23-004 for Orchard pavement engineering.

VI. 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). Action may or may not take place after the close of the Executive Session.

A. EXECUTIVE SESSION: Personnel Issue

Chair Debbie Kling

The VRT Board will convene into executive session pursuant to Idaho Code 74-206, paragraph a) Personnel Hiring. Following the executive session, the Board will consider acting on the Executive Board Chief Executive Officer (CEO) recommendation.

VII. Action Items

A. ACTION: PUBLIC HEARING - FY2023 Budget Amendment

Pages 86-88 | Jason Jedry

Prior to the public hearing, VRT staff will present the amended FY2023 Operating and Capital budgets. The VRT chair will then conduct a public hearing and take formal comments on the FY2023 budget amendment #1.

B. ACTION: FY2023 Budget Amendment

Pages 89-94 | Jason Jedry

Valley Regional Transit Board of Directors is asked to consider approval of VBD23-005 FY2023 Budget Amendment #1. The budget amendment includes FY2022 carryforwards and new projects funded after the adoption of the FY2023 budget in August 2022.

C. ACTION: Eagle Community Trolley Service

Pages 95-98 | Kelli Badesheim

The Board will consider approving Resolution VBD23-2022 authorizing the City of Eagle to operate the Eagle community trolley service.

D. ACTION: FY2024-2028 Transportation Development Plan Strategic Priorities

Pages 99-103 | Stephen Hunt, Chief Development Officer

The Board of Directors is asked to consider approval of Resolution VBD23-007 for Transportation Development Plan Strategic Priorities.

E. ACTION: 2023 Officer Succession and Executive Board Elections

Page 104 | Kelli Badesheim

The VRT Board of Directors will hold an election to confirm the succession of officers and fill at-large member positions for Ada and Canyon counties to the Executive Board for 2023.

VIII. Information Items

A. INFORMATION: Work Session - Connected Canyon County

Pages 105-113 | Jason Rose

Valley Regional Transit is holding the next round of community engagement for Connected Canyon County. The attached memo provides background and includes the materials that will be presented to the public

B. INFORMATION: Integrated Mobility Plan

Pages 114-118 | Kaite Justice

The purpose of this item is to update the Executive Board on the draft Integrated Mobility Plan.

C. INFORMATION: Procurement Calendar

Page 119 | Jason Jedry

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

IX. Department/Staff Reports

A. INFORMATION: Department/Staff Reports

Pages 120-131 | Staff

The most current department/staff reports were included in the packet for information. These reports contain valuable information on what is going on in each department at Valley Regional Transit. Board members are encouraged to read them.

X. Adjournment

Agenda order is subject to change.

Next VRT Board of Directors Meeting:

April 3, 2023

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

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

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

the following weblink:

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

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

Executive Board Meeting Minutes

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 V. 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 12:40.

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



Executive Board - SPECIAL Meeting Minutes

November 16, 2022

1:00 PM

Open meeting link:

<https://us02web.zoom.us/j/85641079540?pwd=TGVisdk9ucmZXdGNnUnZlSkVMbmdLZz09>

Close meeting link:

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

Executive Board SPECIAL Meeting Minutes

November 28, 2022

1:30 PM

Courtyard by Marriott Boise/West Meridian
El Dorado Ballroom
1789 S Eagle Road, Meridian, ID 83642

Attendees: Debbie Kling, Chair, Joe Stear, Lauren McLean, Lantz McGinnis-Brown, Alexis Pickering (by phone)

Calling of the Roll - Chair Debbie Kling called the meeting to order at 1:38 p.m. with a quorum present in person and by phone.

Executive Session

Motion made by John Bechtel, seconded by Lauren McLean to go into executive session pursuant to Idaho Code 74-206, b) Personnel Issues at 1:39. A roll call vote was passed unanimously.

At 6:21, the executive session closed. No decisions were made in or out of the executive session.

Adjournment – Motion to adjourn meeting moved by John Bechtel and seconded by Lauren McLean at 6:22. The motion carried unanimously.

Executive Board Meeting Minutes

December 05, 2022

11:00 AM

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

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		Karleigh Deeds, Thompson Consult.
Alexis Pickering, ACHD		Brianna Dowling, VRT
Joe Stear, City of Kuna		Gregg Eisenberg, VRT
		Jeannette Ezell, VRT
		Dave Fotsch, VRT
		Kathleen Godfrey, VRT
		Natalie Hilde, Thompson Consulting
		Jose Hernandez, VRT
		Stephen Hunt, VRT
		Kristy Inselman, ACHD
		Liisa Itkonen, COMPASS
		Jason Jedry, VRT
		Kaite Justice, VRT
		Lila Klopfenstein, COMPASS
		Nadim Kurani, IBI Group
		Hailee Lenhart-Wees, VRT
		Dave Meredith, VRT
		Nick Moran, VRT
		James Mundell, VRT
		Andrew Pease, IBI Group
		Ken Pidjeon, Citizen
		Randy Reese, VRT
		Scott Reilly, Affion Republic
		Neva Resendez, VRT
		Jill Reyes, VRT
		Jason Rose, 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 phone and in person.

Item V. A.

Agenda Additions/Changes – Chair Debbie Kling moved the Executive Session to the first item on the agenda.

Executive Session – Pursuant to Idaho Code 74-206, paragraph a) personnel hiring, Chair Kling asked for a motion to move into executive session at 11:03. John Bechtel moved to go into executive session; Joe Stear seconded. The motion passed unanimously.

No action was taken during or following the session regarding the discussion held during the session.

At 11:37, the executive session closed.

Public Comments - None

Consent Agenda

Items on the consent agenda consisted of the following:

ACTION: Minutes of the November 7, 2022 Executive Board Meeting

ACTION: Minutes from the October 18, 2022, Regional Advisory Council Meeting

ACTION: Minutes of November 16, 2022 SPECIAL Executive Board Meeting

ACTION: Set Public Hearing Date for January 9, 2023 at 12:00 P.M. - Jason Jedry

ACTION: Payment Register

ACTION: FY 2022 Public Comment Report

ACTION: FY2022 Fourth Quarter Performance Report

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

Finance Committee - None

Executive Board - Action Items

ACTION: Proposed Agenda for the January Board of Directors Meeting

The Executive Board was asked to consider approval of the proposed agenda for the January 2023 Board of Directors. Following discussion, Joe Stear moved to approve the proposed agenda, acknowledging there may need to be changes by the executive director; John Bechtel seconded. The motion passed unanimously.

ACTION: Bus Stop Typology Study

Alissa Taysom presented the final bus stop typology study kit of parts and blade redesign. Following discussion, Joe Stear moved to recommend for approval by the full board, the bus stop typology study kit of parts and blade redesign, with the stipulation the VRT brand be more visible; Lance McGinnis-Brown seconded. The motion passed unanimously.

Executive Board - Information Items

INFORMATION: 2023 Compensation Analysis

Jason Jedry and Karleigh Deeds, VRT HR Consultant, presented findings and recommendations from a recent compensation analysis and review. The Board will have the opportunity to approve the recommendations at the January 2023 meeting.

WORK SESSION: Revenue Analysis and Strategic Work Plan

Kelli Badesheim presented and outlined implementation recommendations from a revenue analysis

completed in 2022 by EcoNorthwest. The revenue analysis summary and the report on the Strategic Plan can be found at the following links.

https://www.valleyregionaltransit.org/wpcontent/uploads/2022/11/BoardStrategicWorkPlan_2022_Final.pdf

<https://www.valleyregionaltransit.org/wpcontent/uploads/2022/11/Task4MemoImplementationPlanAndApendices.pdf>

INFORMATION: FY2024 - FY2028 TDP Strategic Priorities

Stephen Hunt introduced and requested feedback on strategic priorities, intended objectives and proposed changes to the FY2024-FY2028 Transportation Development Plan strategic priorities. Following discussion, the Executive Board noted they would like to see measurable strategies implemented to show the progress taking place.

The chair requested this to be taken off the consent agenda for the Board's January meeting. It will become an action item on its own.

INFORMATION: Digital Display Project

This item was provided for information and the chair encouraged the members to review the memo in the packet. 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.

INFORMATION: CEO Search Update

Mayor Kling updated the Executive Board on the CEO search and let everyone know the process is still moving forward.

INFORMATION: Holiday Luncheon Reminder

The annual holiday luncheon will take place on December 19, 2022, at noon, at the Nampa Civic Center, 311 3rd Street South, in Nampa. Board members may RSVP for the luncheon, by reaching out to Teri Gregory with COMPASS at tgregory@compassidaho.org. The luncheon will be followed by the COMPASS Board meeting.

INFORMATION: Procurement Calendar

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

Department/Staff Reports

INFORMATION: Department/Staff Reports

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

Adjournment – The meeting adjourned at 12:56.

Next VRT Executive Board Meeting:

January 9, 2023 (followed by the Board of Director's meeting at 12:00)

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642



Executive Board - SPECIAL Meeting Minutes

December 13, 2022

2:30 PM

Mayor's Office

Nampa City Hall, 411 3rd St S, Nampa, ID 83651, or virtually at

https://www.valleyregionaltransit.org/ExBoard_12_13_22

Calling of the Roll - Chair Debbie Kling called the meeting to order at 2:33 pm, with a quorum present by phone and in person.

Attendees: Debbie Kling, Chair, Lauren McLean, John Bechtel, Lantz McGinnis-Brown, Joe Stear

Others: Natalie Hilde, Scott Reilly, Kelli Badesheim

Following the roll call, John Bechtel moved to go into executive session pursuant to Idaho Code 74-206, paragraph a) Personnel Hiring; Lauren McLean seconded. The motion passed unanimously. Executive Session started at 2:35 pm

At 3:15 pm, the Executive Session closed.

Following the executive session, no action was taken.

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

The meeting adjourned at 3:16 pm.

SPECIAL Board of Directors Work Session Minutes

October 03, 2022

11:00 AM

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

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Chris Allgood, City of Caldwell	Becky Crofts, City of Middleton	Kelli Badesheim, VRT
Rod Beck, Ada County Comm.	Bonnie Emly, City of Notus	Mark Carnopis, VRT
Nichoel Baird Spencer, City of Eagle	Hal Forsgren, City of Melba	Miranda Carson, City of Meridian
John Bechtel, City of Wilder	Dave Hershey, City of Star	Jeannette Ezell, VRT
Elaine Clegg, City of Boise	Leslie Van Beek, Canyon County Com.	Stephen Hunt, VRT
Ryan Davidson, Ada County Comm.	Pam White, Canyon County Com.	Kaite Justice, VRT
Matt Edmond, CCDC		Mary Beth Nutting, RAC
John Evans, City of Garden City		Leslie Pedrosa, VRT
Rob Fisher, City of Greenleaf		Ken Pidjeon, Citizen
Jeff Flynn, CWI		Jill Reyes, VRT
Ashley Ford-Squyers, MDC		Jason Rose, VRT
Debbie Kling, City of Nampa		Walter Steed, RAC
Todd Lavoie, City of Meridian		Mark Steuer, City of Nampa
Lantz McGinnis-Brown, Boise State		Alissa Taysom, VRT
Lauren McLean, City of Boise		
Dale Reynolds, City of Nampa		
Joe Stear, City of Kuna		
Mark Steuer, City of Nampa		
David Tiede, City of Meridian		
Jarom Waggoner, City of Caldwell		
Mark Wasdahl, ITD		

Calling of the Roll - Chair Debbie Kling called the meeting to order at 11:05 a.m., with a quorum present in person and by Microsoft Teams.

Agenda Additions/Changes – None

Public Comments - None

Information Items

WORK SESSION- Board Strategic Plan Update

Chris Danley, Vitruvian Planning

Chris Danley provided an update the Board of Directors on the Board Strategic Work Plan for input from the Board on the path they would like to take moving forward. Board members broke into groups to discuss the plan and decide what to do moving forward.

No action was taken during this meeting.

Adjournment – The meeting was adjourned at 11:50.

Next VRT Board of Directors Meeting:
January 9, 2023
VRT Boardroom
700 NE 2nd Street
Meridian, ID 83642

Item V. B.

Board of Directors Meeting Minutes

October 03, 2022

12:00 PM

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

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Chris Allgood, City of Caldwell	Rod Beck – Ada County Comm.	Kelli Badesheim, VRT
Alexis Pickering, ACHD	Becky Crofts, City of Middleton	Bre Brush, City of Boise
Nichoel Baird Spencer, City of Eagle	Bonnie Emly, City of Notus	Mark Carnopis, VRT
John Bechtel, City of Wilder	Hal Forsgren, City of Melba	Miranda Carson, City of Meridian
Elaine Clegg, City of Boise	Dave Hershey, City of Star	Gregg Eisenberg, First Transit
Ryan Davidson, Ada County Comm.	Leslie Van Beek, Canyon County Com.	Jeannette Ezell, VRT
Matt Edmond, CCDC		Kathleen Godfrey, VRT
John Evans, City of Garden City		Tessa Greigor
Rob Fisher, City of Greenleaf		Joe Guenther, VRT
Jeff Flynn, CWI		Jose Hernandez, VRT
Ashley Ford-Squyers, MDC		Natalie Hilde, Thompson Consulting
Debbie Kling, City of Nampa		Caleb Hood, ITD
Todd Lavoie, City of Meridian		Stephen Hunt, VRT
Lantz McGinnis-Brown, Boise State		Jason Jedry, VRT
Lauren McLean, City of Boise		Kaite Justice, VRT
Dale Reynolds, City of Nampa		Lila Klopfenstein, COMPASS
Joe Stear, City of Kuna		Nick Moran, VRT
David Tiede, City of Meridian		James Mundell, VRT
Jarom Waggoner, City of Caldwell		Mary Beth Nutting, RAC
Mark Wasdahl, ITD		Leslie Pedrosa, VRT
Pam White, Canyon County Com.		Ken Pidjeon, Citizen
		Scott Reilly, Affion
		Jill Reyes, VRT
		Jason Rose, VRT
		Walter Steed, RAC
		Alissa Taysom, VRT
		Cameron Wells, VRT

Calling of the Roll - Chair Debbie Kling called the meeting to order with a quorum present in person and by Microsoft Teams at 12:00 p.m.

Agenda Additions/Changes - None

Public Comments - None

Finance Committee Report - None

Consent Agenda

Items on the Consent Agenda consisted of the following:

ACTION: Minutes of the August 1, 2022, Executive Board Meeting

ACTION: Minutes of the August 1, 2022, Board of Directors Meeting

ACTION: Acceptance by Board of the Minutes of the August 1, 2022, Executive Board Meeting

ACTION: Minutes of the June 21 and July 19, 2022, Regional Advisory Council

ACTION: Executive Board and Board of 2023 Meeting Dates

ACTION: FY2022 3rd Quarter Operating Cash Balance Report

ACTION: FY2022 3rd Quarter Budget Reports

ACTION: FY2022 Project Carryforward List

ACTION: FY2022 Third Quarter Performance Report

ACTION: Payment Registers

ACTION: Bank Accounts - RESOLUTION VBD22-024 Bank Accounts

ACTION: Credit Card Line of Credit - RESOLUTION VBD22-036 for credit card line of credit with Idaho Central Credit Union.

ACTION: POLICY - Credit Card Policy 5.20.00 Credit Card Policy 5.20.00, Resolution VBD22-022.

ACTION: Thompson Consulting Group Contract Modification - RESOLUTION VBD22-023 Thompson Consulting Group Contract Modification and the corresponding Authorization for Expenditure.

ACTION: Canyon County Rides2Wellness Project Budget Service Provider Contracts -RESOLUTION VBD22-031 to move forward with contracts for all service providers for the Canyon County Rides2Wellness service.

ACTION: Ada County Rides2Wellness Project Budget Service Provider Contracts – RESOLUTION VBD22-032 to move forward with contracts for all service providers for the Ada County Rides2Wellness service.

ACTION: Acquisition of Service Project Budget Service Provider Contracts - RESOLUTION VBD22-027 to move forward with contracts for all service providers for the Specialized Transportation Acquisition of Service.

ACTION: FY2022 Asset Disposition Status

ACTION: FY2024 Budget and FY 2024-2028 Transportation Development Plan Schedule

ACTION: Radio Replacement Services - RESOLUTION VBD22-025 Radio Replacement Services and the corresponding Authorization for Expenditure.

Nichoel Baird-Spencer moved to approve the Consent Agenda as presented; Elaine Clegg seconded. The motion passed unanimously.

EXECUTIVE SESSION – Deferred until end of meeting due to technical difficulties.

At 12:15 p.m., Lauren McLean made a motion to go into executive session; Joe Stear seconded. The motion passed unanimously. There were some issues with technology and members were not able to break into executive session. The Board chair opted to delay the Executive Session until the end of the meeting.

Going into executive session was paused until staff could resolve the technical issue. The Board chair advanced the information item regarding the CEO search update.

INFORMATION: Update on CEO Search

Scott Reilly provided an update on the current CEO search.

A binder packet will be distributed to the executive board November 2 or November 3 with the top eight candidates.

The binder presentation will take place at the November 7, 2022 Executive Board meeting in executive session.

Virtual interviews will take place November 15, 16 and 17. The executive board will have the opportunity to narrow the field down to the top 2 to 3 candidates and have in-person interviews November 28 and 29.

Following the CEO search presentation, the Board moved forward with the action items until technical difficulties were fixed. Following the action items, the board moved back into executive session at 1:10 p.m. All guests were asked to leave the room and virtual meeting.

ACTION ITEMS

ACTION: Orchard Facility Lease Renewal and Expansion

Joe Guenther presented the Board with information regarding the lease renewal of the Orchard facility and expansion with the City of Boise airport. Following discussion, Joe Stear moved to approve RESOLUTION VBD22-029 for the Orchard facility lease renew and expansion and authorize the Executive Director to execute the Orchard Facility lease renewal and expansion with the City of Boise Airport; Jeff Flynn seconded. The motion passed unanimously.

ACTION: FY2023-2027 Transportation Development Plan

Stephen Hunt presented the FY2023-2027 Transportation Development Plan to the Board of Directors. Following discussion, Elaine Clegg moved to approve RESOLUTION VBD22-028 with document edits presented at the meeting by staff; Joe Stear seconded. The motion passed unanimously.

ACTION: Gillig Fixed-Route Vehicle Purchases

Leslie Pedrosa presented information regarding the purchase of Gillig fixed-route vehicle purchases. Following discussion, Nichoel-Baird Spencer moved to approve RESOLUTION VBD22-035 and delegate the authority to the Executive Director to authorize final negotiations and execute an agreement with Gillig to purchase up to seven (7) replacement and expansion vehicles; Jeff Flynn seconded. The motion passed unanimously. Staff was directed to present Happy Day Transit Center upgrades at the January 2023 meeting regarding the electrification plan.

ACTION: New Flyer Fixed-Route Vehicle Purchases

Leslie Pedrosa presented information regarding the purchase of New Flyer fixed-route vehicle purchases. Following discussion, Elaine Clegg moved to approve RESOLUTION VBD22-033 and delegate the authority to the CEO to authorize final negotiations and execute an agreement with New Flyer to purchase up to three (3) replacement vehicles; Lauren McLean seconded. The motion passed unanimously.

INFORMATION ITEMS

INFORMATION: Communications and Engagement Strategy

Due to time constraints, this item was not presented during the meeting.

INFORMATION: Procurement Calendar

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

EXECUTIVE SESSION: Personnel Issue

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

At 1:33, Nichoel Baird-Spencer moved to adjourn the executive session; Lauren McLean seconded. The motion passed unanimously.

Following the executive session Nichoel Baird-Spencer moved to increase the wage of CEO, Kelli Badesheim, from \$115,000 (October 2021) to \$121,000 in October 2022, for FY 2023 to executive level to high point of current position; Elaine Clegg seconded. The motion passed unanimously.

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 1:41 p.m.

Next VRT Board of Directors Meeting:

January 9, 2023

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642



TOPIC	Compensation Analysis
DATE	January 3, 2023
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

The Board is asked to consider approval of the proposed employee compensation schedule for 2023. This item was presented to the Executive Board at the December 5 meeting for consideration and discussion.

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 percent 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	FY22 Performance Report - Quarter 4
DATE	December 21, 2022
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

Staff requests the Board of Directors consider the Executive Board's recommendation from December 5, 2022 and approve the performance report for the fourth quarter of fiscal year 2022.

Summary

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

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 V. D.

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 V. D.

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

VRT PERFORMANCE - 4th QUARTER, FY22

Item V. D.

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



TOPIC	September 16, 2022 to December 15, 2022 Payment Registers
DATE	January 9, 2022
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

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

Summary

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

More Information

Attachments:

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

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

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

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

Payment Register 09/16/2022 - 10/15/2022

<u>Vendor Name</u>	<u>Pymnt Date</u>	<u>Check Number</u>	<u>Amount</u>	<u>Invoice Description</u>
A E S Inc	9/26/2022	ACH	\$992.00	Temp Wages
Access Idaho-26682	9/26/2022	56906	\$149.00	DLR Search
Ace Emissions	9/26/2022	ACH	\$20.00	Emission Test
Ace Emissions	9/26/2022	ACH	\$20.00	Emission Test
Ace Emissions	10/10/2022	ACH	\$25.00	Emission Test
AdaRide.Com, LLC	10/10/2022	ACH	\$1,470.00	Paratransit services
AdaRide.Com, LLC	10/10/2022	ACH	\$671.00	Paratransit Eligibility
Agnew Beck Consulting, Inc.	9/26/2022	ACH	\$2,118.75	Consulting for CityGo
Agnew Beck Consulting, Inc.	9/26/2022	ACH	\$4,921.25	Consulting CityGo
Agnew Beck Consulting, Inc.	9/26/2022	ACH	\$812.50	CityGo Consulting/meetings
Alexander Clark Printing	9/26/2022	56907	\$126.95	Business Cards
Alignment Specialists NW LLC	9/26/2022	ACH	\$175.00	Alignment N335
Alternative Hose	10/10/2022	56928	\$204.62	Special Made Hose
American Mechanical Corp	9/26/2022	ACH	\$362.50	Thermostat Replacement
APTA	10/5/2022	56927	\$2,600.00	Stephen/Joe Reg Fee's
ATS Inland NW	9/26/2022	ACH	\$396.00	Alarm maintenance
Automotive Service Equip	10/10/2022	ACH	\$219.60	A/C Service & Repair
Automotive Service Equip	10/10/2022	ACH	\$2,250.00	Annual Lift Inspection
Avero, LLC	10/10/2022	ACH	\$4,160.00	ERP Consulting/prj mgmt
A-Z Bus Sales, Inc	9/26/2022	ACH	\$99.68	Parts
A-Z Bus Sales, Inc	9/26/2022	ACH	\$86.49	Drier
A-Z Bus Sales, Inc	10/10/2022	ACH	\$550.45	Module Board, N1512
A-Z Bus Sales, Inc	10/10/2022	ACH	\$79.70	This is not a step decal
A-Z Bus Sales, Inc	10/10/2022	ACH	\$265.95	Stop-Turn Signal Separator
A-Z Bus Sales, Inc	10/10/2022	ACH	\$79.70	This is not a step decals
BADESHEIM, KELLI	10/5/2022	ACH	\$169.85	APTA Conf Per Diem
Black Signs of Idaho, Inc.	10/10/2022	ACH	\$50.00	Rental Sign Back for Banners
Boise City Utility Billing	9/26/2022	56908	\$387.62	Trash/recycling
Boise City Utility Billing	10/10/2022	56929	\$814.00	Trash/recycle/sewer
Boise Community Radio Project	10/10/2022	ACH	\$80.00	radio ads
Boise Community Radio Project	10/10/2022	ACH	\$470.00	radio ads
Boise Municipal Health Care Trust	10/10/2022	ACH	\$58,109.45	Medical/dental
Boise Peterbilt	9/26/2022	ACH	\$447.42	Inventory Parts
Boise Peterbilt	9/26/2022	ACH	\$293.40	Inventory Parts
Boise State Public Radio	9/26/2022	ACH	\$2,333.33	Radio Ads
Boise State Public Radio	10/10/2022	ACH	\$2,150.00	Radio ads
Bolen's Control House Inc.	10/10/2022	ACH	\$68.57	RADIO PARTS/ACCESSORIE
Brady Industries of Nevada, LLC	9/26/2022	ACH	\$504.75	Janitorial Supplies
BRADY, LISA	10/10/2022	ACH	\$226.00	Reimb Storage
Brink's Incorporated	9/26/2022	ACH	\$437.62	Armored car services
Brink's Incorporated	9/26/2022	ACH	\$70.92	Armored car services
Career Uniforms Partners	9/26/2022	ACH	\$71.45	Uniforms
Career Uniforms Partners	9/26/2022	ACH	\$177.55	Uniforms
Career Uniforms Partners	9/26/2022	ACH	\$47.90	Uniforms
Career Uniforms Partners	9/26/2022	ACH	\$238.50	Uniforms
Career Uniforms Partners	9/26/2022	ACH	\$195.90	Uniforms
Career Uniforms Partners	9/26/2022	ACH	\$254.80	Uniforms
Career Uniforms Partners	9/26/2022	ACH	\$139.50	Uniforms
Career Uniforms Partners	9/26/2022	ACH	\$133.35	Uniforms
Career Uniforms Partners	9/26/2022	ACH	\$133.70	Uniforms
Career Uniforms Partners	9/26/2022	ACH	\$71.85	Uniforms
Career Uniforms Partners	9/26/2022	ACH	\$135.55	Uniforms
Career Uniforms Partners	9/26/2022	ACH	\$188.60	Uniforms
Career Uniforms Partners	9/26/2022	ACH	\$47.60	Uniforms
Career Uniforms Partners	9/26/2022	ACH	\$44.90	Uniforms
Career Uniforms Partners	10/10/2022	ACH	\$29.95	Uniforms
Career Uniforms Partners	10/10/2022	ACH	\$229.42	Uniforms
Career Uniforms Partners	10/10/2022	ACH	\$129.60	Uniforms
CARNOPIS, MARK	10/10/2022	ACH	\$147.97	Reimb Emp misc exp.
Catapult3, Inc.	9/26/2022	ACH	\$600.00	SIGNAGE INSTALLATION
Catapult3, Inc.	9/26/2022	ACH	\$750.00	SIGNAGE INSTALLATION
Catapult3, Inc.	9/26/2022	ACH	\$26,600.00	SIGNAGE INSTALLATION
Century Link	9/26/2022	56909	\$176.04	Services 9/16-10/15
Century Link	10/10/2022	56930	\$344.07	Telecom Services 9/25-10/24
Century Link	10/10/2022	56930	\$257.05	Services 9/22-10/21
Century Link	10/10/2022	56930	\$69.56	Services 9/22-10/21
Century Link	10/10/2022	56930	\$26.00	Telecom Services 10/1-10/31

