Board of Directors Meeting Agenda

April 03, 2023
12:00 PM
VRT Board Room – 700 NE 2nd Street – Meridian, Idaho

This is an in-person meeting. If you are unable participate in the meeting in-person, you may join via MSTeams at **https://www.valleyregionaltransit.org/VRTBoard_April2023**
or by dialing in at **323-484-8960 Conference ID: 529 227 40#**

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. **Finance Committee Report**

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

A. **ACTION: Minutes of the January 9, 2023 Board of Directors Meeting**
Pages 6-9 | Paula Cromie
The Board of Directors is asked to consider approval of the minutes from the January 9, 2023 meeting.

B. **ACTION: Minutes from the January, February and March Executive Board Meetings**
Pages 10-20 | Paula Cromie
The Board of Directors is asked to accept the minutes from the January 9, February 6 and March 6, 2023 meetings.

C. **ACTION: FY2022 Audited Financial Statements**
Pages 21-62 | Jason Jedry
Kailey Holt and Bobby Lawrence, with Eide Bailly, presented the FY2022 audited financial statements to the Executive Board at the February 6, 2023 meeting. Following discussion, Debbie Kling moved to accept and place the audited financial statements on the consent agenda for the VRT Board of Directors to consider accepting at the April 3 meeting; Lauren McLean seconded. The motion passed unanimously. The VRT Board is asked to consider accepting the FY2022 audited financial statements. The financial statements can be found here:
https://www.valleyregionaltransit.org/wp-content/uploads/2023/03/VRT2022FinancialStatementsEide-Bailley.pdf

D. **ACTION: FY2022 Fourth Quarter Performance Report**
Pages 63-67 | Leslie Pedrosa

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

E. **ACTION: FY2022 4th Quarter Operating Cash Balance Report**
Pages 68-69 | Jason Jedry
The Board is asked to review and consider accepting the FY2022 4th Quarter Operating Cash Balance Report.

F. **ACTION: FY2022 4th Quarter Budget Variance Reports**
Pages 70-81 | Jason Jedry
The Board is asked to review and consider accepting the FY2022 4th quarter budget variance reports.

G. **ACTION: FY2023 1st Quarter Operating Cash Balance Report**
Page 82-83 | Jason Jedry
The Board will review and consider accepting the FY2023 1st Quarter Operating Cash Balance Report.

H. **ACTION: FY2023 1st Quarter Budget Variance Reports**
Pages 84-97 | Jason Jedry
The Board is asked to review and consider accepting the FY2023 1st Quarter Budget Variance Reports.

I. **Action: FY23 First Quarter Performance Report**
Pages 98-102 | Leslie Pedrosa
Staff requests the Board of Directors accept the performance report for the first quarter of fiscal year 2023.

J. **ACTION: Payment Registers**
Pages 103-116 | Cameron Wells
The Board will have the opportunity to review and consider accepting the January 16, 2023 to February 15, 2023 payment register and the February 15, 2023 to February 15, 2023 payment register.

K. **ACTION: Low-No Grant Contracts - CTE**
Pages 117-120 | Joe Guenther, Capital Projects Manager
The Board of Directors is asked to consider approval of Resolution VBD23-012 for CTE Low-No Grant tasks.

L. **ACTION: Low-No Grant Contracts - Jacobs Engineering**
Pages 121-124 | Joe Guenther, Capital Projects Manager
The Board of Directors is asked to consider approval of Resolution VBD23-011 for Jacobs Engineering Low-No Grant tasks.

M. **ACTION: Delegation of Authority to Executive Board for State Street Transit and Traffic Operations Plan Addenda**
Page 125-128 | Stephen Hunt
Board of Directors is asked to consider approving Resolution VBD23-019 which delegates authority to the Executive Board to approve Technical Addenda of the State Street Transit and Traffic Operations Plan.

N. **ACTION: Delegation of Authority to Executive Board - Enterprise Resource Planning (ERP) System Replacement**
Pages 129-132 | Jason Jedry
Staff requests the VRT Board review and consider approving Resolution VBD23-022 – Delegation of Authority to Executive Board - Enterprise Resource Planning (ERP) System Replacement to delegate authority to the VRT Executive Board to approve a software as a service contract (SaaS), for an ERP system not to exceed $957,000 over five years.

O. **ACTION: On-Call Planning**
Pages 133-135 | Stephen Hunt
The Board is asked to consider approval of RESOLUTION VBD23-018 for on-call planning needs.

P. **ACTION: Orchard Facility Construction**
Pages 136-138 | Joe Guenther, Capital Projects Manager
The Board of Directors is asked to consider approval of Resolution VBD23-013 for Orchard pavement construction.

Q. **ACTION: Orchard Pavement and Engineering**
Pages 139-141 | Joe Guenther, Capital Projects Manager
The Board is asked to consider approval of Resolution VBD23-014 for Orchard pavement engineering.

R. **ACTION: Integrated Mobility Plan**
Pages 142-148 | Stephen Hunt
The VRT Board of Directors will consider approval of RESOLUTION VBD23-020 which would adopt the Integrated Mobility Plan.

S. **ACTION: Public Involvement and Notification Policy 1.24.00**
Pages 149-155 | Mark Carnopis
The Board is asked to consider approval of the updated Public Involvement and Notification Policy.

T. **ACTION: Social Media Policy 1.23.01**
Pages 156-163 | Mark Carnopis
The Board is asked to consider approval of the updated Social Media Policy 1.23.01.

VI. Action Items

A. **ACTION: Executive Board Election - Sabrina Minshall**
Page 164 | Elaine Clegg
The Board is asked to consider the nomination of the Executive Board and elect Sabrina Minshall to the open at-large position for Canyon County.

B. **ACTION: ETA Transit Systems Contract Modification**
Pages 165-168 | Jason Rose
Staff will present a proposed contract modification with ETA Transit Systems to add digital displays on the bus, which will continue to improve the customer experience and add another method of growing revenue. Staff recommends the Board approve RESOLUTION VBD23-017 for the contract modification with ETA Transit Systems for the remaining terms of the contract and delegating authority to the Chief Executive Officer to finalize and execute the contract modification.

C. **ACTION: VRT Facilities Tour**
Elaine Clegg
Valley Regional Transit (VRT) would like to request/invite Board members to participate in a tour of VRT facilities and buses. The tour would be conducted on VRT buses and include Main Street Station, the VRT maintenance and operations at the Boise Airport, The Happy Day Transit Center and various spots in between. It will take 3-3½ hours and would have to be between 10:00 AM -2:00 PM in June or July. The Board is asked consider approval of this request and to work with Paula to determine if you can participate and find the best day for this tour.

D. **ACTION: FY2022 Specialized Transportation Analysis Update**
Pages 117-118 | Leslie Pedrosa
Staff requests the Board of Directors accept the FY2022 Specialized Transportation Analysis Update as recommended by the Executive Board and the Regional Advisory Council.

VII. Information Items

A. **INFORMATION: Beyond ADA Project Update**
Pages 171-173 | Leslie Pedrosa
Staff has provided an informational update on the Beyond ADA Project for the Board.

B. **INFORMATION: Regional Vanpool Study**
Pages 174-176 | Alissa Taysom
Staff will provide an update on the findings and recommendations of the Regional Vanpool Study. The complete report, including survey results can be found here:
https://www.valleyregionaltransit.org/RegionalVanpoolSystemPlan

C. **INFORMATION: 2023 Outreach Strategy**
Pages 177-178 | Jason Rose
This memo provides the proposed strategy and calendar for the 2023 outreach campaign for service updates, including service changes, the Transportation Development Plan (TDP), Valley Connect updates, and the bus stop typology implementation.

D. **INFORMATION: Procurement Calendar**
Page 179 | Jason Jedry
The most current procurement calendar is included in the packet for your information.

VIII. Executive Session

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

IX. Department/Staff Reports

A. **INFORMATION: Department/Staff Reports**
Pages 180-192 | Staff
The most current department/staff reports were included in the packet for information. These reports contain valuable information on what is going on in each department at Valley Regional Transit. Board members are encouraged to read them.

X. Adjournment

Agenda order is subject to change.

Next VRT Board of Directors Meeting:
August 7, 2023
VRT Boardroom
700 NE 2nd Street
Meridian, ID 83642

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

The public is invited to provide written comment on an agenda item or provide comment at the VRT Board meetings. Please refer to the VRT Board Agenda Preparation and Approval Policy (approved 07/15/09) at the following weblink:
https://www.valleyregionaltransit.org/media/1493/boardagenda-preparationpolicy.pdf

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

valleyregionaltransit

Board of Directors Meeting Minutes

January 09, 2023

12:00 PM

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

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Nichoel Baird Spencer, City of Eagle	Rod Beck, Ada County Comm.	Kelli Badesheim, VRT
John Bechtel, City of Wilder	John Brunelle, CCDC	Bre Brush, City of Boise
Elaine Clegg, City of Boise	Becky Crofts, City of Middleton	Joe Buckendorf, ATU398
Rob Fisher, City of Greenleaf	Ryan Davidson, Ada County Comm.	Mark Carnopis, VRT
Jeff Flynn, CWI	Bonnie Emly, City of Notus	Miranda Carson, City of Meridian
Ashley Ford-Squyers, MDC	Hal Forsgren, City of Melba	Paula Cromie, VRT
Debbie Kling, City of Nampa	Dave Hershey, City of Star	Brianna Dowling, VRT
Todd Lavoie, City of Meridian	Pam White, Canyon County Com.	Gregg Eisenberg, First Transit
Lantz McGinnis-Brown, Boise State	Leslie Van Beek, Canyon County Com.	Jeannette Ezell, VRT
Lauren McLean, City of Boise		Dave Fotsch, VRT
Brent Orton, City of Caldwell		Tessa Greegor
Alexis Pickering, ACHD		Joe Guenther, VRT
Dale Reynolds, City of Nampa		Jimmy Hallyburton, City of Boise
Joe Stear, City of Kuna		Jose Hernandez, VRT
Jenah Thornborrow, City of Garden City		Natalie Hilde, Thompson Consulting
David Tiede, City of Meridian		Stephen Hunt, VRT
Jarom Wagoner, City of Caldwell		Jason Jedry, VRT
Mark Wasdahl, ITD		Lila Klopfenstein, COMPASS
		Hailee Lenhart-Wees, VRT
		Dave Meredith, VRT
		Nick Moran, VRT
		Mary Beth Nutting, RAC
		Mark Otter
		Leslie Pedrosa, VRT
		Ken Pidjeon, Citizen
		Neva Resendez, VRT
		Jill Reyes, VRT
		Jason Rose, VRT
		Chuck Stadick, City of Caldwell
		Mark Steuer, City of Nampa
		Alissa Taysom, VRT
		Cameron Wells, VRT

Calling of the Roll - Chair Debbie Kling called the meeting to order at 12:13, with a quorum present by phone and in person.

Agenda Additions/Changes - None

Public Comments – Ken Pidjeon requested the sign typology be removed from the consent agenda moved to a regular action item.

Bus Stop Typology, Kit of Parts, and Branding was removed from the consent agenda and moved to an action item following a motion to remove it by Lauren McLean and seconded by Nichoel Baird-Spencer. The motion passed unanimously.

Immediately following, Lauren Mclean moved to approve VBD23-008 for bus stop typology, kit of parts and branding elements; Elaine Clegg seconded. The motion passed unanimously. Following a request by Nichoel Baird Spencer, staff addressed the concerns of Ken Pidjeon.

FINANCE COMMITTEE REPORT - None

CONSENT AGENDA

Items on the Consent Agenda consisted of the following:

ACTION: Minutes from the November and December Executive Board and Special Executive Board Meetings

ACTION: Minutes from the October 3, 2022 Board of Director's Meeting and Special Work Session

ACTION: Compensation Analysis

ACTION: FY2022 Fourth Quarter Performance Report

ACTION: Payment Registers

ACTION: Valley Regional Transit Employee Handbook Update January 2023

ACTION: FY2022 Public Comment Report

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

ACTION: Delegating Authority for Transit Asset Management and Public Transportation Agency Safety Plan - Approval of RESOLUTION VBD23-006 and delegated authority to the Executive Board to approve updates to the Transit Asset Management Group Plan and the Public Transportation Agency Safety Plan

ACTION: On Call Engineering Services - Approval of Resolution VBD23-002 for On-call Engineering and Architecture services for FY2023-2028

ACTION: Orchard Facility Construction Phase 2 - Approval of Resolution VBD23-003 for Orchard pavement construction

ACTION: Orchard Pavement and Engineering - Approval of Resolution VBD23-004 for Orchard pavement engineering

Lauren McLean moved to approve the consent agenda as presented; Nichoel Baird-Spencer seconded. The motion passed unanimously.

EXECUTIVE SESSION: Personnel Issue

Lauren McLean made a motion to move into executive session pursuant to Idaho Code 74-206, a) Personnel Hiring; Alexis Pickering seconded. The motion passed unanimously. The Executive Session began at 12:24 p.m. Roll call was taken.

The Executive Session ended at 12:51.

Following the Executive Session, Alexis Pickering moved to hire Elaine Clegg as CEO, at the recommendation of the Executive Board for a salary of $145,000 per year with 120 hours of vacation provided at the time of employment; Nichole Baird -Spencer seconded. The motion passed unanimously. Employment will begin on February 13, 2023.

Elaine Clegg stepped down from her position on the Board; Jimmy Hallyburton, from the City of Boise sat in the meeting as an alternate.

Chair Debbie Kling provided the elements of Kelli Badesheim's exit package for the board's consideration. would step down as Executive Director on February 10, 2023, but continue employment through March 31, 2023, in a support capacity as directed by the new CEO and continue to receive her salary until March 31, 2023. Health insurance benefits would continue to be paid until April 30, 2023. Per the VRT employee handbook, Kelli would receive payment for all unused leave and be paid at 50% for unused sick leave. A lifetime bus pass will also be a part of the exit package per the VRT employee handbook.

Nichoel Baird-Spencer moved to approve the exit package as described; Dale Reynolds seconded. The motion passed unanimously.

ACTION ITEMS

ACTION: PUBLIC HEARING - FY2023 Budget Amendment

Prior to the public hearing, Jason Jedry presented the amended FY2023 Operating and Capital budgets.

The VRT chair then conducted a public hearing to take formal comments on the FY2023 budget amendment #1 beginning at 1:05 p.m.

There was no one who wanted to testify during the public hearing, so Joe Stear moved to close the public hearing, Nichoel Baird-Spencer seconded. The motion passed unanimously.

The hearing closed at 1:06 p.m.

ACTION: FY2023 Budget Amendment

Following discussion, Joe Stear moved to approve RESOLUTION VBD23-005 FY2023 Budget Amendment #1 which includes FY2022 carryforwards and new projects funded after the adoption of the FY2023 budget in August 2022; the motion was seconded. The motion passed unanimously.

ACTION: Eagle Community Trolley Service

Kelli Badesheim presented information regarding the request to authorize the City of Eagle to provide an Eagle community trolley service.

Following discussion, Brent Orton moved to approve RESOLUTION VBD23-2022 authorizing the City of Eagle to operate the Eagle community trolley service; Lantz McGinnis-Brown seconded. The motion passed unanimously.

ACTION: FY2024-2028 Transportation Development Plan Strategic Priorities

Stephen Hunt presented information regarding the FY2024-2028 Transportation Development Plan. Following discussion, Nichoel Baird-Spencer moved to approve RESOLUTION VBD23-007 Transportation Development Plan Strategic Priorities; Joe Stear seconded. The motion passed unanimously.

2023 Officer Succession and Executive Board Elections

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

Nominations were made and John Bechtel moved to elect the individuals as recommended listed in the table below; Nichoel Baird-Spencer seconded. The motion passed unanimously.

County/Position	Nomination	County/Position	Nomination
Canyon Chair-Elect	Jarom Wagoner	Ada Chair	Joe Stear
Canyon Member	Debbie Kling	Ada Vice-chair	Lauren McLean
Canyon Member	Dale Reynolds	Secretary/Treasurer	Alexis Pickering
Canyon Member	John Bechtel	Ada Member	Todd Lavoie
Canyon Member	**Open**	Ada Member	**Open**
Boise State	Lantz McGinnis Brown		

INFORMATION ITEMS

INFORMATION: Work Session - Connected Canyon County

Valley Regional Transit is holding the next round of community engagement for Connected Canyon County. The memo presented in the packet provided background and included the materials being presented to the public. Kelli Badesheim, Jason Rose and Stephen Hunt gave more details during the meeting, pointing out gaps in services and the vision for the future.

Debbie Kling requested staff work with the City of Nampa and the City of Caldwell to get the messages pushed out. Staff is working to get this information to jurisdictions earlier, in order to have funding levels discussed prior to budgets being set.

Staff will send out a follow up email with promotional details and updated dates of the public engagements.

INFORMATION: Integrated Mobility Plan

This item was not discussed. Board members were encouraged to read through the information.

INFORMATION: Procurement Calendar

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

Department/Staff Reports

INFORMATION: Department/Staff Reports

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

ADJOURNMENT

Lauren McLean moved to adjourn the meeting at 1:45 p.m.; Joe Stear seconded. The motion passed unanimously.

Next VRT Board of Directors Meeting:
April 3, 2023
VRT Boardroom
700 NE 2nd Street
Meridian, ID 83642

Valley Regional Transit Executive Board Meeting Minutes
January 9, 2023
VRT Board Room
700 NE 2nd Street – Board Room
Meridian, Idaho

APPROVED:

By: J Stear ____________________
Joe Stear, Chair

ATTEST:

By: Paula Cromie ____________________
Paula Cromie, Executive Assistant
Valley Regional Transit

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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 servic 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

Valley Regional Transit Executive Board Meeting Minutes/Joint with RAC
February 6, 2023
VRT Board Room
700 NE 2nd Street – Board Room
Meridian, Idaho

APPROVED:

By: ______________________________
Joe Stear, Chair

ATTEST:

By: ______________________________
Paula Cromie, Executive Assistant
Valley Regional Transit

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Executive Board Meeting/Joint with Regional Advisory Council Minutes
February 06, 2023
11:00 AM

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

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
John Bechtel, City of Wilder	Todd Lavoie, Meridian	Kelli Badesheim, VRT
Lantz Brown, Boise State	Dale Reynolds, Nampa	Doug Buckendorf, ATU Local
Debbie Kling, City of Nampa		Bre Brush, City of Boise
Lauren McLean, City of Boise		Paula Cromie, VRT
Alexis Pickering, ACHD		Mark Carnopis, VRT
Joe Stear, City of Kuna		Elaine Clegg, VRT
Jarom Wagoner, City of Caldwell		Brianna Dowling, VRT
		Gregg Eisenberg, VRT
		Jeannette Ezell, VRT
RAC MEMBERS ATTENDING	**RAC MEMBERS ABSENT**	Dave Fotsch, VRT
Susan Bradley	Susan Manika	Jeremy Gianchetta, VRT
Samantha Kenney	Mary Beth Nutting	Kathleen Godfrey, VRT
Terri Lindenberg		Joe Guenther, VRT
Jeremy Maxand		Kailey Holt, Eide Bailly
Lauren Noble		Stephen Hunt, VRT
Deeann Solis		Kristy Inselman, ACHD
Walter Steed		Liisa Itkonen, COMPASS
		Jason Jedry, VRT
		Kaite Justice, VRT
		Bobby Lawrence, Eide Bailly
		Hailee Lenhart-Wees, VRT
		Dave Meredith, VRT
		James Mundell, VRT
		Leslie Pedrosa, VRT
		Ken Pidjeon, Citizen
		Randy Reese, VRT
		Neva Resendez, VRT
		Jill Reyes, VRT
		Jason Rose, VRT
		Diana Stanley, VRT
		Alissa Taysom, VRT
		Cameron Wells, VRT
		Sarah Yabarra, VRT
		Mikaela Vaughn

Calling of the Roll - Chair Joe Stear called the meeting to order at 11:03, with a quorum present by phone and in person.

Agenda Additions/Changes – Introduced Kate Dahl as the new planner for VRT

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

Consent Agenda
The consent agenda consisted of the following:

A. **ACTION: Minutes from the January 9, 2023 Meeting**
B. **RAC ACTION: Minutes from the January 17, 2023 Regional Advisory Council Meeting**
C. **EB ACTION: Accept Minutes from the January 17, 2022 Regional Advisory Council Meeting**
D. **ACTION: FY2022 4th Quarter Budget Reports**
E. **ACTION: FY2022 4th Quarter Operating Cash Balance Analysis**
F. **ACTION: Purchase On-street Amenities (Brasco Inc)**
RESOLUTION VEB23-007 Capital Projects for purchase of shelters and amenities from Brasco
G. **ACTION: Payment Register**
H. **ACTION: Public Transit Agency Safety Plan Update**
RESOLUTION VEB23-006 Public Transportation Agency Safety Plan. The plan can be found here: https://valleyregionaltransit.org/wp-content/uploads/2023/01/Public-Transportation-Agency-Safety-Plan-Feb-2023.pdf

Sam Kenney moved to approve the consent agenda as presented for the Regional Advisory Council (Item B); Terri Lindenberg seconded. The motion passed unanimously

Debbie Kling moved to approve the consent agenda as presented for the items for the Executive Board (All items except B); Lauren McLean seconded. The motion passed unanimously

Finance Committee Board
ACTION: FY2022 Audited Financial Statements
Kailey Holt and Bobby Lawrence, with Eide Bailley, presented the FY2022 audited financial statements. Following discussion, Debbie Kling moved to approve the audit; Lauren McLean seconded. The motion passed unanimously.

Executive Board - Action Items

ACTION: FY2022 Specialized Transportation Analysis Update
Leslie Pedrosa presented the Specialized Transportation Analysis Update. Following discussion, Jeremy Maxand moved to recommend the Specialized Transportation Analysis Update to the Board of Directors for approval; Samantha Kenney seconded. The motion passed unanimously. The complete update to the plan can be found here: Specialized-Transit-Analysis-FY2022-Update-Final.pdf (valleyregionaltransit.org)

ACTION: Valley Regional Transit Priorities for the Ada County Highway District 2024-2028 Integrated Five-Year Work Plan
Stephen Hunt presented Valley Regional Transit Priorities for the Ada County Highway District 2024-2028 Integrated Five-Year Work Plan. Following discussion, Lauren McLean moved to approve RESOLUTION VEB23-006 Valley Regional Transit Priorities to the Ada County Highway District for their consideration in developing the FY2024-2028 Integrated Five-Year Work Plan, as presented during the meeting, including amendments; Jeremy Maxand seconded. The motion passed unanimously.

Executive Board - Information Items
INFORMATION: FY2024 Service Change

Alissa Taysom presented an update on concepts for the FY2024 service change.

INFORMATION: Integrated Mobility Plan
Kaite Justice provided an update on the Integrated Mobility Plan.

INFORMATION: Work Session - What do Riders Want?
Jeremy Maxand led meeting participants through a discussion on the topic from Better Buses, Better Cities: What Do Riders Want? (Steven Higashide).

Canyon County On-Demand Transit Update
This item was provided in the packet for information only.

INFORMATION: Procurement Calendar
The most current procurement calendar was included in the packet for information.

Executive Session
At 12:59, Debbie Kling made a motion to move into executive session Pursuant to Idaho Code 74-206, citing paragraphs citing f and l; John Bechtel seconded. The motion passed unanimously.

No action was taken during the meeting.

Department/Staff Reports
INFORMATION: Department/Staff Reports
The most current department/staff reports were included in the packet for information. These reports contain valuable information on what is going on in each department at Valley Regional Transit. Board members are encouraged to read them and ask questions when needed.

STAFF REPORTS: CEO Briefs
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.

Adjournment – The meeting was adjourned at 1:06 p.m.

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

Item V. B.

valleyregionaltransit

Executive Board Minutes

March 06, 2023

11:00 AM

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

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
John Bechtel, City of Wilder	NONE	Bre Brush, City of Boise
Lantz Brown, Boise State		Doug Buckendorf, ATU Local 398
Debbie Kling, City of Nampa		Margaret Carmel, BoiseDev.com
Todd Lavoie, City of Meridian		Elaine Clegg, VRT
Lauren McLean, City of Boise		Paula Cromie, VRT
Alexis Pickering, ACHD		Mark Carnopis, VRT
Dale Reynolds, City of Nampa		Gregg Eisenberg, First Transit
Joe Stear, City of Kuna		Jeannette Ezell, VRT
Jarom Wagoner, City of Caldwell		Dave Fotsch, VRT
		Jeremy Gianchetta, VRT
		Kathleen Godfrey, VRT
	PUBLIC HEARING – Eagle Senior Ctr.	Natalie Hilde, Thompson Consulting
	Belva Kerstette, Eagle Senior Center	Stephen Hunt, VRT
	Stan Ridgeway, Eagle Senior Center	Kristy Inselman, ACHD
	Linda Weston, Eagle Senior Center	Liisa Itkonen, COMPASS
	Helen Wright, Eagle Senior Center	Jason Jedry, VRT
	Brad Miller, Hawley Troxell	Lila Klopfenstein, COMPASS
		Dave Meredith, VRT
	PUBLIC HEARING – ACCESS Appeal	Sabrina Minshall, Canyon County
	Rosemary Seman, Citizen	James Mundell, VRT
	Rochelle Lloyd, Citizen	Nick Moran, VRT
		Mary Beth Nutting, RAC
		Leslie Pedrosa, VRT
		Ken Pidjeon, Citizen
		Randy Reese, VRT
		Jason Rose, VRT
		Nicole Stern
		Alissa Taysom, VRT
		Corrie Washington, VRT
		Cameron Wells, VRT
		Sarah Ybarra, VRT

I. **Calling of the Roll** - Chair Joe Stear called the meeting to order at 11:03, with a quorum present by phone and in person.

II. Executive Session

A. EXECUTIVE SESSION: Pending/Probable Litigation
Leslie Pedrosa/Legal Counsel Hawley Troxell

At 11:05, John Bechtel made a motion to move into executive session 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); Dale Reynolds seconded.

Roll call was taken. All executive board members were present.

At 11:37, John Bechtel made a motion to close the executive session; Debbie Kling seconded. The motion passed unanimously. Joe Stear reported the Board was out of executive session where information was received, and no action was taken. The session ended at 11:37.

III. Agenda Additions/Changes – None

IV. Public Comments

Ken Pidjeon pointed out that Boise Urban Stages used the premises described in the book Better Buses Better Cities to run the system. (At the February joint meeting with the Regional Advisory Council, the book was discussed.)

He also pointed out this year would be the 50th anniversary of Boise Urban Stages and would like VRT to celebrate the 50th anniversary by adding something online.

V. Consent Agenda

A. ACTION: New Regional Advisory Council Member - Theresa Vawter

B. ACTION: Minutes of the February 6, 2023, Executive Board Meeting Joint with Regional Advisory Council

C. ACTION: Payment Register

Debbie Kling moved to approve the consent agenda as presented; John Bechtel seconded. The motion passed unanimously.

VI. Executive Board - Action Items

A. ACTION: PUBLIC HEARING ACCESS Paratransit Appeal

At 11:43 a.m., the Executive Board opened a public hearing to discuss an ACCESS Paratransit appeal for Debra Semon.

The hearing closed at 11:53 a.m.

Following the public hearing Debbie Kling moved to restore service for Debra Semon at the previous location at Albertsons (Five Mile and 10500 W. Overland Road), prior to the change in scheduling software; Dale Reynolds seconded the motion. The motion carried unanimously.

B. ACTION: PUBLIC HEARING Eagle Senior Center Appeal

At 11:55, the Executive Board opened a public hearing to discuss an appeal by the Eagle Senior Center regarding services.

The public hearing closed at 12:48

Discussion followed. Executive Board members agreed they would like to defer the deci the appeal and for VRT and the Eagle Senior Center to work together on a mitigation plan to restore services and to negotiate a path forward with a clear understanding that there are safety briefings done on a regular basis. VRT will continue to provide services until a decision is made. Debbie Kling made a motion to defer the decision on the appeal and for VRT and the Eagle Senior Center to work together to negotiate what a service contract would look like prior to a decision being made by the Executive Board. Dale Reynolds seconded the motion. The motion passed unanimously.

C. ACTION: Proposed Agenda for the April Board of Directors Meeting
John Bechtel moved to approve the April Board of Directors meeting agenda as presented, giving staff the latitude to add or remove items as needed; Dale Reynolds seconded. The motion passed unanimously.

VII. Finance Committee - None

VIII. Executive Board - Information Items

A. INFORMATION: Regional Vanpool Study
Stephen Hunt presented the findings of the regional vanpool study, noting the item would come before the Board for approval at a later date.

B. INFORMATION: 2023 Outreach Calendar and Strategy
Elaine Clegg and Jason Rose gave a summary of the outreach strategies and calendar for the remainder of FY2023.

C. INFORMATION: Procurement Calendar
The most current procurement calendar was included in the packet for your information. No discussion was held.

IX. Department/Staff Reports

A. INFORMATION: Department/Staff Reports
The most current department/staff reports were included in the packets for information. No discussion was held.

B. STAFF REPORTS: CEO Briefs
Staff is supporting the transition of the new CEO by preparing briefs on some of VRT's most important work and activities. This information was included in the packet for information. No discussion was held.

X. Adjournment – The meeting was adjourned at 1:10 p.m.

Next VRT Executive Board Meeting:
April 3, 2023 (followed by the Board of Directors meeting)
VRT Boardroom
700 NE 2nd Street
Meridian, ID 83642

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.

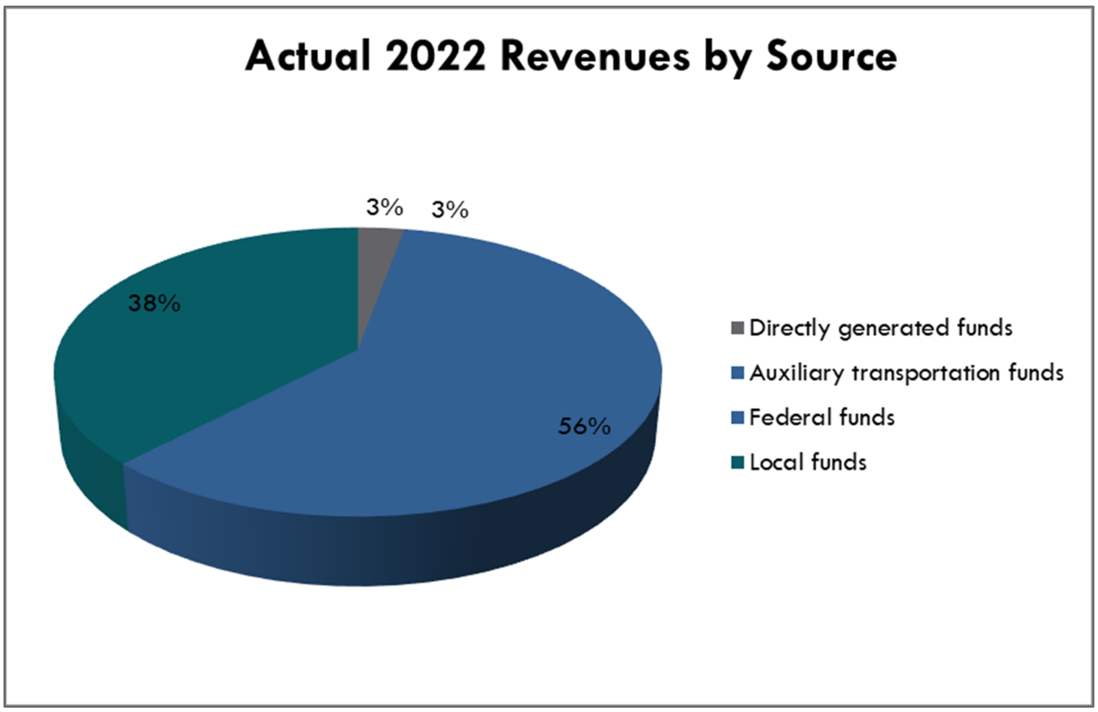
Local revenues are contributions made by each of the members of VRT's supporting regional management as well as service contributions which are intended to fund the operating expenses of the various VRT programs, depending upon the services a member receives.

