

# Executive Board Meeting Agenda

July 10, 2023

11:00 AM

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

This will be a remote meeting.

Please join us at [https://www.valleyregionaltransit.org/ExecutiveBoard\\_July2023](https://www.valleyregionaltransit.org/ExecutiveBoard_July2023)  
or by dialing in at 323-484-8960 Conference ID: 631 129 913#

**I. Calling of the Roll - Chair Joe Steer**

**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 June 5, 2023, Executive Board Meeting**

**Pages 3-5 | Paula Cromie**

*The Executive Board is asked to consider approval of the minutes of the June 5, 2023, Executive Board meeting.*

**B. ACTION: Minutes of the May 16, 2023, Regional Advisory Council Meeting**

**Pages 6-8 | Paula Cromie**

*The Executive Board is asked to accept the minutes of the May 16, 2023, Regional Advisory Council meeting.*

**C. ACTION: Payment Register**

**Pages 9-17 | Cameron Wells**

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

**D. ACTION: Asset Disposal Public Hearing Request**

**Page 18-19 | Leslie Pedrosa**

*Staff requests the Executive Board consider setting a public hearing to be held at the VRT Board Meeting at 12:00 pm on August 7, 2023 to notify the public of assets slated for disposal and provide an opportunity for public comment.*

**V. Executive Board - Action Items**

**A. ACTION: Beyond ADA Final Service Model**

**Page 20-22 | Leslie Pedrosa**

*Staff has provided the Executive Board details regarding the Beyond ADA Final Service Model and will be prepared to answer additional questions. The Executive Board is asked to accept*

*the Regional Advisory Council's recommendation and recommend the Beyond ADA final service model for approval to the VRT Board of Directors.*

**B. ACTION: Proposed Board of Directors Agenda for August Meeting**

**Page 23 | Elaine Clegg**

*The Executive Board is asked to consider approval of the proposed agenda for the August Board of Directors meeting, noting staff may need to add or remove items.*

**VI. Executive Board - Information Items**

**A. INFORMATION: Procurement Calendar**

**Page 24 | Jason Jedry**

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

**B. INFORMATION: Review FY2024 Preliminary Budget**

**Pages 25-32 | Elaine Clegg/Jason Jedry**

*This is an information item. On June 5, 2023 the Executive Board approved releasing the budget for public comment and set the required public hearing date for the regularly scheduled August 7, 2023, Board of Directors meeting. The VRT Board of Directors will be asked to consider approval of the proposed budget after the public hearing.*

**VII. Department/Staff Reports**

**A. INFORMATION: Department/Staff Reports**

**Pages 33-45 | Staff**

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

**VIII. Adjournment**

*Agenda order is subject to change.*

**Next VRT Executive Board Meeting** (followed by the Board of Directors meeting)

**August 7, 2023**

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

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

*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

June 05, 2023

11:00 AM

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

| MEMBERS ATTENDING               | MEMBERS ABSENT               | OTHERS PRESENT                   |
|---------------------------------|------------------------------|----------------------------------|
| Lantz Brown, Boise State        | John Bechtel, City of Wilder | Bre Brush, City of Boise         |
| Debbie Kling, City of Nampa     | Lauren McLean, City of Boise | Elaine Clegg, VRT                |
| Todd Lavoie, City of Meridian   |                              | Paula Cromie, VRT                |
| Sabrina Minshall, Canyon County |                              | Gregg Eisenberg, First Transit   |
| Alexis Pickering, ACHD          |                              | Jeannette Ezell, VRT             |
| Dale Reynolds, City of Nampa    |                              | Stephen Hunt, VRT                |
| Joe Stear, City of Kuna         |                              | Jason Jedry, VRT                 |
| Jarom Wagoner, City of Caldwell |                              | Lila Klopfenstein, COMPASS       |
|                                 |                              | Hailee Lenhart-Wees, VRT         |
|                                 |                              | Brad Miller, Legal Counsel       |
|                                 |                              | Andrew Mills, RAC                |
|                                 |                              | Nick Moran, VRT                  |
|                                 |                              | James Mundell, VRT               |
|                                 |                              | Leslie Pedrosa, VRT              |
|                                 |                              | David Rader, ACHD                |
|                                 |                              | Randy Reese, VRT                 |
|                                 |                              | Stan Ridgeway, ESC               |
|                                 |                              | Jason Rose, VRT                  |
|                                 |                              | Walter Steed, RAC                |
|                                 |                              | Nicole Stern, ACHD               |
|                                 |                              | Kyle Street, VRT                 |
|                                 |                              | Alissa Taysom, VRT               |
|                                 |                              | Duane Wakan, VRT                 |
|                                 |                              | Corrie Washington, First Transit |
|                                 |                              | Linda Weston, ESC                |
|                                 |                              | Helen Wright, ESC                |
|                                 |                              | Sarah Ybarra, VRT                |

- I. **Calling of the Roll** - Chair Joe Stear called the meeting to order at 11:00, with a quorum present in person and by phone.
- II. **Agenda Additions/Changes** – none
- III. **Public Comments** - None

#### IV. Consent Agenda

Items on the consent agenda consisted of the following:

**ACTION: Minutes of the May 1, 2023, Executive Board Meeting**

**ACTION: Minutes of the March 21, 2023, Regional Advisory Council Meeting**

**ACTION: FY2023 2nd Quarter Operating Cash Balance Report**

**ACTION: FY2023 2nd Quarter Budget Variance Reports**

**ACTION: Payment Register**

**ACTION: Quarterly Performance Report**

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

#### V. Finance Committee

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

Elaine Clegg and Jason Jedry presented the FY2024 preliminary budget. Following discussion, Debbie Kling moved to release the budget for public comment when ready and set August 7, 2023, at the regularly scheduled Board of Directors meeting for the public hearing on the budget; Dale Reynolds seconded. The motion carried unanimously. The final proposed budget will be available at the July Executive Board meeting.

#### VI. EXECUTIVE SESSION

##### A. EXECUTIVE SESSION: Pending/Probable Litigation

At 11:20, Debbie Kling moved to convene into executive session Pursuant to Idaho Code 74-206, identifying paragraph f) Pending/Probable Litigation; Dale Reynolds seconded. The motion passed unanimously.

Roll call was taken. All executive board members were present except Lauren McLean and John Bechtel.

The executive session closed at 11:38.

No action was taken during the session.

#### VII. Executive Board - Action Items

##### A. ACTION - Eagle Senior Center

Staff presented information regarding the Eagle Center appeal. Following that information, Debbie Kling suggested the executive board give the Eagle Senior Center the opportunity to discuss the situation. Stan Ridgeway wanted to make it clear, the group he represented is not the "Eagle Senior Center," but Eagle Senior Citizens, Inc., and the group does not feel like their voices were heard.

Staff clarified questions and concerns. Board members reiterated they would like staff to work with Eagle Senior Citizens, Inc., whom the Board deeply cares about, and continue to serve this population safely, with best services/customer service possible and to resolve financial questions they have.

Following discussion, Alexis Pickering moved to deny the appeal filed by Eagle Senior Center, that was presented at a public hearing on March 6, 2023, to reinstate previous contract for services; Lantz McGinnis-Brown seconded. The motion passed unanimously.

**B. ACTION: Agnew Beck Contract Extension**

Debbie Kling moved to approve Resolution VEB23-015 and corresponding Authorization for Expenditure for a contract extension with Agnew Beck Consultants; Dale Reynolds seconded. The motion passed unanimously.

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

Stephen Hunt presented an update on the service change process and comments received to date and requested the executive board set public hearing dates for the final proposal for July 18 in Ada County and July 25 in Canyon County.

Elaine Clegg asked the Board to postpone this decision for two months and have the Board make a final decision in October and make the service changes in January or in the spring of 2024.

Debbie Kling made a motion to postpone the service changes and establish public hearing dates in both Nampa and Caldwell for Canyon County when staff is ready to move forward with a final service change plan; Lantz McGinnis-Brown seconded. The motion passed unanimously.

**VIII. Executive Board - Information Items****A. INFORMATION: Board - Facilities Field Trip**

Elaine Clegg informed executive board members the Doodle Poll sent to board members to confirm a day for a field trip to all VRT facilities determined the need to move the suggested dates to later in the year. Staff will look for dates in September to try to accommodate everyone's calendars.

**B. INFORMATION: Procurement Calendar**

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

**IX. Department/Staff Reports****A. INFORMATION: Department/Staff Reports**

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

**X. Adjournment – The meeting was adjourned at 12:43.****Next VRT Executive Board Meeting:**

**July 10, 2023**

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

# Regional Advisory Council Meeting Minutes

May 16, 2023

9:00 AM

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

| MEMBERS PRESENT   | MEMBERS ABSENT  | OTHERS                     |
|-------------------|-----------------|----------------------------|
| Susan Bradley     | Samantha Kenney | Laine Amoureux             |
| Terri Lindenberg  |                 | Bre Brush, City of Boise   |
| Susan Manika      |                 | Mark Carnopis, VRT         |
| Jeremy Maxand     |                 | Paula Cromie, VRT          |
| Andrew Mills      |                 | Elaine Clegg, VRT          |
| Lauren Noble      |                 | Kate Dahl, VRT             |
| Mary Beth Nutting |                 | Jeremy Gianchetta, VRT     |
| Deeann Solis      |                 | Jose Hernandez, VRT        |
| Walter Steed      |                 | Stephen Hunt, VRT          |
| Theresa Vawter    |                 | Jason Jedry, VRT           |
|                   |                 | Lila Klopfenstein, COMPASS |
|                   |                 | Hailee Lenhart-Wees, VRT   |
|                   |                 | Janet Miller               |
|                   |                 | Nick Moran, VRT            |
|                   |                 | James Mundell, VRT         |
|                   |                 | Randy Reese, VRT           |
|                   |                 | Jason Rose, VRT            |
|                   |                 | Alissa Taysom, VRT         |
|                   |                 | Duane Wakan, VRT           |
|                   |                 | Cameron Wells, VRT         |

- I. **Calling of the Roll** – Vice-chair Mary Beth Nutting called the meeting to order at 9:02 with a quorum present by phone and in person.
- II. **Agenda Additions/Changes** – Leslie Pedrosa will not be available for the meeting, but information was included in the packet for her items.
- III. **Public Comments** - None
- IV. **Consent Agenda**  
Items on the consent agenda consisted of the following:
  - A. **ACTION: Minutes of March 21, 2023, Regional Advisory Council Meeting**  
Jeremy Maxand moved to approve the consent agenda as presented, Lauren Noble seconded.  
The motion passed unanimously.
- V. **Action Items** - None
- VI. **Information Items**

**A. INFORMATION: Global Accessibility Awareness Day**

Jeremy Maxand introduced Laine Amoureux, a local expert in digital accessibility, who gave a discussion highlighting digital accessibility and the importance of digital access around transportation.

**B. INFORMATION: RAC Membership Expiration and Renewal**

Jason Rose discussed Regional Advisory Council membership expiration and renewal terms. Those members due for renewal are Susan Bradley, Mary Beth Nutting and Samantha Kenney. Members who would like to renew their membership should reach out to the chair and let him know you are interested.

**C. INFORMATION: RAC Strategy and Direction**

Jason Rose discussed strategy and direction with Regional Advisory Council members. This item will introduce the concept, as further action will be expected in upcoming meetings.

Comments included:

- What are the elements staff could use the most input from the Regional Advisory Council?
- Should the RAC provide more input to the board during the public comment section of their agenda?
- Members would like more information on items before things take place.
- Members would like to be more informed on processes and provide more details on personal experiences...consumer experiences.
- Consider holding meetings quarterly or every other month and change the meeting place of the meetings to where we are meeting/intersecting with riders.
- Consider having the option to miss a meeting (excused absence) due to work issues.
- Consider changing the time meetings occur.
- Implementation of revised routes is October

**D. INFORMATION: Community Involvement Update**

Jason Rose presented updates on VRT community involvement efforts, specifically around the Better Bus initiative, with attention on the Better Bus Routes and bus network redesign. He described the three scenarios and stated the final proposal may end up being a combination of the proposals. Public hearings will take place in July and the Board will make a final decision in August.

**E. INFORMATION: OnDemand Update**

Leslie Pedrosa provided an update to the OnDemand service in the packet.

**F. INFORMATION: Operations Update**

Leslie Pedrosa provided RAC members an informational memo with updates in the packet.

**G. INFORMATION: Topics for Discussion - What are you hearing?**

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

**VII. Department/Staff Reports****A. INFORMATION: Department/Staff Reports**

The most current department/staff reports were included in the packet for information. Members were encouraged to read the reports and ask questions.

**VIII. Adjournment** – Terri Lindenberg moved to adjourn the meeting; the motion was seconded. The meeting was adjourned at 11:03.

