Executive Board Meeting/Joint with Regional Advisory Council AMENDED Agenda

February 06, 2023

11:00 AM

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

This is an in-person meeting. If you are unable to attend in person, you may participate in the meeting in-person, via MSTeams at

https://www.valleyregionaltransit.org/RAC_ExBoard_February2023or by dialing in at **469-965-2358**
Conference ID: 354 589 958#

I. Calling of the Roll — **Chair Joe Stear**

II. Agenda Additions/Changes

III. Public Comments (*Comments will be limited to no more than three* (3) *minutes*).

IV. Consent Agenda

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

A. **ACTION: Minutes from the January 9, 2023 Meeting**
Pages 5-7 | Paula Cromie
The Executive Board is asked to consider approval of the minutes for the January 9, 2023 meeting.

B. **RAC ACTION: Minutes from the January 17, 2023 Regional Advisory Council Meeting**
Pages 8-10 | Paula Cromie
The Regional Advisory Council is asked to consider approval of the minutes from the January 17, 2023 meeting.

C. **EB ACTION: Accept Minutes from the January 17, 2022 Regional Advisory Council Meeting**
Pages 11-13 | Paula Cromie
The Executive Board is asked to consider accepting the minutes of the January 17, 2022 Regional Advisory Council meeting.

D. **ACTION: FY2022 4th Quarter Budget Reports**
Pages 14-25| Jason Jedry
Attached are the final FY2022 4th quarter budget reports. The preliminary reports were presented to the Executive Board as an information item at the January 9, 2023 meeting. There have been no changes and the reports are now final. The Executive Board is asked to review and consider accepting the final reports.

E. **ACTION: FY2022 4th Quarter Operating Cash Balance Analysis**
Pages 26-27| Jason Jedry
Attached is the final Operating Cash Balance Report for the fourth quarter of FY2022. The preliminary report was presented to the Executive Board as an information item at the January 9, 2023 meeting. There have been no changes and the report is now final. The Executive Board is asked to review and consider accepting the final report.

F. **ACTION: Purchase On-street Amenities (Brasco Inc)**
Pages 28-31 | Joe Guenther, Capital Projects Manager
The Executive Board is asked to consider approval of RESOLUTION VEB23-007 Capital Projects for purchase of shelters and amenities from Brasco Inc, for on-street projects in FY2023.

G. **ACTION: Payment Register**
Pages 32-38 | Jason Jedry
The Executive Board will review and consider accepting the December 16, 2022 to January 15, 2023 payment register.

H. **ACTION: Public Transit Agency Safety Plan Update**
Pages 39-51 | Dave Meredith
Executive Board is asked to consider approval of RESOLUTION VEB23-005 Public Transit Agency Safety Plan Update. The plan can be found here: https://valleyregionaltransit.org/wp-content/uploads/2023/01/Public-Transportation-Agency-Safety-Plan-Feb-2023.pdf

V. **Finance Committee**

A. **ACTION: FY2022 Audited Financial Statements**
Pages 52-97 | Jason Jedry
Eide Bailly will present the Fiscal Year 2022 audited financial statements. The Executive Board will consider accepting the audited financial statements to be placed on the consent agenda for the VRT Board of Directors to consider accepting in April.

VI. **Executive Board - Action Items**

A. **ACTION: FY2022 Specialized Transportation Analysis Update**
Pages 98-99 | Leslie Pedrosa
Staff will present the Specialized Transportation Analysis Update and ask the Executive Board and the Regional Advisory Council to consider recommending for approval by the VRT Board of Directors. The complete update to the plan can be found here: Specialized-Transit-Analysis-FY2022-Update-Final.pdf (valleyregionaltransit.org)

B. **ACTION: Valley Regional Transit Priorities for the Ada County Highway District 2024-2028 Integrated Five-Year Work Plan**
Pages 100-105 | Stephen Hunt
VRT Executive Board will consider approving resolution VEB23-006 and submitting proposed Valley Regional Transit priorities to the Ada County Highway District for their consideration in developing the FY2024-2028 Integrated Five-Year Work Plan.

VII. **Executive Board - Information Items**

A. **INFORMATION: FY2024 Service Change**
Pages 106-117 | Alissa Taysom
Staff will provide an update on and present concepts for the FY2024 Service Change. Attachment B can be found here: https://www.valleyregionaltransit.org/wp-content/uploads/2023/01/Attachment-B-Final-COA-Existing-Analysis12062022.pdf

B. **INFORMATION: Integrated Mobility Plan**
Pages 118-122 | Kaite Justice
Staff will provide an update on the Integrated Mobility Plan.

C. **INFORMATION: Work Session - What do Riders Want?**
Pages 123-125 | Mary Beth Nutting
Regional Advisory Council (RAC) Vice-Chair Mary Beth Nutting will lead meeting participants through a discussion on the topic from Better Buses, Better Cities: What Do Riders Want? (Steven Higashide).

D. **Canyon County On-Demand Transit Update**
Pages 126-132 | Leslie Pedrosa
This item is provided in the packet for information only.

E. **INFORMATION: Procurement Calendar**
Page 133 | Jason Jedry
The most current procurement calendar is included in the packet for your information.

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

IX. Department/Staff Reports

A. **INFORMATION: Department/Staff Reports**
Pages 131-141 | Staff
The most current department/staff reports were included in the packet for your 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 and ask questions when needed.

B. **STAFF REPORTS: CEO Briefs**
Pages 142-157 | Kelli Badesheim
Staff is supporting the transition of the new CEO by preparing Briefs on some of VRT's most important work and activities. The reports will be included in the Executive Board packet for the next few months to aid the Executive Board in their support of the new CEO and the transition in leadership.

X. Adjournment

Θ = Attachment
Agenda order is subject to change.

Next VRT Executive Board Meeting:
March 6, 2023
VRT Boardroom
700 NE 2nd Street
Meridian, ID 83642

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

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

Executive Board Meeting Minutes

January 09, 2023

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		Taylor Barton, Hawley Troxell
Elaine Clegg, City of Boise		Paula Cromie, VRT
Debbie Kling, City of Nampa		Mark Carnopis, VRT
Lauren McLean, City of Boise		Jeannette Ezell, VRT
Alexis Pickering, ACHD		Dave Fotsch, VRT
Joe Stear, City of Kuna		Connie Giauque
		Margie Giauque
		Paul Giauque
		Tessa Greggor
		Joe Guenther, VRT
		Jimmy Hallyburton, City of Boise
		Natalie Hilde, Thompson Consulting
		Stephen Hunt, VRT
		Kristy Inselman, ACHD
		Liisa Itkonen, COMPASS
		Jason Jedry, VRT
		Dave Meredith, VRT
		Nick Moran, VRT
		Kirt Naylor, legal counsel
		Mary Beth Nutting, RAC
		Leslie Pedrosa, VRT
		Ken Pidjeon, Citizen
		Scott Reilly, Affion Republic
		Jill Reyes, VRT
		Jason Rose, VRT
		Alissa Taysom, VRT
		Cameron Wells, VRT
		Sarah Ybarra, 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.

Executive Board - Action Items

PUBLIC HEARING: ACCESS Paratransit Appeal

At 11:05, a public hearing was opened regarding an ACCESS Paratransit Appeal and denial of servi Margie Giauque, following VRT's Administrative Appeal Policy. Legal counsel provided an outline of the process and the parties presented their appeal.

At 11:17, Lauren McLean moved to close public hearing; the motion was seconded. The motion passed unanimously

EXECUTIVE SESSION: Pending/Probable Litigation
Lauren McLean made a motion to move into executive session; Alexis Pickering seconded. The motion passed unanimously. The Executive Board convened into executive session at 11:23 pursuant to Idaho Code 74-206, identifying paragraph f) Pending/Probable Litigation.

The Executive Session closed at 11:57.

Agenda Additions/Changes – Lauren McLean made a motion to move item 2A (ACCESS Paratransit Appeal for deliberation by the Executive Board after the consent agenda; Alexis Pickering seconded. The motion passed unanimously.

Public Comments - None

Consent Agenda
Items on the Consent Agenda consisted of the following:
ACTION: Minutes from the November 28, 2022 SPECIAL Executive Board Meeting

ACTION: Meeting Minutes from December 5, 2022 Executive Board Meeting

ACTION: Minutes from the November 7, 2022 - Correction

ACTION: Minutes of the December 13, 2022 Special Executive Board Meeting

ACTION: Payment Register

ACTION: Temporary Staffing Contracts - Approval of Resolutions VEB23-002, VEB23-003 and VEB23-004 and delegate the authority to the Executive Director to authorize final negotiations and execute contracts with ProPeople Staffing, Athena Consulting, and Express Employment Professionals for temporary staffing through August 2023.

ACTION: CNG Rebuild and Inspection Services

Alexis Pickering moved to approve consent agenda as presented; Joe Stear seconded. The motion passed unanimously.

Item 2A (Access Appeal Executive Board Deliberation) - Lauren McLean made a motion to reinstate ACCESS service to Margie Giauque immediately. The service would continue as long as Margie Giauque resides at her current home address. Staff and legal counsel were directed to return with finding retroactively to support this decision at the next Executive Board meeting; Joe Stear seconded. The motion passed unanimously.

Finance Committee
INFORMATION: FY2022 4th Quarter Preliminary Budget Variance Reports

In the packet, the preliminary FY 2022 4th quarter reports were provided as information only. Upon completion of the independent annual audit, the FY2022 financial statements and 4th quarter reports will presented as an action item.

INFORMATION: FY2022 4th Quarter Preliminary Operating Cash Balance Analysis
In the packet, the preliminary FY2022 4th quarter Operating Cash Balance Analysis reports were provided as information only. Upon completion of the independent annual audit, the FY2022 financial statements and 4th quarter reports will be presented as an action item.

Executive Board - Information Items
INFORMATION: Joint Meeting with Executive Board and Regional Advisory Council Agenda
Due to time constraints, this item was not discussed.

Adjournment – The meeting was adjourned at 12:02 p.m.

Next VRT Executive Board Meeting:
February 6, 2023 (Joint meeting with the Regional Advisory Council)
VRT Boardroom
700 NE 2nd Street
Meridian, ID 83642

valleyregionaltransit

Regional Advisory Council Meeting Notes

January 17, 2023
9:00 AM

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

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS
Susan Bradley	Walter Steed	Kelli Badesheim, VRT
Samantha Kenney		Mark Carnopis, VRT
Terri Lindenberg		Paula Cromie, VRT
Susan Manika		Jeanette Ezell, VRT
Jeremy Maxand		Jeremy Gianchetta, VRT
Lauren Noble		Stephen Hunt, VRT
Mary Beth Nutting		Jason Jedry, VRT
Deeann Solis		Kaite Justice, VRT
		Lila Klopfenstein
		Hailee Lenhart-Wees, VRT
		Rick Marks, VRT
		Dave Meredith, VRT
		Nick Moran, VRT
		Jonathon Mutchler, VRT
		Leslie Pedrosa, VRT
		Jason Rose, VRT
		Alissa Taysom, VRT
		Cameron Wells, VRT

I. **Calling of the Roll** – Vice-chair Mary Beth Nutting called the meeting to order with a quorum present by phone and in person at 9:02 a.m.

II. **Agenda Additions/Changes** - None

III. **Public Comments** - None

IV. **Consent Agenda**
The consent agenda consisted of the following:
INFORMATION: Minutes of the November 15, 2022 Meeting
Terri Lindenberg moved to approve the consent agenda as presented; Samantha Kenney seconded. The motion passed unanimously.

V. **Action Items** - None

VI. Information Items

A. INFORMATION: CEO Update

Kelli Badesheim updated the Regional Advisory Council on the transition of the new CEO for Valley Regional Transit. Kelli's last day will be February 10, 2022. Elaine Clegg will start in the position of CEO on February 13, 2022.

B. INFORMATION: What do Riders Want?

RAC Vice Chair Mary Beth Nutting led members through a dry run for the February joint meeting on the topic from Better Buses, Better Cities (Steven Higashide): What Do Riders Want?

Things to note of importance:

The service goes where you want to go
The service runs frequently enough that you don't have to think about it
The service is reasonably fast
The service is reliable (you don't have to worry about major delays
You can conveniently walk from the service to your final destination
The service is comfortable and feels safe
The service is affordable

Topics for discussion with Executive Board:

- Canyon County does not have a consistent means of transportation to the Public Health Department.
- On-Demand service is not working in Canyon County. It is not reliable to get people to and from work.
- How can the community better engage with decision makers to improve public transportation?
- Public transportation needs sustainable funding.

C. INFORMATION: Connected Canyon County

Valley Regional Transit is holding the next round of community engagement for Connected Canyon County. Background material being presented to the public were discussed. Members were asked to spread the information to all individuals/groups they represent.

D. INFORMATION: Comprehensive Operational Analysis

Alissa Taysom provided an update on the initial findings of the Comprehensive Operational Analysis.

The timeline of upcoming events was included in the memo in the packet.

System-wide ridership is growing. Five local routes have declined. Two inter-county routes saw small declines in ridership.

Conceptual changes and improvements were introduced. Guiding principles will be used in the future vision of where bus routes will be utilized.

E. INFORMATION: Specialized Transportation Analysis Update

Leslie Pedrosa presented the draft Specialized Transportation Analysis Update. The RAC was asked to offer input on the findings and recommendations for staff to provide the final draft for the VRT Board's consideration.

The consensus was public transportation needs sustainable funding.

F. INFORMATION: Canyon County On-Demand Transit Update
Leslie Pedrosa provided an update on the on-demand service in Canyon County.

G. INFORMATION: Operations Update
Leslie Pedrosa provided RAC members an informational memo in the packet.

VII. Department/Staff Reports

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

VIII. Adjournment – Samantha Kenney moved to adjourn the meeting; Jeremy Maxand seconded. The motion passed unanimously. The meeting was adjourned at 10:52.

Next Regional Advisory Council Meeting (Joint with the Executive Board)
February 6, 2023
VRT Boardroom
700 NE 2nd Street
Meridian, ID 83642

valleyregionaltransit

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Next Regional Advisory Council Meeting (Joint with the Executive Board)
February 6, 2023
VRT Boardroom
700 NE 2nd Street
Meridian, ID 83642

TOPIC	FY2022 4th Quarter Budget Reports
DATE	February 6, 2023
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

The Executive Board will review and consider accepting the FY2022 4th Quarter Budget Reports.

Summary

Attached to this memo are the final fourth quarter budget reports as of September 30, 2022. Preliminary reports were presented as information items at the January 9, 2023 Executive Board meeting.

There were no changes and the reports are now final.

More Information

Attachments:

FY2022 4th Quarter Budget Variance Report

FY2022 4th Quarter Budget Variance Comments

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

700 NE 2ND STREET, SUITE 100 | MERIDIAN, ID 83642 | P / 208.846.8547 F / 208.846.8564 1.855.345.7433

Valley Regional Transit
FY 2022 Fourth Quarter Budget Variance Reports
October 2021 - September 2022

Category	Regional Overhead			Programs and Supports			Information Supports/ Specialized Transportation			Program Administration Support Planning		
	10			12			20			23		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds				$ 43,750	$ 18,141	-59%		$ 15,240				
402 Purchased Transportation												
403 Auxiliary Revenue	100,000	88,200	-12%	610,796	694,809	14%						
404 Non-Transportation Revenue		1,177			102,056			18,633				
405 Federal Assistance - Capital										14,102,546	4,873,983	-65%
406 Federal Assistance - Operating/Administration		22,253		872,330	673,960	-23%	3,394,395	2,065,117	-39%	1,215,671	1,116,696	-8%
407 Local Assistance - Capital										4,027,313	1,158,490	-71%
408 Local Assistance - Operating/Administration	1,455,269	1,683,474	16%	507,573	263,250	-48%	1,358,735	941,549	-31%	281,207	303,145	8%
Total Revenues	$ 1,555,269	$ 1,795,103	15%	$ 2,034,449	$ 1,752,215	-14%	$ 4,753,130	$ 3,040,539	-36%	$ 19,626,738	$ 7,452,314	-62%

Category	Regional Overhead			Programs and Supports			Information Supports/ Specialized Transportation			Program Administration Support Planning		
	10			12			20			23		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	$ 613,146	$ 753,399	23%	$ 510,479	$ 383,461	-25%	$ 554,343	$ 514,785	-7%	$ 471,278	$ 387,131	-18%
502 Fringe Benefits	397,101	534,062	34%	342,242	244,622	-29%	393,277	345,450	-12%	271,098	200,536	-26%
503 Professional Services	168,607	172,866	3%	823,621	632,935	-23%	340,675	155,487	-54%	744,652	601,529	-19%
504 Materials and Supplies	28,300	9,011	-68%	48,250	57,228	19%	159,100	114,549	-28%			
505 Utilities	114,585	113,154	-1%	13,558	7,889	-42%	9,740	7,131	-27%	1,600	383	-76%
506 Casualty and Liability	20,861	44,892	115%	3,500	3,331	-5%	83,000	78,988	-5%			
508 Purchased Transportation							2,424,885	1,579,298	-35%			
509 Miscellaneous	184,314	143,749	-22%	255,799	24,699	-90%	788,110	244,063	-69%	601,487	230,262	-62%
511 Interest	400	164	-59%									
512 Leases and Rentals	27,955	23,807	-15%	37,000	31,900	-14%		787				
514 Capital (Note 2)										17,536,623	6,032,473	-66%
Total Expenses	$ 1,555,269	$ 1,795,103	15%	$ 2,034,449	$ 1,386,067	-32%	$ 4,753,130	$ 3,040,539	-36%	$ 19,626,738	$ 7,452,314	-62%

Note 1: No percentage shown for null data or situations where division is by zero.
Note 2: Total gross capital expense. Capitilization accounting entry added back.

Category	Boise Fixed Route			ADA Paratransit (Demand Response)		
	21			22		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds	$ 312,628	$ 589,466	**89%**	$ 68,369	$ 78,009	**14%**
402 Purchased Transportation						
403 Auxiliary Revenue	76,142	76,142				
404 Non-Transportation Revenue		37,558			10	
405 Federal Assistance - Capital						
406 Federal Assistance - Operating/Administration	3,294,183	2,970,440	**-10%**	1,104,920	1,814,192	**64%**
407 Local Assistance - Capital						
408 Local Assistance - Operating/Administration	5,618,569	5,127,807	**-9%**	1,434,717	523,888	**-63%**
Total Revenues	**$ 9,301,522**	**$ 8,801,413**	-5%	**$ 2,608,006**	**$ 2,416,099**	-7%

Category	Boise Fixed Route			ADA Paratransit (Demand Response)		
	21			22		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	$ 3,638,950	$ 3,531,860	**-3%**	$ 1,080,200	$ 953,697	**-12%**
502 Fringe Benefits	2,925,628	2,611,441	**-11%**	950,083	905,192	**-5%**
503 Professional Services	573,547	392,593	**-32%**	116,870	117,596	**1%**
504 Materials and Supplies	779,000	716,041	**-8%**	210,500	140,100	**-33%**
505 Utilities	126,594	105,769	**-16%**	33,800	17,788	**-47%**
506 Casualty and Liability	991,469	596,084	**-40%**	167,203	248,155	**48%**
508 Purchased Transportation						
509 Miscellaneous	174,510	134,509	**-23%**	9,250	4,809	**-48%**
511 Interest		95,751			19,817	
512 Leases and Rentals	91,824	12,017	**-87%**	40,100	8,945	**-78%**
514 Capital (Note 2)						
Total Expenses	**$ 9,301,522**	**$ 8,196,067**	-12%	**$ 2,608,006**	**$ 2,416,099**	-7%

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

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

Category	Canyon Fixed-Route			Canyon ADA Paratransit (Demand Response)			Canyon Inter-County		
	24			25			31		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds	$ 55,204	$ 69,202	25%	$ 4,410	$ 7,934	80%	$ 22,779	$ 18,658	-18%
402 Purchased Transportation									
403 Auxiliary Revenue	7,952	7,952					15,308	15,308	
404 Non-Transportation Revenue		1,165							
405 Federal Assistance - Capital									
406 Federal Assistance - Operating/Administration	821,864	854,966	4%	87,148	76,392	-12%	1,086,488	1,286,274	18%
407 Local Assistance - Capital									
408 Local Assistance - Operating/Administration	167,098	499,843	199%	9,335	10,748	15%	242,363	71,264	-71%
Total Revenues	$ 1,052,118	$ 1,433,128	36%	$ 100,893	$ 95,074	-6%	$ 1,366,938	$ 1,391,504	2%

Category	Canyon Fixed-Route			Canyon ADA Paratransit (Demand Response)			Canyon Inter-County		
	24			25			31		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	$ 494,680	$ 420,191	-15%	$ 45,085	$ 40,994	-9%	$ 618,954	$ 563,672	-9%
502 Fringe Benefits	241,482	225,799	-6%	23,587	21,620	-8%	320,319	294,784	-8%
503 Professional Services	80,745	108,565	34%	7,299	9,192	26%	103,362	129,892	26%
504 Materials and Supplies	137,750	141,199	3%	15,493	13,803	-11%	194,767	241,905	24%
505 Utilities	19,689	27,599	40%	1,929	1,985	3%	26,413	27,286	3%
506 Casualty and Liability	64,181	68,355	7%	6,262	6,669	7%	86,096	91,696	7%
508 Purchased Transportation									
509 Miscellaneous	10,271	14,761	44%	915	495	-46%	12,573	6,811	-46%
511 Interest									
512 Leases and Rentals	3,321	3,226	-3%	324	315	-3%	4,455	4,328	-3%
514 Capital (Note 2)									
Total Expenses	$ 1,052,118	$ 1,009,696	-4%	$ 100,893	$ 95,073	-6%	$ 1,366,938	$ 1,360,374	-0.48%

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

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

Capital Budget Expense Category		
	Budget Annual	YTD Actual
Bike/Pedestrian Improvements		
Capital - Facilities - Multi-Modal Center	70,000	24,310
Capital - Facilities - Fuel Facilities	2,450,197	3,939
Capital - Facility - Facilities/Bldgs/Grounds	1,325,900	1,058,731
Capital - Non-Revenue Vehicles	124,142	48,949
Capital - Other	1,250,000	
Capital - Revenue Vehicles	9,768,941	4,305,518
Capital - Revenue Vehicles - Sub-Recipient	278,148	43,281
Capital Equipment - Communications	350,000	
Capital Equipment - Farebox		12,732
Capital Equipment - Surv/Security		
CAPITAL EXPENDITURES (514)		
Capital Information Technology - Hardware	539,753	189,699
Capital Information Technology - Software	483,840	50,876
Capital Projects - Sub-Recipient		
Capital -Shop Equipment	38,000	12,451
Capital-Office Equipment		
CWI - Park and Ride - INACTIVE		
N/A-Capital - Revenue Vehicles		
Regional Park & Ride Projects		
System Enhancements - Stops/Shelters	857,701	281,987
Total Capital Expenses	$ 17,536,623	$ 6,032,473

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

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

Category	Specialized Transportation		
	20		
	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds		$ 15,240	
402 Purchased Transportation			
403 Auxiliary Revenue			
404 Non-Transportation Revenue		$ 18,633	
405 Federal Assistance - Capital			
406 Federal Assistance - Operating/Administration	$ 2,447,830	$ 1,592,059	-35%
407 Local Assistance - Capital			
408 Local Assistance - Operating/Administration	$ 1,246,234	$ 904,341	-27%
Total Revenues	**$ 3,694,063**	**$ 2,530,273**	-32%

Category	Specialized Transportation		
	20		
	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	370,641	343,370	-7%
502 Fringe Benefits	299,172	268,483	-10%
503 Professional Services	333,175	155,487	-53%
504 Materials and Supplies	141,100	92,878	-34%
505 Utilities	8,540	6,156	-28%
506 Casualty and Liability	83,000	78,988	-5%
508 Purchased Transportation	2,424,885	1,579,298	-35%
509 Miscellaneous	33,550	5,614	-83%
511 Interest			
512 Leases and Rentals			
514 Capital (Note 2)			
Total Expenses	**$ 3,694,063**	**$ 2,530,273**	-32%

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

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

VALLEY REGIONAL TRANSIT
FY 2022 BUDGET REPORT COMMENTS
October 2021 - September 2022

At the end of September, Fiscal Year 2022 was one hundred percent (100%) complete. The following is a review of the budgetary status of each division as of September 30, 2022. A ten percent (+/- 10%) tolerance threshold is utilized for analysis purposes in this report.

Regional Overhead (10)

Revenues

Auxiliary Revenues (12% under budget) - The amount of revenue recognized for this category in Division 10 equals the salary expense of the Bike Share Director position.

Local Operating Assistance (16% over budget) – Expenses are higher than budget estimates requiring recognition of more local funds than budgeted for.

Expenses

Total Regional Overhead operating expenses are 15% over budget through QR-4.

Wages and Salaries (23% over budget) – Salary expenses in the finance and executive director departments are higher than budgeted for. Turnover in the finance department required hiring new staff to fill vacant positions. To be competitive in the current market, starting wages had to be increased beyond what was budgeted for. Additionally, a community engagement staff member was hired in the executive director’s department.

Fringe Benefits (34% over budget) – Health insurance expenses are higher than budget estimates.

Materials and Supplies (68% under budget) – This category is under budget due to department and office supply expenses being lower than budgeted for.

Casualty and Liability (115% over budget) – This category is over budget due to the insurance deductible expense for the cybersecurity incident that occurred at the beginning of the fiscal year.

Miscellaneous (22% under budget) – Miscellaneous expenses are lower than budget estimates.

Leases and Rentals (15% under budget) – Due to GASB Statement 87, lease expenses are now recognized differently. The expense is now recognized as interest with a portion offsetting the debt liability. Future fiscal year budgets will be adjusted to accommodate for this accounting standard change.

Programs and Supports (12)

Revenues

Directly Generated (59% under budget) - Bike Share only operated and collected revenue for four months of the fiscal year.

Auxiliary Revenues (14% over budget) –Advertising revenue was $224,254 higher than budget estimates. City Go revenue was $140,242 lower than budget estimates.

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

Federal Operating Assistance (23% under budget) –Mobility Management and City Go expenses are lower than budgeted for resulting in the need to recognize less revenue in this category.

Local Operating Assistance (48% under budget) – Bike Share and Safe Routes to School expenses are lower than budgeted for resulting in the need to recognize less revenue in this category.

<u>Expenses</u>
Total Program and Supports operating expenses are 32% under budget through QR-4.

Wages and Salaries (25% under budget) - Bike Share, Fleet Media, Mobility Management and Safe Routes to School expenses are lower than budget estimates.

Fringe Benefits (29% under budget) – Health insurance expenses are lower than budget estimates.

Professional Services (23% under budget) - This category is below budget parameters.

Materials and Supplies (19% over budget) – City Go office and department supply expenditures are higher than budgeted for. Additionally, Safe Routes to School tools and parts expenses are higher than budgeted for.

Utilities (42% under budget) – Cellular telephone and electricity expenses are lower than budgeted for.

Miscellaneous (90% under budget) – Travel, training and other expenses are below budget parameters.

Information Supports/Specialized Transportation (20)

<u>Revenues</u>
Directly Generated – This revenue is the result of volunteer ridership and Scrip Taxi sales.

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

Federal Operating Assistance (39% under budget) – Expenses in this division are under budget resulting in the recognition of less revenue to offset expenses than budgeted for.

Local Operating Assistance (31% under budget) – Expenses in this division are under budget resulting in the recognition of less revenue to offset expenses than budgeted for.

<u>Expenses</u>
Total Information Supports/Specialized Transportation operating expenses are 36% under budget through QR-4.

Fringe Benefits (12% under budget) – Health insurance and unemployment expenses are lower than budgeted for due to staffing shortages.

Professional Services (54% under budget) - Contract labor and repair and maintenance expenses are lower than budgeted for due to reduced services.

Materials and Supplies (28% under budget) – Department supplies, and tires/tubes expenses are lower than budget estimates due to reduced services.

Utilities (27% under budget) – Cellular telephone expenses are lower than budgeted for.

Purchased Transportation (35% under budget) – Lyft Transit Connections, VRT Late Night, Volunteer Driver and Scrip Taxi expenses are lower than budgeted for due to reduced ridership.

Miscellaneous (69% under budget) – The expected fees for the integrated fare payment system are lower than budgeted for this fiscal year.

Program Administration Support/Planning (23)

Revenues

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

Local Capital Assistance (71% under budget) – Capital expenses are under budget resulting in less reimbursement of funds in this category.

Expenses

Total Program Administration Support/Planning expenses are 62% under budget through QR-4.

Wages and Salaries (18% under budget) – This category is below budget parameters. A budgeted FTE in this division has remained vacant to offset the community engagement staff member that was hired in the executive director's department.

Fringe Benefits (26% under budget) – Miscellaneous earnings, FICA, retirement, and insurance expenses are lower than budget estimates. A budgeted FTE in this division has remained vacant to offset the community engagement staff member that was hired in the executive director's department.

Professional Services (19% under budget) – Expenses in this category are lower than budgeted for this fiscal year.

Utilities (76% under budget) – Cellular telephone expenses are lower than budgeted for.

Miscellaneous (62% under budget) - Subrecipient reimbursements are lower than budgeted for.

Capital (66% under budget) – Much of this variance is related to the purchase of battery electric buses, charging equipment, and construction projects at Ada County and Canyon County facilities. The remaining budgets for these projects will be included in the FY2023 budget amendment.

Boise Fixed-Route (21)

__Revenues__

Directly Generated Funds (89% over budget) – Farebox and local pass sales are $251,809 above budget estimates. Employer program and ridership contract sales are $24,930 above budget parameters.

__Expenses__

Total Boise Fixed-Route operating expenses are 12% under budget through QR-4.

Fringe Benefits (11% under budget) – This category is below budget parameters due to having less drivers than budgeted for and an anticipated health insurance price increase that did not occur.

Professional Services (32% under budget) – Contract labor, repair and maintenance, and legal expenses are lower than budgeted for.

Utilities (16% under budget) – Telecommunications and electricity expenses are lower than budgeted for.

Casualty and Liability (40% under budget) – This category is under budget due to how Ada County insurance expenses are allocated between division 21 and division 22. Additionally, not all battery electric buses were insured this fiscal year as anticipated.

Miscellaneous (23% under budget) – Travel/training and Main Street Station maintenance expenses are lower than budgeted for.

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

ADA Paratransit/Demand Response (22)

__Revenues__

Directly Generated Funds (14% over budget) – Access pass sales are $9,639 above budget. parameters.

Federal Operating Assistance (64% over budget) – This line item is above budget parameters due to the utilization of Federal CARES Act funding.

Local Operating Assistance (63% under budget) – This line item is below budget parameters. This is due to utilizing Federal CARES Act funding as well as expenses being under budget. Both factors resulted in recognizing less of this revenue category than budgeted for.

__Expenses__

Total ADA Paratransit/Demand Response operating expenses are 7% under budget through QR-4.

Wages and Salaries (12% under budget) - This category is below budget parameters primarily due to reduced ACCESS services and less overtime.

Fringe Benefits (12% under budget) – This category is below budget parameters due to having less drivers than budgeted for and an anticipated health insurance price increase that did not occur.

Materials and Supplies (33% under budget) - This category is below budget parameters primarily due to parts expenses being lower than budgeted for.

Utilities (47% under budget) - This category is below budget parameters due to natural gas and telecom expenses being lower than budgeted for.

Casualty and Liability (48% over budget) – This category is over budget due to how Ada County insurance expenses are allocated between division 21 and division 22. Overall, insurance expenses for this system are under budget.

Miscellaneous (48% under budget) – This category is below budget parameters.

Leases and Rentals (78% under budget) – Due to GASB Statement 87, lease expenses are now recognized differently. The expense is now recognized as interest with a portion offsetting the debt liability. Future fiscal year budgets will be adjusted to accommodate this accounting standard change.

Canyon County Fixed Route (24)

<u>Revenues</u>

Directly Generated Funds (25% over budget) – Farebox and local pass sales are $30,542 above budget parameters. Employer and ridership program sales are $16,544 under budget.

Local Operating Assistance (199% over budget) – $406,674 of revenue was recognized at year end absent the need to offset expenses because the funds were unrestricted.

<u>Expenses</u>

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

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

Professional Services (34% over budget) – Staffing shortages have required the use of temporary contract drivers causing this category to be over budget. This overage is offset by wages and fringe benefits being under budget.

Utilities (40% over budget) – This category is over budget primarily due to electricity and telecommunications expenses being higher than budgeted for.

Miscellaneous (44% over budget) – This category is over budget due to an engine rebuild and app service charges.

Canyon ADA Paratransit/Demand Response (25)

<u>Revenues</u>

Directly Generated Funds (80% over budget) - Access pass sales are $3,524 over budget.

Federal Operating Assistance (12% under budget) – This category is under budget due to the depletion of Federal CARES Act funding.

Local Operating Assistance (15% over budget) – This line item is $1,412 above budget parameters. This is due to the depletion of Federal CARES Act funding requiring the use of more local funding than budgeted for.

<u>Expenses</u>
Total Canyon ADA Paratransit/Demand Response operating expenses are 6% under budget through QR-4.

Professional Services (26% over budget) – Staffing shortages have required the use of temporary contract drivers causing this category to be over budget. This overage is offset by wages and fringe benefits being under budget.

Materials and Supplies (11% under budget) - This category is under budget due to vehicle fuel and parts expenses being lower than budgeted for.

Miscellaneous (46% under budget) - This category is under budget parameters.

Canyon Inter-County (31)

<u>Revenues</u>
Directly Generated Funds (18% under budget) – Universal pass sales are $4,121 under budget.

Federal Operating Assistance (18% over budget) – The utilization of a higher amount of CARES Act funds than budgeted for is causing this revenue category to exceed budget.

Local Operating Assistance (71% under budget) – This line item is below budget parameters. This is due to utilizing Federal CARES Act funding.

<u>Expenses</u>
Total Canyon Inter-County operating expenses are .48% under budget through QR-4.

Professional Services (26% over budget) – Staffing shortages have required the use of temporary contract drivers causing this category to be over budget. This overage is offset by wages and fringe benefits being under budget.

Materials and Supplies (24% over budget) - This category is over budget due to CNG, parts and supply expenses being higher than budgeted for.

Miscellaneous (46% under budget) – Travel, training and bank fee expenses are lower than budgeted for.

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Item IV. E.

TOPIC	FY2022 4th Quarter Operating Cash Balance Report
DATE	February 6, 2023
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

The Executive Board will review and consider accepting the FY2022 4th Quarter Operating Cash Balance Report.

Summary

Attached to this memo is the final operating cash balance analysis as of September 30, 2022. The preliminary report was presented as an information item at the January 9, 2023 Executive Board meeting. There were no changes and the report is now final.

The following items are important to note:

- The VRT general ledger cash balance was $2,660,251 at the end of September. Pending federal funds were $350,694. Pending federal funds are the result of utilizing local funds until federal funds become available for reimbursement.
- Overall, the total operating cash balance exceeded the total cash balance benchmark by $971,827.

More Information

Attachments:
FY2022 4th Qtr. Operating Cash Balance Analysis

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

Valley Regional Transit
Operating Cash Balance Analysis
September 30, 2022

VRT Operating

GL Cash Balance at 9/30/22	$2,660,251	
Pending Federal Funds *(Note 2)*		$350,694
Total Cash Balance	**$2,660,251**	
Total Pending Federal Funds ***(Note 2)***		**$350,694**
Total Cash Balance Benchmark ***(Note 1)***	**$1,688,424**	

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

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

AUTHORIZATION FOR EXPENDITURE
EXECUTIVE BOARD OF DIRECTORS

PROCUREMENT DESCRIPTION: Replacement and Expansion On-street Amenities

TOTAL COST: Not to exceed $94,000

PURPOSE/ACTION: This expenditure will provide replacement shelters for those stations where accidents have occurred, demolishing the shelters and provide new on-street amenities for multiple projects within Ada County.

SCOPE OF WORK: Brasco Inc provides shelters, benches, and trash receptacles consistent with the VRT theme, style, and function. The Slimline Dome style is the standard model provided outside of premium corridors. The Interlude model is the standard chosen for premium corridors.

DISCUSSION: In 2021, VRT purchased five (5) interlude shelters for the CCDC project on Main and Fairview. There are two additional stations being constructed by others, one at Whitewater and Fairview and the other at 27th and Main. The 27th and Main station will be opened to the public in June of 2023 and VRT needs to purchase and place the shelter.

In December 2022, in separate accidents, the Slimline Dome shelters were destroyed at State and Collister, first The SEC and a week later the NWC. VRT's supply of slimline dome shelters is zero and additional shelters are required if these are to be replaced. VRT is working with BPD and the drivers insurance to recover costs.

Due to an, up to 30-week back order, shelters need to be ordered immediately for service in 2023. The total order required immediately is $62,000. Staff requests additional funds expenditures in the case that a second Interlude shelter is needed in FY2023.

ALTERNATIVES: The bus stop typology, and premium corridor standards define shelter and amenity needs. Without shelters and amenities, the service would not meet the expectation of our local government partners and customers.