	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*

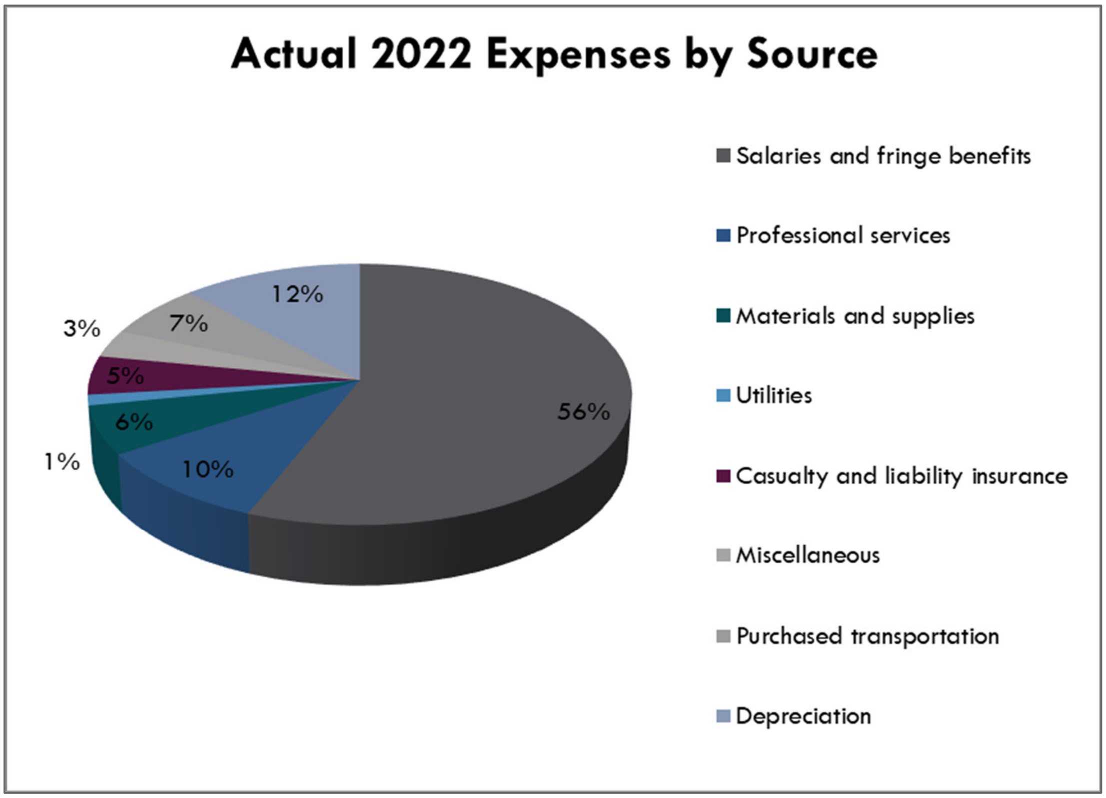
Analysis of Revenues

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.

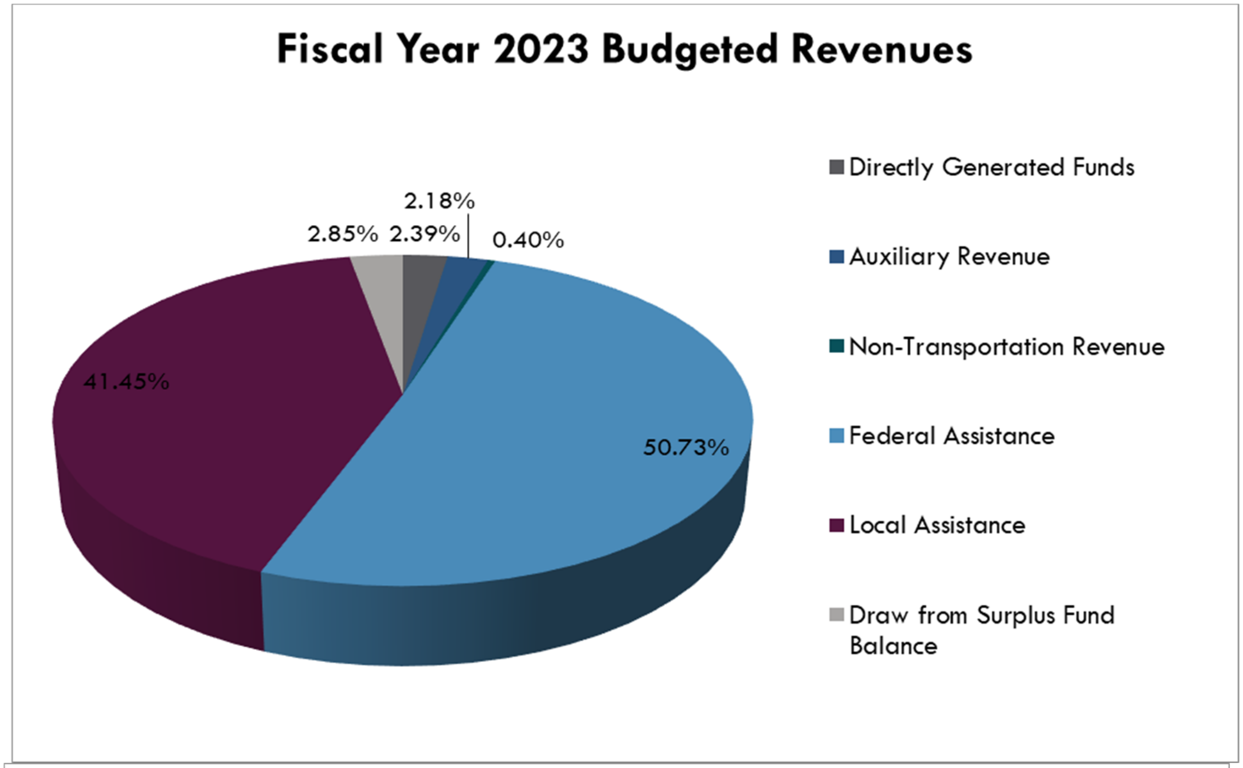
Valley Regional Transit's FY 2023 operating budget increased by $1,302,661, or 5.24%, over the FY 2022 operating budget. The capital budget for FY 2023 decreased by $13,487,790 or -77%, under the FY 2022 capital budget.

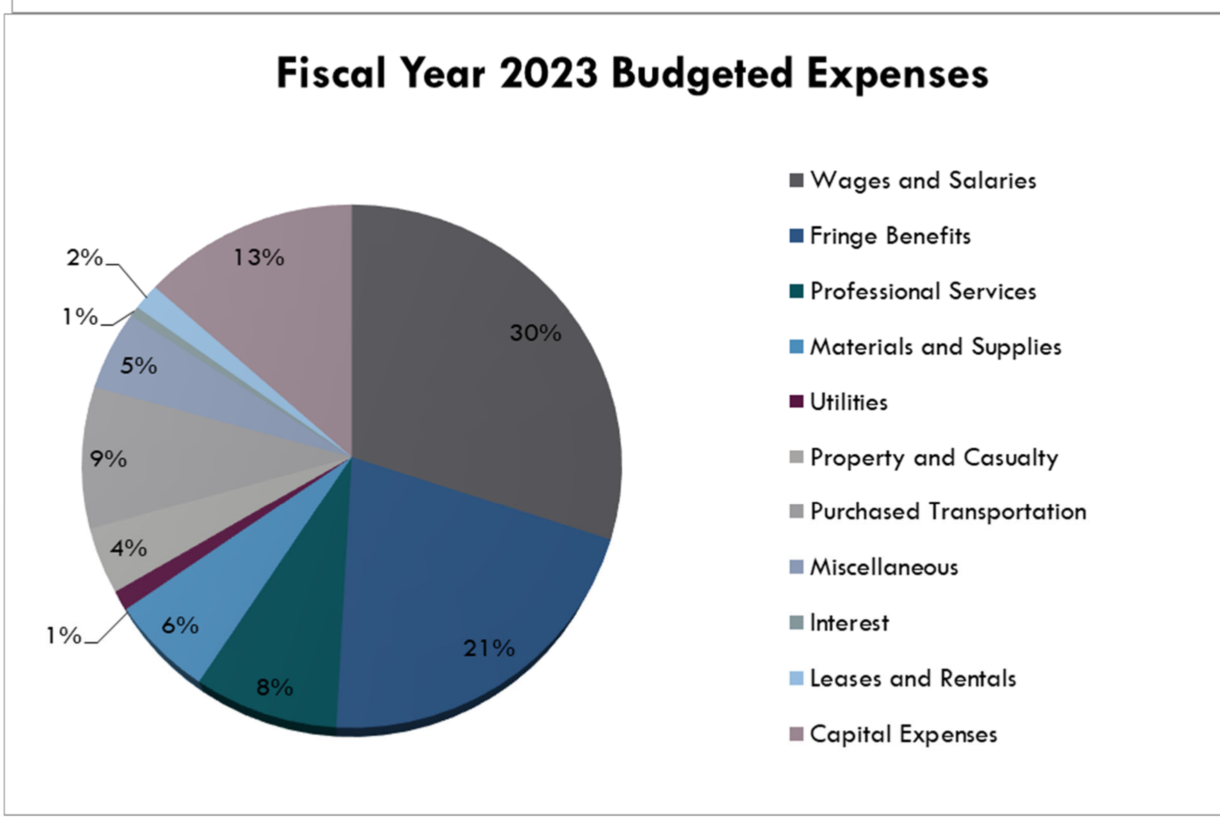
Increased operating budget amounts are due to the following: 1) Wage and salary expenses along with fringe benefit expenses are budgeted higher across all divisions with the most significant increases in the Ada and Canyon County systems; 2) Budget increases in material and supplies, utilities, purchased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

See Notes to Financial Statements

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

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.

EideBailly

CPAs & BUSINESS ADVISORS

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

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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.

Esde Sailly 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

TOPIC	FY22 Performance Report - Quarter 4
DATE	March 15, 2023
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

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

Summary

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

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

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

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

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

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

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

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- Village Van had a 111% increase in ridership
- Volunteer Driver had an 37% decrease in ridership
- Meridian Senior Center had a 184% increase in ridership
- Eagle Senior Center had a 15% decrease in ridership
- Star Senior Center had a 19% increase in ridership
- Harvest Transit had a 25% decrease in ridership
- Parma Senior Center had a 41% decrease in ridership
- Melba Senior Center started providing service in the third quarter of this fiscal year, but VRT does not have previous ridership to compare to, however ridership is included in the quarterly and year to date total
- Ada County Rides2Wellness had a 6% decrease in ridership
- Canyon County Rides2Wellness started service in fiscal year 2022, so there is no ridership to compare, however ridership is included in quarterly and year to date totals
- Meridian's Veteran's Shuttle had a 52% decrease in ridership

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

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

Implication (policy and/or financial)

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

More Information

Attachments:
FY22 Performance Report, Fourth Quarter
FY22 Fourth Quarter Ridership Report
FY22 Year to Date Ridership Report

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

VRT PERFORMANCE - 4th QUARTER, FY22
SUMMARY DASHBOARD

		QUARTERLY			YEAR TO DATE		
		FISCAL YEAR			FISCAL YEAR		
		2022	2021	% Change	2022	2021	% Change
RIDES	FR	270,493	223,038	21.3	1,022,875	882,444	15.9
	DR	16,004	14,326	11.7	63,221	54,048	17.0
	ST	20,311	17,521	15.9	76,439	64,027	19.4
	VP	33,038	25,814	28.0	123,058	103,839	18.5
	FMLM	603	797	-24.3	2,584	2,953	-12.5
	BS	-	-		-	-	
	Total	340,449	281,496	20.9	1,288,177	1,107,311	16.3
HOURS	FR	24,857	23,693	4.9	98,054	89,902	9.1
	DR	6,307	5,626	12.1	24,274	21,419	13.3
	ST	6,227	6,094	2.2	25,184	22,315	12.9
	VP	7,533	7,762	-3.0	28,619	29,710	-3.7
	FMLM	86	119	-27.7	385	399	-3.4
	BS	-	-		-	-	
	Total	45,011	43,294	4.0	176,516	163,745	7.8
RIDES PER HOUR	FR	10.88	9.41	15.6	10.43	9.82	6.3
	DR	2.54	2.55	-0.4	2.60	2.52	3.2
	ST	3.26	2.88	13.4	3.04	2.87	5.8
	VP	4.39	3.33	31.9	4.30	3.50	23.0
	FMLM	6.99	6.68	4.6	6.71	7.41	-9.5
	BS	-	-		-	-	
	Total	7.56	6.50	16.3	7.30	6.76	7.9
ON-TIME PERFORMANCE	FR	84%	78%	5.9	83%	79%	4.0
	DR	87%	87%	0.4	86%	84%	2.0
	ST	85%	67%	18.3	84%	61%	23.0
	Total	85%	77%	8.2	84%	75%	9.7

FR- FIXED ROUTE | DR - DEMAND RESPONSE | ST - SPECIALIZED TRANSPORTATION | VP - VANPOOL | BS - BIKESHARE | FMLM - FIRST MILE/LAST MILE

Item V. D.

VRT PERFORMANCE - 4th QUARTER, FY22

QUARTERLY RIDERSHIP DETAIL

FR- FIXED ROUTE

	FY22	FY21	% Change
Ada County*	232,915	195,618	19.1
Boise State - Bronce Shuttle	24,180	16,616	45.5
Canyon County*	-	-	0.0
Intercounty*	13,398	10,804	24.0
FR SUB TOTAL	270,493	223,038	21.3

ST - SPECIALIZED TRANSPORTATION

	FY22	FY21	% Change
Metro Community Services**	3,095	3,024	2.35
Shared Vehicle	71	69	2.90
Supportive Housing and Innovative Partnerships**	3,051	3,148	-3.1
Kuna Senior Center	497	462	7.58
Village Van	2,037	966	110.87
Volunteer Driver	322	511	-37.0
Meridian Senior Center	2,087	736	183.56
Eagle Senior Center**	2,786	3,280	-15.1
Star Senior Center	303	255	18.82
Harvest Transit**	1,977	2,620	-24.5
Parma Senior Center	483	820	-41.1
Ada County Rides 2 Wellness	1,482	1,582	-6.3
Canyon County Rides 2 Wellness	393	-	-
Meridian Veteran's Shuttle	23	48	-52.1
Melba	1,704	-	-
ST SUB TOTAL	20,311	17,521	15.92

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

DR - DEMAND RESPONSE

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

VP - VANPOOL

	FY22	FY21	% Change
ACHD CommuteRide	33,038	25,814	27.98

BS - BIKESHARE

	FY22	FY21	% Change
Boise GreenBike	-	-	-

FMLM - FIRST MILE/LAST MILE

	FY22	FY21	% Change
Lyft Transit Connections	502	710	-29.3
VRT Late Night	101	87	16.09
FMLM SUB TOTAL	603	797	-24.3

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

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

Item V. D.

VRT PERFORMANCE - 4th QUARTER, FY22

YEAR TO DATE RIDERSHIP DETAIL

FR- FIXED ROUTE

	FY22	FY21	% Change
Ada County*	871,666	788,864	10.5
Boise State - Bronce Shuttle	105,144	53,322	97.2
Canyon County*	-	302	-100.0
Intercounty*	46,065	39,956	15.3
FR SUB TOTALS	1,022,875	882,444	15.9

ST - SPECIALIZED TRANSPORTATION

	FY22	FY21	% Change
Metro**	12,306	11,109	10.8
Shared Vehicle	260	455	-42.9
SHIP**	12,822	12,950	-1.0
Kuna Senior Center	2,636	1,732	52.2
Village Van	7,794	4,551	71.3
Volunteer Driver	1,404	2,234	-37.2
Meridian Senior Center	5,390	2,023	166.4
Eagle Senior Center**	11,803	9,941	18.7
Star Senior Center	1,324	915	44.7
Harvest**	8,030	9,614	-16.5
Parma Senior Center	2,287	2,250	1.6
Ada County Rides 2 Wellness	5,520	6,187	-10.8
Canyon County Rides 2 Wellness	534	-	-
Meridian Veteran's Shuttle	98	66	48.5
Melba	4,231	-	-
ST SUB TOTALS	76,439	64,027	19.4

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

DR - DEMAND RESPONSE

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

VP - VANPOOL

	FY22	FY21	% Change
ACHD CommuteRide	123,058	103,839	18.51

BS - BIKESHARE

	FY22	FY21	% Change
Boise GreenBike	-	-	-

FMLM - FIRST MILE/LAST MILE

	FY22	FY21	% Change
Lyft Transit Connections	2,216	2,701	-18.0
VRT Late Night	368	252	46.03
FMLM SUB TOTAL	2,584	2,953	-12.5

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

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

TOPIC	FY2022 4th Quarter Operating Cash Balance Report
DATE	April 3, 2023
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

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

Summary

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

- 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

TOPIC	FY2022 4th Quarter Budget Variance Reports
DATE	April 3, 2023
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request
The Board is asked to review and consider accepting the FY2022 4th Quarter Budget Variance Reports.

Summary
Attached to this memo are the fourth quarter budget reports as of September 30, 2022.

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

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Item V. F.

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.

Item V. F.

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 bud 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.

Expenses

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)

Revenues

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

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

Federal Operating Assistance (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.

Expenses

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)

<u>Revenues</u>

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.

<u>Expenses</u>

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)

<u>Revenues</u>

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.

<u>Expenses</u>

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 havi 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)

Revenues

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.

Expenses

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)

Revenues

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.

TOPIC	FY2023 1st Quarter Operating Cash Balance Report
DATE	April 3, 2023
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request
The Board is asked to review and consider accepting the FY2023 1st Quarter Operating Cash Balance Report.

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

- The VRT general ledger cash balance was $4,980,139 at the end of December. Pending federal funds were $580,795. 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 $2,654,439.

More Information

Attachments:
FY2023 1st Qtr. Operating Cash Balance Report

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
Operating Cash Balance Analysis
December 31, 2022

VRT Operating		
GL Cash Balance at 12/31/22	$4,980,139	
Pending Federal Funds *(Note 2)*		$580,795
Total Cash Balance	**$4,980,139**	
Total Pending Federal Funds ***(Note 2)***		**$580,795**
Total Cash Balance Benchmark ***(Note 1)***	**$2,325,701**	

Note 1: Average of 2020, 2021 and 2022 at December 31

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

TOPIC	FY2023 1st Quarter Budget Variance Reports
DATE	April 3, 2023
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

The Board is asked to review and consider accepting the FY2023 1st Quarter Budget Variance Reports.

Summary

Attached to this memo are the 1st quarter budget reports as of December 31, 2022.

More Information

Attachments:

FY2023 1st Quarter Budget Variance Report

FY2023 1st Quarter Budget Variance Comments

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

Valley Regional Transit
FY 2023 First Quarter Budget Variance Reports
October 2022 - December 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				$ 11,250	$ 13,856	23%	$ 7,500	$ 3,082	-59%			
402 Purchased Transportation												
403 Auxiliary Revenue	29,536		-100%	115,999	74,805	-36%						
404 Non-Transportation Revenue		3,335		30,000	450	-99%		520				
405 Federal Assistance - Capital										3,642,194	223,780	-94%
406 Federal Assistance - Operating/Administration				193,603	99,584	-49%	911,986	531,481	-42%	348,416	227,314	-35%
407 Local Assistance - Capital										627,353	242,087	-61%
408 Local Assistance - Operating/Administration	463,949	409,490	-12%	157,235	62,996	-60%	455,885	319,916	-30%	87,104	40,027	-54%
Total Revenues	$ 493,485	$ 412,825	-16%	$ 508,086	$ 251,690	-50%	$ 1,375,371	$ 854,999	-38%	$ 4,705,066	$ 733,208	-84%

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	$ 185,149	$ 179,222	-3%	$ 142,239	$ 112,633	-21%	$ 150,223	$ 120,185	-20%	$ 149,866	$ 86,125	-43%
502 Fringe Benefits	148,026	128,175	-13%	105,886	81,109	-23%	103,519	86,705	-16%	101,592	54,478	-46%
503 Professional Services	61,461	30,569	-50%	184,718	64,609	-65%	74,294	31,359	-58%	179,811	64,904	-64%
504 Materials and Supplies	8,575	12,990	51%	24,628	4,398	-82%	43,612	20,161	-54%	250		-100%
505 Utilities	30,437	19,998	-34%	4,414	2,669	-40%	1,360	1,004	-26%	413	150	-64%
506 Casualty and Liability	3,750	5,705	52%	1,750	957	-45%	20,875	22,700	9%			
508 Purchased Transportation							782,380	445,590	-43%			
509 Miscellaneous	47,961	35,787	-25%	32,202	4,412	-86%	199,109	127,294	-36%	253,323	61,683	-76%
511 Interest		151										
512 Leases and Rentals	8,125	228	-97%	12,250	9,300	-24%						
514 Capital (Note 2)										4,123,977	465,867	-89%
Total Expenses	$ 493,485	$ 412,825	-16%	$ 508,086	$ 280,089	-45%	$ 1,375,371	$ 854,999	-38%	$ 4,809,231	$ 733,208	-85%

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	$	121,027	$	179,302	48%		$	18,527	$	18,246	-2%	
402 Purchased Transportation												
403 Auxiliary Revenue		37,391		137,469	268%							
404 Non-Transportation Revenue				3,907								
405 Federal Assistance - Capital												
406 Federal Assistance - Operating/Administration		745,650		290,521	-61%			285,185		383,539	34%	
407 Local Assistance - Capital												
408 Local Assistance - Operating/Administration		1,532,286		1,471,084	-4%			356,213		223,123	-37%	
Total Revenues	**$**	**2,436,354**	**$**	**2,082,283**	-15%		**$**	**659,926**	**$**	**624,909**	-5%	

Category	Boise Fixed Route					ADA Paratransit (Demand Response)				
	21					22				
	YTD Budget		YTD Actual		% Diff	YTD Budget		YTD Actual		% Diff
501 Wages and Salaries	$	1,055,050	$	912,275	-14%	$	286,325	$	239,302	-16%
502 Fringe Benefits		724,219		634,043	-12%		225,416		228,125	1%
503 Professional Services		130,429		87,543	-33%		32,628		31,731	-3%
504 Materials and Supplies		230,250		187,067	-19%		47,875		43,717	-9%
505 Utilities		33,437		30,947	-7%		8,525		5,022	-41%
506 Casualty and Liability		188,473		163,820	-13%		42,846		68,351	60%
508 Purchased Transportation										
509 Miscellaneous		49,096		36,183	-26%		2,263		1,229	-46%
511 Interest		42,841		30,085	-30%		5,182		3,474	-33%
512 Leases and Rentals		92,922		321	-100%		8,865		3,958	-55%
514 Capital (Note 2)										
Total Expenses	**$**	**2,546,718**	**$**	**2,082,283**	-18%	**$**	**659,926**	**$**	**624,909**	-5%

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.

Item V. H.

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	$ 10,390	$ 34,457	232%	$ 573	$ 1,536	168%	$ 11,398	$ 10,588	-7%
402 Purchased Transportation									
403 Auxiliary Revenue	3,905	542	-86%				7,517		-100%
404 Non-Transportation Revenue		163							
405 Federal Assistance - Capital									
406 Federal Assistance - Operating/Administration	211,594	98,329	-54%	25,195	26,805	6%	296,576	145,725	-51%
407 Local Assistance - Capital									
408 Local Assistance - Operating/Administration	67,549	117,411	74%	3,691	14,452	292%	92,582	158,122	71%
Total Revenues	$ 293,438	$ 250,903	-14%	$ 29,458	$ 42,793	45%	$ 408,073	$ 314,435	-23%

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	$ 140,141	$ 113,776	-19%	$ 13,091	$ 20,443	56%	$ 179,928	$ 134,692	-25%
502 Fringe Benefits	65,912	57,181	-13%	6,552	10,788	65%	90,114	68,486	-24%
503 Professional Services	24,385	20,164	-17%	2,327	3,161	36%	31,489	21,193	-33%
504 Materials and Supplies	32,124	33,202	3%	4,672	3,982	-15%	66,595	59,416	-11%
505 Utilities	5,407	7,186	33%	529	1,143	116%	7,214	8,792	22%
506 Casualty and Liability	20,056	18,152	-9%	1,957	3,070	57%	26,905	20,525	-24%
508 Purchased Transportation									
509 Miscellaneous	5,192	956	-82%	235	155	-34%	4,547	990	-78%
511 Interest									
512 Leases and Rentals	955	287	-70%	94	50	-46%	1,281	342	-73%
514 Capital (Note 2)									
Total Expenses	$ 294,173	$ 250,903	-15%	$ 29,458	$ 42,793	45%	$ 408,073	$ 314,435	-23%

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	50,000	
Capital - Facilities - Fuel Facilities	1,556,763	
Capital - Facility - Facilities/Bldgs/Grounds	4,509,209	227,407
Capital - Non-Revenue Vehicles	380,353	
Capital - Other		
Capital - Revenue Vehicles	5,240,306	72,788
Capital - Revenue Vehicles - Sub-Recipient	727,381	
Capital Equipment - Communications	350,000	
Capital Equipment - Farebox		9,306
Capital Equipment - Surv/Security		
CAPITAL EXPENDITURES (514)		
Capital Information Technology - Hardware	784,048	21,026
Capital Information Technology - Software	745,111	7,090
Capital Projects - Sub-Recipient		
Capital -Shop Equipment	307,790	3,300
Capital-Office Equipment		
CWI - Park and Ride - INACTIVE		
N/A-Capital - Revenue Vehicles		
Regional Park & Ride Projects		
System Enhancements - Stops/Shelters	1,844,946	124,951
Total Capital Expenses	$ 16,495,907	$ 465,867

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	$ 7,500	$ 3,082	-59%
402 Purchased Transportation			
403 Auxiliary Revenue			
404 Non-Transportation Revenue		$ 520	
405 Federal Assistance - Capital			
406 Federal Assistance - Operating/Administration	$ 698,221	$ 407,708	-42%
407 Local Assistance - Capital			
408 Local Assistance - Operating/Administration	$ 402,444	$ 272,402	-32%
Total Revenues	**$ 1,108,165**	**$ 683,711**	-38%

Category	Specialized Transportation		
	20		
	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	102,129	88,511	-13%
502 Fringe Benefits	82,284	73,094	-11%
503 Professional Services	72,419	31,324	-57%
504 Materials and Supplies	38,612	20,925	-46%
505 Utilities	1,060	704	-34%
506 Casualty and Liability	20,875	22,700	9%
508 Purchased Transportation	782,380	445,590	-43%
509 Miscellaneous	8,407	828	-90%
511 Interest			
512 Leases and Rentals			
514 Capital (Note 2)			
Total Expenses	**$ 1,108,165**	**$ 683,676**	-38%

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 2023 BUDGET REPORT COMMENTS
October 2022 - December 2022

At the end of December, Fiscal Year 2023 was twenty five percent (25%) complete. The following is a review of the budgetary status of each division as of December 31, 2022. A ten percent (+/- 10%) tolerance threshold is utilized for analysis purposes in this report.

Regional Overhead (10)

Revenues

Auxiliary Revenues (100% under budget) – Revenue will be recognized in this category beginning in the second quarter of the fiscal year.

Non-Transportation Revenue – This revenue is interest income.

Local Operating Assistance (12% under budget) – Expenses are lower than budget estimates requiring recognition of less local funds than budgeted for.

Expenses

Total Regional Overhead operating expenses are 16% under budget through QR-1.

Fringe Benefits (13% under budget) – Vacation, sick pay, retirement, and health insurance expenses are lower than budget estimates in the first quarter of the fiscal year.

Professional Services (50% under budget) – The invoice for the annual audit was not received in the first quarter. Additionally, legal services are lower than first quarter budget estimates.

Materials and Supplies (51% over budget) – A large order of supplies budgeted for in FY 2022 and placed at the end of FY 2022 was not received until FY 2023 resulting in the expense being recognized in FY 2023.

Utilities (34% under budget) – Telecommunication expenses are lower than budget estimates. Additionally, Meridian Condo Association reserve payments will not begin until the second quarter.

Casualty and Liability (52% over budget) – Overages in this category are completely offset by payments received from COMPASS for their proportionate share of insurance premiums.

Miscellaneous (25% under budget) – Licensing, hosting, and web fees are lower than budget estimates.

Leases and Rentals (97% under budget) – Due to GASB Statement 87, lease expenses are now recognized differently. The expense is now recognized as interest with a portion offsetting debt liability. While the expense is not recognized in this category, it is necessary to budget for it, so VRT has the cash available to make lease payments.

Programs and Supports (12)

Revenues

Directly Generated (23% over budget) – City Go pass sales was $8,191. A budget for City Go pass sales was not included in FY 2023 causing this variance. Bike Share sales revenue was $5,585 under budget.

Auxiliary Revenues (36% under budget) – City Go revenue was $2,400. Advertising revenue recognized to offset expenses was $34,846 and advertising installation reimbursement revenue which offsets installation expenses was $12,330. Any surplus auxiliary revenue is recognized in the Ada and Canyon County systems.

Non-Transportation Revenue (99% under budget) –Bike Share has not been operating and has therefore not produced revenue in this category.

Federal Operating Assistance (49% under budget) – Federal funds are not available resulting in the recognition of local funds in order to balance to total expenses. This condition will reverse as 2023 grants become available.

Local Operating Assistance (60% under budget) – Boise Greenbike, Mobility Management, City Go and Safe Routes to School expenses are lower than budgeted for resulting in the need to recognize less revenue to offset expenses.

Expenses

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

Wages and Salaries (21% under budget) - Boise Greenbike, Fleet Media, and Safe Routes to School expenses are lower than budget estimates.

Fringe Benefits (23% under budget) – Health insurance expenses are lower than budget estimates.

Professional Services (65% under budget) - This category is favorably below budget parameters.

Materials and Supplies (82% under budget) - Fuel, support vehicle, and station repair expenses are lower than budgeted for.

Utilities (40% under budget) – Electricity and teleconference expenses are lower than budgeted for.

Casualty and Liability (45% under budget) – Insurance expenses allocated to this division are lower than budget estimates.

Miscellaneous (86% under budget) – Travel, training and other expenses are below budget estimates.

Leases and Rentals (24% under budget) – Due to GASB Statement 87, lease expenses are now recognized differently. The expense is now recognized as interest with a portion offsetting debt liability. While the expense is not recognized in this category, it is necessary to budget for it, so VRT has the cash available to make lease payments.

Information Supports/Specialized Transportation (20)

Revenues

Directly Generated (59% under budget) – Scrip and volunteer ridership fare revenue is $4,418 below budget estimates.

Federal Operating Assistance (42% 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 (30% under budget) – Expenses in this division are under budget resulting in the recognition of less revenue to offset expenses than budgeted for.

Expenses

Total Information Supports/Specialized Transportation operating expenses are 38% under budget through QR-1.

Wages and Salaries (20% under budget) – Preventative maintenance, buildings and grounds and administration wage expenses are lower than budget estimates.

Fringe Benefits (16% under budget) – Health insurance and unemployment expenses are lower than budgeted for.

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

Materials and Supplies (54% under budget) – Fuel, department supplies, minor equipment and parts expenses are lower than budget estimates.

Utilities (26% under budget) – Cellular telephone expenses are lower than budgeted for.

Purchased Transportation (43% under budget) – Lyft Transit Connections, VRT Late Night, Rides to Wellness, Volunteer Driver and Scrip Taxi expenses are lower than budgeted for due to reduced ridership.

Miscellaneous (36% under budget) – The expected fees for the integrated fare payment system project will not be incurred until later in the fiscal year.

