

Board of Directors Meeting Agenda

October 02, 2023

12:00 PM

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

This is an in-person meeting. If you are unable to participate in the meeting in-person, you may join via MSTEams at rideVRT.org/VRTExecutiveBoard_October2023 or by dialing in at 323-484-8960 Conference ID: 63994358#

I. **Agenda Additions/Changes**

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

III. **Finance Committee Report**

IV. **Consent Agenda**

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

A. ACTION: Minutes of the August 7, 2023 and September 1, 2023 Board of Directors Meeting Pages 5-9 | Paula Cromie

The Board is asked to consider approval of the minutes from the August 7, 2023 Board of Directors meeting and the September 1, 2023 Board of Directors emergency meeting.

B. ACTION: Minutes of the August 7, 2023 Executive Board Meeting Pages 10-11 | Paula Cromie

The Board is asked to accept the minutes of the August 7, 2023 Executive Board Meeting.

C. ACTION: Minutes of the June 20, 2023 Regional Advisory Council Meeting Pages 12-13 | Paula Cromie

The board is asked to acknowledge the minutes of the June 20, 2023 Regional Advisory Council meeting. There was no July meeting held.

D. ACTION: FY2023 3rd Quarter Operating Cash Balance Report Pages 14-15 | Jason Jedry

The Board will review and consider accepting the FY2023 3rd Quarter Operating Cash Balance Report.

E. ACTION: FY2023 3rd Quarter Budget Variance Reports Pages 16-29 | Jason Jedry

The Board is asked to review and consider accepting the FY2023 3rd Quarter Budget Variance Reports.

F. ACTION: Payment Registers Pages 30-44 | Cameron Wells

The Board of Directors will have the opportunity to review and consider accepting the July 16, 2023 to August 15, 2023 and the August 16, 2023 to September 15, 2023 payment registers.

G. ACTION: Quarterly Performance Report

Pages 45-49 | Leslie Pedrosa

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

H. ACTION: Asset Disposition Status

Pages 50-51 | Leslie Pedrosa

Staff requests the Board of Directors acknowledge the status of assets disposed of in fiscal year 2023.

I. ACTION: On-Call Legal Services

Pages 52-54 | Jason Jedry

The Board is asked to consider approval of RESOLUTION VBD23-033 On-Call Legal Services and corresponding Authorization for Expenditure for a contract with Hawley Troxell Ennis & Hawley for on-call legal services.

J. ACTION: Rides2Wellness Service Provider Contracts

Pages 55-58 | Leslie Pedrosa

Staff requests the Board of Directors approve Resolution VBD23-032 and delegate authority to the Chief Executive Officer to execute contracts for all service providers for the Rides2Wellness programs in Ada and Canyon County. The project budget was approved under Resolution VBD23-025 by the Board of Directors on August 7, 2025.

K. ACTION: Acquisition of Service - Service Provider Contracts

Pages 59-62 | Leslie Pedrosa

Staff requests the Board of Directors approve Resolution VBD23-031 and delegate authority to the Chief Executive Officer to execute contracts for all Acquisition of Service, service providers. The project budget for Acquisition of Service was approved under Resolution VBD23-025 by the Board of Directors on August 2, 2023.

L. ACTION: Emerging Mobility Solutions - Lyft Transit Connections

Pages 63-66 | Duane Wakan

The Board is asked to consider approval of RESOLUTION VBD23-05 Emerging Mobility Solutions - Lyft Transit Connections.

M. ACTION: Orchard Facility Construction - Hawkeye Builders

Pages 67-70 | Joe Guenther, Capital Projects

Staff requests the Board consider approval of Resolution VBD23-041 for Orchard Facility construction with Hawkeye Builders.

N. ACTION: Alexander Clark Contract Amendment

Pages 71-73 | Jason Rose

The Board of Directors is asked to consider approval of Resolution VBD23-038 for Alexander Clark Printing, a contract amendment, for on-call printing services.

O. ACTION: Administrative Appeals Policy Update

Pages 74-82 | Jason Rose

Staff requests the Board of Directors approve Resolution VDB23-036 regarding the VRT Administrative Appeals Policy update (policy 1.32.00).

P. ACTION: Two-Way Radio Services

Pages 83-86 | Brad Alvaro

The Board of Directors is asked to consider approval of Resolution VBD23-040 and delegate authority to the CEO to negotiate and finalize a contract with Intermountain Communications for two-way radio services.

Q. ACTION: Meeting Dates for 2024 and 2025

Pages 87-89 | Elaine Clegg

The Board of Directors is asked to consider approval of the 2024 and proposed 2025 meeting calendars for the Board of Directors and Executive Board.

R. ACTION: FY2024 Transit Asset Management Plan

Pages 90-92 | Leslie Pedrosa

Staff requested the Board of Directors accept the Transit Asset Management Plan for FY2024.

S. ACTION: On-Call Marketing Services Contract Modification

Pages 93-96 | Jason Rose

The Board of Directors is asked to consider approval of Resolution VBD23-037 On-Call Marketing Contract Modification - Stoltz Marketing.

T. ACTION: New Regional Advisory Council Member - Megan Zusne

Page 97 | Jason Rose

The Executive Board is asked to consider approval of Megan Zusne as a new member of the Regional Advisory Council. Megan will replace long-time member, Jeremy Maxand.

V. Public Hearing

VI. Action Items

A. ACTION: Delegation of Authority to Approve Employee Handbook Updates and Changes

Pages 98-190 | Elaine Clegg

Staff requests the Board of Directors review and consider approving Resolution VBD23-034 Delegation of Authority to Approve Employee Handbook Updates and Changes.

B. ACTION: Holiday Schedule

Pages 191-193 | Stephen Hunt

VRT requests the Board of Directors approve Resolution VBD23-042 and accept the holiday schedule that as proposed.

C. ACTION: FY2024 Final Network Proposal and Updates

Pages 194-216 | Kate Dahl

The VRT Board is asked to consider approval of RESOLUTION VBD23-039 accepting the Executive Boards recommendation regarding the FY2024 Final Network Design.

VII. Information Items

A. INFORMATION: Interagency Agreements for Capital Projects

Pages 217-218 | Joe Guenther, Capital Projects

Staff will inform the Board of Directors that the VRT CEO regularly enters into agreements with our partnering transportation agencies for mutually beneficial capital projects on behalf of the Board.

B. INFORMATION: Proterra Bankruptcy Filing
Pages 219-220 | Elaine Clegg

Our primary electric bus manufacturer and partner on electric vehicle charging infrastructure, Proterra, recently filed for Chapter 11 bankruptcy. Valley Regional Transit immediately sought advice from legal counsel and have been actively managing our response to the proceedings. We believe our risks are manageable and that the board should be advised of the proceedings and have the information you need as board members to understand our response. There is no action to take at this point. We would welcome questions.

C. INFORMATION: Procurement Calendar
Page 221 | Jason Jedry

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

VIII. Executive Session

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

IX. Department/Staff Reports

A. INFORMATION: Department/Staff Reports
Pages 222-233 | Staff

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

X. Adjournment

Agenda order is subject to change.

Next VRT Board of Directors Meeting:

January 8, 2024

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

Mission Statement: Valley Regional Transit's mission is to leverage, develop, provide, and manage transportation resources and to coordinate the effective and efficient delivery of comprehensive transportation choices to the region's citizens. (ValleyConnect 2.0 Plan approved 04/02/18) The public is invited to provide written comment on an agenda item or provide comment at the VRT Board meetings. Please refer to the VRT Board Agenda Preparation and Approval Policy (approved 07/15/09) at the following weblink: <https://www.valleyregionaltransit.org/media/1493/boardagenda-preparationpolicy.pdf>

Any accommodations needed for effective communication, such as language interpretation or auxiliary aids, should be made no later than three working days before the scheduled meeting. Please contact Jason Rose, Communications Director at jrose@rideVRT.org or by calling 208-258-2739.

Board of Directors Meeting Notes

August 07, 2023

12:00 PM

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

This was an in-person meeting.

https://www.valleyregionaltransit.org/VRTBoard_August2023

or by dialing in at 323-484-8960 Conference ID: 788 574 514#

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Nichoel Baird Spencer, City of Eagle	John Brunelle, CCDC	Amy Bowman, COMPASS
Miranda Carson, City of Meridian	Ashley Ford-Squires, MDC	Bre Brush, City of Boise
Tom Daley, Ada County Commission	John Evans, Garden City	Miranda Carson, City of Meridian
Ryan Davidson, Ada County Comm.	Rob Fisher, City of Greenleaf	Elaine Clegg, VRT
Jeff Flynn, CWI	Dave Hershey, City of Star	Paula Cromie, VRT
Jimmy Hallyburton, City of Boise	Helen Russell, City of Eagle	Kate Dahl, VRT
Debbie Kling, City of Nampa		Gregg Eisenberg, First Transit
Todd Lavoie, City of Meridian		Jeannette Ezell, VRT
Lantz McGinnis-Brown, Boise State		Diana Fletcher, VRT
Lauren McLean, City of Boise		Dave Fotsch, VRT
Sabrina Minshall, Canyon County Commis.		Joe Guenther, VRT
Brent Orton, City of Caldwell		Stephen Hunt, VRT
Alexis Pickering, ACHD		Lila Klopfenstein, COMPASS
Chuck Stadick, City of Caldwell		Rob Lowe, VRT
Joe Stear, City of Kuna		James Mundell, VRT
David Tiede, City of Meridian		Mary Beth Nutting, RAC
Jenah Thornborrow, City of Garden City		Leslie Pedrosa, VRT
Mark Steuer, City of Nampa		Ken Pidjeon, Citizen
Jarom Wagoner, City of Caldwell		Melody Roper, VRT
Mark Wasdahl, ITD		Jason Rose, VRT
		Walter Steed, RAC
		Nicole Stern, ACHD
		Kyle Street, VRT
		Alissa Taysom, VRT
		Cameron Wells, VRT

- I. **Calling of the Roll** - Chair Joe Stear called the meeting to order at 12:05 with a quorum present by phone and in person.
- II. **Agenda Additions/Changes** – Staff requested Item VII A, Budget, be moved before item VI B, Public Hearing for Disposal of Assets.
- III. **Public Comments**

Ken Pidjeon spoke regarding route changes and the budget.

Mary Beth Nutting spoke regarding route changes.

Item IV. A.

IV. Finance Committee Report

V. Consent Agenda

Items on the consent agenda consisted of the following:

- A. **ACTION: Minutes of the April 3, 2023 Board of Directors Meeting**
- B. **ACTION: Minutes of the April 3, May 1, June 5, July 10, 2023 Executive Board Meetings**
- C. **ACTION: FY2023 2nd Quarter Operating Cash Balance Report**
- D. **ACTION: FY2023 2nd Quarter Budget Variance Reports**
- E. **ACTION: Rescind Deposit and Investment Risk Disclosure Policy**
RESOLUTION VBD23-023 rescinding policy 5.14.00, Deposit and Investment Risk Disclosure.
- F. **ACTION: Ada County Rides2Wellness Project Budget Amendment**
RESOLUTION VBD23-030 to delegate budget amendment authority to the Executive Board for Ada County Rides2Wellness project, not to exceed \$40,000, for fiscal year 2023.
- G. **ACTION: Payment Registers**
- H. **Action: Quarterly Performance Report**
- I. **ACTION: Demand Response Vehicle Replacements**
Resolution VBD23-026, to delegate authority to the Chief Executive Officer to authorize final negotiations and execute an agreement with Model 1 Commercial Vehicles to purchase up to ten demand response vehicles, not to exceed \$1,241,000.
- J. **ACTION: Mobile Column Lift Replacement**
RESOLUTION VBD23-027 to delegate authority to the Executive Board to approve the purchase of up to five sets of mobile column lifts, to the vendor selected following the completion of the Request for Bid, not to exceed \$250,000.
- K. **RESOLUTION: Main Street Station Security Upgrades**
RESOLUTION VBD23-024 and corresponding Authorization for Expenditure for the procurement and installation of a replacement security gate at Main Street Station.

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

VI. Public Hearing

- A. **ACTION: PUBLIC HEARING - FY2024 Operating and Capital Budget and Unified Planning Work Program**
Prior to the public hearing, Valley Regional Transit staff presented the final preliminary FY2024 Operating and Capital Budgets. The VRT Chair conducted a public hearing to take formal comments on the FY2024 budget.

Ken Pidjeon felt this was the least transparent budget he had ever seen for VRT. He proposed a fare increase of 25 cents.

After all comments were taken, Debbie Kling moved to close the public hearing; Jimmy Hallyburton seconded. The motion passed unanimously.

- B. **ACTION: FY2024 Budget**
Following the public hearing, Debbie Kling moved to approve RESOLUTION VBD23-025 to approve the FY2024 budget; Jarom Wagoner seconded. The motion passed unanimously.

VII. PUBLIC HEARING

- A. **ACTION: PUBLIC HEARING: Disposal of Assets**
Prior to the public hearing, staff presented the list of items slated for disposal in fiscal year 2024.

When no comments were forthcoming, Debbie Kling moved to close the public hearing; Mark Steuer seconded. The motion passed unanimously.

VIII. ACTION ITEMS

A. ACTION: Disposal of Assets

Following the public hearing, Jimmy Hallyburton moved to approve Resolution VBD23-028 for Disposal of Assets; Debbie Kling seconded. The motion passed unanimously.

B. ACTION: Beyond ADA Final Service Model

Mayor Kling asked to update the resolution that was presented to reflect the new name to by Beyond ACCESS. Debbie Kling moved to approve **Resolution VBD23-029** for the Beyond ADA (ACCESS) Final Service Model; Jimmy Hallyburton seconded. The motion passed unanimously.

X. Information Items

A. INFORMATION: Service Change Outreach Plan

Staff provided an updated outreach and communications plan for the bus network redesign and service changes anticipated for FY2024.

B. INFORMATION: Final 2024 Service Change Public Hearing Dates

Staff prepared a service proposal that best meets agency goals and responds to public comments received during the concept phase. Staff prepared the following public hearing dates: 8/31/2023 Nampa, 9/7/2023 Boise, 9/14/2023 Caldwell, and 9/12/2023 Meridian. The outcome of the public hearings, along with other public comments, will be presented to the full board for their consideration at the regularly scheduled October 2, 2023 meeting. For more details, please refer to the August 7, 2023 Executive Board packet under the information items section.

C. INFORMATION: Procurement Calendar

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

XI. Department/Staff Reports

A. INFORMATION: Department/Staff Reports

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

XII. Adjournment – The meeting was adjourned at 1:35.

Next VRT Board of Directors Meeting:

October 2, 2023

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

Board of Directors Meeting Minutes

September 01, 2023

7:30 AM

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

This was an EMERGENCY meeting of the Board of Directors.

The meeting was held via MTeams at rideVRT.org/VRTBoard_September2023_EMERGENCY or by dialing in at **323-484-8960 Conference ID: 179 536 316#** and at 700 NE 2nd Street, Meridian, ID

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Bre Brush, City of Boise (in person)	Ashley Ford-Squires, MDC	Brad Alvaro, VRT
Tom Daley, Ada County Commission	Todd Lavoie, City of Meridian	Elaine Clegg, VRT
Ryan Davidson, Ada County Comm.	Dave Hershey, City of Star	Paula Cromie, VRT
John Evans, Garden City		Gregg Eisenberg, First Transit
Rob Fisher, City of Greenleaf		Jason Jedry, VRT
Jeff Flynn, CWI		Andrew Mills, VRT
Jimmy Hallyburton, City of Boise		James Mundell, VRT
Brad Holton, Canyon County Commission		Leslie Pedrosa, VRT
Debbie Kling, City of Nampa		Jason Rose, VRT
Lantz McGinnis-Brown, Boise State		Cameron Wells, VRT
Sabrina Minshall, Canyon County Commission		
Alexis Pickering, ACHD		
Zack Piepmeyer, CCDC		
Greg Rast, Canyon County Commission		
Helen Russell, City of Eagle		
Chuck Stadick, City of Caldwell		
Joe Stear, City of Kuna		
Mark Steuer, City of Nampa		
David Tiede, City of Meridian (in person)		
Jarom Wagoner, City of Caldwell		
Mark Wasdahl, ITD		

- I. **Calling of the Roll** - Chair Joe Stear called the meeting to order at 7:31 with a quorum present by phone and in-person.
- II. **Agenda Additions/Changes** - None
- III. **Public Comments** - None
- IV. **Action Items**
 - A. **Action: Public Transportation Agency Safety Plan Update**
Following the presentation, staff recommended the Board of Directors approve Resolution VBD23-030 and the updated Public Transportation Agency Safety Plan (PTASP). A link to the final PTASP can be found here: rideVRT.org/PTASP

Elaine thanked the Union for pushing us to do better and make the plan the best it could be. also thanked Leslie Pedrosa for working so diligently on the updated plan and learning the nuances of the Bipartisan Infrastructure Bill and Paula Cromie for organizing the meeting and making sure we had a quorum along with other various staff members who assisted.

Bre Brush moved to approve the Resolution VBD23-030 and approve the updated Public Transportation Agency Safety Plan; Alexis Pickering seconded.

V. Adjournment – The meeting was adjourned at 7:45.

Executive Board Meeting Minutes

August 07, 2023

11:00 AM

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

This was an in-person meeting. via MSTeams at
https://www.valleyregionaltransit.org/VRTExecutiveBoard_August2023
 or by dialing in at 323-484-8960 Conference ID: 450 105 417#

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Lantz Brown, Boise State	Dale Reynolds, City of Nampa	Brad Alvaro, VRT
Debbie Kling, City of Nampa		Bre Brush, City of Boise
Todd Lavoie, City of Meridian		Elaine Clegg, VRT
Lauren McLean, City of Boise		Paula Cromie, VRT
Sabrina Minshall, Canyon County		Kate Dahl, VRT
Alexis Pickering, ACHD		Gregg Eisenberg, First Transit
Joe Stear, City of Kuna		Jeannette Ezell, VRT
Jarom Wagoner, City of Caldwell		Dave Fotsch, VRT
		Kathleen Godfrey, VRT
Board of Directors Attending		Jose Hernandez, VRT
Miranda Carson, City of Meridian		Stephen Hunt, VRT
Jeff Flynn - CWI		Lila Klopfenstein, COMPASS
Mark Steuer, City of Nampa		Hailee Lenhart-Wees, VRT
David Tiede – City of Meridian		Rob Lowe, VRT
		Nick Moran, VRT
		James Mundell, VRT
		Mary Beth Nutting, RAC
		Cameron Wells, VRT
		Leslie Pedrosa, VRT
		Ken Pidjeon - Citizen
		David Rader
		Randy Reese, VRT
		Jason Rose, VRT
		Daniel Spencer
		Walter Steed, RAC
		Nicole Stern, ACHD
		Alissa Taysom, VRT
		Duane Wakan, VRT

- I. **Calling of the Roll** - Chair Joe Stear called the meeting to order at 11:02 with a quorum present by phone and in person.
- II. **Agenda Additions/Changes** - None
- III. **Public Comments** – Ken Pidjeon – would like the 50-year anniversary of VRT to be recognized and made comments on the proposed service changes.
- IV. **Consent Agenda**
The consent agenda consisted of the following:
 - A. **ACTION: Minutes of the July 10, 2023 Executive Board Meeting**
 - B. **ACTION: VRT Janitorial Services at Main Street Station (MSS) and Happy Day Transit Center (HDTC) - All-Pro Cleaning, LLC - RESOLUTION VEB23-015 and Authorization for Expenditure to authorize expenditures for facility cleaning services in FY2023 and 2024.**

Debbie Kling moved to approve the consent agenda as presented; Sabrina Minshall seconded. The motion passed unanimously.
- V. **Executive Board - Action Items** - None
- VI. **Executive Board - Information Items**
 - A. **INFORMATION: WORKSHOP - Present Final FY2024 Service Change Proposal**
Staff presented the final FY2024 Service Change Proposal including a summary of the work leading up to the proposal and responses to public comments.
- VII. **Department/Staff Reports** – The most current department/staff reports were included in the packet for information.
- VIII. **Adjournment** – The meeting was adjourned at 12:02 p.m.

Next VRT Executive Board Meeting:

October 2, 2023 (followed by the Board of Directors meeting)

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

Regional Advisory Council Minutes

June 20, 2023

9:00 AM

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

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS
Susan Bradley	Andrew Mills	Paula Cromie, VRT
Samantha Kenney	Lauren Noble	Elaine Clegg, VRT
Terri Lindenberg	Theresa Vawter	Kate Dahl, VRT
Susan Manika		Kathleen Godfrey, VRT
Jeremy Maxand		Stephen Hunt, VRT
Mary Beth Nutting		Lila Klopfenstein, COMPASS
Deeann Solis		Hailee Lenhart-Wees, VRT
Walter Steed		Rob Lowe, VRT
		James Mundell, VRT
		Leslie Pedrosa, VRT
		Jason Rose, VRT
		Al Schneider, PTAC
		Kyle Street, VRT
		Duane Wakan, VRT
		Corrie Washington, First Transit
		Sarah Ybarra, VRT

- I. **Calling of the Roll** - Chair Walter Steed called the meeting to order at 9:05 with a quorum present by phone and in person
- II. **Agenda Additions/Changes** - None
- III. **Public Comments** - None
- IV. **Consent Agenda**
 - A. **ACTION: Minutes of the May 16, 2023 Regional Advisory Council Meeting**
Mary Beth Nutting moved to approve the consent agenda as presented; Jeremy Maxand seconded. The motion passed unanimously.
- V. **Action Items**
 - A. **ACTION: Beyond ADA Final Service Model**
Leslie Pedrosa provided the RAC details regarding the Beyond ADA Final Service Model. Services will expand due to access of services Monday through Friday and more vehicles in the pool. Jeremy Maxand moved to recommend the Beyond ADA final service model for approval by the Executive Board; Sam Kenney seconded. The motion passed unanimously.
- VI. **Information Items**
 - A. **INFORMATION: OnDemand Transit Update**

Leslie Pedrosa provided RAC members an informational memo with updates on the Car County OnDemand services for April. Jason Rose gave members a brief update as Leslie was at another meeting. There was an informal update for the Eagle services and numbers will be provided at the next RAC meeting. Some of the Eagle Senior services are combined with the On Demand services. RAC members would like to see a monthly update presented at the meetings. For the most up-to-date ridership information - ridevrt.org/data. Also refer to <https://www.valleyregionaltransit.org/routes/eagle-ondemand/>

B. INFORMATION: Operations Update

Leslie Pedrosa provided RAC members an informational memo with updates and staff was available to answer questions. Chargers continue to be an issue, but there is no cost to us for the service to fix the chargers. We have 9 electric buses in service, 4-40' buses and 5 -35' buses. There are 3-35' buses we have not accepted due to the problems with charging stations. We have not paid for the buses that have not yet been placed in service.

C. INFORMATION: Community Involvement Update

Jason Rose presented an update on community involvement efforts regarding VRT's proposed bus network redesign. For more information: <https://www.valleyregionaltransit.org/news/valley-regional-transit-extends-bus-network-update-due-to-extensive-community-feedback-improved-funding-outlook/> and <https://www.valleyregionaltransit.org/wp-content/uploads/2023/06/BBR-Survey-Comments-2306.pdf>

Jeremy requested an audio version of the changes be produced for the visually impaired.

D. INFORMATION: FY2024 Service Change Update

Stephen Hunt presented an update on the FY2024 service change including public comments received and potential adjustments in response. The final proposal presentation was pushed back by two months in order for staff to have time to present the best possible system change scenario. Stephen noted there may be a completely different proposal than what has been presented based on the comments and feedback by the public.

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

Walter Steed encouraged members of the Regional Advisory Council to bring up any 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 as they contain valuable information.

VIII. Adjournment – Terri Lindenberg made a motion to adjourn, Mary Beth Nutting second. Meeting adjourned at 10:37

Next Regional Advisory Council Meeting:

July 18, 2023

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642



TOPIC	FY2023 3rd Quarter Operating Cash Balance Report
DATE	October 2, 2023
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

The Board will review and consider accepting the FY2023 3rd Quarter Operating Cash Balance Report.

Summary

Attached to this memo is the operating cash balance analysis as of June 30, 2023.

- The VRT general ledger cash balance was \$3,784,511 at the end of June. Pending federal funds were \$2,740,995. Pending federal funds are the result of utilizing local funds until federal funds become available for reimbursement.
- Overall, the total operating cash balance exceeded the total cash balance benchmark by \$398,421.

More Information

Attachments:

FY2023 3rd Qtr. Operating Cash Balance Report

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

**Valley Regional Transit
Operating Cash Balance Analysis
June 30, 2023**

VRT Operating

GL Cash Balance at 6/30/23	\$3,784,511
Pending Federal Funds (Note 2)	\$2,740,995

Total Cash Balance	\$3,784,511
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Total Pending Federal Funds (Note 2)	\$2,740,995
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Total Cash Balance Benchmark (Note 1)	\$3,386,090
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Note 1: Average of 2020, 2021 and 2022 at June 30

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



TOPIC	FY2023 3rd Quarter Budget Variance Reports
DATE	October 2, 2023
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

The Board will review and consider accepting the FY2023 3rd Quarter Budget Variance Reports.

Summary

Attached to this memo are the 3rd quarter budget reports as of June 30, 2023.

More Information

Attachments:

FY2023 3rd Quarter Budget Variance Report

FY2023 3rd Quarter Budget Variance Comments

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

Valley Regional Transit
FY 2023 Third Quarter Budget Variance Reports
October 2022 - June 2023

Category	Regional Overhead			Programs and Supports			Information Supports/ Specialized Transportation			Program Administration Support Planning		
	10			12			20			23		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds				\$ 33,750	\$ 17,901	-47%	\$ 22,500	\$ 8,987	-60%			
402 Purchased Transportation												
403 Auxiliary Revenue	88,609	75,500	-15%	347,996	425,999	22%						
404 Non-Transportation Revenue		70,703		90,000	450	-100%		1,565				
405 Federal Assistance - Capital										10,926,581	385,133	-96%
406 Federal Assistance - Operating/Administration				580,809	457,199	-21%	1,948,733	1,332,592	-32%	1,045,247	1,076,036	3%
407 Local Assistance - Capital										1,882,058	613,494	-67%
408 Local Assistance - Operating/Administration	1,391,847	1,258,020	-10%	471,704	200,510	-57%	1,330,156	1,442,286	8%	261,312	101,191	-61%
Total Revenues	\$ 1,480,455	\$ 1,404,223	-5%	\$ 1,524,259	\$ 1,102,059	-28%	\$ 3,301,388	\$ 2,785,429	-16%	\$ 14,115,198	\$ 2,175,855	-85%

Category	Regional Overhead			Programs and Supports			Information Supports/ Specialized Transportation			Program Administration Support Planning		
	10			12			20			23		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	\$ 555,448	\$ 588,062	6%	\$ 426,717	\$ 363,680	-15%	\$ 450,668	\$ 408,942	-9%	\$ 449,599	\$ 297,284	-34%
502 Fringe Benefits	444,079	451,134	2%	317,657	254,850	-20%	310,556	289,544	-7%	304,775	169,070	-45%
503 Professional Services	184,383	118,760	-36%	554,153	408,303	-26%	222,881	149,302	-33%	539,434	168,633	-69%
504 Materials and Supplies	25,725	22,550	-12%	73,884	12,560	-83%	130,837	81,631	-38%	750	10	-99%
505 Utilities	91,312	89,464	-2%	13,241	8,180	-38%	4,080	3,246	-20%	1,238	450	-64%
506 Casualty and Liability	11,250	17,155	52%	5,250	2,872	-45%	62,625	68,101	9%			
508 Purchased Transportation							2,159,640	1,580,806	-27%			
509 Miscellaneous	143,883	113,770	-21%	96,607	20,660	-79%	597,326	203,858	-66%	759,968	541,780	-29%
511 Interest		519			2,933							
512 Leases and Rentals	24,375	2,808	-88%	36,750	1,800	-95%						
514 Capital (Note 2)										12,371,930	998,627	-92%
Total Expenses	\$ 1,480,455	\$ 1,404,223	-5%	\$ 1,524,259	\$ 1,075,838	-29%	\$ 3,938,614	\$ 2,785,429	-29%	\$ 14,427,693	\$ 2,175,855	-85%

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

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

Category	Boise Fixed Route			ADA Paratransit (Demand Response)		
	21			22		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds	\$ 363,081	\$ 422,591	16%	\$ 55,581	\$ 65,884	19%
402 Purchased Transportation						
403 Auxiliary Revenue	112,173	149,564	33%			
404 Non-Transportation Revenue		15,260				
405 Federal Assistance - Capital						
406 Federal Assistance - Operating/Administration	2,236,951	1,043,002	-53%	855,556	901,191	5%
407 Local Assistance - Capital						
408 Local Assistance - Operating/Administration	4,596,858	5,214,200	13%	1,068,640	856,410	-20%
Total Revenues	\$ 7,309,063	\$ 6,844,617	-6%	\$ 1,979,777	\$ 1,823,485	-8%
Category	Boise Fixed Route			ADA Paratransit (Demand Response)		
	21			22		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	\$ 3,165,150	\$ 2,951,533	-7%	\$ 858,975	\$ 767,228	-11%
502 Fringe Benefits	2,172,658	2,107,406	-3%	676,249	636,312	-6%
503 Professional Services	391,287	293,499	-25%	97,885	94,857	-3%
504 Materials and Supplies	690,749	678,648	-2%	143,625	139,440	-3%
505 Utilities	100,312	107,126	7%	25,575	13,641	-47%
506 Casualty and Liability	565,420	496,749	-12%	128,537	148,411	15%
508 Purchased Transportation						
509 Miscellaneous	147,289	111,834	-24%	6,789	3,655	-46%
511 Interest	128,522	92,437	-28%	15,545	13,840	-11%
512 Leases and Rentals	278,767	5,387	-98%	26,596	6,102	-77%
514 Capital (Note 2)						
Total Expenses	\$ 7,640,154	\$ 6,844,617	-10%	\$ 1,979,777	\$ 1,823,485	-8%

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

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

Category	Canyon Demand-Response			Canyon ADA Paratransit (Demand Response)			Canyon Inter-County		
	24			25			31		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds	\$ 31,169	\$ 66,748	114%	\$ 1,719	\$ 5,920	244%	\$ 34,193	\$ 29,334	-14%
402 Purchased Transportation									
403 Auxiliary Revenue	11,715	15,620	33%				22,552	30,069	33%
404 Non-Transportation Revenue		369						6	
405 Federal Assistance - Capital									
406 Federal Assistance - Operating/Administration	634,783	380,197	-40%	75,584	65,667	-13%	889,728	561,750	-37%
407 Local Assistance - Capital									
408 Local Assistance - Operating/Administration	202,647	335,672	66%	11,072	23,456	112%	277,747	445,588	60%
Total Revenues	\$ 880,313	\$ 798,606	-9%	\$ 88,374	\$ 95,043	8%	\$ 1,224,220	\$ 1,066,746	-13%
Category	Canyon Demand-Response			Canyon ADA Paratransit (Demand Response)			Canyon Inter-County		
	24			25			31		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	\$ 420,423	\$ 354,644	-16%	\$ 39,274	\$ 43,634	11%	\$ 539,783	\$ 457,861	-15%
502 Fringe Benefits	197,736	174,821	-12%	19,657	23,085	17%	270,341	235,444	-13%
503 Professional Services	73,155	58,422	-20%	6,982	7,908	13%	94,468	74,893	-21%
504 Materials and Supplies	96,373	103,217	7%	14,016	11,273	-20%	199,786	202,858	2%
505 Utilities	16,222	21,289	31%	1,588	2,519	59%	21,643	27,710	28%
506 Casualty and Liability	60,169	81,514	35%	5,870	6,202	6%	80,715	63,559	-21%
508 Purchased Transportation									
509 Miscellaneous	15,576	4,155	-73%	705	347	-51%	13,642	3,732	-73%
511 Interest									
512 Leases and Rentals	2,865	545	-81%	281	75	-73%	3,842	688	-82%
514 Capital (Note 2)									
Total Expenses	\$ 882,518	\$ 798,606	-10%	\$ 88,374	\$ 95,043	8%	\$ 1,224,220	\$ 1,066,746	-13%

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

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

Capital Budget Expense Category		
	Budget Annual	YTD Actual
Bike/Pedestrian Improvements		
Capital - Facilities - Multi-Modal Center	50,000	18,344
Capital - Facilities - Fuel Facilities	1,556,763	
Capital - Facility - Facilities/Bldgs/Grounds	4,509,209	404,304
Capital - Non-Revenue Vehicles	380,353	12,737
Capital - Other		
Capital - Revenue Vehicles	5,240,306	74,713
Capital - Revenue Vehicles - Sub-Recipient	727,381	
Capital Equipment - Communications	350,000	103,685
Capital Equipment - Farebox		21,368
Capital Equipment - Surv/Security		
CAPITAL EXPENDITURES (514)		
Capital Information Technology - Hardware	784,048	30,510
Capital Information Technology - Software	745,111	46,460
Capital Projects - Sub-Recipient		
Capital -Shop Equipment	307,790	26,083
Capital-Office Equipment		
CWI - Park and Ride - INACTIVE		
N/A-Capital - Revenue Vehicles		
Regional Park & Ride Projects		
System Enhancements - Stops/Shelters	1,844,946	260,423
Total Capital Expenses	\$ 16,495,907	\$ 998,627

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

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

Category	Specialized Transportation		
	20		
	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds	\$ 22,500	\$ 8,987	-60%
402 Purchased Transportation			
403 Auxiliary Revenue			
404 Non-Transportation Revenue		\$ 1,565	
405 Federal Assistance - Capital			
406 Federal Assistance - Operating/Administration	\$ 1,307,438	\$ 1,100,152	-16%
407 Local Assistance - Capital			
408 Local Assistance - Operating/Administration	\$ 1,169,832	\$ 1,285,363	10%
Total Revenues	\$ 2,499,770	\$ 2,396,066	-4%
Category	Specialized Transportation		
	20		
	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	306,386	292,690	-4%
502 Fringe Benefits	246,852	221,338	-10%
503 Professional Services	217,256	144,232	-34%
504 Materials and Supplies	115,837	82,394	-29%
505 Utilities	3,180	2,346	-26%
506 Casualty and Liability	62,625	68,101	9%
508 Purchased Transportation	2,159,640	1,580,806	-27%
509 Miscellaneous	25,220	4,124	-84%
511 Interest			
512 Leases and Rentals			
514 Capital (Note 2)			
Total Expenses	\$ 3,136,996	\$ 2,396,031	-24%

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

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

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

Item IV. E.

At the end of June, Fiscal Year 2023 was seventy five percent (75%) complete. The following is a review of the budgetary status of each division as of June 30, 2023. A ten percent (+/- 10%) tolerance threshold is utilized for analysis purposes in this report.

Regional Overhead (10)

Revenues

Auxiliary Revenues (15% under budget) – Expected retirement payouts have occurred. Remaining budgeted revenue will be used to pay for the increased salary of the new CEO as approved in the FY2023 budget amendment.

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

Local Operating Assistance (10% under budget) Expenses are lower than budgeted for resulting in the need to recognize less revenue to offset expenses.

Expenses

Total Regional Overhead operating expenses are 5% under budget through QR-3.

Professional Services (36% under budget) – Legal, outsourced information technology services and annual audit expenses are lower than budget estimates.

Materials and Supplies (12% under budget) – Minor equipment and employee relations expenses are lower than budgeted for.

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

Miscellaneous (21% under budget) – Licensing, hosting, and web fees are lower than budget estimates.

Leases and Rentals (88% under budget) – Due to GASB Statement 87, lease expenses are now recognized differently. The expense is now recognized as interest with a portion offsetting debt liability. While the expense is not recognized in this category, it is necessary to budget for it, so VRT has the cash available to make lease payments.

Programs and Supports (12)

Revenues

Directly Generated (47% under budget) – City Go pass sales were \$12,236. A budget for City Go pass sales was not included in FY 2023. Bike Share sales revenue was \$28,085 under budget causing this variance.

Auxiliary Revenue (22% over budget) – The annual auxiliary revenue budgets for the Ada and Canyon County systems have been met. Any surplus auxiliary revenue that exceeds these systems is recognized here.

Non-Transportation Revenue (100% under budget) – Bike Share has not been operating and has therefore not produced revenue in this category.

Federal Operating Assistance (21% under budget) – Mobility Management, City Go and Safe Routes to School expenses are lower than budgeted for resulting in the need to recognize less revenue to offset expenses.

Local Operating Assistance (57% under budget) – Bike Share, Mobility Management, City Go and Safe Routes to School expenses are lower than budgeted for resulting in the need to recognize less revenue to offset expenses.

Expenses

Total Program and Supports operating expenses are 29% under budget through QR-3.

Wages and Salaries (15% under budget) – Bike Share has one vacant FTE because it is not operating, City Go had a vacant Director position for 6 weeks, and Safe Routes to School had a vacant FTE for six weeks.

Fringe Benefits (20% under budget) – Bike Share has one vacant FTE because it is not operating, City Go had a vacant Director position for 6 weeks, and Safe Routes to School had a vacant FTE for six weeks.

Professional Services (26% under budget) – The spend rate on mobility management and marketing services is lower than budget estimates at the end of the third quarter.

Materials and Supplies (83% under budget) - Fuel, support vehicle, printing, and station repair expenses are lower than budgeted for because Bike Share is not operating.

Utilities (38% under budget) – Electricity, cell phone and teleconference expenses are lower than budgeted for.

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

Miscellaneous (79% under budget) – Travel, training and administrative expenses are below budget estimates in the Bike Share, City Go, Safe Routes to School, Mobility Management, and Fleet Media departments.

Leases and Rentals (95% under budget) – Due to GASB Statement 87, lease expenses are now recognized differently. The expense is now recognized as interest with a portion offsetting debt liability. While the expense is not recognized in this category, it is necessary to budget for it, so VRT has the cash available to make lease payments.

Information Supports/Specialized Transportation (20)

Revenues

Directly Generated (60% under budget) – Fare revenue generated from the Scrip and volunteer ridership program are \$13,514 below budget estimates.

Federal Operating Assistance (32% under budget) – Expenses in this division are under budget resulting in the recognition of less revenue to offset expenses.

Expenses

Total Information Supports/Specialized Transportation operating expenses are 29% under budget through QR-3.

Professional Services (33% under budget) - Contract labor is lower than budgeted for due to less demand for Village Van service. Repair and maintenance expenses are lower than budget estimates.

Materials and Supplies (38% under budget) – Fuel, department supplies, parts, and minor equipment expenses are lower than budget estimates.

Utilities (20% under budget) – Cellular telephone expenses are lower than budgeted for.

Purchased Transportation (27% under budget) – Lyft Transit Connections, VRT Late Night, Canyon County Rides2Wellness, Volunteer Driver and Scrip Taxi expenses are lower than budget estimates.

Miscellaneous (66% under budget) – The expected fees for the integrated fare payment system project will not be incurred until later in the fiscal year.

Program Administration Support/Planning (23)

Revenues

Federal Capital Assistance (96% under budget) – Capital expenses are 92% under budget resulting in less reimbursement of funds in this category. Additionally, federal funds are not available resulting in the recognition of local funds in order to balance to total expenses. This condition will reverse as 2023 grants are executed.

Local Capital Assistance (67% under budget) – This line item is below budget parameters. This is due to utilizing Federal CARES Act funding as well as expenses being under budget.

Local Operating Assistance (61% under budget) – Expenses in this division are under budget resulting in the recognition of less revenue to offset expenses.

Expenses

Total Program Administration Support/Planning expenses are 85% under budget through QR-3.

Wages and Salaries (34% under budget) – This category is favorably below budget parameters. Two budgeted positions went un-filled for longer than expected due to staffing changes and a tight labor market. Additionally, wages are below budget due to how wages are budgeted in the Unified Planning Work Program (UPWP). Less wages from other divisions were re-allocated to the development department as budgeted for in the UPWP.

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

Professional Services (69% under budget) – Expenses in this category such as planning projects do not typically align with how the professional services budget is spread equally (monthly) throughout the fiscal year.

Materials and Supplies (99% under budget) – Printing expenses are \$740 under budget.

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

Miscellaneous (29% under budget) – Subrecipient reimbursement expenses are lower than budgeted for at the end of the third quarter.

Capital (92% under budget) - The timing of capital projects throughout the year do not typically align with how the capital budget is spread equally (monthly) throughout the year. VRT will place battery electric buses into service in the near future and will begin recognizing expenses for other capital expenditures as they occur in the remainder of the fiscal year.

Boise Fixed-Route (21)

Revenues

Directly Generated Funds (16% over budget) – Farebox sales are \$5,819 under budget. Local pass sales are \$104,880 above budget and employer program sales are \$39,566 under budget.

Auxiliary (33% over budget) – Advertising revenue allocated to this division exceeded the budget through the third quarter by \$37,391.

Federal Operating Assistance (53% under budget) – Federal funds are not available resulting in the recognition of local funds in order to balance to total expenses. This condition will reverse as 2023 grants are executed.

Local Operating Assistance (13% over budget) – Federal funds are not available resulting in the recognition of local funds in order to balance to total expenses. This condition will reverse as 2023 grants are executed.

Expenses

Total Boise Fixed-Route operating expenses are 10% under budget through QR-3.

Professional Services (25% under budget) – Contract labor, repairs and maintenance, legal and bus stop expenses are lower than budgeted for.

Casualty and Liability (12% under budget) – This category is under budget due to how Ada County insurance expenses are allocated between division 21 and division 22. Overall, insurance expenses for this system are \$48,797 under budget.

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

Leases and Rentals (98% under budget) – Due to GASB Statement 87, lease expenses are now recognized differently. The expense is now recognized as interest with a portion offsetting debt

liability. While the expense is not recognized in this category, it is necessary to budget for it, so VRT has the cash available to make lease payments.

ADA Paratransit/Demand Response (22)

Revenues

Directly Generated Funds (19% over budget) – Access pass sales are \$10,303 over budget estimates.

Local Operating Assistance (20% under budget) – This line item is below budget parameters. This is due to utilizing Federal CARES Act funding as well as expenses being under budget.

Expenses

Total ADA Paratransit/Demand Response operating expenses are 8% under budget through QR-3.

Wages and Salaries (11% under budget) – This line item is under budget due to minimal overtime and wages in operations being lower than budgeted for.

Utilities (47% under budget) - This category is under budget due to how Ada County utility expenses are allocated between division 21 and division 22. Overall, utility expenses for this system are under budget by \$5,121.

Casualty and Liability (15% over budget) – This category is over budget due to how Ada County insurance expenses are allocated between division 21 and division 22. Overall, insurance expenses for this system are \$48,797 under budget.

Miscellaneous (46% under budget) – Freight, travel and meeting expenses are lower than budgeted for.

Leases and Rentals (77% under budget) – Due to GASB Statement 87, lease expenses are now recognized differently. The expense is now recognized as interest with a portion offsetting the debt liability. While the expense is not recognized in this category, it is necessary to budget for it, so VRT has the cash available to make lease payments.

Canyon County Fixed Route (24)

Revenues

Directly Generated Funds (114% over budget) – Farebox sales are \$2,714 under budget. Local pass sales are \$12,512 above budget and employer program sales are \$26,164 above budget.

Auxiliary (33% over budget) – Advertising revenue allocated to this division exceeded the budget through the third quarter by \$3,905.

Federal Operating Assistance (40% under budget) – Federal funds are not available resulting in the recognition of local funds in order to balance to total expenses. This condition will reverse as 2023 grants are executed.

Local Operating Assistance (66% over budget) – Federal funds are not available resulting in the recognition of local funds to balance to total expenses. This condition will reverse as 2023 federal grants are executed.

Expenses

Total Canyon County Fixed-Route operating expenses are 10% under budget through QR-3.

Wages and Salaries (16% under budget) - This category is under budget due to minimal overtime and having a vacant mechanic position during the second quarter.

Fringe Benefits (12% under budget) – This category is under budget due to staffing shortages resulting in reduced staff benefit expenses and benefit cost increases not being as high as anticipated.

Professional Services (20% under budget) – Contract labor, operating contract, and uniform expenses are lower than budgeted for through the third quarter.

Utilities (31% over budget) – Electricity and natural gas expenses are higher than budget estimates.

Casualty and Liability (35% over budget) – This category is over budget due to how insurance expenses are allocated between the Ada County and Canyon County Systems. Overall, insurance expenses for these systems are under budget by \$44,275.

Miscellaneous (73% under budget) – Freight, training, and app service charge expenses are lower than budgeted for.

Leases and Rentals (81% under budget) – Radio repeater site rental expenses are lower than budgeted for.

Canyon ADA Paratransit/Demand Response (25)

Revenues

Directly Generated Funds (244% over budget) – Access pass sales are \$4,201 over budget.

Federal Operating Assistance (13% under budget) – Federal funds are not available resulting in the recognition of local funds in order to balance to total expenses. This condition will reverse as 2023 grants are executed.

Local Operating Assistance (112% over budget) – Federal funds are not available resulting in the recognition of local funds to balance to total expenses. This condition will reverse as 2023 federal grants are executed.

Expenses

Total Canyon ADA Paratransit/Demand Response operating expenses are 8% over budget through QR-3.

Wages and Salaries (11% over budget) - This category is over budget due to how Canyon County wage expenses are allocated between division 24 and division 25. Overall, wage expenses for this system are under budget.

Fringe Benefits (17% over budget) – This category is over budget due to how Canyon County expenses are allocated between division 24 and division 25. Overall, fringe benefit expenses for this system are under budget.

Professional Services (13% over budget) – This category is over budget due to how Canyon County expenses are allocated between division 24 and division 25. Overall, professional service expenses for this system are under budget.

Materials and Supplies (20% under budget) – Revenue vehicle parts and gasoline expenses are under budget.

Utilities (59% over budget) – Electricity, telecommunications, and natural gas expenses are higher than budget estimates.

Miscellaneous (51% under budget) – Training and travel expenses are lower than budgeted for.

Leases and Rentals (73% under budget) – Radio repeater site rental expenses are lower than budgeted for.

Canyon Inter-County (31)

Revenues

Directly Generated Funds (14% under budget) – Ridership program sales are \$7,540 under budget and universal pass sales are \$1,120 under budget.

Auxiliary (33% over budget) – Advertising revenue allocated to this division exceeded the budget through the third quarter by \$7,517.

Federal Operating Assistance (37% under budget) – Federal funds are not available resulting in the recognition of local funds in order to balance to total expenses. This condition will reverse as 2023 grants are executed.

Local Operating Assistance (60% over budget) – Federal funds are not available resulting in the recognition of local funds to balance to total expenses. This condition will reverse as 2023 federal grants are executed.

Expenses

Total Canyon Inter-County operating expenses are 13% under budget through QR-3.

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

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

Professional Services (21% under budget) – Contract labor, operating contract, uniform and preventative maintenance expenses are lower than budgeted for through the second quarter.

Utilities (28% over budget) – Electricity and natural gas expenses are higher than budget estimates.

Casualty and Liability (21% under budget) – This category is under budget due to how insurance expenses are allocated between division 24 and division 31.

Miscellaneous (73% under budget) – Training and app service charge expenses are lower than budgeted for.

Leases and Rentals (82% under budget) – Radio repeater site rental expenses are lower than budgeted for.



TOPIC	Payment Registers
DATE	September 16, 2023
STAFF MEMBER	Cameron Wells

Staff Recommendation/Request

The Board will have the opportunity to review and consider accepting the July 16, 2023 to August 15, 2023 and the August 16, 2023 to September 15, 2023 payment registers.