*Item IV. B.*

**Next Regional Advisory Council Meeting:**

**June 20, 2023**

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642



|              |                  |
|--------------|------------------|
| TOPIC        | Payment Register |
| DATE         | June 16, 2023    |
| STAFF MEMBER | Cameron Wells    |

**Staff Recommendation/Request**

The Board will review and consider accepting the May 16, 2023 to June 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 – May 16, 2023 to June 15, 2023

**For detailed information contact:** Cameron Wells, Controller, 208-258-2704,  
[cwells@ridevrt.org](mailto:cwells@ridevrt.org)

## Payment Register 5/16/2023 - 6/15/2023

| Payee                             | Pymt Date | CheckNum | Amount      | Invoice Description               |
|-----------------------------------|-----------|----------|-------------|-----------------------------------|
| A E S Inc                         | 22-May-23 | ACH      | \$1,040.83  | Temp Wages                        |
| A E S Inc                         | 22-May-23 | ACH      | \$1,054.00  | Temp Wages                        |
| Access Idaho-26682                | 22-May-23 | 60227    | \$45.18     | DLR Monitoring                    |
| Adame Construction Inc.           | 07-Jun-23 | ACH      | \$2,000.00  | Installation of bus shelter       |
| AdaRide.Com, LLC                  | 07-Jun-23 | ACH      | \$2,404.50  | Paratransit Services May          |
| Alexander Clark Printing          | 22-May-23 | 60228    | \$729.10    | System Maps                       |
| Alexander Clark Printing          | 22-May-23 | 60228    | \$74.45     | Business cards                    |
| Alexander Clark Printing          | 22-May-23 | 60228    | \$970.00    | Access Passes                     |
| Alternative Hose                  | 07-Jun-23 | ACH      | \$52.00     | Vehicle Parts                     |
| Alternative Hose                  | 07-Jun-23 | ACH      | \$45.52     | Vehicle Parts                     |
| AMAZON.COM SERVICES, INC.         | 22-May-23 | ACH      | \$509.90    | Self-Adhesive sign holder         |
| AMAZON.COM SERVICES, INC.         | 22-May-23 | ACH      | \$13.89     | Disposable Vomit Bags             |
| AMAZON.COM SERVICES, INC.         | 07-Jun-23 | ACH      | \$355.31    | Safe                              |
| American Mechanical Corp          | 22-May-23 | ACH      | \$900.00    | MSS HVAC Preventative Maintenance |
| American Mechanical Corp          | 07-Jun-23 | ACH      | \$750.00    | Quarterly PM - HVAC               |
| AppRiver, LLC                     | 07-Jun-23 | ACH      | \$1,903.14  | 24/7 Support                      |
| Automotive Service Equip          | 22-May-23 | ACH      | \$1,030.23  | Air Compressor Service            |
| Avero, LLC                        | 07-Jun-23 | ACH      | \$2,060.00  | ERP System Consulting Services    |
| A-Z Bus Sales, Inc                | 22-May-23 | ACH      | \$28.00     | W/C Door Hold Cable               |
| A-Z Bus Sales, Inc                | 22-May-23 | ACH      | \$602.96    | ABS WheelFlare                    |
| A-Z Bus Sales, Inc                | 07-Jun-23 | ACH      | (\$290.97)  | Credit for Returned Mirror Head   |
| A-Z Bus Sales, Inc                | 07-Jun-23 | ACH      | \$107.38    | Seat belt                         |
| A-Z Bus Sales, Inc                | 07-Jun-23 | ACH      | \$218.29    | SEAT BELT                         |
| A-Z Bus Sales, Inc                | 07-Jun-23 | ACH      | \$668.10    | PAIR ASSY CYLINDERS               |
| A-Z Bus Sales, Inc                | 07-Jun-23 | ACH      | \$179.25    | GAS SPRING ROLL STOP              |
| A-Z Bus Sales, Inc                | 07-Jun-23 | ACH      | \$687.78    | ASSY CYLINDER BOXED               |
| A-Z Bus Sales, Inc                | 07-Jun-23 | ACH      | \$353.81    | AUTO PARTS                        |
| A-Z Bus Sales, Inc                | 07-Jun-23 | ACH      | \$431.40    | LAP & SHLDR BELT/FREIGHT          |
| A-Z Bus Sales, Inc                | 07-Jun-23 | ACH      | \$262.61    | CAR PARTS                         |
| A-Z Bus Sales, Inc                | 07-Jun-23 | ACH      | \$242.04    | Kit, Restraint Belt               |
| Black Signs of Idaho, Inc.        | 07-Jun-23 | ACH      | \$50.00     | Rental Sign Back for Banners      |
| Boise Air Terminal                | 07-Jun-23 | ACH      | \$8,971.36  | Land Rent                         |
| Boise City Utility Billing        | 07-Jun-23 | 60249    | \$361.41    | Utility Billing                   |
| Boise Community Radio Project     | 22-May-23 | ACH      | \$500.00    | Radio Ads                         |
| Boise Municipal Health Care Trust | 07-Jun-23 | ACH      | \$64,169.93 | Health Ins. Premiums              |
| Boise Peterbilt                   | 22-May-23 | ACH      | \$563.72    | Inventory Parts                   |
| Boise Peterbilt                   | 22-May-23 | ACH      | \$64.76     | Inventory Parts                   |
| Boise Peterbilt                   | 22-May-23 | ACH      | \$346.92    | Inventory Parts                   |
| Boise Peterbilt                   | 07-Jun-23 | ACH      | \$520.68    | Inventory Parts                   |
| Boise State Public Radio          | 22-May-23 | ACH      | \$1,570.00  | Radio Ads                         |
| Boise State University            | 22-May-23 | ACH      | \$12,785.00 | Sub-Recipient                     |
| Brady Industries of Nevada, LLC   | 07-Jun-23 | ACH      | \$403.35    | Janitorial Supplies               |
| Buck's Bags Inc                   | 07-Jun-23 | 60250    | \$950.00    | Bus Stop Covers                   |
| BURRELL, LAPRIEST                 | 22-May-23 | 60229    | \$49.68     | Reimbursement - Shoes             |
| CAMPBELL, WAYDE                   | 22-May-23 | ACH      | \$150.00    | Reimbursement - Shoes             |
| Canadian Standards Association    | 22-May-23 | 60230    | \$270.24    | CNG Labels                        |
| Career Uniforms Partners          | 22-May-23 | ACH      | \$302.05    | Uniforms - R. Santos              |
| Career Uniforms Partners          | 22-May-23 | ACH      | \$418.30    | Uniforms                          |
| Career Uniforms Partners          | 22-May-23 | ACH      | \$33.80     | Uniforms                          |
| Career Uniforms Partners          | 22-May-23 | ACH      | \$285.35    | Uniforms                          |
| Career Uniforms Partners          | 22-May-23 | ACH      | \$64.95     | Uniforms                          |
| Career Uniforms Partners          | 22-May-23 | ACH      | \$225.45    | Uniforms                          |
| Career Uniforms Partners          | 22-May-23 | ACH      | \$102.65    | Uniforms                          |
| Career Uniforms Partners          | 22-May-23 | ACH      | \$98.00     | Uniforms                          |
| Career Uniforms Partners          | 07-Jun-23 | ACH      | \$78.70     | Uniforms                          |
| Career Uniforms Partners          | 07-Jun-23 | ACH      | \$148.70    | Uniforms                          |
| Career Uniforms Partners          | 07-Jun-23 | ACH      | \$49.90     | Uniforms                          |
| Career Uniforms Partners          | 07-Jun-23 | ACH      | \$147.10    | Uniforms                          |
| Career Uniforms Partners          | 07-Jun-23 | ACH      | \$70.80     | Uniforms                          |
| Career Uniforms Partners          | 07-Jun-23 | ACH      | \$47.80     | Uniforms                          |
| Career Uniforms Partners          | 07-Jun-23 | ACH      | \$161.40    | Uniforms                          |
| Career Uniforms Partners          | 07-Jun-23 | ACH      | \$0.01      | Uniforms                          |
| CARNOPIIS, MARK                   | 07-Jun-23 | ACH      | \$84.63     | Reimb mileage/supplies            |
| Catapult3, Inc.                   | 22-May-23 | ACH      | \$125.00    | SIGNAGE INSTALLATION              |
| Catapult3, Inc.                   | 22-May-23 | ACH      | \$9,308.28  | SIGNAGE INSTALLATION              |
| Catapult3, Inc.                   | 22-May-23 | ACH      | \$3,213.32  | SIGNAGE INSTALLATION              |
| Catapult3, Inc.                   | 22-May-23 | ACH      | \$978.40    | SIGNAGE INSTALLATION              |
| CenturyLink                       | 22-May-23 | 60231    | \$175.21    | Telecom Services 5/16-6/15        |
| CenturyLink                       | 22-May-23 | 60231    | \$153.27    | Telecom Services 5/7-6/6          |
| CenturyLink                       | 07-Jun-23 | 60251    | \$252.77    | Telecom Services 5/22-6/21        |

|                                      |           |       |              |                                 |
|--------------------------------------|-----------|-------|--------------|---------------------------------|
| CenturyLink                          | 07-Jun-23 | 60251 | \$339.63     | Telecom Services 5/22-6/21      |
| CenturyLink                          | 07-Jun-23 | 60251 | \$53.56      | Telecom Services 5/22-6/21      |
| CenturyLink                          | 07-Jun-23 | 60251 | \$26.78      | Telecom Services 6/1-6/30       |
| CenturyLink                          | 07-Jun-23 | 60251 | \$316.37     | Telecom Services 5/25-6/24      |
| Child Safety Solutions, Inc.         | 22-May-23 | 60232 | \$2,265.00   | REFLECTORS                      |
| Christensen, Inc                     | 22-May-23 | ACH   | \$9,126.74   | Diesel                          |
| Christensen, Inc                     | 22-May-23 | ACH   | \$9,955.00   | Oil                             |
| Christensen, Inc                     | 07-Jun-23 | ACH   | \$5,564.32   | Unleaded Gas                    |
| Christensen, Inc                     | 07-Jun-23 | ACH   | \$2,891.91   | Oil                             |
| Church of the Harvest                | 22-May-23 | ACH   | \$23,031.75  | Acquisition of Services         |
| City of Caldwell Water Department    | 22-May-23 | 60233 | \$69.32      | Water/Sewer/st. light           |
| City of Caldwell Water Department    | 22-May-23 | 60233 | \$120.32     | Garbage                         |
| City of Caldwell Water Department    | 07-Jun-23 | 60252 | \$123.47     | water/sewer/st. light           |
| City of Caldwell Water Department    | 07-Jun-23 | 60252 | \$120.32     | garbage                         |
| City of Garden City                  | 07-Jun-23 | 60253 | \$66.10      | Garbage, water, sewer           |
| CLEGG, ELAINE                        | 07-Jun-23 | ACH   | \$128.00     | Reimb CTAA Conf. meals          |
| CLEGG, ELAINE                        | 07-Jun-23 | ACH   | \$93.15      | 20230521-APTA Conf. Reimb       |
| Coach & Equipment Manufacturing, Inc | 07-Jun-23 | ACH   | \$373.37     | Vehilce Parts                   |
| Commercial Tire, Inc                 | 22-May-23 | ACH   | \$178.00     | Emergency Road Call             |
| Commercial Tire, Inc                 | 22-May-23 | ACH   | \$794.45     | Lube/rotors/breaks/repairs      |
| Commercial Tire, Inc                 | 22-May-23 | ACH   | \$273.67     | Complete Lube, vehicle repairs  |
| Commercial Tire, Inc                 | 22-May-23 | ACH   | \$1,444.80   | Tires                           |
| Commercial Tire, Inc                 | 22-May-23 | ACH   | \$121.80     | Tires                           |
| Commercial Tire, Inc                 | 22-May-23 | ACH   | \$121.80     | Tires                           |
| Commercial Tire, Inc                 | 22-May-23 | ACH   | \$121.80     | Tires                           |
| Commercial Tire, Inc                 | 22-May-23 | ACH   | \$99.95      | Tires                           |
| Commercial Tire, Inc                 | 22-May-23 | ACH   | \$515.50     | Tires                           |
| Commercial Tire, Inc                 | 22-May-23 | ACH   | \$275.00     | Tires                           |
| Commercial Tire, Inc                 | 22-May-23 | ACH   | \$554.15     | N335 Rri/O New Tires            |
| Commercial Tire, Inc                 | 07-Jun-23 | ACH   | \$87.84      | Vechicle maintenance            |
| Commercial Tire, Inc                 | 07-Jun-23 | ACH   | \$232.95     | PM inspection, lube service     |
| Commercial Tire, Inc                 | 07-Jun-23 | ACH   | \$19.52      | Bulb Replacement                |
| Commercial Tire, Inc                 | 07-Jun-23 | ACH   | \$12.95      | New wiper blade                 |
| Commercial Tire, Inc                 | 07-Jun-23 | ACH   | \$99.99      | AC CHECK & RECHARGE             |
| Commercial Tire, Inc                 | 07-Jun-23 | ACH   | \$27.90      | Tires                           |
| Commercial Tire, Inc                 | 07-Jun-23 | ACH   | \$27.90      | Tires                           |
| Commercial Tire, Inc                 | 07-Jun-23 | ACH   | \$853.08     | Tires                           |
| Commercial Tire, Inc                 | 07-Jun-23 | ACH   | \$841.08     | Tires                           |
| Commercial Tire, Inc                 | 07-Jun-23 | ACH   | \$841.08     | Tires                           |
| Commercial Tire, Inc                 | 07-Jun-23 | ACH   | \$263.80     | Tires                           |
| Commercial Tire, Inc                 | 07-Jun-23 | ACH   | \$27.90      | Tires                           |
| Commercial Tire, Inc                 | 07-Jun-23 | ACH   | \$1,537.38   | Tires N616 Steers               |
| Commercial Tire, Inc                 | 07-Jun-23 | ACH   | \$446.19     | Tires Replaced RRO N617         |
| Commercial Tire, Inc                 | 07-Jun-23 | ACH   | \$1,614.78   | Tires                           |
| Commercial Tire, Inc                 | 07-Jun-23 | ACH   | \$1,614.78   | Tires                           |
| Commercial Tire, Inc                 | 07-Jun-23 | ACH   | \$1,334.32   | AGM8D Batteries                 |
| Commercial Tire, Inc                 | 07-Jun-23 | ACH   | \$915.22     | Steers N333                     |
| Complete Coach Works                 | 07-Jun-23 | ACH   | \$2,416.31   | Throttle Body Assembly          |
| Consensus Cloud Solutions            | 22-May-23 | 60234 | \$286.20     | Yearly Fax charges              |
| Creative Bus Sales                   | 22-May-23 | ACH   | \$36.48      | W/C Lift Door Safety Cable      |
| Creative Bus Sales                   | 07-Jun-23 | ACH   | \$115.89     | Bus Parts                       |
| CROMIE, PAULA                        | 07-Jun-23 | ACH   | \$24.25      | Reimb - food May in Motion      |
| CROMIE, PAULA                        | 07-Jun-23 | ACH   | \$76.89      | Reimb Exec. Board lunch         |
| CSHQA                                | 07-Jun-23 | ACH   | \$814.91     | Architectural Services          |
| CSHQA                                | 07-Jun-23 | ACH   | \$7,539.76   | Architectural Services          |
| CTI Corp                             | 07-Jun-23 | ACH   | \$120.00     | PPE Testing - Gloves            |
| Cummins Rocky Mountain, LLC          | 22-May-23 | ACH   | \$22.26      | O Ring Seal & Retainer Seal     |
| Cummins Rocky Mountain, LLC          | 22-May-23 | ACH   | \$425.90     | Inventory Parts                 |
| Cummins Rocky Mountain, LLC          | 22-May-23 | ACH   | \$236.76     | Cover, Oil Seals                |
| Cummins Rocky Mountain, LLC          | 22-May-23 | ACH   | \$1,776.48   | Cooler Kit                      |
| Cummins Rocky Mountain, LLC          | 22-May-23 | ACH   | \$43.03      | Cranshaft Seal Installer        |
| Cummins Rocky Mountain, LLC          | 22-May-23 | ACH   | \$2,031.64   | EGR Cooler                      |
| Cummins Rocky Mountain, LLC          | 22-May-23 | ACH   | (\$1,630.28) | Creidt for Returned EGR Cooler  |
| Cummins Rocky Mountain, LLC          | 22-May-23 | ACH   | (\$13.50)    | Cam Position Sensor Core Credit |
| Cummins Rocky Mountain, LLC          | 22-May-23 | ACH   | (\$56.15)    | Installers Returned             |
| Cummins Rocky Mountain, LLC          | 22-May-23 | ACH   | (\$472.50)   | Core Credit                     |
| Cummins Rocky Mountain, LLC          | 07-Jun-23 | ACH   | \$51.62      | Cam Position Sensor             |
| Cummins Rocky Mountain, LLC          | 07-Jun-23 | ACH   | \$27,333.93  | Inventory Parts                 |
| Curtis Clean Sweep                   | 22-May-23 | ACH   | \$55.00      | Sweep & Detail Boise Garage     |
| CURTIS, JODI                         | 07-Jun-23 | 60254 | \$50.00      | Reimb Cell - June               |
| Custom Care Pest Services            | 22-May-23 | ACH   | \$95.00      | Pest Services                   |
| David Gregory Sherman                | 22-May-23 | 60235 | \$205.00     | Windshield Repairs              |
| Day Wireless Systems                 | 22-May-23 | ACH   | \$350.00     | Radio Site Rental               |