Program Administration Support/Planning (23)

Revenues

Federal Capital Assistance (94% under budget) – Capital expenses are 89% under budget resulting in less reimbursement of funds in this category. Additionally, federal funds are not available resulting in the recognition of local funds in order to balance to total expenses. This condition will reverse as 2023 grants are executed at the end of the third quarter.

Federal Operating Assistance (35% under budget) – Operating expenses are under budget resulting in less reimbursement of funds in this category.

Local Capital Assistance (61% under budget) – Capital expenses are 89% under budget resulting in less reimbursement of funds in this category.

Local Operating Assistance (54% under budget) – This category is below budget estimates. due to expenses being under budget.

<u>Expenses</u>
Total Program Administration Support/Planning expenses are 85% under budget through QR-1.

Wages and Salaries (43% under budget) – This category is favorably below budget parameters.

Fringe Benefits (46% under budget) – Miscellaneous earnings, FICA, retirement and health insurance expenses are lower than budget estimates.

Professional Services (64% under budget) – Expenses in this category such as planning projects do not typically align with how the professional services budget is spread equally (monthly) throughout the fiscal year.

Materials and Supplies (100% under budget) – Printing expenses are $250 under budget.

Utilities (64% under budget) – Cellular telephone expenses are lower than budgeted for.

Miscellaneous (76% under budget) - Subrecipient reimbursements are lower than budgeted for at this point in the fiscal year.

Capital (89% under budget) - The timing of capital projects throughout the year do not typically align with how the capital budget is spread equally (monthly) throughout the year. VRT continues to receive battery electric bus deliveries and will begin recognizing expenses for other capital expenditures as they occur in the remainder of the fiscal year.

Boise Fixed-Route (21)

<u>Revenues</u>
Directly Generated Funds (48% over budget) – Farebox sales are $2,764 under budget. Local pass sales are $41,683 above budget and employer program sales are $19,340 above budget.

Auxiliary (268% over budget) – Surplus advertising revenue allocated to this division exceeded the first quarter budget by $100,078.

Federal Operating Assistance (61% under budget) – Federal funds are not available resulting in the recognition of local funds in order to balance to total expenses. This condition will reverse as 2023 grants are executed at the end of the third quarter.

<u>Expenses</u>
Total Boise Fixed-Route operating expenses are 18% under budget through QR-1.

Wages and Salaries (14% under budget) – This category is below budget parameters due to having nine vacant positions. Although there were vacant positions, management was able to keep overtime expenses down and under budget.

Fringe Benefits (12% under budget) – This category is below budget parameters due to vacancies and an anticipated 10% health insurance price increase that came in at 5.8%.

Professional Services (33% under budget) – Contract labor, repairs and maintenance, legal and bus stop expenses are lower than budgeted for.

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

Casualty and Liability (13% under budget) – This category is under budget due to how Ada County insurance expenses are allocated between division 21 and division 22.

Miscellaneous (26% under budget) – Freight, training, app service charges and main street station expenses are lower than budgeted for.

Leases and Rentals (100% under budget) – Due to GASB Statement 87, lease expenses are now recognized differently. The expense is now recognized as interest with a portion offsetting debt liability. While the expense is not recognized in this category, it is necessary to budget for it, so VRT has the cash available to make lease payments.

ADA Paratransit/Demand Response (22)

Revenues

Federal Operating Assistance (34% over budget) – This line item is above budget parameters due to the utilization of Federal CARES Act funding.

Local Operating Assistance (37% 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 5% under budget through QR-1.

Wages and Salaries (16% under budget) - This category is favorably below budget parameters primarily due to reduced ACCESS services and less overtime.

Utilities (41% under budget) - This category is favorably below budget parameters due to natural gas and telecom expenses being lower than budgeted for.

Casualty and Liability (60% 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 $850 over budget.

Miscellaneous (46% under budget) – This category is favorably below budget parameters.

Leases and Rentals (55% 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. While the expense is not recognized in this category, it is necessary to budget for it, so VRT has the cash available to make lease payments.

Canyon County Fixed Route (24)

Revenues

Directly Generated Funds (232% over budget) – Farebox sales are $874 under budget. Local pass sales are $4,891 above budget and employer program sales are $20,050 above budget.

Auxiliary (86% under budget) – Surplus advertising revenue allocated to this division is below budget. This will reverse next quarter when more of the surplus is recognized in this system.

Federal Operating Assistance (54% under budget) – Federal funds are not available resulting in the recognition of local funds in order to balance to total expenses. This condition will reverse as 2023 grants are executed at the end of the third quarter.

Local Operating Assistance (74% over budget) – Federal funds are not available resulting in the recognition of local funds to balance to total expenses. This condition will reverse as 2023 federal grants are executed.

<u>Expenses</u>
Total Canyon County Fixed-Route operating expenses are 15% under budget through QR-1.

Wages and Salaries (19% under budget) - This category is under budget due to operator and maintenance staffing shortages resulting in reduced payroll expenses.

Fringe Benefits (13% under budget) – This category is under budget due to staffing shortages resulting in reduced staff benefit expenses.

Professional Services (17% over budget) – Contract labor and facility expenses are lower than budgeted for in the first quarter.

Utilities (33% over budget) – Electricity and telecommunications expenses are higher than budget estimates.

Miscellaneous (82% under budget) – Freight, training, and app service charge expenses are lower than budgeted for.

Leases and Rentals (70% 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. While the expense is not recognized in this category, it is necessary to budget for it, so VRT has the cash available to make lease payments.

Canyon ADA Paratransit/Demand Response (25)

<u>Revenues</u>
Directly Generated Funds (168% over budget) – Access pass sales are $963 over budget.

Local Operating Assistance (292% over budget) – Federal funds are not available resulting in the recognition of local funds to balance to total expenses. This condition will reverse as 2023 federal grants are executed.

<u>Expenses</u>
Total Canyon ADA Paratransit/Demand Response operating expenses are 45% under budget through QR-1.

Wages and Salaries (56% over budget) - This category is over budget due to how Canyon County wage expenses are allocated between division 24 and division 25. Overall, wage expenses for this system are under budget.

Fringe Benefits (65% over budget) – This category is over budget due to how Canyon County expenses are allocated between division 24 and division 25. Overall, fringe benefit expenses for this system are under budget.

Professional Services (36% over budget) – This category is over budget due to how Canyon County expenses are allocated between division 24 and division 25. Overall, professional service expenses for this system are under budget.

Materials and Supplies (15% under budget) – Revenue vehicle parts expenses are under budget.

Utilities (116% over budget) – Electricity and telecommunications expenses are higher than budget estimates.

Casualty and Liability (57% over budget) – This category is over budget due to how Canyon County insurance expenses are allocated between division 24 and division 25. Overall, insurance expenses for this system are under budget.

Miscellaneous (34% under budget) – Training expenses are lower than budgeted for.

Canyon Inter-County (31)

Revenues

Auxiliary (100% under budget) – Surplus advertising revenue allocated to this division is below budget. This will reverse next quarter when more of the surplus is recognized in this system.

Federal Operating Assistance (51% under budget) – Federal funds are not available resulting in the recognition of local funds in order to balance to total expenses. This condition will reverse as 2023 grants are executed at the end of the third quarter.

Local Operating Assistance (71% over budget) – Federal funds are not available resulting in the recognition of local funds to balance to total expenses. This condition will reverse as 2023 federal grants are executed.

Expenses

Total Canyon Inter-County operating expenses are 23% under budget through QR-1.

Wages and Salaries (25% under budget) - This category is under budget due to operator and maintenance staffing shortages resulting in reduced payroll expenses.

Fringe Benefits (24% under budget) – This category is under budget due to staffing shortages resulting in reduced staff benefit expenses.

Professional Services (33% under budget) – Facility expenses are lower than budgeted for in the first quarter.

Materials and Supplies (11% under budget) – CNG fuel and parts expenses are under budget.

Utilities (22% over budget) – Electricity and natural gas expenses are higher than budget estimates.

Casualty and Liability (24% under budget) – This category is under budget.

Miscellaneous (78% under budget) – Training and app service charge expenses are lower th budgeted for.

Leases and Rentals (73% 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. While the expense is not recognized in this category, it is necessary to budget for it, so VRT has the cash available to make lease payments.

TOPIC	FY 2023 1st Quarter Performance Report
DATE	March 15, 2023
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

Staff requests the Board of Directors accept the performance report for the first quarter of fiscal year 2023.

Summary

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

Fixed-route ridership shows an increase of 18% in the first quarter. Detailed ridership data show a 15% increase in ridership in Ada County. Boise State shows an increase of 43% in ridership. Intercounty service had an 11% increase in ridership.

Demand response ridership shows an increase of 5% in the first quarter. When reviewing detailed ridership data, Ada County ACCESS ridership increased 11%. Canyon County ACCESS ridership decreased 5%. Canyon County On-Demand ridership decreased 1%.

Specialized Transportation ridership shows an increase of 22% in the first quarter. Below is the breakdown for each service:

- Metro Community Services had a 37% decrease in ridership
- Shared Vehicle ridership, which only includes Interfaith Sanctuary at this time, had a 57% increase in ridership
- Supportive Housing and Innovative Partnerships had a 1% increase in ridership
- Kuna Senior Center had a 4% decrease in ridership
- Village Van had a 4% increase in ridership
- Volunteer Driver had a 6% decrease in ridership
- Meridian Senior Center had a 111% increase in ridership
- Eagle Senior Center had a 21% decrease in ridership
- Star Senior Center had a 17% increase in ridership
- Harvest Transit had a 94% increase in ridership
- Parma Senior Center had a 28% decrease in ridership
- Ada County Rides2Wellness had a 72% increase in ridership
- Meridian Veteran's Shuttle has a 158% increase in ridership

ACHD Commuteride had a 25% increase in ridership. ACHD Commuteride was operating 88 vanpools at the end of the first quarter.

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

VRT First Mile, Last Mile services had a 14% increase in ridership. Lyft Transit Connections had a 4% increase in ridership. VRT Late Night had a 106% increase in ridership.

Implication (policy and/or financial)

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

More Information

Attachments:
FY23 Performance Report, First Quarter
FY23 First Quarter Ridership Report
FY23 Year to Date Ridership Report

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

Item V. I.

VRT PERFORMANCE - 1st QUARTER, FY23
SUMMARY DASHBOARD

QUARTERLY

		FISCAL YEAR 2023	FISCAL YEAR 2022	% Change
RIDES	FR	284,403	242,012	17.5
	DR	16,250	15,553	4.5
	ST	20,895	17,102	22.2
	VP	31,494	25,099	25.5
	FMLM	754	664	13.6
	Total	353,796	300,430	17.8
HOURS	FR	24,595	24,783	-0.8
	DR	6,777	5,876	15.3
	ST	5,808	5,932	-2.1
	VP	6,766	6,376	6.1
	FMLM	104	95	9.3
	Total	44,049	43,062	2.3
RIDES PER HOUR	FR	11.56	9.77	18.4
	DR	2.40	2.65	-9.4
	ST	3.60	2.88	24.8
	VP	4.65	3.94	18.2
	FMLM	7.26	6.98	3.9
	Total	8.03	6.98	15.1
ON-TIME PERFORMANCE	FR	75%	84%	-9.0
	DR	97%	87%	10.0
	ST	89%	85%	4.3
	Total	87%	85%	1.8

YEAR TO DATE

		FISCAL YEAR 2023	FISCAL YEAR 2022	% Change
RIDES	FR	284,403	242,012	17.5
	DR	16,250	15,553	4.5
	ST	20,895	17,102	22.2
	VP	31,494	25,099	25.5
	FMLM	754	664	13.6
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	VP	6,766	6,376	6.1
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	Total	44,049	43,062	2.3
RIDES PER HOUR	FR	11.56	9.77	18.4
	DR	2.40	2.65	-9.4
	ST	3.60	2.88	24.8
	VP	4.65	3.94	18.2
	FMLM	7.26	6.98	3.9
	Total	8.03	6.98	15.1
ON-TIME PERFORMANCE	FR	75%	84%	-9.0
	DR	97%	87%	10.0
	ST	89%	85%	4.3
	Total	87%	85%	1.8

FR- FIXED ROUTE | DR - DEMAND RESPONSE | ST - SPECIALIZED TRANSPORTATION | VP - VANPOOL | BS - BIKESHARE | FMLM - FIRST MILE/LAST MILE

VRT PERFORMANCE - 1st QUARTER, FY23

Item V. I.

QUARTERLY RIDERSHIP DETAIL

FR- FIXED ROUTE	FY23	FY22	% Change
Ada County*	233,682	204,153	14.5
Boise State - Bronce Shuttle	39,051	27,385	42.6
	-	-	-
Intercounty*	11,670	10,474	11.4
FR SUB TOTAL	284,403	242,012	17.5

DR - DEMAND RESPONSE	FY23	FY22	% Change
Ada County ACCESS**	7,415	6,654	11.4
Canyon County ACCESS**	617	652	-5.4
On-Demand**	8,162	8,247	-1.0
Grocery Shuttle	56	-	-
DR SUB TOTAL	16,250	15,553	4.5

ST - SPECIALIZED TRANSPORTATION	FY23	FY22	% Change
Metro Community Services**	1,866	2,970	-37.2
Shared Vehicle	11	7	57.1
Supportive Housing and Innovative Partnerships**	3,481	3,450	0.9
Kuna Senior Center	615	642	-4.2
Village Van	1,643	1,582	3.9
Volunteer Driver	366	390	-6.2
Meridian Senior Center	1,707	809	111.0
Eagle Senior Center**	2,528	3,216	-21.4
Star Senior Center	310	264	17.4
Harvest Transit**	3,725	1,918	94.2
Parma Senior Center	491	679	-27.7
Ada County Rides 2 Wellness	1,984	1,151	72.4
Canyon County Rides 2 Wellness	320	-	-
Meridian Veteran's Shuttle	62	24	158.3
Melba Senior Center	1,786	-	-
ST SUB TOTAL	20,895	17,102	22.2

VP - VANPOOL	FY23	FY22	% Change
ACHD CommuteRide	31,494	25,099	25.48

FMLM - FIRST MILE/LAST MILE	FY23	FY22	% Change
Lyft Transit Connections	620	599	3.51
VRT Late Night	134	65	106.15
FMLM SUB TOTAL	754	664	13.55

	FY23	FY22	% Change
QUARTERLY RIDERSHIP GRAND TOTAL	353,796	300,430	17.8

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

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

Item V. I.

VRT PERFORMANCE - 1st QUARTER, FY23

YEAR TO DATE RIDERSHIP DETAIL

FR- FIXED ROUTE	FY23	FY22	% Change
Ada County*	233,682	204,153	14.5
Boise State - Bronce Shuttle	39,051	27,385	42.6
	-	-	-
Intercounty*	11,670	10,474	11.4
FR SUB TOTALS	284,403	242,012	17.5

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Ada County**	7,415	6,654	11.4
Canyon County**	617	652	-5.4
OnDemand**	8,162	8,247	-1.0
Grocery Shuttle	56	-	-
DR SUB TOTALS	16,250	15,553	4.5

ST - SPECIALIZED TRANSPORTATION	FY23	FY22	% Change
Metro**	1,866	2,970	-37.2
Shared Vehicle	11	7	57.1
SHIP**	3,481	3,450	0.9
Kuna Senior Center	615	642	-4.2
Village Van	1,643	1,582	3.9
Volunteer Driver	366	390	-6.2
Meridian Senior Center	1,707	809	111.0
Eagle Senior Center**	2,528	3,216	-21.4
Star Senior Center	310	264	17.4
Harvest**	3,725	1,918	94.2
Parma Senior Center	491	679	-27.7
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Canyon County Rides 2 Wellness	320	-	-
Meridian Veteran's Shuttle	62	24	158.3
Melba Senior Center	1,786	-	-
ST SUB TOTALS	20,895	17,102	22.2

VP - VANPOOL	FY23	FY22	% Change
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FMLM - FIRST MILE/LAST MILE	FY23	FY22	% Change
Lyft Transit Connections	620	599	3.51
VRT Late Night	134	65	106.15
FMLM SUB TOTAL	754	664	13.55

YEAR TO DATE RIDERSHIP GRAND TOTAL	FY23	FY22	% Change
	353,796	300,430	17.8

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

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

TOPIC	**Payment Registers**
DATE	March 16, 2023
STAFF MEMBER	Cameron Wells

Staff Recommendation/Request

The Board will review and consider accepting the January 16, 2023 to February 15, 2023 payment register and the February 16, 2023 to March 15 2023 payment register.

Summary

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

More Information

Attachments:

Payment Register – January 16, 2023 to February 15, 2023
Payment Register – February 16, 2023 to March 15, 2023

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

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

Item V. J.

Payment Register 1/16/2023 - 2/15/2023

Vendor Name	Pymt Date	Check Number	Amount	Invoice Description
Access Idaho-26682	1/25/2023	60053	$72.00	DLR Searches
Ace Emissions	1/25/2023	ACH	$20.00	Emission Test
Advanced Communications, Inc	1/25/2023	ACH	$427.50	phone system licensing and maintenance
Agnew Beck Consulting, Inc.	1/25/2023	ACH	$585.00	Nov Consulting service
Agnew Beck Consulting, Inc.	2/8/2023	ACH	$806.25	Dec Consulting Services
Alexander Clark Printing	2/8/2023	60065	$131.40	Business Cards
American Mechanical Corp	1/25/2023	ACH	$750.00	HVAC Quarterly PM
American Mechanical Corp	1/25/2023	ACH	$855.00	Fall Preventative maintenance
American Mechanical Corp	1/25/2023	ACH	$382.50	Service call for buiding heating
Anthony, Elizabeth	1/25/2023	ACH	$227.50	Volunteer Driver
ASHBROOK, LEWIS M.	1/25/2023	ACH	$315.35	Reimbursement - Pants
Avero, LLC	2/8/2023	ACH	$1,360.00	ERP System Consulting Services
A-Z Bus Sales, Inc	1/25/2023	ACH	$188.04	Lubbar Support
A-Z Bus Sales, Inc	2/8/2023	ACH	$290.97	Mirror Head
A-Z Bus Sales, Inc	2/8/2023	ACH	$465.32	Mirror
Barber, Richard P	1/25/2023	ACH	$45.00	Volunteer Driver
BENNETT, KARRI	2/8/2023	ACH	$48.21	Reimbursement - Shoes
BENNETT, KARRI	2/8/2023	ACH	$95.39	Reimbursement - Shoes
BENSON, JAMES	1/25/2023	60054	$90.09	Reimbursement - Shoes
Black Signs of Idaho, Inc.	2/8/2023	ACH	$75.00	Vinyl Stickers - Pay Increase
Black Signs of Idaho, Inc.	2/8/2023	ACH	$50.00	Rental Sign - Banner
BOHN, MARK	1/25/2023	60055	$61.36	Reimburse for socket
BOHN, MARK	1/25/2023	60055	$120.00	Reimburse CDL Skills Test
BOHN, MARK	1/25/2023	60055	$140.00	Annual Boot Allowance
Boise Air Terminal	2/8/2023	ACH	$8,971.36	Land Rent
BOISE BIOHAZARD SERVICES, LLC	1/25/2023	ACH	$960.00	Removal & disposal biowaste
Boise City Utility Billing	2/8/2023	60066	$386.03	Trash/recycling/sewer 2/1-2/28
Boise Community Radio Project	1/25/2023	ACH	$500.00	Radio Ads
Boise Community Radio Project	2/8/2023	ACH	$500.00	Cranksgiving radio ad.
Boise Municipal Health Care Trust	2/8/2023	ACH	$63,370.58	Medical/Dental
Boise Peterbilt	2/8/2023	ACH	$304.20	Inventory Parts
Boise State Public Radio	1/25/2023	ACH	$1,570.00	Advertising
Brady Industries of Nevada, LLC	1/25/2023	ACH	$443.56	Janitorial Supplies
Brandt, Loreli	1/25/2023	ACH	$631.25	Volunteer Driver
Brink's Incorprated	1/25/2023	ACH	$320.98	Armored car Service
Brink's Incorprated	1/25/2023	ACH	$154.30	Armored car service
Caldwell Auto Supply	2/8/2023	ACH	$28.72	Solenoid
Career Uniforms Partners	1/25/2023	ACH	$355.35	Uniforms
Career Uniforms Partners	1/25/2023	ACH	$173.65	Uniforms
Career Uniforms Partners	1/25/2023	ACH	$29.95	Uniforms
Career Uniforms Partners	1/25/2023	ACH	$37.65	Uniforms
Career Uniforms Partners	1/25/2023	ACH	$73.95	Uniforms
Career Uniforms Partners	1/25/2023	ACH	$55.85	Uniforms
Career Uniforms Partners	1/25/2023	ACH	$96.40	Uniforms
Career Uniforms Partners	1/25/2023	ACH	$139.13	Uniforms
Career Uniforms Partners	1/25/2023	ACH	$59.62	Uniforms
Career Uniforms Partners	1/25/2023	ACH	$144.80	Uniforms
Career Uniforms Partners	1/25/2023	ACH	$9.00	Uniforms
Career Uniforms Partners	1/25/2023	ACH	$106.45	Uniforms
Career Uniforms Partners	1/25/2023	ACH	($20.90)	Uniforms - Cancelled Item
Career Uniforms Partners	2/8/2023	ACH	$96.90	Uniforms
Career Uniforms Partners	2/8/2023	ACH	$253.45	Uniforms
Career Uniforms Partners	2/8/2023	ACH	$400.30	Uniforms
Career Uniforms Partners	2/8/2023	ACH	$109.30	Uniforms
Career Uniforms Partners	2/8/2023	ACH	$92.75	Uniforms
CenturyLink	1/25/2023	60056	$191.40	Telecom Services 1/16-2/15
CenturyLink	1/25/2023	60056	$137.68	Telecom Services 1/7-2/6
CenturyLink	2/8/2023	60067	$341.70	Telecom Services 1/25-2/24
CenturyLink	2/8/2023	60067	$271.26	Telecom Services 1/22-2/21
CenturyLink	2/8/2023	60067	$69.56	Telecom Services 1/22-2/21
CenturyLink	2/8/2023	60067	$333.79	Telecom Services 1/25-2/24
CenturyLink	2/8/2023	60067	$331.20	Telecom Services 12/25 - 1/24
Christensen, Inc	2/8/2023	ACH	$4,571.36	Fuel
Christensen, Inc	2/8/2023	ACH	$2,884.20	Engine Oil
Church of the Harvest	1/25/2023	ACH	$10,024.59	Acquisition of Services
City of Caldwell Water Department	2/8/2023	60068	$77.22	Water/Sewer st light 12/24-1/23
City of Caldwell Water Department	2/8/2023	60068	$120.32	Garbage 12/24-1/23
City of Garden City	1/25/2023	60057	$74.36	Garbage/water/sewer
City of Garden City	2/8/2023	60069	$66.10	Garbage/water/sewer
CLAMPITT, BRENT	1/25/2023	ACH	$273.52	Reimbursement - Tools
Clean Energy	2/8/2023	ACH	$14,368.80	Natural Gas 1/1/ - 1/31/2023
Coach & Equipment Manufacturing, Inc	1/25/2023	ACH	$94.52	Vehicle Parts
Colonial Life	2/8/2023	ACH	$47.77	Life Ins. Premium

Commercial Tire, Inc	1/25/2023	ACH	$77.95	Lube service
Commercial Tire, Inc	1/25/2023	ACH	$10.00	Blinker bulb
Commercial Tire, Inc	1/25/2023	ACH	$57.90	windshield wiper blades
Commercial Tire, Inc	1/25/2023	ACH	$843.45	Lube Service/alternator
Commercial Tire, Inc	1/25/2023	ACH	$1,591.92	Ball joints/shocks/alignment/labor
Commercial Tire, Inc	1/25/2023	ACH	$773.08	Tires
Commercial Tire, Inc	1/25/2023	ACH	$263.80	Tires
Commercial Tire, Inc	1/25/2023	ACH	$454.54	Steers N2513
Commercial Tire, Inc	1/25/2023	ACH	$455.44	Steers N1512
Commercial Tire, Inc	1/25/2023	ACH	$454.54	Steers N1511
Commercial Tire, Inc	1/25/2023	ACH	$634.16	8D Gel Battery - Gilligs
Commercial Tire, Inc	1/25/2023	ACH	($163.05)	Tires
Commercial Tire, Inc	2/10/2023	ACH	$174.00	PM inspection, lube service
Commercial Tire, Inc	2/10/2023	ACH	$15.95	Battery Terminal Service
Commercial Tire, Inc	2/10/2023	ACH	$613.81	Brake pads/service
Commercial Tire, Inc	2/10/2023	ACH	$600.46	misc repairs
Commercial Tire, Inc	2/10/2023	ACH	$1,537.38	Tires
Commercial Tire, Inc	2/10/2023	ACH	$1,207.90	Tires
Commercial Tire, Inc	2/10/2023	ACH	$457.59	Tires
Commercial Tire, Inc	2/10/2023	ACH	$165.25	Flat repair
Commercial Tire, Inc	2/10/2023	ACH	$275.00	Tires
Commercial Tire, Inc	2/10/2023	ACH	$15.08	Tires
Commercial Tire, Inc	2/10/2023	ACH	$163.05	lube service/PM service ck
Commercial Tire, Inc	2/10/2023	ACH	$15.08	Tires
Commercial Tire, Inc	2/10/2023	ACH	$1,396.23	lube service/battery/break/spark plugs
Commercial Tire, Inc	2/10/2023	ACH	$454.54	Tires
Commercial Tire, Inc	2/10/2023	ACH	$196.10	Lube service, labor, pm check
Commercial Tire, Inc	2/10/2023	ACH	$33.05	lube/oil/filter, PM Service
Commercial Tire, Inc	2/10/2023	ACH	$27.90	Tires
Commercial Tire, Inc	2/10/2023	ACH	$620.00	Tires
Commercial Tire, Inc	2/10/2023	ACH	$546.44	Tires LRI/O N336
Commercial Tire, Inc	2/10/2023	ACH	$1,207.90	Tires
Commercial Tire, Inc	2/10/2023	ACH	$15.08	Tires
Commercial Tire, Inc	2/10/2023	ACH	$454.54	N2511 Steers
Commercial Tire, Inc	2/10/2023	ACH	$736.76	N336 Steers
Commercial Tire, Inc	2/10/2023	ACH	($33.05)	Tires
COMPASS	1/25/2023	ACH	$1,951.89	XMAS Board luncheon
COMPASS	2/8/2023	ACH	$1,050.00	Aerial imagery
Corwin Ford	1/25/2023	ACH	$430.71	Bus Parts
Creative Bus Sales	2/8/2023	ACH	$93.61	Bus Parts-
Creative Bus Sales	2/11/2023	ACH	$388.40	Bus Parts
Cummins Rocky Mountain, LLC	1/25/2023	ACH	$460.46	Inventory Parts
Curtis Clean Sweep	1/25/2023	ACH	$55.00	Sweep & Detail
CURTIS, JODI	2/8/2023	60070	$50.00	Emp Reimb Cell - Feb
Custom Care Pest Services	1/25/2023	ACH	$95.00	Pest Services
David Gregory Sherman	1/25/2023	60058	$195.00	Windshield Repairs
David Gregory Sherman	1/25/2023	60058	$175.00	Windshield Repairs
David Gregory Sherman	2/8/2023	60071	$310.00	Windshield Repairs
Day Wireless Systems	1/25/2023	ACH	$862.00	ISHS Sub Lease Rebill
Day Wireless Systems	1/25/2023	ACH	$350.00	Site Rental
Delerrok, Inc.	1/25/2023	ACH	$1,200.00	UMO Monthly Transaction Fee's
Dennis Dillon Auto Park	2/8/2023	60072	$1,891.59	COLLISION REPAIR
DMC Sales	1/25/2023	ACH	$297.46	Red Coolant
DOWLING, BRIANNA	2/8/2023	ACH	$31.24	Employee Reimb. Fred Meyers
DOWLING, BRIANNA	2/8/2023	ACH	$31.23	Employee Reimb Walmart
Dwaine S Lee, LLC	2/8/2023	ACH	$203.00	Towing Service
Eagle Senior Center	1/25/2023	ACH	$1,359.38	Acquisition of Services
Eagle Senior Center	1/25/2023	ACH	$17,672.91	Acquisition of Services
Ecolube Recovery, LLC.	1/25/2023	ACH	$90.00	Parts Wash Lease
Ecolube Recovery, LLC.	2/8/2023	ACH	$25.00	Oil Filter Disposal
EDM Technology, Inc.	2/8/2023	ACH	$4,125.00	1 day local adult passes
EISENBERG, GREGG	1/25/2023	ACH	$1,795.99	Reimbursement - Recruiting Ads
EISENBERG, GREGG	2/8/2023	ACH	$50.00	Reimb Cell - Feb
Elam & Burke P.A.	1/25/2023	ACH	$4,137.30	Legal Services
Elam & Burke P.A.	1/25/2023	ACH	$0.20	Legal Services
ELMORE, MELISSA	1/25/2023	ACH	$46.62	Reimbursement - Pants
ETA Phi Systems, Inc.	2/8/2023	ACH	$5,951.70	OandM costs for CAD/AVL
Factory Motor Parts Co	2/8/2023	60073	$30.44	Windshield Wipers
Factory Motor Parts Co	2/8/2023	60073	$16.80	Wagner Bulbs
Factory Motor Parts Co	2/8/2023	60073	$30.44	Windshield Wipers
Factory Motor Parts Co	2/8/2023	60073	$135.73	Battery
Factory Motor Parts Co	2/8/2023	60073	($135.73)	Warranty Battery Credit
FASTENAL	1/25/2023	ACH	$25.09	Nuts & Bolts
First Transit	2/8/2023	ACH	$140,738.54	Mgmt Fee/BIPD Ins/Wkr Comp
Fleet Services	2/8/2023	ACH	$634.17	Fuel