Summary

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

More Information

Attachments:

Payment Register – July 16, 2023 to August 15, 2023

Payment Register – August 16, 2023 to September 15, 2023

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

Payment Register 7/16/2023 - 8/15/2023

Payee	Payment Date	CheckNum	Amount	Invoice Description
Access Idaho-26682	24-Jul-23	60306	\$82.02	DL Searches
AdaRide.Com, LLC	07-Aug-23	ACH	\$2,722.50	Paratransit services
Alexander Clark Printing	24-Jul-23	60307	\$245.30	Business Cards
Alternative Hose	07-Aug-23	ACH	\$110.20	Hose Fittings
ALVARO, BRADLEY	24-Jul-23	ACH	\$325.60	PerDiem Trvl 7/30-8/3 APTATech
AMAZON.COM SERVICES, INC	07-Aug-23	ACH	\$25.18	ID Badge Holders
Avero, LLC	24-Jul-23	ACH	\$6,650.00	ERP System Consulting services
AVERY, TONYA	24-Jul-23	ACH	\$52.98	Reimbursement - Pants
A-Z Bus Sales, Inc	24-Jul-23	ACH	\$257.12	Wheel Flare
A-Z Bus Sales, Inc	24-Jul-23	ACH	\$516.74	A/C Compressor Rear
A-Z Bus Sales, Inc	24-Jul-23	ACH	\$714.10	Mirror, Carrier Motor Assy
A-Z Bus Sales, Inc	07-Aug-23	ACH	(\$199.59)	Credit for window latches - they sent incorrect or
A-Z Bus Sales, Inc	07-Aug-23	ACH	(\$450.13)	Invoice Entered Under Wrong PO #
A-Z Bus Sales, Inc	07-Aug-23	ACH	\$54.78	Spill Kits
A-Z Bus Sales, Inc	07-Aug-23	ACH	\$77.83	Speakers
A-Z Bus Sales, Inc	07-Aug-23	ACH	\$450.13	Vehicle Parts
A-Z Bus Sales, Inc	07-Aug-23	ACH	\$450.13	Vehicle Parts
Black Signs of Idaho, Inc.	07-Aug-23	ACH	\$50.00	Sign Back Rental - Banner
Block & Head Shop, Inc	24-Jul-23	ACH	\$1,645.88	Vehicle Parts
Block & Head Shop, Inc	07-Aug-23	ACH	\$1,192.00	Vehicle Parts
Boise Air Terminal	07-Aug-23	ACH	\$8,971.36	Land Rent
Boise Community Radio Project	24-Jul-23	ACH	\$500.00	Radio Adv.
Boise Municipal Health Care Trust	07-Aug-23	ACH	\$68,748.10	Health care premiums
Boise Peterbilt	24-Jul-23	ACH	\$216.48	Inventory Parts
Boise Peterbilt	24-Jul-23	ACH	\$304.20	Inventory Parts
Boise State Public Radio	24-Jul-23	ACH	\$1,570.00	Radio Adv.
Bolen's Control House Inc.	07-Aug-23	ACH	\$17.69	Bus AC Parts
BORGESON, ERIK	07-Aug-23	ACH	\$88.98	Reimbursement - Pants
Brady Industries of Nevada, LLC	24-Jul-23	ACH	\$235.33	Janitorial Supplies
Brady Industries of Nevada, LLC	07-Aug-23	ACH	\$725.95	Janitorial Supplies
BridgeTower OpCo, LLC	24-Jul-23	ACH	\$1,800.00	IBR Event sponsorship
BridgeTower OpCo, LLC	24-Jul-23	ACH	\$119.00	IBR Subscription
BridgeTower OpCo, LLC	07-Aug-23	ACH	\$1,550.00	Quarter-page ad package
Career Uniforms Partners	24-Jul-23	ACH	\$307.00	Uniforms - R. Sierra
Career Uniforms Partners	24-Jul-23	ACH	\$238.50	Uniforms
Career Uniforms Partners	24-Jul-23	ACH	\$26.10	Uniforms
Career Uniforms Partners	24-Jul-23	ACH	\$91.75	Uniforms
Career Uniforms Partners	24-Jul-23	ACH	\$58.25	Uniforms
Career Uniforms Partners	24-Jul-23	ACH	\$44.90	Uniforms
Career Uniforms Partners	24-Jul-23	ACH	\$124.45	Uniforms - K. Darrah
Career Uniforms Partners	24-Jul-23	ACH	\$80.85	Uniforms
Career Uniforms Partners	24-Jul-23	ACH	\$180.10	Uniforms
Career Uniforms Partners	24-Jul-23	ACH	\$9.95	Uniforms
Career Uniforms Partners	24-Jul-23	ACH	\$68.90	Uniforms - L. Smith
Career Uniforms Partners	07-Aug-23	ACH	\$129.75	Uniforms
Career Uniforms Partners	07-Aug-23	ACH	\$18.95	Uniforms
Carlos Osorio	07-Aug-23	60324	\$1,263.87	Painting Bus Body Parts
Catapult3, Inc.	24-Jul-23	ACH	\$20,301.00	SIGNAGE INSTALLATION
Catapult3, Inc.	24-Jul-23	ACH	\$2,185.80	SIGNAGE INSTALLATION
Catapult3, Inc.	24-Jul-23	ACH	\$1,800.00	SIGNAGE INSTALLATION
Catapult3, Inc.	07-Aug-23	ACH	\$4,080.00	SIGNAGE INSTALLATION
Catapult3, Inc.	07-Aug-23	ACH	\$1,325.70	SIGNAGE INSTALLATION
Catapult3, Inc.	07-Aug-23	ACH	\$417.21	SIGNAGE INSTALLATION
Center for Transportation & Environment	24-Jul-23	ACH	\$9,000.00	2023 Low No prj mgmnt
Center for Transportation & Environment	07-Aug-23	ACH	\$6,000.00	2023 Lo No
Center for Transportation & Environment	07-Aug-23	ACH	\$9,000.00	2023 Low No prj mgmnt
CenturyLink	24-Jul-23	60308	\$364.21	Telecom Services 7/16-8/5
CenturyLink	24-Jul-23	60308	\$148.35	Telecom Services 7/74-8/6
CenturyLink	07-Aug-23	60325	\$246.09	Telecom Services 7/22-8/21
CenturyLink	07-Aug-23	60325	\$330.70	Telecom Services 7/25-8/24
CenturyLink	07-Aug-23	60325	\$53.56	Telecom Services 7/22-8/21
CenturyLink	07-Aug-23	60325	\$26.78	Telecom Services
CenturyLink	07-Aug-23	60325	\$307.41	Telecom Services 7/25-8/24
Christensen, Inc	24-Jul-23	ACH	\$4,936.60	Unleaded Gasoline
Church of the Harvest	24-Jul-23	ACH	\$25,594.46	Acquisition of Services
City of Caldwell Water Department	07-Aug-23	60326	\$201.37	Utility 6/24-7/23
City of Caldwell Water Department	07-Aug-23	60326	\$120.32	Utility - water 6/24-7/23
City of Garden City	07-Aug-23	60327	\$66.10	Garbage/Water/Sewer
Clean Energy	24-Jul-23	ACH	\$16,794.83	Natural Gas 6/1 - 6/30/2023
Clean Energy	07-Aug-23	ACH	\$390.00	Natural Gas
Commercial Tire, Inc	24-Jul-23	ACH	\$16.50	Wheel Switch N331
Commercial Tire, Inc	24-Jul-23	ACH	\$16.75	Flat Repair N333
Commercial Tire, Inc	24-Jul-23	ACH	\$8.25	Wheel Switch N336

Commercial Tire, Inc	24-Jul-23	ACH	\$2,225.58	Tires N337
Commercial Tire, Inc	24-Jul-23	ACH	\$1,092.90	Tires- N332
Commercial Tire, Inc	24-Jul-23	ACH	\$772.70	Tires
Commercial Tire, Inc	24-Jul-23	ACH	\$182.95	Tires
Commercial Tire, Inc	24-Jul-23	ACH	\$1,614.78	Tires
Commercial Tire, Inc	24-Jul-23	ACH	\$1,614.78	Tires
Commercial Tire, Inc	24-Jul-23	ACH	\$807.39	Tires
Commercial Tire, Inc	24-Jul-23	ACH	\$454.54	Tires
Commercial Tire, Inc	24-Jul-23	ACH	\$229.90	Tires
Commercial Tire, Inc	24-Jul-23	ACH	\$454.54	Tires
Commercial Tire, Inc	24-Jul-23	ACH	\$470.20	Tires
Commercial Tire, Inc	24-Jul-23	ACH	\$1,404.00	Tires
Commercial Tire, Inc	24-Jul-23	ACH	\$605.45	Lube Service/breaks/rotors
Commercial Tire, Inc	24-Jul-23	ACH	\$199.12	Lube service/labor
Commercial Tire, Inc	24-Jul-23	ACH	\$200.00	Tires
Commercial Tire, Inc	07-Aug-23	ACH	\$276.39	Tires RRI/O N616
Commercial Tire, Inc	07-Aug-23	ACH	\$1,537.38	Tires - Steers N614
Commercial Tire, Inc	07-Aug-23	ACH	\$308.00	Tires
Commercial Tire, Inc	07-Aug-23	ACH	\$1,537.38	Tires
Commercial Tire, Inc	07-Aug-23	ACH	\$361.20	Tires
Commercial Tire, Inc	07-Aug-23	ACH	\$1,614.78	Tires
Commercial Tire, Inc	07-Aug-23	ACH	\$218.00	Tires
Commercial Tire, Inc	07-Aug-23	ACH	\$649.70	Tires
Commercial Tire, Inc	07-Aug-23	ACH	\$901.15	lube/oil/filter, rotors, breaks
Corwin Ford	07-Aug-23	ACH	\$27.63	Gaskets - Cooling System N336
Curtis Clean Sweep	24-Jul-23	ACH	\$220.00	Sweep & detail transit garage
CURTIS, JODI	07-Aug-23	60328	\$50.00	Reimb Cell - Aug
Custom Care Pest Services	07-Aug-23	ACH	\$95.00	Pest Services
D & A Glass Company, Inc.	24-Jul-23	60309	\$475.00	Replace broken glass - shelter
D & B Supply Co., Inc.	24-Jul-23	60310	\$64.98	Department Supplies
D & B Supply Co., Inc.	07-Aug-23	60329	\$192.98	Department Supplies
David Gregory Sherman	24-Jul-23	60311	\$400.00	Windshield Repairs
David Gregory Sherman	07-Aug-23	60330	\$90.00	Windshield Repairs
Day Wireless Systems	24-Jul-23	ACH	\$350.00	Site Rent
DeIerrok, Inc.	24-Jul-23	ACH	\$1,418.60	UMO Fee's
Diamond Manufacturing	24-Jul-23	ACH	\$3,195.00	Cash boxes Eagle on Demand
DMC Sales	24-Jul-23	ACH	\$100.58	Windshield Washer Solvent
DMC Sales	07-Aug-23	ACH	\$1,216.25	Anti-Freeze Coolant
Dwaine S Lee, LLC	24-Jul-23	ACH	\$194.25	Towing Service
Dwaine S Lee, LLC	24-Jul-23	ACH	\$388.50	Towing Service
Dwaine S Lee, LLC	24-Jul-23	ACH	\$194.00	Towing Service
Dwaine S Lee, LLC	24-Jul-23	ACH	\$388.50	Towing Service
Dwaine S Lee, LLC	24-Jul-23	ACH	\$344.10	Towing N2513
Dwaine S Lee, LLC	07-Aug-23	ACH	\$291.38	Towing Service
Dwaine S Lee, LLC	07-Aug-23	ACH	\$194.00	Towing Service
Dwaine S Lee, LLC	07-Aug-23	ACH	\$172.05	Towing Service
Dwaine S Lee, LLC	07-Aug-23	ACH	\$377.40	Towing Service N336
Dwaine S Lee, LLC	07-Aug-23	ACH	\$299.70	Service Call N614
Ecolube Recovery, LLC.	24-Jul-23	ACH	\$90.00	Parts Wash Lease
Ecolube Recovery, LLC.	07-Aug-23	ACH	\$25.00	Used Oil Filters Disposal
EISENBERG, GREGG	24-Jul-23	ACH	\$219.27	Reimbursement - Donuts for Employees
EISENBERG, GREGG	07-Aug-23	ACH	\$50.00	Reimb Cell - Aug
Elliott Auto Supply Co., Inc	24-Jul-23	ACH	\$195.48	Bus Parts
Elliott Auto Supply Co., Inc	24-Jul-23	ACH	\$246.48	Shocks
Elliott Auto Supply Co., Inc	24-Jul-23	ACH	(\$79.32)	Bus Parts
ETA Phi Systems, Inc.	07-Aug-23	ACH	\$7,671.70	CAD/AVL for fixed route
First Transit	07-Aug-23	ACH	\$27,557.35	Ada/Canyon Mgmt Fee's
Fraser Tool & Gauge, LLC.	07-Aug-23	60331	\$250.00	Recalibrate Brake Decelerometer
FRIEL, TERRY	07-Aug-23	60332	\$84.70	Reimbursement - Shoes
Genfare, LLC	07-Aug-23	ACH	\$6,213.25	Vehicle Parts
Genfare, LLC	07-Aug-23	ACH	\$69.23	Farebox Parts
Gillig, LLC	24-Jul-23	ACH	\$1,219.70	Vehicle
Gillig, LLC	24-Jul-23	ACH	\$510.15	Vehicle
Gillig, LLC	24-Jul-23	ACH	\$668.93	Vehicle
Gillig, LLC	24-Jul-23	ACH	\$1,311.42	Vehicle
Gillig, LLC	24-Jul-23	ACH	\$2,403.26	Vehicle
Gillig, LLC	24-Jul-23	ACH	\$826.16	Windshield
Gillig, LLC	24-Jul-23	ACH	\$41.76	Vehicle
Gillig, LLC	24-Jul-23	ACH	\$45.06	Vehicle
Gillig, LLC	24-Jul-23	ACH	\$117.82	Slack Adjuster
Gillig, LLC	24-Jul-23	ACH	\$826.16	Windshields
Gillig, LLC	24-Jul-23	ACH	\$382.71	Insulation
Gillig, LLC	24-Jul-23	ACH	\$225.50	Speedometer Gauge
Gillig, LLC	24-Jul-23	ACH	\$295.02	Stepwell lights, Relay valve
Gillig, LLC	24-Jul-23	ACH	\$157.80	Key, Compression Latch
Gillig, LLC	07-Aug-23	ACH	\$1,805.90	Vehicle
Gillig, LLC	07-Aug-23	ACH	\$184.10	Surge Tank Caps

Gillig, LLC	07-Aug-23	ACH	\$162.14 Vehicle
Gillig, LLC	07-Aug-23	ACH	\$241.38 Placards
Gillig, LLC	07-Aug-23	ACH	\$519.46 Vehicle
Gillig, LLC	07-Aug-23	ACH	\$794.54 Vehicle
Gillig, LLC	07-Aug-23	ACH	\$1,175.04 Vehicle
Gillig, LLC	07-Aug-23	ACH	\$837.16 Vehicle
Gillig, LLC	07-Aug-23	ACH	\$2,118.92 Vehicle
Gillig, LLC	07-Aug-23	ACH	\$327.77 Relay Valves
GODFREY, KATHLEEN	24-Jul-23	ACH	\$340.45 ACT CONF PerDiem/baggage
Grainger Inc	24-Jul-23	ACH	\$934.58 Inventory Parts
Grainger Inc	07-Aug-23	ACH	\$60.03 Trash Bags
Grainger Inc	07-Aug-23	ACH	\$29.76 Glass Cleaner
Grainger Inc	07-Aug-23	ACH	\$347.92 Inventory Parts
Grainger Inc	07-Aug-23	ACH	\$2.56 Inventory Parts
Grainger Inc	07-Aug-23	ACH	\$71.02 Paint Markers, Marker
HASSAN, DEANNA	07-Aug-23	ACH	\$50.00 Cell Reimb Aug
Hawkeye Builders Inc	28-Jul-23	ACH	\$253,555.82 Orchard Parking Lot Constuction
Hawkeye Builders Inc	28-Jul-23	ACH	\$116,516.42 Orchard Prking Lot Constuction
Hawkeye Builders Inc	28-Jul-23	ACH	(\$0.01) Fix rouding
Hawley Troxell Ennis & Hawley	24-Jul-23	ACH	\$1,540.00 Legal Services
Hawley Troxell Ennis & Hawley	07-Aug-23	ACH	\$1,482.00 Legal Services - NoLo contract
Hawley Troxell Ennis & Hawley	07-Aug-23	ACH	\$152.00 Legal Services - McLaurens TPA services
Hi - Line	24-Jul-23	ACH	\$348.68 Nuts & Bolts
Hot Shots, Inc.	07-Aug-23	ACH	\$1,214.40 Courier Services
Idaho Power	24-Jul-23	60312	\$824.72 Utilities 6/10-7/11
Idaho Power	24-Jul-23	60312	\$2,161.67 Utilities 6/14-7/13
Idaho Power	07-Aug-23	60333	\$18.03 Utilities 6/27-7/26
Idaho Power	07-Aug-23	60333	\$17,329.38 Utilities
Idaho Power	07-Aug-23	60333	\$1,886.09 Utilities 7/4-8/2
Idaho Records Management, LLC	24-Jul-23	ACH	\$45.00 Storage Services
Impact Home Services	24-Jul-23	ACH	\$189.00 Pest services
Impact Home Services	07-Aug-23	ACH	\$378.00 Pest control services
Impact Home Services	07-Aug-23	ACH	(\$189.00) PD entire bal-previously pd 189
Intermountain Gas	24-Jul-23	ACH	\$21.75 Utilities 6/13-7/11
Intermountain Gas	24-Jul-23	ACH	\$251.81 Utilities 6/13-7/10
Intermountain Gas	07-Aug-23	ACH	\$15.45 Utilities 6/29-7/31
Intermountain Gas	07-Aug-23	ACH	\$15.45 Utilities 6/22-7/20
Intermountain Gas	07-Aug-23	ACH	\$15.45 Utilities 6/23-7/21
Interstate Fre Sales and Service, LLC	24-Jul-23	60313	\$266.25 Extinguisher service
Jacobs Engineering Group, Inc.	24-Jul-23	ACH	\$10,161.17 Spring Construction Rebalance
Jacobs Engineering Group, Inc.	24-Jul-23	ACH	\$17,950.89 Spring Construction Rebalance
Jacobs Engineering Group, Inc.	07-Aug-23	ACH	\$130,591.25 State street planning
Jarrett Walker & Associates, LLC	24-Jul-23	ACH	\$4,277.93 Update VRT system map & route brochure
Jeremy Ricky	24-Jul-23	ACH	\$302.32 Purchase Transportation
Jeremy Ricky	24-Jul-23	ACH	\$16,173.56 Purchase Transportation - ADA
Jeremy Ricky	24-Jul-23	ACH	\$1,884.88 Purchase Transportation
Karcher Auto Parts	24-Jul-23	ACH	\$47.40 Thermo Sleeve
Karcher Auto Parts	24-Jul-23	ACH	\$42.26 Hood Struts
Karcher Auto Parts	24-Jul-23	ACH	\$148.14 Serpentine Belts - Stock
Karcher Auto Parts	24-Jul-23	ACH	\$101.88 Oil Filters
Karcher Auto Parts	24-Jul-23	ACH	\$36.99 Spark Plug Rethreader
Karcher Auto Parts	07-Aug-23	ACH	\$95.65 Silicone Spray, U-Bolts
Karcher Auto Parts	07-Aug-23	ACH	\$57.44 Solenoid
Karcher Auto Parts	07-Aug-23	ACH	\$499.00 Freon
Karcher Auto Parts	07-Aug-23	ACH	\$103.51 Ribbed Belt, Gasket
Karcher Auto Parts	07-Aug-23	ACH	\$77.12 Helicoil, drill bits
Karcher Auto Parts	07-Aug-23	ACH	\$195.00 Cooling System Test Kit
Karcher Auto Parts	07-Aug-23	ACH	\$11.86 Fuel cap
KEELIN, THOMAS	24-Jul-23	ACH	\$98.33 Reimbursement - Shoes
KEELIN, THOMAS	07-Aug-23	ACH	\$16.40 Gatorade for Fueler/Cleaners
Kenworth Sales	24-Jul-23	ACH	\$769.46 Oxygen Sensors
Kenworth Sales	24-Jul-23	ACH	\$45.12 Sensor, Temperature
Kenworth Sales	07-Aug-23	ACH	\$189.20 Inventory Parts
Kenworth Sales	07-Aug-23	ACH	\$21.28 Inventory Parts
Kenworth Sales	07-Aug-23	ACH	\$12.52 Inventory Parts
Kenworth Sales	07-Aug-23	ACH	\$214.17 Inventory Parts
Kenworth Sales	07-Aug-23	ACH	\$17.42 Inventory Parts
Kenworth Sales	07-Aug-23	ACH	\$625.78 Inventory Parts
Kenworth Sales	07-Aug-23	ACH	\$6.46 Inventory Parts
Kenworth Sales	07-Aug-23	ACH	\$2,924.14 Inventory Parts
Kenworth Sales	07-Aug-23	ACH	\$174.50 Inventory Parts
Kenworth Sales	07-Aug-23	ACH	\$2,241.46 Inventory Parts
Kenworth Sales	07-Aug-23	ACH	\$2,629.84 Inventory Parts
Kenworth Sales	07-Aug-23	ACH	\$1,787.87 Inventory Parts
Kenworth Sales	07-Aug-23	ACH	\$1,020.42 Inventory Parts
Kenworth Sales	07-Aug-23	ACH	\$195.18 Inventory Parts
Kenworth Sales	07-Aug-23	ACH	\$214.17 Inventory Parts

Kenworth Sales	07-Aug-23	ACH	\$315.74	Inventory Parts
Kenworth Sales	07-Aug-23	ACH	\$3,497.30	Inventory Parts
Kenworth Sales	07-Aug-23	ACH	\$1,787.87	Inventory Parts
Kenworth Sales	07-Aug-23	ACH	(\$781.25)	Core Credit - Invoice # 011P29520
Kenworth Sales	07-Aug-23	ACH	(\$312.50)	Core Credit - Original Invoice # 011P27914
Kenworth Sales	07-Aug-23	ACH	(\$546.88)	Core Credit - Original Invoice # 011P26057
Kimley-Horn & Associates, Inc	09-Aug-23	ACH	\$5,050.00	State Street Landscape Plar
Kimley-Horn & Associates, Inc	09-Aug-23	ACH	\$1,100.00	State Street Landscape Plar
KING BROADCASTING COMPANY-KTVE	24-Jul-23	ACH	\$1,000.00	Advertising
KING BROADCASTING COMPANY-KTVE	07-Aug-23	ACH	\$3,100.00	Advertising
KING BROADCASTING COMPANY-KTVE	07-Aug-23	ACH	\$3,000.00	Advertising
KRONENBITTER, FRANK	07-Aug-23	ACH	\$50.00	Reimb Cell - Aug
KROUPA, KRISTINA	07-Aug-23	ACH	\$50.00	Reimb Cell - Aug
Kuna Senior Citizen Inc	07-Aug-23	ACH	\$10,864.40	Acquisition of Services
Language Line Solutions	24-Jul-23	ACH	\$476.83	Translation services
LEARY, TODD	07-Aug-23	60334	\$149.43	Reimbursement - Shoes
LENHART-WEES, HAILEE	24-Jul-23	ACH	\$340.45	Reimb Emp PerDiem/baggage
Lift-U	07-Aug-23	ACH	\$327.56	Vehicle Parts
Lift-U	07-Aug-23	ACH	\$961.37	Vehicle Parts
LINDER, SCOTT	24-Jul-23	60314	\$150.00	Reimbursement - Shoes
Lithia Motors Payment Processing	24-Jul-23	ACH	\$296.28	Front Rotors & Brake Pads
Lithia Motors Payment Processing	24-Jul-23	ACH	\$123.20	Water Pump
Lithia Motors Payment Processing	24-Jul-23	ACH	\$46.90	Dipsticks
Lithia Motors Payment Processing	24-Jul-23	ACH	\$49.80	Shifter Cables
Lithia Motors Payment Processing	24-Jul-23	ACH	\$82.79	Inventory Parts
Lithia Motors Payment Processing	24-Jul-23	ACH	\$1,858.14	Inventory Parts
Lithia Motors Payment Processing	24-Jul-23	ACH	\$293.00	Inventory Parts
Lithia Motors Payment Processing	07-Aug-23	ACH	\$6,770.18	Inventory Parts
Lithia Motors Payment Processing	07-Aug-23	ACH	\$6,770.18	Inventory Parts
Lithia Motors Payment Processing	07-Aug-23	ACH	\$48.42	Shifter Cable
Lithia Motors Payment Processing	07-Aug-23	ACH	\$128.52	Air & Oil Filters
Lithia Motors Payment Processing	07-Aug-23	ACH	\$49.80	Shifter Cable
Lithia Motors Payment Processing	07-Aug-23	ACH	\$1,108.78	Inventory Parts
Lithia Motors Payment Processing	07-Aug-23	ACH	\$90.40	Gaskets
Lithia Motors Payment Processing	07-Aug-23	ACH	\$33.57	Thermostat, Gaskel
Lithia Motors Payment Processing	07-Aug-23	ACH	\$35.64	Heater Hose
Lithia Motors Payment Processing	07-Aug-23	ACH	\$35.64	Heater Hose
Lithia Motors Payment Processing	07-Aug-23	ACH	\$37.93	Rear Heater Fan Switch
Lithia Motors Payment Processing	07-Aug-23	ACH	\$38.03	Vacuum Reservoir
Lithia Motors Payment Processing	07-Aug-23	ACH	\$671.92	4 hub caps
Lithia Motors Payment Processing	07-Aug-23	ACH	\$2,455.83	AC - parts/labor
Loomis Armored US, LLC	24-Jul-23	ACH	\$490.46	Armored Car Service
Lotus Boise Corp	24-Jul-23	ACH	\$100.00	Radio Ads
Lotus Boise Corp	24-Jul-23	ACH	\$300.00	Radio Ads
Lotus Boise Corp	24-Jul-23	ACH	\$300.00	Radio Ads
Lotus Boise Corp	24-Jul-23	ACH	\$420.00	Radio Ads
Lotus Boise Corp	24-Jul-23	ACH	\$440.00	Radio Ads
Lowe's Home Improvement	24-Jul-23	ACH	\$935.70	Shop Supplies
Lowe's Home Improvement	07-Aug-23	ACH	\$55.44	Shop Supplies
Lowe's Home Improvement	07-Aug-23	ACH	\$54.86	Shop Supplies
Lowe's Home Improvement	07-Aug-23	ACH	\$66.48	Shop Supplies
Lowe's Home Improvement	07-Aug-23	ACH	\$27.78	Window Film, Squeegee
Lowe's Home Improvement	07-Aug-23	ACH	\$64.03	Shop Supplies
Lowe's Home Improvement	07-Aug-23	ACH	\$61.73	Window Film
Lyft, Inc	24-Jul-23	ACH	\$1,798.61	VRT Lyft Passes
Lyft, Inc	24-Jul-23	ACH	\$346.75	Late Night Rides - lyft passes
Mary M Johnson	07-Aug-23	ACH	\$480.00	Decals
Mary M Johnson	07-Aug-23	ACH	\$265.00	Decals for N314
MAXWELL, WILLIAM GORDON	07-Aug-23	ACH	\$50.00	Reimb Cell - Aug
Melba Valley Senior Center	24-Jul-23	ACH	\$5,233.92	Acquisition of Services
Meridian Senior Center	07-Aug-23	ACH	\$8,478.40	Acquisition of Services
Metro Community Services	24-Jul-23	ACH	\$52,879.13	Acquisition of Services
MITCHELL, MARY	24-Jul-23	60315	\$68.90	Reimbursement - Shoes
MORAN, NICHOLAS	25-Jul-23	ACH	\$325.60	PerDiem 7/30-8/3 APTA Conf.
Motion & Flow Control Products	24-Jul-23	ACH	\$184.72	Inventory Parts
Napa Auto Parts	24-Jul-23	ACH	\$1,340.52	Vehicle Parts
Napa Auto Parts	24-Jul-23	ACH	\$142.70	Vehicle Parts
National Safety Council	24-Jul-23	ACH	\$499.40	Defensive driving course
Norco Inc	24-Jul-23	ACH	\$12.30	Nitrogen Cylinder Rental
Norco Inc	07-Aug-23	ACH	\$56.51	Nitrogen
Norco Inc	07-Aug-23	ACH	\$27.34	Nitrogen
Norco Inc	07-Aug-23	ACH	\$34.73	Nitrogen
North American Bikeshare Assoc	07-Aug-23	60335	\$1,500.00	Membership Dues
ODP Business Solutions, LLC	24-Jul-23	60316	\$71.99	Office Supplies
ODP Business Solutions, LLC	24-Jul-23	60316	\$84.03	Office Supplies
ODP Business Solutions, LLC	24-Jul-23	60316	\$50.03	Office Supplies
ODP Business Solutions, LLC	24-Jul-23	60316	\$98.65	Office Supplies

ODP Business Solutions, LLC	24-Jul-23	60316	\$13.33 Office Supplies
ODP Business Solutions, LLC	24-Jul-23	60316	\$7.31 Office Supplies
ODP Business Solutions, LLC	07-Aug-23	60336	\$20.72 Office Supplies
ODP Business Solutions, LLC	07-Aug-23	60336	\$82.70 Office Supplies
ODP Business Solutions, LLC	07-Aug-23	60336	\$98.53 Office Supplies
ODP Business Solutions, LLC	07-Aug-23	60336	\$80.92 Office Supplies
ODP Business Solutions, LLC	07-Aug-23	60336	\$77.99 Office Supplies
O'Reilly Auto Enterprises, LLC	07-Aug-23	ACH	\$57.98 Water Pump Belts
O'Reilly Auto Enterprises, LLC	07-Aug-23	ACH	\$31.50 Vacuum Control Valve
O'Reilly Auto Enterprises, LLC	07-Aug-23	ACH	\$3.66 A/C Service Valve
O'Reilly Auto Enterprises, LLC	07-Aug-23	ACH	\$55.41 Cylinder Repair Kit
O'Reilly Auto Enterprises, LLC	07-Aug-23	ACH	(\$55.41) Spark Plug Repair Kit Returned
O'Reilly Auto Enterprises, LLC	07-Aug-23	ACH	\$134.95 A/C Dye
O'Reilly Auto Enterprises, LLC	07-Aug-23	ACH	\$20.97 Cooling System Cleaner
O'Reilly Auto Enterprises, LLC	07-Aug-23	ACH	\$10.55 Exhaust Manifold Hardware
O'Reilly Auto Parts	24-Jul-23	ACH	\$397.00 Vehicle Parts
O'Reilly Auto Parts	07-Aug-23	ACH	\$229.35 Vehicle Parts
O'Reilly Auto Parts	07-Aug-23	ACH	\$111.05 Vehicle Parts
O'Reilly Auto Parts	07-Aug-23	ACH	\$29.16 Vehicle Parts
Pacific Office Automation	24-Jul-23	ACH	\$589.18 Printer/copier lease
Paragon Consulting, Inc	07-Aug-23	ACH	\$5,820.00 18th Street Consulting
Paragon Consulting, Inc	07-Aug-23	ACH	\$7,740.00 18th Street - Consulting
Peak Industrial, Inc.	24-Jul-23	60317	\$8,225.57 Inventory Parts
PETERSON, SANDY	07-Aug-23	ACH	\$97.44 Uniform Pants
Pioneer Title Company of Ada County	02-Aug-23	60322	\$14,093.75 State & 18th Acquisitions
Pioneer Title Company of Ada County	02-Aug-23	60323	\$9,179.27 State & 18th Acquisitions
PNG Media LLC	07-Aug-23	60337	\$57.36 Legal/public notice
PNG Media LLC	07-Aug-23	60337	\$57.36 legal notices
PNG Media LLC	07-Aug-23	60337	(\$57.36) Credit for double posting
Primary Health Medical Group, LLC	07-Aug-23	60338	\$85.00 Dot Physical, L. Velasquez
ProPeople	24-Jul-23	ACH	\$1,299.18 Temp Wages
ProPeople	24-Jul-23	ACH	\$3,773.65 Temp Wages
ProPeople	24-Jul-23	ACH	\$1,365.24 Temp Wages
ProPeople	24-Jul-23	ACH	\$45.09 Temp Wages
ProPeople	24-Jul-23	ACH	\$3,574.41 Temp Wages
ProPeople	07-Aug-23	ACH	\$916.07 Temp Wages Repost
ProPeople	07-Aug-23	ACH	\$416.14 Temp Wages
ProPeople	07-Aug-23	ACH	\$3,616.78 Temp Wages
ProPeople	07-Aug-23	ACH	\$1,145.04 Temp Wages
Quench USA, Inc	24-Jul-23	ACH	\$57.00 Water Dispenser 6/26-7/25/23
Quench USA, Inc	24-Jul-23	ACH	\$289.95 Water Dispenser Rental
RDK Corporation	24-Jul-23	ACH	\$150.00 Background checks
RDK Corporation	24-Jul-23	ACH	\$120.00 Background Checks
RDK Corporation	24-Jul-23	ACH	\$30.00 Background Check - R. Grimsley
RODGERS, TRINA	24-Jul-23	ACH	\$133.50 Reimbursement - Shoes
Romaine Electric Corporation	24-Jul-23	ACH	\$530.72 Ignition Coils
Romaine Electric Corporation	24-Jul-23	ACH	\$398.04 Ignition Coils
Romaine Electric Corporation	07-Aug-23	ACH	\$792.91 Vehicle Parts
SAMG Occupational Med - Emerald	07-Aug-23	60339	\$105.00 Drug Screen/Physicals
SAMG Occupational Med - Emerald	07-Aug-23	60339	\$720.00 Drug Screen/Physicals
Shred-It USA- LLC	07-Aug-23	ACH	\$112.53 Document Shredding
Smith Power Products, Inc	07-Aug-23	ACH	\$373.01 Inventory Parts
SMITH, JOSHUA	07-Aug-23	ACH	\$50.00 Cell reimb. Aug
Snap-on Incorporated	07-Aug-23	ACH	\$1,326.40 Vehicle Parts
Sprague Pest Solutions	24-Jul-23	60318	\$137.67 Pest Control
Star Senior Center	07-Aug-23	ACH	\$7,018.62 Acquisition of Services
Stoltz Marketing Group, Inc	24-Jul-23	ACH	\$13,979.81 Website support/PM
Supportive Housing & Innovative Partners	24-Jul-23	ACH	\$32,654.16 Acquisition of Services
Syringa Networks, LLC	09-Aug-23	ACH	\$4,820.00 Telecom Services
Syringa Networks, LLC	09-Aug-23	ACH	\$0.59 Telecom Services
Syringa Networks, LLC	09-Aug-23	ACH	\$541.89 Telecom Services
Tacoma Screw Products Inc.	07-Aug-23	ACH	\$1.84 Hex Full Nuts
TAYLOR, TAGGART	24-Jul-23	ACH	\$460.00 Reimbursement - Tools
TAYLOR, TAGGART	07-Aug-23	ACH	\$211.99 Reimbursement - Boots
The Car Park, LLC	07-Aug-23	ACH	\$1,950.00 Parking passes
TK Elevator Corporation	07-Aug-23	ACH	\$264.39 Elevator Maintenance
TK Elevator Corporation	07-Aug-23	ACH	\$570.00 Elevator Maintenance
TK Elevator Corporation	07-Aug-23	ACH	\$570.00 Elevator Maintenance
TK Elevator Corporation	07-Aug-23	ACH	\$1,079.57 MSS Elevator repairs
Trapeze Software Group, Inc	07-Aug-23	ACH	\$19,858.70 Quarterly IT plan
Treasure Valley Coffee	24-Jul-23	ACH	\$86.20 Coffee - MSS
Treasure Valley Coffee	24-Jul-23	ACH	\$33.10 Water - Orchard
Treasure Valley Coffee	24-Jul-23	ACH	\$103.80 Coffee - Orchard
Treasure Valley Coffee	07-Aug-23	ACH	\$95.00 Coffee - MSS
Treasure Valley Coffee	07-Aug-23	ACH	\$77.75 Coffee Cups - MSS
Treasure Valley Curb & Sprinkling Inc	07-Aug-23	ACH	\$440.84 Landscaping 4 of 9
Treasure Valley Transit	24-Jul-23	ACH	\$18,130.00 Sub-recipient

UniFirst Acct# 1395966	24-Jul-23	ACH	\$90.63 Mats, Cloths, Uniforms
UniFirst Acct# 1395966	24-Jul-23	ACH	\$99.34 Mats, Cloths, Uniforms
UniFirst Acct# 1395966	07-Aug-23	ACH	\$91.49 Mats, Cloths, Uniforms
UniFirst Acct# 1410130	24-Jul-23	ACH	\$141.27 Laundry Services
UniFirst Acct# 1410130	24-Jul-23	ACH	\$141.27 Laundry Services
UniFirst Acct# 1410130	24-Jul-23	ACH	\$133.99 Laundry Services
UniFirst Acct# 1410130	07-Aug-23	ACH	\$133.99 Laundry Services
UniFirst Acct# 1410130	07-Aug-23	ACH	\$133.99 Laundry Services
United Site Services of Nevada, Inc	24-Jul-23	ACH	\$278.60 Restroom Rental
UPS Freight	24-Jul-23	60319	\$57.16 Outbound Freight
US Bank Plaza Condominium Assoc., Inc.	07-Aug-23	ACH	\$10,593.00 Association dues
USable Life	07-Aug-23	ACH	\$1,980.45 Ins. Premiums
Verizon Wireless	24-Jul-23	60320	\$2,965.88 Cell Phone Service 6/16-7/15
Verizon Wireless	24-Jul-23	60320	\$244.70 Cell Phone Service 6/16-7/15
Verizon Wireless	24-Jul-23	60320	\$92.05 Cell Phone Service 6/16-7/15
Verizon Wireless	24-Jul-23	60320	\$51.33 Cell Phone Service 6/16-7/15
Verizon Wireless	24-Jul-23	60320	\$52.04 Cell Phone Service 6/16-7/15
Verizon Wireless	24-Jul-23	60320	\$1,630.63 Cell Phone Service 6/16-7/15
Verizon Wireless	24-Jul-23	60320	\$45.02 Cell Phone Service 6/18-7/17
Via Transportation, Inc.	07-Aug-23	ACH	\$6,150.00 Dispatching S/W for operations
WASHINGTON, CORRIE	07-Aug-23	ACH	\$50.00 Cell Reimb. Aug
WCF National Insurance Company	17-Jul-23	ACH	\$16,002.60 Worker's Comp
WCF National Insurance Company	08-Aug-23	ACH	\$16,002.60 Insurance Premiums
Western Mountain Bus Sales	24-Jul-23	ACH	\$378.10 Vehicle Parts
Wex Bank	24-Jul-23	ACH	\$209.74 Fuel - June 2023
Wienhoff Drug Testing	24-Jul-23	60321	\$110.00 Drug Test, Grimsley, Funke
Wienhoff Drug Testing	07-Aug-23	60340	\$370.00 Drug Testing
William (Travis) Fremont	24-Jul-23	ACH	\$600.26 VA shuttle service
William (Travis) Fremont	24-Jul-23	ACH	\$1,014.40 CC rides 2 wellness
William (Travis) Fremont	24-Jul-23	ACH	\$4,253.97 Ada County R2W
William Beard	24-Jul-23	ACH	\$205.00 Bus Washing
William Beard	07-Aug-23	ACH	\$419.00 Bus Washing
William Beard	07-Aug-23	ACH	\$207.00 Bus Washing
William Beard	07-Aug-23	ACH	\$155.00 Bus Seat Cleaned N612/N616
William Beard	07-Aug-23	ACH	\$350.00 Bus Washing
YBNOW LLC	24-Jul-23	ACH	\$5,604.76 Ada Rides to Wellness Transportation
YBNOW LLC	07-Aug-23	ACH	\$5,025.64 ADA rides to wellness
YBNOW LLC	07-Aug-23	ACH	\$403.12 VA Shuttle
			<u>\$1,269,436.35</u>

ACCEPTED:

CHAIR OF EXECUTIVE BOARD

ATTEST:

SECRETARY/TREASURER

Payment Register 8/16/2023 - 9/15/2023

Payee	Payment Date	CheckNum	Amount	Invoice Description
Access Idaho-26682	21-Aug-23	60341	\$85.76	DL Searches
AdaRide.Com, LLC	11-Sep-23	ACH	\$1,734.00	Paratransit
Agnew Beck Consulting, Inc.	21-Aug-23	ACH	\$817.50	Consulting Services
Agnew Beck Consulting, Inc.	11-Sep-23	ACH	\$780.00	Consulting Services
ALVARO, BRADLEY	11-Sep-23	ACH	\$155.25	PerDiem Oracle Cloud Conf
AMAZON.COM SERVICES, INC.	21-Aug-23	ACH	\$319.92	DbI-sided mag. Sign holders
AMAZON.COM SERVICES, INC.	11-Sep-23	ACH	\$158.50	Coil spiral Binding machine
American Mechanical Corp	21-Aug-23	ACH	\$3,000.00	Engineering Services
Anthony, Elizabeth	21-Aug-23	ACH	\$221.39	Volunteer Driver
Anthony, Elizabeth	11-Sep-23	ACH	\$154.58	Volunteer Driver
Asbury Automotive Group Inc.	11-Sep-23	ACH	\$505.32	Invoice Re-entry - PO # 10016842
Asbury Automotive Group Inc.	11-Sep-23	ACH	(\$75.00)	Credit Re-entry - Core Return
Automotive & Industrial Distributors	21-Aug-23	ACH	\$1,508.10	Oil
Automotive & Industrial Distributors	21-Aug-23	ACH	\$373.45	Yellow Coolant
Automotive Service Equip	11-Sep-23	ACH	\$279.89	Floor Jack Repair
Avero, LLC	21-Aug-23	ACH	\$19,465.00	ERP system consulting
A-Z Bus Sales, Inc	21-Aug-23	ACH	\$199.59	Window Latches
A-Z Bus Sales, Inc	21-Aug-23	ACH	\$199.32	Egress Latch Kits
A-Z Bus Sales, Inc	21-Aug-23	ACH	\$330.22	Piston/Gland Kit
A-Z Bus Sales, Inc	21-Aug-23	ACH	\$421.26	Re-entered Invoice for PO # 10016790-000
A-Z Bus Sales, Inc	21-Aug-23	ACH	\$360.81	AC Condenser Fans
A-Z Bus Sales, Inc	11-Sep-23	ACH	\$214.26	Vehicle Parts
A-Z Bus Sales, Inc	11-Sep-23	ACH	\$314.57	Pendant/freight
A-Z Bus Sales, Inc	11-Sep-23	ACH	\$248.97	Belt Kit
A-Z Bus Sales, Inc	11-Sep-23	ACH	\$743.72	Mirror Arm
A-Z Bus Sales, Inc	11-Sep-23	ACH	\$253.72	Mirrors
Barber, Richard P	21-Aug-23	ACH	\$21.62	Volunteer Driver
Barber, Richard P	11-Sep-23	ACH	\$108.08	Volunteer Driver
Black Signs of Idaho, Inc.	11-Sep-23	ACH	\$50.00	Rental Sign Back for Banner
Boise Air Terminal	11-Sep-23	ACH	\$8,971.36	Land Rent
Boise City Utility Billing	21-Aug-23	60342	\$373.17	Trash/Recycling/Water
Boise City Utility Billing	11-Sep-23	60358	\$361.41	Trash/recycle/water
Boise Community Radio Project	21-Aug-23	ACH	\$500.00	Radio Ads
Boise Municipal Health Care Trust	11-Sep-23	ACH	\$65,424.44	Health Ins. Premiums
Boise Peterbilt	21-Aug-23	ACH	\$694.16	Inventory Parts
Boise Peterbilt	21-Aug-23	ACH	\$588.44	Inventory Parts
Boise Peterbilt	21-Aug-23	ACH	\$157.30	Inventory Parts
Boise State Public Radio	21-Aug-23	ACH	\$2,150.00	Radio Ads
Boise State University	11-Sep-23	ACH	\$761.37	Sub-recipient
Boise State University	11-Sep-23	ACH	\$199,341.45	Sub-recipient
Boise State University	11-Sep-23	ACH	\$9,283.58	Sub-recipient
Boise State University	11-Sep-23	ACH	\$9,426.46	Sub-recipient
Brady Industries of Nevada, LLC	11-Sep-23	ACH	\$752.40	Janitorial Supplies
BUCKENDORF, DOUGLAS	11-Sep-23	60359	\$63.58	Reimbursement - Pants
Career Uniforms Partners	21-Aug-23	ACH	\$149.75	Uniforms
Career Uniforms Partners	21-Aug-23	ACH	\$83.60	Uniforms
Career Uniforms Partners	21-Aug-23	ACH	\$88.20	Uniforms
Career Uniforms Partners	21-Aug-23	ACH	\$97.70	Uniforms
Career Uniforms Partners	21-Aug-23	ACH	\$105.80	Uniforms
Career Uniforms Partners	11-Sep-23	ACH	\$60.90	Uniforms
Career Uniforms Partners	11-Sep-23	ACH	\$117.80	Uniforms
Catapult3, Inc.	21-Aug-23	ACH	\$6,260.80	SIGNAGE INSTALLATION
Catapult3, Inc.	21-Aug-23	ACH	\$489.20	SIGNAGE INSTALLATION
Center for Transportation & Environment	11-Sep-23	ACH	\$61,000.00	Lo-No Project
CenturyLink	21-Aug-23	60343	\$148.77	Telecom Services 8/7-9/6
CenturyLink	11-Sep-23	60360	\$330.70	Telecom Services 8/25-9/24
CenturyLink	11-Sep-23	60360	\$246.09	Telecom Services 8/22-9/21
CenturyLink	11-Sep-23	60360	\$26.78	Telecom Services 9/1-9/30
CenturyLink	11-Sep-23	60360	\$307.41	Telecom Services 9/25-9/24
Christensen, Inc	21-Aug-23	ACH	\$6,670.46	Unleaded Gas
Christensen, Inc	21-Aug-23	ACH	\$2,933.70	Engine Oil
Christensen, Inc	11-Sep-23	ACH	\$6,868.00	Gasoline
Christensen, Inc	11-Sep-23	ACH	\$492.00	Delo Grease
Church of the Harvest	21-Aug-23	ACH	\$21,559.96	Aquicision of Services
City of Caldwell Water Department	11-Sep-23	60361	\$342.32	Water/sewer/st. light
City of Caldwell Water Department	11-Sep-23	60361	\$120.32	Garbage
City of Garden City	11-Sep-23	60362	\$74.36	Garbage/water/sewer
Clean Energy	21-Aug-23	ACH	\$405.00	Natural Gas
Clean Energy	21-Aug-23	ACH	\$16,342.06	Natural Gas 7/1 - 7/31/20223
Clean Energy	21-Aug-23	ACH	\$175.50	Natural Gas

Clean Energy	21-Aug-23	ACH	\$553.50 Natural Gas
CLEGG, ELAINE	11-Sep-23	ACH	\$34.73 Reimb meals - meeting
CLEGG, ELAINE	11-Sep-23	ACH	\$126.40 PerDiem Meeting w/FTA
Coach & Equipment Manufacturing, Inc	11-Sep-23	ACH	\$105.92 Vehicle Parts
Commercial Tire, Inc	21-Aug-23	ACH	\$33.48 Bulb replace/labor
Commercial Tire, Inc	21-Aug-23	ACH	\$331.96 Lube/oil/filter, battery terminal servic
Commercial Tire, Inc	21-Aug-23	ACH	\$308.00 Batteries
Commercial Tire, Inc	21-Aug-23	ACH	\$331.50 Tires
Commercial Tire, Inc	21-Aug-23	ACH	\$807.39 Tires
Commercial Tire, Inc	21-Aug-23	ACH	\$1,537.38 Tires
Commercial Tire, Inc	21-Aug-23	ACH	\$163.05 Lube/oil/filter, labor
Commercial Tire, Inc	21-Aug-23	ACH	\$273.45 Battery terminal service / labor
Commercial Tire, Inc	21-Aug-23	ACH	\$179.99 Interstate charge, go jump starter
Commercial Tire, Inc	21-Aug-23	ACH	\$173.60 lube service, labor
Commercial Tire, Inc	21-Aug-23	ACH	\$409.60 Lube, oil, filter, labor
Commercial Tire, Inc	21-Aug-23	ACH	\$77.95 lube/oil/fileter, labor
Commercial Tire, Inc	11-Sep-23	ACH	\$294.86 Vehicle services
Commercial Tire, Inc	11-Sep-23	ACH	\$480.14 Lube Service/air cond service
Commercial Tire, Inc	11-Sep-23	ACH	\$426.72 Air Cond service, front brk pads
Commercial Tire, Inc	11-Sep-23	ACH	\$912.54 Steers N335
Commercial Tire, Inc	11-Sep-23	ACH	\$386.50 Tires
Commercial Tire, Inc	11-Sep-23	ACH	\$1,614.78 Tires
Commercial Tire, Inc	11-Sep-23	ACH	\$454.54 Tires
Commercial Tire, Inc	11-Sep-23	ACH	\$89.00 Tires
Commercial Tire, Inc	11-Sep-23	ACH	\$1,352.78 Tires
Commercial Tire, Inc	11-Sep-23	ACH	\$1,614.78 Tires
Commercial Tire, Inc	11-Sep-23	ACH	\$293.61 Lube/ PMI/AIR cond service
Commercial Tire, Inc	11-Sep-23	ACH	\$2,738.91 Lube/rotors/rear break service
Commercial Tire, Inc	11-Sep-23	ACH	\$279.88 Air Cond service
CROMIE, PAULA	21-Aug-23	ACH	\$5.40 Reimb Card
CROMIE, PAULA	14-Sep-23	ACH	\$118.40 Reimb Food for meeting
Curtis Clean Sweep	21-Aug-23	ACH	\$220.00 Sweep & detail transit garage
CURTIS, JODI	11-Sep-23	60363	\$50.00 Reimb cell - Sept
Custom Care Pest Services	21-Aug-23	ACH	\$95.00 Pest Services
D & B Supply Co., Inc.	11-Sep-23	60364	\$22.99 Department Supplies
D & B Supply Co., Inc.	11-Sep-23	60364	\$44.98 Department Supplies
David Gregory Sherman	21-Aug-23	60344	\$250.00 Windshield Repairs
David Gregory Sherman	11-Sep-23	60365	\$250.00 Install Windshield
Day Wireless Systems	21-Aug-23	ACH	\$350.00 Radio Site Rental
Delerrok, Inc.	21-Aug-23	ACH	\$1,351.90 UMO Monthly Transaction Fee's
Dell Marketing LP	11-Sep-23	ACH	\$9,988.56 Computer HW
Dillon Toyota Lifts	21-Aug-23	ACH	\$308.00 Service Floor Scrubber
DMC Sales	21-Aug-23	ACH	\$542.80 Anti-Freeze
Dwaine S Lee, LLC	21-Aug-23	ACH	\$194.25 Towing Service
Dwaine S Lee, LLC	21-Aug-23	ACH	\$388.50 Towing Service
Dwaine S Lee, LLC	11-Sep-23	ACH	\$109.89 Towing Service
Dwaine S Lee, LLC	11-Sep-23	ACH	\$194.00 Towing Service
Dwaine S Lee, LLC	11-Sep-23	ACH	\$172.05 Towing Service
Ecolube Recovery, LLC.	21-Aug-23	ACH	\$90.00 Parts Wash Lease
Edwards, Mark S	21-Aug-23	ACH	\$359.60 Volunteer Driver
EISENBERG, GREGG	11-Sep-23	ACH	\$50.00 Reimb cell - Sept
Elliott Auto Supply Co., Inc	21-Aug-23	ACH	\$5.37 Spark Plug Coil
Elliott Auto Supply Co., Inc	21-Aug-23	ACH	\$334.98 Batteries
Elliott Auto Supply Co., Inc	21-Aug-23	ACH	\$48.33 Spark Plug Coils
Elliott Auto Supply Co., Inc	21-Aug-23	ACH	(\$16.00) Battery Core Credit
Elliott Auto Supply Co., Inc	21-Aug-23	ACH	(\$16.00) Battery Core Credit
Elliott Auto Supply Co., Inc	21-Aug-23	ACH	\$334.98 Batteries
Elliott Auto Supply Co., Inc	21-Aug-23	ACH	(\$16.00) Battery Core Credit
Elliott Auto Supply Co., Inc	21-Aug-23	ACH	(\$16.00) Battery Core Credit
Elliott Auto Supply Co., Inc	11-Sep-23	ACH	\$334.98 Batteries
Elliott Auto Supply Co., Inc	11-Sep-23	ACH	\$32.16 Brake Clean
Esri Inc.	21-Aug-23	ACH	\$417.40 SOFTWARE
ETA Phi Systems, Inc.	11-Sep-23	ACH	\$54,400.00 Equip/iinstall digital diisplays
Everbase Solutions LLC	11-Sep-23	ACH	\$2,974.00 New Cameras
FASTENAL	21-Aug-23	ACH	\$445.25 Department Supplies
Fire Services of Idaho	21-Aug-23	ACH	\$4,142.50 Fire Suppression Services
First Transit	11-Sep-23	ACH	\$27,557.35 Ada/Canyon Mgmnt fee's
Fleet Services	23-Aug-23	ACH	\$292.58 Fuel
Fleet Services	23-Aug-23	ACH	\$1,337.06 Fuel
Fleet Services	23-Aug-23	ACH	\$2,421.71 Fuel
Fleet Services	23-Aug-23	ACH	\$717.00 Fuel
Fleet Services	23-Aug-23	ACH	\$136.46 Fuel
Fleet Services	12-Sep-23	ACH	\$208.90 Fuel

Fleet Services	12-Sep-23	ACH	\$1,645.80 Fuel
Fleet Services	12-Sep-23	ACH	\$3,167.87 Fuel
Fleet Services	12-Sep-23	ACH	\$667.58 Fuel
FOURTHSQUARE LLC	11-Sep-23	ACH	\$54,887.00 ERP SW & Implementation services
From Boise, LLC	21-Aug-23	60345	\$2,500.00 Podcast & Newsletter
Gem State Paper & Supply	21-Aug-23	ACH	\$186.41 Shop Supplies
Gem State Paper & Supply	21-Aug-23	ACH	\$381.78 Shop Supplies
Gem State Paper & Supply	11-Sep-23	ACH	\$175.85 Shop Supplies
General Parts Distribution, LLC	11-Sep-23	60375	\$3,628.99 Engine - N2513
General Parts Distribution, LLC	11-Sep-23	60375	\$760.00 Engine Core Charge
Genfare, LLC	11-Sep-23	ACH	\$1,085.88 GFI Converter
Gillig, LLC	21-Aug-23	ACH	\$385.10 Vehicle
Gillig, LLC	21-Aug-23	ACH	\$334.42 Vehicle
Gillig, LLC	21-Aug-23	ACH	\$352.70 Vehicle
Gillig, LLC	21-Aug-23	ACH	\$735.14 Vehicle
Gillig, LLC	21-Aug-23	ACH	\$167.37 Air Filters
Gillig, LLC	21-Aug-23	ACH	\$999.11 Vehicle
Gillig, LLC	21-Aug-23	ACH	\$802.75 Pressure Regulator
Gillig, LLC	21-Aug-23	ACH	\$106.18 Vehicle
Gillig, LLC	21-Aug-23	ACH	\$994.20 Vehicle
Gillig, LLC	21-Aug-23	ACH	\$55.14 Vehicle
Gillig, LLC	21-Aug-23	ACH	\$2,930.62 Vehicle
Gillig, LLC	21-Aug-23	ACH	\$171.96 Trans Filters
Gillig, LLC	21-Aug-23	ACH	\$446.12 Air Dryer Service Kit
Gillig, LLC	21-Aug-23	ACH	\$6.26 Gaskets
Gillig, LLC	11-Sep-23	ACH	\$44.78 Vehicle
Gillig, LLC	11-Sep-23	ACH	\$1,950.00 Vehicle
Gillig, LLC	11-Sep-23	ACH	\$634.35 Vehicle
Gillig, LLC	11-Sep-23	ACH	\$40.90 Gaskets, Seals
Gillig, LLC	11-Sep-23	ACH	\$607.06 Vehicle
Gillig, LLC	11-Sep-23	ACH	\$13.66 Circuit Breaker
Gillig, LLC	11-Sep-23	ACH	\$334.42 Vehicle
Gillig, LLC	11-Sep-23	ACH	\$76.32 Element, Filter
Gillig, LLC	11-Sep-23	ACH	\$128.93 Valve, Solenoid
Global Equipment Company Inc.	21-Aug-23	ACH	\$137.67 Dilution System
GODFREY, KATHLEEN	21-Aug-23	ACH	\$282.59 Reimb Misc. expenses
GONZALEZ, DAVID	21-Aug-23	ACH	\$90.00 Vehicle Part
Grainger Inc	21-Aug-23	ACH	\$52.88 Inventory Parts
Grainger Inc	21-Aug-23	ACH	\$10.20 Adhesive remover
Grainger Inc	21-Aug-23	ACH	\$58.80 Inventory Parts
Grainger Inc	21-Aug-23	ACH	\$55.16 Inventory Parts
Grainger Inc	21-Aug-23	ACH	\$57.75 Number Labels
Grainger Inc	21-Aug-23	ACH	\$5.93 Number Labels
Grainger Inc	21-Aug-23	ACH	\$273.57 Toilet Paper, Paper Towel
Grainger Inc	11-Sep-23	ACH	\$4.84 Inventory Parts
Grainger Inc	11-Sep-23	ACH	\$24.38 Inventory Parts
Grainger Inc	11-Sep-23	ACH	\$506.90 First Aid Kits
Grainger Inc	11-Sep-23	ACH	\$492.91 Wheel Chock, Cart
Grainger Inc	11-Sep-23	ACH	\$202.92 Hand Sanitizer
HASSAN, DEANNA	11-Sep-23	ACH	\$50.00 Reimb cell - Sept
Hawley Troxell Ennis & Hawley	21-Aug-23	ACH	\$2,025.00 Legal Services
Hawley Troxell Ennis & Hawley	21-Aug-23	ACH	\$290.00 Legal Services - scooters
Hawley Troxell Ennis & Hawley	11-Sep-23	ACH	\$1,238.00 Legal Services
Hawley Troxell Ennis & Hawley	11-Sep-23	ACH	\$722.00 Legal Services
Hawley Troxell Ennis & Hawley	11-Sep-23	ACH	\$87.00 Legal Services
Hi - Line	21-Aug-23	ACH	\$469.16 Screws, Clamps, Washers
Hi - Line	21-Aug-23	ACH	\$606.86 Assorted Clamps, Screws
Hi - Line	21-Aug-23	ACH	\$64.00 Screws
Hi - Line	11-Sep-23	ACH	\$485.44 Nuts & Bolts
Hot Shots, Inc.	11-Sep-23	ACH	\$1,107.60 Courier Services
Idaho Power	21-Aug-23	60346	\$932.79 Utilities 7/12-8/12
Idaho Power	21-Aug-23	60346	\$2,241.14 Utilities 7/14-8/14
Idaho Power	11-Sep-23	ACH	\$18.03 Utilities 7/27-8/25
Idaho Power	11-Sep-23	ACH	\$17,132.88 Utilities
Idaho Power	11-Sep-23	ACH	\$1,935.11 Utilities 8/3-9/1
Idaho Records Management, LLC	21-Aug-23	ACH	\$45.00 Services
In The Bag Promotions	21-Aug-23	ACH	\$666.90 Promotional products
Integrinet Global Solutions, LLC	21-Aug-23	ACH	\$162.50 IT Support Services
Integrinet Global Solutions, LLC	21-Aug-23	ACH	\$1,348.75 IT Services
Intermountain Communications of	21-Aug-23	ACH	\$1,430.55 Radio replacement project
Intermountain Communications of	21-Aug-23	ACH	\$60.00 Radio replacement
Intermountain Communications of	11-Sep-23	ACH	\$481.00 Reprogram mobile radios
Intermountain Gas	21-Aug-23	ACH	\$15.45 Utilities 7/7-8/7

