

Executive Board Meeting Agenda

June 05, 2023

11:00 AM

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

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

https://www.valleyregionaltransit.org/ExecutiveBoard_June2023

or by dialing in at 323-484-8960 Conference ID: 876 827 606#

I. Calling of the Roll - Chair Joe Stear

II. Agenda Additions/Changes

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

IV. Consent Agenda

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

**A. ACTION: Minutes of the May 1, 2023 Executive Board Meeting
Pages 4-5 | Paula Cromie**

The Executive Board is asked to consider approval of the May 1, 2023 Executive Board meeting minutes.

**B. ACTION: Minutes of the March 21, 2023, Regional Advisory Council Meeting
Pages 6-7 | Paula Cromie**

The Executive Board is asked to consider acceptance of the minutes of the March 21, 2023, Regional Advisory Council Meeting. (Note: the April Regional Advisory Council meeting was cancelled.)

**C. ACTION: FY2023 2nd Quarter Operating Cash Balance Report
Pages 8-9 | Jason Jedry**

The Board will review and consider accepting the FY2023 2nd Quarter Operating Cash Balance Report.

**D. ACTION: FY2023 2nd Quarter Budget Variance Reports
Pages 10-22 | Jason Jedry**

The Executive Board is asked to review and consider accepting the FY2023 2nd Quarter Budget Variance Reports.

**E. ACTION: Payment Register
Page 23-30 | Cameron Wells**

The Executive Board will have the opportunity to review and consider accepting the April 16, 2023 to May 15, 2023 payment register.

E. ACTION: Quarterly Performance Report

Pages 31-33 | Leslie Pedrosa

Staff requests the Executive Board consider recommending the second quarter performance report for fiscal year 2023 for approval by the Board of Directors.

V. Finance Committee

A. ACTION: Review FY2024 Preliminary Budget and Set Public Hearing Date

Page 34-40 | Elaine Clegg / Jason Jedry

The Executive Board will review the preliminary budget and consider releasing the budget for public comment when finalized and set the required public hearing date for the regularly scheduled August 7, 2023 board meeting. The final proposed budget will be available at the July Executive Board meeting.

VI. EXECUTIVE SESSION

The Executive Board may convene into Executive Session at this time Pursuant to Idaho Code 74-206, identifying paragraph f) Pending/Probable Litigation. Action may or may not take place following the Executive Session.

A. EXECUTIVE SESSION: Pending/Probable Litigation

NO ATTACHMENT | Leslie Pedrosa

The Executive Board may convene into executive session pursuant to Idaho Code 74-206, identifying paragraph f) Pending/Probable Litigation. Action may or may not take place following the session.

VII. Executive Board - Action Items

A. ACTION - Eagle Senior Center

Page 41-43 | Leslie Pedrosa

VRT staff requests the Executive Board make a determination on the appeal filed by Eagle Senior Center, following the termination of their service agreement on January 27, 2023 that was presented at a public hearing on March 6, 2023.

B. ACTION: Agnew Beck Contract Extension

Pages 44-47 | Duane Wakan

VRT staff requests the Executive Board consider approval of Resolution VEB23-015 and corresponding Authorization for Expenditure for a contract extension with Agnew Beck Consultants.

C. ACTION: Update on FY2024 Service Change and Establish Public Hearing Date for Final Proposal

NO ATTACHMENT | Stephen Hunt

Staff will present an update on the service change process and comments received to date. The Executive Board is asked to consider setting public hearing dates for the final proposal for July 18 in Ada County and July 25 in Canyon County.

VIII. Executive Board - Information Items

A. INFORMATION: Board - Facilities Field Trip

NO ATTACHMENT | Elaine Clegg

The Doodle Poll sent to Board members to determine a day for a field trip to all VRT facilities determined the need to move the suggested dates in June to later in the year. Executive board members will have the opportunity to discuss a time that will ensure all board members will be able to attend. Staff is looking at late August to mid-September as options.

B. INFORMATION: Procurement Calendar

Page 48 | Jason Jedry

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

IX. Department/Staff Reports

A. INFORMATION: Department/Staff Reports

Pages 49-62 | Staff

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

Members are encouraged to read the reports as they contain valuable information.

X. Adjournment

Agenda order is subject to change.

Next VRT Executive Board Meeting:

July 10, 2023

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

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

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

Executive Board Meeting Minutes

May 01, 2023

11:00 AM

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

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Lantz Brown, Boise State	John Bechtel, City of Wilder	Zach Brooks, Canyon County Comm
Debbie Kling, City of Nampa	Todd Lavoie, City of Meridian	Bre Brush, City of Boise
Lauren McLean, City of Boise		Margaret Carmel, Boise Dev
Sabrina Minshall, Canyon County		Elaine Clegg, VRT
Alexis Pickering, ACHD		Robert Cornovick, Averro
Dale Reynolds, City of Nampa		Paula Cromie, VRT
Joe Stear, City of Kuna		Kate Dahl, VRT
Jarom Wagoner, City of Caldwell		Gregg Eisenberg, First Transit
		Jeannette Ezell, VRT
		Dave Fotsch, VRT
		Andrew Hayes, Averro
		Stephen Hunt, VRT
		Jason Jedry, VRT
		Lila Klopfenstein, COMPASS
		Andrew Mills, RAC
		Nick Moran, VRT
		James Mundell, VRT
		Ken Pidjeon, Citizen
		Sarah Quesenberry, Averro
		Randy Reese, VRT
		Jason Rose, VRT
		Walter Steed, RAC
		Nicole Stern, ACHD
		Alissa Taysom, VRT
		Duane Wakan, VRT
		Corrie Washington, VRT
		Cameron Wells, VRT
		Sarah Ybarra, VRT

- I. **Calling of the Roll** - Chair Joe Stear called the meeting to order with a quorum present by phone and in person at 11:01
- II. **Agenda Additions/Changes** - None
- III. **Public Comments** - None

IV. Consent Agenda

Items on the consent agenda consisted of the following:

- A. **ACTION: Minutes of the April 3, 2023, Executive Board Meeting**
- B. **ACTION: Intermountain Communications Contract Modification**
- C. **ACTION: Custom Vinyl Graphics**
- D. **ACTION: Non-Emergency Medical Transportation Provider Contract**
Resolution VEB23-012 for Non-Emergency Medical Transportation Provider Contract with Serenity Transportation.
- E. **ACTION: Transportation Improvement Plan FY24-28 - Resolution VEB23-013 Transportation Improvement Plan FY24-28.**
- F. **ACTION: New Regional Advisory Council Member - Andrew Mills** representing Canyon County.
- G. **ACTION: Payment Register**

Alexis Pickering moved to approve the consent agenda as presented, Jarom Wagoner seconded. The motion passed unanimously.

V. Executive Board - Action Items

- A. **ACTION: Enterprise Resource Planning (ERP) System Software and Implementation Services – FourthSquare, LLC**
Jason Jedry presented information on the Enterprise Resource Planning System in an amount not to exceed \$957,000 (approved by Board by Resolution VBD23-022 on 4/3/2023). Staff from Avero Advisors presented a timeline of implementation. Alexis Pickering moved to approve Resolution VEB23-014 and corresponding Authorization for Expenditure for a contract with FourthSquare, LLC for ERP system software and implementation services; Jarom Wagoner seconded. The motion passed unanimously.

VI. Executive Board - Information Items

- A. **INFORMATION: FY2024 Service Change Update**
Stephen Hunt presented the FY2024 draft service proposal for Executive Board input and comment.
- B. **INFORMATION: Procurement Calendar**
The most recent procurement calendar was included in the packet for information.

VII. Executive Session

At 12:06, Alexis Pickering moved to adjourn into Executive Session pursuant to Idaho Code 74-206, identifying f) Pending/Probable Litigation.; Jarom Wagoner seconded. Roll call was taken. Mayor McClean was absent; all others were present.

No action was taken during or following the session; the Executive Session ended at 12:16.

VIII. Department/Staff Reports

- A. **INFORMATION: Department/Staff Reports**
The most current department/staff reports were included in the packet for information. Members are encouraged to read them as they contain valuable information.

IX. Adjournment – The meeting was adjourned at 12:18.

Next VRT Executive Board Meeting:

June 6, 2023

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

Regional Advisory Council Meeting Minutes

March 21, 2023

9:00 AM

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

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS
Susan Bradley	Terri Lindenberg	Mark Carnopis, VRT
Samantha Kenney		Paula Cromie, VRT
Susan Manika		Kate Dahl, VRT
Jeremy Maxand		Dave Fotsch, VRT
Lauren Noble		Jeremy Gianchetta, VRT
Mary Beth Nutting		Kathleen Godfrey, VRT
Deeann Solis		Cody Goettl, VRT
Walter Steed		Stephen Hunt, VRT
		Jason Jedry, VRT
		Hailee Lenhart-Wees, VRT
		Nick Moran, VRT
		Randy Reese, VRT
		Neva Resendez, VRT
		Jason Rose, VRT
		Alissa Taysom, VRT
		Corrie Washington, VRT
		Cameron Wells, VRT
		Sarah Ybarra, VRT

Calling of the Roll - Chair Walter Steed called the meeting to order at 9:02 with a quorum present by phone and in person.

Theresa Vawter was introduced as the newest member of the Regional Advisory Council.

Agenda Additions/Changes - None

Public Comments - None

Consent Agenda

ACTION: Minutes from the February 6, 2023, Joint Meeting with the Executive Board

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

Action Items - None

Information Items

INFORMATION: FY 2022 Public Comment Report - FY 2022 Compared to FY2019

Mark Carnopis discussed the FY22 Public Comment report FY 2022 and FY 2019 statistics (pre-COVID). There was no clear reason why complaints dropped so much, but may be attributed to route changes, staff training and the possibility of different riders. Overall results were included in the packet. Secretary will send condensed report to RAC members.

Information: Operations Update

Leslie Pedrosa provided members an informational memo in the packet. Stephen Hunt spoke on the topic during the meeting. VRT is still working towards having all electric buses in service once the charging stations are all in working order. On-demand service is continuing, and staff is working to have a single point for booking rides. Stephen also spoke regarding the Route 30 and Route 45.

Information: Canyon County On-Demand Transit Update

Jason Rose provided an update on the on-demand service in Canyon County. Service continues but is still not meeting the goal of 10 riders per hour.

INFORMATION: 2023 Outreach Strategy

Jason Rose walked RAC members through 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.

INFORMATION: E-Bike Update

Dave Fotsch gave RAC members an update on the City of Boise Request for Proposal for stationless shared mobility and Valley Regional Transit activities regarding bike-share. The City of Boise, in their RFP, looked for a single company to handle micro-mobility in the city for scooters and e-bikes. There were four companies who put in a bid, and it looks like Lime is the vendor who could accomplish this. VRT is looking at a proposal to begin service in other areas of the valley.

Information: Eagle Senior Center Service

Stephen Hunt provided RAC members an informational memo regarding the operating contract with Eagle Senior Center. Staff met with Eagle Senior Center staff to discuss scheduling rides since VRT is currently providing the service beyond the regular service hours.

INFORMATION: Topics for Discussion - What are you Hearing?

Members of the Regional Advisory Council had the opportunity to bring up topics on items they have heard about during an open discussion session, or on topics they would like to be considered on an upcoming agenda.

Department/Staff Reports

INFORMATION: Department/Staff Reports

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

Adjournment – The meeting was adjourned at 10:37.

Next Regional Advisory Council Meeting:

April 18, 2023

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642



TOPIC	FY2023 2nd Quarter Operating Cash Balance Report
DATE	June 5, 2023
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

The Board will review and consider accepting the FY2023 2nd Quarter Operating Cash Balance Report.

Summary

Attached to this memo is the operating cash balance analysis as of March 31, 2023.

- The VRT general ledger cash balance was \$7,042,247 at the end of March. Pending federal funds were \$614,113. 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 \$2,857,129.

More Information

Attachments:

FY2023 2nd Qtr. Operating Cash Balance Report

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

**Valley Regional Transit
Operating Cash Balance Analysis
March 31, 2023**

VRT Operating

GL Cash Balance at 3/31/23	\$7,042,247	
Pending Federal Funds (Note 2)		\$614,113

Total Cash Balance	\$7,042,247
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Total Pending Federal Funds (Note 2)	\$614,113
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Total Cash Balance Benchmark (Note 1)	\$4,185,118
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Note 1: Average of 2020, 2021 and 2022 at March 31

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



TOPIC	FY2023 2nd Quarter Budget Variance Reports
DATE	June 5, 2023
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

The Board will review and consider accepting the FY2023 2nd Quarter Budget Variance Reports.

Summary

Attached to this memo are the 2nd quarter budget reports as of March 31, 2023.

More Information

Attachments:

FY2023 2nd Quarter Budget Variance Report

FY2023 2nd Quarter Budget Variance Comments

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

Valley Regional Transit
FY 2023 Second Quarter Budget Variance Reports
October 2022 - March 2023

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				\$ 22,500	\$ 17,374	-23%	\$ 15,000	\$ 5,864	-61%			
402 Purchased Transportation												
403 Auxiliary Revenue	59,072	32,742	-45%	231,997	240,062	3%						
404 Non-Transportation Revenue		14,593		60,000	450	-99%		1,075				
405 Federal Assistance - Capital										7,284,387	284,080	-96%
406 Federal Assistance - Operating/Administration				387,206	297,732	-23%	1,723,972	950,501	-45%	696,831	815,912	17%
407 Local Assistance - Capital										1,254,706	458,769	-63%
408 Local Assistance - Operating/Administration	927,898	892,075	-4%	314,470	129,008	-59%	886,770	833,955	-6%	174,208	61,575	-65%
Total Revenues	\$ 986,970	\$ 939,410	-5%	\$ 1,016,172	\$ 684,626	-33%	\$ 2,625,743	\$ 1,791,395	-32%	\$ 9,410,132	\$ 1,620,336	-83%

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	\$ 370,299	\$ 395,326	7%	\$ 284,478	\$ 247,052	-13%	\$ 300,446	\$ 278,596	-7%	\$ 299,732	\$ 191,729	-36%
502 Fringe Benefits	296,053	275,575	-7%	211,771	172,962	-18%	207,037	188,410	-9%	203,184	112,703	-45%
503 Professional Services	122,922	98,998	-19%	369,435	235,936	-36%	148,587	87,725	-41%	359,623	129,237	-64%
504 Materials and Supplies	17,150	15,536	-9%	49,256	9,381	-81%	87,225	56,310	-35%	500		-100%
505 Utilities	60,875	70,155	15%	8,827	5,802	-34%	2,720	2,192	-19%	825	300	-64%
506 Casualty and Liability	7,500	11,450	53%	3,500	1,914	-45%	41,750	45,401	9%			
508 Purchased Transportation							1,439,760	1,004,432	-30%			
509 Miscellaneous	95,922	69,166	-28%	64,405	12,122	-81%	398,218	128,330	-68%	506,645	462,404	-9%
511 Interest		395			2,038							
512 Leases and Rentals	16,250	2,808	-83%	24,500	1,200	-95%						
514 Capital (Note 2)										8,247,953	723,963	-91%
Total Expenses	\$ 986,970	\$ 939,410	-5%	\$ 1,016,172	\$ 688,406	-32%	\$ 2,625,743	\$ 1,791,395	-32%	\$ 9,618,462	\$ 1,620,336	-83%

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

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

Category	Boise Fixed Route			ADA Paratransit (Demand Response)		
	21			22		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds	\$ 242,054	\$ 312,074	29%	\$ 37,054	\$ 44,556	20%
402 Purchased Transportation						
403 Auxiliary Revenue	74,782	149,564	100%			
404 Non-Transportation Revenue		9,790				
405 Federal Assistance - Capital						
406 Federal Assistance - Operating/Administration	1,491,301	670,600	-55%	570,370	781,464	37%
407 Local Assistance - Capital						
408 Local Assistance - Operating/Administration	3,064,572	3,446,586	12%	712,426	455,831	-36%
Total Revenues	\$ 4,872,709	\$ 4,588,613	-6%	\$ 1,319,851	\$ 1,281,851	-3%
Category	Boise Fixed Route			ADA Paratransit (Demand Response)		
	21			22		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	\$ 2,110,100	\$ 1,997,299	-5%	\$ 572,650	\$ 526,787	-8%
502 Fringe Benefits	1,448,439	1,399,025	-3%	450,833	431,283	-4%
503 Professional Services	260,858	186,199	-29%	65,257	63,408	-3%
504 Materials and Supplies	460,500	405,517	-12%	95,750	86,823	-9%
505 Utilities	66,875	77,108	15%	17,050	9,905	-42%
506 Casualty and Liability	376,947	385,293	2%	85,691	147,886	73%
508 Purchased Transportation						
509 Miscellaneous	98,193	74,528	-24%	4,526	2,123	-53%
511 Interest	85,681	60,895	-29%	10,363	8,668	-16%
512 Leases and Rentals	185,845	2,748	-99%	17,731	4,968	-72%
514 Capital (Note 2)						
Total Expenses	\$ 5,093,436	\$ 4,588,613	-10%	\$ 1,319,851	\$ 1,281,851	-3%