Fleet Services	2/9/2023	ACH	$1,241.56	Fuel
Fleet Services	2/9/2023	ACH	$678.89	Fuel
Gem State Paper & Supply	2/8/2023	ACH	$196.00	Shop Supplies
Gem State Paper & Supply	2/8/2023	ACH	$959.75	Shop Supplies
Gillig, LLC	1/25/2023	ACH	$441.14	Vehicle
Gillig, LLC	1/25/2023	ACH	$84.53	Vehicle
Gillig, LLC	1/25/2023	ACH	$671.06	Vehicle
Gillig, LLC	1/25/2023	ACH	$37.74	Water Filter Element
Gillig, LLC	1/25/2023	ACH	$3,090.47	Vehicle
Gillig, LLC	1/25/2023	ACH	$348.16	Vehicle
Gillig, LLC	1/25/2023	ACH	$32.64	Back Door Strut
Gillig, LLC	1/25/2023	ACH	$16.40	Toggle Switches
Gillig, LLC	1/25/2023	ACH	$171.96	Trans Filter
Gillig, LLC	2/8/2023	ACH	$843.06	Vehicle
Gillig, LLC	2/8/2023	ACH	$252.85	Vehicle
Gillig, LLC	2/8/2023	ACH	$603.49	Idler Arm, Wiper Arm
Gillig, LLC	2/8/2023	ACH	$373.57	Vehicle
Gillig, LLC	2/8/2023	ACH	$1,345.12	Vehicle
Gillig, LLC	2/8/2023	ACH	$3,935.04	Vehicle
Gillig, LLC	2/8/2023	ACH	$100.36	Fan Control Switch
Gillig, LLC	2/8/2023	ACH	$340.32	Wiper Arm, Speaker
Gillig, LLC	2/8/2023	ACH	$40.78	Seals, Gaskets
Gillig, LLC	2/8/2023	ACH	$28.80	Fan Control Switch
GOETTL, CODY	2/8/2023	60074	$85.00	Reimb Emp bike summit
Grainger Inc	1/25/2023	ACH	$574.80	Inventory Parts
Grainger Inc	1/25/2023	ACH	$84.12	Safety signs
Grainger Inc	1/25/2023	ACH	$332.80	LED Bulbs
Grainger Inc	2/8/2023	ACH	$62.08	Inventory Parts
Grainger Inc	2/8/2023	ACH	$86.30	Inventory Parts
Grainger Inc	2/8/2023	ACH	$221.92	Inventory Parts
Grainger Inc	2/8/2023	ACH	$144.11	Trash Bags, Paper Towel
Grainger Inc	2/8/2023	ACH	($75.01)	Credit For Drum Pump
Grover Electric & Plumbing	2/8/2023	60075	$127.80	Shop Supplies
Grover Electric & Plumbing	2/8/2023	60075	($105.40)	Parts Return - Inv NA92124
Grover Electric & Plumbing	2/8/2023	60075	($21.08)	Parts Return - Inv NA92124
Grover Electric & Plumbing	2/8/2023	60075	$477.72	Shop Supplies
HACKETT, ALEX	2/8/2023	ACH	$85.00	Reimb Emp. Bike summit
HASSAN, DEANNA	2/8/2023	ACH	$50.00	Reimb Cell - Feb
Hawkeye Builders Inc	1/25/2023	ACH	$48,754.23	Orchard Pavement Expansion
Hawley Troxell Ennis & Hawley	2/8/2023	ACH	$841.00	Legal Services
Healea, Stephanie	1/25/2023	ACH	$137.50	Volunteer Driver
Hi - Line	1/25/2023	ACH	$455.90	Nuts & Bolts
Hi - Line	1/25/2023	ACH	$472.48	Nuts & Bolts
Hi - Line	1/25/2023	ACH	$519.85	Assorted Screws, Clamps
Hot Shots, Inc.	1/25/2023	ACH	$865.74	Courier Services
IBI Group Professional Services Inc	2/8/2023	ACH	$6,567.27	Bus Stop Toplogy
Idaho Love Light Solar, LLC.	1/25/2023	ACH	$3,500.00	Snow Removal
Idaho Love Light Solar, LLC.	1/25/2023	ACH	$1,400.00	Bus Stop Snow Removal
Idaho Love Light Solar, LLC.	2/8/2023	ACH	$2,000.00	12/9/2022 Snow Removal
Idaho Love Light Solar, LLC.	2/8/2023	ACH	$1,500.00	Bus Stop Snow Removal
Idaho Power	1/25/2023	60059	$693.33	Utilities 12/14-1/12
Idaho Power	1/25/2023	60059	$11,158.20	Utilities
Idaho Power	1/25/2023	60059	$4,256.70	Utilities 12/14-1/12
Idaho Power	2/8/2023	60076	$16.34	Utilities 12/28-1/25
Idaho Power	2/8/2023	60076	$1,411.34	Utilities 1/4-2/1
Idaho Records Management, LLC	2/8/2023	ACH	$45.00	Services
IntelePeer Holdings, Inc	1/25/2023	ACH	$787.00	SIP Dialtone services
Intermountain Communications of	2/8/2023	ACH	$8,078.40	Radio Replacement for fleet vehicles
Intermountain Gas	1/25/2023	ACH	$9.79	Utilities 12/7-1/6
Intermountain Gas	1/25/2023	ACH	$1,099.41	Utilities 12/7-1/6
Intermountain Gas	1/25/2023	ACH	$759.89	Utilities 12/10-1/10
Intermountain Gas	1/25/2023	ACH	$2,451.03	Utilities 12/19-1/20
Intermountain Gas	1/25/2023	ACH	$5,325.09	Utilities 12/10-1/10
Intermountain Gas	2/8/2023	ACH	$9.79	Utilities 1/7-2/2
Intermountain Gas	2/8/2023	ACH	$846.53	Utilities 1/7-2/2
Intermountain Gas	2/8/2023	ACH	$20,777.26	Utilities
Intermountain Gas	2/8/2023	ACH	$705.70	Utilities 12/29-1/26
Intermountain Gas	2/8/2023	ACH	$311.98	Utilities 12/21-1/23
Jacobs Engineering Group, Inc.	1/25/2023	ACH	$7,904.14	Orchard Paving Expansion project
Jacobs Engineering Group, Inc.	2/8/2023	ACH	$3,089.33	Orchard Facility Master Plan 11/26-12/30
Jacobs Engineering Group, Inc.	2/8/2023	ACH	$27,800.00	Orchard Facility Master Plan
JoPaul & Sons LLC	1/25/2023	ACH	$35.00	Vehicle washing
KABIRIGI, LWABOSHI	1/25/2023	60060	$127.16	Reimbursements - Shoes
Karcher Auto Parts	1/25/2023	ACH	$135.84	Oil Filters
Karcher Auto Parts	1/25/2023	ACH	$44.94	Heat Barrier

Karcher Auto Parts	1/25/2023	ACH	$51.42	Pig Mats
Karcher Auto Parts	1/25/2023	ACH	$41.64	Power Steering Fluid
Karcher Auto Parts	1/25/2023	ACH	$172.38	Auto Parts
Karcher Auto Parts	1/25/2023	ACH	$145.40	One Minute Gasket
Karcher Auto Parts	1/25/2023	ACH	($128.19)	Relays & Sockets Returned
Karcher Auto Parts	2/8/2023	ACH	$36.18	Sockets
Karcher Auto Parts	2/8/2023	ACH	$92.01	Relays
Karcher Auto Parts	2/8/2023	ACH	$133.42	Super Clean
Kenworth Sales	2/8/2023	ACH	$56.04	Inventory Parts
Kenworth Sales	2/8/2023	ACH	$2,155.75	Inventory Parts
Kenworth Sales	2/8/2023	ACH	$44.10	Inventory Parts
Kenworth Sales	2/8/2023	ACH	$385.45	Inventory Parts
Kenworth Sales	2/8/2023	ACH	$18.20	Gaskets
Kenworth Sales	2/8/2023	ACH	$50.14	Water Outlet Tube
Kenworth Sales	2/8/2023	ACH	$35.30	Hose
Kenworth Sales	2/8/2023	ACH	$56.93	Thermostat
Kenworth Sales	2/8/2023	ACH	$44.10	Crank Sensor
Kenworth Sales	2/8/2023	ACH	$32.98	Hose
Kenworth Sales	2/8/2023	ACH	$32.98	Hose
Kenworth Sales	2/8/2023	ACH	($44.10)	Sensor Credit
Kenworth Sales	2/8/2023	ACH	($312.50)	Core Credit
Kenworth Sales	2/8/2023	ACH	($12.50)	Core Credit - Inv# 011P14187
Kenworth Sales	2/8/2023	ACH	($312.50)	Core Credit
KING BROADCASTING COMPANY-KTVB	1/25/2023	ACH	$8,000.02	Advertising
KING BROADCASTING COMPANY-KTVB	1/25/2023	ACH	$8,410.00	Advertising
KOLLIE, DORBOR	2/8/2023	ACH	$26.49	Reimbursement - Shoes
KRONENBITTER, FRANK	2/8/2023	ACH	$50.00	Reimb Cell - Feb
KROUPA, KRISTINA	2/8/2023	ACH	$50.00	REIMB -CELL-Feb
KROUPA, KRISTINA	2/8/2023	ACH	$183.56	Vault Room Bill Counter
Kuna Senior Citizen Inc	2/8/2023	ACH	$4,220.16	Acquisition of Services
LifeMap Assurance Co	1/25/2023	ACH	$2,016.27	Life Ins.
Lithia Motors Payment Processing	1/25/2023	ACH	$151.67	Parking Brake & Hood Release
Lithia Motors Payment Processing	1/25/2023	ACH	$565.62	Inventory Parts
Lithia Motors Payment Processing	1/25/2023	ACH	$33.57	Thermostat & Gasket
Lithia Motors Payment Processing	1/25/2023	ACH	$30.57	Plunger
Lithia Motors Payment Processing	1/25/2023	ACH	$156.55	Inventory Parts
Lithia Motors Payment Processing	1/25/2023	ACH	$52.09	Trans Filter
Lithia Motors Payment Processing	1/25/2023	ACH	$123.20	Water Pump
Lithia Motors Payment Processing	1/25/2023	ACH	($50.00)	Core Credit
Lithia Motors Payment Processing	2/8/2023	ACH	$31.82	Inventory Parts
Lithia Motors Payment Processing	2/8/2023	ACH	$234.32	Inventory Parts
Lithia Motors Payment Processing	2/8/2023	ACH	$336.12	Inventory Parts
Lithia Motors Payment Processing	2/8/2023	ACH	$19.60	Inventory Parts
Lithia Motors Payment Processing	2/8/2023	ACH	$33.57	Thermostat
Lithia Motors Payment Processing	2/8/2023	ACH	$337.05	Inventory Parts
Lithia Motors Payment Processing	2/8/2023	ACH	$153.79	Inventory Parts
Lithia Motors Payment Processing	2/8/2023	ACH	$13.53	Inventory Parts
Lithia Motors Payment Processing	2/8/2023	ACH	$102.50	Inventory Parts
Lithia Motors Payment Processing	2/8/2023	ACH	$22.89	Inventory Parts
Lithia Motors Payment Processing	2/8/2023	ACH	$2,844.61	Inventory Parts
Lithia Motors Payment Processing	2/8/2023	ACH	$1,365.00	Inventory Parts
Lithia Motors Payment Processing	2/8/2023	ACH	$1,641.50	Inventory Parts
Lithia Motors Payment Processing	2/8/2023	ACH	$394.33	Inventory Parts
Lizabeth C. Arkoosh	1/25/2023	ACH	$9,300.00	Lease Qtr 2
Lotus Boise Corp	1/25/2023	ACH	$400.00	Radio Ads
Lotus Boise Corp	1/25/2023	ACH	$40.00	Radio Ads
Lotus Boise Corp	1/25/2023	ACH	$350.00	Radio Ads
Lotus Boise Corp	1/25/2023	ACH	$100.00	Radio Ads
Lotus Boise Corp	1/25/2023	ACH	$300.00	Radio Ads
Lotus Boise Corp	1/25/2023	ACH	$300.00	Radio Ads
Lowes Home Improvement	1/25/2023	ACH	$40.80	Shop Supplies
Lowes Home Improvement	1/25/2023	ACH	$161.85	Shop Supplies
Lowes Home Improvement	1/25/2023	ACH	$20.86	Caulk Guns
Lowes Home Improvement	2/8/2023	ACH	$88.43	Shop Supplies
Lowes Home Improvement	2/8/2023	ACH	$785.84	Shop Supplies
Lowes Home Improvement	2/8/2023	ACH	$44.87	Shop Supplies
Lowes Home Improvement	2/8/2023	ACH	$94.99	Shop Supplies
Luka Stankovic	1/25/2023	ACH	$888.00	Taxi Fare #A
Lyft, Inc	1/25/2023	ACH	$1,167.02	VRT Transit connection lyft pass
Lyft, Inc	1/25/2023	ACH	$411.71	VRT late night rides
Mary M Johnson	2/8/2023	ACH	$62.00	Signs
MAXWELL, WILLIAM GORDON	2/8/2023	ACH	$50.00	Reimb Cell - Feb
Melba Valley Senior Center	2/11/2023	ACH	$4,906.80	Acquisition of services
Melba Valley Senior Center	2/11/2023	ACH	$4,908.92	Acquisition of Services
Melba Valley Senior Center	2/11/2023	ACH	$761.16	Acquisition of Services

Meridian Senior Center	2/8/2023	ACH	$6,941.69	Acquisition of Services
Metro Community Services	1/25/2023	ACH	$24,858.15	Acquisition of Services
Mills, Wayne	1/25/2023	60061	$476.25	Volunteer Driver
MORALES, SAL	1/25/2023	60062	$150.00	Reimbursement - Shoes
MORRIS, RYAN	1/25/2023	ACH	$26.92	Reimbursement - Pants
Motion & Flow Control Products	1/25/2023	ACH	$537.97	Hoses
MultiCare Health System	2/8/2023	ACH	$570.00	Drug Screens
MultiCare Health System	2/8/2023	ACH	$840.00	Drug Screens
Napa Auto Parts	1/25/2023	ACH	$65.84	Vehicle Parts
Napa Auto Parts	1/25/2023	ACH	$54.25	Vehicle Parts
Napa Auto Parts	1/25/2023	ACH	$22.70	Inventory Parts
Napa Auto Parts	2/8/2023	ACH	$458.05	Vehicle Parts
Napa Auto Parts	2/8/2023	ACH	$124.44	Vehicle
New Flyer Parts	2/8/2023	ACH	$85.02	Inventory Parts
Norco Inc	1/25/2023	ACH	$3.12	Cylinder Rental
Norco Inc	2/8/2023	ACH	$74.74	Shop Supplies
NYSIF Disability Benefits	2/8/2023	60077	$344.88	Disability benefits
ODP Business Solutions, LLC	1/25/2023	60063	$55.76	Office Supplies
ODP Business Solutions, LLC	1/25/2023	60063	$59.60	Office Supplies
ODP Business Solutions, LLC	2/8/2023	60078	$241.99	Vacuum
ODP Business Solutions, LLC	2/8/2023	60078	$42.99	Office Supplies
ODP Business Solutions, LLC	2/8/2023	60078	$103.12	Office Supplies
ODP Business Solutions, LLC	2/8/2023	60078	$23.97	Office Supplies
ODP Business Solutions, LLC	2/8/2023	60078	$75.19	Office Supplies
ODP Business Solutions, LLC	2/8/2023	60078	$21.50	Office Supplies
ODP Business Solutions, LLC	2/8/2023	60078	($231.60)	paper, OD copy 288172924001
O'Reilly Auto Enterprises, LLC	2/8/2023	ACH	$6.39	Pin Boot Kit
O'Reilly Auto Enterprises, LLC	2/8/2023	ACH	($50.00)	Alternator Core Credit
O'Reilly Auto Enterprises, LLC	2/8/2023	ACH	$57.98	Water Pump Belts
O'Reilly Auto Parts	1/25/2023	ACH	$379.81	Vehicle Parts
O'Reilly Auto Parts	1/25/2023	ACH	$6.67	Vehicle Parts
O'Reilly Auto Parts	2/8/2023	ACH	$139.00	Brake Drum
O'Reilly Auto Parts	2/8/2023	ACH	$133.61	Vehicle Parts
O'Reilly Auto Parts	2/8/2023	ACH	$265.31	Vehicle Parts
O'Reilly Auto Parts	2/8/2023	ACH	($255.37)	Parts Return Inv 2894-208247 & 2894-206939
Pacific Office Automation	1/25/2023	ACH	$589.18	Printer Leases
Paragon Consulting, Inc	1/25/2023	ACH	$13,552.50	18th street engineering
Parma Senior Center	2/8/2023	ACH	$3,282.24	Acquisition of Services
PNG Media LLC	2/8/2023	60079	$446.94	Legal/Public Notice
PNG Media LLC	2/8/2023	60079	$56.62	Legal Public Notice
ProPeople	1/25/2023	ACH	$429.39	Temp Wages
ProPeople	1/25/2023	ACH	$902.82	Temp Wages
ProPeople	1/25/2023	ACH	$759.69	Temp Wages
ProPeople	2/8/2023	ACH	$902.82	Temp Wages
ProPeople	2/8/2023	ACH	$44.04	Temp Wages
ProPeople	2/8/2023	ACH	$1,112.01	Temp Wages
Proterra Operating Company, Inc	2/8/2023	ACH	$11,666.68	Battery Lease
Proterra Operating Company, Inc	2/8/2023	ACH	$8,750.01	Battery Lease
Quench USA, Inc	1/25/2023	ACH	$57.00	Cooler Rental January
Quench USA, Inc	1/25/2023	ACH	$289.95	Water Equipment Rental
RCF Commercial Cleaning, LLC	1/25/2023	ACH	$3,850.00	Janitorial service for month
RCF Commercial Cleaning, LLC	1/25/2023	ACH	$46.72	2 Ply 2000 Sheet Roll/12/Case
RCS Tools, LLC	2/8/2023	60080	$2,999.00	Scanner
RDK Corporation	1/25/2023	ACH	$30.00	Background check
RDK Corporation	2/8/2023	ACH	$230.00	Background Checks
Right! Systems, Inc.	1/25/2023	60064	$618.03	ESET Mail security
Romaine Electric Corporation	1/25/2023	ACH	$1,202.03	Starter, Regulator
Sage Supply, Inc	2/8/2023	60081	$345.00	Ice Melt
SAMG Occupational Med - Emerald	2/8/2023	60082	$180.00	Drug Screen/Physicals
Shred-It USA- LLC	2/8/2023	ACH	$117.10	Document Shredding
Shred-It USA- LLC	2/8/2023	ACH	$122.83	Document Shredding
Smith Power Products, Inc	1/25/2023	ACH	$130.57	Inventory Parts
Smith Power Products, Inc	1/25/2023	ACH	$730.20	Inventory Parts
SMITH, JOSHUA	1/25/2023	ACH	$21.07	Reimburse for UPS
SMITH, JOSHUA	2/8/2023	ACH	$50.00	Reimb Cell - Feb
SMITH, LORETTA	2/8/2023	60083	$47.68	Reimburse Uniform Shoes
SMITH, SHAYNE	1/25/2023	ACH	$153.99	Reimbursement - Tools
SMITH, SHAYNE	1/25/2023	ACH	$77.48	Reimbursement - Tools
SPX Technologies, Inc	1/25/2023	ACH	$107.86	Farebox Parts
SPX Technologies, Inc	1/25/2023	ACH	$3,378.78	Farebox inventory
SPX Technologies, Inc	2/8/2023	ACH	$8,094.20	Farebox Parts
STANISLAW, GARRISON	1/25/2023	ACH	$37.09	Reimbursement - Tripod for Safety Meetings
Star Senior Center	2/8/2023	60084	$7,475.72	Acquisition of Services
STEPHENS, ANGELA	2/8/2023	ACH	$40.00	Reimbursement - DL Renewal
Supportive Housing & Innovative Partners	1/25/2023	ACH	$30,349.39	Acquisition of Services

Syringa Networks, LLC	1/25/2023	ACH	$4,820.00	Telecom Services
Tacoma Screw Products Inc.	1/25/2023	ACH	$71.13	Screws, Washers
Tait & Associates, Inc	1/25/2023	ACH	$27,291.55	HDTC Architecture
The Car Park, LLC	2/8/2023	ACH	$2,500.00	Carpools - Pass through G&A
The Car Park, LLC	2/8/2023	ACH	$57.50	Carpools - Pass through 9th & front
The Car Park, LLC	2/8/2023	ACH	$37.50	Carpool - pass through - 9th/Front
The Car Park, LLC	2/8/2023	ACH	$75.00	Carpool Subscriptions
The Car Park, LLC	2/8/2023	ACH	$2,312.50	Carpool - passthrough G&A
The Car Park, LLC	2/8/2023	ACH	$187.50	Carpool - passthrough G&A
The Car Park, LLC	2/8/2023	ACH	$37.50	Carpool Subscriptions
The Car Park, LLC	2/8/2023	ACH	$1,650.00	Carpools - Pass through
The Car Park, LLC	2/8/2023	ACH	$75.00	Carpool Subscriptions
The Car Park, LLC	2/8/2023	ACH	$2,500.00	Carpool Subscriptions
Thompson and Associates, Inc.	1/25/2023	ACH	$3,149.00	HR Consulting services
Transpo Group USA, Inc.	1/25/2023	ACH	$33,646.25	Comprehensive Operational Analysis
Transpo Group USA, Inc.	1/25/2023	ACH	$3,998.56	Kuna Transit Study
Treasure Valley Coffee	1/25/2023	ACH	$86.35	MSS - Coffee
Treasure Valley Coffee	1/25/2023	ACH	$304.53	Coffee/creamer/sugar
Treasure Valley Coffee	2/8/2023	ACH	$93.25	Coffee - Orchard
Treasure Valley Coffee	2/8/2023	ACH	$17.50	First Aid - Shop
Treasure Valley Coffee	2/8/2023	ACH	$147.40	First Aid - Office
Treasure Valley Coffee	2/8/2023	ACH	$26.40	Water Cooler - Orchard
Treasure Valley Coffee	2/8/2023	ACH	$118.95	Coffee - MSS
Treasure Valley Transit	1/25/2023	ACH	$20,571.00	Sub-Recipient
UniFirst Acct# 1395966	1/25/2023	ACH	$211.00	Mats, Clorhs and Uniforms
UniFirst Acct# 1395966	1/25/2023	ACH	$215.90	Mats, Cloths, Uniforms
UniFirst Acct# 1395966	1/25/2023	ACH	$210.25	Mats, Cloths, Uniforms
UniFirst Acct# 1395966	2/8/2023	ACH	$210.25	Mats, Cloths, Uniforms
UniFirst Acct# 1410130	1/25/2023	ACH	$265.00	Uniforms
UniFirst Acct# 1410130	1/25/2023	ACH	$280.60	Uniform Services
UniFirst Acct# 1410130	2/8/2023	ACH	$280.60	Uniform Services
UniFirst Acct# 1410130	2/8/2023	ACH	$280.60	Uniform Services
United Site Services of Nevada, Inc.	2/8/2023	ACH	$278.60	Restroom Rental
United Way of Treasure Valley	1/25/2023	ACH	$95.00	Emp Conributions
United Way of Treasure Valley	2/8/2023	ACH	$95.00	Emp. Contributions
US Bank Plaza Condominium Assoc., Inc.	1/25/2023	ACH	$10,593.00	Association dues
Verizon Wireless	2/8/2023	60085	$2,965.80	Cell Phone Service
Verizon Wireless	2/8/2023	60085	$92.08	Cell Phone Service
Verizon Wireless	2/8/2023	60085	$51.36	Cell Phone Service
Verizon Wireless	2/8/2023	60085	$52.07	Cell Phone Service
Verizon Wireless	2/8/2023	60085	$1,990.23	Cell Phone Service
Via Transportation, Inc.	1/25/2023	ACH	$7,150.00	Dispatching SW for Operations
WASHINGTON, CORRIE	1/25/2023	ACH	$465.25	Reimburse for Christmas Lunch
WASHINGTON, CORRIE	2/8/2023	ACH	$50.00	Reimb Cell- Feb
WASHINGTON, JOSHUA	1/25/2023	ACH	$150.00	Reimbursement - Shoes
Wex Bank	1/25/2023	ACH	$245.92	Fuel Support Vechicles & 1513
Wex Bank	2/8/2023	ACH	$130.88	Fuel N1513
William Beard	1/25/2023	ACH	$428.00	Bus Washing
William Beard	1/25/2023	ACH	$226.00	Bus Washing
William Beard	1/25/2023	ACH	$407.00	Bus Washing
William Beard	2/8/2023	ACH	$438.00	Bus Washing
YBARRA, SARAH	1/25/2023	ACH	$12.59	Reimb - lunch
YBNOW LLC	2/8/2023	ACH	$5,621.80	Ada County rides to wellness
YBNOW LLC	2/8/2023	ACH	$472.96	VA Shuttle
YBNOW LLC	2/8/2023	ACH	$114.64	VA shuttle
			$845,643.36	

ACCEPTED:

CHAIR OF EXECUTIVE BOARD

ATTEST:

SECRETARY/TREASURER

Payment Register 2/16/2023 - 3/15/2023

Vendor Name	Pymt Date	Check Number	Amount	Invoice Description
A E S Inc	2/20/2023	ACH	$158.10	Temp Wages
A E S Inc	2/20/2023	ACH	$974.95	Temp Wages
A E S Inc	3/8/2023	ACH	$946.84	Temp Wages
A E S Inc	3/8/2023	ACH	$146.69	Temp Wages
A E S Inc	3/8/2023	ACH	$273.00	Temp Wages
A E S Inc	3/8/2023	ACH	$767.83	Temp Wages
Access Idaho-26682	2/20/2023	60086	$9.00	DLR Search
Access Idaho-26682	2/20/2023	60086	$105.00	DLR Fleet Monitoring
Ace Emissions	3/8/2023	ACH	$20.00	Emission Test
AdaRide.Com, LLC	3/8/2023	ACH	$1,748.00	Acquisition of services
Affion Public	3/8/2023	ACH	$9,333.34	Executive Dir. Search
Alexander Clark Printing	2/20/2023	60087	$1,638.00	DVIR - Cutaway
Alexander Clark Printing	2/20/2023	60087	$1,330.00	DVIR Books
Alexander Clark Printing	2/20/2023	60087	$3,993.00	DVIR Books
Alexander Clark Printing	3/8/2023	60108	$102.93	Business Cards
Alexander Clark Printing	3/8/2023	60108	$67.35	Temp Wages
Anthony, Elizabeth	2/20/2023	ACH	$142.14	Volunteer Driver
Automotive & Industrial Distributors	3/8/2023	ACH	$2,801.61	Oil, ATF & Antifreeze
Avero, LLC	3/8/2023	ACH	$7,640.00	ERP System Consulting
A-Z Bus Sales, Inc	2/20/2023	ACH	$179.49	Lumbar Suppport
A-Z Bus Sales, Inc	3/8/2023	ACH	$774.40	Condenser Fans, Motors
A-Z Bus Sales, Inc	3/8/2023	ACH	$65.35	Thumb Latches
A-Z Bus Sales, Inc	3/8/2023	ACH	$339.01	Evaporation Motor
Barber, Richard P	2/20/2023	ACH	$95.63	Volunteer Driver
BELAU, TIMOTHY	3/8/2023	ACH	$90.08	Reimbursement - Pants
Black Signs of Idaho, Inc.	3/8/2023	ACH	$50.00	Rental Sign
Boise Air Terminal	3/8/2023	ACH	$8,971.36	Land Rent
Boise City Utility Billing	3/8/2023	60109	$426.39	Trash/Sewer
Boise Community Radio Project	2/20/2023	ACH	$500.00	radio ads
Boise Municipal Health Care Trust	3/8/2023	ACH	$62,492.82	Health Ins.
Boise Peterbilt	2/20/2023	ACH	$520.68	Inventory Parts
Boise State Public Radio	2/20/2023	ACH	$1,570.00	Radio Ads
Bolen's Control House Inc.	3/8/2023	ACH	$25.60	RADIO PARTS/ACCESSORIE
Bolen's Control House Inc.	3/8/2023	ACH	$3.64	RADIO PARTS/ACCESSORIE
BOSNJAK, ALMA	3/8/2023	60110	$253.00	Reimbursement - Ada County Paramedics
Brady Industries of Nevada, LLC	3/8/2023	ACH	$358.35	Janitorial Supplies
Brady Industries of Nevada, LLC	3/8/2023	ACH	$547.35	Janitorial Supplies
Brandt, Loreli	2/20/2023	ACH	$448.02	Volunteer Driver
BUCKENDORF, DOUGLAS	3/8/2023	60111	$90.09	Reimbursement - Shoes
BURRELL, LAPRIEST	3/8/2023	60112	$49.68	Reimbursement - Shoes
Career Uniforms Partners	2/20/2023	ACH	$214.30	Uniforms
Career Uniforms Partners	2/20/2023	ACH	$288.95	Uniforms
Career Uniforms Partners	2/20/2023	ACH	$219.55	Uniforms
Career Uniforms Partners	2/20/2023	ACH	$46.90	Uniforms
Career Uniforms Partners	2/20/2023	ACH	$127.25	Uniforms
Career Uniforms Partners	2/20/2023	ACH	$119.75	Uniforms
Career Uniforms Partners	2/20/2023	ACH	$395.40	Uniforms
Career Uniforms Partners	3/8/2023	ACH	$67.44	Uniforms - L. Smith
Career Uniforms Partners	3/8/2023	ACH	$269.05	Uniforms G. Salberg
Catapult3, Inc.	2/20/2023	ACH	$1,400.00	SIGNAGE INSTALLATION
Catapult3, Inc.	3/8/2023	ACH	$12,521.60	SIGNAGE INSTALLATION
CenturyLink	2/20/2023	60088	$26.78	Telecom Services 2/1-2/28
CenturyLink	2/21/2023	60107	$138.71	Telecom Services 2/7-3/6
CenturyLink	3/8/2023	60113	$342.73	Telecom Services 2/25-3/24
CenturyLink	3/8/2023	60113	$334.82	Telecom Services 2/25-3/24
CenturyLink	3/8/2023	60113	$176.43	Telecom Services 2/16-3/15
CenturyLink	3/8/2023	60113	$255.26	Telecom Services 2/22-3/21
CenturyLink	3/8/2023	60113	$53.56	Telecom Services 2/22-3/21
CenturyLink	3/8/2023	60113	$26.78	Telecom Services 3/1-3/31
Christensen, Inc	3/8/2023	ACH	$8,308.83	Fuel
Christensen, Inc	3/8/2023	ACH	$5,267.85	Fuel
Christensen, Inc	3/8/2023	ACH	$2,884.20	Engine Oil
Church of the Harvest	2/20/2023	ACH	$32,039.71	Acquisition of Services
Church of the Harvest	2/20/2023	ACH	$770.29	Acquisition of Services
City of Caldwell Water Department	3/8/2023	60114	$87.92	Water/Sewer/Street litght 1/24-2/23
City of Caldwell Water Department	3/8/2023	60114	$120.32	Garbage 1/24-2-23
City of Garden City	3/8/2023	60115	$66.10	Garbage/Water/sewer
Colonial Life	3/8/2023	ACH	$47.77	Ins. Premium
Commercial Tire, Inc	2/20/2023	ACH	$47.95	Lube Service
Commercial Tire, Inc	2/20/2023	ACH	$173.60	Lube service/PM inspection
Commercial Tire, Inc	2/20/2023	ACH	$256.00	Tires
Commercial Tire, Inc	2/20/2023	ACH	$1,672.80	Tires
Commercial Tire, Inc	3/8/2023	ACH	$1,128.44	Lube services/maintenance
Commercial Tire, Inc	3/8/2023	ACH	$834.02	Lube service/break service
Commercial Tire, Inc	3/8/2023	ACH	$173.60	lube service/shop labor
Commercial Tire, Inc	3/8/2023	ACH	$1,408.07	Lube Service/labor/totors/breaks