|                                     |           |       |             |                                 |
|-------------------------------------|-----------|-------|-------------|---------------------------------|
| Delerrok, Inc.                      | 22-May-23 | ACH   | \$1,364.00  | UMO Monthly Trans. Fee's        |
| DMC Sales                           | 22-May-23 | ACH   | \$1,286.90  | Anti-Freeze & Washer Fluid      |
| Dwaine S Lee, LLC                   | 22-May-23 | ACH   | \$194.25    | Towing Service                  |
| Dwaine S Lee, LLC                   | 22-May-23 | ACH   | \$172.05    | Towing Service                  |
| Dwaine S Lee, LLC                   | 22-May-23 | ACH   | \$388.50    | Towing Service                  |
| Dwaine S Lee, LLC                   | 07-Jun-23 | ACH   | \$194.25    | Towing Service                  |
| Dwaine S Lee, LLC                   | 07-Jun-23 | ACH   | \$283.00    | Towing Service                  |
| Dwaine S Lee, LLC                   | 07-Jun-23 | ACH   | \$283.00    | Towing Service                  |
| Dwaine S Lee, LLC                   | 07-Jun-23 | ACH   | \$416.38    | Towing Service                  |
| Ecolube Recovery, LLC.              | 22-May-23 | ACH   | \$90.00     | Parts Wash Lease                |
| Ecolube Recovery, LLC.              | 07-Jun-23 | ACH   | \$25.00     | Oil Filter Disposal             |
| EDM Technology, Inc.                | 22-May-23 | ACH   | \$4,250.00  | 31 DAY ADULT LOCAL              |
| EDM Technology, Inc.                | 22-May-23 | ACH   | \$5,500.00  | ONE DAY LOCAL ADULT             |
| EISENBERG, GREGG                    | 22-May-23 | ACH   | \$523.94    | Reimbursement - Recruiting Ads  |
| EISENBERG, GREGG                    | 07-Jun-23 | ACH   | \$207.84    | Team Bus - New Bid Snacks       |
| EISENBERG, GREGG                    | 07-Jun-23 | ACH   | \$50.00     | Reimb Cell - June               |
| Elliott Auto Supply Co., Inc        | 22-May-23 | ACH   | \$64.32     | Brake Clean                     |
| Elliott Auto Supply Co., Inc        | 07-Jun-23 | ACH   | \$246.48    | Shocks                          |
| Elliott Auto Supply Co., Inc        | 07-Jun-23 | ACH   | \$246.48    | Shocks                          |
| ETA Phi Systems, Inc.               | 07-Jun-23 | ACH   | \$7,671.70  | OandM costs for CAD/AVL         |
| ETA Phi Systems, Inc.               | 07-Jun-23 | ACH   | \$7,671.70  | OandM costs for CAD/AVL         |
| FARNHAM, JOHN KELLY                 | 22-May-23 | ACH   | \$140.00    | Reimbursement - CDL Skills Test |
| FARNHAM, JOHN KELLY                 | 22-May-23 | ACH   | \$21.60     | Reimbursement - CDL Endorsement |
| Fire Services of Idaho              | 22-May-23 | ACH   | \$22,375.28 | Fire Suppression Services       |
| Fire Services of Idaho              | 22-May-23 | ACH   | \$210.00    | Fire Suppression Services       |
| First Transit                       | 07-Jun-23 | ACH   | \$27,557.35 | Ada/Canyon County Mgmt          |
| Gem State Paper & Supply            | 07-Jun-23 | ACH   | \$276.08    | Shop Supplies                   |
| Gem State Paper & Supply            | 07-Jun-23 | ACH   | \$113.94    | Shop Supplies                   |
| Gillig, LLC                         | 22-May-23 | ACH   | \$51.56     | Threaded Rods                   |
| Gillig, LLC                         | 22-May-23 | ACH   | \$267.10    | Vehicle                         |
| Gillig, LLC                         | 22-May-23 | ACH   | \$256.56    | Vehicle                         |
| Gillig, LLC                         | 22-May-23 | ACH   | \$81.08     | 90 Degree Elbows                |
| Gillig, LLC                         | 22-May-23 | ACH   | \$618.07    | Vehicle                         |
| Gillig, LLC                         | 22-May-23 | ACH   | \$963.02    | Vehicle                         |
| Gillig, LLC                         | 22-May-23 | ACH   | \$7.40      | Exhaust Gasket                  |
| Gillig, LLC                         | 22-May-23 | ACH   | \$121.52    | Vehicle                         |
| Gillig, LLC                         | 22-May-23 | ACH   | \$395.66    | Vehicle                         |
| Gillig, LLC                         | 22-May-23 | ACH   | \$104.15    | Horn, Button Assembly           |
| Gillig, LLC                         | 07-Jun-23 | ACH   | \$919.30    | Vehicle                         |
| Gillig, LLC                         | 07-Jun-23 | ACH   | \$148.47    | Vehicle                         |
| Gillig, LLC                         | 07-Jun-23 | ACH   | \$977.64    | Oil Fill Pipe                   |
| Gillig, LLC                         | 07-Jun-23 | ACH   | \$505.26    | Vehicle                         |
| Gillig, LLC                         | 07-Jun-23 | ACH   | \$919.08    | Vehicle                         |
| Gillig, LLC                         | 07-Jun-23 | ACH   | \$1,324.72  | Vehicle                         |
| Gillig, LLC                         | 07-Jun-23 | ACH   | \$1,230.62  | Vehicle                         |
| Gillig, LLC                         | 07-Jun-23 | ACH   | \$206.12    | Front Engine Mount              |
| Gillig, LLC                         | 07-Jun-23 | ACH   | \$271.78    | Rear Engine Mount               |
| GODFREY, KATHLEEN                   | 07-Jun-23 | ACH   | \$253.73    | Reimb Food - Party/meetings     |
| Grainger Inc                        | 22-May-23 | ACH   | \$518.43    | Inventory Parts                 |
| Grainger Inc                        | 22-May-23 | ACH   | \$71.28     | Paper Towels                    |
| Grainger Inc                        | 22-May-23 | ACH   | \$157.98    | Double Sided Tape               |
| Grainger Inc                        | 22-May-23 | ACH   | \$136.36    | Ball Valves                     |
| Grainger Inc                        | 07-Jun-23 | ACH   | \$185.44    | Inventory Parts                 |
| Grainger Inc                        | 07-Jun-23 | ACH   | \$89.60     | Recycling Filter                |
| Grainger Inc                        | 07-Jun-23 | ACH   | \$87.89     | Oil and Dye Injector            |
| HALL, WILLARD                       | 22-May-23 | 60236 | \$89.99     | Reimbursement - DOT Physical    |
| HASSAN, DEANNA                      | 07-Jun-23 | ACH   | \$50.00     | Reimb Cell - June               |
| Hawley Troxell Ennis & Hawley       | 22-May-23 | ACH   | \$494.00    | Legal Services                  |
| Hawley Troxell Ennis & Hawley       | 22-May-23 | ACH   | \$190.00    | Legal Services                  |
| Hawley Troxell Ennis & Hawley       | 22-May-23 | ACH   | \$608.00    | Legal Services                  |
| Hawley Troxell Ennis & Hawley       | 22-May-23 | ACH   | \$4,062.50  | Legal Services                  |
| Hawley Troxell Ennis & Hawley       | 22-May-23 | ACH   | \$713.00    | Legal Services                  |
| Hi - Line                           | 22-May-23 | ACH   | \$86.30     | D. CTR Cut Wheel                |
| Hi - Line                           | 22-May-23 | ACH   | \$317.48    | Nuts & Bolts                    |
| Hi - Line                           | 22-May-23 | ACH   | \$325.48    | Assorted Hose Clamps, Washer    |
| Hi - Line                           | 22-May-23 | ACH   | \$37.40     | Oring 2.5TX12.0ID               |
| Hot Shots, Inc.                     | 22-May-23 | ACH   | \$838.80    | Courier Services                |
| IBI Group Professional Services Inc | 22-May-23 | ACH   | \$1,495.51  | Bus Stop Typology               |
| Idaho Power                         | 22-May-23 | 60237 | \$638.95    | Utilities 4/13-5/12             |
| Idaho Power                         | 22-May-23 | 60237 | \$2,437.03  | Utilities 4/13-5/12             |
| Idaho Power                         | 07-Jun-23 | 60255 | \$16.34     | Utilities 4/26-5/25             |
| Idaho Power                         | 07-Jun-23 | 60255 | \$11,287.31 | Utilities                       |
| Idaho Records Management, LLC       | 22-May-23 | ACH   | \$45.00     | Services                        |