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

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

Category	Canyon Fixed-Route			Canyon ADA Paratransit (Demand Response)			Canyon Inter-County		
	24			25			31		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds	\$ 20,779	\$ 54,621	163%	\$ 1,146	\$ 3,711	224%	\$ 22,795	\$ 20,498	-10%
402 Purchased Transportation									
403 Auxiliary Revenue	7,810	15,620	100%				15,034	30,069	100%
404 Non-Transportation Revenue		244							
405 Federal Assistance - Capital									
406 Federal Assistance - Operating/Administration	423,189	242,244	-43%	50,389	46,154	-8%	593,152	350,243	-41%
407 Local Assistance - Capital									
408 Local Assistance - Operating/Administration	135,098	220,701	63%	7,381	20,301	175%	185,165	291,941	58%
Total Revenues	\$ 586,875	\$ 533,431	-9%	\$ 58,916	\$ 70,166	19%	\$ 816,147	\$ 692,750	-15%
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	\$ 280,282	\$ 243,260	-13%	\$ 26,183	\$ 32,767	25%	\$ 359,855	\$ 306,318	-15%
502 Fringe Benefits	131,824	117,929	-11%	13,105	17,063	30%	180,227	153,536	-15%
503 Professional Services	48,770	39,375	-19%	4,655	5,468	17%	62,979	47,961	-24%
504 Materials and Supplies	64,249	70,586	10%	9,344	7,077	-24%	133,191	107,877	-19%
505 Utilities	10,814	15,902	47%	1,059	1,993	88%	14,429	20,484	42%
506 Casualty and Liability	40,112	43,004	7%	3,913	5,495	40%	53,810	53,864	0%
508 Purchased Transportation									
509 Miscellaneous	10,384	2,958	-72%	470	241	-49%	9,095	2,195	-76%
511 Interest									
512 Leases and Rentals	1,910	416	-78%	188	63	-66%	2,562	515	-80%
514 Capital (Note 2)									
Total Expenses	\$ 588,345	\$ 533,431	-9%	\$ 58,916	\$ 70,166	19%	\$ 816,147	\$ 692,750	-15%

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

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

Category	Specialized Transportation		
	20		
	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds	\$ 15,000	\$ 5,864	-61%
402 Purchased Transportation			
403 Auxiliary Revenue			
404 Non-Transportation Revenue		\$ 1,075	
405 Federal Assistance - Capital			
406 Federal Assistance - Operating/Administration	\$ 1,296,442	\$ 766,263	-41%
407 Local Assistance - Capital			
408 Local Assistance - Operating/Administration	\$ 779,888	\$ 769,535	-1%
Total Revenues	\$ 2,091,330	\$ 1,542,737	-26%
Category	Specialized Transportation		
	20		
	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	204,257	200,049	-2%
502 Fringe Benefits	164,568	147,625	-10%
503 Professional Services	144,837	82,690	-43%
504 Materials and Supplies	77,225	57,074	-26%
505 Utilities	2,120	1,592	-25%
506 Casualty and Liability	41,750	45,401	9%
508 Purchased Transportation	1,439,760	1,004,432	-30%
509 Miscellaneous	16,813	3,840	-77%
511 Interest			
512 Leases and Rentals			
514 Capital (Note 2)			
Total Expenses	\$ 2,091,330	\$ 1,542,702	-26%

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

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

Capital Budget Expense Category		
	Budget Annual	YTD Actual
Bike/Pedestrian Improvements		
Capital - Facilities - Multi-Modal Center	50,000	
Capital - Facilities - Fuel Facilities	1,556,763	
Capital - Facility - Facilities/Bldgs/Grounds	4,509,209	266,987
Capital - Non-Revenue Vehicles	380,353	
Capital - Other		
Capital - Revenue Vehicles	5,240,306	74,497
Capital - Revenue Vehicles - Sub-Recipient	727,381	
Capital Equipment - Communications	350,000	97,851
Capital Equipment - Farebox		21,368
Capital Equipment - Surv/Security		
CAPITAL EXPENDITURES (514)		
Capital Information Technology - Hardware	784,048	28,232
Capital Information Technology - Software	745,111	30,590
Capital Projects - Sub-Recipient		
Capital -Shop Equipment	307,790	6,299
Capital-Office Equipment		
CWI - Park and Ride - INACTIVE		
N/A-Capital - Revenue Vehicles		
Regional Park & Ride Projects		
System Enhancements - Stops/Shelters	1,844,946	198,138
Total Capital Expenses	\$ 16,495,907	\$ 723,963

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

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

VALLEY REGIONAL TRANSIT
FY 2023 BUDGET REPORT COMMENTS
October 2022 - March 2023

Item IV. D.

At the end of March, Fiscal Year 2023 was fifty percent (50%) complete. The following is a review of the budgetary status of each division as of March 31, 2023. A ten percent (+/- 10%) tolerance threshold is utilized for analysis purposes in this report.

Regional Overhead (10)

Revenues

Auxiliary Revenues (45% under budget) – Revenue will increase in this category as expected retirement payouts occur.

Non-Transportation Revenue – This revenue is interest income and payment from COMPASS for their proportionate share of building insurance premiums.

Expenses

Total Regional Overhead operating expenses are 5% under budget through QR-2.

Professional Services (19% under budget) – Legal and outsourced information technology service expenses are lower than budget estimates.

Utilities (15% over budget) – The Meridian Condo Association reserve expense was paid in full in the second quarter of the fiscal year.

Casualty and Liability (53% over budget) – Overages in this category are completely offset by payments received from COMPASS for their proportionate share of insurance premiums.

Miscellaneous (28% under budget) – Licensing, hosting, and web fees are lower than budget estimates.

Leases and Rentals (83% 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% under budget) – City Go pass sales were \$11,708. A budget for City Go pass sales was not included in FY 2023. Bike Share sales revenue was \$16,835 under budget causing this variance.

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

Federal Operating Assistance (23% under budget) – 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.

Local Operating Assistance (59% under budget) – Bike Share, 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 32% under budget through QR-2.

Wages and Salaries (13% under budget) – Bike Share has one vacant FTE because it is not operating, City Go had a vacant Director position for 6 weeks, and Safe Routes to School had a vacant FTE for six weeks.

Fringe Benefits (18% under budget) – Bike Share has one vacant FTE because it is not operating, City Go had a vacant Director position for 6 weeks, and Safe Routes to School had a vacant FTE for six weeks.

Professional Services (36% under budget) – The spend rate on mobility management and marketing services is lower than budget estimates at the end of the second quarter.

Materials and Supplies (81% under budget) - Fuel, support vehicle, printing, and station repair expenses are lower than budgeted for because Bike Share is not operating.

Utilities (34% under budget) – Electricity, cell phone 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 (81% under budget) – Travel, training and other expenses are below budget estimates in the Bike Share, City Go, Safe Routes to School, Mobility Management, and Fleet Media departments.

Leases and Rentals (95% 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 (61% under budget) – Scrip and volunteer ridership fare revenue is \$9,136 below budget estimates.

Federal Operating Assistance (48% 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 32% under budget through QR-2.

Item IV. D.

Professional Services (41% under budget) - Contract labor is lower than budgeted for due to less Village Van service. Repair and maintenance expenses are lower than budget estimates.

Materials and Supplies (35% under budget) - Fuel, department supplies, and minor equipment expenses are lower than budget estimates.

Utilities (19% under budget) - Cellular telephone expenses are lower than budgeted for.

Purchased Transportation (30% under budget) - Lyft Transit Connections, VRT Late Night, Canyon County Rides2Wellness, Volunteer Driver and Scrip Taxi expenses are lower than budget estimates.

Miscellaneous (68% 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 (96% under budget) - Capital expenses are 91% 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 (17% over budget) This line item is above budget parameters. This is due to utilizing Federal CARES Act funding.

Local Capital 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.

Local Operating Assistance (65% under budget) - This category is below budget estimates. This is due to expenses being under budget.

Expenses

Total Program Administration Support/Planning expenses are 83% under budget through QR-2.

Wages and Salaries (36% under budget) - This category is favorably below budget parameters due to two budgeted positions going un-filled for longer than expected due to staffing changes and a tight labor market.

Fringe Benefits (45% under budget) - Miscellaneous earnings, FICA, retirement, and health insurance expenses are lower than budget estimates due to two budgeted positions going un-filled for longer than expected due to staffing changes and a tight labor market.

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 \$500 under budget.

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

Capital (91% 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 will place battery electric buses into service in the near future and will begin recognizing expenses for other capital expenditures as they occur in the remainder of the fiscal year.

Boise Fixed-Route (21)

Revenues

Directly Generated Funds (29% over budget) – Farebox sales are \$4,721 under budget. Local pass sales are \$75,918 above budget and employer program sales are \$1,192 under budget.

Auxiliary (100% over budget) – Surplus advertising revenue allocated to this division exceeded the budget through the second quarter by \$74,782.

Federal Operating Assistance (55% 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 (12% over 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.

Expenses

Total Boise Fixed-Route operating expenses are 10% under budget through QR-2.

Professional Services (29% under budget) – Contract labor, repairs and maintenance, legal and bus stop expenses are lower than budgeted for.

Materials and Supplies (12% under budget) – Supplies, parts and fuel expenses are lower than budget estimates.

Utilities (15% over budget) – This category is over budget due to how Ada County utility expenses are allocated between division 21 and division 22. Overall, utility expenses for this system are over budget by \$3,088.

Miscellaneous (24% under budget) – Freight, training, app service charges and main street station expenses are lower than budgeted for.

Leases and Rentals (99% 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

Directly Generated Funds (20% over budget) – Access pass sales are \$7,502 over budget estimates.

Federal Operating Assistance (37% over budget) – This line item is above budget parameters due to the utilization of Federal CARES Act funding.

Local Operating Assistance (36% 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.

Expenses

Total ADA Paratransit/Demand Response operating expenses are 3% under budget through QR-2.

Utilities (42% under budget) - This category is under budget due to how Ada County utility expenses are allocated between division 21 and division 22. Overall, utility expenses for this system are over budget by \$3,088.

Casualty and Liability (73% 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 \$70,541 over budget.

Miscellaneous (53% under budget) – This category is favorably below budget parameters.

Leases and Rentals (72% 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 (163% over budget) – Farebox sales are \$1,628 under budget. Local pass sales are \$8,843 above budget and employer program sales are \$26,628 above budget.

Auxiliary (100% over budget) – Surplus advertising revenue allocated to this division is \$7,810 above budget.

Federal Operating Assistance (43% 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 (63% 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 County Fixed-Route operating expenses are 9% under budget through QR-2.

Wages and Salaries (13% under budget) - This category is under budget due to operator and maintenance staffing shortages resulting in reduced payroll expenses.

Fringe Benefits (11% under budget) – This category is under budget due to staffing shortages resulting in reduced staff benefit expenses.

Professional Services (19% under budget) – Contract labor, operating contract, and facility expenses are lower than budgeted for through the second quarter.

Utilities (47% over budget) – Electricity and natural gas expenses are higher than budget estimates.

Miscellaneous (72% under budget) – Freight, training, and app service charge expenses are lower than budgeted for.

Leases and Rentals (78% under budget) – Radio repeater site rental expenses are lower than budgeted for.

Canyon ADA Paratransit/Demand Response (25)

Revenues

Directly Generated Funds (224% over budget) – Access pass sales are \$2,565 over budget.

Local Operating Assistance (175% 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 ADA Paratransit/Demand Response operating expenses are 19% over budget through QR-2.

Wages and Salaries (25% 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 (30% 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 (17% 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 (24% under budget) – Revenue vehicle parts and gasoline expenses are under budget.

Utilities (88% over budget) – Electricity, telecommunications, and natural gas expenses are higher than budget estimates.

Casualty and Liability (40% 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 over budget by \$4,527.

Miscellaneous (49% under budget) – Training and app service charge expenses are lower than budgeted for.

Leases and Rentals (66% under budget) – Radio repeater site rental expenses are lower than budgeted for.

Canyon Inter-County (31)

Revenues

Auxiliary (100% over budget) – Surplus advertising revenue allocated to this division is \$15,034 above budget.

Federal Operating Assistance (41% 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 (58% 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 15% under budget through QR-2.

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

Fringe Benefits (15% under budget) – This category is under budget due to staffing shortages resulting in reduced staff benefit expenses.

Professional Services (24% under budget) – Contract labor, operating contract, uniform and preventative maintenance expenses are lower than budgeted for through the second quarter.

Materials and Supplies (19% under budget) – CNG fuel and parts expenses are under budget.

Utilities (42% over budget) – Electricity and natural gas expenses are higher than budget estimates.

Miscellaneous (76% under budget) – Training and app service charge expenses are lower than budgeted for.

Leases and Rentals (80% under budget) – Radio repeater site rental expenses are lower than budgeted for.



TOPIC	Payment Register
DATE	May 16, 2023
STAFF MEMBER	Cameron Wells

Staff Recommendation/Request

The Board will review and consider accepting the April 16, 2023 to May 15, 2023 payment register.

Summary

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

More Information

Attachment:

Payment Register – April 16, 2023 to May 15, 2023

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

Payment Register 4/16-5/15/2023

<u>Payee</u>	<u>Pymt Date</u>	<u>CheckNum</u>	<u>Amount</u>	<u>Invoice Description</u>
A E S Inc	4/23/2023	ACH	\$1,014.48	Temp Wages
A E S Inc	4/24/2023	ACH	\$764.15	Temp Wages
A E S Inc	5/8/2023	ACH	\$793.28	Temp Wages
A E S Inc	5/8/2023	ACH	\$208.02	Temp Wages
A E S Inc	5/8/2023	ACH	\$89.45	Temp Wages
A E S Inc	5/8/2023	ACH	\$793.28	Temp Wages
Access Idaho-26682	4/24/2023	60186	\$99.04	DLR Searches
Adame Construction Inc.	5/8/2023	ACH	\$7,350.00	Remove/dispose 2 transit shelters
AdaRide.Com, LLC	5/8/2023	ACH	\$1,282.50	Paratransit
Advanced Communications, Inc	4/24/2023	ACH	\$237.50	Phone System Licensing & Maint.
Advanced Sign LLC	4/25/2023	60201	\$500.00	Surface Mount Anchor
Agnew Beck Consulting, Inc.	4/24/2023	ACH	\$1,327.50	Consulting Services CityGo
Agnew Beck Consulting, Inc.	5/8/2023	ACH	\$1,278.75	Consulting Services
Alternative Hose	4/24/2023	ACH	\$45.52	Vehicle Parts
AMAZON.COM SERVICES, INC.	5/8/2023	ACH	\$179.00	Business Prime Membership
Anthony, Elizabeth	5/8/2023	ACH	\$252.83	Volunteer Driver
AppRiver, LLC	5/8/2023	ACH	\$24.48	Spam filtering services
ARI Phoenix, Inc.	5/8/2023	ACH	\$544.64	Vehicle Parts
Automotive & Industrial Distributors	4/24/2023	ACH	\$1,535.60	15w40 & 5w20 Oil
Automotive Service Equip	5/8/2023	ACH	\$376.40	Lift Repair
Avero, LLC	5/8/2023	ACH	\$3,520.00	ERP System Consulting
A-Z Bus Sales, Inc	5/8/2023	ACH	\$72.74	Mirror Motor
A-Z Bus Sales, Inc	5/8/2023	ACH	\$1,584.00	CNG Regulator
A-Z Bus Sales, Inc	5/8/2023	ACH	\$64.53	Mirror Switch
A-Z Bus Sales, Inc	5/8/2023	ACH	\$381.83	Destination Glass
Barber, Richard P	5/8/2023	ACH	\$118.56	Volunteer Driver
BETIKOETXEA, IMANOL	5/8/2023	60202	\$87.07	Reimbursement - Shoes
Black Signs of Idaho, Inc.	5/8/2023	ACH	\$50.00	Rental Sign Back for Banners
Boise Air Terminal	5/8/2023	ACH	\$8,971.36	Land Rent
BOISE BIOHAZARD SERVICES, LLC	4/24/2023	ACH	\$800.00	Biowaste removal and disposal
Boise City Utility Billing	5/8/2023	60203	\$426.39	May utilities
Boise Community Radio Project	4/24/2023	ACH	\$500.00	Radio Ads
Boise Municipal Health Care Trust	5/8/2023	ACH	\$62,158.97	Health care premiums
Boise Peterbilt	5/8/2023	60204	\$760.44	Inventory Parts
Boise State Public Radio	4/24/2023	ACH	\$1,570.00	Radio Ads
Boise State University	4/24/2023	ACH	\$14,897.39	Sub-recipient
Bolen's Control House Inc.	4/24/2023	ACH	\$42.00	RADIO PARTS/ACCESSORIE
BORGESON, ERIK	4/24/2023	ACH	\$40.00	Reimbursement - CDL Renewal
Brady Industries of Nevada, LLC	4/24/2023	ACH	\$225.16	Janitorial Supplies
Brady Industries of Nevada, LLC	5/8/2023	ACH	\$643.49	Janitorial Supplies
Brandt, Loreli	5/8/2023	ACH	\$362.22	Volunteer Driver
Career Uniforms Partners	4/24/2023	ACH	\$149.75	Uniforms
Career Uniforms Partners	4/24/2023	ACH	\$223.65	Uniforms
Career Uniforms Partners	4/24/2023	ACH	\$82.00	Uniforms
Career Uniforms Partners	4/24/2023	ACH	\$293.05	Uniforms
Career Uniforms Partners	4/24/2023	ACH	\$26.95	Uniforms
Career Uniforms Partners	4/24/2023	ACH	\$395.15	Uniforms
Career Uniforms Partners	4/24/2023	ACH	\$246.20	Uniforms
Career Uniforms Partners	4/24/2023	ACH	\$222.30	Uniforms
Career Uniforms Partners	4/24/2023	ACH	\$10.95	Uniforms
Career Uniforms Partners	4/24/2023	ACH	\$109.80	Uniforms
Career Uniforms Partners	5/8/2023	ACH	\$327.40	Uniforms- J. Blakeslee
Career Uniforms Partners	5/8/2023	ACH	\$196.60	Uniforms
Career Uniforms Partners	5/8/2023	ACH	\$12.95	Uniforms
Career Uniforms Partners	5/8/2023	ACH	\$79.35	Uniforms
Career Uniforms Partners	5/8/2023	ACH	\$113.85	Uniforms
Career Uniforms Partners	5/8/2023	ACH	\$270.90	Uniforms K. Craig
Career Uniforms Partners	5/8/2023	ACH	\$27.80	Uniforms - K. Craig
Career Uniforms Partners	5/8/2023	ACH	\$69.50	Uniforms
Career Uniforms Partners	5/8/2023	ACH	\$66.90	Uniforms
Career Uniforms Partners	5/8/2023	ACH	\$136.70	Uniforms
Career Uniforms Partners	5/8/2023	ACH	\$73.85	Uniforms
Career Uniforms Partners	5/8/2023	ACH	\$10.95	Uniforms
Career Uniforms Partners	5/8/2023	ACH	\$61.85	Uniforms
Career Uniforms Partners	5/8/2023	ACH	\$128.75	Uniforms
Career Uniforms Partners	5/8/2023	ACH	\$153.60	Uniforms
Career Uniforms Partners	5/8/2023	ACH	\$333.85	Uniforms
Career Uniforms Partners	5/8/2023	ACH	\$85.25	Uniforms
Career Uniforms Partners	5/8/2023	ACH	\$29.80	Uniforms
Catapult3, Inc.	5/8/2023	ACH	\$1,467.60	SIGNAGE INSTALLATION
Catapult3, Inc.	5/8/2023	ACH	\$12,521.60	SIGNAGE INSTALLATION
Catapult3, Inc.	5/8/2023	ACH	\$978.40	SIGNAGE INSTALLATION