Commercial Tire, Inc	3/8/2023	ACH	$173.60	Lube Service/labor
Commercial Tire, Inc	3/8/2023	ACH	$1,207.92	Tires
Commercial Tire, Inc	3/8/2023	ACH	$841.08	Tires
Commercial Tire, Inc	3/8/2023	ACH	$32.00	Tires
Commercial Tire, Inc	3/8/2023	ACH	$763.08	Tires
Commercial Tire, Inc	3/8/2023	ACH	$776.88	Tires
Commercial Tire, Inc	3/8/2023	ACH	$1,207.90	Tires
Commercial Tire, Inc	3/8/2023	ACH	$807.39	Tires N616
Commercial Tire, Inc	3/8/2023	ACH	$27.90	Rotated Tires N331 & N332
Cummins Rocky Mountain, LLC	2/20/2023	ACH	$1,826.31	Ignition Control Module
Cummins Rocky Mountain, LLC	2/20/2023	ACH	$8,218.79	Engine Parts - N613
Cummins Rocky Mountain, LLC	2/20/2023	ACH	$9.96	Screw
Cummins Rocky Mountain, LLC	3/8/2023	ACH	$25,472.39	Inventory Parts
Curtis Clean Sweep	2/20/2023	ACH	$165.00	SWEEP & DETAIL GARAGE
CURTIS, JODI	3/8/2023	60116	$50.00	Reimb Emp Cell - MAR
Custom Care Pest Services	3/8/2023	ACH	$95.00	Pest Services
Day Wireless Systems	2/20/2023	ACH	$350.00	Site Rent
Delerrok, Inc.	3/8/2023	ACH	$1,200.00	UMO Monthly
Derrick Personette	2/20/2023	60089	$1,050.00	Services @ Main Street Station
DMC Sales	2/20/2023	ACH	$695.00	Anti-Freeze Coolant
DMC Sales	3/8/2023	ACH	$67.50	Windshield Wash
Dwaine S Lee, LLC	2/20/2023	ACH	$304.50	Towing Service
Dwaine S Lee, LLC	3/8/2023	ACH	$269.70	Towing Service
Eagle Senior Center	3/8/2023	ACH	$7,592.98	Acquisition of Services
Ecolube Recovery, LLC.	2/20/2023	ACH	$90.00	Parts Wash Lease
Eide Bailly LLP	2/20/2023	ACH	$48,300.00	FY2022 AUDIT
EISENBERG, GREGG	2/20/2023	ACH	$2,229.45	Reimbursement - Recruitment Ads & Team Bus
EISENBERG, GREGG	3/8/2023	ACH	$50.00	Reimb Emp Cell - MAR
Elam & Burke P.A.	2/20/2023	ACH	$2,930.00	Legal Services
ERS Emergency Responder Services, Inc	3/8/2023	ACH	$3,370.40	Hint mount quick connect
ETA Phi Systems, Inc.	3/8/2023	ACH	$5,951.70	OandM Costs of CAD/AVL
EZELL, JEANNETTE	2/20/2023	ACH	$23.30	Emp Reimb -food/meeting
EZELL, JEANNETTE	3/8/2023	ACH	$276.00	D&B Conf. 3/13-3/16
Factory Motor Parts Co	2/20/2023	60091	$25.91	Thermostat
Factory Motor Parts Co	2/20/2023	60091	$573.23	Thermost, Calipers, Filter
Factory Motor Parts Co	2/20/2023	60091	$55.03	Rotor
Factory Motor Parts Co	2/20/2023	60091	$26.22	Wheel Seals
Factory Motor Parts Co	2/20/2023	60091	($30.60)	Thermostat & O-Ring Returned
Factory Motor Parts Co	2/20/2023	60091	($100.80)	Core Credit Brake Calipers N102
Factory Motor Parts Co	2/20/2023	60091	($135.73)	Battery Warranty Credit
FASTENAL	2/20/2023	ACH	$459.38	Safety Vest
Fastsigns-Boise	2/20/2023	60092	$502.44	Foam core signs
First Transit	3/8/2023	ACH	$113,469.91	Reto MGMT/BIPD/WKR COMP
First Transit	3/8/2023	ACH	$169,106.04	Wrk Comp/Ins. Liability
Fisher's Document Systems, Inc.	3/8/2023	ACH	$1,039.72	Laserfiche Licensing
Fisher's Document Systems, Inc.	3/8/2023	ACH	$4,500.00	Laserfiche S/W Assurance
Fleet Services	3/9/2023	ACH	$217.63	Fuel
Fleet Services	3/9/2023	ACH	$1,187.62	Fuel
Fleet Services	3/9/2023	ACH	$2,030.35	Fuel
Gem State Paper & Supply	3/8/2023	ACH	$264.41	Shop Supplies
Gem State Paper & Supply	3/8/2023	ACH	$49.37	Shop Supplies
Gillig, LLC	2/20/2023	ACH	$173.34	Height Control Valve
Gillig, LLC	2/20/2023	ACH	$477.90	Rear & Front Engine Mounts
Gillig, LLC	2/20/2023	ACH	$129.00	Wiper Blades
Gillig, LLC	2/20/2023	ACH	$301.24	Wiper Arms
Gillig, LLC	2/20/2023	ACH	$572.08	Vehicle
Gillig, LLC	2/20/2023	ACH	$12.71	Sealer
Gillig, LLC	2/20/2023	ACH	$1,048.80	Vehicle
Gillig, LLC	2/20/2023	ACH	$1,865.23	Vehicle
Gillig, LLC	2/20/2023	ACH	$621.90	Vehicle
Gillig, LLC	2/20/2023	ACH	$609.85	Vehicle
Gillig, LLC	2/20/2023	ACH	$1,048.19	Mirror ASM
Gillig, LLC	2/20/2023	ACH	$210.14	Vehicle
Gillig, LLC	2/20/2023	ACH	$493.72	Valve Assembly
Gillig, LLC	2/20/2023	ACH	$168.68	Proximity Switch
Gillig, LLC	2/20/2023	ACH	$237.11	Vehicle
Gillig, LLC	2/20/2023	ACH	$1,640.34	Destination Sign - Rear
Gillig, LLC	2/20/2023	ACH	$134.21	Speedometer
Gillig, LLC	2/20/2023	ACH	$28.30	Turn Signal Switch
Gillig, LLC	2/20/2023	ACH	$134.21	Speedometer
Gillig, LLC	2/20/2023	ACH	$605.75	Assorted Filters
Gillig, LLC	2/20/2023	ACH	$167.37	Air Filters
Gillig, LLC	2/20/2023	ACH	$20.56	Saddle Wiper Blade
Gillig, LLC	3/8/2023	ACH	$668.84	Vehicle
Gillig, LLC	3/8/2023	ACH	$178.62	Vehicle
Gillig, LLC	3/8/2023	ACH	$303.73	Vehicle
Gillig, LLC	3/8/2023	ACH	$5.76	Vehicle
Gillig, LLC	3/8/2023	ACH	$530.44	Vehicle
Gillig, LLC	3/8/2023	ACH	$789.16	Vehicle

Gillig, LLC	3/8/2023	ACH	$206.74	V-Belts
Gillig, LLC	3/8/2023	ACH	$191.97	Air Governor Valve
Gillig, LLC	3/8/2023	ACH	$323.42	Vehicle
Gillig, LLC	3/8/2023	ACH	$32.09	Turn Signal Switch
Gillig, LLC	3/8/2023	ACH	$397.20	Seat Struts
Grainger Inc	2/20/2023	ACH	($17.23)	Thermostat Returned
Grainger Inc	2/20/2023	ACH	$17.23	Napa Credit entered under Grainger
Grainger Inc	2/20/2023	ACH	$222.69	Toilet Paper, Paper Towel
Grainger Inc	2/20/2023	ACH	$10.92	Degreaser
Grainger Inc	2/20/2023	ACH	$10.92	Degreaser
Grainger Inc	2/20/2023	ACH	$99.34	Drum Pump
Grainger Inc	2/20/2023	ACH	$112.42	Fan Motors, Doorbell
Grainger Inc	2/20/2023	ACH	$39.56	Hose Fittings, Ball Valves
Grainger Inc	2/20/2023	ACH	$38.49	Ear Plugs
Grainger Inc	3/8/2023	ACH	$101.42	Fan Motors
Grainger Inc	3/8/2023	ACH	($81.64)	Return incorrect fan motors
Great-West Trust Company, LLC	2/20/2023	60093	$325.00	Cares & Secure Amendment
Great-West Trust Company, LLC	2/20/2023	60093	$325.00	Cares & Secure Amendment
HALL, WILLARD	3/8/2023	60117	$66.77	Reimbursement - Belt
HASSAN, DEANNA	3/8/2023	ACH	$50.00	Reimb Emp Cell March
Hawley Troxell Ennis & Hawley	2/20/2023	ACH	$1,912.50	Legal Services
Hawley Troxell Ennis & Hawley	3/8/2023	ACH	$206.50	Legal Services
Hawley Troxell Ennis & Hawley	3/8/2023	ACH	$5,834.70	Legal Services
Hi - Line	2/20/2023	ACH	$310.48	Nuts & Bolts
Hi - Line	2/20/2023	ACH	$47.47	Nuts & Bolts
Hot Shots, Inc.	2/20/2023	ACH	$888.00	Courier Services
IBI Group Professional Services Inc	2/20/2023	ACH	$7,244.54	bus stop toplogy
Idaho Love Light Solar, LLC.	2/20/2023	ACH	$1,600.00	Snow Removal
Idaho Power	2/20/2023	60094	$664.62	Utilities 01/11-2/8
Idaho Power	2/20/2023	60094	$4,336.22	Utilities 1/13-2/10
Idaho Power	3/8/2023	60118	$16.34	Utilities 1/26-2/23
Idaho Power	3/8/2023	60118	$11,807.82	Utilities
Idaho Power	3/8/2023	60118	$1,392.36	Utilities 2/2-3/2
Idaho Records Management, LLC	2/20/2023	ACH	$45.00	Services
Idaho Records Management, LLC	3/8/2023	ACH	$45.00	Services
Idaho Records Management, LLC	3/8/2023	ACH	$45.00	Services
Impact Home Services	2/20/2023	ACH	$189.00	Pest Control Services
Intermountain Gas	2/20/2023	ACH	$658.90	Utilities 1/11-2/8
Intermountain Gas	2/20/2023	ACH	$4,727.41	Utilities 1/11-2/8
Intermountain Gas	3/8/2023	ACH	$25,563.33	Utilities
Intermountain Gas	3/8/2023	ACH	$908.94	Utilities 1/27-2/28
Intermountain Gas	3/8/2023	ACH	$2,608.69	Utilities 1/21-2/15
Intermountain Gas	3/8/2023	ACH	$293.98	Utilities 1/24-2/21
Janek Corporation	2/20/2023	ACH	$1,200.00	ODK Repair
Jannus, Inc.	2/20/2023	60095	$500.00	ID conference on refugee's
JEDRY, JASON	3/8/2023	ACH	$4.23	Empl Reimb Water for meeting
Jennifer Schneider	3/8/2023	60119	$550.00	Facilitation Services State St Coord.
Jeremy Ricky	2/20/2023	ACH	$150.00	Purchase Transportation
Jeremy Ricky	2/20/2023	ACH	$18,443.48	Purchase Transportation
Jeremy Ricky	2/20/2023	ACH	$1,090.00	Purchase Transportation
Jeremy Ricky	2/20/2023	ACH	$874.20	Purchase Transportation
Jeremy Ricky	2/20/2023	ACH	$1,326.40	Purchase Transportation
Johnson Controls US Holdings INC	3/8/2023	ACH	$688.85	Sprinkler System Inspection
Karcher Auto Parts	2/20/2023	ACH	$87.90	WD 40
Karcher Auto Parts	2/20/2023	ACH	$239.49	Radiator
Karcher Auto Parts	2/20/2023	ACH	$72.60	Spray Grease
Karcher Auto Parts	2/20/2023	ACH	$169.80	Oil Filters
Karcher Auto Parts	2/20/2023	ACH	$287.19	Silcone Hose, Thermo Sleeve
Karcher Auto Parts	2/20/2023	ACH	$17.23	Thermostat
Karcher Auto Parts	2/20/2023	ACH	$35.76	Thermostat
Karcher Auto Parts	2/20/2023	ACH	($17.23)	Thermostat Credit
Karcher Auto Parts	2/20/2023	ACH	$27.08	Wiper Blades, ATF
Karcher Auto Parts	3/8/2023	ACH	$3.30	Tap
Karcher Auto Parts	3/8/2023	ACH	$95.06	Drillbit Set
Karcher Auto Parts	3/8/2023	ACH	$3.30	Tap
Karcher Auto Parts	3/8/2023	ACH	$133.42	Suoer Clean
Kenworth Sales	2/20/2023	ACH	$2,629.84	Inventory Parts
Kenworth Sales	2/20/2023	ACH	$31.21	Sensor
Kenworth Sales	2/20/2023	ACH	$384.78	Oxygen Sensor
Kenworth Sales	2/20/2023	ACH	$271.47	Lever seal, Breather Elements
Kenworth Sales	3/8/2023	ACH	$43.71	Inventory Parts
Kenworth Sales	3/8/2023	ACH	$28.64	Inventory Parts
Kenworth Sales	3/8/2023	ACH	$561.98	Inventory Parts
Kenworth Sales	3/8/2023	ACH	$198.16	Inventory Parts
Kenworth Sales	3/8/2023	ACH	($12.50)	Core Credit
Kenworth Sales	3/8/2023	ACH	($12.50)	Core Credit
KLEMENTSON, LUTHER	3/8/2023	ACH	$145.98	Reimbursement - Jacket
KRONENBITTER, FRANK	3/8/2023	ACH	$50.00	Reimb Emp Cell - MAR
KROUPA, KRISTINA	3/8/2023	ACH	$50.00	Reimb Emp Cell - MAR

Kuna Senior Citizen Inc	3/8/2023	ACH	$4,496.48	Acquisition of Services
Language Line Solutions	3/8/2023	ACH	$13.25	Translation Services Nov22
Language Line Solutions	3/8/2023	ACH	$29.50	Translation Services Nov22
Language Line Solutions	3/8/2023	ACH	$13.25	Translation Services - Dec22
Language Line Solutions	3/8/2023	ACH	$150.00	Translation Services Jan23
Larry Miller- Chrysler	3/8/2023	60120	$80.80	Vehicle Parts
Larry Miller- Chrysler	3/8/2023	60120	$161.60	Vehicle Parts
LifeMap Assurance Co	3/8/2023	ACH	$1,921.70	Life Ins. Premiums
Lift-U	3/8/2023	ACH	$97.13	Vehicle
Lithia Motors Payment Processing	2/20/2023	ACH	$102.44	Support Bearings
Lithia Motors Payment Processing	2/20/2023	ACH	$7.19	Inventory Parts
Lithia Motors Payment Processing	2/20/2023	ACH	$196.00	Spark Plugs & Boots
Lithia Motors Payment Processing	2/20/2023	ACH	$340.55	Alternator
Lithia Motors Payment Processing	2/20/2023	ACH	$262.18	Hrydro Boost
Lithia Motors Payment Processing	2/20/2023	ACH	$172.94	Oil & Trans Filters
Lithia Motors Payment Processing	2/20/2023	ACH	$123.20	Water Pump
Lithia Motors Payment Processing	2/20/2023	ACH	$28.98	Oil Dipstick
Lithia Motors Payment Processing	2/20/2023	ACH	$67.04	Air Filters
Lithia Motors Payment Processing	2/20/2023	ACH	$23.22	Oil Dipstick Tube
Lithia Motors Payment Processing	2/20/2023	ACH	($30.00)	Alternator Core Credit
Lithia Motors Payment Processing	2/20/2023	ACH	$759.24	Inventory Parts
Lithia Motors Payment Processing	3/8/2023	ACH	$516.44	Inventory Parts
Lithia Motors Payment Processing	3/8/2023	ACH	$126.07	Gaskets, Studs & Nuts
Lithia Motors Payment Processing	3/8/2023	ACH	$303.33	Inventory Parts
Lithia Motors Payment Processing	3/8/2023	ACH	$2,340.49	Inventory Parts
Lithia Motors Payment Processing	3/8/2023	ACH	$1,047.26	Inventory Parts
Lotus Boise Corp	2/20/2023	ACH	$420.00	Radio Ads
Lotus Boise Corp	2/20/2023	ACH	$440.00	Radio Ads
Lotus Boise Corp	2/20/2023	ACH	$350.00	Radio Ads
Lotus Boise Corp	2/20/2023	ACH	$100.00	Radio Ads
Lotus Boise Corp	2/20/2023	ACH	$300.00	Radio Ads
Lotus Boise Corp	2/20/2023	ACH	$300.00	Radio Ads
Lowes Home Improvement	2/20/2023	ACH	$27.05	Shop Supplies
Lowes Home Improvement	2/20/2023	ACH	$26.59	Shop Supplies
Lowes Home Improvement	2/20/2023	ACH	$89.80	Shop Supplies
Lowes Home Improvement	2/20/2023	ACH	$66.44	Toilet Auger, Flapper
Lowes Home Improvement	2/20/2023	ACH	$148.51	Office Light Bulbs
Lowes Home Improvement	2/20/2023	ACH	$16.29	Batteries
Lowes Home Improvement	2/20/2023	ACH	($110.12)	Shop Supplies
Lowes Home Improvement	3/8/2023	ACH	$155.72	Shop Supplies
Lowes Home Improvement	3/8/2023	ACH	$15.19	Ball Valve
Lowes Home Improvement	3/8/2023	ACH	$22.30	Jab Saw/ Galvanized Cap
Lowes Home Improvement	3/8/2023	ACH	$42.62	Toilet Repair Kit
Lowes Home Improvement	3/8/2023	ACH	$30.20	Toilet Repair Kit - Ladies Room Office
Lowes Home Improvement	3/8/2023	ACH	$40.86	Shop Supplies
Lowes Home Improvement	3/8/2023	ACH	$35.78	Shop Supplies
Lowes Home Improvement	3/8/2023	ACH	$119.34	Shop Supplies
Lowes Home Improvement	3/8/2023	ACH	($30.20)	Returned Toilet Repair Kit
Lyft, Inc	2/20/2023	ACH	$1,423.41	Transit Connections Lyft pass
Lyft, Inc	2/20/2023	ACH	$369.56	Late Night Rides Lyft pass
Maaco Collision Repair & Auto Painting	3/8/2023	ACH	$907.00	Vehicle Body Work
Maaco Collision Repair & Auto Painting	3/8/2023	ACH	$515.00	Vehicle Body Work
Mattson Distribution	3/8/2023	ACH	$585.98	Hotsy Inspection & Repair
MAXWELL, WILLIAM GORDON	3/8/2023	ACH	$50.00	Reimb Emp Cell - MAR
MAYTON, JOHN	3/8/2023	60121	$63.59	Reimbursement - Shoes
Meridian Senior Center	3/8/2023	ACH	$7,842.52	Acquisition of Services
Metro Community Services	2/20/2023	ACH	$41,532.11	Acquisition of Services
Metro Community Services	2/21/2023	ACH	$36,198.78	Acquisition of Services
Mills, Wayne	2/20/2023	60096	$446.71	Volunteer Driver
MORAN, NICHOLAS	2/20/2023	ACH	$120.00	Reimb Emp - Tables
MORRIS, RYAN	3/8/2023	ACH	$116.50	Reimbursement - Pants
MultiCare Health System	2/20/2023	ACH	$215.00	Drug Screens
MultiCare Health System	3/8/2023	ACH	$1,180.00	Drug Screening
Napa Auto Parts	2/20/2023	ACH	$67.59	Vehicle Parts
Napa Auto Parts	2/20/2023	ACH	$136.62	Vehicle Parts
Napa Auto Parts	2/20/2023	ACH	$156.16	Vehicle Parts
New Flyer Parts	2/20/2023	ACH	$949.89	Inventory Parts
New Flyer Parts	2/20/2023	ACH	$20.00	Inventory Parts
New Flyer Parts	3/8/2023	ACH	$289.92	Inventory Parts
New Flyer Parts	3/8/2023	ACH	$35.14	Inventory Parts
Newegg Business, Inc.	3/8/2023	ACH	$74.99	Hard Drive
Newegg Business, Inc.	3/8/2023	ACH	$518.10	Hard Drive
Newegg Business, Inc.	3/8/2023	ACH	$29.99	Wireless Mouse
Newegg Business, Inc.	3/8/2023	ACH	$924.32	Notebook computer
Norco Inc	2/20/2023	ACH	$549.32	Shop Supplies
ODP Business Solutions, LLC	2/20/2023	60098	$246.47	Office Supplies
ODP Business Solutions, LLC	2/20/2023	60098	$76.80	Tax forms
ODP Business Solutions, LLC	2/20/2023	60098	$37.47	Office Supplies
ODP Business Solutions, LLC	2/20/2023	60098	$18.21	Office Supplies

ODP Business Solutions, LLC	2/20/2023	60098	$145.79	Office Supplies
ODP Business Solutions, LLC	2/20/2023	60098	$183.64	Office supplies
ODP Business Solutions, LLC	2/20/2023	60098	$37.43	Office Supplies
ODP Business Solutions, LLC	2/20/2023	60098	$5.98	Office Supply
ODP Business Solutions, LLC	2/20/2023	60098	$78.70	Office Supplies
ODP Business Solutions, LLC	3/8/2023	60122	$153.44	Office supplies
ODP Business Solutions, LLC	3/8/2023	60122	$145.79	Office Supplies
ODP Business Solutions, LLC	3/8/2023	60122	$25.37	Office Supplies
ODP Business Solutions, LLC	3/8/2023	60122	$145.79	Office Supplies
O'Reilly Auto Parts	2/20/2023	ACH	$134.61	Vehicle Parts
O'Reilly Auto Parts	2/20/2023	ACH	$113.06	Vehicle Parts
O'Reilly Auto Parts	2/20/2023	ACH	$238.79	Vehicle Parts
O'Reilly Auto Parts	3/8/2023	ACH	$142.54	Vehicle Parts
O'Reilly Auto Parts	3/8/2023	ACH	$509.51	Vehicle Parts
O'Reilly Auto Parts	3/8/2023	ACH	$188.93	Vehicle Parts
Overhead Door of SW Idaho	3/8/2023	60123	$1,380.83	Bus Wash Door Repair
Pacific Office Automation	2/20/2023	ACH	$589.18	Printer leases
Pacific Office Automation	3/8/2023	ACH	$589.18	Copier & printer leases
Pacific Office Automation	3/8/2023	ACH	$835.58	Copier and printer lease
Pacific Office Automation	3/8/2023	ACH	$835.58	Copier and printer leases
Pacific Office Automation	3/8/2023	ACH	$909.14	Copier and printer leaes
Paragon Consulting, Inc	3/8/2023	ACH	$10,435.00	18th St. Engineering
Paragon Consulting, Inc	3/8/2023	ACH	$5,120.00	18th St. ROW
Parma Senior Center	3/8/2023	ACH	$3,726.71	Acquisition of Services
PEDERSON, NEIL	3/8/2023	60124	$39.99	Reimbursement - Shoes
PNG Media LLC	2/20/2023	60099	$130.29	Legal Public Notice
PNG Media LLC	3/8/2023	60125	$128.46	Legal Notice
Primary Health Medical Group, LLC	2/20/2023	60100	$360.00	DOT Physicals
Primary Health Medical Group, LLC	3/8/2023	60126	$85.00	DOT Physical
Primary Health Medical Group, LLC	3/8/2023	60126	$255.00	DOT Physicals
ProPeople	2/20/2023	ACH	$220.20	Temp Wages
ProPeople	2/20/2023	ACH	$2,273.57	Temp Wages
ProPeople	2/20/2023	ACH	$1,387.26	Temp Wages
ProPeople	2/20/2023	ACH	$1,739.48	Temp Wages
ProPeople	2/20/2023	ACH	$489.02	Temp wages
ProPeople	2/20/2023	ACH	$357.82	Temp Wages
ProPeople	2/20/2023	ACH	$100.00	Temp wages
ProPeople	2/20/2023	ACH	$1,040.45	Temp wages
ProPeople	3/8/2023	ACH	$1,398.27	Temp Wages
ProPeople	3/8/2023	ACH	$803.73	Temp Wages
ProPeople	3/8/2023	ACH	$1,222.11	Temp Wages
ProPeople	3/8/2023	ACH	$1,447.74	Temp Wages
Proterra Operating Company, Inc	2/20/2023	ACH	$229.89	Vehicle
Proterra Operating Company, Inc	2/20/2023	ACH	$163.62	Vehicle
Proterra Operating Company, Inc	2/20/2023	ACH	$70.79	Vehicle
Proterra Operating Company, Inc	3/8/2023	ACH	$122.04	Vehicle
Proterra Operating Company, Inc	3/8/2023	ACH	$11,666.68	Vehicle- battery leases
Proterra Operating Company, Inc	3/8/2023	ACH	$8,750.01	Vehicle- Battery Lease
Provantage Computer Products	2/20/2023	ACH	$4,110.84	Computers
Quench USA, Inc	2/20/2023	ACH	$57.00	Water Dispensor 1/26 - 2/25/23
Quench USA, Inc	2/20/2023	ACH	$289.95	Water Equipment Rental
Quench USA, Inc	3/8/2023	ACH	$100.00	Water delivery
RCF Commercial Cleaning, LLC	2/20/2023	ACH	$1,600.00	January 2023 Service
RCF Commercial Cleaning, LLC	2/20/2023	ACH	$1,600.00	February Janitorial
RCF Commercial Cleaning, LLC	3/8/2023	ACH	$5,832.72	Janitorial services
RDK Corporation	2/20/2023	ACH	$90.00	Background checks
RDK Corporation	3/8/2023	ACH	$210.00	Background Checks
REESE, RANDALL	3/8/2023	ACH	$727.08	Reimb Emp Travel Expenses
Romaine Electric Corporation	2/20/2023	ACH	$471.60	Vehicle Parts
Romaine Electric Corporation	2/20/2023	ACH	$471.60	Spark Plugs
Romaine Electric Corporation	3/8/2023	ACH	$874.99	Vehicle Parts
SAMG Occupational Med - Emerald	3/8/2023	60127	$70.00	Drug Screen/Physicals
SAMG Occupational Med - Emerald	3/8/2023	60127	$90.00	Drug Screen/Physicals
SAMG Occupational Med - Emerald	3/8/2023	60127	$540.00	Drug Screen/Physicals
Second & Broadway Condo Association	2/20/2023	60101	$24,440.00	Contribution for repair/replacement
Shred-It USA- LLC	3/8/2023	ACH	$114.52	Document Shredding
SIJ Holdings, LLC.	3/8/2023	ACH	$831.46	Legal Ads
SIJ Holdings, LLC.	3/8/2023	ACH	$54.78	Legal Ads
Sloan Metal Solutions	2/20/2023	ACH	$212.50	Gate Repair
Sloan Metal Solutions	3/8/2023	60128	$212.50	Gate Repair
Smith Power Products, Inc	2/20/2023	ACH	$403.56	Inventory Parts
Smith Power Products, Inc	3/8/2023	ACH	$1,926.79	Inventory Parts
Smith Power Products, Inc	3/8/2023	ACH	$383.50	Inventory Parts
Smith Power Products, Inc	3/8/2023	ACH	$373.01	Inventory Parts
Smith Power Products, Inc	3/8/2023	ACH	$791.46	Inventory Parts
SMITH, JOSHUA	2/20/2023	ACH	$522.26	Reimburse for Snow Blower
SMITH, JOSHUA	2/20/2023	ACH	$96.08	Reimburse for metal for work tables
SMITH, JOSHUA	3/8/2023	ACH	$14.00	Reimburse for Emission Test N281
SMITH, JOSHUA	3/8/2023	ACH	$50.00	Reimb Emp Cell - March

SMITH, SHAYNE	2/20/2023	ACH	$189.33	Reimbursement - Tools
SMITH, SHAYNE	3/8/2023	ACH	$37.61	Reimbursement - Tools
SMITH, SHAYNE	3/8/2023	ACH	$40.00	Reimbursement - DL Renewal
State Insurance Fund	2/20/2023	60103	$1,293.00	Payroll report premium
Stoltz Marketing Group, Inc	2/20/2023	ACH	$2,170.00	Strategy & Accnt MGMT
Stoltz Marketing Group, Inc	2/20/2023	ACH	$1,505.00	Pullup Display Template
Stoltz Marketing Group, Inc	2/20/2023	ACH	$1,785.00	Account administration
Stoltz Marketing Group, Inc	2/20/2023	ACH	$420.00	Website support support/accnt mgmt
Stoltz Marketing Group, Inc	2/20/2023	ACH	$1,737.40	Safe Travel Newsletter
Stoltz Marketing Group, Inc	2/20/2023	ACH	$1,085.00	Account administration/mgmt
Stoltz Marketing Group, Inc	2/20/2023	ACH	$945.00	Website support
Stoltz Marketing Group, Inc	2/20/2023	ACH	$315.00	Safe travels newsletter
Stoltz Marketing Group, Inc	2/20/2023	ACH	$2,559.00	Market Research
Supportive Housing & Innovative Partners	2/20/2023	ACH	$38,121.03	Acquisition of Services
Syringa Networks, LLC	2/20/2023	ACH	$4,820.00	Telecom Services
Tacoma Screw Products Inc.	2/20/2023	ACH	$626.90	Nuts & Bolts
Tacoma Screw Products Inc.	2/20/2023	ACH	$51.33	Nuts & Bolts
Tacoma Screw Products Inc.	2/20/2023	ACH	$487.55	Nuts & Bolts
Tacoma Screw Products Inc.	3/8/2023	ACH	$110.65	Nuts & Bolts
Tacoma Screw Products Inc.	3/8/2023	ACH	$8.07	Nuts & Bolts
Tacoma Screw Products Inc.	3/8/2023	ACH	$11.34	Gloves
Tait & Associates, Inc	2/20/2023	ACH	$5,220.06	HDTC Architecture
Tait & Associates, Inc	3/8/2023	ACH	$6,018.75	HDTC Architecture
The Car Park, LLC	2/20/2023	ACH	$37.50	Carpool Subscriptions
The Car Park, LLC	3/8/2023	ACH	$478.75	Pass through parking vouchers
The Car Park, LLC	3/8/2023	ACH	$1,171.25	Pass through parking vouchers
The Car Park, LLC	3/8/2023	ACH	$37.50	Carpool Subscriptions
The Car Park, LLC	3/8/2023	ACH	$37.50	Carpool Subscriptions
The Car Park, LLC	3/8/2023	ACH	$10.00	Replacement card fee's
The Car Park, LLC	3/8/2023	ACH	$75.00	Parking pass fee's
Thompson and Associates, Inc.	2/20/2023	ACH	$645.00	Recruiting Services
TK Elevator Corporation	3/8/2023	ACH	$700.25	Fixed emergency button-elevator
Trackit LLC	2/20/2023	ACH	$15,000.00	Manager Hosted Database Service
Transpo Group USA, Inc.	2/20/2023	ACH	$4,737.50	Service analysis & service recommendatio
Transpo Group USA, Inc.	2/20/2023	ACH	$927.50	Best In Class Envir. Study Phase 2
Treasure Valley Coffee	2/20/2023	ACH	$53.05	Coffee - MSS
Treasure Valley Coffee	3/8/2023	ACH	$33.10	Water Cooler - Orchard
Treasure Valley Coffee	3/8/2023	ACH	$107.80	Coffee
Treasure Valley Coffee	3/8/2023	ACH	$19.20	First Aid - Office
Treasure Valley Coffee	3/8/2023	ACH	$72.70	Coffee - Orchard
Treasure Valley Transit	2/20/2023	ACH	$18,886.00	Sub-Recipient
UniFirst Acct# 1395966	2/20/2023	ACH	$210.25	Mats, Cloths, Uniforms
UniFirst Acct# 1395966	2/20/2023	ACH	$210.25	Mats, Rugs, Cloths
UniFirst Acct# 1395966	2/20/2023	ACH	$94.51	Mats, Cloths, Uniforms
UniFirst Acct# 1395966	2/20/2023	ACH	$98.32	Mats, Cloths, Uniforms
UniFirst Acct# 1395966	3/8/2023	ACH	$98.32	Mats, Cloths, Uniforms
UniFirst Acct# 1410130	2/20/2023	ACH	$280.60	Uniform Services
UniFirst Acct# 1410130	2/20/2023	ACH	$298.85	Laundry Services
UniFirst Acct# 1410130	3/8/2023	ACH	$140.92	Uniform Services
UniFirst Acct# 1410130	3/8/2023	ACH	$154.67	Laundry Services
United Site Services of Nevada, Inc.	3/8/2023	ACH	$278.60	Restroom Rental
United States Treasury	2/20/2023	60104	$107.34	Interest
United Way of Treasure Valley	2/20/2023	ACH	$95.00	Emp. Contributions
United Way of Treasure Valley	3/8/2023	ACH	$95.00	Emp. Contributions
UPS Freight	3/8/2023	60129	$30.61	Shipping
US Bank Plaza Condominium Assoc., Inc.	3/8/2023	ACH	$10,593.00	Feb. Association Dues
US Bank Plaza Condominium Assoc., Inc.	3/8/2023	ACH	$10,593.00	March Association dues
Veolia Water Idaho	3/8/2023	60130	$220.62	Water 12/27-2/22/23
Verizon Wireless	2/20/2023	60105	$2,814.91	Cell Phone Service
Verizon Wireless	2/20/2023	60105	$236.57	Cell Phone Service
Verizon Wireless	2/20/2023	60105	$92.08	Cell Phone Service
Verizon Wireless	2/20/2023	60105	$134.96	Cell Phone Service
Verizon Wireless	2/20/2023	60105	$52.07	Cell Phone Service
Verizon Wireless	2/20/2023	60105	$1,990.23	Cell Phone Service
Via Transportation, Inc.	3/8/2023	ACH	$7,150.00	Dispatching SW for operations.
Wash Worx	2/20/2023	ACH	$7,450.00	Build/install 2 bus shelters
Wash Worx	3/8/2023	ACH	$2,250.00	Reentered for PO # 00023048
Wash Worx	3/8/2023	ACH	$2,250.00	Reentered for PO # 00023047
WASHINGTON, CORRIE	3/8/2023	ACH	$50.00	Emp Reimb March Cell
Western Mountain Bus Sales	3/8/2023	ACH	$70.03	Vehicle Parts
Western Mountain Bus Sales	3/8/2023	ACH	$368.09	Vehicle Parts
Wienhoff Drug Testing	2/20/2023	60106	$425.00	Drug Testing
William Beard	2/20/2023	ACH	$249.00	Bus Washing
William Beard	2/20/2023	ACH	$390.00	Bus Washing
William Beard	2/20/2023	ACH	$251.00	Bus Washing
William Beard	3/8/2023	ACH	$411.00	Bus Washing
William Beard	3/8/2023	ACH	$249.00	Bus Washing
William Beard	3/8/2023	ACH	$155.00	Bus Washing
YBNOW LLC	3/8/2023	ACH	$4,425.12	ADA County Rides 2 Wellness Transportati

YBNOW LLC	3/8/2023	ACH	$592.76	VA Shuttle services
			$1,097,987.72	

ACCEPTED:

CHAIR OF EXECUTIVE BOARD

ATTEST:

SECRETARY/TREASURER

AUTHORIZATION FOR EXPENDITURE
VALLEY REGIONAL TRANSIT BOARD

PROCUREMENT DESCRIPTION: FY2023 Low-No Grant Contract with CTE

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

PURPOSE/ACTION: Authorize contracts for administration, planning, and work force development in support of the 2022 Low-No Emission competitive grant award.

