

Board of Directors Meeting Agenda

April 07, 2025

12:00 PM

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

This is an in-person meeting.

If you are unable participate in the meeting in-person,
you may join via MTeams at

https://ridevrt.org/VRTBoard_April25

or by dialing in at 323-484-8960 **Conference ID: 216 043 358#**

I. Calling of the Roll

II. Agenda Additions/Changes

III. Consent Agenda

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

A. ACTION: Minutes of the January 6, 2025, Board of Directors Meeting

Pages 5-7 | Paula Cromie

The Board is asked to consider approval of the minutes from the January 6, 2025, Board of Directors meeting.

B. ACTION: Minutes for January 6 Executive Board Meeting and March 3 Executive Board Joint Meeting with the Regional Advisory Council Meeting

Pages 8-12 | Paula Cromie

The Board of Directors is asked to acknowledge the minutes from the January 6 Executive Board Meeting and March 3 Executive Board Joint Meeting with the Regional Advisory Council Meeting.

C. ACTION: Payment Register 2-16-25 through 3-15-25

Pages 13-14 | Nick Leonardson

The Board of Directors is asked to accept the February 16, 2025 to March 15, 2025 payment register.

D. ACTION: FY 2024 Customer Service Report

Pages 15-17 | Jeannette Ezell

Staff requests the Board of Directors accept the customer service report for fiscal year 2024, which reviews customer service complaints, compliments, and suggestions.

E. ACTION: FY2025 1st Quarter Performance Report

Pages 18-23 | Leslie Pedrosa

Staff requests the Board of Directors accept the performance report for the first quarter of fiscal year 2025.

**F. ACTION: Delegate Authority for Temporary Staffing Services Contract to the Executive Board
Pages 24-27 | Jeannette Ezell**

The Board of Directors is asked to consider approval of RESOLUTION VBD25-011 and delegate authority to the Executive Board to approve a Temporary Staffing Services contract following the Request for Proposal (RFP), that will be executed by the CEO.

**G. ACTION: Model 1 Commercial Vehicles, Inc. Demand Response Vehicle Purchase
Pages 28-31 | Leslie Pedrosa**

VRT Staff requests the Board of Directors approve Resolution VBD25-014 and delegate authority to the CEO to finalize and execute a contract with Model 1 Commercial Vehicles, Inc. to purchase demand response vehicles, not to exceed \$2,500,000.

**H. ACTION: Clean Energy Contract Amendment
Pages 32-35 | Leslie Pedrosa**

Staff requests the Board of Directors approve Resolution VBD25-012 and delegate authority to the CEO to finalize a contract amendment with Clean Energy with a not to exceed amount of \$450,000.

**I. ACTION: VRT Drug and Alcohol Testing Policy Number 2.01.08
Pages 36-127 | Leslie Pedrosa**

Staff request the Board approve Resolution VBD25-015 and adopt the updated VRT Drug and Alcohol Testing Policy Number 2.01.08.

**J. ACTION: Automatic Passenger Counter (APC) Replacement
Pages 128-130 | Brad Alvaro**

The Board of Directors is asked to consider approval of Resolution VBD25-017 Automatic Passenger Counter (APC) Replacement and corresponding Authorization for Expenditure.

**K. ACTION: Delegate Authority to Executive Board for Transit Cleaning and Janitorial Services in Ada and Canyon County
Pages 131-134 | Joe Guenther, Capital Projects**

Staff requests the Board approve VBD 25-018 to delegate authority to the Executive Board to approve cleaning and janitorial services contract for Main Street Station and Happy Day Transit Center.

**L. ACTION: Avero Advisors Contract Modification
Pages 135-138 | Jason Jedry**

Staff requests the Board of Directors consider approving Resolution VBD25-020 and delegate authority to the Chief Executive Officer to authorize and execute a contract modification with Avero Advisors.

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

V. Action Items

**A. ACTION: Valley Regional Transit Board Bylaws Update
Pages 139-157 | Elaine Clegg**

Staff will review proposed updates to the Valley Regional Transit Board of Directors Bylaws and ask them to consider approval of RESOLUTION VBD25-016 to update said bylaws.