Catapult3, Inc.	5/8/2023	ACH	\$250.00 SIGNAGE INSTALLATION
Catapult3, Inc.	5/8/2023	ACH	\$530.00 SIGNAGE INSTALLATION
Catapult3, Inc.	5/8/2023	ACH	\$6,260.68 SIGNAGE INSTALLATION
CenturyLink	4/24/2023	60187	\$153.27 Telecom Services 4/7-5/6
CenturyLink	4/24/2023	60187	\$191.21 Telecom Services 4/16-5/15
CenturyLink	5/8/2023	60205	\$339.63 Telecom Services 4/25-5/24
CenturyLink	5/8/2023	60205	\$252.77 Telecom Services 4/22-5/21
CenturyLink	5/8/2023	60205	\$53.56 Telecom Services 4/22-5/21
CenturyLink	5/8/2023	60205	\$26.78 Telecom Services 5/1-5/31
CenturyLink	5/8/2023	60205	\$316.37 Telecom Services 4/25-5/24
Christensen, Inc	5/8/2023	ACH	\$5,158.76 Unleaded Gasoline
Church of the Harvest	4/24/2023	ACH	\$41,310.00 Acquisition of services
City of Garden City	5/8/2023	60206	\$66.10 Utility 4/1-4/30
CLAMPITT, BRENT	4/24/2023	ACH	\$90.07 Reimbursement - Tools
Clean Energy	5/8/2023	ACH	\$14,743.58 Natural Gas 4/1 - 4/30/2023
Coach & Equipment Manufacturing, Inc	4/24/2023	ACH	\$303.65 Vehicle Parts
Coach & Equipment Manufacturing, Inc	5/8/2023	ACH	\$114.63 Vehicle Parts
Commercial Tire, Inc	4/24/2023	ACH	\$617.15 lube service/multi fluid changes
Commercial Tire, Inc	4/24/2023	ACH	\$304.20 lube service
Commercial Tire, Inc	4/24/2023	ACH	\$647.31 lube service/breaks
Commercial Tire, Inc	4/24/2023	ACH	\$980.91 Lube service/breaks/roter
Commercial Tire, Inc	4/24/2023	ACH	\$131.90 Tires
Commercial Tire, Inc	4/24/2023	ACH	\$263.80 Tires
Commercial Tire, Inc	4/24/2023	ACH	\$1,092.88 Rear Tires (2) N337
Commercial Tire, Inc	4/24/2023	ACH	\$1,537.38 Tires
Commercial Tire, Inc	4/24/2023	ACH	\$901.12 Steers (2) N334
Commercial Tire, Inc	4/24/2023	ACH	\$295.70 Tires
Commercial Tire, Inc	4/24/2023	ACH	\$27.90 Tires
Commercial Tire, Inc	4/24/2023	ACH	\$889.08 Lube services/breaks
Commercial Tire, Inc	5/8/2023	ACH	\$480.43 vehicle repair
Commercial Tire, Inc	5/8/2023	ACH	\$960.27 Breaks, rotors, oil change
Commercial Tire, Inc	5/8/2023	ACH	\$2,482.52 Oil change, breaks, vehicle repairs
Commercial Tire, Inc	5/8/2023	ACH	\$610.46 Lube service; vehicle repairs
Commercial Tire, Inc	5/8/2023	ACH	\$841.08 Tires
Commercial Tire, Inc	5/8/2023	ACH	\$275.00 Tires
Commercial Tire, Inc	5/8/2023	ACH	\$841.08 Tires
Commercial Tire, Inc	5/8/2023	ACH	\$87.70 Tires
Commercial Tire, Inc	5/8/2023	ACH	\$841.08 Tires
Commercial Tire, Inc	5/8/2023	ACH	\$15.08 Tires
Commercial Tire, Inc	5/8/2023	ACH	\$1,537.38 Steers N616
Commercial Tire, Inc	5/8/2023	ACH	\$1,646.23 Tires
Commercial Tire, Inc	5/8/2023	ACH	\$454.54 Tires
Commercial Tire, Inc	5/8/2023	ACH	\$901.12 Steers - N337
Commercial Tire, Inc	5/8/2023	ACH	\$1,614.78 Drive Tires N612
Commercial Tire, Inc	5/8/2023	ACH	\$1,727.54 Drive Tires N613
Corwin Ford	4/24/2023	ACH	\$47.26 Brake Light Switch
Creative Bus Sales	4/24/2023	ACH	\$387.79 Bus Parts
CSHQA	5/8/2023	ACH	\$3,274.95 mss Gate Services
CSHQA	5/8/2023	ACH	\$2,358.08 Archtitectural services
Cummins Rocky Mountain, LLC	5/8/2023	ACH	\$64.80 Inventory Parts
Cummins Rocky Mountain, LLC	5/8/2023	ACH	\$506.22 Pressure Gauges
Cummins Rocky Mountain, LLC	5/8/2023	ACH	\$257.26 Kit, Protective Cover
Cummins Rocky Mountain, LLC	5/8/2023	ACH	(\$218.67) Protective Cover Kit Returned
Curtis Clean Sweep	4/24/2023	ACH	\$55.00 Sweep & Detail Transit Garage
CURTIS, JODI	5/8/2023	60207	\$50.00 Emp Reimb - Cell - May
Custom Care Pest Services	4/24/2023	ACH	\$95.00 Pest Services
DAHL, KATE	5/8/2023	ACH	\$130.31 Remib transportation
David Gregory Sherman	5/8/2023	60208	\$315.00 Windshield Repairs
David Gregory Sherman	5/8/2023	60208	\$45.00 Windshield Chip Repairs N611
David Gregory Sherman	5/8/2023	60208	\$205.00 Windshield Repairs
David Gregory Sherman	5/8/2023	60208	\$315.00 Windshield Repairs
David Gregory Sherman	5/8/2023	60208	\$175.00 Install Destination Glass
Day Wireless Systems	4/24/2023	ACH	\$350.00 Radio Site Rental
DeCAMP, DAN	4/24/2023	60188	\$23.31 Reimbursement - Shoes
Delerrok, Inc.	4/24/2023	ACH	\$1,408.50 UMO Montly transaction fee's
Derrick Personette	5/8/2023	60209	\$900.00 Services
Dwaine S Lee, LLC	4/24/2023	ACH	\$430.13 Towing Service - N333
Dwaine S Lee, LLC	4/24/2023	ACH	\$388.50 Towing Service N611
Dwaine S Lee, LLC	4/24/2023	ACH	\$344.10 Towing Service - N2513
Ecolube Recovery, LLC.	5/8/2023	ACH	\$25.00 Used Filters Disposal
Ecolube Recovery, LLC.	5/8/2023	ACH	\$90.00 Parts Washer Lease
EDM Technology, Inc.	4/24/2023	ACH	\$1,700.00 Passes
Edwards, Mark S	5/8/2023	ACH	\$416.32 Volunteer Driver
EISENBERG, GREGG	4/24/2023	ACH	\$1,438.10 Reimbursement - Recruiting Ads

EISENBERG, GREGG	5/8/2023	ACH	\$50.00 Reimb Cell - May
Elam & Burke P.A.	4/24/2023	ACH	\$2,377.50 Legal Services
Elliott Auto Supply Co., Inc	4/24/2023	ACH	\$52.80 Plug Boots
Elliott Auto Supply Co., Inc	5/8/2023	ACH	\$15.84 Plug Boots
Elliott Auto Supply Co., Inc	5/8/2023	ACH	\$46.60 Universal Joint
Elliott Auto Supply Co., Inc	5/8/2023	ACH	\$36.96 Plug Boots
Eyemart Express LTD	5/8/2023	60210	\$154.00 Prescription Safety Glasses
FASTENAL	5/8/2023	ACH	\$327.17 Department Supplies
FASTENAL	5/8/2023	ACH	\$833.82 Department Supplies
FASTENAL	5/8/2023	ACH	\$633.60 Safety Vest
Fastsigns-Boise	5/8/2023	60211	\$255.73 3 Display boards Better Bus Outreach
Fire Services of Idaho	5/8/2023	ACH	\$5,818.68 Fire Suppression Maintenance
First Transit	5/8/2023	ACH	\$27,557.35 Ada/Canyon Mgmt Fee's
Fleet Services	5/9/2023	ACH	\$352.59 Fuel
Fleet Services	5/9/2023	ACH	\$1,237.86 Fuel
Fleet Services	5/9/2023	ACH	\$1,734.81 Fuel
FRIEL, TERRY	4/24/2023	60189	\$63.60 Reimbursement - Shoes
GateKeeper LLC	5/8/2023	ACH	\$250.00 Gates & Arm Serviced
Gem State Paper & Supply	5/8/2023	ACH	\$88.84 Shop Supplies
Gem State Paper & Supply	5/8/2023	ACH	\$724.64 Shop Supplies
Genfare, LLC	4/24/2023	ACH	\$737.45 Inventory Parts
Genfare, LLC	4/24/2023	ACH	\$3,913.67 Farebox Inventory
Genfare, LLC	4/24/2023	ACH	\$1,161.14 Inventory Parts
Gillig, LLC	4/24/2023	ACH	\$342.80 Vehicle
Gillig, LLC	4/24/2023	ACH	\$1,523.20 Vehicle
Gillig, LLC	4/24/2023	ACH	\$200.73 Heater Control Valve
Gillig, LLC	4/24/2023	ACH	\$616.08 First Aid Kits
Gillig, LLC	4/24/2023	ACH	\$134.42 Speaker, Horn Assembly
Gillig, LLC	4/24/2023	ACH	\$145.08 Vehicle
Gillig, LLC	4/24/2023	ACH	\$1,468.87 Vehicle
Gillig, LLC	4/24/2023	ACH	\$235.64 Vehicle
Gillig, LLC	4/24/2023	ACH	\$1,175.04 Vehicle
Gillig, LLC	4/24/2023	ACH	\$1,770.34 Vehicle
Gillig, LLC	4/24/2023	ACH	(\$56.91) Credit for Defective Filter
Gillig, LLC	5/8/2023	ACH	\$6.00 Screws
Gillig, LLC	5/8/2023	ACH	\$395.32 CNG Filters
Gillig, LLC	5/8/2023	ACH	\$557.97 Vehicle
Gillig, LLC	5/8/2023	ACH	\$4,130.76 Vehicle
Gillig, LLC	5/8/2023	ACH	\$171.12 Stepwell lights
Gillig, LLC	5/8/2023	ACH	\$227.64 Low Pressure Filters
Gillig, LLC	5/8/2023	ACH	\$259.73 Vehicle
Gillig, LLC	5/8/2023	ACH	\$404.93 Vehicle
Gillig, LLC	5/8/2023	ACH	\$703.12 Torque Rods
Gillig, LLC	5/8/2023	ACH	\$56.91 Low Pressure Fuel Filters
Gillig, LLC	5/8/2023	ACH	\$525.10 Vehicle
Gillig, LLC	5/8/2023	ACH	\$964.34 Vehicle
Gillig, LLC	5/8/2023	ACH	\$267.64 Valves - Heater Control
Gillig, LLC	5/8/2023	ACH	\$2,374.46 Vehicle
Gillig, LLC	5/8/2023	ACH	\$32.09 Vehicle
Gillig, LLC	5/8/2023	ACH	\$117.82 Vehicle
Gillig, LLC	5/8/2023	ACH	\$235.64 Vehicle
Gillig, LLC	5/8/2023	ACH	\$977.64 Engine Oil Fill Pipe
Gillig, LLC	5/8/2023	ACH	\$234.85 Clamps, Hose Humps
Gillig, LLC	5/8/2023	ACH	(\$6.00) Incorrect Screws Returned
GONZALEZ, DAVID	4/24/2023	ACH	\$32.71 Reimbursement - Heat Blocking Putty
Grainger Inc	4/24/2023	ACH	\$116.45 Inventory Parts
Grainger Inc	4/24/2023	ACH	\$136.14 Inventory Parts
Grainger Inc	4/24/2023	ACH	\$18.82 Inventory Parts
Grainger Inc	4/24/2023	ACH	\$125.76 Inventory Parts
Grainger Inc	4/24/2023	ACH	\$69.99 No Trespassing Signs
Grainger Inc	4/24/2023	ACH	\$919.53 Safety Sign, Speed Bump
Grainger Inc	5/8/2023	ACH	\$16.96 Duct Tape
Grainger Inc	5/8/2023	ACH	\$721.54 Inventory Parts
Grainger Inc	5/8/2023	ACH	\$205.66 Drain Pans, Wrenches
GUERRA, RHIANNON	5/8/2023	60212	\$47.69 Reimbursement - Shoes
HASSAN, DEANNA	5/8/2023	ACH	\$50.00 Reimb Cell - May
Hawley Troxell Ennis & Hawley	4/24/2023	ACH	\$168.00 Legal Services
Hawley Troxell Ennis & Hawley	4/24/2023	ACH	\$190.00 Legal Services
Hawley Troxell Ennis & Hawley	4/24/2023	ACH	\$608.00 Legal Services
Hawley Troxell Ennis & Hawley	5/8/2023	ACH	\$231.00 Legal Services
Healea, Stephanie	5/8/2023	ACH	\$69.44 Volunteer Driver - Mar/April
Hi - Line	4/24/2023	ACH	\$396.86 Screws, Disc, Rings
Hi - Line	4/24/2023	ACH	\$327.41 Nuts & Bolts
Hi - Line	4/24/2023	ACH	\$498.90 Assorted Looms, Pads