FISCAL IMPACT: Local funding for the premium shelter is provided by CCDC under the Downtown Boise construction project. The replacement shelters will be funded from General FY2023 Bus Stop Construction funds, and until reimbursed, may cause some projects to become unfunded.

RECOMMENDATION/JUSTIFICATION: Valley Regional Transit staff has followed federal procurement guidelines and VRT's policy for procuring services and Brasco Inc was the only provider of the style and specifications required to provide standard shelters. Staff recommends the VRT Executive Board approve Resolution VEB23-006 for the purchase of Bus Stop Amenities, not to exceed $94,000.

ORDER OF REVIEW
EXECUTIVE DIRECTOR (Approves procurements up to $49, 999)
Signature: ____

EXECUTIVE BOARD (Approves procurements $50,000 up to $199,999)
Signature: ____

Date Approved: February 6, 2023 Resolution Number: VEB23-006

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

Signature: ____

VALLEY REGIONAL TRANSIT EXECUTIVE BOARD RESOLUTION

Purchase On-street Amenities through Brasco

RESOLUTION VEB23-007

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING A PURCHASE OF ONSTREET AMENITIES FROM BRASCO.

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

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

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

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

WHEREAS Valley Regional Transit has prepared a sole source justification for Brasco Inc due to the style, construction, design, engineering, and VRT requirements for on-street amenities; and

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

WHEREAS this procurement is for FY2023 projects requiring on-street amenities; and

WHEREAS Brasco Inc provided quotes for the amount of $62,350 and staff reserves up to $94,000 for an additional interlude shelter in 2023-24; and

WHEREAS Valley Regional Transit included the budget for this expenditure in both project (Capital Division) budgets for FY2023; and

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

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

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

Section 1. That the Valley Regional Transit Executive Board approves the purchase of on-street amenities from Brasco Inc. to provide necessary equipment for an amount not to exceed $94,000.

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

Section 3. That this Resolution, VEB23-007, shall be in full force and effective immediately upon its adoption by the Executive Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Executive Board of Valley Regional Transit, this 6th day of February 2023.

APPROVED by the Executive Board Chair this 6th day of February 2023.

ATTEST: APPROVED:

EXECUTIVE ASSISTANT CHAIR

Payment Register 12/16/2022 - 1/15/2023

Vendor Name	Pymt Date	Check Number	Amount	Invoice Description
Access Idaho-26682	12/19/2022	00060000	$27.00	DLR Search
Ace Emissions	1/9/2023	ACH	$20.00	Emission Test
Ace Emissions	1/9/2023	ACH	$20.00	Emission Test
Ace Emissions	1/9/2023	ACH	$20.00	Emission Test
ACTON, JAMIE	12/19/2022	00060001	$1,612.68	Reimb Meals/airfair/hotel
AdaRide.Com, LLC	1/9/2023	ACH	$1,621.00	Paratransit Services
Adobe, Inc.	12/19/2022	ACH	$79.66	Acrobat Pro
Advanced Communications, Inc	1/9/2023	ACH	$6,437.00	Annual Maintenance dues
Affion Public	1/9/2023	ACH	$9,333.33	Prof. Services - Chief Executive
Alexander Clark Printing	12/19/2022	00060002	$74.45	Business Cards
Alexander Clark Printing	12/19/2022	00060002	$131.40	Business Card printing
Alternative Hose	1/9/2023	ACH	$174.10	Hose Fittings
American Mechanical Corp	1/9/2023	ACH	$2,070.00	Shop Thermostat and Labor
Automotive & Industrial Distributors	1/9/2023	ACH	$1,535.60	Motor Oil
Automotive Service Equip	1/9/2023	ACH	$220.00	HETRA Repair
Automotive Service Equip	1/9/2023	ACH	$477.50	Oil Pump Repair RPM
Avero, LLC	1/9/2023	ACH	$2,700.00	ERP Consulting
AVERY, TONYA	12/19/2022	ACH	$105.05	Reimbursement - Shoes
A-Z Bus Sales, Inc	12/19/2022	ACH	$268.92	Hubometers
A-Z Bus Sales, Inc	1/9/2023	ACH	$48.00	Oval Stop Light
A-Z Bus Sales, Inc	1/9/2023	ACH	$85.24	Bearings Kit
Batteries Plus, LLC	12/19/2022	ACH	$376.32	Light Bulbs
Black Signs of Idaho, Inc.	1/9/2023	ACH	$50.00	Rental Sign Back
Block & Head Shop, Inc	12/19/2022	ACH	$1,337.00	Vehicle Parts
BOHN, MARK	1/9/2023	00060030	$398.42	Tool Reimbursement
Boise Air Terminal	1/9/2023	ACH	$8,971.36	Land Rent
Boise City Utility Billing	1/9/2023	00060031	$426.38	Trash/Recycling/Sewer
Boise Municipal Health Care Trust	1/9/2023	ACH	$59,865.44	Medical/dental premiums
Boise Peterbilt	1/9/2023	ACH	$605.94	Inventory Parts
Boise State Public Radio	12/19/2022	ACH	$1,570.00	Radio ads
Boise State Public Radio	12/19/2022	ACH	$1,570.00	Radio Ads
Boise State Public Radio	1/9/2023	ACH	$1,570.00	Radio Ads
Brady Industries of Nevada, LLC	12/19/2022	ACH	$635.63	Janitorial Supplies
Brady Industries of Nevada, LLC	12/19/2022	ACH	$411.25	Janitorial Supplies
Brady Industries of Nevada, LLC	1/9/2023	ACH	$178.72	Janitorial Supplies
Brink's Incorprated	12/19/2022	ACH	$486.42	Armored car service
Brink's Incorprated	12/19/2022	ACH	$157.32	Armored car service
Caballeros, Cesar	1/9/2023	ACH	$140.00	Reimbursement - CDL Skills Test
Caldwell Auto Supply	12/19/2022	ACH	$11.11	Weatherstripping Adhesive
Career Uniforms Partners	12/19/2022	ACH	$68.95	Uniforms
Career Uniforms Partners	12/19/2022	ACH	$119.75	Uniforms
Career Uniforms Partners	12/19/2022	ACH	$308.75	Uniforms
Career Uniforms Partners	12/19/2022	ACH	$107.00	Uniforms
Career Uniforms Partners	12/19/2022	ACH	$295.15	Uniforms - S. Turner
Career Uniforms Partners	12/19/2022	ACH	$352.40	Uniforms - K. Alexander
Career Uniforms Partners	12/19/2022	ACH	$63.95	Uniforms
Career Uniforms Partners	12/19/2022	ACH	$63.95	Uniforms
Career Uniforms Partners	12/19/2022	ACH	$115.50	Beanie Caps
Career Uniforms Partners	12/19/2022	ACH	$437.65	Uniforms - R. Coloma
Career Uniforms Partners	12/19/2022	ACH	$7.95	Uniforms
Career Uniforms Partners	12/19/2022	ACH	($85.25)	Uniforms - CM for Items on Inv #191467
Career Uniforms Partners	1/9/2023	ACH	$298.20	Uniforms
Career Uniforms Partners	1/9/2023	ACH	$109.30	Uniforms
Career Uniforms Partners	1/9/2023	ACH	$197.95	Uniforms
Career Uniforms Partners	1/9/2023	ACH	$268.95	Uniforms
Career Uniforms Partners	1/9/2023	ACH	$37.80	Uniforms
Career Uniforms Partners	1/9/2023	ACH	$72.45	Uniforms
Career Uniforms Partners	1/9/2023	ACH	$311.80	Uniforms
Career Uniforms Partners	1/9/2023	ACH	$128.80	Uniforms
Career Uniforms Partners	1/9/2023	ACH	$83.85	Uniforms
Career Uniforms Partners	1/9/2023	ACH	$131.30	Uniforms
Career Uniforms Partners	1/9/2023	ACH	$365.20	Uniforms
Career Uniforms Partners	1/9/2023	ACH	$140.40	Uniforms - D. Hassan
Career Uniforms Partners	1/9/2023	ACH	$409.50	Uniforms - Winter Hats
Career Uniforms Partners	1/9/2023	ACH	$175.50	Uniforms - Winter Hats
CARNOPIS, MARK	1/9/2023	ACH	$66.69	Reimb mileage - stuff buss
Catapult3, Inc.	12/19/2022	ACH	$2,925.00	SIGNAGE INSTALLATION
CenturyLink	12/19/2022	00060003	$136.72	Transit Alam 12/7-1/6
CenturyLink	1/9/2023	00060032	$354.43	Telecom Services 12/25-1/24
CenturyLink	1/9/2023	00060032	$174.13	Telecom Services 12/16-1/15
CenturyLink	1/9/2023	00060032	$268.65	Telecom Services 12/22-1/21

CenturyLink	1/9/2023	00060032	$69.56	Telecom Services 12/22-4/21
CenturyLink	1/9/2023	00060032	$26.78	Telecom Services 1/1-1/31
CenturyLink	1/9/2023	00060032	($354.43)	REVERSE ENTRY
Christensen, Inc	12/19/2022	ACH	$5,734.83	Unleaded Gasoline
Church of the Harvest	12/19/2022	ACH	$5,937.06	Acquisition of Services
Church of the Harvest	12/19/2022	ACH	$5,937.05	Acquisition of services
Church of the Harvest	12/19/2022	ACH	$4,562.16	Acquisition of services
Church of the Harvest	1/9/2023	ACH	$8,106.54	Acquisition of services
Church of the Harvest	1/9/2023	ACH	$0.01	Acquisition of Services
City of Caldwell Water Department	12/19/2022	00060004	$169.17	Utilities
City of Caldwell Water Department	12/19/2022	00060004	$120.32	Utilities
City of Caldwell Water Department	1/9/2023	00060033	$67.92	Water/Sewer/Street light
City of Caldwell Water Department	1/9/2023	00060033	$120.32	Garbage - utility
City of Garden City	12/19/2022	00060005	$66.10	Water/garbage/sewer
Clean Energy	12/19/2022	ACH	$11,797.87	Natural Gas 11/1 - 11/30/2022
Clean Energy	1/9/2023	ACH	$12,521.92	Natural Gas 12-1 - 12/31/2022
Cloverdale Plumbing Company	12/19/2022	00060006	$284.20	Plumbing repairs
Coach & Equipment Manufacturing, Inc	12/19/2022	ACH	$226.25	Vehicle Parts
Coach & Equipment Manufacturing, Inc	1/9/2023	ACH	$178.16	Vehicle Parts
Colonial Life	1/9/2023	ACH	$47.77	Ins. Premum
Commercial Tire, Inc	12/19/2022	ACH	$88.50	Complete lube service
Commercial Tire, Inc	12/19/2022	ACH	$29.30	Replace LF turn bulb
Commercial Tire, Inc	12/19/2022	ACH	$4.95	left turn signal bulb
Commercial Tire, Inc	12/19/2022	ACH	$2,088.17	Misc vehicle repairs
Commercial Tire, Inc	12/19/2022	ACH	$20.00	Replace 2 turn bulbs
Commercial Tire, Inc	12/19/2022	ACH	$2,749.41	Misc repairs
Commercial Tire, Inc	12/19/2022	ACH	$111.02	Tires
Commercial Tire, Inc	12/19/2022	ACH	$15.08	Tires
Commercial Tire, Inc	12/19/2022	ACH	$1,174.98	Tires
Commercial Tire, Inc	12/19/2022	ACH	$1,614.78	Tires
Commercial Tire, Inc	12/19/2022	ACH	$27.90	Tires
Commercial Tire, Inc	12/19/2022	ACH	$1,159.62	Tires
Commercial Tire, Inc	12/19/2022	ACH	$771.28	Tires
Commercial Tire, Inc	12/19/2022	ACH	$90.00	Tires
Commercial Tire, Inc	12/19/2022	ACH	$30.00	Tires
Commercial Tire, Inc	12/19/2022	ACH	$814.94	Tires
Commercial Tire, Inc	12/19/2022	ACH	$30.00	Tires
Commercial Tire, Inc	12/19/2022	ACH	$1,087.60	Tires
Commercial Tire, Inc	12/19/2022	ACH	$1,087.60	Tires
Commercial Tire, Inc	1/9/2023	ACH	$57.90	Aquablades
Commercial Tire, Inc	1/9/2023	ACH	$82.92	Complete lube/filter
Commercial Tire, Inc	1/9/2023	ACH	$736.76	Tires - Steers N334
Commercial Tire, Inc	1/9/2023	ACH	$443.69	Tires
Commercial Tire, Inc	1/9/2023	ACH	$361.20	Tires
Commercial Tire, Inc	1/9/2023	ACH	$15.08	Tires
Commercial Tire, Inc	1/9/2023	ACH	$450.00	Tires
Commercial Tire, Inc	1/9/2023	ACH	$15.08	Tires
Commercial Tire, Inc	1/9/2023	ACH	$773.08	Tires
Commercial Tire, Inc	1/9/2023	ACH	$386.54	Tires
Corwin Ford	1/9/2023	ACH	$47.26	Brake Light Switch
Creative Bus Sales	1/9/2023	ACH	$61.16	Bus Parts
Creative Bus Sales	1/9/2023	ACH	$220.73	Bus Parts
Creative Bus Sales	1/9/2023	ACH	$33.97	Bus Parts
CROMIE, PAULA	1/9/2023	ACH	$39.05	Reimb food-board meeting
Cummins Rocky Mountain, LLC	12/19/2022	ACH	$810.83	Inventory Parts
Cummins Rocky Mountain, LLC	12/19/2022	ACH	$219.91	Inventory Parts
Cummins Rocky Mountain, LLC	12/19/2022	ACH	($128.94)	Head Credit minus restocking fee
Cummins Rocky Mountain, LLC	1/9/2023	ACH	$72.70	ISLG Wiring Diagrams
Cummins Rocky Mountain, LLC	1/9/2023	ACH	$132.64	I'Ring Seal, Tee, Tube Brace
CURTIS, JODI	12/19/2022	00060007	$56.50	Reimbursement - Holiday Party Food
CURTIS, JODI	1/9/2023	00060034	$50.00	Emp. Reimb Cell - Jan
Custom Care Pest Services	1/9/2023	ACH	$95.00	Pest Services - December
David Gregory Sherman	12/19/2022	00060008	$225.00	Windshield Repairs
David Gregory Sherman	12/19/2022	00060008	$200.00	Replace Windshield N332
David Gregory Sherman	1/9/2023	00060035	$400.00	Windshield Repairs N2512 & N336
Day Wireless Systems	12/19/2022	ACH	$350.00	Squaw Butte Site Rent
Delerrok, Inc.	12/19/2022	ACH	$1,200.00	UMO Monthly Transaction Fee's
Dennis Dillon Auto Park	1/9/2023	00060036	$44.58	Inventory Parts
Dennis Dillon Auto Park	1/9/2023	00060036	$37.72	Vehicle Parts
Dillon Toyota Lifts	1/9/2023	ACH	$228.84	Fork Lift Inspection
DMC Sales	12/19/2022	ACH	$920.18	Vehicle Parts
DMC Sales	1/9/2023	ACH	$185.85	Windshield Washer Solvent
DOW, STEPHEN	1/9/2023	00060037	$120.05	Reimbursement - Shoes

Dwaine S Lee, LLC	12/19/2022	ACH	$106.70	Towing Service
Dwaine S Lee, LLC	1/9/2023	ACH	$192.50	Towing Service
Dwaine S Lee, LLC	1/9/2023	ACH	$145.00	Towing Service
Eagle Senior Center	12/19/2022	ACH	$16,997.63	Acquisition of Services
Ecolube Recovery, LLC.	12/19/2022	ACH	$90.00	Parts Wash Lease
EISENBERG, GREGG	12/19/2022	ACH	$2,069.59	Reimbursements - Recruiting Ads & Holiday Party
EISENBERG, GREGG	1/9/2023	ACH	$2,069.59	See Ref # 20221512
EISENBERG, GREGG	1/9/2023	ACH	$50.00	Emp. Reimb Cell - Jan
ELLER, KELLY	12/19/2022	ACH	$58.48	Reimbursement - Shoes
ELLER, KELLY	12/19/2022	ACH	$111.12	Holiday Party Items
ESKINS, MICHAEL	12/19/2022	00060009	$46.91	Reimbursement - Lumbar Support
ETA Phi Systems, Inc.	12/19/2022	ACH	$5,951.70	CAD/AVL for fixed route
Everbase Solutions LLC	12/19/2022	ACH	$3,000.00	Badges for Facilities & vehicles
Factory Motor Parts Co	12/19/2022	00060010	$17.40	Emergency Switch N332
Factory Motor Parts Co	1/9/2023	00060038	$542.92	Batteries
Factory Motor Parts Co	1/9/2023	00060038	($135.73)	Battery Warranty Credit
Factory Motor Parts Co	1/9/2023	00060038	($135.73)	Battery Warranty Credit
Factory Motor Parts Co	1/9/2023	00060038	($135.73)	Battery Warranty Credit
FASTENAL	12/19/2022	ACH	$59.03	Shop Supplies
Fastsigns-Boise	1/9/2023	00060039	$317.91	Foam Core Maps
First Transit	1/9/2023	ACH	$140,738.54	Mgmt fee/BIPD Ins/wrkr comp
Fleet Services	1/11/2023	ACH	$210.93	Fuel
Fleet Services	1/11/2023	ACH	$1,114.64	Fuel
Gem State Paper & Supply	12/19/2022	ACH	$710.47	Shop Supplies
Gem State Paper & Supply	12/19/2022	ACH	$79.52	Shop Supplies
Gem State Paper & Supply	1/9/2023	ACH	$9.91	Shop Supplies
Gillig, LLC	12/19/2022	ACH	$538.68	Vehicle
Gillig, LLC	12/19/2022	ACH	$2,345.52	Vehicle
Gillig, LLC	12/19/2022	ACH	$16.15	Vehicle
Gillig, LLC	12/19/2022	ACH	$121.52	Vehicle
Gillig, LLC	12/19/2022	ACH	$121.52	Vehicle
Gillig, LLC	1/9/2023	ACH	$1,605.50	Pressure Regulator
Gillig, LLC	1/9/2023	ACH	$15.75	Fan Control Switch N614
Gillig, LLC	1/9/2023	ACH	$406.47	Vehicle
Gillig, LLC	1/9/2023	ACH	$366.28	Vehicle
Gillig, LLC	1/9/2023	ACH	$32.64	Struts
Gillig, LLC	1/9/2023	ACH	$882.93	Vehicle
Gillig, LLC	1/9/2023	ACH	$265.46	Vehicle
Gillig, LLC	1/9/2023	ACH	$6.84	Toggle Extension
Gillig, LLC	1/9/2023	ACH	$28.18	Shim, Mirror Bracket
Gillig, LLC	1/9/2023	ACH	$114.46	Vehicle
Global Equipment Company Inc.	1/9/2023	00060040	$428.89	Lockers
Grainger Inc	12/19/2022	ACH	$3.53	Parts Poly Bags
Grainger Inc	12/19/2022	ACH	$309.92	Inventory Parts
Grainger Inc	12/19/2022	ACH	$22.33	Safety Glasses
Grainger Inc	1/9/2023	ACH	$166.49	Hand Sanitizer
Grainger Inc	1/9/2023	ACH	$8.89	Inventory Parts
Grainger Inc	1/9/2023	ACH	$27.12	Inventory Parts
Grainger Inc	1/9/2023	ACH	$446.66	Inventory Parts
Grainger Inc	1/9/2023	ACH	$72.94	Inventory Parts
Grainger Inc	1/9/2023	ACH	$129.48	Inventory Parts
Grainger Inc	1/9/2023	ACH	$189.25	Toilet Paper, Trash Bags
Grainger Inc	1/9/2023	ACH	$35.64	Paper Towel
GUEVARA, MONICA	1/9/2023	00060041	$137.80	Reimbursement - Shoes
HASSAN, DEANNA	1/9/2023	ACH	$50.00	Emp. Reimb Cell - Jan
Hawkeye Builders Inc	12/19/2022	ACH	$137,829.04	Orchard Pavement Expansion
Hawley Troxell Ennis & Hawley	1/9/2023	ACH	$136.00	Legal Services
Helm LLC	1/9/2023	00060042	$800.00	Software Renewal
Hi - Line	12/19/2022	ACH	$305.88	Inventory Parts
Hi - Line	1/9/2023	ACH	$544.62	Asst Screws, Washers
Horrocks Engineers, Inc.	1/9/2023	00060043	$3,776.00	HDTC feasibility study
Hot Shots, Inc.	12/19/2022	ACH	$883.32	Courier Services
IBI Group Professional Services Inc	12/19/2022	ACH	$6,929.08	Bus stop topology project
Idaho Power	12/19/2022	00060011	$679.47	Utilities 11/12-12/13
Idaho Power	12/19/2022	00060011	$4,326.40	Utilities 11/12-12/13
Idaho Power	1/9/2023	00060044	$16.34	Utilities 11/26-12/27
Idaho Power	1/9/2023	00060044	$10,853.75	Utilities
Idaho Power	1/9/2023	00060044	$1,548.75	Utilities 12/2-1/3
Idaho Records Management, LLC	12/19/2022	ACH	$40.00	Services
Idaho Records Management, LLC	12/19/2022	ACH	$40.00	Services
Idaho Records Management, LLC	12/19/2022	ACH	$40.00	Storage Services
Idaho Records Management, LLC	1/9/2023	ACH	$45.00	Services
Impact Home Services	1/9/2023	ACH	$189.00	Pest control

In The Bag Promotions	1/9/2023	ACH	$460.00	ITB Apparel
IntelePeer Holdings, Inc	12/19/2022	ACH	($783.81)	CM for INV-247091
IntelePeer Holdings, Inc	12/19/2022	ACH	$1,569.40	SIP Services
Intermountain Communications of	1/9/2023	ACH	$89,772.80	Radio Replacement for Fleet vechicles
Intermountain Gas	12/19/2022	ACH	$9.79	Utilities 11/3-12/6
Intermountain Gas	12/19/2022	ACH	$1,000.05	Utilities 11/3-12/6/22
Intermountain Gas	12/19/2022	ACH	$23,890.25	Utilities
Intermountain Gas	12/19/2022	ACH	$634.93	Utilities 11/9-12/9
Intermountain Gas	12/19/2022	ACH	$4,716.72	Utilities 11/8-12/9
Intermountain Gas	1/9/2023	ACH	$22,902.06	Utilities
Intermountain Gas	1/9/2023	ACH	$781.76	Utilities 11/30-12/28
Intermountain Gas	1/9/2023	ACH	$2,301.48	Utilities 11/18-12/18
Intermountain Gas	1/9/2023	ACH	$324.78	Utilities 11/19-12/20
J & B Importers, Inc.	1/9/2023	ACH	$754.72	Bike Parts
JABLONSKI, DANIEL	12/19/2022	00060012	$150.00	Reimbursement - Shoes
Jacobs Engineering Group, Inc.	12/19/2022	ACH	$13,049.83	OFMP - Orchard Pavement Expansion
Jacobs Engineering Group, Inc.	12/19/2022	ACH	$40,624.87	State Street NEPA & Design
Jacobs Engineering Group, Inc.	1/9/2023	ACH	$33,098.10	State Street NEPA & Design
Jennifer Schneider	1/9/2023	00060045	$200.00	Exec. Team Meet facilitation/note prep
Jeremy Ricky	1/9/2023	ACH	$72.00	Purchase Transportation
Jeremy Ricky	1/9/2023	ACH	$256.00	Purchase Transportation
Jeremy Ricky	1/9/2023	ACH	$17,789.60	Purchase Transportation
Jeremy Ricky	1/9/2023	ACH	$2,459.84	Purchase Transportation
Jeremy Ricky	1/9/2023	ACH	$900.04	Purchase Transportation
JIMENEZ, GABRIEL	12/19/2022	00060013	$96.85	Reimbursement - Uniform
JoPaul & Sons LLC	1/9/2023	ACH	$42.00	Vehicle washes
JUSTICE, KAITLIN	1/4/2023	ACH	$355.50	Travel PerDiem 1/8-1/12
Karcher Auto Parts	12/19/2022	ACH	$44.94	Thermo Heat Sleave
Karcher Auto Parts	12/19/2022	ACH	$42.30	Silicone Spray
Karcher Auto Parts	12/19/2022	ACH	$67.92	Oil Filters
Karcher Auto Parts	12/19/2022	ACH	$137.64	Shared Fleet
Karcher Auto Parts	12/19/2022	ACH	$138.74	Serpentine Belts
Karcher Auto Parts	12/19/2022	ACH	$85.36	Serpentine Belt
Karcher Auto Parts	1/9/2023	ACH	$16.68	Tire Gauge
Karcher Auto Parts	1/9/2023	ACH	$77.08	Wiper Blades
Karcher Auto Parts	1/9/2023	ACH	$133.42	Super Clean
Kenworth Sales	1/9/2023	ACH	$113.00	Inventory Parts
Kenworth Sales	1/9/2023	ACH	$1,632.54	Inventory Parts
Kenworth Sales	1/9/2023	ACH	$2,492.99	Inventory Parts
Kenworth Sales	1/9/2023	ACH	$490.06	Inventory Parts
Kenworth Sales	1/9/2023	ACH	$237.92	Inventory Parts
Kenworth Sales	1/9/2023	ACH	$2,241.46	Inventory Parts
Kenworth Sales	1/9/2023	ACH	$253.96	CPR Outlet Tube
Kenworth Sales	1/9/2023	ACH	($312.50)	Turbocharger Core Credit
KING BROADCASTING COMPANY-KTVB	12/19/2022	ACH	$5,290.00	Advertising Invoice 2570617-1
KING BROADCASTING COMPANY-KTVB	12/19/2022	ACH	$5,290.00	Advertising Invoice 2570617B-1
KLEMENSTON, LUTHER	12/19/2022	00060014	$63.59	Reimbursement - Shoes
KLINEFELTER, JOHN	1/9/2023	ACH	$32.65	Reimbursement - Cold Weather Gear
KRONENBITTER, FRANK	1/9/2023	ACH	$219.93	Reimbursement - Shoes & Inserts
KRONENBITTER, FRANK	1/9/2023	ACH	$50.00	Emp. Reimb Cell - Jan
KROUPA, KRISTINA	1/9/2023	ACH	$50.00	Emp. Reimb Cell - Jan
Kuna Senior Citizen Inc	1/9/2023	ACH	$3,994.08	Acquisition of Services
LARGE, STANLEY	1/9/2023	00060046	$42.38	Reimbursement - Work Pants
LifeMap Assurance Co	1/9/2023	ACH	$2,000.86	Life ins. Premiums
Lithia Motors Payment Processing	12/19/2022	ACH	$500.88	Brakes,Rotors
Lithia Motors Payment Processing	12/19/2022	ACH	$187.89	Filters
Lithia Motors Payment Processing	12/19/2022	ACH	$83.50	Plug Boots
Lithia Motors Payment Processing	1/9/2023	ACH	$368.97	Inventory Parts
Lithia Motors Payment Processing	1/9/2023	ACH	$26.95	Oil Dipstick Tube
Lithia Motors Payment Processing	1/9/2023	ACH	$262.18	Hydro Boost Assembly
Lithia Motors Payment Processing	1/9/2023	ACH	$49.89	Blower Motor
Lithia Motors Payment Processing	1/9/2023	ACH	$11.52	Inventory Parts
Lithia Motors Payment Processing	1/9/2023	ACH	$597.78	Shift Selector Lever Assembly
Lithia Motors Payment Processing	1/9/2023	ACH	$428.81	Alternator
Lithia Motors Payment Processing	1/9/2023	ACH	$1,640.80	Inventory Parts
Lithia Motors Payment Processing	1/9/2023	ACH	$61.41	Inventory Parts
Lithia Motors Payment Processing	1/9/2023	ACH	$52.44	Upper Radiator Hose
Lithia Motors Payment Processing	1/9/2023	ACH	$61.14	Support Bearings
Lithia Motors Payment Processing	1/9/2023	ACH	$412.08	Inventory Parts
Lithia Motors Payment Processing	1/9/2023	ACH	$210.94	Brake Pads, Bearings
Lithia Motors Payment Processing	1/9/2023	ACH	$45.26	Oil Dipstick
Lithia Motors Payment Processing	1/9/2023	ACH	$151.67	Parking Break Lever
Lithia Motors Payment Processing	1/9/2023	ACH	$526.06	Rotors, Calipers, Brake Pads

Lithia Motors Payment Processing	1/9/2023	ACH	$612.43	Inventory Parts
Lithia Motors Payment Processing	1/9/2023	ACH	($50.00)	Core Credit
Lithia Motors Payment Processing	1/9/2023	ACH	($35.00)	Core Credit
Lotus Boise Corp	12/19/2022	ACH	$300.00	Radio Advertisement
Lotus Boise Corp	12/19/2022	ACH	$420.00	Radio Advertisement
Lotus Boise Corp	12/19/2022	ACH	$440.00	Radio Advertisement
Lotus Boise Corp	12/19/2022	ACH	$350.00	Radio Advertisement
Lotus Boise Corp	12/19/2022	ACH	$100.00	Radio Advertisement
Lotus Boise Corp	12/19/2022	ACH	$300.00	Radio Advertisement
Lowes Home Improvement	12/19/2022	ACH	$37.99	Shop Supplies
Lowes Home Improvement	12/19/2022	ACH	$32.89	Shop Supplies
Lowes Home Improvement	12/19/2022	ACH	$7.02	Shop Supplies
Lowes Home Improvement	12/19/2022	ACH	$52.90	Shop Supplies
Lowes Home Improvement	12/19/2022	ACH	$50.32	Shop Supplies
Lowes Home Improvement	12/19/2022	ACH	$25.60	Shop Supplies
Lowes Home Improvement	12/19/2022	ACH	$70.25	Shop Supplies
Lowes Home Improvement	12/19/2022	ACH	$9.73	Corner Brackets
Lowes Home Improvement	1/9/2023	ACH	$98.20	Snow Shovels
Lyft, Inc	12/19/2022	ACH	$1,079.28	VRT Transit Connections Pass
Lyft, Inc	12/19/2022	ACH	$477.24	Late Night Rides
MACDONALD, WILLIAM	12/19/2022	00060015	$94.36	Reimbursement - Cold Weather Gear
Mary M Johnson	12/19/2022	ACH	$200.00	Christmas Decals
MAXWELL, WILLIAM GORDON	1/9/2023	ACH	$50.00	Emp. Reimb Cell - Jan
Melba Valley Senior Center	12/19/2022	ACH	$5,124.88	Acquisition of Services
Meridian Senior Center	1/10/2023	ACH	$8,160.46	Acquisition of Services
Metro Community Services	12/19/2022	ACH	$19,857.42	Acquisition of Services
Motion & Flow Control Products	12/19/2022	ACH	$113.90	Hose & Fittings
Motion & Flow Control Products	1/9/2023	ACH	$297.76	Inventory Parts
MultiCare Health System	12/19/2022	ACH	$515.00	Drug Screens
MultiCare Health System	1/9/2023	ACH	$375.00	Drug Test
Napa Auto Parts	1/9/2023	ACH	$141.04	Vehicle Parts
New Flyer Parts	12/19/2022	ACH	$221.29	Seat Cushion Kit
New Flyer Parts	12/19/2022	ACH	$180.61	Inventory Parts
Norco Inc	12/19/2022	ACH	$11.70	November Cylinder Rental
Noregon Systems, LLC	1/9/2023	ACH	$540.00	Allison Renewal
Noregon Systems, LLC	1/9/2023	ACH	$540.00	Allison DOC Subscription
NYIRIMINEGE, BIZURI	12/19/2022	00060016	$130.35	Reimbursement - Shoes
ODP Business Solutions, LLC	12/19/2022	00060017	$34.58	Office Supplies
ODP Business Solutions, LLC	12/19/2022	00060017	$62.72	Office supplies
ODP Business Solutions, LLC	12/19/2022	00060017	$31.75	Office supplies
ODP Business Solutions, LLC	12/19/2022	00060017	$5.54	Office Supplies
ODP Business Solutions, LLC	12/19/2022	00060017	$7.14	Office Supplies
ODP Business Solutions, LLC	12/19/2022	00060017	$215.79	Office Supplies
ODP Business Solutions, LLC	12/19/2022	00060017	$31.99	Office Supplies
ODP Business Solutions, LLC	1/9/2023	00060047	$57.99	Office supplies
ODP Business Solutions, LLC	1/9/2023	00060047	$39.99	Office Supplies
ODP Business Solutions, LLC	1/9/2023	00060047	$29.50	Office Supplies
ODP Business Solutions, LLC	1/9/2023	00060047	$58.86	Office Supplies
O'Reilly Auto Enterprises, LLC	12/19/2022	ACH	$38.94	Snow Brushes
O'Reilly Auto Parts	12/19/2022	ACH	$287.76	Vehicle
O'Reilly Auto Parts	12/19/2022	ACH	$196.43	Vehicle Parts
O'Reilly Auto Parts	12/19/2022	ACH	($56.00)	Core Credits
O'Reilly Auto Parts	1/9/2023	ACH	$661.51	Inventory Parts
O'Reilly Auto Parts	1/9/2023	ACH	$116.37	Vehicle Parts
Pacific Office Automation	12/19/2022	ACH	$589.18	Copier/printer leases
Pacific Office Automation	12/19/2022	ACH	$228.07	Postage printer supplies
Paragon Consulting, Inc	12/19/2022	ACH	$2,160.00	State street design
Parma Senior Center	1/9/2023	ACH	$2,393.30	Acquisition of Services
Peak Industrial, Inc.	12/19/2022	00060018	$1,339.18	Vehicle Parts
PEDROSA, LESLIE	1/9/2023	ACH	$76.69	Emp Reimb Mileage/winco purchase
PREUSSER, PATRICK	12/19/2022	00060019	$2,298.88	Reimb Hotel/airfair/meals
Primary Health Medical Group, LLC	12/19/2022	00060020	$170.00	DOT Physicals
Primary Health Medical Group, LLC	1/9/2023	00060048	$170.00	DOT Physicals
ProPeople	12/19/2022	ACH	$1,005.55	Temp Wages
ProPeople	12/19/2022	ACH	$1,480.70	Temp Wages
ProPeople	12/19/2022	ACH	$1,387.26	Temp Wages
ProPeople	12/19/2022	ACH	$1,167.06	Temp Wages
ProPeople	1/9/2023	ACH	$1,431.30	Temp Wages
ProPeople	1/9/2023	ACH	$1,167.06	Temp Wages
ProPeople	1/9/2023	ACH	$484.44	Temp Wages
Proterra Operating Company, Inc	1/9/2023	ACH	$2,446.24	Vehicle
Quench USA, Inc	12/19/2022	ACH	$57.00	Water Cooler Rental
Quench USA, Inc	12/19/2022	ACH	$289.95	Water Equipment Rental