- B. ACTION: Delegate Authority to Executive Board to Approve Contract for Transit Management Services**
Pages 158-161 | Leslie Pedrosa
Staff requests the Board of Directors approve Resolution VBD25-013 and delegate authority to the Executive Board to allow the CEO to finalize and execute a contract with selected bidder following the procurement for Transit Management Services.
- C. ACTION: POLICY - Use of Expiring Formula Funds Policy 4.02.01**
Pages 162-167 | Elaine Clegg
The Board of Directors is asked to consider approval of RESOLUTION VBD25-022 for Use of Expiring Formula Funds Policy 4.02.01.
- D. ACTION: Delegate Authority to Executive Board - Fare Collection Replacement**
Pages 168-171 | Brad Alvaro
The Board of Directors is asked to consider approval of Resolution VBD25-019 to delegate authority to the Executive Board on Fare Collection Replacement after RFP is complete.

VI. Information Items

- A. INFORMATION: Valley Regional Transit Governance Orientation**
Page 172 | Elaine Clegg
Staff will conduct a brief review of our governance structure for new Executive Board members and as a reminder for returning members.
- B. INFORMATION: Main Street Station Charging Infrastructure Construction and Closure**
Pages 173-174 | Stephen Hunt
This is an information item about the planned construction activities at and closure of Main Street Station.
- C. INFORMATION: Canyon County Transit Day**
Pages 175-176 | Stephen Hunt
This is an information item only about Valley Regional Transit (VRT) holding a transit day in Canyon County to solicit public and stakeholder feedback about budget questions raised by the City of Nampa.
- D. INFORMATION: FY2025 Procurement Calendar**
Page 177 | Jason Jedry
The most recent procurement calendar is included in the packet for your information.

VII. Department/Staff Reports

- A. INFORMATION: Department/Staff Reports**
Pages 178-192 | Staff
The most current department/staff reports were included in the packet for information. Board members are encouraged to read them as they contain information not covered during the meeting.

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. Adjournment

Agenda order is subject to change.

Next VRT Board of Directors Meeting:

August 4, 2025

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)

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 Minutes

January 06, 2025

12:00 PM

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

A video recording of the meeting can be found at:

<https://www.youtube.com/watch?v=ZQoBkqedHmQ>

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Nichole Baird-Spencer, City of Eagle	Tom Dayley, Ada County Commission	Brad Alvaro, VRT
Ryan Davidson, Ada County Comm	Rob Fisher, City of Greenleaf	Bre Brush, City of Boise
John Evans, City of Garden City	Dave Hershey, City of Star	Elaine Clegg, VRT
Jeff Flynn, CWI		Paula Cromie, VRT
Ashley Ford-Squyres, Meridian Dev. Corp.		Kate Dahl, VRT
Miranda Gold, ACHD		Gregg Eisenberg, First Transit
Debbie Kling, City of Nampa		Jeannette Ezell, VRT
Lantz McGinnis-Brown, Boise State		Jeremy Gianchetta, VRT
Lauren McLean, City of Boise		Joe Guenther, VRT
Jordan Morales, City of Boise		Stephen Hunt, VRT
Zach Piepmeyer, CCDC		Hailee Lenhart-Wees, VRT
Dale Reynolds, City of Nampa		Rob Lowe, VRT
Chuck Stadick, City of Caldwell		Hunter Mulhall, COMPASS
Joe Stear, City of Kuna		James Mundell, VRT
David Tiede, City of Meridian		Jonathan Mutchler, VRT
Jarom Wagoner, Caldwell		Leslie Pedrosa, VRT
		Ken Pidjeon, Citizen
		Melody Roper, VRT
		Jason Rose, VRT
		Kyle Street, VRT
		Alissa Taysom, VRT
		Jonathan Valentine, VRT
		Duane Wakan, VRT
		Cameron Wells, VRT

- I. **Calling of the Roll** – Chair Jarom Wagoner called the meeting to order at 12:15 with a quorum present by phone and in person.
- II. **Agenda Additions/Changes** – Information items A and B were swapped.
- III. **Consent Agenda**
Items on the consent agenda consisted of the following:
 - A. **ACTION: Minutes of the October 7, 2024, Board of Directors Meeting**
 - B. **ACTION: Minutes of the October 7 and December 2, 2024, Executive Board Meetings**
 - C. **ACTION: Payment Register 9-16-24 through 12-15-24**
 - D. **ACTION: VRT Access Handbook Update**
RESOLUTION VBD25-001 VRT Access Handbook updates