Century Link	10/10/2022	56930	\$336.09 Telecom Services 9/25-10/24
Christensen, Inc	9/26/2022	ACH	\$5,836.05 Fuel
Christensen, Inc	9/26/2022	ACH	\$2,884.20 Engine Oil
Church of the Harvest	9/26/2022	ACH	\$6,531.02 Acquisition of services
Church of the Harvest	10/10/2022	ACH	\$6,512.45 Acquisition of services
City of Boise Print & Mail Services	9/26/2022	56910	\$2,210.59 DVIR Printing
City of Caldwell Water Department	10/10/2022	56931	\$335.98 Water/sewer
City of Caldwell Water Department	10/10/2022	56931	\$114.64 Water 8/24-9/23
Clean Energy	9/26/2022	ACH	\$11,399.61 Natural Gas 8/1 - 8/31/2022
Clean Energy	10/10/2022	ACH	\$10,451.05 Natural Gas - 9/1 - 9/30/2022
COE, MICHAEL	10/10/2022	56932	\$103.12 Employee Reimbursement - Shoes
Colonial Life	10/10/2022	ACH	\$47.77 premium
Commercial Tire, Inc.	9/26/2022	ACH	\$203.60 tire issues
Commercial Tire, Inc.	9/26/2022	ACH	\$15.08 Tires
Commercial Tire, Inc.	9/26/2022	ACH	\$15.08 Tires
Commercial Tire, Inc.	9/26/2022	ACH	\$1,537.38 Tires
Commercial Tire, Inc.	9/26/2022	ACH	\$1,614.78 Tires
Commercial Tire, Inc.	9/26/2022	ACH	\$370.34 Lube service/DOT inspection
Commercial Tire, Inc.	9/26/2022	ACH	\$94.05 Lube service preventive maintenance
Commercial Tire, Inc.	9/26/2022	ACH	\$90.50 Lube Service/preventive maintenance ck
Commercial Tire, Inc.	9/26/2022	ACH	\$406.90 General tire maintenance
Commercial Tire, Inc.	9/26/2022	ACH	\$123.60 PM Inspection/lube service
Commercial Tire, Inc.	9/26/2022	ACH	\$841.08 Tires
Commercial Tire, Inc.	9/26/2022	ACH	\$152.00 Lube & PM check
Commercial Tire, Inc.	9/26/2022	ACH	\$443.95 Lube service, PM ck, rear brk
Commercial Tire, Inc.	9/26/2022	ACH	\$156.00 lube service, PM service
Commercial Tire, Inc.	9/26/2022	ACH	\$580.44 Tires N332
Commercial Tire, Inc.	9/26/2022	ACH	\$681.81 Tires N2511
Commercial Tire, Inc.	9/26/2022	ACH	\$454.54 Tires - N2513
Commercial Tire, Inc.	9/26/2022	ACH	\$454.54 Tires
Commercial Tire, Inc.	9/26/2022	ACH	\$270.00 Tires
Commercial Tire, Inc.	9/26/2022	ACH	\$1,205.01 Lube service FS TFORCE CV
Commercial Tire, Inc.	9/26/2022	ACH	\$1,936.17 Tires & Rotors
Commercial Tire, Inc.	9/26/2022	ACH	\$459.80 Tires
Commercial Tire, Inc.	9/26/2022	ACH	\$1,537.38 Tires N612
Commercial Tire, Inc.	9/26/2022	ACH	\$1,537.38 Tires N611
Commercial Tire, Inc.	9/26/2022	ACH	\$686.46 Lube/breaks
Commercial Tire, Inc.	9/26/2022	ACH	\$7.93 Replace RR Tail Turn bulb
Commercial Tire, Inc.	10/10/2022	ACH	\$167.60 PM Inspection/lube service
Commercial Tire, Inc.	10/10/2022	ACH	\$77.95 Lube service
Commercial Tire, Inc.	10/10/2022	ACH	\$99.95 Tires
Commercial Tire, Inc.	10/10/2022	ACH	\$32.00 Tire Change N614
Commercial Tire, Inc.	10/10/2022	ACH	\$27.90 Tires
Commercial Tire, Inc.	10/10/2022	ACH	\$15.08 Tires
Commercial Tire, Inc.	10/10/2022	ACH	\$15.08 Tires
Commercial Tire, Inc.	10/10/2022	ACH	\$368.52 air cond. Service/air filter
Commercial Tire, Inc.	10/10/2022	ACH	\$830.43 Lube service/misc vehicle repairs
Commercial Tire, Inc.	10/10/2022	ACH	\$4,735.94 Lube service, PM serv/tires
Commercial Tire, Inc.	10/10/2022	ACH	\$722.40 Tires N614
Creative Bus Sales	10/10/2022	ACH	\$114.78 Bus Parts
CROSSLAND, BRIAN LEE	9/26/2022	ACH	\$15.00 CDL Test Reimbursement
CROSSLAND, BRIAN LEE	9/26/2022	ACH	\$140.00 CDL Skills Test Reimbursement
CROSSLAND, BRIAN LEE	9/26/2022	ACH	\$21.60 Drivers License Reimbursement
Cummins Rocky Mountain, LLC	10/10/2022	ACH	\$4,029.77 Inventory Parts
Cummins Rocky Mountain, LLC	10/10/2022	ACH	\$2,991.71 ECM
Curtis Clean Sweep	9/26/2022	ACH	\$304.00 Obliterate pavement markings
Curtis Clean Sweep	9/26/2022	ACH	\$597.32 Obliterate pavement markings
Curtis Clean Sweep	9/26/2022	ACH	\$997.09 Green paint Main & Fairview
Curtis Clean Sweep	9/26/2022	ACH	\$220.00 Sweep & Detail Boise Transit Garage
CURTIS, JODI	10/10/2022	56933	\$50.00 Emp Reimb Cell - Oct
Custom Care Pest Services	10/10/2022	ACH	\$95.00 Pest Services- Sept
DARRAH KYLEA	10/10/2022	56934	\$48.76 Reimburse - Uniform Pants
DARRAH KYLEA	10/10/2022	56934	\$76.58 Reimbursement - Uniform Shoes
Day Wireless Systesm	9/26/2022	ACH	\$7,159.56 Communications - Squaw Butte Site Rent
Delerrock, Inc.	9/26/2022	ACH	\$6,800.00 Capital Project Fare pymnt system
Delerrock, Inc.	9/26/2022	ACH	\$1,200.00 UMO Monthly Trans. Fee's
Dell Marketing LP	9/26/2022	56911	\$7,244.00 Laptops
Dell Marketing LP	9/26/2022	56911	\$1,162.00 Dell Mobile Precision Workstation
Dell Marketing LP	9/30/2022	ACH	\$4,375.00 HW
Dell Marketing LP	10/10/2022	ACH	\$11,356.00 Replacement HW

Dell Marketing LP	10/10/2022	ACH	(\$4,375.00) Credit Memo
Dell Marketing LP	10/10/2022	ACH	(\$3,676.00) Credit Memo
Derrick Personette	9/26/2022	56912	\$1,350.00 Training new service tech
Discountcell, Inc	9/26/2022	56913	\$12,507.75 Renewal NetCloud/Cradlepoint
DMC Sales	10/10/2022	ACH	\$114.08 Vehicle
Dwaine S Lee, LLC	10/10/2022	ACH	\$288.75 Towing Service
Dwaine S Lee, LLC	10/10/2022	ACH	\$374.00 Towing Service N615
Dwaine S Lee, LLC	10/10/2022	ACH	\$467.50 Towing Service N332
EADS, ERIN	10/10/2022	ACH	\$150.00 Shoe Reimbursement
Ecolube Recovery, LLC.	9/26/2022	ACH	\$90.00 Parts Wash Monthly Lease
EISENBERG, GREGG	10/10/2022	ACH	\$25.00 Inventory Parts
EISENBERG, GREGG	9/26/2022	ACH	\$3,383.82 Recruiting Ads - Reimbursement
EISENBERG, GREGG	9/26/2022	ACH	\$190.67 Team Bus Reimbursement - DK Donuts
EISENBERG, GREGG	10/10/2022	ACH	\$50.00 Reimb Cell - Oct
Elam & Burke P.A.	9/26/2022	ACH	\$682.69 Legal Services
ESP Printing & Mailing, Inc.	10/10/2022	ACH	\$248.69 Printing/Binding Service
Everbase Solutions LLC	9/26/2022	ACH	\$450.00 Vault Rm Camera Replacement
Everbase Solutions LLC	9/26/2022	ACH	\$645.00 Installation o Cameras
Everbase Solutions LLC	9/26/2022	ACH	\$3,270.00 Installation of Cameras
Everbase Solutions LLC	9/26/2022	ACH	\$3,020.00 Installation of Cameras
Everbase Solutions LLC	9/26/2022	ACH	\$2,435.00 Installation of Cameras
Everbase Solutions LLC	10/10/2022	ACH	\$157.50 Orchard - Camera Programming
Everbase Solutions LLC	10/10/2022	ACH	\$382.50 Orchard - Multiple Cameras Offline
Eyemart Express LTD	10/10/2022	56935	\$124.00 Safety Glasses Voucher
Factory Motor Parts Co	9/26/2022	56914	\$24.16 Wiper Blades
Factory Motor Parts Co	9/26/2022	56914	\$52.19 Filters
Factory Motor Parts Co	9/26/2022	56914	\$30.44 Wiper Blades
Factory Motor Parts Co	10/10/2022	56936	\$58.08 Brake Clean
FASTENAL	9/26/2022	ACH	\$65.59 Shop Supplies
FASTENAL	9/26/2022	ACH	\$137.93 Shop Supplies
Fastsigns Boise	10/10/2022	56937	\$1,223.72 Decals for e-bikes
FireXpert, Inc	10/10/2022	ACH	\$1,084.60 Fire System
FireXpert, Inc	10/10/2022	ACH	\$547.84 Fire System
First Transit	10/10/2022	ACH	\$128,446.89 Mgmt fee/BIPD/wkr comp
Fleet Services	10/11/2022	ACH	\$1,652.60 Fuel
Fleet Services	10/11/2022	ACH	\$614.95 Fuel
FLICK, MELISSA JOYCE	10/10/2022	ACH	\$45.87 CDL Permit Reimbursement
FLICK, MELISSA JOYCE	10/10/2022	ACH	\$140.00 CDL Driving Skills Test
FORD, KIM	9/26/2022	ACH	\$212.78 Clothing Reimbursement
FORD, KIM	9/26/2022	ACH	\$150.00 Shoe Reimbursement
Gem State Paper & Supply	9/26/2022	ACH	\$18.04 Shop Supplies
Gem State Paper & Supply	9/26/2022	ACH	\$376.24 Shop Supplies
Gem State Paper & Supply	10/10/2022	ACH	\$65.45 Shop Supplies
Gillig, LLC	9/26/2022	ACH	\$781.90 Vehicle
Gillig, LLC	9/26/2022	ACH	\$6,484.00 Vehicle
Gillig, LLC	9/26/2022	ACH	\$561.09 Vehicle
Gillig, LLC	9/26/2022	ACH	\$2,651.78 Vehicle
Gillig, LLC	9/26/2022	ACH	\$45.34 Vehicle
Gillig, LLC	9/26/2022	ACH	\$2,666.24 Vehicle
Gillig, LLC	9/26/2022	ACH	\$415.06 Vehicle
Gillig, LLC	9/26/2022	ACH	\$448.09 Vehicle
Gillig, LLC	9/26/2022	ACH	\$107.50 Wiper Blades
Gillig, LLC	9/26/2022	ACH	\$905.31 Pressure Regulator - Stock
Gillig, LLC	9/26/2022	ACH	\$172.32 Relay Valve N616
Gillig, LLC	9/26/2022	ACH	\$579.58 Mirror Motor Asm , Gasket N611
Gillig, LLC	10/10/2022	ACH	\$693.11 Vehicle
Gillig, LLC	10/10/2022	ACH	\$693.11 Vehicle
Gillig, LLC	10/10/2022	ACH	\$472.83 Vehicle
Gillig, LLC	10/10/2022	ACH	\$443.56 Vehicle
Gillig, LLC	10/10/2022	ACH	\$205.52 Vehicle
Gillig, LLC	10/10/2022	ACH	\$80.08 Vehicle
Gillig, LLC	10/10/2022	ACH	\$373.10 3 Point Seatbelt N613
Gillig, LLC	10/10/2022	ACH	\$1,417.67 Vehicle
Gillig, LLC	10/10/2022	ACH	\$942.69 Mirror Curbside
Gillig, LLC	10/10/2022	ACH	\$942.69 Mirror Curbside
GIOVINGO, JAMES	10/10/2022	ACH	\$127.19 Shoe Reimbursement
Glass Doctor	9/26/2022	ACH	\$50.74 Welding Gloves
Grainger Inc	10/10/2022	ACH	\$134.04 Leak Detector - Shop
Grainger Inc	10/10/2022	ACH	\$61.72 Inventory Parts
Grainger Inc	10/10/2022	ACH	\$95.06 Magnetic Strip

Grainger Inc	10/10/2022	ACH	\$198.78 Toilet Paper, Paper Towels
Greater Boise Auditorium District	9/29/2022	ACH	\$300.00 Fee for Grove Plaza
Grover Electric & Plumbing	9/26/2022	56915	\$13.12 Shop Supplies
Grover Electric & Plumbing	9/26/2022	56915	\$131.92 Ballast - HDTC
Grover Electric & Plumbing	9/26/2022	56915	\$85.24 Fluorescent Lights and Ballast HDTC
GUENTHER, JOSEPH	10/5/2022	ACH	\$197.50 Conf Per Diem
HASSAN, DEANNA	10/10/2022	ACH	\$50.00 Reimb Cell Oct
Hawley Troxel Ennis & Hawley	10/10/2022	ACH	\$145.00 Legal Services - DOL Contract
Hawley Troxel Ennis & Hawley	10/10/2022	ACH	\$954.00 Legal Services
HDR Engineering, Inc	10/10/2022	ACH	\$9,175.00 State St. Corridor project
Hi - Line	9/26/2022	ACH	\$238.36 Department Supplies
Hi - Line	9/26/2022	ACH	\$383.74 Non Stock Bus Parts
Hi - Line	9/26/2022	ACH	\$15.80 O-Rings
HUNT, STEPHEN	10/5/2022	ACH	\$197.50 Travel - PerDiem
IBI Group Professional Services Inc.	10/10/2022	ACH	\$85,008.51 Bus stop typology PM
ICRMP	9/26/2022	56916	\$58,726.00 Insurance Billing
Idaho Power	9/26/2022	56917	\$888.99 Utilities 8/8-9/11
Idaho Power	9/26/2022	56917	\$2,062.39 Utilities 0813-9/13
Idaho Power	10/10/2022	56938	\$11,617.62 Utilities
Idaho Power	10/10/2022	56938	\$1,537.72 Utilities 9/2-9/30
Idaho Power	10/10/2022	56938	\$16.34 Utilities 8/26-9/26
Idaho Records Management, LLC	9/26/2022	ACH	\$40.00 Services
Idaho Records Management, LLC	9/26/2022	ACH	\$40.00 Services
Impact Home Services	10/10/2022	ACH	\$189.00 Pest Control Services
IntelePeer Holdings, Inc	10/10/2022	ACH	\$1,307.06 SIP Services
Intermountain Gas	9/26/2022	ACH	\$14.53 Utilities 8/12-9/12
Intermountain Gas	9/26/2022	ACH	\$33.52 Utilities 8/12-9/11
Intermountain Gas	10/10/2022	ACH	\$9.79 Utilities 9/8-10/5
Intermountain Gas	10/10/2022	ACH	\$11.37 Utilities 9/8-10/5
Intermountain Gas	10/10/2022	ACH	\$23,190.51 Utilities
Intermountain Gas	10/10/2022	ACH	\$27.18 Utilities 8/30-9/28
Intermountain Gas	10/10/2022	ACH	\$9.79 Utilities 8/23-9/21
Intermountain Gas	10/10/2022	ACH	\$9.79 Utilities 8/24 - 9/22
Jacobs Engineering Group, Inc	9/26/2022	ACH	\$34,126.51 Orchard construction
Jacobs Engineering Group, Inc	9/26/2022	ACH	\$106.34 state st. NEPA & design
Jacobs Engineering Group, Inc	9/26/2022	ACH	\$52,132.78 Orchard facility project
Jacobs Engineering Group, Inc	10/10/2022	ACH	\$23,382.49 state st. NEPA & design
Jeremy Ricky	10/10/2022	ACH	\$64.00 Purchase Transportation
JIMENEZ, GABRIEL	9/26/2022	ACH	\$84.80 Employee Shoe Reimbursement
JoPaul & Sons LLC	9/26/2022	ACH	\$131.00 Vehicle washes
JoPaul & Sons LLC	9/26/2022	ACH	\$100.00 Vehicle washes
Karcher Auto Parts	9/26/2022	ACH	\$27.70 Exhaust Hangers
Karcher Auto Parts	9/26/2022	ACH	\$192.39 Tap & Die Set
Karcher Auto Parts	9/26/2022	ACH	\$38.14 Exhaust Hangers & Clamps
Karcher Auto Parts	9/26/2022	ACH	\$54.52 Oil Filters
Karcher Auto Parts	10/10/2022	ACH	\$27.70 Exhaust Hangers - Stock
Karcher Auto Parts	10/10/2022	ACH	\$113.90 Super Clean
Karcher Auto Parts	10/10/2022	ACH	\$51.42 Pig Barrel Topmats
Karcher Auto Parts	10/10/2022	ACH	\$214.04 Air Intake Hose N334
Karcher Auto Parts	10/10/2022	ACH	\$54.52 Oil Filters - Stock
Karcher Auto Parts	10/10/2022	ACH	\$39.31 Fluid Extractor
Kenworth Sales	9/26/2022	ACH	\$123.98 Inventory Parts
Kenworth Sales	9/26/2022	ACH	\$288.70 Inventory Parts
Kenworth Sales	9/26/2022	ACH	\$206.88 Inventory Parts
Kenworth Sales	9/26/2022	ACH	\$334.71 Inventory Parts
Kenworth Sales	9/26/2022	ACH	\$67.20 Rocker Lever
Kenworth Sales	9/26/2022	ACH	\$350.00 Tensioner Belt
Kenworth Sales	9/26/2022	ACH	\$201.84 Belts
Kenworth Sales	10/10/2022	ACH	\$986.68 Inventory Parts
Kenworth Sales	10/10/2022	ACH	\$19.08 Inventory Parts
Kenworth Sales	10/10/2022	ACH	\$194.23 Inventory Parts
Kenworth Sales	10/10/2022	ACH	\$242.96 Inventory Parts
Kenworth Sales	10/10/2022	ACH	\$713.03 Oil Pan, Oil Pan Gasket N616
Kenworth Sales	10/10/2022	ACH	\$529.89 Fan Support N616
Kenworth Sales	10/10/2022	ACH	\$12.33 Gaskets - Stock
KING, ANDY	9/26/2022	56918	\$63.07 Employee Reimbursement - Shoes
KRONENBITTER, FRANK	10/10/2022	ACH	\$50.00 Reimb Cell - Oct
KROUPA, KRISTINA	10/10/2022	ACH	\$233.72 Run Cut Snacks Reimbursement
KROUPA, KRISTINA	10/10/2022	ACH	\$50.00 Reimb Emp Cell - Oct
Kuna Senior Citizen Inc	10/10/2022	ACH	\$3,388.75 Acquisition of Services

LifeMap Assurance Co	10/10/2022	ACH	\$1,820.06 Premiums
Lithia Motors Payment Processing	9/26/2022	ACH	\$3,686.97 Inventory Parts
Lithia Motors Payment Processing	9/26/2022	ACH	\$254.51 Inventory Parts
Lithia Motors Payment Processing	9/26/2022	ACH	\$155.80 Inventory Parts
Lithia Motors Payment Processing	9/26/2022	ACH	\$67.90 Brake Pads
Lithia Motors Payment Processing	9/26/2022	ACH	\$532.87 Tie Rods, Brake Pads
Lithia Motors Payment Processing	9/26/2022	ACH	\$17.52 Inventory Parts
Lithia Motors Payment Processing	9/26/2022	ACH	\$15.74 Relay
Lithia Motors Payment Processing	9/26/2022	ACH	\$52.09 Trans Filter
Lithia Motors Payment Processing	9/26/2022	ACH	\$333.85 Spark Plugs, Coils
Lithia Motors Payment Processing	9/26/2022	ACH	\$262.02 Calipers
Lithia Motors Payment Processing	9/26/2022	ACH	\$235.21 Inventory Parts
Lithia Motors Payment Processing	9/30/2022	ACH	\$35.00 Core Credit
Lithia Motors Payment Processing	9/30/2022	ACH	\$100.00 Core Credit
Lithia Motors Payment Processing	10/10/2022	ACH	\$68.14 Bearings
Lithia Motors Payment Processing	10/10/2022	ACH	\$44.41 Tensioner - N2511
Lithia Motors Payment Processing	10/10/2022	ACH	\$75.12 Tensioner N2511
Lithia Motors Payment Processing	10/10/2022	ACH	\$91.24 Bushings N2511
Lithia Motors Payment Processing	10/10/2022	ACH	\$224.64 Inventory Parts
Lithia Motors Payment Processing	10/10/2022	ACH	\$53.71 Turn Signal Switch N332
Lithia Motors Payment Processing	10/10/2022	ACH	\$0.59 Seal N334
Lithia Motors Payment Processing	10/10/2022	ACH	\$726.80 Inventory Parts
Lithia Motors Payment Processing	10/10/2022	ACH	\$571.34 Inventory Parts
Lotus Boise Corp	9/26/2022	ACH	\$700.00 Radio ad air-time
Lotus Boise Corp	9/26/2022	ACH	\$240.00 Radio ad air-time
Lotus Boise Corp	9/26/2022	ACH	\$300.00 Radio ad air-time
Lotus Boise Corp	9/26/2022	ACH	\$944.00 Radio ad air-time
Lotus Boise Corp	9/26/2022	ACH	\$300.00 Radio ad air-time
Lotus Boise Corp	9/26/2022	ACH	\$944.00 Radio ad air-time
Lowes Home Improvement	9/26/2022	ACH	\$34.89 Shop Supplies
Lowes Home Improvement	9/26/2022	ACH	\$9.48 Hose Bib Splitter
Lowes Home Improvement	10/10/2022	ACH	\$21.36 Drill Bit Set
Lowes Home Improvement	10/10/2022	ACH	\$22.68 Door Hinges
Lowes Home Improvement	10/10/2022	ACH	\$6.62 Steel Corner Braces
Luke Stankovic	10/10/2022	ACH	\$1,470.00 Taxi scrip transportation
Lyft, Inc	9/26/2022	ACH	\$913.02 Transit Connections Passes
Lyft, Inc	9/26/2022	ACH	\$264.63 Late night rides
Mary M Johnson	9/26/2022	ACH	\$20.00 Battery decals
Mary M Johnson	9/26/2022	ACH	\$875.00 E-Bike decals
Master Rooter Serv Inc	9/26/2022	ACH	\$1,609.00 Plumbing Service
Master Rooter Serv Inc	9/26/2022	ACH	\$659.00 Sampling of Sump & Testing
Master Rooter Serv Inc	10/10/2022	ACH	\$1,309.00 Plumbing Service
MAXWELL, WILLIAM GORDON	9/26/2022	ACH	\$38.40 Reimb Cell - parial month
MAXWELL, WILLIAM GORDON	10/10/2022	ACH	\$50.00 Reimb Emp Cell - Emp
McGuire Bearing Company	9/26/2022	56919	\$119.59 Inventory Parts
MELANDER, MICHAEL	9/26/2022	ACH	\$140.00 CDL Skills Test Reimbursement
MELANDER, MICHAEL	10/10/2022	ACH	\$69.00 CDL Permit & Drivers License
Melba Valley Senior Center	10/10/2022	ACH	\$3,612.00 Acquisition of services
MENDEZ, JOE	10/10/2022	56939	\$149.28 Cold Weather Gear Reimbursement
MENDEZ, JOE	10/10/2022	56939	\$68.88 Shoe Reimbursement
Meridian Senior Center	10/10/2022	ACH	\$5,001.00 Acquisition of Services
Metro Community Services	9/26/2022	ACH	\$18,430.77 Acquisition of Services
Metro Community Services	10/10/2022	ACH	\$19,760.38 Acquisition of Services
MILLER, CHRISTOPHER A	10/10/2022	ACH	\$150.00 Shoe Reimbursement
Motion & Flow Control Products	9/26/2022	ACH	\$37.44 Hoses, O-Rings N617
Motion & Flow Control Products	9/26/2022	ACH	\$70.05 Hoses N617
Motion & Flow Control Products	10/10/2022	ACH	\$256.54 Inventory Parts
MultiCare Health System	9/26/2022	ACH	\$440.00 Drug Screens
MultiCare Health System	9/26/2022	ACH	\$35.00 Drug Testing
MultiCare Health System	9/26/2022	ACH	\$780.00 Drug Testing
Napa Auto Parts	9/26/2022	ACH	\$345.08 Vehicle Parts
Napa Auto Parts	9/26/2022	ACH	\$42.70 Inventory Parts
Napa Auto Parts	9/26/2022	ACH	\$75.48 Inventory Parts
Napa Auto Parts	9/26/2022	ACH	\$8.00 Inventory Parts
Napa Auto Parts	10/10/2022	ACH	\$113.54 Vehicle Parts
Napa Auto Parts	10/10/2022	ACH	\$319.70 Vehicle Parts
New Flyer Parts	9/26/2022	ACH	\$30.72 Inventory Parts
Norco Inc	9/26/2022	ACH	\$12.09 August Cylinder Rental
North American Bikeshare Assoc	10/10/2022	56940	\$1,100.00 Membership Dues- NABSA Annual
ODP Business Solutions, LLC	9/26/2022	56921	\$180.12 Office Supplies

ODP Business Solutions, LLC	9/26/2022	56921	\$222.37 OFFICE SUPPLIES
ODP Business Solutions, LLC	9/26/2022	56921	\$10.84 Office supplies
ODP Business Solutions, LLC	9/26/2022	56921	\$40.17 Office supplies
ODP Business Solutions, LLC	9/26/2022	56921	\$23.63 Office Supplies
ODP Business Solutions, LLC	9/26/2022	56921	\$104.25 Office Supplies
ODP Business Solutions, LLC	9/26/2022	56921	\$55.97 Office Supplies
ODP Business Solutions, LLC	9/26/2022	56921	\$33.80 Office Supplies
ODP Business Solutions, LLC	9/26/2022	56921	\$45.06 Office Supplies
ODP Business Solutions, LLC	9/26/2022	56921	\$55.30 Office Supplies
ODP Business Solutions, LLC	10/10/2022	56941	\$12.66 Supplies
ODP Business Solutions, LLC	10/10/2022	56941	\$720.23 Office supplies
ODP Business Solutions, LLC	10/10/2022	56941	\$23.76 Office supplies
ODP Business Solutions, LLC	10/10/2022	56941	\$33.80 Labels
ODP Business Solutions, LLC	10/10/2022	56941	\$9.83 office supplies
ODP Business Solutions, LLC	10/10/2022	56941	\$74.15 office supplies
ODP Business Solutions, LLC	10/10/2022	56941	\$217.68 Chair
O'Reilly Auto Enterprises, LLC	9/22/2022	ACH	\$50.00 Core Credit - Alternator
O'Reilly Auto Enterprises, LLC	9/26/2022	ACH	\$30.21 Heater Hose
O'Reilly Auto Enterprises, LLC	9/26/2022	ACH	\$24.62 Pin Boot Kit
O'Reilly Auto Enterprises, LLC	9/26/2022	ACH	\$13.39 Hose Tee Fitting
O'Reilly Auto Enterprises, LLC	9/26/2022	ACH	\$4.54 Muffler Clamp
O'Reilly Auto Enterprises, LLC	9/26/2022	ACH	\$17.87 Wheel Bearing
O'Reilly Auto Enterprises, LLC	9/26/2022	ACH	\$55.98 Brake Fluid
O'Reilly Auto Enterprises, LLC	9/26/2022	ACH	\$11.84 Brake Bolt Kit
O'Reilly Auto Enterprises, LLC	9/26/2022	ACH	\$59.86 Water Pump Belts - Stock
O'Reilly Auto Enterprises, LLC	10/10/2022	ACH	\$118.80 Ball Joints - N2513
O'Reilly Auto Enterprises, LLC	10/10/2022	ACH	\$91.67 Reservoir Tank N2513
O'Reilly Auto Enterprises, LLC	10/10/2022	ACH	\$261.33 Radiator - N2513
O'Reilly Auto Enterprises, LLC	10/10/2022	ACH	\$179.10 Ball Joints - N2511
O'Reilly Auto Enterprises, LLC	10/10/2022	ACH	\$334.69 Alternator & Core Charge N332
O'Reilly Auto Enterprises, LLC	10/10/2022	ACH	\$17.99 Transfer Pump Shop
O'Reilly Auto Enterprises, LLC	10/10/2022	ACH	\$334.69 Alternator - Stock
O'Reilly Auto Enterprises, LLC	10/10/2022	ACH	\$334.69 Alternator
O'Reilly Auto Enterprises, LLC	10/10/2022	ACH	\$25.99 Cargo Straps
O'Reilly Auto Parts	9/26/2022	ACH	\$262.68 Inventory Parts
O'Reilly Auto Parts	9/26/2022	ACH	\$241.81 Inventory Parts
O'Reilly Auto Parts	9/26/2022	ACH	\$84.64 Inventory Parts
Pacific Office Automation	9/26/2022	ACH	\$589.18 Copier/printer lease monthly
Pacific Office Automation	10/10/2022	ACH	\$7,483.00 Postbase Vision
Paragon Consulting, Inc	9/26/2022	ACH	\$1,025.00 Orchard Bus Stops
Paragon Consulting, Inc	9/26/2022	ACH	\$300.00 Bus stop construction
Paragon Consulting, Inc	9/26/2022	ACH	\$2,810.00 Bus stop construction
Parma Senior Center	10/10/2022	ACH	\$2,139.28 Acquisition of Services
Paul Construction	9/26/2022	ACH	\$49,282.67 Ada county Bus Stop improvements
Peak Industrial, Inc	9/26/2022	56922	\$4,300.00 Inventory Parts
Peak Industrial, Inc	9/26/2022	56922	\$22.23 Inventory Parts
Peak Industrial, Inc	9/26/2022	56922	\$181.48 Inventory Parts
Pioneer Irrigation District	10/10/2022	56942	\$420.20 Annual Irrigation
PNG Media LLC	9/26/2022	56923	\$53.66 Legal Public notice
PNG Media LLC	9/26/2022	56923	\$139.44 Legal Ads
PNG Media LLC	10/10/2022	56943	\$130.29 Legal Notice
Primary Health Medical Group, LLC	9/26/2022	56924	\$425.00 DOT PHYSICALS
ProPeople	9/26/2022	ACH	\$1,823.25 Temp Wages
ProPeople	9/26/2022	ACH	\$1,790.10 Temp Wages
ProPeople	10/10/2022	ACH	\$1,204.45 Temp wages
ProPeople	10/10/2022	ACH	\$1,790.10 Temp Wages
ProPeople	10/10/2022	ACH	\$1,182.35 Temp Wages
Quench USA	9/26/2022	ACH	\$289.95 Water/Ice Equipment Rentals
RCF Commercial Cleaning, LLC	9/26/2022	ACH	\$1,600.00 September Janitorial
RCF Commercial Cleaning, LLC	10/10/2022	ACH	\$3,850.00 Janitorial services
RDK Corporation	9/26/2022	ACH	\$100.00 Background Checks
RDK Corporation	10/10/2022	ACH	\$230.00 Background Checks
Right! Systems, Inc.	9/26/2022	56925	\$3,871.54 MS Office 365 G3/G5
Right! Systems, Inc.	9/26/2022	56925	\$3,993.36 MS Office 365 GCC GC
Romaine Electric Corporation	9/26/2022	56925	\$526.00 IT Hardware
Romaine Electric Corporation	9/26/2022	ACH	\$398.04 Ignition Coils
Romaine Electric Corporation	9/26/2022	ACH	\$1,194.12 Ignition Coils
Romaine Electric Corporation	9/26/2022	ACH	\$497.80 Vehicle Parts
Romaine Electric Corporation	10/10/2022	ACH	\$3,246.80 Alternator - Stock
Romaine Electric Corporation	10/10/2022	ACH	\$3,246.80 Alternator - N616