|                                       |           |       |                                               |
|---------------------------------------|-----------|-------|-----------------------------------------------|
| Idaho Records Management, LLC         | 22-May-23 | ACH   | \$45.00 Services                              |
| Integrinet Global Solutions, LLC      | 22-May-23 | ACH   | \$1,300.00 IT Services                        |
| Integrinet Global Solutions, LLC      | 07-Jun-23 | ACH   | \$276.25 IT Services                          |
| Intermountain Communications of       | 22-May-23 | ACH   | \$335.00 Reprogramming radio                  |
| Intermountain Communications of       | 07-Jun-23 | ACH   | \$4,223.76 Radio Replacement fleet vehicles   |
| Intermountain Communications of       | 07-Jun-23 | ACH   | \$1,275.00 Reprogram mobile radios            |
| Intermountain Gas                     | 22-May-23 | ACH   | \$82.22 Utilities 4/11-5/10                   |
| Intermountain Gas                     | 22-May-23 | ACH   | \$2,016.74 Utilities 4/11-5/10                |
| Intermountain Gas                     | 07-Jun-23 | ACH   | \$95.07 Utilities 4/28-5/31                   |
| Intermountain Gas                     | 07-Jun-23 | ACH   | \$539.59 Utilities 4/20-5/19                  |
| Intermountain Gas                     | 07-Jun-23 | ACH   | \$66.64 Utilities 4/21-5/22                   |
| Interstate Fre Sales and Service, LLC | 07-Jun-23 | 60256 | \$48.00 Fire Extinguisher Service             |
| Jacobs Engineering Group, Inc.        | 22-May-23 | ACH   | \$5,299.52 Spring Construcion Rebalance       |
| Jarrett Walker & Associates, LLC      | 22-May-23 | ACH   | \$3,241.17 System Map Route/Brochure Redesign |
| Jarrett Walker & Associates, LLC      | 07-Jun-23 | ACH   | \$6,826.85 System Map Route/Brochure redesign |
| Jeremy Ricky                          | 22-May-23 | ACH   | \$286.92 Purchase Transportation - CC         |
| Jeremy Ricky                          | 22-May-23 | ACH   | \$92.00 Purchase Transportation-April         |
| Jeremy Ricky                          | 22-May-23 | ACH   | \$18,301.76 Purchase Transportation- ADA      |
| Jeremy Ricky                          | 22-May-23 | ACH   | \$2,286.64 Purchase Transportation- CC        |
| Jeremy Ricky                          | 22-May-23 | ACH   | \$44.00 Purchase Transportation               |
| Jeremy Ricky                          | 07-Jun-23 | ACH   | \$894.72 Purchase Transportation              |
| Jeremy Ricky                          | 07-Jun-23 | ACH   | \$16,616.84 Purchase Transportation           |
| Jeremy Ricky                          | 07-Jun-23 | ACH   | \$1,937.32 Purchase Transportation            |
| Jeremy Ricky                          | 07-Jun-23 | ACH   | \$56.00 Purchase Transportation               |
| JoPaul & Sons LLC                     | 22-May-23 | ACH   | \$57.00 Vehicle washes                        |
| JoPaul & Sons LLC                     | 22-May-23 | ACH   | \$20.00 Vehicle washes                        |
| Karcher Auto Parts                    | 22-May-23 | ACH   | \$3.30 Tap                                    |
| Karcher Auto Parts                    | 22-May-23 | ACH   | \$135.98 Super Clean                          |
| Karcher Auto Parts                    | 22-May-23 | ACH   | \$31.46 Brake Hose                            |
| Karcher Auto Parts                    | 22-May-23 | ACH   | \$41.28 Spray Paint                           |
| Karcher Auto Parts                    | 22-May-23 | ACH   | \$29.14 Spindle Nut Socket                    |
| Karcher Auto Parts                    | 22-May-23 | ACH   | \$135.84 Oil Filters                          |
| Karcher Auto Parts                    | 22-May-23 | ACH   | \$21.15 Silicone Spray                        |
| Karcher Auto Parts                    | 07-Jun-23 | ACH   | \$22.16 Exhaust Hangers                       |
| Karcher Auto Parts                    | 07-Jun-23 | ACH   | \$15.94 Vac Pump Oil                          |
| Karcher Auto Parts                    | 07-Jun-23 | ACH   | \$22.16 Exhaust Hangers                       |
| Karcher Auto Parts                    | 07-Jun-23 | ACH   | \$42.26 Hood Struts                           |
| Karcher Auto Parts                    | 07-Jun-23 | ACH   | \$135.98 Super Clean                          |
| Karcher Auto Parts                    | 07-Jun-23 | ACH   | \$3.84 Tire Crayons                           |
| Kenworth Sales                        | 22-May-23 | ACH   | (\$312.50) Turbo Core Credit                  |
| Kenworth Sales                        | 22-May-23 | ACH   | \$48.68 Gaskets - Manifold Cover              |
| Kenworth Sales                        | 22-May-23 | ACH   | \$48.68 Gaskets - Manifold Cover              |
| Kenworth Sales                        | 22-May-23 | ACH   | \$38.39 Seals                                 |
| Kenworth Sales                        | 22-May-23 | ACH   | \$62.95 Thermostat                            |
| Kenworth Sales                        | 22-May-23 | ACH   | \$112.92 Thermostat                           |
| Kenworth Sales                        | 22-May-23 | ACH   | \$48.68 Gasket - Manifold Cover               |
| Kenworth Sales                        | 22-May-23 | ACH   | \$1,385.20 Air Fuel Mixer                     |
| Kenworth Sales                        | 22-May-23 | ACH   | \$248.88 Spacer, Nuts, Gaskets                |
| Kenworth Sales                        | 07-Jun-23 | ACH   | \$3,448.01 Inventory Parts                    |
| Kenworth Sales                        | 07-Jun-23 | ACH   | \$138.52 Inventory Parts                      |
| Kenworth Sales                        | 07-Jun-23 | ACH   | \$255.16 Inventory Parts                      |
| Kenworth Sales                        | 07-Jun-23 | ACH   | \$543.72 Inventory Parts                      |
| Kenworth Sales                        | 07-Jun-23 | ACH   | \$1,019.96 Inventory Parts                    |
| Kenworth Sales                        | 07-Jun-23 | ACH   | \$187.68 Inventory Parts                      |
| Kenworth Sales                        | 07-Jun-23 | ACH   | \$380.57 Inventory Parts                      |
| Kenworth Sales                        | 07-Jun-23 | ACH   | \$259.98 Inventory Parts                      |
| Kenworth Sales                        | 07-Jun-23 | ACH   | \$14.40 Inventory Parts                       |
| Kenworth Sales                        | 07-Jun-23 | ACH   | \$276.60 Inventory Parts                      |
| Kenworth Sales                        | 07-Jun-23 | ACH   | \$189.20 Inventory Parts                      |
| Kenworth Sales                        | 07-Jun-23 | ACH   | \$9.72 Stud                                   |
| Kenworth Sales                        | 07-Jun-23 | ACH   | \$110.83 Cover-Rear                           |
| Kenworth Sales                        | 07-Jun-23 | ACH   | \$24.16 Seal, O Rings                         |
| KING, ANDY                            | 22-May-23 | ACH   | \$69.82 Reimbursement - Shoes                 |
| KRONENBITTER, FRANK                   | 07-Jun-23 | ACH   | \$50.00 Reimb Cell - June                     |
| KRONENBITTER, FRANK                   | 07-Jun-23 | ACH   | \$95.40 Reimbursement - Training Lunch        |
| KROUPA, KRISTINA                      | 07-Jun-23 | ACH   | \$50.00 Reimb Cell - June                     |
| Language Line Solutions               | 22-May-23 | ACH   | \$65.50 Translation services                  |
| LifeMap Assurance Co                  | 07-Jun-23 | ACH   | \$2,045.83 Insurance Premiums                 |
| Lift-U                                | 07-Jun-23 | ACH   | \$875.92 Vehicle                              |
| Lithia Motors Payment Processing      | 22-May-23 | ACH   | \$1,098.09 Inventory Parts                    |
| Lithia Motors Payment Processing      | 22-May-23 | ACH   | \$157.81 Inventory Parts                      |
| Lithia Motors Payment Processing      | 22-May-23 | ACH   | \$196.00 Spark Plugs and Boots                |
| Lithia Motors Payment Processing      | 22-May-23 | ACH   | \$469.64 Tie Rods                             |

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|----------------------------------|-----------|-------|-------------|------------------------------------------|
| Lithia Motors Payment Processing | 22-May-23 | ACH   | \$114.63    | Panel and Retaining Clips                |
| Lithia Motors Payment Processing | 22-May-23 | ACH   | \$273.64    | Inventory Parts                          |
| Lithia Motors Payment Processing | 07-Jun-23 | ACH   | \$120.01    | Inventory Parts                          |
| Lithia Motors Payment Processing | 07-Jun-23 | ACH   | \$292.99    | Spark Plugs, Boots                       |
| Lithia Motors Payment Processing | 07-Jun-23 | ACH   | \$426.56    | Inventory Parts                          |
| Lithia Motors Payment Processing | 07-Jun-23 | ACH   | \$135.80    | Front Brake Pads                         |
| Lithia Motors Payment Processing | 07-Jun-23 | ACH   | \$97.24     | Coil, Oxygen Sensor                      |
| Lithia Motors Payment Processing | 07-Jun-23 | ACH   | \$1,506.00  | Inventory Parts                          |
| Lithia Motors Payment Processing | 07-Jun-23 | ACH   | \$67.90     | Brake Pads                               |
| Lithia Motors Payment Processing | 07-Jun-23 | ACH   | \$167.98    | Front Rotors                             |
| Lithia Motors Payment Processing | 07-Jun-23 | ACH   | \$69.50     | Transmission Filter                      |
| Lithia Motors Payment Processing | 07-Jun-23 | ACH   | \$353.57    | repair wiring & replace fuse             |
| Lithia Motors Payment Processing | 07-Jun-23 | ACH   | (\$35.00)   | Core Credit                              |
| Loomis Armored US, LLC           | 22-May-23 | 60238 | \$415.12    | Armored Car Service                      |
| Lotus Boise Corp                 | 22-May-23 | ACH   | \$350.00    | Radio Ads                                |
| Lotus Boise Corp                 | 22-May-23 | ACH   | \$100.00    | Radio Ads                                |
| Lotus Boise Corp                 | 22-May-23 | ACH   | \$300.00    | Radio Ads                                |
| Lotus Boise Corp                 | 22-May-23 | ACH   | \$300.00    | Radio Ads                                |
| Lotus Boise Corp                 | 22-May-23 | ACH   | \$420.00    | Radio Ads                                |
| Lotus Boise Corp                 | 22-May-23 | ACH   | \$440.00    | Radio Ads                                |
| Lowes Home Improvement           | 22-May-23 | ACH   | \$191.38    | Shop Supplies                            |
| Lowes Home Improvement           | 22-May-23 | ACH   | \$28.44     | Shop Supplies                            |
| Lowes Home Improvement           | 22-May-23 | ACH   | \$50.38     | Shop Supplies                            |
| Lowes Home Improvement           | 22-May-23 | ACH   | \$57.84     | Shop Supplies                            |
| Lowes Home Improvement           | 07-Jun-23 | ACH   | \$126.74    | Shop Supplies                            |
| Lowes Home Improvement           | 07-Jun-23 | ACH   | \$44.60     | Shop Supplies                            |
| Lowes Home Improvement           | 07-Jun-23 | ACH   | \$62.84     | Shop Supplies                            |
| Lowes Home Improvement           | 07-Jun-23 | ACH   | \$21.83     | Handheld Sprayer                         |
| Lowes Home Improvement           | 07-Jun-23 | ACH   | \$9.48      | Ant Spray                                |
| Lowes Home Improvement           | 07-Jun-23 | ACH   | \$121.11    | Weed Killer                              |
| Lowes Home Improvement           | 07-Jun-23 | ACH   | \$24.14     | Shop Supplies                            |
| Luka Stankovic                   | 22-May-23 | ACH   | \$1,500.00  | Taxi Script Transportation Jan-Aprl      |
| Lyft, Inc                        | 22-May-23 | ACH   | \$2,051.07  | Lyft Pass                                |
| Lyft, Inc                        | 22-May-23 | ACH   | \$375.54    | Late night rides lyft pass               |
| Mary M Johnson                   | 22-May-23 | ACH   | \$375.00    | Eagle OnDemand Decals                    |
| Mary M Johnson                   | 22-May-23 | ACH   | \$105.00    | Bus Route Decals                         |
| Mary M Johnson                   | 07-Jun-23 | ACH   | \$200.00    | Eagle Service Van decal removal/replacem |
| Mary M Johnson                   | 07-Jun-23 | ACH   | \$200.00    | Decal removal & replacement              |
| MAXWELL, WILLIAM GORDON          | 07-Jun-23 | ACH   | \$50.00     | Reimb Cell - June                        |
| Meltwater New US Inc             | 07-Jun-23 | ACH   | \$6,500.00  | PR support/earned media track service    |
| MEREACRE, TUDOR                  | 07-Jun-23 | ACH   | \$180.00    | Reimbursement - CDL Test and Endorsement |
| Meridian Senior Center           | 07-Jun-23 | ACH   | \$10,068.10 | Acquisition of Services                  |
| Metro Community Services         | 22-May-23 | ACH   | \$41,440.46 | Acquisition of Services                  |
| MOORE, MITCHELL                  | 07-Jun-23 | ACH   | \$225.00    | Reimbursement - Boots                    |
| Motion & Flow Control Products   | 22-May-23 | ACH   | \$37.13     | Inventory Parts                          |
| Motion & Flow Control Products   | 22-May-23 | ACH   | \$42.34     | Union Elbows                             |
| Motion & Flow Control Products   | 22-May-23 | ACH   | \$147.55    | Inventory Parts                          |
| Motion & Flow Control Products   | 07-Jun-23 | ACH   | \$587.43    | Inventory Parts                          |
| MultiCare Health System          | 07-Jun-23 | ACH   | \$147.00    | Drug Testing                             |
| Nampa Chamber of Commerce        | 22-May-23 | ACH   | \$230.00    | Membership dues                          |
| Napa Auto Parts                  | 22-May-23 | ACH   | \$491.59    | Vehicle Parts                            |
| Napa Auto Parts                  | 22-May-23 | ACH   | (\$67.90)   | Core Credit                              |
| Napa Auto Parts                  | 07-Jun-23 | ACH   | \$86.42     | Vehicle Parts                            |
| Napa Auto Parts                  | 07-Jun-23 | ACH   | \$133.22    | Vehicle Parts                            |
| New Flyer Parts                  | 22-May-23 | ACH   | \$227.30    | Inventory Parts                          |
| New Flyer Parts                  | 07-Jun-23 | ACH   | \$359.06    | Inventory Parts                          |
| New Flyer Parts                  | 07-Jun-23 | ACH   | \$16.52     | Inventory Parts                          |
| New Flyer Parts                  | 07-Jun-23 | ACH   | \$265.52    | Inventory Parts                          |
| Norco Inc                        | 22-May-23 | ACH   | \$16.93     | Shop Supplies                            |
| Norco Inc                        | 22-May-23 | ACH   | \$49.98     | Shop Supplies                            |
| Norco Inc                        | 22-May-23 | ACH   | \$6.56      | Nitrogen Cylinder Rental                 |
| ODP Business Solutions, LLC      | 22-May-23 | 60239 | \$49.03     | Office Supplies                          |
| ODP Business Solutions, LLC      | 22-May-23 | 60239 | \$28.59     | Deposit Bags                             |
| ODP Business Solutions, LLC      | 22-May-23 | 60239 | \$119.99    | Office Supplies                          |
| ODP Business Solutions, LLC      | 22-May-23 | 60239 | \$60.65     | Temp Wages                               |
| ODP Business Solutions, LLC      | 22-May-23 | 60239 | \$123.18    | Paper                                    |
| ODP Business Solutions, LLC      | 22-May-23 | 60239 | \$82.12     | Office Supplies                          |
| ODP Business Solutions, LLC      | 22-May-23 | 60239 | \$311.35    | Office Supplies                          |
| ODP Business Solutions, LLC      | 07-Jun-23 | 60257 | \$38.46     | Office Supplies                          |
| O'Reilly Auto Enterprises, LLC   | 07-Jun-23 | ACH   | \$21.76     | Exhaust Clamps                           |
| O'Reilly Auto Enterprises, LLC   | 07-Jun-23 | ACH   | \$302.73    | Front AC Compressor                      |