SCOPE OF WORK: CTE will provide project oversight, coordination, planning and workforce development per the scope of work in the successful 2022 Low-No Emission grant which will provide on-route charging infrastructure at Main Street Station and depot charging at Orchard.

DISCUSSION: As a result of the FY2020 Orchard Facility Master Plan (OFMP), prepared for VRT by Jacobs Engineering, an evaluation of the electric bus transition plan identified gaps within charging. The recommendation from the master plan was to prepare a detailed fleet electrification plan, implement the on-route charging infrastructure, and purchase additional buses to meet the future fleet and facility needs. CTE will provide services necessary to implement on-route charging at Main Street Station.

ALTERNATIVES: Without charging infrastructure planned, meeting the goals of a carbon free fleet by 2035 would not be possible. Alternatives were evaluated in the OFMP and shown that either additional depot charged buses would be required (requiring space and charge infrastructure at the orchard facility) or on-route charging options would need to be developed. Main Street Station (MSS) was the first priority for on-route charging due to layovers providing time to charge.

FISCAL IMPACT: Funding for this project was included in the FY2023 budget through the budget amendment Resolution VBD 23-005.

RECOMMENDATION/JUSTIFICATION: Valley Regional Transit staff has followed federal procurement guidelines. VRT staff recommends the VRT Board approve **Resolution VBD23-012** and authorize the FY2023 tasks for Low-No Grant implementation to CTE with a total not exceed amount of $1,000,000.

ORDER OF REVIEW
CHIEF EXECUTIVE OFFICER (Approves procurements up to $49, 999)

Signature: ______________________________
Date Approved:

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

Signature: ______________________________
Date Approved: Resolution Number:

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

Signature: ______________________________
Date Approved:04/03/2023 Resolution Number: VBD23-012

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

FY2023 LOW-NO GRANT CONTRACT
RESOLUTION VBD23-012 CTE

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING A CONTRACT WITH CTE FOR INFRASTRUCTURE CONSTRUCTION SERVICES RELATED TO FY2023 LOW-NO GRANT SERVICES.

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

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

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

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

WHEREAS Valley Regional Transit has assessed the condition of the electric bus infrastructure with the Orchard Facility Master Plan which identified on-route charging to be a high need for the electric fleet transition; and

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

WHEREAS Valley Regional Transit was approached by CTE and Jacobs Engineering as a partner unit to develop the 5339(c) Low-No Emissions Grant for Bus and Bus Facilities. VRT entered into an agreement with CTE/Jacobs in March 2022 for Grant development at no expense to VRT, and

WHEREAS the Low-No Grant was approved by FTA in August 2022, and

WHEREAS the scope of the grant included concept plans for implementing on-route charging infrastructure at Main Street Station (MSS) and the Orchard Facility provided by Jacobs Engineering along with required training, planning, and verification provided by CTE., and

WHEREAS the Low-No Grant funds will be phased during implementation. FY2023 funds were added to the VRT budget amendment with VBD23-005 on January 9, 2023, for the amount of $2,000,000.

WHEREAS the contract for this procurement incentivizes a timely completion of the planning and service activities which will support planned service upgrades for an amount not to exceed $1,000,000 total expended in FY2023 with a potential to carry forward authorizations during FY2024-28 services; and

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

WHEREAS Valley Regional Transit has a cooperative agreement, based on a successful competitive pursuit with CTE/Jacobs Engineering which is in compliance with all local and FTA requirements; and

WHEREAS VRT staff will administer the grant funds, schedule, and acceptance of the product; and

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

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

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

Section 1. That the Valley Regional Transit Board of Directors approves a contract with CTE for FY2023 Low-No Grant services not to exceed $1,000,000.

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

Section 3. That this Resolution, VBD23-012, shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 3rd day of April, 2023.

APPROVED by the Board Chair this 3rd day of April, 2023.

ATTEST: **APPROVED:**

EXECUTIVE ASSISTANT **CHAIR**

VBD23-011

AUTHORIZATION FOR EXPENDITURE
VALLEY REGIONAL TRANSIT BOARD

PROCUREMENT DESCRIPTION: FY2023 Low-No Grant Contract with Jacobs Engineering

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

PURPOSE/ACTION: Authorize contracts for final design, engineering, and procurement of equipment for construction.

SCOPE OF WORK: Jacobs Engineering will design, procure and construct/install on-route and depot charging equipment per the approved scope of work in the successful 2022 Low-No Emission grant which will provide on-route charging infrastructure at Main Street Station and depot charging at Orchard.

DISCUSSION: As a result of the FY2020 Orchard Facility Master Plan (OFMP), prepared for VRT by Jacobs Engineering, an evaluation of the electric bus transition plan identified gaps within charging. The recommendation from the master plan was to prepare a detailed fleet electrification plan, implement the on-route charging infrastructure, and purchase additional buses to meet the future fleet and facility needs. Jacobs Engineering will provide services necessary to implement on-route charging at Main Street Station.

ALTERNATIVES: Without charging infrastructure planned, meeting the goals of a carbon free fleet by 2035 would not be possible. Alternatives were evaluated in the OFMP and shown that either additional depot charged buses would be required (requiring space and charge infrastructure at the orchard facility) or on-route charging options would need to be developed. Mains Street Station (MSS) was the first priority for on-route charging due to layovers providing time to charge.

FISCAL IMPACT: Funding for this project was included in the FY2023 budget through the budget amendment Resolution VBD 23-005.

RECOMMENDATION/JUSTIFICATION: Valley Regional Transit staff has followed federal procurement guidelines. VRT staff recommends the VRT Board approve **Resolution VBD23-011** and authorize the FY2023 tasks for Low-No Grant implementation to Jacobs Engineering with a total not exceed amount of $1,000,000.

ORDER OF REVIEW
CHIEF EXECUTIVE OFFICER (Approves procurements up to $49, 999)

Signature: ______________________________
Date Approved:

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

Signature: ______________________________
Date Approved: Resolution Number:

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

Signature: ______________________________
Date Approved:04/03/2023 Resolution Number: VBD23-011

VALLEY REGIONAL TRANSIT BOARD RESOLUTION
FY2023 LOW-NO GRANT CONTRACT
RESOLUTION VBD23-011 JACOBS ENGINEERING

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING A CONTRACT WITH JACOBS ENGINEERING. FOR INFRASTRUCTURE CONSTRUCTION SERVICES RELATED TO THE FY2023 LOW-NO GRANT.

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 assessed the condition of the electric bus infrastructure with the Orchard Facility Master Plan which identified on-route charging to be a high need for the electric fleet transition; and

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

WHEREAS Valley Regional Transit partnered with CTE and Jacobs Engineering to develop the 5339(c) Low-No Emissions Grant for Bus and Bus Facilities; and

WHEREAS the Low-No Grant was approved by FTA in August 2022, and

WHEREAS the scope of the grant included concept plans for implementing on-route charging infrastructure at Main Street Station (MSS) and the Orchard Facility provided by Jacobs Engineering along with required training, planning, and verification provided by CTE; and

WHEREAS the Low-No Grant funds will be phased during implementation. FY2023 funds were added to the VRT budget amendment with VBD23-005 on January 9, 2023 for the amount of $2,000,000; and

WHEREAS, the contract for this procurement incentivizes a timely completion of the engineering and procurement activities which will support planned service upgrades for an amount not to exceed $1,000,000 total expended in FY2023 with a potential to carry forward authorizations during FY2024-28 services; and

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

WHEREAS, the Valley Regional Transit has a cooperative agreement, based on a successful competitive pursuit with CTE/Jacobs Engineering which is in compliance with all local and FTA requirements; and

WHEREAS, VRT staff will administer the grant funds, schedule, and acceptance of the product; and

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

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

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

Section 1. That the Valley Regional Transit Board of Directors approves a contract with Jacobs Engineering for FY2023 Low-No Grant services not to exceed $1,000,000.

Section 2. That upon approval of the construction contract the Board of Valley Regional Transit delegates authority to the Chief Executive Officer to finalize and execute the agreements with the selected construction firm.

Section 3. That this Resolution, VBD23-011, shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 3rd day of April, 2023.

APPROVED by the Board Chair this 3rd day of April, 2023.

ATTEST: **APPROVED:**

EXECUTIVE ASSISTANT **CHAIR**

TOPIC	Delegation of Authority to Executive Board for State Street Transit and Traffic Operations Plan (TTOP) Addenda
DATE	April 3, 2023
STAFF MEMBER	Stephen Hunt

Staff Recommendation/Request

Action, consider approval of Resolution VBD23-019 which delegates authority to the Executive Board to approve addenda to the State Street Transit and Traffic Operations Plan (TTOP).

Highlights

- 2011-2012
  - TTOP is completed and approved by multiple agencies committing to make State Street and multi-modal corridor
- 2012-2018
  - Agencies completed tasks identified in the TTOP including roadway improvements, land use updates and plans and transit service improvements
- 2018
  - VRT hosted a policy-maker summit identifying issues and concerns and establishing the executive and technical teams
- 2019-2022
  - VRT lead the State Street Transit Operational Analysis (TOA) a multi-agency study to review the role of high occupancy vehicle (HOV) lanes and bus pullouts in the TTOP and develop transit capital projects in the State Street corridor
- 2022-2023
  - VRT lead a review of TOA findings through the State Street Executive team and agency staff

Summary:

For the past decade, agencies along the State Street corridor have been working together to develop a multi-modal corridor. This work has been guided by the TTOP. In 2018 VRT lead an effort to review whether any updates were needed to the original TTOP. This effort multi-agency effort was guided by the State Street Executive and Technical Teams.

The TOA was a key study that identified alternative treatments to HOV lanes and bus pull-outs. These alternative treatments were performed as well or better for both transit and general public motorists, than the original TTOP design.

Next Steps:

- April-June
  - Finalize TTOP addenda and coordinate outreach with agency boards and commissions for their consideration

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Implication (policy and/or financial)

The TTOP addenda are designed to document TOA findings and facilitate the continued implementation of the multi-modal vision for State Street.

More Information

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

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

DELEGATION OF AUTHORITY TO EXECUTIVE BOARD TO APPROVE ADDENDA OF THE STATE STREET TRANSIT AND TRAFFIC OPERATIONS PLAN (TTOP)
RESOLUTION VBD23-019

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

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

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

WHEREAS Valley Regional Transit has participated in multi-modal corridor planning along State Street; and

WHEREAS Valley Regional Transit signed the State Street Transit and Traffic Operations Plan (TTOP) in 2011 which identified roadway, transit and land use changes that needed to occur along State Street for it to fulfill its multi-modal vision; and

WHEREAS since 2011, Valley Regional Transit and other agencies that signed the TTOP have worked to fulfill the multi-modal vision in the TTOP, including roadway improvements, land use updates, and transit improvements; and

WHEREAS High Occupancy Vehicle (HOV) lanes and bus pull outs were identified in the TTOP but either have legal restrictions or were demonstrated to have negative impacts on transit service; and

WHEREAS, through the State Street Transit Operations Analysis Valley Regional Transit lead a multi-agency effort to review of alternatives to the TTOP treatments of high occupancy vehicle (HOV) lanes, bus stop pull-outs and multi-use paths; and

WHEREAS Valley Regional Transit will lead a multi-agency effort to propose specific addenda to the TTOP that address the issues of HOV lanes, bus pull outs and multi-use paths before the next meeting of the Valley Regional Transit full board; and

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

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

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

Section 1. That the Board approves to delegate to the Executive Board the authority to approve addenda to the TTOP on behalf of the full Valley Regional Transit Board of Directors.

Section 2. That this Resolution VBD23-019 shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 3rd day of April 2023.

APPROVED by the Board Chair this 3rd day of April 2023.

ATTEST: **APPROVED:**

________________________ _____________________________

EXECUTIVE ASSISTANT **CHAIR**

TOPIC	Delegation of Authority to Executive Board - Enterprise Resource Planning (ERP) System Replacement
DATE	April 3, 2023
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

Staff recommends the VRT Board approve Resolution VBD23-022 – Delegation of Authority to Executive Board - Enterprise Resource Planning (ERP) System Replacement to delegate authority to the VRT Executive Board to approve a software as a service contract (SaaS), for an ERP system not to exceed $957,000 over five years.

Highlights

- The ERP system the Authority is currently utilizing has been in place since 2003
- This system is at end of life and will no longer be supported after December 2023. Additionally, the system does not meet the needs of the Authority
- The Authority began the process of procuring a new ERP system in 2021
- An RFP was issued in January 2022 to procure an independent consulting firm or organization to assist the Authority in identifying and implementing an ERP solution providing for a modern, core financial system
- The Executive Board approved Resolution VEB22-006 on May 2, 2002, awarding a contract to Avero Advisors to provide ERP system consulting services
- Avero Advisors worked with VRT staff and departments to develop a traceability matrix that specifically identified the needs and wants of an ERP system
- An RFP was developed utilizing the traceability matrix and issued in August of 2022. No proposals were received in response to this RFP
- A second RFP was issued in November of 2022. The Authority received two proposals in response to this RFP
- The Board approved Resolution VBD23-005 Fiscal Year 2023 Budget Amendment #1 in January of 2023 which included a budget of $540,000 for procurement of an ERP system and implementation services

Summary

The Authority has an ERP system that does not meet the needs of the organization and is at end of life. Support of the existing system will end December 2023. Authority staff acknowledged the significance of making this change and issued an RFP to retain an independent consulting firm or organization to assist the Authority in identifying and implementing an ERP solution providing for a modern, core financial system. Avero Advisors was awarded a contract to assist the Authority with creating the detailed functional specifications needed to complete and issue a widely circulated ERP RFP, assist, and guide the Authority through the proposal evaluation process, negotiate the final form of the contract(s) for the ERP solution, and provide transition assistance to the new system.

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After an unsuccessful first round of an RFP, two proposals were received in response to the second ERP System Replacement and Implementation RFP. The Authority has initially identified Oracle as the most responsive and responsible offeror meeting 94% of the ERP system requirements identified.

While Oracle has been identified as the most responsive and responsible offeror, the Authority is still evaluating the system. The Authority is requesting the Board delegate authority to the Executive Board to approve a software as a service (SaaS) contract for an Enterprise Resource Planning system not to exceed $957,000 so the Authority can complete its due diligence and not have to wait until the next Board meeting in August.

The $957,000 includes five years of software license fees of $91,582 per year and implementation fees totaling $498,960. The Authority expects 80% of the license fees and 92.66% of implementation fees to be paid for with federal funds.

More Information

Attachments:

Resolution VBD23-022 Delegation of Authority to Executive Board - Enterprise Resource Planning (ERP) System Replacement

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

VALLEY REGIONAL TRANSIT BOARD RESOLUTION
DELEGATION OF AUTHORITY TO EXECUTIVE BOARD - ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM REPLACEMENT
RESOLUTION VBD23-022

BY THE BOARD OF VALLEY REGIONAL TRANSIT TO DELEGATE THE AUTHORITY TO APPROVE A SOFTWARE AS A SERVICE CONTRACT FOR AN ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM.

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

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

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

WHEREAS Valley Regional Transit has assessed the condition of its existing ERP system and determined it does not meet current needs; and

WHEREAS Valley Regional Transit has determined that the existing ERP system is at end of life and will no longer be supported by the current vendor in December 2023; and

WHEREAS Valley Regional Transit included the implementation and first year of expenditures for the ERP system replacement in the FY2023 amended budget; and

WHEREAS, the software as a service contract will require approval before the next meeting of the full Valley Regional Transit Board of Directors; and

WHEREAS, the Valley Regional Transit staff will conduct a competitive procurement process as required in the VRT Procurement Policies adopted by the Valley Regional Transit Board of Directors by Resolution VBD17-003 on 01/09/17 and updated by Resolution VBD22-018 on 08/1/22, and in compliance with all local and FTA requirements; and

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

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

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

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

Section 1. That the Valley Regional Transit Board of Directors delegates the authority to the Valley Regional Transit Executive Board to approve a software as a service contract for an Enterprise Resource Planning system not to exceed $957,000.

Section 2. That upon approval of the software as a service contract the Board of Valley Regional Transit delegates authority to the CEO to finalize and execute the contract with the selected software as a service firm.

Section 3. That this Resolution, VBD23-022, shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 3rd day of April 2023.

APPROVED by the Board Chair this 3rd day of April 2023.

ATTEST:	**APPROVED:**
______________________	______________________
EXECUTIVE ASSISTANT	**CHAIR**

TOPIC	On-Call Planning Services
DATE	April 3, 2023
STAFF MEMBER	Stephen Hunt

Staff Recommendation/Request

Action, consider approval of on-call planning consultant list.

Highlights

- **August 2019**
  - 1st Project Kick-off – Complete
- **February 2023**
  - On-Call Planning update – Complete

Summary:

Since 2019, VRT has benefited from having on-call planning consultants. The on-call list has helped VRT efficiently move forward on projects such as the RAISE grant support, Fairview corridor development, Kuna public transportation plan, etc.

Since issuing our first on-call contracts in 2019 there has been growing interest from other consulting firms in participating in our planning work. In addition, our 2019 on-call contracts are nearing their expiration. In February we initiated a new on-call contract, which will open our planning work up to other qualified consultants and renew contracts with planning firms that would like to continue working with VRT.

In response to our solicitation, we received qualifications from the following qualified consultants. Breckon Land Design Inc., Fehr and Peers, HDR Engineering Inc., Horrocks, Arcadis/IBI Group, Jacobs Engineering Group Inc., Jarrett Walker and Associates, Kimley-Horn, Kittelson and Associates, Nelson/Nygaard, Toole Design Group, LLC, and Transpo Group USA, Inc.

VRT reviewed the qualifications of these consultants and recommends that the VRT board approves this consultant list. These qualified consultants will provide a strong and varied bench for VRT's on-call planning work.

Next Steps:

- **April**
  - Finalize contracts with on-call consultants

Implication (policy and/or financial)

An updated on-call planning list will help VRT meet the transit planning needs of Treasure Valley by streamlining the procurement process.

More Information

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

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VALLEY REGIONAL TRANSIT BOARD RESOLUTION

ON-CALL PLANNING SERVICES
RESOLUTION VBD23-018

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

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

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

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

WHEREAS Valley Regional Transit solicited qualified firms to participate in a competitive bid for qualifications under RFQ 2023-03-30 for the years FY2023-2028; and

WHEREAS, staff evaluated the firms under the following qualifications for on-call planning services for transit facilities, transit amenities, fixed-route, alternatives/alignment analyses, NEPA or environmental analysis, long range plans, capital improvement plans, funding resource planning, and associated professional services to support a variety of VRT's needs for upcoming projects; and

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

WHEREAS VRT staff is recommending that this Request for Qualification be awarded to the following consultants: Breckon Land Design Inc., Fehr and Peers, HDR Engineering Inc., Horrocks, Arcadis/IBI Group, Jacobs Engineering Group Inc., Jarrett Walker and Associates, Kimley-Horn, Kittelson and Associates, Nelson/Nygaard, Toole Design Group, LLC, and Transpo Group USA, Inc.; and

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

WHEREAS, Idaho Code § 40-2109 (5) provides that the Board of Valley Regional

Transit may adopt resolutions consistent with law, as necessary, for carrying out the purposes of Chapter 21, Title 40, Idaho Code and discharging all powers and duties conferred to Valley Regional Transit pursuant to Chapter 21, Title 40.

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

- Section 1. That the Board approves the list of on-call Planning providers, Breckon Land Design Inc., Fehr and Peers, HDR Engineering Inc., Horrocks, Arcadis/IBI Group, Jacobs Engineering Group Inc., Jarrett Walker and Associates, Kimley-Horn, Kittelson and Associates, Nelson/Nygaard, Toole Design Group, LLC, and Transpo Group USA, Inc. for up to $250,000 per firm, per year, subject to individual project budgets for Planning and architecture services FY2023-2028

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

Section 3. That this Resolution VBD23-018 shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 3rd day of April 2023.

APPROVED by the Board Chair this 3rd day of April 2023.

ATTEST:	APPROVED:
______________________	______________________
EXECUTIVE ASSISTANT	CHAIR

AUTHORIZATION FOR EXPENDITURE
VALLEY REGIONAL TRANSIT BOARD

PROCUREMENT DESCRIPTION: Orchard Facility Construction

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

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

SCOPE OF WORK: Recondition the existing pavement ~2.6 acres north of the FY2022 project construction area.

DISCUSSION: HAWKEYE was selected as the low bidder from RFB-2022-05-26 which completed the bidding process on April 21, 2022. HAWKEYE BUILDERS has installed sub-surface drainage, lighting, and supporting electrical infrastructure, per bid documents solicited by VRT. They are still under contract to provide asphalt, concrete on the expanded lot. Staff is recommending a budget of an amount not to exceed $1,000,000 from additional rebalanced funds and to allow for additional scoped task orders and unforeseen expenses arising from FY2023 pavement restoration.

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

FISCAL IMPACT: Funding for this project was included in the FY2022 under Resolution VBD22-002 and has been proposed for inclusion in the FY2023 budget through the budget amendment Resolution VBD 23-005. COMPASS rebalanced funds up to $1,088,000 are available for remaining construction budget.

RECOMMENDATION/JUSTIFICATION: Valley Regional Transit staff has followed federal procurement guidelines. VRT staff recommends the VRT Board approve **Resolution VBD23-013** and authorize the Orchard facility parking lot the FY2023 tasks to HAWKEYE BUILDERS with a total proposed price for the overall project does not exceed $1,000,000.

ORDER OF REVIEW
Chief Executive Officer (CEO) (Approves procurements up to $49, 999)

Signature: ____
Date Approved:

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

Signature: ____
Date Approved: Resolution Number:

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

Signature: ____
Date Approved:04/03/2023 Resolution Number: VBD23-013

VALLEY REGIONAL TRANSIT BOARD RESOLUTION
ORCHARD PARKING LOT CONSTRUCTION FY2023 PAVEMENT RESTORATION
RESOLUTION VBD23-013

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

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

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

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

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

WHEREAS in February 2023, COMPASS was able to rebalance funds for existing projects lacking budget for completion. As a result, additional funds became available for pavement restoration not to exceed $1,088,000 for both engineering and construction. Additional Construction allocated to Hawkeye Builders is not to exceed $1,000,000 as negotiated by staff., and

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

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

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

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

Regional Transit pursuant to Chapter 21, Title 40

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

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

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

Section 3. That this Resolution VBD23-013 shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 3rd day of April 2023.

APPROVED by the Board Chair this 3rd day of April 2023.

ATTEST: **APPROVED:**

__________________________ ________________________________

EXECUTIVE ASSISTANT **CHAIR**

AUTHORIZATION FOR EXPENDITURE
VALLEY REGIONAL TRANSIT BOARD

PROCUREMENT DESCRIPTION: Orchard Facility Construction Phase 2 Engineering

TOTAL COST: Not to Exceed Cost: $220,000

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

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

DISCUSSION: Valley Regional Transit received a grant award from the Federal Transit Administration for bus and bus facilities in 2020. Jacobs Engineering will provide construction management, engineering, and inspection services for FY2023 construction. Valley Regional Transit bid Orchard Proposals including construction engineering and inspection in a competitive process and contracted with Jacobs under VBD20-016.

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

FISCAL IMPACT: The majority of funding for this project was included in the FY2022 under Resolution VBD22-002 and was included in the FY2023 budget through the budget amendment Resolution VBD 23-005. Additional funding for this project was also made available through the COMPASS rebalancing for Orchard improvements.

RECOMMENDATION/JUSTIFICATION: Valley Regional Transit staff has followed federal procurement guidelines. VRT staff recommends the VRT Board approve **Resolution VBD23-014** and authorize the Orchard facility parking lot FY2023 Construction, Engineering, and Inspection services for a not to exceed amount of $220,000.

ORDER OF REVIEW
CHIEF EXECUTIVE OFFICER (CEO) (Approves procurements up to $49, 999)

Signature: ____
Date Approved:

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

Signature: ____
Date Approved: Resolution Number:

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

Signature: ____
Date Approved:04/03/2023 Resolution Number: VBD23-014

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

ORCHARD FACILITY ENGINEERING FY2023 PAVEMENT RESTORATION
RESOLUTION VBD23-014

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

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

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

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

WHEREAS the next steps are to advance civil engineering for FY2023 pavement reconstruction; and

WHEREAS Valley Regional Transit bid Orchard Proposals including construction engineering and inspection under VBD20-016; and

WHEREAS Jacobs Engineering has been engineer of record for the Orchard Pavement Construction Phase 1a; and

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

WHEREAS Valley Regional Transit included the budget for this expenditure in the FY2021 budget and supplemented by COMPASS rebalance funds; and

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

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

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

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

Section 1. That the Board approves the contract extension for up to $220,000 for FY2023 engineering and construction services with Jacobs Engineering.

Section 2. That the Board of Valley Regional Transit delegates authority to the CEO to finalize and execute the contracts pursuant to project construction.

Section 3. That this Resolution VBD23-014 shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 3rd day of April 2023.

APPROVED by the Board Chair this 3rd day of April 2023.

ATTEST: APPROVED:

__________________________ ________________________________

EXECUTIVE ASSISTANT CHAIR

TOPIC	Integrated Mobility Plan
DATE	March 15, 2023
STAFF MEMBER	Stephen Hunt

Staff Recommendation/Request:

This is an action item. Staff is requesting the Board of Directors approve Resolution VBD23-020 which adopts the Integrated Mobility Plan.

Highlights

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

Summary

The purpose of this memo is to present to the VRT Board of Directors the findings of 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

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

- Communication and Branding
    - Create a service simplification strategy across all VRT programs and services with potential for co-branding
    - Update information gateways and create shared language across channels and agencies
    - Revise the City Go website to be inclusive of other geographies in the Treasure Valley outside Boise
    - Partner with local community-based organizations to more deeply understand what residents need regarding near-term and long-term mobility
    - Utilize physical infrastructure to bring together options such as with bus stops, transit centers, or mobility hubs
- Governance and Organization
    - Consider modification to existing organizational responsibilities to improve coordination and ensure longevity of integrated mobility programming
    - Standardize routine working groups to ensure all decision-makers have buy-in about long-term planning – this includes operations and development teams

- Technology Integration
    - Ensure that mobility data is open and able to enable future open architecture for payment and booking
    - Center trip planning tools on the needs and experience of riders
    - Coordinate VRT's integrated mobility vision with Umo Mobility app product roadmap
    - Center equitable access and human-centered plan-book-pay solutions
    - Build lasting connections with riders and the broader community through travel rewards and reward partnerships
    - Explore dynamic service allocation opportunities and specialized transportation service integrations
    - Continually evaluate current and future technologies against VRT's vision for integrated mobility

- Transportation Demand Management (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

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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

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.

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

Attachments:

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

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

ADOPTION OF THE INTEGRATED MOBILITY PLAN
RESOLUTION VBD23-020

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

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

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

WHEREAS Valley Regional Transit has participated in multi-modal transportation planning and Transportation Demand Management through programs including the integrated fare payment and City Go; and

WHEREAS Valley Regional Transit convened a multi-agency steering committee to conduct an integrated mobility plan to help ensure equitable provision of transportation demand management and an integrated approach to alternative transportation options that will result in a seamless travel experience for Treasure Valley travelers; and

WHEREAS Valley Regional Transit presented the Integrated Mobility Plan to the VRT Executive Board and Regional Advisory Council in February 2023; and

WHEREAS the Integrated Mobility Plan identifies existing deficiencies and makes recommendations to realize the seamless and integrated mobility vision; and

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

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

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

Section 1. That the Board adopts the Integrated Mobility Plan.

Section 2. That this Resolution VBD23-020 shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 3rd day of April 2023.

APPROVED by the Board Chair this 3rd day of April 2023.

ATTEST: **APPROVED:**

__________________________ ________________________________

EXECUTIVE ASSISTANT **CHAIR**

TOPIC	**Public Involvement and Notification Policy Update**
DATE	March 9, 2023
STAFF MEMBER	Mark Carnopis

Staff Recommendation/Request
Staff requests the Board approve Resolution VBD23-016 and the updated Public Involvement and Notification Policy 1.24.00 (update).

Summary
The purpose of this policy is to provide guidance as to the types of public activities required for budget approval, fare changes, new transit service, and service that will be modified or eliminated. It also provides details about public outreach following Board approval of any changes.

The Public Involvement and Notification Policy was approved in 2004 and has undergone four updates, the last in 2020. Aside from minor grammatical and formatting changes, the VRT Public Information Officer has updated the policy to include statutory requirements for publication of proposed fare changes and notification of budgetary public hearings. The additions were:

- Notice of the (budget) hearing also shall be published on two consecutive days in at least one (1) issue of a newspaper having general circulation in the region. The second publication date shall be no sooner than five (5) calendar days before the hearing.
- Prior to the adoption of fare changes, the proposed changes will be published in at least one (1) issue of a newspaper having general circulation in the region.

Implication (policy and/or financial):
No financial impact is expected.

More Information
Attachments:
Public Involvement and Notification Policy
Resolution VDB23-016

For detailed information contact: Mark Carnopis, Public Information Officer, 208-860-9811, mcarnopis@valleyregionaltransit.org

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

PUBLIC INVOLVEMENT AND NOTIFICATION POLICY (UPDATE)
RESOLUTION VBD23-016

BY THE BOARD OF VALLEY REGIONAL TRANSIT UPDATING THE PUBLIC INVOLVEMENT POLICY TO ACCOMMODATE PROVISIONS OF TITLE VI AND NEW FEDERAL REGULATIONS FTA C 4702.1B

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

WHEREAS, Valley Regional Transit owns and operates the public transportation bus system in Boise and also contracts for public transportation services in Nampa/Caldwell and service between Ada and Canyon counties; and

WHEREAS, Federal Transit Administration regulations require a locally developed process to solicit and consider public comment before making a fare change or carrying out a major change or major adjustment in services; and

WHEREAS, the current Valley Regional Transit Public Involvement Policy does not address all scenarios for public notification; and

WHEREAS, the current Valley Regional Transit public involvement policy needs to be updated to include Idaho Code requirements for publication of notices of public hearings for budgets, and posting of proposed fare changes; and

WHEREAS, the Board recognizes the importance of public involvement and notification, and providing opportunities for citizens to provide input through an active engagement policy that is early, open, and accessible to decision-makers and acknowledges citizen insights.