Romaine Electric Corporation	10/10/2022	ACH	\$3,246.80 Inventory Parts
SAMG Occupational Med - Emerald	9/26/2022	56926	\$180.00 Drug Screen/Physicals
SAMG Occupational Med - Emerald	9/26/2022	56926	\$90.00 Drug Screen/Physicals
SAMG Occupational Med - Emerald	10/10/2022	56944	\$35.00 Drug Screen/Physicals
Shop Equipment Specialties, LLC	9/26/2022	ACH	\$948.25 Parts for Lathe
Shred-It USA-LLC	9/26/2022	ACH	\$108.92 Document Shredding
Shred-It USA-LLC	9/26/2022	ACH	\$114.79 Document Shredding
Shred-It USA-LLC	10/10/2022	ACH	\$119.26 Document Shredding
Shred-It USA-LLC	10/10/2022	ACH	\$125.09 Document Shredding
SIJ Holdings, LLC	9/26/2022	ACH	\$74.76 Legal Ad
SIJ Holdings, LLC	9/26/2022	ACH	\$99.20 Legal Ads
SMITH, JOSHUA	10/10/2022	56945	\$50.00 Reimb Cell Oct
Snap-on Incorporated	9/26/2022	ACH	\$295.93 Diagnostic Cable
Sportworks Global LLC	10/10/2022	ACH	\$112.98 Apex 2 Pivot Bushing& Bolt
Sportworks Global LLC	10/10/2022	ACH	\$414.98 Torsion Spring & Bolts
SPX Corporation	9/26/2022	ACH	\$3,061.95 Farebox Parts
SPX Corporation	9/26/2022	ACH	\$440.25 Farebox Parts
SPX Corporation	9/26/2022	ACH	\$121.38 Farebox Parts
SPX Corporation	9/26/2022	ACH	\$363.52 Farebox Parts
SPX Corporation	9/26/2022	ACH	\$62.84 Farebox Parts
SPX Corporation	10/10/2022	ACH	\$1,335.23 Farebox Parts
Star Senior Center	10/10/2022	56946	\$5,606.25 Acquisition of Services
Star Senior Center	10/10/2022	56946	\$100.00 Acquisition of Services
Stoltz Marketing Group, Inc	9/26/2022	ACH	\$1,467.85 Route 30 Proj. mgmnt
Stoltz Marketing Group, Inc	9/26/2022	ACH	\$527.15 Route 30 Proj mgmt
Stoltz Marketing Group, Inc	9/26/2022	ACH	\$62.85 Route 30 Campaign
Stoltz Marketing Group, Inc	9/26/2022	ACH	\$532.15 Route 30 Campaign
Stoltz Marketing Group, Inc	9/26/2022	ACH	\$665.00 Account Admin
Stoltz Marketing Group, Inc	9/26/2022	ACH	\$1,330.00 Safe Travels Newsletter
Supportive Housing & Innovative Partners	10/10/2022	ACH	\$24,834.76 Acquisition of Services
Syringa Netowrks, LLC	9/26/2022	ACH	\$4,820.00 Telecom Services
Tacoma Screw Products Inc.	9/26/2022	ACH	\$695.69 Nuts & Bolts
Tacoma Screw Products Inc.	9/26/2022	ACH	\$42.62 Department Supplies
That's Sharp, LLC	10/10/2022	ACH	\$6,691.07 HDTC Architecture
The Car Park, LLC	10/10/2022	ACH	\$1,350.00 Carpool - pass through costs
Thompson and Associates, Inc.	9/26/2022	ACH	\$2,802.50 Investigation Services
Thompson and Associates, Inc.	10/10/2022	ACH	\$622.00 Consulting Services - Recruiting
Transpo Group USA, Inc	9/26/2022	ACH	\$4,252.45 Project Mgmnt - Kuna
Transpo Group USA, Inc	9/26/2022	ACH	\$2,735.00 On-Call services RFP 2019-08-30
Treasure Valley Coffee	9/26/2022	ACH	\$69.50 Coffee Supplies
Treasure Valley Coffee	9/26/2022	ACH	\$26.80 Water Delivery
Treasure Valley Coffee	9/26/2022	ACH	\$46.50 Water/Equipment Lease
Treasure Valley Coffee	10/10/2022	ACH	\$147.80 First Aid - Office
Treasure Valley Coffee	10/10/2022	ACH	\$130.50 Coffee - Orchard
Treasure Valley Coffee	10/10/2022	ACH	\$43.00 First Aid - Shop
Treasure Valley Coffee	10/10/2022	ACH	\$69.50 Coffee - MSS
Treasure Valley Coffee	10/10/2022	ACH	\$26.80 Water - Orchard
Treasure Valley Curb & Sprinkling Inc	9/26/2022	ACH	\$404.05 Landscaping
Treasure Valley Transit	9/26/2022	ACH	\$17,191.00 Subrecipient
UniFirst Acct # 1410130	9/26/2022	ACH	\$233.65 Mats, Cloths, Uniforms
UniFirst Acct # 1410130	9/26/2022	ACH	\$233.65 Mats, Cloths, Uniforms
UniFirst Acct # 1410130	9/26/2022	ACH	\$233.65 Mats, Cloths, Uniforms
UniFirst Acct # 1410130	10/10/2022	ACH	\$233.65 Mats, Cloths, Uniforms
UniFirst Acct # 1410130	9/26/2022	ACH	\$408.21 Laundry Services and Supplies
UniFirst Acct # 1410130	9/26/2022	ACH	\$297.58 Laundry Services
UniFirst Acct # 1410130	9/26/2022	ACH	\$521.41 Laundry Service
UniFirst Acct # 1410130	10/10/2022	ACH	\$325.91 Uniform/Laundry Services
UniFirst Acct # 1410130	10/10/2022	ACH	\$297.58 Uniform Laundry Service
UniFirst Acct # 1410130	10/10/2022	ACH	\$310.31 Uniform Laundry Services
United Auto Upholstery	10/10/2022	56947	\$550.00 Repair Van Seat
United Site Services of Nevada, Inc	9/26/2022	ACH	\$282.56 Restroom/Hand Sanitizer
United Way of Treasure Valley	9/26/2022	ACH	\$95.00 Employee contributions
United Way of Treasure Valley	10/10/2022	ACH	\$95.00 Emp. Contributions
Verizon Wireless	9/26/2022	ACH	\$9,202.42 Association dues
Verizon Wireless	10/10/2022	56949	\$2,445.79 Cell Phone Service
Verizon Wireless	10/10/2022	56949	\$51.42 Cell Phone Service
Verizon Wireless	10/10/2022	56949	\$698.33 Cell Phone Service
Verizon Wireless	10/10/2022	56949	\$40.01 Cell Phone Service
Verizon Wireless	10/10/2022	56949	\$160.04 Cell Phone Service
Verizon Wireless	10/10/2022	56949	\$360.09 Cell Phone Service

Verizon Wireless	10/10/2022	56949	\$104.34 Cell Phone Service
Verizon Wireless	10/10/2022	56949	\$1,990.23 Cell Phone Service
Via Transportation, Inc.	10/10/2022	ACH	\$2,180.00 Vehicle Fee's
Vitruvian Planning	10/10/2022	56950	\$2,600.00 Board strategic work plan
WASHINGTON, CORRIE	10/10/2022	ACH	\$148.78 Food for new route meeting
WASHINGTON, CORRIE	10/10/2022	ACH	\$50.00 Reimb Cell - Oct
Western Mountain Bus Sales	9/26/2022	ACH	\$853.27 Vehicle Parts
Western Mountain Bus Sales	10/10/2022	ACH	\$128.63 Vehicle Parts
Western Mountain Bus Sales	9/26/2022	ACH	\$145.33 Fuel - August
Wienhoff Drug Testing	10/10/2022	56951	\$35.00 Random Drug Test
William Beard	9/26/2022	ACH	\$203.00 Bus Washing
William Beard	10/10/2022	ACH	\$233.00 Bus Washing
William Beard	10/10/2022	ACH	\$249.00 Bus Washing
William Beard	10/10/2022	ACH	\$438.00 Bus Washing
YBNOW LLC	10/10/2022	ACH	\$5,706.93 ADA County R2W
YBNOW LLC	10/10/2022	ACH	\$112.54 Meridian VA Shuttle rides
YBNOW LLC	10/10/2022	ACH	\$72.40 Ada County R2W- wheelchair
			<u>\$1,032,019.17</u>

ACCEPTED:



 CHAIR OF EXECUTIVE BOARD

ATTEST:



 SECRETARY/TREASURER

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
CARNOPIS, MARK	10/24/2022	ACH	\$59.00	Reimb - Gravity Forms 1yr license
CARNOPIS, 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
Delerrok, 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 ESSENTAIL 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 acctnt 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 phse2 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
YB NOW 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

Payment Register 11/16/2022 - 12/15/2022

<u>Vendor Name</u>	<u>Pymnt Date</u>	<u>Check Num</u>	<u>Amount</u>	<u>Invoice Description</u>
Access Idaho-26682	11/21/2022	56990	\$18.00	DLR Search
AdaRide.Com, LLC	12/7/2022	ACH	\$2,263.00	Paratransit Services
Adobe, Inc.	12/7/2022	ACH	\$265.01	Acrobat Pro
Advanced Communications, Inc	12/7/2022	ACH	\$3,000.00	Phone system licensing and maintenace
Alexander Clark Printing	12/7/2022	57018	\$199.00	Turkey Posters - 150
Alexander Clark Printing	12/7/2022	57018	\$308.50	Printing access passes
Alexander Clark Printing	12/7/2022	57018	\$180.00	Printing Services - Time Off Requests
Alternative Hose	11/21/2022	56991	\$8.64	Silicon Hose
Alternative Hose	11/21/2022	56991	\$455.97	Inventory Parts
Alternative Hose	12/7/2022	57019	\$40.14	Inventory Parts
AMIRI, MOHAMMED	11/21/2022	ACH	\$63.59	Reimbursement - Cold Weather Gear
ANSAR, MUNIR	11/21/2022	ACH	\$195.04	Reimbursement - Cold Weather Gear
ANSAR, MUNIR	12/7/2022	ACH	\$28.62	Reimbursement - Cold Weather Gear
Anthony, Elizabeth	11/21/2022	ACH	\$173.75	Volunteer Driver
Anthony, Elizabeth	12/7/2022	ACH	\$256.88	Volunteer Driver
Automotive & Industrial Distributors	12/7/2022	ACH	\$147.47	Grease
Automotive Equipment Specialists	12/7/2022	ACH	\$3,300.00	AC Recovery Machine
Avero, LLC	12/7/2022	ACH	\$4,390.00	ERP Consulting Services
A-Z Bus Sales, Inc	11/21/2022	ACH	\$627.77	Intermotive Module
A-Z Bus Sales, Inc	12/7/2022	ACH	\$155.39	Lumbar Support
A-Z Bus Sales, Inc	12/7/2022	ACH	\$69.29	Rocker Door Switch
A-Z Bus Sales, Inc	12/7/2022	ACH	\$128.24	#10 Splicer
A-Z Bus Sales, Inc	12/7/2022	ACH	\$116.00	A/C Fittings
BADESHEIM, KELLI	12/7/2022	ACH	\$63.20	Reimb Emp. PerDiem
Barber, Richard P	11/21/2022	ACH	\$112.50	Volunteer Driver
Barber, Richard P	12/7/2022	ACH	\$111.25	Volunteer Driver
Black Signs of Idaho, Inc.	12/7/2022	ACH	\$50.00	Rental Sign 11/10 - 12-9
BLAKESLEE, JAMES	12/7/2022	57020	\$120.00	Reimburse for Skills Test / CDL
Boise Air Terminal	12/7/2022	ACH	\$8,971.36	Land Rent
Boise City Utility Billing	11/21/2022	56992	\$25.30	Trash/Recycling
Boise City Utility Billing	12/7/2022	57021	\$426.38	Trash/Sewer 12/1-12/31
Boise Community Radio Project	11/21/2022	ACH	\$500.00	Radio Ad time
Boise Municipal Health Care Trust	12/7/2022	ACH	\$57,453.05	Medical/dental premiums
Boise Peterbilt	11/21/2022	ACH	\$495.72	Inventory Parts
Boise Peterbilt	12/7/2022	ACH	\$495.72	Inventory Parts
Boise State Public Radio	11/21/2022	ACH	\$1,570.00	Radio Ads
BORGESON, ERIK	12/7/2022	ACH	\$103.90	Reimbursement - Work Pants
Brandt, Loreli	11/21/2022	ACH	\$358.13	Volunteer Driver
Brandt, Loreli	12/7/2022	ACH	\$493.13	Volunteer Driver
Brink's Incorporated	11/21/2022	ACH	\$480.34	Armored Car service
Brink's Incorporated	12/7/2022	ACH	\$484.38	Armored Car Services
BULEN, PHILLIP W.	12/7/2022	57023	\$38.50	Reimbursement - Bathroom Stall Latches
CAMERON WELLS	11/21/2022	ACH	\$17.05	Reimb postage
Career Uniforms Partners	11/21/2022	ACH	\$165.75	Uniforms
Career Uniforms Partners	11/21/2022	ACH	\$296.10	Uniforms
Career Uniforms Partners	11/21/2022	ACH	\$32.45	Uniforms
Career Uniforms Partners	11/21/2022	ACH	\$200.55	Uniforms
Career Uniforms Partners	11/21/2022	ACH	\$148.30	Uniforms
Career Uniforms Partners	12/7/2022	ACH	\$327.65	Uniforms
Career Uniforms Partners	12/7/2022	ACH	\$195.75	Uniforms
Career Uniforms Partners	12/7/2022	ACH	\$93.60	Uniforms
Career Uniforms Partners	12/7/2022	ACH	\$72.45	Uniforms
Career Uniforms Partners	12/7/2022	ACH	\$279.75	Uniforms
Career Uniforms Partners	12/7/2022	ACH	\$135.27	Uniforms
Career Uniforms Partners	12/7/2022	ACH	\$184.55	Uniforms
Career Uniforms Partners	12/7/2022	ACH	\$124.25	Uniforms
CARNOPIIS, MARK	12/7/2022	ACH	\$142.55	Emp Reimb domain names/mileage
Catapult3, Inc.	12/7/2022	ACH	\$111.30	SIGNAGE INSTALLATION
Catapult3, Inc.	12/7/2022	ACH	\$3,875.00	SIGNAGE INSTALLATION
CenturyLink	11/21/2022	56993	\$174.13	Telecom Services 11/16--12/15
CenturyLink	11/21/2022	56993	\$135.48	Telecom Services 11/7-12/6
CenturyLink	11/21/2022	56993	\$27.56	Services 11/1-11/30
CenturyLink	12/7/2022	57024	\$338.43	Services 11/25-12/24

CenturyLink	12/7/2022	57024	\$252.65 Services 11/22-12/21
CenturyLink	12/7/2022	57024	\$153.44 Services 11/22-12/21
CenturyLink	12/7/2022	57024	\$26.78 Services 12/1-12/31
CenturyLink	12/7/2022	57024	\$331.20 Services 11/25-12/24
Christensen, Inc	11/21/2022	ACH	\$5,654.88 Unleaded Gasoline
Christensen, Inc	12/7/2022	ACH	\$2,884.20 Engine Oil
Church of the Harvest	11/21/2022	ACH	\$6,899.93 Aquisisiton of Services
Church of the Harvest	11/21/2022	ACH	\$11,239.08 inv #20221010 Acquisition of services
City of Caldwell Water Department	11/21/2022	56994	\$320.40 Water/Sewer/Street light
City of Caldwell Water Department	11/21/2022	56994	\$119.00 Garbage services
CLAMPITT, BRENT	12/7/2022	ACH	\$140.38 Reimbursement - Cold Wear Gear
Clean Energy	11/21/2022	ACH	\$13,229.25 Natural Gas October 2022
Colonial Life	12/7/2022	ACH	\$47.77 Insurance Premium
Commercial Tire, Inc	11/21/2022	ACH	\$28.95 Aquablade 18"
Commercial Tire, Inc	11/21/2022	ACH	\$198.90 Battery & battery service
Commercial Tire, Inc	11/21/2022	ACH	\$1,207.90 Batteries
Commercial Tire, Inc	11/21/2022	ACH	\$807.39 Tires N614
Commercial Tire, Inc	11/21/2022	ACH	\$1,537.38 N615 Steers
Commercial Tire, Inc	11/21/2022	ACH	\$15.08 Tires
Commercial Tire, Inc	11/21/2022	ACH	\$32.00 Tires
Commercial Tire, Inc	11/21/2022	ACH	\$1,174.98 Tires
Commercial Tire, Inc	11/21/2022	ACH	\$1,613.18 Tires
Commercial Tire, Inc	11/21/2022	ACH	\$42.00 Tires
Commercial Tire, Inc	11/21/2022	ACH	\$1,295.62 N2512 all tires replaced
Commercial Tire, Inc	11/21/2022	ACH	\$1,614.78 Tires
Commercial Tire, Inc	11/21/2022	ACH	\$1,614.78 Tires
Commercial Tire, Inc	11/21/2022	ACH	\$1,327.31 Tire services
Commercial Tire, Inc	11/21/2022	ACH	\$270.00 Tires
Commercial Tire, Inc	12/7/2022	ACH	\$173.60 Lube/filter
Commercial Tire, Inc	12/7/2022	ACH	\$163.05 Lube/filter servivce/PM inspection
Commercial Tire, Inc	12/7/2022	ACH	\$1,822.48 vehicle maintaince
Commercial Tire, Inc	12/7/2022	ACH	\$184.50 Tires
Commercial Tire, Inc	12/7/2022	ACH	\$447.34 Tires
Commercial Tire, Inc	12/7/2022	ACH	\$27.90 Tires
Commercial Tire, Inc	12/7/2022	ACH	\$1,649.62 Tires N617
Commercial Tire, Inc	12/7/2022	ACH	\$32.00 Tire Change N613
Commercial Tire, Inc	12/7/2022	ACH	\$27.90 Tires
Commercial Tire, Inc	12/7/2022	ACH	\$263.80 Floor Scrubber Batteries
Corwin Ford	12/7/2022	ACH	\$113.96 Bus Parts
CRENSHAW, MARSHALL	12/7/2022	57025	\$74.19 Boot Reimbursement
CROMIE, PAULA	12/7/2022	ACH	\$38.99 Reimb - Costco plates/utensils
CROMIE, PAULA	12/7/2022	ACH	\$163.09 Reimb Amazon/\$\$ tree
Cummins Rocky Mountain, LLC	11/21/2022	ACH	\$2,110.53 Wiring Harness
Cummins Rocky Mountain, LLC	11/21/2022	ACH	\$60.39 Inventory Parts
Cummins Rocky Mountain, LLC	11/21/2022	ACH	\$362.80 Oil Pan Supplies N611
Cummins Rocky Mountain, LLC	11/21/2022	ACH	\$317.50 Program ECM
Cummins Rocky Mountain, LLC	12/7/2022	ACH	\$129.39 Plate Cover
Cummins Rocky Mountain, LLC	12/7/2022	ACH	\$597.07 Oil Pan Gaskets
Cummins Rocky Mountain, LLC	12/7/2022	ACH	\$145.67 Oil Pan Gasket
Cummins Rocky Mountain, LLC	12/7/2022	ACH	\$11.87 Oil Pan Plug
Cummins Rocky Mountain, LLC	12/7/2022	ACH	\$429.38 Plunger, Valve, Gasket
Curtis Clean Sweep	11/21/2022	ACH	\$55.00 Boise Transit Garage
CURTIS, JODI	12/7/2022	57026	\$50.00 Reimb Cell - Dec.
Custom Care Pest Services	12/7/2022	ACH	\$95.00 Pest Control
D & B Supply Co., Inc.	11/21/2022	56995	\$22.96 Maintenance Supplies
D & B Supply Co., Inc.	11/21/2022	56995	\$15.58 Maintenance Supplies
David Gregory Sherman	11/21/2022	56996	\$225.00 Windshield Replaced N2513
Day Wireless Systems	11/21/2022	ACH	\$350.00 Site Rent
Day Wireless Systems	12/7/2022	ACH	\$7.14 Microphone Clips
DeIerrok, Inc.	11/21/2022	ACH	\$1,200.00 UMO Monthly Trans Fee's
Dillon Toyota Lifts	12/7/2022	ACH	\$743.90 Replace parts on scrubber
DMC Sales	11/21/2022	ACH	\$67.50 Windshield Wash
DMC Sales	12/7/2022	ACH	\$130.50 Vehicle
DOW, STEPHEN	11/21/2022	56997	\$140.00 CDL Driving Skills Test
DOW, STEPHEN	11/21/2022	56997	\$64.00 CDL Knowledge Test & Permit

Dwaine S Lee, LLC	11/21/2022	ACH	\$192.50 Towing Service
Dwaine S Lee, LLC	11/21/2022	ACH	\$192.50 Towing Service
Dwaine S Lee, LLC	11/21/2022	ACH	\$192.50 Towing Service
Dwaine S Lee, LLC	12/7/2022	ACH	\$170.50 Towing Service
Dwaine S Lee, LLC	12/7/2022	ACH	\$170.50 Towing Service
Dwaine S Lee, LLC	12/7/2022	ACH	\$192.50 Towing Service
Eagle Senior Center	11/21/2022	ACH	\$16,867.30 Acquisition of Services
Ecolube Recovery, LLC.	11/21/2022	ACH	\$25.00 Inventory Parts
Ecolube Recovery, LLC.	12/7/2022	ACH	\$90.00 Parts Washer Lease
EISENBERG, GREGG	11/21/2022	ACH	\$3,156.28 Reimbursement - Recruiting Ads
EISENBERG, GREGG	12/7/2022	ACH	\$50.00 Reimb Cell - Dec.
Esri Inc.	11/21/2022	ACH	\$700.00 SOFTWARE
ETA Phi Systems, Inc.	12/7/2022	ACH	\$5,951.70 OandM costs for CAD/AVL
Eurofins TesOil, Inc.	12/7/2022	ACH	\$435.00 Sample Bottles
EZELL, JEANNETTE	11/21/2022	ACH	\$45.72 Employee Reimbursement
Factory Motor Parts Co	11/21/2022	56998	\$1,572.85 Bus Parts
Factory Motor Parts Co	11/21/2022	56998	\$30.60 Bus Parts
Factory Motor Parts Co	12/7/2022	57027	\$76.94 Oxygen sensor
Factory Motor Parts Co	12/7/2022	57027	\$23.86 Wheel Seals
Factory Motor Parts Co	12/7/2022	57027	\$183.64 Bus Parts
Factory Motor Parts Co	12/7/2022	57027	\$64.32 Brake Clean
FASTENAL	11/21/2022	ACH	\$1,043.10 Safety Vests
FASTENAL	11/21/2022	ACH	\$140.47 Shop Supplies
First Transit	12/7/2022	ACH	\$140,738.54 Mgmnt Fees/BIPD Ins/Wrkr comp
Fleet Services	12/8/2022	ACH	\$105.73 Fuel
Fleet Services	12/8/2022	ACH	\$1,745.61 Fuel
FRIEL, TERRY	11/21/2022	56999	\$150.00 Reimbursement - Shoes
Gem State Paper & Supply	11/21/2022	ACH	\$69.91 Shop Supplies
Gem State Paper & Supply	11/21/2022	ACH	\$47.60 Shop Supplies
Gem State Paper & Supply	12/7/2022	ACH	\$335.60 Shop Supplies
Gem State Paper & Supply	12/7/2022	ACH	\$159.59 Shop Supplies
Gillig, LLC	11/21/2022	ACH	\$2,568.79 Radiator & parts N614
Gillig, LLC	11/21/2022	ACH	\$76.88 Vehicle
Gillig, LLC	11/21/2022	ACH	\$178.28 Vehicle
Gillig, LLC	11/21/2022	ACH	\$1,622.59 Vehicle
Gillig, LLC	11/21/2022	ACH	\$189.14 Vehicle
Gillig, LLC	11/21/2022	ACH	\$129.00 Wiper Blades
Gillig, LLC	11/21/2022	ACH	\$745.34 Vehicle
Gillig, LLC	11/21/2022	ACH	\$745.34 Vehicle
Gillig, LLC	11/21/2022	ACH	\$2,125.90 Brake Drums, Brake Shoes
Gillig, LLC	11/21/2022	ACH	\$521.85 Vehicle
Gillig, LLC	11/21/2022	ACH	\$165.60 Vehicle
Gillig, LLC	12/7/2022	ACH	\$1,060.85 Filters
Gillig, LLC	12/7/2022	ACH	\$448.77 Regulator
Gillig, LLC	12/7/2022	ACH	\$83.19 Lock Assmy, Caps
Gillig, LLC	12/7/2022	ACH	\$68.32 Mirrors
Gillig, LLC	12/7/2022	ACH	\$668.84 Vehicle
Gillig, LLC	12/7/2022	ACH	\$622.61 Vehicle
Gillig, LLC	12/7/2022	ACH	\$1,468.87 Display Key Board
Gillig, LLC	12/7/2022	ACH	\$394.16 Vehicle
Gillig, LLC	12/7/2022	ACH	\$394.16 Vehicle
Gillig, LLC	12/7/2022	ACH	\$436.13 Vehicle
Gillig, LLC	12/7/2022	ACH	\$71.75 Kneeling - Decals
Gillig, LLC	12/7/2022	ACH	\$122.88 Driver Seat Knob
Gillig, LLC	12/7/2022	ACH	\$745.34 Vehicle
Gillig, LLC	12/7/2022	ACH	\$296.94 Vehicle
Glass Doctor	11/21/2022	ACH	\$509.14 Replaced glass in van/labor
Glass Doctor	12/7/2022	ACH	\$75.00 Windshield repair
Glass Doctor	12/7/2022	ACH	\$75.00 Windshield repair
Glass Doctor	12/7/2022	ACH	\$75.00 Windshield repair
Glass Doctor	12/7/2022	ACH	\$524.20 Adhesive & labor 2 windows
Glory Global Solutions, Inc	11/21/2022	57000	\$575.00 Coin Machine Repair
Glory Global Solutions, Inc	11/21/2022	57000	\$618.02 Coin Machine Repair
Glory Global Solutions, Inc	11/21/2022	57000	\$1,279.67 New Coin Machine Printer
Grainger Inc	11/16/2022	ACH	\$31.62 Returned gloves credit