- E. **ACTION: Access Appeals Policy Update**
RESOLUTION VBD025-004 Access Appeals Policy Number 01.06.00 updates
- F. **ACTION: Wheelchair Securement Policy Update**
RESOLUTION VBD25-003 Wheelchair Securement Policy 06.05.18 update
- G. **ACTION: Delegate Approval for Acquisition of Service Contracts to Executive Board**
RESOLUTION VBD25-005 Delegation of Authority to the Executive Board to approve Acquisition of Service contracts following the procurement for Acquisition of Service Providers
- H. **ACTION: Regional Fare Policy and Fare Tariff Update**
RESOLUTION VBD25-006 Regional Fare Policy and Fare Tariff update
- I. **ACTION: Valley Regional Transit and COMPASS Memorandum of Understanding**
RESOLUTION VBD25-007 Valley Regional Transit and COMPASS Memorandum of Understanding
- J. **ACTION: Quarterly Performance Report**
- K. **Action: City of Boise Bike Share Station License Agreement Amendment**
RESOLUTION VBD25-009 Bike Station License Agreement update with the City of Boise
- L. **ACTION: Amended State Street Memorandum of Understanding**
The State Street Memorandum of Understanding has been amended to include the Transit and Traffic Operational Plan (TTOP) addenda.

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

- IV. **Public Comments** – Ken Pidjeon spoke about the proposed updates to the Regional Fare Policy and the difficulty in meeting the goals and made comments regarding the updated Performance Report.

Dale Reynolds congratulated Elaine on her appointment to the Amtrack Board and other Board members followed up extending their congratulations.

V. **Public Hearing**

- A. **ACTION: FY2025 Budget Amendment**
Staff presented the FY2025 budget amendment.

Following discussion, the Board opened the public hearing on the amendment at 12:26 (time).

No one chose to speak.

Debbie Kling moved to close the public hearing; Dale Reynolds seconded. The motion passed unanimously. The public hearing closed at 12:27.

Following the public hearing, Debbie Kling moved to approve RESOLUTION VBD25-010 FY20025 Budget Amendment; Lauren McLean seconded. The motion passed unanimously.

VI. **Action Items**

- A. **ACTION: Executive Board Elections 2025**
The VRT Board of Directors held an election confirming the succession of officers and filling one officer position to the Executive Board for 2025. The new Executive Board is as follows:

Position	Nominee	County Represented
Chair	Lauren McLean	Ada County
Chair-Elect	Alexis Pickering	Ada County

Vice-Chair	Dale Reynolds	Canyon County
Sec/Treas.	Jordan Morales	Ada County
Past Chair	Jarom Wagoner	Canyon County
At Large	Debbie Kling	Canyon County
At Large	Greg Rast	Canyon County
At Large	Joe Stear	Ada County
At Large	Todd Lavoie	Ada County
At Large	Tom Dayley	Ada County
Boise State	Lantz McGinnis-Brown	Boise State

Item III. A.

Debbie Kling moved to elect members of the Executive Board following the succession of officers and the nomination of Jordan Morales to fill the vacancy on the Executive Board; Dale Reynolds seconded. The motion passed unanimously.

At the conclusion of the election, Jarom Wagoner passed the “gavel” over to Lauren McLean to complete the meeting as the new Chair of the Board.

VII. Information Items

A. **INFORMATION: Valley Connect 3.0 Update**

Kate Dahl presented a summary of information developed so far for Valley Connect 3.0, including peer analysis, vision and goals, and route scenarios.

The Board of Directors gave staff input and applauded staff on the work they are doing to bring a working plan to moved VRT into the future.

B. **INFORMATION: COMPASS Regional Safety Action Plan**

COMPASS staff briefed the Board of Directors on the contents of the Regional Safety Action Plan (RSAP) and discussed ways Valley Regional Transit can support and participate in the implementation process.

The board gave suggestions on what further information could be included in the plan to make it more effective.

C. **INFORMATION: FY2025 Procurement Calendar**

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

VIII. Department/Staff Reports

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

The most current department/staff reports were included in the packet for information. Board members were encouraged to read them as they contain important information.