|                                          |           |       |                                                    |
|------------------------------------------|-----------|-------|----------------------------------------------------|
| O'Reilly Auto Enterprises, LLC           | 07-Jun-23 | ACH   | \$302.73 AC Compressor                             |
| O'Reilly Auto Enterprises, LLC           | 07-Jun-23 | ACH   | \$13.16 5/8" Fitting                               |
| O'Reilly Auto Parts                      | 22-May-23 | ACH   | \$396.21 Vehicle Parts                             |
| O'Reilly Auto Parts                      | 22-May-23 | ACH   | \$267.23 Vehicle Parts                             |
| O'Reilly Auto Parts                      | 07-Jun-23 | ACH   | \$320.46 Vehicle Parts                             |
| O'Reilly Auto Parts                      | 07-Jun-23 | ACH   | \$23.98 Vehicle Parts                              |
| O'Reilly Auto Parts                      | 07-Jun-23 | ACH   | \$71.49 Vehicle Parts                              |
| Pacific Office Automation                | 22-May-23 | ACH   | \$589.18 Printer/copier leases                     |
| Paragon Consulting, Inc                  | 07-Jun-23 | ACH   | \$1,030.00 18th Street Engineering                 |
| Paragon Consulting, Inc                  | 07-Jun-23 | ACH   | \$880.00 18th St. Engineering                      |
| Primary Health Medical Group, LLC        | 07-Jun-23 | 60258 | \$255.00 DOT Physicals                             |
| ProPeople                                | 22-May-23 | ACH   | \$1,321.20 Temp Wages                              |
| ProPeople                                | 22-May-23 | ACH   | \$1,607.47 Temp Wages                              |
| ProPeople                                | 22-May-23 | ACH   | \$1,387.26 Temp wages                              |
| ProPeople                                | 22-May-23 | ACH   | \$1,160.78 Temp Wages                              |
| ProPeople                                | 22-May-23 | ACH   | \$309.06 Temp Wages                                |
| ProPeople                                | 07-Jun-23 | ACH   | \$1,387.26 Temp Wages                              |
| ProPeople                                | 07-Jun-23 | ACH   | \$2,339.64 Temp Wages                              |
| ProPeople                                | 07-Jun-23 | ACH   | \$1,387.26 Temp Wages                              |
| ProPeople                                | 07-Jun-23 | ACH   | \$2,339.64 Temp Wages                              |
| ProPeople                                | 07-Jun-23 | ACH   | \$765.19 Temp Wages                                |
| ProPeople                                | 07-Jun-23 | ACH   | \$88.08 Temp Wages                                 |
| Proterra Operating Company, Inc          | 22-May-23 | ACH   | \$11,666.68 40' battery lease                      |
| Proterra Operating Company, Inc          | 22-May-23 | ACH   | \$8,750.01 35' battery lease                       |
| Provantage Computer Products             | 07-Jun-23 | ACH   | \$1,105.04 Computers                               |
| Provantage Computer Products             | 07-Jun-23 | ACH   | \$1,125.15 Computers                               |
| Quench USA, Inc                          | 07-Jun-23 | ACH   | \$169.00 Equipment Maintenance                     |
| Quench USA, Inc                          | 07-Jun-23 | ACH   | \$169.00 Equipment Maintenance                     |
| Quench USA, Inc                          | 07-Jun-23 | ACH   | \$114.00 Water Cooler 4/26 - 6/25/2023             |
| RCF Commercial Cleaning, LLC             | 22-May-23 | ACH   | \$1,600.00 May Janitorial Service                  |
| RCF Commercial Cleaning, LLC             | 22-May-23 | ACH   | \$3,850.00 Janitorial service                      |
| RCF Commercial Cleaning, LLC             | 22-May-23 | ACH   | \$1,760.00 Pressure washing of concrete sidewalks  |
| RDK Corporation                          | 22-May-23 | ACH   | \$100.00 Background Checks                         |
| RDK Corporation                          | 22-May-23 | ACH   | \$120.00 Background checks                         |
| REHN, STEVEN R.                          | 07-Jun-23 | ACH   | \$2,100.00 Document Review                         |
| Romaine Electric Corporation             | 22-May-23 | ACH   | \$628.80 Vehicle Parts                             |
| Romaine Electric Corporation             | 07-Jun-23 | ACH   | \$1,267.68 Vehicle Parts                           |
| Ronald P. Kringel                        | 07-Jun-23 | 60259 | \$2,578.63 Cylinder Head - Remanufactured          |
| Rush Truck Center                        | 22-May-23 | ACH   | \$3,559.08 Vehicle repair                          |
| Safe Routes to School National           | 22-May-23 | ACH   | \$396.00 Reg National Safe Routes - 4 people       |
| SAVANAH RYDER                            | 07-Jun-23 | 60260 | \$150.00 Reimbursement - Shoes                     |
| Shred-It USA- LLC                        | 07-Jun-23 | ACH   | \$113.23 Document Shredding                        |
| Smith Power Products, Inc                | 22-May-23 | ACH   | \$19.87 Fill Tube Seal                             |
| Smith Power Products, Inc                | 22-May-23 | ACH   | \$307.96 Inventory Parts                           |
| Smith Power Products, Inc                | 22-May-23 | ACH   | \$33.99 Inventory Parts                            |
| Smith Power Products, Inc                | 22-May-23 | ACH   | \$3.86 Inventory Parts                             |
| Smith Power Products, Inc                | 22-May-23 | ACH   | \$18.42 Inventory Parts                            |
| Smith Power Products, Inc                | 22-May-23 | ACH   | \$10.85 Inventory Parts                            |
| Smith Power Products, Inc                | 22-May-23 | ACH   | \$17.64 Inventory Parts                            |
| Smith Power Products, Inc                | 22-May-23 | ACH   | \$220.97 Inventory Parts                           |
| Smith Power Products, Inc                | 07-Jun-23 | ACH   | \$294.92 Inventory Parts                           |
| Smith Power Products, Inc                | 07-Jun-23 | ACH   | \$66.98 Inventory Parts                            |
| Smith System Driver Improvement Institut | 22-May-23 | 60240 | \$705.76 Driver Training Books                     |
| SMITH, JOSHUA                            | 07-Jun-23 | ACH   | \$50.00 Reimb Cell - June                          |
| Snap-on Incorporated                     | 22-May-23 | ACH   | \$575.17 Department Supplies                       |
| Sprague Pest Solutions                   | 22-May-23 | 60241 | \$137.67 Pest Control                              |
| State Insurance Fund                     | 22-May-23 | 60243 | \$2,148.00 Insurance Premiums                      |
| Stoltz Marketing Group, Inc              | 22-May-23 | ACH   | \$8,092.00 Acct Admin/website support              |
| Supportive Housing & Innovative Partners | 22-May-23 | ACH   | \$33,824.26 Acquisition of Services                |
| Syn-Tech Systems                         | 07-Jun-23 | 60261 | \$2,350.00 Equipment Maintenance                   |
| Syringa Networks, LLC                    | 22-May-23 | ACH   | \$5,361.89 Telecom Services                        |
| Syringa Networks, LLC                    | 22-May-23 | ACH   | \$541.89 Telecom Services                          |
| Syringa Networks, LLC                    | 22-May-23 | ACH   | \$4,820.00 Telecom Services                        |
| Syringa Networks, LLC                    | 22-May-23 | ACH   | (\$5,361.89) Telecom Services - Posted incorrectly |
| Tacoma Screw Products Inc.               | 22-May-23 | ACH   | \$66.90 Nuts & Bolts                               |
| Tacoma Screw Products Inc.               | 07-Jun-23 | ACH   | \$485.19 Nuts & Bolts                              |
| Tacoma Screw Products Inc.               | 07-Jun-23 | ACH   | \$15.29 Threaded Rod, Nuts                         |
| The Car Park, LLC                        | 22-May-23 | ACH   | \$1,950.00 City Go Parking Passes                  |
| The Car Park, LLC                        | 22-May-23 | ACH   | \$1,312.50 City Go Parking passes                  |
| The Car Park, LLC                        | 22-May-23 | ACH   | \$3,187.50 City Go Parking passes                  |
| THOM, CAREY                              | 22-May-23 | ACH   | \$140.00 Reimbursement - CDL Driving Test          |
| THOM, CAREY                              | 07-Jun-23 | ACH   | \$150.00 Reimbursement - Shoes                     |
| Thompson and Associates, Inc.            | 07-Jun-23 | ACH   | \$1,773.00 HR Consulting Services                  |

|                                        |           |       |             |                                    |
|----------------------------------------|-----------|-------|-------------|------------------------------------|
| Top Trumps US, Inc                     | 07-Jun-23 | ACH   | \$34,200.00 | Sponsorship, Monopoly - Boise      |
| Transpo Group USA, Inc.                | 07-Jun-23 | ACH   | \$9,141.25  | Service analysis & recommendations |
| Treasure Valley Coffee                 | 22-May-23 | ACH   | \$53.20     | Orchard - Water                    |
| Treasure Valley Coffee                 | 22-May-23 | ACH   | \$43.70     | Orchard - Coffee                   |
| Treasure Valley Coffee                 | 22-May-23 | ACH   | \$130.40    | Orchard - Office FA                |
| Treasure Valley Coffee                 | 22-May-23 | ACH   | \$88.70     | MSS - Coffee & First Aid           |
| Treasure Valley Coffee                 | 07-Jun-23 | ACH   | \$113.20    | Coffee                             |
| Treasure Valley Coffee                 | 07-Jun-23 | ACH   | \$84.50     | MSS - Coffee & FA                  |
| Treasure Valley Coffee                 | 07-Jun-23 | ACH   | \$308.46    | Coffee/Creamer                     |
| Treasure Valley Curb & Sprinkling Inc  | 22-May-23 | ACH   | \$440.84    | Landscaping                        |
| Treasure Valley Curb & Sprinkling Inc  | 07-Jun-23 | ACH   | \$440.84    | Landscaping                        |
| Treasure Valley Transit                | 22-May-23 | ACH   | \$17,700.00 | Sub-recipient                      |
| UniFirst Acct# 1395966                 | 22-May-23 | ACH   | \$99.09     | Mats, Cloths, Uniforms             |
| UniFirst Acct# 1395966                 | 22-May-23 | ACH   | \$98.32     | Mats, Cloths and Uniforms          |
| UniFirst Acct# 1395966                 | 07-Jun-23 | ACH   | \$99.09     | Mats, Cloths, Uniforms             |
| UniFirst Acct# 1395966                 | 07-Jun-23 | ACH   | \$89.05     | Mats, Cloths, Uniforms             |
| UniFirst Acct# 1395966                 | 07-Jun-23 | ACH   | \$86.57     | Mats, Cloths, Uniforms             |
| UniFirst Acct# 1410130                 | 22-May-23 | ACH   | \$133.99    | Laundry Services                   |
| UniFirst Acct# 1410130                 | 22-May-23 | ACH   | \$133.99    | Laundry Services                   |
| UniFirst Acct# 1410130                 | 07-Jun-23 | ACH   | \$133.99    | Laundry Services                   |
| UniFirst Acct# 1410130                 | 07-Jun-23 | ACH   | \$133.99    | Laundry Services                   |
| United Site Services of Nevada, Inc.   | 22-May-23 | ACH   | \$278.60    | Restroom Rental                    |
| US Bank Plaza Condominium Assoc., Inc. | 07-Jun-23 | ACH   | \$10,593.00 | Association dues                   |
| Veolia Water Idaho                     | 22-May-23 | 60244 | \$212.40    | Water 2/22-4/24                    |
| Verizon Wireless                       | 22-May-23 | 60245 | \$2,966.18  | Cell Phone Service                 |
| Verizon Wireless                       | 22-May-23 | 60245 | \$389.99    | Cell Phone Service                 |
| Verizon Wireless                       | 22-May-23 | 60245 | \$92.04     | Cell Phone Service                 |
| Verizon Wireless                       | 22-May-23 | 60245 | \$51.32     | Cell Phone Service                 |
| Verizon Wireless                       | 22-May-23 | 60245 | \$52.03     | Cell Phone Service                 |
| Verizon Wireless                       | 22-May-23 | 60245 | \$1,990.23  | Cell Phone Service                 |
| Verizon Wireless                       | 07-Jun-23 | 60262 | \$45.02     | Cell Phone Service - HOT SPOT      |
| Via Transportation, Inc.               | 22-May-23 | ACH   | \$7,350.00  | Dispatching SW for operations      |
| WASHINGTON, CORRIE                     | 07-Jun-23 | ACH   | \$50.00     | Reimb Cell - June                  |
| WCF National Insurance Company         | 22-May-23 | 60247 | \$16,002.60 | Worker's Comp Ins.                 |
| WCF National Insurance Company         | 07-Jun-23 | 60264 | \$16,002.60 | Workers Comp                       |
| Western Mountain Bus Sales             | 07-Jun-23 | ACH   | \$47.15     | Vehicle Parts                      |
| Wex Bank                               | 22-May-23 | ACH   | \$43.47     | Fuel 5/3/2023                      |
| Wienhoff Drug Testing                  | 22-May-23 | 60248 | \$110.00    | Drug Test                          |
| Wienhoff Drug Testing                  | 07-Jun-23 | 60265 | \$415.00    | Drug Testing                       |

|               |           |     |                     |                              |
|---------------|-----------|-----|---------------------|------------------------------|
| William Beard | 22-May-23 | ACH | \$413.00            | Bus Washing                  |
| William Beard | 22-May-23 | ACH | \$379.00            | Bus Washing                  |
| William Beard | 22-May-23 | ACH | \$434.00            | Bus Washing                  |
| William Beard | 07-Jun-23 | ACH | \$249.00            | Bus Washing                  |
| YBNOW LLC     | 07-Jun-23 | ACH | \$8,071.64          | ADA County Rides to Wellness |
| YBNOW LLC     | 07-Jun-23 | ACH | \$379.00            | VA Shuttle                   |
|               |           |     | <b>\$763,722.02</b> |                              |

ACCEPTED:

\_\_\_\_\_  
CHAIR OF EXECUTIVE BOARD

ATTEST:

\_\_\_\_\_  
SECRETARY/TREASURER



|              |                                                                      |
|--------------|----------------------------------------------------------------------|
| TOPIC        | Request for Public Hearing – Disposal of Surplus and Obsolete Assets |
| DATE         | June 21, 2023                                                        |
| STAFF MEMBER | Leslie Pedrosa                                                       |

### Staff Recommendation/Request

Staff requests that the Executive Board set the public hearing for asset disposals as listed in the fiscal year 2024 Proposed Disposal List in the method most advantageous to VRT for Monday, August 7, 2023, at 12:00 p.m. at the regularly scheduled VRT Board of Directors meeting.

### Summary

Valley Regional Transit (VRT) accumulates surplus and obsolete assets, most of which will be beyond their useful life or not practically repairable every year. The VRT disposal policy requires a public hearing prior to these assets being transferred to our contributing jurisdictions, donated, sold, or selling for scrap. The fiscal year 2024 Proposed Disposal List included with this memo details assets expected to be disposed of throughout the year by category, asset type, location, year, and useful life span.

There continues to be substantial delays ordering and receiving buses, as well as purchasing support and service vehicles. Many vehicles scheduled for disposal in previous fiscal years continue to be used in revenue service due to the inability to order and/or receive replacement vehicles. The vehicles scheduled for disposal in previous fiscal years are included in the list for fiscal year 2024.