Intermountain Gas	21-Aug-23	ACH	\$17.25 Utilities 7/7-8/7
Intermountain Gas	21-Aug-23	ACH	\$26,671.29 Utilities
Intermountain Gas	21-Aug-23	ACH	\$45.18 Utilities 7/11-8/11
Intermountain Gas	11-Sep-23	ACH	\$15.45 Utilities 8/8-9/6
Intermountain Gas	11-Sep-23	ACH	\$16.35 Utilities 8/8-9/6
Intermountain Gas	11-Sep-23	ACH	\$33,147.79 Utilities
Intermountain Gas	11-Sep-23	ACH	\$15.45 Utilities 8/1-8/23
Intermountain Gas	11-Sep-23	ACH	\$19.06 Utilities 7/12-8/11
Intermountain Gas	11-Sep-23	ACH	\$15.45 Utilities 7/21-8/22
Intermountain Gas	11-Sep-23	ACH	\$15.45 Utilities 7/22-8/23
Janek Corporation	21-Aug-23	ACH	\$1,775.00 Vehicle Parts
Jarrett Walker & Associates, LLC	21-Aug-23	ACH	\$2,753.30 System Map Route & Brochure Redesign
JEDRY, JASON	14-Sep-23	ACH	\$169.05 PerDiem Oracle Cloud Conf.
Jeremy Ricky	21-Aug-23	ACH	\$620.72 Purchase Transportation Canyon
Jeremy Ricky	21-Aug-23	ACH	\$62.00 Purchase Transportation
Jeremy Ricky	21-Aug-23	ACH	\$15,610.04 Purchase Transportation - ADA
Jeremy Ricky	21-Aug-23	ACH	\$2,652.80 Purchase Transportation- Canyon
JoPaul & Sons LLC	11-Sep-23	ACH	\$84.00 Vehicle Washes
JoPaul & Sons LLC	11-Sep-23	ACH	\$28.00 Vehicle Washes
JoPaul & Sons LLC	11-Sep-23	ACH	\$3.00 Fleet vehicle washes
JoPaul & Sons LLC	11-Sep-23	ACH	\$32.00 Vehicle Washes
Karcher Auto Parts	21-Aug-23	ACH	\$403.84 Super Clean, Simple Green
Karcher Auto Parts	21-Aug-23	ACH	\$159.54 Oil Filters, Thermo Sleeve
Karcher Auto Parts	21-Aug-23	ACH	\$279.33 Head Gasket Set
Karcher Auto Parts	21-Aug-23	ACH	\$32.28 U-Bolts & Hangers
Karcher Auto Parts	11-Sep-23	ACH	\$3.49 Fuse Holder
Karcher Auto Parts	11-Sep-23	ACH	\$251.09 Radiator
KEELIN, THOMAS	21-Aug-23	ACH	\$49.62 Gatorade for Fueler/Cleaners
KEELIN, THOMAS	11-Sep-23	ACH	\$95.38 Reimbursement - Pants
Kenworth Sales	21-Aug-23	ACH	\$732.38 Installer, Replacer
Kenworth Sales	21-Aug-23	ACH	\$709.68 Cover, Seal Kit
Kenworth Sales	21-Aug-23	ACH	\$313.64 Temp Sensor
Kenworth Sales	21-Aug-23	ACH	\$98.86 Temp Sensor, Pigtail
Kenworth Sales	21-Aug-23	ACH	\$96.10 Pigtail
Kenworth Sales	21-Aug-23	ACH	\$39.45 Rocker Lever Seals
Kenworth Sales	21-Aug-23	ACH	(\$12.50) Core Credit
Kenworth Sales	21-Aug-23	ACH	(\$312.50) Core Credit - Original Inv # 011P30393
Kenworth Sales	11-Sep-23	ACH	\$200.40 Inventory Parts
Kenworth Sales	11-Sep-23	ACH	\$24.28 Inventory Parts
Kenworth Sales	11-Sep-23	ACH	\$751.12 Inventory Parts
Kenworth Sales	11-Sep-23	ACH	\$25.84 Inventory Parts
Kenworth Sales	11-Sep-23	ACH	\$80.84 Inventory Parts
Kenworth Sales	11-Sep-23	ACH	\$723.79 Inventory Parts
Kenworth Sales	11-Sep-23	ACH	\$136.20 Inventory Parts
Kenworth Sales	11-Sep-23	ACH	\$2,635.81 Inventory Parts
Kenworth Sales	11-Sep-23	ACH	\$275.05 Inventory Parts
Kenworth Sales	11-Sep-23	ACH	\$501.85 Inventory Parts
Kenworth Sales	11-Sep-23	ACH	\$47.42 Inventory Parts
Kenworth Sales	11-Sep-23	ACH	\$2,644.89 Inventory Parts
Kenworth Sales	11-Sep-23	ACH	\$29.72 Inventory Parts
Kenworth Sales	11-Sep-23	ACH	\$2,549.86 Inventory Parts
Kenworth Sales	11-Sep-23	ACH	\$5,969.92 Inventory Parts
Kenworth Sales	11-Sep-23	ACH	\$2,493.14 Inventory Parts
Kenworth Sales	11-Sep-23	ACH	\$456.51 Inventory Parts
Kenworth Sales	11-Sep-23	ACH	\$214.17 Inventory Parts
Kenworth Sales	11-Sep-23	ACH	\$2,668.31 Inventory Parts
Kenworth Sales	11-Sep-23	ACH	\$1,787.87 Inventory Parts
Kenworth Sales	11-Sep-23	ACH	\$71.39 Inventory Parts
Kenworth Sales	11-Sep-23	ACH	\$1,787.87 Inventory Parts
Kenworth Sales	11-Sep-23	ACH	\$1,293.33 Inventory Parts
Kenworth Sales	11-Sep-23	ACH	\$132.40 Belts
Kenworth Sales	11-Sep-23	ACH	(\$345.00) Core Credit - Original Inv # 011P31618
Kenworth Sales	11-Sep-23	ACH	(\$568.75) Core Credit - Original Inv # 011P31169
KRONENBITTER, FRANK	21-Aug-23	ACH	\$21.20 Bags of Ice
KRONENBITTER, FRANK	11-Sep-23	ACH	\$50.00 Reimb cell - Sept
KROUPA, KRISTINA	21-Aug-23	ACH	\$312.46 Food for TMAC BBQ
KROUPA, KRISTINA	11-Sep-23	ACH	\$50.00 Reimb cell - Sept
Landmark Promotions, Inc	21-Aug-23	60347	\$1,573.75 Marketing
Language Line Solutions	21-Aug-23	ACH	\$208.26 Aquicision of services
LARGE, STANLEY	11-Sep-23	60366	\$55.15 Reimbursement - Pants
Larry Miller- Chrysler	11-Sep-23	60367	(\$505.32) Vehicle Parts
Larry Miller- Chrysler	11-Sep-23	60367	\$505.32 Vehicle Parts
Larry Miller- Chrysler	11-Sep-23	60367	(\$75.00) Core Credit

Larry Miller- Chrysler	11-Sep-23	60367	\$75.00 Core Credit
Leonard Petroleum Equipment, LLC	21-Aug-23	60348	\$528.34 Pump Hose
Lewis Bus Group	21-Aug-23	ACH	\$180.00 Vehicle Parts
Lithia Motors Payment Processing	21-Aug-23	ACH	\$234.11 Inventory Parts
Lithia Motors Payment Processing	21-Aug-23	ACH	\$433.34 Rear Rotors, O'Ring
Lithia Motors Payment Processing	21-Aug-23	ACH	\$262.53 Inventory Parts
Lithia Motors Payment Processing	21-Aug-23	ACH	\$218.43 Trans Filters, Dipstick
Lithia Motors Payment Processing	21-Aug-23	ACH	\$49.00 Blower Motor
Lithia Motors Payment Processing	21-Aug-23	ACH	\$93.92 Engine Valve Cover
Lithia Motors Payment Processing	21-Aug-23	ACH	\$143.06 Coolant Reservoir
Lithia Motors Payment Processing	21-Aug-23	ACH	\$198.33 Balancer Shaft
Lithia Motors Payment Processing	21-Aug-23	ACH	\$69.12 Bolts
Lithia Motors Payment Processing	21-Aug-23	ACH	\$1,461.43 Spark Plugs, Sensors
Lithia Motors Payment Processing	21-Aug-23	ACH	\$514.20 Sensors
Lithia Motors Payment Processing	21-Aug-23	ACH	\$303.00 Inventory Parts
Lithia Motors Payment Processing	21-Aug-23	ACH	\$1,299.00 Inventory Parts
Lithia Motors Payment Processing	21-Aug-23	ACH	\$1,036.86 Inventory Parts
Lithia Motors Payment Processing	21-Aug-23	ACH	\$632.51 Inventory Parts
Lithia Motors Payment Processing	21-Aug-23	ACH	(\$35.00) Core Credit
Lithia Motors Payment Processing	11-Sep-23	ACH	\$204.14 Inventory Parts
Lithia Motors Payment Processing	11-Sep-23	ACH	\$170.21 Inventory Parts
Lithia Motors Payment Processing	11-Sep-23	ACH	\$493.82 Timing chans, Tensioners
Lithia Motors Payment Processing	11-Sep-23	ACH	\$47.28 Timing Gear
Lithia Motors Payment Processing	11-Sep-23	ACH	\$72.06 Mud Flaps
Lithia Motors Payment Processing	11-Sep-23	ACH	\$74.77 Inventory Parts
Lithia Motors Payment Processing	11-Sep-23	ACH	\$116.97 Indicator, Plunger, Clamps
Lithia Motors Payment Processing	11-Sep-23	ACH	\$2.88 Indicator, Clevis Pin
Lithia Motors Payment Processing	11-Sep-23	ACH	\$238.64 Inventory Parts
Lithia Motors Payment Processing	11-Sep-23	ACH	\$160.36 AC Blower Motor
Lithia Motors Payment Processing	11-Sep-23	ACH	\$147.00 Engine Intake Hose
Lithia Motors Payment Processing	11-Sep-23	ACH	\$49.93 Indicator
Lithia Motors Payment Processing	11-Sep-23	ACH	\$231.56 Plug Botts, Air Filters
Lithia Motors Payment Processing	11-Sep-23	ACH	\$6,638.45 Inventory Parts
Lithia Motors Payment Processing	11-Sep-23	ACH	\$1,925.39 Inventory Parts
Lithia Motors Payment Processing	11-Sep-23	ACH	(\$1,800.00) Core Credit
Lithia Motors Payment Processing	11-Sep-23	ACH	(\$225.00) Credit - Gearbox Core Return
Lithia Motors Payment Processing	11-Sep-23	ACH	(\$1,800.00) Core Credit
Lithia Motors Payment Processing	11-Sep-23	ACH	(\$198.33) Credit for Shaft Return
Lithia Motors Payment Processing	11-Sep-23	ACH	(\$148.91) Core Credit
Lithia Motors Payment Processing	11-Sep-23	ACH	(\$35.00) Core Credit
Loomis Armored US, LLC	11-Sep-23	ACH	\$490.46 Armored Car Service
Lotus Boise Corp	21-Aug-23	ACH	\$350.00 Radio Ads
Lotus Boise Corp	21-Aug-23	ACH	\$100.00 Radio Ads
Lotus Boise Corp	21-Aug-23	ACH	\$300.00 Radio Ads
Lotus Boise Corp	21-Aug-23	ACH	\$300.00 Radio Ads
Lotus Boise Corp	21-Aug-23	ACH	\$420.00 Radio Ads
Lotus Boise Corp	21-Aug-23	ACH	\$440.00 Radio Ads
Lowe's Home Improvement	21-Aug-23	ACH	\$224.02 Shop Supplies
Lowe's Home Improvement	21-Aug-23	ACH	\$458.61 Shop Supplies
Lowe's Home Improvement	21-Aug-23	ACH	\$26.43 Shop Supplies
Lowe's Home Improvement	21-Aug-23	ACH	\$49.84 Shop Supplies
Lowe's Home Improvement	21-Aug-23	ACH	\$10.72 Shop Supplies
Lowe's Home Improvement	21-Aug-23	ACH	\$32.43 Shop Supplies
Lowe's Home Improvement	21-Aug-23	ACH	\$19.92 Keys
Lowe's Home Improvement	21-Aug-23	ACH	\$83.02 Shop Supplies
Lowe's Home Improvement	11-Sep-23	ACH	\$71.24 Shop Supplies
Lowe's Home Improvement	11-Sep-23	ACH	\$166.94 Shop Supplies
Lowe's Home Improvement	11-Sep-23	ACH	\$86.35 Shop Supplies
Lyft, Inc	21-Aug-23	ACH	\$1,822.72 Transit Connections
Lyft, Inc	21-Aug-23	ACH	\$241.79 Late Night Rides
MACDONALD, WILLIAM	11-Sep-23	60368	\$460.00 Reimbursement - Tools
MACDONALD, WILLIAM	11-Sep-23	60368	\$222.22 Reimbursement - CW Gear
Mary M Johnson	21-Aug-23	ACH	\$2,125.00 Now Hiring Sign
Mary M Johnson	11-Sep-23	ACH	\$515.00 Bldg/Street Signs
McLarens, LLC	11-Sep-23	ACH	\$1,000.00 Professional Services
Melba Valley Senior Center	21-Aug-23	ACH	\$4,852.28 Acquisition of Services
Metro Community Services	11-Sep-23	ACH	\$32,514.48 Acquisition of Services
Mills, Wayne	21-Aug-23	60349	\$535.14 Volunteer Driver
Mills, Wayne	11-Sep-23	60369	\$470.95 Volunteer Driver
Napa Auto Parts	21-Aug-23	ACH	\$125.19 Vehicle Parts
Napa Auto Parts	21-Aug-23	ACH	\$25.28 Vehicle Parts
Napa Auto Parts	21-Aug-23	ACH	\$80.85 Vehicle Parts
Napa Auto Parts	11-Sep-23	ACH	\$33.28 Vehicle Parts

National Tour Integrated Resources Inc	11-Sep-23	ACH	\$3,171.58	Temp Operators
NDM Technologies	21-Aug-23	60350	\$563.04	Barracuda Firewall Scription
Nelson-Nygaard Consulting	21-Aug-23	ACH	\$3,865.50	Transportation Consultant
New Flyer Parts	21-Aug-23	ACH	\$287.24	Inventory Parts
New Flyer Parts	21-Aug-23	ACH	\$24.64	Inventory Parts
Newegg Business, Inc.	21-Aug-23	ACH	\$37.96	Antenna Extension Cables
Newegg Business, Inc.	21-Aug-23	ACH	\$70.00	Computer hardware
Newegg Business, Inc.	21-Aug-23	ACH	\$599.90	Wireless Wave Keyboard/Mouse
Newegg Business, Inc.	21-Aug-23	ACH	\$80.24	HDMI cables
Newegg Business, Inc.	21-Aug-23	ACH	\$16.28	RF Coaxial Adapters
Norco Inc	21-Aug-23	ACH	\$22.55	July Cylinder Rental
ODP Business Solutions, LLC	21-Aug-23	ACH	\$118.93	Office Supplies
ODP Business Solutions, LLC	21-Aug-23	ACH	\$71.39	Brochure holders
ODP Business Solutions, LLC	21-Aug-23	ACH	\$41.51	Office Supplies
ODP Business Solutions, LLC	21-Aug-23	ACH	\$69.95	Power Extension Cord
ODP Business Solutions, LLC	21-Aug-23	ACH	\$10.02	Mousepad
ODP Business Solutions, LLC	21-Aug-23	ACH	\$140.93	Sit-stand riser 42"
ODP Business Solutions, LLC	21-Aug-23	ACH	\$82.74	Office Supplies
ODP Business Solutions, LLC	21-Aug-23	ACH	\$6.28	Office Supplies
ODP Business Solutions, LLC	21-Aug-23	ACH	\$34.99	Office Supplies
ODP Business Solutions, LLC	21-Aug-23	ACH	\$6.99	Office Supplies
ODP Business Solutions, LLC	21-Aug-23	ACH	\$60.05	Office Supplies
ODP Business Solutions, LLC	21-Aug-23	ACH	\$104.16	Office Supplies
ODP Business Solutions, LLC	21-Aug-23	ACH	\$18.03	Office Supplies
ODP Business Solutions, LLC	21-Aug-23	ACH	\$6.38	Office Supplies
ODP Business Solutions, LLC	21-Aug-23	ACH	\$36.25	Office Supplies
ODP Business Solutions, LLC	11-Sep-23	ACH	\$38.98	Office Supplies
ODP Business Solutions, LLC	11-Sep-23	ACH	\$105.10	Office Supplies
ODP Business Solutions, LLC	11-Sep-23	ACH	\$10.85	Office Supplies
O'Reilly Auto Enterprises, LLC	21-Aug-23	ACH	\$35.41	Turn Signal Switch
O'Reilly Auto Enterprises, LLC	21-Aug-23	ACH	\$23.70	Hose Tees
O'Reilly Auto Enterprises, LLC	21-Aug-23	ACH	\$312.28	AC Compressor
O'Reilly Auto Enterprises, LLC	21-Aug-23	ACH	\$11.10	Hose Connect
O'Reilly Auto Parts	21-Aug-23	ACH	\$121.64	Vehicle Parts
O'Reilly Auto Parts	11-Sep-23	ACH	\$161.39	Vehicle Parts
O'Reilly Auto Parts	11-Sep-23	ACH	\$470.36	Vehicle Parts
O'Reilly Auto Parts	11-Sep-23	ACH	\$589.00	Vehicle Parts
O'Reilly Auto Parts	11-Sep-23	ACH	\$395.51	Vehicle Parts
Pacific Office Automation	11-Sep-23	ACH	\$1,500.01	Copier/printer lease charges
Paragon Consulting, Inc	11-Sep-23	ACH	\$2,370.00	18th St. Engineering Trans A & E
Paragon Consulting, Inc	11-Sep-23	ACH	\$2,145.00	18th St. Engineering project
Parma Senior Center	21-Aug-23	ACH	\$3,863.47	Acquisition of Services
Peak Industrial, Inc.	21-Aug-23	60351	\$332.55	Vehicle Parts
PNG Media LLC	21-Aug-23	60352	\$215.32	Legal notice
PNG Media LLC	11-Sep-23	60370	\$443.81	Legal Ads
PNG Media LLC	11-Sep-23	60370	\$193.41	Legal Notices
Primary Health Medical Group, LLC	11-Sep-23	60371	\$255.00	DOT Physicals
ProPeople	21-Aug-23	ACH	\$1,387.26	Temp Wages
ProPeople	21-Aug-23	ACH	\$1,546.87	Temp Wages
ProPeople	11-Sep-23	ACH	\$2,510.29	Temp wages - Eagle Services
ProPeople	11-Sep-23	ACH	\$3,366.24	Temp Wages - Eagle Services
ProPeople	11-Sep-23	ACH	\$3,930.46	Temp Wages - Eagle Services
ProPeople	11-Sep-23	ACH	\$1,431.30	Temp Wages
ProPeople	11-Sep-23	ACH	\$3,316.68	Temp Wages - Eagle Services
ProPeople	11-Sep-23	ACH	\$1,387.26	Temp Wages
ProPeople	11-Sep-23	ACH	\$1,068.27	Temp Wages - Eagle Services
ProPeople	11-Sep-23	ACH	\$2,245.63	Temp Wages - Eagle Services
Proterra Operating Company, Inc	11-Sep-23	ACH	\$1,393.00	Vehicle
Proterra Operating Company, Inc	11-Sep-23	ACH	\$98.62	Vehicle
Proterra Operating Company, Inc	11-Sep-23	ACH	\$442.60	Vehicle
Proterra Operating Company, Inc	11-Sep-23	ACH	\$63.57	Vehicle
Proterra Operating Company, Inc	11-Sep-23	ACH	\$260.92	Vehicle
Proterra Operating Company, Inc	11-Sep-23	ACH	\$11,666.68	Monthly battery leases
Proterra Operating Company, Inc	11-Sep-23	ACH	\$11,666.68	Monthly BatteryLease
Proterra Operating Company, Inc	11-Sep-23	ACH	\$2,916.67	Monthly Batter Lease - 4 busses
Proterra Operating Company, Inc	11-Sep-23	ACH	\$369,485.00	50% BUS pymnt & warranty
Proterra Operating Company, Inc	11-Sep-23	ACH	\$376,392.00	50% pymnt bus & warranty-4yr
Proterra Operating Company, Inc	11-Sep-23	ACH	\$11,666.68	Battery Leases
Proterra Operating Company, Inc	11-Sep-23	ACH	\$11,666.68	Battery Leases
Proterra Operating Company, Inc	11-Sep-23	ACH	\$2,916.67	Battery Leases
Provantage Computer Products	21-Aug-23	ACH	\$1,237.16	Computers
Provantage Computer Products	21-Aug-23	ACH	\$355.28	Computers
Provantage Computer Products	21-Aug-23	ACH	\$7.12	Computers

Provantage Computer Products	21-Aug-23	ACH	\$3,801.60 MS Windows Server - 1 User CAL
Provantage Computer Products	21-Aug-23	ACH	\$788.82 External Battery Pack
Provantage Computer Products	21-Aug-23	ACH	(\$3,801.60) Credit Invoice
Provantage Computer Products	11-Sep-23	ACH	\$801.09 External Battery Pack/shipping
Provantage Computer Products	11-Sep-23	ACH	\$99.70 Lenovo Case/shipping
Quench USA, Inc	21-Aug-23	ACH	\$57.00 Water Dispenser - August
Quench USA, Inc	21-Aug-23	ACH	\$289.95 Water Equipment Rental
Quench USA, Inc	11-Sep-23	ACH	\$57.00 Water Dispenser
Rathbone Falvey Research LLC	21-Aug-23	ACH	\$4,550.00 Market Research for Adv. Sales
RCF Commercial Cleaning, LLC	21-Aug-23	ACH	\$1,600.00 July 2023 Janitorial
RCF Commercial Cleaning, LLC	21-Aug-23	ACH	(\$704.00) Credit For Partial Month Service
RCF Commercial Cleaning, LLC	21-Aug-23	ACH	\$2,079.00 Janitorial 7/1-7/17
RDK Corporation	21-Aug-23	ACH	\$90.00 Background screening
RDK Corporation	21-Aug-23	ACH	\$90.00 Background Checks
RDK Corporation	11-Sep-23	ACH	\$30.00 Background Check
RDK Corporation	11-Sep-23	ACH	\$30.00 Background Check
Romaine Electric Corporation	21-Aug-23	ACH	\$629.69 Vehicle Parts
Romaine Electric Corporation	21-Aug-23	ACH	\$796.08 Ignition Coils
Romaine Electric Corporation	21-Aug-23	ACH	\$157.20 Spark Plugs
Romaine Electric Corporation	11-Sep-23	ACH	\$1,087.40 Vehicle Parts
Ronald P. Kringel	11-Sep-23	60372	\$88.50 Pressure Test
Safety-Kleen Systems Inc	21-Aug-23	ACH	\$376.32 Serviced Parts Cleaning Machine
Sage Supply, Inc	21-Aug-23	ACH	\$594.00 Clamps and Brackets
Sage Supply, Inc	21-Aug-23	ACH	(\$144.00) Returned Liquid Ice Melt
Sage Supply, Inc	11-Sep-23	ACH	\$224.64 Speed Limit Signs
SAMG Occupational Med - Emerald	21-Aug-23	60353	\$540.00 Drug Screen/Physicals
SAMG Occupational Med - Emerald	21-Aug-23	60353	\$35.00 Drug Screen/Physicals
SANTOS, RUBEN	21-Aug-23	ACH	\$84.80 Reimburse for Uniform Shoes
Shred-It USA- LLC	11-Sep-23	ACH	\$120.97 Document Shredding
Shred-It USA- LLC	11-Sep-23	ACH	\$126.89 Document Shredding
SIJ Holdings, LLC.	21-Aug-23	ACH	\$144.30 Legal Ads
SILVERS, KENNETH	21-Aug-23	ACH	\$135.00 Reimburse for CDL
SILVERS, KENNETH	21-Aug-23	ACH	\$42.00 CDL
Sloan Metal Solutions	11-Sep-23	ACH	\$4,898.85 VRT Benches
Smith Power Products, Inc	21-Aug-23	ACH	\$368.95 Inventory Parts
Smith Power Products, Inc	21-Aug-23	ACH	\$409.98 Inventory Parts
Smith Power Products, Inc	21-Aug-23	ACH	\$34.96 Inventory Parts
Sportworks Global LLC	21-Aug-23	ACH	\$7,518.90 New bike racks for Eagle Service Vans
Sportworks Global LLC	11-Sep-23	ACH	\$2,650.50 New bike rack for ST404
Sportworks Global LLC	11-Sep-23	ACH	\$177.27 Support Arm Bike Rack
State Insurance Fund	22-Aug-23	ACH	\$1,322.00 Payroll report premium
Stoltz Marketing Group, Inc	21-Aug-23	ACH	\$21,684.30 Website support/branding
StormWind, LLC	21-Aug-23	ACH	\$1,290.00 Stormwind access
Supportive Housing & Innovative Partners	21-Aug-23	ACH	\$26,439.19 Acquisition of Services
Tacoma Screw Products Inc.	21-Aug-23	ACH	\$61.61 Nuts & Bolts
Tacoma Screw Products Inc.	21-Aug-23	ACH	\$168.60 Nuts & Bolts
Tacoma Screw Products Inc.	11-Sep-23	ACH	\$69.15 Nuts & Bolts
Tates Rents	11-Sep-23	60373	\$550.26 Pressure washer/hose/gun & wand
The Car Park, LLC	11-Sep-23	ACH	\$2,250.00 Parking passes
Thompson and Associates, Inc.	21-Aug-23	ACH	\$7,623.75 HR consulting/recruiting
Thompson and Associates, Inc.	11-Sep-23	ACH	\$4,957.00 HR consultant/market wage analysis
Treasure Valley Coffee	21-Aug-23	ACH	\$95.00 MSS - Coffee
Treasure Valley Coffee	21-Aug-23	ACH	\$150.70 Orchard - Coffee
Treasure Valley Coffee	21-Aug-23	ACH	\$43.30 Office - FA
Treasure Valley Coffee	21-Aug-23	ACH	\$46.50 Orchard - Water Cooler
Treasure Valley Coffee	21-Aug-23	ACH	\$61.10 MSS - Coffee & FA
Treasure Valley Coffee	11-Sep-23	ACH	\$13.00 Water Cooler Equipment Rental
Treasure Valley Coffee	11-Sep-23	ACH	\$55.70 MSS - Coffee
Treasure Valley Coffee	11-Sep-23	ACH	\$40.20 Water Dispenser
Treasure Valley Curb & Sprinkling Inc	21-Aug-23	ACH	\$440.84 Landscaping
Treasure Valley Transit	11-Sep-23	ACH	\$18,462.40 Sub-recipient
Treasure Valley Transit	13-Sep-23	ACH	\$18,462.00 Sub-recipient
Tulsa Gas Technologies, Inc.	21-Aug-23	ACH	\$7,955.00 CNG50 Meter
UniFirst Acct# 1395966	21-Aug-23	ACH	\$76.80 Mats, Cloths, Uniforms
UniFirst Acct# 1395966	21-Aug-23	ACH	\$79.99 Mats, Cloths, Uniforms
UniFirst Acct# 1395966	11-Sep-23	ACH	\$86.35 Uniforms
UniFirst Acct# 1395966	11-Sep-23	ACH	\$79.99 Mats, Cloths, Uniforms
UniFirst Acct# 1395966	11-Sep-23	ACH	\$76.80 Mats, Uniforms, Cloths
UniFirst Acct# 1395966	11-Sep-23	ACH	\$76.80 Mats, Uniforms, Cloths
UniFirst Acct# 1410130	21-Aug-23	ACH	\$133.99 Laundry Services
UniFirst Acct# 1410130	21-Aug-23	ACH	\$133.99 Laundry Services
UniFirst Acct# 1410130	11-Sep-23	ACH	\$133.99 Laundry Services
UniFirst Acct# 1410130	11-Sep-23	ACH	\$127.58 Laundry Services

United Site Services of Nevada, Inc.	21-Aug-23	ACH	\$278.60 Restroom Rental
UPS Freight	21-Aug-23	60354	\$13.15 Freight
US Bank Plaza Condominium Assoc., Inc.	11-Sep-23	ACH	\$10,593.00 Condo Assoc. Fee's
USable Life	11-Sep-23	ACH	\$2,005.63 Life ins. Premiums
Veolia Water Idaho	11-Sep-23	60374	\$244.66 Water
Verizon Wireless	21-Aug-23	60355	\$2,965.84 Cell Phone Service 7/16-8/15
Verizon Wireless	21-Aug-23	60355	\$245.93 Cell Phone Service 7/16-8/15
Verizon Wireless	21-Aug-23	60355	\$92.05 Cell Phone Service 7/16-8/15
Verizon Wireless	21-Aug-23	60355	\$51.33 Cell Phone Service 7/16-8/15
Verizon Wireless	21-Aug-23	60355	\$52.04 Cell Phone Service 7/16-8/15
Verizon Wireless	21-Aug-23	60355	\$2,160.58 Cell Phone Service 7/16-8/15
Verizon Wireless	21-Aug-23	60355	\$45.02 Cell Phone Service 7/18-8/17
Via Transportation, Inc.	21-Aug-23	ACH	\$5,750.00 Dispatching s/w for operations
WASHINGTON, CORRIE	11-Sep-23	ACH	\$50.00 Reimb cell - Sept
WCF National Insurance Company	11-Sep-23	ACH	\$16,002.60 Worker's Comp
Western Mountain Bus Sales	11-Sep-23	ACH	\$512.70 Vehicle Parts
Western Mountain Bus Sales	11-Sep-23	ACH	\$499.74 Vehicle Parts
Wex Bank	21-Aug-23	ACH	\$185.98 Fuel 7/6/2023 - 7/31/2023
WHITE, MELISSA	21-Aug-23	60356	\$18.00 Reimbursement - Work Pants
Wienhoff Drug Testing	21-Aug-23	60357	\$405.00 Drug Testing
Wienhoff Drug Testing	21-Aug-23	60357	\$55.00 Random Drug Test J. Smith
William (Travis) Fremont	21-Aug-23	ACH	\$944.54 Canyon County Rides 2 wellness
William (Travis) Fremont	21-Aug-23	ACH	\$7,121.26 Monthly Trip for R2W & COM
William Beard	21-Aug-23	ACH	\$184.00 Bus Washing
William Beard	21-Aug-23	ACH	\$317.00 Bus Washing
William Beard	21-Aug-23	ACH	\$182.00 Bus Washing
William Beard	11-Sep-23	ACH	\$390.00 Bus Washing
WSP USA Inc.	11-Sep-23	ACH	\$2,558.67 HDTC CEI Oncall Engineering
YBNOW LLC	11-Sep-23	ACH	\$5,468.84 ADA County Rides 2 Wellness
YBNOW LLC	11-Sep-23	ACH	<u>\$131.32</u> VA Shurtle Ttransportation
			\$1,931,698.73

ACCEPTED:

CHAIR OF EXECUTIVE BOARD

ATTEST:

SECRETARY/TREASURER

TOPIC	Quarterly Performance Report
DATE	September 13, 2023
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

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

Summary

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

VRT staff continues to work on a new reporting layout for the performance report that will be more visually appealing and easier to read. The dashboard on the VRT website with ridership metrics can be found at <https://www.valleyregionaltransit.org/dashboard/>.

Fixed-route ridership shows an increase of 9% in the third quarter. Detailed ridership data show a 9% increase in ridership in Ada County. Boise State shows an increase of 12% in ridership. Intercounty service had a 4% increase in ridership.

Demand response ridership shows an increase of 5% in the third quarter. When reviewing detailed ridership data, Ada County ACCESS ridership increased 15%. Canyon County ACCESS ridership increased 31%. Canyon County On-Demand ridership decreased 7%. The Nampa Grocery shuttle was discontinued in April; therefore it reflects a 22% decrease in ridership.

Specialized Transportation ridership shows an increase of 21% in the third quarter. Below is the breakdown for each service:

- Metro Community Services had a 4% increase in ridership
- Shared Vehicle ridership has a 16% decrease in ridership
- Supportive Housing and Innovative Partnerships had an 18% increase in ridership
- Kuna Senior Center had a 39% increase in ridership
- Village Van had a 10% increase in ridership
- Volunteer Driver had a 27% increase in ridership
- Meridian Senior Center had a 32% increase in ridership
- Eagle Senior Center had a 32% decrease in ridership
- Star Senior Center had a 13% decrease in ridership
- Harvest Transit had a 113% increase in ridership
- Parma Senior Center had a 31% increase in ridership
- Ada County Rides2Wellness had a 44% increase in ridership
- Canyon County Rides2Wellness had a 127% increase in ridership

- Meridian Veteran's Shuttle had a 3% increase in ridership
- Melba Senior Center had an 18% increase in ridership

ACHD Commuteride had an 8% decrease in ridership. ACHD Commuteride was operating 79 vanpools at the end of the third quarter.

VRT First Mile, Last Mile services had an 83% increase in ridership. Lyft Transit Connections had a 101% increase in ridership. VRT Late Night had a 3% increase in ridership.

More Information

Attachments:

FY23 Performance Report, Third Quarter

FY23 Third Quarter Ridership Report

FY23 Year to Date Ridership Report

For detailed information contact: Leslie Pedrosa, Chief Operating Officer, 208.258.2713, lpedrosa@ridevrt.org

VRT PERFORMANCE - 3rd QUARTER, FY23

Item IV. G.

SUMMARY DASHBOARD

QUARTERLY					YEAR TO DATE				
FISCAL YEAR					FISCAL YEAR				
RIDES		2023	2022	% Change	RIDES		2023	2022	% Change
	FR	275,580	253,430	▲ 8.7		FR	866,797	752,381	▲ 15.2
	DR	16,495	15,680	▲ 5.2		DR	50,523	46,990	▲ 7.5
	ST	24,108	19,915	▲ 21.1		ST	69,442	56,044	▲ 23.9
	VP	29,754	32,318	▼ -7.9		VP	99,272	90,020	▲ 10.3
	FMLM	1,143	623	▲ 83.5		FMLM	2,946	1,981	▲ 48.7
	Total	347,080	321,966	▲ 7.8		Total	1,088,980	947,416	▲ 14.9
HOURS	FR	26,032	24,228	▲ 7.4	HOURS	FR	75,642	73,197	▲ 3.3
	DR	7,064	5,981	▲ 18.1		DR	20,993	17,913	▲ 17.2
	ST	7,668	6,180	▲ 24.1		ST	21,032	18,252	▲ 15.2
	VP	7,069	7,267	▼ -2.7		VP	21,792	21,086	▲ 3.3
	FMLM	142	109	▲ 29.7		FMLM	381	299	▲ 27.6
	Total	47,974	43,765	▲ 9.6		Total	139,841	130,746	▲ 7.0
RIDES PER HOUR	FR	10.59	10.46	▲ 1.2	RIDES PER HOUR	FR	11.46	10.28	▲ 11.5
	DR	2.34	2.62	▼ -10.9		DR	2.41	2.62	▼ -8.3
	ST	3.14	3.22	▼ -2.4		ST	3.30	3.07	▲ 7.5
	VP	4.21	4.45	▼ -5.4		VP	4.56	4.27	▲ 6.7
	FMLM	8.06	5.70	▲ 41.4		FMLM	7.73	6.63	▲ 16.6
	Total	7.23	7.36	▼ -1.7		Total	7.79	7.25	▲ 7.5
ON-TIME PERFORMANCE	FR	80%	84%	▼ -4.0	ON-TIME PERFORMANCE	FR	81%	83%	▼ -2.0
	DR	82%	87%	▼ -5.0		DR	90%	86%	▲ 4.0
	ST	87%	85%	▲ 2.0		ST	92%	84%	▲ 8.0
	Total	83%	85%	▼ -2.3		Total	88%	84%	▲ 3.3
		FR- FIXED ROUTE	DR - DEMAND RESPONSE	ST - SPECIALIZED TRANSPORTATION	VP - VANPOOL	BS - BIKESHARE	FMLM - FIRST MILE/LAST MILE		

VRT PERFORMANCE - 3rd QUARTER, FY23

Item IV. G.

QUARTERLY RIDERSHIP DETAIL

FR- FIXED ROUTE			
	FY23	FY22	% Change
Ada County*	241,850	222,553	▲ 8.7
Boise State - Bronce Shuttle	21,390	19,034	▲ 12.4
Intercounty*	12,339	11,843	▲ 4.2
FR SUB TOTAL	275,580	253,430	▲ 8.7

DR - DEMAND RESPONSE			
	FY23	FY22	% Change
Ada County ACCESS**	8,134	7,049	▲ 15.4
Canyon County ACCESS**	843	642	▲ 31.3
Eagle On-demand	126	-	▲ -
Canyon County On-demand**	7,356	7,943	▼ -7.4
Grocery Shuttle	36	46	▼ -21.7
DR SUB TOTAL	16,495	15,680	▲ 5.2

ST - SPECIALIZED TRANSPORTATION			
	FY23	FY22	% Change
Metro Community Services**	3,124	3,000	▲ 4.1
Shared Vehicle	93	110	▼ -15.5
Supportive Housing and Innovative Partnerships**	3,525	2,979	▲ 18.3
Kuna Senior Center	774	557	▲ 39.0
Village Van	2,234	2,035	▲ 9.8
Volunteer Driver	415	327	▲ 26.9
Meridian Senior Center	2,400	1,816	▲ 32.2
Eagle Senior Center**	1,940	2,859	▼ -32.1
Star Senior Center	401	461	▼ -13.0
Harvest Transit**	4,086	1,916	▲ 113.3
Parma Senior Center	672	514	▲ 30.7
Ada County Rides 2 Wellness	2,187	1,523	▲ 43.6
Canyon County Rides 2 Wellness	245	108	▲ 126.9
Meridian Veteran's Shuttle	38	37	▲ 2.7
Melba Senior Center	1,974	1,673	▲ 18.0
ST SUB TOTAL	24,108	19,915	▲ 21.1

VP - VANPOOL			
	FY23	FY22	% Change
ACHD CommuteRide	29,754	32,318	▼ -7.9

FMLM - FIRST MILE/LAST MILE			
	FY23	FY22	% Change
Lyft Transit Connections	1,028	511	▲ 101.17
VRT Late Night	115	112	▲ 2.68
FMLM SUB TOTAL	1,143	623	▲ 83.47

QUARTERLY RIDERSHIP GRAND TOTAL	FY23	FY22	% Change
	347,080	321,966	▲ 7.8

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

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

VRT PERFORMANCE - 3rd QUARTER, FY23

Item IV. G.

YEAR TO DATE RIDERSHIP DETAIL

FR- FIXED ROUTE			
	FY23	FY22	% Change
Ada County*	716,189	638,750	▲ 12.1
Boise State - Bronce Shuttle	114,700	80,964	▲ 41.7
Intercounty*	35,908	32,667	▲ 9.9
FR SUB TOTALS	866,797	752,381	▲ 15.2

ST - SPECIALIZED TRANSPORTATION			
	FY23	FY22	% Change
Metro**	8,967	9,231	▼ -2.9
Shared Vehicle	216	189	▲ 14.3
SHIP**	10,736	9,771	▲ 9.9
Kuna Senior Center	1,949	2,139	▼ -8.9
Village Van	6,288	5,757	▲ 9.2
Volunteer Driver	1,141	1,082	▲ 5.5
Meridian Senior Center	6,062	3,303	▲ 83.5
Eagle Senior Center**	6,405	8,988	▼ -28.7
Star Senior Center	1,087	1,021	▲ 6.5
Harvest**	11,859	5,978	▲ 98.4
Parma Senior Center	1,859	1,804	▲ 3.0
Ada County Rides 2 Wellness	6,290	4,038	▲ 55.8
Canyon County Rides 2 Wellness	804	141	▲ 470.2
Meridian Veteran's Shuttle	165	75	▲ 120.0
Melba Senior Center	5,614	2,527	▲ 122.2
ST SUB TOTALS	69,442	56,044	▲ 23.9

YEAR TO DATE RIDERSHIP	FY23	FY22	% Change
GRAND TOTAL	1,088,980	947,416	▲ 14.9

DR - DEMAND RESPONSE			
	FY23	FY22	% Change
Ada County**	24,077	21,004	▲ 14.6
Canyon County**	2,184	1,986	▲ 10.0
Eagle On-demand**	126	-	-
Canyon County On-demand**	23,977	23,954	▲ 0.1
Grocery Shuttle	159	46	▲ 245.7
DR SUB TOTALS	50,523	46,990	▲ 7.5

VP - VANPOOL			
	FY23	FY22	% Change
ACHD CommuteRide	99,272	90,020	▲ 10.28

FMLM - FIRST MILE/LAST MILE			
	FY23	FY22	% Change
Lyft Transit Connections	2,570	1,714	▲ 49.94
VRT Late Night	376	267	▲ 40.82
FMLM SUB TOTAL	2,946	1,981	▲ 48.71

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

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



TOPIC	Asset Disposition Status
DATE	September 15, 2022
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

VRT Staff requests the Board of Directors acknowledge the final status of assets disposed during fiscal year 2023.

Highlights

July 2022

- Executive Board set public hearing for assets to be disposed of during fiscal year 2023

August 2022

- Public hearing held during the Board of Directors meetings
- Board of Directors approved Resolution VBD22-019 granting authority for asset disposals for fiscal year 2023

Summary

The Board of Directors approved Resolution VBD22-019 August 1, 2022, authorizing VRT to dispose of assets in the most advantageous method. The Resolution requires a report of the final disposition of all assets scheduled for disposal in fiscal year 2023 to be included on the consent agenda at the October 2023 Board of Directors meeting.

Most of the vehicles scheduled for disposal in fiscal year 2023 have been delayed, due to delays in vehicle replacement availability.

Implication (policy and/or financial)

VRT is required to follow Idaho Code when disposing of government assets. Generally, donations or transfers generate good will from the public and the receiving institution. Sale or scrapping an item will usually generate a modest income.

More Information

Attachments:

Fiscal year 2023 Asset Disposition Status

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



FY 2023 Asset Disposition Status

ROLLING STOCK			
Vehicle Information	VIN	Year	Disposition
New Flyer Low Floor Transit Bus	5FYC2GP021U023537	2002	Scrapped
New Flyer Low Floor Transit Bus	5FYC2GP041U023538	2002	Scheduled for disposal in fiscal year 2024
New Flyer Low Floor Transit Bus	5FYC2GP061U023542	2002	Scheduled for disposal in fiscal year 2024
New Flyer Low Floor Transit Bus	5FYC2GP081U023543	2002	Scheduled for disposal in fiscal year 2024
New Flyer Low Floor Transit Bus	5FYC2GP0X1U023544	2002	Scrapped
New Flyer Low Floor Transit Bus	5FYC2GP011U023545	2002	Scrapped
New Flyer Low Floor Transit Bus	5FYC2GP031U023546	2002	Scheduled for disposal in fiscal year 2024
New Flyer Low Floor Transit Bus	5FYC2GP051U023547	2002	Scheduled for disposal in fiscal year 2024
Ford E450 Goshen Cutaway	1FDFE4FS2BDA63278	2011	Donated
Ford E450 Goshen Cutaway	1FDFE4FS2BDA63279	2011	Scheduled for disposal in fiscal year 2024
Ford E450 Goshen Cutaway	1FDFE4FS2BDA63281	2011	Scheduled for disposal in fiscal year 2024
Ford E450 Goshen Cutaway	1FDFE4FS3BDA68540	2011	Scheduled for disposal in fiscal year 2024
Ford E450 Goshen Cutaway	1FDFE4FS5BDA68541	2011	Scheduled for disposal in fiscal year 2024
Ford E450 Goshen Cutaway	1FDFE4FS4BDA63282	2011	Scheduled for disposal in fiscal year 2024
Ford E450 Phoenix Cutaway	1FDFE4FSXCDA71162	2012	Scheduled for disposal in fiscal year 2024
Ford E450 Phoenix Cutaway	1FDFE3FS1CDA71163	2012	Scheduled for disposal in fiscal year 2024
Ford E450 Phoenix Cutaway	1FDFE4FS3CDA71164	2012	Scheduled for disposal in fiscal year 2024
Ford E350 Starcraft Cutaway	1FD3E35L38DB09989	2008	Scheduled for disposal in fiscal year 2024
Dodge Caravan	2D4RN4DE8AR455081	2010	Sold at auction

SERVICE/SUPPORT VEHICLES			
Vehicle Information	VIN	Year	Disposition
Dodge Caravan	2C4RDGBG7CR369671	2012	Scheduled for disposal in fiscal year 2024
Dodge Caravan	2C4RDGBGXCR373989	2012	Sold at auction
Ford F550	1FDAF56F02EB37470	2002	Scheduled for disposal in fiscal year 2024
Chevrolet	1GCSKPE35AZ171581	2010	Scheduled for disposal in fiscal year 2024
Chevrolet	1GCEK19T91E321378	2001	Sold at auction
Dodge Caravan	2C4RDBG7CR369672	2002	Scheduled for disposal in fiscal year 2024
Dodge Caravan	2C4RDGBG7DR761313	2013	Scheduled for disposal in fiscal year 2024

EQUIPMENT		
Equipment Information	Purchased	Disposition
Desktop Computers	unknown	Donated
Computer Monitors	unknown	Donated
Computer Accessories (keypad, mouse, etc.)	2015	Donated
Tablets	2017	Donated
Tablet Hardware (mounts, cases, etc.)	2017	Donated

AUTHORIZATION FOR EXPENDITURE BOARD

PROCUREMENT DESCRIPTION: RFQ 2023-10-01 On-Call Legal Services

TOTAL COST: Not to Exceed \$175,000

PURPOSE/ACTION: To provide on-call legal services.

SCOPE OF WORK: VRT is seeking one or more qualified attorney(s) or law firms to provide on-call legal services in areas of law such as construction, federal regulations, public sector, procurement, liability, civil rights, public records, and Americans with Disabilities (ADA).

DISCUSSION: VRT conducted a competitive request for quotes for on-call legal services. VRT convened an evaluation team with representatives from VRT. The evaluation team identified Hawley Troxell Ennis & Hawley as the most responsive and responsible offeror. The length of the agreement will not exceed seven years.

ALTERNATIVES: VRT does not employ attorneys that can provide legal support to VRT. The only alternative would be to select another successful proposer or conduct business without legal services.

FISCAL IMPACT: The funding for the first year of these services was included in the FY2024 budget and will be included in subsequent budget years. These services are an important part of VRT's responsibility in providing the necessary support to VRT staff.

RECOMMENDATION/JUSTIFICATION: VRT staff requests the Board consider approving Resolution VBD23-033 On-Call Legal Services, and delegate authority to the Chief Executive Officer to authorize final negotiations and execution of the agreement with Hawley Troxell Ennis & Hawley.

ORDER OF REVIEW

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

Signature: _____

Date Approved: _____ Resolution Number: _____

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

Signature: _____

Date Approved: _____ Resolution Number: _____

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

Signature: _____

Date Approved: October 2, 2023 Resolution Number: VBD23-033

BOARD RESOLUTION

ON-CALL LEGAL SERVICES RESOLUTION VBD23-033

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING A CONTRACT NOT TO EXCEED \$175,000 WITH HAWLEY TROXELL ENNIS & HAWLEY LLP TO PROVIDE ON-CALL LEGAL SERVICES

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

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

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

WHEREAS, Valley Regional Transit needs to establish a professional services agreement with a qualified legal firm for on-call legal services; and

WHEREAS, Valley Regional Transit evaluated two (2) submitted quotes and has negotiated an agreement with the most responsive and responsible offeror meeting all of the required qualifications; and

WHEREAS, Valley Regional Transit included the budget for the first year of these services in the fiscal year 2024 budget Resolution VBD23-025 approved on August 7, 2023; and

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

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

VBD23-033

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

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

Section 1. That the Board authorizes the award of RFQ 2023-10-01 to Hawley Troxell Ennis & Hawley. The length of the agreement will not exceed seven years and will not exceed \$175,000.

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

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

ADOPTED by the Board of Valley Regional Transit, this 2nd day of October 2023.

APPROVED by the Board Chair this 2nd day of October 2023.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR OF BOARD

AUTHORIZATION FOR EXPENDITURE BOARD OF DIRECTORS

PROJECT DESCRIPTION: Rides2Wellness Service Provider Contracts

TOTAL COST: Not to exceed \$362,500

PURPOSE/ACTION: Valley Regional Transit's Rides2Wellness program contracts with providers for non-emergency medical transportation in Ada and Canyon County.

SCOPE OF WORK: The Rides2Wellness service providers agree to provide non-emergency medical transportation to designated locations as part of the Rides2Wellness programs in Ada and Canyon County and the Meridian Veteran's Shuttle program.

DISCUSSION: Rides2Wellness service providers are reimbursed a standard boarding fee and a mileage reimbursement for each eligible trip. Eligible trips are scheduled for patients of Veterans Administration Medical Center, St. Luke's, Saint Alphonsus, Saltzer Health and other designated clinics. VRT tracks each service providers monthly reimbursements to ensure budget adherence.

ALTERNATIVES: Not providing transportation for these non-emergency medical trips fails to fill a needed gap for patients who need transportation to critical appointments.

FISCAL IMPACT: The approved budget for the Rides2Wellness project is \$362,500. Ada County will not exceed \$300,000 and Canyon County will not exceed \$62,500. The project budget was included in the fiscal year 2024 budget, **Resolution VBD23-025** on August 7, 2023.

There will be a separate contract for each service provider that will include a set not to exceed amount. The total for all of the service providers contracts will not exceed the total annual project budget of \$362,500 for fiscal year 2024.

RECOMMENDATION/JUSTIFICATION: VRT issued RFP 2021-11-19 and followed procurement guidelines and policy for procuring services. Each service provider has been approved to provide Rides2Wellness transportation services in Ada and Canyon County.

POST RFP/FINAL SELECTION OF PROJECT: VRT staff recommends the Board of Directors approve **Resolution VBD23-032** and delegate authority to the Chief Executive Officer to finalize and execute the contracts for Rides2Wellness transportation service providers in Ada and Canyon County with a not to exceed amount of \$362,500 for fiscal year 2024. The service providers are:

Trinity Transport
All City Transport, LLC
YBNOW, LLC
Serenity Transportation, LLC

ORDER OF REVIEW

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

Signature: _____

Date Approved: _____

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

Item IV. J.

Signature: _____

Date Approved: _____ Resolution Number: _____

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

Signature: _____

Date Approved: October 2, 2023 Resolution Number: VBD23-032

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Rides2Wellness Service Provider Contracts RESOLUTION VBD23-032

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE CONTRACTS FOR RIDES2WELLNESS SERVICE PROVIDERS IN ADA AND CANYON COUNTY

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

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

WHEREAS, Valley Regional Transit envisions a region with transportation choices designed to meet the needs of the citizens and businesses; and

WHEREAS, Valley Regional Transit envisions those transportation choices will support livable, healthy and sustainable communities; and

WHEREAS, Valley Regional Transit works to secure funding to support non-emergency medical trips for patients who need transportation to critical appointments; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year budget 2024, Resolution VBD23-025 as approved by the VRT Board on August 7, 2023; and

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

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

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

VBD23-032

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

Section 1. That the Board of Valley Regional Transit approved contracts with service providers for the Rides2Wellness program in Ada and Canyon County following procurement RFB 2021-11-19, not to exceed \$362,500, for non-emergency medical transportation services for fiscal year 2024.

Section 2. That the Board of Valley Regional Transit delegates authority to the Chief Executive Officer to finalize and execute the contracts with Trinity Transport, All City Transport, LLC, YBNOW, LLC and Serenity Transportation, LLC.

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

ADOPTED by the Board of Valley Regional Transit, this 2nd day of October, 2023.

APPROVED by the Board Chair this 2nd day of October, 2023.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

AUTHORIZATION FOR EXPENDITURE BOARD OF DIRECTORS

PROJECT DESCRIPTION: Acquisition of Service - Service Provider Contracts

TOTAL COST: Not to exceed \$535,000

PURPOSE/ACTION: Valley Regional Transit Specialized Transportation program aims to improve mobility for seniors, veterans, and persons with disabilities by removing barriers and expanding options.

SCOPE OF WORK: The service providers agree to be providers of first-class work and services and to follow the highest professional standards while performing the work and services.

DISCUSSION: VRT reimburses service providers per qualified boarding or per revenue hour. Each service provider creates an annual budget by determining expenses and projected boardings or revenue hours. VRT tracks each service providers monthly reimbursements to ensure budget adherence.

ALTERNATIVES: Not providing transportation for these programs fails to fill a needed gap for residence in communities where there are no other transportation options.

FISCAL IMPACT: The acquisition of services project budget was included in the fiscal year 2024 budget, **Resolution VBD23-025**, approved on August 7, 2023. There will be a separate contract for each service provider for acquisition of services that will have a set not to exceed amount. The total for all of the service providers contracts will not exceed the total annual project budget of \$535,000 for fiscal year 2024.

RECOMMENDATION/JUSTIFICATION: VRT issued RFB 2019-06-20 requesting service providers complete an application to ensure the ability to plan, design and carryout services to those with transportation needs that are seniors, persons with disabilities and veterans. Each service provider submitted an application and were determined to be an approved service provider for the acquisition of service project.

POST RFP/FINAL SELECTION OF PROJECT: VRT staff recommends the Board of Directors approve **Resolution VBD23-031** and approve awarding the contracts for acquisition of service providers with a not to exceed amount of \$535,000 for fiscal year 2024. The service provides are:

Church of the Harvest*
Supportive Housing and Innovative Partnerships*
Metro Community Services*
Star Senior Center*
Parma Senior Center
Melba Senior Center
Kuna Senior Center
Meridian Senior Center

*These service providers are only being used during the transition to launch the new Beyond Access program in January. The amount of those contracts is for one quarter of the fiscal year.

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

Item IV. K.

Signature: _____
Date Approved:

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

Signature: _____
Date Approved: Resolution Number:

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

Signature: _____
Date Approved: October 2, 2023 Resolution Number: VBD23-031

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Acquisition of Service - Service Providers Contracts RESOLUTION VBD23-031

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING CONTRACTS FOR THE ACQUISITION OF SERVICE PROVIDERS FOR TRANSPORTATION SERVICES FOR SENIORS, VETERANS, AND PERSONS WITH DISABILITIES IN ADA AND CANYON COUNTY

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

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

WHEREAS, Valley Regional Transit envisions a region with transportation choices designed to meet the needs of the citizens and businesses; and

WHEREAS, Valley Regional Transit envisions those transportation choices will support livable, healthy and sustainable communities; and

WHEREAS, Valley Regional Transit works to secure funding to support those choices; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year budget 2024, Resolution VBD23-025 as approved by the VRT Board on August 7, 2023; and

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

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

WHEREAS, Idaho Code § 40-2109 (5) provides that the Board of Valley Regional Transit may adopt resolutions consistent with law, as necessary, for carrying out the purposes of Chapter 21, Title 40, Idaho Code and discharging all powers and duties conferred to Valley VBD23-031

Regional Transit pursuant to Chapter 21, Title 40.