Hi - Line	5/8/2023	ACH	\$55.50 Fuse 10 AMP
Hot Shots, Inc.	4/24/2023	ACH	\$954.78 Courier Services
HSI Workplace Compliance Solutions, Inc.	4/24/2023	ACH	\$1,044.75 Environmental Software
HubSpot Inc.	4/24/2023	60191	\$6,942.00 Hubspot Marketing Pro for VRT CRM
Idaho Power	4/24/2023	60192	\$664.87 Utilities 3/15-4/12
Idaho Power	4/24/2023	60192	\$3,314.99 Utilities 3/15-4/12
Idaho Power	5/8/2023	60213	\$16.34 Utilities 3/28-4/25
Idaho Power	5/8/2023	60213	\$12,325.46 Utilities
Idaho Power	5/8/2023	60213	\$1,435.82 Utilities 4/1-5/2
Idaho Records Management, LLC	5/8/2023	ACH	\$45.00 Services- Storage
Idaho Records Management, LLC	5/8/2023	ACH	\$45.00 Services
Impact Home Services	5/8/2023	ACH	\$189.00 Pest spray
In The Bag Promotions	4/24/2023	ACH	\$2,366.10 Promo SWAG
In The Bag Promotions	5/8/2023	ACH	\$2,366.10 Promo SWAG
Integrinet Global Solutions, LLC	5/8/2023	ACH	\$1,267.50 Preventative maintenance on servers
IntelePeer Holdings, Inc	4/24/2023	ACH	\$3,948.34 SIP Daltone / last bill
Intermountain Gas	4/24/2023	ACH	\$593.15 Utilities 3/14-4/10
Intermountain Gas	4/24/2023	ACH	\$3,929.53 Utilities 3/13-4/10
Intermountain Gas	5/8/2023	ACH	\$9.79 Utilities 4/5-5/4
Intermountain Gas	5/8/2023	ACH	\$274.43 Utilities 4/5-5/4
Intermountain Gas	5/8/2023	ACH	\$28,160.52 Utilities
Intermountain Gas	5/8/2023	ACH	\$361.92 Utilities 3/29-4/27
Intermountain Gas	5/8/2023	ACH	\$1,413.64 Utilities 3/23-4/19
Intermountain Gas	5/8/2023	ACH	\$190.44 Utilities 3/24-4/20
Jacobs Engineering Group, Inc.	5/8/2023	ACH	\$4,822.06 OFMP Orchard Facility
Jacobs Engineering Group, Inc.	5/8/2023	ACH	\$35,394.98 State Street NEPA & Design
Jacobs Engineering Group, Inc.	5/8/2023	ACH	\$5,765.23 State Street NEPA & Design
Jeremy Ricky	4/24/2023	ACH	\$12,664.20 Purchase Transportation
Jeremy Ricky	4/24/2023	ACH	\$7,377.52 Purchase Transportation
Jeremy Ricky	4/24/2023	ACH	\$2,250.64 Purchase Transportation
Jeremy Ricky	4/24/2023	ACH	\$691.40 Purchase Transportation
JoPaul & Sons LLC	4/24/2023	ACH	\$35.00 vehicle washes
Karcher Auto Parts	4/24/2023	ACH	\$141.32 Exhaust Bolts, Hoses, Blades
Karcher Auto Parts	4/24/2023	ACH	\$39.88 Power Steering Fluid
Karcher Auto Parts	4/24/2023	ACH	\$265.50 Silicone Hose
Karcher Auto Parts	4/24/2023	ACH	\$30.79 Exhaust Bolts
Karcher Auto Parts	4/24/2023	ACH	\$50.69 Helicoils
Karcher Auto Parts	4/24/2023	ACH	\$122.87 Headlight Bulbs
Karcher Auto Parts	4/24/2023	ACH	\$97.98 Super Clean
Karcher Auto Parts	5/8/2023	ACH	\$101.88 Oil Filters
Karcher Auto Parts	5/8/2023	ACH	\$18.11 Drum Wrench
Karcher Auto Parts	5/8/2023	ACH	\$16.62 Exhaust Hangers
Kenworth Sales	4/24/2023	ACH	\$206.93 Harness, Wiring
Kenworth Sales	4/24/2023	ACH	\$1,869.54 Ignition Control Module
Kenworth Sales	5/8/2023	ACH	\$1,555.15 Inventory Parts
Kenworth Sales	5/8/2023	ACH	\$68.10 Inventory Parts
Kenworth Sales	5/8/2023	ACH	\$138.52 Inventory Parts
Kenworth Sales	5/8/2023	ACH	\$48.02 Inventory Parts
Kenworth Sales	5/8/2023	ACH	\$344.49 Inventory Parts
Kenworth Sales	5/8/2023	ACH	\$576.36 Oil Filler Tubes
Kenworth Sales	5/8/2023	ACH	\$2,430.60 Turbo Charger
Kenworth Sales	5/8/2023	ACH	\$622.20 Throttle Actuator
Kenworth Sales	5/8/2023	ACH	\$52.58 O-Rings, Washers
Kenworth Sales	5/8/2023	ACH	(\$15.00) Freight For Returned Parts
Kenworth Sales	5/8/2023	ACH	(\$561.36) Oil Fill Tubes Returned
Kenworth Sales	5/8/2023	ACH	(\$62.95) Thermostat Returned
Kenworth Sales	5/8/2023	ACH	(\$781.25) Core Credit
KING BROADCASTING COMPANY-KTVB	4/24/2023	ACH	\$6,865.02 Advertising - Radio
KING BROADCASTING COMPANY-KTVB	4/24/2023	ACH	\$5,135.00 Advertising - radio
KRONENBITTER, FRANK	5/8/2023	ACH	\$50.00 Reimb Cell - May
KROUPA, KRISTINA	5/8/2023	ACH	\$50.00 Reimb Cell - MAY
Kuna Senior Citizen Inc	5/8/2023	ACH	\$5,224.96 Acquisition of Services
Language Line Solutions	4/24/2023	ACH	\$69.00 Translation services
Larry Miller- Chrysler	5/8/2023	60214	\$599.76 Vehicle Parts
Larry Miller- Chrysler	5/8/2023	60214	\$369.60 Vehicle Parts
Larry Miller- Chrysler	5/8/2023	60214	\$464.00 Vehicle Parts
Larry Miller- Chrysler	5/8/2023	60214	\$548.00 Vehicle Parts
Larry Miller- Chrysler	5/8/2023	60214	\$15.56 Vehicle Parts
LifeMap Assurance Co	5/8/2023	ACH	\$1,983.08 Life Ins. Premiums
Lithia Motors Payment Processing	4/24/2023	ACH	\$30.82 Inventory Parts
Lithia Motors Payment Processing	4/24/2023	ACH	\$67.90 Brake Pads
Lithia Motors Payment Processing	4/24/2023	ACH	\$131.56 Gaskets, Dipstick Tube
Lithia Motors Payment Processing	4/24/2023	ACH	\$230.77 Coils, Boots, Bolts
Lithia Motors Payment Processing	4/24/2023	ACH	\$145.09 Inventory Parts

Lithia Motors Payment Processing	4/24/2023	ACH	\$40.35 Brake Light Switch
Lithia Motors Payment Processing	4/24/2023	ACH	\$409.99 Inventory Parts
Lithia Motors Payment Processing	4/24/2023	ACH	\$6.63 PCV Valve
Lithia Motors Payment Processing	4/24/2023	ACH	\$563.67 Inventory Parts
Lithia Motors Payment Processing	4/24/2023	ACH	\$1,605.18 Inventory Parts
Lithia Motors Payment Processing	4/24/2023	ACH	\$72.10 Inventory Parts
Lithia Motors Payment Processing	4/24/2023	ACH	\$600.00 Vehicle
Lithia Motors Payment Processing	4/24/2023	ACH	(\$100.00) Core Credits
Lithia Motors Payment Processing	4/24/2023	ACH	(\$37.56) Gasket Returned
Lithia Motors Payment Processing	4/24/2023	ACH	(\$37.04) Credit for bolts
Lithia Motors Payment Processing	5/8/2023	ACH	\$21.70 Transmission Dipstick
Lithia Motors Payment Processing	5/8/2023	ACH	\$37.04 Bolts
Lithia Motors Payment Processing	5/8/2023	ACH	\$7.27 Gasket
Lithia Motors Payment Processing	5/8/2023	ACH	\$21.70 Transmssion Dipstick
Lithia Motors Payment Processing	5/8/2023	ACH	\$234.93 Filters, Spark Plugs
Lithia Motors Payment Processing	5/8/2023	ACH	\$400.64 Inventory Parts
Lithia Motors Payment Processing	5/8/2023	ACH	\$13.26 PCV Valves
Lithia Motors Payment Processing	5/8/2023	ACH	\$60.20 Spark Plugs
Lithia Motors Payment Processing	5/8/2023	ACH	\$61.09 Sensor & Wiring
Lithia Motors Payment Processing	5/8/2023	ACH	\$543.94 Inventory Parts
Lithia Motors Payment Processing	5/8/2023	ACH	\$46.58 Inventory Parts
Lithia Motors Payment Processing	5/8/2023	ACH	\$68.14 Support Carrier Bearings
Lithia Motors Payment Processing	5/8/2023	ACH	\$83.07 Inventory Parts
Lithia Motors Payment Processing	5/8/2023	ACH	\$410.16 Inventory Parts
Lithia Motors Payment Processing	5/8/2023	ACH	(\$225.00) Core Credit
Lotus Boise Corp	4/24/2023	ACH	\$350.00 Radio Ads.
Lotus Boise Corp	4/24/2023	ACH	\$100.00 Radio Ads
Lotus Boise Corp	4/24/2023	ACH	\$300.00 Radio Ads
Lotus Boise Corp	4/24/2023	ACH	\$300.00 Radio Ads
Lotus Boise Corp	4/24/2023	ACH	\$420.00 Radio Ads
Lotus Boise Corp	4/24/2023	ACH	\$440.00 Radio Ads
Lowe's Home Improvement	4/24/2023	ACH	\$110.30 Shop Supplies
Lowe's Home Improvement	4/24/2023	ACH	\$47.32 Hooks
Lowe's Home Improvement	5/8/2023	ACH	\$47.49 Shop Supplies
Lowe's Home Improvement	5/8/2023	ACH	(\$24.24) Credit for Cancelled Order
Lyft, Inc	4/24/2023	ACH	\$2,334.30 Transit connection
Lyft, Inc	4/24/2023	ACH	\$397.78 Late Night rides
MAXWELL, WILLIAM GORDON	5/8/2023	ACH	\$50.00 Reimb Cell - MAY
McGuire Bearing Company	5/8/2023	60215	\$10.65 Vehicle Parts
Melba Valley Senior Center	5/8/2023	ACH	\$5,179.40 Acquisition of Services
MENDEZ, JOE	5/8/2023	60216	\$187.65 Reimbursement - Cold Weather Gear
Meridian Senior Center	5/8/2023	ACH	\$8,849.33 Acquisition of Services
Metro Community Services	4/24/2023	ACH	\$45,389.88 Acquisition of Services
Mills, Wayne	5/8/2023	60217	\$424.44 Volunteer Driver
Minert & Associates, Inc	4/24/2023	60193	\$225.00 Supervisor Training
Napa Auto Parts	5/8/2023	ACH	\$387.87 Vehicle Parts
Napa Auto Parts	5/8/2023	ACH	\$30.56 Vehicle Parts
Napa Auto Parts	5/8/2023	ACH	\$71.88 Vehicle Parts
Napa Auto Parts	5/8/2023	ACH	(\$83.40) Return Part # 50-4050A-3 on Inv # 856625
National Safety Council	4/24/2023	ACH	\$499.40 Defensive Driving Course Online
NELSON, TONY	5/8/2023	60218	\$121.90 Reimbursement - Shoes
New Flyer Parts	4/24/2023	ACH	\$122.62 Inventory Parts
Norco Inc	5/8/2023	ACH	\$115.35 Shop Supplies
Norco Inc	5/8/2023	ACH	\$52.83 Nitrogen Cylinder Fill
ODP Business Solutions, LLC	4/24/2023	60194	\$72.21 Office Supplies
ODP Business Solutions, LLC	4/24/2023	60194	\$23.57 Office Supplies
ODP Business Solutions, LLC	4/24/2023	60194	\$145.79 Office Supplies
ODP Business Solutions, LLC	4/24/2023	60194	\$111.31 Office Supplies
ODP Business Solutions, LLC	5/8/2023	60219	\$16.19 Office Supplies
ODP Business Solutions, LLC	5/8/2023	60219	\$230.20 Office Supplies
ODP Business Solutions, LLC	5/8/2023	60219	\$70.01 Office Supplies
ODP Business Solutions, LLC	5/8/2023	60219	\$164.24 Paper
ODP Business Solutions, LLC	5/8/2023	60219	\$11.58 Office Supplies
ODP Business Solutions, LLC	5/8/2023	60219	(\$164.24) Paper/cm for 306264530001
O'Reilly Auto Enterprises, LLC	4/24/2023	ACH	\$208.62 Heater Hose
O'Reilly Auto Enterprises, LLC	4/24/2023	ACH	\$105.91 Hose Tees, Belt
O'Reilly Auto Enterprises, LLC	5/8/2023	ACH	\$18.98 Air Flow Cleaner
O'Reilly Auto Parts	4/24/2023	ACH	\$393.90 Vehicle Parts
O'Reilly Auto Parts	4/24/2023	ACH	\$121.59 Vehicle Parts
O'Reilly Auto Parts	4/24/2023	ACH	\$53.51 Vehicle Parts
O'Reilly Auto Parts	4/24/2023	ACH	\$142.26 Vehicle Parts
O'Reilly Auto Parts	4/24/2023	ACH	\$363.96 Vehicle Parts
O'Reilly Auto Parts	4/24/2023	ACH	\$44.03 Vehicle Parts
O'Reilly Auto Parts	4/24/2023	ACH	\$11.80 Vehicle Parts

O'Reilly Auto Parts	4/24/2023	ACH	\$359.48 Vehicle Parts
O'Reilly Auto Parts	4/24/2023	ACH	(\$60.00) Core Credit
O'Reilly Auto Parts	5/8/2023	ACH	\$381.75 Vehicle Parts
O'Reilly Auto Parts	5/8/2023	ACH	\$92.90 Vehicle Parts
Overhead Door of SW Idaho	4/24/2023	60195	\$1,505.00 Fixed door on Sunday
Paragon Consulting, Inc	4/24/2023	ACH	\$12,115.00 State & 18th Design
Paragon Consulting, Inc	4/24/2023	ACH	\$16,320.00 18TH R/W Services
Parma Senior Center	5/8/2023	ACH	\$4,000.23 Acquisition of Services
Peak Industrial, Inc.	5/8/2023	60220	\$3,691.16 Evaporator Coil
PLESNER, JASON	5/8/2023	ACH	\$150.00 Reimbursement - Shoes
PNG Media LLC	4/24/2023	60196	\$98.27 Legal Notices
PNG Media LLC	4/24/2023	60196	\$98.27 Legal Notices
Primary Health Medical Group, LLC	5/8/2023	60221	\$110.00 DOT Physical
ProPeople	4/24/2023	ACH	\$1,365.24 Temp Wages
ProPeople	4/24/2023	ACH	\$1,981.80 Temp Wages
ProPeople	4/24/2023	ACH	\$1,365.24 Temp Wages
ProPeople	4/24/2023	ACH	\$1,579.95 Temp Wages
ProPeople	5/8/2023	ACH	\$1,321.20 Temp Wages
ProPeople	5/8/2023	ACH	\$1,431.30 Temp Wages
ProPeople	5/8/2023	ACH	\$2,196.50 Temp Wages
ProPeople	5/8/2023	ACH	\$1,827.67 Temp Wages
Proterra Operating Company, Inc	5/8/2023	ACH	\$1,656.00 Vehicle
Proterra Operating Company, Inc	5/8/2023	ACH	\$11,666.68 battery lease
Proterra Operating Company, Inc	5/8/2023	ACH	\$8,750.01 Battery Lease
Quench USA, Inc	4/24/2023	ACH	\$57.00 Water Dispensor 3/26-4/25/2023
Quench USA, Inc	4/24/2023	ACH	\$289.95 Water Rental Equipment
RCF Commercial Cleaning, LLC	4/24/2023	ACH	\$1,600.00 April Janitorial Service
RCF Commercial Cleaning, LLC	5/8/2023	ACH	\$3,850.00 Janitorial service
RDK Corporation	4/24/2023	ACH	\$90.00 Background Checks
RDK Corporation	4/24/2023	ACH	\$90.00 Background Checks
RODGERS, TRINA	5/8/2023	ACH	\$140.00 Reimbursement - CDL Skills Test
Romaine Electric Corporation	5/8/2023	ACH	\$604.28 Vehicle Parts
SAMG Occupational Med - Emerald	5/8/2023	60222	\$540.00 DOT Physicals
SAMG Occupational Med - Emerald	5/8/2023	60222	\$70.00 Drug Screen/Physicals
Shred-It USA- LLC	5/8/2023	ACH	\$114.95 Document Shredding
Shred-It USA- LLC	5/8/2023	ACH	\$129.01 Document Shredding
SIJ Holdings, LLC.	4/24/2023	ACH	\$72.15 Legal Notices
SIJ Holdings, LLC.	4/24/2023	ACH	\$43.01 Legal Notices
SIJ Holdings, LLC.	4/24/2023	ACH	\$43.01 Legal Notices
Smith Power Products, Inc	4/24/2023	ACH	\$76.16 Inventory Parts
Smith Power Products, Inc	4/24/2023	ACH	\$119.18 Inventory Parts
Smith Power Products, Inc	4/24/2023	ACH	\$211.15 Inventory Parts
Smith Power Products, Inc	4/24/2023	ACH	\$4.26 Inventory Parts
Smith Power Products, Inc	4/24/2023	ACH	\$116.18 Inventory Parts
Smith Power Products, Inc	5/8/2023	ACH	\$188.91 Inventory Parts
Smith Power Products, Inc	5/8/2023	ACH	\$61.01 Inventory Parts
SMITH, JOSHUA	5/8/2023	ACH	\$50.00 Reimb Cell - May
SMITH, LORETTA	5/8/2023	60223	\$145.59 Reimburse for Uniform Pants & Shorts
Sportworks Global LLC	5/8/2023	ACH	\$1,670.09 Bike Rack
Star Senior Center	4/24/2023	ACH	\$7,490.46 Acquisition of Services
Star Senior Center	5/8/2023	ACH	\$6,458.31 Acquisition of Services
Stoltz Marketing Group, Inc	4/24/2023	ACH	\$1,015.00 Account administration
Stoltz Marketing Group, Inc	4/24/2023	ACH	\$350.00 Website Support
Stoltz Marketing Group, Inc	4/24/2023	ACH	\$6,685.00 Market Research/production/prof. service
Stoltz Marketing Group, Inc	4/24/2023	ACH	\$294.00 Pullup Display Templates
Stoltz Marketing Group, Inc	4/24/2023	ACH	\$1,155.00 Bus Paint Scheme Design
Stoltz Marketing Group, Inc	4/24/2023	ACH	\$8,715.00 Branding Integration/Prof. Services
Supportive Housing & Innovative Partners	4/24/2023	ACH	\$36,899.77 Acquisition of Services
Syringa Networks, LLC	4/24/2023	ACH	\$4,820.00 Telecom Services
Syringa Networks, LLC	4/24/2023	ACH	\$1,449.88 Telecom Services
Tacoma Screw Products Inc.	5/8/2023	ACH	\$46.49 Nuts & Bolts
Tacoma Screw Products Inc.	5/8/2023	ACH	\$165.97 Nuts & Bolts
Tacoma Screw Products Inc.	5/8/2023	ACH	\$1.65 JIC Union
TARANTO, ANTHONY	4/24/2023	60197	\$29.66 Uniform Shorts
The Car Park, LLC	4/24/2023	ACH	\$37.50 9TH & Front City Go parking pass
The Car Park, LLC	5/8/2023	ACH	\$75.00 prkg pass added MIRANDA
The Car Park, LLC	5/8/2023	ACH	\$1,800.00 CITY GO Parking passes
The Car Park, LLC	5/8/2023	ACH	\$75.00 CityGo Parking pass
The Car Park, LLC	5/8/2023	ACH	\$37.50 City Go Parking passes
The Car Park, LLC	5/8/2023	ACH	\$75.00 9th/Front City Go pass
The Hartwell Corporation	4/24/2023	ACH	\$18,221.00 EPLI - EMPL Renewal
The Hartwell Corporation	4/24/2023	ACH	\$10,911.00 EMPL Renewal 2/1/2023 - 2/1/2024
THOM, CAREY	4/24/2023	60198	\$140.00 Reimbursement - CDL Driving Test
Thompson and Associates, Inc.	5/8/2023	ACH	\$142.50 Consulting Services