### Implication (policy and/or financial)

Generally donations or transfers generate goodwill from the public and the receiving institution. Sale or scrapping an item generate a modest income. VRT will continue to follow the VRT Fixed Asset Policy when disposing of assets.

### Highlights

Potential items for disposal include:

- Buses beyond their useful life. These vehicles are not suitable for other VRT services.
- Service and support vehicles beyond their useful life that are not suitable for other VRT services.
- Computers, monitors, network servers and peripherals no longer of use or capable of reasonably costing upgrades.
- Worn or broken furniture.

### More Information

Attachments:

Fiscal year 2024 Proposed Disposal List

For detailed information contact:

Leslie Pedrosa, Chief Operating Officer, 208-258-2713, [lpedrosa@rideVRT.org](mailto:lpedrosa@rideVRT.org)

## Fiscal Year 2024 Proposed Assets to Dispose

### ROLLING STOCK

| Vehicle Information             | VIN               | Year | Miles   | Age      | Useful Life Benchmark |
|---------------------------------|-------------------|------|---------|----------|-----------------------|
| New Flyer Low Floor Transit Bus | 5FYC2GP041U023538 | 2002 | 737,572 | 21 years | 14 years              |
| New Flyer Low Floor Transit Bus | 5FYC2GP061U023542 | 2002 | 736,894 | 21 years | 14 years              |
| New Flyer Low Floor Transit Bus | 5FYC2GP081U023543 | 2002 | 763,150 | 21 years | 14 years              |
| New Flyer Low Floor Transit Bus | 5FYC2GP031U023546 | 2002 | 762,573 | 21 years | 14 years              |
| New Flyer Low Floor Transit Bus | 5FYC2GP051U023547 | 2002 | 741,376 | 21 years | 14 years              |
| Ford E450 Goshen Cutaway        | 1FDFF4FS2BDA63279 | 2011 | 261,519 | 12 years | 8 years               |
| Ford E450 Goshen Cutaway        | 1FDFF4FS2BDA63281 | 2011 | 267,948 | 12 years | 8 years               |
| Ford E450 Goshen Cutaway        | 1FDFF4FS3BDA68540 | 2011 | 272,538 | 12 years | 8 years               |
| Ford E450 Goshen Cutaway        | 1FDFF4FS5BDA68541 | 2011 | 289,625 | 12 years | 8 years               |
| Ford E450 Goshen Cutaway        | 1FDFF4FS4BDA63282 | 2011 | 283,161 | 12 years | 8 years               |
| Ford E450 Phoenix Cutaway       | 1FDFF4FSXCDA71162 | 2012 | 241,650 | 11 years | 8 years               |
| Ford E450 Phoenix Cutaway       | 1FDFF4FS1CDA71163 | 2012 | 252,426 | 11 years | 8 years               |
| Ford E450 Phoenix Cutaway       | 1FDFF4FS3CDA71164 | 2012 | 232,220 | 11 years | 8 years               |
| Ford E350 Starcraft Cutaway     | 1FD3E35L38DB09989 | 2008 | 110,866 | 15 years | 8 years               |
| Ford F550 Glaval Entourage      | 1FDGF5GY7DEA93884 | 2013 | 302,923 | 10 years | 8 years               |
| 1FDGF5GY2DEA93887               | 1FD3E35L38DB09989 | 2013 | 353,089 | 10 years | 8 years               |

### SERVICE/SUPPORT VEHICLES

| Vehicle Information | VIN               | Year | Miles   | Age      | Useful Life Benchmark |
|---------------------|-------------------|------|---------|----------|-----------------------|
| Dodge Caravan       | 2C4RDGBG7CR369671 | 2012 | 134,130 | 11 years | 8 years               |
| Ford F550           | 1FDAF56F02EB37470 | 2002 | 60,744  | 21 years | 10 years              |
| Dodge Caravan       | 2C4RDGBG7CR369672 | 2002 | 131,448 | 21 years | 8 years               |
| Dodge Caravan       | 2C4RDGBG7DR761313 | 2013 | 150,198 | 10 years | 8 years               |

### EQUIPMENT

| Equipment Information        | Purchased | Age      | Useful Life |
|------------------------------|-----------|----------|-------------|
| Desktop Computers            | varies    |          | 5 years     |
| Laptop Computers             | varies    |          | 5 years     |
| Computer Monitors            | varies    |          | 5 years     |
| Computer Accessories         | varies    |          | varies      |
| Mobile Column Lifts (1 set)  | 2000      | 23 years | 20 years    |
| Mobile Column Lifts (3 sets) | 2002      | 21 years | 20 years    |





|              |                                |
|--------------|--------------------------------|
| TOPIC        | Beyond ADA Final Service Model |
| DATE         | June 21, 2023                  |
| STAFF MEMBER | Leslie Pedrosa                 |

### **Staff Recommendation/Request**

This is an action item. Staff requests the Executive Board approve the recommendation of the Regional Advisory Council (RAC) and recommend the Beyond ADA final service model for approval by the VRT Board of Directors.

### **Summary**

Over the last year VRT worked with a steering committee to explore ways to decrease costs and improve services associated with operating services for older adults and persons with disabilities with the Beyond ADA Project. The new service model, with 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 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. VRT has determined a service model that builds accessible capacity, that is efficient, coordinated and will expand service to areas where traditional fixed-route and paratransit services are limited. The new service model meets the goals determined by the steering committee:

- Customers access service through one single number to call for scheduling, canceling, changing, or inquiring about rides.
- Services are fully accessible.
- Service area includes the current specialized transportation service area.
- Rides can be booked using a mobile app, a web app, or by phone.
- Vehicles and customer facing information will be VRT branded and easily identified by customers.
- The service is safe, clean, reliable and customers are served by well-trained and professional contracted operators.
- There will be a phased implementation schedule.
- Customer support is directly provided by VRT Help Desk or VRT mobility integration staff.
- Customers can make connections to other regional services including fixed-route, and ADA paratransit.

The new service model also provides solutions documented in the FY2022 Specialized Transportation Analysis Update:

- Reducing or eliminating overlapping service areas.
- Increase vehicle pool to reduce denied trips.
- Provide additional local funds to allow for federal funds to cover all service needs.
- Consistent operating hours.
- Rides are available for any activity or destination customers want to access within the defined service area.

- Rides can be booked in advance, same day, or on-demand.
- Customers can travel within or between Ada and Canyon County.
- Ensure transportation funding is spent only on transportation services.
- Reduce risk of losing ability to have insurance provided by ICRMP.

VRT has shared the new service model with service providers and community members. VRT will be presenting the new service model to additional service groups to ensure the vision of this new service model is clear to those that may be affected by VRT operating the new service.

VRT will have several new job openings with this new service model. VRT will work with current service providers to keep communication open during the transition. VRT will work with current service providers to fill new jobs with their existing staff.

Feedback received from service providers and customers was used to determine the final service model and the phased implementation plan. VRT is planning to launch phase one of the new service model in October 2023.

Staff will continue to keep the RAC and the Executive Board updated, once the service launches, to ensure the transition is successful, to communicate how the service has been received by the customers, and any challenges that need to be addressed.

### **Highlights**

- Presented new service model to Steering Committee in November 2022.
- Met with service providers and customers to gather information to ensure new service model captures current services in January 2023.
- Finalized service model, budget, implementation schedule, and determined service area in February 2023.
- Received approval on service model, budget, implementation plan, and service area from Steering Committee in March 2023.
- Presented Beyond ADA Project plan to the Board of Directors in April 2023.
- Presented new service model to current service providers in May 2023.
- RAC recommended the Executive Board approve the new service model in June 2023.

### **Next Steps**

- Present new service model to additional service groups to ensure vision is clear to current and future customers.
- Request the VRT Board of Directors accept RAC and Executive Board recommendations and approve VRT staff to launch new service model in August.
- Following VRT Board of Directors approval, work with current service providers to ensure a smooth transition and begin preparing for service launch.

### **Implication (policy and/or financial)**

VRT has determined operating the service will ensure funding will only be spent on transportation services, and it eliminates duplicate overhead costs. The new service model is structured in a way that will allow for additional local funding from existing partners as

well as new funding partners. The new service model budget is significantly less than what was previously being spent on transportation services provided under the Acquisition of Service agreements.

**More Information**

**For detailed information contact:** Leslie Pedrosa, Chief Operations Officer, 208-258-2713, [lpedrosa@rideVRT.org](mailto:lpedrosa@rideVRT.org)

## **TENTATIVE AGENDA**

### **August Board of Directors Meeting**

#### **CONSENT AGENDA**

Approve minutes from the April Board of Director's Meeting  
Accept the Executive Board Minutes for April/May/June  
Accept FY2023 Q2 Budget Variance Report  
Accept FY2023 Q2 Cash Balance Report  
Accept FY2023 Q1 Performance Measures Report  
Accept FY2023 Q2 Performance Measures Report  
Sign and Attest Payment Registers  
Approve FY2024 Pay and Step Scales  
Demand Response Vehicle Replacement  
Deposit Investment and Risk Disclosure (Update) Policy (or) Rescind - Deposit Investment and Risk Disclosure Policy

#### **ACTION ITEMS**

FY2024 Budget Public Hearing and Approval of Operational and Capital Budget  
PUBLIC HEARING Disposals for 2024  
Disposal of Assets  
Bus Stop Sign Blade Update  
Mobile Column Lifts  
Regional Radio Lease and Maintenance Agreement  
Beyond ADA final service model  
Service Change Update  
Set Public Hearing Dates for Service Change

#### **INFORMATION ITEMS**

Service Change Outreach Plan

#### **PROCUREMENTS**

Procurement calendar

#### **DEPARTMENT/STAFF REPORTS**

Elaine Clegg  
Leslie Pedrosa  
Jason Jedry  
Stephen Hunt  
Jason Rose  
Brad Alvero

## Valley Regional Transit FY2023 Procurement Calendar

| Type of Procurement                            | Project Manager                         | Estimated Cost | Estimated Issue Date | Estimated Executive Board/Board Action Date | Required Approval  |
|------------------------------------------------|-----------------------------------------|----------------|----------------------|---------------------------------------------|--------------------|
| Janitorial Services for MSS and HDTC           | Jonathan Mutchler and Corrie Washington | 31,000         | Jun-23               |                                             | CEO                |
| Bus Stop Sign Blade Update                     | Alissa Taysom                           | 280,000        | Jun-23               | Aug-23                                      | Board of Directors |
| Technology Services                            | Duane Wakan                             | 100,000        | Jun-23               | Sep-23                                      | Executive Board    |
| Vehicle Maintenance Fluids                     | Leslie Pedrosa                          | TBD            | Jul-23               | Aug-23                                      |                    |
| Vehicle Maintenance Parts                      | Leslie Pedrosa                          | TBD            | Jul-23               | Aug-23                                      |                    |
| Mobile Column Lifts                            | Leslie Pedrosa                          | 300,000        | Jul-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    |
| IT Assessment and Strategic Plan               | Nick Moran                              | 65,000         | Aug-23               | Oct-23                                      | Executive Board    |
| Regional Radio Lease and Maintenance Agreement | Leslie Pedrosa and Nick Moran           | 140,000        | Aug-23               | Aug-23                                      | Executive Board    |
| On-Call Electrical Services                    | Joe Guenther                            | TBD            | TBD                  |                                             |                    |
| On-Call Plumbing Services                      | Joe Guenther                            | TBD            | TBD                  |                                             |                    |
| Ada and Canyon County Operating Contract       | Leslie Pedrosa                          | TBD            | TBD                  |                                             |                    |

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

Updated 6-8-2023



|              |                                   |
|--------------|-----------------------------------|
| TOPIC        | FY2024 Preliminary Budget         |
| DATE         | July 10, 2023                     |
| STAFF MEMBER | Elaine Clegg, CEO/Jason Jedry CFO |

### **Staff Recommendation/Request**

This is an information item. There have been no changes to the attached preliminary budget since it was presented to the Executive Board in June. Adjustments to the final budget may be required as we continue to negotiate budget and service levels with our funding partners.

### **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:

- Reduction of Beyond ADA services (regional transportation for older adults and persons with disabilities) due to a funding cut from the Idaho Area Agency on Aging
- 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
- The ratio of local revenue to federal revenue may change as negotiations continue with local funding partners

### **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. VRT will receive less funding from The Area Agency on Aging (AAA) than it has in previous years. AAA has less funding available to allocate and an increased number of applicants for the limited amount of funding.