RCF Commercial Cleaning, LLC	12/19/2022	ACH	$3,850.00	Janitorial Services
RCF Commercial Cleaning, LLC	1/9/2023	ACH	$1,600.00	December Janitorial
RDK Corporation	12/19/2022	ACH	$30.00	Background Check - Shawna
RDK Corporation	12/19/2022	ACH	$70.00	Background checks
RDK Corporation	12/19/2022	ACH	$30.00	background check
REESE, RANDALL	12/19/2022	00060021	$273.80	Reimb PerDiem
Robert E. Stevahn, Jr.	12/19/2022	ACH	$225.00	Sound system rental Cranksgiving
Romaine Electric Corporation	12/19/2022	ACH	$953.28	Vehicle Parts
Romaine Electric Corporation	1/9/2023	ACH	$471.60	Vehicle Parts
Royce Industries, LLC	12/19/2022	00060022	$157.00	Inventory Parts
Sage Supply, Inc	1/9/2023	00060049	$300.00	Liquid Ice Melt
SAMG Occupational Med - Emerald	12/19/2022	00060023	$35.00	Drug Screen/Physicals
SAMG Occupational Med - Emerald	12/19/2022	00060023	$360.00	Drug Screen/Physicals
Sequoia Engineering Corp	12/19/2022	ACH	$1,250.00	System Calibration
Sequoia Engineering Corp	12/19/2022	ACH	$1,250.00	System Calibration, Test
Shred-It USA- LLC	1/9/2023	ACH	$115.81	Document Shredding
SIJ Holdings, LLC.	12/19/2022	ACH	$132.50	Legal Ads - Invoice 163055
Smith Power Products, Inc	1/9/2023	ACH	$310.85	Inventory Parts
Smith Power Products, Inc	1/9/2023	ACH	$122.00	Inventory Parts
Smith Power Products, Inc	1/9/2023	ACH	$63.26	Inventory Parts
Smith Power Products, Inc	1/9/2023	ACH	$49.94	Inventory Parts
Smith Power Products, Inc	1/9/2023	ACH	$367.18	Inventory Parts
Smith Power Products, Inc	1/9/2023	ACH	$21.71	Inventory Parts
Smith Power Products, Inc	1/9/2023	ACH	$55.71	Inventory Parts
Smith Power Products, Inc	1/9/2023	ACH	$89.04	Inventory Parts
Smith Power Products, Inc	1/9/2023	ACH	$30.60	Inventory Parts
Smith Power Products, Inc	1/9/2023	ACH	$226.99	Inventory Parts
Smith Power Products, Inc	1/9/2023	ACH	$38.19	Inventory Parts
Smith Power Products, Inc	1/9/2023	ACH	$76.38	Inventory Parts
Smith Power Products, Inc	1/9/2023	ACH	$373.01	Inventory Parts
Smith Power Products, Inc	1/9/2023	ACH	$6.06	Inventory Parts
Smith Power Products, Inc	1/9/2023	ACH	$1,006.07	USB Link - Transmission
Smith Power Products, Inc	1/9/2023	ACH	$72.60	Inventory Parts
Smith Power Products, Inc	1/9/2023	ACH	$14.46	Inventory Parts
Smith Power Products, Inc	1/9/2023	ACH	$235.44	Inventory Parts
Smith Power Products, Inc	1/9/2023	ACH	$212.70	Inventory Parts
SMITH, JOSHUA	1/9/2023	ACH	$50.00	Emp. Reimb Cell - Jan
SMITH, JOSHUA	1/9/2023	ACH	$410.00	Tool Reimbursement
SMITH, SHAYNE	1/9/2023	ACH	$103.16	Reimbursement - CWG & Tools
Snap-on Incorporated	12/19/2022	ACH	$23.32	Inventory Parts
SOKOLENKO, VALERIIA	12/19/2022	00060024	$95.39	Reimbursement - Boots
Sportworks Global LLC	1/9/2023	ACH	$2,086.94	Bike Rack
SPX Technologies, Inc	12/19/2022	ACH	$832.57	Farebox Parts
SPX Technologies, Inc	1/9/2023	ACH	$230.80	Farebox Parts
Star Senior Center	12/19/2022	00060025	$5,394.48	Acquisition of Services
Star Senior Center	1/9/2023	00060050	$6,030.71	Acquisition of Services
Stoltz Marketing Group, Inc	12/19/2022	ACH	$4,040.00	Safe Routes Website Production
Stoltz Marketing Group, Inc	12/19/2022	ACH	$1,295.00	Safe Travel News Letter
Stoltz Marketing Group, Inc	12/19/2022	ACH	$1,890.00	Strategy Management
Stoltz Marketing Group, Inc	12/19/2022	ACH	$1,595.00	Account management
Supportive Housing & Innovative Partners	12/19/2022	ACH	$27,933.36	Acquisition of Services
Syringa Networks, LLC	12/19/2022	ACH	$4,100.00	Telecom Services
Syringa Networks, LLC	12/19/2022	ACH	$720.00	Telecom Services
Tacoma Screw Products Inc.	12/19/2022	ACH	$56.65	Screws & Washers
Tacoma Screw Products Inc.	1/9/2023	ACH	$283.54	Nuts & Bolts
Tacoma Screw Products Inc.	1/9/2023	ACH	$487.55	Nuts & Bolts
Tacoma Screw Products Inc.	1/9/2023	ACH	$10.94	H-Viz Gloves
Tacoma Screw Products Inc.	1/9/2023	ACH	$82.01	Hi Vis Gloves
Tait & Associates, Inc	1/9/2023	ACH	$6,242.00	HDTC Architecture
TAYLOR, TAGGART	1/9/2023	ACH	$388.28	Reimbursement - Tools
The Bus Coalition	12/19/2022	00060026	$750.00	Memberhip
The Car Park, LLC	1/9/2023	ACH	$1,425.00	Carpool Passthrough
Thompson and Associates, Inc.	1/9/2023	ACH	$4,269.75	HR Consult, coaching, recruiting
Transpo Group USA, Inc.	12/19/2022	ACH	$2,162.50	Best In Class Envir. Study-Fairview
Transtar Industries, Inc.	12/19/2022	00060027	$418.19	Inventory Parts
Transtar Industries, Inc.	12/19/2022	00060027	($100.00)	Core Return
Treasure Valley Coffee	12/19/2022	ACH	$53.05	Coffee - MSS
Treasure Valley Coffee	12/19/2022	ACH	$53.05	Coffee - MSS
Treasure Valley Coffee	1/9/2023	ACH	$62.06	Coffee - Orchard
Treasure Valley Coffee	1/9/2023	ACH	$93.10	First Aid - Office
Treasure Valley Coffee	1/9/2023	ACH	$61.30	First Aid - Shop
Treasure Valley Coffee	1/9/2023	ACH	$33.10	Water - Orchard
Treasure Valley Coffee	1/9/2023	ACH	$97.45	Coffee - MSS

Treasure Valley Curb & Sprinkling Inc	1/9/2023	ACH	$404.05	Landscaping
Treasure Valley Transit	12/19/2022	ACH	$18,159.00	Sub-recipient
UniFirst Acct# 1395966	12/19/2022	ACH	$51.30	Mats, Uniforms, Cloths
UniFirst Acct# 1395966	12/19/2022	ACH	$163.30	Mats, Cloths, Uniforms
UniFirst Acct# 1395966	12/19/2022	ACH	$194.90	Mats, Cloths, Uniforms
UniFirst Acct# 1395966	12/19/2022	ACH	$211.00	Mats, Cloths, Uniforms
UniFirst Acct# 1395966	1/9/2023	ACH	$211.00	Mats, Cloths, Uniforms
UniFirst Acct# 1395966	1/9/2023	ACH	$211.00	Mats, Cloths, Uniforms
UniFirst Acct# 1410130	12/19/2022	ACH	$279.35	Uniform Laundry Services
UniFirst Acct# 1410130	12/19/2022	ACH	$276.05	Uniform Laundry Services
UniFirst Acct# 1410130	1/9/2023	ACH	$427.50	Uniform Laundry Services
UniFirst Acct# 1410130	1/9/2023	ACH	$241.90	Uniforms
UniFirst Acct# 1410130	1/9/2023	ACH	$388.11	Uniform Services
UniFirst Acct# 1410130	1/9/2023	ACH	($175.82)	Credit - Over Charged on Invoice
United Site Services of Nevada, Inc.	1/9/2023	ACH	$278.60	Restroom Rental
United Way of Treasure Valley	1/9/2023	ACH	$95.00	Emp contributions
United Way of Treasure Valley	1/9/2023	ACH	$95.00	Emp. Contributions
UPS Freight	12/19/2022	00060028	$26.50	Freight
US Bank Plaza Condominium Assoc., Inc.	1/9/2023	ACH	$9,202.42	Association dues
US Bank Plaza Condominium Assoc., Inc.	1/9/2023	ACH	$5,731.00	Special Assessment Dues
Veolia Water Idaho	1/9/2023	00060051	$210.75	Water 10/25-12/272022
Verizon Wireless	1/9/2023	00060052	$2,965.92	Cell Phone Service
Verizon Wireless	1/9/2023	00060052	$269.21	Cell Phone Service
Verizon Wireless	1/9/2023	00060052	$92.05	Cell Phone Service
Verizon Wireless	1/9/2023	00060052	$51.33	Cell Phone Service
Verizon Wireless	1/9/2023	00060052	$52.04	Cell Phone Service
Verizon Wireless	1/9/2023	00060052	$1,990.23	Cell Phone Service
Via Transportation, Inc.	12/19/2022	ACH	$4,600.00	Vehicle Fee's
WASHINGTON, CORRIE	1/9/2023	ACH	$50.00	Reimb Celll - Jan
Western Mountain Bus Sales	12/19/2022	ACH	$494.42	Vehicle Parts
Wex Bank	12/19/2022	ACH	$142.82	Fuel - November
Wienhoff Drug Testing	12/19/2022	00060029	$320.00	Drug Testing
Wienhoff Drug Testing	12/19/2022	00060029	$75.00	Annual DOT Consortium
William Beard	12/19/2022	ACH	$367.00	Bus Washing
William Beard	12/19/2022	ACH	$226.00	Bus Washing
William Beard	1/9/2023	ACH	$334.00	Bus Washing
William Beard	1/9/2023	ACH	$226.00	Bus Washing
Wing Power Systems, Inc	12/19/2022	ACH	$330.00	PCM Programming
Wing Power Systems, Inc	12/19/2022	ACH	($30.00)	Credit for Freight on Inv 7177
YBNOW LLC	1/9/2023	ACH	$6,024.76	Ada Rides to Wellness
YBNOW LLC	1/9/2023	ACH	$323.12	VA Shuttle
			$1,039,011.68	

ACCEPTED:

CHAIR OF EXECUTIVE BOARD

ATTEST:

SECRETARY/TREASURER

TOPIC	Public Transportation Agency Safety Plan Updates
DATE	February 6, 2023
STAFF MEMBER	Dave Meredith

Staff Recommendation/Request

Staff recommends adopting the updated Public Transportation Agency Safety Plan (PTASP). A link to the PTASP can be found here: https://valleyregionaltransit.org/wp-content/uploads/2023/01/Public-Transportation-Agency-Safety-Plan-Feb-2023.pdf

Summary

The PTASP was approved by the Executive Board of Directors in November 2020. When Congress passed the Bipartisan Infrastructure Law it required several items in the PTASP to be edited, added, or updated.

These updates include:

1. A requirement that the safety committee approve agency safety plan before Valley Regional Transit Executive Board approval
2. That the safety plan be developed in cooperation with frontline employee representatives
3. Methods for identifying and evaluating safety risks throughout all elements of the public transportation system of the recipient
4. Strategies to minimize the exposure of the public, personnel, and property to hazards and unsafe conditions, and consistent with guidelines of the Centers for Disease Control and Prevention or a State health authority, minimize exposure to infectious diseases
5. A process and timeline for conducting an annual review and update of the safety plan of the recipient
6. Performance targets based on the safety performance criteria and state of good repair standards and safety performance measures established under the national public transportation safety plan
7. Assignment of an adequately trained safety officer who reports directly to the executive officer of VRT
8. A comprehensive training program for the operations and maintenance personnel and personnel directly responsible for safety of the recipient that includes completion of a safety training program, continuing safety education and training, and de-escalation training
9. A risk reduction program for transit operations to improve safety by reducing the number and rates of accidents, injuries, and assaults on transit workers based on data submitted to the national transit database to include
10. Establish performance targets for the risk reduction program using a 3-year rolling average of the data submitted to the national transit database

700 NE 2ND STREET, SUITE 100 | MERIDIAN, ID 83642 | P / 208.846.8547 F / 208.846.8564 1.855.345.7433

11. Set aside not less than .75 percent of 5307 funds for safety related projects eligible under section 5307
12. If VRT does not meet performance targets, .75 percent of 5307 funds will be allocated the following fiscal year for eligible projects that are reasonable likely to assist in meeting established performance targets, including modifications to rolling stock and de-escalation training
13. A safety committee that is convened by a joint labor management process, if applicable.
14. The safety committee, at a minimum, is responsible for identifying and recommending risk-based mitigations or strategies necessary to reduce the likelihood and severity of consequences identified through the safety risk assessment.
15. The safety committee will identify mitigations and strategies that may be ineffective, inappropriate or were not implemented as intended or any safety deficiencies needed for continued improvement

More Information

Attachments:

Resolution VBD23-005 VRT Public Transportation Agency Safety Plan

Revised Public Transportation Agency Safety Plan

For detailed information contact: Dave Meredith, Compliance Manager, 208-258-2729, dmeredith@valleyregionaltransit.org

EXECUTIVE BOARD RESOLUTION

PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) UPDATE
RESOLUTION VEB23-005

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE UPDATES TO THE PUBLIC TRANSIT 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")** was created to serve Ada and Canyon counties; and

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

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

WHEREAS, Valley Regional Transit qualifies under the 49 U.S,C 5307 and do receive financial assistance from the 49 U.S.C 5307 funds, is required to develop a Public Transportation Agency Safety Plan (PTASP); and

WHEREAS, the Public Transportation Agency Safety Plan was approved by the Executive Board of Valley Regional Transit, Resolution VEB20-011, on November 2, 2020; and

WHEREAS, Valley Regional Transit staff has updated the PTASP in compliance with the bipartisan infrastructure law; and

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

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

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

TRANSIT:

Section 1. That the Executive Board approves the Public Transportation Agency Safety Plan Updates.

Section 2. By the Executive Board approving this resolution, RESOLUTION VEB-20-011 will be rescinded.

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

ADOPTED by the Executive Board of Valley Regional Transit, this 6th day of February 2023.

APPROVED by the Executive Board Chair this 6th day of February 2023.

ATTEST:	**APPROVED:**
______________________________	____
EXECUTIVE ASSISTANT	**CHAIR OF EXECUTIVE BOARD**

Public Transportation Agency Safety Plan Updates

Updated Chapter 1.

Chapter 1 – Transit Agency Information

Accountable Executive:	Chief Executive Officer
Chief Safety Officer:	Chief Operations Officer

Updated Chapter 2.

Chapter 2 – Plan development, approval, and updates

Valley Regional Transit Chairman of Executive Board (Name)	
Joe Stear	
Signature of Chairman of Executive Board	Date of Approval
Name of Entity That Certified This Plan	Date of Certification
Valley Regional Transit Safety Committee	

Version Number and Updates

Version Number	Section/Pages Affected	Reason for Change	Date Issued
Original	All	Origination of document	11/02/2020
Version 1	All	Reviewed and updated	02/06/2023

Annual Review and Update of the Public Transportation Safety Plan (PTASP)

Valley Regional Transit's (VRT) plan addresses all applicable requirements and standards as set forth in Federal Transit Administration's (FTA) Public Transportation Safety Program and the National Public Transportation Safety Plan. At VRT, the review of safety practices is an ongoing process, not one limited to scheduled reviews. The Chief Safety Officer and the Compliance Manager will review and update this plan by September 1 of each year. The safety committee will be the first to review and certify changes. Once approved by the safety committee, the accountable executive will review and approve any changes, sign the new plan and forward to the executive board for final review and approval.

Updated Chapter 4

Chapter 4: Safety Management Policy Statement

Safety Management Policy Statement

All levels of management and all employees are accountable for the delivery of this level of safety performance, starting with our Chief Executive Officer.

VRT's commitment is to:

- establish and operate hazard identification and analysis, including exposure to infectious diseases, and safety risk evaluation activities, including an employee and contractor safety reporting program as a fundamental source for safety concerns and hazard identification in order to eliminate or mitigate the safety risks of the consequences of hazards resulting from our operations or activities to a point which is consistent with our acceptable level of safety performance. This would include utilizing guidelines from the Centers for Disease Control and Prevention (CDC) and/or Idaho Department of Health;

Safety Management Policy Communication

VRT's commitment to the safety of their employees and contractors began with the roll out of the PTASP Plan. The Chief Safety Officer distributed the PTASP Plan to all VRT employees and contractors in November 2020. Each VRT employee and contractor received a copy of the plan. Following dissemination of the policy, a signed acknowledgement was collected. New VRT employees and contractor employees are given a copy of the PTASP Plan and a signed acknowledgement is collected.

Each revision of the PTASP Plan will continue to be provided to VRT employees and contractors, once final approval has been received. Anytime changes are made to the PTASP Plan, a signed acknowledgment by VRT employees and contractors will be required.

The PTASP Policy Statement is posted on a bulletin board in all administrative offices. Contractors are expected to post the PTASP Policy Statement in common operating and maintenance areas. The PTASP Policy Statement will also be distributed to all new hires during orientation for VRT employees. Contractors that VRT does not provide new hire orientation for are required to distribute the PTASP Policy Statement during new hire orientation.

Authorities, Accountabilities, and Responsibilities

Accountable Executive

Chief Executive Officer

The Chief Executive Officer is ultimately responsible for carrying out the PTASP, Transit Asset Management (TAM) Plan, and the allocation of resources needed to develop and maintain both plans. The Accountable Executive is responsible for ensuring the Safety Plan and all SMS components are effectively implemented, and for ensuring action is taken, as necessary, to address substandard performance in the agency's SMS.

Chief Safety Officer (CSO)

Chief Operations Officer

The Chief Executive Officer has designated the Chief Operations Officer as the Chief Safety Officer. In addition to their other duties, the Chief Operations Officer has the authority and responsibility for day-to-day implementation and operation of safety and reports directly to the Chief Executive Officer. At minimum, the Chief Operations Officer is trained in the training outlined in Section 7 under "Requirements for Chief Safety Officer Training."

Agency Leadership and Executive Management

The Chief Safety Officer has designated the Compliance Manager as the Agency Lead. The Agency Lead is a single identifiable person who will manage the day-to-day operation of the PTASP safety plan, including the following key tasks:

- Establish goals and targets
- Ensure the plan is being followed by all employees
- Report to key management progress of the plan
- Make recommendations to improve the plan after implementation
- Report to any government agency any reporting requirements associated with PTASP

The Executive Management personnel have the following authorities, accountabilities and responsibilities:

- Meet monthly to review safety suggestions to determine next step to resolve
- Participate in the VRT Safety Committee
- Oversee day to day operations in their department
- Modify department policies and procedures to be consistent with PTASP, as needed
- Provide subject matter expertise to support implementation of the PTASP as requested by the Accountable Executive or the Chief Safety Officer, including investigation of safety events, development of safety risk mitigations, and monitoring of mitigation effectiveness

The Executive Management team includes:

- VRT Chief Financial Officer
- VRT Chief Operations Officer
- VRT Compliance Manager
- Chief Development Officer
- VRT Transit Services Manager
- VRT Fleet Supervisor
- VRT Facilities Technician

VRT Safety Committee

The VRT Safety Committee will meet quarterly and will review and discuss incidents and issues reported. The VRT Safety Committee will make recommendations to improve safety and jointly evaluate any safety hazard reported.

The VRT Safety Committee members include the following VRT staff

- Chief Safety Officer
- Transit Services Manager
- Compliance Manager
- A representative from the development department
- A representative from the customer service department
- A representative from finance department

The VRT Safety Committee members include the following staff from each contractor

- a representative from dispatch/reservations
- a representative from fixed-route service
- a representative from demand response service
- a representative from the safety/training department
- a representative from maintenance department
- a representative from management, where applicable

Contractors included in this plan are First Transit, Supportive Housing & Innovative Partnerships, Meridian Senior Center, Star Senior Center, Eagle Senior Center, Metro Community Transportation, Kuna Senior Center, Parma Senior Center, Melba Valley Senior Center, and Harvest Transit.

Each quarterly safety committee meeting will include discussion of the following:

- Review of safety related accidents and incidents to determine culpability
- Identify the causes associated with each event
- Develop mitigation measures to reduce the risk of events occurring in the future
- Review of policy and procedures
- Training
- Safety awareness

Driver Safety Meetings

VRT and contractors are required to hold monthly safety meetings. Each meeting will include a permanent agenda item dedicated to safety, where safety issues are discussed and documented.

Annual Staff Workshop

VRT holds an annual training workshop for all VRT staff. VRT will share any hazard reports and mitigations as needed. There will also be open discussion for staff to share safety topics, provide feedback, and hazard reporting will be further encouraged. Information discussed in these meetings will be documented.

Employee Safety Reporting Program

VRT uses Trackit Software to identify, track and resolve and reported safety hazards. The software allows VRT employees and contractors to easily report any safety issue that could affect the operation of service. Safety issues can be reported anonymously, or reporters can provide contact information to be kept updated on the report, using a QR code or an online form.

Once the safety issue is submitted, it is reviewed by the Compliance Manager or the Chief Safety Officer. Following the review, the software will send the report via email to the department responsible to address the reported issue. All activities tied to the safety issue remain within the software.

The safety issues are also reviewed to determine if they should be presented to the safety committee for discussion. Types of safety issues reported, that would be presented for discussion to the safety committee, include issues that a solution would benefit the employees or contractors, be within the scope of the operations for VRT or that require action by VRT to complete.

The Chief Safety Officer or designee, supported by the Safety Committee, will review and address reported safety issues at each quarterly Safety Committee meeting.. Each safety issue will be reviewed to ensure hazards and their consequences are appropriately identified and resolved through the Safety Risk Management process. All reported deficiencies and non-compliance with rules or procedures are managed through the Safety Assurance process.

The Chief Safety Officer or designee will discuss all actions taken to address reported safety issues annually at the annual staff workshop. The Chief Safety Officer or designee will also notify contractors of all actions taken to address reported safety issues annually. The contractors will be responsible to disseminate the information to their employees. Additionally, if the reporting employee provided his or her name during the reporting process, the Chief Safety Officer or designee will follow up directly with the employee when VRT determines if action should be taken and after any mitigations are implemented.

Updated Chapter 5

Chapter 5: Safety Risk Management

Safety Hazard Identification

The safety hazard identification process offers VRT the ability to identify hazards and potential consequences in the operation and maintenance of our system. Hazards can be identified through a variety of sources, including:

- Employee Safety Reporting

When a safety concern is observed, whatever the source, it is reported to VRT's Chief Safety Officer or designee. Procedures for reporting hazards to are reviewed during new hire orientation, annual staff workshop meetings and in the Safety Committee The Chief Safety Officer or designee may also enter hazards into Trackit software based on review of results of audits and observations, and information received from FTA and other oversight authorities, as well as the National Transportation Safety Board.

The Chief Safety Officer or designee may conduct further analyses of hazards and consequences entered into Trackit software to collect information and identify additional consequences and to inform which hazards should be prioritized for safety risk assessment. In following up on identified hazards, the Chief Safety Officer or designee may:

The Chief Safety Officer or designee will then prepare an agenda to discuss identified hazards and consequences with the Safety Committee during quarterly meetings. This agenda may include additional background on the hazards and consequences, such as the results of trend analyses, vehicle camera footage, vendor documentation, reports and observations, or information supplied by FTA or other oversight authorities.

Safety Risk Assessment:

Once a hazard has been identified, the Chief Safety Officer or designee and Safety Committee will categorize the hazard into the following severity levels. The categorization of hazards is consistent with risk-based criteria for severity; it reflects the principle that not all hazards pose an equal amount of risk to personal safety.

The Chief Safety Officer or designee schedules safety risk assessment activities on the Safety Committee agenda and prepares a Safety Risk Assessment Package. This package is distributed at least one week in advance of the Safety Committee meeting. During the meeting, the Chief Safety Officer or designee reviews the hazard and its consequence(s) and reviews available information distributed in the Safety Risk Assessment Package on severity and likelihood. The Chief Safety Officer or designee may request support from members of the Safety Committee in obtaining additional information to support the safety risk assessment.

Once sufficient information has been obtained, the Chief Safety Officer or designee will facilitate completion of relevant sections of the Trackit report, using the Safety Risk Assessment Matrix, with the Safety Committee. The Chief Safety Officer or designee will document the Safety Committee's safety risk assessment, including hazard rating and mitigation options for each assessed safety hazard in the Trackit report. The Chief Safety Officer will maintain a file on Safety Committee agendas, Safety Risk Assessment Packages, additional information collection, and the completed Trackit Software report for a period of three years from the date of generation.

Safety Risk Mitigation

Prioritization of safety risk mitigations is based on the results of safety risk assessments. The Chief Safety Officer or designee tracks and updates safety risk mitigation information in the Trackit software and makes the reports available to the Safety Committee during quarterly meetings and to VRT staff upon request. In the Trackit software, the Chief Safety Officer or designee will also document any specific measures or activities, such as reviews, observations, or audits, that will be conducted to monitor the effectiveness of mitigations once implemented. The follow-up actions will be implemented as follows.

Risk Reduction Program

- Reduction of vehicular and pedestrian accidents involving buses that includes measures to reduce visibility impairments for bus operators that contribute to accidents, including retrofits to buses in revenue service and specifications for future procurements that reduce visibility impartments.
- Mitigating the assaults on transit workers, including the deployment of assault mitigation infrastructure and technology on buses, including barriers to restrict the unwanted entry of individuals and objects into the workstations of bus operators.
- Safety Committee determines that such barriers or other measures would reduce assaults on transit workers and injuries to transit workers
- Strategies to minimize exposure to infectious diseases, consistent with guidelines of the Centers for Disease Control and prevention or a State or County health authority.

Updated Chapter 6

Chapter 6: Safety Assurance

Safety Performance Monitoring and Measurement

Monitoring for Ineffective, Inappropriate, or Unimplemented Safety Risk Mitigations

VRT monitors safety risk mitigations to determine if they have been implemented and are effective, appropriate, and working as intended. The Chief Safety Officer or designee maintain a list of safety risk mitigations in the Trackit software. The mechanism for monitoring safety risk mitigations varies depending on the mitigation.

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The Chief Safety Officer or designee and VRT Safety Committee review the performance of individual safety risk mitigations during quarterly meetings, based on the reporting schedule determined for each mitigation, and determine if a specific safety risk mitigation is not implemented or performing as intended. If the mitigation is not implemented or performing as intended, the VRT Safety Committee will propose a course of action to modify the mitigation or take other action to manage the safety risk. The Chief Safety Officer or designee will approve or modify this proposed course of action and oversee its execution.

The Chief Safety Officer or designee and VRT Safety Committee also monitor operations on a large scale to identify mitigations that may be ineffective, inappropriate, or not implemented as intended by:

Safety Investigations

VRT has a “zero” tolerance for preventable injuries and collisions. Elimination of preventable injuries and collisions is our number one goal. Contractors are expected to follow VRT requirements for safety event investigations.

VRT and contractors will maintain documented procedures for conducting safety investigations of events to find causal and contributing factors and review the existing mitigations in place at the time of the event.

The Chief Safety Officer or designee maintains all documentation of VRT and contractor’s investigation policies, processes, forms, checklists, activities, and results. As detailed in VRT’s procedures, an investigation report is prepared and sent to the VRT Safety Committee for integration into their analysis of the event at each quarterly meeting.

VRT and contractors will each hold monthly staff meetings to discuss concerns and progress in the area of safety and safety related concerns. Recommendations are considered, and necessary changes implemented. All complaints are addressed immediately and reviewed monthly.

Internal Safety Reporting Program Monitoring

The Executive Management Team routinely review safety data captured in employee safety reports, safety meeting minutes, customer complaints, and other safety communication channels, including safety incident reporting software. When necessary, the Chief Safety Officer and VRT Safety Committee ensure the concerns are investigated or analyzed through the Safety Risk Management process.

The Chief Safety Officer and Executive Management Team and the VRT Safety Committee also review internal and external reviews, including audits and assessments, with findings concerning VRT's safety performance, compliance with operations and maintenance procedures, or the effectiveness of safety risk mitigations.

Continuous Improvement

- VRT will continuously assess the safety performance of the PTASP. If VRT identifies safety deficiencies as part of its safety performance assessment, VRT will develop and carry out, under the direction of the Accountable Executive, a plan to address the identified safety deficiencies.

Updated Chapter 7

Chapter 7: Safety Promotion

Competencies and Training

The education and training programs at VRT and with contractors is a highly regimented and professionally developed program built around a curriculum featuring learning opportunities in knowledge and skills. This training applies to all employees directly responsible for safety, including, but not limited to:

Contracted Operations

- Vehicle operators
- Dispatchers/Road Supervisors
- Maintenance personnel
- Managers and supervisors

Contractor Operations safety related training includes:

- New Hire training for contracted vehicle operators and maintenance personnel
- Continued refresher training for contracted vehicle operators and maintenance personnel
- Retraining for contracted vehicle operators and maintenance personnel
- De-escalation training for vehicle operators and maintenance personnel
- Classroom and on the job training for dispatchers/road supervisors
- Ongoing skill training for contracted maintenance personnel and supervisors
- Ongoing vehicle maintenance training for contracted maintenance personnel
- OSHA standards for contracted vehicle maintenance personnel and supervisors
- Accident investigation training for contracted managers and supervisors
- Ongoing hazardous material training for contracted vehicle maintenance personnel and supervisors

.

Safety Communication

Safety Awareness Programs

VRT's Chief Safety Officer or designee will coordinate safety communication as follows:

- Communicate information on safety and safety performance in monthly staff reports. VRT will post safety bulletins and flyers on the bulletin boards located on all administrative bulletin boards. Contractors are asked to post bulletins and flyers in common areas for bus operators and maintenance technicians, advertising safety messages and promoting awareness of safety issues.
- As part of new-hire training, safety policies and procedures are provided to all contracted vehicles operators. Contractors are required to provide company required policies and procedures to newly hired vehicle operators. For newly emerging issues or safety events at the agency, the Chief Safety Officer or designee will issue memos or messages to employees that are reinforced by supervisors, coordinators or contractors.
- Provide targeted communications to inform employees or contractors of safety actions, which include handouts, flyers, updates to bulletin boards, or one-on-one discussions between employees, supervisors, and contractors.

Updated Chapter 8

Chapter 8: Additional Information

Definitions of Terms

VRT incorporates all of FTA's definitions that are in 49 CFR § 673.5 of the Public Transportation Agency Safety Plan regulation.

Accountable Executive means a single, identifiable person who has ultimate responsibility for carrying out the PTASP of a public transportation agency. This individual is responsible for carrying out the agency's Transit Asset Management Plan, the control or direction over the human and capital resources needed to develop and maintain both the agency's PTASP, in accordance with 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan, in accordance with 49 U.S.C. 5326.

Equivalent Authority means an entity who carries out duties similar to that of a Board of Directors for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's PTASP.

Safety Investigation means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

Performance Measure means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Performance Target means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time-period required by the FTA.

Risk Mitigation means a method or methods to eliminate or reduce the effects of hazards.

Safety Performance Target means a performance target related to safety management activities.
Safety Promotion means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

EideBailly®

CPAs & BUSINESS ADVISORS

January 20, 2023

To the Board of Directors
Valley Regional Transit
Meridian, Idaho

We have audited the financial statements of Valley Regional Transit (VRT) as of and for the year ended September 30, 2022, and have issued our report thereon dated January 20, 2023. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit under Generally Accepted Auditing Standards and *Government Auditing Standards* and our Compliance Audit under the Uniform Guidance

As communicated in our letter dated July 6, 2022, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America and to express an opinion on whether VRT complied with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of VRT's major federal programs. Our audit of the financial statements and major program compliance does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of VRT solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

Our responsibility, as prescribed by professional standards as it relates to the audit of VRT's major federal program compliance, is to express an opinion on the compliance for each of VRT's major federal programs based on our audit of the types of compliance requirements referred to above. An audit of major program compliance includes consideration of internal control over compliance with the types of compliance requirements referred to above as a basis for designing audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, as a part of our major program compliance audit, we considered internal control over compliance for these purposes and not to provide any assurance on the effectiveness of the VRT's internal control over compliance.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our comments regarding internal controls during our audit in our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* dated January 20, 2023. We have also provided our comments regarding compliance with the types of compliance requirements referred to above and internal controls over compliance during our audit in our Independent Auditor's Report on Compliance with Each Major Federal Program and Report on Internal Control Over Compliance Required by the Uniform Guidance dated January 20, 2023.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, our firm, and other firms utilized in the engagement, if applicable, have complied with all relevant ethical requirements regarding independence.

Significant Risks Identified

As stated in our auditor's report, professional standards require us to design our audit to provide reasonable assurance that the financial statements are free of material misstatement whether caused by fraud or error. In designing our audit procedures, professional standards require us to evaluate the financial statements and assess the risk that a material misstatement could occur. Areas that are potentially more susceptible to misstatements, and thereby require special audit considerations, are designated as "significant risks." We have identified the following as significant risks.

- Management Override of Controls – Professional standards require auditors to address the possibility of management overriding controls. Accordingly, we identified as a significant risk that management of the organization may have the ability to override controls that the organization has implemented. Management may override the organization's controls in order to modify the financial records with the intent of manipulating the financial statements to overstate the organization's financial performance or with the intent of concealing fraudulent transactions or to mis-represent revenues/expenditures on federal funds received.

- Revenue Recognition – We identified revenue recognition as a significant risk due to financial and operational incentives for the organization to overstate revenues. Additionally, there is a risk of recognizing revenue for grant agreements before all eligibility requirements are met.

- Implementation of GASB 87, *Leases* – Identified risk that the implementation of this new accounting standard will be incomplete or not accurate.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by VRT is included in Note 1 to the financial statements. As of October 1, 2021, VRT adopted GASB Statement No. 87, *Leases*. The implementation of this standard establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. The standard requires recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. No restatement of beginning net position was required as a result of the implementation of this new standard.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments. The most sensitive accounting estimates affecting the financial statements are:

> Management's estimate of the employer pension assumption is based on actuarial estimates provided by the Public Employee Retirement System of Idaho (PERSI). We evaluated the key factors and assumptions used to develop the employer pension assumption in determining that it is reasonable in relation to the financial statements taken as a whole.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting VRT's financial statements relate to:

> The disclosure of employer pension assumptions in Note 5 to the financial statements is sensitive as this note supports assumptions made and inputs used to determine the employer pension assumption.
>
> The disclosure of lease-type arrangements in Note 6 to the financial statements is sensitive as this note is the result of the implementation of GASB 87, *Leases*, and includes new and significant disclosure requirements as it pertains to lease agreements entered into by VRT.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. Uncorrected misstatements or matters underlying those uncorrected misstatements could potentially cause future-period financial statements to be materially misstated, even though the uncorrected misstatements are immaterial to the financial statements currently under audit. There were no corrected or uncorrected misstatements identified as a result of our audit procedures.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Circumstances that Affect the Form and Content of the Auditor's Report

For purposes of this letter, professional standards require that we communicate any circumstances that affect the form and content of our auditor's report. We did not identify any circumstances that affect the form and content of the auditor's report.

Representations Requested from Management

We have requested certain written representations from management which are included in the management representation letter dated January 20, 2023.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with VRT, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating conditions affecting the entity, and operating plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as VRT's auditors.

This report is intended solely for the information and use of the Board of Directors, and management of VRT and is not intended to be, and should not be, used by anyone other than these specified parties.

Eide Bailly LLP

Boise, Idaho

Financial Statements
September 30, 2022

Valley Regional Transit

EideBailly

CPAs & BUSINESS ADVISORS

Independent Auditor's Report

To the Board of Directors
Valley Regional Transit
Meridian, Idaho

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of the business-type activities of Valley Regional Transit (VRT) as of and for the year ended September 30, 2022, and the related notes to the financial statements, which collectively comprise VRT's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of VRT as of September 30, 2022, and the respective changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States *(Government Auditing Standards)*. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of VRT and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Adoption of New Accounting Standard

As discussed in Note 1 to the financial statements, VRT has adopted the provisions of Government Accounting Standards Board (GASB) Statement No. 87, *Leases*, for the year ended September 30, 2022. Accordingly, a restatement has been made to the October 01, 2021 balances of capital assets and lease liabilities of VRT. There was no restatement of beginning net position as of October 01, 2021. Our opinions are not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about VRT's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of VRT's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about VRT's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control–related matters that we identified during the audit.

Required Supplementary Information

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

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise VRT's financial statements. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated January 20, 2023 on our consideration of the VRT's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of VRT's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering VRT's internal control over financial reporting and compliance.

Eide Bailly LLP

Boise, Idaho
January 20, 2023

The following provides the readers of Valley Regional Transit's (VRT) financial statements with a narrative overview and analysis of the financial activities of VRT for the fiscal year ended September 30, 2022 (Fiscal Year 2022).

Financial Highlights

- The assets and deferred outflows of financial resources of VRT exceeded its liabilities and deferred inflows of financial resources at September 30, 2022, by $38,037,281.

- Total net position of VRT increased by $3,899,415 while the net investment in capital assets portion of net position increased by $2,948,525. Unrestricted net position increased by $994,179 and restricted net position decreased by $43,289 between the two fiscal years.

- The implementation of Governmental Accounting Standards Board (GASB) 87, *Leases* caused a restatement of the beginning balances of right of use assets and lease liabilities of $3,150,832 and an increase of $1,166,019 in these respective balances for the year ending September 30, 2022.

Overview of the Financial Statements

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

- *Statement of Net Position* presents information on the assets, deferred outflow of resources, liabilities and deferred inflow of resources; with the resultant net difference being reported as net position. Analyzing increases and decreases in net position is one way to measure VRT's overall financial position and may serve as an indicator of whether the financial position of the organization is improving or deteriorating.

- *Statement of Revenues, Expenses, and Change in Net Position* shows how VRT's net position changed during the year. VRT is structured as a single enterprise fund established to operate in a manner similar to private business enterprises where our intent is to provide services to our ridership on a continuing basis in part through user fees. VRT's accounting system functions and reports on an accrual basis of accounting. Accrual accounting dictates that revenues are recognized when earned, not when received, and expenses are recognized when incurred, not when paid. Additionally, all changes in net position are reported as soon as the underlying event occurs, regardless of the timing of related cash flows.

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

Financial Analysis

Statement of Net Position

As previously noted, net position may serve over time as a useful indicator of an entity's financial position. As of September 30, 2022, the net position of Valley Regional Transit was $38,037,281.