Grainger Inc	11/21/2022	ACH	\$71.28 Paper Towel
Grainger Inc	11/21/2022	ACH	\$55.55 Wall Shelf
Grainger Inc	11/21/2022	ACH	\$240.21 Inventory Parts
Grainger Inc	12/7/2022	ACH	\$102.22 Suction Cup Lifter
Grainger Inc	12/7/2022	ACH	\$37.67 Steering Wheel Cover
Grainger Inc	12/7/2022	ACH	\$91.42 Steering Wheel Covers
Grainger Inc	12/7/2022	ACH	\$121.05 Steering Wheel Covers
Grainger Inc	12/7/2022	ACH	\$98.13 Heat Gun, Hooks
Grainger Inc	12/7/2022	ACH	\$45.32 Heat Gun
Grainger Inc	12/7/2022	ACH	\$113.08 Hand Soap
Grainger Inc	12/7/2022	ACH	\$31.62 Gloves
Grainger Inc	12/7/2022	ACH	\$338.91 Traction Cleats
Grainger Inc	12/7/2022	ACH	\$21.76 Semipneumatic Wheel
HASSAN, DEANNA	12/7/2022	ACH	\$50.00 Reimb Cell - Dec.
Healea, Stephanie	11/21/2022	ACH	\$191.25 Volunteer Driver
Healea, Stephanie	12/7/2022	ACH	\$45.63 Volunteer Driver
Hi - Line	11/21/2022	ACH	\$414.33 Non Stock Bus parts
Hi - Line	12/7/2022	ACH	\$663.41 Assorted Wedgelock
Hi - Line	12/7/2022	ACH	\$108.34 Assorted Hex Head Caps
Hi - Line	12/7/2022	ACH	\$89.23 Assorted flange bolts
Hot Shots, Inc.	11/21/2022	ACH	\$883.32 Courier Services
HUNT, STEPHEN	11/21/2022	ACH	\$17.50 Reimb shiipping cost
Idaho Power	11/21/2022	57001	\$631.28 Utilities
Idaho Power	11/21/2022	57001	\$2,665.67 Utilities 10/14-11/11
Idaho Power	12/7/2022	57028	\$16.34 Utilities 10/27-11/25
Idaho Power	12/7/2022	57028	\$9,051.00 Utilities
Idaho Power	12/7/2022	57028	\$1,430.99 Utilities 11/2-12/1
Idaho Records Management, LLC	11/21/2022	ACH	\$40.00 Storage
Idaho Records Management, LLC	11/21/2022	ACH	\$40.00 Storage Services
Impact Home Services	12/7/2022	ACH	\$189.00 Pest control services
In The Bag Promotions	11/21/2022	ACH	\$9,146.30 Apperal
In The Bag Promotions	12/7/2022	ACH	\$321.00 Clothing
In The Bag Promotions	12/7/2022	ACH	\$431.20 Trophies for Cranksgiving
IntelePeer Holdings, Inc	12/7/2022	ACH	\$1,303.19 SIP (Dial Tone) Services
Intermountain Gas	11/21/2022	ACH	\$22,854.07 Utilities
Intermountain Gas	11/21/2022	ACH	\$138.76 Utilities 10/12-11/8
Intermountain Gas	11/21/2022	ACH	\$357.90 Utilities 10/20-11/17
Intermountain Gas	11/21/2022	ACH	\$1,494.64 Utilities 10/11-11/7
Intermountain Gas	12/7/2022	ACH	\$609.34 Utilities 10/27-11/29
Intermountain Gas	12/7/2022	ACH	\$193.03 Utilities 10/22-11/18
IQBALI, WAHID JAN	12/7/2022	57029	\$155.21 Reimbursement - Cold Weather Gear
Janek Corporation	11/21/2022	ACH	\$1,700.00 Inventory Parts
JD KRUSE, LLC	11/21/2022	ACH	\$262.30 Bus Parts
JD KRUSE, LLC	12/7/2022	ACH	\$52.00 Bus Parts
JEDRY, JASON	12/7/2022	ACH	\$33.92 Emp. Reimb - Donuts
Jeremy Ricky	11/21/2022	ACH	\$78.00 Purchase Transportation
Jeremy Ricky	12/7/2022	ACH	\$16,945.92 Purchase Transportation
Jeremy Ricky	12/7/2022	ACH	\$3,611.56 Purchase Transportation
Jeremy Ricky	12/7/2022	ACH	\$618.24 Purchase Transportation
Johnson Controls Fire Protection LP	11/21/2022	57002	\$1,009.94 Annual Fire Alarm Inspection
JoPaul & Sons LLC	12/7/2022	ACH	\$77.00 Vehicle washes
Karcher Auto Parts	11/21/2022	ACH	\$39.31 Fluid Extractor
Karcher Auto Parts	11/21/2022	ACH	\$35.87 Spindle Nut Socket
Karcher Auto Parts	11/21/2022	ACH	\$25.82 Vacuum Gauge
Karcher Auto Parts	11/21/2022	ACH	\$85.59 Jaw Puller
Karcher Auto Parts	11/21/2022	ACH	\$133.42 Super Clean
Karcher Auto Parts	11/21/2022	ACH	\$3.65 Heater Hose N336
Karcher Auto Parts	11/21/2022	ACH	\$145.10 Oil Filters
Karcher Auto Parts	12/7/2022	ACH	\$74.76 Spray deicer
Karcher Auto Parts	12/7/2022	ACH	\$4.31 U-BOLT
Karcher Auto Parts	12/7/2022	ACH	\$57.46 Pig Mats
Karcher Auto Parts	12/7/2022	ACH	\$2.31 Connector
Karcher Auto Parts	12/7/2022	ACH	\$133.42 Super Clean
KEELIN, THOMAS	11/21/2022	ACH	\$98.47 Reimbursement - Cold Weather Gear
Kenworth Sales	11/21/2022	ACH	\$120.38 Inventory Parts

Kenworth Sales	11/21/2022	ACH	\$59.00	Inventory Parts
Kenworth Sales	11/21/2022	ACH	\$563.72	Inventory Parts
Kenworth Sales	11/21/2022	ACH	\$118.20	Inventory Parts
Kenworth Sales	11/21/2022	ACH	\$465.46	Inventory Parts
Kenworth Sales	11/21/2022	ACH	\$189.20	Inventory Parts
Kenworth Sales	12/7/2022	ACH	\$701.94	Inventory Parts
Kenworth Sales	12/7/2022	ACH	\$357.78	Inventory Parts
Kenworth Sales	12/7/2022	ACH	\$761.94	Inventory Parts
Kenworth Sales	12/7/2022	ACH	\$2,175.16	Inventory Parts
Kenworth Sales	12/7/2022	ACH	\$231.48	Inventory Parts
Kenworth Sales	12/7/2022	ACH	\$361.35	Inventory Parts
Kenworth Sales	12/7/2022	ACH	\$865.53	Inventory Parts
Kenworth Sales	12/7/2022	ACH	\$25.80	Inventory Parts
Kenworth Sales	12/7/2022	ACH	\$100.80	Rocker Lever Seal
KRONENBITTER, FRANK	12/7/2022	ACH	\$50.00	Reimb Cell - Dec.
KROUPA, KRISTINA	12/7/2022	ACH	\$59.75	Reimbursement - Postage Stamps
KROUPA, KRISTINA	12/7/2022	ACH	\$50.00	Reimb Cell - Dec.
KUEFFLER, CURTIS	12/7/2022	57030	\$50.00	Reimbursement - Shoes
Kuna Senior Citizen Inc	12/7/2022	ACH	\$3,893.60	Acquisition of Services
LARGE, STANLEY	12/7/2022	57031	\$79.47	Reimbursement - Work Pants
Larry Miller- Chrysler	12/7/2022	57032	\$292.96	Vehicle
Larry Miller- Chrysler	12/7/2022	57032	\$91.20	Vehicle
LEARY, TODD	11/21/2022	57003	\$69.93	Reimbursement - Shoes
LifeMap Assurance Co	12/7/2022	ACH	\$1,963.09	Life Ins. Premiums
Lithia Motors Payment Processing	11/17/2022	ACH	\$30.00	Core Credit
Lithia Motors Payment Processing	11/21/2022	ACH	\$192.45	Inventory Parts
Lithia Motors Payment Processing	11/21/2022	ACH	\$294.19	Inventory Parts
Lithia Motors Payment Processing	11/21/2022	ACH	\$7.19	Inventory Parts
Lithia Motors Payment Processing	11/21/2022	ACH	\$340.55	Alternator
Lithia Motors Payment Processing	11/21/2022	ACH	\$755.85	Inventory Parts
Lithia Motors Payment Processing	11/21/2022	ACH	\$287.21	Inventory Parts
Lithia Motors Payment Processing	11/21/2022	ACH	\$412.50	Vehicle Service
Lithia Motors Payment Processing	11/26/2022	ACH	\$5.73	Damaged Filter Credit
Lithia Motors Payment Processing	12/7/2022	ACH	\$82.60	Shift Control Cable
Lithia Motors Payment Processing	12/7/2022	ACH	\$602.77	Inventory Parts
Lithia Motors Payment Processing	12/7/2022	ACH	\$225.00	Spark Plugs
Lithia Motors Payment Processing	12/7/2022	ACH	\$780.21	Brakes
Lithia Motors Payment Processing	12/7/2022	ACH	\$130.31	Inventory Parts
Lithia Motors Payment Processing	12/7/2022	ACH	\$224.00	Inventory Parts
Lithia Motors Payment Processing	12/7/2022	ACH	\$153.06	Front Brakes
Lithia Motors Payment Processing	12/7/2022	ACH	\$93.58	Inventory Parts
Lithia Motors Payment Processing	12/7/2022	ACH	\$218.54	Inventory Parts
Lithia Motors Payment Processing	12/7/2022	ACH	\$105.71	Support Bearings
Lithia Motors Payment Processing	12/7/2022	ACH	\$113.99	Inventory Parts
Lotus Boise Corp	11/21/2022	ACH	\$420.00	Radio Ads
Lotus Boise Corp	11/21/2022	ACH	\$440.00	Radio Ads
Lotus Boise Corp	11/21/2022	ACH	\$350.00	Radio Ads
Lotus Boise Corp	11/21/2022	ACH	\$100.00	Radio Ads
Lotus Boise Corp	11/21/2022	ACH	\$300.00	Radio Ads
Lotus Boise Corp	11/21/2022	ACH	\$300.00	Radio Ads
Lowes Home Improvement	11/21/2022	ACH	\$36.05	Shop Supplies
Lowes Home Improvement	11/21/2022	ACH	\$84.55	Shop Supplies
Lowes Home Improvement	11/21/2022	ACH	\$236.81	Facility Supplies
Lowes Home Improvement	11/21/2022	ACH	\$10.41	Dowels
Lowes Home Improvement	11/21/2022	ACH	\$35.92	Electrical Outlets
Lowes Home Improvement	11/21/2022	ACH	\$46.44	Extension Cord
Lowes Home Improvement	12/7/2022	ACH	\$150.75	Shop Supplies
Lowes Home Improvement	12/7/2022	ACH	\$19.14	Soap Dish
Lowes Home Improvement	12/7/2022	ACH	\$85.38	Shop Supplies
Lowes Home Improvement	12/7/2022	ACH	\$45.28	Shop Supplies
Lowes Home Improvement	12/7/2022	ACH	\$62.64	Carbon Dioxide Detectors
Lowes Home Improvement	12/7/2022	ACH	\$33.02	AAA Batteries
Lyft, Inc	11/21/2022	ACH	\$1,380.76	Lyft Connctetions pass
Lyft, Inc	11/21/2022	ACH	\$450.24	Late night rides-Lyft Pass
Mary M Johnson	11/21/2022	ACH	\$178.85	Print & Install sign

Mary M Johnson	12/7/2022	ACH	\$120.00 Window Decals
MAXWELL, WILLIAM GORDON	12/7/2022	ACH	\$50.00 Reimb Cell - Dec.
MELANDER, MICHAEL	11/21/2022	ACH	\$120.25 Reimbursement - Shoes & Pants
Melba Valley Senior Center	11/21/2022	ACH	\$3,489.28 Acquisition of Services
Meridian Senior Center	11/21/2022	ACH	\$7,153.65 Acquisition of Services
Meridian Senior Center	12/7/2022	ACH	\$6,570.76 Acquisition of Services
Metro Community Services	11/21/2022	ACH	\$31,550.00 Acquisition of Services
Mills, Wayne	11/21/2022	57004	\$520.00 Volunteer Driver
Mills, Wayne	12/7/2022	57033	\$476.88 Volunteer Driver
MITCHELL, MARY	11/21/2022	57005	\$75.18 Reimbursement - Work Shoes
MORRIS, RYAN	11/21/2022	ACH	\$49.76 Reimbursements - Work Clothes
Motion & Flow Control Products	11/21/2022	ACH	\$614.83 Tubing, O-Rings
MultiCare Health System	12/7/2022	ACH	\$1,200.00 Drug Screens
MultiCare Health System	12/7/2022	ACH	\$150.00 Drug Screens (2)
MURSALOV, ISLOM	11/21/2022	ACH	\$130.54 Reimbursements - Shoes
Napa Auto Parts	11/21/2022	ACH	\$279.30 Vehicle Parts
Napa Auto Parts	11/21/2022	ACH	\$71.26 Inventory Parts
Napa Auto Parts	12/7/2022	ACH	\$67.98 Shop Supplies
Napa Auto Parts	12/7/2022	ACH	\$312.40 Inventory Parts
Napa Auto Parts	12/7/2022	ACH	\$40.16 Inventory Parts
NDM Technologies	12/7/2022	57034	\$23,166.78 Firewall & B/U O&M costs
New Flyer Parts	12/7/2022	ACH	\$922.22 Inventory Parts
Norco Inc	11/21/2022	ACH	\$12.09 Cylinder Rental Oct
Northern Tool & Equip Catalog Holdings	12/7/2022	ACH	\$694.92 Grease Pump Kit
ODP Business Solutions, LLC	11/21/2022	57007	\$67.28 Office Supplies
ODP Business Solutions, LLC	11/21/2022	57007	\$58.03 Office Supplies
ODP Business Solutions, LLC	11/21/2022	57007	\$196.85 Office Supplies
ODP Business Solutions, LLC	11/21/2022	57007	\$66.99 Office Supplies
ODP Business Solutions, LLC	11/21/2022	57007	\$72.99 Blank checks
ODP Business Solutions, LLC	11/21/2022	57007	\$8.09 Mousepad
ODP Business Solutions, LLC	11/21/2022	57007	\$111.87 Riser verticle notebook
ODP Business Solutions, LLC	11/21/2022	57007	\$65.97 Stelf ink stamp
ODP Business Solutions, LLC	12/7/2022	57035	\$40.64 Office Supplies
ODP Business Solutions, LLC	12/7/2022	57035	\$57.99 Deposit slips
ODP Business Solutions, LLC	12/7/2022	57035	\$34.90 Manila Folder
ODP Business Solutions, LLC	12/7/2022	57035	\$37.29 Veritical riser notebook
ODP Business Solutions, LLC	12/7/2022	57035	\$70.47 Office Supplies
ODP Business Solutions, LLC	12/7/2022	57035	\$9.83 Office Supplies
O'Reilly Auto Enterprises, LLC	12/7/2022	ACH	\$8.29 Emery Paper
O'Reilly Auto Enterprises, LLC	12/7/2022	ACH	\$4.58 Male - Clamp
O'Reilly Auto Parts	12/7/2022	ACH	\$285.88 Vehicle
O'Reilly Auto Parts	12/7/2022	ACH	\$375.89 Vehicle
O'Reilly Auto Parts	12/7/2022	ACH	\$25.77 Vehicle Parts
O'Reilly Auto Parts	12/7/2022	ACH	\$125.44 Inventory Parts
O'Reilly Auto Parts	12/7/2022	ACH	\$101.12 Vehicle Parts
O'Reilly Auto Parts	12/7/2022	ACH	\$27.42 Vehicle Parts
O'Reilly Auto Parts	12/7/2022	ACH	\$174.23 Vehicle Parts
Pacific Office Automation	11/21/2022	ACH	\$589.18 Copier and printer lease
Paragon Consulting, Inc	12/7/2022	ACH	\$4,115.00 State street design project
Parma Senior Center	12/7/2022	ACH	\$3,350.62 Acquisition of Services
Paul Construction, Inc.	12/7/2022	ACH	\$76,856.31 Ada county bus stop improvements
Paul Construction, Inc.	12/7/2022	ACH	\$10,798.58 Retainage for project
PEDROSA, LESLIE	11/21/2022	ACH	\$714.48 Reimb Emp Air lines/postage/Amazon
PEDROSA, LESLIE	12/7/2022	ACH	\$76.68 Emp. Reimb - Postage
PIEKS TREE SERVICE	12/7/2022	ACH	\$250.00 Remove vegetation around fence
PNG Media LLC	11/21/2022	57008	\$121.14 Legal Notice
PNG Media LLC	11/21/2022	57008	\$121.14 Legal Ad
PNG Media LLC	12/7/2022	57036	\$119.31 Legal Ad
PNG Media LLC	12/7/2022	57036	\$194.34 Legal Ads
Primary Health Medical Group, LLC	11/21/2022	57009	\$120.00 DOT Drug Screens & Physicals
Primary Health Medical Group, LLC	12/7/2022	57037	\$85.00 DOT Physical
Primary Health Medical Group, LLC	12/7/2022	57037	\$425.00 DOT Physicals
ProPeople	11/21/2022	ACH	\$1,480.70 Temp Wages
ProPeople	11/21/2022	ACH	\$1,314.95 Temp wages
ProPeople	11/21/2022	ACH	\$1,348.10 Temp Wages

ProPeople	12/7/2022	ACH	\$1,005.55	Temp Wages
ProPeople	12/7/2022	ACH	\$1,005.55	Temp Wages
ProPeople	12/7/2022	ACH	\$1,005.55	Temp Wages
ProPeople	12/7/2022	ACH	\$1,005.55	Temp Wages
Proterra Operating Company, Inc	11/21/2022	ACH	\$11,666.68	Monthlyly Batter Lease
Proterra Operating Company, Inc	11/21/2022	ACH	\$11,666.68	Battery Lease
Proterra Operating Company, Inc	11/21/2022	ACH	\$5,833.34	2 mo Battery Lease for busses
Proterra Operating Company, Inc	11/21/2022	ACH	\$2,916.67	1 MO. Battery lease for buses
Proterra Operating Company, Inc	12/7/2022	ACH	\$470.43	BSA Monthly invoice
Proterra Operating Company, Inc	12/7/2022	ACH	\$4,892.48	BSA Monthly Invoice
Proterra Operating Company, Inc	12/7/2022	ACH	\$8,263.89	BSA Monthly Invoice
Proterra Operating Company, Inc	12/7/2022	ACH	\$11,666.68	BSA Monthly Invoice
Proterra Operating Company, Inc	12/7/2022	ACH	\$11,666.68	Monthly batterly leases
Proterra Operating Company, Inc	12/7/2022	ACH	\$2,916.67	Battery Monthly Lease
Quench USA, Inc	11/21/2022	ACH	\$98.13	Water Dispensor Oct & Nov
Quench USA, Inc	11/21/2022	ACH	\$289.95	Water Equipment Rental
RCF Commercial Cleaning, LLC	11/21/2022	ACH	\$1,600.00	November Janitorial Service
RCF Commercial Cleaning, LLC	12/7/2022	ACH	\$3,850.00	Janitorial services
RDK Corporation	11/21/2022	ACH	\$60.00	Background Checks
RDK Corporation	11/21/2022	ACH	\$130.00	Background Checks
RDK Corporation	11/21/2022	ACH	\$65.00	Background checks
RDK Corporation	11/21/2022	ACH	\$30.00	Backgournd checks
RDK Corporation	12/7/2022	ACH	\$90.00	Background Checks
Romaine Electric Corporation	11/21/2022	ACH	\$471.60	Inventory Parts
Romaine Electric Corporation	12/7/2022	ACH	\$419.20	Spark Plugs
Romaine Electric Corporation	12/7/2022	ACH	\$497.80	Vehicle Parts
Ronald P. Kringel	11/21/2022	57010	\$2,578.63	Rebuilt cylinder head
Safety-Kleen Systems Inc	11/21/2022	57011	\$609.21	Parts Cleaner Service
Sage Supply, Inc	12/7/2022	57038	\$924.12	Traffic Cones
Sage Supply, Inc	12/7/2022	57038	\$371.25	Ice Melt
SAMG Occupational Med - Emerald	12/7/2022	57039	\$270.00	Drug Screen/Physicals
SAMG Occupational Med - Emerald	12/7/2022	57039	\$35.00	Drug Screen/Physicals - Cody
SAMG Occupational Med - Emerald	12/7/2022	57039	\$35.00	Drug Screen/Physicals-Hailee
SAVANAH RYDER	11/21/2022	57012	\$121.90	Reimbursements - Shoes
SAVANAH RYDER	11/21/2022	57012	\$286.20	Reimbursement - Work Pants
Shred-It USA- LLC	12/7/2022	ACH	\$231.62	Document Shredding
Shred-It USA- LLC	12/7/2022	ACH	\$121.48	Document Shredding
SIJ Holdings, LLC.	11/21/2022	ACH	\$103.64	Printed Legal Ad
Smith Power Products, Inc	11/21/2022	ACH	\$1,057.50	Inventory Parts
Smith Power Products, Inc	11/21/2022	ACH	\$126.52	Inventory Parts
Smith Power Products, Inc	11/21/2022	ACH	\$497.40	Inventory Parts
Smith Power Products, Inc	11/21/2022	ACH	\$33.79	Inventory Parts
Smith Power Products, Inc	11/21/2022	ACH	\$113.11	Inventory Parts
Smith Power Products, Inc	11/21/2022	ACH	\$196.76	Inventory Parts
Smith Power Products, Inc	11/21/2022	ACH	\$10.91	Inventory Parts
Smith Power Products, Inc	11/21/2022	ACH	\$198.16	Inventory Parts
Smith Power Products, Inc	11/21/2022	ACH	\$472.11	Inventory Parts
Smith Power Products, Inc	12/7/2022	ACH	\$338.31	Inventory Parts
Smith Power Products, Inc	12/7/2022	ACH	\$4.86	Inventory Parts
Smith Power Products, Inc	12/7/2022	ACH	\$20.62	Inventory Parts
Smith Power Products, Inc	12/7/2022	ACH	\$95.28	Inventory Parts
Smith Power Products, Inc	12/7/2022	ACH	\$38.60	Inventory Parts
Smith Power Products, Inc	12/7/2022	ACH	\$188.51	Inventory Parts
Smith Power Products, Inc	12/7/2022	ACH	\$1,366.91	Inventory Parts
Smith Power Products, Inc	12/7/2022	ACH	\$189.78	Inventory Parts
Smith Power Products, Inc	12/7/2022	ACH	\$34.51	Inventory Parts
Smith Power Products, Inc	12/7/2022	ACH	\$83.42	Inventory Parts
Smith Power Products, Inc	12/7/2022	ACH	\$878.74	Inventory Parts
SMITH, JOSHUA	12/7/2022	57040	\$50.00	Reimb Cell - Dec.
SMITH, SHAYNE	12/7/2022	ACH	\$35.49	Reimbursement - Cold Wear Gear
Sportworks Global LLC	11/21/2022	ACH	\$553.06	Inventory Parts
SPX Corporation DO NOT USE	12/7/2022	ACH	\$832.57	Farebox Parts
SPX Corporation DO NOT USE	12/7/2022	ACH	\$832.57	Farebox Parts
SPX Technologies, Inc	12/7/2022	57041	\$5,926.85	Farebox inventory
State Insurance Fund	11/21/2022	57014	\$1,450.00	Payroll Report Premium

Stoltz Marketing Group, Inc	11/21/2022	ACH	\$2,012.50	Account mgmnt fee's
Stoltz Marketing Group, Inc	11/21/2022	ACH	\$1,680.00	Safe Travels TV Newsletter
Stoltz Marketing Group, Inc	11/21/2022	ACH	\$5,355.00	FY23 Strategy & Dev. Strategy
Syringa Networks, LLC	11/21/2022	ACH	\$4,816.00	Telecom Services
Syringa Networks, LLC	11/21/2022	ACH	\$4.00	Telecom Services
Tacoma Screw Products Inc.	11/21/2022	ACH	\$562.09	Nuts & Bolts
Tacoma Screw Products Inc.	11/21/2022	ACH	\$33.74	Nuts & Bolts
Tacoma Screw Products Inc.	11/21/2022	ACH	\$59.94	Nuts & Bolts
Tacoma Screw Products Inc.	12/7/2022	ACH	\$14.55	Nuts & Bolts
TARANTO, ANTHONY	12/7/2022	57042	\$52.98	Reimburse for Uniform Pants
TARANTO, ANTHONY	12/7/2022	57042	\$42.50	Reimburse Uniform Shoes
TeamViewer Germany GMBH	11/21/2022	ACH	\$1,548.00	TeamView License
The Car Park, LLC	12/7/2022	ACH	\$1,425.00	Parking passes
Thompson and Associates, Inc.	12/7/2022	ACH	\$6,401.25	HR consulting/hiring/orientation
Transpo Group USA, Inc.	12/7/2022	ACH	\$3,531.82	Kuna Transit Study
Treasure Valley Coffee	11/21/2022	ACH	\$52.33	Coffee
Treasure Valley Coffee	11/21/2022	ACH	\$118.95	Coffee
Treasure Valley Coffee	12/7/2022	ACH	\$40.60	First Aid
Treasure Valley Coffee	12/7/2022	ACH	\$82.15	Coffee
Treasure Valley Coffee	12/7/2022	ACH	\$33.10	Water Cooler
Treasure Valley Curb & Sprinkling Inc	11/21/2022	ACH	\$404.05	Landscaping- October
Treasure Valley Transit	12/7/2022	ACH	\$17,554.00	Sub-recipient
UniFirst Acct# 1395966	11/21/2022	ACH	\$54.30	Uniforms
UniFirst Acct# 1395966	11/21/2022	ACH	\$54.30	Uniforms
UniFirst Acct# 1395966	11/21/2022	ACH	\$163.30	Mats, Cloths, Uniforms
UniFirst Acct# 1395966	11/21/2022	ACH	\$163.30	Mats, Cloths, Uniforms
UniFirst Acct# 1395966	12/7/2022	ACH	\$163.30	Mats, Cloths, Uniforms
UniFirst Acct# 1395966	12/7/2022	ACH	\$194.90	Mats, Cloths and Uniforms
UniFirst Acct# 1395966	12/7/2022	ACH	\$163.30	Mats, Cloths, Uniforms
UniFirst Acct# 1410130	11/21/2022	ACH	\$284.79	Uniform Services
UniFirst Acct# 1410130	11/21/2022	ACH	\$272.71	Uniform Services
UniFirst Acct# 1410130	12/7/2022	ACH	\$184.43	Uniform Services
UniFirst Acct# 1410130	12/7/2022	ACH	\$246.13	Uniform Services
United Site Services of Nevada, Inc.	12/7/2022	ACH	\$278.60	Restroom Rental
United Site Services of Nevada, Inc.	12/7/2022	ACH	\$278.60	Restroom Rental
United Site Services of Nevada, Inc.	12/7/2022	ACH	\$278.60	Restroom Rental
United Way of Treasure Valley	12/7/2022	ACH	\$95.00	United way contribution
United Way of Treasure Valley	12/7/2022	ACH	\$95.00	Emp. Contributions
UPS Freight	12/7/2022	57043	\$20.75	Delivery Services
UPS Freight	12/7/2022	57043	\$27.45	Freight Services
US Bank Plaza Condominium Assoc., Inc.	12/7/2022	ACH	\$9,202.42	Association dues
Verizon Wireless	11/21/2022	57016	\$2,445.65	Cell Phone Service
Verizon Wireless	11/21/2022	57016	\$434.34	Cell Phone Service
Verizon Wireless	11/21/2022	57016	\$40.01	Cell Phone Service
Verizon Wireless	11/21/2022	57016	\$51.37	Cell Phone Service
Verizon Wireless	11/21/2022	57016	\$160.06	Cell Phone Service
Verizon Wireless	11/21/2022	57016	\$360.09	Cell Phone Service
Verizon Wireless	11/21/2022	57016	\$52.09	Cell Phone Service
Verizon Wireless	11/21/2022	57016	\$1,990.23	Cell Phone Service
Verizon Wireless	12/7/2022	57044	\$3,116.75	Cell Phone Service
Verizon Wireless	12/7/2022	57044	\$434.34	Cell Phone Service
Verizon Wireless	12/7/2022	57044	\$106.90	Cell Phone Service
Verizon Wireless	12/7/2022	57044	\$51.37	Cell Phone Service
Verizon Wireless	12/7/2022	57044	\$52.09	Cell Phone Service
Verizon Wireless	12/7/2022	57044	\$1,990.23	Cell Phone Service
Via Transportation, Inc.	12/7/2022	ACH	\$3,680.00	Dispatching SW for Operations
Vitruvian Planning	11/21/2022	ACH	\$7,930.00	Board strategic work plan
Wash Worx	11/21/2022	ACH	\$7,800.00	Repairs to Security Gate
WASHINGTON, CORRIE	12/7/2022	ACH	\$50.00	Reimb Cell - Dec.
Western Alliance for Economic Developmen	11/21/2022	57017	\$300.00	Annual Membership - Greenleaf
Wex Bank	11/21/2022	ACH	\$154.41	Fuel October Support Vehicle and N1513
William Beard	11/21/2022	ACH	\$180.00	Bus Washing
William Beard	11/21/2022	ACH	\$453.00	Bus Washing
William Beard	11/21/2022	ACH	\$226.00	Bus Washing
William Beard	11/21/2022	ACH	\$581.00	Bus Washing

William Beard	11/21/2022	ACH	\$203.00	Bus Washing
William Beard	12/7/2022	ACH	\$407.00	Bus Washing
William Beard	12/7/2022	ACH	\$203.00	Bus Washing
YBNOW LLC	12/7/2022	ACH	\$6,205.72	Ada County Rides to Wellness
YBNOW LLC	12/7/2022	ACH	\$203.92	VA Shuttle
			<u>\$845,449.71</u>	

ACCEPTED:

CHAIR OF EXECUTIVE BOARD

ATTEST:

SECRETARY/TREASURER



TOPIC	Valley Regional Transit Employee Handbook
DATE	January 9, 2023
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

Staff recommends adopting the updated Valley Regional Transit Employee Handbook. A link to the handbook can be found here: https://www.valleyregionaltransit.org/wp-content/uploads/2022/12/VRT_Employee_Handbook_1_9_2023.pdf

Summary

The Valley Regional Transit Employee Handbook that was last approved by the Board of Directors in October 2021 required several updates. The updates include:

- Grammatical changes
- Staff title updates
- Deleted administrative process for communicable diseases (moved to procedure)
- Deleted a portion of the hybrid work model policy (moved to procedure)
- Addition of a credit card policy
- Addition of a travel policy
- Clarified timekeeping language to match new payroll system
- Clarified payroll deduction language to match new payroll system
- Clarified floating holiday accrual and use
- Clarified vacation accrual language

More Information

Attachments:

Resolution VBD23-001 VRT Employee Handbook
Employee Handbook Updates

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

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Valley Regional Transit Employee Handbook RESOLUTION VBD23-001

BY THE BOARD OF VALLEY REGIONAL TRANSIT ADOPTING THE UPDATED EMPLOYEE HANDBOOK

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

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

WHEREAS, Valley Regional Transit is committed to providing an environment for effective work; and

WHEREAS, a handbook is to provide basic rules and guidelines concerning employment; and

WHEREAS, Valley Regional Transit recognizes its responsibilities and obligations in employment to comply with State and Federal Equal Opportunity laws; and

WHEREAS, the successful operation and reputation of Valley Regional Transit is built upon the principles of fair dealing and ethical conduct of employees; and

WHEREAS, Valley Regional Transit will comply with all applicable laws and regulation and expects its board, officers, and employees to conduct business in accordance with the letter, spirit and of all relevant laws and refrain from any illegal, dishonest, or unethical behavior; and

WHEREAS, in general, the use of good judgment, based on high ethical principles, will guide employees with respect to lines of acceptable conduct; and

WHEREAS, compliance with this policy of ethics and conduct is the responsibility of every Valley Regional Transit employee. Disregarding or failing to comply with this standard of ethics and conduct may lead to disciplinary action, up to and including termination.