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

Section 1. That the Board of Valley Regional Transit does hereby approve RESOLUTION VBD23-016 regarding the Valley Regional Transit Public Involvement and Notification Policy 1.24.00.

Section 2. That the maintenance and oversight of the policy shall be the responsibility of the Valley Regional Transit Public Information Officer.

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

ADOPTED by the Board of Valley Regional Transit, this 3rd day of April, 2023.

APPROVED by the Board Chair this 3rd day of April, 2023.

ATTEST:	**APPROVED:**
______________________	______________________
SECRETARY	**CHAIR**

valleyregionaltransit

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

Policy Number: 1.24.00

Resolution Number: VDB23-016

Policy Title: Public Involvement and Notification

Signature of Board Chairperson ____________ Date ____________

Signature of Chief Executive Officer ____________ Date ____________

STATEMENT OF POLICY

Valley Regional Transit (henceforth AUTHORITY) provides transportation services in Ada County and Canyon County. The AUTHORITY will, at times, update its annual budget or propose changes to its transit system to improve service or maximize ridership.

Public participation is an important part of transit planning. This participation is especially crucial when significant changes to current services are proposed. Significant changes include fare increases, major service reductions or route modifications, and/or the addition of new service.

Just as important as collecting public comment prior to Board action is informing riders and others when new transit service is either coming to or leaving a specific area. If the service is new to an area, this notification process will include information about the benefits of public transportation.

This policy provides guidance as to the types of public activities required for budget approval, fare changes, new transit service, and service that will be modified or eliminated. It also provides details about public outreach following Board approval of any changes.

DEFINITIONS

Budget – the summary of the AUTHORITY'S revenues and planned expenditures, approved by the AUTHORITIES Board, updated annually, and amended bi-annually or as needed.

Fare Change – any change to an existing, established fare rate or fare type applicable to regular fixed-route or paratransit service which results in a different fare-rate that is currently in effect.

Major Service Change - any change that would:

- add or eliminate more than twenty-five percent (25%) or more of the number of route revenue miles of a single route; or
- affect twenty-five percent (25%) or more of the number of route vehicle miles on any individual route commuted on a daily basis for the day(s) impacted by the change; or
- result in a route elimination or new route creation

Minor Service Change - any change in route length, frequency, route path, stop location or amenity work done to a lesser extent, or in smaller amounts, than described above as a major service change.

Modified Service - recommend or required new or adjusted transit service, or modifications to the existing service, generally called major or minor service changes, but possibly limited to schedule changes or timing adjustments only.

Notice of Approval – notice given after final approval by the Board regarding any budget approval, major service change, or fare changes.

Public Comment – responses gathered and compiled from open houses, surveys, emailed comments, service desk reports and other outlets during interactions with the public.

Public Hearing - a special type of public meeting that requires the publication and posting of a legal notice within a specified time. The main purpose of a public hearing is to provide an opportunity for the public to make comments for or against a proposal to an authorized agency representative or board member. A public hearing may be scheduled when a specific statute requires one, or when public input is desired on a sensitive or controversial issue. A public hearing is mandatory when a fare change or any major service change is proposed, or prior to the board adoption of, or changes to, the annual budget.

Public Notice – Any type of notification or interaction with the public designed to increase the general knowledge of the AUTHORITY'S processes, planned actions, or approved actions. Public notice can include any of the following:

- **Open House** - public forum to provide an opportunity for the public to learn and comment about a project or proposed operational changes and to solicit public comment prior to any public hearing.
- **Public Meeting** – a meeting designed to facilitate participation in the decision-making process; assist the public in gaining an informed view of a proposed project at any level of the public transportation project development process; and gather public comment.
- **Property Notices** – door hangers or other type of specific individual notice given to specific affected properties or individuals.
- **Fliers/Posters** – postings generally placed on buses, at transfer locations or other public places designed to educate the public on planned AUTHORITY action.
- **Mailers** – targeted mailing services designed to notify all persons possibly affected by a transit route or pathway.
- **Media** – notices or postings placed on the various local newspaper, television, social media, websites, email or other electronic or other media the AUTHORITY has access to including contracted or targeted surveys or solicited requests for input or responses.

Revenue Vehicle Miles – the distance traveled from the point of the first passenger pick-up to the last passenger drop-off, as long as the vehicle does not return to the dispatch point.

Route Miles – the total number of miles included in a single fixed-line route or a fixed-route transit system network.

POLICY

Budget Adoption

A public hearing is required for budget adoption. The required public hearing on the proposed AUTHORITY budget or budget amendment shall be held during a regular or special meeting of the Board of Directors. Notice of any public hearing for budget adoption shall be posted at least 10 calendar days prior to the date of the board meeting. Notice of the hearing also shall be published on two consecutive days in at least one (1) issue of a newspaper having general circulation in the region. The second publication date shall be no sooner than five (5) calendar days before the hearing.

Fare Changes

A public hearing is required when a change to the fare policy is proposed. Also required are two open house/public meetings – one each in Ada County and Canyon County. Additional various media notifications, surveys and fliers/postings as determined appropriate by staff may also be included.

According to Idaho Code, the AUTHORITY shall fix by resolution the fares and fees to be charged those who use its public transportation service. Prior to the adoption of fare changes, the proposed changes will be published in at least one (1) issue of a newspaper having general circulation in the region.

Major Service Changes

The public input process for major service changes will include a public hearing and at least one public meeting/open house in the county (Ada or Canyon) where the changes will occur. Printed and/or electronic (online) comment forms and surveys, and additional face-to-face events, may be utilized to gather public comment as determined appropriate by staff. Staff will provide an update to the Executive Board regarding the types of outreaches planned.

Any physical infrastructure changes, including the installation of new bus stops or the removal of existing stops, will include mailers and notices to the affected property owners/businesses as well as fliers and other media as determined appropriate by staff. These notices will include information about any scheduled public hearings or meetings.

Minor Service Changes

Outreach efforts for minor service changes may include an open house and/or a public meeting. AUTHORITY staff will determine the level public notice during the development of any proposed changes.

Public Notification Following Board Approval

When a new bus stop, identified through AUTHORITY technical analysis, is approved, or existing bus stops will be removed, staff will provide notices to nearby property owners and businesses. These notices will be issued no later than two weeks before the change. AUTHORITY staff will conduct follow-up visits upon request with adjacent property owners as needed. This will ensure the public is provided with the technical rationale and methodology used. The notices will also provide both a timeline for installation of the bus stop any amenities or enhancements (e.g., benches or shelters), and information about how to contact the AUTHORITY if there are any issues with the bus stop.

Responses to Public Comment
Staff will respond to all comments and feedback with the documented technical reasons and rationale for the changes in question. Technical reasons for changes may include regulations or procurement rules affecting the course of the budget, established policy regarding bus stop placement or amenities or rationale regarding the course and timing of an adjusted route. Comments will always require a response stating the reason and method chosen for the change. Technical rationale or established policy will be followed unless staff are directed otherwise by the AUTHORITY's Board.

END OF POLICY

Adoption Date: 5/19/2004

Effective Date: 5/19/2004

Last Revised Dates: 08/03/20, 04/03/2023

Last Reviewed Dates: 08/03/20, 04/03/2023

Replaced: N/A

Supporting Documents: N/A

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TOPIC	Social Media Policy Update
DATE	March 9, 2023
STAFF MEMBER	Mark Carnopis

Staff Recommendation/Request
Staff requests the Board approve Resolution VBD23-015 regarding the Social Media Policy update (Policy 1.23.01).

Summary
The purpose of this policy is to provide guidance regarding the use of social media, and to ensure transparency and consistency when incorporating social media, and to ensure transparency and consistency when incorporating social media into Authority communications and marketing efforts.

The Social Media Policy, approved in 2017 and updated in 2020 was due for review. Valley Regional Transit staff periodically review policies, and the most recent review of the policy has been completed and the changes made were minimal. Those changes include

- Replacing all references made to "VRT" with Authority
- Adds Instagram as a social media outlet used by staff
- Removes outdated staff references and adds new ones
- Updated to the current policy template

Implication (policy and/or financial):
No financial impact is expected.

More Information
Attachments:
Social Media Policy
Resolution VDB23-015

For detailed information contact: Mark Carnopis, Public Information Officer, 208-860-9811, mcarnopis@valleyregionaltransit.org

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VALLEY REGIONAL TRANSIT BOARD RESOLUTION

VRT SOCIAL MEDIA POLICY 1.23.01 UPDATE
RESOLUTION VBD23-015

BY THE BOARD OF VALLEY REGIONAL TRANSIT RATIFYING THE VRT SOCIAL MEDIA POLICY UPDATE

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

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

WHEREAS, Valley Regional Transit has had a social media presence since spring 2009 with Twitter and Facebook accounts for Valley Regional Transit, and have added a Instagram account since the last policy update; and

WHEREAS, the Social Media Policy is designed to inform employees and the public and to ensure transparency and consistency when incorporating social media into VRT communications and outreach efforts; and

WHEREAS, VRT communications, including social media, are public records and must be managed in compliance with public records laws; and

WHEREAS, the current Social Media Policy, adopted in November 2017 and updated in August 2020, needs to be updated again to: reflect changes in the social media arena since its adoption; address staffing changes and remove outdated references; and provide more detailed information on how to address inappropriate postings; and

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

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

Section 1. That the Board of Valley Regional Transit approve RESOLUTION VBD23-015 regarding the Valley Regional Transit Social Media Policy Update (Policy

1.23.01).

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

ADOPTED by the Board of Valley Regional Transit, this 3rd day of April, 2023

APPROVED by the Board Chair this 3rd day of April, 2023.

ATTEST: **APPROVED:**

EXECUTIVE ASSISTANT **CHAIR**

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

Policy Number: 1.23.01

Resolution Number: Enter Resolution Number Here

Policy Title: Social Media Policy

Signature of Board Chairperson	Date
Signature of CEO	Date

STATEMENT OF POLICY

Valley Regional Transit, (henceforth, AUTHORITY), advocates the responsible use of social media to communicate and build relationships with our riders, the public and stakeholders.

This policy is designed to provide guidance regarding the use of social media, and to ensure transparency and consistency when incorporating social media into AUTHORITY communications and marketing efforts.

This policy applies to all content on our established social media outlets, or as a representative of the AUTHORITY on a non-institutional site.

APPLICABILITY

This policy is applicable to employees of the AUTHORITY who contribute to the agency's social media outreach.

DEFINITIONS

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

SOCIAL MEDIA is defined as online technologies used to communicate, share information and listen to public feedback. This includes active third-party pages such as Facebook, Twitter, Instagram, LinkedIn, Nextdoor, Tiktok and others, as well as emerging networks or future programs.

SOCIAL MEDIA COORDINATORS are defined as designated employees from the AUTHORITY responsible to lead social media governance, implementation and strategy; they work directly with AUTHORITY staff to drive social media initiatives in the Treasure Valley.

SOCIAL MEDIA TEAM is a group of staff that includes the Communications Department and additional agency staff authorized to post social media content.

POLICY

Roles and Responsibilities

The AUTHORITY Communications Director and select agency staff will serve as Coordinators of the social media team. The responsibilities of the coordinators include:

- Manage AUTHORITY social media sites
- Designate staff members to serve on the social media team.
- Evaluate and approve all social media postings, or delegate that responsibility to another team member when necessary. One coordinator is required to approve content before it is posted.
- Final authority to edit or remove content from any social media site managed by the AUTHORITY, or to ban a person from posting on those sites
- Provide best practices and guidelines for managing social media as a public record
- Work directly with the AUTHORITY'S social media team to coordinate social media strategies and tactics, including digital communications for specific events and programs.
- Train employees on best practices
- Manage records retention of social media

Planning

- The AUTHORITY's social media team will complete a schedule and calendar of media posting opportunities using either internal or third-party platforms.
- The team will review and make a decision on any request to add a social media site to those currently under its management.

USE OF SOCIAL MEDIA

Professional Use

- Only AUTHORITY social media team members may post content to social media pages on behalf of the AUTHORITY and its transportation services.
- Authorized staff should not disclose confidential or proprietary information acquired by way of their official positions with AUTHORITY. This restriction applies whether the information is disclosed on professional or personal social media accounts, or by any other method.

ENGAGING WITH THE PUBLIC

Social media posts made on behalf of the AUTHORITY should include no form of profanity, obscenity or threatening language. Inappropriate use of social media can be grounds for corrective or disciplinary action.

In general, terms, allowable posting subjects include:

- Information about our transportation services and programs
- Information about upcoming AUTHORITY outreach events
- Details regarding service interruptions, and temporary or permanent changes
- Sharing posts from other transportation agencies in the region
- Local and national stories that address public transportation issues and topics

Posting any subject matter outside of these guidelines requires approval of a social media coordinator or his/her designee. Failure to do so may result in a suspension of posting privileges. Repeated violations of this provision may result in the permanent suspension of posting privileges.

It is not appropriate to engage in arguments with members of the public who may be critical of staff or our transportation services. If there is any question or hesitation regarding the content of a comment or post, a social media coordinator or his/her designee should be notified.

Blocking is used to deny access to users that have broken AUTHORITY rules in order to ensure a peaceful and orderly forum. Any decision to block/ban someone from posting or commenting on an AUTHORITY social media site should be made by the social media team when possible. If immediate action is required, the decision to block/ban someone from an AUTHORITY social media site can be made by social media coordinators or his/her designees.

Social media pages managed by the AUTHORITY will include a terms of use statement. Here is an example:

- *Valley Regional Transit reserves the right to remove posts that include threatening language and those that violate a copyright, or trademark. This right includes the option of blocking someone from posting on our social media page(s).*

Any active AUTHORITY social media site should include posting rules and guidelines that are readily accessible by the public.

Comments

The AUTHORITY welcomes dialogue with the public. Comments are subject to public disclosure laws and will be screened for the following:

- Potentially libelous comments
- Obscene or explicit comments
- Hateful or mean-spirited comments
- Personal attacks, insults, or threatening language
- Plagiarized material, or material that violates intellectual property rights
- Private, personal information published without consent
- Commercial promotions or spam
- Comments that are off-topic or that link to material that is off-topic
- Comments that embed images from external sources

Customer Service and Responding to Postings
A social media coordinator, or designee, is responsible for managing customer service inquiries made through our social media sites. Whenever possible, a response to comments or questions should be made within 24 hours on the page in which it was originally published. For example, a question on Twitter should receive a reply on Twitter. It is a respondent's responsibility to decide how to address comments on a case-by-case basis.

Social media pages are an increasingly important avenue for the public to provide feedback and engage with the AUTHORITY and its services. Guidelines to follow when addressing postings by the public are included in the standard operating procedures maintained by the AUTHORITY.

Regardless of whether traditional communications are needed, (a phone call, for example), the social media coordinator or his/her designee will provide a response to share with the person on social media within 24 hours, if possible.

PUBLIC RECORDS
Privacy Policy
The AUTHORITY, as a political subdivision of the state, conducts public business and its records are generally available for public review. Nevertheless, the AUTHORITY is committed, to the extent allowable by law, to protect and secure personal information.

Content published on social media pages that relates to the conduct of government actions will be retained and managed by the AUTHORITY in compliance with its recordkeeping requirements. VRT will set all privacy settings on social media pages to public.

The public may not be aware of the state's public records law, so the AUTHORITY will include a statement similar to the following on their social media pages, where applicable:
- *This is a Valley Regional Transit page, and all content is a public record and may be subject to public disclosure.*

Records Retention
The AUTHORITY treats each comment, post, photo, and list of individuals connected to a social media site as an open record. The AUTHORITY does not assume third-party platforms such as Facebook, Twitter and WordPress will keep accurate records of content—they are under no obligation to do so.

Social media accounts used for AUTHORITY business, including personal accounts, may be subject to the Idaho Public Records Law (Idaho Code §§ 74-101 through 74-126), even if the work was done on personal time and equipment.

Records retention will be accomplished using one of two methods:
- Utilizing a third-party service to archive web pages, blogs, and Facebook and Twitter accounts
- Taking a screen capture of posts/tweets (including those that are deleted) and storing the images in a designated folder on a department's shared drive

These records will be retained under the provisions outlined in Idaho Code §§ 31-871 and 50-907.

Security
When a staff member's privileges to post are revoked or that individual leaves employment, a social media coordinator will take immediate action to remove access, including the removal of administrative roles and change relevant passwords..

END OF POLICY

Adoption Date: 08/03/2020

Effective Date: 08/03/2023

Last Revised Date: 08/03/2020, 04/03/2023

Last Reviewed Date: 04/03/2023

Replaced: N/A

Supporting Documents: None

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Item VI. A.

TOPIC	2023 VRT Executive Board Elections
DATE	April 3, 2023
STAFF MEMBER	Elaine Clegg

Staff Recommendation/Request

The VRT Board of Directors will have the opportunity to nominate and elect Sabrina Minshall to serve in the at-large Canyon County position.

Highlights

- VRT bylaws sets the January meeting Executive Board election
- Executive Board has four officer and seven at-large positions
- Terms of office are one year, with each officer moving forward in succession
- The officer terms alternate each year between an Ada and Canyon counties representative.
- VRT Board combines the secretary and treasurer position into one position.
- The bylaws require at least one member each be placed on the Executive Board from the cities of Boise, Caldwell, and Nampa, and Boise State University.
- There is currently at at-large position in Canyon County that was not filled during the January 2023 election.

Summary

The VRT Board established the current governance model 10 years. The governance model supports continuity and stability in leadership with many of the members staying on the Executive Board for multiple years. There was a large turnover in members due to regional elections.

County/Position		County/Position	
Canyon Chair-Elect	Jarom Wagoner	Ada Chair	Joe Stear
At-Large Canyon Member	OPEN	Ada Vice-Chair	Lauren McLean
At-Large Canyon Member	John Bechtel	Ada Sec/Treas.	Alexis Pickering
At-Large Canyon Member	Dale Reynolds	Ada At-Large Member	Todd Lavoie
Boise State	Lantz McGinnis-Brown	Ada At-Large Member	OPEN

Implication (policy and/or financial)

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

More Information

For detailed information contact: Elaine Clegg eclegg@valleyregionaltransit.org 208-258-2712

AUTHORIZATION FOR EXPENDITURE
BOARD OF DIRECTORS

PROCUREMENT DESCRIPTION: Fixed-Route Computer-Aided Dispatch/Automatic Vehicle Location Software (Resolution VBD23-017)

TOTAL COST: $825,000

PURPOSE/ACTION: Valley Regional Transit (VRT) replaced the computer-aided dispatch/automatic vehicle location (CAD/AVL) software in fiscal year 2021. The new CAD/AVL provider, ETA Transit Systems, offers more innovative ways to meet the broader Intelligent Transportation System (ITS) goals as defined by the Federal Transit Administration in the areas of safety, mobility, efficiency, economic growth and trade, environmental stewardship, security, and organizational excellence.

SCOPE OF WORK: ETA Transit Systems CAD/AVL software has improved the efficiency of public transportation services and the customer experience and can integrate and adapt to the changing landscape and advancements in technology over time.

DISCUSSION: The Community Transportation Association of Idaho (CTAI) completed a statewide RFP that established a list of pre-qualified vendors for public transportation systems in the state of Idaho. The vendors would be responsible for designing, implementing, and maintaining specific ITS solutions. VRT staff requested demonstrations from several of the pre-qualified vendors. VRT staff selected ETA Transit Systems following demonstrations.

On April 5, 2021, the Board of Directors delegated authority, pursuant to VBD021-013, for the Executive Board to approve a contract for CAD/AVL software. On May 3, 2021, pursuant to Resolution VEB21-006, ETA Transit Systems was awarded a contract not to exceed five years with a not to exceed amount of $550,000.

VRT has determined that adding digital displays on the bus will continue to improve the customer experience and also add another method of growing revenue. As part of the initial procurement issued by CTAI wayside signage was included. One portion of wayside signage is digital displays for passenger notifications and paid advertising. With VRT’s desire to move forward with digital displays, it will require an increase to the current not to exceed amount.

VRT will pilot eight buses to determine the best use case to ensure feasibility, ease of use, documented procedures, and research to determine costs for advertisers. The pilot for eight buses will cost $49,732. This includes all equipment, installation, and travel for implementation. The monthly fees for licensing and data will cost $1,200 per month.

Once the pilot is complete, VRT will install equipment on the remaining 22 transit buses. The cost to upfit the remaining 22 buses will cost $135,068, which includes all equipment, installation, and travel for implementation. The monthly fees for licensing and data will cost $3,300 per month.

VRT plans to purchase additional spare inventory to be able to quickly replace failed equipment. Once the installation and implementation are completed for all 30 buses, the not to exceed amount increases to $825,000, an increase of $275,000 from the original contract. All transit buses purchased after fiscal year 2023 will include all equipment currently in place for ETA Transit Systems. The equipment will be installed during the bus build at manufacturer and will be included in the base cost of transit bus.

ALTERNATIVES: The only alternative would be to issue a new RFP for these services. Any vendor, outside of ETA Transit Systems, would run on a different software. Different software may not be able to inform customers of route alerts and announcements. Customer notifications are an important part of VRT's responsibility in providing real time information currently through ETA Transit System's software.

FISCAL IMPACT: The funding for the eight-bus pilot was approved in the fiscal year 2023 budget pursuant to Resolution VBD22-021 approved on August 1, 2022. Once pilot phase is completed, the monthly fees will be funded from the revenue generated by selling advertising space on the digital displays.

RECOMMENDATION/JUSTIFICATION: VRT staff requests the Board delegate authority to the Chief Executive Officer to finalize and execute the contract modification with ETA Transit Systems pursuant to Resolution VBD23-017 ETA Transit Systems Contract Modification.

ORDER OF REVIEW
CHIEF EXECUTIVE OFFICER (CEO) (Approves procurements up to $49, 999)

Signature: ______________________________
Date Approved:

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

Signature: ______________________________
Date Approved: Resolution Number:

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

Signature: ______________________________
Date Approved: 4/3/2023 Resolution Number: VBD23-017

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

FIXED-ROUTE COMPUTER AIDED DISPATCH / AUTOMATIC VEHICLE LOCATOR (CAD/AVL) SOFTWARE RESOLUTION VBD23-017

BY THE BOARD OF VALLEY REGIONAL TRANSIT TO MODIFY THE CONTRACT WITH ETA TRANSIT SYSTEMS

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 installed new software for a CAD/AVL software in fiscal year 2021; and

WHEREAS, the replacement software has improved efficiencies and the customer experience, and continues to adapt with future technology over time; and

WHEREAS, Valley Regional Transit has determined that by adding digital displays on the bus will continue to improve the customer experience and add another method of growing revenue; and

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

WHEREAS, Valley Regional Transit executed a contract with ETA Transit Systems pursuant to VEB21-006 with a not to exceed amount of $550,000; and

WHEREAS, a contract modification is required to increase the not to exceed amount with ETA Transit Systems from $550,000 to a not to exceed amount of $825,000 for the remaining terms of the contract; and

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

WHEREAS, the Board of Valley Regional Transit has created an Executive Board, conferring specific authority upon it to discharge its powers, pursuant to Resolution VBD11-012.

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

Section 1. That the Board of Valley Regional Transit approve the contract modification with ETA Transit Systems to the not to exceed amount of $825,000 for remaining terms of the contract.

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

Section 3. That this Resolution VBD23-017 shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 3rd day of April 2023.

APPROVED by the Board Chair this 3rd day of April 2023.

ATTEST:	**APPROVED:**
______________________	______________________
EXECUTIVE ASSISTANT	**CHAIR**

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TOPIC	FY2022 Specialized Transportation Analysis Update
DATE	March 15, 2023
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

This is an action item. Staff requests the Board of Directors accept the FY2022 Specialized Transportation Analysis Update as recommended by the Executive Board and the Regional Advisory Council on February 6, 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	Beyond ADA Project Update
DATE	March 15, 2023
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request
This is an information item only.

Highlights
VRT is working to build accessible capacity through an efficient and coordinated on-demand solution that will expand service to areas where traditional fixed-route and paratransit services are limited. VRT created a steering committee that includes VRT staff as well as key stakeholders. There are four phases to this effort

- Document existing conditions that will help define the desired outcome
- Develop criteria and performance measure that identify a solution to meet the needs of customers and stakeholders
- Test assumptions to determine most desirable, feasible and viable solution
- Develop budget that is funded with an implementation plan that is achievable

Staff updated the Specialized Transportation Analysis completed in 2020, to reflect current state as of fiscal year 2022. The update was approved by the Executive Board and the Regional Advisory Committee February 6. Staff also met with all current service providers and several riders to document what is and is not working from their perspective.

The Beyond ADA Project used data from the analysis and feedback from service providers and riders to determine the final service model, operating budget, and phases for implementation. The new service model was presented to the Steering Committee and the Southwest Idaho Area Agency on Aging Advisory Council.

The proposed service model includes:

- Customers access service through one single number to call for scheduling, canceling, changing, or inquiring about rides
- Consistent operating hours
- Services are fully accessible
- Service area includes current specialized transportation service area
- Rides are available for any activity or destination customers want to access within the defined service area
- Rides can be booked using a mobile app, a web app, or by phone
- Rides can be booked in advance, same day, or on-demand
- All service providers will use VRT scheduling software
- Vehicles and customer facing information will be VRT branded and easily identified by customers

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- The service is safe, clean, reliable and customers are served by well-trained and professional contracted operators
- A phased implementation schedule
- Customer supports are directly provided by VRT Help Desk or VRT mobility integration staff
- Customers can travel within or between Ada and Canyon counties
- Customers can make connections to other regional services including fixed-route, ADA paratransit and rural senior center transportation

Summary

Staff is finalizing the new operating model and budget. The final solution will be presented to the steering committee to achieve buy-in on project and engagement tactics. The final service model will be presented to the RAC and the Executive Board for approval.

Timeline

- March – present final service model to Steering Committee
- May - present final service model to the Executive Board
- August – present final service model to the Board of Directors
- October – implement final service model

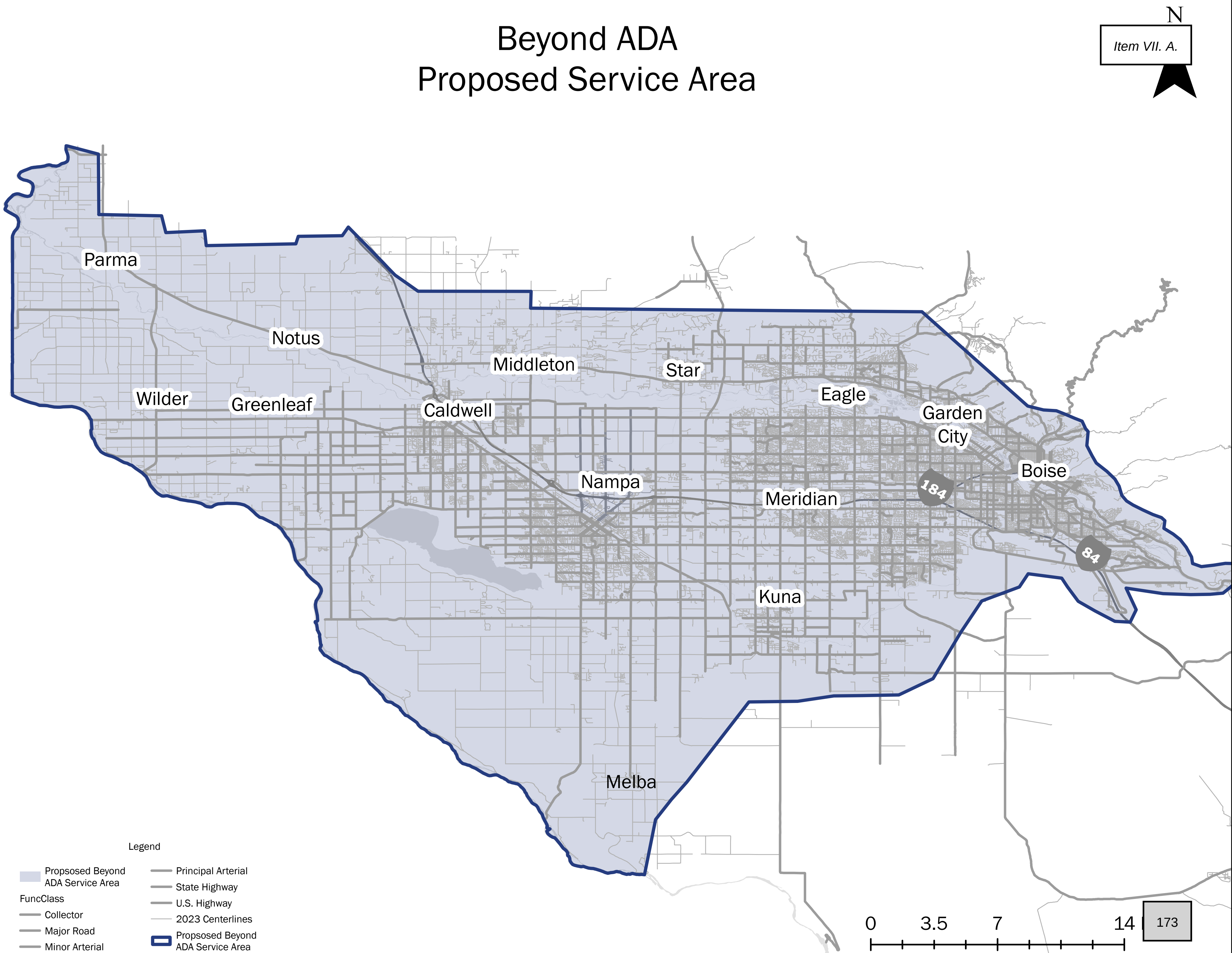
More Information

Attachments:
Proposed Beyond ADA Service Area Map

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

Beyond ADA
Proposed Service Area

Item VII. A.



TOPIC	Regional Vanpool Study
DATE	April 3, 2023
STAFF MEMBER	Stephen Hunt

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

Highlights
- March 2021
  - Project Kick-off – Complete
- June 2021
  - Internal Team Project Kick-off – Complete
- July 2021
  - Existing Conditions Analysis – Complete
  - Project Advisory Committee Kick-off Meeting – Complete
  - Gaps, Opportunities and Best Practices Analysis – Complete
  - Internal Project Team Meeting #2 – Complete
- August 2021
  - Project Advisory Committee Meeting #2– Complete
  - Regional Vanpool Study Survey Launched
- September 2021
  - Internal Project Team Meeting #3 – Complete
  - Project Advisory Committee Meeting #3 – Complete
- November 2021
  - Regional Vanpool Study Survey Closed
  - Final Plan Presentation Project Advisory Committee Meeting – Complete
- December 2021 – December 2022
  - Internal refinement of report and recommendations
- January 2023
  - Presentation of recommendations to ACHD Leadership

Summary:
VRT launched the Regional Vanpool Study with Commuteride in March 2021. The complete report, including survey results can be found here:
https://www.valleyregionaltransit.org/RegionalVanpoolSystemPlan

The intent
of the study was to establish a regional vanpool system to system to serve Ada and Canyon Counties, identify gaps and opportunities and to develop strategies to address gaps in service. The results of the study will also inform regional investment strategies in vanpool and the Transportation Development Plan. VRT selected Walker and Associates to conduct the study which was completed in November 2021. VRT and Commuteride continued to refine the report through 2022 and presented the recommendations to ACHD leadership in January 2023.