	2022	2021*
Assets		
Current assets	$ 6,402,803	$ 6,906,720
Capital and right of use assets	39,321,895	32,877,822
Total assets	45,724,698	39,784,542
Deferred outflow of resources	1,267,385	736,515
Total assets and deferred outflow of resources	$ 46,992,083	$ 40,521,057
Liabilities		
Current liabilities	$ 2,544,303	$ 4,302,568
Long-term liabilities	6,400,630	694,052
Total liabilities	8,944,933	4,996,620
Deferred inflow of resources	9,869	1,386,571
Total liabilites and deferred inflow of resources	8,954,802	6,383,191
Net position		
Investment in capital assets	35,132,295	32,183,770
Restricted	-	43,289
Unrestricted	2,904,986	1,910,807
Total net position	38,037,281	34,137,866
Total liabilities and deferred inflow of resources	$ 46,992,083	$ 40,521,057

*Prior year balances have not been restated for the implementation of GASB Statement No. 87, *Leases*

Current asset balances were $503,917 lower in FY 2022 as compared to the prior fiscal year, a result of the $1,556,681 decrease in federal receivables. Cash, and cash equivalents, increased by $1,073,278 between the two years. Receivables and net pension asset decreased by $1,702,916 and inventories increased by $43,477. The net pension amount changed from being an asset in the prior year, to a liability in the current year. Inventory balances fluctuate based on when inventories are consumed and replaced.

The balance of current liabilities was $1,758,265 higher in FY 2022, as compared to the prior fiscal year. Total working capital (current assets less current liabilities) increased $1,254,348 between the two fiscal years. VRT working capital was $3,858,500 at the end of FY 2022.

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

Capital assets and right of use assets increased by a net amount $6,444,073 after taking into consideration additions related to GASB 87, increases in depreciation/amortization, and certain vehicle and equipment disposals at September 30, 2022.

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

Unrestricted net position, which represents assets that may be used to meet on going obligations to VRT's ridership and creditors, was in a surplus position of $2,904,986 at the end of the fiscal year. Unrestricted net position increased by $994,179, as compared to the prior fiscal year.

Statement of Revenues, Expenses, and Change in Net Position

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

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

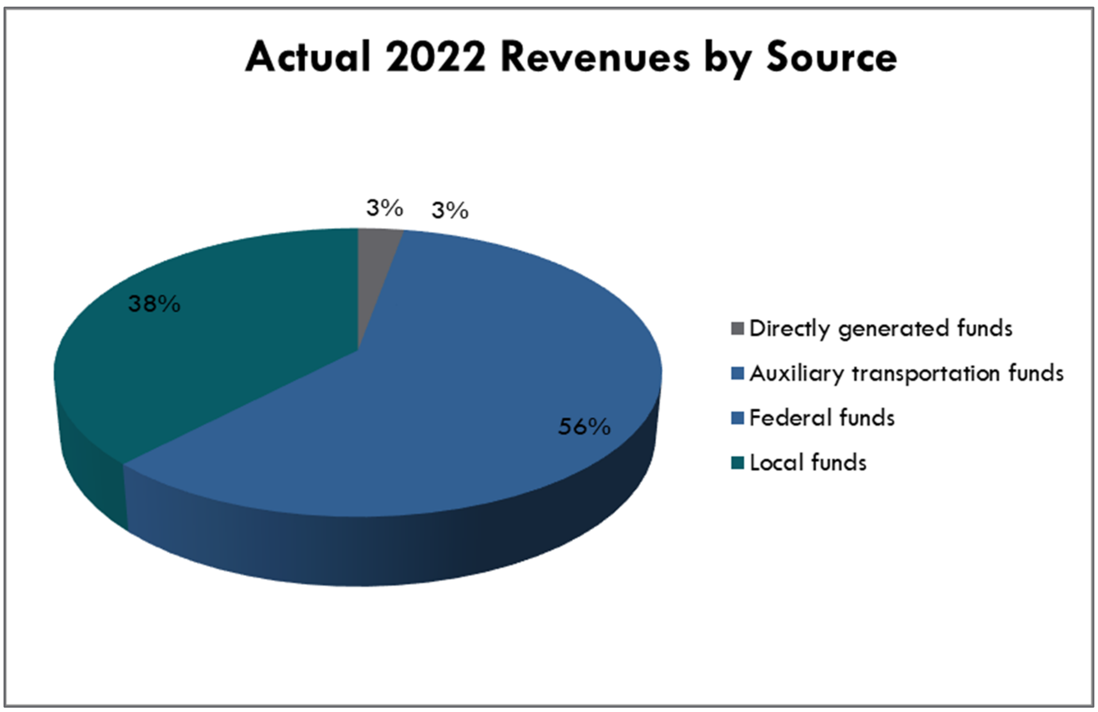
Local revenues are contributions made by each of the members of VRT's supporting regional management as well as service contributions which are intended to fund the operating expenses of the various VRT programs, depending upon the services a member receives.

	2022	2021*
Revenues		
Directly generated funds	$ 796,650	$ 584,234
Auxiliary transportation funds	882,410	780,023
Non transportation funds	133,720	256,896
Federal funds	15,754,273	18,520,900
Local funds	10,583,458	5,239,925
Net gain on sale of capital assets	26,878	18,271
Total revenues	28,177,389	25,400,249
Expenses		
Salaries and fringe benefits	13,279,443	11,439,325
Professional services	2,320,655	1,939,725
Materials and supplies	1,433,837	1,238,518
Utilities	308,985	288,243
Casualty and liability insurance	1,138,169	687,166
Miscellaneous	804,159	1,040,576
Interest expense	116,103	-
Lease and rental	85,326	188,497
Non-capital expenditures	281,553	483,913
Purchased transportation	1,579,298	1,199,511
Depreciation & amortization	2,930,446	2,741,635
Total expenses	24,277,974	21,247,109
Change in Net Position	3,899,415	4,153,140
Beginning Balance Net Position	34,137,866	29,984,726
Ending Balance Net Position	$ 38,037,281	$ 34,137,866

*Prior year balances have not been restated for the implementation of GASB Statement No. 87, *Leases*

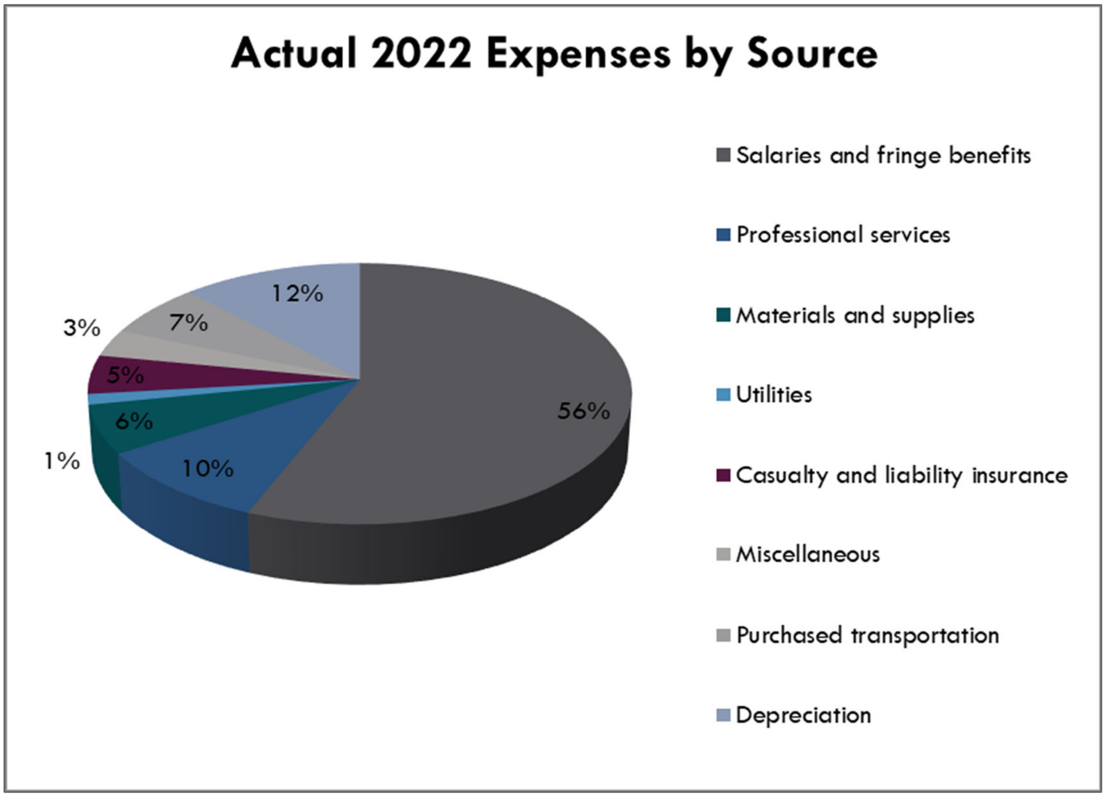
Analysis of Revenues

Total revenues were $28,177,389 and $25,400,249 for FY 2022 and FY 2021, respectively. Total revenues increased $2,777,140 on a net basis, or 10.93%, in comparison to the prior fiscal year. In FY 2022, non-transportation funds decreased $123,176 and federal revenues decreased $2,766,627. These decreases were offset by increases in directly generated revenues of $212,416, auxiliary transportation funds of $102,387 and local funds of $5,343,533. The change in revenues was largely due to the following events: 1) The non-transportation funds decrease was due to the compressed natural gas rebate being recognized as local revenue in FY 2022; 2) federal revenues decreased due to lower FTA grant drawdown activity directly related to COVID-19 federal funding; 3) Directly generated revenues increased due to increased fare sales compared to the previous year; 4) Auxiliary transportation revenues increased due to higher advertising and City Go revenue earned during FY 2022 as compared to the prior fiscal year; 5) Due to the exhaustion of COVID-19 federal funding, more local revenue was recognized in FY 2022 compared to the previous year.



Analysis of Expenses

Total expenses for FY 2022 were $24,277,974 and $21,247,109 for FY 2021. Expenses increased $3,030,865 or 14.26% in comparison to the prior fiscal year largely due to the following events: 1) Salaries and fringe benefits expenditures increased $1,840,118, or 16%. Decreased miscellaneous and non-capital expenses offset increased expenses in salaries and fringe benefits, professional services, materials and supplies, utilities, insurance, miscellaneous, interest and purchased transportation. While these expenses were higher than the previous year, they are below the budgeted amount approved by the Valley Regional Transit Board of Directors.



Capital Asset and Debt Administration

Valley Regional Transit's net investment in capital assets and right of use assets, as of September 30, 2022, was $39,321,895 (net of accumulated depreciation and amortization). This investment in capital assets and right of use assets includes office equipment, building and improvements, vehicles, machinery and equipment, software, land, construction in process and right of use assets related to leases. Additional information can be found in Notes 3 and 6 of the financial statements.

The increase in VRT's net investment in capital assets and right of use assets for the current fiscal year was $2,948,525, or 9.16%. This net increase was the result of construction projects, vehicle and equipment purchases, and leases. The purchase of battery electric buses began in FY 2021 and will continue into FY 2023.

Debt Obligations

As of September 30, 2022, VRT had $4,189,600 in outstanding leases related to the leasing of facilities, batteries for the electric buses, and copiers.

Economic Factors and Next Year's Budgets

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

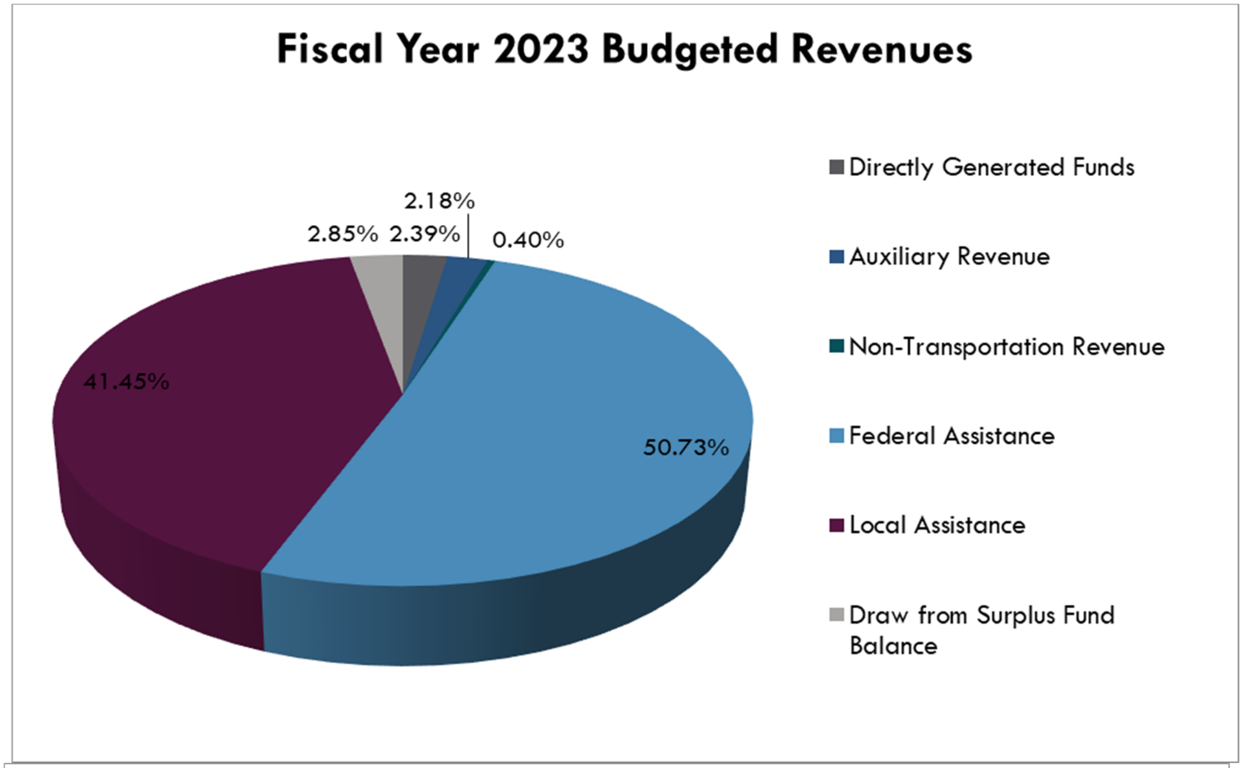
Valley Regional Transit's FY 2023 operating budget increased by $1,302,661, or 5.24%, over the FY 2022 operating budget. The capital budget for FY 2023 decreased by $13,487,790 or -77%, under the FY 2022 capital budget.

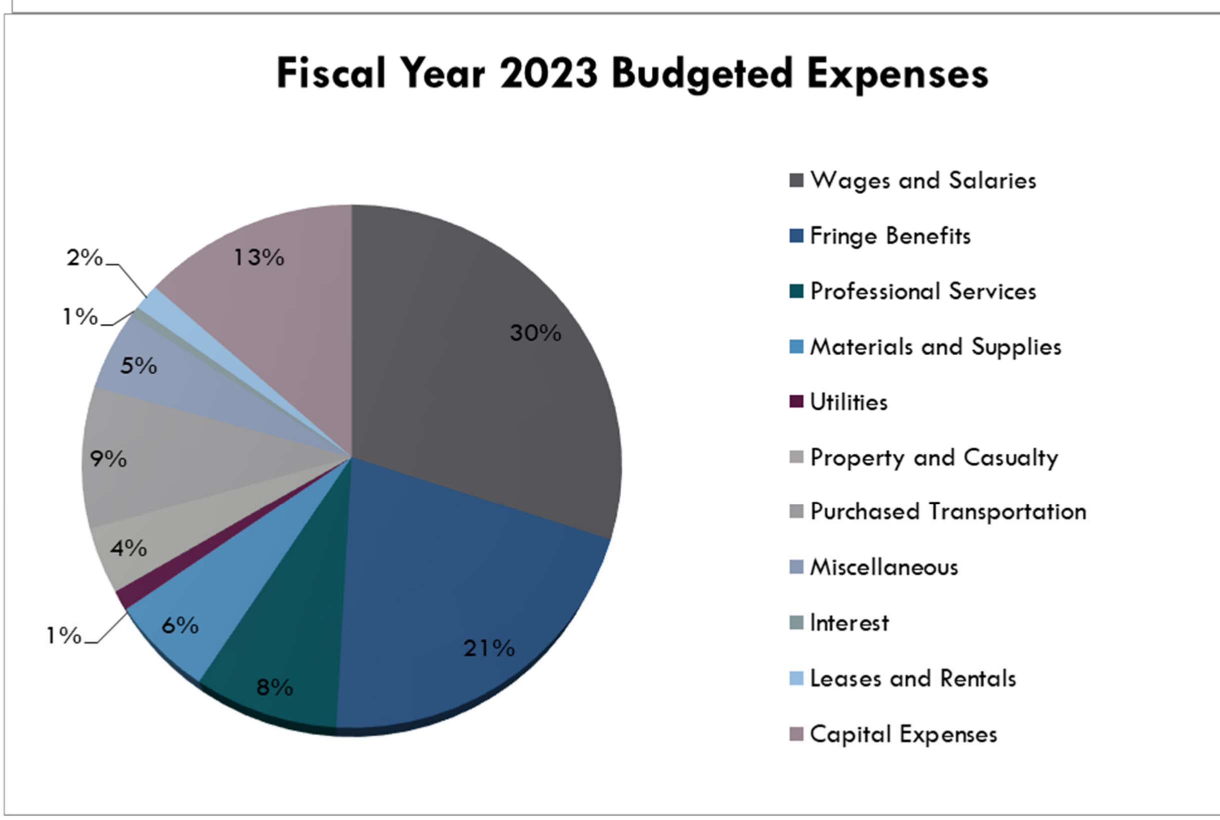
Increased operating budget amounts are due to the following: 1) Wage and salary expenses along with fringe benefit expenses are budgeted higher across all divisions with the most significant increases in the Ada and Canyon County systems; 2) Budget increases in material and supplies, utilities, purchased transportation, interest and leases and rentals are offset by budget reductions in insurance and miscellaneous expenses.

Decreases in capital budget amounts are due to the anticipated completion of vehicle purchases and anticipated capital budget carryforwards from FY 2022 to the FY 2023 amended budget.

The Fiscal Year 2023 operating budget is $26,165,102 whereas the capital budget is $4,048,833.

The following charts show the composition of anticipated revenues and expenses within the 2023 budget.





Fiscal Year 2023 budget issues include:

- A dedicated VRT funding source has not yet been established. Therefore, the Fiscal Year 2023 budget was built upon member contributions, directly generated funds, auxiliary funds, and federal assistance.

- VRT conducted an analysis of capital needs based on the adopted Transit Asset Management (TAM) policy and plan adopted in FY 2020. This new process will lead to higher investments over the next five years as a strategy to improve the overall condition rating of VRT’s assets.

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

Valley Regional Transit

Statement of Net Position

September 30, 2022

Assets	
Cash	$ 2,660,251
Accounts receivable	
Federal receivables	3,106,497
Prepaid expenses	122,985
Inventories	513,070
Net pension asset	
Capital assets, net	35,234,045
Right of use assets, net	4,087,850
Total assets	45,724,698
Deferred Outflows of Resources	
Pension	1,267,385
Liabilities and Net Position	
Liabilities	
Accounts payable and other accrued expenses	1,550,028
Accrued payroll and benefits	614,046
Advanced revenue	380,229
Lease liability	4,189,600
Net pension liability	2,211,030
Total liabilities	8,944,933
Deferred Inflows of Resources	
Pension	9,869
Net Position	
Investment in capital assets, net	35,132,295
Unrestricted	2,904,986
Total net position	$ 38,037,281

Valley Regional Transit

Statement of Revenues, Expenses and Change in Net Position

Year Ended September 30, 2022

Operating Revenues	
Directly generated funds	$ 796,650
Auxiliary transportation funds	882,410
Federal funds	10,880,290
Local funds	9,413,556
Total operating revenues	21,972,906
Operating Expenses	
Salaries and fringe benefits	13,279,443
Professional services	2,320,655
Materials and supplies	1,433,837
Utilities	308,985
Casualty and liability insurance	1,138,169
Miscellaneous	804,159
Lease and rental	85,326
Non-capital expenditures	281,553
Purchased transportation	1,579,298
Depreciation & amortization	2,930,446
Total operating expenses	24,161,871
Operating Loss	(2,188,965)
Nonoperating Revenue and (Expense)	
Other income	133,720
Net gain on sale of capital assets	26,878
Interest expense	(116,103)
Total nonoperating revenue, net	44,495
Loss Before Capital Grants	(2,144,470)
Capital Grants	
Federal capital grants	4,873,983
Local capital grants	1,169,902
Total capital grants	6,043,885
Change in Net Position	3,899,415
Net Position, Beginning of Year	34,137,866
Net Position, End of Year	$ 38,037,281

See Notes to Financial Statements

Valley Regional Transit
Statement of Cash Flows
Year Ended September 30, 2022

Operating Activities	
Receipts from customers and users	$ 1,898,403
Receipts from federal government	12,436,971
Receipts from local government	9,151,216
Payments to suppliers	(11,449,000)
Payments to employees	(12,936,954)
Net Cash used for Operating Activities	(899,364)
Investing Activities	
Capital and Related Financing Activities	
Interest paid	(116,103)
Receipts of capital grants	6,043,885
Purchase of capital assets	(3,854,766)
Payments on lease agreements	(127,252)
Proceeds from sale of capital assets	26,878
Net Cash from Capital and Related Financing Activities	1,972,642
Net Change in Cash	1,073,278
Cash, Beginning of Year	1,586,973
Cash, End of Year	$ 2,660,251
Reconciliation of Operating Loss to Net Cash used for Operating Activities	
Operating loss	$ (2,188,965)
Adjustment to reconcile operating loss to net cash used for operating activities	
Depreciation and amortization	2,930,446
Other miscellaneous receipts	133,720
GASB 68 actuarial pension expense offset	303,458
Changes in assets and liabilities	
Accounts receivable	1,702,916
Inventories	(43,477)
Prepaid expenses	(82,244)
Accounts payable	(3,371,297)
Accrued expenses	(4,258)
Unearned revenue	(279,663)
Net Cash used for Operating Activities	$ (899,364)
Supplemental Disclosure of Non-cash Investing Financing Activities	
Property and equipment purchases included in accounts payable	$ 1,896,953
Property and equipment purchases financed through lease arrangements	$ 1,166,019

Note 1 - Summary of Significant Accounting Policies

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

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

Reporting Entity

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

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

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

Measurement Focus, Basis of Accounting and Financial Statement Presentation

VRT is accounted for and reported as a proprietary-type enterprise fund, using the economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recognized when they are earned, and expenses are recognized when they are incurred, regardless of the timing of cash flows. The statement of net position and the statement of revenues, expenses, and change in net position display information about VRT. These statements include the financial activity of the overall reporting entity. These statements report all activities of VRT as a business type activity. Operations are financed from federal grant monies, local contributions, advertising and fares.

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

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

Accounts Receivable

Receivables are due from city and federal governments for capital commitment contributions and federal grants. Based on experience, no allowance for uncollectible accounts has been established as of September 30, 2022. It is remotely possible that this estimate will change in the near future of the date of the financial statements.

Prepaids

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

Inventories

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

Capital Assets

The policy of VRT is to capitalize all property, such as land, buildings, and equipment with a cost equal to or greater than $5,000, and a useful life of one or more years. All capital assets are valued at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation. The cost of normal maintenance and repairs that does not add to the value of the asset or materially extend an asset's life is not capitalized. Assets, like bus shelters, that have a higher chance of being damaged, moved, and vandalized will not be considered for capitalization. Other items not considered for capitalization include items that are consumed, used-up, or worn-out in one year or less.

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

The estimated useful lives of fixed assets are as follows:

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

Leases

As a lessee, VRT recognizes a lease liability and a right to use lease asset at the commencement of the lease term, unless the lease is a short-term lease, or it transfers ownership of the underlying asset. The lease liability is measured at the present value of payments expected to be made during the lease term (less any lease incentives received). The lease asset is measured at the amount of the initial measurement of the lease liability, plus any payments made to the lessor at or before the commencement of the lease term and certain direct costs.

Pensions

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

Deferred Outflows/Inflows of Resources

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

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

Accrued Payroll and Benefits

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

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

Advanced Revenue

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

Net Position

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

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

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

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

Risk Management

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

Use of Estimates

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

Implementation of GASB Statement No. 87

As of October 1, 2021, VRT adopted GASB Statement No. 87, *Lease Accounting.* The objective of this Statement is to establish a single model for lease accounting based on the foundation principle that leases are financings of the right to use an underlying asset. The standard requires recognition of certain right to use leased assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. As a result of implementing this standard, VRT recognized right to use leased assets and lease liability of $3,150,832 each as of October 31, 2021, which included $694,052 reclassified from vehicles. As a result of these adjustments there was no effect on beginning net position. The additional disclosure required by this standard is included in Note 6 - Lease Commitments.

Note 2 - Cash and Cash Equivalents

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

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

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

Total cash in bank	$ 2,749,785
Portion insured by FDIC	(250,000)
Uninsured and uncollateralized cash	$ 2,499,785

Note 3 - Capital Assets

The following presents capital asset activity for the year ended September 30, 2022:

	Restated Balance October 1, 2021	Additions	Deletions	Transfers	Balance September 30, 2022
Non-depreciable					
Construction in process	$ 2,319,560	$ 5,718,885	$ -	$ (2,703,486)	$ 5,334,959
Land	1,210,000	-	-	-	1,210,000
Depreciable					
Office equipment	786,141	7,483	-	-	793,624
Software	2,373,523	-	-	-	2,373,523
Machinery and equipment	1,443,195	24,314	-	1,314	1,468,823
Vehicles	23,050,655	1,038	(187,138)	2,565,523	25,430,078
Building and improvements	29,265,051	-	(385,422)	136,649	29,016,278
Total capital assets	60,448,125	5,751,720	(572,560)	-	65,627,285
Accumulated depreciation	(28,264,355)	(2,701,445)	572,560	-	(30,393,240)
Net capital assets	$ 32,183,770	$ 3,050,275	$ -	$ -	$ 35,234,045

Note 4 - Defined Contribution Plan

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

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

TMCC provides for a non-discretionary 401(k) contribution of 3% of eligible compensation to TMCC eligible employees.

During the year ended September 30, 2022, VRT reimbursed TMAC and TMCC for contributions of $405,691 to the plans that are managed by Quorum Financial.

Note 5 - Defined Benefit Pension Plan

Plan Description

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

Pension Benefits

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

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

Member and Employer Contributions

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

The contribution rates for employees are set by statute at 60% of the employer rate for general employees. As of June 30, 2022, it was 7.16% for general employees. The employer contribution rate as a percent of covered payroll is set by the Retirement Board and was 11.94% for general employees as of June 30, 2022. VRT's contributions were $267,743 for the year ended September 30, 2022.

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

At September 30, 2022, VRT reported a liability for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2022, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. VRT's proportion of the net pension liability was based on VRT's share of contributions in the Base Plan pension plan relative to the total contributions of all participating PERSI Base Plan employers. At June 30, 2022, VRT's proportion was 0.0005613520 percent, an increase from the 2021 proportion of 0.0005481181.

For the year ended September 30, 2022, VRT recognized pension expense of $614,491. At September 30, 2022, VRT reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ 243,133	$ 9,869
Changes in assumptions or other inputs	360,464	-
Net difference between projected and actual earnings on pension plan investments	508,732	-
Changes in the employer's proportion and differences between the employer's contributions and the employer's proportionate contributions	92,889	-
VRT's contributions subsequent to the measurement date	62,167	-
Total	$ 1,267,385	$ 9,869

The $62,167 reported as deferred outflows of resources related to pensions resulting from employer contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ending September 30, 2023.

The amortization period is based on the remaining expected service lives of all employees that are provided with pensions through the System determined at the beginning of the measurement period. The amortization of the net difference between projected and actual investment earnings on pension plan investments is amortized over a closed 5-year period inclusive of this fiscal year. The amortization period was calculated at 4.6 at the beginning of the measurement period ended June 30, 2022.

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

Years Ending September 30,	
2023	$ 305,735
2024	319,618
2025	147,289
2026	422,707
	$ 1,195,349

Actuarial Assumptions

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

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

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

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

Contributing Members, Service Retirement Members, and Beneficiaries

General Employees and All Beneficiaries - Males	Pub-2010 General Tables, increased 11%.
General Employees and All Beneficiaries - Females	Pub-2010 General Tables, increased 21%.
Disabled Members - Males	Pub-2010 Disabled Tables, increased 38%.
Disabled Members - Females	Pub-2010 Disabled Tables, increased 36%.

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

Even though history provides a valuable perspective for setting the investment return assumption, the System relies primarily on an approach which builds upon the latest capital market assumptions. The assumptions and the System's formal policy for asset allocation are shown below. The formal asset allocation policy is somewhat more conservative than the current allocation of PERSI's assets. The best-estimate range for the long-term expected rate of return is determined by adding expected inflation to expected long-term real returns and reflecting expected volatility and correlation.

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Cash	0%	0.00%
Large Cap	18%	4.50%
Small/Mid Cap	11%	4.70%
International Equity	15%	4.50%
Emerging Markets Equity	10%	4.90%
Domestic Fixed	20%	-0.25%
TIPS	10%	-0.30%
Real Estate	8%	3.75%
Private Equity	8%	6.00%

Discount Rate

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

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

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

	1% Decrease (5.35%)	Current Discount Rate (6.35%)	1% Increase (7.35%)
Employer's proportionate share of the net pension net pension liability	$ 3,902,251	$ 2,211,030	$ 826,809

Pension Plan Fiduciary Net Position

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

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

Payables to the Pension Plan

At September 30, 2022, VRT had reported payables to the defined benefit pension plan of $5,218 for legally required employer contributions, $3,129 for legally required employee contributions, and $1,398 for the PERSI Choice 401(k) of which had been withheld from employee wages but not yet remitted to PERSI.

Defined Contribution – PERSI Choice 401(k)

Employees of VRT participating in the PERSI Base Plan may enroll in the PERSI Choice 401(k) defined contribution retirement savings plan available to active members. Participation is voluntary. The PERSI Choice 401(k) is intended to be a government plan within the meaning of Code Section 414 (d) and within the meaning of section 3(32) of the Employee Retirement Income Security Act (ERISA) and as such, is exempt from provisions of Title I ERISA. VRT does not match participants' contributions in the PERSI Choice 401(k). A participant shall be 100% vested in their individual account at all times. The authority of the benefit and contribution terms are established and amended by the PERSI Board. VRT recognized $80,174 of contributions to the PERSI Choice 401(k) as benefits expense during the year ended September 30, 2022.

Note 6 - Lease Commitments

Orchard Facility:
In October 2015, VRT entered into a lease agreement for the use of a vehicle maintenance facility. Previously this lease agreement was recognized as an operating-type lease arrangement, however during the current fiscal year the agreement was recorded as a right of use asset, as a direct result of the implementation of GASB Statement No. 87. A right of use asset in the amount of $2,456,780 was recognized, with an annual interest rate of 3.00%. Annual payments for both principal and interest are approximately $149,928. The agreement expires September 30, 2045.

Bus Battery Leases:
In 2021, VRT entered into a lease agreement with Proterra for the purpose of leasing batteries for electric buses. The first set of agreements commenced on September 1, 2021 with monthly principal and interest payments totaling approximately $5,833, bearing an interest rate of 3.27%. This agreement expires on August 31, 2033. A second lease agreement with Proterra was executed October 1, 2021 for additional batteries, with monthly payments of approximately $5,833 (includes both principal and interest), bearing an interest rate of 3.27%. This lease agreement is scheduled to expire September 30, 2033. A third battery lease agreement was executed on

August 1, 2022 with a monthly payment for both principal and interest of $2,917 that will expire on July 31, 2034. This agreement also bears an interest rate of 3.27%. Right of use assets for the batteries totaled $1,735,130 as of September 30, 2022.

Subsequent to year end, a battery lease for one bus commenced in November 2022 and another began in December 2022, each having a monthly payment of approximately $2,917. VRT expects the commencement of five additional battery leases to occur in 2023 with total monthly payments of $14,583.

Bikeshare Facility:
VRT entered a lease agreement effective September 1, 2022, for the use of a facility in the operations of the Boise Bike Share Program. The lease is a 37-month lease with monthly payments for principal and interest of approximately $3,100. The agreement bears an interest rate of 4.25%. A right of use asset in the amount of $104,788 was recognized during the year ended September 30, 2022. The use of the facility has been expanded to include use by the Programs and Supports division of VRT.

Copiers:
Beginning July 2022, VRT entered into a 36-month lease agreement for copiers with a monthly payment (including both principal and interest) of approximately $589. The agreement bears an interest rate of 3.35%. A right of use asset in the amount of $20,153 was recognized during the year ended September 30, 2022.

Below summarizes the changes in right to use assets and the related accumulated amortization for the year ended September 30, 2022:

Right of Use Asset	Restated Balance as of October 1, 2021	Additions	Deletions	Balance as of September 30, 2022
Orchard Facility	$ 2,456,780	$ -	$ -	$ 2,456,780
Bus Battery Leases	694,052	1,041,078	-	1,735,130
Bikeshare Facility	-	104,788	-	104,788
Copiers	-	20,153	-	20,153
	$ 3,150,832	$ 1,166,019	$ -	$ 4,316,851

Accumulated Amortization	Restated Balance as of October 1, 2021	Additions	Deletions	Balance as of September 30, 2022
Orchard Facility	$ -	$ (102,366)	$ -	$ (102,366)
Bus Battery Leases	-	(122,124)	-	(122,124)
Bikeshare Facility	-	(2,832)	-	(2,832)
Copiers	-	(1,679)	-	(1,679)
	$ -	$ (229,001)	$ -	(229,001)
Total right of use assets, net				$ 4,087,850

Below summarizes the changes in lease liability amounts for the year ended September 30, 2022:

Lease Liability	Restated Balance as of October 1, 2021	Additions	Deletions	Balance as of September 30, 2022
Orchard Facility	$ 2,456,780	$ -	$ (31,245)	$ 2,425,535
Bus Battery Leases	694,052	1,041,078	(91,875)	1,643,255
Bikeshare Facility	-	104,788	(2,529)	102,259
Copiers	-	20,153	(1,602)	18,551
	$ 3,150,832	$ 1,166,019	$ (127,251)	$ 4,189,600

Future payments on the lease agreements are as follows:

Fiscal Years Ending September 30,	Principal	Interest	Total
2023	$ 196,091	$ 128,436	$ 324,527
2024	208,543	121,614	330,157
2025	217,313	114,402	331,715
2026	184,909	107,730	292,639
2027	194,487	101,681	296,168
Thereafter	3,188,257	824,771	4,013,028
	$ 4,189,600	$ 1,398,634	$ 5,588,234

Note 7 - Concentrations

Approximately 56% of VRT’s total revenue for the year ended September 30, 2022, was derived from contracts with the federal government, and 76% of the local revenue came from the City of Boise.

Note 8 - Self-Insurance

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

At September 30, 2022, VRT has reported a liability of $103,815 which represents amounts payable by VRT towards the employee’s deductible for claims incurred as of the end of the year but not paid by VRT as of that date.

Note 9 - Related Party

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

Required Supplementary Information
September 30, 2022

Valley Regional Transit

Valley Regional Transit

Schedule of Employer's Share of Net Pension Liability (Asset) and Employer Contributions
Year Ended September 30, 2022

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

	2015	2016	2017	2018	2019	2020	2021	2022
Employer's portion of the net pension liability	0.000439740	0.000443322	0.000445219	0.000438584	0.00045406	0.000504707	0.0005481181	0.0005613520
Employer's proportionate share of the net pension liability (asset)	$ 579,066	$ 898,682	$ 699,808	$ 646,919	$ 518,297	$ 1,171,996	$ (43,289)	$ 2,211,030
Employer's covered payroll	$ 1,231,700	$ 1,296,576	$ 1,425,209	$ 1,411,082	$ 1,542,171	$ 1,800,522	$ 2,045,507	$ 2,213,664
Employer's proportional share of the net pension liability as a percentage of its covered payroll	47.01%	69.31%	49.10%	45.85%	33.61%	65.09%	-2.12%	99.88%
Plan fiduciary net position as a percentage of the total pension liability	91.38%	87.26%	90.68%	91.69%	93.79%	88.22%	100.36%	83.09%

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

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

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

	2015	2016	2017	2018	2019	2020	2021	2022
Statutorily required contribution	$ 138,531	$ 152,675	$ 150,283	$ 162,701	$ 182,493	$ 219,740	$ 251,757	$ 267,743
Contributions in relation to the statutorily required contribution	$ (140,279)	$ (150,744)	$ (145,075)	$ (170,757)	$ (189,393)	$ (233,612)	$ (276,205)	$ (250,533)
Contribution (deficiency) excess	$ 1,748	$ (1,931)	$ (5,208)	$ 8,056	$ 6,899	$ 13,872	$ 24,447	$ (17,210)
Employer's covered payroll	$ 1,223,775	$ 1,348,714	$ 1,350,824	$ 1,437,288	$ 1,594,325	$ 1,840,370	$ 2,108,521	$ 2,242,401
Contributions as a percentage of covered payroll	11.46%	11.18%	10.74%	11.88%	11.88%	12.69%	13.10%	11.17%

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

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

Federal Awards Reports in Accordance with the Uniform Guidance

September 30, 2022

Valley Regional Transit

Valley Regional Transit
Schedule of Expenditures of Federal Awards
Year Ended September 30, 2022

Federal/Grantor/Pass-Through Grantor/Program or Cluster Title	Federal Financial Assistance Listing Number	Pass-Through Number	Expenditures	Amounts Passed-Through to Subrecipients
U.S. Department of Transportation				
Federal Transit Cluster				
Federal Transit Formula Grants	20.507	N/A	$ 7,725,891	$ 284,948
COVID-19 - Federal Transit Formula Grants	20.507	N/A	6,490,711	8,016
Buses and Bus Facilities Formula, Competitive, and Low or No Emissions Programs	20.526	N/A	1,928,892	-
Total Federal Transit Cluster			16,145,494	292,964
Transit Services Programs Cluster				
Enhanced Mobility of Seniors and Individuals with Disabilities	20.513	N/A	800,925	-
Passed Through from Idaho Department of Transportation				
Highway Planning and Construction Cluster				
Highway Planning and Construction	20.205	Not Available	206,493	-
Total U.S. Department of Transportation			$ 17,152,912	$ 292,964

See Notes to Schedule of Expenditures of Federal Awards

Note 1 - Basis of Presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal grant activity of Valley Regional Transit (VRT) under programs of the federal government for the year ended September 30, 2022. The information is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of VRT, it is not intended to and does not present the financial position, changes in net position, or cash flows of VRT.