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

Section 1. That the Board of Valley Regional Transit approve contracts with acquisition of service providers following procurement RFP 2019-06-20, not to exceed \$535,000 for specialized transportation services for fiscal year 2024. The service providers are Church of the Harvest, Supportive Housing and Innovative Partnerships, Metro Community Services, Star Senior Center, Parma Senior Center, Melba Senior Center, Kuna Senior Center and Meridian Senior Center.

Section 2. That the contracts with Church of the Harvest, Supportive Housing and Innovative Partnerships, Metro Community Services, Star Senior Center only be in place during the service transition to Beyond Access.

Section 3. That the Board of Valley Regional Transit delegates authority to the Chief Executive Officer to finalize and execute the contracts.

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

ADOPTED by the Board of Valley Regional Transit, this 2nd day of October, 2023.

APPROVED by the Board Chair this 2nd day of October, 2023.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

AUTHORIZATION FOR EXPENDITURE EXECUTIVE BOARD

PROJECT DESCRIPTION: Contract Renewal– Lyft, Inc.

TOTAL COST: Not to exceed \$350,000

PURPOSE/ACTION: Valley Regional Transit wishes to continue the growth of the Transit Connections (Emerging Mobility Solutions) and renew a contract with Lyft, Inc. for three (3) additional years with the option for two (2) added years thereafter. This requires VRT Board approval. Staff anticipates a cost range between \$200,000 to \$350,000 for the five (5) year contract. An internal scoring committee ranked three (3) proposals and Lyft Inc. was selected as the final vendor for this service.

SCOPE OF WORK: In partnership with a transportation network company (TNC), VRT offers First/Last mile connections from home-based points to pre-determined transit stops (point-to-stop service) within a defined zone from 6AM to 9PM weekdays and 7:30AM to 9PM on Saturday. In addition, a second VRT Late Night service provides transportation assistance for low-income job access from 9PM to 6AM. Monday - Saturday.

DISCUSSION: As part of the FY2024 Final Network Redesign Proposal, fixed routes were modified with new configurations and operational adjustments that led to a loss of service in some areas while providing more access in others. To accommodate gaps in the fixed-route network, the 2024 Transit Connections boundary's (Late Night and First/Last Mile) were enlarged to provide greater access to employment and population centers. As an example, the First/Last mile boundary grew by 168% and could potentially serve 130% more people and 118% more jobs than the 2023 boundary. In addition, the Late-Night service boundary expands (4.7%) to serve larger employment centers within the City of Meridian increasing access to 12.4% more jobs and 5% more people.

ALTERNATIVES: Maintain existing First/Last Mile and Late-Night boundaries with existing levels of service. This alternative is not recommended as it would not capitalize on the Final 2024 Network Redesign.

FISCAL IMPACT: The Transit Connections is currently funded by a Mobility Integration Grant with a local match requirement. Currently there is a remaining balance of \$180,000 in these grants. Staff estimates that these funds will be sufficient to continue operating the project until May 2026. It is estimated that after May of 2026, VRT will need to identify \$5,612/month or \$67,350/year in local funds or other grant resources to continue Transit Connections from June 2026 through September 2028.

RECOMMENDATION/JUSTIFICATION: VRT staff requests the Executive Board approve Resolution VEB23-25 and authorize a contract renewal with Lyft Inc. from Oct 1, 2023, through September 30, 2026, with an option to extend through September 30, 2028, and a not to exceed amount of \$350,000.

ORDER OF REVIEW

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

Signature: _____

Date Approved: _____

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

Signature: _____

Date Approved: _____

Resolution Number: _____

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

Signature: _____

Date Approved: 10/02/2023

Resolution Number: VBD23-35

BOARD RESOLUTION

Emerging Mobility Solutions – Lyft Transit Connections RESOLUTION VBD23-035

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING: EMERGING MOBILITY SOLUTIONS – LYFT TRANSIT CONNECTIONS

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

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

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

WHEREAS, public transportation is about moving people from where they are and getting them to where they want and need to go, and public transportation can move many more people than single-occupancy vehicles, thereby enhancing mobility for everyone and lessening the need for parking. To get the most out our investments in transit, is it essential to connect the bus system to other modes and active transportation; and

WHEREAS, VRT aims to create an implementation mobility solutions that maximizes new innovations and coordinates services to meet the mobility needs of all people and visitors in the Treasure Valley and will address equity, incentivizing high-occupancy and active forms of travel, and changing technologies; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the FY2024 budget and will be included in subsequent budget years; and

WHEREAS, the Valley Regional Transit staff completed a competitive procurement process through a Request for Quotes on July 13, 2023, as required in the VRT Procurement Policies adopted by the Valley Regional Transit Board of Directors; and

VBD23-035

WHEREAS, the firm Lyft Inc met the expectations and needs of VRT and was the most advantageous choice to deliver Transit Connections services; and

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

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

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

Section 1. That the Board authorizes the Emerging Mobility Solutions – Lyft Transit Connections through the Lyft Inc. in an amount not to exceed \$350,000.

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

Section 3. That this resolution VBD23-035 shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 2nd day of October, 2023.

APPROVED by the Board Chair this 2nd day of October, 2023.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR OF THE BOARD

TOPIC	Orchard Facility Construction
DATE	October 2, 2023
STAFF MEMBER	Joe Guenther, Capital Projects

Staff Recommendation/Request

Staff recommends the VRT Board approve Resolution VBD23-041 – Orchard Facility Construction to delegate authority to the Chief Executive Officer to finalize a contract with Hawkeye Builders not to exceed \$850,000.

Highlights

- Hawkeye Builders was tasked with 2022 construction to install drainage, electrical, and pave 1.25 acres of new parking lot.
- Hawkeye Builders was tasked with 2023 construction (ongoing) to upgrade existing drainage, repair deficient communications and electrical, and repave the existing 4.6 acres of pavement
- Hawkeye Builders construction activity has been guided by the Orchard Facility Master plan which includes improved employee parking, updated security, and visitor parking.

Summary

Construction at Orchard Facility has been underway since June of 2022 with Hawkeye Builders securing a competitive bid for construction services. VRT subsequently entered into a Construction Services Agreement with Hawkeye Builders. Specific work was to be directed through individual work orders as guided by the Orchard Facility Master Plan. VRT has issued two work orders totaling \$2,100,000. To complete the project including an expanded employee parking, fencing, gates, and concrete repairs, VRT will need to issue a third and final work order not to exceed \$850,000.

More Information**Attachments:**

Resolution VBD23-041 – Orchard Facility Construction Hawkeye Builders

Authorization for Expenditure – Orchard Facility Construction - Hawkeye Builders

For detailed information contact: Joe Guenther, Capital Projects 208-287-2705
jguenther@ridevrt.org

AUTHORIZATION FOR EXPENDITURE BOARD OF DIRECTORS

PROCUREMENT DESCRIPTION: Construction services at the Orchard Facility with Hawkeye Builders

TOTAL COST: \$850,000

PURPOSE/ACTION: To complete the next phase of the Orchard Facility construction as guided by the Orchard Facility Master Plan including expanded Employee Parking Lot, replacement of concrete valley gutter, new gates and fencing and close out items.

SCOPE OF WORK: The scope of services includes construction at the Orchard Facility to modernize 4.6 acres of existing pavement, update parking, update drainage, pave 1.25 acres new pavement with future bus infrastructure, and incorporate the charging island into new pavement.

DISCUSSION: VRT conducted a competitive request for bid and HAWKEYE BUILDERS was selected as the low bidder in April of 2022. VRT subsequently entered into a Construction Services Agreement with Hawkeye Builders. Specific work was to be directed through individual work orders as guided by the Orchard Facility Master Plan. VRT has issued two work orders totaling \$2,100,000. To complete the project including an expanded employee parking, fencing, gates, and concrete repairs, VRT will need to issue a third and final work order not to exceed \$850,000.

ALTERNATIVES: The only alternative would be to issue a new RFB for these construction needs and execute a new contract. These services are an important part of VRT's responsibility in providing the state of good repair for the primary maintenance facility.

FISCAL IMPACT: Valley Regional Transit had included the budget for this expenditure in the FY2023 budget amendment by Resolution VBD23-005.

RECOMMENDATION/JUSTIFICATION: VRT staff requests the Board approve VBD23-041 and delegate authority to the Chief Executive Officer to execute a contract with Hawkeye Builders which will not exceed \$850,000 to complete this construction phase.

ORDER OF REVIEW

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

Signature: _____

Date Approved: _____

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

Signature: _____

Date Approved: _____

Resolution Number: _____

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

Signature: _____

Date Approved: 10/3/2022

Resolution Number: VBD23-041

**VALLEY REGIONAL TRANSIT BOARD RESOLUTION
ORCHARD FACILITY CONSTRUCTION
RESOLUTION VBD23-041**

**BY THE BOARD OF VALLEY REGIONAL TRANSIT TO APPROVE A CONTRACT WITH HAWKEYE BUILDERS
FOR CONSTRUCTION SERVICES AT THE ORCHARD MAINTENANCE FACILITY**

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

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

WHEREAS, Valley Regional Transit has been reconstructing Orchard Facility in phases since 2022; and

WHEREAS, HAWKEYE BUILDERS was selected through a competitive process through RFB-2022-05-26 in April of 2022.; and

WHEREAS, Valley Regional Transit executed a Construction Services Agreement (CSA) with HAWKEYE BUILDERS pursuant to VBD22-015; and

WHEREAS, the CSA provides for VRT to manage the work of this CSA through specific work orders;

WHEREAS, VRT has already issued two other work orders of \$1,100,000 and \$1,000,000 pursuant to this project; and

WHEREAS, to complete scope of work outlined in the Orchard Facility Pavement Expansion project VRT will need to issue a final work order not to exceed \$850,000 with HAWKEYE BUILDERS; and

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

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

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

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

Section 1. That the Board of Valley Regional Transit approves the contract for FY2024 Orchard Facility construction with Hawkeye Builders.

Section 2. That the Board of Valley Regional Transit approve **Resolution VBD23-041** and delegate authority to the Chief Executive Officer to finalize a contract with HAWKEYE BUILDERS not to exceed \$850,000.

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

ADOPTED by the Board of Valley Regional Transit, this 2nd day of October 2023.

APPROVED by the Board Chair this 2nd day of October 2023.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

AUTHORIZATION FOR EXPENDITURE BOARD OF DIRECTORS

PROCUREMENT DESCRIPTION: On-Call Printing Services

TOTAL COST: \$150,000

PURPOSE/ACTION: To provide on-call printing services for Valley Regional Transit staff.

SCOPE OF WORK: The scope of services includes any combination of printing needs, including, but not limited to, route maps, schedule brochures, informational brochures, reports, flyers, stationary (letterhead and envelopes), business cards, posters, and postcards to support VRT staff and provide information to the public.

DISCUSSION: VRT conducted a competitive request for proposals for on-call printing services (RFB 2021-10-01). On October 19, 2021, Alexander Clark Printing was awarded a contract not to exceed three years with no stated not to exceed amount. VRT printing needs have subsequently increased in more use of Alexander Clark Printing services than anticipated. The increased use of their services results in the need to establish a not to exceed amount of \$150,000.

ALTERNATIVES: The only alternative would be to issue a new RFP for these services and execute a new contract. These services are an important part of VRT's responsibility in providing the necessary support to VRT staff and information to the public.

FISCAL IMPACT: The funding for these services were included in the fiscal year 2024 budget Resolution VBD23-025 approved on August 7, 2023.

RECOMMENDATION/JUSTIFICATION: VRT staff requests the Board delegate authority to the Chief Executive Officer to finalize and execute the contract modification with Alexander Clark Printing pursuant to Resolution VBD23-038 Alexander Clark Printing Contract Modification.

ORDER OF REVIEW

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

Signature: _____

Date Approved: _____

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

Signature: _____

Date Approved: _____ Resolution Number: _____

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

Signature: _____

Date Approved: 10/3/2022 Resolution Number: VBD22-023

**VALLEY REGIONAL TRANSIT BOARD RESOLUTION
ON-CALL PRINTING SERVICES
RESOLUTION VBD23-038**

**BY THE BOARD OF VALLEY REGIONAL TRANSIT TO MODIFY THE
CONTRACT WITH ALEXANDER CLARK PRINTING FOR ON-CALL PRINTING SERVICES**

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

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

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

WHEREAS, Valley Regional Transit needs require a professional services agreement with a qualified on-call printing firm; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year 2024 budget; and

WHEREAS, Valley Regional Transit executed a contract with Alexander Clark Printing to provide On-Call Printing Services on October 19, 2021; and

WHEREAS, a contract modification is required to establish the not to exceed amount with Alexander Clark Printing of \$150,000 for the remainder of the three-year contract term; and

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

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

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

Section 1. That the Board of Valley Regional Transit approve the contract modification with Alexander Clark Printing for the not to exceed amount of \$150,000 for the three-year term of the contract.

VBD23-038

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

Section 3. That this Resolution VBD23-038 shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 2nd day of October 2023.

APPROVED by the Board Chair this 2nd day of October 2023.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC	Administrative Appeals Policy Update
DATE	October 2, 2023
STAFF MEMBER	Jason Rose, Communications Director

Staff Recommendation/Request

Staff requests the Board of Directors approve Resolution VDB23-036 regarding the VRT Administrative Appeals Policy update (policy 1.32.00).

Summary:

The purpose of this policy is to establish an appeal process the public can utilize that addresses decisions made by either the Chief Executive Officer (CEO) or through the delegation of decision-making authority, by VRT staff, and authorizes the CEO and Executive Board to consider appeals of Determination as provided herein and make final determinations on the disposition of those matters.

The Administrative Appeals Policy, approved in October 2020, was due for review. VRT staff periodically review policies, and the most recent review of the policy has been completed. VRT staff updated the policy to reflect title changes from Executive Director to Chief Executive Officer.

Fiscal Impact:

No financial impact is expected.

More Information

Attachments:

Administrative Appeals Policy
Resolution VDB23-036

For detailed information contact: Jason Rose, Communications Director, 208.258.2739, jrose@valleyregionaltransit.org

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Valley Regional Transit Administrative Appeals Policy RESOLUTION VBD23-036

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE VALLEY REGIONAL TRANSIT ADMINISTRATIVE APPEALS POLICY

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

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

WHEREAS, Valley Regional Transit desires to ensure transparency and provide adequate assurances that the public’s interest is being met in the administrative decision-making process; and

WHEREAS, the Valley Regional Transit Board of Directors approved the Administrative Appeals Policy on October 5, 2020 pursuant to resolution VBD20-015; and

WHEREAS, The Chief Executive Officer (CEO) is granted authority to make administrative decisions on behalf of the Authority, and to delegate appropriate authority to other staff within the organization; and

WHEREAS, the administrative appeals policy will provide for one process to cover all administrative decisions; and

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

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

Section 1. That the Board of Valley Regional Transit approves the updated Valley Regional Transit Administrative Appeals Policy. This update reflects the title change of the Executive Officer to Chief Executive Officer in 2023.

Section 2. That this Policy shall be in full force and effective immediately upon its
VBD23-036

adoption by the Board of Valley Regional Transit and its approval by the VRT Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 2nd day of October 2023.

APPROVED by the Board Chair this 2nd day of October, 2023.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



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

Policy Number: 1.32.00

Resolution Number: VBD23-036

Policy Title: Administrative Appeals

Signature of Board Chairperson

Date

Signature of Chief Executive Officer

Date

STATEMENT OF POLICY

As a public entity, Valley Regional Transit Authority (“VRT” or “the Authority”) desires to ensure transparency and provide adequate assurances that the public’s interest is being met in the administrative decision-making process. Pursuant to Idaho Code Section 40 - 2109 (5), the Valley Regional Transit Board may adopt resolutions consistent with law, as necessary, for carrying out the purposes of Title 40, Chapter 21. The Chief Executive Officer (CEO) is granted authority to make administrative decisions on behalf of the Authority, and to delegate appropriate authority to other staff within the organization. This policy establishes an appeal process the public can utilize to address decisions made either by the CEO, or through the delegation of decision-making authority, by VRT staff, and authorizes the CEO / CEO and Executive Board to consider appeals of Determinations as provided herein and make final determinations on the disposition of those matters.

DEFINITIONS

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

ADMINISTRATOR is defined as the representative of the Authority who has made a Determination and is a staff member or members to whom authority has been delegated by the CEO CEO to make Determinations in a specific area.

AFFECTED PERSON is defined as “Any person or entity having a bona fide material interest in, and whose interest is adversely affected by, a VRT Determination or failure to make a Determination.

AUTHORITY is defined as the Valley Regional Transit Authority.

APPEAL is defined as the timely written appeal of a Determination or lack of a Determination by the CEO or an Administrator. The Appeal shall be captioned "Notice of Appeal" which shall be dated and signed by the Appellant(s) and which shall include the name, address, email and phone number of the Appellants, and shall include a copy of the Determination being appealed.

APPELLANT shall mean a Party who has timely filed an Appeal.

BOARD, EXECUTIVE BOARD, CEO shall each have the meaning ascribed to them under Idaho Code Title 40, Chapter 21, and/or the Valley Regional Transit bylaws.

DAYS: All references to days in this policy shall be defined as business days and not calendar days.

DETERMINATION is defined as the decision, order, requirement, grant, award or other action of particular applicability by an Administrator or the CEO which makes a determination regarding the obligations of, services provided, or funds administered by VRT to one (1) or more specific persons.

FILE, when used as a verb, shall mean delivering in person to Authority's main office at 700 NE 2nd Street, Meridian, Idaho, between 8 a.m. and 4:30 p.m., week days, holidays and office closure days excluded, or by mail or email to the Executive Assistant documents intended to be part of the official Record of the Appeal along with a written statement identifying the Affected Person(s) and their physical addresses, phone and email contact information.

LAW shall mean applicable provisions of the federal and Idaho state constitutions, statutes, the ordinances of the applicable city or county, and, when appropriate, any and all rules and regulations which may be promulgated thereunder.

MONTH: A calendar month

PARTY shall mean an Affected Person who has properly filed an Appeal in a contested matter before the VRT.

PERSON is defined as any individual, partnership, corporation, association, governmental subdivision or agency, or public or private organization or entity of any character.

PERSONAL PROPERTY means and includes money, goods, chattels, things in action and evidences of debt.

PROPERTY: Means and includes real and personal property.

REAL PROPERTY: Means and includes lands, tenements, and hereditaments.

RECORD shall mean the original of all documents or information submitted to or relied upon by an Administrator, CEO and Executive Board respectively in making a Determination.

STATE: The state of Idaho

WRITTEN: Means and includes printed, typewritten, photocopied, scanned, mimeographed, and emailed, or otherwise reproduced in permanent visible form.

YEAR: A calendar year

POLICY

INTERPRETATION OF LANGUAGE:

All words and phrases shall be construed according to the common and approved usage of the language, but technical words and phrases and such others as may have acquired a peculiar and appropriate meaning in the law shall be construed and understood according to such peculiar and appropriate meaning.

GRAMMATICAL INTERPRETATION:

The following grammatical rules shall apply unless it is apparent from the context that a different construction is intended:

- A. Gender: Each gender includes the masculine, feminine and neutral genders.
- B. Singular and Plural: The singular number includes the plural, and the plural includes the singular.
- C. Tenses: Words used in the present tense include the past and the future tenses and vice versa, unless manifestly inapplicable.

CONSTRUCTION:

The provisions of the laws and regulations pertaining to the Authority, and all proceedings under them, are to be construed with a view to effect their objects and to promote justice.

SAVING AND SEVERABILITY CLAUSE:

It is declared to be the legislative intent that the provisions and parts of this code shall be severable. If any paragraph, part, section, subsection, sentence, clause or phrase of this code is for any reason held to be invalid for any reason by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this code.

DETERMINATIONS

Any person desiring a Determination from the Authority must file a written request for a Determination to the CEO. The CEO will decide whether the requested Determination will be made by an Administrator or the CEO in accordance with VRT policy. An Administrator or the CEO, in their discretion, may consider the request and information as submitted, ask for additional information to be submitted, consider other expert opinion and/or call an informal hearing to gather additional information. Oral presentations shall be recorded. A written Determination responding to the written request will be issued stating the grounds therefor

by the Administrator or CEO, as applicable, within ten (10) business days after the request is filed. Failure to issue a Determination within ten (10) business days shall immediately thereafter be deemed a denial of the request and is subject to appeal in accordance with this policy.

APPEALS:

1. An Appeal shall set forth with specificity all bases for the Appeal, including without limitation, the particulars regarding any claimed error or abuse of discretion and shall include:
 - a. the facts upon which the Appeal is based;
 - b. the particular provisions of VRT policy or procedures involved;
 - c. the law upon which the Appeal is based;
 - d. the particular relief which is sought;
 - e. the reasons for the requested relief and the legal support for those reasons;
 - f. the name of the Administrator or the CEO issuing the Determination, as applicable, and
 - g. the name, address, email (if any) and phone number of the Appellant.
2. An Appeal may:
 - a. seek reversal, modification or clarification of a Determination.
3. Appeals of a Determination by an Administrator are considered by the CEO. Appeals of a Determination by the CEO are considered by the Executive Board. Decisions by the CEO regarding an Appeal of an Administrator's Determination will be considered a Determination by the CEO for purposes of appeal to the Executive Board. The date of a Determination is the date the written Determination was issued.
4. Subject to applicable law, the methodology and/or procedure for conducting informal hearings or meetings to consider an Appeal rests in the sole discretion of the Administrator, CEO or Executive Board, as applicable.

POLICY

- I. Appeals of a Determination or failure to make a Determination:
 - A. Appeal: Within ten (10) business days following the date of a Determination by an Administrator or the CEO, an Appellant desiring to pursue an Appeal must:
 - i. File an Appeal in writing with the CEO, which includes all required elements of an Appeal and any other relevant information.
 - ii. All Appeals permitted or authorized by this policy shall be filed before five o'clock (5:00) P.M. of the tenth (10th) business day after the subject Determination has been made or the date an Administrator or the CEO failed to make the subject Determination and said request of Determination was deemed to be denied.
 - iii. In making a Determination on an Appeal, the CEO shall have ten (10) business days to issue a Determination, which may affirm, modify or withdraw the

Determination by the Administrator. The CEO may, at his or her discretion, also call for an informal hearing to receive information, request additional documents or information, request submission of expert opinion(s), or take other action reasonably related to assisting the CEO in ruling on the Appeal. Oral presentations shall be recorded and copies of such recordings shall be digitally provided to Parties who request them in writing.

- iv. In the case of an Appeal based on a denial due to failure of an Administrator to make a Determination, the Appeal shall be made within ten (10) business days of such Determination constituting a denial.
- v. The CEO shall issue a written Determination on the Appeal within ten (10) business days of receipt of the Appeal. If the CEO fails to issue a Determination on an Appeal within the ten (10) day period, then the Appeal shall be deemed denied for purposes of an appeal to the Executive Board.
- vi. A copy of the written Appeal Determination by the CEO shall be mailed or emailed to the Parties no more than ten (10) business days after the Protest Ruling is made.

II. Transmittal:

The Administrator or CEO whose Determination is under Appeal shall transmit to the CEO or Executive Board, whichever applies, the original of all papers constituting the Record in the case and the digital recordings of oral presentations, together with the subject Determination and shall provide a statement verifying that all procedural requirements for the appeal have been satisfied.

- ## III. Executive Board Informal Hearing and Notice:
- If an Appellant desires that an informal hearing be conducted on their Appeal of the CEO's Determination, they must state their request for such a hearing in their Appeal. If the Appellant requests a hearing or the CEO elects to have a hearing, then a hearing shall be held to allow the Parties to present their appeals. The Executive Board shall set the matter for hearing and give at least five days written notice before the hearing of the date, time, place and purpose thereof to the Appellant at the last known address provided by the Appellant in their Appeal. If no hearing is requested by the Appellant, the matter may be decided by the Executive Board based on the Record for the Appeal. Appellant(s) shall be notified of the right to request a copy of Record and the cost thereof.

IV. Scope of Review on Appeal:

- A. The appellate reviews will be based only on matters, which were previously considered by the Administrator, or CEO as evidenced by the Record, together with any oral presentation and written legal arguments submitted on Appeal. No new matters, facts or evidence will be permitted on Appeal.

- B. The Executive Board or the CEO considering the Appeal, as provided in this policy, may affirm, reverse or modify, in whole or in part, the Determination.
- C. Furthermore, the case may be remanded to the Administrator or the CEO, as applicable, for further consideration with regard to specific criteria stated by the Executive Board or CEO, as the case may be.
- D. Within thirty (30) days after the hearing on an Appeal to the Executive Board (or after the appeal is received if a hearing is not held), a Decision on Appeal shall be made by the Executive Board in writing, signed, and dated and shall include the statement “THIS IS THE VALLEY REGIONAL TRANSIT AUTHORITY DECISION ON APPEAL”. The Decision on Appeal will state the reasons for the decision and shall be binding on all Parties to the Appeal. A written copy of the Decision on Appeal shall be transmitted to the Parties within five business days of the date of the Decision on Appeal.

Adoption Date: 10/05/2020

Effective Date: 10/05/2020

Last Revised Date: 10/02/2023

Last Reviewed Date: 10/02/2023

Replaced: N/A

Supporting Documents: N/A

AUTHORIZATION FOR EXPENDITURE BOARD OF DIRECTORS

PROCUREMENT DESCRIPTION: Two-Way Radio Services

TOTAL COST: Not to exceed \$80,000.

PURPOSE/ACTION: To provide two-way radio services for VRT fleet vehicles

SCOPE OF WORK: VRT is seeking a vendor to provide services, supporting equipment and maintenance for all VRT vehicles currently using Motorola Equipment in Ada and Canyon County for two-way radio communications.

DISCUSSION: VRT planned a phased radio system upgrade. The first phase would replace all equipment that was outdated and no longer supported on current radio system. The second phase would upgrade infrastructure to allow radio communications in all areas where VRT provides services.

VRT Board of Directors approved Resolution VBD22-025 on October 3, 2022, which allowed VRT to start on phase one, to replace old analog radios with digital radios. Phase one was completed in September 2023.

ALTERNATIVES: The current two-way radio system does not allow consistent communication between dispatch staff and drivers, that operate out of Canyon County. The loss in communication mainly occurs when buses are in Boise. Communication is also lost between dispatch staff and drivers when equipment fails on the repeaters located at Squaw Butte and Table Rock.

The industry standard is to provide the most efficient, effective, and dependable communication for contracted dispatch staff and drivers. If communication is not available during an emergency, it is a safety concern that can be almost eliminated by using cellular radio services. Cellular radios do not rely on repeater equipment, as they use the same cell towers as a cell phone.

FISCAL IMPACT: The funding for the transition to cellular radio services was included the FY2022 budget, **Resolution VBD21-028**, approved on August 2, 2021. A portion of this funding was used to purchase replacement radios in phase one. VRT staff will ensure that expenses to implement phase two remain within the project budget. Ongoing annual operational costs will continue to be included in operational budgets each fiscal year.

RECOMMENDATION/JUSTIFICATION: VRT issued RFQ 2023-10-04, requesting proposers submit bids to for two-way radio services. Proposers were requested to provide bids for both radio solutions, two-way and cellular. VRT staff identified cellular two-way radio service as the best option.

VRT staff determined Intermountain Communications provides the best value and coverage for VRT. The radio equipment purchased in the first phase are compatible with a cellular system and programming and labor will be the costs incurred to transition to cellular radio service.

POST RFP/FINAL SELECTION OF PROJECT: VRT staff recommends the Board of Directors approve **Resolution VBD23-040** for Two-Way Radio Services and award the contract to Intermountain Communications with a not to exceed amount of \$80,000 over a two (2) year period.

ORDER OF REVIEW

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

Signature: _____

Date Approved:

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

Signature: _____

Date Approved: Resolution Number:

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

Signature: _____

Date Approved: October 2, 2023 Resolution Number: VBD23-040

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

TWO-WAY RADIO SERVICES RESOLUTION VBD23-040

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVAL OF A CONTRACT WITH INTERMOUNTAIN COMMUNICATIONS TO PROVIDE TWO-WAY RADIO SERVICES

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

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

WHEREAS, VRT needs to establish a two-way radio services agreement with a qualified radio service provider; and

WHEREAS, VRT is expected to provide the most efficient, effective, and dependable communication for contracted dispatch staff and drivers; and

WHEREAS, VRT issued RFQ 2023-10-04 and following a review of quotes, Intermountain Communications provides the best value and price; and

WHEREAS, VRT will contract with Intermountain Communications for two-way radio services for two (2) years, not to exceed \$80,000; and

WHEREAS, VRT included the budget for this expenditure in the fiscal year 2022 budget; and

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

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

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

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

Section 1. That the Board of Valley Regional Transit award a contract to Intermountain Communications for two -way radio services following procurement RFQ 2023-10-04 not to exceed \$80,000 for two (2) years.

Section 2. That the Board of Valley Regional Transit delegate authority to the CEO to finalize and execute the contract.

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

ADOPTED by the Board of Valley Regional Transit, this 2nd day of October, 2023.

APPROVED by the Board Chair this 2nd day of October, 2023.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

2024 Proposed Meeting Schedule

Executive Board Meetings 2024	VRT Board Quarterly Meetings 2024
Monday, January 8 (<i>second Monday</i>) 11:00 am to 12pm <i>Full Board joins Executive Board at noon</i>	Monday, January 8 12:00 pm to 2:00 pm
Monday, February 5 (Joint meeting with the RAC) 11:00 am to 1:00 pm	
Monday, March 4 11:00 am to 1:00 pm	
Monday, April 1 11:00 am to 12:00 pm <i>Full Board joins Executive Board at noon</i>	Monday, April 1 12:00 pm to 2:00 pm
Monday, May 6 11:00 am to 1:00 pm	
Monday, June 3 11:00 am to 1:00 pm	
Monday, July 1 11:00 am to 1:00 pm <i>Full Board joins Executive Board at noon</i>	Monday, July 1 12:00 pm to 2:00 pm
No Executive Board Meeting in August	
Monday, September 9, 2024 (<i>Second Monday</i>) 11:00 am to 1:00 pm	
Monday, October 7 11:00 am to 12:00 pm <i>Full Board joins Executive Board at noon</i>	Monday, October 7 12:00 pm to 2:00 pm
Monday, November 4 11:00 am to 1:00 pm	
Monday, December 2 11:00 am to 1:00 pm	TENTATIVE Monday, December 16, 2024 at 12:00 pm Holiday Lunch – VRT Board and COMPASS Board, Nampa Civic Center

More Information: Paula Cromie, Executive Assistant, 208-258-2706, pcromie@valleyregionaltransit.org



2025 Meeting Schedule

Executive Board Meetings 2025	VRT Board Quarterly Meetings 2025
Monday, January 6 11:00 am to 12:00 pm <i>Full Board joins Executive Board at noon</i>	Monday, January 6 12:00 pm. to 2:00 pm
Monday, February 3 (Joint meeting with RAC) 11:00 am to 1:00 pm	
Monday, March 3 11:00 am to 1:00 pm	
Monday, April 7 11:00 am to 12:00 pm <i>Full Board joins Executive Board at noon</i>	Monday, April 7 12:00 pm to 2:00 pm
Monday, May 5 11:00 am to 1:00 pm	
Monday, June 2 11:00 am to 1:00 pm	
Monday, July 7 11:00 am to 1:00 pm <i>Full Board joins Executive Board at noon</i>	Monday, July 7 12:00 pm to 2:00 pm
No Executive Board meeting in August	
Monday, September 8 (<i>Second Monday</i>) 11:00 am to 12:00 pm	
Monday, October 6 11:00 am to 12:00 pm <i>Full Board joins Executive Board at noon</i>	Monday, October 6 12:00 pm to 2:00 pm
Monday, November 3 11:00 am to 1:00 pm	
Monday, December 1 11:00 am to 1:00 pm	TENTATIVE Monday, December 15, 2023 at 12:00 pm Holiday Lunch – VRT Board and COMPASS Board, Nampa Civic Center

More Information: Paula Cromie, Executive Assistant, 208-258-2706, pcromie@valleyregionaltransit.org





TOPIC	Transit Asset Management Targets for Fiscal Year 2024
DATE	September 19, 2023
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

This is an action item. Staff requests the Board of Directors accept the Transit Asset Management targets for fiscal year 2024.

Summary

The Federal Transit Administration (FTA) has published a final rule to define the term *state of good repair* (SGR) and to establish minimum Federal requirements for transit asset management (TAM) that will apply to all recipients and subrecipients of Chapter 53 funds that own, operate, or manage public transportation capital assets. This final rule requires public transportation providers to develop and implement TAM policies, plans, and targets. Participating agencies in the TAM Group Plan are Valley Regional Transit (VRT), Boise State University (BSU) and Ada County Highway District (ACHD) Commuteride. All participating agencies have agreed to follow the TAM Group Plan requirements, which requires: 1) scoring of assets; 2) analyzing scores based upon current and future needs to maintain service; and 3) setting of targets for each category of assets.

Valley Regional Transit (VRT) staff started setting aspirational targets in fiscal year 2021. Aspirational targets cover a horizon period of four years. This aspirational target will cover fiscal years 2021- 2024. VRT sets TAM targets by category: rolling stock, equipment, and facilities.

VRT bases rolling stock and equipment targets on the percentage of assets meeting or exceeding the Useful Life Benchmark (ULB). Facility targets are the percentage of facilities with a condition rating below an overall SGR score of 3.0. Therefore, a low target percentage is optimum in all cases.

The ULB is the expected lifecycle of a capital asset for a particular transit agency's operating environment, or the acceptable period of use in service for a particular transit agency's operating environment. FTA provides default useful life benchmarks for vehicle types.

The TAM Targets attachment indicates how the TAM Group Plan participants and the region is doing in meeting its targets. The TAM Targets attachment shows the following data for each category:

- Actual performance since FY17
- Performance results for current year
- Difference or variance between the target set and the actual performance for current year
- The next fiscal year's target

Findings

- Rolling Stock met the target for FY23. The target for rolling stock assets that met or exceeded their ULB was 24.67%, and 23.85% of the groups rolling stock met or exceeded the ULB. The same target is proposed for rolling stock in FY24, 24.67%.
- Equipment did not meet the target for FY23. The target for equipment that met or exceeded their ULB was 12.70% and 27.78% groups equipment exceeded the ULB. This target was not met due to supply chain issues for replacements causing significant delays. The same target is proposed for equipment for FY24, 12.70%.
- Facilities exceeded the target for FY23. The target for facilities that have a condition rating of 3.0 or lower was 42.86% and only 10% of the groups' facilities scored 3.0 or lower. The same target is proposed for facilities for FY24, 42.86%.

Implication (policy and/or financial)

An inventory of assets and their corresponding SGR score will help to determine the capital projects for the future fiscal year's budget. VRT will continue to replace rolling stock and equipment as inventory becomes available. Improvements will continue to be made to facilities to continue to meet targets.

Highlights

September 2018

- Board of Directors approved Transit Asset Management Group Policy

January 2019

- Board of Directors approved Transit Asset Management Group Plan

August 2021

- Board of Directors approved updates to the Transit Asset Management Group Plan and Policy

More Information

Attachments:

TAM Targets FY2024

For detailed information contact:

Leslie Pedrosa, Chief Operating Officer, 208-258-2713, lpedrosa@ridevrt.org

Asset Category	Performance Measure	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Actual
Rolling Stock	Age - % of revenue vehicles and equipment that has met or exceeded their Useful Life	19.22%	21.25%	27.68%	2.67%	2.67%	19.82%
Equipment		64.43%	38.50%	12.70%	5.00%	5.00%	29.11%
Facilities	Condition - % of facilities with a condition rating below 3.0		33.33%	42.86%	37.50%	37.50%	30.00%

Asset Category	Performance Measure	FY23 Target	FY23 Actual	FY23 Variance	FY24 Target
Rolling Stock	Age - % of revenue vehicles and equipment that has met or exceeded their Useful Life	24.67%	23.85%	0.82%	24.67%
Equipment		12.70%	27.78%	-15.08%	12.70%
Facilities	Condition - % of facilities with a condition rating below 3.0	42.86%	10.00%	32.86%	42.86%

AUTHORIZATION FOR EXPENDITURE BOARD OF DIRECTORS

PROCUREMENT DESCRIPTION: On-Call Marketing Services – Stoltz Marketing

TOTAL COST: \$1,200,000

PURPOSE/ACTION: To modify the contract with Stoltz Marketing Group for on-call marketing services supporting Valley Regional Transit (VRT) staff.

SCOPE OF WORK: The scope of services includes professional marketing services to extend the reach and expertise of VRT staff. The on-call marketing firm helps support marketing, outreach, and public education initiatives for VRT and its services and programs. These marketing services include, but are not limited to marketing initiative planning, campaign calendar development and strategic direction, message development, campaign planning and analysis, outreach material development and creation, paid media placement and design, digital content, website support, and other marketing collateral development.

DISCUSSION: VRT conducted a competitive request for proposals for on-call marketing services and executed a contract with Stoltz Marketing Group on June 7, 2021, for three years, with two additional option years not to exceed \$800,000 for the full contract. In that time, VRT worked with Stoltz on variety of branding and marketing initiatives, including new and various service launches, the redesign of multiple websites for VRT and its programs, campaigns such as Riders Education, the branding and promotion of the City Go program, marketing collateral support, newsletter and social media content development, market research, and more. In recent months, VRT has undertaken a project to update all brand assets, including logos, guidelines, and the brand book. This included various facilitation and design work as we bring all VRT programs and services – including City Go and Safe Routes to School – into the VRT brand family. With these assets in place, VRT staff can update all brand materials to provide a consistent and improved customer experience and increase our visibility across the valley. Additionally, VRT has realized unforeseen advertising opportunities, including the ability to coordinate a broad-based, multi-year public information campaign that aligns with VRT’s goals of improving ridership and funding availability. The increased use of Stoltz services, and the potential for improved visibility through additional efforts in the coming years, results in the need to establish an updated not to exceed amount of \$1,200,000.

ALTERNATIVES: Without a contract modification, VRT staff would proceed with marketing efforts as planned within the current contract amount. This would result in less expansive marketing and communications efforts, such as the ability to utilize Over the Top (OTT) streaming advertising, a reduced public-facing campaign, and limited ability to use Stoltz services on an on-call basis. VRT staff would also take on more of the campaign-based work, resulting in a smaller campaign and a strain on day-to-day marketing and communications needs.

FISCAL IMPACT: The funding for these services were included in the fiscal year 2024 budget Resolution VBD23-025 approved on August 7, 2023 and forecasted in fiscal years 2025 and 2026 budgets.

RECOMMENDATION/JUSTIFICATION: VRT staff requests the Board delegate authority to the Chief Executive Officer to finalize and execute the contract modification with Stoltz Marketing Group pursuant to Resolution VBD23-037 On-Call Marketing Contract Modification.

Item IV. S.

ORDER OF REVIEW

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

Signature: _____

Date Approved: _____

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

Signature: _____

Date Approved: _____ Resolution Number: _____

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

Signature: _____

Date Approved: 10/2/2023 Resolution Number: VBD23-037

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

ON-CALL MARKETING SERVICES RESOLUTION VBD23-037

BY THE BOARD OF VALLEY REGIONAL TRANSIT TO MODIFY THE ON-CALL MARKETING CONTRACT WITH STOLTZ MARKETING GROUP

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

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

WHEREAS, the Valley Regional Transit staff seeks to establish a multi-year marketing and communications strategy in order to create an ongoing, comprehensive communications plan that aligns with agency strategies; and

WHEREAS, Valley Regional Transit executed a contract with Stoltz Marketing Group pursuant to VBV21-109 on June 7, 2021 to provide on-call general marketing services for three years with two additional one-year terms at an amount not to exceed \$800,000; and

WHEREAS, the Valley Regional Transit staff wishes to include a robust, integrated marketing campaign, increasing agency exposure and raising awareness and support of strategies and challenges; and

WHEREAS, the Valley Regional Transit staff wishes to make investments in both traditional and innovative creative services and media tactics and strategically use existing marketing funds; and

WHEREAS, a contract modification is required to increase the not to exceed amount with Stoltz Marketing Group from \$800,000 to a not to exceed amount of \$1,200,000 for the five year term of the contract; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year 2023 budget and forecasts for fiscal years 2024, 2025, and 2026, and this modification would reallocate existing marketing budget funds; and

WHEREAS, this contract modification would allow Valley Regional Transit staff to increase advertising services for better exposure and increased awareness with existing marketing budget; and

VBD23-037

WHEREAS, this contract modification would position Valley Regional Transit staff to better use staff resources and time; and

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

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

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

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

Section 1. That the Board of Valley Regional Transit approve RESOLUTION VBD23-037 On-Call Marketing Contract Amendment.

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

Section 3. That this RESOLUTION VBD23-037 shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 2nd day of October 2023.

APPROVED by the Board Chair this 2nd day of October 2023.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

VBD23-037

Regional Advisory Council Application

Name: Megan ZusneOrganization: LINC/ACHD ADA Advisory CommitteeJob Title within that organization: VolunteerDate: July 25, 2023

Please describe your professional experience working in human service and/or transportation agencies?

I have volunteered with the ACHD ADA Advisory Committee, and the National Multiple Sclerosis Society where served as the Boise group leader and where we discussed and advocated around accessible transportation.

What populations would you be representing on the Regional Advisory Council?

Populations I will represent include people who are new to the Boise area, specifically people with mobility related disabilities. I have MS and use a power wheelchair to navigate the world.

How will your professional background complement the work of the Regional Advisory Council?

My background is as a regional manager of several bookstores. I was responsible for event planning and communicating with the public. As a member of the ACHD ADA Advisory Committee I have a good understanding of the overlap and importance of information sharing and coordination between ACHD and VRT.

What do you see as the most pressing issues for the populations you would be representing on the Regional Advisory Council?

Ensuring that we expand accessible transportation, like paratransit, as we grapple with limited resources. We also need accessible ride sharing, like Uber and Lyft. These can compliment VRT and help expand options for everybody. Finally, the RAC must be a strong voice to help realize light rail across the valley and beyond.

TOPIC	Approve Employee Handbook Changes, Delegation of Authority to Approve Employee Handbook Updates and Changes
DATE	October 2, 2023
STAFF MEMBER	Elaine Clegg

Staff Recommendation/Request

Staff requests the Board of Directors review and consider approving Resolution VBD23-034 approving changes to the Employee Handbook as presented and Delegation of Authority to approve employee handbook updates and changes to the CEO in the future.

Highlights

- Resolution VBD07-001 established policy and guidance on the development of an employee handbook and delegated authority to the Executive Director/Chief Executive Officer to implement the policies approved by the Board of Directors
- Updates and changes to VRT's employee handbook are initiated by the executive team on an as needed basis to comply with changes to employment laws and/or to respond to organizational needs
- Any updates and/or changes to the employee handbook currently require approval by the VRT Board of Directors
- The Board of Directors only meets four times per year
- The Valley Regional Transit Employee Handbook was last approved by the Board of Directors at the January 2023 meeting

Summary

Staff is requesting the Board of Directors approve changes in the Employee Handbook as presented and to delegate authority to the Chief Executive Officer (CEO) to approve procedural and policy changes to Valley Regional Transits employee handbook in the future.

Staff will always inform the board of these changes and request board acceptance with a consent agenda item at the next available meeting. This provides an opportunity for the Board to have a check on the process if needed, while allowing the day-to-day operations of the organization to be managed efficiently.

Currently, any changes made in response to changes in Federal or State employment laws or changes to organizational needs require approval by the VRT Board of Directors. This limits VRT's ability to respond quickly without scheduling a special meeting of the Board of Directors. While VRT values the Board's input and approval process, delegating authority to the CEO will provide the agility necessary to manage the employee handbook in a more responsive manner.

VRT currently works with human resources consultants to review the handbook for compliance with employment laws and to draft and/or review any procedural and policy

changes. Additionally, VRT works with legal counsel and Idaho Counties Risk Management (ICRMP) risk managers when necessary to provide input and review of changes to the employee handbook prior to approval.

VRT values our employees and employee retention is one of our priorities. Having the ability to update our employee handbook in a quick and timely manner helps with not only legal compliance, it also helps with employee relations and the satisfaction of our employees.

Summary of Changes to the Employee Handbook

Staff is requesting changes to the Employee Handbook be approved as summarized below and presented in the attached documents.

1. Formatting changes to recognize our new brand standards
2. A new letter of welcome from our new CEO
3. Edits to the about section
4. Minor wording changes to create consistent use of language
5. Discretion allowed in hiring for non-safety sensitive positions.
6. Move Hybrid Work Model Procedures to Addendum A
7. Move further information on Travel Policies to Addendum B
8. Changes to performance evaluation procedures from formal quarterly coaching to ongoing evaluation with annual formal performance review.
9. New policy to review wage schedule as needed
10. Language changes to clarify comp time policy
11. Language changes to clarify sick leave policy
12. Revise description of short-term disability for consistency with new FMLA policy
13. Language changes to clarify bereavement policy
14. Add section enabling Community Volunteer Leave
15. Expand Military Leave policy
16. Add FMLA references where appropriate
17. Add Chief-level vacation policy
18. Add section allowing donation of sick leave to other employees in need
19. Language changes to clarify accrual of leave during absences
20. Add compliance with the Family Medical Leave Act (FMLA)
21. Add Appendix A detailing FMLA policy

More Information

Attachments:

Res-VBD07-001 Employee Handbook Policy

Resolution VBD23-034 Approve Employee Handbook Changes, Delegation of Authority to

Approve Employee Handbook Updates and Changes

Employee Handbook, October 2, 2023

Redline Version of changes to the Employee Handbook

For detailed information contact: Elaine Clegg, Chief Executive Officer, 208-258-2712, eclegg@ridevrt.org

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

EMPLOYEE HANDBOOK POLICY RESOLUTION VBD07-001

BY THE BOARD OF VALLEY REGIONAL TRANSIT ESTABLISHING POLICY AND GUIDANCE ON THE DEVELOPMENT OF AN EMPLOYEE HANDBOOK, DELEGATING AUTHORITY TO THE EXECUTIVE DIRECTOR TO IMPLEMENT THE POLICY AND OVERSEE ADMINISTRATION OF THE EMPLOYEE HANDBOOK AS REQUIRED, AND REQUIRING ANNUAL REVIEW OF THE EMPLOYEE HANDBOOK BY THE EXECUTIVE DIRECTOR AND BRING RECOMMENDED CHANGES TO THE BOARD FOR CONSIDERATION AND APPROVAL

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

WHEREAS, the Valley Regional Transit employees are of primary importance to the authority; and

WHEREAS, Valley Regional Transit believes that a well informed workforce contributes to the growth and success of the work team; and

WHEREAS, Valley Regional Transit will develop, implement, and maintain an employee handbook that outlines the processes and/or procedures for administering various policies within the authority; and

WHEREAS, the policies documented in the employee handbook will focus on federal and state guidelines which establish the basics for internal policies and procedures; and

WHEREAS, the employee handbook will establish guidelines for conducting many employee aspects in regard to employment, employment status and records, employee benefit programs, timekeeping/payroll, work conditions and hours, leaves of absence, employee conduct and disciplinary action; and

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

WHEREAS, Idaho Code § 40-2108(2) and (5) provide that Valley Regional Transit, as a regional public transportation entity has power to raise and expend funds as provided

VBD07-001

in Idaho Code Chapter 21, Title 40 and to make contracts as may be necessary or convenient for the purposes of the Regional Public Transportation Authority Act; and

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

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

Section 1. That the Board of Valley Regional Transit adopt the policy and Employee Handbook- Exhibit A.

Section 2. That the Board delegates authority to the Executive Director of Valley Regional Transit to implement the policy and oversee administration of the employee handbook as required.

Section 3. That the Executive Director will review the employee handbook annually and bring recommended changes to the Board for consideration and approval.

Section 4. That this Resolution shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 17th day of January, 2007.

APPROVED by the Board Chair this ____ day of _____, 2007.

ATTEST:

APPROVED:

SECRETARY

CHAIR

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

APPROVE EMPLOYEE HANDBOOK CHANGES, DELEGATION OF AUTHORITY TO APPROVE EMPLOYEE HANDBOOK UPDATES AND CHANGES RESOLUTION VBD23-034

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING EMPLOYEE HANDBOOK CHANGES AND DELEGATING AUTHORITY TO THE CHIEF EXECUTIVE OFFICER TO APPROVE FUTURE EMPLOYEE HANDBOOK UPDATES AND CHANGES

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

WHEREAS, Valley Regional Transit employees are of primary importance to the authority; and

WHEREAS, Valley Regional Transit is committed to providing a positive work environment for its staff; and

WHEREAS, Valley Regional Transit will develop, implement, and maintain an employee handbook that contains the policies and procedures related to employment and employee conduct; and

WHEREAS, Valley Regional Transit recognizes its responsibilities and obligations as an employer to comply with various State and Federal laws such as Equal Employment Opportunity, the Fair Labor Standards Act, and the Family and Medical Leave Act; and

WHEREAS, the employee handbook establishes guidelines for conducting many employee aspects in regard to employment, employment status and records, employee benefit programs, timekeeping/payroll, work conditions and hours, leaves of absence, employee conduct and disciplinary action; and

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

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

WHEREAS, Valley Regional Transit Chief Executive Officer and staff will initiate a review of its employee handbook as needed and at a minimum annually.

VBD23-034

WHEREAS, Valley Regional Transit staff will work with human resources consultants, legal counsel, and/or Idaho Counties Risk Management Program (ICRMP) risk managers to draft and review required or proposed changes to its employee handbook prior to approval; and

WHEREAS, Valley Regional Transit requires the ability to update the employee handbook as needed in order to respond quickly to changes with Federal and State employment laws and organizational needs by action of the Chief Executive Officer; and

WHEREAS, Valley Regional Transit staff will request acceptance of any changes initiated by the Chief Executive Officer to the employee handbook through a consent agenda item on the board agenda at the next possible board meeting.

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

Section 1. That the Board of Valley Regional Transit adopt the proposed changes to the Employee Handbook.

Section 2. That the Board of Valley Regional Transit delegates authority to the Chief Executive Officer of Valley Regional Transit to approve procedural and policy changes to the employee handbook as required in the future.

Section 3. That the Chief Executive Officer reviews the employee handbook on an annual basis at minimum and approves any necessary updates and changes.

Section 4. That the Valley Regional Transit staff will request acceptance of any changes to the employee handbook through a board agenda item at the next possible meeting.

Section 5. That this Resolution shall be in full force and effect immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 2nd day of October, 2023.

APPROVED by the Board Chair this 2nd day of October, 2023.

ATTEST:

APPROVED:

SECRETARY

CHAIR

VBD23-034



Employee Handbook

Approved by Valley Regional Transit Board of Directors
October 2, 2023



Dear Valley Regional Transit employee:

Welcome to Valley Regional Transit! On behalf of your new co-workers, I want you to know how thrilled we are you have decided to join us.

You are now an integral part of VRT's team of transit professionals dedicated to providing the freedom to travel to everyone in this region. Every employee contributes directly to VRT's success. Together our team takes pride in the services we provide, the way we provide them, and our dedication to working together to make our customer's day better. We count on each staff member to play a key role in delivering excellent public transit services and to help develop an efficient, innovative, and responsive organization.

Valley Regional Transit (VRT) is a subdivision of state government formed by a vote of the residents in 1998 as the regional public transportation authority for Ada and Canyon counties. We are governed by a Board of Directors primarily composed of elected and appointed officials from the cities, counties, and highway districts within Ada and Canyon counties and special members such as colleges and universities, urban renewal districts and the Idaho Transportation Department. The Board sets the policies and budget.

VRT directly provides a variety of public and specialized transportation services in Ada and Canyon counties, including fixed-route bus service, on-demand service, paratransit service, services for older adults and persons with disabilities, and transportation to workplaces. We are the region's leader in developing, providing, and advocating for well-funded, expansive transit services that afford mobility for all users and allows this region to thrive as we grow. We are the people who help people move.

VRT is committed to safety as a primary goal. Every VRT employee is a transit "ambassador" and is asked to put riders first. Our expectations of you are simple: always provide unsurpassed customer service; be safe, professional, courteous, and friendly to our customers and to your co-workers; and treat our customers and each other with respect. Whatever your specific job, we will provide basic customer service and communications training to be effective. We'll make sure you receive the support, training, and tools you need to succeed and we will address any concerns you bring us.

We strive for a culture that welcomes everyone and has fun while we work hard. I know we can count on you and request that when you encounter challenges, which we all do, that you face them and work with your supervisor and peers to find solutions. My job is to ensure that you are well-informed about our activities and plans – that you understand where we are headed and why and know how you can play a role in getting us there.

I hope you find this work as satisfying and rewarding as I have.

Welcome aboard!

A handwritten signature in blue ink, appearing to read "Elaine Clegg", is written over a horizontal line.

Elaine Clegg
Chief Executive Officer

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I. INTRODUCTION

Better Bus Vision

Fixed route bus transit in the region that is easy to understand and easy to use. A system that goes **where people want to go when they want to get there** – in other words it comes frequently with extensive hours of service to high travel destinations, and it connects less traveled places to the larger region.

Mission Statement (Adopted by the VRT Board April 2018 – ValleyConnect 2.0)

Valley Regional Transit's (VRT) mission is to develop and manage transportation resources and to coordinate the effective and efficient delivery of safe transportation options to the region's citizens.

Vision Statement

We envision a region with adequate and secure funding to support public transportation options designed to meet the needs of citizens and businesses and to support livable, healthy, and sustainable communities.

Guiding Principles

Develop community benefit in an overall, not just a public transportation, focused manner by enhancing the ability of citizens to make a number of choices for transportation and by providing alternative transportation for those who have no choice.

Maximize public investment in transportation options throughout the region to assure that resources are utilized efficiently and effectively.

Provide connectivity to create ease of services between people, places, and modes, by assuring reasonable ways to connect between different providers and different modes are not only available but are truly easy to understand and easy to use.