WHEREAS, Idaho Code § 40-2109 (5) provides that the Board of Valley Regional Transit may adopt resolutions consistent with law, as necessary, for carrying out the purposes of Chapter 21, Title 40, Idaho Code and discharging all powers and duties conferred to Valley VEB23-001

Regional Transit, pursuant to Chapter 21, Title 40.

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

Section 1. That the Board of Valley Regional Transit approves the Valley Regional Transit Employee Handbook.

Section 2. That the Board of Valley Regional Transit directs staff to notify employees of the revised handbook.

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

ADOPTED by the Board of Valley Regional Transit, this 9th day of January, 2023.

APPROVED by the Board Chair this 9th day of January, 2023.

ATTEST:

APPROVED:

SECRETARY

CHAIR

Deleted administrative process for communicable diseases

Employee Exposure or Positive Test of a Communicable Disease During Active Public Health Orders

It is VRT's policy to ensure a safe ~~work place~~workplace by monitoring the health of its employees. VRT requests employees: who exhibit symptoms of a communicable disease; who know they have been exposed to a communicable disease; or who test positive for a communicable disease, to report these findings to their immediate supervisor. The employee must follow any direction that the supervisor gives them and follow any current directives from the local health district or other agency, which may be directing efforts to contain said disease. The disclosure will be kept confidential, and no employee shall be discriminated or retaliated against because of the disclosure.

Administrative Process:

- ~~• Employee suspects, is told, or knows they have a communicable disease that may be transmitted to another employee or the public in close proximity~~
- ~~• Employee then notifies their immediate supervisor they may have or have been exposed to a communicable disease~~
- ~~• Supervisor should advise employee their self disclosure will be kept confidential and that he/she will not be discriminated or retaliated against because of the disclosure~~
- ~~• Supervisor instructs employee to self-quarantine for the time period determined by the local health district~~
- ~~• The supervisor works with the employee by phone to determine:

 - ~~○ possible date/time of exposure~~
 - ~~○ who the employee may have been in contact with while in the workplace, and what type of exposure they may have had with other employees~~
 This process determines if other employees need to be notified.~~
- ~~• Once the supervisor has all of the details, they will notify their manager and HR to determine the way forward given the following directions:~~

~~• If the employee has NOT BEEN TESTED, but has been at the workplace:~~

- ~~• Their supervisor should instruct them to self-quarantine and seek medical care and testing. While waiting for test results, no further action is to be taken with other employees unless the employee exhibits symptoms of being infected.~~
- ~~• All areas the infected employee has been in must be cleaned thoroughly and sanitized with an approved EPA sanitizer.~~
- ~~• Do not close workplace down or send anyone else home.~~
- ~~• Do not notify other employees at this time.~~

If the employee has TESTED POSITIVE for a communicable disease and has been at the workplace:

- ~~• A member of VRT management should immediately contact the local health district and follow the local health district guidance.~~
- ~~• Coordinate with local health district to notify other employees who have been in close proximity with this employee that "they may have been exposed to a~~

~~communicable/ contagious disease” and they should self-quarantine and seek all medical care and testing they feel may be appropriate.~~

- ~~• All work areas of exposed employees need to be cleaned and sanitized before anyone reoccupies these spaces.~~
- ~~• The workplace should not be closed unless directed by a health district official. The employee is not to return to work until they are no longer infectious as determined by their medical provider and/or the local health district.~~

Deleted a portion of the hybrid work model policy

Hybrid Work Model

The Valley Regional Transit hybrid work model gives some employees the ability to split their time between working onsite at a designated VRT location, or at a remote/offsite location. The purpose of this policy is to outline the parameters and approval process for hybrid work arrangements. ~~Directors~~Management and supervisors are responsible for administering hybrid work in accordance with this policy. Regular full-time and regular part-time employees, including probationary employees, who are regularly assigned to work 19-hours or more per week and who are in positions that meet the hybrid work eligibility requirements may be permitted to work in a hybrid work model. Temporary staff do not qualify to work in a hybrid manner.

The hybrid work model is not considered a VRT-wide employee benefit, right or entitlement. The Hybrid Work Model Policy in no way creates a contract, changes the terms and conditions of employment, modifies the employment relationship between VRT and the employee, or restricts management’s rights to revise or end remote work or a hybrid work model assignment at any time.

Employees who work in the hybrid work model are expected to comply with all VRT policies, regardless of work location, and all work product remains the property of VRT. VRT reserves the right to modify or terminate any/all conditions of this policy, at any time, with or without notice.

While some positions are conducive to hybrid work arrangements, other positions simply are not. The hybrid work model eligibility and availability ~~is~~are based on the position and will depend on a variety of factors ~~including, but not limited to, the following points.~~

~~A. All of the position’s essential job duties can be effectively performed offsite through secure remote access to VRT systems;~~

~~B. The required job duties and the results needed from the position can be effectively accomplished from the offsite location; and~~

~~C. Sufficient resources (e.g. people, funds, tools, etc.) are, or continue to be available to support a hybrid work model. Hybrid work arrangements may be approved on a short-term or long-term basis depending on business needs. VRT also reserves the right to require employees to work in a hybrid model. Persons in positions eligible for in-office/remote arrangements must consistently meet established professional,~~

~~behavioral, and performance-related expectations to continue to be permitted to work in the hybrid model and/or to maintain an existing hybrid work arrangement. In-office/remote arrangements may be suspended or denied by management at any time with or without notice for business reasons, or due to misconduct or performance issues, including but not limited to disengagement, lack of communication or availability, insufficient quality of work and/or productivity, or violation of VRT policy. Employees who are not eligible or authorized, or who are denied or suspended from the hybrid work model, are expected to report to work onsite as scheduled.~~

~~To be approved for a hybrid work arrangement, eligible employees shall discuss their wish to work in a hybrid manner with their supervisor. If the supervisor agrees to permit the employee to work in a hybrid work model and schedule, the employee must complete and submit a Hybrid Work Authorization and Agreement Form. All Hybrid Work Authorization and Agreement Forms must be approved by a Director. Any long-term (over 90 days) changes to an approved hybrid work arrangement shall be pre-approved by the supervisor. Employees must keep their supervisor informed of and receive approval for temporary and long-term changes to hybrid work arrangements. Employees are required to follow the above authorization process if their supervisor changes, or if they change positions and the new position is eligible for hybrid work. This includes submitting a new Hybrid Work Authorization and Agreement Form for approval. Once the form is reviewed by the supervisor, and approved by a Director, the employee will receive an email notification informing them if their request was approved or denied. Employees in positions eligible for hybrid work, who are denied hybrid work, are suspended from hybrid work, or who are no longer permitted to hybrid work, may appeal the decision to the Executive Director or Executive Director's designee. Upon receipt of appeal, the Executive Director or designee will work with the employee and the supervisor on a resolution. If the employee and supervisor cannot agree on a resolution, the Executive Director or designee, will make the final determination and the matter will be considered closed and not subject to further appeal.~~

~~The amount of hybrid work allowed per position will be determined by the Department Director or the department's senior leadership team. Hybrid work schedules may be temporarily altered based on business needs and at supervisor discretion during workweeks containing paid holidays or workweeks during which the employee uses accrued vacation leave, holiday leave, or sick leave.~~

~~Fluctuating hybrid work schedules may be allowed at supervisor discretion including but not limited to alternating weeks and rotations. When working offsite, hybrid working employees must be available by Microsoft Teams, phone, text, email, video, or in person at the same degree of accessibility as if working onsite. Hybrid working employees are required to utilize web cameras for virtual meetings if equipped to do so. Employees may deactivate if needed due to bandwidth or connectivity issues and as video conferencing etiquette best practices dictate (e.g. when user steps away, communicating with individuals off camera, eating or drinking). If a hybrid working employee consistently does not use their web camera, the supervisor shall inquire why and work with the employee to determine a satisfactory resolution.~~

~~Employee's hybrid work locations may be flexible. However, hybridworking employees must abide by the following:~~

- ~~A. Designate a home workspace for placement and installation of equipment and secure storage of VRT material.~~
- ~~B. Conduct all in person customer and co-worker interactions at appropriate customer site, department/VRT meeting room, or appropriate alternate public location. In person, third party meetings at a home worksite are not permitted.~~
- ~~C. Be able to report to a designated onsite VRT work location, as needed, within two hours' notice to attend meetings, assist with staffing shortages or other business reasons deemed necessary by leadership. A longer reporting time may be permitted, under unique circumstances and must be pre approved by the supervisor.~~
- ~~D. Utilize the MiCollab client on the employee's laptop or forward office phone to employee's phone, and answer/respond to work related phone calls in a timely manner.~~
- ~~E. Check in with supervisor to provide updates regarding work assignments, project status, etc.; check in frequency shall be determined by the supervisor. Employees who, on occasion cannot meet the availability conditions outlined above due to special circumstances, shall notify their supervisor in advance, and provide explanation. Employees who fail to notify their supervisor in advance and/or provide a reasonable explanation when availability conditions cannot be met may be subject to discipline up to and including termination.~~

~~Employee compensation, benefits, work status, and work responsibilities will be based on the job description, classification, and work schedule. The amount of time an employee is expected to work per day, week, or pay period will not change because of hybrid working. The following general provisions shall be followed:~~

- ~~A. Employees shall adhere to their approved hybrid work schedule. Any exception to, or divergence from the hybrid work schedule must be pre approved by the supervisor. Significant or long term changes to the hybrid work schedule will require submittal of a new Hybrid Work Request and Authorization form.~~
- ~~B. Overtime or compensatory time (comp time) must be pre approved by the supervisor in accordance with VRT's Employee Handbook.~~
- ~~C. All hours worked must be recorded accurately in accordance with VRT's timekeeping policy found in the VRT Employee Handbook. Employees who do not accurately maintain their time records are subject to discipline up to and including termination.~~
- ~~D. When working from home/approved offsite location, time spent traveling (i.e. driving/walking/cycling) to and from VRT meetings or job related events, within the~~

~~employee's regular work hours counts as hours worked. Time spent traveling to or from such meetings or events either before or after the employee's regular work hours is considered regular commute time, not hours worked. Employees who hybrid work from a distant location are expected to be diligent and effectively plan their workdays, to ensure travel to and from the offsite hybrid work location does not hinder efficiency, productivity or consume unreasonable amounts of their workday. Virtual technology may be used for work meetings when appropriate.~~

~~Hybrid work is not a substitute for dependent care. Employees shall not be responsible for, or provide, dependent or childcare during scheduled or compensable work hours, or while performing VRT duties. Employees working from their designated offsite work location are expected to arrange for such care just as they would if they were working on site. VRT reserves the right to impose additional restrictions as needed.~~

~~Employees are responsible for maintaining their hybrid work workspace in a well-kept safe condition, free from hazards and other dangers to the employee and any VRT owned equipment. Injuries sustained by the employee in their offsite hybrid work location while performing their regular work duties must be reported to the employee's supervisor immediately or as soon as possible. The employee is liable for any injuries sustained by family members or visitors at their offsite work location. Offsite hybrid work location visits by supervisors are not permitted at this time.~~

~~VRT-issued, mobile computing devices capable of accessing VRT networks and systems are required for hybrid work. The employee is responsible for providing necessary utilities at the offsite work location including power, phone/cable/fiber connections, and adequate internet/Wi-Fi. Employees will not be reimbursed by VRT for these or other related expenses except for eligible cellular phone stipends or for employees who do not have regular daily access to VRT office space. On a case by case basis, VRT may provide equipment for hybrid work use. There is no entitlement to VRT provided equipment, nor is there a guarantee VRT will provide all equipment (printers, scanners, multiple monitors, etc.). Employees may be held responsible for VRT equipment that is damaged through negligence or misuse. Supervisors are responsible for communicating with IT to determine equipment availability. All equipment provided by VRT shall remain the property of VRT. The use of equipment provided by VRT for hybrid work is limited to the VRT employee who the equipment was issued to and in accordance with VRT's IT Acceptable Use Policy. Equipment provided by VRT must be returned in good condition and immediately upon request to a VRT facility. Employees will be required to bring equipment to a VRT facility for repairs, or updates. The following conditions also apply:~~

- ~~A. VRT-owned desktop computers may not be moved to hybrid work locations.~~
- ~~B. VRT will provide a Virtual Private Network (VPN) or other secure connection for VRT-owned devices.~~
- ~~C. VRT will provide repairs of VRT equipment or replacement in accordance with VRT's replacement schedule.~~

~~D. The employee's supervisor will consult with IT regarding any hybrid work equipment needs.~~

~~E. IT will maintain an inventory list of VRT equipment that is authorized for hybrid work. Hybrid working employees will provide, at their own expense, the appropriate furniture needed to perform work from the hybrid work location. Ergonomic assessments for hybrid working employees will be done virtually and upon employee request. Employees who already have VRT provided ergonomic equipment at their VRT workspace due to a documented medical need may be eligible to receive the same or similar equipment for hybrid work needs. Medical certifications and documentation may be required for new requests. VRT will provide small office supplies (writing utensils, file folders, notebooks, etc.) needed to perform VRT business at the hybrid work location that can be picked up from a VRT facility.~~

~~Hybrid working employees shall be especially aware of information security and regulatory requirements. Hybrid working employees should avoid using public Wi-Fi networks. If necessary, employees using public Wi-Fi networks shall establish a VPN connection. Hybrid working employees are expected to ensure the protection of sensitive information by limiting access to the device using locked file cabinets and desks, regular password maintenance, and locking computers. Whenever possible, work files should be stored in secure, VRT network drives. VRT data should be stored on a VRT network drive to avoid the loss of data. Data stored on a local drive that experiences equipment failure may be permanently lost. VRT materials, records, and equipment shall not be made accessible to others and shall be protected from damage. Employees shall report to their supervisor any incidents of loss, damage, or unauthorized access to VRT equipment and information at the earliest opportunity. All equipment, records, and materials provided by VRT and/or created, as a part of the employee's duties, shall remain the property of VRT.~~

~~IT support remains in place for hybrid workers. Employees should first log an incident with IT support via email or over the phone if email is unavailable. The IT team will determine the best path to resolution. This may mean a remote consultation with an IT Support staff member or, if IT is unable to fix the issue remotely, the employee will be required to bring the equipment to a VRT facility for access by IT Support. IT support will make the best effort but will not be responsible for issues with non-VRT equipment and services (e.g. home internet issues, user provided equipment such as monitors and keyboards). If equipment, network, or system access from the hybrid work location fails or suffers from inadequate performance, and this negatively affects the employee's productivity, the employee shall notify their supervisor at the earliest opportunity. The supervisor may direct the employee to return to their VRT assigned work location until equipment is replaced/repaired or adequate access is restored at the hybrid work location. Employees may be asked to return to their VRT assigned work location indefinitely if adequate system performance cannot be maintained.~~

~~Employees who hybrid work may be asked to share their onsite VRT workspace with other VRT employees. Feasibility and need will be determined case by case with consideration given to the position responsibilities and department needs. Flex workstations may also be used. Employees who share an onsite workspace are expected to maintain the workspace in~~

~~a clean and orderly fashion. Employees are required to wipe down workstations with an appropriate disinfectant after each shift. Employees who hybrid work may also be re-assigned to a different VRT workspace as business/VRT needs dictate.~~

~~Employees are responsible for determining any tax implications of maintaining a personal hybrid work workspace. VRT will not provide tax guidance nor will VRT assume any additional tax liabilities. Employees are encouraged to consult with a qualified tax professional to discuss tax implications.~~

Addition of a credit card policy

Credit Card Policy

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

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

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

Allowable Expenses

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

The following are examples of expenditures that are eligible for purchase on Author credit cards.

- Online purchases where the company does not allow for invoicing
- Travel including hotel and flight
- Small items typically found on expense reports

Ineligible Expenses

The following are examples of expenditures that are NOT eligible for purchase on Authority credit cards.

- Purchases of gift cards
- Cash advances
- Payments to contracted vendors

Card Holder Responsibilities

Reconciliation

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

Personal Purchases

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

Card Security

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

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

Policy Violation

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

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

Addition of a travel policy

Travel Policy

All employees who travel and incur business expenses on behalf of the Authority, as well as those responsible for the approval of these expenses are expected to use prudence, discretion, good judgment, and the application of these policies to assist in maintaining control over travel expenses. Employees shall not gain a personal financial benefit from travel on behalf of the Authority unless otherwise permitted in the travel procedures. The absence of guidance covering particular situations does not relieve a supervisor or employee from the responsibility of exercising good judgement. For the purposes of this policy, the term "travel" refers to a work-related trip or journey that is outside of an employee's regular/typical job duties. Transitioning between home and work is not considered travel for the purpose of this policy.

Travel authorization is required prior to commencement of travel and incurring expenses. Authorization requirements may vary depending on the person(s) traveling and the destination.

All travel requests shall be authorized and approved by the employee's Department Director or designee. Travelers should attempt to use the most cost-effective and efficient mode of

travel after considering total time and convenience involved, as well as direct costs for airfare, mileage, taxi's, rental cars, other fares, etc.

Per diem will be provided via direct deposit in most cases. Employees may also request reimbursement for allowable travel expenses that are actually incurred and paid for using personal funds.

The Authority will follow travel guidelines in accordance with the Fair Labor Standards Act (FLSA) when an Authority employee is required to travel.

Clarified timekeeping language to match new payroll system

Timekeeping

Accurately recording time worked is the responsibility of every employee. Federal and State laws require VRT to keep an accurate record of time worked ~~in order~~ to calculate employee pay and benefits. Time worked_u is all the time actually spent on the job performing assigned duties. Records must include time worked, sick leave, vacation, and holiday hours.

Timecards and time off requests are to be submitted ~~electronically to through~~ the payroll specialist. The system that VRT is currently utilizing. Full-time and part-time hourly employees must enter their time and approve their timecards prior to the employee's supervisor reviews each time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes approving.

Exempt employees are only required to submit ~~exception timesheets~~time off requests when they are using sick, vacation, or floating holidays. ~~Exception timesheets shall be reported to the employee's supervisor for review and then forwarded to the payroll specialist to assure accurate processing of hours for each pay period.~~

Non-exempt employee pay is based upon a regular schedule, usually 40 hours per week. Any exceptions to the regular schedule including paid holidays, floating holidays and vacation time should be submitted ~~to in~~ the payroll ~~specialist on an exception form~~system.

It is important that ~~exception timesheets are provided~~time off requests and timecards are submitted in a timely manner. ~~Exception timesheets, with supervisor approval, therefore they are due to payroll by 5pm~~ on the Monday ~~of each payroll week by 10:00 am.~~

~~Part-time employees are required to submit regular timesheets for all hours worked. Timesheets are sent to their supervisor for review and then forwarded to after the payroll specialist to assure accurate processing of hours for each pay period is completed. Any changes to this deadline because of requirements from the payroll processor will be communicated.~~

Clarified payroll deduction language to match new payroll system

Payroll Deductions

The law requires VRT make certain deductions from every employee's compensation. Among these are applicable Federal, State, and local income taxes. VRT must also deduct Social

Security taxes on each employee's earnings up to a specified limit that is called the Federal Insurance Contributions Act (FICA), and any wage garnishments.

VRT offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

Any changes affecting payroll and deductions, including an employee's name, ~~or~~ tax withholdings as identified on the W-4 form, ~~or adding a new dependent~~ must be submitted through the payroll system that VRT is currently utilizing no later than the final day of the pay period. Any changes to dependents for insurance purposes must be communicated to the payroll specialist the month before they start. Any changes to PERSI 401(k) deductions must be submitted in writing to the payroll specialist no later than three (3) working days prior to the endfinal day of the pay period.

Clarified floating holiday accrual and use

Floating Holidays

Beginning on their hire date, each full-time employee shall receive forty (40) hours of floating holiday leave. Each full-time employee will receive forty (40) hours of Floating Holiday leave on the anniversary of their hire date. Time spent on vacation or holiday leave counts as time worked for purposes of this calculation.

Employees should attempt to use floating holidays within each employment year. Only one floating holiday can be carried over to the next year.

To utilize floating holidays, employees must submit a leave time off request ~~form to~~ through the ~~department supervisor~~ payroll system prior to the requested leave date.

Employees are eligible to begin using floating holiday after 30 days of employment. Negative balances are not allowed.

Full-time employees retiring or terminating employment after six months of consecutive employment, shall be compensated for their accrued floating holiday leave at their current hourly rate of pay.

Clarified vacation accrual language

Vacation Benefits

Vacation pay is provided to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Vacation pay is generally accrued based time worked; some exceptions may be negotiated at the time of hiring. Employees generally accrue time based upon the schedule below:

1—4 years	80 hours per year or 3.33 hours per pay period
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5—9 years	120 hours per year or 5.00 hours per pay period
10—14 years	160 hours per year or 6.67 hours per pay period
15 or more years	200 hours per year or 8.33 hours per pay period

First full pay period worked through end of 4th year 80 hours per year or 3.33 hours twice a month

Start of 5th year through end of 9th year 120 hours per year or 5.00 hours twice a month

Start of 10th year through end of 14th year 160 hours per year or 6.67 hours twice a month

15 or more years 200 hours per year or 8.33 hours twice a month

Employees may accrue vacation time up to the maximum accrual noted in the schedule below. Employees will stop accruing vacation once the maximum accrual is reached. VRT does recognize that under certain circumstances organizational needs may prevent employees from using vacation benefits and may allow exceptions to this policy on a case-by-case basis.

1—4 years	120 hours maximum accrual
5—9 years	160 hours maximum accrual
10—14 years	200 hours maximum accrual
15 or more years	240 hours maximum accrual

First full pay period worked through end of 4th year 120 hours maximum accrual

Start of 5th year through end of 9th year 160 hours maximum accrual

Start of 10th year through end of 14th year 200 hours maximum accrual

15 or more years 240 hours maximum accrual

TOPIC	FY 2022 Public Comment Summary Report
DATE	January 2, 2023
STAFF MEMBER	Mark Carnopis, Public Information Officer

Staff Recommendation/Request:

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

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. The VRT Executive Board approved the report at its December 5, 2022 meeting.

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

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Appointment to the Boise City Municipal Health Care Trust RESOLUTION VBD23-009

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING APPOINTMENT OF JASON JEDRY, VRT CHIEF FINANCIAL OFFICER, TO THE BOISE CITY MUNICIPAL HEALTH CARE TRUST AS A NON-VOTING MEMBER

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

WHEREAS, there currently exists that certain Joint Powers Agreement by and between the City of Boise City (“City”) and Valley Regional Transit (“VRT”), with the Effective Date of September 10, 2013 (the “Joint Powers Agreement”), the purpose of which is to provide for a joint public agency self-funded health care plan; and

WHEREAS, City and VRT, under the Joint Powers Agreement, have established and created the Boise Municipal Health Care Trust (“BMHCT”) which together with a separate joint employee health care plan trust agreement, effective January 1, 2014, entered into between City, VRT, and BMHCT (the “BMHCT Trust Agreement”) comprise a joint public agency self-funded health care plan (“Plan”); and

WHEREAS, the Community Planning Association of Southwest Idaho (“COMPASS”) as approved by the COMPASS Board on 07/21/14, was added to the Joint Powers Agreement of the Boise Municipal Health Care Trust on 08/20/14 by VRT Resolution VBD14-016; and

WHEREAS, Kelli Badesheim has stepped down as the VRT Executive Director and VRT is required to have a member to fill the vacant position, and

WHEREAS, Jason Jedry, Chief Financial Officer, is qualified to serve and represent VRT’s interests as a trustee, and

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

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

Section 1. That the Board of Valley Regional Transit approves appointing Jason Jedry, VRT Chief Financial Officer, to the Boise Municipal Health Care Trust.

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

ADOPTED by the Board of Valley Regional Transit, this 9th day of January 2023.

APPROVED by the Board Chair this 39th day of January 2023.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

TRANSIT ASSET MANAGEMENT PLAN AND PUBLIC TRANSPORTATION AGENCY SAFETY PLAN DELEGATION FOR UPDATES RESOLUTION VBD23-006

BY THE BOARD OF VALLEY REGIONAL TRANSIT TO DELEGATE THE EXECUTIVE BOARD THE AUTHORITY TO APPROVE ANNUAL UPDATES TO THE TRANSIT ASSET MANAGEMENT GROUP PLAN AND PUBLIC TRANSPORTATION AGENCY SAFETY PLAN

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

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

WHEREAS, The Federal Transit Administration (FTA) published a final rule to help achieve and maintain a state of good repair for public transportation assets by establishing performance measures to improve safety and increase reliability, Transit Asset Management (TAM) 49 CFR part 625 & 630; and

WHEREAS, The FTA published a final rule to develop processes and procedures for implementing safety management, Public Transportation Agency Safety Plan (PTASP) 49 CFR Part 673; and

WHEREAS, Valley Regional Transit must follow FTA’s requirement for recipients of chapter 53 funds that own, operate or manage public transportation capital assets; and

WHEREAS, Valley Regional Transit is the designated recipient of federal Section 5307 formula funds administered by the FTA; and

WHEREAS, Valley Regional Transit continues to update the TAM Group Plan and the PTASP as needed, at a minimum of every four years; and

WHEREAS, Valley Regional Transit Board of Directors approve all policies and plans related to the TAM Group Plan and PTASP; and

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

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

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

Section 1. That the Board of Valley Regional Transit designate the Executive Board to approve the TAM Group Plan and PTASP annual updates, as needed, at a minimum of every four years.

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

ADOPTED by the Board of Valley Regional Transit, this 9th day of January, 2023.

APPROVED by the Board Chair this 9th day of January, 2023.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC	Bus Stop Typology, Kit of Parts, and Branding
DATE	January 9, 2023
STAFF MEMBER	Alissa Taysom

Staff Recommendation/Request

Staff is recommending approval of Resolution VBD23-008 for the Bus Stop Typology, Kit of Parts and Branding.

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**
 - Finalized Bus Stop Kit of Parts
- **December 2022**
 - Executive board recommended for approval by the board with inclusion of agency name on the bus stop sign.
- **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 Kit of Parts and 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 is for each bus 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 bus stop amenities, from the basic "pole in the ground" to a fully built-out stop with benches, shelters, off-board fare payment, real time information, trash receptacles, 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.

VRT will use the bus stop typology and kit of parts to build 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, and providing better information and accommodations.

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 Peak-only. 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.

During the December 2022 Executive Board meeting, VRT Executive Board members noted that the Valley Regional Transit name was not on the blades. As staff was preparing an updated design with the agency name, it was noted that the peak-only route color was the same color as the top or the sign. Because this might create some confusion, VRT staff developed two proposals for the final blade design. In doing so, staff also changed the green of the Premium routes to better compliment the orange color in the VRT logo. Figure 1 shows the 2 different color options for the blade top and the Peak-only routes as well as the revised Premium route color.

Figure 1: Final Sign Blade Designs



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

Communications and Outreach

VRT staff has developed a comprehensive communications and outreach plan that works alongside the phased project timeline and aims to communicate, promote, and educate changes to current passengers,

potential riders, local leaders and municipalities, stakeholders, property owners, and the general public. The plan timeline includes work across the following quarters:

2nd Quarter FY2023

- Publish and share project web pages (VRT website, Engage VRT) and informational materials with timelines, visuals, interactive maps
- Communications outreach to staff, stakeholders, municipalities, etc. to establish cooperative opportunities and begin educating on project details
- Alignment with Transportation Development Plan (TDP) communications and outreach

3rd Quarter FY2023

- Project promotions begin, utilizing and leveraging: earned media, social media, onboard/facilities communications (posters, audio announcements, etc.), mailers, local organization outreach and presentations, tabling stakeholder/partner communications (newsletters, social media, etc.),
- Alignment with service changes and TDP communications and outreach

4th Quarter FY2023

- Countdown communications and promotions begin, including maintaining and increasing communications from previous quarters, conducting route-specific efforts to drive awareness, and leveraging ambassadors and paid media
- Alignment with service changes and TDP communications and outreach

Next Steps:

- **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 non-premium corridors
 - 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 updating the signage is \$567 per sign. The costs for updating signage on premium and standard routes has been built into the budget over the last several years. The estimated cost for updating the signage on premium corridors is \$65,300 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 \$368,000.