Note 2 - Summary of Significant Accounting Policies

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

Note 3 - Indirect Cost Rate

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

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

To the Board of Directors
Valley Regional Transit
Meridian, Idaho

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Valley Regional Transit (VRT), as of and for the year ended September 30, 2022, and the related notes to the financial statements, which collectively comprise VRT's basic financial statements and have issued our report thereon dated January 20, 2023.

Report on Internal Control over Financial Reporting

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

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

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

Report on Compliance and Other Matters

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

Purpose of this Report

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

Eide Bailly LLP

Boise, Idaho
January 20, 2023

CPAs & BUSINESS ADVISORS

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

The Board of Directors
Valley Regional Transit
Meridian, Idaho

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Valley Regional Transit's (VRT) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of VRT's major federal programs for the year ended September 30, 2022. VRT's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, VRT complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2022.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of VRT and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of VRT's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to VRT's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on VRT's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about VRT's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding VRT's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of VRT's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of VRT's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

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

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

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

Eide Bailly LLP

Boise, Idaho
January 20, 2023

Section I – Summary of Auditor's Results

FINANCIAL STATEMENTS

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

FEDERAL AWARDS

Internal control over major program:	
Material weaknesses identified	No
Significant deficiencies identified not considered to be material weaknesses	None Reported
Type of auditor's report issued on compliance for major programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with Uniform Guidance 2 CFR 200.516 (a):	No

Identification of major programs:

Name of Federal Program	Federal Financial Assistance Listing
Federal Transit Cluster	
Federal Transit - Formula Grants (Urbanized Area Formula Program)	20.507
Bus and Bus Facilities Formula Discrectionary Programs (Bus Program)	20.526
Transit Services Programs Cluster	
Enhanced Mobility of Seniors and Individuals with Disabilities	20.513

Dollar threshold used to distinguish between type A and type B programs:	$750,000
Auditee qualified as low-risk auditee?	No

Section II – Financial Statement Findings

None reported

Section III – Federal Award Findings and Questioned Costs

None reported

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TOPIC	FY2022 Specialized Transportation Analysis Update
DATE	January 18, 2023
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

This is an action item. Staff requests the Executive Board and the Regional Advisory Council provide a recommendation to forward the final draft to the Valley Regional Transit (VRT) Board of Directors in April 2023. A link to the final draft can be found here: Specialized-Transit-Analysis-FY2022-Update-Final.pdf (valleyregionaltransit.org)

Summary

VRT staff updated the Specialized Transportation Analysis, originally completed at the end of fiscal year 2019. The update provides information following fiscal year 2022 data. The updated analysis was presented to the Beyond ADA On-Demand Project steering committee and the Regional Advisory Council with no suggested edits or changes.

Staff worked over the last three years to work on the recommendations from the fiscal year 2019 analysis. The following recommendations have been addressed:

- Using the data from the analysis, VRT is working with a steering committee to define a solution to support future growth that should build accessible capacity in the region
- A standard report format was created for Acquisition of Service providers that has made performance reporting consistent and timely
- VRT hired a community engagement manager who has been working on tactics to grow VRT programs, including all specialized transportation services
- A standard invoice was implemented for Acquisition of Service providers that created a process to submit invoices, with timely reimbursements
- All Acquisition of Service providers are being reimbursed by revenue hour for consistency
- Procedures were implemented to monitor Acquisition of Service provider reimbursements to ensure budget compliance
- A project team was created to document processes completed by all departments within VRT for all Specialized Transportation services

There were findings in the fiscal year 2019 analysis that are not currently an issue following the pandemic that started in March of 2020:

- Denials and long lead-times for trip requests declined due to decline in ridership
- Volunteer driver program ridership no longer fluctuates based on service providers capacity, as overall ridership has declined

Listed below are the findings following the update in fiscal year 2022:

- Need to research and implement sustainable funding mechanisms for services to meet the demand

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- Develop a plan for building on efficiencies that have been achieved and decrease overall cost-per-ride for the services
- Decrease VRT's risk for the shared vehicle pool having a vehicle insurance claim that is high or "out of the ordinary" to retain the current low-cost policy currently in place

Next steps:

VRT will continue to meet with the Beyond ADA On-Demand Project steering committee to better understand the desirability, feasibility, and viability of a final solution for Specialized Transportation services. The final solution seeks to:

- Deliver transportation to underserved geographies and underserved populations and connect them to essential services
- Improve cost effectiveness and efficiency of existing specialized transportation services without loss of access and quality to current customers
- Expand capacity for communities to reach urban fixed-route services
- Expand access to real time scheduling for more populations in the region

VRT has begun meeting with service providers and customer groups. Targeted questions will gather data from both groups to ensure VRT has all needed information to ensure that accessible capacity will be created through an efficient and coordinated on-demand solution. The solution will be designed to expand geographic reach and open up new markets for transit in rural, suburban and urban communities where traditional ADA and fixed routes services are limited.

Implication (policy and/or financial)

Following planned engagement, VRT will determine the most desirable, feasible and viable solutions for achieving the desired outcomes. The final solution will include a finance and implementation plan.

The finance plan will include an operational budget and revenue plan. VRT will reach out to community leaders throughout the region with the final solution to determine buy-in and funding support.

The implementation plan will include a phasing schedule, key milestones, and a schedule to achieve targets. Roles and responsibilities will be included for success as well.

More Information

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

TOPIC	VRT Priorities for Ada County Highway District (ACHD) Integrated 5-Year Work Plan (IFYWP)
DATE	February 6, 2023
STAFF MEMBER	Stephen Hunt

Staff Recommendation/Request

Action item: Staff will present prioritization list and prioritization methods and request the executive board approve the list so it can be sent to ACHD for consideration in their IFYWP update.

Highlights

- December
  - ACHD held a IFYWP kick off meeting with stakeholders
  - ACHD provided stakeholders public comments received during their outreach
- January
  - VRT reviewed public comments and VRT's 2021 priorities and ACHD actions
  - VRT provided draft priorities to RAC for comment
- February
  - VRT provided draft priorities for executive board consideration

Summary:

Each year the ACHD invites agencies, jurisdictions and stakeholders across the county to identify their priority projects within the ACHD integrated five-year work program. These local priorities are used to help determine how the projects in the ACHD Integrated 5-Year Work Program are prioritized.

ACHD requires agencies and jurisdictions to submit their prioritization lists through their governing bodies. VRT staff reviewed previous priorities, public comments received through ACHD and solicited input from the Regional Advisory Committee (RAC). Projects that would enhance transit access to higher ridership corridors or corridors with significant non-motorize barriers were prioritized above projects that supported lower ridership corridors or that did not address significant barriers.

This year's project prioritization consolidated several State Street projects into a single effort to identify a coordinated funding plan for the rest of the State Street project elements between Glenwood and 27th Street. The current prioritized list also includes projects from our 2021 priority list that were not prioritized along with several new projects along important transit corridors that were identified through ACHD's enhanced public outreach process.

Next Steps:

- February
  - VRT Executive Board considers priority list
  - VRT staff will send priorities to ACHD for consideration

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Implication (policy and/or financial)

By participating in this process VRT and ACHD are better able to coordinate investments that improve transportation access and safety.

Attachments:
VRT Priorities for ACHD 2024-2028 IFYWP List

More Information

For detailed information contact: Stephen Hunt, Chief Development Officer, 208-258-2701, shun@valleyregionaltransit.org.

Valley Regional Transit (VRT) 2023 Prioritization Requests

2023 Priority Ranking	2021 Rank	Agency Project Name	Agency Project Description	ACHD Response	ACHD Implementation Project Name
Roads & Intersections					
1	N/A	State Street Corridor Funding Plan	State Street from Glenwood to 23rd - develop a coordinated funding plan and preliminary design for completing State Street build-out including multi-use path, 6th & 7th lane as envisioned in the State Street Transit and Traffic Operations Plan and reimagined in the State Street Transit Operational Analysis. This request replaces support for State Street projects along State Street, i.e. Bogart Intersection, Glenwood Intersection, Glenwood to Pierce Park, Pierce Park to Collister, Collister to 36th, and 36th to 27th. (Route 9)		
2	10	Fairview Ave Cooridor Development	Improve bicycle, pedestiran and transit amenities along Fairview Ave between Records Ave and Orchard. This would include completing pedestrian amenities between Milwaukee and Records and may include transit signal priority and other access management treatments. VRT will be initiating a study to review transit stops and amenities along Fairview and opporutnities for further transit expansion (route 7A, 7B)	To be evaluated and prioritized for possible inclusion into future IFYWP updates.	*N/A*
3	12	Pedestrian facilities on Emerald 1	Sidewalk on Emerald, northside between Marcus and Baker. Consider detached sidewalk or otherwise match land-use jurisdiction vision for pedestrian facility. (Route 5)	To be evaluated and prioritized for possible inclusion into future IFYWP updates.	*Emerald St, Curtis Rd / Phillippi St*
4	13	Pedestrian facilities on Emerald 2	Sidewalk on Emerald, southside at least to Camelot. Consider detached sidewalk with bus landing pad or otherwise match land-use jurisdiction vision for pedestrian facility. (Route 5)	To be evaluated and prioritized for possible inclusion into future IFYWP updates.	*Emerald St, Cole Rd / Camelot Dr*
5	14	Lincoln Ave & Belmont St Pedestrian Crossing	The Lincoln Avenue and Belmont Street intersection is adjacent to a parking structure and student housing. As such, it has high volumes of automobiles and pedestrians. This project is to create a raised pedestrian crossing on the south leg of the intersection, with center refuge and RRFB. (Route 1, 29, 40, 43, 45)	To be evaluated and prioritized for possible inclusion into future IFYWP updates.	*Lincoln Ave and Belmont St Pedestrian Crossing*
6	15	Beacon St & Grant Ave Pedestrian Crossing	Additional pedestrian crossing improvements along Beacon and protected bike lane. (Route 1, 29, 40, 43, 45)	To be evaluated and prioritized for possible inclusion into future IFYWP updates.	*Beacon St and Grant Ave Pedestrian Crossing*
7	N/A	Orchard St, Morris Hill Rd/Emerald St	Sidewalks and pedestrian amenities are needed along this stretch. Lack of pedestrian facilities makes travel difficult for people using transit or other non-motorized means of travel. (route 5, 6)		
8	N/A	Fairview Ave, Maple Grove Rd/Milwaukee	Need consistent sidewalks to facilitate connections between transit stops and destinations around the intersection. (route 7A, 7B, 45)		
9	19	Pedestrian facilities on Maple Grove	Sidewalk on Maple Grove between Edna and Cory Ln. Consider detached sidewalk with bus landing pad or otherwise match land-use jurisdiction vision for pedestrian facility. (Route 12)	To be evaluated and prioritized for possible inclusion into future IFYWP updates.	*Maple Grove Rd, Cory Ln / Ustick Rd*
10	20	Pedestrian facilities on Goddard	Sidewalk on Goddard between Glenwood and Milwaukee (Route 12) sidewalk on one side only currently should be improved with the City of Boise linear park planned along Goddard.	To be evaluated and prioritized for possible inclusion into future IFYWP updates.	*Goddard Rd, Glenwood St / Milwaukee St*
11	N/A	Overland Rd, Orchard St / Roosevelt St Pedestrian Improvements	Sidewalk on Southside of Overland. (route 29)		
12	22	33rd and Chinden Enhanced Pedestrian Crossing	Enhanced pedestrian crossing at 33rd to facilitate access to bus stop on Chinden (Route 8X)	To be evaluated and prioritized for possible inclusion into future IFYWP updates.	*US 20/26 (Chinden Blvd) and 33rd St Pedestrian Crossing*
13	24	Pedestrain facilities on Overland	Sidewalk on Overland between Ten Mile and Linder. Consider detached sidewalk with bus landing pad or otherwise match land-use jurisdiction vision for pedestrian facility. (Route 40, 42)	To be evaluated and prioritized for possible inclusion into future IFYWP updates.	*Overland Rd, Ten Mile Rd / Linder Rd Pedestrian Facilities*
14	26	Pedestrian facilities on Franklin	Sidewalk on Franklin between Allumbaugh and Cole. Consider detached sidewalk or otherwise match land-use jurisdiction vision for pedestrian facility. (Route 28)	Project programmed to be designed in 2026.	*West Bench Improvements B: Franklin Rd, Milwaukee St / Liberty St*
15	25	Pedestrian facilities on W Hill Rd 1	Sidewalk on northside of W Hill Rd between W Castle Dr and Collister (Route 10). Consider detached sidewalk with bus landing pad or otherwise match land-use jurisdiction vision for pedestrian facility.	To be evaluated and prioritized for possible inclusion into future IFYWP updates.	*Hill Rd, Castle Rd / Collister Dr*
Community Programs					
1	12	Pedestrian facilities on University Dr	Bicycle, Pedestrian and transit facility improvements on University Dr from Brady St to Lincoln Ave. Improvements will reduce conflict between pedestrians, cyclsist and transit services (Routes 29, Bronco Shuttles)	To be evaluated and prioritized for possible inclusion into future IFYWP updates.	*University Dr, Brady St / Chrisway Dr*
2	N/A	32nd St, State St / Sunset Ave Pedestrian Improvements	Sidewalks on 32nd from State to Sunset Ave (Route 9)		
3	N/A	Ellens Ferry Dr, Johns Landing Way/ State St Pedestrian Facilities	Complete sidewalks on Ellens Ferry from Johns Landing to State (Route 9, 10)		

Valley Regional Transit (VRT) 2023 Prioritization Requests

2023 Priority Ranking	2021 Rank	Agency Project Name	Agency Project Description	ACHD Response	ACHD Implementation Project Name
Community Programs (continued)					
4	N/A	US 20/26 (Myrtle St) and 9th St Pedestrian Crossing	Improved intersection at Myrtle and 9th (Route 1, 3, 4, 5, 40)		
5	15	Pedestrian facilities on Curtis	Sidewalk on Curtis Rd between Targee and Overland. Match land-use jurisdiction vision for pedestrian facility. (Route 6)	To be evaluated and prioritized for possible inclusion into future IFYWP updates.	*Curtis Rd, Targee St / Overland Rd*
6	16	Pedestrian facilities on Cassia	Sidewalk on Cassia St between Curtis and Philippi. Match land-use jurisdiction vision for pedestrian facility. (Route 6) north side only	To be evaluated and prioritized for possible inclusion into future IFYWP updates.	*Cassia St, Curtis Rd / Phillippi St*
7	7	Pedestrian facilities on Airport Way, S Development Ave, W Commerce Ave	Sidewalk along Airport Way, S Development Ave, and W Commerce Ave between Broadway and Vista. Match land-use jurisdiction vision for pedestrian facility. (Route 2)	To be evaluated and prioritized for possible inclusion into future IFYWP updates.	*Airport Way/Development Ave, Vista Ave / Commerce Ave*
8	10	Pedestrian facilities on E 37th	Sidewalk on E 37th between Adams and Chinden. Match land-use jurisdiction vision for pedestrian facility. (Access to Chinden route 8X)	To be evaluated and prioritized for possible inclusion into future IFYWP updates.	*Garden City East Improvements B: 37th St, Osage St / Adams St*
9	11	Pedestrian facilities on Murray	Sidewalk on Murray from Bench to Chinden. Match land-use jurisdiction vision for pedestrian facility. (Route 8x)	To be evaluated and prioritized for possible inclusion into future IFYWP updates.	*Murray St, Bench / US 20/26 (Chinden Blvd)*
10	19	Pedestrian facilities on Westpark St	Sidewalk on Westpark St between Milwaukee and Benjamin Ln. Match land-use jurisdiction vision for pedestrian facility. (Route 8, 8x)	To be evaluated and prioritized for possible inclusion into future IFYWP updates.	*Westpark St, Benjamin Ln / Milwaukee St*
11	18	Pedestrian facilities on Bridger St	Sidewalk on Bridger St between Meeker Ave and Discovery Way. Match land-use jurisdiction vision for pedestrian facility. (Route 8, 8x)	To be evaluated and prioritized for possible inclusion into future IFYWP updates.	*Bridger St, Discovery Pl / Meeker Ave*
12	21	Pedestrian facilities on S Owyhee	Sidewalk improvements on S Owyhee from Pasadena to Elder St. Match land-use jurisdiction vision for pedestrian facility. (Route 4) - west side only	To be evaluated and prioritized for possible inclusion into future IFYWP updates.	*Central Bench Improvements D: Owyhee St, Elder St / Alpine St*
13	N/A	Latah St, Alpine St / Emerald St Pedestrian Facilities	Complete sidewalks on Latah, Alpine to Emerald (Route 4)		
14	N/A	Roosevelt St, Overland Rd / Palouse St Pedestrian Improvements	Sidewalk on Roosevelt Palouse to Overland (Route 4)		
15	5	Pedestrain facilities on Taft	Sidewalk on Taft between 28th and 36th. Match land-use jurisdiction vision for pedestrian facility. (Route 10)	To be evaluated and prioritized for possible inclusion into future IFYWP updates.	*Taft St, 36th St / 28th St*
16	6	Pedestrian facilites on Collister	Sidewalk on Collister between W Catalpa Dr and Hill Rd. Match land-use jurisdiction vision for pedestrian facility. (Route 10)	ACHD to complete a concept evaluation in FY2021/2022 to work with residents and the neighborhood association to determine appropriate treatment.	*Collister Dr, State St / Hill Rd*
17	14	Pedestrian facilities on W Hill Rd 2	Sidewalk improvements on W Hill Rd between Bogus Basin and N 28th St. Match land-use jurisdiction vision for pedestrian facility. (Route 10)	To be evaluated and prioritized for possible inclusion into future IFYWP updates.	*Hill Rd, 28th St / Bogus Basin Rd*

EXECUTIVE BOARD RESOLUTION

VALLEY REGIONAL TRANSIT PRIORITIES FOR ADA COUNTY HIGHWAY DISTRICT FY2024-2028 INTEGRATED FIVE-YEAR WORK PLAN
RESOLUTION VEB23-006

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE PRORITIES FOR ADA COUNTY HIGHWAY DISTRICT FY2024-2028 INTEGRATED FIVE-YEAR WORK 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")** was created to serve Ada and Canyon counties; and

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

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

WHEREAS, the Ada County Highway District (ACHD) solicits input from public agencies, stakeholders and the public on the prioritization of projects in the annual update of their five-year integrated work plan; and

WHEREAS, ACHD has requested that agency prioritization lists are approved by those agencies governing bodies; and

WHEREAS, VRT staff reviewed and updated previous priorities based on ACHD's prior disposition and changes to transit service, public comment and solicited input from the Regional Advisory Committee; and

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

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

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

Section 1. That the Executive Board approves the priorities for Ada County Highway District's 2024-2028 Integrated Fiver Year Work Plan.

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

ADOPTED by the Executive Board of Valley Regional Transit, this 6th day of February 2023.

APPROVED by the Executive Board Chair this 6th day of February 2023.

ATTEST:	**APPROVED:**
____________________________	____
EXECUTIVE ASSISTANT	**CHAIR OF EXECUTIVE BOARD**

TOPIC	FY 2024 Service Proposals
DATE	February 6, 2023
STAFF MEMBER	Alissa Taysom

Staff Recommendation/Request
No action, this is an information item only.

Highlights
- November
  - Project kick-off – complete
  - Draft existing conditions/system performance and demographic draft memo – complete
- December
  - Final existing conditions/system performance and demographic data memo and presentation – complete
  - Initial concepts development and presentation – complete
  - Draft technical memo summarizing scenarios – complete
- January-February
  - Final technical memo summarizing scenarios – complete
  - Prepare public materials for service concepts – in progress

Summary:
In preparation for the FY2024 service change, VRT launched the Comprehensive Operational Analysis (COA). The COA was launched due to budgetary constraints of VRT funding partners. VRT selected Transpo Group to conduct the analysis, which is looking at route and stop level ridership, route productivity, population, demographics, and land use, and will make recommendations for route restructures, consolidation, or elimination. The proposals developed will guide the FY2024 service change and will be included in the update to the Transportation Development Plan and will be designed to strengthen the fixed-route system.

The project team is developing three fixed-route concepts based on the existing conditions analysis. These concepts include:
1. Cutting service to reduce costs by $1 million
2. Cutting service and reinvesting in premium corridors
3. Cutting and restructuring service to reduce costs by $1 million

Routes that are being considered for changes include, but are not limited to, the routes 1, 4, 8x, 10, 16, 40, 42 and 45 based on low performance and transit propensity, as well as improvements to the premium corridors, route 3, 7B, and 9.

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	Current System	Cut & Restructure Concept	Cut, Restructure & Reinvest Concept
Annual Riders/Potential Riders	1.03M	990,000	1.08M
Annual Cost	$8.98M	$7.96M	$8.80M
Population Served	158,000	128,000	118,000
Jobs Served	153,000	125,000	116,000
Population with Access to 15-minute service (1/4 mile of stops)	21,000	21,200	29,000

As we move forward with the service concepts, we are focusing on utilizing this change to enhance the whole network, reallocating service from poorer performing routes to higher performing routes, including Premium corridors, increasing accessibility and opportunities for connections between routes, all while maintaining the vision for service outlined in ValleyConnect2.0

In addition to the fixed-route concepts largely in Ada County, VRT budget discussions in Canyon County have also prompted VRT to explore reductions in the on-demand or intercounty services there as well. Depending on whether the reductions are taken from intercounty services or local on-demand services the impacts could range from cutting up to 6 of the 20 intercounty services or approximately 50% of the local on-demand service hours.

Next Steps:

- **February**
  - Concept refinement
- **March**
  - Preliminary budget review
  - Refine service change proposals
  - Council work sessions (date TBD)
  - Public Transportation public hearings (date TBD)
- **April**
  - Service concept review
  - Prepare draft service change proposals
- **May**
  - Conduct public outreach for draft service change proposals
- **June - July**
  - Draft final service change proposals
- **August**
  - Board decision on FY2024 service changes
- **October**
  - Launch FY2024 service change

Implication (policy and/or financial)

The results of the Comprehensive Operational Analysis will guide the FY2024 service change and the Transportation Development Plan update.

Attachments

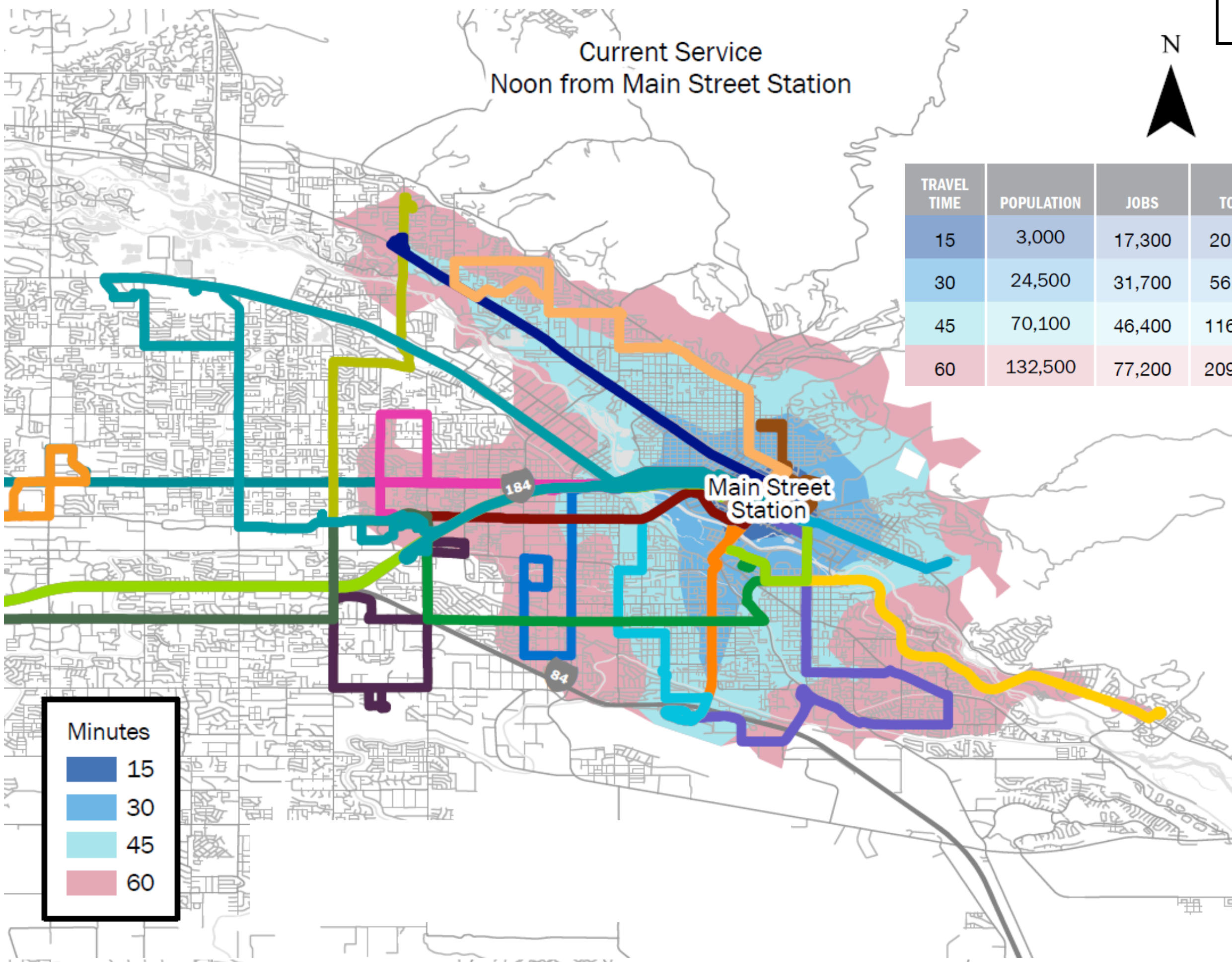
Attachment A: Accessibility analysis of service cuts and reinvestments

Attachment B: COA Existing Conditions https://www.valleyregionaltransit.org/wp-content/uploads/2023/01/Attachment-B-Final-COA-Existing-Analysis12062022.pdf

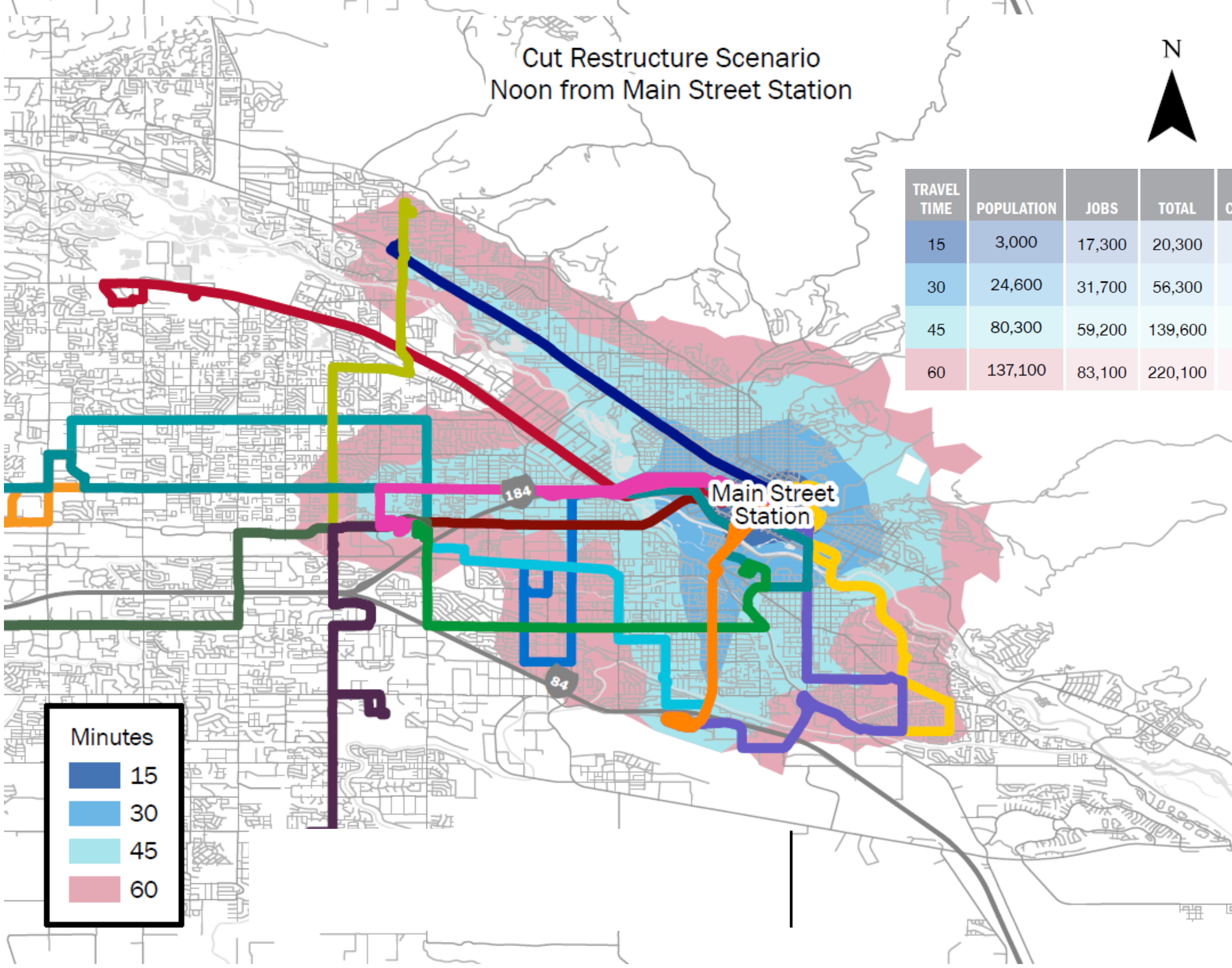
More Information

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

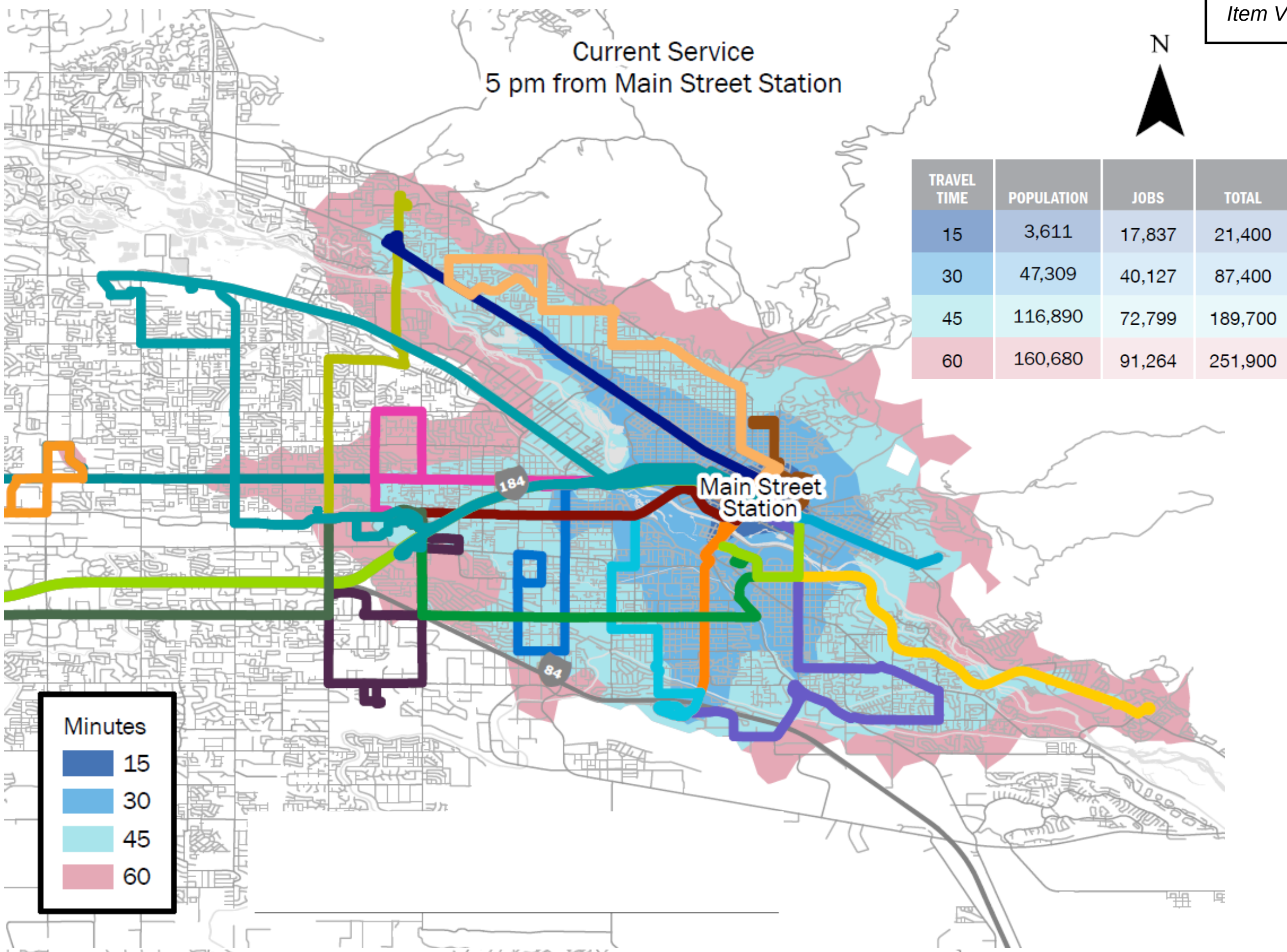
Attachment A
Accessibility Analysis



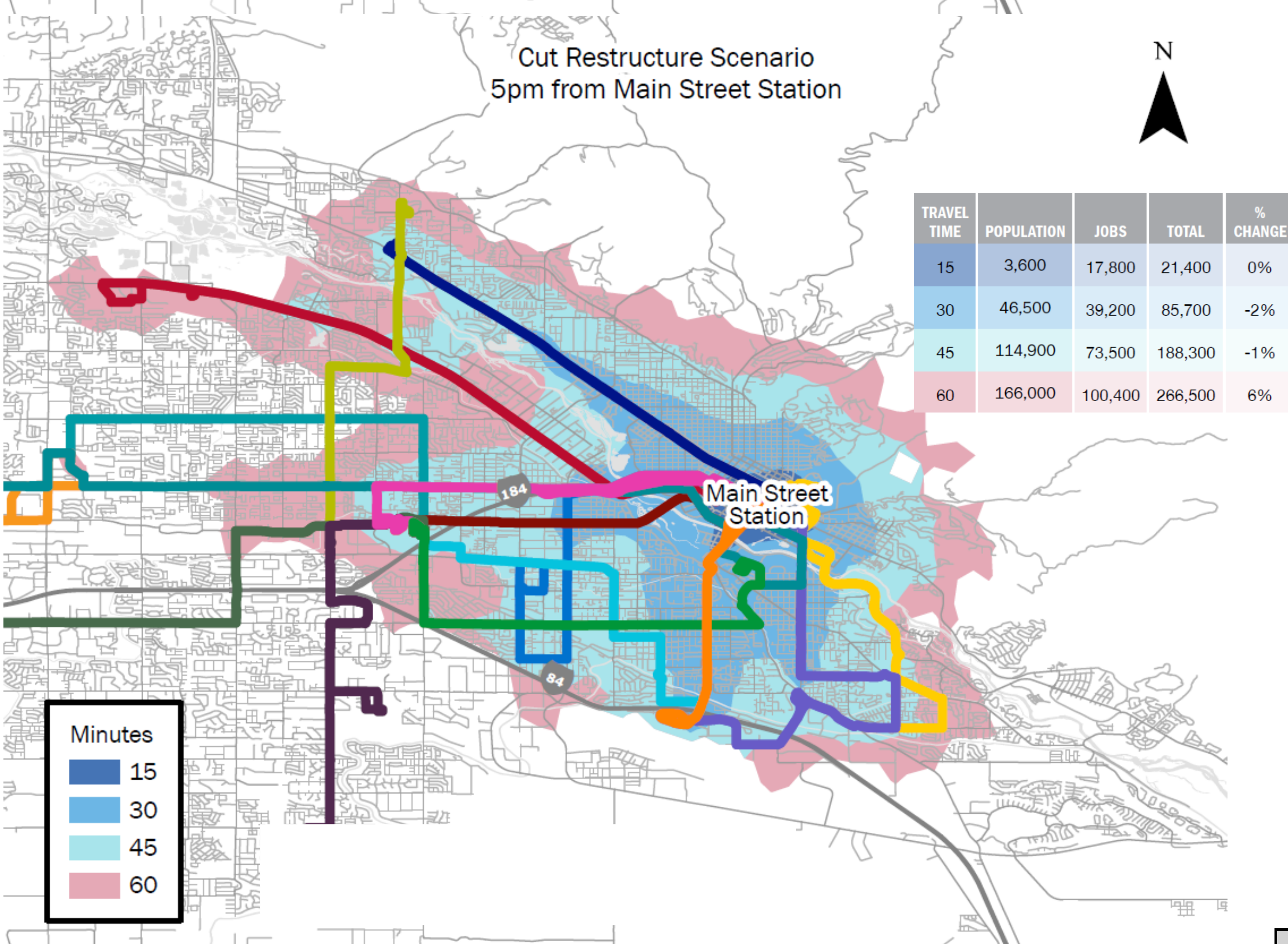
TRAVEL TIME	POPULATION	JOBS	TOTAL
15	3,000	17,300	20,300
30	24,500	31,700	56,200
45	70,100	46,400	116,500
60	132,500	77,200	209,800