Develop geographic reach to assure that the geographic locations and concerns of stakeholders, both rural and urban, are thoughtfully integrated into planning and delivery of transportation options to the greatest degree possible.

Ensure quality customer service by placing the customer as the focal point of our processes and assure that the ease of use, flexibility of service, and satisfaction are of paramount concern to Valley Regional Transit, providers, and other partners.

Be action-oriented by providing the appropriate sense of urgency not only to the matter of immediate improvements, but also for longer range planning efforts with the ultimate goal of enhanced livability for the citizens of the region.

Work as a team in collaboration with our partners, stakeholders, and the public by demonstrating our willingness to improve how we work together for the benefit of our constituents.

Communicate openly and directly and constantly in an honest manner on all things, always encouraging positive communication and creating an environment where everyone's contribution to the region is acknowledged and respected.

About Valley Regional Transit

Valley Regional Transit (VRT) is a subdivision of state government formed by a vote of the residents in 1998 as the regional public transportation authority for Ada and Canyon counties. VRT is governed by a 29-member Board of Directors primarily composed of elected and appointed officials from the cities, counties, and highway districts within Ada and Canyon counties and special members such as colleges and universities, urban renewal districts and the Idaho Transportation Department. The Board sets the policies, budget, service levels and fares.

VRT does not have direct taxing authority and is funded through a combination of voluntary contributions from our member jurisdictions based on intergovernmental agreements, advertising, fares, pass sales, and federal grants. VRT has a bus depot/operations/maintenance facility in each county, administrative offices in Meridian an underground bus station in downtown Boise and numerous bus stops with various infrastructure. Our fleet of transit buses are fueled by compressed natural gas with additional electric fueled buses and charging infrastructure in Ada County.

VRT directly provides a variety of public and specialized transportation services Ada and Canyon counties including fixed route bus service, on-demand service, paratransit service, services for older adults and persons with disabilities and transportation to workplaces.

Current VRT System

- ✓ **18 Fixed Routes** across 2 counties
- ✓ **On-Demand buses;** 4-bus system in Canyon County, service in Eagle
- ✓ **ACCESS bus:** Paratransit service to those who qualify
- ✓ **Beyond Access:** van and bus service for older adults/persons with disabilities
- ✓ **Transportation Demand Management** (CityGO) coordinating travel solutions
- ✓ **Rider Assistance;** Help-Desk, Trip planning, Navigation, Real-Time “where is my bus” map, Mobile Ticketing
- ✓ **Safe Routes to School:** providing education, encouragement and safety training for walk and bike travel to school and for school age students

In addition to those services directly operated or contracted by Valley Regional Transit, the Authority is responsible for planning and administering a variety of federal transit grant programs.

Purpose

The purpose of this employee handbook is to provide basic rules and guidelines concerning employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed within this document. VRT reserves the right to interpret, modify, or supplement the provisions of this handbook at any time.

Please understand that no employment handbook can address every situation in the workplace. If there are questions about employment, ask them. If there is any difficulty reading or understanding any of the provisions of this handbook, please contact your supervisor.

At Will Statement

Employment with VRT is “at-will.” This means employment may be terminated at any time and for any reason, with or without notice by the employee or VRT. Nothing in this employee handbook or any other VRT document should be understood as creating a guarantee of continued employment, a right to termination only for specific reasons, or pursuant to specific procedures, or of any other guarantee

of continued benefits. Only the CEO has the authority to make promises about guaranteed or continued employment, and any such promises are only effective if placed in writing signed by the CEO and specifically stating it is to have a contractual effect.

Ethics

The successful operation and reputation of VRT is built upon the principles of fair dealing and ethical conduct of employees and the public. VRT's reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. The continued success of VRT is dependent upon the public's trust, and we are dedicated to preserving that trust. Employees owe a duty to VRT and the communities we serve to act in a way that will merit the continued trust and confidence of the public.

VRT will comply with all applicable laws and regulations and expects its board, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide employees with respect to lines of acceptable conduct. If a situation should arise where it is difficult to determine the proper course of action, the matter should be discussed openly with an immediate supervisor for advice and consultation.

Compliance with this policy of ethics and conduct is the responsibility of every VRT employee. Disregarding or failing to comply with this standard of ethics and conduct may lead to disciplinary action, up to and including termination.

Introductory Period

The first 90 days of employment is considered an introductory period. During this period, employees will become familiar with VRT, job responsibilities, and the culture of the organization. At the same time, VRT will have the opportunity to monitor the quality and value of performance and make any necessary adjustments in job descriptions or responsibilities. The introductory period with VRT may be revised, as deemed appropriate, by the supervisor. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the "at-will" nature of the employment relationship.

Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image VRT presents to the public and visitors. While representing VRT, employees are expected to present a professional, clean, neat, and tasteful appearance. Dress and grooming should be appropriate according to the requirements of the position and accepted social standards. This is particularly true where jobs involve dealing with the public.

Shirts/tops must be long enough to cover the tops of pants or skirts at all times. Clothing that shows excessive cleavage is not allowed.

An employee may be sent home by his/her supervisor if he/she is found to have the following:

- Unclean clothing
- Offensive body odor
- Inappropriate attire

Supervisors may place additional requirements on attire as is appropriate for specific positions and for the safety of employees.

Attendance

To maintain a safe and productive work environment, VRT expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on VRT. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Employees may be required to work different shifts, times, days and/or locations as directed by their supervisor.

Employees who miss three (3) or more unscheduled, consecutive days may need to provide a doctor's note or other acceptable documented reason for the absence. It is the employee's responsibility to maintain consistent communication with the Authority regarding the status of their absence.

Poor attendance and excessive tardiness are disruptive. Excessive absenteeism is defined as three (3) or more occurrences in one month. Either may lead to disciplinary action, up to and including termination of employment.

Not reporting to work and not calling to report an absence for three (3) consecutive days is job abandonment and is a serious matter. Job abandonment will be considered as a voluntary termination.

Personnel Files

VRT maintains a confidential personnel file for each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

It is the responsibility of each employee to notify VRT of any changes in personal data. Mailing addresses, telephone numbers, number and names of dependents, emergency contacts, educational accomplishments, and other such status reports should be accurate and current at all times. If any personal data has changed, notify the payroll specialist within three (3) days of the change. Employees who falsify information are subject to disciplinary action up to and including termination.

Personnel files are the property of VRT, and access to the information they contain is restricted. Generally, only supervisors and management personnel of VRT who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the payroll specialist. With reasonable advance notice, employees may review their own personnel files in VRT's offices and in the presence of an individual appointed by VRT to maintain the files.

II. EMPLOYEE CONDUCT

Employee Relations

Experience has shown that when employees deal openly and directly with supervisors the work environment can be excellent, communications can be clear, and attitudes are generally positive. We believe VRT amply demonstrates its commitment to employees by responding effectively to employee concerns.

VRT strives to ensure fair and honest treatment of all employees. Supervisors and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism. Not every suggestion can be implemented; however, every effort will be made to determine the viability of suggestions.

Public Relations

Every employee represents VRT to the public. The way jobs are performed presents an image of the entire organization. The public judges VRT by how they are treated with each employee contact. Therefore, one of VRT's first business priorities is to assist the public. Nothing is more important than being courteous, friendly, helpful, and prompt in response to the public. All those who contact VRT deserve to be treated with respect. Demeaning, confrontational, or other inappropriate behavior, regardless of the circumstances, directed toward any member of the public will not be tolerated.

VRT will provide public relations and services training to all employees with extensive contact with the public. Any person who wishes to lodge specific comments or complaints should be directed to the Customer Service Department for appropriate action. Employee's personal contact with the public, manners on the telephone, and the communications sent are a reflection not only of the employee, but also of the professionalism of VRT. Positive public relations not only enhance the public's perception or image of VRT, but also pay off in greater loyalty to the organization through increased ridership and funding support.

Standards of Conduct

To ensure orderly operations and provide the best possible work environment, VRT expects employees to follow standards of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of standards of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct

- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Inappropriate use of social media or computers
- Inappropriate personal use of VRT computers

Authority Property

Employees are always expected to be respectful of VRT property. Unless specifically pre-approved by management, VRT's property is only to be used for legitimate business purposes. Any abuse, misuse, unsafe, or reckless use of VRT's property will not be tolerated.

In limited circumstances and with pre-approval from an employee's supervisor, employees may be authorized to use VRT equipment for personal use. The employee will be required to keep an accurate inventory and to return VRT property in the same condition as it left. The employee will be responsible for the cost of VRT property that is misplaced or damaged during personal use.

VRT will not tolerate property theft of any kind. Property theft includes unauthorized use of VRT's services or facilities or taking VRT property for unauthorized personal use. Every employee is responsible for making reasonable efforts to safeguard VRT's property and must report any known violations of this policy to the appropriate supervisor.

When an employee separates from VRT, he/she shall be responsible to surrender all VRT property within 24 hours, in the same condition in which it was issued.

Tobacco Use

VRT is strongly committed to maintaining and improving the health of all employees; therefore, employees have the right to work in an environment free of the hazards of tobacco. The goal is to balance the respect for individuals with the need to maintain a safe, productive, and smoke-free environment.

In keeping with the goal, no smoking or other use of tobacco products (including, but not limited to, cigarettes, pipes, cigars, snuff, chewing tobacco, e-cigarettes, or vaping) is permitted in any part of the buildings or on VRT owned or leased property, including but not limited to restrooms, break rooms, exterior entrances/exits, patios, or parking lots. Smoking, vaping, or other use of tobacco products is also prohibited in vehicles owned, leased, or rented by VRT. No additional breaks beyond those customarily allowed may be taken for using tobacco products. This policy applies to all employees, clients, contractors, and visitors.

Violations of this policy are subject to disciplinary action, up to and including termination of employment.

Outside Employment

In general, VRT does not prohibit employees from holding employment outside of VRT except in cases where the secondary employment affects performance at VRT or creates a conflict of interest. All

employees will be evaluated by the same performance standards and will be subject to the same scheduling demands regardless of any existing outside work requirements.

Conflicts of Interest

Employees have an obligation to conduct VRT business within guidelines that prevent actual or potential conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative resulting from dealings with VRT. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is like that of persons who are related by blood or marriage.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of VRT. Dealings with outside firms should not result in unusual gains for either party. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls ultimately designed to benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

No “presumption of guilt” is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative he/she disclose the possible conflict to an executive level manager of VRT as soon as possible.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which VRT does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving VRT.

Relatives of current employees may not occupy a position that will be working directly for or supervising their relative. Individuals involved in a dating relationship with another current employee are not permitted to hold a position that creates a direct reporting relationship with whom they are involved. VRT also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative relationship or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management. The individuals involved will have 30 days to decide who will be transferred to another available position or resign from VRT immediately. If that decision is not made within 30 days, management will decide who is to be transferred or, if necessary, terminated from employment.

Employees in a close personal relationship with another employee should refrain from public workplace displays of affection or excessive personal conversation.

Gifts

Employees must report, in writing, all gifts, tickets to sporting or music events, or any item having more than nominal value in excess of \$50 (fifty dollars). Employees should be very cautious about

receiving gifts from vendors who are competing for VRT's business as the receipt of such gifts might create an actual or perceived conflict of interest.

Bulletin Boards

Bulletin boards have special notices and important information that all employees will want to know about. Items to be posted on bulletin boards or anywhere on the premises must be submitted to a supervisor for prior approval. Employees are required to check bulletin boards regularly for items of interest and importance.

III. VRT POLICIES

Equal Employment Opportunity/Affirmative Action Program

Equal Employment Opportunity (EEO) laws prevent employers and their contractors from implementing discriminatory employment practices. These laws ensure all qualified persons are entitled to equal employment opportunities based on merit. Discrimination against qualified employees or applicants because of race, color, gender, national origin, disability, age, veteran status, sexual orientation, or gender identity is strictly prohibited.

VRT is committed to complying with these laws. Non-discrimination is emphasized and prevails throughout every aspect of the employment relationship, including recruitment, hiring, promotion, examination, training, performance evaluation, transfer, compensation and benefits, discipline, layoff, recall, and termination. All personnel actions are administered in accordance with the EEO laws.

VRT is further committed to taking affirmative action to encourage minorities and women to apply for employment and advancement within VRT. It is a goal of VRT to achieve an employee population representative of the locally available workforce. Successful achievement of this policy will allow VRT to reap the benefits of a diverse workforce.

VRT requires each employee to conduct him/herself in support of this policy to ensure the working environment is free from intimidation, harassment, and all other discriminatory actions. In addition, VRT management and administration will continue to encourage and implement employment practices based on fair and equitable job-related criteria. Reasonable accommodations for persons with disability, religious conviction, or belief, will be explored upon request when such accommodation would enable an otherwise qualified individual to perform the essential functions of a position. Management will conduct policy oversight.

An applicant or employee who feels his/her rights under this policy have been violated may file a complaint by contacting the CEO. If the employee is uncomfortable contacting the CEO or if he/she believes the CEO violated his/her rights under this policy, the employee may make a complaint by contacting VRT's Board chair. Supervisors, employees, and applicants may file a complaint alleging discrimination or participate in an investigation without fear of retribution or other penalty. An immediate investigation will ensue, and a response made as soon as possible. At any time, either party may pursue additional action by contacting the following external resources designed to protect Human Rights:

EEO Commission
Seattle District Office
Federal Office Building
909 1st Ave., Suite 400

Idaho State Human Rights Commission
317 Main Street
Boise, ID 83735
(208) 334-2873

Seattle, WA 98104-1061
TTY (208) 334-4751

Immigration Reform and Control Act (IRCA)

VRT is committed to employing only United States citizens and individuals who are lawfully authorized to work in the United States and does not discriminate based on citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment and regardless of the nature of the job or the number of hours or months employed, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility prior to beginning employment. Those unable to present the required documentation will not be allowed to work. Former employees who are rehired must also complete the form if they have not completed an I-9 with VRT within the past three (3) years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the payroll specialist. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Respectful Workplace

VRT is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment.

Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, gender identity, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature perceived or intentional. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or display of sexually suggestive objects or pictures, cartoons, or posters
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations
- Physical conduct that includes touching, assaulting, or impeding or blocking movements

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly as a term or condition of employment
- submission or rejection of the conduct is used as a basis for making employment decisions

- the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment

Other forms of harassment include ethnic slurs, racial jokes, verbal/physical abuse or other offensive or persistently annoying conduct directed at a person's gender, race, color, disability, national origin, sexual orientation, gender identity or age which:

- has the purpose or effect of creating an intimidating or hostile work environment
- unreasonably interferes with an individual's work performance
- otherwise adversely affects an individual's employment opportunities

Employees are responsible to make an immediate report to a supervisor if he/she experiences or witnesses sexual or other unlawful harassment in the workplace. If the supervisor is unavailable or it is believed it would be inappropriate to contact that person, employees should immediately contact any member of management. Concerns may be raised, and reports made without fear of reprisal or retaliation.

Any supervisor who becomes aware of possible sexual or other unlawful harassment must immediately advise the CEO so it can be investigated in a timely and confidential manner.

All allegations of harassment will be investigated quickly and discreetly. To the extent possible, confidentiality will be protected against unnecessary disclosure. When the investigation is completed, the accuser will be informed of the outcome of the investigation.

If the findings of the investigation indicate that a violation of this policy has occurred, VRT will take immediate and appropriate corrective and/or disciplinary action, up to and including termination of employment of the harasser. Corrective actions shall be proportional to the seriousness or repetitiveness of the offense. Specific information regarding corrective action shall be communicated on a strictly need to know basis only.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Employees who complain of harassment or discrimination, provide information related to such complaints, or oppose harassing and/or discriminating behavior, shall be protected from retaliation. Retaliation is considered as serious as prohibited discrimination or harassment. Accordingly, individuals found to have engaged in acts of retaliation shall be subject to immediate and appropriate disciplinary action up to and including termination of employment. During the complaint investigation, all parties shall be reminded that retaliation is prohibited.

Examples of retaliation include negative actions such as poor performance evaluations, changes in job duties or other negative employment decisions, laughing at, ignoring, or failing to take seriously reports/complaints of discrimination or harassment, or continuing/escalating harassing behavior after the employee objects.

Inappropriate Workplace Conduct

While it is expected that everyone in the workplace will behave in a professional manner and treat each other with dignity and respect, it does not always happen.

Inappropriate workplace conduct includes, repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, by one or more persons against another or others, at the place of work and/or in the course of employment.

The purpose of this policy is to communicate to all employees, including supervisors and executive level managers, that VRT will not tolerate inappropriate conduct. Employees found in violation of this policy will be disciplined up to and including termination.

Inappropriate behavior may be intentional or unintentional. However, it must be noted that where an allegation is made, the intention of the alleged conduct is irrelevant and will not be considered when determining appropriate disciplinary actions. What is important is the effect of the behavior upon the individual. The following are examples of inappropriate conduct (not an inclusive list):

Verbal	Slandering, ridiculing, or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks
Physical	Pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault; damage to a person's work area or property
Gestures	Nonverbal threatening gestures or glances that convey threatening messages
Exclusion	Socially or physically excluding or disregarding a person in work-related activities
E-mail	Disparaging or negative conversations or comments about the target via email

In addition, the following examples may constitute or contribute to evidence of inappropriate conduct in the workplace:

- Persistent singling out of one person
- Shouting or raising voice at an individual in public or in private
- Using verbal or obscene gestures
- Not allowing the person to speak or express him or herself (i.e., ignoring or interrupting)
- Personal insults and use of offensive nicknames
- Public humiliation in any form
- Constant criticism on matters unrelated or minimally related to the person's job performance or description
- Ignoring or interrupting an individual at meetings
- Public reprimands
- Repeatedly accusing someone of errors that cannot be documented
- Deliberately interfering with mail and other communications
- Spreading rumors and gossip regarding individuals
- Encouraging others to disregard a supervisor's instructions
- Manipulating the ability of someone to do his or her work (e.g., overloading, under-loading, withholding information, assigning meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions)
- Inflicting menial tasks not in keeping with the normal responsibilities of the job

- Taking credit for another person's ideas
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave
- Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings
- Unwanted physical contact, physical abuse, or threats of abuse to an individual or an individual's property (defacing or marking up property)

Workplace Violence Prevention

VRT is committed to preventing workplace violence and to maintaining a safe work environment. VRT has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should always be treated with courtesy and respect. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others.

Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited on the premises of VRT without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats or actual violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intervene or see what is happening.

All reports of threats or actual violence and of suspicious individuals or activities will be investigated promptly and thoroughly. The identity of the individual making a report will be protected as much as is practical. To maintain workplace safety and the integrity of its investigation, VRT may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats or actual violence or other conduct that is in violation of these guidelines may be subject to prompt disciplinary action up to and including termination of employment.

VRT encourages employees to bring their disputes or differences with other employees to the attention of their supervisor before the situation escalates into potential violence. Employees will not be disciplined for raising such concerns. VRT is committed to assist in the resolution of employee disputes.

Accommodation

VRT is committed to fully complying with the Americans with Disabilities Act as Amended (ADAAA) and ensuring equal opportunity in employment for qualified persons with disabilities.

It is the policy of VRT to provide fair and equitable employment related opportunities to qualified persons with disabilities and, upon request by such person, reasonable accommodation(s), unless accommodation would impose an undue hardship. For this policy, the term “disability” means a physical or mental impairment, whether permanent or temporary, that substantially limits one or more major life activities. A “disabled person” means any person who: 1) has a disability; 2) has a record of a disability; or 3) is regarded as having a disability. The term “otherwise qualified disabled person” means a disabled person who, with or without reasonable accommodation, can perform the essential functions of the employment position that such person holds or desires. Applicants or employees who are currently engaging in the illegal use of drugs, or whose alcohol or illegal drug abuse inhibits meeting the same standards of performance and conduct that are set for other employees are not considered disabled for the purpose of this policy.

VRT is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. VRT will follow all state or local laws that provides individuals with disabilities greater protection than the Americans with Disabilities Amendments Act (ADAAA).

This policy is neither exhaustive nor exclusive. VRT is committed to taking all other actions reasonably necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADAAA and all other applicable federal, state, and local laws.

Drug Free Workplace and Alcohol Use

In compliance with the Drug-Free Workplace Act of 1988, VRT has a longstanding commitment to provide a safe, quality-oriented, and productive work environment consistent with the standards of the region in which the Authority operates. Alcohol and drug abuse poses a threat to the health and safety of VRT employees and to the security of the Authority’s equipment and facilities. For these reasons, VRT is committed to the elimination of drug and alcohol use and abuse in the workplace.

VRT prohibits all employees, including employees performing work under government contracts, from manufacturing, distributing, dispensing, possessing, or using an illegal drug in or on company premises or while conducting Authority business. VRT employees are also prohibited from misusing legally prescribed or over the counter (OTC) drugs. Law enforcement personnel should be notified, as appropriate, when criminal activity is suspected.

VRT does not desire to intrude into the private lives of its employees but recognizes that employees’ off-the-job involvement with drugs and alcohol may have an impact on the workplace. Therefore, VRT reserves the right to take appropriate disciplinary action for drug use, sale, or distribution while off company premises. All employees who are convicted of, plead guilty to, or are sentenced for a crime involving an illegal drug are required to report the conviction, plea, or sentence to the payroll specialist within five days. Failure to comply will result in automatic termination.

VRT will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline or termination under this or other VRT policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that

they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or if they have violated this policy previously. Once a drug test has been scheduled, unless otherwise required by the Americans with Disabilities Act, the employee will have forfeited the opportunity to be granted a leave of absence for treatment, and possible discipline, up to and including termination, will be unavoidable.

This policy does not prohibit employees from the lawful use and possession of prescribed medications. However, employees must consult their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor.

- Whenever employees are working, are operating any VRT vehicle, are present on VRT premises or are conducting Authority-related work offsite, they are prohibited from:
 - using, possessing, buying, selling, manufacturing, or dispensing an illegal drug (to include possession of drug paraphernalia)
 - being under the influence of alcohol or an illegal drug as defined in this policy
 - possessing or consuming alcohol
- The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body, while performing Authority business or while in an Authority facility, is prohibited.
- VRT will not allow employees to perform their duties while taking prescribed drugs adversely affecting the ability to perform job duties safely and effectively. Employees are encouraged to provide their supervisor with information regarding any prescription medication that could potentially impair their ability to perform their job functions.
- Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency.

Drug Free Workplace Testing – Non-Safety-Sensitive Employees

As a condition of employment, all applicants are required to participate in pre-employment drug testing. These requirements are applied to non-safety sensitive employees, which all VRT employees are considered, and as such are not governed by the Federal Department of Transportation drug and alcohol regulations.

VRT employees may be required to participate in reasonable suspicion, post-accident, and follow-up drug testing upon selection or at the request of their department manager or the CEO. Testing will be performed only with the employee's knowledge and consent. However, any employee who refuses to consent to a test will be subject to disciplinary action, up to and including termination.

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture, or dispense an illegal drug in violation of this policy will be terminated. If the employee refuses to be tested, yet VRT believes he or she is impaired, under no circumstances will the employee be allowed to drive himself or herself home.

The first time an employee tests positive for alcohol or illegal drug use under this policy, will result in discipline up to and including termination.

Employees will be paid for time spent in alcohol or drug testing and then suspended pending the results of the drug or alcohol test. After the results of the test are received, a date and time will be scheduled to discuss the results of the test; this meeting will include a supervisor and the third-party Human Resource provider. Should the results prove to be negative; the employee will receive back pay for the times/days of suspension.

All drug-testing information will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among supervisors on a need-to-know basis and may be disclosed when relevant to a charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

Electronic Media

Computers, computer files, cell phones, the e-mail system, and software furnished to employees are VRT property intended for business use only. Employees should not use a password, access a file, or retrieve any stored communication without authorization.

VRT strives to maintain a workplace free of harassment and is sensitive to the diversity of its employees. Therefore, VRT prohibits the use of computers, cell phones and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment based on race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, veteran status, genetic or health information, or any other characteristic protected by law.

To enforce this policy and other policies, VRT reserves the right to conduct such searches of its property as it determines are appropriate, including searches of personal information stored in VRT's e-mail and computer systems. Accordingly, information that an employee considers private and confidential should not be stored in or accessed through VRT's information systems.

Workplace Monitoring

Employees shall have no expectation of privacy in their use of VRT property, including electronic media. Workplace monitoring may be conducted by VRT to ensure quality control, employee safety, security and client satisfaction.

Social Media Policy

VRT understands that social media can be a fun and rewarding way to share life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities.

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communication or posting information or content of any sort on the Internet, including to an individual or someone else's blog, journal, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether associated or affiliated with VRT, or not, as well as any other form of electronic communication.

Ultimately, each employee is responsible for what he/she posts online. Before creating online content, employees are encouraged to consider some of the risks and rewards that are involved. Employees should be aware that content that adversely affects their job performance, the job

performance of co-workers, or otherwise adversely affects VRT customers, clients, suppliers, or other people who work on behalf of VRT may result in disciplinary action up to and including termination.

Employees are encouraged to be fair and courteous to fellow employees, customers, clients, suppliers, or other people who work on behalf of VRT. Employees are also reminded that conflicts or complaints are more likely to be resolved through direct, face-to-face communication, rather than by posting complaints to a social media outlet. Nevertheless, if an employee decides to post a complaint or criticism, employees are asked to avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, clients, suppliers, or employees, or that might constitute harassment or bullying.

Personal Property

VRT discourages the use or storage of personal property within the facilities or vehicles. VRT will not be held responsible for the loss or damage to an employee's personal property that is brought to or left on the premises.

Employees who drive their personal vehicles to work are responsible for the security of their vehicle. VRT is not responsible for loss or damage to private automobiles parked on Authority property except for damages caused by at-fault drivers operating agency owned or leased vehicles.

Personal Devices

The purpose of this policy is to promote a safe and productive work environment. To that end, VRT expects the following:

- Cell phones and personal devices shall be turned off or set to silent or vibrate mode during meetings, conferences and in other locations where incoming calls may disrupt normal workflow.
- Employees may carry and use personal cell phones or devices while at work on a sporadic basis. If an employee's use of a personal cell phone causes disruptions or loss in productivity, the employee may become subject to disciplinary action per Authority policy.
- Use of handheld cell phones for sending or receiving text messages, reading, or taking notes while operating a VRT vehicle is strictly prohibited.

Failure to follow this policy may result in disciplinary action up to and including termination.

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

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

Responsibilities

Employees: VRT will rely on all employees to self-monitor their health and report anything that may cause a communicable/contagious disease to infect other employees.

Supervisors: All front-line supervisors shall report to their immediate manager any reports from employees where the employee suspects they may be contagious. The supervisor is to work with the employee to ensure the employee's identity, well-being, and safety is given high priority and that all HIPAA regulations are followed. The supervisor will also determine from the employee what the possible exposure is to other employees. All information shall be passed onto their manager and the HR representative working with VRT.

Managers: All managers shall make sure the supervisor knows and understands the HIPAA regulations. The managers shall monitor the situation closely and work with the HR representative assigned to VRT at that time. The manager shall ensure all regulations and procedures are followed and that all sanitation measures have been taken to ensure a safe environment for all employees.

Reimbursement Guidelines

Valley Regional Transit (VRT) may ask or require employees to work from home, temporarily, due to an active public health order. VRT recognizes employees will need certain office supplies to complete their work remotely in these instances. VRT requires employees to pick up existing office supplies from their respective VRT facility when feasible (paper, pens, etc.). When employees are unable to obtain necessary supplies from their facility, VRT will reimburse employees for the following work-related expenses.

Covered Expenses

- Personal cell phone expenses will be reimbursed up to \$50 per month
- Personal internet expenses will be reimbursed up to \$35 per month
- Mileage will be reimbursed at the current IRS issued standard mileage rate
- Printer ink will be reimbursed at the actual purchase price
- Printer paper will be reimbursed at the actual purchase price

Non-Covered Expenses (This is not a complete list. Please refer to the list of covered expenses.)

- Electricity
- The purchase of personal office equipment or furniture
- Mileage for commuting to your respective VRT facility to complete routine work assignments

Responsibilities

Employees are required to submit all requests for reimbursements, on VRT's expense report, form to their supervisor with bills or receipts for the requested reimbursements. Travel reimbursement requests need to include the date, mileage, and reason for travel.

Supervisors are required to review all requests for reimbursements to determine they are compliant with the guidelines and the appropriate documentation has been submitted.

Hybrid Work Model

The Valley Regional Transit hybrid work model gives some employees the ability to split their time between working onsite at a designated VRT location, or at a remote/offsite location. The purpose of this policy is to outline the parameters and approval process for hybrid work arrangements. Management and supervisors are responsible for administering hybrid work in accordance with this policy. Regular full-time and regular part-time employees, including probationary employees, who are regularly assigned to work 19-hours or more per week and who are in positions that meet the hybrid

work eligibility requirements may be permitted to work in a hybrid work model. Temporary staff do not qualify to work in a hybrid manner.

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

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

While some positions are conducive to hybrid work arrangements, other positions simply are not. The hybrid work model eligibility and availability are based on the position and will depend on a variety of factors. Please see Addendum A for additional information on Hybrid Work Model Procedures.

Credit Card Policy

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

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

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

Allowable Expenses

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

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

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

Ineligible Expenses

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

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

Card Holder Responsibilities

Reconciliation

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

Personal Purchases

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

Card Security

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

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

Policy Violation

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

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

Travel Policy

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

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

All travel requests shall be authorized and approved by the employee's Department Director or designee. Travelers should attempt to use the most cost-effective and efficient mode of travel after considering total time and convenience involved, as well as direct costs for airfare, mileage, taxi's, rental cars, other fares, etc.

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

The Authority will follow travel guidelines in accordance with the Fair Labor Standards Act (FSLA) when an Authority employee is required to travel. *Please reference Addendum B for more information regarding the Travel policy.*

IV. PERFORMANCE

Performance Management

The most successful performance management process occurs all year long, not just at review time. Ongoing performance management supports each employee's efforts throughout the review period, from setting goals to documenting performance to providing feedback. In addition to regular ongoing coaching, VRT has chosen to conduct one annual evaluation and your supervisor will provide ongoing coaching and feedback on your performance.

Maintaining ongoing performance-related documentation makes it easier to plan, track, evaluate, and improve employee performance. The annual reviews allow employees and supervisors to:

- Set and track goals
- Record examples of ongoing performance, including achievements, training, and critical incidents
- Document coaching sessions
- Measure performance against job descriptions, past reviews, and other performance-related documents

The performance review provides an opportunity for a one-on-one exchange between an employee and his/her supervisor for the purpose of communicating expected work standards of performance, establishing job objectives, and discussing work accomplishments and progress. Performance reviews with an overall ranking of average does not mean an employee is a poor performer but is an opportunity to grow within the current position.

Increases in pay are not directly tied to performance evaluations. Performance evaluation results will be taken into consideration should the budget allow for pay increases.

Progressive Discipline

The purpose of this policy is to state VRT's intent to administer equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

Although employment with VRT is based on mutual consent and both the employee and VRT have the right to terminate employment at will, with or without cause or advance notice, VRT may use progressive discipline at its discretion.

Disciplinary action may call for any of five steps:

- Verbal warning
- Written warning
- Final written warning
- Suspension with or without pay
- Termination

Depending upon the severity of the incident, there may be circumstances when one or more steps are bypassed.

Wage and Salary Administration

The wage and salary administration program at VRT was created to achieve consistent pay practices, comply with federal and state laws, mirror VRT's commitment to Equal Employment Opportunity, and offer competitive salaries within the labor market. Because recruiting and retaining talented employees is critical to success, VRT is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions, experience levels, and wage comparability studies. VRT periodically reviews its salary administration program and restructures it as necessary.

- Employees will normally begin at the entry level of their position pay range. However, management may choose to assign certain employees at a higher rate because of recruiting difficulty or the experience level of the candidate.
- Employees are eligible for, but not guaranteed, salary or wage increases one-time per year until the upper limit of the position's salary range is reached. Salary and wage increases are awarded based on various factors such as budget and job performance. From time-to-time salaries and wages may undergo review and be adjusted outside of the yearly increase.
- Employees who have reached the upper limit of their position's salary range will receive increases only in the event of salary range adjustments. Management will periodically analyze the wage and job responsibilities of each position and will adjust as necessary.

Job Descriptions

VRT maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

Job descriptions do not necessarily cover every task or duty that might be assigned, and additional responsibilities may be assigned as necessary. Upon hire, each employee will be required to sign a copy their job description and when any updates/changes are made to their job description.

Training

Upon hire, all new employees will receive an orientation to VRT and its policies and procedures. Continuing training for all employees will occur at regular intervals to promote a high degree of safety, skill, performance, and morale.

V. COMPENSATION

Employment Classification

It is the intent of VRT to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified time-period. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and VRT.

- **Full-time employee:** an employee who is regularly scheduled to work 40 or more hours per week and is eligible to participate in all benefit programs
- **Part-time employee:** an employee who is regularly scheduled to work less than 39 hours per week and may be eligible for some benefits

- **Temporary employee:** a full-time or part-time employee, who is working for a short, defined time-period and is not eligible for benefits

Employee Categories

VRT is subject to and complies with the Fair Labor Standards Act (FLSA) of 1938, as amended. As such, all employees are categorized as either exempt or non-exempt from the FLSA provisions. These categories determine eligibility for overtime pay.

- **Exempt Employee:** an employee who is paid a set salary, regardless of time required to complete the job, and is not eligible for overtime pay
- **Non-Exempt Employee:** a full-time or part-time employee who is paid on an hourly basis for time worked. Such employees are eligible for overtime pay

Timekeeping

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

Timecards and time off requests are to be submitted through the payroll system that VRT is currently utilizing. Full-time and part-time hourly employees must enter their time and approve their timecards prior to the employee's supervisor approving.

Exempt employees are only required to submit time off requests when they are using sick, vacation, or floating holidays.

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

It is important that time off requests and timecards are submitted in a timely manner, therefore they are due by 5pm on the Monday after the pay period is completed. Any changes to this deadline because of requirements from the payroll processor will be communicated.

Meal and Rest Breaks

While no state or federal law requires rest breaks, VRT may do so as a courtesy. The appropriate use of short breaks may increase employee efficiency and result in better customer service. A manager may determine the appropriate duration of a break for the office, up to a maximum of 20 minutes total. These breaks will be considered paid work time. Managers may discontinue breaks as needed to ensure proper staffing to meet customer demand. Unauthorized extensions of authorized work breaks will not be considered work time. Breaks may not be combined or foregone to leave earlier in the day.

In addition, all employees who work more than six hours in a day shall take a meal break. Meal breaks are not less than 30 minutes and are generally unpaid; however, employees who are required to work during the meal break will be paid for that time.

Travel Time

The time an employee spends commuting to and from work is considered “home-to-work travel” and is not considered work time. However, the time an employee spends traveling from one worksite to another for work purposes is considered work time.

Altering, falsifying, tampering with time records, or recording time on another employee’s time record will result in disciplinary action, up to and including termination of employment.

VRT takes all reasonable steps to ensure employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. Should an error occur, promptly notify your supervisor or the payroll specialist.

Overtime and Compensatory Time

Consistent with the Fair Labor Standards Act (FLSA), non-exempt employees shall receive monetary compensation at the rate of one and one-half times their regular hourly rate for overtime hours (hours worked in excess of 40 hours per week). Non-Exempt employees may accept compensatory time in lieu of overtime by so informing their supervisor prior to working the overtime and clearly documenting this on the time sheet on the week the overtime is accrued. Comp time should be used within the quarter it is accrued. Under certain circumstances an exception may be granted by the CEO. Exempt employees are not eligible for overtime or compensatory time.

Time off for sick leave, vacation leave, or holiday pay will not be considered hours worked in overtime calculations.

- All overtime must be approved by the supervisor in advance. Failure to work assigned overtime may result in disciplinary action, up to and including termination of employment.

Pay Periods

All employees are paid biweekly every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period. Pay periods for all employees shall be 14 days and will end on the Saturday before the bi-weekly pay date.

When a regularly scheduled payday falls on a day off such as a holiday, employees will receive pay on the preceding Thursday.

Employees are expected to have pay directly deposited into personal bank accounts. Employees will have access to an itemized statement of wages when VRT makes direct deposits.

Payroll Deductions

The law requires VRT make certain deductions from every employee’s compensation. Among these are applicable Federal, State, and local income taxes. VRT must also deduct Social Security taxes on each employee’s earnings up to a specified limit that is called the Federal Insurance Contributions Act (FICA), and any wage garnishments.

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

Any changes affecting payroll and deductions, including an employee’s name or tax withholdings as identified on the W-4 form, must be submitted through the payroll system that VRT is currently

utilizing no later than the final day of the pay period. Any changes to dependents for insurance purposes must be communicated to the payroll specialist the month before they start. Any changes to PERSI 401(k) deductions must be submitted in writing to the payroll specialist no later than the final day of the pay period.

VI. BENEFITS AND LEAVE

Eligible employees at VRT are provided a wide range of benefits. Benefits eligibility is dependent upon a variety of factors. Please see the summary plan description (SPD) for specific eligibility. When this handbook conflicts with the SPD and/or the benefit plan, the language of the benefit plan shall control. VRT reserves the right to modify or terminate any benefit plan at any time.

Group Health Insurance

VRT provides group medical insurance programs to all full-time employees based upon individual benefit eligibility requirements. VRT pays a portion of the medical premium for the employee and dependents.

Group Life Insurance

VRT pays 100% of the life insurance premium for employees. Details of the insurance plans are available from the payroll specialist.

Short Term/Long Term Disability

VRT pays 100% of the insurance premium for Short Term and Long-Term Disability. A regular, full-time employee may be eligible for short term disability when unable to work due to illness, pregnancy, or injury. Specific stipulations and plan details are outlined in the carrier's documentation which is available from the payroll specialist.

The short-term disability will run concurrent with FMLA and the employee must exhaust accrued paid leave including comp time, vacation, floating holiday pay, and sick leave prior to short term disability use. An employee receiving workers' compensation or disability pay under any state or federal plan is ineligible for this benefit. To be eligible for continued disability benefits, the employee must not engage in outside employment and is expected to avoid activities that may delay recovery and return to work.

Medical Certification

The employee must provide medical certification of the disability that includes the start and expected end date of the disability. This certification must be submitted to the director of human resources, who will review the certification and make a determination on benefit qualification.

Return to Work

The employee must return to work as soon as permitted by his or her health care provider. The employee must submit a fitness-for-duty clearance to the director of human resources. An employee whose absence has been designated as Family and Medical Leave Act (FMLA) leave is eligible for reinstatement as provided by the FMLA.

Employees with questions regarding this policy should contact their supervisor.

Retirement

VRT is a participant in Public Employee Retirement System of Idaho (PERSI). All VRT employees who work more than 20 hours per week for five consecutive months are defined as an employee within

the PERSI statutes and are required to participate in the PERSI Basic Retirement Plan. The Basic Plan is a defined benefit plan that pays retirement income to the employee based upon an established formula. PERSI Basic Plan contributions for both the employer and employee are set annually by the PERSI Board of Directors.

In addition to the Basic plan, PERSI also offers a 401(k) plan for participating employees known as the PERSI Choice 401(k) Plan. Employees may make voluntary contributions to the PERSI Choice plan. VRT does not match employee voluntary contributions to the PERSI 401(k) plan.

PERSI Basic and Choice plans are automatically deducted from each employee's pay before Federal and State tax withholdings are calculated. While the amounts deducted will generally be taxed when they are distributed, favorable tax rules typically apply to PERSI Basic and Choice distributions.

Complete details of the plans are described in the PERSI Handbook, which is provided to eligible employees and is available on-line from PERSI. Contact the payroll specialist for more information.

Flexible Spending Account (FSA)

VRT offers Flexible Spending Accounts (FSA) to its employees. An FSA is a voluntary account where employees can set pre-tax dollars aside to pay for eligible medical expenses. For employees that choose to participate, all funds added to their account will come solely from voluntary payroll deductions. VRT will not provide any match to the funds. However, VRT will cover all the administrative fees associated with managing their account.

Plan years are based on a calendar year. Employees that opt out at the time of hire will not be able to participate until the next open enrollment period. For employees that choose to participate, plans will go into effect the first month after their hire date. VRT's plan allows employees to carry over the current IRS maximum amount from one year to the next.

Free Transportation

Each employee, his/her spouse, and dependent children (high school age or younger) will be allowed to ride for free on any regularly scheduled transit bus operated within the VRT service area. Bus passes will be issued by customer service and must be shown to the bus driver upon each boarding.

Workers' Compensation

Workers' compensation is a no-fault insurance required by law that provides medical treatment and partial loss of wage compensation for covered workers whose injury or illness is a result of employment activities. VRT pays 100% of the cost of premiums for workers' compensation insurance.

Unemployment Benefits

VRT pays all costs of unemployment benefits required by law. Unemployment benefits provide unemployment compensation benefits to employees if an employee loses his or her job due to no fault of his or her own, such as when an employee is laid off due to lack of work. This benefit provides eligible employees with temporary income for a limited time-period until other employment is secured. State law will determine eligibility requirements and waiting period.

COBRA Health Insurance Coverage

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) provides employees and qualified beneficiaries the opportunity to continue, temporarily, health insurance coverage at group rates under VRT's health plan when a "qualifying event" would normally result in the loss of health

care insurance coverage. The type of qualifying event will determine who may elect to participate in COBRA and the amount of time that health insurance coverage will be offered to the individual under COBRA.

Qualifying Events for Employees

- Voluntary or involuntary termination of employment for reasons other than gross misconduct
- Reduction in the number of hours of employment
- Covered employee's becoming entitled to Medicare
- Divorce or legal separation of the covered employee
- Death of the covered employee
- Loss of dependent child status under the plan rules

Eligibility

To be eligible for COBRA coverage, the employee must have been enrolled in VRT's health insurance plan and the plan must continue to be in effect for eligible employees.

The COBRA administrator will provide each eligible employee with a written notice describing rights granted under COBRA when employees become eligible to participate in VRT's health insurance plan. The notice contains important information about employees' rights and obligations. Employees will have 60 days from the date VRT's insurance ends or 60 days from the date the employee receives such information, whichever is later, to elect continued coverage under COBRA.

Bereavement Leave

Full-time employees who wish to take time off due to the death of an immediate family member should notify his/her supervisor immediately. VRT defines "immediate family" as the employee's spouse, parent, child, sibling; mother-in-law; father-in-law; son-in-law; daughter-in-law; brother-in-law; sister-in-law; grandparent; or grandchild.

Bereavement leave will be paid as follows:

- Three (3) consecutive workdays if the location of the funeral is less than 200 miles from Boise, Idaho
- Four (4) consecutive workdays if the location of the funeral is more than 200 miles from Boise, Idaho
- An employee may take additional days of accrued leave, if necessary and approved by the employee's immediate supervisor

Pay for bereavement leave will be computed based on the employees' normal hours worked per day. This leave is not considered in the calculation of overtime pay.

Dishonesty in reporting a death will be considered a falsification of payroll records and may be subject to discipline up to and including termination.

Holiday Pay

Holiday pay is for the days when VRT is normally closed in recognition of a holiday. The following are recognized as paid holidays for full-time employees:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas
- Five (5) Floating Holidays (Floating holidays must be used in full workday increments, just like any other holiday)

The following are recognized as paid holidays for part-time employees:

- Thanksgiving
- Christmas
- Five (5) Floating Holidays (Floating holidays must be used in full workday increments.)

Holidays will be paid at the rate of eight (8) hours per day for full-time employees or six (6) hours per day for part-time employees. Non-exempt employees who are normally paid for four 10-hour days shall be paid the rate of ten (10) hours per normally worked day.

Floating Holidays

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

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

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

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

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

Community Volunteer Leave

VRT recognizes the value employees bring to the community when they volunteer their time in support of community programs.

For those continuously employed for at least six months, Community Volunteer Leave allows employees to take up to one day of sick leave (up to 8 hours in one workday for non-exempt employees) every six months to participate in manager-approved community volunteer programs that positively impact the quality of life within the community.

Employees interested in this opportunity should meet with their manager to discuss their volunteer choice, schedule, and to receive approval. Community Volunteer Leave should not conflict with

peak work schedules, other work-related responsibilities, create the need for overtime, or cause conflicts with other employees' schedules.

Jury Duty

VRT encourages employees to fulfill their civic responsibilities by serving jury duty when required. Full-time employees called upon to serve jury duty will be paid the difference between the jury fees and the employee's base wages for the days of service.

When an employee is required to report for jury duty and is released for all or part of a day, he/she shall report to his/her supervisor for work for the day or balance of the day.

Personal Leave of Absence

Employees who require time off in addition to vacation or sick days may request a personal leave of absence without pay for up to a maximum of 30 days. An extension may be approved in limited circumstances. All regular employees employed for a minimum of 90 days are eligible to apply for an unpaid personal leave of absence. Job performance, absenteeism and departmental requirements will all be taken into consideration before a request is approved. Please contact the payroll specialist for more information on leave request procedures.

The employee must return to work on the scheduled return date, or the employee will be considered to have voluntarily resigned from his/her employment. Extensions of leave will be considered on a case-by-case basis.

It is the employee's responsibility to maintain consistent communication on approved leaves-of-absence with the Authority regarding the status of their leave and adequate notice of employee's return-to-work date(s).

Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) for full-time and part-time employees (excluding seasonal or temporary employees). Advance notice of at least two weeks from military service is required, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable. VRT will attempt to accommodate the work schedule of all full-time regular employees who are required to participate in military training or active duty.

For employees in the Reserves who must take time off for Reserve training and who are not on active duty: If training pay is less than the employee's regular rate of pay, VRT will make up the difference, less applicable payroll deductions for the days missed for training up to the equivalent of 40 hours of straight pay for a given workweek. Overtime will not be considered for this calculation. Employees desiring to use this benefit must provide 14 days' notice of leave and government issued orders or documentation of training and pay received.

Employees may use any available paid time off for the absence in the following order: comp time, vacation time, floating holiday, sick leave. If any employee chooses to take unpaid leave while on Reserve training, they will be required to cover their portion of their health benefit premiums.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time.

Unless doing so creates an undue hardship, employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Sick Leave

Beginning on the first day of the month following completion of 30 days of service, each full-time employee shall receive eight (8) hours of sick leave per month. Time spent on vacation or holiday, or FMLA leave counts as time worked for purposes of this calculation.

Sick leave may be used in the following situations:

- Personal illness
- Medical appointments
- Injury not arising in the course of employment, but requiring medical attention
- Quarantine
- Illness of a member of the employee's immediate family necessitating the employee's absence from duty
- When an employee is not able to report for work at their assigned time due to the conditions mentioned above, they shall notify a supervisor at least one hour before the start of the assigned work, or as soon as possible.
- Employees who miss three (3) or more unscheduled, consecutive days may need to provide a doctor's note or other acceptable documented reason for the absence. (See section on Attendance) **It is the employee's responsibility to communicate with the Authority regarding the status of their leave and return to work date(s).**

Any employee who is unable to report to work for one of the above reasons but has exhausted accrued sick leave, or exhausts sick leave during the absence, may be placed on an unpaid personal leave of absence. Vacation time and/or floating holidays may only be used in accordance with the vacation benefits and holiday pay policies.

Approved sick leave shall be paid at straight time and will not be considered in overtime calculations. Employees may accumulate up to 800 hours of sick leave. Employees retiring at age 65 or older shall have their accumulated sick leave balance converted to a cash payout equal to the rate of fifty cents on the dollar at the employee's current straight time rate of pay.

Habitual absenteeism and misuse of sick leave is a violation of VRT policies. Those who abuse sick leave may be subject to disciplinary action up to termination of employment.

Vacation Benefits

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

First full pay period worked through end of 4 th year	80 hours per year or 3.33 hours twice a month
Start of 5 th year through end of 9 th year	120 hours per year or 5.00 hours twice a month
Start of 10 th year through end of 14 th year	160 hours per year or 6.67 hours twice a month
15 or more years	200 hours per year or 8.33 hours twice a month

For Chief-level positions, vacation will generally accrue based upon the schedule below:

First full pay period worked through end of 4 th year	120 hours per year or 5.00 hours twice a month
Start of 5 th year through end of 9 th year	160 hours per year or 6.67 hours twice a month
Start of 10 th year or more	200 hours per year or 8.33 hours twice a month

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

First full pay period worked through end of 4 th year	120 hours maximum accrual
Start of 5 th year through end of 9 th year	160 hours maximum accrual
Start of 10 th year through end of 14 th year	200 hours maximum accrual
15 or more years	240 hours maximum accrual

Employees are eligible to begin using vacation time as soon as it is accrued. Negative vacation balances are not allowed.

Determination of the number of full-time employees who may be permitted to be on vacation at any one time shall rest with management.

To utilize vacation leave, employees must submit a time off request through the payroll system prior to the requested leave date.

Full-time employees retiring or terminating employment shall be compensated for their accrued vacation hours at their current hourly rate of pay.

Donated Sick Leave

Employees who donate sick must maintain 100 accrued sick leave hours. Employees may donate accrued sick leave hours that exceed their 100-hour reserve up to 40 sick leave hours to other employees with serious personal or family medical circumstances that have exhausted their accrued sick days, vacation days, comp time, holiday comp time, and other leave. Employees seeking to make such donations must, however, provide a written request to their manager.

The donation and receipt of donated leave is subject to the approval of the Department Chief, Director or CEO, for both the donating and receiving employees. Evaluation may include prior satisfactory attendance, with no history of leave abuse. Employees receiving workers' compensation benefits through VRT are not eligible to receive donated leave. Donated sick hours are converted into the same number of sick hours for the recipient, regardless of the employees' regular hourly pay rates or salaries. Names of donors and recipients must be kept confidential.

Donations to a specific employee by several other employees may not total more than forty-eight (48) days. One employee cannot donate more than 40 hours to another employee per incident. The manager has the right to schedule how the recipient may use the donated leave, but at all times, expects the recipient to return to work as soon as personal or family health allows. Employees who report a personal incapacity to work at the end of leave may be required to provide medical certification of such incapacity.

If the recipient of donated sick leave returns to work before all donated sick leave has been used, the recipient forfeits the donated leave. Donors of unused sick leave will not be credited back the unused balance.

Accrual of Paid Leave Benefits During Paid Leave

All employees who are on paid leave such as vacation leave, sick leave or floating holiday leave, will continue to accrue paid leave benefits provided by Valley Regional Transit.

Accrual of Paid Leave Benefits During Unpaid Leaves

Employees on unpaid leave (for at least one full pay period) are not entitled to continue accruing paid-leave benefits. Floating holidays will replenish according to the Floating Holiday Policy. This includes employees who are receiving income replacement benefits from a source other than Valley Regional Transit payroll such as short-term disability, long-term disability or workers' compensation insurance.

Employees on unpaid military leave of absence and unpaid leave under the Family and Medical Leave Act (FMLA) are also not eligible for accruals of paid leave.

Family and Medical Leave Act (FMLA)

VRT complies with the federal FMLA, which requires employers with 50 or more employees to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. **For details on FMLA see appendix A.**

Employees should note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Employees should contact the HR department to discuss options for leave.

VII. EMPLOYMENT STATUS AND RECORDS

Employment Reference Checks

To ensure that individuals who join VRT are well qualified and have a strong potential to be productive and successful, it is the policy of VRT to check the employment references of all applicants.

When an employee is no longer employed by VRT, the payroll specialist will respond to reference check inquiries. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

Background/Criminal History Checks

VRT reserves the right to conduct background checks to review the criminal history of applicants upon employment, promotion, or transfer. If an applicant has been convicted of a crime, a determination will be made by management as to whether the nature of the crime and conviction is incompatible with the job in question and the applicant should be disqualified from consideration. All VRT positions require a background check, which is conducted before the final offer of employment, is extended to the prospective employee.

Applicants are required to list any convictions (including traffic violations, if part of job description) within the past five years. Falsification of this information will automatically disqualify an applicant from consideration. Convictions may or may not be grounds for disqualification; each case will be judged separately.

Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated with VRT:

- **Resignation** - voluntary employment termination initiated by an employee
- **Retirement** - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from PERSI. An employee eligible to retire with PERSI may continue to work as long as he/she can successfully perform the duties of the job
- **Layoff/Recall** - an involuntary separation brought about through no fault of the employee and without adverse effect on his/her eligibility for future reinstatement
- **Suspension** - a temporary, involuntary separation for disciplinary purposes
- **Discharge** - involuntary, permanent employment termination initiated by the organization

To continue the work of VRT with as little disruption as possible, VRT requests at least two (2) weeks written notice of resignation or retirement.

VRT shall issue final pay for hours worked. Any unused vacation hours, and unused floating holidays in accordance with the holiday pay policy will be included in the employee's final paycheck. VRT shall deduct and withhold from the final paycheck any amount owed to VRT for payment of unearned leave, as well as group insurance premiums.

VIII. MISCELLANEOUS

Use of Equipment and Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using VRT property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Use of VRT owned vehicles or equipment for personal purposes is strictly prohibited. Individuals that have VRT vehicles assigned to them shall not have any other person in the vehicle unless it is for official business, or the employee has been granted permission by their immediate supervisor. Vehicles must be parked at a VRT facility overnight except when attending a VRT approved event more than 100 miles from Boise.

Notify a supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or require repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.

At no time shall VRT require any employee to use equipment that is not in safe operating condition.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action, up to and including termination of employment.

Distracted Driving

When driving on Authority business, VRT employees may not use cell phones (including hands free) or any other mobile electronic devices while operating a motor vehicle. This includes, but is not limited to, answering calls or making phone calls, engaging in phone conversations, reading or responding to e-mails and text messages, adjusting a Global Positioning System (GPS), and accessing the internet.

These restrictions do not apply to calls made to report an emergency. In all such cases, all cautionary measures should be practiced.

Furthermore, VRT employees are required to:

- consider turning off, putting on silent or vibrate wireless phones or other devices before starting the car
- pull over to a safe place and put the vehicle in "Park" if a call must be made or received while on the road
- consider modifying your voicemail greeting to indicate that you are unavailable to answer calls or return messages while driving
- inform clients, associates, and business partners of this VRT policy as an explanation of why calls may not be returned immediately
- pull over to a safe place and put the vehicle in "Park" to adjust a Global Positioning System (GPS) or other navigation devices

Solicitation

To ensure a productive and harmonious work environment, persons not employed by VRT may not solicit or distribute literature in the workplace at any time for any purpose.