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Through the course of the study, there were three meetings held with the Internal Project Team, consisting of staff from VRT, Commuteride, ITD. COMPASS, Canyon County, and the City of Caldwell. Four additional meetings were held with the Project Advisory Committee, which included staff from the College of Western Idaho, Amalgamated Sugar, Amazon, and Micron.

In August 2021, the Regional Vanpool Study Survey was launched on the Engage platform. The survey remained open through early November. The survey received 157 responses.

Survey Findings

Top three drivers for travel choices were

1. Personal schedules
2. Travel time
3. Convenience

Bottom three drivers of travel choices

1. Environmental impact
2. Safety of the travel choice
3. Cost of the travel choice

Workplace flexibility varies with more 70% of workers having some flexibility

- 30% no flexibility
- 28% some flexibility about start and end times
- 27% some flexibility about start, end times and days worked from home
- 15% completely flexible

Only 33% said their work schedule was static week to week.

Approximately 65% of respondents spend more than 15 minutes traveling more than 6 miles to work. Only 25% reported traveling more than 15 miles.

More than 60% of respondents estimated spending more than $6 per one-way trip to work. 36% reported spending more than $10 per one-way trip.

Approximately 10% of respondents were current or former vanpool riders.

56% of respondents said saving up to $50/month on transportation costs would make vanpooling attractive.

Almost 50% of respondents would be willing to add up to 10 minutes of travel time to their commute to realize commute cost savings.

Study Highlights

The study highlights the successes of the ACHD Commuteride service, including remaining nimble and resilient in the face of the COVID-19 pandemic and maintaining consistent levels of ridership in comparison of other vanpool and public transportation programs across of the country.

The study defines three goals as high-level recommendations:

1. Build a supportive foundation for vanpool and shared mobility
2. Strengthen vanpool service
3. Advance regional vanpool and shared mobility marketing and partnerships

Goal 1: Build a supportive foundation for vanpool and shared mobility
This goal proposes the creation of a Regional Vanpool and Shared Mobility Services Committee or Work Group, composed of Commuteride and VRT staff, and other shared mobility partners that would develop and adopt a decision-making framework for deploying vanpool and shared mobility options regionally, and create a uniform policy for vanpool and shared mobility service providers. The strategies outlined in this could include contemplation of ways to facilitate geographic expansion of vanpool services and the development of strategies to invite new service providers to participate in the network if it is determined that these new providers could overcome existing geographic limitations or to better serve specific community needs.

Goal 2: Strengthen Vanpool Service
This goal focuses on further developing a sustainable and equitable vanpool service that would be capable of serving more people in a variety of communities and circumstances.

Goal 3: Advance regional vanpool and shared mobility marketing and partnerships.
This goal would expand upon the highly successful marketing strategies of Commuteride and its partners, including more direct targeting of employers and building packages for employers that could fit into the employee benefit selection process.

Next Steps:

- **March**
  - VRT Executive Board review of the Regional Vanpool Study final report.
  - Feedback from ACHD leadership on next steps for ACHD Commission
- **April**
  - VRT Board of Directors review of Regional Vanpool Study report and recommendations
  - Formation of a Regional Vanpool and Shared Mobility Services Committee or Work Group

Implication (policy and/or financial)

The recommendations outlined in the Regional Vanpool Study will strengthen the relationship between ACHD Commuteride and VRT, and further advance vanpool and shared mobility services in the Treasure Valley, as well as inform the Transportation Development Plan.

More Information

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

TOPIC	2023 Outreach Strategy
DATE	April 3, 2023
STAFF MEMBER	Jason Rose

Summary

This memo provides the proposed strategy and calendar for the 2023 outreach campaign for service updates, including service changes, the Transportation Development Plan (TDP), Valley Connect updates, and the bus stop typology implementation.

Highlights

Goals

1. **Input**: Obtain useful, actionable, and diverse input from partners, stakeholders, and the public on system changes and plans for the future
2. **Perception**: Continue to position VRT as the mobility thought leader for the region
3. **Behavior**:
    a. Attract new riders
    b. Gain/retain support from existing riders
    c. Gain/retain political commitments, partnerships, and financial supporters
    d. Develop and nurture passionate transit advocates/ambassadors
4. **Communications**:
    a. Build awareness and nurture public interest about VRT's vision for a more productive system and how what changes are needed to get there, and for public transit as a viable solution for the region
    b. Build an informed and educated ridership with excellent, frequent, and thorough information across media types
    c. Increase metrics across media types (social media following and engagement, newsletter signups and opens, website visits, event attendance, etc.) and outreach (event attendance, survey responses)
    d. Reduce Help Desk traffic

Phase 1 – Initial Feedback (March – April)

- **Goal:** Obtain feedback from funding partners and the public on current services and indicate what these changes work toward (the vision) – what works? What doesn't? how can we improve? Where do you want us to go?
- **Desired outcomes**: Obtain useful, actionable, and diverse input from partners, stakeholders, and the public on system changes and plans for the future; and, high outreach metrics (event attendance, survey responses) and communications metrics (social media following and engagement, newsletter signups and opens, website visits, event attendance, etc.); based on the feedback heard, VRT will develop service concepts to present to funding partners and the public in Phase 2

Phase 2 – Concept Feedback (May – July)

- **Goal:** Obtain feedback from funding partners and the public on concepts – which would they prefer? How might these changes impact them?

- **Desired outcomes:** Obtain useful, actionable, and diverse input from partners, stakeholders, and the public on system changes and plans for the future; and, high outreach metrics (event attendance, survey responses) and communications metrics (social media following and engagement, newsletter signups and opens, website visits, event attendance, etc.); based on the feedback heard, VRT will develop a final service concept to present to the board for approval.

Phase 3 – Inform and Educate (August – October)

- **Goal:** Inform and educate ALL audiences on final service changes – what they are, how we arrived at them, how input made an impact, and how this moves us forward
- **Desired outcomes**:
    - Obtain useful, actionable, and diverse input from partners, stakeholders, and the public on system changes and plans for the future
    - an informed and educated ridership, attraction of new riders, an increase in ridership, reduced Help Desk needs, and high metrics across media types (social media following and engagement, newsletter signups and opens, website visits, event attendance, etc.)

Promotional Touchpoints

Throughout the campaign, we will use a combination of these touchpoints to **1. Conduct outreach**, and **2. Promote and Inform**.

- Outreach
- Open houses
- Pop-up tables
- Community event/meeting participation
- Onboard/offboard canvassing
- Leverage ambassadors and stakeholders
- Engage VRT
- Tech: Intranet, Teams, email
- Press release/web stories
- Media kit
- Engage VRT
- Partner toolkit
- Web pages
- Email blasts (VRT and partner lists)
- Onboard: car cards, bus hangers
- Transit Centers/shelters: posters, displays
- Handhelds: brochures, mailers, handouts
- Radio ads
- Paid social media ads
- Broadcast ads
- Press release/web stories
- Media kit
- Engage VRT
- Partner toolkit
- Web pages
- Email blasts (VRT and partner lists)
- Onboard: car cards, bus hangers
- Transit Centers/shelters: posters, displays
- Handhelds: brochures, mailers

More Information

Attachments: None

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

Item VII. D.

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	Kate Dahl	765,000	Jan-23	Apr-23	Board of Directors
On-Call Transit Planning	Stephen Hunt	250,000	Feb-23	Apr-23	Board of Directors
Staff Apparel and Promotional Materials	Jason Rose	25,000	Mar-23		CEO
Custom Vinyl Graphics	Jeremy Gianchetta	75,000	Mar-23	Apr-23	Executive Board
Vehicle Maintenance Parts	Leslie Pedrosa	TBD	Mar-23	May-23	
Bus Stop Sign Blade Update	Alissa Taysom	280,000	Mar-23	May-23	Board of Directors
IT Assessment and Strategic Plan	Nick Moran	65,000	Mar-23	May-23	Executive Board
Courier Delivery Services	Jeannette Ezell	49,000	Mar-23	May-23	CEO
Vehicle Maintenance Fluids	Leslie Pedrosa	TBD	Apr-23	May-23	
Happy Day HVAC Equipment	Joe Guenther	75,000	Apr-23	Jun-23	Executive Board
Regional Radio Lease and Maintenance Agreement	Leslie Pedrosa and Nick Moran	140,000	Apr-23	Jun-23	Executive Board
Real Time Information Signs	Kate Dahl	TBD	Apr-23	Aug-23	
On-Call Electrical Services	Joe Guenther	TBD	Apr-23		
On-Call Plumbing Services	Joe Guenther	TBD	Apr-23		
Ada and Canyon County Operating Contract	Leslie Pedrosa	TBD	Jun-23	Oct-23	
Technology Services	Leslie Pedrosa	100,000	Jun-23	Aug-23	Executive Board
Legal Services	Jason Jedry	100,000	Jul-23	Sep-23	Executive Board
Career Uniforms for Ada and Canyon County	Leslie Pedrosa	TBD			

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

Updated 3-2-2023

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TOPIC	Finance and Administration Activity Report
DATE	April 3, 2023
STAFF MEMBER	Jason Jedry

Summary

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

Highlights

Budget/Finance

- The FY2021 audited financial statements were presented to the Executive Board on February 6
- Finance staff have closed the first quarter of FY2023. Reports are included on the April VRT Board meeting agenda
- Finance staff are working on FY2023 project funding and tracking documentation
- CFO is working with budget managers 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
  - Federal grant reconciling

Procurement

- Procurement and Contracts Specialist is working on:
  - ERP Software Procurement and Implementation Services
  - On-Call Transit Planning
  - Ticket Vending Machines
  - Non-Emergency Medical Transportation Service Provider
  - Uniforms for Ada and Canyon County

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

TOPIC	Operations Department Staff Report
DATE	March 15, 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. With the approval by Eagle City Council to launch an on-demand service in the third quarter, VRT and Via will be shifting the focus from the initial plan that was to include all current service providers that do not currently use any software for scheduling. Phases will also shift based on final solution of the Beyond ADA project.

- At this time, all six battery electric bus chargers are working. Proterra provided three additional chargers, at no cost to VRT, to try and resolve the on-going charging issues VRT has experienced. Installation of the chargers began March 6. 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, all four 40’ and two of the three 35’ Proterra buses are in service. Proterra will continue to be onsite to work on battery electric bus issues as needed. 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 the Beyond ADA project. The Specialized Transportation Analysis Update was approved by the RAC and Executive Board. VRT staff presented a new service design to the project Steering Committee, as well as the Southwest Idaho Area Agency on Aging Advisory Council. The input received was very positive. VRT staff will continue to finalize the service solution with input from the committee. The first phase of the solution is expected to be implemented in October 2023.

- The Eagle City Council approved a new on-demand service in quarter three of this fiscal year. VRT staff continues to scope the solution with Via Mobility to meet the expected timeline. The on-demand service area will cover a portion of the service area currently covered by Eagle Senior Transportation and will also have additional service to designated areas outside of Eagle to allow connections to existing fixed-route service in Boise and Meridian. The City of Eagle continues to work with VRT staff to acquire information to start a circulator to provide service for city events.

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Highlights:

Contracted Transportation

Canyon County Highlights

- No preventable accidents in February
- Intercounty on-time performance 72% for February
- On-demand on-time performance 88% for February
- ACCESS on-time performance 73% for February

Ada County Highlights

- No preventable accidents in February
- Fixed-route on-time performance 87% for February
- ACCESS on-time performance 97% for February

Specialized Transportation

- VRT continues to operate services for Eagle Senior Transportation
- Several service providers continue to hire additional drivers

Information Technology and Intelligent Transportation Systems

- Staff resolved 150 support requests from 164 submitted in February
- Completed programming and began installation of new radio in Ada and Canyon counties
- Worked through route file issues to eliminate errors with validators
- Working on fiscal year 2024 budget planning

Compliance

- Working on updates to several VRT procedures to capture mandated changes
- Programming tablets for 2023 Transit Asset Management scoring
- Continuing to standardize reporting with new demand response scheduling software

Customer Service Support

- Customer service handled 2,825 of 2,942 phone calls for information, with 116 calls abandoned. The average call time was 2 minutes, 25 seconds and the average hold time was 20 seconds in February.
- Reservationist handled 1,066 of 1,110 phone calls to change or schedule a ride on ACCESS, with 40 calls abandoned. The average call time was 3 minutes, 43 seconds and the average hold time was 13 seconds in February.
- On-demand services handled 1,067 of 1,125 phone calls to schedule a ride, with 57 calls abandoned. The average call time was 1 minute, 50 seconds and the average hold time was 20 seconds in February.
- February City Go Pay mobile ticket sales totaled $11,945.00.

Bike Share

- Staff 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	Development Department Monthly Report
DATE	March 15, 2023
STAFF MEMEBER	Stephen Hunt

Summary

Development Department activities for March 2023 report

Staffing notes: Kyle Street started as the new Programming Planner on March 14. We are interviewing candidates to replace Kaite Justice, Mobility Integration Director.

VRT Strategic Plan

Goal 1 - Demonstrate responsible stewardship of public resources

Performance Based Decision-making

- **Transportation Development Plan (TDP)**
  VRT staff continues meeting with partners about projects to be included in the 2024-2028 TDP.

Funding Development

- **Budget Development** –Staff continues 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.
- **Capital Improvement Plans** – Staff will be meeting in March-April to develop FY2024 Capital Project Priorities

Goal 2 – Increase Ridership and Revenue

- **FY2024 Service Changes** – VRT staff presented initial concepts to the Executive Board and RAC. We continue our collaboration with jurisdictions and will begin public outreach in March.
- **Bus Stop Improvements** – The Bus Stop Typology Study and blade redesign was approved in January and the new blades will begin to be installed in late FY2023. With the changes to the route colors, VRT staff is working with Walker and Associates to update the route brochures and system map to enhance the readability of the brochures for the riding public and improve the quality of information provided.
- **Capital Projects** include: Ordering FY2023 shelters, with advertising capacity. Installing 5-benches with advertising/messaging backings. There will be three for the Collister Neighborhood Association and two for the Bench Neighborhood. Two shelters were damaged and removed from service due to vehicle accidents. No riders were injured. These shelters were both at Collister and State Street (NWC/SEC), replacements have been ordered.

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Goal 3 - Build institutional and regional capacity

Regional Capital Enhancements

- **Orchard Facility Master Plan Implementation**
    - Cold weather delayed paving of the new lot. Staff is working with the engineer and contractor to identify full replacement of pavement and completion of FY2022 tasks.
    - East lot development project grant will be submitted in April 2023
    - Low-No installation of four additional depot charging units
    - Proterra warranty items include upgrading an additional six stations on the north charging line. These installations will allow for 18 buses to charge at once. (Total of 22 after low-no installation)

- **Happy Day Transit Center Upgrades (HDTC)**
  HVAC replacement contractor is designing replacement system and is working through complications due to available HVAC system. Design engineer and architect are under contract for roof and awning replacement. Architect has started office redesign plans for 2023 construction and staff has provided comments on the future office layout.

- **Meridian Office Improvements**
  Architect has been consulted to look at walling in an office for Directors. Due to number of staff working in the office, additional space needs has been identified and options are being considered to add cubicle space.

- **Main Street Station**
    - Staff has been working with an architect to evaluate options to secure the exit gate and repair the entrance gate. Both security gates failed and exit gate has been determined to need a complete redesign. Security issues need to be addressed as non-riders have been entering the facility after hours and security can provide only partial coverage. A secure facility is needed prior to the Low-No charging infrastructure being started.
    - Staff has been working with Low-No consultants to identify design parameters and start NEPA evaluation for FY2023-2028 grant implementation. MSS will receive eight on-route chargers compatible with the 12-buses to be added to the fleet in 2026.
    - Staff has also been working with RAISE consultants for alternatives to install on-route charging units on Main Street in front of MSS. The RAISE grant provides for two on-street charging stations, locations were undefined in the grant.

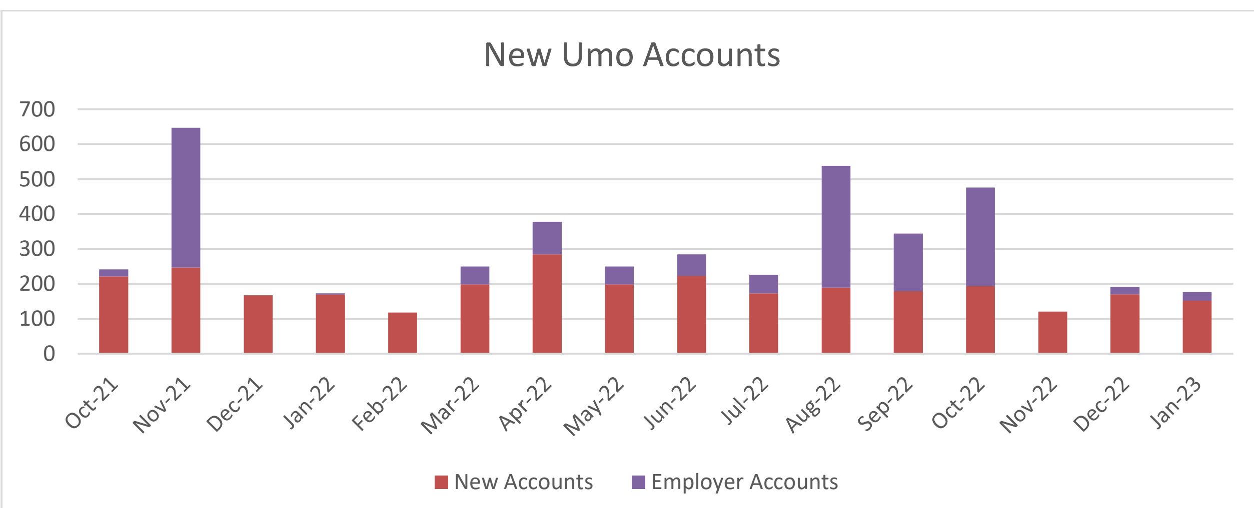
Regional Corridor Planning/Corridor Capital Investments

- **State Street Corridor Projects**
    1. Staff and consultants continue working with FTA to move the project through the NEPA process.
    2. VRT staff continues work with the State Street Executive team to develop a coordinated funding plan for the whole corridor.
    3. VRT began conversations with RAISE grant funding partners about the schedule of projects and local match requirements.

- **Bus Stop Improvements**
  - Staff continues to work on the Main/Fairview CCDC project. St. Luke's is still in progress of constructing the transit island at 27th and Fairview. Estimated delivery of shelter is July – opening to follow in August-September
  - Staff is partnering with City of Boise Parks department to install a transit node at Goddard and Milwaukee in cooperation with the linear park. An MOU is in process and construction is estimated in June-July pending ACHD planning review.
  - Bus stop improvements partnering with CCDC include upgrades at several stations including real-time information, advertising/messaging benches, shelters, and amenities. A new bus pad is being proposed at the River and Pioneer SEC for access to local businesses and the greenbelt connections.
  - Planning staff is working on bus blade procurements and Capital staff will install in mid-late summer FY2023. This is a phased implementation.

Integrated Mobility Plan update:
- VRT staff presented the Integrated Mobility Plan at the joint Executive Board RAC meeting on February 7, 2023 and will be presented to the VRT Board of Directors in April 2023. After the adoption of the plan, VRT will kick-off the Regional Integrated Mobility Advisory Group.

Umo Mobility fares update:
- Revenue-to-date (Oct. 2021-February 15, 2023): $170,815.44
- Fiscal Year-to-date: $50,983.73
- Revenue January 2023: $13,129.75
- New accounts January 2023: 177
- Employer programs integrated into Umo: 16



City Go Update:
Staff worked on business development for City Go and the Regional Pass Program

Staff held six business development meetings in February and March.
1. Cradlepoint

2. West Ada School District
3. ICCU/Costco
4. Clearwater
5. Downtown Boise Prep
6. Cradlepoint

Regional Pass Program Contracts New:

1. Clearwater Analytics-700 Employees

Events

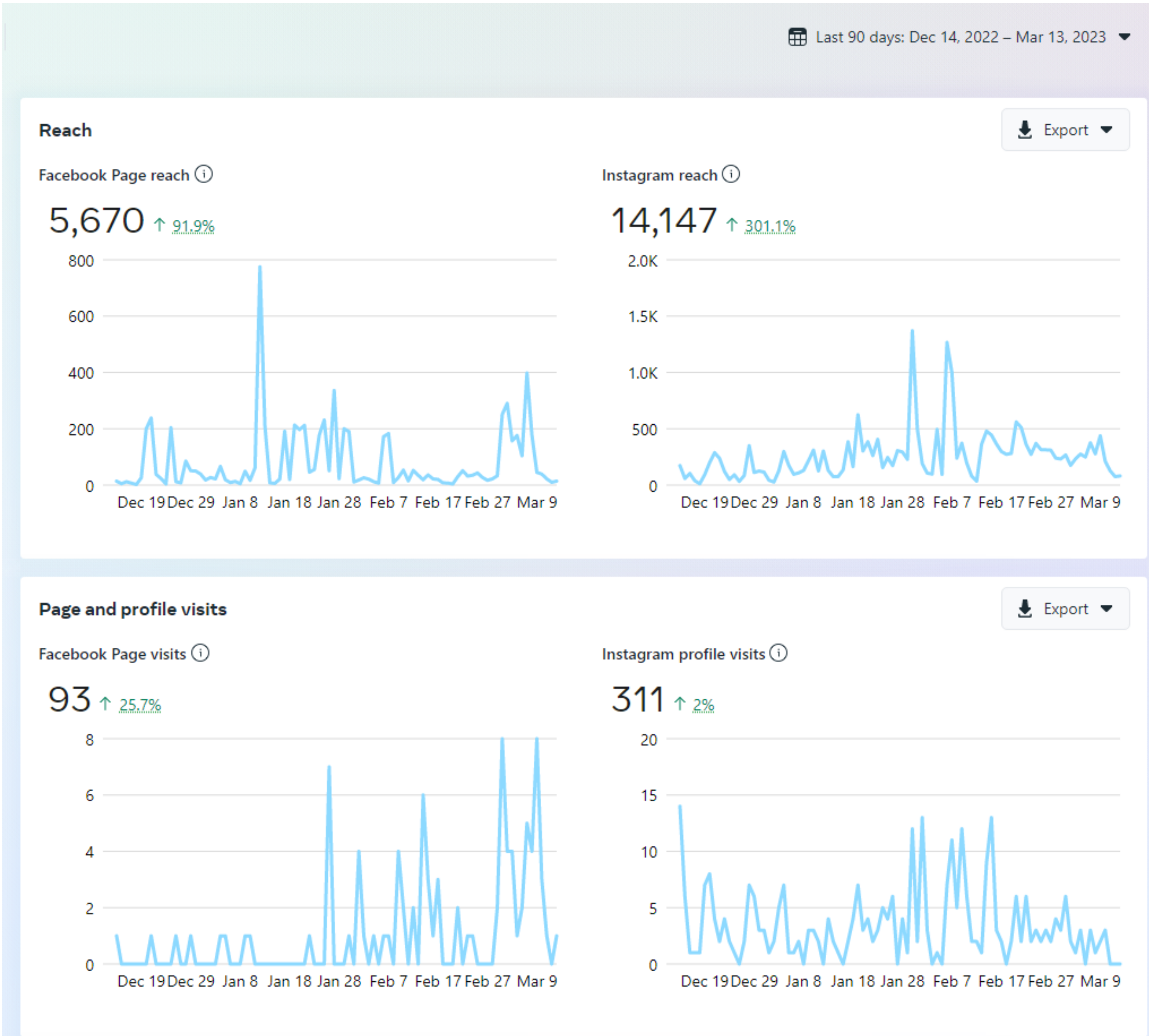
1. Cushing Terrell informational tabling
2. American Heart Association “Go Red Lunch” tabling 250 guests
3. Tireside

Researched and improved Customer Relationship Manager platform.

Created Newsletter for Idaho Department of Labor

Other program highlights

- Quarterly ridership was sent out to all Regional Pass Program Contract holders
- City Go re-launched its pre-pandemic event City Go Conversations with a new name – Tireside Chats. January’s topic was on The Future of EVs in the Treasure Valley and February’s topic was a panel on Urban Planning and Community Engagement 101 with panelists from VRT, COMPASS, and ACHD. Both events were held at Mad Swede downtown and both events had over 40 attendees! Tireside chats has continued as a monthly event with March’s topic being on Bike Safety on the Roadway. (March had over 50 people!) April we will be working with KTVB as a reflection on their transportation Tuesday series. (We have the goal of filming/recording Tireside Chats going forward-putting them on YouTube for more community outreach content)
- Parkboi 4 Garage Passes increased March 1, from $20 to $30
- Consistent Reels and Content on social media is going well. Especially on IG – Averaging 7K views of City Go’s account monthly (working on followers)



Navigation Update:

Navigation continues working on a train-the-trainer program for all of VRT's services for human service agencies, revamping the travel information volunteer program, and how to better support VRT's specialized transportation programs.

- Mid-February to Mid-March
  - Outreach/Education Events
    - Caldwell Library
    - Boise School District LEAP Program
    - Agency for New Americans
    - New Hope
    - Idaho Vocational Rehab-Nampa
    - Unbefuddled
  - Travel Trainings
    - 8 Individual Travel Trainings

- 2 Group Travel Trainings
- 3 Agency Travel Trainings

Safe Routes to School Update (SRTS):
Treefort rodeo is on 3/25 and we have been securing all volunteer positions and prepping rodeo gear. Our partners in the event are ITD Office of Highway Safety, Boise Police Department, Ada County Highway District, Boise Bicycle Project, and of course, Duck Club/Treefort.

We will be at Eagle Island State Park during spring break to work with the University of Idaho 4-H spring break camp. There will be a bike rodeo and a scavenger hunt during the day.

Bike Rodeo schedule is full for April and May and we're starting to schedule the fall 23/24 sessions now.

SRTS staff will be virtually attending the National Bike Summit to expand learning. Several folks from across the country have reached out to meet up for SRTS best practices from our program. Lisa will be attending in person in Washington, DC and will meet with some of these SRTS practitioners.

SRTS will be virtually presenting at the Idaho State Driver Education seminar in late April. This is for all driver education teachers in the state, and we'll be focusing on new technology, bike/ped law, and behaviors out on the roads.

SRTS presentation for the Barber Valley Neighborhood Association, SRTS presentation to all Boise School District principals.

We continue to teach in class as we normally do.

Expenditures this month include clip on backpack reflectors and reflective shoelaces.

More Information:
Stephen Hunt, Chief Development Officer, 208.258.2701, shunt@valleyregionaltransit.org
Open, Mobility Integration Director, 208.258.2750
Joe Guenther, Capital Projects Manager, 208.258.2705, jguenther@valleyregionaltransit.org
Kate Dahl, Principal Planner. 208.258.2715, kdahl@valleyregionaltransit.org
Alissa Taysom, Associate Planner, 208.258.2717, ataysom@valleyregionaltransit.org
Kyle Street, Programming Planner, 208.258.270
Hailee Lenhart-Wees, Programs Manager, 208.608.6039, hlenhart-wees@valleyregionaltransit.org
Kathleen Godfrey, Accounts Manager, 208 407-2519, kgodfrey@valleyregionaltransit.org
Lisa Brady, Safe Routes to School Program Manager, 208-761-8507, lbrady@valleyregionaltransit.org

TOPIC	Community Engagement Update
DATE	April 3, 2023
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 issued one press release ("Treeline") and two web stories ("Treeline" and "Get to Know the CEO") as well as the 57th Edition of the Safe Travels, Treasure Valley newsletter
- 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 is preparing for the 2023 outreach season; a summary of activities can be found in the board packet
- 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 and align content with the Communications Strategy
- We are conducting market research and preparing for brand updates which will lead into an integrated marketing campaign with our consultant, Stoltz; this effort will bring more visibility to the VRT brand and support other communications efforts, such as bus stop typology, service changes outreach, etc.

Sales

- Staff have been making great strides with ad sales, supported by improved processes; our year-to-date total stands at $703,000 as of early March, an all-time high, with an anticipated total of $740,000 by the April board meeting

More Information

Attachments: None

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

TOPIC	CEO Activity Report
DATE	March 21, 2023
STAFF MEMBER	Elaine Clegg

CEO Update
Information only, no action needed.

Highlights
It has been a busy 1½ months since joining VRT. Below are some of the highlights.

I have made three appearances on behalf of VRT at events in the region:

- **BOMA Idaho**: I was on a CEO panel at the annual meeting of Building Owners and Managers Association of Idaho and was able to talk about the importance of better transit service to the business community as the region continues to lead the nation in growth.
- **ULI Sustainability Conference Panel:** At the ULI sustainability Conference I was on a panel talking about why transit is important to sustainability and how urban design impacts how well transit can serve a community.
- **Boise Metro Chamber of Commerce Transportation Committee:** I presented to the transportation committee with an overview of the activities that VRT is working on and discussion of our spring and summer outreach opportunities.

Meetings of note:

- **FTA Region 10**: I met three region 10 staff virtually including the acting director. We discussed opportunities to better use federal funding and develop a strong working relationship between FTA staff in region 10 and the FHWA staff in Idaho.
- **Local Lift Idaho:** I attended a meeting of local Lift Idaho who is growing a statewide coalition of leaders and is working to give local jurisdictions in Idaho the tool of local option.
- **Charleston Area Regional Transit Authority:** While in Charleston I took the opportunity to visit the transit authority and tour their main maintenance facility. I met with their general manager and the operations director to better understand how a region of similar size with a different funding stream operates.
- **Passenger Rail:** I participated in a virtual event hosted by the Federal Railroad Administration to learn about and provide comments on the long-distance passenger rail study currently underway. The study includes examining restoration of Amtrak service through this region. I also participated in a meeting with representatives from Union Pacific, the City of Boise and the Idaho Transportation Department to explore challenges and opportunities of introducing passenger service on the Union Pacific owned and City of Boise owned portions of track from Caldwell to Mountain Home.
- **The Bus Coalition:** I have been elected to the Board of the Bus Coalition to fill the remainder of Kelli's term on that board and have participated in one board meeting. The Bus Coalition is a 350-member coalition that advocates for and supports funding for federal transit bus and bus facility programs. The Coalition

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includes small, medium and large transit agencies, state transit associations and bus manufacturers and suppliers and works in concert with other national transit organizations such as APTA and CTAA.

- **Idaho 2040:** We know that public transportation is an efficient way for people to move. Working with a group Idaho CEOs and key staff from VRT jurisdictions and universities, Idaho 2040 seeks to develop innovative solutions for stable funding that will build a transportation system to meet the region's needs now and into the future. The group will begin meeting in the end of March.

Summary of Internal Activities

- **ERP:** Replacing our seriously outdated Enterprise Resource Planning system will impact VRT for many years. Staff has been working to understand the best solution and look forward to having a new system that will allow improved efficiency and easier reporting and financial forecasting. It will also allow better day to day operations. We are preparing for a yearlong transition to the new system once approval is finalized.
- **Budget:** I have been working with staff on all the department and division budgets on the budget build for FY2024.
- **Marketing and Rebranding**: I have been participating with staff in working with a marketing firm to understand the reach of our brand and develop a strategy to better integrate and co- brand various activities. This exciting project will improve the reach and impact of our various brands.
- **Service Change:** Staff is working to develop a forward-looking set of scenarios that utilizes our current need to make service changes to identify the opportunities to improve service in the long term and to build a vision for better buses in both Ada and Canyon Counties. I will be presenting to many of your governing boards on this activity in the coming months.
- **Email addresses:** We have implemented a new email address system using the URL rideVRT.org. to simplify the ability for people to contact us. The existing valleyregionaltransit.org will continue to work as well.

More Information

Attachments/Links:

BMCC presentation

Amtrak Daily Long-Distance Service Study – Study to evaluate the restoration of daily long-distance intercity rail passenger service and the potential for new Amtrak long-distance routes

For detailed information contact: Elaine Clegg, CEO, 208.258.2712, eclegg@rideVRT.org.