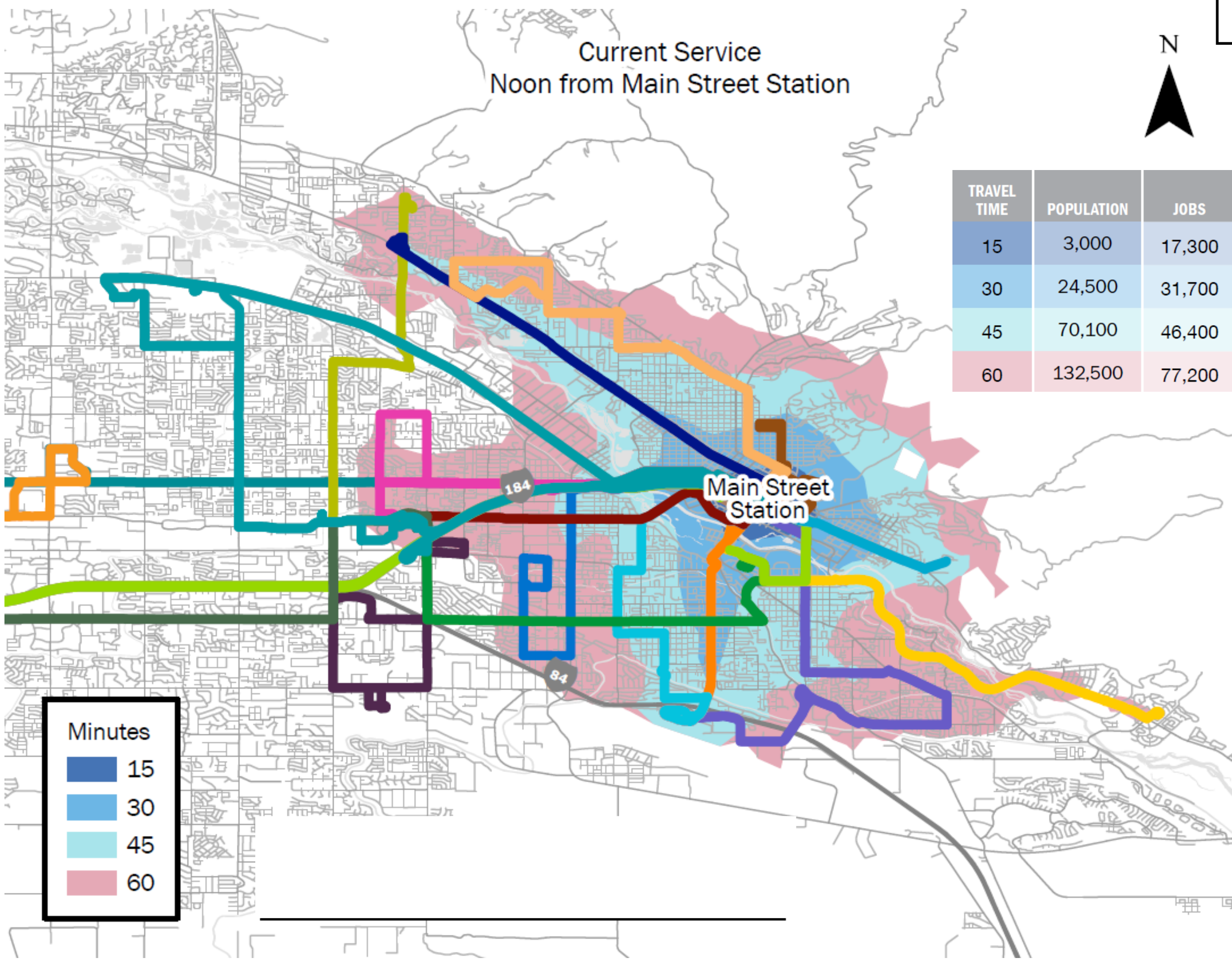
TRAVEL TIME	POPULATION	JOBS	TOTAL	% CHANGE
15	3,000	17,300	20,300	0%
30	24,600	31,700	56,300	0%
45	80,300	59,200	139,600	20%
60	137,100	83,100	220,100	5%



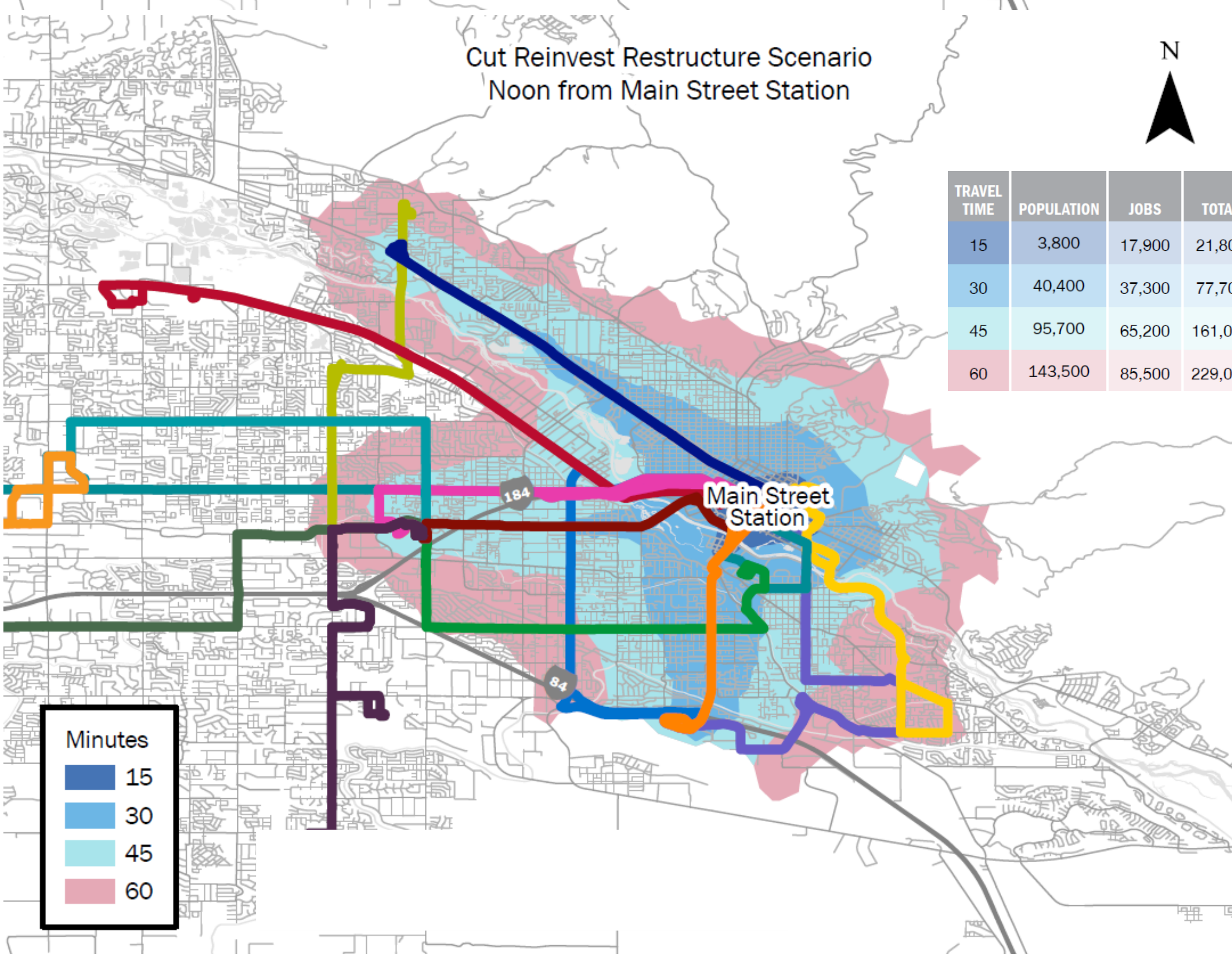
TRAVEL TIME	POPULATION	JOBS	TOTAL
15	3,611	17,837	21,400
30	47,309	40,127	87,400
45	116,890	72,799	189,700
60	160,680	91,264	251,900



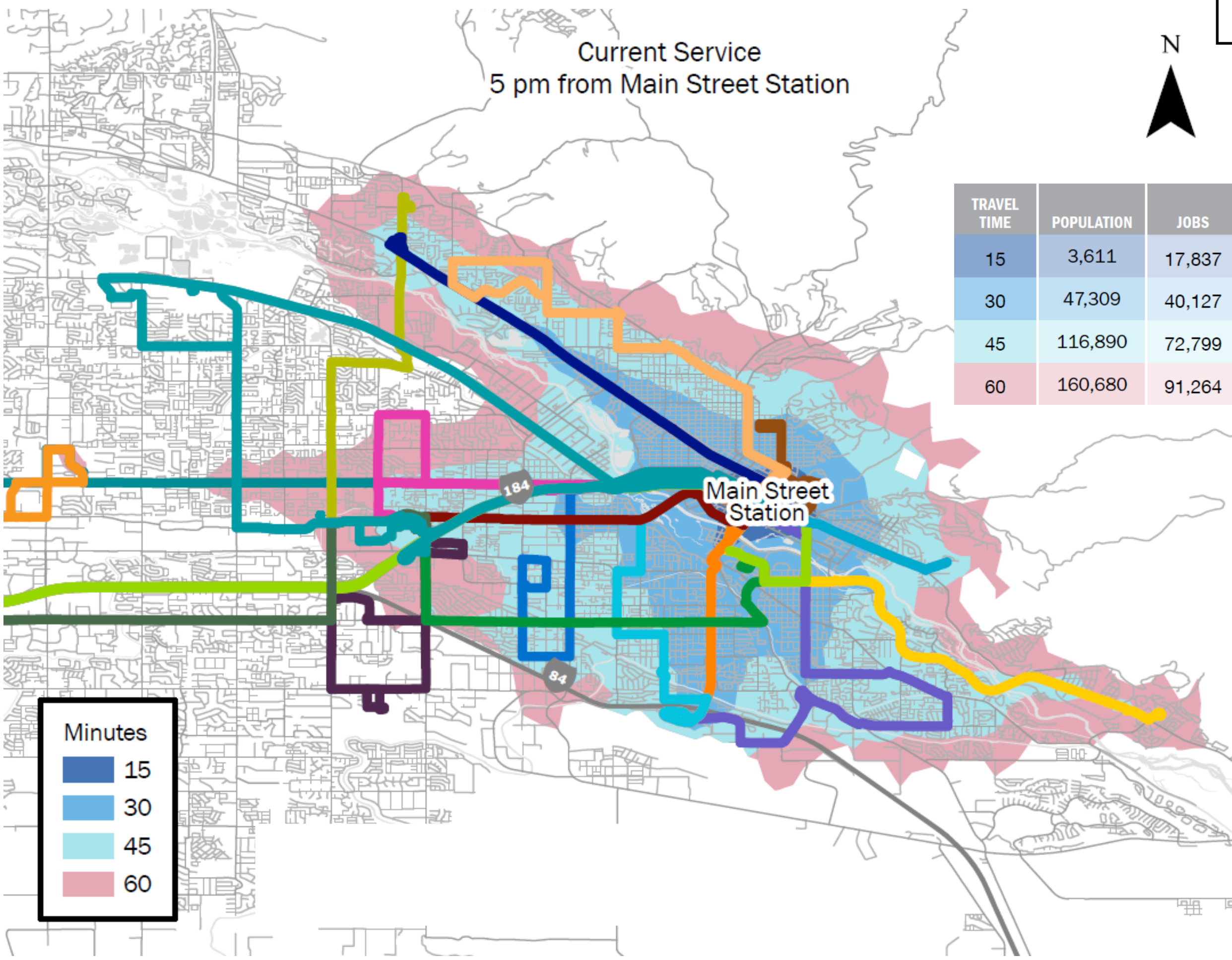
TRAVEL TIME	POPULATION	JOBS	TOTAL	% CHANGE
15	3,600	17,800	21,400	0%
30	46,500	39,200	85,700	-2%
45	114,900	73,500	188,300	-1%
60	166,000	100,400	266,500	6%



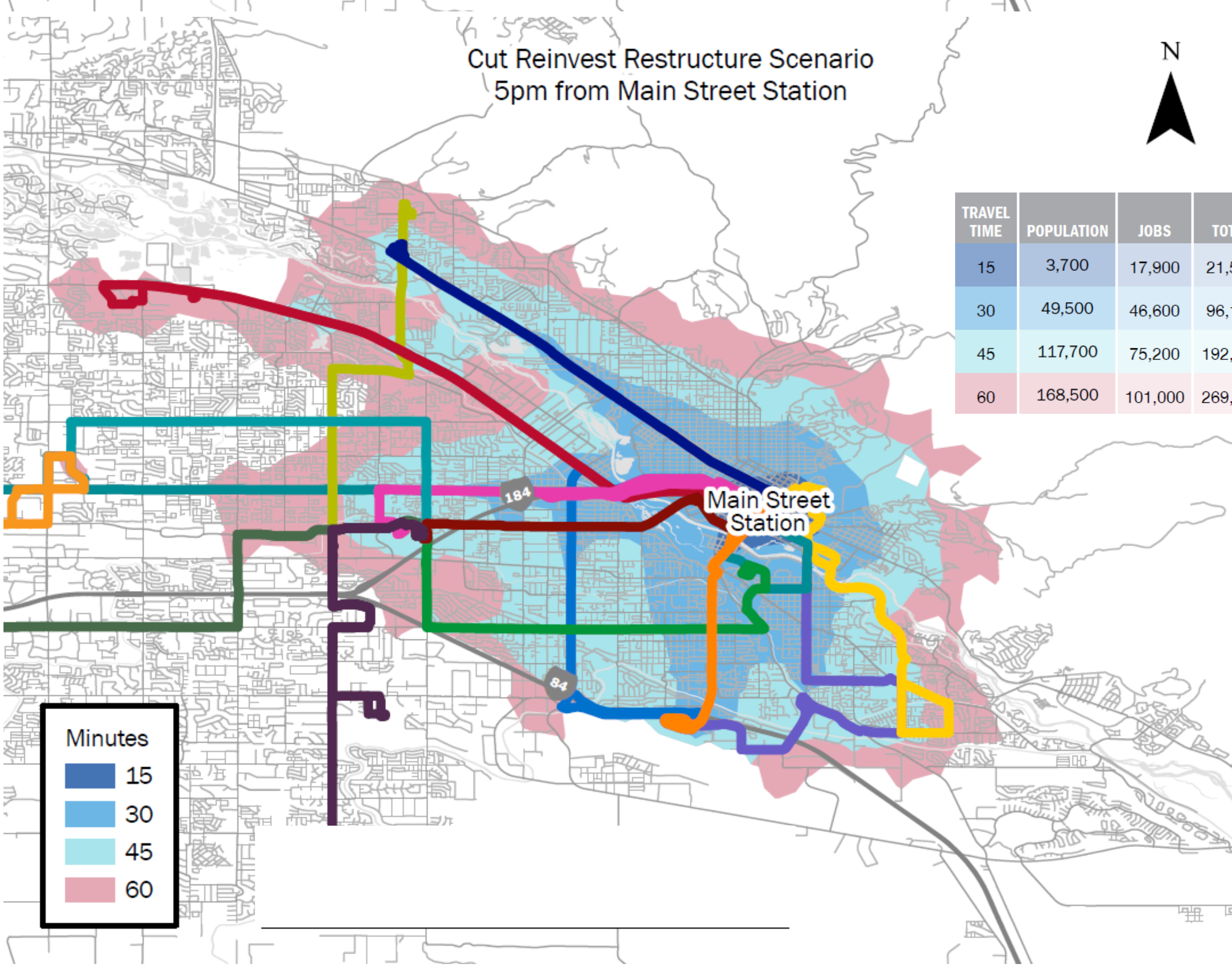
TRAVEL TIME	POPULATION	JOBS	TOTAL
15	3,000	17,300	20,300
30	24,500	31,700	56,200
45	70,100	46,400	116,500
60	132,500	77,200	209,800



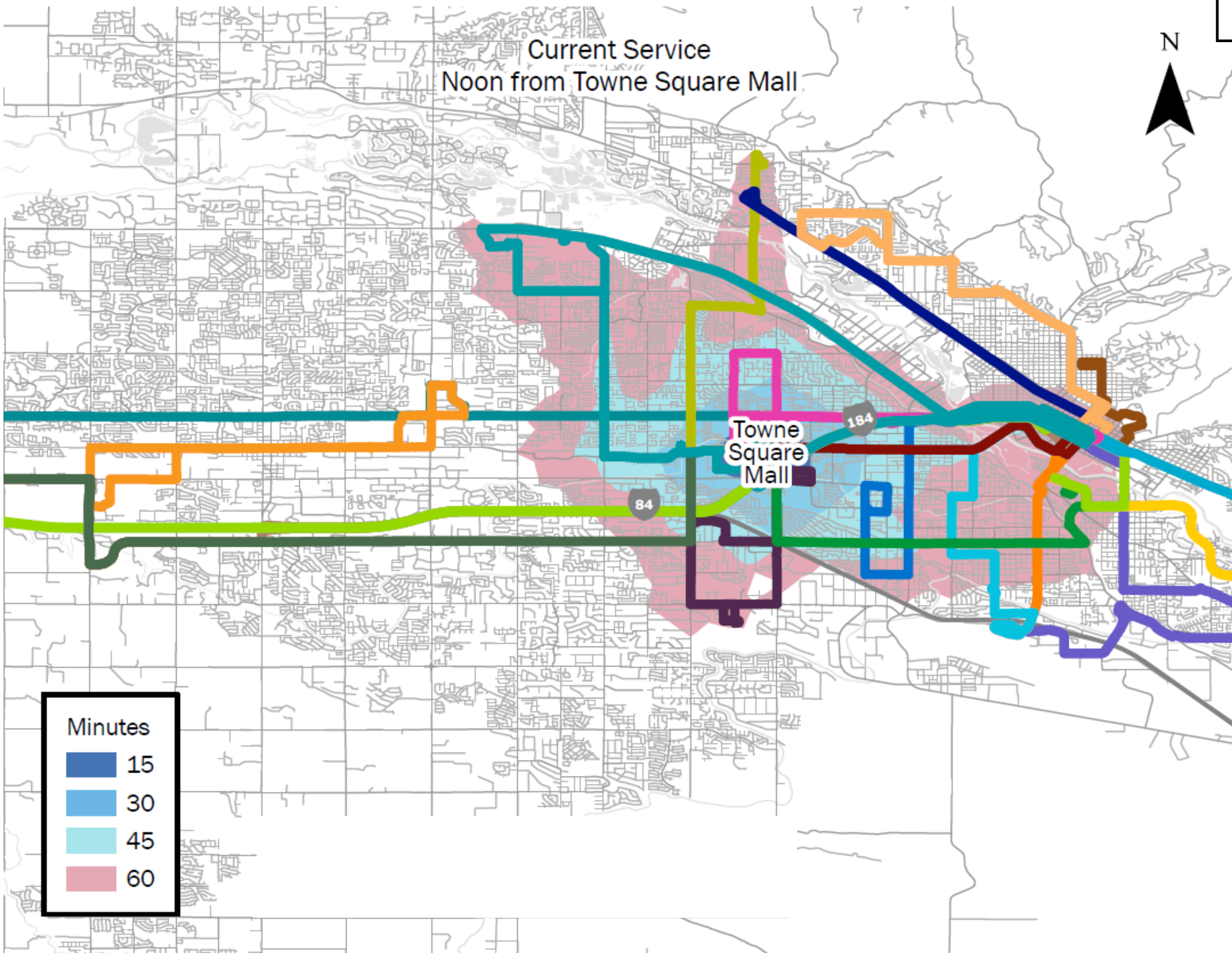
TRAVEL TIME	POPULATION	JOBS	TOTAL	% CHANGE
15	3,800	17,900	21,800	7%
30	40,400	37,300	77,700	38%
45	95,700	65,200	161,000	38%
60	143,500	85,500	229,000	9%

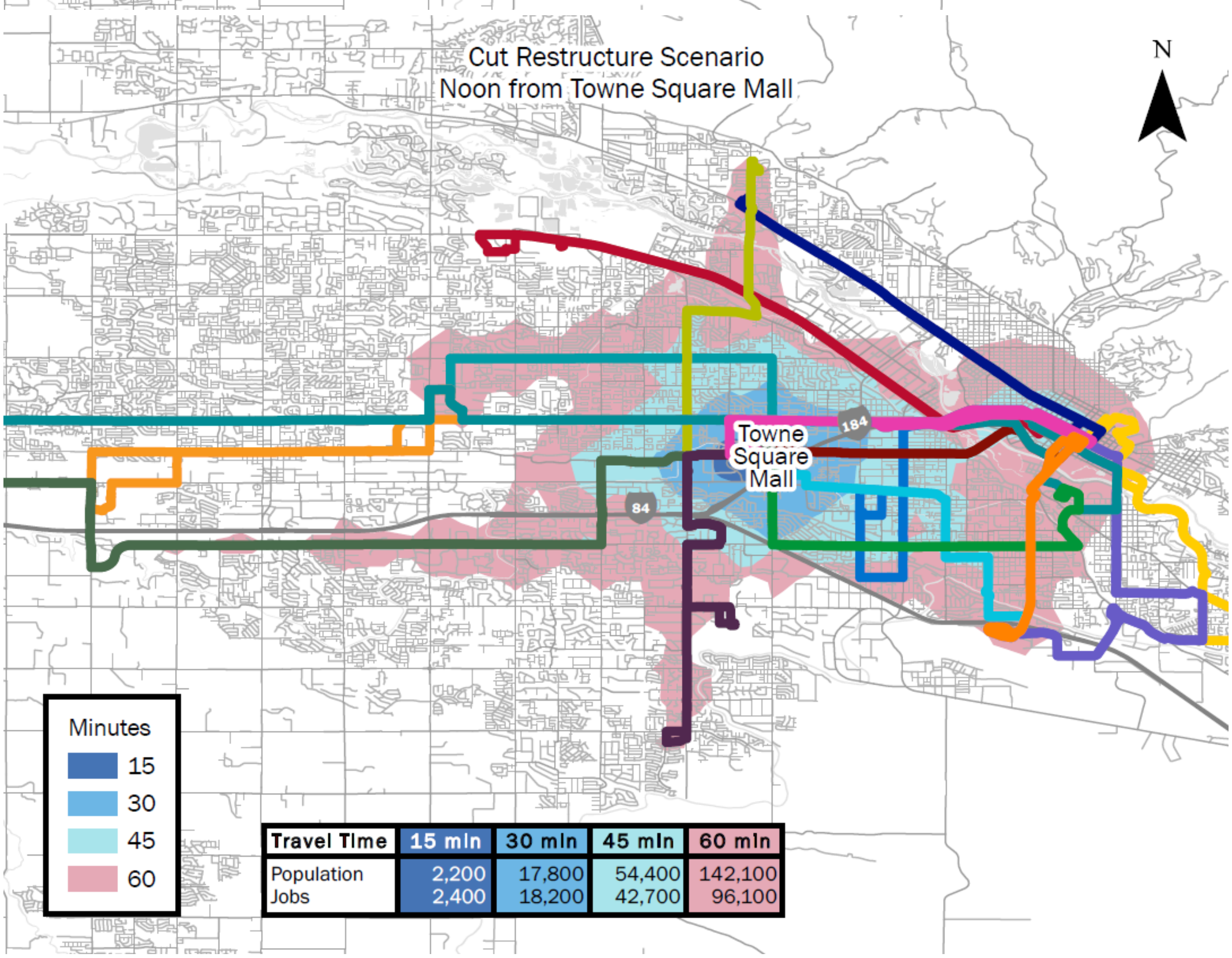


TRAVEL TIME	POPULATION	JOBS	TOTAL
15	3,611	17,837	21,400
30	47,309	40,127	87,400
45	116,890	72,799	189,700
60	160,680	91,264	251,900

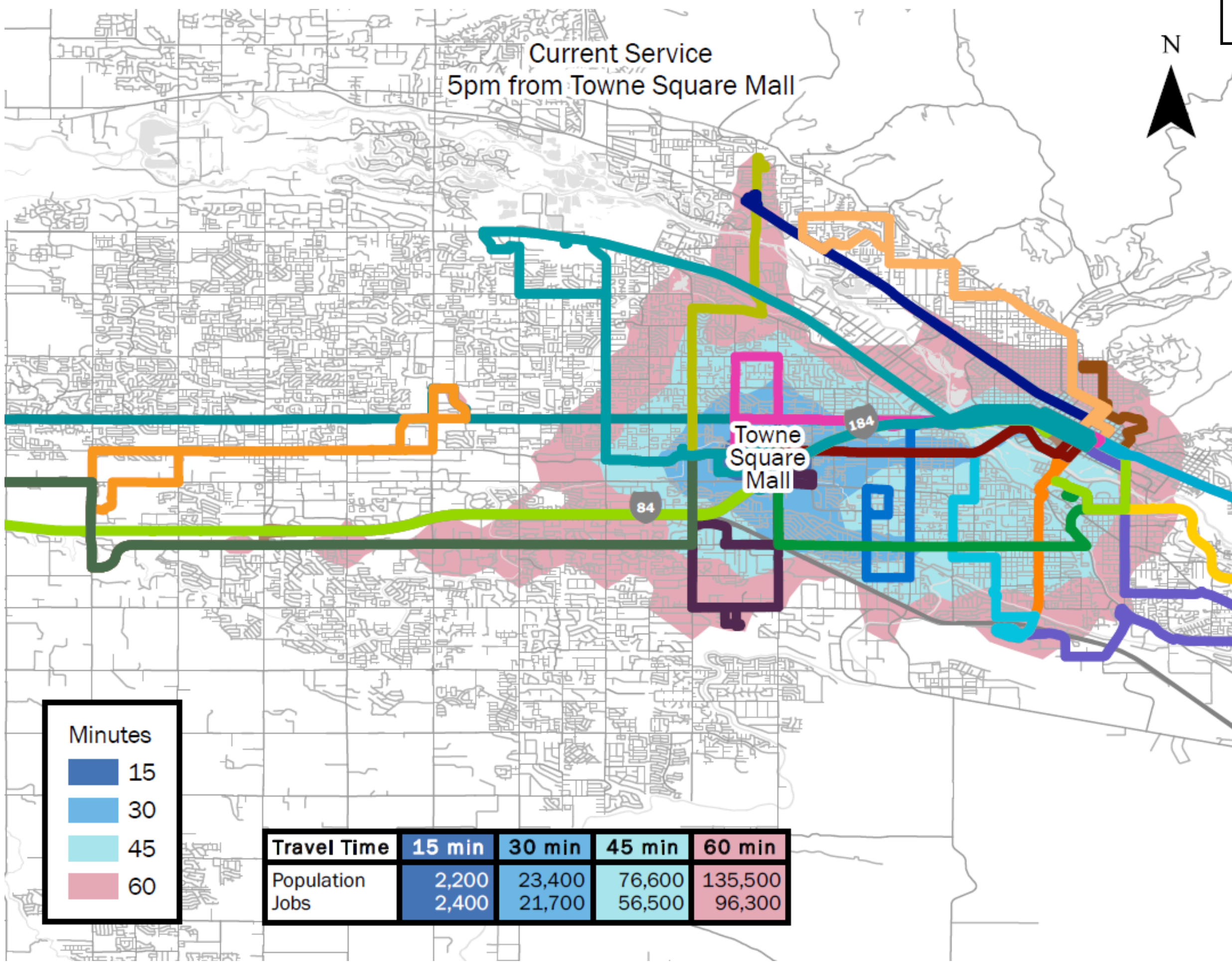


TRAVEL TIME	POPULATION	JOBS	TOTAL	% CHANGE
15	3,700	17,900	21,500	0%
30	49,500	46,600	96,100	10%
45	117,700	75,200	192,900	2%
60	168,500	101,000	269,500	7%

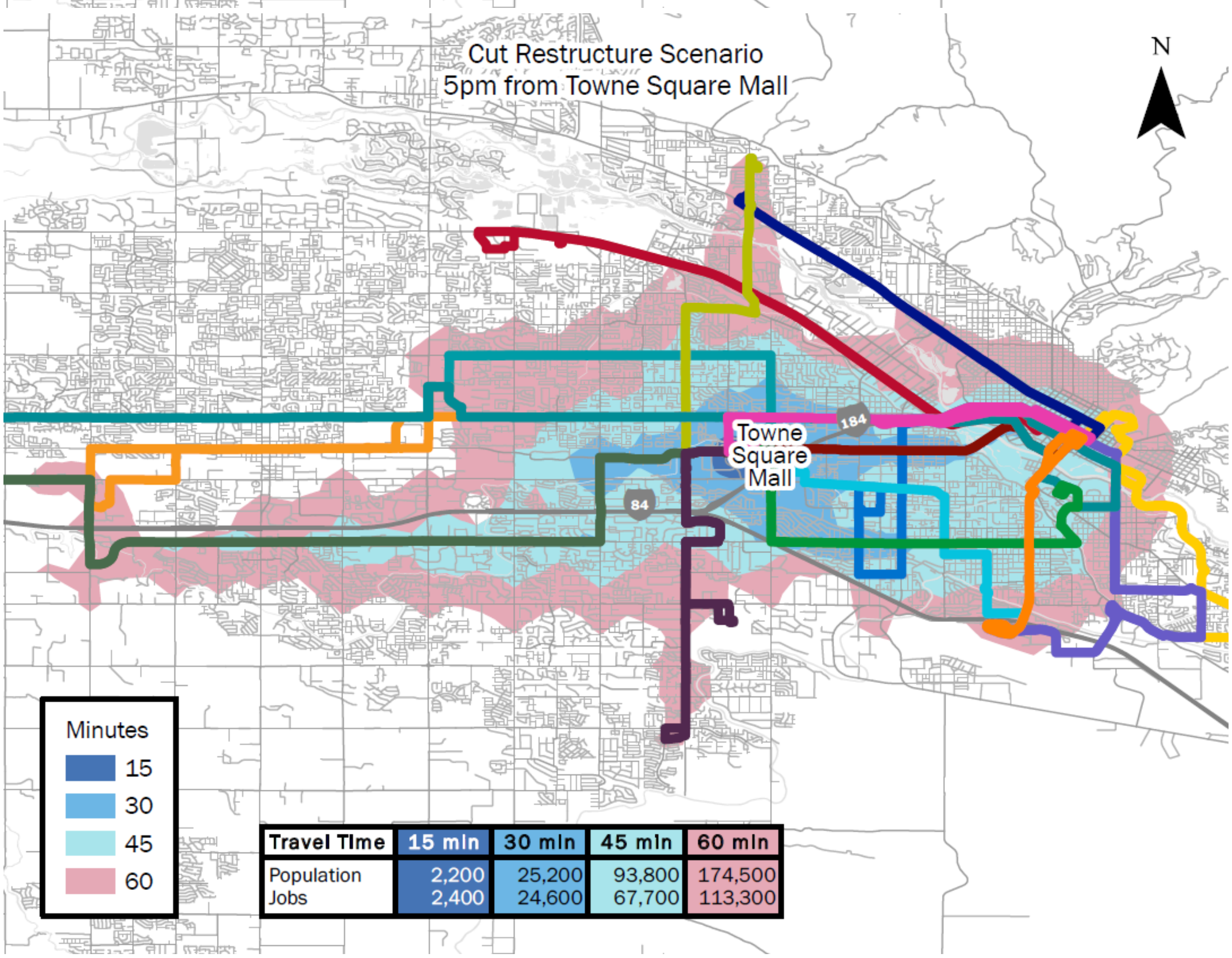




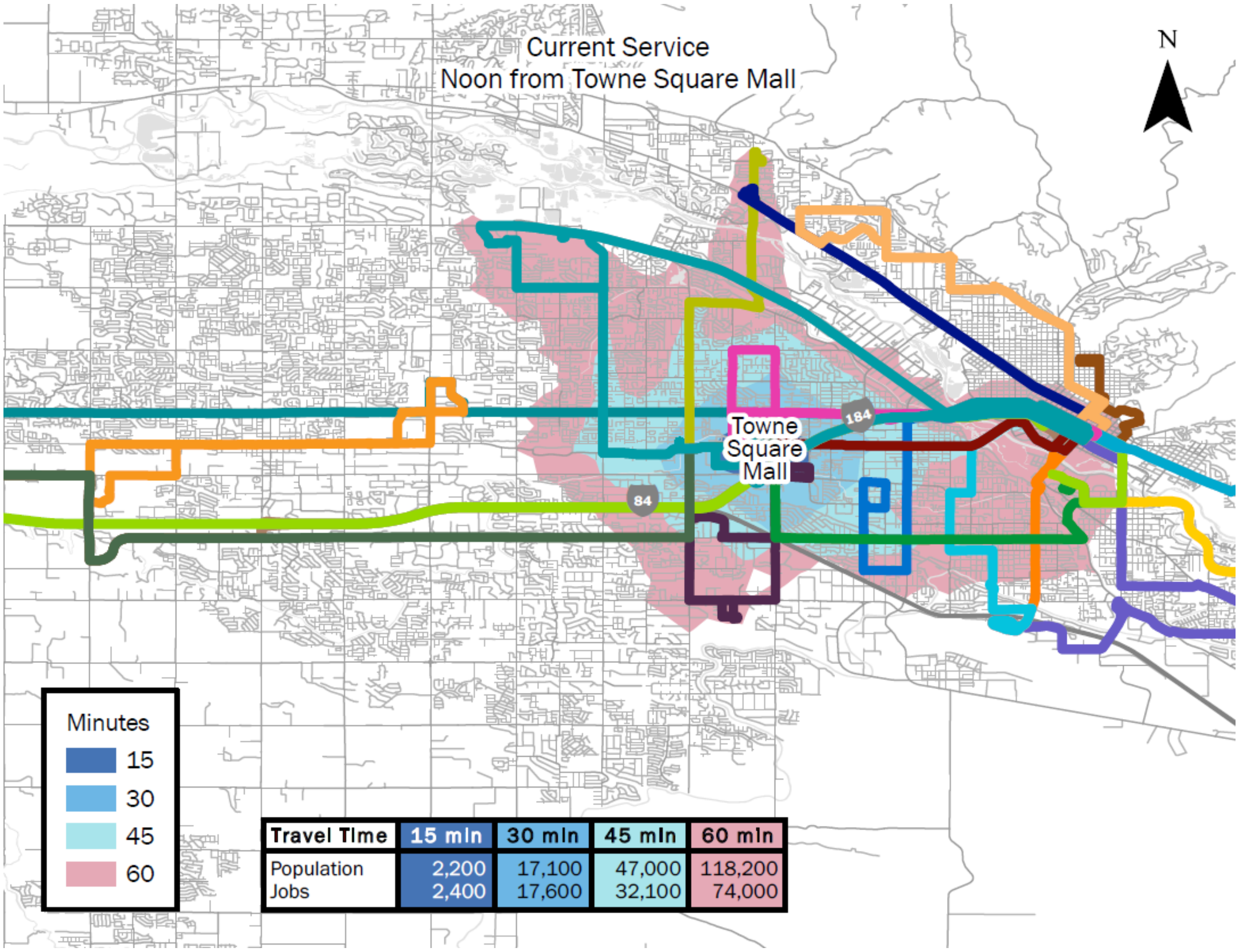
Travel Time	15 min	30 min	45 min	60 min
Population	2,200	17,800	54,400	142,100
Jobs	2,400	18,200	42,700	96,100