It is currently estimated that 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.

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Bus Stop Typology, Kit of Parts, and Branding RESOLUTION VBD23-008

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE BUS STOP TYPOLOGY, KIT OF PARTS, AND BRANDING ELEMENTS FOR VALLEY REGIONAL TRANSIT BUS STOPS.

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

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

WHEREAS, bus stop signage provides important navigation and scheduling information for passengers of the transit system; and

WHEREAS, the VRT board directed staff to prepare an update to the bus stop signage to improve visibility and provide improved public information that is clear, correct and scalable across the system; and

WHEREAS, VRT staff solicited consultant support which did a survey of typical bus stop design and elements in the industry today and developed a process that included input from stakeholders, internal departments, the Regional Advisory Committee which includes representation from the public including riders, persons with disabilities and persons with limited English proficiency, and the VRT Executive Board; and

WHEREAS, the VRT staff and consultants developed cost estimates of the various elements of the bus stop kit of parts and the proposed package of parts is a cost effective delivery of the desired outcomes; and

WHEREAS, the VRT staff has developed a phasing plan that will roll out the improved signage and informational material in a clear and efficient manner providing opportunity for community engagement and the promotion of VRT services; and

WHEREAS, the cost estimates for the first phase, which includes sign replacement and improved passenger information at all fixed bus stops is \$452,470; and

WHEREAS, all the other elements of the bus stop typology and kit of parts will be incorporated with future bus stop improvements allowing VRT to fully implement the bus stop typology over time as conditions and resources allow; and

VBD23-008

WHEREAS, Valley Regional Transit included the budget for the first phase of this project in the fiscal years 2022 and 2023 budgets; and

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

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

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

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

Section 1. That the Board of Valley Regional Transit approves the bus stop typology, kit of parts and branding elements for Valley Regional Transit Bus Stops.

Section 2. That this Resolution VBD23-008 shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 9th day of January, 2023.

APPROVED by the Board Chair this 9th day of January, 2023.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC	On-Call Engineering and Architecture Qualifications
DATE	January 9, 2022
STAFF MEMBER	Joe Guenther, Capital Projects Manager

Summary

Valley Regional Transit, third party contractors and sub-recipients are committed to ensure safe, efficient and well cared for facilities and equipment to all transit users, stakeholders, staff and supporting agencies, along with maintaining a satisfactory state of good repair at all levels of federal, state and locally invested infrastructure. In January 2019, VRT Board of Directors approved the existing On-Call Architecture and Engineering roster. Updates to federal procurement rules and needs for additional specialized engineering, in anticipation of programmed projects, requires updating the qualifications roster.

Staff Recommendation/Request

Staff requests the Board approve Resolution VBD23-003 and accept the 2023-2028 On-Call Engineering and Architecture Qualifications roster.

Implication (policy and/or financial)

VRT staff will be able to have qualified engineering and architecture staff pre-authorized for small-mid projects and able to quickly respond to repairs and projects, either programmed or unknown within reasonable timelines. Project budgets will guide the need and fee within the on-call limits.

Highlights

- Staff evaluated the firms under the following roster qualifications: Facility Architecture, Landscape Architecture, Survey, Civil Engineering, Traffic Engineering, Structural Engineering, Electrical Engineering, Geotechnical Engineering, and Mechanical Engineering
- Valley Regional Transit will budget for each expenditure based on project need, following FTA procurement process and subject to established limits
- VRT staff is recommending that this RFQ be awarded to: Breckon Land Design, Inc., CSHQA, Inc., Design West Architects, Elcon Associates, Inc., Fehr & Peers, HDR Engineering, Inc., Jacobs Engineering Group Inc., Kimley-Horn and Associates, Inc., Kittelson & Associates, Inc., Paragon Consulting, Inc., Precision Engineering, LLC, TAIT & Associates, Inc., Transpo Group USA, Inc., WSP USA Inc.; and

For detailed information contact: Joe Guenther, Capital Projects Manager 208-258-2705, jguenther@valleyregionaltransit.org

VALLEY REGIONAL TRANSIT BOARD RESOLUTION
ON-CALL ENGINEERING SERVICES
RESOLUTION VBD23-002.

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

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

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

WHEREAS Valley Regional Transit has identified infrastructure needs through master planning, corridor plans, and facility state of good repair; and

WHEREAS Valley Regional Transit solicited qualified firms to participate in a competitive bid for qualifications under RFQ 2022-09-09 for the years FY2023-2028; and

WHEREAS, Staff evaluated the firms under the following qualifications, Facility Architecture, Landscape Architecture, Survey, Civil Engineering, Traffic Engineering, Structural Engineering, Electrical Engineering, Geotechnical Engineering, Mechanical Engineering; and

WHEREAS Valley Regional Transit will budget for each expenditure based on project need, following FTA procurement process and subject to established limits; and

WHEREAS VRT staff is recommending that this Request for Qualification be awarded to: Breckon Land Design, Inc., CSHQA, Inc., Design West Architects, Elcon Associates, Inc., Fehr & Peers, HDR Engineering, Inc., Jacobs Engineering Group Inc., Kimley-Horn and Associates, Inc., Kittelson & Associates, Inc., Paragon Consulting, Inc., Precision Engineering, LLC, TAIT & Associates, Inc., Transpo Group USA, Inc., WSP USA Inc.; and

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

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

VBD23-002

purposes of the Regional Public Transportation Authority Act; and

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

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

- Section 1. That the Board approves the list of on-call architecture and engineering providers Breckon Land Design, Inc., CSHQA, Inc., Design West Architects, Elcon Associates, Inc., Fehr & Peers, HDR Engineering, Inc., Jacobs Engineering Group Inc., Kimley-Horn and Associates, Inc., Kittelson & Associates, Inc., Paragon Consulting, Inc., Precision Engineering, LLC, TAIT & Associates, Inc., Transpo Group USA, Inc., and WSP USA Inc. for up to \$250,000 per firm per year, subject to individual project budgets for engineering and architecture services FY2023-2028

Section 2. That the Board of Valley Regional Transit delegates authority to the Executive Director to finalize and execute the contracts in question, subject to the limits of approval for the Executive Director.

Section 3. That this Resolution VBD23-002 shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 9th day of January, 2023.

APPROVED by the Board Chair this 9th day of January, 2023.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

AUTHORIZATION FOR EXPENDITURE VALLEY REGIONAL TRANSIT BOARD

PROCUREMENT DESCRIPTION: Orchard Facility Construction Phase 2

TOTAL COST: Not to Exceed Cost: \$1,050,000

PURPOSE/ACTION: Maintain the Orchard maintenance facility in a state of good repair and advance the Orchard Facility Master Plan.

SCOPE OF WORK: Recondition the existing pavement ~2.6 acres and existing stormwater facilities west of the FY2022 project construction area.

DISCUSSION: HAWKEYE was selected as the low bidder from RFB-2022-05-26 which completed the bidding process on April 21, 2022. HAWKEYE BUILDERS has installed sub-surface drainage, lighting, and supporting electrical infrastructure, per bid documents solicited by VRT. They are still under contract to provide asphalt, concrete on the expanded lot. HAWKEYE's bid also included additional task including pavement restoration. Staff is recommending a budget of an amount NTE \$1,050,000 to allow for additional scoped task orders and unforeseen expenses arising from FY2023 pavement restoration.

ALTERNATIVES: The existing pavement needs restoration and is required for safe and efficient operations as fleet changes occur and existing asphalt ages past its useful lifespan. Construction could be delayed but further delays may affect service and future accommodation of fleet electrification.

FISCAL IMPACT: Funding for this project was included in the FY2022 under Resolution VBD22-002 and has been proposed for inclusion in the FY2023 budget through the budget amendment Resolution VBD 23-005.

RECOMMENDATION/JUSTIFICATION: Valley Regional Transit staff has followed federal procurement guidelines. VRT staff recommends the VRT Board approve **Resolution VBD23-003** and authorize the Orchard facility parking lot the FY2023 tasks to HAWKEYE BUILDERS with a total proposed price for the overall project does not exceed \$1,050,000.

ORDER OF REVIEW

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

Signature: _____

Date Approved:

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

Signature: _____

Date Approved: Resolution Number:

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

Signature: _____

Date Approved: 01/09/2023

Resolution Number: VBD23-003

**VALLEY REGIONAL TRANSIT BOARD RESOLUTION
ORCHARD PARKING LOT CONSTRUCTION FY2023 PAVEMENT RESTORATION
RESOLUTION VBD23-003**

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

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

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

WHEREAS Valley Regional Transit has identified infrastructure needs in the Orchard Facility Master Plan; and

WHEREAS HAWKEYE BUILDERS was selected as the low bidder from RFB-2022-05-26 which completed the bidding process on April 21, 2022.; and

WHEREAS the remaining project budget for pavement restoration is not to exceed \$1,050,000

WHEREAS Valley Regional Transit included the budget for this expenditure in the FY2023 budget amendment by Resolution VBD23-005; and

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

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

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

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

Section 1. That the Board of Valley Regional Transit approves the contract for FY2023 Orchard Facility construction with Hawkeye Builders.

Section 2. That the Board of Valley Regional Transit delegates authority to the Executive Director to finalize and execute the contracts pursuant to completing the pavement restoration up to an amount not to exceed \$1,050,000.

Section 3. That this Resolution VBD23-003 shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 9th day of January, 2023.

APPROVED by the Board Chair this 9th day of January, 2023.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

AUTHORIZATION FOR EXPENDITURE VALLEY REGIONAL TRANSIT BOARD

PROCUREMENT DESCRIPTION: Orchard Facility Construction Phase 2 Engineering

TOTAL COST: Not to Exceed Cost: \$250,000

PURPOSE/ACTION: Maintain the Orchard maintenance facility in a state of good repair and advance the Orchard Facility Master Plan.

SCOPE OF WORK: Provide construction, engineering and inspection (CEI) services for reconditioning the existing pavement and existing stormwater facilities and tie into the FY2022 project area.

DISCUSSION: Valley Regional Transit received a grant award from the Federal Transit Administration for bus and bus facilities in 2020. Environmental clearance was completed on January 3, 2022, and bidding for construction began in February 2022. The rehabilitated pavement in FY2023 will be the remaining deficient pavement at the facility. The contractor will recondition the drainage/settling ponds along Orchard Street, on the west side of the facility in addition to the ~2.6 acres of pavement rehabilitation. Jacobs Engineering will provide construction management, engineering, and inspection services for FY2023 construction. Valley Regional Transit bid Orchard Proposals including construction engineering and inspection in a competitive process and contracted with Jacobs under VBD20-016.

ALTERNATIVES: CEI services are necessary for the construction activity occurring at Orchard and VRT does not have the internal capacity or expertise to self-perform these activities.

FISCAL IMPACT: Funding for this project was included in the FY2022 under Resolution VBD22-002 and has been proposed for inclusion in the FY2023 budget through the budget amendment Resolution VBD 23-005.

RECOMMENDATION/JUSTIFICATION: Valley Regional Transit staff has followed federal procurement guidelines. VRT staff recommends the VRT Board approve **Resolution VBD23-004** and authorize the Orchard facility parking lot FY2023 Construction, Engineering, and Inspection services for a not to exceed amount of \$250,000.

ORDER OF REVIEW

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

Signature: _____

Date Approved:

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

Signature: _____

Date Approved: Resolution Number:

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

Item V. M.

Signature: _____

Date Approved: 01/09/2023

Resolution Number: VBD23-004

Notice of Public Hearing

Valley Regional Transit Board Consideration of FY2023 Budget Amendment #1

Exhibit 1

In accordance with Idaho Code Title 40 Chapter 21, Section 12, Valley Regional Transit (VRT) notifies the public that it intends to review and consider for adoption an amended budget for Fiscal Year 2023. The Valley Regional Transit Board of Directors will meet at 12:00 PM on Monday, January 9, 2023 at the VRT administrative offices, 700 NE 2nd Street in Meridian, Idaho.

People are welcome to make comments at the January 9 public hearing; limiting their comments to no more than three (3) minutes. Comments may also be mailed, faxed or e-mailed by Friday, December 31, 2022 to the destinations listed below. All comments will be provided to the Valley Regional Transit Board for review.

Mailing address: Valley Regional Transit Attn: FY2022 Budget Hearing 700 NE 2 nd St. Suite 100 Meridian, ID 83642	Fax Number: (208) 846-8564 FY2022 Budget E-mail: mcarnopis@valleyregionaltransit.org Subject: FY2022 Budget Amendment Hearing
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FISCAL YEAR 2023 BUDGET

REVENUES

Regional Overhead

Directly Generated Revenues	\$ 45,000
Auxiliary Revenues	582,139
Non-Transportation Revenues	120,000
Federal Assistance	4,376,015
Local Assistance	3,135,401
TOTAL	\$ 8,258,556

Ada County Transportation Services

Directly Generated Revenues	\$ 558,216
Auxiliary Revenues	149,564
Federal Assistance	4,123,343
Local Assistance	7,553,998
Draw from Surplus Fund Balance	441,456
TOTAL	\$12,826,577

Canyon County Transportation Services

Directly Generated Revenues	\$ 89,441
Auxiliary Revenues	45,689
Federal Assistance	2,133,460
Local Assistance	655,288
Draw from Surplus Fund Balance	2,941
TOTAL	\$ 2,926,819

Specialized Transportation Services

Directly Generated Revenues	\$ 30,000
Auxiliary Revenues	-
Federal Assistance	2,438,944
Local Assistance	1,521,291
TOTAL	\$ 3,990,235

Capital Projects

Federal Capital Assistance	\$ 12,570,895
Local Capital Assistance	2,509,411
Subrecipient Pass Through	998,940
Draw from Surplus Fund Balance	416,661
TOTAL	\$16,495,907

Grand Total Revenues, All Sources**\$44,498,094****EXPENSES****Regional Overhead**

Wages and Salaries	\$ 2,311,281
Fringe Benefits	1,681,608
Professional Services	1,751,462
Materials and Supplies	158,063
Utilities	143,095
Casualty and Liability	22,000
Purchased Transportation	-
Miscellaneous	1,110,606
Subrecipient Pass Through	998,940
Interest	-
Leases and Rentals	81,500
TOTAL	\$ 8,258,556

Ada County Transportation Services

Wages and Salaries	\$ 5,365,500
Fringe Benefits	3,798,545
Professional Services	652,232
Materials and Supplies	1,112,500
Utilities	167,850
Casualty and Liability	925,276

Purchased Transportation	
Miscellaneous	205,433
Interest	192,089
Leases and Rentals	407,152
TOTAL	\$12,826,577

Canyon County Transportation Services

Wages and Salaries	\$ 1,332,641
Fringe Benefits	650,316
Professional Services	232,809
Materials and Supplies	413,569
Utilities	52,605
Casualty and Liability	195,672
Purchased Transportation	-
Miscellaneous	39,890
Interest	-
Leases and Rentals	9,318
TOTAL	\$ 2,926,819

Specialized Transportation Services

Wages and Salaries	\$ 198,630
Fringe Benefits	154,486
Professional Services	249,675
Materials and Supplies	150,200
Utilities	3,400
Casualty and Liability	83,500
Purchased Transportation	3,129,520
Miscellaneous	20,825
Interest	-
Leases and Rentals	-
TOTAL	\$ 3,990,235

Capital Projects

VRT	\$ 15,496,967
Subrecipient - Pass Through	998,940
TOTAL	\$16,495,907

Grand Total Expenses **\$44,498,094**



TOPIC	FY2023 Budget Amendment #1
DATE	January 9, 2023
STAFF MEMBER	Jason Jedry

Staff Recommendation

Staff recommends the VRT Board adopt Resolution VBD23-005 – Fiscal Year 2023 Budget Amendment #1.

Highlights

- The VRT Board adopts an annual budget prior to the beginning of each fiscal year
- Staff provided a list of carryforward projects in the October 2022 Board packet
- VRT reviewed Subrecipient carryforward projects in the first quarter of FY2023
- The budget amendment includes all carryforward and large operational items that require additional budget to address

Summary

Valley Regional Transit (VRT) adopted the FY2023 budget on August 1, 2022. The fiscal year closed on September 30, 2022. Each year in January, VRT staff present a budget amendment to incorporate projects not completed before the end of the fiscal year. Staff also brings forward new budget items for projects funded after the adoption of the budget. The list of 2022 carryforward projects were included as an information item in the October 2022 board packet. Since the October meeting, staff identified additional projects and funding recommended to be included in the FY2023 budget amendment.

The budget packet includes a detailed list of carryforward and new budget items. The total budget increase is \$14,284,159. Of the total budget amendment, carryforward projects total \$11,626,014. The single highest category of carryforward projects is capital totaling \$9,762,544. The highest group of projects in capital is \$3,367,993 in carryforward for electric bus and charger purchases. The remainder of electric buses are expected to be put into service by the end of FY2023. The second highest group of projects in this category is \$2,865,972 in carryforward for facility improvements and maintenance. The remainder of construction at the Orchard facility is expected to resume spring of 2023. Maintenance work at the Happy Day facility will begin once the National Environmental Policy Act (NEPA) review is complete and approved by the FTA. Planning project carryforwards total \$730,198. Operations and Subrecipient projects are the last two categories at \$471,884 and \$661,388, respectively.

There is a total of \$2,658,145 additional budget for activities that were not included in estimates at the time the budget was adopted in August 2022. The largest of those activities is \$2,000,000 of new Low No funding for electric vehicle charging and infrastructure. VRT was awarded \$20,000,000 of Low No funding but only expects to spend \$2,000,000 in FY2023. The other large item is \$540,000 for the Enterprise Resource Planning (ERP) system replacement project. The current ERP system is considered a legacy software solution, which is at end of life. VRT expects the implementation of a new ERP system to take 18 to 24 months at a minimum. The last addition is \$118,145 to cover

compensation expenses related to the retirement of two long term staff, a six week overlap of salary expenses for the new CEO and outgoing Executive Director, increased salary for the new CEO and lastly, small increases in compensation due to the compensation analysis recently completed by VRT's human resources consultants. This recommendation will be funded by Fleet Media advertising revenue.

Policy/Fiscal Implications

Carryforward projects must be incorporated in the FY2023 budget to complete projects that have already started but were not finished in FY2022. Funding is identified for all the projects associated with the Budget Amendment.

More Information**Attachments:**

FY2023 Amendment #1 Budget Detail

FY2023 Amendment #1 Budget Comparison

Resolution VBD23-005 – Fiscal Year 2023 Budget Amendment #1

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

FY2022 Project Carryforward List

Project Carry Forward	Description	Project Mgr	Balance Remaining
CAPITAL			
23227-020-000	Electric Buses, Configurables, and Chargers	Leslie Pedrosa	\$ 1,795,601
23227-021-003	Fixed Route Replacement Buses (4)	Leslie Pedrosa	\$ 1,572,392
23227-021-002	Ada County Service and Support Vehicles	Leslie Pedrosa	\$ 20,353
23227-021-009	ERP System Consulting Services	Jason Jedry	\$ 205,111
23227-021-010	Fixed Route CAD/AVL Replacement	Nick Moran	\$ 33,785
23227-021-016	Demand Response Scheduling Software	Nick Moran	\$ 231,175
23227-022-001	Ada County Demand Response Vehicles	Jeremy Gianchetta	\$ 396,313
23227-022-002	Ada County Equipment Replacement	Jeremy Gianchetta	\$ 25,421
23227-022-003	Ada County Support Vehicle Replacement	Jeremy Gianchetta	\$ 55,000
23227-022-004	Canyon County Equipment Replacement	Jeremy Gianchetta	\$ 2,369
23227-022-005	Specialized Transit Vehicle Replacement	Jeremy Gianchetta	\$ 136,000
23227-022-006	Specialized Transit Vehicle Expansion - Meridian Senior Center	Jeremy Gianchetta	\$ 70,000
23227-022-007	IT Hardware Replacement FY22	Nick Moran	\$ 5,871
23227-022-012	Bus Radio Replacement	Nick Moran	\$ 350,000
23227-020-021	Integrated Fare Payment System Capital	Kaite Justice	\$ 448,217
23227-021-015	Orchard Facility Phase 1	Joe Guenther	\$ 1,556,763
23227-022-009	State Street Construction Phase 1	Joe Guenther	\$ 943,125
23227-022-013	Happy Day Transit Center Roof/HVAC/Awning	Joe Guenther	\$ 1,309,209
23227-022-010	FY2022 Bus Stop Construction	Joe Guenther	\$ 46,729
23227-022-011	State Street NEPA/Design	Joe Guenther	\$ 114,918
23227-022-008	Bus Stop Sign Blade Update	Alissa Taysom	\$ 280,000
23227-021-006	Bus System Improvements	Joe Guenther	\$ 164,192
Capital Total			\$ 9,762,544
OPERATIONS			
20010-022-015	VRT Late Night	Brianna Dowling	\$ 55,861
20010-022-018	Lyft Transit Connection	Brianna Dowling	\$ 112,125
20010-022-012	Meridian Veteran's Shuttle	Brianna Dowling	\$ 67,626
20010-022-011	Rides2Wellness Canyon County	Brianna Dowling	\$ 236,272
Operations Total			\$ 471,884
PLANNING			
	Executive Director Search	Kelli Badesheim	\$ 18,666
20170-021-002	Integrated Fare Payment System Non-Capital	Kaite Justice	\$ 462,809
	City Go	Kaite Justice	\$ 93,900
12164-021-003	Integrated Mobility Plan	Kaite Justice	\$ 2,995
23160-021-005	Bus Stop Typology	Alisa Taysom	\$ 35,916
23160-022-001	Kuna Public Transportation Study	Alissa Taysom	\$ 38,718
23160-022-003	Bus Plus Property Legal Analysis	Stephen Hunt	\$ 37,305
23160-021-003	Fairview Corridor Study/TSM	Stephen Hunt	\$ 39,889
Planning Total			\$ 730,198
SUBRECIPIENTS			
23171-020-003	ACHD Operating Assistance	Randy Reese	\$ 44,940
23171-022-001	BSU Operating Assistance	Randy Reese	\$ 357,000
23227-021-012	BSU Shuttle Replacement	Randy Reese	\$ 259,448
Subrecipient Total			\$ 661,388
Carryforwards Total			\$ 11,626,014

FY2022 New/Amended Project List

Project ID	Description	Project Mgr	Balance Added
CAPITAL			
TBD	Electric Vehicle Charging and Infrastructure	Stephen Hunt	\$ 2,000,000
TBD	ERP Software Procurement and Implementation Services	Jason Jedry	\$ 540,000
Administration			
N/A	Compensation	Kelli Badesheim	\$ 118,145
Additional Budgeted Total			\$ 2,658,145
AMENDMENT TOTAL			\$ 14,284,159

Fiscal Year 2023
Adopted Budget and Amendment #1 - Summary by Budget Area

REVENUES	ADOPTED	AMENDED #1	EXPENSES	ADOPTED	AMENDED #1
Regional Overhead			Regional Overhead		
Directly Generated Revenues	\$ 45,000	\$ 45,000	Wages and Salaries	\$ 2,193,136	\$ 2,311,281
Auxiliary Revenues	463,994	582,139	Fringe Benefits	1,681,608	1,681,608
Non Transportation Revenues	120,000	120,000	Professional Services	1,398,579	1,751,462
Federal Assistance	3,388,035	4,376,015	Materials and Supplies	148,100	158,063
Local Assistance	2,876,325	3,135,401	Utilities	142,040	143,095
TOTAL	\$ 6,893,355	\$ 8,258,556	Casualty and Liability	22,000	22,000
			Purchased Transportation	-	-
			Miscellaneous	629,391	1,110,606
			Subrecipient Pass Through	597,000	998,940
			Interest	-	-
			Leases and Rentals	81,500	81,500
			TOTAL	\$ 6,893,355	\$ 8,258,556
Ada County Transportation Services			Ada County Transportation Services		
Directly Generated Revenues	\$ 558,216	\$ 558,216	Wages and Salaries	\$ 5,365,500	\$ 5,365,500
Auxiliary Revenues	149,564	149,564	Fringe Benefits	3,798,545	3,798,545
Federal Assistance	4,123,343	4,123,343	Professional Services	652,232	652,232
Local Assistance	7,553,998	7,553,998	Materials and Supplies	1,112,500	1,112,500
Draw from Surplus Fund Balance	441,456	441,456	Utilities	167,850	167,850
TOTAL	\$ 12,826,577	\$ 12,826,577	Casualty and Liability	925,276	925,276
			Purchased Transportation	-	-
			Miscellaneous	205,433	205,433
			Interest	192,089	192,089
			Leases and Rentals	407,152	407,152
			TOTAL	\$ 12,826,577	\$ 12,826,577
Canyon County Transportation Services			Canyon County Transportation Services		
Directly Generated Revenues	\$ 89,441	\$ 89,441	Wages and Salaries	\$ 1,332,641	\$ 1,332,641
Auxiliary Revenues	45,689	45,689	Fringe Benefits	650,316	650,316
Federal Assistance	2,133,460	2,133,460	Professional Services	232,809	232,809
Local Assistance	655,288	655,288	Materials and Supplies	413,569	413,569
Draw from Surplus Fund Balance	2,941	2,941	Utilities	52,605	52,605
TOTAL	\$ 2,926,819	\$ 2,926,819	Casualty and Liability	195,672	195,672
			Purchased Transportation	-	-
			Miscellaneous	39,890	39,890
			Interest	-	-
			Leases and Rentals	9,318	9,318
			TOTAL	\$ 2,926,819	\$ 2,926,819
Specialized Transportation Services			Specialized Transportation Services		
Directly Generated Revenues	\$ 30,000	\$ 30,000	Wages and Salaries	\$ 198,630	\$ 198,630
Auxiliary Revenues	-	-	Fringe Benefits	154,486	154,486
Federal Assistance	2,203,002	2,438,944	Professional Services	249,675	249,675
Local Assistance	1,285,349	1,521,291	Materials and Supplies	150,200	150,200
TOTAL	\$ 3,518,351	\$ 3,990,235	Utilities	3,400	3,400
			Casualty and Liability	83,500	83,500
			Purchased Transportation	2,657,636	3,129,520
			Miscellaneous	20,825	20,825
			Interest	-	-
			Leases and Rentals	-	-
			TOTAL	\$ 3,518,351	\$ 3,990,235
Capital Projects			Capital Projects		
Federal Capital Assistance	\$ 3,010,310	\$ 12,570,895	VRT	\$ 3,580,900	\$ 15,496,967
Local Capital Assistance	153,929	2,509,411	Subrecipient - Pass Through	467,933	998,940
Subrecipient Pass Through	467,933	998,940	TOTAL	\$ 4,048,833	\$ 16,495,907
Draw from Surplus Fund Balance	416,661	416,661			
TOTAL	\$ 4,048,833	\$ 16,495,907			
Grand Total Revenues, All Sources	\$ 30,213,935	\$ 44,498,094	Grand Total Expenses	\$ 30,213,935	\$ 44,498,094
Total Amended #1		\$ 14,284,159	Total Amended #1		\$ 14,284,159

**VALLEY REGIONAL TRANSIT BOARD RESOLUTION
FISCAL YEAR 2023 BUDGET AMENDMENT #1
RESOLUTION VBD23-005**

BY THE BOARD OF VALLEY REGIONAL TRANSIT TO ADOPT THE FISCAL YEAR 2023 BUDGET AMENDMENT #1 TO SUPPORT VALLEY REGIONAL TRANSIT'S PROGRAM OF PROJECTS UNDER THE DIVISIONS OF REGIONAL PLANNING AND PROGRAM SUPPORT, BOISE TRANSPORTATION MANAGEMENT AREA (TMA) SERVICES, AND NAMPA URBANIZED AREA (UZA) TRANSIT SERVICES.

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

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

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

WHEREAS, Valley Regional Transit is required by Idaho Code § 40-2112(5) to adopt an annual budget not later than the Tuesday following the first Monday in September for the ensuing fiscal year; and

WHEREAS, the Valley Regional Transit Board adopted the FY2023 Budget at the August 1, 2022 VRT Board meeting by Resolution VBD22-021; and

WHEREAS, Valley Regional Transit is required to include all federally funded projects in the Transportation Improvement Program (TIP) and the State Transportation Improvement Program (STIP); and

WHEREAS, Valley Regional Transit requires the carryforward of capital and other projects with designated funds from the FY 2022 budget; and

WHEREAS, Valley Regional Transit received federal grants and local support to add new projects to the operating and capital budget for FY2023; and

WHEREAS, Valley Regional Transit set a time and place for a public hearing on the FY2023 Budget Amendment #1, and met all the required notification and public posting requirements as outlined in Idaho Code Sections 40-2112(5) and 40-206; and

VBD23-005

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

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

Section 1. That the Valley Regional Transit Board of Directors adopts the Fiscal Year 2023 Budget Amendment #1, which includes budget carryforwards from FY2022 to support projects of VRT and subrecipients, and FY2023 budget increases in the VRT Service Area - Exhibit 1 – FY2023 Budget Amendment #1 Summary.