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 Year-over-Year Comparison by Division

FY2024 Budget Summary by Budget Area

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

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

| Base Budget Revenues                              |                |                | Regional Overhead |                | Programs and Supports |        |  |
|---------------------------------------------------|----------------|----------------|-------------------|----------------|-----------------------|--------|--|
|                                                   | 10             |                |                   | 12             |                       |        |  |
| Category                                          | 2023           | 2024           | % Diff            | 2023           | 2024                  | % Diff |  |
| 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 | \$ -           | \$ -           |                   | \$ (774,412)   | \$ (962,606)          | 24%    |  |
| 407 Local Assistance - Capital                    | \$ -           | \$ -           | 16%               | \$ -           | \$ -                  |        |  |
| 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 |        |  |
|                                                   | 10             |                |                   | 12             |                       |        |  |
| Category                                          | 2023           | 2024           | % Diff            | 2023           | 2024                  | % Diff |  |
| 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%               | \$ -           | \$ -                  |        |  |
| 509 Miscellaneous                                 | \$ 191,841     | \$ 303,510     |                   | \$ 128,806     | \$ 73,300             | -43%   |  |
| 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                              |        | Program        | Information Supports/Specialized Transportation  |        |                 | Program Administration Support Planning |                             |  |
|---------------------------------------------------|--------|----------------|--------------------------------------------------|--------|-----------------|-----------------------------------------|-----------------------------|--|
| Category                                          |        | 20             |                                                  |        |                 | 23                                      |                             |  |
|                                                   | % Diff | 2023           | 2024                                             | % Diff | 2023            | 2024                                    | % Diff                      |  |
| 401 Directly Generated Funds                      | -100%  | \$ (30,000)    | \$ -                                             | -100%  | \$ -            | \$ -                                    | -50%<br>30%<br>-45%<br>-25% |  |
| 402 Purchased Transportation                      |        | \$ -           | \$ -                                             |        | \$ -            | \$ -                                    |                             |  |
| 403 Auxillary Revenue                             | -6%    | \$ -           | \$ -                                             |        | \$ -            | \$ -                                    |                             |  |
| 404 Non-Transportation Revenue                    | -100%  | \$ -           | \$ -                                             |        | \$ -            | \$ -                                    |                             |  |
| 405 Federal Assistance - Capital                  |        | \$ -           | \$ -                                             |        | \$ (14,568,775) | \$ (7,250,915)                          |                             |  |
| 406 Federal Assistance - Operating/Administration | 24%    | \$ (3,647,945) | \$ (2,562,258)                                   | -30%   | \$ (1,393,663)  | \$ (1,813,028)                          |                             |  |
| 407 Local Assistance - Capital                    |        | \$ -           | \$ -                                             |        | \$ (2,509,411)  | \$ (1,373,585)                          |                             |  |
| 408 Local Assistance - Operating/Administration   | -17%   | \$ (1,823,541) | \$ (1,125,561)                                   | -38%   | \$ (348,416)    | \$ (260,726)                            |                             |  |
| 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                              |        | Program        | Information Supports/ Specialized Transportation |        |                 | Program Administration Support Planning |                             |  |
| Category                                          |        | 20             |                                                  |        |                 | 23                                      |                             |  |
|                                                   | % Diff | 2023           | 2024                                             | % Diff | 2023            | 2024                                    | % Diff                      |  |
| 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%    | \$ -            | \$ -                                    | -21%<br>-48%                |  |
| 508 Purchased Transportation                      |        | \$ 3,129,520   | \$ 472,500                                       | -85%   | \$ -            | \$ -                                    |                             |  |
| 509 Miscellaneous                                 | -43%   | \$ 796,434     | \$ 386,950                                       | -51%   | \$ 1,013,290    | \$ 796,824                              |                             |  |
| 511 Interest                                      |        | \$ -           | \$ -                                             |        | \$ -            | \$ -                                    |                             |  |
| 512 Leases and Rentals                            | -100%  | \$ -           | \$ 1,000                                         |        | \$ -            | \$ -                                    |                             |  |
| 514 Capital                                       |        | \$ -           | \$ -                                             |        | \$ 16,495,907   | \$ 8,624,500                            |                             |  |
| Total Base Budget Expenses                        | -6%    | \$ 5,501,486   | \$ 3,687,818                                     | -33%   | \$ 19,236,925   | \$ 10,698,255                           |                             |  |
|                                                   |        |                |                                                  |        | \$ 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%        |  |
| <b>Total Base Budget Revenues</b>                 | <b>\$ (9,745,418)</b> | <b>\$ (9,749,877)</b> |            | <b>\$ (2,639,703)</b> | <b>\$ (2,770,414)</b>             |           |  |
| <b>Draw from Surplus Fund Balance</b>             |                       |                       |            |                       |                                   |           |  |
| <b>Total Revenues, All Resources</b>              | <b>\$ (9,749,877)</b> |                       |            | <b>\$ (2,770,414)</b> |                                   |           |  |
| 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                                       | \$ -                  | \$ -                  |            | \$ -                  | \$ -                              |           |  |
| <b>Total Base Budget Expenses</b>                 | <b>\$ 10,186,874</b>  | <b>\$ 9,749,877</b>   | <b>-4%</b> | <b>\$ 2,639,703</b>   | <b>\$ 2,770,414</b>               | <b>5%</b> |  |
|                                                   | \$ 12,826,577         | \$ 12,520,290         |            |                       |                                   |           |  |
| <b>% Difference in Base Budget</b>                | <b>-2%</b>            |                       |            |                       |                                   |           |  |

| 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%    |
| <b>Total Base Budget Revenues</b>                 | <b>\$ (1,173,751)</b>  | <b>\$ (1,318,576)</b> |        | <b>\$ (117,833)</b>                      | <b>\$ (130,678)</b> |        | <b>\$ (1,632,294)</b> | <b>\$ (1,779,489)</b> |        |
| <b>Draw from Surplus Fund Balance</b>             |                        |                       |        |                                          |                     |        |                       |                       |        |
| <b>Total Revenues, All Resources</b>              | \$ (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                                       | \$ -                   | \$ -                  |        | \$ -                                     | \$ -                |        | \$ -                  | \$ -                  |        |
| <b>Total Base Budget Expenses</b>                 | <b>\$ 1,176,692</b>    | <b>\$ 1,318,576</b>   | 12%    | <b>\$ 117,833</b>                        | <b>\$ 130,678</b>   | 11%    | <b>\$ 1,632,294</b>   | <b>\$ 1,779,489</b>   | 9%     |
|                                                   | \$ 2,926,819           | \$ 3,228,744          |        |                                          |                     |        |                       |                       |        |
| <b>% Difference in Base Budget</b>                | 10%                    |                       |        |                                          |                     |        |                       |                       |        |

**Fiscal Year 2024**  
**Budget Summary by Budget Area**

| <b>REVENUES</b>                              |                      | <b>EXPENSES</b>                              |                      |
|----------------------------------------------|----------------------|----------------------------------------------|----------------------|
| <b>Regional Overhead</b>                     |                      | <b>Regional Overhead</b>                     |                      |
| 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              |
| <b>TOTAL</b>                                 | <b>\$ 7,305,159</b>  | Casualty and Liability                       | 49,501               |
|                                              |                      | Purchased Transportation                     | -                    |
|                                              |                      | Miscellaneous                                | 763,010              |
|                                              |                      | Subrecipient Pass Through                    | 770,124              |
|                                              |                      | Interest                                     | 1,500                |
|                                              |                      | Leases and Rentals                           | 47,922               |
|                                              |                      | <b>TOTAL</b>                                 | <b>\$ 7,305,159</b>  |
| <b>Ada County Transportation Services</b>    |                      | <b>Ada County Transportation Services</b>    |                      |
| 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              |
| <b>TOTAL</b>                                 | <b>\$ 12,520,290</b> | Casualty and Liability                       | 592,614              |
|                                              |                      | Purchased Transportation                     | -                    |
|                                              |                      | Miscellaneous                                | 201,050              |
|                                              |                      | Interest                                     | 194,185              |
|                                              |                      | Leases and Rentals                           | 361,369              |
|                                              |                      | <b>TOTAL</b>                                 | <b>\$ 12,520,290</b> |
| <b>Canyon County Transportation Services</b> |                      | <b>Canyon County Transportation Services</b> |                      |
| 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               |
| <b>TOTAL</b>                                 | <b>\$ 3,228,744</b>  | Casualty and Liability                       | 253,978              |
|                                              |                      | Purchased Transportation                     | -                    |
|                                              |                      | Miscellaneous                                | 28,043               |
|                                              |                      | Interest                                     | -                    |
|                                              |                      | Leases and Rentals                           | 6,175                |
|                                              |                      | <b>TOTAL</b>                                 | <b>\$ 3,228,744</b>  |
| <b>Specialized Transportation Services</b>   |                      | <b>Specialized Transportation Services</b>   |                      |
| 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              |
| <b>TOTAL</b>                                 | <b>\$ 2,534,447</b>  | Utilities                                    | 1,800                |
|                                              |                      | Casualty and Liability                       | 119,499              |
|                                              |                      | Purchased Transportation                     | 472,500              |
|                                              |                      | Miscellaneous                                | 27,450               |
|                                              |                      | Interest                                     | -                    |
|                                              |                      | Leases and Rentals                           | -                    |
|                                              |                      | <b>TOTAL</b>                                 | <b>\$ 2,534,447</b>  |
| <b>Capital Projects</b>                      |                      | <b>Capital Projects</b>                      |                      |
| Federal Capital Assistance                   | \$ 7,250,915         | VRT                                          | \$ 8,624,500         |
| Local Capital Assistance                     | 1,373,585            | Subrecipient - Pass Through                  | -                    |
| Subrecipient Pass Through                    | -                    | <b>TOTAL</b>                                 | <b>\$ 8,624,500</b>  |
| Draw from Surplus Fund Balance               | -                    |                                              |                      |
| <b>TOTAL</b>                                 | <b>\$ 8,624,500</b>  |                                              |                      |
| <b>Grand Total Revenues, All Sources</b>     | <b>\$ 34,213,139</b> | <b>Grand Total Expenses</b>                  | <b>\$ 34,213,139</b> |



|              |                     |
|--------------|---------------------|
| TOPIC        | CEO Activity Report |
| DATE         | June, 2023          |
| STAFF MEMBER | Elaine Clegg        |

### CEO Update

Information only, no action needed.

### Highlights

**Local partner presentations** this month focused on partners who support regional operations with their cost allocations and follow up with partners regarding the proposed service changes sharing what we have heard from the public up until now. The budget has no major changes from what you saw previewed last month. We have had a strong show of support for maintaining existing services hours and staff is working to bring forward a proposal based on that and responding to the public comment that we heard. If you are interested, you can check out the public comments [here](#).

**Greater Northwest Passenger Rail Summit:** If you are interested in learning more about passenger rail don't miss the chance to attend the second annual Greater Northwest Passenger Rail Conference here in Boise July 19-20. We expect the chair of the Surface Transportation Board and high-ranking officers from Both Union Pacific and BNSF Railroads. Learn more [here](#)

I continue to have meetings with various **private sector partners** to generate interest and support to diversify our funding. We hope to have some pilots next year and long-term ideas following that. The Forum 2040 group met again and is working to develop a consensus vision.

The **TIFIA and RRIF webinar** co-hosted with COMPASS and the Build America Bureau on finance bonding was held June 27, thanks for sending staff, we will have an update on the opportunity this tool presents at a future meeting.

**I made two appearances on behalf of VRT at events in the region.** Additionally, I was honored for Excellence in Parking and Mobility by BOMA Idaho (Building Operators and Managers Association):

- **Boise Rotary:** I presented on the Better Bus Initiative to the Boise Rotary at their monthly luncheon. The audience was very engaged and interested.
- **Idaho Business Review Breakfast Series:** I appeared on a transportation panel at the breakfast series representing transit. There was high interest and numerous questions about transit.

**Meetings of note:** Meetings on this year's budget included key Canyon County staff, Boise School District, and ACHD as well as follow up meetings with the City of Boise. Staff also appeared at a meeting on a proposed development on the State Street corridor in Garden

City to address transit implications. The Better Bus Initiative attracted attention from the City of Sioux Falls SD; we met virtually to share information.

### **Summary of Internal Activities**

We had two projects' kickoffs in the last two months. Following is an update on each of them.

- **The Low or No Emissions Grant** will bring electrical charging to Main Street Station and 8 new electric buses to the fleet. It involves upgrading the electrical capacity at Main Street including a new transformer and a series of on-route charging stations. The kick-off meeting addressed the challenges of supply chain especially with the electrical transformer and other electrical equipment. The team is committed to keeping the project on schedule.
- **We officially started** the project to migrate our financial system to a state-of-the-art software as a service ERP. This year-long project will involve all staff in some way, but particularly our financial and IT teams. We have two consultant teams, one working as our project manager and the other bringing expertise about the new system. The goal is to achieve a more efficient and more robust financial management and reporting system when we go live next summer.
- **Welcome our new IT Director, Brad Alvaro.** He brings a wealth of valuable public sector experience at the Idaho Department of Health and Welfare and the Idaho Department of Corrections to the position. Brad is already heavily involved in the project to implement our new ERP system. Welcome Brad.
- **Budget:** The FY2024 budget is on track to be heard by the full board in August
- **Beyond ADA:** We continue to plan and conduct meetings with partners to implement our consolidated specialized transportation with an implementation target beginning in October.
- **May in Motion:** VRT had 100% participation in May in Motion, every staff member used an alternative travel method at least once during the month. Thank you to the staff for responding to this challenge. VRT also earned a Platinum Award as an organization!
- **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](mailto:eclegg@rideVRT.org)

|                      |                                       |
|----------------------|---------------------------------------|
| <b>TOPIC</b>         | Development Department Monthly Report |
| <b>DATE</b>          | June 21, 2023                         |
| <b>STAFF MEMEBER</b> | Stephen Hunt                          |

### **Summary**

Development Department activities for June 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 has resumed preparing for the FY2024-2028 TDP even as FY2024 services changes and budget activities are finalized. Staff is re-evaluating the timing of the TDP development.

##### **Funding Development**

- **Budget Development** – The draft budget was presented at the June board meeting and staff continues to work with funding partners regarding FY2024 funding.
- **Capital Improvement Plans** – Staff refined FY2024 capital plan and included expenses in FY2024 budget.

#### **Goal 2 – Increase Ridership and Revenue**

- **FY2024 Service Changes** – VRT has closed the comment period on the proposed Scenarios A, B, and C. Themes in the public feedback included requesting increases in frequency and span, weekend hours, concern over loss of coverage especially for vulnerable populations, willingness to pay more for transit, as well as numerous route specific changes. Staff has prepared a draft network based on Scenario B that is currently being vetted by jurisdictional partners, operations staff, and contractors.
- Staff will begin preparing route timing, stop locations, transfer locations, and implementation schedule to accompany the final network.
- **Bus Stop Improvements** – VRT received no quotes in response to our RFQ for sign blade and supplemental sign manufacturing. Staff is researching other options and how we can get a better response.
- **The Intercity Connections Study** – VRT staff put out a request for quotes to study the Boise Airport terminal and one other location as a connection point for transfers between local, regional, and national bus service providers.

#### **Goal 3 - Build institutional and regional capacity**

##### **Regional Capital Enhancements**

- **Orchard Facility Master Plan Implementation**
  - Orchard pavement construction has begun

Figure 1: Paving Progress at Orchard



- Staff is working with the city of Boise Airport to update the lease and expand the available property to the east with expanded gates and fencing. Future projects include a new building for admin staff, storage, and maintenance.
- **Happy Day Transit Center Upgrades (HDTTC)**  
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 is processing comments on plans to address security concerns at Main Street Station.
  - Staff has been working with a consultant to update the customer service area to add a vault room and separate VRT staff from the service provider. Quotes from on-call contractors are due 6/30.
- **Meridian Administration Building**
  - Staff received concepts and is processing comments on plans to address staffing space issues in Meridian.
  - Concepts include constructing new offices for department heads to conduct personnel actions.
  - Concepts would relocate the customer service window and conference room.
  - Concepts would keep all department staff with each other.