VRT recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time.

Sending solicitation emails or posting of written solicitations on Authority bulletin boards is not allowed without a supervisor's authorization.

Appendix A – Employee Handbook

Family Medical Leave Act (FMLA) Policy

Under FMLA, eligible employees are provided up to 12 weeks of unpaid, job-protected leave in any 12-month period for certain family and medical reasons. The 12-month period is a rolling period measured backward from the date an employee uses any FMLA leave. (Except for leaves to care for a covered servicemember with a serious illness or injury. For those leaves, the leave entitlement is 26 weeks in a single 12-month period measured forward from the date an employee first takes that type of leave).

Basic leave entitlement

Eligible employees will receive up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or childbirth; (2) to care for the employee's child after birth or placement for adoption or foster care; (3) to care for the employee's spouse, child, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

Military family leave entitlements

Eligible employees with a spouse, child, or parent on active duty or called to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying needs. Qualifying needs may include addressing issues that arise from (1) short notice of deployment (limited to up to seven days of leave); (2) attending certain military events and related activity; (3) arranging child care and school activities; (4) addressing certain financial and legal arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on short-term temporary rest and recuperation leave (limited to up to five days of leave); (7) attending post-deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities agreed upon by the employer and employee that arise out of the military member's active duty or call to active duty. The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the armed forces, including a member of the National Guard or reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of the servicemember's office, grade, rank, or rating and for which the servicemember is undergoing medical treatment, recuperation, or therapy; is in outpatient status; or is on the temporary disability retired list.

Benefits and protections

During FMLA leave, the company will maintain the employee's health coverage under the "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay,

benefits, and other employment terms. However, an employee on FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

Certain highly compensated key employees also may be denied reinstatement when necessary to prevent “substantial and grievous economic injury” to the company’s operations. A “key” employee is an eligible salaried employee who is among the highest-paid 10 percent of the company’s employees within 75 miles of the worksite. Employees will be notified of their status as key employees, when applicable, after they request FMLA leave.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued before the start of an employee’s leave.

Employee eligibility

The FMLA defines eligible employees as employees who (1) have worked for the company for at least 12 months; (2) have worked for the company for at least 1,250 hours in the previous 12 months; and (3) work at or report to a worksite that has 50 or more employees or is within 75 miles of company worksites that, taken together, have a total of 50 or more employees.

Definition of “serious health condition”

A serious health condition is an illness, an injury, an impairment, or a physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a healthcare provider for a condition that either prevents the employee from performing the functions of the employee’s job or prevents the qualified family member from participating in school, work, or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a healthcare provider or one visit and a regimen of continuing treatment, incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of “continuing treatment.”

Use of FMLA Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. *Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer’s operations.*

Employee responsibilities

Employees must provide 30 days’ advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days’ notice is not possible, employees must provide notice as soon as practicable and generally must comply with the company’s normal call-in procedures. The company may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave, absent unusual circumstances preventing the notice.

Employees must provide sufficient information for the company to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Employees also must inform the company if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also are required to provide a certification and periodic recertification supporting the need for leave. The company also may require a second and, if necessary, a third opinion (at the company’s expense) and, when the leave is a result of the employee’s own serious health condition,

a fitness-for-duty report to return to work. The company also may delay or deny approval of leave for lack of proper medical certification.

Pay And Benefits During Leave

FMLA leave is unpaid. VRT requires the use of accrued paid leave concurrently while taking FMLA leave (sick leave, vacation, floating holiday). Employees who have no accrued leave may still be eligible to take unpaid FMLA leave. FMLA leave taken after employees' accrued leave is exhausted shall be unpaid.

Holidays that occur during FMLA leave will be paid in accordance with VRT's Holiday policy.

Leave accruals while on FMLA leave will be in accordance with VRT's Sick Leave, Vacation Leave and Wage Payment, Accrual During Paid/Unpaid Leave, and Overtime policies.

Employees' short-term disability leave or workers' compensation leave shall be counted as FMLA leave. Employees' accrued leave is not substituted for paid short-term disability leave or workers' compensation leave.

VRT will maintain group health plan benefits for employees on FML. Employees on unpaid FML or who do not have enough accrued leave to cover their portion of the copay, are responsible for arranging with the payroll specialist and their manager to pay their full portion of the premium copay. While on FML, employees will be notified how to make the payments for their share of their group health plan premiums during leave.

If VRT terminates employees' group health insurance coverage due to nonpayment of premium copayment(s), VRT will provide written notice to employees 15 calendar days in advance of the coverage termination date. Employees will be required to reimburse VRT for any group health insurance premiums paid during leave if employees do not return to work from leave. Employees who do not return to work from FML and those who lose coverage due to nonpayment of premium copayments can continue their group health insurance coverage under COBRA.

VRT Responsibilities

VRT will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required, as well as the employees' rights and responsibilities. If employees are not eligible, VRT will provide a reason for the ineligibility.

The company will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employees' FMLA leave entitlement. If the company determines that the leave is not FMLA-protected, the company will notify the employees.

Employees may not perform work for self-employment or for any other employer during an approved leave of absence, except when the leave is for military or public service or when the company has approved the employment under its Outside Employment policy and the employees' reason for FMLA leave does not preclude the outside employment.

Employee Acknowledgement Form

This employee handbook describes important information about VRT, and I understand I should consult the department supervisor regarding any questions not answered in the handbook.

I have voluntarily entered an employment relationship with VRT, acknowledging there is no specified length of employment. Accordingly, either VRT or I can terminate the relationship at will, with or without cause, at any time and for any reason.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to VRT's policy of employment-at-will. All such changes will be communicated through official notices, and I understand revised information may supersede, modify, or eliminate existing policies. Only the Board of Directors can adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge this handbook is not a contract of employment and does not create any contractual rights, either expressed or implied, but it is presented as a matter of information only. I have received the handbook, and I understand it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____



Employee Handbook

Approved by Valley Regional Transit Board of Directors
~~January 9~~October 2, 2023



Dear Valley Regional Transit employee:

Welcome to Valley Regional Transit! On behalf of your colleaguesnew co-workers, I welcomewant you to Valley Regional Transit (VRT) and wish you every success here.know how thrilled we are you have decided to join us.

We believe eachYou are now an integral part of VRT's team of transit professionals dedicated to providing the freedom to travel to everyone in this region. Every employee contributes directly to VRT's growth and success and hope you will take. Together our team takes pride in being a member of our team. We are delighted you have joined the services we provide, the way we provide them, and our staff of transit professionals. The minute you startdedication to working here, you become an integral part of VRT and its future. Every job intogether to make our organization is important, and you willcustomer's day better. We count on each staff member to play a key role in the continued growthdelivering excellent public transit services and to help develop an efficient, innovative, and responsive organization.

Valley Regional Transit (VRT) is a subdivision of state government formed by a vote of our organization.

VRT is the Treasure Valley'sresidents in 1998 as the regional public transportation authority. We are an organization for Ada and Canyon counties. We are governed by a Board of Directors primarily composed of elected and appointed officials from the cities, counties, and highway districts within Ada and Canyon counties and special members such as colleges and universities, urban renewal districts and the Idaho Transportation Department. The Board sets the policies and budget.

VRT directly provides a variety of public and specialized transportation services in Ada and Canyon counties, including fixed-route bus service, on-demand service, paratransit service, services for older adults and persons with disabilities, and transportation to workplaces. We are the region's leader in developing, providing, and advocating for well-funded, expansive transit services that afford mobility for all users and allows this region to thrive as we grow. We are the people who help people move.

VRT is committed to providing safety as a primary goal. Every VRT employee is a transit "ambassador" and is asked to put riders first. Our expectations of you are simple: always provide unsurpassed customer service; be safe and efficient transit services to the citizens of the Treasure Valley in the most, professional, courteous, and friendly manner possible. Your job will be to join us in to our customers and to your co-workers; and treat our endeavor to serve the needs of our passengers by providing unsurpassed customer service. We do this by treatingcustomers and each other and our eustomers with respect. Whatever your specific job, we will provide basic customer service and communications training to be effective. We'll make sure you receive the support, training, and tools you need to succeed and we will address any concerns you bring us.

As a Valley Regional Transit employee, one of your roles is that of a transit "ambassador" who put riders first. We will provide you with the tools you need to accomplish this role. We will provide training designed to stress the impact you have on the community, keep you informed about what is on the

~~horizon, and provide you with the basic customer service and marketing/communications tools you need to do your job effectively.~~

~~VRT is a unique place to work. We are at the forefront of driving transit adoption during a critical point of major growth in the Treasure Valley. We continue to build a culture where we put riders first. We strive to make improvements that will best utilize our resources and improve the service that we offer to customers. This includes fixed route service, on-demand transit, shared mobility options.~~

~~Through passion and innovation, we define the mobility in our community. We are the people who help people move.~~

~~We hope that your experience here will be challenging, enjoyable, We strive for a culture that welcomes everyone and has fun while we work hard. I know we can count on you and request that when you encounter challenges, which we all do, that you face them and work with your supervisor and peers to find solutions. My job is to ensure that you are well-informed about our activities and plans – that you understand where we are headed and why and know how you can play a role in getting us there.~~

~~I hope you find this work as satisfying and rewarding- as I have.~~

~~Again,~~ Welcome aboard!

~~Sincerely,~~

~~Kelli Badesheim~~

Kelli Badesheim

Elaine Clegg
Chief Executive Office

Officer

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I. INTRODUCTION

Better Bus Vision

Fixed route bus transit in the region that is easy to understand and easy to use. A system that goes where people want to go when they want to get there – in other words it comes frequently with extensive hours of service to high travel destinations, and it connects less traveled places to the larger region.

Mission Statement (Adopted by the VRT Board April 2018 – ValleyConnect 2.0)

Valley Regional Transit's (VRT) mission is to develop and manage transportation resources and to coordinate the effective and efficient delivery of safe transportation options to the region's citizens.

Vision Statement

We envision a region with adequate and secure funding to support public transportation options designed to meet the needs of citizens and businesses and to support livable, healthy, and sustainable communities.

Guiding Principles

Develop community benefit in an overall, not just a public transportation, focused manner by enhancing the ability of citizens to make a number of choices for transportation and by providing alternative transportation for those who have no choice.

Maximize public investment in transportation options throughout the region to assure that resources are utilized efficiently and effectively.

Provide connectivity to create ease of services between people, places, and modes, by assuring reasonable ways to connect between different providers and different modes are not only available but are truly easy to understand and easy to use.

Develop geographic reach to assure that the geographic locations and concerns of stakeholders, both rural and urban, are thoughtfully integrated into planning and delivery of transportation options to the greatest degree possible.

Ensure quality customer service by placing the customer as the focal point of our processes and assure that the ease of use, flexibility of service, and satisfaction are of paramount concern to Valley Regional Transit, providers, and other partners.

Be action-oriented by providing the appropriate sense of urgency not only to the matter of immediate improvements, but also for longer range planning efforts with the ultimate goal of enhanced livability for the citizens of the region.

Work as a team in collaboration with our partners, stakeholders, and the public by demonstrating our willingness to improve how we work together for the benefit of our constituents.

Communicate openly and directly and constantly in an honest manner on all things, always encouraging positive communication and creating an environment where everyone's contribution to the region is acknowledged and respected.

About Valley Regional Transit

Valley Regional Transit (VRT) is a subdivision of state government formed by a vote of the residents in 1998 as the regional public transportation authority for Ada and Canyon counties ~~and. VRT is governed by a Board of Directors. The~~ 29-member Board of Directors ~~is~~ primarily composed of elected and appointed officials from the cities, counties, and highway districts within Ada and Canyon counties. ~~This Board sets the policies for regional public transportation services. In addition to the local governments represented on the board, Valley Regional Transit's Board is made up of several and special members such as Boise State University, Capital City Development Corporation, College of Western Idaho, Meridian Development Corporation, colleges and universities, urban renewal districts and the Idaho Transportation Department. The Valley Regional Transit Board approvesets the policies, budget and sets the fare structure and service levels for all Valley Regional Transit services. The services directly operatedand fares.~~

~~VRT does not have direct taxing authority and contracted through Valley Regional Transit are is~~ funded through a combination of ~~federal grants and~~ voluntary contributions from our member jurisdictions ~~in accordance with based on~~ intergovernmental agreements. ~~All capital assets of Valley Regional Transit including buses, facilities, and equipment are owned and/or leased by Valley Regional Transit, advertising, fares, pass sales, and federal grants. VRT has a bus depot/operations/maintenance facility in each county, administrative offices in Meridian an underground bus station in downtown Boise and numerous bus stops with various infrastructure. Our fleet of transit buses are fueled by compressed natural gas with additional electric fueled buses and charging infrastructure in Ada County.~~

~~Valley Regional Transit~~ VRT directly provides, ~~contracts, and coordinates~~ a variety of public and specialized transportation services ~~and programs in both Ada and Canyon counties. The specific services provided or coordinated through Valley Regional Transit are:~~

- ~~• Help Desk, a regional customer including fixed route bus service call center for public transportation information~~
- ~~• Fixed route transit, on-demand service serving the urbanized communities of Boise and Garden City~~
- ~~• On Demand bus services in Nampa, and Caldwell~~
- ~~• Inter county Express, a peak-hour commuter services between Canyon and Ada counties~~

~~ACCESS Boise and ACCESS Canyon County, an ADA, paratransit service, services for eligibleolder adults and persons with disabilities and transportation to workplaces.~~

- ~~• Bike Share, a bike sharing program that operates primarily in downtown Boise~~
- ~~• CityGo, which offers programs with the goal of providing seamless access to a variety of transportation options and reducing single-occupant vehicle traffic in and out of downtown Boise~~

Current VRT System

- ✓ 18 Fixed Routes across 2 counties
- ✓ On-Demand buses; 4-bus system in Canyon County, service in Eagle
- ✓ ACCESS bus: Paratransit service to those who qualify
- ✓ Beyond Access: van and bus service for older adults/persons with disabilities
- ✓ Transportation Demand Management (CityGO) coordinating travel solutions
- ✓ Rider Assistance; Help-Desk, Trip planning, Navigation, Real-Time “where is my bus” map, Mobile Ticketing
- ✓ Safe Routes to School: providing education, encouragement and safety training for walk and bike travel to school and for school age students

In addition to those services directly operated or contracted by Valley Regional Transit, the Authority is responsible for planning and administering a variety of federal transit grant programs.

Purpose

The purpose of this employee handbook is to provide basic rules and guidelines concerning employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed within this document. VRT reserves the right to interpret, modify, or supplement the provisions of this handbook at any time.

Please understand that no employment handbook can address every situation in the workplace. If there are questions about employment, ask them. If there is any difficulty reading or understanding any of the provisions of this handbook, please contact your supervisor.

At Will Statement

Employment with VRT is “at-will.” This means employment may be terminated at any time and for any reason, with or without notice by the employee or VRT. Nothing in this employee handbook or any other VRT document should be understood as creating a guarantee of continued employment, a right to termination only for specific reasons, or pursuant to specific procedures, or of any other guarantee of continued benefits. Only the CEO has the authority to make promises about guaranteed or continued employment, and any such promises are only effective if placed in writing signed by the CEO and specifically stating it is to have a contractual effect.

Ethics

The successful operation and reputation of VRT is built upon the principles of fair dealing and ethical conduct of employees and the public. VRT’s reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. The continued success of VRT is dependent upon the public’s trust, and we are dedicated to preserving that trust. Employees owe a duty to VRT and the communities we serve to act in a way that will merit the continued trust and confidence of the public.

VRT will comply with all applicable laws and regulations and expects its board, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide employees with respect to lines of acceptable conduct. If a situation should arise where it is difficult to determine the

proper course of action, the matter should be discussed openly with an immediate supervisor for advice and consultation.

Compliance with this policy of ethics and conduct is the responsibility of every VRT employee. Disregarding or failing to comply with this standard of ethics and conduct may lead to disciplinary action, up to and including termination.

Introductory Period

The first 90 days of employment is considered an introductory period. During this period, employees will become familiar with VRT, job responsibilities, and the culture of the organization. At the same time, VRT will have the opportunity to monitor the quality and value of performance and make any necessary adjustments in job descriptions or responsibilities. The introductory period with VRT may be revised, as deemed appropriate, by the supervisor. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the "at-will" nature of the employment relationship.

Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image VRT presents to the public and visitors. While representing VRT, employees are expected to present a professional, clean, neat, and tasteful appearance. Dress and grooming should be appropriate according to the requirements of the position and accepted social standards. This is particularly true where jobs involve dealing with the public.

Shirts/tops must be long enough to cover the tops of pants or skirts at all times. Clothing that shows excessive cleavage is not allowed.

An employee may be sent home by his/her supervisor if he/she is found to have the following:

- Unclean clothing
- Offensive body odor
- Inappropriate attire

Supervisors may place additional requirements on attire as is appropriate for specific positions and for the safety of employees.

Attendance

To maintain a safe and productive work environment, VRT expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on VRT. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Employees may be required to work different shifts, times, days and/or locations as directed by their supervisor.

Employees who miss three (3) or more unscheduled, consecutive days may need to provide a doctor's note or other acceptable documented reason for the absence. It is the employee's responsibility to maintain consistent communication with the Authority regarding the status of their absence.

Poor attendance and excessive tardiness are disruptive. Excessive absenteeism is defined as three (3) or more occurrences in one month. Either may lead to disciplinary action, up to and including termination of employment.

Not reporting to work and not calling to report an absence for three (3) consecutive days is job abandonment and is a serious matter. Job abandonment will be considered as a voluntary termination.

Personnel Files

VRT maintains a confidential personnel file for each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

It is the responsibility of each employee to notify VRT of any changes in personal data. Mailing addresses, telephone numbers, number and names of dependents, emergency contacts, educational accomplishments, and other such status reports should be accurate and current at all times. If any personal data has changed, notify the payroll specialist within three (3) days of the change. Employees who falsify information are subject to disciplinary action up to and including termination.

Personnel files are the property of VRT, and access to the information they contain is restricted. Generally, only supervisors and management personnel of VRT who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the payroll specialist. With reasonable advance notice, employees may review their own personnel files in VRT's offices and in the presence of an individual appointed by VRT to maintain the files.

II. EMPLOYEE CONDUCT

Employee Relations

Experience has shown that when employees deal openly and directly with supervisors the work environment can be excellent, communications can be clear, and attitudes are generally positive. We believe VRT amply demonstrates its commitment to employees by responding effectively to employee concerns.

VRT strives to ensure fair and honest treatment of all employees. Supervisors and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism. Not every suggestion can be implemented; however, every effort will be made to determine the viability of suggestions.

Public Relations

Every employee represents VRT to the public. The way jobs are performed presents an image of the entire organization. The public judges VRT by how they are treated with each employee contact. Therefore, one of VRT's first business priorities is to assist the public. Nothing is more important than being courteous, friendly, helpful, and prompt in response to the public. All those who contact VRT

deserve to be treated with respect. Demeaning, confrontational, or other inappropriate behavior, regardless of the circumstances, directed toward any member of the public will not be tolerated.

VRT will provide public relations and services training to all employees with extensive contact with the public. Any person who wishes to lodge specific comments or complaints should be directed to the Customer Service Department for appropriate action. Employee's personal contact with the public, manners on the telephone, and the communications sent are a reflection not only of the employee, but also of the professionalism of VRT. Positive public relations not only enhance the public's perception or image of VRT, but also pay off in greater loyalty to the organization through increased ridership and funding support.

Standards of Conduct

To ensure orderly operations and provide the best possible work environment, VRT expects employees to follow standards of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of standards of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Inappropriate use of social media or computers
- Inappropriate personal use of VRT computers

Authority Property

Employees are always expected to be respectful of VRT property. Unless specifically pre-approved by management, VRT's property is only to be used for legitimate business purposes. Any abuse, misuse, unsafe, or reckless use of VRT's property will not be tolerated.

In limited circumstances and with pre-approval from an employee's supervisor, employees may be authorized to use VRT equipment for personal use. The employee will be required to keep an accurate

inventory and to return VRT property in the same condition as it left. The employee will be responsible for the cost of VRT property that is misplaced or damaged during personal use.

VRT will not tolerate property theft of any kind. Property theft includes unauthorized use of VRT's services or facilities or taking VRT property for unauthorized personal use. Every employee is responsible for making reasonable efforts to safeguard VRT's property and must report any known violations of this policy to the appropriate supervisor.

When an employee separates from VRT, he/she shall be responsible to surrender all VRT property within 24 hours, in the same condition in which it was issued.

Tobacco Use

VRT is strongly committed to maintaining and improving the health of all employees; therefore, employees have the right to work in an environment free of the hazards of tobacco. The goal is to balance the respect for individuals with the need to maintain a safe, productive, and smoke-free environment.

In keeping with the goal, no smoking or other use of tobacco products (including, but not limited to, cigarettes, pipes, cigars, snuff, chewing tobacco, e-cigarettes, or vaping) is permitted in any part of the buildings or on VRT owned or leased property, including but not limited to restrooms, break rooms, exterior entrances/exits, patios, or parking lots. Smoking, vaping, or other use of tobacco products is also prohibited in vehicles owned, leased, or rented by VRT. No additional breaks beyond those customarily allowed may be taken for using tobacco products. This policy applies to all employees, clients, contractors, and visitors.

Violations of this policy are subject to disciplinary action, up to and including termination of employment.

Outside Employment

In general, VRT does not prohibit employees from holding employment outside of VRT except in cases where the secondary employment affects performance at VRT or creates a conflict of interest. All employees will be evaluated by the same performance standards and will be subject to the same scheduling demands regardless of any existing outside work requirements.

Conflicts of Interest

Employees have an obligation to conduct VRT business within guidelines that prevent actual or potential conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative resulting from dealings with VRT. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is like that of persons who are related by blood or marriage.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of VRT. Dealings with outside firms should not result in unusual gains for either party. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls ultimately designed to benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

No “presumption of guilt” is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative he/she disclose the possible conflict to an executive level manager of VRT as soon as possible.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which VRT does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving VRT.

Relatives of current employees may not occupy a position that will be working directly for or supervising their relative. Individuals involved in a dating relationship with another current employee are not permitted to hold a position that creates a direct reporting relationship with whom they are involved. VRT also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative relationship or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management. The individuals involved will have 30 days to decide who will be transferred to another available position or resign from VRT immediately. If that decision is not made within 30 days, management will decide who is to be transferred or, if necessary, terminated from employment.

Employees in a close personal relationship with another employee should refrain from public workplace displays of affection or excessive personal conversation.

Gifts

Employees must report, in writing, all gifts, tickets to sporting or music events, or any item having more than nominal value in excess of \$50 (fifty dollars). Employees should be very cautious about receiving gifts from vendors who are competing for VRT’s business as the receipt of such gifts might create an actual or perceived conflict of interest.

Bulletin Boards

Bulletin boards have special notices and important information that all employees will want to know about. Items to be posted on bulletin boards or anywhere on the premises must be submitted to a supervisor for prior approval. Employees are required to check bulletin boards regularly for items of interest and importance.

III. VRT POLICIES

Equal Employment Opportunity/Affirmative Action Program

Equal Employment Opportunity (EEO) laws prevent employers and their contractors from implementing discriminatory employment practices. These laws ensure all qualified persons are entitled to equal employment opportunities based on merit. Discrimination against qualified employees or applicants because of race, color, gender, national origin, disability, age, veteran status, sexual orientation, or gender identity is strictly prohibited.

VRT is committed to complying with these laws. Non-discrimination is emphasized and prevails throughout every aspect of the employment relationship, including recruitment, hiring, promotion, examination, training, performance evaluation, transfer, compensation and benefits, discipline, layoff, recall, and termination. All personnel actions are administered in accordance with the EEO laws.

VRT is further committed to taking affirmative action to encourage minorities and women to apply for employment and advancement within VRT. It is a goal of VRT to achieve an employee population representative of the locally available workforce. Successful achievement of this policy will allow VRT to reap the benefits of a diverse workforce.

VRT requires each employee to conduct him/herself in support of this policy to ensure the working environment is free from intimidation, harassment, and all other discriminatory actions. In addition, VRT management and administration will continue to encourage and implement employment practices based on fair and equitable job-related criteria. Reasonable accommodations for persons with disability, religious conviction, or belief, will be explored upon request when such accommodation would enable an otherwise qualified individual to perform the essential functions of a position. Management will conduct policy oversight.

An applicant or employee who feels his/her rights under this policy have been violated may file a complaint by contacting the CEO. If the employee is uncomfortable contacting the CEO or if he/she believes the CEO violated his/her rights under this policy, the employee may make a complaint by contacting VRT's Board chair. Supervisors, employees, and applicants may file a complaint alleging discrimination or participate in an investigation without fear of retribution or other penalty. An immediate investigation will ensue, and a response made as soon as possible. At any time, either party may pursue additional action by contacting the following external resources designed to protect Human Rights:

EEO Commission
Seattle District Office
Federal Office Building
909 1st Ave., Suite 400
Seattle, WA 98104-1061
TTY (208) 334-4751

Idaho State Human Rights Commission
317 Main Street
Boise, ID 83735
(208) 334-2873

Immigration Reform and Control Act (IRCA)

VRT is committed to employing only United States citizens and individuals who are lawfully authorized to work in the United States and does not discriminate based on citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment and regardless of the nature of the job or the number of hours or months employed, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility prior to beginning employment. Those unable to present the required documentation will not be allowed to work. Former employees who are rehired must also complete the form if they have not completed an I-9 with VRT within the past three (3) years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the payroll specialist. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Respectful Workplace

VRT is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment.

Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, gender identity, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature perceived or intentional. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or display of sexually suggestive objects or pictures, cartoons, or posters
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations
- Physical conduct that includes touching, assaulting, or impeding or blocking movements

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly as a term or condition of employment
- submission or rejection of the conduct is used as a basis for making employment decisions
- the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment

Other forms of harassment include ethnic slurs, racial jokes, verbal/physical abuse or other offensive or persistently annoying conduct directed at a person's gender, race, color, disability, national origin, sexual orientation, gender identity or age which:

- has the purpose or effect of creating an intimidating or hostile work environment
- unreasonably interferes with an individual's work performance
- otherwise adversely affects an individual's employment opportunities

Employees are responsible to make an immediate report to a supervisor if he/she experiences or witnesses sexual or other unlawful harassment in the workplace. If the supervisor is unavailable or it is believed it would be inappropriate to contact that person, employees should immediately contact any member of management. Concerns may be raised, and reports made without fear of reprisal or retaliation.

Any supervisor who becomes aware of possible sexual or other unlawful harassment must immediately advise the CEO so it can be investigated in a timely and confidential manner.

All allegations of harassment will be investigated quickly and discreetly. To the extent possible, confidentiality will be protected against unnecessary disclosure. When the investigation is completed, the accuser will be informed of the outcome of the investigation.

If the findings of the investigation indicate that a violation of this policy has occurred, VRT will take immediate and appropriate corrective and/or disciplinary action, up to and including termination of employment of the harasser. Corrective actions shall be proportional to the seriousness or repetitiveness of the offense. Specific information regarding corrective action shall be communicated on a strictly need to know basis only.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Employees who complain of harassment or discrimination, provide information related to such complaints, or oppose harassing and/or discriminating behavior, shall be protected from retaliation. Retaliation is considered as serious as prohibited discrimination or harassment. Accordingly, individuals found to have engaged in acts of retaliation shall be subject to immediate and appropriate disciplinary action up to and including termination of employment. During the complaint investigation, all parties shall be reminded that retaliation is prohibited.

Examples of retaliation include negative actions such as poor performance evaluations, changes in job duties or other negative employment decisions, laughing at, ignoring, or failing to take seriously reports/complaints of discrimination or harassment, or continuing/escalating harassing behavior after the employee objects.

Inappropriate Workplace Conduct

While it is expected that everyone in the workplace will behave in a professional manner and treat each other with dignity and respect, it does not always happen.

Inappropriate workplace conduct includes, repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, by one or more persons against another or others, at the place of work and/or in the course of employment.

The purpose of this policy is to communicate to all employees, including supervisors and executive level managers, that VRT will not tolerate inappropriate conduct. Employees found in violation of this policy will be disciplined up to and including termination.

Inappropriate behavior may be intentional or unintentional. However, it must be noted that where an allegation is made, the intention of the alleged conduct is irrelevant and will not be considered when determining appropriate disciplinary actions. What is important is the effect of the behavior upon the individual. The following are examples of inappropriate conduct (not an inclusive list):

Verbal Slandering, ridiculing, or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks

Physical	Pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault; damage to a person's work area or property
Gestures	Nonverbal threatening gestures or glances that convey threatening messages
Exclusion	Socially or physically excluding or disregarding a person in work-related activities
E-mail	Disparaging or negative conversations or comments about the target via email

In addition, the following examples may constitute or contribute to evidence of inappropriate conduct in the workplace:

- Persistent singling out of one person
- Shouting or raising voice at an individual in public or in private
- Using verbal or obscene gestures
- Not allowing the person to speak or express him or herself (i.e., ignoring or interrupting)
- Personal insults and use of offensive nicknames
- Public humiliation in any form
- Constant criticism on matters unrelated or minimally related to the person's job performance or description
- Ignoring or interrupting an individual at meetings
- Public reprimands
- Repeatedly accusing someone of errors that cannot be documented
- Deliberately interfering with mail and other communications
- Spreading rumors and gossip regarding individuals
- Encouraging others to disregard a supervisor's instructions
- Manipulating the ability of someone to do his or her work (e.g., overloading, under-loading, withholding information, assigning meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions)
- Inflicting menial tasks not in keeping with the normal responsibilities of the job
- Taking credit for another person's ideas
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave
- Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings
- Unwanted physical contact, physical abuse, or threats of abuse to an individual or an individual's property (defacing or marking up property)

Workplace Violence Prevention

VRT is committed to preventing workplace violence and to maintaining a safe work environment. VRT has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should always be treated with courtesy and respect. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others.

Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited on the premises of VRT without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats or actual violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intervene or see what is happening.

All reports of threats or actual violence and of suspicious individuals or activities will be investigated promptly and thoroughly. The identity of the individual making a report will be protected as much as is practical. To maintain workplace safety and the integrity of its investigation, VRT may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats or actual violence or other conduct that is in violation of these guidelines may be subject to prompt disciplinary action up to and including termination of employment.

VRT encourages employees to bring their disputes or differences with other employees to the attention of their supervisor before the situation escalates into potential violence. Employees will not be disciplined for raising such concerns. VRT is committed to assist in the resolution of employee disputes.

Accommodation

VRT is committed to fully complying with the Americans with Disabilities Act as Amended (ADAAA) and ensuring equal opportunity in employment for qualified persons with disabilities.

It is the policy of VRT to provide fair and equitable employment related opportunities to qualified persons with disabilities and, upon request by such person, reasonable accommodation(s), unless accommodation would impose an undue hardship. For this policy, the term "disability" means a physical or mental impairment, whether permanent or temporary, that substantially limits one or more major life activities. A "disabled person" means any person who: 1) has a disability; 2) has a record of a disability; or 3) is regarded as having a disability. The term "otherwise qualified disabled person" means a disabled person who, with or without reasonable accommodation, can perform the essential functions of the employment position that such person holds or desires. Applicants or employees who are currently engaging in the illegal use of drugs, or whose alcohol or illegal drug abuse inhibits meeting the same standards of performance and conduct that are set for other employees are not considered disabled for the purpose of this policy.

VRT is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. VRT will follow all state or local laws that provides individuals with disabilities greater protection than the Americans with Disabilities Amendments Act (ADAAA).

This policy is neither exhaustive nor exclusive. VRT is committed to taking all other actions reasonably necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADAAA and all other applicable federal, state, and local laws.

Drug Free Workplace and Alcohol Use

In compliance with the Drug-Free Workplace Act of 1988, VRT has a longstanding commitment to provide a safe, quality-oriented, and productive work environment consistent with the standards of the region in which the Authority operates. Alcohol and drug abuse poses a threat to the health and safety of VRT employees and to the security of the Authority's equipment and facilities. For these reasons, VRT is committed to the elimination of drug and alcohol use and abuse in the workplace.

VRT prohibits all employees, including employees performing work under government contracts, from manufacturing, distributing, dispensing, possessing, or using an illegal drug in or on company premises or while conducting Authority business. VRT employees are also prohibited from misusing legally prescribed or over the counter (OTC) drugs. Law enforcement personnel should be notified, as appropriate, when criminal activity is suspected.

VRT does not desire to intrude into the private lives of its employees but recognizes that employees' off-the-job involvement with drugs and alcohol may have an impact on the workplace. Therefore, VRT reserves the right to take appropriate disciplinary action for drug use, sale, or distribution while off company premises. All employees who are convicted of, plead guilty to, or are sentenced for a crime involving an illegal drug are required to report the conviction, plea, or sentence to the payroll specialist within five days. Failure to comply will result in automatic termination.

VRT will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline or termination under this or other VRT policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or if they have violated this policy previously. Once a drug test has been scheduled, unless otherwise required by the Americans with Disabilities Act, the employee will have forfeited the opportunity to be granted a leave of absence for treatment, and possible discipline, up to and including termination, will be unavoidable.

This policy does not prohibit employees from the lawful use and possession of prescribed medications. However, employees must consult their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor.

- Whenever employees are working, are operating any VRT vehicle, are present on VRT premises or are conducting Authority-related work offsite, they are prohibited from:
 - using, possessing, buying, selling, manufacturing, or dispensing an illegal drug (to include possession of drug paraphernalia)
 - being under the influence of alcohol or an illegal drug as defined in this policy
 - possessing or consuming alcohol

- The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body, while performing Authority business or while in an Authority facility, is prohibited.
- VRT will not allow employees to perform their duties while taking prescribed drugs adversely affecting the ability to perform job duties safely and effectively. Employees are encouraged to provide their supervisor with information regarding any prescription medication that could potentially impair their ability to perform their job functions.
- Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency.

Drug Free Workplace Testing – Non-Safety-Sensitive Employees

As a condition of employment, all applicants are required to participate in pre-employment drug testing. These requirements are applied to non-safety sensitive employees, which all VRT employees are considered, and as such are not governed by the Federal Department of Transportation drug and alcohol regulations. ~~Applicants who refuse to cooperate in a drug test or who test positive will not be hired and will not be allowed to reapply/retest in the future.~~

VRT employees may be required to participate in reasonable suspicion, post-accident, and follow-up drug testing upon selection or at the request of their department manager or the CEO. Testing will be performed only with the employee's knowledge and consent. However, any employee who refuses to consent to a test will be subject to disciplinary action, up to and including termination.

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture, or dispense an illegal drug in violation of this policy will be terminated. If the employee refuses to be tested, yet VRT believes he or she is impaired, under no circumstances will the employee be allowed to drive himself or herself home.

The first time an employee tests positive for alcohol or illegal drug use under this policy, will result in discipline up to and including termination.

Employees will be paid for time spent in alcohol or drug testing and then suspended pending the results of the drug or alcohol test. After the results of the test are received, a date and time will be scheduled to discuss the results of the test; this meeting will include a supervisor and the third-party Human Resource provider. Should the results prove to be negative; the employee will receive back pay for the times/days of suspension.

All drug-testing information will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among supervisors on a need-to-know basis and may be disclosed when relevant to a charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

Electronic Media

Computers, computer files, cell phones, the e-mail system, and software furnished to employees are VRT property intended for business use only. Employees should not use a password, access a file, or retrieve any stored communication without authorization.

VRT strives to maintain a workplace free of harassment and is sensitive to the diversity of its employees. Therefore, VRT prohibits the use of computers, cell phones and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment based on race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, veteran status, genetic or health information, or any other characteristic protected by law.

To enforce this policy and other policies, VRT reserves the right to conduct such searches of its property as it determines are appropriate, including searches of personal information stored in VRT's e-mail and computer systems. Accordingly, information that an employee considers private and confidential should not be stored in or accessed through VRT's information systems.

Workplace Monitoring

Employees shall have no expectation of privacy in their use of VRT property, including electronic media. Workplace monitoring may be conducted by VRT to ensure quality control, employee safety, security and client satisfaction.

Social Media Policy

VRT understands that social media can be a fun and rewarding way to share life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities.

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communication or posting information or content of any sort on the Internet, including to an individual or someone else's blog, journal, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether associated or affiliated with VRT, or not, as well as any other form of electronic communication.

Ultimately, each employee is responsible for what he/she posts online. Before creating online content, employees are encouraged to consider some of the risks and rewards that are involved. Employees should be aware that content that adversely affects their job performance, the job performance of co-workers, or otherwise adversely affects VRT customers, clients, suppliers, or other people who work on behalf of VRT may result in disciplinary action up to and including termination.

Employees are encouraged to be fair and courteous to fellow employees, customers, clients, suppliers, or other people who work on behalf of VRT. Employees are also reminded that conflicts or complaints are more likely to be resolved through direct, face-to-face communication, rather than by posting complaints to a social media outlet. Nevertheless, if an employee decides to post a complaint or criticism, employees are asked to avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, clients, suppliers, or employees, or that might constitute harassment or bullying.

Personal Property

VRT discourages the use or storage of personal property within the facilities or vehicles. VRT will not be held responsible for the loss or damage to an employee's personal property that is brought to or left on the premises.

Employees who drive their personal vehicles to work are responsible for the security of their vehicle. VRT is not responsible for loss or damage to private automobiles parked on Authority property except for damages caused by at-fault drivers operating agency owned or leased vehicles.

Personal Devices

The purpose of this policy is to promote a safe and productive work environment. To that end, VRT expects the following:

- Cell phones and personal devices shall be turned off or set to silent or vibrate mode during meetings, conferences and in other locations where incoming calls may disrupt normal workflow.
- Employees may carry and use personal cell phones or devices while at work on a sporadic basis. If an employee's use of a personal cell phone causes disruptions or loss in productivity, the employee may become subject to disciplinary action per Authority policy.
- Use of handheld cell phones for sending or receiving text messages, reading, or taking notes while operating a VRT vehicle is strictly prohibited.

Failure to follow this policy may result in disciplinary action up to and including termination.

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

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

Responsibilities

Employees: VRT will rely on all employees to self-monitor their health and report anything that may cause a communicable/contagious disease to infect other employees.

Supervisors: All front-line supervisors shall report to their immediate manager any reports from employees where the employee suspects they may be contagious. The supervisor is to work with the employee to ensure the employee's identity, well-being, and safety is given high priority and that all HIPAA regulations are followed. The supervisor will also determine from the employee what the possible exposure is to other employees. All information shall be passed onto their manager and the HR representative working with VRT.

Managers: All managers shall make sure the supervisor knows and understands the HIPAA regulations. The managers shall monitor the situation closely and work with the HR representative assigned to VRT at that time. The manager shall ensure all regulations and procedures are followed and that all sanitation measures have been taken to ensure a safe environment for all employees.

Reimbursement Guidelines

Valley Regional Transit (VRT) may ask or require employees to work from home, temporarily, due to an active public health order. VRT recognizes employees will need certain office supplies to complete their work remotely in these instances. VRT requires employees to pick up existing office supplies from their respective VRT facility when feasible (paper, pens, etc.). When employees are unable to

obtain necessary supplies from their facility, VRT will reimburse employees for the following work-related expenses.

Covered Expenses

- Personal cell phone expenses will be reimbursed up to \$50 per month
- Personal internet expenses will be reimbursed up to \$35 per month
- Mileage will be reimbursed at the current IRS issued standard mileage rate
- Printer ink will be reimbursed at the actual purchase price
- Printer paper will be reimbursed at the actual purchase price

Non-Covered Expenses (This is not a complete list. Please refer to the list of covered expenses.)

- Electricity
- The purchase of personal office equipment or furniture
- Mileage for commuting to your respective VRT facility to complete routine work assignments

Responsibilities

Employees are required to submit all requests for reimbursements, on VRT's expense report, form to their supervisor with bills or receipts for the requested reimbursements. Travel reimbursement requests need to include the date, mileage, and reason for travel.

Supervisors are required to review all requests for reimbursements to determine they are compliant with the guidelines and the appropriate documentation has been submitted.

Hybrid Work Model

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

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

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

While some positions are conducive to hybrid work arrangements, other positions simply are not. The hybrid work model eligibility and availability are based on the position and will depend on a variety of factors. Please see ~~executive assistant~~[Addendum A](#) for additional information on Hybrid Work Model Procedures.

Credit Card Policy

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

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

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

Allowable Expenses

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

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

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

Ineligible Expenses

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

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

Card Holder Responsibilities

Reconciliation

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

Personal Purchases

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

Card Security

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

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

Policy Violation

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

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

Travel Policy

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

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

All travel requests shall be authorized and approved by the employee’s Department Director or designee. Travelers should attempt to use the most cost-effective and efficient mode of travel after considering total time and convenience involved, as well as direct costs for airfare, mileage, taxi’s, rental cars, other fares, etc.

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

The Authority will follow travel guidelines in accordance with the Fair Labor Standards Act (FLSA) when an Authority employee is required to travel. *Please reference Addendum B for more information regarding the Travel policy.*

~~Please see executive assistant for travel procedure and processes document.~~

IV. PERFORMANCE

Performance Management

The most successful performance management process occurs all year long, not just at review time. Ongoing performance management supports each employee's efforts throughout the review period, from setting goals to documenting performance to providing feedback. In addition to regular ongoing coaching, VRT has chosen to conduct ~~three quarterly coaching periods and~~ one annual evaluation and your supervisor will provide ongoing coaching and feedback on your performance.

Maintaining ongoing performance-related documentation makes it easier to plan, track, evaluate, and improve employee performance. The ~~quarterly coaching and~~ annual reviews allow employees and supervisors to:

- Set and track goals
- Record examples of ongoing performance, including achievements, training, and critical incidents
- Document coaching sessions
- Measure performance against job descriptions, past reviews, and other performance-related documents

The performance review provides an opportunity for a one-on-one exchange between an employee and his/her supervisor for the purpose of communicating expected work standards of performance, establishing job objectives, and discussing work accomplishments and progress. Performance reviews with an overall ranking of average does not mean an employee is a poor performer but is an opportunity to grow within the current position.

Increases in pay are not directly tied to performance evaluations. Performance evaluation results will be taken into consideration should the budget allow for pay increases.

Progressive Discipline

The purpose of this policy is to state VRT's intent to administer equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

Although employment with VRT is based on mutual consent and both the employee and VRT have the right to terminate employment at will, with or without cause or advance notice, VRT may use progressive discipline at its discretion.

Disciplinary action may call for any of five steps:

- Verbal warning
- Written warning
- Final written warning
- Suspension with or without pay
- Termination

Depending upon the severity of the incident, there may be circumstances when one or more steps are bypassed.

Wage and Salary Administration

The wage and salary administration program at VRT was created to achieve consistent pay practices, comply with federal and state laws, mirror VRT's commitment to Equal Employment Opportunity, and offer competitive salaries within the labor market. Because recruiting and retaining talented employees is critical to success, VRT is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions, experience levels, and wage comparability studies. VRT periodically reviews its salary administration program and restructures it as necessary.

- Employees will normally begin at the entry level of their position pay range. However, management may choose to assign certain employees at a higher rate because of recruiting difficulty or the experience level of the candidate.
- Employees are eligible for, but not guaranteed, salary or wage increases one-time per year until the upper limit of the position's salary range is reached. Salary and wage increases are awarded based on various factors such as budget and job performance. From time-to-time salaries and wages may undergo review and be adjusted outside of the yearly increase.
- Employees who have reached the upper limit of their position's salary range will receive increases only in the event of salary range adjustments. Management will periodically analyze the wage and job responsibilities of each position and will adjust as necessary.

Job Descriptions

VRT maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

Job descriptions do not necessarily cover every task or duty that might be assigned, and additional responsibilities may be assigned as necessary. Upon hire, each employee will be required to sign a copy their job description and when any updates/changes are made to their job description.

Training

Upon hire, all new employees will receive an orientation to VRT and its policies and procedures. Continuing training for all employees will occur at regular intervals to promote a high degree of safety, skill, performance, and morale.

V. COMPENSATION

Employment Classification

It is the intent of VRT to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee

employment for any specified time-period. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and VRT.

- **Full-time employee:** an employee who is regularly scheduled to work 40 or more hours per week and is eligible to participate in all benefit programs
- **Part-time employee:** an employee who is regularly scheduled to work less than 39 hours per week and may be eligible for some benefits
- **Temporary employee:** a full-time or part-time employee, who is working for a short, defined time-period and is not eligible for benefits

Employee Categories

VRT is subject to and complies with the Fair Labor Standards Act (FLSA) of 1938, as amended. As such, all employees are categorized as either exempt or non-exempt from the FLSA provisions. These categories determine eligibility for overtime pay.

- **Exempt Employee:** an employee who is paid a set salary, regardless of time required to complete the job, and is not eligible for overtime pay
- **Non-Exempt Employee:** a full-time or part-time employee who is paid on an hourly basis for time worked. Such employees are eligible for overtime pay

Timekeeping

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

Timecards and time off requests are to be submitted through the payroll system that VRT is currently utilizing. Full-time and part-time hourly employees must enter their time and approve their timecards prior to the employee's supervisor approving.

Exempt employees are only required to submit time off requests when they are using sick, vacation, or floating holidays.

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

It is important that time off requests and timecards are submitted in a timely manner, therefore they are due by 5pm on the Monday after the pay period is completed. Any changes to this deadline because of requirements from the payroll processor will be communicated.

Meal and Rest Breaks

While no state or federal law requires rest breaks, VRT may do so as a courtesy. The appropriate use of short breaks may increase employee efficiency and result in better customer service. A manager may determine the appropriate duration of a break for the office, up to a maximum of 20 minutes total. These breaks will be considered paid work time. Managers may discontinue breaks as needed to ensure proper staffing to meet customer demand. Unauthorized extensions of authorized work breaks will not be considered work time. Breaks may not be combined or foregone to leave earlier in the day.

In addition, all employees who work more than six hours in a day shall take a meal break. Meal breaks are not less than 30 minutes and are generally unpaid; however, employees who are required to work during the meal break will be paid for that time.

Travel Time

The time an employee spends commuting to and from work is considered “home-to-work travel” and is not considered work time. However, the time an employee spends traveling from one worksite to another for work purposes is considered work time.

Altering, falsifying, tampering with time records, or recording time on another employee’s time record will result in disciplinary action, up to and including termination of employment.

VRT takes all reasonable steps to ensure employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. Should an error occur, promptly notify your supervisor or the payroll specialist.

Overtime and Compensatory Time

Consistent with the Fair Labor Standards Act (FLSA), non-exempt employees shall receive monetary compensation at the rate of one and one-half times their regular hourly rate for overtime hours (hours worked in excess of 40 hours per week). Non-Exempt employees may accept compensatory time in lieu of overtime by so informing their supervisor prior to working the overtime and clearly documenting this on the time sheet on the week the overtime is accrued. Comp time should be used within the quarter it is accrued. Under certain circumstances an exception may be granted by the CEO. Exempt employees are not eligible for overtime or compensatory time.

Time off for sick leave, vacation leave, or holiday pay will not be considered hours worked in overtime calculations.

- All overtime must be approved by the supervisor in advance. Failure to work assigned overtime may result in disciplinary action, up to and including termination of employment.

Pay Periods

All employees are paid biweekly every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period. Pay periods for all employees shall be 14 days and will end on the Saturday before the bi-weekly pay date.

When a regularly scheduled payday falls on a day off such as a holiday, employees will receive pay on the preceding Thursday.

Employees are expected to have pay directly deposited into personal bank accounts. Employees will have access to an itemized statement of wages when VRT makes direct deposits.

Payroll Deductions

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

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

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

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

VI. BENEFITS AND LEAVE

Eligible employees at VRT are provided a wide range of benefits. Benefits eligibility is dependent upon a variety of factors. Please see the summary plan description (SPD) for specific eligibility. When this handbook conflicts with the SPD and/or the benefit plan, the language of the benefit plan shall control. VRT reserves the right to modify or terminate any benefit plan at any time.

Group Health Insurance

VRT provides group medical insurance programs to all full-time employees based upon individual benefit eligibility requirements. VRT pays a portion of the medical premium for the employee and dependents.

Group Life Insurance

VRT pays 100% of the life insurance premium for employees. Details of the insurance plans are available from the payroll specialist.

Short Term/Long Term Disability

VRT pays 100% of the insurance premium for Short Term and Long-Term Disability. Details of these plans are: A regular, full-time employee may be eligible for short term disability when unable to work due to illness, pregnancy, or injury. Specific stipulations and plan details are outlined in the carrier's documentation which is available from the payroll specialist.

The short-term disability will run concurrent with FMLA and the employee must exhaust accrued paid leave including comp time, vacation, floating holiday pay, and sick leave prior to short term disability use. An employee receiving workers' compensation or disability pay under any state or federal plan is ineligible for this benefit. To be eligible for continued disability benefits, the employee must not engage in outside employment and is expected to avoid activities that may delay recovery and return to work.

Medical Certification

The employee must provide medical certification of the disability that includes the start and expected end date of the disability. This certification must be submitted to the director of human resources, who will review the certification and make a determination on benefit qualification.

Return to Work

The employee must return to work as soon as permitted by his or her health care provider. The employee must submit a fitness-for-duty clearance to the director of human resources. An employee whose absence has been designated as Family and Medical Leave Act (FMLA) leave is eligible for reinstatement as provided by the FMLA. Employees with questions regarding this policy should contact their supervisor.

Retirement

VRT is a participant in Public Employee Retirement System of Idaho (PERSI). All VRT employees who work more than 20 hours per week for five consecutive months are defined as an employee within the PERSI statutes and are required to participate in the PERSI Basic Retirement Plan. The Basic Plan is a defined benefit plan that pays retirement income to the employee based upon an established formula. PERSI Basic Plan contributions for both the employer and employee are set annually by the PERSI Board of Directors.

In addition to the Basic plan, PERSI also offers a 401(k) plan for participating employees known as the PERSI Choice 401(k) Plan. Employees may make voluntary contributions to the PERSI Choice plan. VRT does not match employee voluntary contributions to the PERSI 401(k) plan.

PERSI Basic and Choice plans are automatically deducted from each employee's pay before Federal and State tax withholdings are calculated. While the amounts deducted will generally be taxed when they are distributed, favorable tax rules typically apply to PERSI Basic and Choice distributions.

Complete details of the plans are described in the PERSI Handbook, which is provided to eligible employees and is available on-line from PERSI. Contact the payroll specialist for more information.

Flexible Spending Account (FSA)

VRT offers Flexible Spending Accounts (FSA) to its employees. An FSA is a voluntary account where employees can set pre-tax dollars aside to pay for eligible medical expenses. For employees that choose to participate, all funds added to their account will come solely from voluntary payroll deductions. VRT will not provide any match to the funds. However, VRT will cover all the administrative fees associated with managing their account.

Plan years are based on a calendar year. Employees that opt out at the time of hire will not be able to participate until the next open enrollment period. For employees that choose to participate, plans will go into effect the first month after their hire date. VRT's plan allows employees to carry over the current IRS maximum amount from one year to the next.

Free Transportation

Each employee, his/her spouse, and dependent children (high school age or younger) will be allowed to ride for free on any regularly scheduled transit bus operated within the VRT service area. Bus passes will be issued by customer service and must be shown to the bus driver upon each boarding.

Workers' Compensation

Workers' compensation is a no-fault insurance required by law that provides medical treatment and partial loss of wage compensation for covered workers whose injury or illness is a result of employment activities. VRT pays 100% of the cost of premiums for workers' compensation insurance.

Unemployment Benefits

VRT pays all costs of unemployment benefits required by law. Unemployment benefits provide unemployment compensation benefits to employees if an employee loses his or her job due to no fault of his or her own, such as when an employee is laid off due to lack of work. This benefit provides eligible employees with temporary income for a limited time-period until other employment is secured. State law will determine eligibility requirements and waiting period.

COBRA Health Insurance Coverage

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) provides employees and qualified beneficiaries the opportunity to continue, temporarily, health insurance coverage at group rates under VRT's health plan when a "qualifying event" would normally result in the loss of health care insurance coverage. The type of qualifying event will determine who may elect to participate in COBRA and the amount of time that health insurance coverage will be offered to the individual under COBRA.

Qualifying Events for Employees:

- Voluntary or involuntary termination of employment for reasons other than gross misconduct
- Reduction in the number of hours of employment
- Covered employee's becoming entitled to Medicare
- Divorce or legal separation of the covered employee
- Death of the covered employee
- Loss of dependent child status under the plan rules

Eligibility:

To be eligible for COBRA coverage, the employee must have been enrolled in VRT's health insurance plan and the plan must continue to be in effect for eligible employees.

The COBRA administrator will provide each eligible employee with a written notice describing rights granted under COBRA when employees become eligible to participate in VRT's health insurance plan. The notice contains important information about employees' rights and obligations. Employees will have 60 days from the date VRT's insurance ends or 60 days from the date the employee receives such information, whichever is later, to elect continued coverage under COBRA.

Bereavement Leave

Full-time employees who wish to take time off due to the death of an immediate family member should notify his/her supervisor immediately. VRT defines "immediate family" as the employee's spouse, parent, child, sibling; mother-in-law; father-in-law; son-in-law; daughter-in-law; brother-in-law; sister-in-law; grandparent; or grandchild.

Bereavement leave will be paid as follows:

- Three (3) consecutive workdays if the location of the funeral is less than 200 miles from Boise, Idaho
- Four (4) consecutive workdays if the location of the funeral is more than 200 miles from Boise, Idaho
- An employee may take additional days of accrued leave, if necessary and approved by the employee's immediate supervisor

Pay for bereavement leave will be computed based on the employees' normal hours worked per day. This leave is not considered in the calculation of overtime pay.

Dishonesty in reporting a death will be considered a falsification of payroll records and may be subject to discipline up to and including termination.

Holiday Pay

Holiday pay is for the days when VRT is normally closed in recognition of a holiday. The following are recognized as paid holidays for full-time employees:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas
- Five (5) Floating Holidays (Floating holidays must be used in full workday increments, just like any other holiday)

The following are recognized as paid holidays for part-time employees:

- Thanksgiving
- Christmas
- Five (5) Floating Holidays (Floating holidays must be used in full workday increments.)