TK Elevator Corporation	5/8/2023	ACH	\$686.25 Elevator repairs
TK Elevator Corporation	5/8/2023	ACH	\$4,400.13 Elevator labor/material completed
Treasure Valley Coffee	4/24/2023	ACH	\$93.25 Orchard - Coffee
Treasure Valley Coffee	4/24/2023	ACH	\$64.60 Shop - First Aid
Treasure Valley Coffee	4/24/2023	ACH	\$37.70 Office - First Aid
Treasure Valley Coffee	4/24/2023	ACH	\$53.05 MSS - Coffee
Treasure Valley Coffee	5/8/2023	ACH	\$189.25 MSS - Coffee & First Aid
Treasure Valley Curb & Sprinkling Inc	4/24/2023	ACH	\$440.84 Landscaping #1 of 9
Treasure Valley Transit	4/24/2023	ACH	\$26,813.00 Sub-recipient
Tribute Media, Inc.	4/24/2023	ACH	\$2,000.00 HubSpot onboarding
UniFirst Acct# 1395966	4/24/2023	ACH	\$98.32 Mats, Cloths, Uniforms
UniFirst Acct# 1395966	4/24/2023	ACH	\$98.32 Mats, Cloths, Uniforms
UniFirst Acct# 1395966	4/24/2023	ACH	\$98.32 Mats, Cloths, Uniforms
UniFirst Acct# 1395966	5/8/2023	ACH	\$98.32 Mats, Cloths, Uniforms
UniFirst Acct# 1395966	5/8/2023	ACH	\$98.32 Mats, Cloths, Uniforms
UniFirst Acct# 1410130	4/24/2023	ACH	\$141.27 Laundry Services
UniFirst Acct# 1410130	4/24/2023	ACH	\$141.27 Laundry Services
UniFirst Acct# 1410130	4/24/2023	ACH	\$141.27 Laundry Services
UniFirst Acct# 1410130	5/8/2023	ACH	\$141.27 Laundry Services
UniFirst Acct# 1410130	5/8/2023	ACH	\$133.99 Laundry Services
United Site Services of Nevada, Inc.	4/24/2023	ACH	\$278.60 Restroom Rental
UPS Freight	4/24/2023	60199	\$5.51 Late Fee
UPS Freight	4/24/2023	60199	\$1.25 Late Fee
UPS Freight	5/8/2023	60224	\$24.96 Freight to Gillig
UPS Freight	5/8/2023	60224	\$2.00 Late Fee
Urban Transportation Associates, Inc	5/8/2023	ACH	\$8,175.00 UTA APC Annual System support
US Bank Plaza Condominium Assoc., Inc.	5/8/2023	ACH	\$10,226.42 Association dues
US Bank Plaza Condominium Assoc., Inc.	5/8/2023	ACH	\$10,593.00 Association Dues
Verizon Wireless	4/24/2023	60200	\$2,965.88 Cell Phone Service
Verizon Wireless	4/24/2023	60200	\$463.86 Cell Phone Service
Verizon Wireless	4/24/2023	60200	\$51.32 Cell Phone Service
Verizon Wireless	4/24/2023	60200	\$184.12 Cell Phone Service 3/16-4/15
Verizon Wireless	4/24/2023	60200	\$104.10 Cell Phone Service
Verizon Wireless	4/24/2023	60200	\$3,980.46 Cell Phone Service
Verizon Wireless	4/24/2023	60200	\$45.02 Cell Phone Service 3/18-4/17
Via Transportation, Inc.	5/8/2023	ACH	\$7,350.00 Vehicle Fee's
WASHINGTON, CORRIE	5/8/2023	ACH	\$50.00 Reimb Cell - May
Western Mountain Bus Sales	5/8/2023	ACH	\$139.46 Vehicle Parts
Western Mountain Bus Sales	5/8/2023	ACH	\$619.50 Vehicle Parts
Western Mountain Bus Sales	5/8/2023	ACH	\$379.77 Vehicle Parts
Wex Bank	4/24/2023	ACH	\$139.51 Fuel -February
Wienhoff Drug Testing	5/8/2023	60225	\$535.00 Drug Testing
William Beard	4/24/2023	ACH	\$440.00 Bus Washing
William Beard	5/8/2023	ACH	\$228.00 Bus Washing
William Beard	5/8/2023	ACH	\$434.00 Bus Washing
William Beard	5/8/2023	ACH	\$155.00 Seat Cleaning N617
William Beard	5/8/2023	ACH	\$228.00 Bus Washing
WILSON, TIM	5/8/2023	60226	\$28.61 Reimbursement - Shoes
WOMACK, KEVIN	5/8/2023	ACH	\$347.60 PerDiem Travel
YATES, VALOREE	4/24/2023	ACH	\$3.14 Reimb postage
YBNOW LLC	5/8/2023	ACH	\$6,552.40 ADA Rides to wellness
YBNOW LLC	5/8/2023	ACH	\$113.92 VA Shuttle
			<u>\$843,261.18</u>

ACCEPTED:

CHAIR OF EXECUTIVE BOARD

ATTEST:

SECRETARY/TREASURER

VRT PERFORMANCE - 2nd QUARTER, FY23

Item IV. F.

YEAR TO DATE RIDERSHIP DETAIL

FR- FIXED ROUTE			
	FY23	FY22	% Change
Ada County*	474,339	416,198	▲ 14.0
Boise State - Bronce Shuttle	93,310	61,930	▲ 50.7
	-	-	▲ -
Intercounty*	23,569	20,823	▲ 13.2
FR SUB TOTALS	591,217	498,951	▲ 18.5

ST - SPECIALIZED TRANSPORTATION			
	FY23	FY22	% Change
Metro**	5,843	6,231	▼ -6.2
Shared Vehicle	21	79	▼ -73.4
SHIP**	7,211	6,792	▲ 6.2
Kuna Senior Center	1,175	1,582	▼ -25.7
Village Van	4,054	3,722	▲ 8.9
Volunteer Driver	726	755	▼ -3.8
Meridian Senior Center	3,662	1,487	▲ 146.3
Eagle Senior Center**	4,465	6,137	▼ -27.2
Star Senior Center	686	560	▲ 22.5
Harvest**	7,773	3,972	▲ 95.7
Parma Senior Center	1,187	1,290	▼ -8.0
Ada County Rides 2 Wellness	4,103	2,515	▲ 63.1
Canyon County Rides 2 Wellness	559	33	▲ 1,593.9
Meridian Veteran's Shuttle	127	38	▲ 234.2
Melba Senior Center	3,640	854	▲ 326.2
ST SUB TOTALS	45,232	36,047	▲ 25.5

YEAR TO DATE RIDERSHIP	FY23	FY22	% Change
GRAND TOTAL	741,798	625,368	▲ 18.6

DR - DEMAND RESPONSE			
	FY23	FY22	% Change
Ada County**	15,943	13,955	▲ 14.2
Canyon County**	1,341	1,344	▼ -0.2
OnDemand**	16,621	16,011	▲ 3.8
Grocery Shuttle	123	-	▲ -
DR SUB TOTALS	34,028	31,310	▲ 8.7

VP - VANPOOL			
	FY23	FY22	% Change
ACHD CommuteRide	69,518	57,702	▲ 20.48

FMLM - FIRST MILE/LAST MILE			
	FY23	FY22	% Change
Lyft Transit Connections	1,542	1,203	▲ 28.18
VRT Late Night	261	155	▲ 68.39
FMLM SUB TOTAL	1,803	1,358	▲ 32.77

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

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

VRT PERFORMANCE - 2nd QUARTER, FY23

Item IV. F.

SUMMARY DASHBOARD

QUARTERLY					YEAR TO DATE				
FISCAL YEAR					FISCAL YEAR				
RIDES		2023	2022	% Change	RIDES		2023	2022	% Change
	FR	306,814	256,939	▲ 19.4		FR	591,217	498,951	▲ 18.5
	DR	17,778	15,757	▲ 12.8		DR	34,028	31,310	▲ 8.7
	ST	23,411	18,945	▲ 23.6		ST	45,232	36,047	▲ 25.5
	VP	38,024	32,603	▲ 16.6		VP	69,518	57,702	▲ 20.5
	FMLM	1,049	694	▲ 51.2		FMLM	1,803	1,358	▲ 32.8
	Total	387,076	324,938	▲ 19.1		Total	741,798	625,368	▲ 18.6
HOURS	FR	25,015	24,186	▲ 3.4	HOURS	FR	49,610	48,969	▲ 1.3
	DR	7,153	6,057	▲ 18.1		DR	13,930	11,933	▲ 16.7
	ST	7,094	6,115	▲ 16.0		ST	13,331	12,047	▲ 10.7
	VP	7,957	7,443	▲ 6.9		VP	14,723	13,819	▲ 6.5
	FMLM	135	94	▲ 43.5		FMLM	239	190	▲ 26.3
	Total	47,355	43,895	▲ 7.9		Total	91,834	86,957	▲ 5.6
RIDES PER HOUR	FR	12.27	10.62	▲ 15.5	RIDES PER HOUR	FR	11.92	10.19	▲ 17.0
	DR	2.49	2.60	▼ -4.5		DR	2.44	2.62	▼ -6.9
	ST	3.30	3.10	▲ 6.5		ST	3.39	2.99	▲ 13.4
	VP	4.78	4.38	▲ 9.1		VP	4.72	4.18	▲ 13.1
	FMLM	7.74	7.35	▲ 5.4		FMLM	7.53	7.17	▲ 5.1
	Total	8.17	7.40	▲ 10.4		Total	8.08	7.19	▲ 12.3
ON-TIME PERFORMANCE	FR	89%	89%	■ 0.0	ON-TIME PERFORMANCE	FR	82%	84%	▼ -2.0
	DR	98%	85%	▲ 13.0		DR	98%	82%	▲ 16.0
	ST	88%	86%	▲ 2.0		ST	89%	85%	▲ 4.3
	Total	92%	87%	▲ 5.0		Total	90%	84%	▲ 6.1
		FR- FIXED ROUTE	DR - DEMAND RESPONSE	ST - SPECIALIZED TRANSPORTATION			VP - VANPOOL	BS - BIKESHARE	FMLM - FIRST MILE/LAST MILE

VRT PERFORMANCE - 2nd QUARTER, FY23

Item IV. F.

QUARTERLY RIDERSHIP DETAIL

FR- FIXED ROUTE			
	FY23	FY22	% Change
Ada County*	240,657	212,044	▲ 13.5
Boise State - Bronce Shuttle	54,259	34,545	▲ 57.1
	-	-	▲ -
Intercounty*	11,899	10,349	▲ 15.0
FR SUB TOTAL	306,814	256,939	▲ 19.4

ST - SPECIALIZED TRANSPORTATION			
	FY23	FY22	% Change
Metro Community Services**	3,061	3,261	▼ -6.1
Shared Vehicle	-	72	▼ -100.0
Supportive Housing and Innovative Partnerships**	3,730	3,342	▲ 11.6
Kuna Senior Center	560	940	▼ -40.4
Village Van	2,411	2,140	▲ 12.7
Volunteer Driver	360	365	▼ -1.4
Meridian Senior Center	1,955	678	▲ 188.3
Eagle Senior Center**	1,937	2,921	▼ -33.7
Star Senior Center	376	296	▲ 27.0
Harvest Transit**	4,048	2,054	▲ 97.1
Parma Senior Center	696	611	▲ 13.9
Ada County Rides 2 Wellness	2,119	1,364	▲ 55.4
Canyon County Rides 2 Wellness	239	33	▲ 624.2
Meridian Veteran's Shuttle	65	14	▲ 364.3
Melba Senior Center	1,854	854	▲ 117.1
ST SUB TOTAL	23,411	18,945	▲ 23.6

QUARTERLY RIDERSHIP GRAND TOTAL	FY23	FY22	% Change
	387,076	324,938	▲ 19.1

DR - DEMAND RESPONSE			
	FY23	FY22	% Change
Ada County ACCESS**	8,528	7,301	▲ 16.8
Canyon County ACCESS**	724	692	▲ 4.6
On-Demand**	8,459	7,764	▲ 9.0
Grocery Shuttle	67	-	▲ -
DR SUB TOTAL	17,778	15,757	▲ 12.8

VP - VANPOOL			
	FY23	FY22	% Change
ACHD CommuteRide	38,024	32,603	▲ 16.63

FMLM - FIRST MILE/LAST MILE			
	FY23	FY22	% Change
Lyft Transit Connections	922	604	▲ 52.65
VRT Late Night	127	90	▲ 41.11
FMLM SUB TOTAL	1,049	694	▲ 51.15

*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	FY2024 Draft Preliminary Budget
DATE	June 5, 2023
STAFF MEMBER	Elaine Clegg, CEO/Jason Jedry CFO

Staff Recommendation/Request

This is an action item. After review, the staff recommends the Executive Board move to release the budget for public review when finalized and set the public hearing date for August 7, 2023, at the regularly scheduled Board meeting.

Typical Budget Process Outline:

- The VRT Board must adopt an annual budget prior to the beginning of each fiscal year.
- Staff works on service and program planning at the beginning of the fiscal year, Q1, using the Transportation Development Plan (TDP).
- Development of capital and service budgets begins in Q2 of each fiscal year.
- Staff uses a cost allocation methodology approved by the Board to calculate preliminary budget requests for each local partner's proportionate share of local costs.
- Staff works with jurisdiction staff and elected officials in local governments and other funding partners to develop budget requests based on the cost allocation methodology and desired levels of service.
- Staff makes presentations and has work sessions and meetings with local partners to present preliminary budget needs and answer questions.
- Service change proposals, if any, are vetted with the public and local partners.
- Staff presents final budget requests and service plans to local partners for consideration during the budget process.
- The Executive Board receives an information item on the preliminary budget, sets a public hearing date for the budget, and makes a recommendation to the Board.
- The Board holds a public hearing, typically at the August Board meeting, and considers the proposed budget.