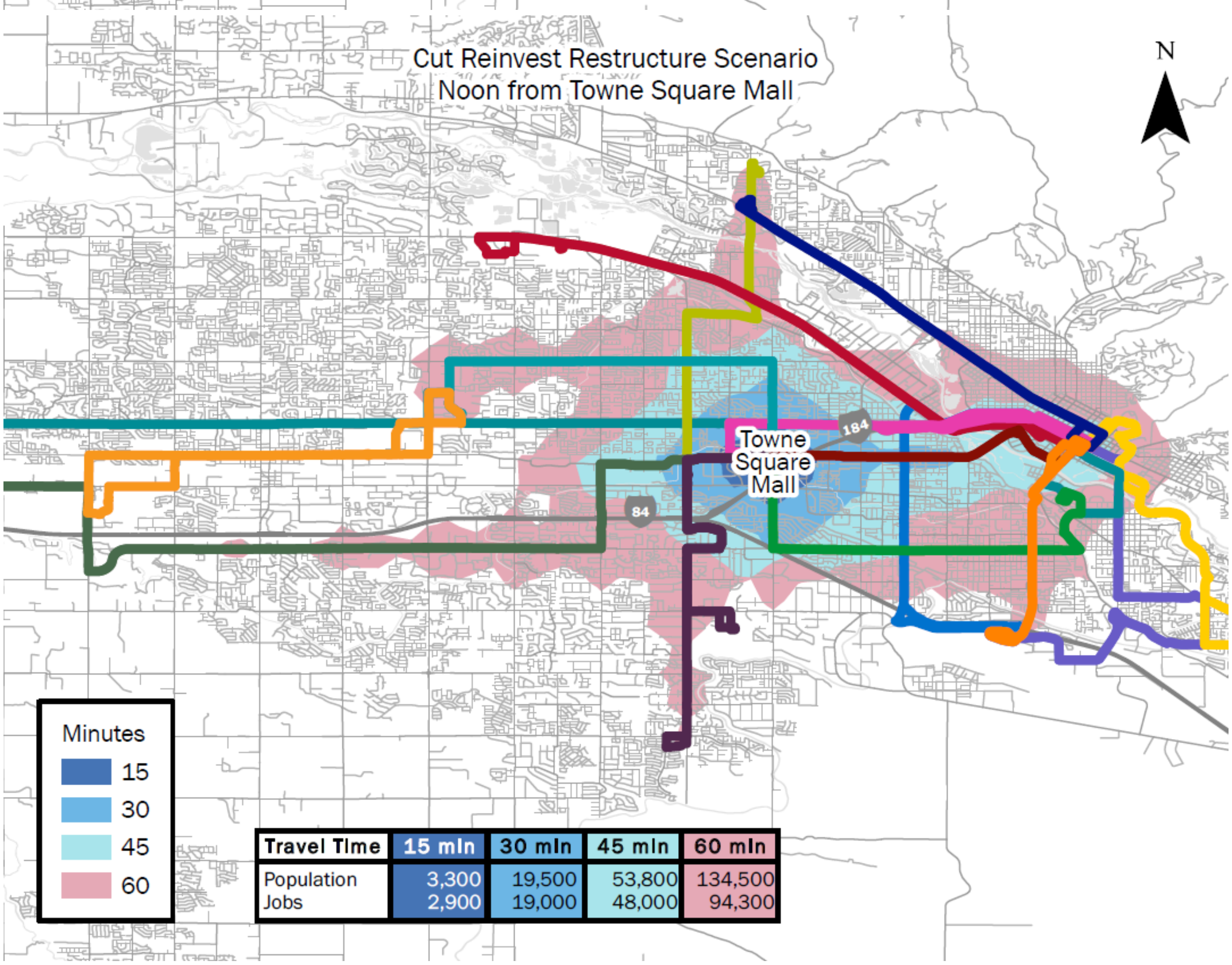
Travel Time	15 min	30 min	45 min	60 min
Population	2,200	23,400	76,600	135,500
Jobs	2,400	21,700	56,500	96,300



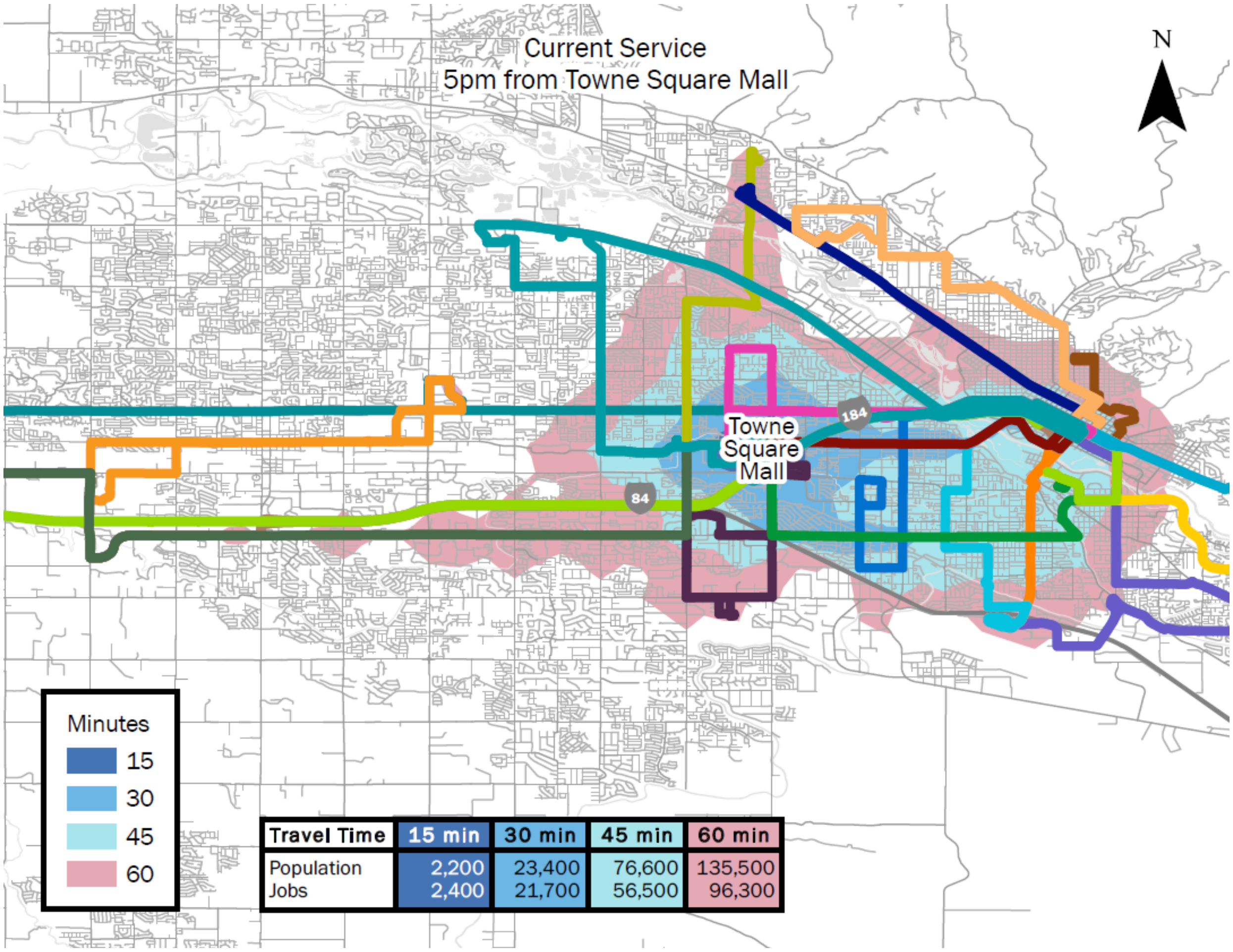
Travel Time	15 min	30 min	45 min	60 min
Population	2,200	25,200	93,800	174,500
Jobs	2,400	24,600	67,700	113,300



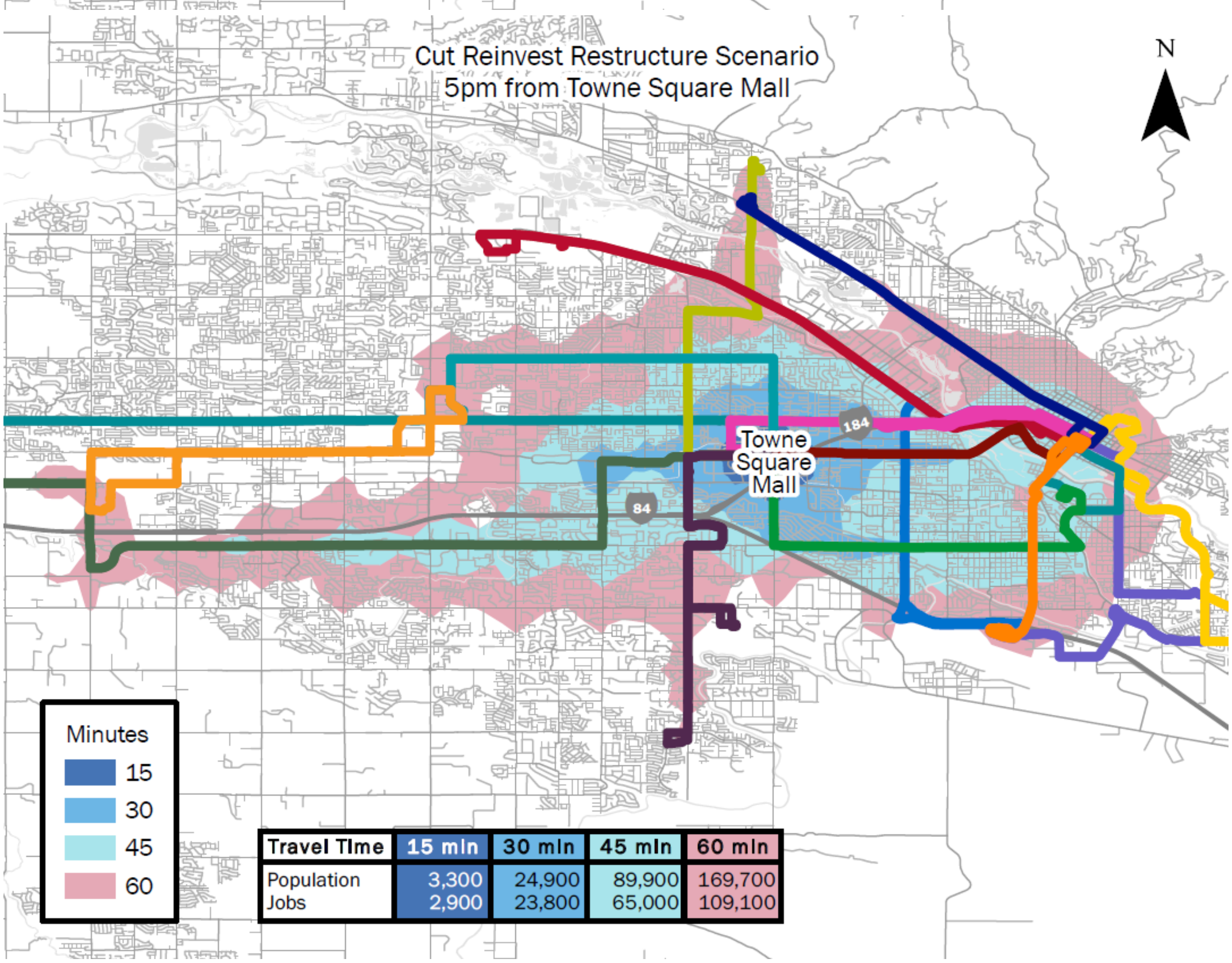
Travel Time	15 min	30 min	45 min	60 min
Population	2,200	17,100	47,000	118,200
Jobs	2,400	17,600	32,100	74,000



Travel Time	15 min	30 min	45 min	60 min
Population	3,300	19,500	53,800	134,500
Jobs	2,900	19,000	48,000	94,300



Travel Time	15 min	30 min	45 min	60 min
Population	2,200	23,400	76,600	135,500
Jobs	2,400	21,700	56,500	96,300



Travel Time	15 min	30 min	45 min	60 min
Population	3,300	24,900	89,900	169,700
Jobs	2,900	23,800	65,000	109,100

TOPIC	Integrated Mobility Plan
DATE	February 6, 2023
STAFF MEMBER	Kaite Justice

Summary

The purpose of this memo is to update the Executive Board and Regional Advisory Council on the Integrated Mobility Plan. VRT staff have 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

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- 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 (TDM)
    - 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

Identify gaps in TDM programs with community and employers

Establish a regional decision-making body that is inclusive of a diverse group of local stakeholders

Identify and scope priority TDM and integrated mobility projects based on recommendations and community needs

Utilize physical presence at bus stops to spread information about integrated mobility options

Create regional TDM and integrated mobility policy and funding plan, in coordination with COMPASS and local agencies. Provide guidance to local stakeholders

Baseline existing conditions across various modes and TDM programs, to identify specific gaps and opportunities for implementing recommendations

Consider recommended modifications to existing org chart to improve coordination

Create a service simplification strategy across all VRT programs and services and update website accordingly

Implementation Roadmap

Medium (3-5 years)

Implement pilot programs and track metrics for evaluation

Implement open data standards

Use information gathered from baseline analysis and community listening sessions to pilot trip planning and payment updates

Use regional funding strategy to seek funding and implement priority projects

Add staff to existing teams as needed

Introduce public-private partnership opportunities to fill gaps identified in community sessions

Plan and design mobility hubs in partnership with communities where they will be located

Create strategy for improving programs based on performance metrics and evaluations

Pilot UBM program aligned with equity framework and in partnership with community groups

Implementation Roadmap

Long term (5+ years)

Implement mobility hubs in designated locations with local and private partners

Consider integration guidelines or requirements for new mobility providers

Consider TDM requirements for new development and employers

Continue collaboration with communities and partners regionally

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

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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

Staff Recommendation/Request:

This is an information item only.

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.

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

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

TOPIC	Better Buses Better Cities – What Customers Want
DATE	January 25, 2023
RAC MEMBER	Mary Beth Nutting, Vice Chair

Request

Come to the Executive Board and RAC joint meeting ready to share stories about current or potential customers you think about when you engage in decisions about public transportation.

The group will explore the following questions:

- What is your community's vision for public transportation?
- Who are you hearing from?
- How are constituents engaging in the discussion about public transportation?
- How do you view your role as a local leader in the context of making decisions about a regional system?
- If money was not an issue, what would you want transit to look like in the region?

Highlights

- The Regional Advisory Council (RAC) is a standing committee of Valley Regional Transit
- The role of the RAC is to advise the VRT Board and serve as a liaison for diverse customer groups
- Each year the Executive Board and the RAC hold a joint meeting to discuss topics of mutual interest
- The Neighborhood Collaboration Committee has been developing tactics for better engaging stakeholders to have a stronger voice in mobility decision-making

Summary

The Neighborhood Collaboration Committee formed in 2020 to identify and build opportunities for better neighborhood engagement in the mobility decision-making process. The committee members are developing a handbook to help neighborhood associations and other community groups to better understand and navigate the landscape of mobility and transportation decision-making.

In 2022 the committee members took on the task of reading Better Buses, Better Cities by Steven Higashide. The book offers insights into the value of transit to communities and how to advocate for better transit services within communities. The committee thought the book could serve as a great discussion tool for the joint meeting with the Executive Board.

Attached to this memo is a table outlining the seven criteria that makes transit services useful to bus riders. Staff included columns in the table to show how those criteria can be measured and specific projects VRT is working on related to the different criteria. You will note ValleyConnect 2.0 is listed in each of the criteria. Keep in mind VC2.0 represents an aspirational strategic vision for transit in our region. It also shows we are four times behind regions our size and where we need to be to meet the goals in our region's long-range plan, Communities in Motion. Another important aspect of VC2.0 is the service levels and investments are proposed with the seven criteria in mind. Funding the system really is the major barrier to achieving better mobility choices for riders.

This topic is also following the agenda items on the FY2024 service changes and the Integrated Mobility Plan. Each of those topics relate to the discussion about what riders want, both from service level elements and the way customers interact with the system through technology, communications, and customer facing tools and programs that reduce barriers for customers to access services.

Implication (policy and/or financial)

Designing and implementing transit services that meet the needs of riders is integral to building value in communities and ensuring public investments in transit are meeting the needs of riders. When riders' needs are met, it is much more likely the services will be used.

More Information

Attachments:
What Bus Riders Want Table

For detailed information contact: Mary Beth Nutting, Vice Chair, yayasis@live.com

What Bus Riders Want

Transit service that is useful to most people satisfies seven basic criteria…

Seven Basic Criteria	Measures	VRT Targeted Approaches
The service goes where you want to go	Stops within ¼ mile of activity centers Stops within ¼ or ½ mile of residences Population and jobs served by route	ValleyConnect 2.0 Premium corridor investments (State Street, Fairview, Vista) Expanded evening and weekend services (targeted Boise routes) Supplemented by on-demand, beyond ADA and First/last mile connections
The service runs frequently enough that you don't have to think about it	Headway by route	ValleyConnect 2.0 Premium corridor investments (State Street, Fairview, Vista) Real-time passenger information
The service is reasonably fast	Two-way directional route miles On-time performance	ValleyConnect 2.0 Majority of routes in Ada County are two-way routes
The service is reliable (you don't have to worry about major delays)	Miles between road calls	ValleyConnect 2.0 Transit Asset Management Plan
You can conveniently walk from the service to your final destination	Pedestrian and bicycle facilities located within ½ mile of transit routes	ValleyConnect 2.0 VRT comments on Five-Year Integrated Work Program
The service is comfortable and feels safe	Customer satisfaction Transit amenities	Rider/Non-rider survey Bus Stop Typology
The service is affordable	Average fare	Regional pass program redesign Integrated payment system

Excerpt from the book, Better Buses Better Cities, by Steven Higashide

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TOPIC	Canyon County On-Demand Transit Update
DATE	December 29, 2022
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

This is an information item only.

Highlights

Table 1 below provides the service metrics for December. Ride requests increased by 4% from previous year, however rides accepted only increased by two percent. Majority of requests were not accepted due to limitation on buses available.

Table 1. December Metrics

	FY2023	FY2022	
Top Operational Metrics	**Dec-22**	**Dec-21**	**Variance**
Total Rides Requested	3,414	3,270	4%
Total Rides Accepted	2,245	2,210	2%
Total Passengers	2,517	2,634	-5%
Revenue Hours Operated	744	791	-6%
Revenue Miles Operated	15,231	15,423	-1%
Boardings Per Hour	3.38	3.33	2%
Service Metrics	**Dec-22**	**Dec-21**	**Variance**
Total Rides Requested	3,414	3,270	4%
Acceptance Rate (Proposals accepted/proposals offered)	80%	78%	2%
Average Pick-up Wait Time (in minutes)	24	25	-4%
Average Walking Distance to Pick-up Location (in feet)	686	580	15%
Average Ride Duration (in minutes)	18	18	1%
Average Ride Distance (in miles)	6	6	-1%
Average Ride Rating 1 -5 Stars	4.9	4.67	5%
Ride Request Breakout	**Dec-22**	**Dec-21**	**Variance**
Total Rides Requested	3,414	3,270	4%
Requests Made Outside of Service Hours	87	74	15%
Error with Booking Request	91	78	14%
Seat Unavailable (Bus Not in Vicinity)	440	299	32%
Offered Ride Not Accepted	279	250	10%
Ride Cancelled/No-Show	272	359	-32%
Rides Accepted	2,245	2,210	2%
Completion Rate (Rides Accepted/Total Rides Requested)	66%	68%	-3%

Table 2 below provides the first quarter service metrics for fiscal year 2023. Ride requests increased by 12% from previous year, however rides accepted only increased by three percent. Almost 50% of requests were not accepted due to limitation on buses available.

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Table 2. First Quarter Metrics FY2023 FY2022

Top Operational Metrics	Q-1	Q-1	Variance
Total Rides Requested	10,906	9,556	12%
Total Rides Accepted	7,024	6,814	3%
Total Passengers	8,162	8,247	-1%
Revenue Hours Operated	2,267	2,290	-1%
Revenue Miles Operated	46,992	45,801	3%
Boardings Per Hour	3.60	3.60	0%
Service Metrics	**Q-1**	**Q-1**	**Variance**
Total Rides Requested	10,906	9,556	12%
Acceptance Rate (Proposals accepted/proposals offered)	80%	82%	-2%
Average Pick-up Wait Time (in minutes)	25	26	-4%
Average Walking Distance to Pick-up Location (in feet)	676	575	15%
Average Ride Duration (in minutes)	18	18	-1%
Average Ride Distance (in miles)	6	6	1%
Average Ride Rating 1 -5 Stars	4.81	4.66	3%
Ride Request Breakout	**Q-1**	**Q-1**	**Variance**
Total Rides Requested	10,906	9,556	12%
Requests Made Outside of Service Hours	266	184	31%
Error with Booking Request	264	196	26%
Seat Unavailable (Bus Not in Vicinity)	1587	821	48%
Offered Ride Not Accepted	862	677	21%
Ride Cancelled/No-Show	903	864	4%
Rides Accepted	7,024	6,814	3%
Completion Rate (Rides Accepted/Total Rides Requested)	64%	71%	-11%

Revenue hours remained almost static, due to the budgeted hours remaining flat for this fiscal year. VRT has been working with Via Mobility to consolidate more trips to one pick-up location by increasing the distance passengers are required to walk to a bus stop. This work has resulted in a 15% increase in the average walking distance to a pick-up location.

Summary

Contractor staff continues to operate 44 revenue hours per day, due to budget constraints. Trips not being booked due to seat unavailable will continue until additional revenue hours can be added to the service. Contractor staff continue to monitor system to ensure buses are scheduled when the demand is high and reduce when the need is low.

Implication (policy and/or financial)

With the expectation to grow the on-demand service to allow for ten boardings per hour, staff is still working to find funding partners that see the need for public transportation in Canyon County. This innovative approach to improve services in Canyon County is proving that additional funding is needed from current and future funding partners, for growth to continue.

More Information

Attachments:
FY2023 Canyon County On-Demand First Quarter Report
FY2023 On-Demand Top 10 Origins
FY2023 On-Demand Top 10 Destinations
FY2023 CWI Campus Origin and Destinations

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

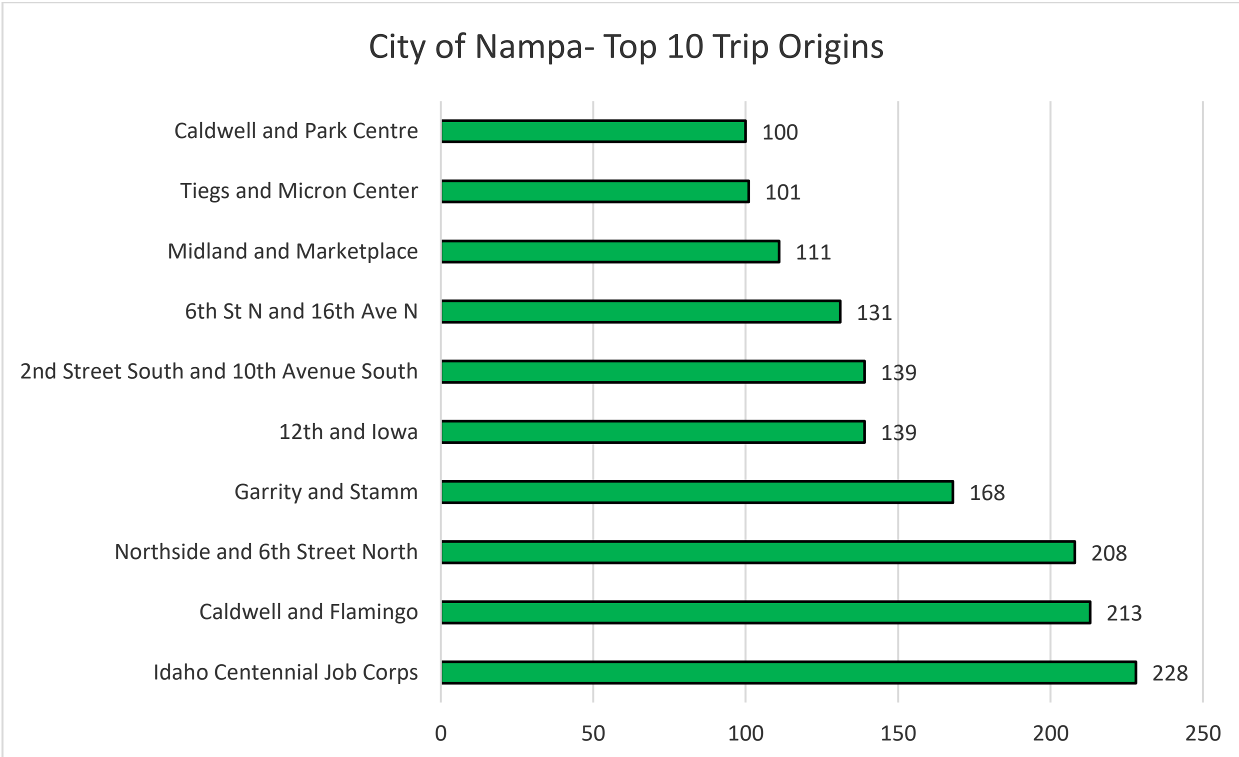
Canyon County On-Demand 1st Quarter Report

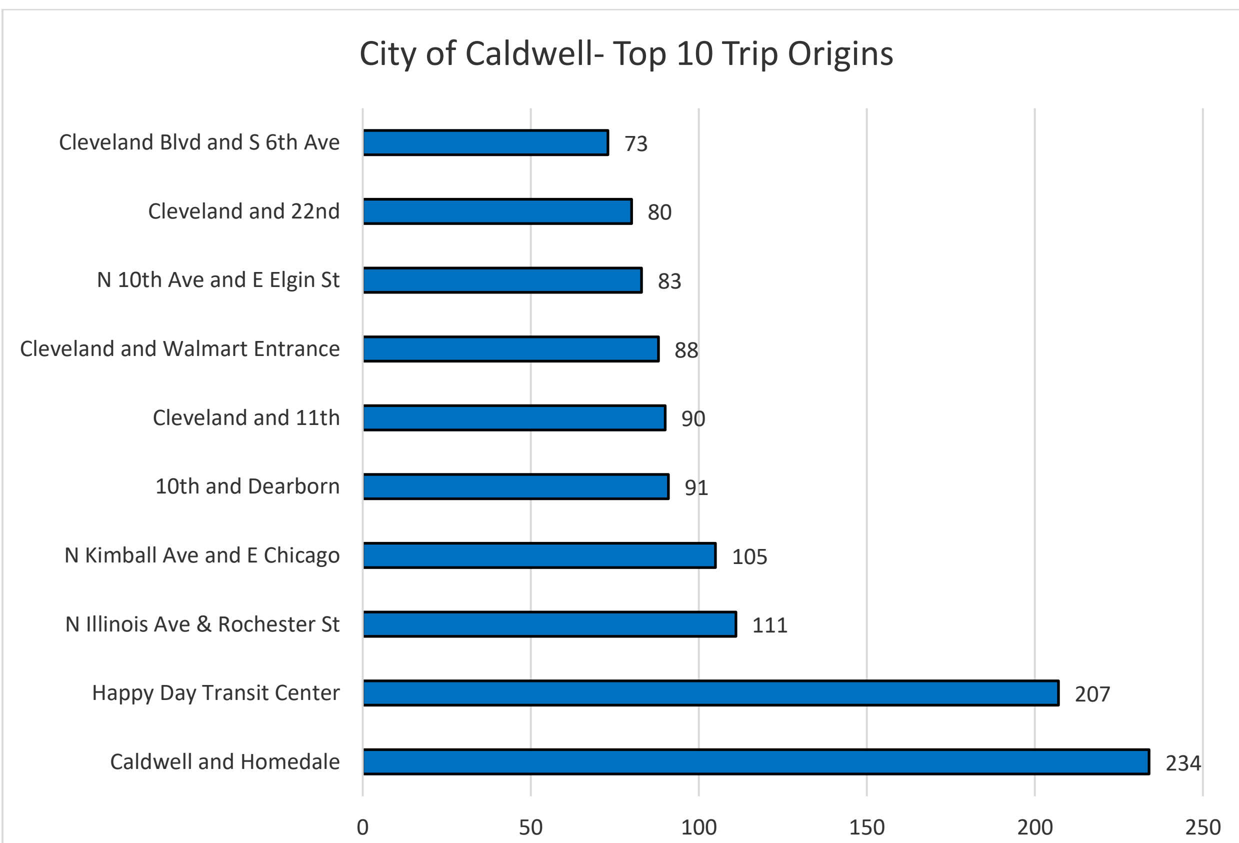
Top Operational Metrics	FY2023 Oct-22	FY2023 Nov-22	FY2023 Dec-22	FY2023	FY2022	Variance
Total Rides Requested	3,886	3,606	3,414	10,906	9,556	12%
Total Rides Accepted	2,484	2,295	2,245	7,024	6,814	3%
Total Passengers	2970	2675	2,517	8,162	8,247	-1%
Revenue Hours Operated	773	750	744	2,267	2,290	-1%
Revenue Miles Operated	16239	15522	15,231	46,992	45,801	3%
Boardings Per Hour	3.84	3.57	3.38	3.60	3.60	0%

Service Metrics	Oct-22	Nov-22	Dec-22	FY2023	FY2022	Variance
Total Rides Requested	3,886	3,606	3,414	10,906	9,556	12%
Acceptance Rate (Proposals accepted/proposals offered)	80%	79%	80%	80%	82%	-2%
Average Pick-up Wait Time (in minutes)	26	25	24	25	26	-4%
Average Walking Distance to Pick-up Location (in feet)	683	660	686	676	575	15%
Average Ride Duration (in minutes)	18	18	18	18	18	-1%
Average Ride Distance (in miles)	6	6	6	6	6	1%
Average Ride Rating 1 -5 Stars	4.8	4.8	4.9	4.81	4.6567	3%

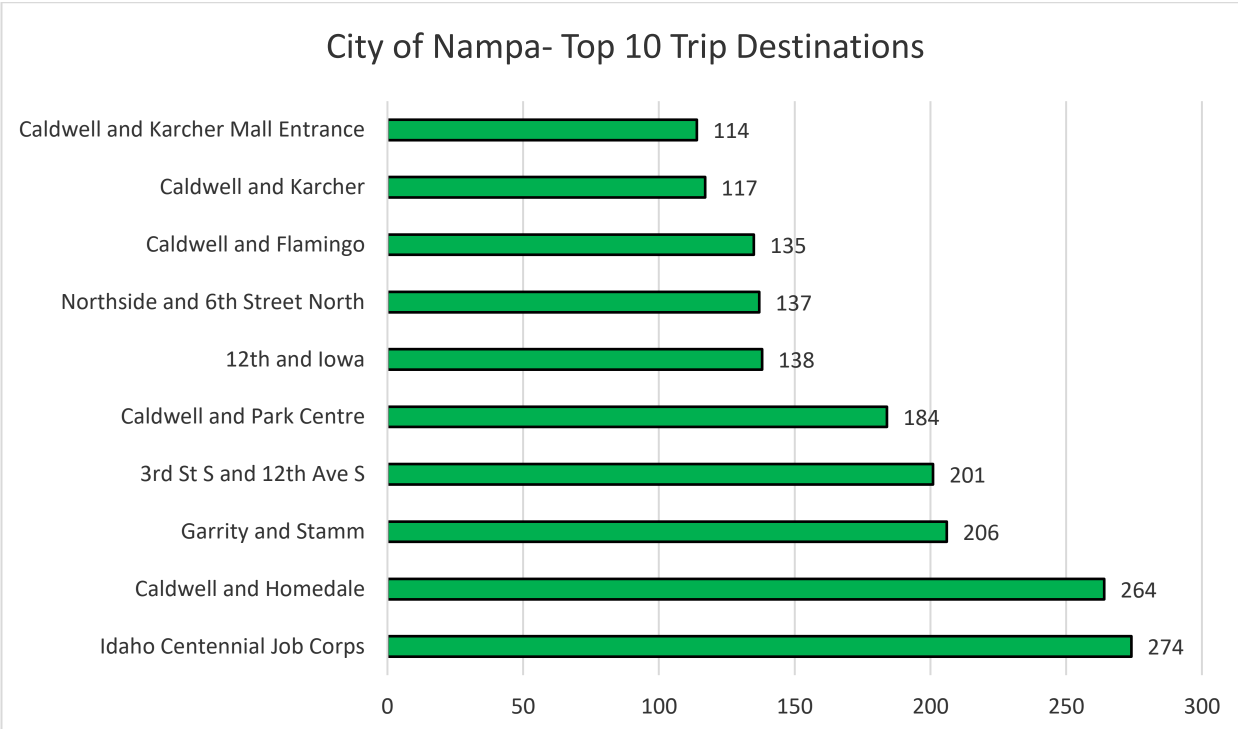
Ride Request Breakout	Oct-22	Nov-22	Dec-22	FY2023	FY2022	Variance
Total Rides Requested	3,886	3,606	3,414	10,906	9,556	12%
Requests Made Outside of Service Hours	114	65	87	266	184	31%
Error with Booking Request	81	92	91	264	196	26%
Seat Unavailable (Bus Not in Vicinity)	597	550	440	1587	821	48%
Offered Ride Not Accepted	310	273	279	862	677	21%
Ride Cancelled/NoShow	300	331	272	903	864	4%
Rides Accepted	2,484	2,295	2,245	7,024	6,814	3%
Completion Rate (Rides Accepted/Total Rides Requested)	64%	64%	66%	64%	71%	-11%

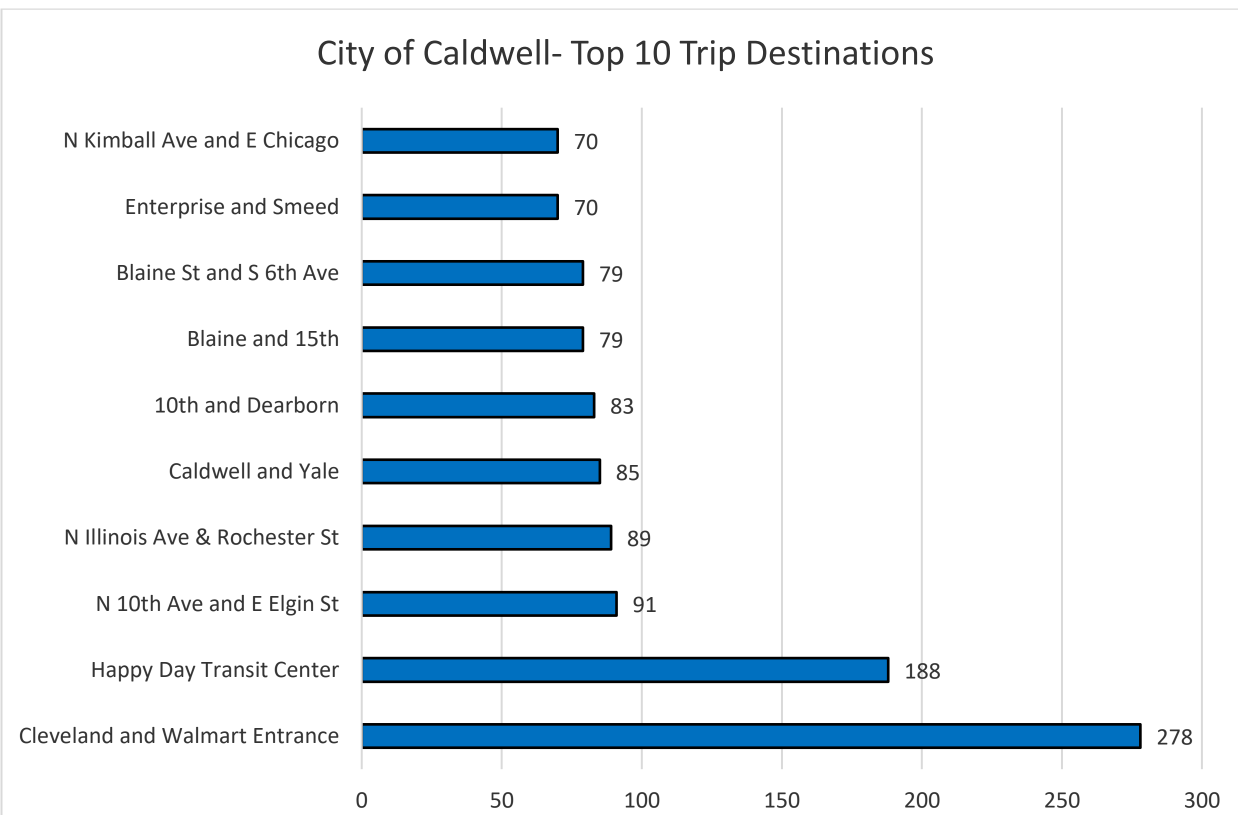
FY2023 On-Demand First Quarter Top 10 Origins



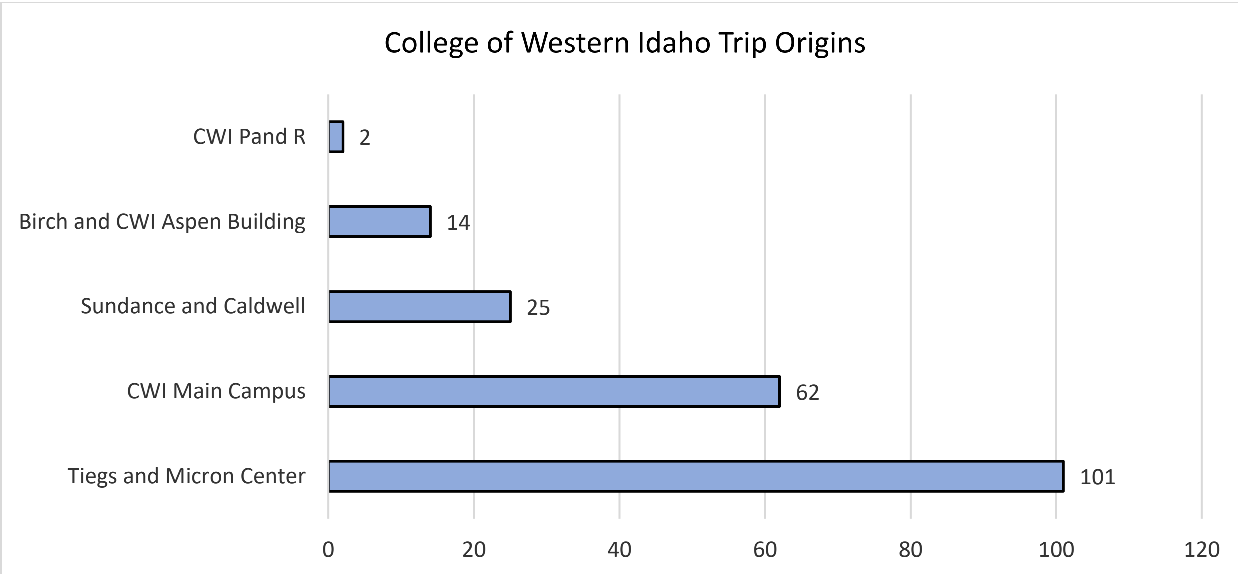


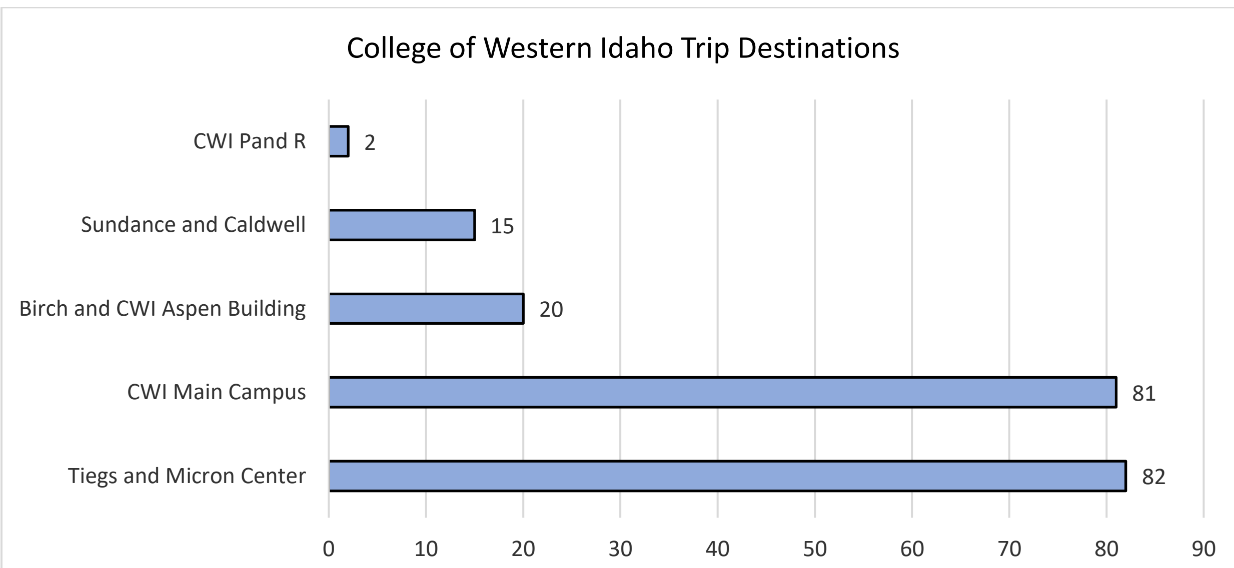
FY2023 On-Demand First Quarter Top 10 Destinations





FY2023 CWI First Quarter Origins and Destinations





Item VII. E.