Holidays will be paid at the rate of eight (8) hours per day for full-time employees or six (6) hours per day for part-time employees. Non-exempt employees who are normally paid for four 10-hour days shall be paid the rate of ten (10) hours per normally worked day.

Floating Holidays

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

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

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

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

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

Community Volunteer Leave

VRT recognizes the value employees bring to the community when they volunteer their time in support of community programs.

For those continuously employed for at least six months, Community Volunteer Leave allows employees to take up to one day of sick leave (up to 8 hours in one workday for non-exempt employees) every six months to participate in manager-approved community volunteer programs that positively impact the quality of life within the community.

Employees interested in this opportunity should meet with their manager to discuss their volunteer choice, schedule, and to receive approval. Community Volunteer Leave should not conflict with peak work schedules, other work-related responsibilities, create the need for overtime, or cause conflicts with other employees' schedules.

Jury Duty

VRT encourages employees to fulfill their civic responsibilities by serving jury duty when required. Full-time employees called upon to serve jury duty will be paid the difference between the jury fees and the employee's base wages for the days of service.

When an employee is required to report for jury duty and is released for all or part of a day, he/she shall report to his/her supervisor for work for the day or balance of the day.

Personal Leave of Absence

Employees who require time off in addition to vacation or sick days may request a personal leave of absence without pay for up to a maximum of 30 days. An extension may be approved in limited circumstances. All regular employees employed for a minimum of 90 days are eligible to apply for an unpaid personal leave of absence. Job performance, absenteeism and departmental requirements will all be taken into consideration before a request is approved. Please contact the payroll specialist for more information on leave request procedures.

The employee must return to work on the scheduled return date, or the employee will be considered to have voluntarily resigned from his/her employment. Extensions of leave will be considered on a case-by-case basis.

It is the employee's responsibility to maintain consistent communication on approved leaves-of-absence with the Authority regarding the status of their leave and adequate notice of employee's return-to-work date(s).

~~VRT is not a qualified employer for the purposes of the Family and Medical Leave Act (FMLA).~~

Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA); for full-time and part-time employees (excluding seasonal or temporary employees). Advance notice of at least two weeks from military service is required, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable. VRT will attempt to accommodate the work schedule of all full-time regular employees who are required to participate in military training or active duty.

~~The leave will be unpaid. However, employees may use any available paid time off for the absence.~~

For employees in the Reserves who must take time off for Reserve training and who are not on active duty: If training pay is less than the employee's regular rate of pay, VRT will make up the difference, less applicable payroll deductions for the days missed for training up to the equivalent of 40 hours of straight pay for a given workweek. Overtime will not be considered for this calculation. Employees desiring to use this benefit must provide 14 days' notice of leave and government issued orders or documentation of training and pay received.

Employees may use any available paid time off for the absence in the following order: comp time, vacation time, floating holiday, sick leave. If any employee chooses to take unpaid leave while on Reserve training, they will be required to cover their portion of their health benefit premiums.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time.

Unless doing so creates an undue hardship, employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Sick Leave

Beginning on the first day of the month following completion of 30 days of service, each full-time employee shall receive eight (8) hours of sick leave per month, ~~provided the employee has worked at least one-half the working days for the month.~~ Time spent on vacation or holiday, or FMLA leave counts as time worked for purposes of this calculation.

Sick leave may be used in the following situations:

- Personal illness
- Medical appointments
- Injury not arising in the course of employment, but requiring medical attention
- Quarantine
- Illness of a member of the employee's immediate family necessitating the employee's absence from duty
- When an employee is not able to report for work at their assigned time due to the conditions mentioned above, they shall notify a supervisor at least one hour before the start of the assigned work, or as soon as possible.
- Employees who miss three (3) or more unscheduled, consecutive days may need to provide a doctor's note or other acceptable documented reason for the absence. (See section on Attendance) **It is the employee's responsibility to communicate with the Authority regarding the status of their leave and return to work date(s).**

Any employee who is unable to report to work for one of the above reasons but has exhausted accrued sick leave, or exhausts sick leave during the absence, may be placed on an unpaid personal leave of absence. Vacation time and/or floating holidays may only be used in accordance with the vacation benefits and holiday pay policies.

Approved sick leave shall be paid at straight time and will not be considered in overtime calculations. Employees may accumulate up to 800 hours of sick leave. Employees retiring at age 65 or older shall have their accumulated sick leave balance converted to a cash payout equal to the rate of fifty cents on the dollar at the employee's current straight time rate of pay.

Habitual absenteeism and misuse of sick leave is a violation of VRT policies. Those who abuse sick leave may be subject to disciplinary action up to termination of employment.

Vacation Benefits

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

First full pay period worked through end of 4 th year	80 hours per year or 3.33 hours twice a month
Start of 5 th year through end of 9 th year	120 hours per year or 5.00 hours twice a month
Start of 10 th year through end of 14 th year	160 hours per year or 6.67 hours twice a month
15 or more years	200 hours per year or 8.33 hours twice a month

For Chief-level positions, vacation will generally accrue based upon the schedule below:

<u>First full pay period worked through end of 4th year</u>	<u>120 hours per year or 5.00 hours twice a month</u>
<u>Start of 5th year through end of 9th year</u>	<u>160 hours per year or 6.67 hours twice a month</u>
<u>Start of 10th year or more</u>	<u>200 hours per year or 8.33 hours twice a month</u>

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

First full pay period worked through end of 4 th year	120 hours maximum accrual
Start of 5 th year through end of 9 th year	160 hours maximum accrual
Start of 10 th year through end of 14 th year	200 hours maximum accrual
15 or more years	240 hours maximum accrual

Employees are eligible to begin using vacation time as soon as it is accrued. Negative vacation balances are not allowed.

Determination of the number of full-time employees who may be permitted to be on vacation at any one time shall rest with management.

To utilize vacation leave, employees must submit a time off request through the payroll system prior to the requested leave date.

Full-time employees retiring or terminating employment shall be compensated for their accrued vacation hours at their current hourly rate of pay.

Donated Sick Leave

Employees who donate sick must maintain 100 accrued sick leave hours. Employees may donate accrued sick leave hours that exceed their 100-hour reserve up to 40 sick leave hours to other employees with serious personal or family medical circumstances that have exhausted their accrued sick days, vacation days, comp time, holiday comp time, and other leave. Employees seeking to make such donations must, however, provide a written request to their manager.

The donation and receipt of donated leave is subject to the approval of the Department Chief, Director or CEO, for both the donating and receiving employees. Evaluation may include prior satisfactory attendance, with no history of leave abuse. Employees receiving workers' compensation benefits through VRT are not eligible to receive donated leave. Donated sick hours are converted into the same number of sick hours for the recipient, regardless of the employees' regular hourly pay rates or salaries. Names of donors and recipients must be kept confidential.

Donations to a specific employee by several other employees may not total more than forty-eight (48) days. One employee cannot donate more than 40 hours to another employee per incident. The manager has the right to schedule how the recipient may use the donated leave, but at all times, expects the recipient to return to work as soon as personal or family health allows. Employees who report a personal incapacity to work at the end of leave may be required to provide medical certification of such incapacity.

If the recipient of donated sick leave returns to work before all donated sick leave has been used, the recipient forfeits the donated leave. Donors of unused sick leave will not be credited back the unused balance.

Accrual of Paid Leave Benefits During Paid Leave

All employees who are on paid leave such as vacation leave, sick leave or floating holiday leave, will continue to accrue paid leave benefits provided by Valley Regional Transit.

Accrual of Paid Leave Benefits During Unpaid Leaves

Employees on unpaid leave (for at least one full pay period) are not entitled to continue accruing paid-leave benefits. Floating holidays will replenish according to the Floating Holiday Policy. This includes employees who are receiving income replacement benefits from a source other than Valley Regional Transit payroll such as short-term disability, long-term disability or workers' compensation insurance.

Employees on unpaid military leave of absence and unpaid leave under the Family and Medical Leave Act (FMLA) are also not eligible for accruals of paid leave.

Family and Medical Leave Act (FMLA)

VRT complies with the federal FMLA, which requires employers with 50 or more employees to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. For details on FMLA see appendix A.

Employees should note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Employees should contact the HR department to discuss options for leave.

VII. EMPLOYMENT STATUS AND RECORDS

Employment Reference Checks

To ensure that individuals who join VRT are well qualified and have a strong potential to be productive and successful, it is the policy of VRT to check the employment references of all applicants.

When an employee is no longer employed by VRT, the payroll specialist will respond to reference check inquiries. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

Background/Criminal History Checks

VRT reserves the right to conduct background checks to review the criminal history of applicants upon employment, promotion, or transfer. If an applicant has been convicted of a crime, a determination will be made by management as to whether the nature of the crime and conviction is incompatible with the job in question and the applicant should be disqualified from consideration. All VRT positions require a background check, which is conducted before the final offer of employment, is extended to the prospective employee.

Applicants are required to list any convictions (including traffic violations, if part of job description) within the past five years. Falsification of this information will automatically disqualify an applicant from consideration. Convictions may or may not be grounds for disqualification; each case will be judged separately.

Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated with VRT:

- **Resignation** - voluntary employment termination initiated by an employee
- **Retirement** - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from PERSI. An employee eligible to retire with PERSI may continue to work as long as he/she can successfully perform the duties of the job

- **Layoff/Recall** - an involuntary separation brought about through no fault of the employee and without adverse effect on his/her eligibility for future reinstatement
- **Suspension** - a temporary, involuntary separation for disciplinary purposes
- **Discharge** - involuntary, permanent employment termination initiated by the organization

To continue the work of VRT with as little disruption as possible, VRT requests at least two (2) weeks written notice of resignation or retirement.

VRT shall issue final pay for hours worked. Any unused vacation hours, and unused floating holidays in accordance with the holiday pay policy will be included in the employee's final paycheck. VRT shall deduct and withhold from the final paycheck any amount owed to VRT for payment of unearned leave, as well as group insurance premiums.

VIII. MISCELLANEOUS

Use of Equipment and Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using VRT property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Use of VRT owned vehicles or equipment for personal purposes is strictly prohibited. Individuals that have VRT vehicles assigned to them shall not have any other person in the vehicle unless it is for official business, or the employee has been granted permission by their immediate supervisor. Vehicles must be parked at a VRT facility overnight except when attending a VRT approved event more than 100 miles from Boise.

Notify a supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or require repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.

At no time shall VRT require any employee to use equipment that is not in safe operating condition.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action, up to and including termination of employment.

Distracted Driving

When driving on Authority business, VRT employees may not use cell phones (including hands free) or any other mobile electronic devices while operating a motor vehicle. This includes, but is not limited to, answering calls or making phone calls, engaging in phone conversations, reading or responding to e-mails and text messages, adjusting a Global Positioning System (GPS), and accessing the internet.

These restrictions do not apply to calls made to report an emergency. In all such cases, all cautionary measures should be practiced.

Furthermore, VRT employees are required to:

- consider turning off, putting on silent or vibrate wireless phones or other devices before starting the car
- pull over to a safe place and put the vehicle in "Park" if a call must be made or received while on the road
- consider modifying your voicemail greeting to indicate that you are unavailable to answer calls or return messages while driving
- inform clients, associates, and business partners of this VRT policy as an explanation of why calls may not be returned immediately
- pull over to a safe place and put the vehicle in "Park" to adjust a Global Positioning System (GPS) or other navigation devices

Solicitation

To ensure a productive and harmonious work environment, persons not employed by VRT may not solicit or distribute literature in the workplace at any time for any purpose.

VRT recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time.

Sending solicitation emails or posting of written solicitations on Authority bulletin boards is not allowed without a supervisor's authorization.

Appendix A – Employee Handbook

Family Medical Leave Act (FMLA) Policy

Under FMLA, eligible employees are provided up to 12 weeks of unpaid, job-protected leave in any 12-month period for certain family and medical reasons. The 12-month period is a rolling period measured backward from the date an employee uses any FMLA leave. (Except for leaves to care for a covered servicemember with a serious illness or injury. For those leaves, the leave entitlement is 26 weeks in a single 12-month period measured forward from the date an employee first takes that type of leave).

Basic leave entitlement

Eligible employees will receive up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or childbirth; (2) to care for the employee's child after birth or placement for adoption or foster care; (3) to care for the employee's spouse, child, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

Military family leave entitlements

Eligible employees with a spouse, child, or parent on active duty or called to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying needs. Qualifying needs may include addressing issues that arise from (1) short notice of deployment (limited to up to seven days of leave); (2) attending certain military events and related activity; (3) arranging child care and school activities; (4) addressing certain financial and legal arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on short-term temporary rest and recuperation leave

(limited to up to five days of leave); (7) attending post-deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities agreed upon by the employer and employee that arise out of the military member's active duty or call to active duty. The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the armed forces, including a member of the National Guard or reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of the servicemember's office, grade, rank, or rating and for which the servicemember is undergoing medical treatment, recuperation, or therapy; is in outpatient status; or is on the temporary disability retired list.

Benefits and protections

During FMLA leave, the company will maintain the employee's health coverage under the "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, an employee on FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

Certain highly compensated key employees also may be denied reinstatement when necessary to prevent "substantial and grievous economic injury" to the company's operations. A "key" employee is an eligible salaried employee who is among the highest-paid 10 percent of the company's employees within 75 miles of the worksite. Employees will be notified of their status as key employees, when applicable, after they request FMLA leave.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued before the start of an employee's leave.

Employee eligibility

The FMLA defines eligible employees as employees who (1) have worked for the company for at least 12 months; (2) have worked for the company for at least 1,250 hours in the previous 12 months; and (3) work at or report to a worksite that has 50 or more employees or is within 75 miles of company worksites that, taken together, have a total of 50 or more employees.

Definition of "serious health condition"

A serious health condition is an illness, an injury, an impairment, or a physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a healthcare provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school, work, or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a healthcare provider or one visit and a regimen of continuing treatment, incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of "continuing treatment."

Use of FMLA Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. *Employees must make*

reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations.

Employee responsibilities

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, employees must provide notice as soon as practicable and generally must comply with the company's normal call-in procedures. The company may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave, absent unusual circumstances preventing the notice.

Employees must provide sufficient information for the company to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Employees also must inform the company if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also are required to provide a certification and periodic recertification supporting the need for leave. The company also may require a second and, if necessary, a third opinion (at the company's expense) and, when the leave is a result of the employee's own serious health condition, a fitness-for-duty report to return to work. The company also may delay or deny approval of leave for lack of proper medical certification.

Pay And Benefits During Leave

FMLA leave is unpaid. VRT requires the use of accrued paid leave concurrently while taking FMLA leave (sick leave, vacation, floating holiday). Employees who have no accrued leave may still be eligible to take unpaid FMLA leave. FMLA leave taken after employees' accrued leave is exhausted shall be unpaid.

Holidays that occur during FMLA leave will be paid in accordance with VRT's Holiday policy.

Leave accruals while on FMLA leave will be in accordance with VRT's Sick Leave, Vacation Leave and Wage Payment, Accrual During Paid/Unpaid Leave, and Overtime policies.

Employees' short-term disability leave or workers' compensation leave shall be counted as FMLA leave. Employees' accrued leave is not substituted for paid short-term disability leave or workers' compensation leave.

VRT will maintain group health plan benefits for employees on FML. Employees on unpaid FML or who do not have enough accrued leave to cover their portion of the copay, are responsible for arranging with the payroll specialist and their manager to pay their full portion of the premium copay. While on FML, employees will be notified how to make the payments for their share of their group health plan premiums during leave.

If VRT terminates employees' group health insurance coverage due to nonpayment of premium copayment(s), VRT will provide written notice to employees 15 calendar days in advance of the coverage termination date. Employees will be required to reimburse VRT for any group health insurance premiums paid during leave if employees do not return to work from leave. Employees who do not return to work from FML and those who lose coverage due to nonpayment of premium copayments can continue their group health insurance coverage under COBRA.

VRT Responsibilities

VRT will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required, as well as the employees' rights and responsibilities. If employees are not eligible, VRT will provide a reason for the ineligibility.

The company will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employees' FMLA leave entitlement. If the company determines that the leave is not FMLA-protected, the company will notify the employees.

Employees may not perform work for self-employment or for any other employer during an approved leave of absence, except when the leave is for military or public service or when the company has approved the employment under its Outside Employment policy and the employees' reason for FMLA leave does not preclude the outside employment.

Employee Acknowledgement Form

This employee handbook describes important information about VRT, and I understand I should consult the department supervisor regarding any questions not answered in the handbook.

I have voluntarily entered an employment relationship with VRT, acknowledging there is no specified length of employment. Accordingly, either VRT or I can terminate the relationship at will, with or without cause, at any time and for any reason.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to VRT's policy of employment-at-will. All such changes will be communicated through official notices, and I understand revised information may supersede, modify, or eliminate existing policies. Only the Board of Directors can adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge this handbook is not a contract of employment and does not create any contractual rights, either expressed or implied, but it is presented as a matter of information only. I have received the handbook, and I understand it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____



TOPIC	Proposed Holiday Schedule
DATE	October 2, 2023
STAFF MEMBER	Stephen Hunt

Staff Recommendation/Request

Valley Regional Transit (VRT) staff requests the Board of Directors approve Resolution VBD23-042 and accept the proposed holiday schedule for bus services, starting in fiscal year 2024.

Background

Since Valley Regional Transit installed automatic passenger counters on all fixed-route buses, the data has been used to make several service decisions. VRT reviewed ridership on federal holidays where VRT services were operated over the last three years. VRT also reviewed ridership on the Friday after Thanksgiving, New Year's Eve, and Christmas Eve.

The data shows there is a significant decrease in ridership on all the days reviewed. Most ridership decreased between 6:00 to 9:00 am and 3:00 to 6:00 pm, which is referred to as the peak service hours. Ridership decreased after 8:00 pm on routes that run later as well. During peak service VRT currently operates 14 additional buses to provide 15- or 30-minute service to 10 routes in Boise.

Ridership decreased between 10% and 85%, depending on the holiday, the time of the day, and the day of the week. Biggest decreases were seen around Thanksgiving, Christmas and New Year's Eve.

Summary

VRT is proposing to make changes to local fixed-route service only around holidays. The changes would be structured to reduce or limit the peak service currently offered by VRT. VRT would continue to run Intercounty service with no changes. The change to local fixed-routes would be on the following days:

- New Year's Eve
- Martin Luther King, Jr. Day (third Monday of January)
- President's Day (third Monday of February)
- Veteran's Day (November 11)
- Day after Thanksgiving (fourth Friday in November)
- Christmas Eve

All of the holidays listed would not run trippers on the local fixed-route, with the exception of Veteran's Day and Christmas.

- Veteran's Day would not run trippers if the holiday fell on a weekday.
- Veteran's Day would not affect any routes if it fell on a Saturday.
- Christmas Eve would not run trippers on a weekday.
- Christmas Eve would start the last trip of the day at 6:45 pm on weekdays and Saturdays.

VRT currently does not operate on the following holidays:

- New Year's Day (January 1)
- Memorial Day (fourth Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- Christmas Day (December 25)

VRT also would propose adding ACCESS service on Thanksgiving and Christmas, with limited hours. VRT would limit the hours to a block of time in the morning and the evening only, to take passengers to and from their place of residence. Passengers would have to pre-book the ride, in advance. The number of rides provided would be based on the number of vehicles available.

Implication (policy and/or financial)

VRT will communicate the schedule changes well in advance to ensure the riding public is not caught off guard. There would be some financial savings to the operational budgets, based off the holiday schedule, in wages and maintenance.

More Information

Attachments:

Proposed Holiday Schedule

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

PROPOSED HOLIDAY SCHEDULE ADDITIONS

New Year's Eve ¹ – Reduced/Limited

MLK Day – Reduced/Limited

President's Day – Reduced/Limited

Veteran's Day – Reduced/Limited

Day after Thanksgiving – Reduced/Limited

Christmas Eve ² – Shortened

Reduced/Limited – Local fixed-route trippers would not operate

Shortened – Local fixed-route trippers would not operate and the last trip would depart at 6:45pm

¹- If holiday falls on a Saturday, regular Saturday service would operate

²- If holiday falls on a Saturday, regular Saturday service would operate, but last trip would depart at 6:45 pm



TOPIC	FY2024 Final Network Proposal
DATE	September 20, 2023
STAFF MEMBER	Kate Dahl

Staff Recommendation/Request

The VRT Board will consider approving Resolution VBD23-039, accepting the Executive Boards recommendation of approval of the FY2024 Final Network Design with requested updates.

Highlights

- Consolidated fixed-route network on highest ridership routes
- Conducted substantial public outreach receiving hundreds of comments for both the service concepts and final proposal
- Adjusted service areas for complimentary and specialized services
- Recommended route additions based on public feedback

Summary

VRT staff consolidated the FY2023 fixed-route network into a more concentrated footprint with increased frequency on fixed-route services and expanded the service areas of OnDemand, Lyft Late night, Lyft Transit Connections, and added Beyond Access to provide better coverage. The proposed changes will benefit the public by:

- Increasing frequency on the Fairview corridor to 15-minutes in the commute period and 30-minutes midday
- Improving cross-town connections with a revised Orchard route running from Hill Road to the Boise Airport, connecting all three current premium corridors (3 Vista, 7 Fairview, 9 State) and increasing cross-town service in west Boise from every 60 minutes to every 30 minutes
- Improving west Boise and Meridian connections with a revised route 45 and new all-day connection between Towne Square Mall and the Village at Meridian via Ustick and Maple Grove
- Improving all-day fixed-route service on the Nampa/Caldwell Boulevard and Garrity in Canyon County
- Adding new fixed-route service in south Caldwell serving Caldwell High School and the YMCA
- Maintaining express service between Caldwell, Nampa, Meridian and Boise
- Expanding the area of VRT transit connections to minimize the impacts in areas of service loss
- Leveraging changes in VRT's specialized services to minimize the impact of a smaller Access service area
- Doubling the number of people within a ¼ mile of 30-minute all-day fixed-route service

- Increasing the number of people within ¼ mile of service that runs every 15 minutes during the commute period by 34%.
- Increasing in annual ridership by an estimated 16% -20%

Despite these improvements, the final proposal would have localized negative impacts including the following:

- Loss of service to Harris Ranch
- Loss of service along Owyhee, Latah and Roosevelt
- Loss of service on Five Mile, McMillan and Curtis
- Loss of service on sections of Maple Grove, Milwaukee, Overland, and in the North End
- Reduced service area of the 150 – simplified to follow major roadways

In response to the hundreds of public comments, staff prepared the following potential updates to the final proposal for the Board's consideration. These updates would mitigate the largest negative impacts.

- Extend the route 17 from Warm Springs to Harris Ranch, operating in a one-way clockwise loop going out Warm Springs and returning on Parkcenter. This will continue to provide service to route 1 riders.
- Extend route 16 to Harrison Hollow, restoring service to Parkhill and maintaining midday service to Hill Road. Route 16 would run until 5:15 pm providing a commute period connection between downtown and Hill Road.
- Provide a revised hourly route 4 connecting Towne Square Mall to downtown Boise via River, Americana, Latah, Rose Hill, Franklin and the Borah and Bishop Kelly High School neighborhood.
- Adjust route 28 to run straight down Cole Road for faster service, eliminating the Barrister loop now being served by the revised route 4.
- Add stops to the Lyft Transit Connections area along revised route 4, and route 16.
- Renumbering existing routes 12 to 21, and 6 to 20 and numbering the Ustick/Maple Grove route the 24 to minimize confusion

FY2024 Network Redesign Process

The overall network redesign process consisted of:

- **April 2023** Better Bus Survey collected public feedback on future direction of transit
- **May-June 2023** Development team conducts Network Redesign into 3 scenarios
- **June 2023** Public comment open on 3 scenarios
- **July-August 2023** Development team adjusts network based on public feedback and presents draft final network proposal
- **September 2023** Public comment open on final network design adjustments, VRT conducts 4 open houses/hearings
- **September 2023** Development team prepares final recommendation based on feedback
- **October 2** Presentation of final design to VRT Board

Final September 2023 Public Comment Process

VRT conducted a final round of public engagement in September to share the draft final network redesign and collect public comment. The redesign proposal maps, and narrative were shared on the VRT website along with individual route surveys. At total 186 surveys were collected with hundreds of comments on all existing and proposed routes. A response summary is attached. In addition, VRT conducted public open houses, followed by public hearings in Boise, Meridian, Nampa, and Caldwell. VRT also received comment from social media platforms, e-mails and received dozens of letters about the elimination of route 1.

Comments include:

- Support for increased frequency and span, and new routes
- Support for service area changes for OnDemand, Beyond Access, and Lyft Transit Connections
- Grave concern over loss of routes 1, and 4 effecting individuals' ability to access work, school, and services in a convenient affordable manner
- Concern about the affordability and convenience of utilizing Lyft Transit Connections
- Concerns about timing and transfers being convenient for riders schedules
- Suggestions about routes, including specific locations for stops, stops that needed improvements such as shelters
- Confusion about how to utilize Lyft Transit Connections

Please see Attachment 1: September 2023 Public Comments Summary

Summary of Final Proposal with Potential Updates

Overall, the final network proposal with potential updates represents a smaller network footprint, with routes consolidated onto the highest performing routes (i.e. routes with highest ridership). Some were rerouted to serve the highest ridership stops, increased frequency, and provided more transfer opportunities. This service loss is expected to be more than offset by ridership growth in corridors receiving additional service.

A list of routes and types of changes is shown below. Figures 2 and 3 compare current and proposed service networks. Figures 1 and 4 illustrate proposed recommendations.

Routes eliminated/consolidated:

1*, 4*, 7A, 43

Routes restructured:

6, 8, 8x, 12, 29, 16, 17, 150

Routes with no or minimal changes:

2, 3, 5, 28, 9, 160

Routes with Saturday Service:

2, 3, 5, 6, 7, 9, 12, 29

Routes with increased frequency or added trips:

7B, 8x, 12, 42

Routes with wider spans:

6, 8

New routes

56, 58

Routes Renamed/Renumbered

7B - Fairview – Towne Square Mall to 7 - Fairview

12 - Maple Grove to 21 - Cole/Glenwood

16 - VA/Hyde Park Loop to 16 - VA/15th St

8 - Five Mile to 24 - Ustick/Maple Grove

17 - Warm Springs to 17 - Warm Springs/Parkcenter*

6 - Orchard to 20 - Orchard,

4 - Roosevelt to 4 – Franklin*

40 - Nampa/Meridian Express to 40 - Caldwell/Boise Express

45 - Boise State/CWI via Fairview to 45 - Boise State-CWI

8x - Five Mile/Chinden to 8 - Chinden

Figure 1: Major Renumbered Routes

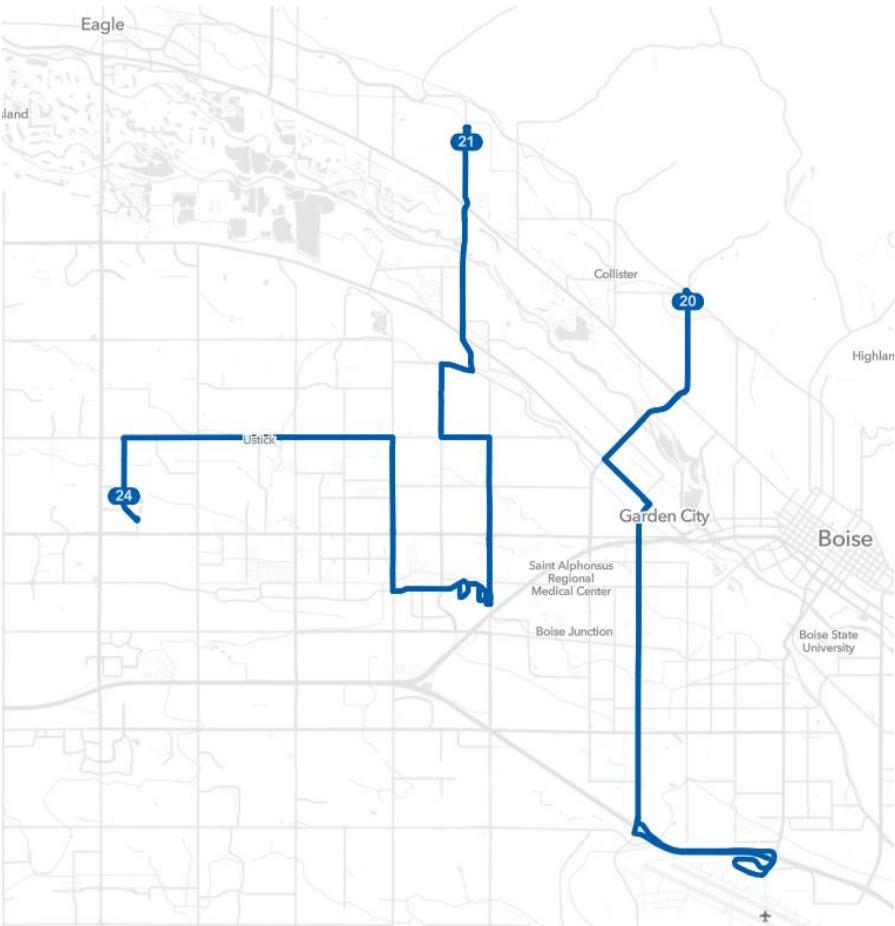


Figure 2: FY2023 Current Network

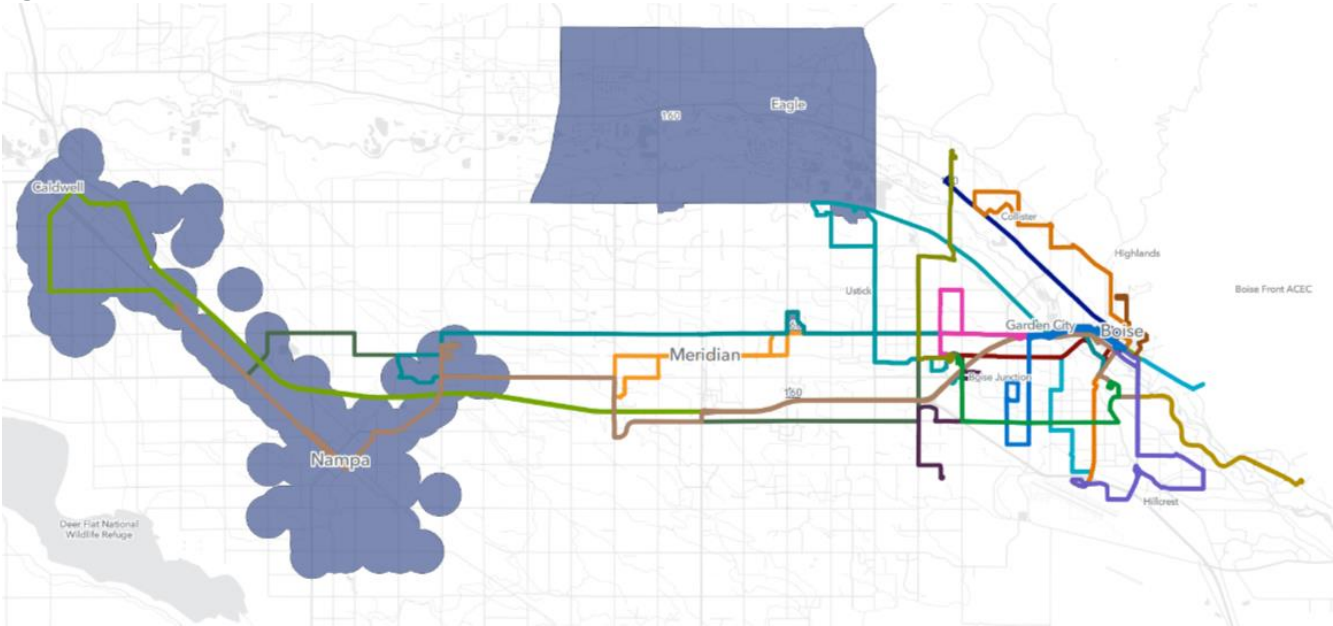
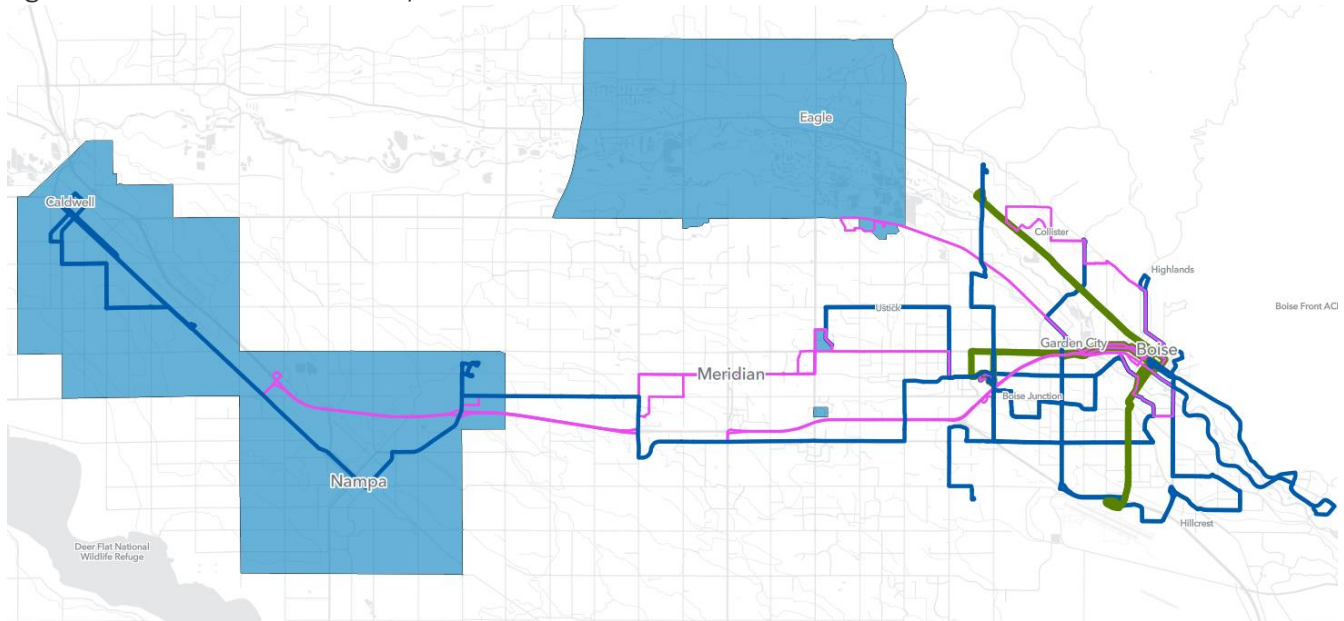


Figure 3: FY2024 Final Network Proposal



Recommended Updates

Staff is recommending several updates based on public feedback.

1. Initially **route 1 Harris Ranch** was proposed for elimination due to low ridership numbers. VRT received significant feedback opposing this elimination with the most common argument being that this area was designed with transit in mind as well as other smart growth strategies and is continuing to be built out. Although there is low density and a variety of vacant parcels along this route leading to low ridership, a number of multi-family units and some commercial mixed-use are proposed and under construction. As new developments come online, ridership is expected to grow. As a result, staff has redesigned the Route 17 to run down Warm Springs to Harris Ranch and back via Parkcenter to Main Street Station and run hourly.
2. Initially **route 4 Roosevelt** was proposed to be eliminated due to low ridership and **route 6 Orchard** is proposed to no longer serve the Borah neighborhood. VRT received significant feedback opposing the elimination of the 4 and the loss of service to the Borah neighborhood with arguments including the bench area has a large population who relies on bus service including refugees, students, low-income, and minorities. Many residents cited difficulty in walking longer distances to bus stops on other routes and the extra expense of Lyft Transit connections. As a result, staff has redesigned Route 4 to hit the highest ridership stops on the 4 and in the Borah neighborhood and running between the Towne Square Mall and Main Street Station along Franklin/Rose Hill.
3. Initially Route **28 Cole/Victory** proposed no changes, however in redesigning Route 4 Franklin, the route was able to reach the stops along Barrister and Allumbaugh. As a result, Route 28 has been straightened down Cole to promote efficiency.
4. Route **16 VA Loop** was initially proposed as a short loop around the VA Hospital but has been extended to Harrison Hollow, based on public comments received about the Route 10 Hill Road. Route 10's number of trips and span of service has been shortened to peak hours which mirrors current route ridership trends, serving peak period commuters and students. By extending the 16 to Harrison and Hill it will

connect Hill Road and downtown throughout the day. The revised 16 will also run until 5:15pm providing a connection to Hill and Harrison after 5pm.

Together these changes are expected to add approximately \$400,000 in additional annual operating costs in the City of Boise area.

Figure 4: Potential Updates to Final Proposal Based on Community Feedback



Figure 5: Ridership numbers for Final Proposal

Fixed-route network	Population served (1/4 mi. of any service)	Jobs served (1/4 mi. of any service)	Population served (1/4 mi. of service every 15 min.)	Population served (1/4 mi. of service 30 min.)	% Frequent	% Coverage	Annual ridership (based on estimated 2023)
Current	158,000	114,000	19,400	19,400	21%	79%	996,000
Final Proposal	145,000 (-9%)	113,000 (-1%)	28,400 (+34%)	38,900 (+100%)	32%	68%	1,153,000 (+16%)
Final Proposal +	153,600 (-3%)	115,900 (1.6%)	28,400 (+34%)	38,900 (+100%)	30%	70%	1,193,000 (+20%)

Final Proposal + includes potential updates described above

Figure 6: Hours and Ridership Comparison

Fixed-route	Annual Hours	Annual Riders
2023	89,831	996,000
Final Proposal	98,443	1,153,000
Final Proposal +	103,941	1,193,000
% change	15.7%	20%

Final Proposal + includes potential updates described above

Complimentary Transportation Services

In addition to fixed-route service, VRT provides other transportation services. Changes to these services is described below.

1. **Access** provides transportation within $\frac{3}{4}$ of mile of fixed-routes to persons with disabilities to the nearest bus stop. Figures 7 and 8 show the current and proposed with updates ACCESS areas. ***The potential update to the route 17 would restore Access service to Harris Ranch and Parkcenter.***

In the proposed network, the $\frac{3}{4}$ of mile buffer shifted and several gaps are identified in red in Figure 12 below. Access service is not required on limited stop routes such as Routes 45 and 42 where stop spacing exceeds $\frac{1}{2}$ mile between stops. Between October 2022 and June 2023, Access provided 24,484 rides, 8.46% of those are located in the areas expected to lose service (Figure 10 below).

Figure 7: 2023 ACCESS Service Area

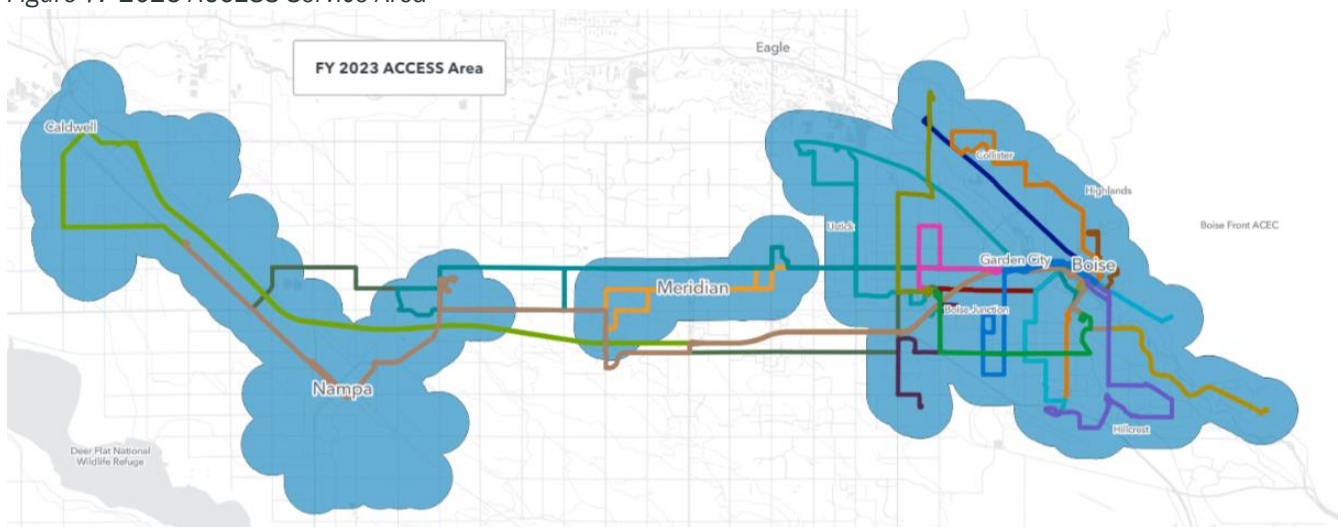


Figure 8: Final Proposal with Updates Access Service Area

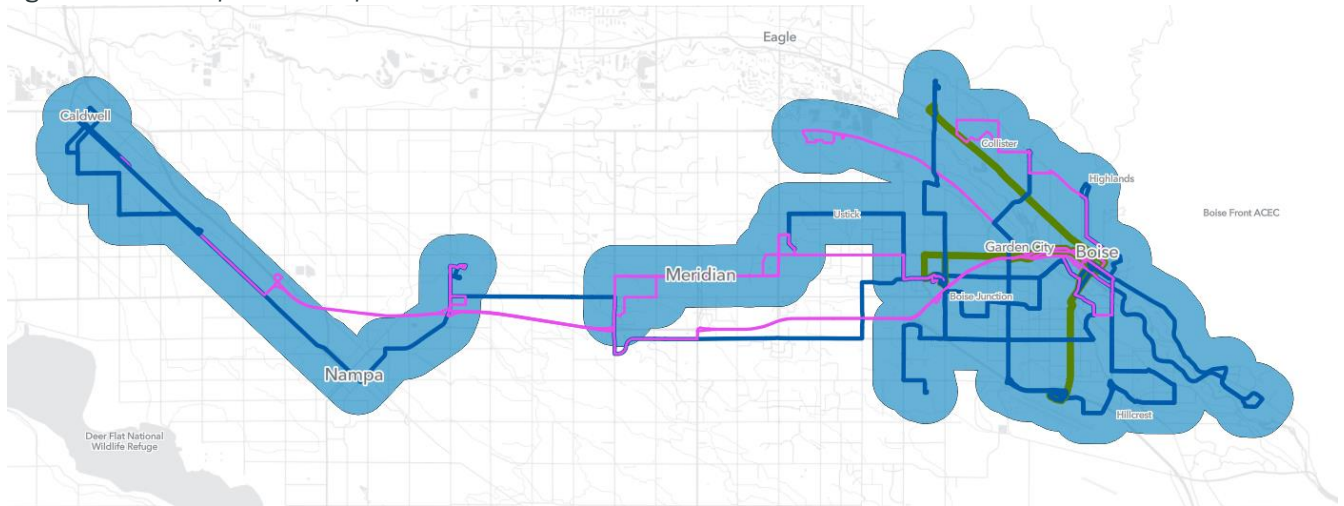


Figure 9: Access Areas Losing and Gaining Service

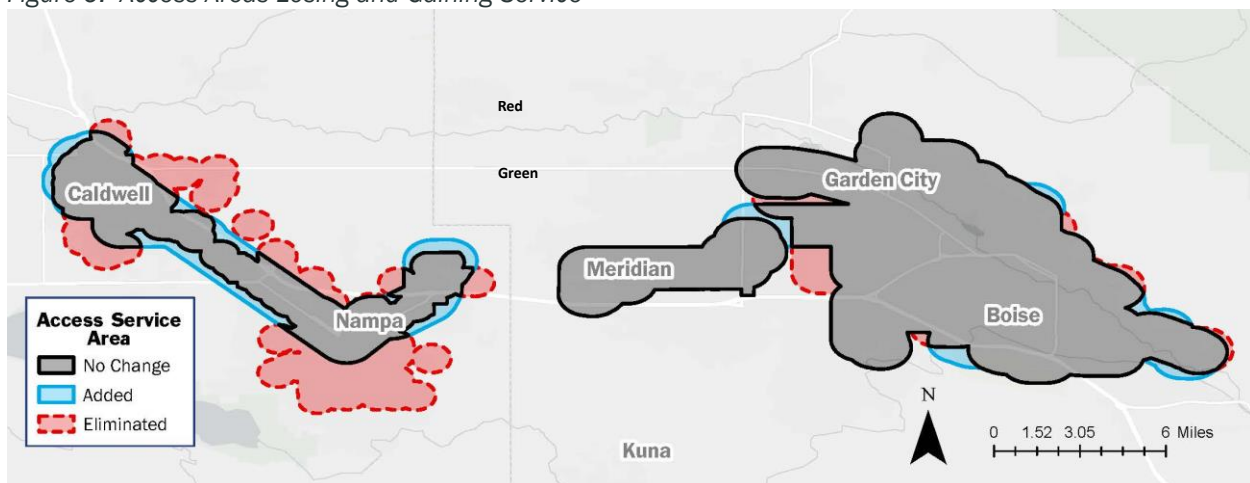


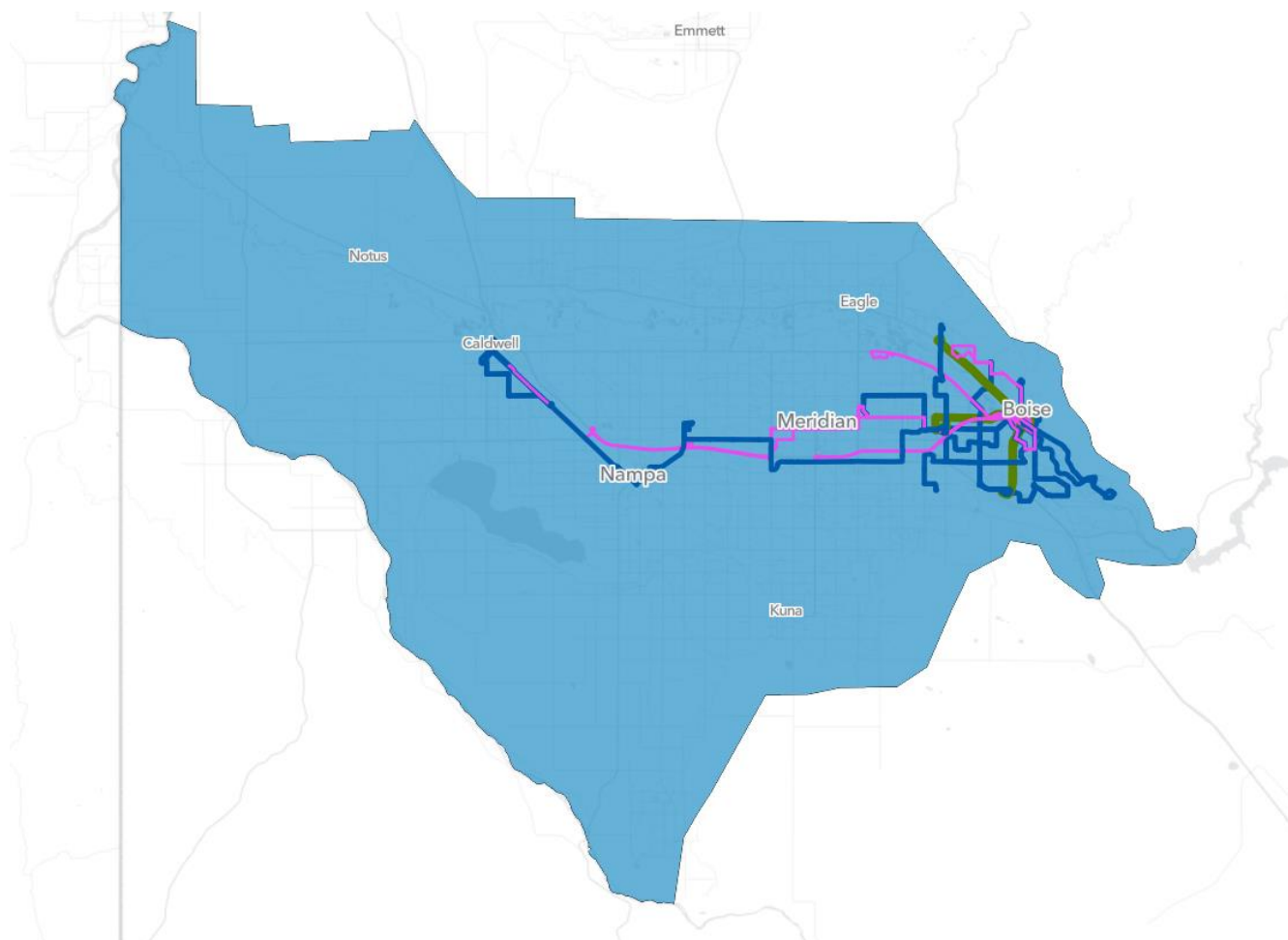
Figure 10: ACCESS Comparison

Access	Population within service area	Jobs within service area	Service area square miles
2023	385,100	180,000	129.8
2024	309,300	163,100	101.5
% change	-19.6%	-9.4%	-21.8%

2. **Beyond Access** will provide service to seniors and persons with disabilities within Ada and Canyon counties. Previously, transportation was contracted to a number of individual companies with different service areas and hours of operation. These service areas overlapped in some cases and in some cases, there were significant gaps in service. By consolidating the program under the VRT umbrella and creating one service area that includes both counties, and one set of hours of operation, it essentially creates a safety net that fills any gaps created by the shift in the Access buffer. Individuals that may have formally utilized Access and now find themselves

outside the area, can simply switch providers to Beyond Access. In fact, they may find it more convenient in some circumstances as they may go to their destination directly without transferring to fixed-route. A key difference is an individual is guaranteed a ride with Access, they are not guaranteed a ride under Beyond Access. ***There are no change updates proposed to Beyond Access in the final recommendation.***

Figure 11: 2024 Beyond Access Service Area



3. **Lyft Transit Connections** provides OnDemand services within a designated area within two miles of a fixed-route to a bus stop for \$2 (riders pay more to travel beyond the two miles). This service assists those with first mile and last mile connections and one mile beyond. Due to the network redesign, which reduces coverage, this service area has been expanded to capture the entire transit network in Boise and is extended west to Cloverdale Road, south to west Victory Road, and extends to southeast Boise as illustrated in the figures below. Ridership on this service in 2023 included 3,665 rides, by 173 unique riders at about 229 trips/month. The expanded area provides access to 130,900 (+151%) more people, and 73,500 (+171%) more jobs.