Highlights for FY2024 Preliminary Budget:

Expense budget is largely complete, key items of note include:

- Budget for new IT Director position
- Budget for joining American Public Transportation Association (APTA)
- Budget for government relations firm
- Budget for increase in Meridian Condo Association expenses
- Budget for 40% increase in general liability insurance for Meridian building and shared vehicle pool
- Budget for increase in travel and training budgets due to end of pandemic and inflation
- Budget for increase in Canyon County professional services and utility expenses
- ~ \$900k of savings by moving specialized transportation in house
- Budget for 5% wage pool increase

- Budget for estimated 5% health insurance cost increase
- The cost allocation process is later than usual due to Elaine's transition and personnel turnover in the key position for this task

Summary:

The additions to Division 10 (Regional Overhead) includes: 1) dues for APTA which offers support on federal issues at a time when there is new money available federally and a strong leadership training program; 2) funding to hire a government relations firm to begin building relationships and educating state legislators about the issues VRT is facing; 3) the addition of an IT Director position to provide leadership and strategic direction on technology decisions, technology procurements and the security of the organizations networks; 4) VRT received notice from ICRMP that general liability insurance expenses for the Meridian building and shared vehicles will increase 40% in FY2024; 5) Bike Share building lease, utilities, and insurance expenses moved to this division; and 6) now that staff are beginning to travel again and meetings are being held in person, meeting supply and travel/training budgets have been increased.

Division 12 (Programs and Supports) budget has been reduced by moving Bike Share building lease, utilities, and insurance expenses to division 10. Additionally, the travel and application service charge budgets have been reduced based on prior years actual expenses.

Division 20 (Information Supports/Specialized Transportation) budget has been reduced primarily due to expected savings by moving specialized transportation in house. This effort will not only realize a significant savings, it will also streamline this service offering and provide a better experience for riders.

Divisions 21 and 22 (Boise Fixed Route and ADA Paratransit) budget requests combined are slightly down due to the reduction of casualty and liability insurance expenses. VRT switched insurance carriers which resulted in significant savings. All our electric batteries will be in service soon, the savings we have seen from them being held out of service will no longer be available. Overall, the operations cost trends are increasing. Additionally, revenue for operations in 21 and 22 has been supplemented in the last several years with CARES and ARPA funding, that funding has been fully used in Ada County.

Division 23 (Planning) budget request is down but we expect a budget amendment in January to increase it through the carry-forward process and for the addition of major projects that are scheduled and funded but not yet underway.

Divisions 24, 25, 31 (Canyon County On-Demand, ADA Paratransit, Inter-County) have the most significant budget request increase. Professional services, materials and supplies, and utilities are up due to inflation in general, and inflation exceeding estimates when the FY2023 budget was developed last year.

Attachments:

FY2023/FY2024 Budget Comparison by Division
FY2024 Budget Summary by Budget Area

For detailed information contact: Elaine Clegg, CEO, 208.258.2712, eclegg@rideVRT.org or Jason Jedry CFO, jjedry@rideVRT.org

Valley Regional Transit
FY2024 Budget Year-over-Year Comparison by Division

Base Budget Revenues			Regional Overhead		Programs and Supports		
Category	10		% Diff	12		% Diff	
	2023	2024		2023	2024		
401 Directly Generated Funds	\$ -	\$ -	-100%	\$ (45,000)	\$ -	-100%	
402 Purchased Transportation	\$ -	\$ -		\$ -	\$ -	-	
403 Auxillary Revenue	\$ (118,145)	\$ -		\$ (463,994)	\$ (437,383)	-6%	
404 Non-Transportation Revenue	\$ -	\$ -		\$ (120,000)	\$ -	-100%	
405 Federal Assistance - Capital	\$ -	\$ -		\$ -	\$ -	-	
406 Federal Assistance - Operating/Administration	\$ -	\$ -	16%	\$ (774,412)	\$ (962,606)	24%	
407 Local Assistance - Capital	\$ -	\$ -		\$ -	\$ -	-	
408 Local Assistance - Operating/Administration	\$ (1,855,796)	\$ (2,157,529)		\$ (628,939)	\$ (520,514)	-17%	
Total Base Budget Revenues	\$ (1,973,941)	\$ (2,157,529)		\$ (2,032,346)	\$ (1,920,504)		
Draw from Surplus Fund Balance							
Total Revenues, All Resources		\$ (2,157,529)		\$ (1,920,504)			
Base Budget Expenses			Regional Overhead		Programs and Supports		
Category	10		% Diff	12		% Diff	
	2023	2024		2023	2024		
501 Wages and Salaries	\$ 740,598	\$ 759,891	3%	\$ 568,956	\$ 582,589	2%	
502 Fringe Benefits	\$ 592,107	\$ 559,899	-5%	\$ 423,544	\$ 406,114	-4%	
503 Professional Services	\$ 245,845	\$ 250,705	2%	\$ 738,871	\$ 763,300	3%	
504 Materials and Supplies	\$ 34,300	\$ 58,800	71%	\$ 98,513	\$ 87,200	-11%	
505 Utilities	\$ 121,750	\$ 126,801	4%	\$ 17,655	\$ 8,000	-55%	
506 Casualty and Liability	\$ 15,000	\$ 49,501	230%	\$ 7,000	\$ -	-100%	
508 Purchased Transportation	\$ -	\$ -	58%	\$ -	\$ -	-43%	
509 Miscellaneous	\$ 191,841	\$ 303,510		\$ 128,806	\$ 73,300		
511 Interest	\$ -	\$ 1,500		\$ -	\$ -		
512 Leases and Rentals	\$ 32,500	\$ 46,922	44%	\$ 49,000	\$ -	-100%	
514 Capital	\$ -	\$ -		\$ -	\$ -		
Total Base Budget Expenses	\$ 1,973,941	\$ 2,157,529	9%	\$ 2,032,346	\$ 1,920,504	-6%	
% Difference in Base Budget		9%		-6%			

Base Budget Revenues		Information Supports/Specialized Transportation			Program Administration Support Planning		
Category	% Diff	20		% Diff	23		% Diff
		2023	2024		2023	2024	
401 Directly Generated Funds	-100%	\$ (30,000)	\$ -	-100%	\$ -	\$ -	
402 Purchased Transportation		\$ -	\$ -		\$ -	\$ -	
403 Auxillary Revenue	-6%	\$ -	\$ -		\$ -	\$ -	
404 Non-Transportation Revenue	-100%	\$ -	\$ -		\$ -	\$ -	
405 Federal Assistance - Capital		\$ -	\$ -		\$ (14,568,775)	\$ (7,250,915)	-50%
406 Federal Assistance - Operating/Administration	24%	\$ (3,647,945)	\$ (2,562,258)	-30%	\$ (1,393,663)	\$ (1,813,028)	30%
407 Local Assistance - Capital		\$ -	\$ -		\$ (2,509,411)	\$ (1,373,585)	-45%
408 Local Assistance - Operating/Administration	-17%	\$ (1,823,541)	\$ (1,125,561)	-38%	\$ (348,416)	\$ (260,726)	-25%
Total Base Budget Revenues		\$ (5,501,486)	\$ (3,687,818)		\$ (18,820,264)	\$ (10,698,255)	
Draw from Surplus Fund Balance							
Total Revenues, All Resources		\$ (3,687,818)			\$ (10,698,255)		
Base Budget Expenses		Information Supports/ Specialized Transportation			Program Administration Support Planning		
Category	% Diff	20		% Diff	23		% Diff
		2023	2024		2023	2024	
501 Wages and Salaries	2%	\$ 600,891	\$ 807,897	34%	\$ 599,465	\$ 640,265	7%
502 Fringe Benefits	-4%	\$ 414,076	\$ 670,073	62%	\$ 406,367	\$ 431,365	6%
503 Professional Services	3%	\$ 297,175	\$ 847,750	185%	\$ 719,246	\$ 188,500	-74%
504 Materials and Supplies	-11%	\$ 174,450	\$ 378,350	117%	\$ 1,000	\$ 15,000	1400%
505 Utilities	-55%	\$ 5,440	\$ 3,800	-30%	\$ 1,650	\$ 1,800	9%
506 Casualty and Liability	-100%	\$ 83,500	\$ 119,499	43%	\$ -	\$ -	
508 Purchased Transportation		\$ 3,129,520	\$ 472,500	-85%	\$ -	\$ -	
509 Miscellaneous	-43%	\$ 796,434	\$ 386,950	-51%	\$ 1,013,290	\$ 796,824	-21%
511 Interest		\$ -	\$ -		\$ -	\$ -	
512 Leases and Rentals	-100%	\$ -	\$ 1,000		\$ -	\$ -	
514 Capital		\$ -	\$ -		\$ 16,495,907	\$ 8,624,500	-48%
Total Base Budget Expenses	-6%	\$ 5,501,486	\$ 3,687,818	-33%	\$ 19,236,925	\$ 10,698,255	-44%
					\$ 2,741,018	\$ 2,073,755	
% Difference in Base Budget		-33%			-24%		

Base Budget Revenues		Boise Fixed-route			ADA Paratransit (Demand Response)		
		21			22		
Category	2023	2024	% Diff	2023	2024	% Diff	
401 Directly Generated Funds	\$ (484,107)	\$ (666,262)	38%	\$ (74,109)	\$ (82,158)	11%	
402 Purchased Transportation	\$ -	\$ -		\$ -	\$ -		
403 Auxillary Revenue	\$ (149,564)	\$ (151,462)	1%	\$ -	\$ -		
404 Non-Transportation Revenue	\$ -	\$ -		\$ -	\$ -		
405 Federal Assistance - Capital	\$ -	\$ -		\$ -	\$ -		
406 Federal Assistance - Operating/Administration	\$ (2,982,602)	\$ (2,950,930)	-1%	\$ (1,140,741)	\$ (1,140,969)	0%	
407 Local Assistance - Capital	\$ -	\$ -		\$ -	\$ -		
408 Local Assistance - Operating/Administration	\$ (6,129,145)	\$ (5,981,222)	-2%	\$ (1,424,853)	\$ (1,547,287)	9%	
Total Base Budget Revenues	\$ (9,745,418)	\$ (9,749,877)		\$ (2,639,703)	\$ (2,770,414)		
Draw from Surplus Fund Balance							
Total Revenues, All Resources	\$ (9,749,877)			\$ (2,770,414)			
Base Budget Expenses		Boise Fixed-route			ADA Paratransit (Demand Response)		
		21			22		
Category	2023	2024	% Diff	2023	2024	% Diff	
501 Wages and Salaries	\$ 4,220,200	\$ 4,333,500	3%	\$ 1,145,300	\$ 1,193,000	4%	
502 Fringe Benefits	\$ 2,896,879	\$ 2,663,067	-8%	\$ 901,666	\$ 971,330	8%	
503 Professional Services	\$ 521,717	\$ 537,303	3%	\$ 130,515	\$ 139,723	7%	
504 Materials and Supplies	\$ 921,000	\$ 950,050	3%	\$ 191,500	\$ 212,500	11%	
505 Utilities	\$ 133,750	\$ 138,000	3%	\$ 34,100	\$ 32,600	-4%	
506 Casualty and Liability	\$ 753,893	\$ 414,830	-45%	\$ 171,383	\$ 177,784	4%	
508 Purchased Transportation	\$ -	\$ -		\$ -	\$ -		
509 Miscellaneous	\$ 196,383	\$ 193,000	-2%	\$ 9,050	\$ 8,050	-11%	
511 Interest	\$ 171,362	\$ 173,823	1%	\$ 20,727	\$ 20,362	-2%	
512 Leases and Rentals	\$ 371,690	\$ 346,304	-7%	\$ 35,462	\$ 15,065	-58%	
514 Capital	\$ -	\$ -		\$ -	\$ -		
Total Base Budget Expenses	\$ 10,186,874	\$ 9,749,877	-4%	\$ 2,639,703	\$ 2,770,414	5%	
	\$ 12,826,577	\$ 12,520,290					
% Difference in Base Budget	-2%						

Base Budget Revenues	Canyon Demand-Response			Canyon ADA Paratransit (Demand Response)			Canyon Inter-county		
	24			25			31		
Category	2023	2024	% Diff	2023	2024	% Diff	2023	2024	% Diff
401 Directly Generated Funds	\$ (41,558)	\$ (60,224)	45%	\$ (2,292)	\$ (2,541)	11%	\$ (45,591)	\$ (55,010)	21%
402 Purchased Transportation	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
403 Auxillary Revenue	\$ (15,620)	\$ (21,688)	39%	\$ -	\$ -		\$ (30,069)	\$ (24,917)	-17%
404 Non-Transportation Revenue	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
405 Federal Assistance - Capital	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
406 Federal Assistance - Operating/Administration	\$ (846,377)	\$ (707,344)	-16%	\$ (100,778)	\$ (102,510)	2%	\$ (1,186,305)	\$ (985,926)	-17%
407 Local Assistance - Capital	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
408 Local Assistance - Operating/Administration	\$ (270,196)	\$ (529,319)	96%	\$ (14,762)	\$ (25,627)	74%	\$ (370,330)	\$ (713,636)	93%
Total Base Budget Revenues	\$ (1,173,751)	\$ (1,318,576)		\$ (117,833)	\$ (130,678)		\$ (1,632,294)	\$ (1,779,489)	
Draw from Surplus Fund Balance									
Total Revenues, All Resources	\$ (1,318,576)			\$ (130,678)			\$ (1,779,489)		
Base Budget Expenses	Canyon Demand-Response			Canyon ADA Paratransit (Demand Response)			Canyon Inter-county		
	24			25			31		
Category	2023	2024	% Diff	2023	2024	% Diff	2023	2024	% Diff
501 Wages and Salaries	\$ 560,564	\$ 581,353	4%	\$ 52,366	\$ 56,708	8%	\$ 719,711	\$ 779,339	8%
502 Fringe Benefits	\$ 263,649	\$ 281,379	7%	\$ 26,211	\$ 27,465	5%	\$ 360,456	\$ 377,471	5%
503 Professional Services	\$ 97,541	\$ 119,621	23%	\$ 9,310	\$ 11,393	22%	\$ 125,958	\$ 157,266	25%
504 Materials and Supplies	\$ 128,498	\$ 187,628	46%	\$ 18,689	\$ 20,725	11%	\$ 266,382	\$ 268,093	1%
505 Utilities	\$ 21,629	\$ 29,563	37%	\$ 2,118	\$ 2,888	36%	\$ 28,858	\$ 39,655	37%
506 Casualty and Liability	\$ 80,225	\$ 104,131	30%	\$ 7,827	\$ 10,159	30%	\$ 107,620	\$ 139,688	30%
508 Purchased Transportation	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
509 Miscellaneous	\$ 20,766	\$ 11,416	-45%	\$ 937	\$ 960	2%	\$ 18,187	\$ 15,667	-14%
511 Interest	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
512 Leases and Rentals	\$ 3,820	\$ 3,485	-9%	\$ 375	\$ 380	1%	\$ 5,123	\$ 2,310	-55%
514 Capital	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Total Base Budget Expenses	\$ 1,176,692	\$ 1,318,576	12%	\$ 117,833	\$ 130,678	11%	\$ 1,632,294	\$ 1,779,489	9%
	\$ 2,926,819	\$ 3,228,744							
% Difference in Base Budget	10%								

Fiscal Year 2024
Budget Summary by Budget Area

REVENUES		EXPENSES	
Regional Overhead		Regional Overhead	
Directly Generated Revenues	\$ -	Wages and Salaries	\$ 2,412,382
Auxiliary Revenues	437,383	Fringe Benefits	1,717,114
Non Transportation Revenues	-	Professional Services	1,217,505
Federal Assistance	3,698,332	Materials and Supplies	187,500
Local Assistance	3,169,443	Utilities	138,601
TOTAL	\$ 7,305,159	Casualty and Liability	49,501
		Purchased Transportation	-
		Miscellaneous	763,010
		Subrecipient Pass Through	770,124
		Interest	1,500
		Leases and Rentals	47,922
		TOTAL	\$ 7,305,159
Ada County Transportation Services		Ada County Transportation Services	
Directly Generated Revenues	\$ 748,420	Wages and Salaries	\$ 5,526,500
Auxiliary Revenues	151,462	Fringe Benefits	3,634,397
Federal Assistance	4,091,899	Professional Services	677,026
Local Assistance	7,528,509	Materials and Supplies	1,162,550
Draw from Surplus Fund Balance	-	Utilities	170,600
TOTAL	\$ 12,520,290	Casualty and Liability	592,614
		Purchased Transportation	-
		Miscellaneous	201,050
		Interest	194,185
		Leases and Rentals	361,369
		TOTAL	\$ 12,520,290
Canyon County Transportation Services		Canyon County Transportation Services	
Directly Generated Revenues	\$ 117,776	Wages and Salaries	\$ 1,417,400
Auxiliary Revenues	46,605	Fringe Benefits	686,315
Federal Assistance	1,795,781	Professional Services	288,280
Local Assistance	1,268,582	Materials and Supplies	476,446
Draw from Surplus Fund Balance	-	Utilities	72,106
TOTAL	\$ 3,228,744	Casualty and Liability	253,978
		Purchased Transportation	-
		Miscellaneous	28,043
		Interest	-
		Leases and Rentals	6,175
		TOTAL	\$ 3,228,744
Specialized Transportation Services		Specialized Transportation Services	
Directly Generated Revenues	\$ -	Wages and Salaries	\$ 378,260
Auxiliary Revenues	-	Fringe Benefits	350,337
Federal Assistance	1,639,560	Professional Services	832,750
Local Assistance	894,886	Materials and Supplies	351,850
TOTAL	\$ 2,534,447	Utilities	1,800
		Casualty and Liability	119,499
		Purchased Transportation	472,500
		Miscellaneous	27,450
		Interest	-
		Leases and Rentals	-
		TOTAL	\$ 2,534,447
Capital Projects		Capital Projects	
Federal Capital Assistance	\$ 7,250,915	VRT	\$ 8,624,500
Local Capital Assistance	1,373,585	Subrecipient - Pass Through	-
Subrecipient Pass Through	-	TOTAL	\$ 8,624,500
Draw from Surplus Fund Balance	-		
TOTAL	\$ 8,624,500		
Grand Total Revenues, All Sources	\$ 34,213,139	Grand Total Expenses	\$ 34,213,139

TOPIC	Eagle Senior Center Appeal
DATE	May 17, 2023
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

Staff recommends the Executive Board deny the appeal filed by Eagle Senior Center following the termination of their service agreement on January 27, 2023 by Valley Regional Transit.