Valley Regional Transit
FY2023 Procurement Calendar

Type of Procurement	Project Manager	Estimated Cost	Estimated Issue Date	Estimated Executive Board/Board Action Date	Required Approval
ERP System Replacement	Jason Jedry	1,300,000	Nov-22	Apr-23	Board of Directors
Ticket Vending Machines	Kaite Justice	765,000	Jan-23	Apr-23	Board of Directors
Promotional Materials - Staff Apparel and Promotional Materials	Jason Rose	25,000	Feb-23		CEO
Custom Vinyl Graphics	Jeremy Gianchetta	75,000	Feb-23	Mar-23	Executive Board
Vehicle Maintenance Fluids	Leslie Pedrosa	TBD	Feb-23	Apr-23	
Vehicle Maintenance Parts	Leslie Pedrosa	275,000	Feb-23	Apr-23	Board of Directors
Digital Displays	Jason Rose	300,000	Feb-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	
Uniforms for Ada and Canyon County	Leslie Pedrosa	TBD	Feb-23		
Bus Stop Sign Blade Update	Alissa Taysom	280,000	Mar-23	Aug-23	Board of Directors
Ada and Canyon County Operating Contract	Leslie Pedrosa	TBD	Mar-23	Aug-23	
Courier Delivery Services	Jeannette Ezell	49,000	Mar-23	May-23	CEO
Regional Radio Lease and Maintenance Agreement	Leslie Pedrosa and Nick Moran	140,000	Apr-23	Jun-23	Executive Board
Real Time Information Signs	Joe Guenther	TBD	Apr-23	Aug-23	
On-Call Electrical Services	Joe Guenther	TBD	Apr-23		
On-Call Plumbing Services	Joe Guenther	TBD	Apr-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 1-17-2023

TOPIC	Finance and Administration Activity Report
DATE	February 6, 2023
STAFF MEMBER	Jason Jedry

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

Highlights
Budget/Finance
- The FY2022 independent annual audit has been finalized. Audited financial statements will be presented to the Executive Board at the February meeting
- Finance staff are preparing to submit the Authorities FY2022 National Transit Database information to the FTA
- Finance staff are working on FY2023 project funding and tracking documentation
- CFO is working on FY2024 budget planning
- The finance team and VRT staff continue working on the enterprise resource planning (ERP) system replacement project.

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
  - Grant reconciling

Procurement
- Procurement and Contracts Specialist is working on:
  - ERP Software Procurement and Implementation Services
  - CNG Rebuild and Inspection Services
  - VOIP Services
  - System Map and Brochure Redesign
  - On-Call Technical Support Services

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

TOPIC	Operations Department Staff Report
DATE	January 18, 2023
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.

  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 ¾-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. The three additional chargers, that Proterra is providing at no cost to VRT, arrived in December. Staff continues to work 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 have still not been received. A third 40' Proterra bus is out of service, pending troubleshooting findings. Proterra continues to be onsite to work on battery electric bus issues as needed. The three 35' Proterra buses in revenue service currently have no issues. 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 Specialized Transportation Analysis has been presented to the RAC with no recommended changes. VRT staff has started stakeholders and rider engagement for feedback on the project. 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 continues to work with VRT staff to acquire information to start a circulator to provide service for city events.

Highlights:

Contracted Transportation

Canyon County Highlights

- One preventable accident in December
- Intercounty on-time performance 63% for December
- ACCESS on-time performance 85% for December
- On-demand on-time performance 88% for December

Ada County Highlights

- No preventable accidents in December
- Fixed-route on-time performance 85% for December
- ACCESS on-time performance 96% for December
- Contractor continues to hire drivers

Specialized Transportation

- All service providers that were using Routematch scheduling software have transitioned to the Via scheduling software
- Most services continue to see an increase in ridership
- Several service providers are looking to hire additional drivers

Information Technology and Intelligent Transportation Systems

- Staff resolved 137 support requests from 151 submitted in December
- Completed IT Assessment Audit with Eide Bailey
- Provided information for upcoming procurements
- Continuing to work on data platform for a dashboard report on website

Compliance

- Working on updates to several VRT procedures to capture mandated changes
- Preparing to score assets for 2023 Transit Asset Management
- Began submitted fiscal year 2022 data to for annual National Transit Database reporting

Customer Service Support

- Customer service handled 2,832 of 2,910 phone calls for information, with 78 calls abandoned. The average call time was 2 minutes, 11 seconds and the average hold time was 16 seconds in December.
- Reservationist handled 1,077 of 1,108 phone calls to change or schedule a ride on ACCESS, with 28 calls abandoned. The average call time was 3 minutes, 49 seconds and the average hold time was 11 seconds in December.
- On-demand services handled 568 of 615 phone calls to schedule a ride, with 47 calls abandoned. The average call time was 1 minute, 33 seconds and the average hold time was 29 seconds in December.
- December City Go Pay mobile ticket sales totaled $11,840.98.

Bike Share

- Staff continues to redesign the bike share program in hopes of finding sponsors for the new program in the spring of 2023
- Began working with operations to operate the Treeline Shuttle for the Treefort event in downtown Boise in March

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.

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More Information

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

TOPIC	Development Department Monthly Report
DATE	February 6, 2023
STAFF MEMEBER	Stephen Hunt

Summary

Development Department activities for January 2023 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 continues 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. VRT board approved an authorization for expenditure to begin pavement restoration at west bus aisle, staff parking, and CNG cathodic protection.

- **Happy Day Transit Center Upgrades (HDTC)**
  HVAC replacement contractor is designing replacement system. Design engineer and architect are under contract for roof and awning replacement. Architect has started office redesign plans for 2023 construction.

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Regional Corridor Planning

- **State Street Corridor Projects**
    1. Staff and consultants prepared Categorical Exclusion (CE) documents covering the RAISE grant elements and are working with FTA to move the project through the NEPA process.
    2. VRT staff continues working with the State Street Executive team to develop a coordinated funding plan for the whole corridor.
    3. VRT has begun conversations with RAISE grant funding partners about the schedule of projects and local match requirements.

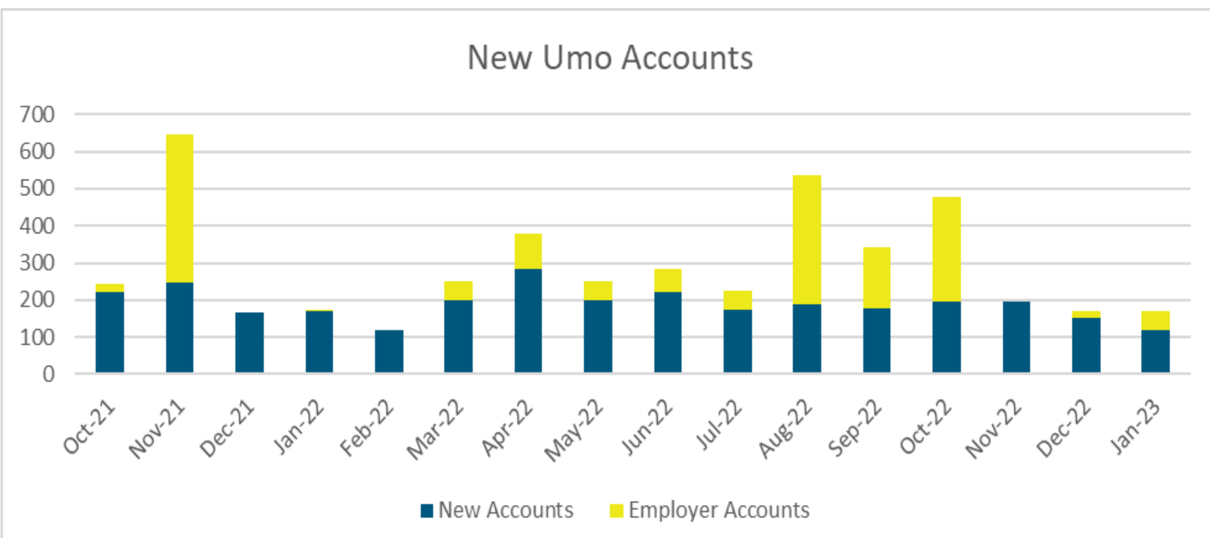
- **Fairview Corridor Project**
    1. VRT has continued its evaluation of The Town Square Mall (TSM) transit center including outreach to TSM and Dillard's. It is expected that this project will need to update existing agreements with landowners. Coordination with the landowner and the mall are ongoing.

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 and Regional Advisory Council on February 6, 2023 and to the VRT Board of Directors in April 2023.

- Staff finalized and issued a procurement for ticket vending machines. They continue work on real-time information signs and will coordinate this procurement with digital advertising procurement.

- Umo fare update:
    - Revenue-to-date (Oct. 2021-December 20, 2022): $160,984.69
    - Revenue December 2022: $11,933.48
    - New accounts December 2022: 171
    - Employer programs integrated into Umo in January: 2
    - Employer programs in Umo total: 16



- City Go update:
  - Regional Pass Program contracts
    - New: Boise Preschool Prep

  - City Go brought back its pre-pandemic community conversation event. They kicked of this year's Tireside chat with a discussion of The Future of EVs in the Treasure Valley with guest speaker Casey Jones of Flash Parking. February's event will be a panel discussion on Community Engagement and Planning 101.

- Navigation update:
  - Travel Trainings in January:
    - 6 individual travel trainings on OnDemand and fixed-route intercounty and Ada County systems.
  - Group Travel Trainings:
    - Idaho Veterans Home
    - St. Luke's Rehab
    - West Ada School District
    - Vocational Rehab Canyon County
    - Access Behavioral Health

<u>**Other Development Activities**</u>

- **Planning projects** –

1- Regional Vanpool Study – VRT staff met with Commuteride and ACHD leadership to discuss next steps and refine the role of the proposed Vanpool/Shared mobility committee.

2- Passenger Facility Plan/Bus Stop Typology – VRT board approved the bus stop typology. Staff has begun preparing for a procurement process to purchase and begin installing the updated signage as discussed.

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 and is developing a survey to release to Kuna residents.

<u>**More Information:**</u>

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	Organizational Alignment
DATE	January 27, 2023
DEPARTMENT	Executive

Topic Description

Valley Regional Transit staff conducted an internal review of the organizational structure following the completion of several plans and studies. The review identified a need for new and clearer organizational alignments and opportunities to improve cross-functional communication and process flow.

Highlights

- 2019 – 2020 – Completed data and process flow study documenting cross functional processes and data flow
- 2019 – Staff completed an organizational restructure including lay-offs and reallocation of labor resources to new functions
- 2020 – 2022 – Completed Transportation Development Plan, Integrated Communications Plan, and Integrated Mobility Plan
- 2020 through 2022 – VRT experienced high levels of turn-over
- 2022 – Board approved change in executive job title from director to Chief Executive Officer (CEO)
- 2022 – Staff conducted a process to realign functions, prioritize future staffing needs and establish work team structure for ensuring cross-function coordination of staff work
- 2023 – Staff established Teams as the primary collaboration tool for cross-functional projects and activities

Background

Valley Regional Transit hired the first staff team in November 2000. From 2001 to 2023 VRT has grown from three to 41 full-time equivalents (FTE). The Board establishes a budget each year and the CEO determines staffing levels for the functions performed by VRT within the budget limits. Over the years staffing changes are determined based on needs to support VRT's administrative overhead, regulatory oversight of federal funding, and shifts in organization focus and direct projects and activities. Most of the staffing changes resulted from findings in audits and internal and federal oversight reviews. Staff growth in recent years have been focused on building capacity to plan and deliver on larger and more complex planning and construction projects.

Several recent events/activities converged to provide an opportunity to examine the organizational alignments and staffing levels of VRT's overhead and direct project/program support. These events include the Covid-19 pandemic and high staff turnover (2020 to 2022), cyber-incident (October 2021), completion of Integrated Mobility Plan (2022) and transition in executive leadership (2022). Staff looked at current organizational structure to evaluate strengths and weaknesses and opportunities for a more stable, resilient, and effective structure for workflow, communication and performance. This included an evaluation of future staffing priorities and updating internal cross-functional teams and

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channels to ensure employees can engage efficiently and effectively with the work of the organization regardless of the position of any employee in the organizational structure.

Implication (policy and/or financial)

A sound and "future-proofed" organizational structure ensures more efficient and effective allocation of staff resources. Inefficient workflow and high staff turnover leads to higher costs in overhead and risks to security and compliance.

Findings, Responses and Recommendation(s)

Findings

- VRT has been adaptive and flexible to meet staffing needs leading to incremental changes of the organizational structure over time
- Staffing is often driven by responding to immediate needs and changes in workload leading to fragmented and inefficient alignments of workflow
- Employees provided feedback about work being done in silos and poor internal communication
- Staffing has shifted from fewer staff completing multiple and varied functions to staff having more specific and targeted expertise in a specific function
- Current data shows 12.5 percent of employees have been with VRT over five years, 87.5 percent under five years, and of the under five years, 37.5% have been with VRT for less than a year
- During times of higher turnover, executive staff and department heads have to take on more technical functions (grant administration, budgeting) to ensure VRT can meet critical overhead and regulatory functions at the expense of focus on longer-term resiliency and sustainability efforts (securing funding sources)
- Limited staff resources in key functions like technology/cybersecurity, finance, and planning create vulnerabilities and risks to security and overall business continuity and project delivery
- VRT is underutilizing Microsoft Teams as a digital collaboration tool to support cross-functional workflow and communication
- Integrated Mobility Plan recommended changes to organizational alignments to ensure VRT is better equipped to support the mobility integration and coordination required of an effective regional transportation authority

Responses

- Updated organizational alignments based on recommendations in Integrated Mobility Plan
- Changed the job titles to align with change to "Chief" nomenclature and ensure minimal organizational disruption as VRT changes and adapts to future staff growth
- Identified and prioritized staffing needs for considering in FY2024 budget including the creation of a Chief Information Officer (CIO) position and a budget analyst
- Established cross-functional teams and channels aligned with internal plans (Transportation Development, Integrated Communication, and Integrated Mobility plans) to ensure workflow is aligned with documented activities and priorities
- Established Teams as the coordination tool for all cross-functional team and channel workflow

Recommendations

- Prioritize funding required to hire Chief Information Officer in FY2024

Hyperlinks to Source Documentation

https://valleyregionaltransit-my.sharepoint.com/:w:/g/personal/kbadesheim_valleyregionaltransit_org/EZcCdzpVXs5FqVsszecRlq0B94_yk7IThd3px1VK8_yc4w?e=UaONUD

https://valleyregionaltransit.sharepoint.com/:w:/s/ValleyRegionalTransit2/EcK-yhuoiwtJl3dMvPyzSNIBB4SPy8_IZVZfaVKMkPE3SQ?e=ezh5V0

https://valleyregionaltransit-my.sharepoint.com/:x:/g/personal/kbadesheim_valleyregionaltransit_org/EWJopMfcqrRGhsiOfgqmWYcBUYoNXJrhCJOHqH-5tTJ11g?e=t5EBIL

TOPIC	Integrated Communications
DATE	January 27, 2023
DEPARTMENT	Communications

Topic Description

This brief describes the work done and with the Communications and Engagement (C&E) department for the purposes of executing the Integrated Communications Plan. Integrated Communications aims to organize the various touchpoints and media that VRT utilizes to ensure interactions with the public are consistent, coordinated, and on-brand.

Highlights

- 2018 - 2020 - VRT hired a marketing consultant to establish communications and marketing fundamentals for VRT (brand handbook, signage audit, marketing campaign planning and implementation
- 2019 – VRT launched VRT Lyft Connections and enhanced premium corridor services marketing through Riders Education campaign
- 2020 – 2022 – Updated brand elements and collateral under new branding standards
- 2021 – Expanded labor support for communications and marketing by adding additional FTE for Communications and Engagement Director
- 2022 – Completed Integrated Communications Plan leading to reorganization of department, streamlining processes, workflow and communications
- 2023 – Updating brand templates, design work, and other VRT touchpoints to ensure brand consistency
- 2023 – Consulting support focused on the FY23 marketing strategy, which includes: 1). Market research, 2). Updated an inclusive branding strategy, culminating in 3). Updated marketing guidelines/templates, and 4). An integrated marketing campaign

Background

The efforts outlined below tie back to the goals set out in the Integrated Communications Plan. Business goals include increasing ridership, increasing revenue, and positioning VRT as the Treasure Valley mobility thought leader. Marketing goals include nurturing public interest in transportation as a viable solution for daily living, increasing organic content and marketing presence to educate and engage the public, growing awareness of VRT programs and services, and developing and nurturing a group of passionate transit advocates and ambassadors. VRT relied on consulting support to build a foundation for effective marketing and communication. Recent effort has been to reorganize and bring additional internal direct labor support to the organization.

Communications/Marketing

Market research and brand strategy was last completed in 2018, with many factors impacting the work in the interim, including travel patterns around the pandemic, and increased demand for service, and new routes and programs. This update is important to align VRT's work internally and to the public and will provide a good foundation for future marketing endeavors.

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VRT has expanded the paid media strategy, splitting a portion of the marketing budget between TV and radio broadcast, with a bonus of produced visuals through the TV agreement. This ensures that VRT is in the market on a frequent basis. The content is checked against the topics coordinated through the Integrated Communications Plan.

Staff is preparing procurement documentation for digital displays across the bus fleet and at facilities. This will be supported by a single content management system, allowing VRT to sell advertising in new ways, communicate to passengers in new ways, and improve brand messaging.

C&E staff leads the fleet media sales and is poised for a record-breaking year of revenue. FY22 saw $650K, with the FY23 estimate approaching $750K. Staff is preparing to conduct market research to update the rate card.

Engagement

C&E staff have been working to streamline and improve engagement efforts, including the Connected Treasure Valley campaign in 2022, which provided feedback on VRT's Transportation Development Plan and annual service changes. This effort allowed the team to assess ways to provide a consistent outreach cycle regarding transit service.

The following represent the current and upcoming engagement work VRT is supporting:

- Connected Canyon County – Final phase to get feedback and share with the community what a truly connected Canyon County might be.
- Beyond ADA project – Aims to unify and coordinate services by providers that offer transportation outside of VRT's fixed route and paratransit services.
- FY2023 Outreach – Service changes, TDP, and bus stop typology – all using both in-person and online engagement methods. Staff is working on a campaign for each (and is still determining the format based on experience with the Connected Treasure Valley campaign), with the bus stop typology campaign being tentatively called Better Bus Stops (and including various pieces of branded materials).
- Art in Transit reboot – Public art program at transit shelters, which will ultimately lead to beautified spaces for passengers to wait, increased public engagement, and improved shelter visibility.

Implication (policy and/or financial)

Financial implications may include ongoing subscriptions to communications/engagement tools, brand update and marketing campaign costs, annual paid media costs, and digital display costs. Staff anticipates an increase in revenue with the update of the rate card and additional advertising opportunities through the digital display project.

Next Steps

Staff will continue work within the Stoltz contract, paid media strategy, digital displays, rate card updates, and engagement efforts. Staff is also preparing for a shift in roles and structures as members near retirement. With a minor role alignment, staff would also recommend either the continuation of cross-functional marketing/event support, or a dedicated added position for these functions.

Hyperlinks to Source Documents

2018 Research Report: VRT_6.28.18 FINAL.pdf
Comms Outline: 1.30.23 - VRT Comms Outline.pdf
FY23 Comms Strategy: VALLEY0071-Strategy-deck-FY23-V2-111122.pdf
VRT + City Go Co-branding Strategy: VRT + City Go Branding Strategy-020722[6].pdf
VRT Brand Book: VRT_book_11.29.18_USE THIS ONE.pdf
VRT Media Kit: VRT_Media_Kit_1_20-23_v2.pdf
Engage VRT: https://engage.valleyregionaltransit.org/en

TOPIC	Integrated Mobility Plan
DATE	January 26, 2023
DEPARTMENT	Development

Highlights

- 2016 – Completed Downtown Boise Design Challenge establishing a template for Transportation Demand Management
- 2018 – Established working group on regional collaboration across partners and added staff FTE to support cross-agency and partner development
- 2019 – 2020 – Implemented solutions from Downtown Demand Challenge and hired full-time staff to stand-up City Go
- 2021 – Integrated Mobility Plan initiated as a resiliency project
- 2022 – Draft plan was completed, and organizational alignment processes were initiated
- 2023 - Board will consider approval of the Integrated Mobility Plan and taken through update of ValleyConnect 2.0

Topic Description

VRT staff worked 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 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 serving all users
- An easily navigable mobility network
- A reframing around the concept “mobility is for everybody.”
- A well-managed mobility program
- A foundation for greater opportunities for partnership and collaboration

In order to reach these goals, the Integrated Mobility Plan addresses regionally focused strategies in four categories.

- Communication and Branding
- Governance and Organization
- Technology Integration
- Transportation Demand Management

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.

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The plan includes city profiles, travel trends, equity concerns, and integrated mobility recommendations.

The plan brings together a regional strategy and five-year plan for many of the current plans and activities VRT is already working on. While this is not an exhaustive list, this includes:

- Connected Canyon County
- Multi-modal trip planning integration into Umo Mobility and VRT Website
- Navigation, education, and travel training
- Regional Pass Program
- Expansion of successful programs including City Go and Safe Routes to School
- Beyond ADA and the integration of specialized transportation
- Integrated fares, TVMs, and fare accessibility
- Bus Stop Typology Study
- Vanpool Study
- Information gateways and customer information cohesiveness
- VRT branding of services, programs, and partnerships
- Real-time information and physical wayfinding

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

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.

Attachments:

Integrated Mobility Plan:
https://www.valleyregionaltransit.org/wpcontent/uploads/2022/12/FULL_VRT_IMP_FINAL.pdf

TOPIC	Cybersecurity
DATE	January 24, 2023
DEPARTMENT	Operations

Description
This brief relates to high-level cybersecurity considerations following a disruptive incident in fall 2021. The status update covers the various measures that have been taken to enhance the security of the organization's network and systems and recommendations that still need to be addressed.

Background
On October 11, 2021, Valley Regional Transit was made aware of a security breach that occurred via an unpatched exchange exploit. VRT worked with our insurance and a third-party cyber-security consulting agency contracted by VRT's insurance carrier to determine if any sensitive information was compromised.

The consultant determined that some sensitive information in our system may have been compromised. VRT provided notification to affected users of the potential compromise that some sensitive information in our system may have been compromised. Since then, we have been working to secure our systems from a future cybersecurity incident as well as limiting the likelihood of sensitive information being compromised.

Highlights
The following list highlights the key actions that have been implemented to protect VRT against future cyber threats and ensure the confidentiality, integrity, and availability of the organization's data and systems.

- Additional security software has been installed on servers to increase security
- Daily monitoring of all security software and updates is conducted to ensure system is up to date and secure
- Critical patches are automatically approved, and non-critical patches are regularly checked to reduce vulnerabilities
- Addresses with internal exploit attempts are actively blocked at the firewall to prevent ongoing exploit attempts and maintain security
- Reputation-based blocklists are regularly imported into the firewall to stay protected
- Firewall threat scan logs are regularly reviewed to ensure security
- Virtual private network (VPN) settings have been changed to connect by default at login for regular patching to maintain system updates
- Written information security policy and procedures (WISP) have been implemented to help protect sensitive information
- A solution has been implemented to manage local admin accounts with password resets at regular intervals to enhance security
- Ongoing cybersecurity and security awareness training for current staff and new users is provided to help users identify threats

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Next Steps

The following list documents additional or on-going actions that need to be taken to further improve our security.

- Current network files are being scanned for sensitive information to identify where sensitive information is stored, to be removed or encrypted as necessary
- A framework for file encryption of sensitive information needs to be set up to reduce the likelihood of a future data breach
- Multi-Factor Authentication is being tested to determine if implementation for administrators on various infrastructure, including local servers, will increase security
- A solution needs to be implemented that will monitor and notify if there are any changes to user accounts, password changes, and changes to permissions
- The Incident Response Plan (IRP) needs to be updated to reflect current environment and processes to improve incident response and security
- A banner needs to be implemented that will notify users of external emails to help identify email origin
- All users need to be moved to Microsoft Exchange online. The local mail server needs to be decommissioned to reduce the number of exploits attempts on our network. There are pending technical issues to be resolved before this can be completed
- An IT Assessment needs to be completed by an independent consulting firm to develop a strategic plan

Implications (policy and/or financial)

During the budgeting cycle for fiscal year 2024, VRT will include a new position for a Chief Information Officer. This new position will be key to implement the strategic plan to reach future goals and vision at VRT.

TOPIC	Beyond ADA Project
DATE	January 25, 2023
DEPARTMENT	Operations

Topic Description

VRT is working with a community steering committee to expand access to services for persons with disabilities by expanding accessible services capacity through an efficient and coordinated on-demand solution. The solution will be designed to expand the current geographic reach and open up new markets for transit in rural, suburban and urban communities, where traditional ADA and fixed routes services are limited.

Highlights

- 2013 – 2016 – Competed design thinking for mobility projects to establish and implement model for filling gaps though multiple non-profit service partners throughout the region
- 2019 – Completed Access to Independence project in City of Boise and transferred Scrip program to VRT
- October 2020 – Launched new on-demand scheduling software in Canyon County
- August 2022 – Launched new scheduling software for ACCESS paratransit services in Ada and Canyon counties
- August 2022 – Launched new scheduling software for Eagle Transportation services
- December 2022 – Launched new scheduling software for Harvest Transit, Metro Community Services, Supportive Housing and Innovative Partnerships, and Village Van services
- January 2023 – Created Beyond ADA On-Demand Project Steering Committee and created scope of work to build the accessible capacity in region
- January and February 2023 – Engaging with current service providers and system users to ensure information is gathered for a clear understanding of what services are being provided and that users' needs are documented
- Spring 2023 – Work with the city of Eagle to launch on-demand services for all Eagle residence that are coordinated with existing services currently provided for older adults and persons with disabilities
- Spring and Summer 2023 – Determine final on-demand solution that will include budget and financial plan
- Fall 2023 – Implement final on-demand solution

Background

VRT began building specialized transportation services through a series of Design Thinking for Mobility projects including Rides 2 Wellness, Access to Independence and Mobile Village. Between 2015 and 2017 several projects came to fruition filling many service gaps for specific populations and under-served geographic areas in the region. These services are delivered through partnerships with non-profit organizations and include a variety of

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technical and equipment supports including scheduling software and access to vehicles through VRT's shared vehicle pool.

In 2019 VRT completed an analysis of all Specialized Transit services. Over the next three years, VRT staff worked on addressing the recommendations. In 2022, VRT updated the analysis, and determined that a sustainable funding source is needed to meet the demand. The analysis also determined a need to build on the efficiency of all services to decrease an overall cost per ride.

Implication (policy and/or financial)

VRT will determine the most desirable, feasible and viable solutions for achieving the desired outcomes outlined by the Beyond ADA On-Demand Project Steering Committee. VRT will ensure that the budget required to maintain the existing services is included annually in the operating budget and that partners continue to provide sustainable funding

Findings and Recommendation(s)

The Beyond ADA On-Demand Project Steering Committee will continue to meet to ensure the final solution is desirable, feasible, and viable for Specialized Transportation services. The final solution will:

- Deliver transportation to underserved geographies and underserved populations and connect them to essential services
- Improve cost effectiveness and efficiency of existing specialized transportation services without loss of access and quality to current customers
- Expand capacity for communities to reach urban fixed-route services
- Expand access to real time scheduling for more populations in the region

Hyperlinks to Supporting Documents

https://valleyregionaltransit.sharepoint.com/:w:/s/SpecializedTransportationAdministration/EXohpSKG9ktEn1vFKo-cznEBTnrEtSntIrMrexvcpREuww?e=UVYQfl

https://valleyregionaltransit.sharepoint.com/:w:/s/SpecializedTransportationAdministration/EUNmHInZnjlEoYTiUwKPUAkBp-uWQaA4I6nQOg9IzBZO5A?e=uzTyc6

TOPIC	Orchard Facility Improvement
DATE	01.23.2023
DEPARTMENT	Development

Topic Description

Orchard Facility improvements are required to meet the mandated State of Good Repair as well as to expand to accommodate needed improvements.

Highlights

- 2020-2022 Electric Bus Infrastructure
- 2022 Orchard Facility Master Plan
- 2022 Parking Lot improvements
- 2023 Pavement reconditioning
- 2023 Compressed Natural Gas rebuild
- 2023-24 East Lot Development

Background

The Orchard facility houses VRT's main bus operations, maintenance and parking for Ada County. VRT has expanded into electric buses which required installation of charging equipment at the Orchard facility. At the same time, staff worked with a consultant to develop a Capital Improvements Plan, called the Orchard Facility Master Plan, to address deficiencies and needs over the 5-year planning horizon and for long term needs to accommodate growth envisioned in ValleyConnect 2.0. The master plan includes a construction schedule to inform applying for and programming federal funding to support implementation.

In 2022, the undeveloped portion of the lot was funded for construction to fix drainage issues and accommodate a future expansion of electric bus charging east of the existing line. Construction is expected to be completed in 2023 with the remaining pavement being rehabilitated and new parking for staff being installed.

The master plan includes expanding the property to the east. Staff is working with the Boise Airport realty specialist to revise the site lease. This development will provide additional space to accommodate additional VRT private office and meeting space. The building will also accommodate workspace for cold storage items such as shelters, benches, amenities. The building will be designed to accommodate expansions into customer items like real time information and ticket vending machines.

Implication (policy and/or financial)

FY2019-2022 Low No Grant, 5339 for 1.085million to purchase and install Electric Bus charging equipment
FY2021-2024 5339 c Grant is for 2.565 million to pave the "dirt lot", recondition obsolete pavement, and handle CNG rebuilds.

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A rebalance effort through COMPASS will provide 1.088 million to expand drainage west, fix gates, and fund shortfalls with the Fy2021-2024 construction.
FY2024-2026 5339 c Grant for 2.775 million for the east lot development

Hyperlink to Source Documents

For More details on Orchard Facility, see the 2022 Orchard Facility Master Plan.
https://www.valleyregionaltransit.org/wp-content/uploads/2023/01/VRT_Orchard_Master_7_11_2022.pdf

TOPIC	Happy Day Transit Center Improvement
DATE	January 23, 2023
DEPARTMENT	Development

Topic Description

Happy Day Transit Center improvements are required to meet the mandated State of Good Repair as well as to expand to accommodate needed improvements.

Highlights

- 2022 Happy Day Transit Center Feasibility Study
- 2020-2022 Plans and Architecture
- 2023 HVAC and Roof Replacement
- 2023-24 Façade
- 2024-25 Office (ADA) reconstruction
- 2026-28 Shop and Tenant reconstruction

Background

The Happy Day Transit Center houses VRT's main bus maintenance and parking for Canyon County. VRT acquired Happy Day Transit Center from a former car dealership in 2011. While the customer space and service center provided similar purpose for transit services, there remained a great deal of non-compliant issues within the building. In 2020-2022 staff worked with consultants to develop a Capital Improvements schedule to address deficiencies and needs over the 5-year planning horizon. Out of the feasibility study, a planning effort including a construction schedule has been developed and competitive grants pursued.

In 2022, an architecture firm was hired to help develop a concept layout of the office space in order to replace the HVAC system, which required the concept for engineering. The office reconstruction is to remedy many issues including ADA deficiencies in access, restrooms, hallways, and egress. The mechanical engineers for the HVAC system will be procuring a new office heating and air system in 2023 followed by a roof replacement over the office.

The plan includes space within the existing shop to handle sensitive business, meetings, and office work. The building will also accommodate workspace for cold storage items such as shelters, benches, amenities. The shop will include a future gantry style bus wash and new exterior doors, roof, and HVAC. VRT is also considering programming space for lease at market rates to community partners that serve the needs of a variety of vulnerable populations.

Implication (policy and/or financial)

FY2017-2022 SU grants for 1.3 million to purchase and install HVAC, roof, and façade.
FY2023-2024 SU Grant is for ~2.8 million to reconstruct the office.
Future Grants will be required for shop reconstruction through approximately 2028.

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For More details on Happy Day Transit Center, see the 2022 Happy Day Transit Center Master Plan. https://www.valleyregionaltransit.org/wp-content/uploads/2023/01/VRT_HDTC_FEASIBILITY_STUDY_FINAL_DRAFT.pdf