With the potential updates to routes 4, 16 and 17, five additional stops have been added to Lyft Transit Stops. (Fig. 13)

Figure 12: 2023 Lyft Transit Connections Service Area

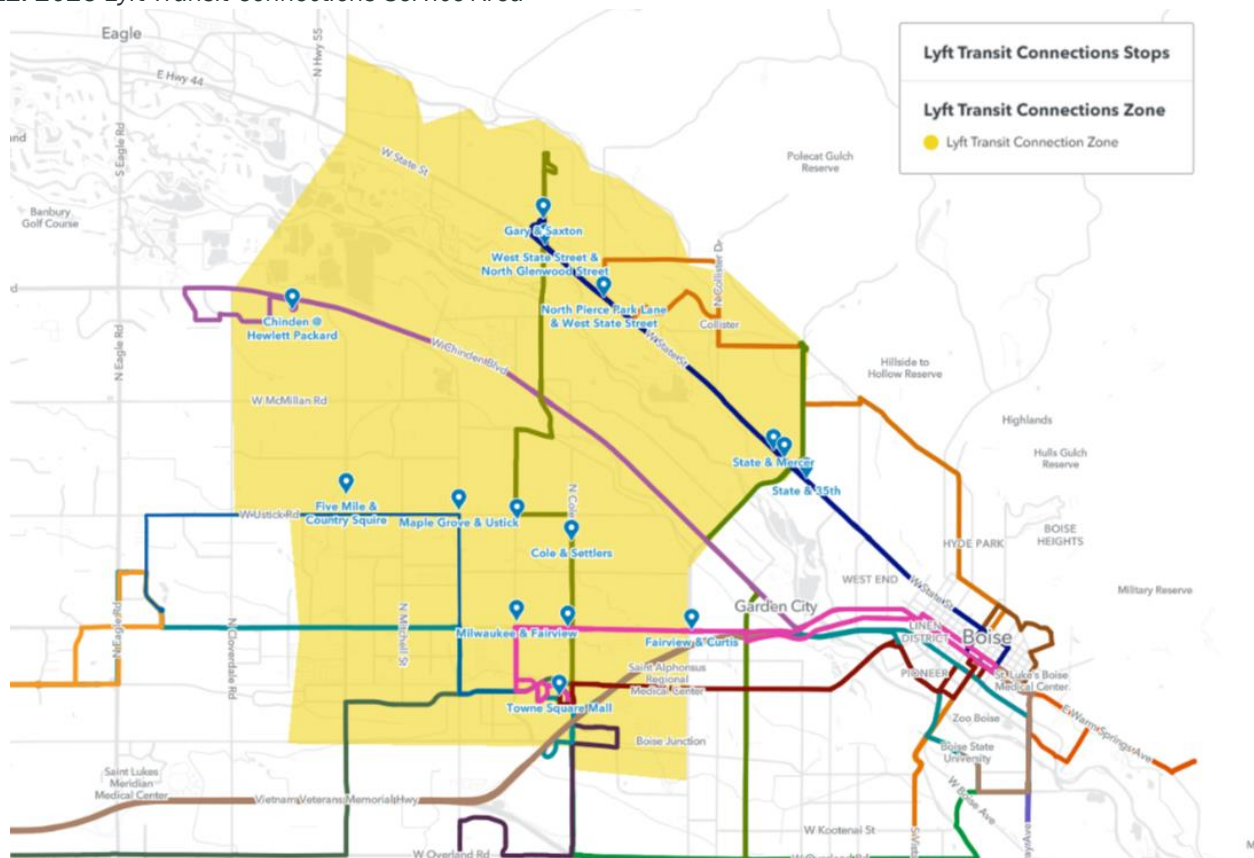


Figure 13: 2024 Proposed Lyft Transit Connections Service Area

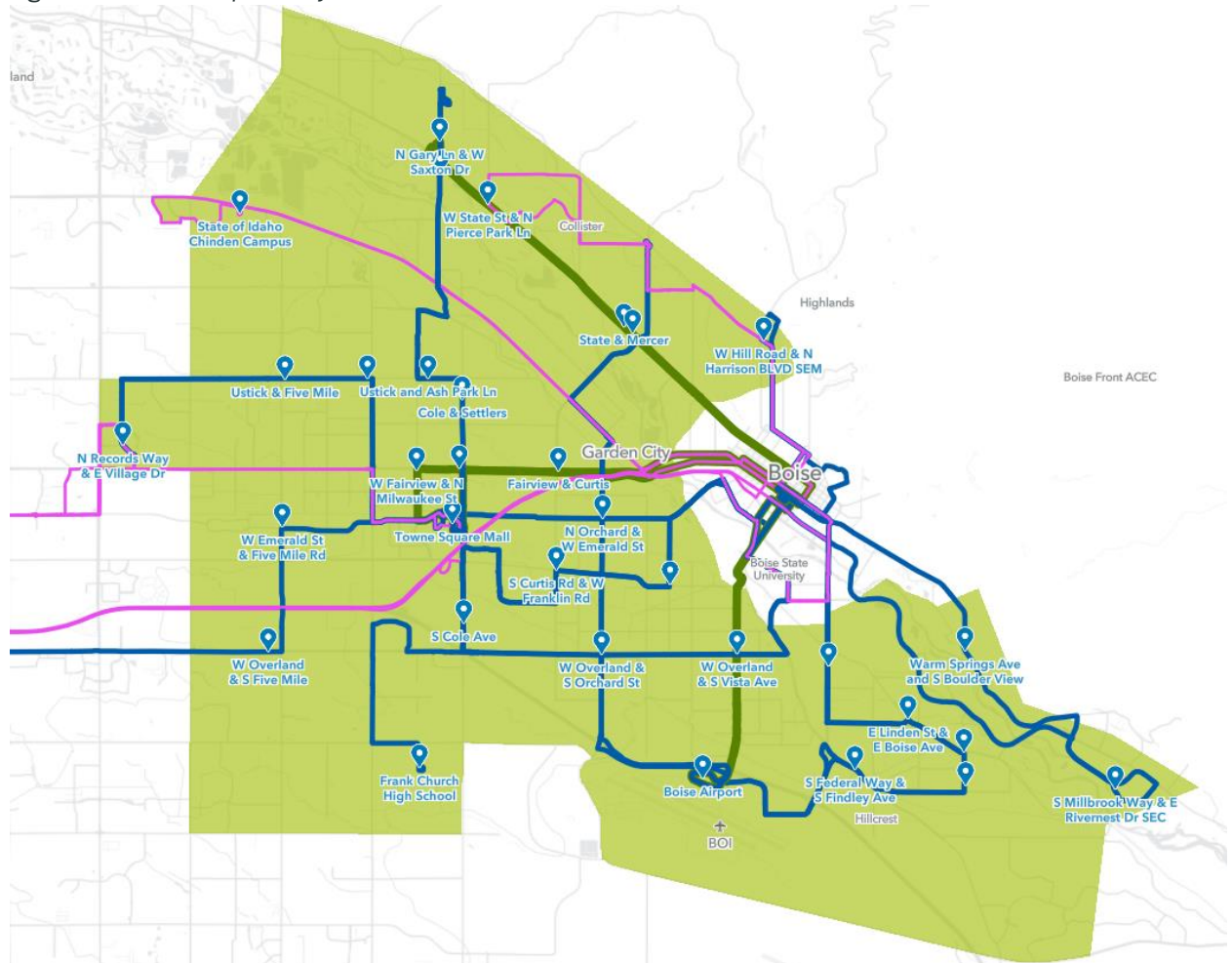


Figure 14: Lyft Transit Connections Comparison

Lyft Transit connections	Population within service area	Jobs within service area	Service area square miles	Total number of stops
2023	86,500	42,900	22.2	14
2024	199,300	93,800	59.4	32
% change	+130%	+118%	+168%	+129%

4. **VRT Late Night** provides OnDemand services to low-income individuals after hours when busses are not running. Based on research of minimum wage monthly incomes of \$1250/month, which are often tied to service work and later work hours, it was revealed Meridian had clusters of potential riders that could benefit from transit through this service. As a result, VRT is proposing to expand the area through City of Meridian to capture these clusters. Ridership on Late Night for 2023 includes 618 rides by 23 unique individuals at an average of 40 rides/month on this service. This expansion provides access to 17,200 (+5%) more people, and 20,400 (+12%) more jobs. *There are no changes proposed to Lyft Late Night in the final recommendation.*

Figure 15: 2023 Lyft Late Night Service Area

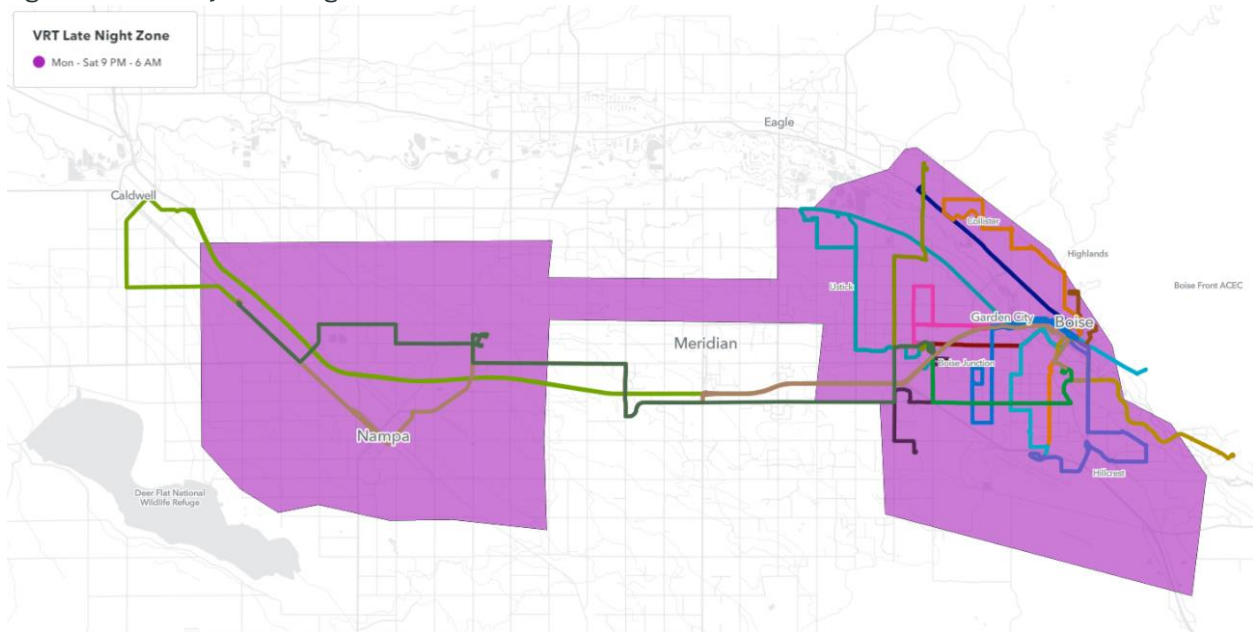


Figure 16: 2024 Proposed Lyft Late Night Service Area

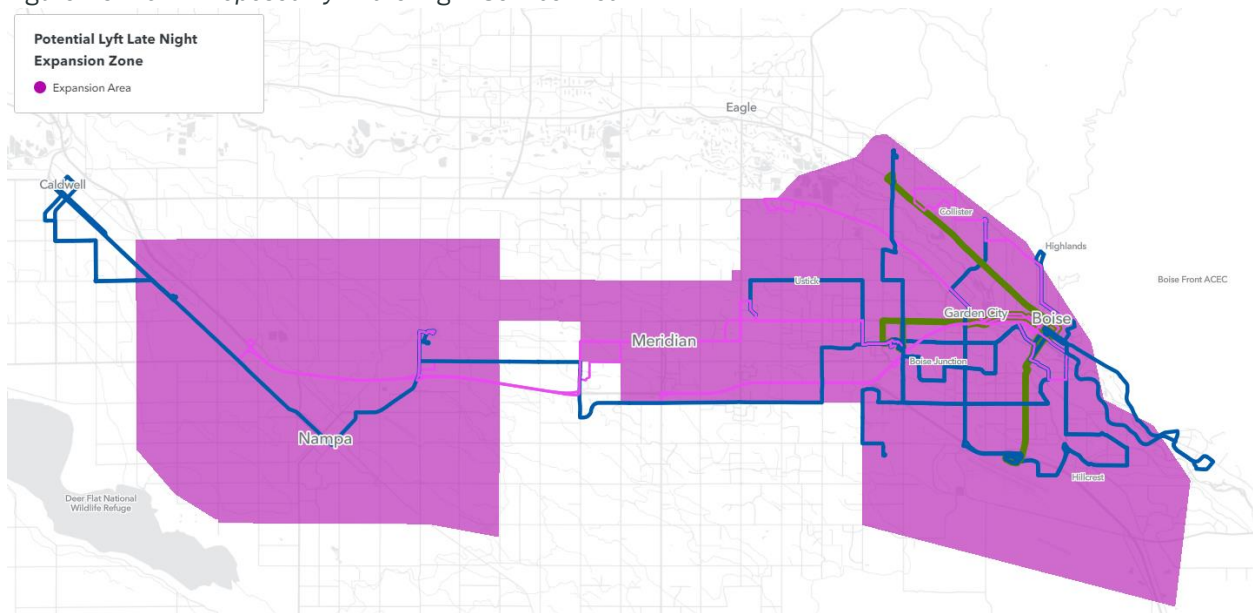


Figure 17: Lyft Late Night Comparison

Lyft Late Night	Population within service area	Jobs within service area	Service area square miles
2023	355,100	164,700	142.7
2024	372,300	185,100	149.4
% change	+4.8%	+12.4%	+4.7%

Equity Analysis

Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color, or national origin in any program or activity that receives federal funds or assistance. This program asks transit agencies to review service planning and changes to assess if vulnerable populations are disproportionately impacted and if so, the impacts are mitigated.

FY2024 Network Design Equity Analysis findings include:

- Our equity analysis shows we are adding **39,645 more trips** with the 2024 network redesign with potential updates.
- Because we are adding service hours and trips with this final redesign, we are **enhancing service** to low-income and minority populations (see Figure 18 below).

Figure 18: Equity Analysis

Equity Analysis	Low Income	Minority
Change Born by	17.3%	44.7%
Area Average	11.5%	22.3%
% change/Delta	+5.7%	+22.5%

Implication (policy and/or financial)

The network redesign would align with strategies in Valley Connect 2.0 and drive an update to the Transportation Development Plan 2024-2028.

More Information

Attachment 1: Sept. 2023 Public Comments Summary

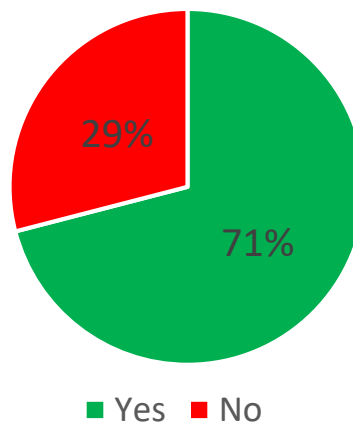
For detailed information contact:

Kate Dahl, Principal Planner, kdahl@rideVRT.org, 208-258-2715

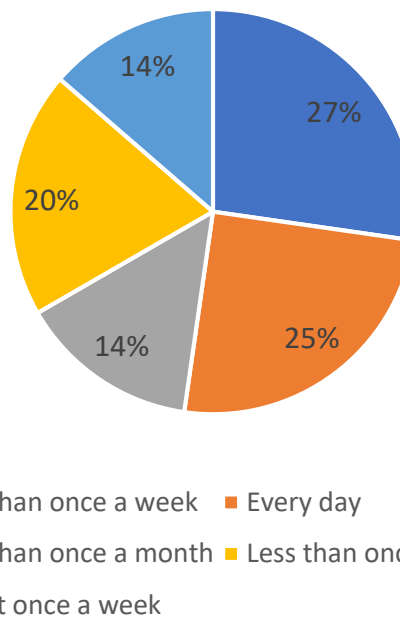
FY2024 Final Network Design September 2023 Public Comment Summary

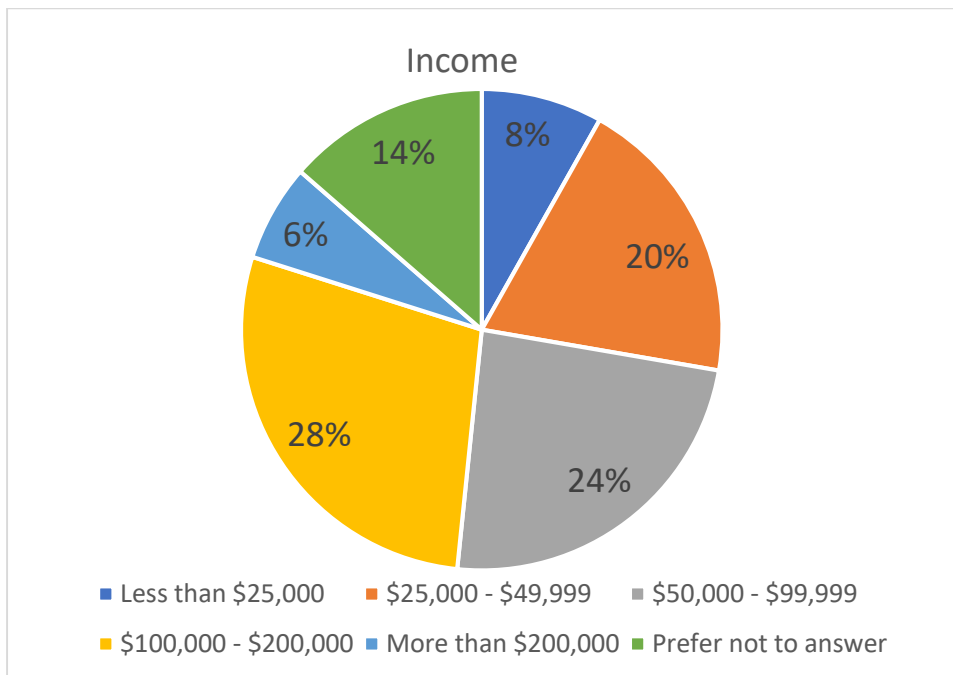
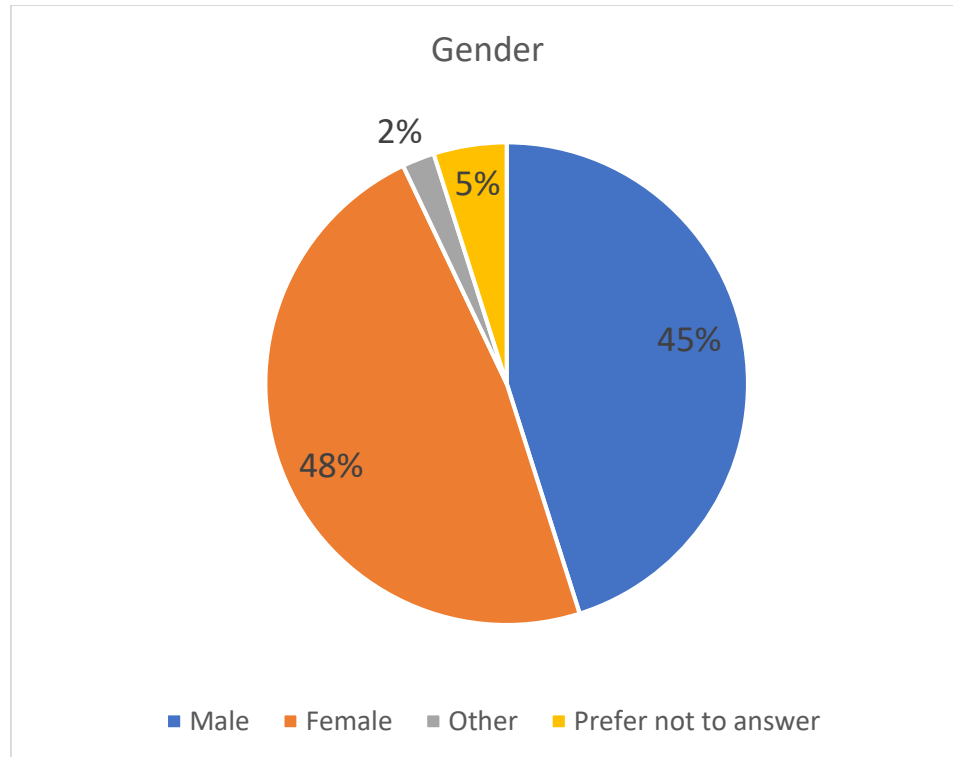
As a part of its public outreach for the final proposal, Valley Regional Transit (VRT) conducted a survey of residents and current riders. We received surveys from 186 individuals who provided more than 480 comments on individual routes or services. The table below provide self-reported demographics. A route-by-route summary of comments is also provided.

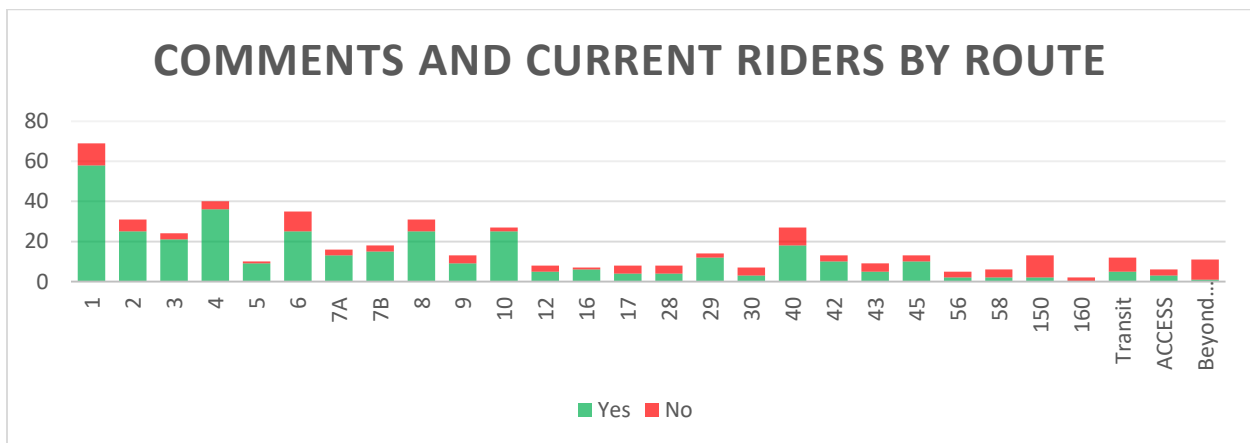
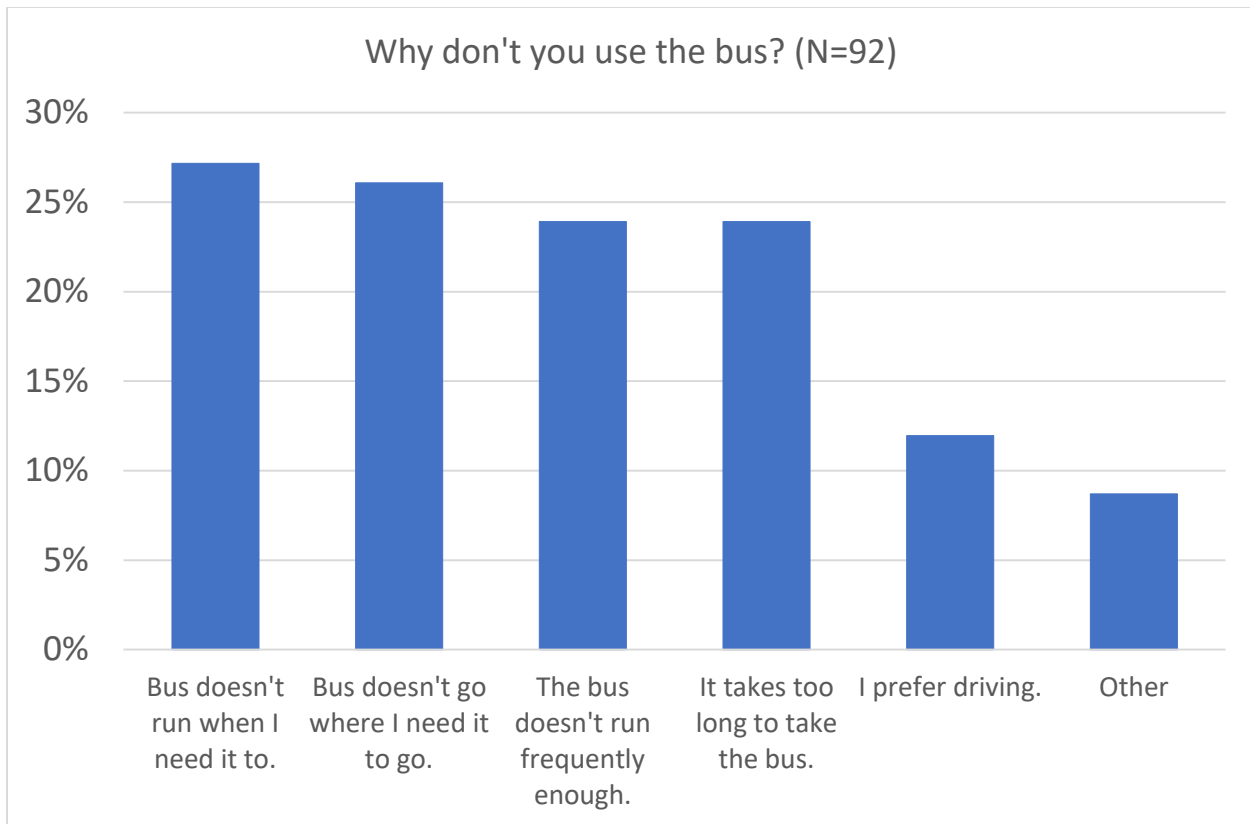
Are Survey Respondents Current Riders? (n=186)



Ride Frequency (n=132)







ROUTE 1 Harris Ranch: 69 survey comments

- The neighborhood this route serves is growing and was developed for transit, ridership will grow
- Removing the route now is shortsighted will get people used to using personal vehicles
- Students from Timberline and Sage International use the bus
- This route has hardly any riders it is obvious why it is discontinued

ROUTE 2 Broadway: 31 survey comments

- 30 min frequency would be better
- Support for more Saturday service and the extension to 9pm

- Glad the routing stayed the same
- Reroute buses off of Linden

ROUTE 3 Vista: 24 survey comments

- Increased span, frequency, and on Sundays would make this route more usable for the airport and tourists
- Need covered bus stops at Nez Perce, Vista, Rose Hill, Gourley
- Like how this route is interlined with route 2
- Information about transit at the airport needs to be improved

ROUTE 4 Roosevelt: 40 survey comments

- Eliminating the route is a disservice to residents who need it
- Elimination makes the walk to a bus stop too long and too many transfers
- Elimination will make service inconvenient and unusable
- Riders like the access to the airport and downtown
- Consider reducing frequency to hourly rather than eliminating route
- Bike access on the bench is not great

ROUTE 5 Emerald: 10 survey comments

- Arrives at Towne Square Mall too late to transfer
- Could use extended frequency and longer span into the evening
- Convenient to get to parks downtown
- Does not work during the middle of the day, too long of wait

ROUTE 6 Orchard: 35 survey comments

- Too many transfers to get downtown
- Love that it goes to the airport
- Bad decision to remove this route from the Borah neighborhood that serves refugees and high schoolers
- I will no longer have connectivity at Curtis
- This turns the 6 into an airport shuttle
- It will provide good connectivity to other routes
- The beauty of the current route is that it goes downtown
- Routing should go up Curtis and Fairview and share stops with 6 & 7 so transfers are easy
- Nobody uses the Curtis/Targee stop
- Increase frequency to 30 or 15 minutes
- Riders worried about waiting in the winter
- This eliminates service to apartments on Curtis

ROUTE 7 Fairview: 18 survey comments

- Greater frequency appreciated
- could use more 15 minute service
- Makes more trips practical
- Like the connection between the mall and Main Street Station

ROUTE 7A Fairview: 16 survey comments

- Support for eliminating low ridership routes and combining it with the 7B
- Will increase walking distance to nearest bus stop
- Elimination of route will force people to drive or take other routes

ROUTE 8 Chinden: 31 survey comments

- Changes benefit westbound commuting
- Route will benefit hospital workers getting to Boise VA
- Changes and frequency will allow more people to ride
- Longer walk to bus stop
- Promote Chinden Campus as a Park N Ride
- Need some mid-day options 1-3 pm and a later option after 5pm
- Please keep McMillian between Cloverdale & 5 Mile
- A decent waiting area is needed with a shelter and signage

ROUTE 9 State Street: 13 survey comments

- Route should extend to Eagle
- Span should increase to include hours after 9pm on weekends
- Safety and traffic improvements are needed at Ellen's Ferry

ROUTE 10 Hill Road: 27 survey comments

- Change will not match my work hours this will be for school commuting only
- Route should extend to 6-9pm
- Route should connect with the 12
- Thanks for keeping this route

ROUTE 12 Cole-Glenwood: 8 survey comments

- Thanks for the improved frequency and better connections.

ROUTE 16 VA Loop: 7 survey comments

- Extend service to Saturday.

ROUTE 17 Warm Springs: 8 survey comments

- Increase frequency and all-day service, more kids would use it
- Extend route to Table Rock
- St. Lukes is a large employer, with many employees living in this area a direct connection would be convenient

ROUTE 26 Ustick-Maple Grove: 5 survey comments

- Need a bus stop at Ustick/ N Cloverdale intersection
- This may work as an alternative to get to Meridian to Boise to BSU
- This will take me an hour to get downtown with multiple transfers.

ROUTE 28 Cole-Victory: 8 survey comments

- Riding the bus is easiest on one route, connections become unreliable
- Route 7 is often late or hold requests denied, which leaves us stranded
- With routes that only run once an hour there needs to be an alternative such as a lyft credit to get to the destination
- There is lots of development by Lake Hazel with traffic congestion service could be extended there or put a park n ride at Orchard to go to Main Street Station

ROUTE 29 Overland: 14 survey comments

- Extending this route to Main Street Station will make it more convenient
- This route is consistently late, adding more miles won't improve that
- It is not easy to access the bus stops, bus stops need amenities
- Extend hours to Saturday and Sunday
- This route should go to the Airport, there should be a route from the mall to the airport
- Increase frequency to 30-minutes
- Add covered bus stops at Vista and Orchard

ROUTE 30 Pine: 7 survey comments

- Peak hours are hard, the bus should go to the Village all day
- It is helpful that route 45 runs on the same corridor
- Add stops at Ten Mile & Pine and Hickory & Fairview
- Include 45 stops Ten Mile & Pine, Fairview & Records, Fairview & Cloverdale
- Add OnDemand service or more fixed Route to Meridian in 2025
- Increase frequency to 15-minutes
- Needs to go to the mall.

ROUTE 40 Caldwell-Boise: 27 survey comments

- Thanks for maintaining intercounty routes to allow people to get to work, the timing is good
- Removing stops at CWI will improve timeliness
- Having more buses at different times will be positive
- Cutting-out the section at 10 mile road would improve time, it is covered by other routes
- Changing the timing will make connections difficult
- Please don't eliminate the CWI stop
- Like the afternoon service addition
- Add a stop in Meridian just off I-84
- Great option for those reverse commuting
- Pick-up times needs to be 15 minutes prior to normal work times and needs to be right so people can get to work on time
- There should be at least 2 AM trips and 2 PM trips
- Extending the 40 into Caldwell would be more convenient
- Should be a full sized bus all the time
- Should run all day at 15-minute frequency
- You should add Lyft access to this route
- People need to get downtown before 8am
- Should go through downtown Nampa.

ROUTE 42 Happy Day to TSM: 13 survey comments

- Thanks for keeping this route
- Removing Cherry will lose riders
- I suggest a stop at Five Mile/Franklin
- I support 60 minute all day service, it will make it more convenient
- Stop at birch is helpful
- This needs weekend service

ROUTE 43 Caldwell Express: 9 survey comments

- Sorry to see this go, a lot of people can't afford vehicles
- Shift to an earlier inbound trip
- This route is too long 12 hours door to door
- It makes sense to combine this with the 40

ROUTE 45 Boise State CWI: 13 survey comments

- Extend after 5pm
- We need a good express option
- There needs to be a return bus Boise to Nampa at 3:30-4:30pm
- This will a great hourly route all day
- This route provides many options for transferring to other routes

ROUTE 56 Cleveland Blvd: 5 survey comments

- This will greatly reduce my need for a car
- I support restoring fixed route to the boulevard

ROUTE 58 South Caldwell: 6 survey comments

- Improve bus frequency to 15-minutes
- I support restoring fixed route

Transit Connections: 12 survey comments

- Glad VRT is exploring options to fill gaps
- People in Barber Valley won't be able to get downtown
- There is a lot of people and business along Park Center Boulevard
- I would love to use this service but it is not available for route 40 and Linder

150 OnDemand: 13 survey comments

- Should make it easier to find the area
- Works good in the morning, but overbooked in the evening
- This is unusable, would like to see a more robust and frequently run service
- This supplements fixed route
- The buses are empty or only have 1-2 riders
- Pick-ups/drop-offs are too far away
- This should extend to the outskirts Middleton
- These cities are laid out for cars not buses making the bus difficult to use and hard to walk/bike to safely

160 OnDemand: 2 survey comments

- Great option to get around and reach major destinations in Eagle, could be supplemented with fixed routes
- OnDemand buses need bike racks

ACCESS: 6 survey comments

- This service should be extended to Columbia Village
- We would use this service to access Winco and St. Luke's downtown and public events in the evenings
- Schedule this service around public events
- Provide Lyft transit connections past Park Center to Lucky 13 corner

- I support people being able to use Beyond Access who are losing ACCESS

Beyond ACCESS: 11 survey comments

- More marketing I was not aware of this service
- I like that you can between both counties
- Would love to see increased fixed route

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

FY2024 Service Change

RESOLUTION VBD23-039

BY THE BOARD OF VALLEY REGIONAL TRANSIT TO APPROVE THE FY2024 SERVICE CHANGE IN ADA AND CANYON COUNTY

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

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

WHEREAS, Valley Regional Transit adopted Valley Connect 2.0 which include network and route design guidelines along with service concepts intended to guide future service changes; and

WHEREAS, in coordination with local jurisdictions Valley Regional Transit has developed a service network that supports local jurisdiction transit service needs and adopted land use and zoning codes; and

WHEREAS, Valley Regional Transit sought public input into service concepts and the final proposal final proposal was adjusted to incorporated comments from the public; and

WHEREAS, Valley Regional Transit conducted a survey, held public meetings, open houses and four public hearings in Boise, Caldwell, Nampa and Meridian about the final proposal and incorporated public comments on the final proposal into potential updates; and

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

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

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

Section 1. That the Board of Valley Regional Transit approves final service change proposal along with updates recommended by the Valley Regional Transit Executive Board.

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

ADOPTED by the Board of Valley Regional Transit, this 2nd day of October 2023.

APPROVED by the Board Chair this 2nd day of October 2023.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

TOPIC	Interagency Agreements for Capital Projects
DATE	October 2, 2023
STAFF MEMBER	Joe Guenther, Capital Projects Manager

Summary

Valley Regional Transit, (VRT), in pursuit of achieving transit priorities, routinely enters into agreements with partnering agencies to perform Transit improvements within rights-of-way administered by partnering highway agencies.

Valley Regional Transit may also acquire property on behalf of partnering agencies to facilitate transit improvements.

The State Street Corridor has many pending projects for construction. First will be the 18th Street intersection to upgrade transit stations, signalization, bike and pedestrian safety, and amenities, as a part of a grant funded by the Federal Transit Administration and the City of Boise. This project is scheduled for construction in the spring of 2024. RAISE grant projects including but not limited to 23rd Street intersection, 27th Street intersection, Gary and Bunch, will follow, dependent on resources.

Staff Recommendation/Request

Information only. Staff desires to inform the VRT Board of directors that the VRT Chief Executive Officer will sign non-financial interagency agreements that mutually benefit VRT and other agencies on behalf of the Board.

Implication (policy and/or financial)

Interagency agreements are necessary for smooth and efficient cooperation between agencies. Without interagency agreements, projects would be delayed and be more expensive.

Highlights

- Staff works closely with many agencies including Capital City Development Corporation (CCDC), Ada County Highway District (ACHD), Idaho Transportation Department (ITD), the City of Boise and others to deliver quality transit infrastructure.
- The CEO enters VRT into non-financial agreements with partnering agencies to guide staff in delivering quality projects.
- These infrastructure projects are mutually beneficial to all agencies as VRT is able to match local funds with Federal Transit Authority Grants in order to effectively fund projects.
- Staff anticipates many additional requests for the CEO to obligate VRT on behalf of project delivery due to the scheduled projects, primarily on State Street but also at facilities such as Main Street Station (MSS), Orchard Depot, and Happy Day Transit Facility.

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

TOPIC	Proterra Bankruptcy Filing
DATE	October 2, 2023
STAFF MEMBER	Elaine Clegg

Staff Recommendation/Request

This is an information item only. No action is required.

Highlights

- In 2019, Valley Regional Transit (VRT) received a grant award from the Federal Transit Administration Low or No Emissions Grant Application. VRT selected Proterra as a partner through a due diligence review of all electric vehicle vendors. Proterra was the only partner with a 35' bus and demonstrated experience at successful implementation and support for this new technology.
- In January 2020, the Board of VRT approved resolution VBD20-001 awarding a contract with Proterra not to exceed \$12,437,100 for the purchase of up to 12 electric buses, charging infrastructure installation and construction, training for staff, spare inventory, battery leases and maintenance equipment for the shop.
- In 2020, VRT ordered 12 electric buses. All 12 buses have been received but only 9 have been accepted and put into service. The three remaining buses have not been accepted at this point. VRT is working through the issues of charging 2 of the buses and one of the buses is out of service with a Proterra maintenance issue.
- Infrastructure for six chargers and 12 dispensers was completed in 2020. The chargers and dispensers were installed in 2021. The dual dispensing functionality did not work properly due to software programming failures. In April 2023, Proterra purchased three chargers, from a different vendor, and installed them at no additional cost to VRT. Currently all nine chargers are working. Three dual dispensers are working properly and six dual dispensers are only functioning as a single dispenser. VRT expects Proterra to provide a software update that would allow for dual dispensing on the six dual dispensers by end of summer.

Summary

On August 3, VRT learned that Proterra filed for Chapter 11 bankruptcy protection. VRT immediately sought legal counsel to protect its interests and is being represented by a bankruptcy attorney from Hawley Troxell. VRT's legal counsel is monitoring the bankruptcy proceedings and is advising VRT on how to proceed with bus payments and battery lease obligations in a manner that best limits VRT'S risk.

Legal counsel has advised that Proterra may come out of the bankruptcy and continue operating or may sell off its assets and discontinue operating. Legal counsel is going to

investigate if purchasing the batteries is an option if Proterra chooses the later and does not honor its obligations under the current lease agreements.

While Proterra's bankruptcy filing came as a surprise, it is not surprising that a company such as Proterra is facing financial challenges while pioneering this new technology especially given the supply-chain disruptions and inflation.

For detailed information contact: Elaine Clegg, Chief Executive Officer, 208-258-2712, eclegg@ridevrt.org

Valley Regional Transit FY2023 Procurement Calendar

Type of Procurement	Project Manager	Estimated Cost	Estimated Issue Date	Estimated Executive Board/Board Action Date	Required Approval
Radio Media Placement	Dave Fotsch	49,999	Jul-23		CEO
Emerging Mobility Technology Services	Duane Wakan	100,000	Jul-23	Oct-23	Executive Board
Legal Services	Jason Jedry	175,000	Aug-23	Oct-23	Executive Board
2-Way Radio Service	Brad Alvaro and Nick Moran	266,000	Aug-23	Oct-23	Board of Directors
Main Street Station Exit Gate Replacement	Joe Guenther	199,000	Sep-23	Nov-23	Executive Board
Re-key Facilities	Jonathan Mutchler	49,999	Oct-23		CEO

Executive Board Approval Levels: \$50,000 - \$199,999

VRT Board of Directors Approval Levels: \$200,000 and over

Updated 9-7-2023



TOPIC	CEO Activity Report
DATE	October 2, 2023
STAFF MEMBER	Elaine Clegg

CEO Update

Information only, no action needed.

Highlights

It is now past **six months** since I took this job. I want to thank everyone for their support, it has been incredibly rewarding to serve our communities in this important position. With all that support we have gotten a lot done.

We moved fast on getting input and then designing a **better bus** system. That redesign is on the board agenda today. You approved and we are implementing a consolidated **specialized transportation** system. We have already implemented **supplemental services** starting with the TreeLine service during Treefort and continuing with the Game Day Shuttle serving BSU football games. All change is hard so expect some bumps as we implement, yet I am confident that we will have a better and more comprehensive system that will lead to increased ridership and satisfaction with our services.

There is already **increased awareness** of who we are and what we do. I am working to build and expand our support with the private sector and will have the third meeting with a group of private sector leaders in October. I have also been working with the advocacy community to build support there and will appear at the Transportation Conference hosted by the Idaho Walk Bike Alliance in October. And in hiring a government affairs consultant I will expand and enhance work with other elected and appointed leaders around the state to educate them about what we do and the issues we face and begin the conversation of working to find solutions they can support on both funding and policy.

Events

There were **two ribbon cuttings** this month;

- **Eagle OnDemand** opened for full service after a three-month trial period. We will do a variety of outreach efforts to attract riders. We have already seen a surge in ridership from the trial period.
- The City of **Caldwell** sponsored an artist to produce **Art on the Shelter** at the bus stop in front of their library. This wonderful placemaking is a great way to attract interest and awareness. Look for more art installations soon in Meridian.

Outreach

- **Congressional staff meetings** – I took two of Senator Crapo’s staff members, Carson Tester and Parker Harrell, on a tour of electrification efforts at Orchard and Main Street Station. I met with Craig Quarterman, staff for Representative Simpson and talked policy including transit appropriations, and bus supply chain challenges. I met with Senator Risch and his staff to talk rail policy and other transit issues, I haven’t met Representative Fulcher or staff this quarter.

- Attended a **joint meeting** of Treasure Valley Transit and the City of Nampa to talk about the funding challenges that TVT is facing.
- I was voted on as a board member of **Treasure Valley Clean Cities Coalition**. This important partner will help us understand and address electrification challenges.
- Five staff attended a tour at **Micron** of the existing Fabrication plant and a preview of the new fab that will be 10 times bigger that will be built next to it.

Media: I did interviews for both KTVB and KIVI when we released the bus redesign and there was an article in Sierra Magazine based on an interview we did earlier in the summer

- [KTVB News Article](#)
- [KIVITV News Article](#)
- [Sierra Magazine](#)

Summary of Internal Activities

Thank you to those who were able to join our **Board Bus Tour** of VRT facilities. We distributed a [brochure](#) describing who we are and what we do. I have heard feedback that the tour was fun and informative, if you were not able to join us and would like the tour, let me know.

VRT held **four public hearings**, one each in Nampa, Boise, Meridian and Caldwell in preparation for the meeting today to finalize the bus network redesign. Thank you to the board members who attended those hearings and heard the testimony in person. The comments we heard are in your packet.

Thanks for responding quickly to our request for a Special Board Meeting to consider amendments to our **Public Transportation Agency Safety Plan (PTASP)**. Once we learned that our PTASP was out of compliance, and FTA was withholding funding until we got it into compliance everyone jumped in and found a solution. We reorganized the committee, reviewed and amended the plan and got the required approvals of those amendments in time for FTA to release needed funding the first week in September. We are now working to track all our grants and ensure that we work collaboratively with FTA to get them approved and reimbursed a more timely manner. Thanks again.

Those grants include the \$20M+ **Lo-No project** to provide more buses and on route charging at Main Street Station, the \$10M+ **RAISE project** to improve Bus Rapid Transit infrastructure on State Street Route 9 and the initial Lo-No and the **Bus and Bus Facilities** grants we are using to make improvements at both the Orchard facility and at the Happy Day Transit Center (HDTC). We have completed much work at Orchard, are nearing 60% design review on the Lo-No project, are nearing NEPA approval for the RAISE grant and for the repairs at HDTC. We will have a deeper review of these projects at our November executive board meeting.

Following the fab tour at **Micron** we met with them about service to Micron and the 2000 new employees they will hire. After walking the campus, we identified potential stop sites and infrastructure needs at those stops, reviewed travel data from a Micron survey and talked about the intercounty service needed. The TDP calls for service to Micron starting in 2027. Look for proposals next year to begin expanding the bus fleet to provide that service.

The **BSU Idaho Policy Institute** has graduate students who work each year on a **Capstone Project**. We have been meeting with them and have a group of students interested in a project managed by our Principal Planner, Kate Dahl. Stay tuned for more information as they complete some of that work, including a presentation to the board in December telling us what they discovered.

Staff

We continue to build our staff and are advertising for a construction manager to work with our Capital Projects Manager. With the many capital projects we have underway, and some small internal projects, this position will expedite work. Customer service is fully staffed, and we will soon begin the hiring process for Beyond Access including new customer service representatives, dispatchers, and operators (drivers). Many will be full or part time VRT employees. We are still hiring operators (drivers) for the contract operations of our fixed-route services and are still down seven operators in Ada County and two in Canyon County.

As a result of the staff growth and changes I have initiated a rewrite of job descriptions, a review of where those jobs fall on the wage and salary schedule and moving employees to the appropriate salary schedule where called for. We also added and amended procedures in the Employee Handbook. The handbook policy is on your agenda today for approval and includes new policies on military leave an appendix on FMLA and more. All of this is now in place for the new fiscal year just starting. During this next year we will review and refresh our employee performance evaluation processes.

Following is an update on items of interest that have not been covered above.

- Four staff met with the Boise city arborist to review landscaping opportunities around RAISE project intersection improvements, especially those at 23rd and 27th streets along State Street
- Oracle ERP Implementation is moving forward. We decided to only load one-year of detailed data and keep the remaining years in a searchable database. This is an efficient solution that keeps us on budget and on schedule while ensuring we have the data needed in the future.
- VRT will do a large procurement next year for our operations contract. I am beginning meetings with various vendors to explore how to structure the RFP.
- I have been attending meetings of the Bus Coalition Board and sharing [information learned](#) with our federal congressional partners,
- I visited various transit agency/FTA offices in Seattle in late September. I am registered to attend APTA and MPact national conferences in October and November.

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

TOPIC	Operations Department Staff Report
DATE	October 2, 2023
STAFF MEMBER	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. At this time, the three new chargers are operating properly.
- The original six battery electric bus chargers are working as single dispenser units. A software update is expected to be deployed at the end of 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 eight 35' Proterra buses are in service. The remaining three 35' buses will remain out of service, until VRT completes testing on the new chargers. VRT expects to accept two of the three buses by the end of the fiscal year. One bus will remain out of service until Proterra performs required maintenance on the bus.
- The Board of Directors approved the Beyond Access service on August 7. Staff will work with existing service providers to work through how Beyond Access will change how they currently operate. VRT will continue to present the Beyond Access service to current customers and additional human service groups. Beyond Access will launch in January 2024.
- Eagle On-demand launched on May 1. VRT installed bike racks and cash boxes on the fleet. A ribbon cutting ceremony was held with the City of Eagle on September 5, when VRT began charging fares for the service.

Highlights:

Contracted Transportation

Canyon County Highlights

- One preventable accident in July
- Intercounty on-time performance 78% for July

- On-demand on-time performance 96% for July
- ACCESS on-time performance 92% for July
- One preventable accident in August
- Intercounty on-time performance 77% for August
- On-demand on-time performance 95% for August
- ACCESS on-time performance 75% for August

Ada County Highlights

- One preventable accident in July
- Fixed-route on-time performance 88% for July
- ACCESS on-time performance 98% for July
- Installed recruiting sign on building facing Orchard
- One preventable accident in August
- Fixed-route on-time performance 85% for August
- ACCESS on-time performance 98% for August

Specialized Transportation

- VRT continues to operate services for Eagle Senior Transportation and Eagle OnDemand
- VRT continues to see higher expenses from service providers for the Rides2Wellness service due to cost increases for fuel and mileage reimbursements. VRT will be working with funding partners to increase local funds to allow for this service to continue to operate at full capacity

Compliance

- VRT provided annual training for staff on Davis-Bacon Act requirements to ensure compliance with prevailing wages on applicable public work projects
- Completed update to the Public Transportation Agency Safety Plan (PTASP)

Customer Service Support

- Customer service handled 2,219 of 2,297 phone calls for information, with 78 calls abandoned. The average call time was 3 minutes, and the average hold time was 23 seconds in July.
- Reservationist handled 1,108 of 1,156 phone calls to change or schedule a ride on ACCESS, with 42 calls abandoned. The average call time was 3 minutes, 57 seconds and the average hold time was 16 seconds in July.
- On-demand services and Eagle Senior Transportation answered 953 of 1,035 phone calls to schedule a ride, with 81 calls abandoned. The average call time was 2 minutes, 32 seconds and the average hold time was 25 seconds in July.
- July City Go Pay mobile ticket sales totaled \$9,235.75.
- Customer service handled 2,830 of 2,950 phone calls for information, with 120 calls abandoned. The average call time was 3 minutes, 2 seconds and the average hold time was 25 seconds in August.
- Reservationist handled 1,152 of 1,216 phone calls to change or schedule a ride on ACCESS, with 56 calls abandoned. The average call time was 4 minutes, 7 seconds and the average hold time was 19 seconds in August.

- On-demand services and Eagle Senior Transportation answered 1,309 of 1,398 phone calls to schedule a ride, with 89 calls abandoned. The average call time was 2 minutes, 26 seconds and the average hold time was 27 seconds in August.
- August City Go Pay mobile ticket sales totaled \$13,948.50.

More Information

For detailed information contact: Leslie Pedrosa, Chief Operating Officer, 208.258.2713, lpedrosa@rideVRT.org

TOPIC	Development Department Monthly Report
DATE	October 2, 2023
STAFF MEMBER	Stephen Hunt

Summary

Development Department activities for July 2023 report.

VRT Strategic Plan

Goal 1 - Demonstrate responsible stewardship of public resources

Performance Based Decision-making

- **Transportation Development Plan (TDP)**
Staff resumed preparation of the FY 2024-2028 TDP. The final TDP will incorporate the FY2024 services changes and final budget. 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 planning and included expenses in FY2024 budget.

Goal 2 – Increase Ridership and Revenue

- **FY2024 Service Changes** – Valley Regional Transit (VRT) finished the public comment period September 15 and prepared the final network redesign with some recommendations on route extensions. The service change is expected to be implemented in the summer of 2024.
- **Bus Stop Improvements** – VRT awarded the bid to make new sign blades to Idaho Correctional Industries. A bus stop inventory will begin this fall to develop a database of tracking bus stops and amenities. An estimated 90 new bus stops are required for the service change and documentation will be submitted to National Environmental Policy Act (NEPA), State Historical Preservation Office (SHPO), and Ada County Highway District (ACHD) following the approval of the network.
- **The Intercity Connections Study** – Staff and Fehr & Peers have had a kick-off meeting, and the consultant is beginning data collection on current conditions and reaching out to stakeholders. A meeting with stakeholders is anticipated to take place in November.
- **Towne Square Mall Transit Center** – Staff received the legal description for the easement at Boise Towne Square Mall and will update the contract to begin negotiations with Dillard's to include a detailed easement and upgrades, including bathrooms, and electric charging stations.

Goal 3 - Build institutional and regional capacity

Regional Capital Enhancements

- **Orchard Facility Master Plan Implementation**
 - Orchard pavement construction continues. Paving for the west parking lot was completed in August. Paving around the maintenance facility is expected to occur in September and October.
- **Happy Day Transit Center Upgrades (HDTC)**

HVAC replacement contractor is designing replacement system and is working through complications due to the unavailability of HVAC systems. Design engineer and architect are under contract for roof and awning replacement. Architect started office redesign plans for 2024 construction and staff had the opportunity to provide 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. Gate supplier is requesting quotes from manufacturers.
 - 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. An on-call contractor has been selected.
- **Meridian Administration Building**
 - Staff received concepts for office improvements and is in the process of developing a building permit for tenant improvements through the City of Meridian.

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. VRT submitted NEPA documents for review in August 2023.
 - VRT staff continues to work with ACHD on State and 18th Street design in preparation for construction, FY2024. Acquisitions of Right of Way began in August 2023.
 - Staff continues to coordinate with ACHD on signal improvements for 18th, 23rd, and 27th 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.
 - VRT staff and the technical team have been discussing and preparing a technical memorandum to update ACHD and Idaho Transportation Department (ITD) cross-section dimensions and labels for the State Street Traffic and Operation Plan (TTOP).
- **Bus Stop Improvements**
 - Staff continues to work on the Main/Fairview Capital City Development Corporation (CCDC) project. St. Luke's is still in the process of constructing the transit island at 27th and Fairview. Estimated opening to follow shelter installation in October or November, pending shelter delivery.

- Staff continues responding to development applications requesting bus stop pads be poured as part of adjacent development on current and proposed fixed-routes (primarily within the City of Boise, but also Meridian, Garden City, Eagle, and Nampa)
- Transpo, one of our on/call consultants, began collecting data and preparing concepts to address the Pioneer/River crossing to improve vehicle conflicts around buses and poor pedestrian connectivity through the bus stops. The improvements would add a shelter/bench per CCDC funding request.

Mobility Integration

- Staff selected a vendor to continue a VRT/Ride-hailing first/last mile transportation solution with an expanded zone.
- Staff is updating the Title VI program for the 2024-2026 timeline. Updates will include improved demographic mapping and tables and refined plans for public engagement.
- Staff is researching the potential of VRT bus pass resale locations at all Kroger retailers due to a national partnership with Umo.
- Staff is researching how to integrate the Umo app with Lime scooters and bikes due to a year pilot contract with the City of Boise
- Safe Routes to School
 - Staff will engage in more Bike Rodeos and school presentations with the start of the new school year.
- Staff conducted a “Bus Day Ever” bus ride with Boise State University Urban Studies students.

More Information:

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

Duane Wakan, Mobility Integration Director, 208.258.2750, dwakan@rideVRT.org

Joe Guenther, Capital Projects Manager, 208.258.2705, jguenther@rideVRT.org

Kate Dahl, Principal Planner, 208.258.2715, kdahl@rideVRT.org

Alissa Taysom, Associate Planner, 208.258.2717, ataysom@rideVRT.org

Kyle Street, Programming Planner, 208.258.270, kstreet@rideVRT.org

Hailee Lenhart-Wees, Programs Manager, 208.608.6039, hlenhart-wees@rideVRT.org

Kathleen Godfrey, Accounts Manager, 208 407-2519, kgodfrey@rideVRT.org

Lisa Brady, Safe Routes to School Program Manager, 208-761-8507, lbrady@rideVRT.org

TOPIC	Finance and Administration Activity Report
DATE	October 2, 2023
STAFF MEMBER	Jason Jedry, Chief Financial Officer

Summary

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

Highlights

Budget/Finance

- The third quarter of FY2024 has been closed. Third quarter reports will be included on the October Board meeting agenda.
- Finance staff are working on closing the 4th quarter and preparing for the annual audit.
- Finance staff are working with Development department staff to draft and send FY2024 Cooperative Agreements to local jurisdictions.
- The finance team continues working on the implementation of the Oracle Fusion enterprise resource planning (ERP) system. We expect the implementation to be complete sometime next summer.

Grant Management

- Grants and Compliance Administrator is working on the following:
 - FTA grant applications
 - Active grant revisions/amendments
 - Subrecipient reviews
 - FY2024 Project funding
 - Federal grant reconciling

Procurement

- Procurement and Contracts Specialist is working on:
 - Radio Media Placement
 - Main Street Station Exit Gate Replacement
 - Emerging Mobility Technology Services
 - 2-Way Radio Service
 - On-Call Legal Services

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



TOPIC	Information Technology Activity Report
DATE	October 2, 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

- Enterprise Resource Planning (ERP) replacement - Oracle ERP
- Genfare Information (GFI) grant submittal with SOW
- Helped identify network requirements for Orchard facilities expansion
- Day Wireless Contract- Statement of Work in process, going out for Request for Quotes (RFQ) August-September timeframe

Support Services

- Completed Q3 and Q4 equipment replacement
- Resolved 133 of 140 tickets received in August
- Setup and deployed equipment received for replacement orders
- Completed UPS upgrade for all sites
- Radio testing for RFQ
- Canyon County 2-way radio programming
- Maintain ITS equipment

For detailed information contact: Brad Alvaro, Information Technology Director, 208-258-2726, balvaro@rideVRT.org



TOPIC	Communications Update
DATE	October 2, 2023
STAFF MEMBER	Jason Rose

Summary

This memo provides updates on current and future communications, engagement, and marketing efforts, including those related to the Valley Regional Transit (VRT) Strategic Plan goals.

Highlights

Communications and Marketing

- VRT was featured in 14 news stories across 8 outlets from August 8 – September 12, with an Ad Value Equivalency (AVE) of \$1.2 million. These stories were centered around the bus network redesign proposal (including a guest commentary from the Regional Advisory Council), the Game Day Shuttle, Hyde Park Street Fair services, and the bus donation for veterans.
- Staff continues to build website and social media content and are working with our marketing partners on creating additional website tools for new content types.
- Staff have been focusing on re-energizing our brand materials, which started with an update to our brand suite and unification of services under the VRT brand. We will be introducing the updated brand suite in the coming weeks and have started working on updating the brand book and material inventory. This is critical work to improve the visibility of VRT programs and services.
- VRT continues with radio and TV broadcast ad partnerships, rotating through relevant messaging and aligning with the overall marketing strategy.
- VRT closed \$62,000 in revenue for fleet media advertising in August and \$27,000 through the first two weeks in September. We will end FY2023 with \$781,000 in revenue.
- VRT is 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.

Engagement

- Staff has been focusing on the Better Bus initiative and outreach for the bus network redesign. We've heard great feedback from four public hearings, the online survey, and via email and phone messages.
- Staff continues to attend community events, including neighborhood associations, university classes, local non-profits, and more.
- 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