Background/History – VRT and Eagle Senior Center Services

Since 2015 Valley Regional Transit (VRT) has administered federal funding for transportation services to seniors. This funding was previously administered by ITD.

- 2015 – Eagle Senior Center (ESC) began being funded by VRT for operating services.
- 2016 – VRT began a shared vehicle pool. The intent of the shared vehicle pool was to combine resources and lower costs to participating operators by sharing insurance costs, maintenance costs and creating a new VRT provided driver training program.
 - ESC signed ownership of a 2003 Ford Cutaway bus over to VRT as part of the shared vehicle pool. This vehicle was purchased by ITD. This vehicle had exceeded its useful life in 2011 and was disposed of in 2021.
- 2017- 2021 ESC purchased a cutaway bus with funding obtained from other sources. That vehicle was placed into the shared vehicle pool.
 - VRT deducted the monthly shared vehicle fees ESC would have been billed against the amount that ESC paid to purchase bus, ranging monthly from \$2,600 - \$3,200. This lowered ESC monthly bills until the value paid by ESC for the vehicle was exhausted in 2021. At that time ESC was fully repaid for the purchase cost of the bus.
- 2022 – VRT staff was notified of a wheelchair passenger injury on October 28, 2022. The passenger passed away on November 9 and a tort claim was received on December 12. At that time driver retraining on wheelchair lift procedures was scheduled for January 2023.
- 2023 – On January 9, VRT staff was notified of a second wheelchair passenger injury. Following the second wheelchair incident, VRT staff determined that a risk assessment needed to be performed. VRT suspended ESC from operating service on January 12 to perform the assessment. A tort claim was received for this second incident on February 10.
- 2023 – On January 19, VRT staff met with ESC staff to discuss how to invoice for reimbursement for services provided in January as well as to clarify how services were going to be operated by VRT during the suspension to ensure customers were served and kept informed.
- 2023 – January 12-February 10, At the completion of the risk assessment, VRT determined it was in our best interest to terminate the service agreement with ESC and assume operation of the services. VRT staff met with ESC staff on January 27 and terminated the operating agreement and the shared vehicle agreement, effective immediately. ESC appealed this decision on February 10.

- 2023 – March 6. The appeal was brought before the Executive Board at a public hearing on March 6, 2023. The Executive Board made a motion to defer the decision to allow VRT and ESC to negotiate to ensure services that were being provided previously by ESC would be restored. VRT began providing dinner trips for ESC members May 1, after additional staff were in place and ESC began scheduling trips. These trips are currently being provided weekly on Monday and Wednesday.

Background – Other Services in the City of Eagle

- 2020 - 2021 – In October 2020, Valley Regional Transit (VRT) began operating an extension of the Route 9 to Eagle at morning and afternoon peak. The service had low performance and the route was cancelled in October 2021. When it was determined the route would be cancelled, City of Eagle and VRT planning staff began discussing alternatives for service to the residents of Eagle.
- 2022 – In early 2022, it was decided an OnDemand service model would best fill the need for service for Eagle residents. VRT operations staff began discussing this new service model with ESC staff soon after that decision was made. Meetings were held at the Community Center with ESC staff and Eagle Transportation staff, including the then president of ESC. It was discussed that the OnDemand service would operate in conjunction with the existing senior transportation services. A budget to operate this additional service was provided to VRT in March 2022.
- 2023 – On January 13, VRT had a meeting scheduled with the City of Eagle to discuss the FY23 Cooperative Agreement and to prepare for the City Council meeting on January 24. The Cooperative Agreement going to the City Council for approval included FY23 funding for Eagle senior transportation and new on-demand service.
 - At this meeting, VRT and the City of Eagle staff also discussed recommendations for trolley maintenance and service options following approval of Resolution VBD23-010 at the VRT Board of Directors meeting on January 9, 2023.
 - During this meeting City of Eagle staff informed VRT they would not fund the OnDemand service if it was going to be operated by Eagle Senior Center.

Further Information (policy and/or financial)

Due to the severity of claims to date this fiscal year, ICRMP informed VRT that a 39% increase will occur for the general liability insurance premium, effective October 2023. It has been highly recommended by ICRMP that VRT bring the service operations in house to have direct oversight over drivers. After training has been completed by VRT for new drivers, driver oversight currently falls on VRT service providers, such as the senior center.

Over the last year VRT has already been exploring ways to decrease costs and improve services associated with operating services for older adults and persons with disabilities with The Beyond ADA Project. This project was in development before the two wheelchair injuries occurred on buses being operated by ESC. The new service model of VRT operating these services with an expanded territory and an ability to service across previous boundaries has been well received by several stakeholders. The new service model will reduce the operating costs significantly by eliminating duplicate overhead costs. It also has the potential to provide more service with efficiencies that are likely through common scheduling. Regardless of the incidents at ESC, the Beyond ADA project has recommended

that VRT assume operation of these services across the region. Reinstating a service contract with ESC would be counter to that project recommendation.

More Information

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

AUTHORIZATION FOR EXPENDITURE EXECUTIVE BOARD

PROJECT DESCRIPTION: Contract Amendment– Agnew Beck

TOTAL COST: Not to exceed \$51,060

PURPOSE/ACTION: Valley Regional Transit wishes to continue the growth of City Go as a collaboration of public/private partners to provide Travel Demand Management (TDM) solutions and incentives to employers, the development community, and public agencies. City Go has largely been a City of Boise specific collaborative effort which needs a broadened presence to other areas of the Treasure Valley.

SCOPE OF WORK: Strategic partnerships, memberships, and community engagement remain a critical piece of City Go's viability and success. City Go seeks continued coordination, facilitation, equitable and strategic growth assistance from a 3rd party vendor that allows VRT to remain objective in our task, approaches and resources.

DISCUSSION: City Go started under a Memorandum of Understanding between Valley Regional Transit, City of Boise, Capital City Development Corporation, Boise State University, and ACHD Commuteride. Since its launch in 2019, City Go has grown to just over 30 public/private members and many more partner organizations. City Go has two standing committees – City Go Steering Committee and City Go Engage, which are focused on advocacy, education, and outreach. City Go has a need to implement broader equity initiatives moving forward as well as a framework to implement expansion plans to other cities in the Treasure Valley.

ALTERNATIVES: Staff-led coordination, facilitation and equitable strategic growth is possible, however, VRT would lose its ability to remain objective in a collaborative TDM environment with our partners and tasks, which could lead to a heavy-handed public perception surrounding City Go initiatives.

FISCAL IMPACT: Initial Agnew Beck contract period was from December 1, 2021 – September 30, 2022, with a not to exceed (NTI) amount of \$25,530. A notice of extension of contract was issued on August 10, 2022, for a second year of services (October 1, 2022 - September 30, 2023). City Go budgeted an additional \$25,000 for FY2023 consultant services. This contract amendment is necessary to authorize additional funding for Agnew Beck in FY2023.

RECOMMENDATION/JUSTIFICATION: VRT staff requests the Executive Board approve **Resolution VEB23-015** and authorize the Chief Executive Officer to finalize a contract with Agnew Beck to continue City Go facilitation services for VRT. The contract with Agnew Beck will be in place through September 30, 2023, and will not exceed \$51,060.

ORDER OF REVIEW

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

Item VII. B.

Signature: _____

Date Approved: _____

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

Signature: _____

Date Approved: June 5, 2023 Resolution Number: VEB23-015

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

Signature: _____

Date Approved: _____ Resolution Number: _____

EXECUTIVE BOARD RESOLUTION

AGNEW BECK CONTRACT AMENDMENT RESOLUTION VEB23-015

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING A CONTRACT EXTENSION WITH AGNEW BECK CONSULTING:

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 strives to improve travel demand management (TDM) solutions and incentives; and

WHEREAS, City Go was founded in 2018 as the Transportation Management Association (TMA) for downtown Boise and is made up of public and private partnerships that bring businesses, developers, property managers and owners, and government entities together to address local transportation issues and shape the future of mobility; and

WHEREAS, the Valley Regional Transit staff completed a competitive procurement process through a Request for Quotes on November 12, 2021 as required in the VRT Procurement Policies adopted by the Valley Regional Transit Board of Directors; and

WHEREAS, Valley Regional Transit entered a Professional Service Agreement on December 1, 2021 between VRT and Agnew Beck Consulting Inc., an Idaho corporation company with a need to continue facilitation services; and

WHEREAS, Valley Regional Transit included the expenditures for this service in the fiscal year 2023 budget, Resolution VBD22-021 as approved by the VRT Board of Directors on August 1, 2022; and

WHEREAS, Valley Regional Transit will ensure expenditures for these services will continue to be included in annual operating budgets for board approval; and

VEB23-015

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 VBD11-011; and

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

Section 1. That the Executive Board of Valley Regional Transit approve a contract with Agnew Beck through September 30, 2023, not to exceed \$51,060.

Section 2. That the Executive Board delegates the authority to the Chief Executive Officer to finalize and execute the agreement.

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

ADOPTED by the Executive Board of Valley Regional Transit this 5th day of June, 2023.

APPROVED by the Executive Board Chair this 5th day of June, 2023.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR OF EXECUTIVE BOARD

Valley Regional Transit FY2023 Procurement Calendar

Item VIII. B.

Type of Procurement	Project Manager	Estimated Cost	Estimated Issue Date	Estimated Executive Board/Board Action Date	Required Approval
Ticket Vending Machines	Kate Dahl	765,000	Jan-23	Aug-23	Board of Directors
Bus Stop Sign Blade Update	Alissa Taysom	280,000	May-23	Aug-23	Board of Directors
Vehicle Maintenance Fluids	Leslie Pedrosa	TBD	Jun-23	Aug-23	
Vehicle Maintenance Parts	Leslie Pedrosa	TBD	Jun-23	Aug-23	
Ada and Canyon County Operating Contract	Leslie Pedrosa	TBD	Jun-23	Oct-23	
IT Assessment and Strategic Plan	Nick Moran	65,000	Jun-23	Aug-23	Executive Board
Regional Radio Lease and Maintenance Agreement	Leslie Pedrosa and Nick Moran	140,000	Jun-23	Aug-23	Executive Board
Technology Services	Duane Wakan	100,000	Jun-23	Aug-23	Executive Board
Mobile Column Lifts	Leslie Pedrosa	300,000	Jun-23	Aug-23	Board of Directors
Happy Day HVAC Equipment	Joe Guenther	75,000	Jul-23	Sep-23	Executive Board
Legal Services	Jason Jedry	100,000	Jul-23	Sep-23	Executive Board
On-Call Electrical Services	Joe Guenther	TBD	TBD		
On-Call Plumbing Services	Joe Guenther	TBD	TBD		
On-Call HR	Leslie Pedrosa - Gregg Eisenberg	TBD	TBD		
Janitorial Services for MSS and HDTC	Joe Guenther	31,000	TBD		CEO

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

Updated 5-2-2023



TOPIC	CEO Activity Report
DATE	May, 2023
STAFF MEMBER	Elaine Clegg

CEO Update

Information only, no action needed.

Highlights

I continued to present to our local partners regarding the proposed service changes and the implications for next year's budget. We have now visited all our significant funding partners with data from last year and information about the opportunities and challenges facing us this year. Thank you all for the local staff time you have made available to prepare for these meetings. Your staff has been very helpful, and the meetings have been very informative as a result.

Our planning and communications department created a great interactive website to allow the public to comment on the Better Bus proposals. If you have not yet gotten a chance to see it check it out [here](#). We have gotten a good response.

I have been working with planning, operations, and finance staff over the last several months exploring new ways of generating funding and reviewing opportunities to grow service and create pilots that can demonstrate the value of new services. I am also continuing to work with the Forum 2040 group and Local Lift Idaho on various long-term funding ideas that will be explored over the next year.

We have conducted interviews for the IT Director position. When that process is complete the Executive Management Team will be complete.

The whole team has been working diligently to refine the budget proposals for next year. We are offering a preview of that this month to get your input knowing that there will likely be some changes before we finalize the draft that will go to public hearing.

I have been working with COMPASS and the Build America Bureau to bring a webinar to the Treasure Valley on TIFIA and RRIF finance bonding that are part of the infrastructure program at the USDOT. Once we finalize the date, we will be working to invite local staff so we can all begin to understand if and how we can use this tool in our region.

I made five appearances on behalf of VRT at events in the region. Over the course of the month, I continued to make public and media presentations outside of those to member agencies to continue building awareness and knowledge of our activities:

- **Boise Metro Chamber Leadership Conference:** I appeared on a panel with ACHD and LHTAC to talk about the Better Bus Initiative, our funding challenges, and the opportunity to restore passenger rail, including a regional express service.

- **NENA Transportation Summit:** Our team and I spent the afternoon at the Northend Neighborhood Association Transportation Summit talking to neighbors about the proposed service changes and Better Bus Initiative.
- **Electric Bus Tour for ULI members:** I helped kick-off a tour of our electric bus and bus facilities for ULI members at Main Street Station that introduced them to our current and future implementation of electric buses and charging infrastructure.
- **Boise Dev Outlook:** Boise Dev streamed an interview with me and Margaret Carmel on their You-Tube Boise Dev Outlook channel.
- **Boise Metro Chamber of Commerce, Chamber Check-in:** The BMCC does a live-stream check-in on hot topics monthly. Jason Rose and I appeared on the May program to talk about Better Buses and rail.

Meetings of note:

- **Tour of proposed YMCA facilities plan** – Our planning and infrastructure team took a tour of the proposal for a new downtown YMCA and accompanying housing development that is located on the State Street Bus Rapid Transit route.
- **Continued series of meetings with board members and key partners** – I have continued to meet with Board members and key partners throughout the month.
- **Rail Summit planning** – Plans for the July 19-20 Greater Northwest Passenger Rail Summit are nearly complete. Check out the registration page [here](#).
- **Beyond ADA partner agencies** – Various agency partners have been part of the discussion about the changes in service for our specialized transit unit throughout the study. Recently we held a series of virtual meetings with them to share information about the proposed changes in the program. We will continue to meet with them individually as questions and concerns arise.
- **APTA CEO Seminar** – I attended the American Public Transportation Association CEO seminar, where I was able to meet and interact with nearly 200 transit CEO's from around the country ranging from the largest (NYC) to many small operators such as the Mountain Line in Morgantown, WV. It was a great opportunity to learn from experienced CEO's and share information about many of the challenges that every size agency is facing today.
- **CTAA Expo** – The Community Transit Association of America is another national transit organization, and I attended their conference on the way home from the APTA meeting. I was able to talk to a number of vendors and view both rolling stock and various software platforms and on-bus infrastructure such as cameras. I learned about a variety of national policy issues.

Summary of Internal Activities

- **Low-No Grant kick-off:** We had a series of meetings over two days with our design/build partners on the Low or No Emissions grant that we received last year. We will be installing more electric charging infrastructure, including some on route charging to extend the range of our electric bus fleet and will also be purchasing additional electric buses as part of the grant. Watch for an update at the August Board meeting on the project and timeline.
- **ERP:** The next step of this process has been completing the Master Services Agreement to begin the implementation of our new Enterprise Resource Planning

software. Our team is reviewing every detail to ensure we have the services we need from our vendor, and clearly understand the responsibilities of our team during the implementation. This will be a yearlong project with a go live target of next July.

- **Budget:** The staff continues to work on the FY2024 budget, after completing the expense portion of the budget we have finalized the Cost Allocations and will be concluding the revenue budget build after our next round of budget meetings with local government partners.
- **Beyond ADA:** We completed a round of meetings with groups of our key partners in specialized transportation.
- **Email addresses:** Reminder, the Valley Regional Transit URL changed to rideVRT.org.