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

ADOPTED by the Board of Valley Regional Transit, this 9th day of January 2023.

APPROVED by the Board Chair this 9th day of January, 2023.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC	Eagle Trolley
DATE	January 9, 2023
STAFF MEMBER	Kelli Badesheim

Staff Recommendation/Request

The Valley Regional Transit Board approve Resolution VBD23-010 granting authorization for the City of Eagle to operate an Eagle community trolley within the city limits of Eagle, Idaho.

Highlights

- Mayor Jason Pierce expressed an interest in a uniquely Eagle weekend and event service in 2020
- City of Eagle acquired a compressed natural gas vintage trolley bus in 2022
- VRT and City of Eagle staff began working on operations and other programming in fall 2022
- VRT must grant authorization for publicly funded transportation within VRT jurisdiction

Summary

Mayor Jason Pierce expressed an interest to VRT staff early in his administration as mayor of Eagle to work collaboratively on a uniquely Eagle weekend and event circulating shuttle service for the community. In 2022 the city acquired a compressed natural gas vintage trolley bus and reached out to VRT to begin the planning process to develop what is referred to in this memo attached resolution as the Eagle community trolley service. Over the last several weeks City of Eagle and VRT staff have been working collaboratively on the technical, regulatory, operating and programming elements of the service.

The City of Eagle will be funding and operating the system within their city limits. VRT will be acting in a consulting capacity on the regulatory, operational and programming elements of the system. VRT will be incorporating the technology elements to ensure the trolley service is integrated in an effective way with the VRT offerings for the general public including the technology supports that allow for the trolley service to take advantage of the customer-facing tools like trip planning and passenger counting.

The City of Eagle is interested in developing some innovative programming elements that will establish the community trolley as a uniquely Eagle experience tied into the community's economic development objectives that will support local businesses reach new markets for Eagle businesses. In addition, the city will be working closely with local businesses to incorporate sponsorship opportunities that will help with the financial support for the service.

Over the next few weeks VRT and Eagle will work to executive a cooperative agreement that clearly outline the regulatory, operational, and reporting requirements that are necessary for operating public transportation within the boundaries of VRT's jurisdiction. The resolution provides for the details of the cooperative agreement to be finalized and executed by the VRT CEO.

Implication (policy and/or financial)

This is a new approach to a very local community transportation solution. This service could serve as a template for other unique mobility and transportation solutions that relate to individual communities' economic development objectives. The City of Eagle is responsible for funding the service. VRT will be making the technology applications available through existing Intelligent Transportation Systems (ITS).

More Information

Attachments:

Resolution VBD23-010

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

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

EAGLE COMMUNITY TROLLEY AUTHORIZATION RESOLUTION VBD23-010

BY THE BOARD OF VALLEY REGIONAL TRANSIT GRANTING AUTHORIZATION TO THE CITY OF EAGLE TO OPERATE THE EAGLE COMMUNITY TROLLEY WITHIN THE CITY LIMITS OF EAGLE, IDAHO.

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

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

WHEREAS, Valley Regional Transit works collaboratively with local governments to develop and support mobility solutions that meet a variety of community needs and interests; and

WHEREAS, Valley Regional Transit is working with City of Eagle to launch an on-demand transit solution for the City of Eagle in January 2023; and

WHEREAS, City of Eagle acquired a compressed natural gas trolley bus and is interested in developing a weekend and event oriented circulator; and

WHEREAS, City of Eagle is interested in the Eagle community trolley service to be a uniquely Eagle community experience that aids in economic development and marketing of the experiences people can have when they visit Eagle businesses; and

WHEREAS, the City of Eagle will be funding, operating, and supporting the implementation of the unique programming envisioned for a successful service; and

WHEREAS, Valley Regional Transit has an interest in serving as a consultant with the City of Eagle to support the success and ensure regulatory and reporting compliance, and the integration of the Eagle community trolley services with the other transportation and mobility offerings within the city; and

VBD23-010

WHEREAS, Valley Regional Transit has specific technical expertise that can be applied to support the City of Eagle to achieve the objectives and outcomes the community has for the Eagle community trolley; and

WHEREAS, Valley Regional Transit will coordinate the technology support required to support the integration of the Eagle community trolley into the marketing and customer-facing tools supporting mobility in the region; and

WHEREAS, Valley Regional Transit and City of Eagle will execute a cooperative agreement prior to implementation clearly outlining the regulatory, operations, and reporting requirements for a public transportation service transportation the general public; and

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

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

Section 1. That the Board of Valley Regional Transit grant authorization to the City of Eagle to operate the Eagle community trolley.

Section 2. That the Board of Valley Regional Transit delegates authority to the Chief Executive Officer to finalize and execute a cooperative agreement with the City of Eagle outlining the regulatory, operating, and reporting requirements for the service.

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

ADOPTED by the Board of Valley Regional Transit, this 9th day of January 2023.

APPROVED by the Board Chair this 9th day of January 2023.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT
VBD23-010

CHAIR

TOPIC	FY2024 – FY2028 TDP Strategic Priorities
DATE	January 9, 2023
STAFF MEMBER	Stephen Hunt

Staff Recommendation/Request

This is an action item. Staff is requesting the Board approve Resolution VBD23-007 to adopt the FY2024 – FY2028 TDP Strategic Priorities.

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.

Staff also presented these strategic priorities to the Executive Board in December. The priorities will be carried through the TDP and all planned expenses will be categorized by the strategic priority they support. This will allow the board to track financial investment into each priority. In addition to this categorization, the TDP includes performance measures that help track the outcomes of these investments.

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	Current Investments/Staff Work	Potential Future 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 and maintain advertising revenue year over year - Meet cash and maintenance reserve goals	- Comprehensive Operational Analysis - Restructure services to match existing local funding contributions - 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 and improve current state of good repair in the large urban area	- Continue to assess capital contributions of all associated service partners - Prepare grant applications that include maintenance	- 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
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 new Bus Stop Typology Plan - Adopt new Integrated Mobility 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	Activate pilot programs and new service models as supported by local funding	- Program service enhancements to reach all day frequent service on premium corridors - Establish new non-municipal funding streams

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

FY2024-2028 Transportation Development Plan (TDP) Priorities RESOLUTION VBD23-007

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE BUS STOP TYPOLOGY, KIT OF PARTS, AND BRANDING ELEMENTS FOR VALLEY REGIONAL TRANSIT BUS STOPS.

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

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

WHEREAS, VRT coordinates its service and capital plans through a five-year service and capital Transportation Development Plan (TDP); and

WHEREAS, the VRT board provides direction to staff on public transportation investment priorities; and

WHEREAS, VRT staff reviewed the past TDP priorities and solicited input from stakeholders and the VRT Executive Board on FY2024-2028 priorities; and

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

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

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

VBD23-007

Section 1. That the Board of Valley Regional Transit approves the TDP strategic priorities.

Section 2. That this Resolution VBD23-007 shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 9th day of January, 2023.

APPROVED by the Board Chair this 9th day of January, 2023.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

TOPIC	2023 VRT Executive Board Elections
DATE	December 21, 2022
STAFF MEMBER	Kelli Badesheim

Staff Recommendation/Request

The VRT Board of Directors will nominate and elect Board members to serve in up to 10 positions on the Executive Board for calendar year 2023.

Highlights

- VRT bylaws sets the January meeting Executive Board election
- Executive Board has four officer, six at-large, and Boise State positions
- Terms of office are one year, with each officer moving forward in succession
- VRT Board combines the secretary and treasurer position into one position.
- The bylaws require at least one member each be placed on the Executive Board from the cities of Boise, Caldwell, and Nampa, and Boise State University.

Summary

The VRT Board established the current governance model 11 years ago. The governance model supports continuity and stability in leadership with many of the members staying on the Executive Board for multiple years. The VRT Board will continue the topic of board governance in 2023 which began this year in the Strategic Work Plan project.

The Executive Board serves an important oversight and governance function for the VRT Board. The bylaws do not require Executive Board members to be elected officials, so any member of the Board of Directors is eligible to serve on the Executive Board. The table below represents the current slate of officers and at-large members confirming a willingness to serve as officers and at-large members. Per the VRT bylaws Boise State has a standing position on the Executive Board which will continue to be filled by Lantz McGinnis-Brown.

County/Position	Nomination	County/Position	Nomination
Canyon Chair-Elect	Open	Ada Chair	Joe Stear
Canyon Member	Debbie Kling	Ada Vice-chair	Lauren McLean
Canyon Member	Jarom Wagoner	Secretary/Treasurer	Alexis Pickering
Canyon Member	John Bechtel	Ada Member	Todd Lavioe
Canyon Member	Open	Ada Member	Open

Implication (policy and/or financial)

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

More Information

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



TOPIC	Connected Canyon County
DATE	December 22, 2022
STAFF MEMBER	Jason Rose

Staff Recommendation/Request

This is for information only.

Highlights

- August 2021 – Initiated Connected Canyon County (CCC) Community Partner engagement
- Fall 2021 through winter 2022 – Conducted three Community Partner workshops
- Spring 2022 – Conducted outreach with local jurisdiction staff with findings and recommendations
- Summer 2022 – Placed community engagement on-hold pending Nampa budget decision
- Fall 2022 – Finalize Community Partner and public open house and engagement tactics
- January 2023 – Conduct open house and Community Partner engagement

Summary

Transportation and mobility are the means to socioeconomic well-being for all who live, work, learn, play, worship, and seek services across our region. Unprecedented growth is putting additional pressure on an already tight housing markets and local budgets. The lack of affordable housing is pushing residents farther away from jobs, food, healthcare, education and recreation. Canyon County is a place where neighbors help neighbors and organizations work together to improve outcomes for all populations. The intent of Connected Canyon County is to harness the collective capacity of the county's key stakeholders, and to serve as a template for working with other communities struggling with the same issues.

CCC was initiated to activate innovative and successful solutions to improve mobility in Canyon County. Engaged community partners is a cornerstone tactic for this important initiative. Throughout the initiative VRT brought more than 50 organizations, called community partners, through the initiative phases in unique and targeted ways. These included participation on the Engage Valley Regional Transit digital platform, a series of workshops, and collecting primary and secondary data on a variety of challenges identified in previous reports and studies in the county.

More specifically Community Partners supported the initiative in the following ways:

- Defining the vision and results we want for Canyon County
- Harnessing existing collaborations and relationships to increase participation in the initiative from all populations, sectors, and areas
- Helping use the data collected to drive innovation, solution building, and decision making; and

- Exploring the resources and strategies required to achieve the desired results.

The relationships we built throughout the project will be leveraged as we move solutions forward. In January, VRT will host a series of in-person and virtual open houses to share what we've heard and get feedback on potential transportation services and programs to help create a more connected Canyon County. The next and final phase of the initiative is being completed as part of the 2024 – 2028 Transportation Development Plan (TDP) and will include exploring new and more innovative ways to build the solutions by considering innovative ways to engage private partners and public partners in funding the solutions.

Attached is a detailed outline of the engagement process, a summary and maps of the solutions that will be presented to the public in January. Staff is asking the Board to consider the outputs from the initiative and discuss the viability of this template for engaging other communities in the region.

Implication (policy and/or financial)

There is limited capacity for local governments to expand investments in Canyon County. The approach to build solutions that would be desirable to community partners and other stakeholders allows for more engagement with partners to seek viable funding solutions. Achieving the solutions from Connected Canyon County will require new partnerships with private and non-profit sectors. This initiative also serves as a template for how we can engage other communities in the region struggling with the local capacity to build integrated mobility solutions.

More Information

Attachments:

Open House Brief

Connected Canyon County Summary and Maps

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

VRT's Connected Canyon County Initiative

Background

VRT has spent the past 18 months digging into what a more connected and accessible Canyon County could look like, getting feedback from community members, leaders, and more. We've taken that guidance and mapped out what a truly Connected Canyon County could be, including what it would take to make this vision a reality. Check out what we heard, what we might be able to do, and let us know – did we get it right?

Link to the engagement platform: <https://engage.valleyregionaltransit.org/en/folders/connected-canyon-county-initiative>

Content

1. About

- a. Introduction to the Connected Canyon County project, with the original challenge statement, project history, process, public engagement elements, partners and participants, and stories and quotes obtained from the process
- b. A summary of feedback we heard
- c. Input: *Is this a good summary of the what the community desires? Did we get it right?*

2. Connection to place

- a. The service options that can connect people to destinations, including how far people can travel, in 3 scenarios:
 - i. Current scenario, demonstrating what we currently offer
 - ii. Growth scenario, demonstrating a growth scenario with added: OnDemand, intercounty local, intercounty express, new fixed route
 - iii. Reduced scenario, demonstrating what might occur if service either stays the same or decreases
- b. Input:
 - i. *Within the Growth scenario, what would you prioritize? (OnDemand, intercounty local, intercounty express, new fixed route)*
 - ii. *If OnDemand, what would you prioritize? (Improvements to existing, nights, weekend)*
 - iii. *If bus, what would you prioritize? (new Boulevard route, new Garrity route, more intercounty express, more intercounty local)*
 - iv. *Within the Reduction scenario, what would you prefer to keep? (OnDemand, intercounty express, intercounty local)*

3. Connection to information

- a. The programs and support that can be made available through VRT's Integrated Mobility Team
- b. Input: *Which programs or supports would you find most valuable?*

Touchpoints

- Promotional bus hangers, posters, and flyers
- Promotional email invitations and social media content
- Informational display boards, PowerPoint slides, and a summary report
- Informational website and engagement platform
- Open houses and/or pop-up tabling at transit centers, libraries, chambers, universities, and other major destinations and stakeholders
- Virtual open houses
- Presentations to employers, community organizations, etc.
- Potential earned media

Timeline

12/27/22: Publish content and surveys above on Engage platform; promote Engage platform and upcoming open houses

1/16/23-1/27/23: Virtual and in-person open houses

1/31/23: Close Engage Platform; compile feedback

CONNECTED

CANYON

COUNTY



**valley
regional
transit**

WHAT

Since July of 2021, VRT has been working with leaders and community partners on an initiative called Connected Canyon County to design and implement mobility solutions that improve access to important destinations and activities in Canyon County.

WHY

Transportation and mobility are the means to socioeconomic well-being for all who live, work, learn, play, worship, and seek services across our region. Unprecedented growth is putting additional pressure on an already tight housing market. The lack of affordable housing is pushing residents farther away from jobs, food, healthcare, education and recreation. Canyon County is a place where neighbors help neighbors and organizations work together to improve outcomes for all populations.

WHAT WE HEARD

50+ community
organizations
Item VIII. A.

Advocates Against Family Violence

Boise State University

Bike Walk Nampa

Blue Cross of Idaho

Blue Cross of Idaho Foundation

Caldwell Chamber of Commerce

Caldwell Housing Authority

Caldwell School District

City of Caldwell

City of Nampa

College of Western Idaho

COMPASS

Full Circle Health

Lifeways

Living Independence Network Corporation

Nampa First Church of the Nazarene

Idaho Commission on Aging

Idaho Community Credit Union

Idaho Department of Commerce

Idaho Department of Labor

Idaho Department of Juvenile Corrections

Idaho Division of Veterans Services

Idaho Hispanic Chamber of Commerce

Idaho Housing and Finance Association

Idaho Office for Refugees

Idaho Smart Growth

Idaho Youth Ranch

Idaho Walk Bike Alliance

Jannus, Inc.

Metro Meals on Wheels

Nampa Housing Authority

Nampa School District

Saint Alphonsus

Saltzer Health

Southwest District Health

Southwest Idaho Area Agency on Aging

St. Luke's Health System

Terry Riley Health Services

Treasure Valley Community College

Treasure Valley Family YMCA

United Way of Treasure Valley

University of Idaho

Urban Land Institute

Vallivue School District

Western Alliance for Economic Development

Western Idaho Community Health Collaborative

WICAP Community Collaborative

A CONNECTED CANYON COUNTY WOULD INCLUDE

Transportation that...

- Is safe, frequent, reliable, easy-to-use, and coordinated, including:
 - Fixed-route bus
 - Real time dial-a-ride
 - Wheeling
 - On-demand
 - Cycling
 - Microtransit
 - Car- and vanpools
 - Walking
 - Rideshare
- Includes new and innovative options as they come
- Features safe infrastructure and coordinated technology to ensure easy travel and transfers
- Fits with the long-term vision for transit in Canyon County
- Is affordable and easy to pay for (and includes pass programs)
- Provides access for everyone, especially those with disabilities or without access to the internet or a phone
- Is accompanied by useful and kind customer support during all hours of operation
- Reduces time and cost of travel

Information that...

- Is easy to use and access (including real-time arrival information) in a centralized location
- Connects people to services and programs through seamless customer support systems, navigation, training, and traveler information supports and programming
- Is supported by marketing and outreach to riders, users, businesses, private sector partners, public partners, institutions, stakeholders, and more
- Features wayfinding and navigation tools using both new technology and traditional methods
- Responds to the diverse needs of the community

Places that...

- Are designed, planned, and connected by transit, including community hubs and critical locations like housing, jobs, recreation, food, health, service providers, childcare, co-working spaces, and more
- Connect housing, work, and childcare to a variety of transportation options
- Are located at or near transit hubs
- Are created with wise land-use decisions and transit-supportive land use policies
- Are well-designed, accessible, and integrated into the community
- Include pleasant places to be and provide safety, dignity, and belonging (including things like accessible design, public art, lighting, etc.)

Check out our open houses January! We'll share what we've heard and get feedback on services and programs that can create a more

CONNECTED CANYON COUNTY



CONNECTED CANYON COUNTY

CURRENT SERVICES

INTERCOUNTY (EXPRESS)

40

43

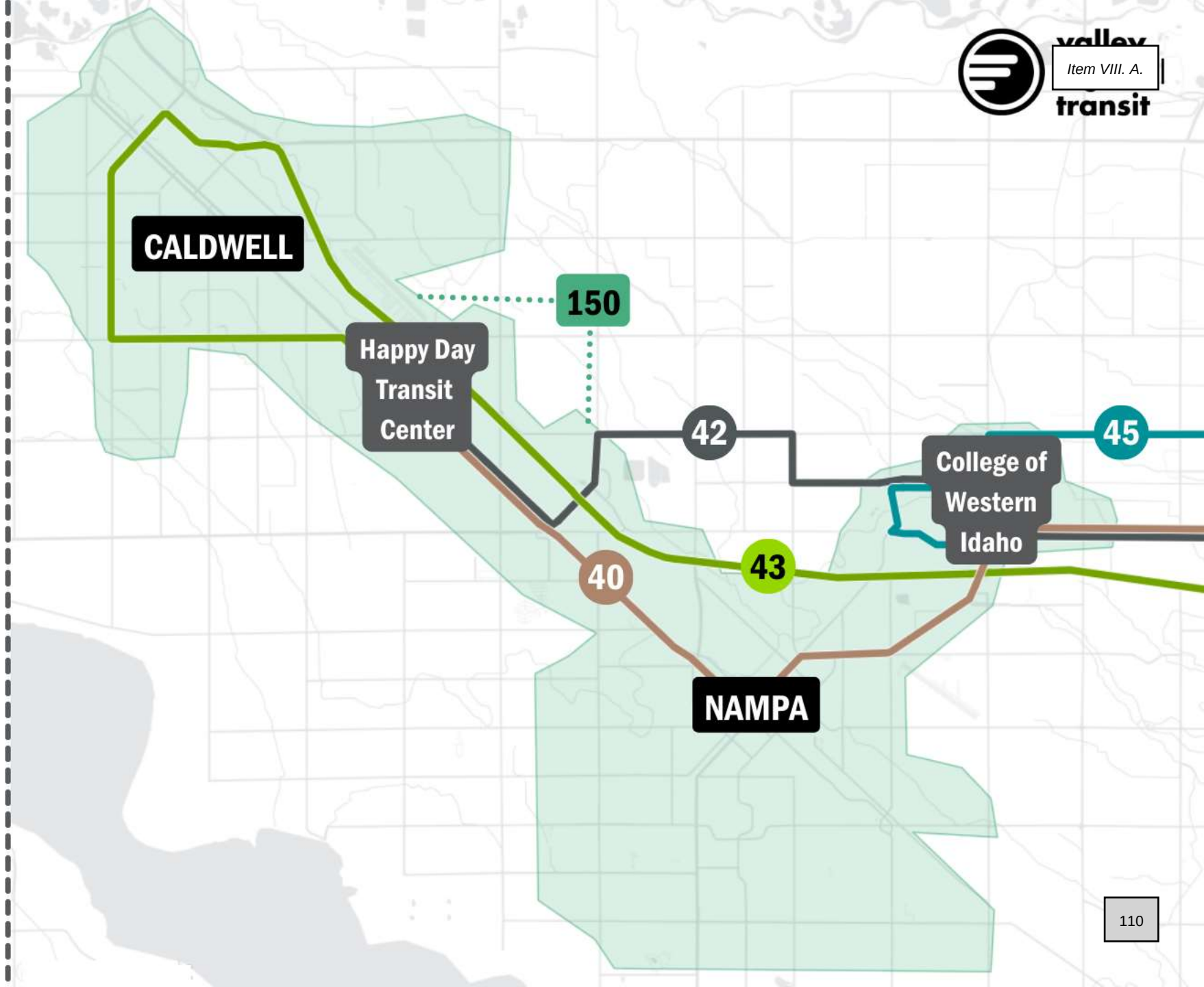
INTERCOUNTY (LOCAL)

42

45

ON-DEMAND

150



CONNECTED CANYON COUNTY

GROWTH SCENARIO

INTERCOUNTY (EXPRESS)

40 43

INTERCOUNTY (LOCAL)

42 45

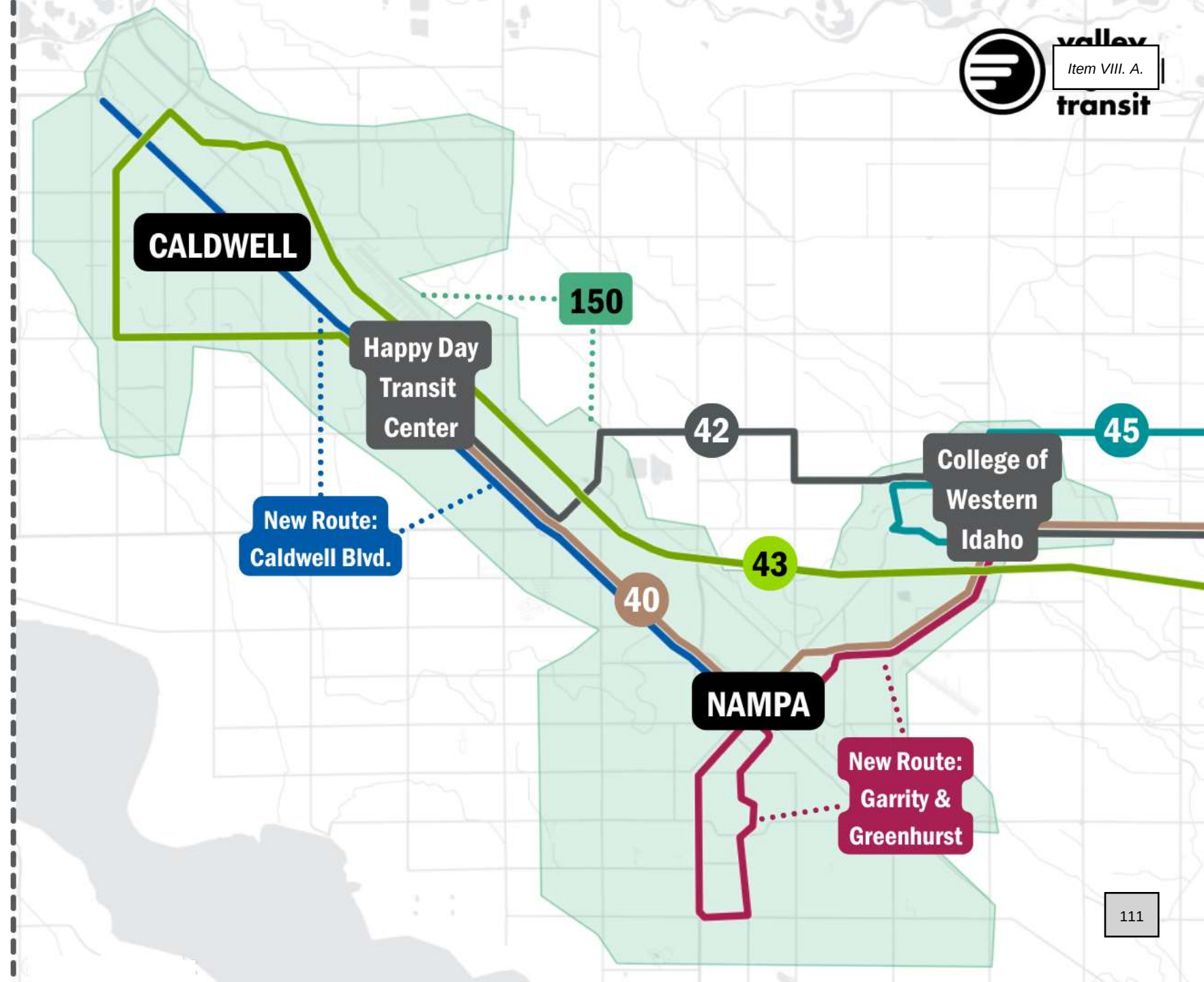
ON-DEMAND

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FIXED-ROUTE (LOCAL)

C G

BETTER BUS STOPS



CONNECTED CANYON COUNTY

REDUCTION SCENARIO

INTERCOUNTY (EXPRESS)

40

43

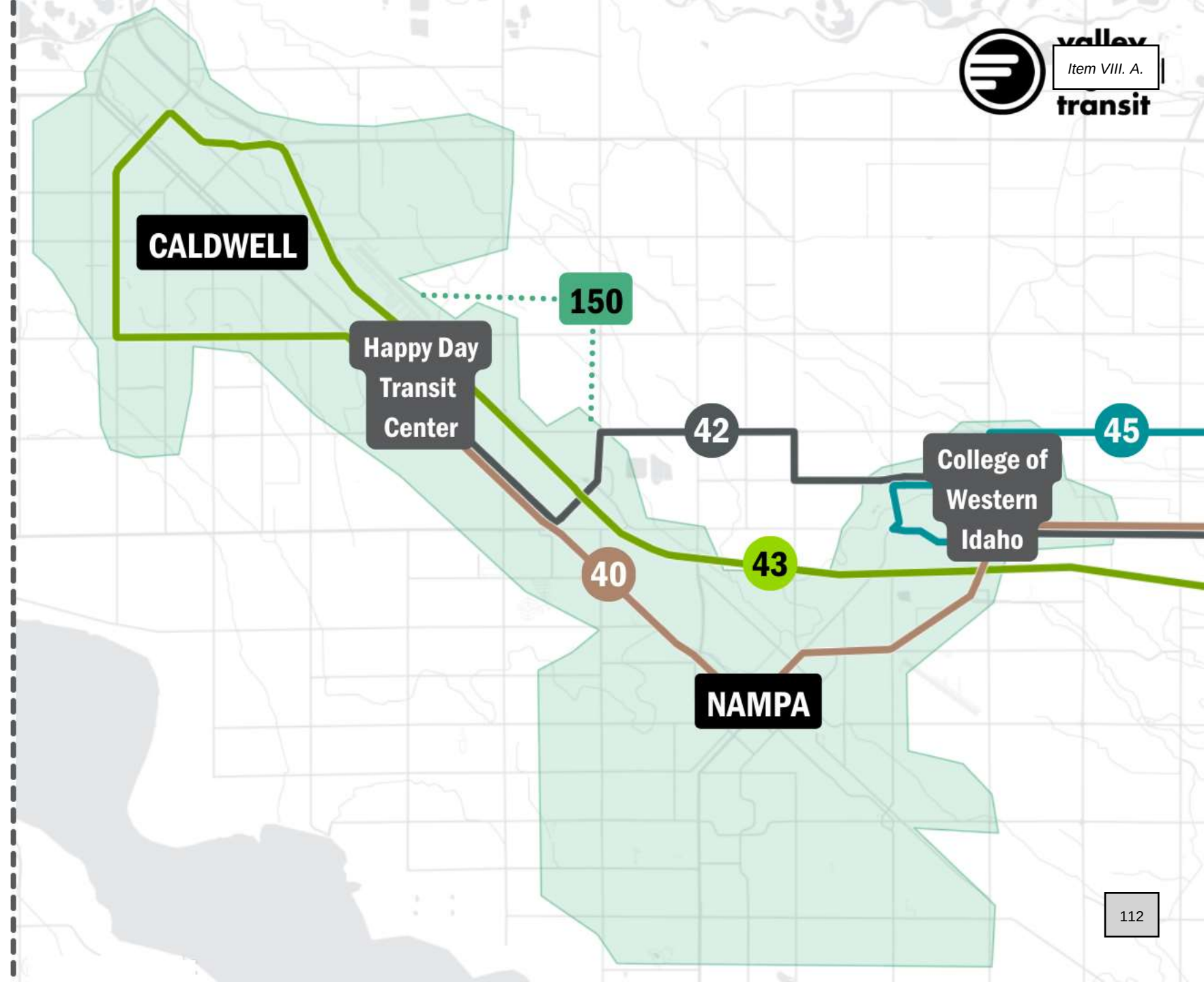
INTERCOUNTY (LOCAL)