IX. Executive Session - none

X. Adjournment – The meeting was adjourned at 1:20 p.m.

Next VRT Board of Directors Meeting:

April 7, 2025

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

Executive Board Meeting Minutes

January 06, 2025

11:30 AM

VRT Board Room – 700 NE 2nd Street – Meridian, Idaho and via MS Teams

Video recording of the meeting can be found at: <https://www.youtube.com/watch?v=OS2YGsaXTtk>

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Lantz Brown, Boise State	Greg Rast, Canyon County	Elaine Clegg, VRT
Tom Dayley, Ada County		Paula Cromie, VRT
Debbie Kling, City of Nampa		Kate Dahl, VRT
Todd Lavoie, City of Meridian		Gregg Eisenberg, VRT
Lauren McLean, City of Boise		Rose Evans, Idaho Statesman
Alexis Pickering, ACHD		Jeremy Gianchetta, VRT
Dale Reynolds, City of Nampa		Kathleen Godfrey, VRT
Joe Stear, City of Kuna		Joe Guenther, VRT
Jarom Wagoner, Caldwell		Jose Hernandez, VRT
		Stephen Hunt, VRT
		Lila Klopfenstein, COMPASS
		Hailee Lenhart-Wees, VRT
		Nick Leonardson, VRT
		Rob Lowe, VRT
		Leslie Pedrosa, VRT
		Ken Pidjeon, Citizen
		Melody Roper, VRT
		Jason Rose, VRT
		Kyle Street, VRT
		Duane Wakan, VRT
		Cameron Wells, VRT

I. **Calling of the Roll** – Chair Jarom Wagoner called the meeting to order at 11:31, with a quorum present by phone and in person.

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

III. **Consent Agenda**

Items on the consent agenda consisted of the following:

A. **ACTION: Transportation Improvement Program FY25-FY29**

RESOLUTION VEB25-002Transportation Improvement Program for FY25-FY29

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

- IV. Public Comments** – Ken Pidjeon suggested staff include revenue per passenger per mile and hour be added to performance measures to indicate what routes are lagging in revenue and break out by city and county.

V. Executive Board - Action Items

A. ACTION: Performance Report Updated Layout

During discussion, board members explained what information to include in the reports that would be helpful to them, as a jurisdiction, to make budget decisions around public transportation, including frequency of reports and the new layout design.

Following discussion, Debbie Kling moved to recommend the new performance report layout to the Board of Directors for approval; Dale Reynolds seconded. The motion passed unanimously.

B. ACTION: Bus Stop Bench Procurement from Creative Outdoor Advertising

RESOLUTION VEB25-001 Bus Stop Bench Procurement from Creative Outdoor Advertising and corresponding Authorization for Expenditure

Following discussion, Lauren McLean moved to approve RESOLUTION VEB25-001 and corresponding Authorization for Expenditure for Bus Stop Bench Procurement from Creative Outdoor Advertising; Debbie Kling seconded. The motion passed unanimously.

VI. Executive Board - Information Items - none

VII. Adjournment – The meeting was adjourned at 12:10.

Next VRT Executive Board Meeting:

February 2, 2025

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

Executive Board Meeting Joint with Regional Advisory Council Minutes

March 03, 2025, at 11:00 AM

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Lantz Brown, Boise State	Jordan Morales, City of Boise	Lisa Brady, VRT
Tom Dayley, Ada County	Dale Reynolds, City of Nampa	Elaine Clegg, VRT
Debbie Kling, City of Nampa		Paula Cromie, VRT
Todd Lavoie, City of Meridian		Kate Dahl, VRT
Lauren McLean, City of Boise		Gregg Eisenberg, VRT
Greg Rast, Canyon County		Jeannette Ezell, VRT
Alexis Pickering, ACHD		Jeremy Gianchetta, VRT
Joe Stear, City of Kuna		Kathleen Godfrey, VRT
Jarom Wagoner, Caldwell		Joe Guenther, VRT
		Jose Hernandez, VRT
		Stephen Hunt, VRT
		Lila Klopfenstein, COMPASS
		Hailee Lenhart-Wees, VRT
		Rob Lowe, VRT
		Nick Moore, VRT
		Nick Moran, VRT
		James Mundell, VRT
		Leslie Pedrosa, VRT
		Ken Pidjeon, Citizen
		Randy Reese, VRT
		Melody Roper, VRT
		Jason Rose, VRT
		Kyle Street, VRT
		Alissa Taysom, VRT
		Duane Wakan, VRT

- I. **Calling of the Roll** – The meeting was called to order at 11:02, with a quorum present by phone and in person.
- II. **Agenda Additions/Changes** – Items V-C and V-D were swapped.
- III. **Consent Agenda**
Items on the consent agenda consisted of the following:
 - A. **RAC ACTION: Approve the Minutes of the January 21, 2025, Regional Advisory Council Meeting**

Item III-A – Andrew Mills moved to approve the minutes of the January 21, 2025 Regional Advisory Council meeting; Samantha Semple-Kenney seconded. The motion passed unanimously.

Item III. B.