## Regional Corridor Planning/Corridor Capital Investments

- **State Street Corridor Projects**

- Staff continues to work with consultants on preparing NEPA documents for the RAISE project elements and FTA review, anticipated FTA submission July 2023.
  - VRT staff has continued working with ACHD on State and 18<sup>th</sup> Street design in preparation for construction FY2024. Acquisitions of Right of Way will occur in August 2023.
  - Staff continues to coordinate with ACHD on signal improvements for 18<sup>th</sup>, 23<sup>rd</sup>, and 27<sup>th</sup> Street requirements.
  - 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 continues to work on the Main/Fairview CCDC project. St. Lukes 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 July pending ACHD planning review.
    - Bus stop improvements partnering with CCDC, COB and neighborhood associations include advertising/messaging benches,

*Figure 2: Neighborhood Bench in Collister Neighborhood*



### **Mobility Integration**

- Staff is working on a new RFQ to continue a VRT/Ride-hailing first/last mile transportation solution with an expanded zone.

*Figure 3: Potential Lyft to Transit Connections Zone Expansion*

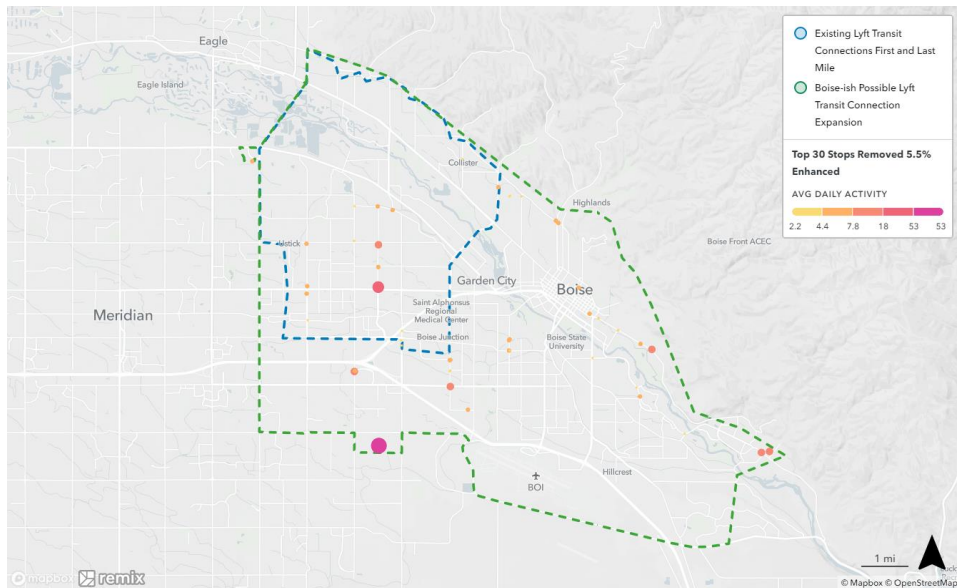
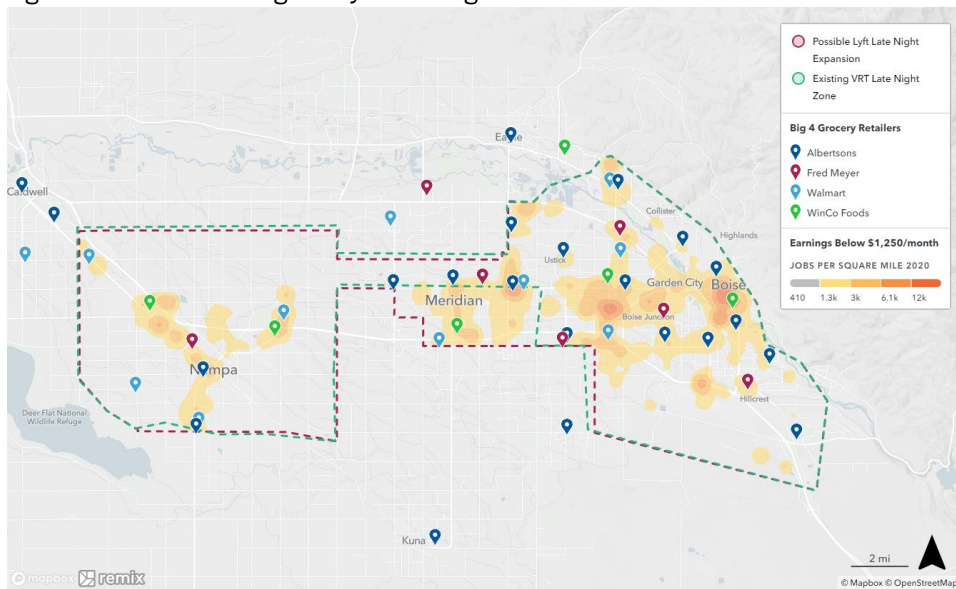


Figure 4: Potential change to Lyft Late Night Service



- Staff is working on a new RFQ to seek out facilitation services for City Go, VRTs Transportation Demand Management Collaborative.
- Regional Bus Program Renewals/New Contracts
  - New Contract: City of Caldwell
  - New Contract: Idaho Department of Education
  - Nine Renewed Contracts
- Staff is organizing Tireside Chat #5 on June 21
- Safe Routes to School is conducting YMCA Bike Camps June 5 – Aug 4

#### More Information:

Stephen Hunt, Chief Development Officer, 208.258.2701, [shunt@rideVRT.org](mailto:shunt@rideVRT.org)  
 Duane Wakan, Mobility Integration Director, 208.258.2750, [dwakan@rideVRT.org](mailto:dwakan@rideVRT.org)  
 Joe Guenther, Capital Projects Manager, 208.258.2705, [jguenther@rideVRT.org](mailto:jguenther@rideVRT.org)

Kate Dahl, Principal Planner, 208.258.2715, [kdahl@valleyregionaltransit.org](mailto:kdahl@valleyregionaltransit.org)  
Alissa Taysom, Associate Planner, 208.258.2717, [ataysom@rideVRT.org](mailto:ataysom@rideVRT.org)  
Kyle Street, Programming Planner, 208.258.270, [kstreet@rideVRT.org](mailto:kstreet@rideVRT.org)  
Hailee Lenhart-Wees, Programs Manager, 208.608.6039, [hlenhart-wees@rideVRT.org](mailto:hlenhart-wees@rideVRT.org)  
Kathleen Godfrey, Accounts Manager, 208 407-2519, [kgodfrey@rideVRT.org](mailto:kgodfrey@rideVRT.org)  
Lisa Brady, Safe Routes to School Program Manager, 208-761-8507, [lbrady@rideVRT.org](mailto:lbrady@rideVRT.org)

|                     |                                    |
|---------------------|------------------------------------|
| <b>TOPIC</b>        | Operations Department Staff Report |
| <b>DATE</b>         | June 21, 2023                      |
| <b>STAFF MEMBER</b> | Leslie Pedrosa                     |

### Summary

This report provides a status update of activities related to contracted transportation services, Specialized Transportation services, 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 continues 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 five of the seven 35' Proterra buses are in service. Proterra was onsite to provide maintenance staff additional training and will begin to only provide onsite repairs to warranty repairs on battery electric bus. The remaining two 35' buses will remain out of service, until there are 12 operating chargers, as stated in the agreement with Proterra.

- VRT has defined a final service model for the Beyond ADA project. The service model was recommended to the Executive Board by the Regional Advisory Council. Staff will continue to present the final service model to the current service providers and customers. VRT will also be presenting the new service model to additional human service groups in the area to ensure an understanding of the new service model. The first phase of the solution is expected to be implemented in October 2023.
- Eagle OnDemand launched on May 1. Currently the service is free to ride until September. VRT has ordered bike racks to install on the fleet, that are expected to be in place in August. Eagle OnDemand completed 56 trips in the first month, providing trips to 64 new passengers.

### Highlights:

#### Contracted Transportation Canyon County Highlights

- One preventable accident in May
- Intercounty on-time performance 69% for May
- On-demand on-time performance 75% for May
- ACCESS on-time performance 96% for May
- Continue to work through challenges with update to new software
- Will be completing a safety rally for staff in June

#### **Ada County Highlights**

- One preventable accident in May
- Fixed-route on-time performance 86% for May
- ACCESS on-time performance 98% for May

#### **Specialized Transportation**

- VRT continues to operate services for Eagle Senior Transportation and began providing evening dinner trips in May
- VRT staff continues to meet with current service providers to discuss new Beyond ADA Project service model

#### **Compliance**

- Completed updates to several VRT procedures to capture mandated changes
- Hired a new Compliance Analyst, Rob Lowe, following the retirement of Dave Meredith

#### **Customer Service Support**

- Customer service handled 2,628 of 2,711 phone calls for information, with 83 calls abandoned. The average call time was 2 minutes, 40 seconds and the average hold time was 21 seconds in May.
- Reservationist handled 1,208 of 1,243 phone calls to change or schedule a ride on ACCESS, with 28 calls abandoned. The average call time was 3 minutes, 45 seconds and the average hold time was 13 seconds in May.
- On-demand services and Eagle Senior Transportation answered 1,320 of 1,473 phone calls to schedule a ride, with 150 calls abandoned. The average call time was 2 minutes, 13 seconds and the average hold time was 24 seconds in May.
- May City Go Pay mobile ticket sales totaled \$11,698.17.

#### **More Information**

For detailed information contact: Leslie Pedrosa, Chief Operations Officer, 208.258.2713, [lpedrosa@rideVRT.org](mailto:lpedrosa@rideVRT.org)

|              |                                            |
|--------------|--------------------------------------------|
| TOPIC        | Finance and Administration Activity Report |
| DATE         | July 10, 2023                              |
| STAFF MEMBER | Jason Jedry                                |

### Summary

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

### Highlights

#### **Budget/Finance**

- Finance staff are working on closing the 3<sup>rd</sup> quarter of FY2023
- CFO is working with budget managers and CEO on finalizing the FY2024 budget
- Implementation of the Oracle Fusion enterprise resource planning (ERP) system began in June. We expect to go live with the new system in 8 to 11 months

#### **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:
  - Janitorial services for MSS and HDTC
  - Bus Stop Sign Blades
  - Market Research for Advertising Sales

**For detailed information contact:** Jason Jedry, Chief Financial Officer, 208-258-2709, [jjedry@valleyregionaltransit.org](mailto:jjedry@valleyregionaltransit.org)

|              |                                        |
|--------------|----------------------------------------|
| TOPIC        | Information Technology Activity Report |
| DATE         | July 10, 2023                          |
| STAFF MEMBER | Brad Alvaro                            |

### Summary

This memo provides an update on the accomplishments of the Information Technology Department and the status of IT related projects and services.

### Highlights

#### Projects

- ERP Replacement - Oracle ERP
- Infotainment – Ready for implementation (customer information/digital advertising)
- BSU- CAD/AVL and fare payment implementation. (Waiting on quotes)
- Beyond ADA- Specialized Transit consolidation
- Fixed-Route fare collection- Farebox upgrades/replacement
- Ticketing Vending Machines (TVM) for best-in-class corridors (Waiting on outcome of fixed-route fare collection options)
- Boise Green Bike- Office expansion to support Beyond ADA (Construction and IT infrastructure)
- Day Wireless Contract- SOW in process, going out for RFB August-September timeframe
- UTA reporting- reporting analytics (RFB) (implementation phase)

#### Support Services

- Setup server for new UTA service
- Completed cyber security training
- Updated user accounts with delegated mailboxes to fix automapping issues
- Resolved 153 of 156 tickets received for May
- UTA awarded bid for SaaS reporting website
- Reporting review with Compliance Officer
- Updates to SPOT
- Updates to dashboard on website
- Install new programming for ADA county radios
- Bids for on-board cameras for Beyond ADA

**For detailed information contact:** Brad Alvaro, Information Technology Director, 208-258-2726, [balvaro@rideVRT.org](mailto:balvaro@rideVRT.org)

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|---------------------|-----------------------|
| <b>TOPIC</b>        | Communications Update |
| <b>DATE</b>         | July 10, 2023         |
| <b>STAFF MEMBER</b> | 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 and Marketing**

- Staff sent one press release in June, focusing on the shifted timeline for the bus network redesign: [Valley Regional Transit extends bus network update due to extensive community feedback, improved funding outlook](#) .
- Since January, we have been featured in at least 20 news stories and continue to build relationships with local and national reporters; we have also added a media tracking tool, which indicates \$2.2 million in Ad Value Equivalency (AVE) gained since January.
- 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; this summer, we will focus on updating the brand suite, brand book, and material inventory.
- 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.
- We have hired a new Marketing and Outreach Coordinator to assist with all VRT communications efforts, starting June 26.
- VRT has radio and TV broadcast ad partnerships; on the radio side, we submit content to three outlets for airtime on two-week cycles and align content with the Communications Strategy.
- We are in the process of conducting additional market research for advertising rates, which will allow us to update our rate card with competitive costs and include incoming advertising opportunities, including the onboard infotainment screens.
- As of May, we have sold \$756,000 in fleet advertising.

#### **Engagement**

- VRT staff received 380 survey responses and 570 comments on existing or proposed routes. The updated calendar is:
  - June/July: VRT Board of Directors finalizes budgets and reviews feedback to develop the final service plan proposal based on existing hours.
  - August/September: VRT Board of Directors introduces the final network proposal on August 7 at the Board of Directors meeting and another public

comment period opens. Public hearings on the final proposal will be held in September.

- October: The VRT Executive Board and Board of Directors meet on October 2 to review proposed changes and public comments – and consider the final proposal.
- Since March, VRT has hosted or participated in 70 community events, ranging from Better Bus Open Houses to Tireside Chats to Safe Routes to School rodeos to event participation.
- The team continues to explore event participation opportunities and develop promotional and service plans around community activities.

### **More Information**

For detailed information contact: Jason Rose, Communications Director, 208-258-2739, [jrose@valleyregionaltransit.org](mailto:jrose@valleyregionaltransit.org)