42

45

ON-DEMAND

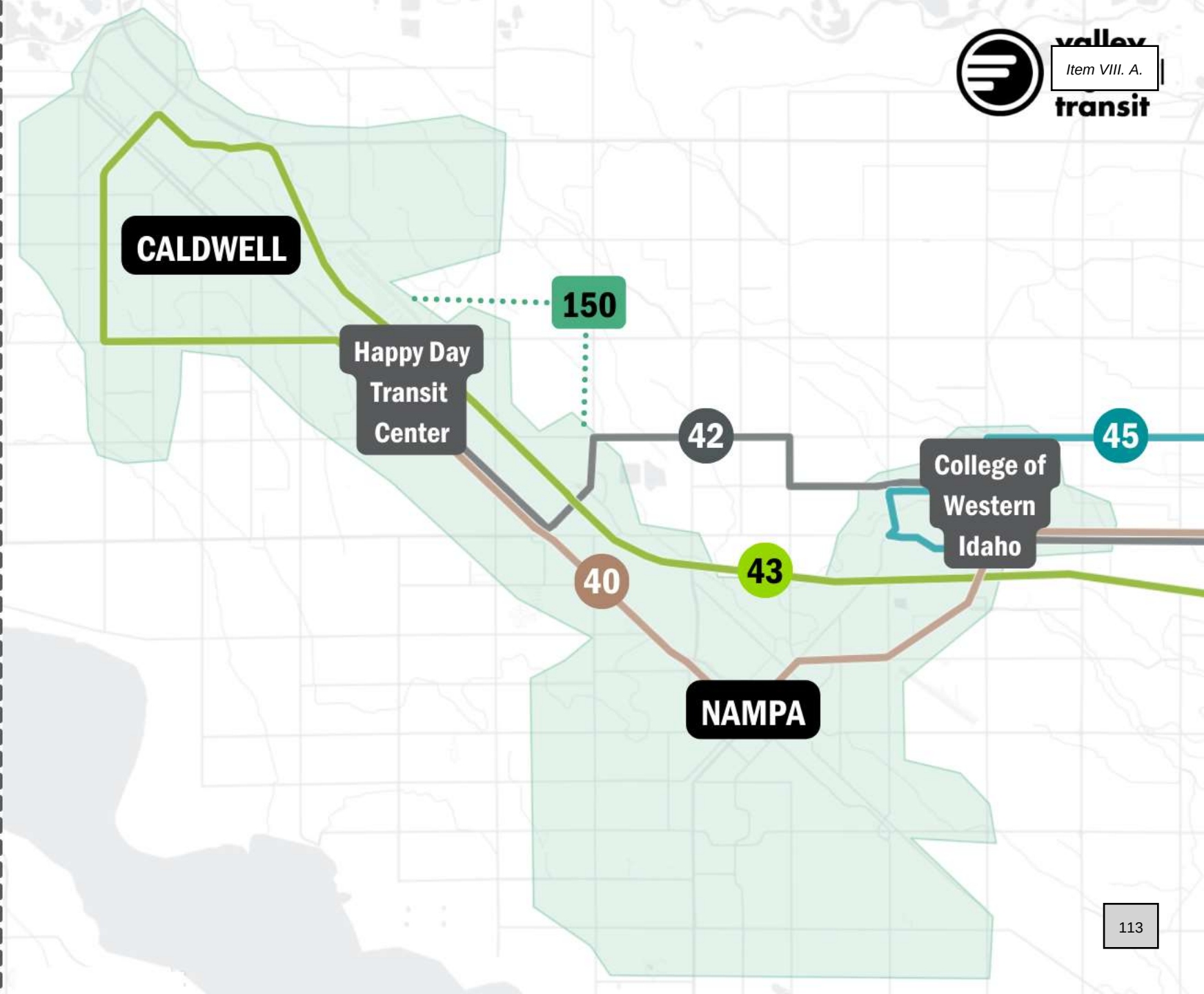
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CONNECTED CANYON COUNTY

MOBILITY INTEGRATION

CITY GO
COMMUTER BENEFITS PACKAGE
MOBILITY HUBS
REGIONAL PASS PROGRAM
SAFE ROUTES TO SCHOOL
SCHOOL ACCESS
TRAVEL TRAINING



TOPIC	Integrated Mobility Plan
DATE	January 9, 2023
STAFF MEMBER	Kaite Justice

Staff Recommendation/Request:

This is an information item only.

Summary

The purpose of this memo is to update the Executive Board on the Integrated Mobility Plan. VRT staff has been working with the consultant Nelson Nygaard and local stakeholders over the last year to draft the Integrated Mobility Plan.

The primary goal of the Integrated Mobility Plan is to create an implementation plan that maximizes new mobility innovations, utilizes transportation demand management strategies to provide access and support, and coordinates services to meet the mobility needs of all residents and visitors to the Treasure Valley. Addressing access and equity, incentivizing high-occupancy travel, encouraging more active ways of travel, and integrating new technologies are all central to the plan. The plan supports VRT's vision of a cleaner, more connected, and more accessible Treasure Valley. Integrated mobility creates a seamless mobility system that offers affordable, convenient choices, tailored to the needs of individuals and communities, allowing more people the option to travel by sustainable, non-single occupancy vehicle (SOV) modes.

The Integrated Mobility Plan builds on the mission and vision of VRT and Valley Connect 2.0 to create a mobility system that is:

- An equitable mobility network that serves all users
- An easily navigable mobility network
- A reframing – “mobility is for everybody.”
- A well-managed mobility program
- Create greater opportunities for partnership and collaboration

In order to reach these goals, the Integrated Mobility Plan addresses regionally focused strategies in four categories. An overview of the high-level recommendations in each category are below.

- Communication and Branding
 - Create a service simplification strategy across all VRT programs and services with potential for co-branding
 - Update information gateways and create shared language across channels and agencies
 - Revise the City Go website to be inclusive of other geographies in the Treasure Valley outside Boise
 - Partner with local community-based organizations to more deeply understand what residents need regarding near-term and long-term mobility

- Utilize physical infrastructure to bring together options such as with bus stops, transit centers, or mobility hubs
- Governance and Organization
 - Consider modification to existing organizational responsibilities to improve coordination and ensure longevity of integrated mobility programming
 - Standardize routine working groups to ensure all decision-makers have buy-in about long-term planning – this includes operations and development teams
- Technology Integration
 - Ensure that mobility data is open and able to enable future open architecture for payment and booking
 - Center trip planning tools on the needs and experience of riders
 - Coordinate VRT's integrated mobility vision with Umo Mobility app product roadmap
 - Center equitable access and human-centered plan-book-pay solutions
 - Build lasting connections with riders and the broader community through travel rewards and reward partnerships
 - Explore dynamic service allocation opportunities and specialized transportation service integrations
 - Continually evaluate current and future technologies against VRT's vision for integrated mobility
- Transportation Demand Management
 - Conduct an equity audit of existing TDM programs
 - Co-create equity based TDM programs for the region
 - Write an equity-based regional TDM policy with a regional mode shift goal, residential incentives, and metrics and monitoring. Also consider identifying an oversight agency for the region
 - Expand regional TDM programs including City Go
 - Identify new ways to promote carpooling and ride share
 - Coordinate with regional agencies to leverage existing Park and Ride System and expand first-and-last mile connections
 - Improve youth-based TDM by exploring a regional approach to school access, piloting a youth transit program, and expanding the Safe Routes to School Program
 - Expand residential TDM through:
 - Initiate listening sessions with resident groups to inform residential TDM programming
 - Examine opportunities to establish a resident-based advisory committee for each city as part of residential TDM program development
 - Facilitate conversations with homeowner associations and business improvement districts to expand City Go

While this plan has a regional framing, staff understands the uniqueness of each city and town we work in and that opportunities to integrate exist on both the regional and local level. The plan includes city profiles, travel trends, equity concerns, and integrated mobility recommendations.

The plan also includes draft metrics for measuring success:

Metrics for Consideration

Metric	Related Goal	Notes	Example
Number of employers providing commute benefit	• Opportunities for partnership and collaboration • An equitable mobility network that serves all users	Set targets based on existing employer base, locations, and estimated growth. Provide guidance for employers and developers to create programs.	• An increase of xx employers per year • xx% of total employers offer TDM programs
Reduction of SOV usage in region	• A reframing – “mobility is for everybody” • An equitable mobility network that serves all users • An easily navigable mobility network	Set targets based on current SOV usage in region. Align reduction goals with available options.	• Reduce SOV usage in transit rich areas by xx% • Shift mode-share by xx% with each mobility improvement implemented in a region

Metric	Related Goal	Notes	Example
Public awareness and understanding of programs	• Opportunities for partnership and collaboration • A well-managed mobility program • A reframing – “mobility is for everybody” • An equitable mobility network that serves all users • An easily navigable mobility network	May be tracked by number of events, participation in events, surveys following events, partnerships, or even characteristics of participants	• Number of engagement activities completed in foreign languages • Participation at engagement events by demographics • Increase participation in travel training programs by xx%
Access to free or reduced fares	• An equitable mobility network that serves all users • A reframing – “mobility is for everybody”	Targets may be set based on geography or demographics, or across the region	• Number of reduced or free fares in xxx city/county • Utilization of free/reduced fares by service
Regional partnerships and programs	• Opportunities for partnership and collaboration • A well-managed mobility program	Rather than focusing on number of partnerships, connect the partnerships to outcomes and goals sought	• Number of collaborative programs allowing access across services • Regional policies implemented by partners

Lastly the plan includes an implementation roadmap for the next five years.

Implementation Roadmap

Short term (1-2 years)

Hold listening sessions with community members and CBOs to understand specific mobility needs and challenges	Create regional TDM and integrated mobility policy and funding plan, in coordination with COMPASS and local agencies. Provide guidance to local stakeholders
Identify gaps in TDM programs with community and employers	Baseline existing conditions across various modes and TDM programs, to identify specific gaps and opportunities for implementing recommendations
Establish a regional decision-making body that is inclusive of a diverse group of local stakeholders	Consider recommended modifications to existing org chart to improve coordination
Identify and scope priority TDM and integrated mobility projects based on recommendations and community needs	Create a service simplification strategy across all VRT programs and services and update website accordingly
Utilize physical presence at bus stops to spread information about integrated mobility options	

Implementation Roadmap

Medium (3-5 years)

Implement pilot programs and track metrics for evaluation	Introduce public-private partnership opportunities to fill gaps identified in community sessions
Implement open data standards	Plan and design mobility hubs in partnership with communities where they will be located
Use information gathered from baseline analysis and community listening sessions to pilot trip planning and payment updates	Create strategy for improving programs based on performance metrics and evaluations
Use regional funding strategy to seek funding and implement priority projects	Pilot UBM program aligned with equity framework and in partnership with community groups
Add staff to existing teams as needed	

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Implementation Roadmap

Long term (5+ years)

Implement mobility hubs in designated locations with local and private partners

Continue collaboration with communities and partners regionally

Consider integration guidelines or requirements for new mobility providers

Utilize performance metrics and evaluations to report on goals and update programs as needed

Consider TDM requirements for new development and employers

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Please find the full Integrated Mobility Plan here: https://www.valleyregionaltransit.org/wp-content/uploads/2022/12/FULL_VRT_IMP_FINAL.pdf

Highlights

- Executive Board approved funding for the Integrated Mobility Plan as a resiliency project on January 4, 2021 with Resolution VBD21-002
- Executive Board authorized the Integrated Mobility Plan with the firm Nelson Nygaard on August 2, 2021 with Resolution VBD21-013
- VRT staff plans to take the Integrated Mobility Plan to the VRT Board of Directors for adoption on April 3, 2023

Implication (policy and/or financial):

The Integrated Mobility Plan will have significant policy implications, as it will guide VRT's customer facing technology vision, TDM and education programs, and modal integration.

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

Attachments

- Integrated Mobility Plan: https://www.valleyregionaltransit.org/wp-content/uploads/2022/12/FULL_VRT_IMP_FINAL.pdf

Valley Regional Transit FY2023 Procurement Calendar

Item VIII. C.

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 and Inspection Services	Joe Guenther	102,500	Oct-22	Jan-23	Executive Board
On-Call Technical Support Services	James Mundell	140,000	Nov-22	Jan-23	Executive Board
ERP System Replacement	Jason Jedry	1,300,000	Nov-22	Apr-23	Board of Directors
Promotional Materials	Jason Rose	25,000	Jan-23		CEO
Temporary Employment Services - (Drivers)	Leslie Pedrosa	300,000	Jan-23	Jan-23	Board of Directors
Custom Vinyl Graphics	Jeremy Gianchetta	75,000	Jan-23	Mar-23	Executive Board
Vehicle Maintenance Fluids	Leslie Pedrosa	TBD	Jan-23	Apr-23	
Vehicle Maintenance Parts	Leslie Pedrosa	275,000	Jan-23	Apr-23	Board of Directors
Bus Stop Sign Blade Update	Alissa Taysom	280,000	Jan-23	Apr-23	Board of Directors
Ticket Vending Machines	Kaite Justice	765,000	Jan-23	Apr-23	Board of Directors
Ada and Canyon County Operating Contract	Leslie Pedrosa	TBD	Jan-23	Apr-23	Board of Directors
Digital Displays	Jason Rose	300,000	Jan-23	Apr-23	Board of Directors
Happy Day HVAC Equipment	Joe Guenther	75,000	Feb-23	Apr-23	Executive Board
On-Call Planning	Stephen Hunt	250,000	Feb-23	Apr-23	Board of Directors
Main Street Station Customer Service Wall Construction	Joe Guenther	25,000	Feb-23		CEO
IT Assessment	Nick Moran	TBD	Feb-23	Apr-23	
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	CEO
Real Time Information Signs	Joe Guenther	TBD	Apr-23	Aug-23	
Technology Services	Katie Justice	100,000	Jun-23	Aug-23	Executive Board
Legal Services	Jason Jedry	100,000	Jul-23	Sep-23	Executive Board

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

Updated 12-08-2022



TOPIC	Executive Director Report
DATE	December 23, 2022
STAFF MEMBER	Kelli Badesheim

Organizational Changes

VRT will be holding an all-day staff meeting on Saturday, January 21 to celebrate some successes from 2022 and take the next steps to better align 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.

Executive Director Transition

I notified Chair Debbie Kling my last day as VRT Executive Director is February 10, 2023. I am working closely with staff to prepare for the transition so it can be as smooth and seamless as possible. The Board will then be asked to consider the recommendation for the new CEO at the January 9 meeting. I requested the executive staff identify and draft briefing papers on the highest priority projects and activities in the organization. This will assist the new CEO get up to speed on these activities quickly. I am excited for the future of the organization and will miss being a part of the day-to-day. I have been so proud of the entire VRT team as they have navigated through this difficult time awaiting the selection of a new leader. They maintained their focus and completed their work effectively with a high degree of professionalism. I also want to thank Chair Debbie Kling for her leadership through the selection process. From the time I informed her of my desire to step down she has been a great support to me and has maintained a focus on ensuring the process was effective.

More Information

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

TOPIC	Development Department Monthly Report
DATE	December 19, 2022
STAFF MEMEBER	Stephen Hunt

Summary

Development Department activities for December 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 and has held individual meetings with funding partners.

Funding Development

- **Budget Development** –Staff has initiated conversations with funding partners about the FY2024 budget. This process is being coordinated with the TDP.
- **Grant Opportunities** –VRT will use the 2023-2027 TDP and collaboration with its funding partners to find and pursue additional funding opportunities. Staff is currently developing its grant strategy for the next grant cycle.

Goal 2 – Increase Ridership and Revenue

- **FY2024 Service Changes** – VRT staff has continued work with Transpo and the City of Boise on potential service reductions in Ada County. We have also continued our collaboration with Nampa regarding potential reductions in Canyon County.
- **Ridership Growth** – Development staff has continued to track ridership performance. Ridership levels have continued to trend upwards since February of 2021. FY2022 had more than a 10% increase in fixed-route ridership and the first quarter of FY2023 is trending higher than the first quarter of FY2022.

Goal 3 - Build institutional and regional capacity

Regional Capital Enhancements

- **Orchard Facility Master Plan**
Cold weather has delayed 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 (HDTU)**
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.

Regional Corridor Planning

• State Street Corridor Projects

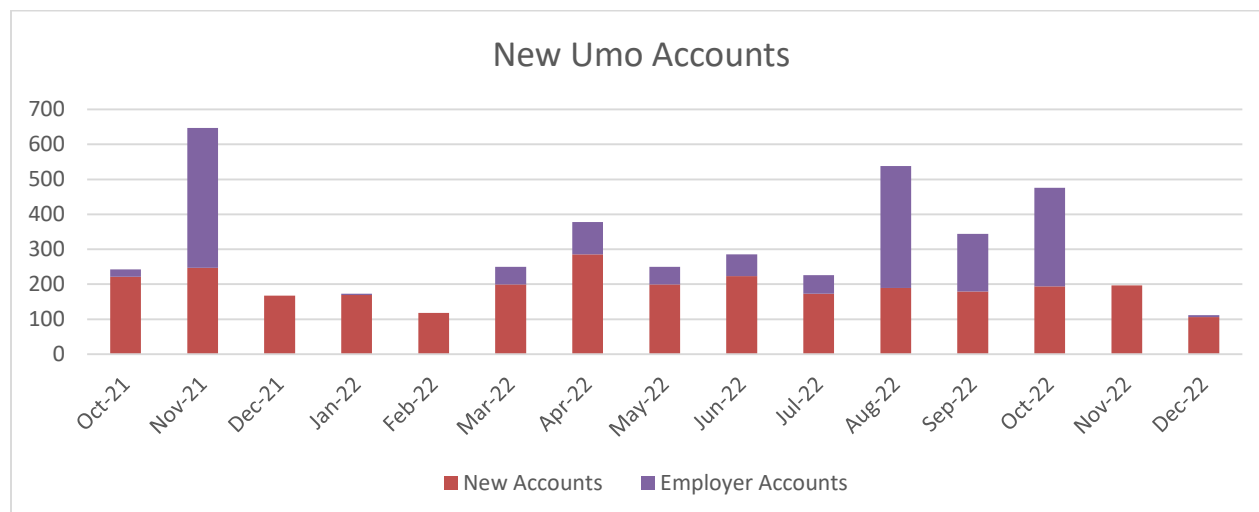
1. Staff and consultants prepared categorical exclusion (CE) documents covering the RAISE grant elements and submitted that to the FTA review.
2. VRT staff has continued presenting findings of the State Street Transit Operational Analysis (TOA) to State Street partners in preparation for a technical 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 this project will need to update existing agreements with landowners. Coordination with the landowner and the mall are ongoing.

Integrated Mobility Report

- VRT staff is working on the implementation plan for the Integrated Mobility Plan. The plan will be presented to the Executive Board on January 9, 2023 and to the VRT Board of Directors in April 2023.
- Through December staff has been working on the procurements for ticket vending machines and real-time information at bus stops. Both procurements will go out in January 2023.
- Umo was launched on October 1, 2021. Umo fare payment system update for first year of operation:
 - Revenue-to-date (Oct. 2021-December 20, 2022): \$147,945.44
 - Revenue November 2022: \$11,589.50
 - New accounts November 2022: 197
 - Employer programs integrated into Umo: 14 (no new employers in December)



- City Go update:
 - City Go staff worked on business development for City Go and the Regional Pass Program. Staff had five business development meetings
 - Regional Pass Program contracts were renewed with:
 - Ada County Highway District
 - Cushing Terrell
 - Saint Luke's Health System
 - Events attended:
 - Cranksgiving
 - Stuff the Bus
 - Meridian Senior Center Health Fair
 - First Thursday booth at the Warehouse
 - Scentsy Tabling
 - Six Boise Metro Chamber ribbon cuttings
 - Boise Metro Chamber New Member Packet Delivery
 - Initiated a new marking program at Saint Alphonsus to promote the free transit benefit all employees have. A promotion of their transit benefits now rotates through all screen savers at Saint Alphonsus locations.
 - City Go completed ridership data for FY2022 for the Regional Pass Program. Below you will see the breakdown of monthly pass program ridership and the percentage pass program ridership is of total system ridership. Regional Pass Program ridership for FY2022 totaled 177,915.

	Total Ridership	Employer/Student Pass Program	Individual	Percent Pass Program of Total Ridership
21-Oct	72620	14458	58162	20%
21-Nov	72658	13442	59216	19%
21-Dec	71066	12055	59011	17%
22-Jan	67447	14808	52639	22%
22-Feb	72546	15013	57533	21%
22-Mar	83719	16549	67170	20%
22-Apr	81201	18214	62987	22%
22-May	81988	14747	67241	18%
22-Jun	78508	11464	67044	15%
22-Jul	75333	10338	64995	14%
22-Aug	86251	15540	70711	18%
22-Sep	93597	21287	72310	23%

- Navigation update:
 - Navigation has been working through December on building out VRT's education and outreach. Staff continues working on a train-the-trainer program for 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 is working on standard operating procedures for individual and group travel trainings.

- Travel Trainings in December:
 - 8 individual travel trainings on OnDemand and Fixed-Route intercounty and Ada County systems.
 - 2 group travel training presentations
 - Vocational Rehab
 - Ada County
 - Scheduled for January:
 - Idaho Veterans Home
 - St. Luke's Rehab
 - West Ada School District
 - Vocational Rehab Canyon County
 - Access Behavioral Health
- Safe Routes to School (SRTS) update:
 A brief history, the SRTS started in the Treasure Valley in Boise Schools in 2007. Since then, it has grown to cover West Ada, Nampa, Vallivue, Caldwell, and Kuna schools and prior to Covid, we were seeing about 18,000 students a year.
 - Since August of 2023, SRTS has seen 3,307 students. This is right on target for a busy year and compares equally if not better than our counts pre-covid, which is exciting.
 - In November, SRTS hired Cody as a third Ada County coordinator position, which had been vacant.
 - Recent events include Lewis and Clark Middle School for in-class education, Borah and Boise High School Driver's Ed classes, and rehabbing our entire bike fleet to prepare for the spring rodeos, which start in March. We were able to provide about 40 bikes to Boise Bicycle Project for the Holiday Kids Bike Giveaway. These bikes came from Republic Services who reclaimed them from trash pick-ups across the region. SRTS also helped get the word out to the schools about the bike giveaway and several students we worked with this year are getting new bikes!
 - SRTS continues to serve on different committees across the region, including ACHD Bicycle and Pedestrian Advisory Committees, ITD Bike Ped Administrative Committee, Canyon County Trails, and Pathways, Bike Walk Nampa, Treasure Valley Cycling Alliance, and others. We will also be helping with Safety Busing analysis coming up in the next month for several school districts.

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 discussed technical addenda and next steps with ACHD leadership.

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

TOPIC	Finance and Administration Activity Report
DATE	January 9, 2023
STAFF MEMBER	Jason Jedry

Summary

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

Highlights

Budget/Finance

- The soft close of the 4th quarter of FY2022 has been completed
- The FY2022 independent annual audit began in November and is expected to be completed by the end of December
- The audited financial statements are tentatively scheduled to be presented to the Executive Board at the February meeting
- Finance staff is preparing to submit the Authorities FY2022 National Transit Database information to the FTA
- Finance staff are working on FY2023 project funding and tracking documentation and the FY2023 budget amendment
- 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
 - Project funding forms
 - End of year grant reconciling

Procurement

- Procurement and Contracts Specialist is working on:
 - On-Call Technical Support Services
 - VOIP Services
 - ERP Software Procurement and Implementation Services
 - CNG Rebuild and Inspection Services
 - Bus Auto Body Repairs

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



TOPIC	Operations Department Staff Report
DATE	December 21, 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 the new scheduling software to launch in the next phase. The next phase will include all current service providers that do not currently use any software for scheduling. This includes Star Senior Center, Parma Senior Center, Kuna Senior Center, Melba Valley Senior Center, and Meridian Senior Center.

On December 12, Metro Community Services, Harvest Transit, and Supportive Housing and Innovative Partnerships began using the new software for services. At the time of this memo, service providers are still getting used to the new system. Staff will continue to assist all service providers using the new software, as needed.

VRT is still working through a couple of issues with service to passengers on ACCESS in the Boise service area, that were outside of the $\frac{3}{4}$ -mile service area of a fixed-route, that were allowed service using the previous scheduling software. Staff continues to work with these passengers to determine a solution for their transportation needs.

- At this time, all six battery electric bus chargers are working. At the time of this memo, the three additional chargers, that Proterra is providing at no cost to VRT, are expected to arrive on December 22. Staff is working with Proterra to determine installation plans. Proterra still expects to restore the original chargers back to dual dispensing during the second quarter of this fiscal year. At the end of this project, VRT will have 18 charging stations.

At this time, there are two 40' Proterra buses out of service, waiting on parts. The parts are expected to arrive in December. Proterra continues to be onsite to work on battery electric bus issues as needed. VRT has placed two more 35' buses into revenue service. The remaining five 35' buses will remain out of service, until there are 12 operating chargers, as stated in the agreement with Proterra.

- VRT continues to work on a regional on-demand Beyond ADA project. The project team has met with the steering committee, to kick off the project. The Specialized Transportation Analysis has been updated following fiscal year 2022 and will be distributed.

VRT staff is also preparing for the focus group engagement that includes stakeholders and community members currently serving the targeted population. The input received during this engagement will be brought back to the steering committee to determine a final 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 third quarter of the fiscal year. The City of Eagle is also working with VRT to launch a circulator that is expected to begin service in the second quarter of this fiscal year and operate Friday through Sunday.

Highlights:

Contracted Transportation

Canyon County Highlights

- No preventable accidents in November
- Intercounty on-time performance 66% for November
- ACCESS on-time performance 95% for November
- On-demand on-time performance 85% for November
- Working on retiming issues on Route 45, following the service change in October

Ada County Highlights

- No preventable accidents in November
- Fixed-route on-time performance 85% for November
- ACCESS on-time performance 97% for November

Specialized Transportation

- All service providers that were using Routematch scheduling software have transitioned to the Via scheduling software
- Most services have seen an increase in ridership

Information Technology and Intelligent Transportation Systems

- Staff resolved 143 support requests from 160 submitted in November
- Working on a rollout plan for using new domain names
- Provided information for upcoming procurements
- Continuing to work on data platform for a dashboard report on website
- Working with several vendors for ITS equipment repairs
- Installed tablets for current implementation of the new scheduling software system

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 2,602 of 2,722 phone calls for information, with 119 calls abandoned. The average call time was 2 minutes, 28 seconds and the average hold time was 18 seconds in November.
- Reservationist handled 1,137 of 1,173 phone calls to change or schedule a ride on ACCESS, with 29 calls abandoned. The average call time was 3 minutes, 57 seconds and the average hold time was 14 seconds in November.
- On-demand services handled 724 of 775 phone calls to schedule a ride, with 50 calls abandoned. The average call time was 1 minute, 41 seconds and the average hold time was 21 seconds in November.
- November City Go Pay mobile ticket sales totaled \$11,682.00.

Bike Share

- Cranksgiving was held on November 19 and the event was able to donate 40 Thanksgiving food boxes
- Staff is working to redesign the bike share program. The plan is to work on finding sponsors for the new program in the spring of 2023

More Information

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

TOPIC	Communications and Engagement Update
DATE	January 9, 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 two web stories over the last month, both summarizing major community events – [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

- VRT staff hosted two major events in the last month – Cranksgiving and Stuff the Bus – both of which had great participation and success
- Cranksgiving brought 200 cyclists together on November 19 to put Thanksgiving food boxes together within a bike-centered scavenger hunt; this year's event set a record, with 40 complete Thanksgiving food boxes for St. Vincent de Paul, which provided food for 160-240 people
- The 24th annual Stuff the Bus toy drive was held on December 3; a total of 6,342 toys were donated along with \$600 in gift cards and cash, which will be distributed by The Salvation Army to families in need (in the 24 years VRT has participated in Stuff the Bus, more than 165,000 toys have been donated)
- The team continues to explore event participation opportunities and develop promotional and service plans around community activities
- VRT continues to conduct and refine new staff orientation, which consists of informational presentations and tours of the system; we are planning to offer versions of the orientation to stakeholders soon

Marketing

- 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
- We are preparing for an integrated marketing campaign with our consultant, Stoltz, to bring more visibility to the VRT brand; the campaign will support other communications efforts, such as bus stop typology, service changes outreach, etc.

More Information

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