For detailed information contact: Elaine Clegg, CEO, 208.258.2712, eclegg@rideVRT.org



TOPIC	Finance and Administration Activity Report
DATE	June 5, 2023
STAFF MEMBER	Jason Jedry

Summary

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

Highlights

Budget/Finance

- Finance staff closed the second quarter of FY2023. Reports are included in this month's Executive Board packet.
- CFO is working with budget managers and CEO 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
 - Project funding form maintenance
 - Federal grant reconciling

Procurement

- Procurement and Contracts Specialist is working on:
 - ERP Software Procurement and Implementation Services
 - Janitorial services for MSS and HDTC
 - Bus Stop Sign Blades
 - Market Research for Advertising Sales
 - Apparel and Promotional Materials

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

TOPIC	Operations Department Staff Report
DATE	May 17, 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

- Proterra provided three additional chargers, at no cost to VRT, to try and resolve the on-going charging issues VRT has experienced. The chargers were installed and commissioned in March. VRT began using the chargers in April. There have been some challenges with the chargers operating properly and Proterra will be back onsite later this month to determine a resolution.
- The original six battery electric bus chargers are working. The software update that Proterra expected to launch in the spring has been delayed to late summer, that should restore the original chargers back to dual dispensing. At the end of this project, VRT will have 18 charging stations.

Currently, all four 40' and three of the seven 35' Proterra buses are in service. Proterra will continue to be onsite to work on battery electric bus issues as needed. With the installation of the three new chargers, and the ability to charge three additional buses, VRT expects to accept an additional two 35' buses. The remaining three 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. VRT staff presented a new service design to the VRT Board of Directors in April. Staff began presenting the new service design to the current service providers and customers. The first phase of the solution is expected to be implemented in October 2023.
- VRT worked with the Department of Homeland Security (DHS) to complete a Security Enhancement Through Assessment (SETA) at Main Street Station (MSS) and Happy Day Transit Center (HDTTC). The SETA program was developed in support of the Transportation Security Administration Risk Based Security (RBS) initiative. The SETA program supports a national strategy for performing risk mitigation by utilizing the American Public Transportation Association (APTA) Revenue Vehicle Security Inspections recommended practice SS-SRM-RP-012-09 as a security standard.

In March and May, assessments were completed. MSS SETA focused on suspicious/unattended packages, where HDTC SETA focused on suspicious persons. The assessments are intended to simulate a coordinated terrorist attack on a public transportation system.

Assessments are done in three phases. The first phase is done contractor staff not knowing of assessment. Phase two includes DHS staff meeting with VRT and contractor staff to review findings. Suggestions are offered by DHS staff to mitigate findings. In phase three DHS staff returns to repeat the assessment and determine if findings are reduced.

The table below shows results of the assessments completed in March and May at HDTC.

Table 1.

March 27 – 29 Assessment		
Location	Detected	Missed
Happy Day Transit Center	3	3
Overall %	50%	50%
May 1 – 3 Assessment		
Location	Detected	Missed
Happy Day Transit Center	6	0
Overall %	100%	0%

The table below shows results of the assessments completed in March and May at MSS.

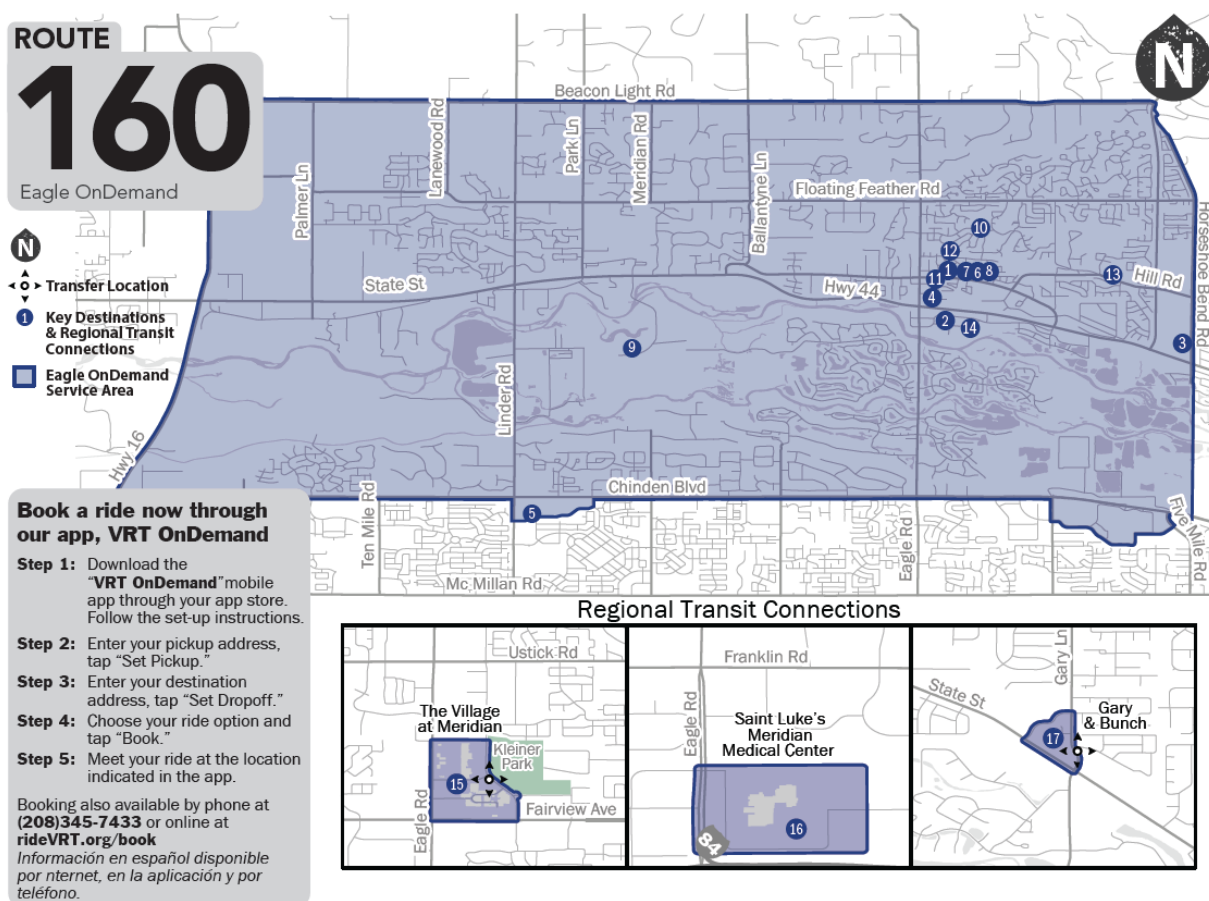
Table 2.

March 27 – 29 Assessment		
Location	Detected	Missed
Main Street Station	4	3
Overall %	67%	33%
May 1 – 3 Assessment		
Location	Detected	Missed
Main Street Station	3	3
Overall %	50%	50%

VRT will continue to work with DHA and contractors to ensure training is provided and employees are kept informed on how to keep passengers and transit centers safe from a terrorist attack.

- Eagle OnDemand launched on May 1. Currently the service is free to ride until September. The service area and how to use the service is shown below in Exhibit 1. It includes a large service area in Eagle as well as designated areas outside of Eagle to allow connections to St. Luke's Medical Center in Meridian and existing fixed-route service in Boise and Meridian.

Exhibit 1.



Highlights:

Contracted Transportation

Canyon County Highlights

- Zero preventable accidents in April
- Intercounty on-time performance 72% for April
- On-demand on-time performance 87% for April
- ACCESS on-time performance 91% for April

Ada County Highlights

- One preventable accident in April
- Fixed-route on-time performance 86% for April
- ACCESS on-time performance 97% for April

Specialized Transportation

- VRT continues to operate services for Eagle Senior Transportation
- VRT launched Eagle OnDemand service on May 1
- VRT staff continues to meet with current service providers to discuss new Beyond ADA Project service model

Information Technology and Intelligent Transportation Systems

- Staff resolved 126 support requests from 138 submitted in April
- Continued installation of new radios in Ada and Canyon counties
- Completed Cyber Security Awareness training for staff

Compliance

- Working on updates to several VRT procedures to capture mandated changes
- Completed scoring rolling stock and equipment for fiscal year 2023 Transit Asset Management scoring

Customer Service Support

- Customer service handled 2,504 of 2,608 phone calls for information, with 103 calls abandoned. The average call time was 2 minutes, 28 seconds and the average hold time was 19 seconds in April.
- Reservationist handled 1,106 of 1,144 phone calls to change or schedule a ride on ACCESS, with 33 calls abandoned. The average call time was 3 minutes, 42 seconds and the average hold time was 12 seconds in April.
- On-demand services and Eagle Senior Transportation answered 1,162 of 1,263 phone calls to schedule a ride, with 100 calls abandoned. The average call time was 1 minute, 48 seconds and the average hold time was 22 seconds in April.
- April City Go Pay mobile ticket sales totaled \$10,374.50.

More Information

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

TOPIC	Development Department Monthly Report
DATE	May 22, 2023
STAFF MEMEBER	Stephen Hunt

Summary

Development Department activities for May 2023 report.

VRT Strategic Plan

Goal 1 - Demonstrate responsible stewardship of public resources

Performance Based Decision-making

- **Transportation Development Plan (TDP)**
FY 2024-2028 TDP development is on hold until late summer and 2024 services changes and 2024 budget activities are more complete. Staff is re-evaluating the timing of the TDP development.

Funding Development

- **Budget Development** –Staff has completed expense planning for FY2024 budget and begun making funding requests for FY2024. The draft budget will be presented at the June board meeting.
- **Capital Improvement Plans** – Staff refined FY2024 capital plan and included expenses in FY2024 budget.

Goal 2 – Increase Ridership and Revenue

- **FY2024 Service Changes** – VRT staff launched the public outreach for the three service concepts. Open Houses on the concepts were held May 25 and May 30. VRT staff will use the hundreds of comments received during this outreach phase to refine the proposals and present a final proposal at the July board meeting. The Executive Board will set public hearing dates for the final proposal at the June board meeting.
- **Bus Stop Improvements** – VRT staff put out a request for quotes for sign blade and supplemental sign manufacturing.

Goal 3 - Build institutional and regional capacity

Regional Capital Enhancements

- **Orchard Facility Master Plan Implementation**
 - Staff have been working with contractors to restart construction as soon as the weather permits.
 - Staff finalized contract agreements with Jacobs and CTE to begin Low-No activities eventually resulting in additional depot chargers at Orchard and an expanded electric fleet.

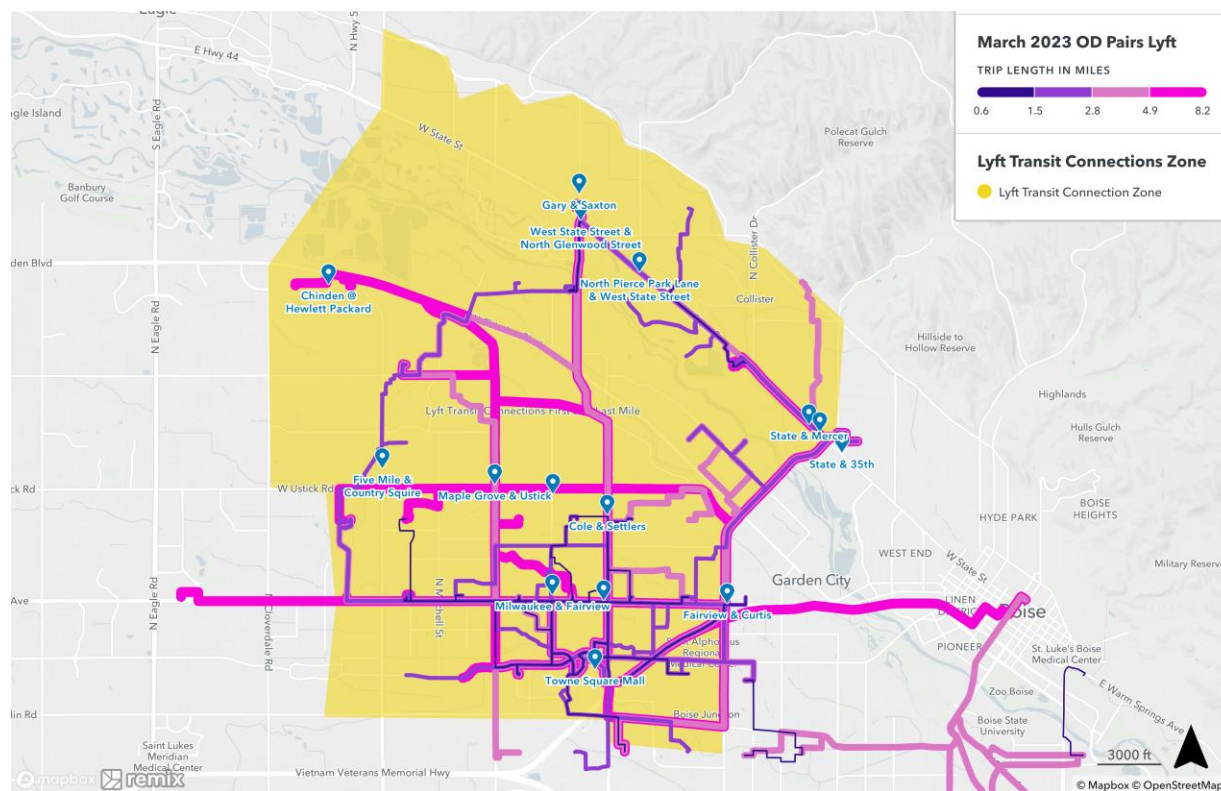
- **Happy Day Transit Center Upgrades (HDTC)**
HVAC replacement contractor is designing replacement system and is working through complications due to available HVAC system. Design engineer and architect are under contract for roof and awning replacement. Architect has started office redesign plans for 2023 construction and staff has provided comments on the future office layout.
- **Main Street Station**
 - Staff received concepts and began evaluating next steps for exit and entrance gate repairs that would address security concerns at Main Street Station.
 - To advance the 2022 Low-No and RAISE grant, staff submitted NEPA evaluation for activities within or near Main Street Station (MSS). MSS will receive 8 on-route chargers in the station and up to two chargers on the street, exact locations are yet to be determined.

Regional Corridor Planning/Corridor Capital Investments

- **State Street Corridor Projects**
 - Staff is continuing work with consultants on preparing NEPA documents for the RAISE project elements and FTA review.
 - VRT staff continues to work with ACHD on State and 18th Street design in preparation for construction next year.
 - VRT staff is working with on-call consultant and City of Boise to develop a landscaping plan for RAISE improvements at State and 23rd.
- **Bus Stop Improvements**
 - Staff is continuing 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-Sept.
 - 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 Capital City Development Corporation 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 southeast corner 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.

Mobility Integration

- Staff is examining the Lyft Transit Connections data to understand travel patterns and usage. Origin and destination pairings can be analyzed by Lyft Transit Connections or the Lyft Late Night services. Staff will issue a new RFQ to ensure first/last mile services are secured for the next 3-5 years.



- Lyft First/Last mile services provided the following trips (Feb 2022 – April 2023)
 - Lyft Late-Night Trips: 581
 - Lyft Transit Connections Trips: 3,322
 - Avg Trip Length: 2.5 Miles
 - Avg Trip Time: 8 minutes
 - Avg Trip Costs to Lyft: \$9.53
 - Avg Trip Costs to VRT \$6.40
 - Avg Trip Cost to Patron \$3.23
- City Go staff will issue general carpooler letters explaining the parameters of benefit to use ParkBOI facilities.
 - Initial parking audits reveal abuse by many carpoolers who arrive with no passengers.
 - Warning letters will follow a subsequent parking audit.
 - A third audit will initiate a revoking of discounted parking privileges.
- Staff hosted our fifth Tireside Chat discussing Growth Pressures and the City of Boise's Rezone initiative.
 - Panel discussions on process
 - TDM Policies
 - Potential Impact

More Information:

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

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TOPIC	Communications Update
DATE	June 5, 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 sent three press releases in the last month:
 - [Valley Regional Transit proposes bus network redesign, seeks public feedback](#)
 - [Valley Regional Transit to provide on-demand bus service in Eagle starting Monday, May 1](#)
 - [Valley Regional Transit bus donation to help veterans in hospice care travel to favorite sites](#)
- 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
- We posted a job opportunity for a Marketing & Outreach Coordinator to assist with all VRT communications efforts

Engagement

- VRT staff launched Phase 2 of the Better Bus initiative, which focuses on Better Bus Routes with a Bus Network Redesign. We're seeking feedback via survey at rideVRT.org/redesign, taking phone calls and emails, and participating in community events and stakeholder outreach.
- The timeline for the remainder of the redesign process is:
 - June: VRT staff uses public input to create the final proposal
 - July: Final proposal published; public comment period begins, with an online survey, activity on Engage VRT, a phone line, an email inbox, and public hearings in Ada and Canyon Counties
 - August: VRT Board votes on final proposal; public education, pending board approval
 - September: Public education, pending board approval
 - October: Service changes begin, pending board approval
- The team continues to explore event participation opportunities and develop promotional and service plans around community activities

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 have conducted market research and are 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.

More Information

Attachments: None

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