- B. EB ACTION: Minutes of the January 6, 2025, Executive Board Meeting**
- C. EB ACTION: Accept the Minutes of the January 21, 2025, Regional Advisory Council Meeting**
- D. EB ACTION: Appoint Elaine Clegg to the Boise Municipal Health Care Trust**
- E. EB ACTION: Payment Registers December 16, 2024, through February 15, 2025**
- F. EB ACTION: 2025 Transit Employee Appreciation Day Proclamation**

Items III B-F - Debbie Kling moved to approve the consent agenda as presented; Alexis Pickering seconded noting the minutes of the January executive board meeting should be updated to reflect Lauren McLean and Alexis Pickering were in attendance. The motion passed unanimously.

IV. Executive Board - Action Items

A. ACTION: Proposed Agenda for April Board Meeting

Following discussion, Alexis Pickering moved to approve the proposed agenda for the April board meeting and acknowledge there may be a need by staff to add or remove items from that agenda; Debbie Kling seconded. The motion passed unanimously.

V. Executive Board - Information Items

A. INFORMATION: FY2026 Budget and Funding Request Schedule

Kyle Street presented the FY2026 funding request schedule to executive board members and outlined the process and timeline for jurisdictions receiving that information.

B. INFORMATION: Valley Regional Transit Board of Directors Bylaws Update

Elaine Clegg reviewed the proposed updates to the Valley Regional Transit Board of Directors Bylaws for input from the Executive Board. Staff will send a redline version of changes to all board members for comment and review. The updates will be presented at the Board of Directors meeting in April for approval. Lauren McLean noted there was one typo in the redline and that will be updated.

C. INFORMATION: 2025 Regional Advisory Council Update

Jason Rose and Regional Advisory Council Chair, Walter Steed presented an update of RAC activities to the Executive Board. Members of the RAC provided rider experience testimonies and facilitated a discussion about future priorities. Executive Board members encouraged RAC members to attend public hearings at the various jurisdictions to educate/inform members of their respective city councils on the importance of public transit and how it impacts their lives.

D. INFORMATION: FY2025 Procurement Calendar

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

VI. Executive Session - None

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 them fully as they contain important information not presented elsewhere.

VIII. Adjournment – The meeting was adjourned at 12:35.

Next VRT Executive Board Meeting:

April 7, 2025 (followed by the Board of Directors meeting)

VRT Boardroom, 700 NE 2nd Street, Meridian, ID 83642



TOPIC	Payment Register
DATE	April 7, 2025
STAFF MEMBER	Nick Leonardson

Staff Recommendation/Request

The Board of Directors will have the opportunity to review and consider accepting the February 16, 2025 to March 15, 2025 payment register.

Summary

Attached to this memo is a list detailing the bills that were presented, indicating the payee, the nature of services or materials provided, the claimed amount, and the amount paid.

It is important to note that all payments were processed by Valley Regional Transit's (VRT's) accounts payable department and each payment underwent thorough review and approval by VRT's Senior Accountant or CFO. Furthermore, before payments are released to vendors, all lists of payments undergo further review and audit by an additional staff accounting specialist as an additional control.

Idaho Code 40-2107(3) mandates that the payment register lists must bear the signature of the Executive Board Chair and be attested by the Secretary once they are accepted by the Executive Board.

More Information

Attachments:

February 16, 2025 to March 15, 2025 payment register

For detailed information, contact:

Nick Leonardson
Senior Accountant
nleonardson@ridevrt.org
(208) 258-2704

Payment Register 2/16/25 - 3/15/25

Payment Number	Payment Date	Vendor Name	Paid Amount	Purchasing Category
51460	2025-03-05	AdaRide.Com, LLC	8,076.00	Services
51445	2025-02-28	Asbury Automotive Group Inc.	479.85	Vehicle_Maintenance
51446	2025-02-28	Avero, LLC	4,885.00	IT_Software
100259	2025-02-28	AWP, Inc	1,538.80	Services
100259	2025-02-28	AWP, Inc	490.60	Services
51464	2025-03-10	Career Uniforms Partners	17.50	Uniforms_and_Accessories
51465	2025-03-12	Career Uniforms Partners	54.95	Uniforms_and_Accessories
51444	2025-02-28	CenturyLink	31.93	Expense
51444	2025-02-28	CenturyLink	184.59	Expense
51450	2025-03-05	CenturyLink	375.42	Expense
51450	2025-03-05	CenturyLink	63.86	Expense
51450	2025-03-05	CenturyLink	399.58	Expense
51450	2025-03-05	CenturyLink	295.82	Expense
51459	2025-03-05	Clean Energy	7,774.00	Services
51456	2025-03-05	Hot Shots, Inc.	1,196.68	Other_Expenses
100260	2025-03-04	ICRMP	140,167.50	Insurance
51451	2025-03-05	Idaho Power	706.32	Expense
51451	2025-03-05	Idaho Power	3,756.61	Expense
51451	2025-03-05	Idaho Power	1,492.75	Expense
51443	2025-02-20	Information & Computing Services, Inc	1,697.12	IT_Software
51447	2025-02-28	Intermountain Gas	680.23	Expense
51447	2025-02-28	Intermountain Gas	15,064.23	Expense
51452	2025-03-05	Intermountain Gas	1,419.33	Expense
51452	2025-03-05	Intermountain Gas	804.15	Expense
51452	2025-03-05	Intermountain Gas	3,082.20	Expense
51448	2025-02-28	Lithia Motors Payment Processing	597.00	Auto_Parts
51448	2025-02-28	Lithia Motors Payment Processing	1,310.78	Vehicle_Maintenance
51448	2025-02-28	Lithia Motors Payment Processing	388.90	Vehicle_Maintenance
51455	2025-03-05	Melba Valley Senior Center	9,568.26	Senior_Services
51454	2025-03-05	Meridian Senior Center	9,551.36	Senior_Services
51453	2025-03-05	Metro Community Services	27,523.26	Services
51449	2025-03-05	Parma Senior Center	2,728.96	Senior_Services
51466	2025-03-12	Tait & Associates, Inc	14,561.25	Engineering_Consultants
51466	2025-03-12	Tait & Associates, Inc	38,765.10	Engineering_Consultants
100261	2025-03-05	Veolia Water Idaho	211.52	Expense
100262	2025-03-05	Verizon Wireless	209.06	Expense
100263	2025-03-05	Verizon Wireless	257.65	Expense
100264	2025-03-05	Verizon Wireless	262.91	Expense
100265	2025-03-05	Verizon Wireless	417.99	Expense
100266	2025-03-05	Verizon Wireless	11,863.16	Expense
100267	2025-03-05	Verizon Wireless	1,658.20	Expense
100268	2025-03-05	Verizon Wireless	548.85	Expense
51458	2025-03-05	William (Travis) Fremont	1,836.01	Rides_to_Wellness
51458	2025-03-05	William (Travis) Fremont	11,258.84	Rides_to_Wellness
51461	2025-03-05	William (Travis) Fremont	6,140.73	Rides_to_Wellness
51457	2025-03-05	YBNOW LLC	4,755.64	Rides_to_Wellness
51457	2025-03-05	YBNOW LLC	1,286.96	Rides_to_Wellness
			340,437.41	

This check register has undergone scrutiny and verification guaranteeing its integrity and accuracy. Each entry has been diligently reviewed to ensure financial transactions are true and accurate.

Nicholas Leonardson

VRT Senior Accountant or Chief Financial Officer

ACCEPTED:

CHAIR OF EXECUTIVE BOARD

ATTEST:

SECRETARY/TREASURER



TOPIC	FY 2024 Customer Service Report
DATE	April 7, 2025
STAFF MEMBER	Jeannette Ezell

Staff Recommendation/Request

This is an action item. VRT staff requests the Board of Directors accept the customer service report for fiscal year 2024, which reviews customer service complaints, compliments, and suggestions.

Summary

In 2016, the Executive Board and the Regional Advisory Council (RAC) initiated discussions regarding the necessity of a comprehensive public comment report pertaining to the services offered by Valley Regional Transit. Following this dialogue, Valley Regional Transit developed a report that provides a general overview of public complaints and suggestions documented in the customer service tracking system by VRT staff. This report has been presented annually to the relevant boards and was most recently delivered to the RAC on January 21, 2025.

Findings

In fiscal year 2024, VRT's customer service department call volume increase by 74%. VRT received 80,228 calls, representing an increase of 20,640 calls, a 74% increase compared to fiscal year 2023. This large increase began in the second quarter of the fiscal year when VRT was preparing for the large service change.

Additionally, there were 89 valid complaints recorded in fiscal year 2024, representing a 7% increase, compared to 83 valid complaints in fiscal year 2023. Total ridership in all service categories decreased by 1%. Total ridership was 1,087,742 in fiscal year 2024, down from 1,096,198 in fiscal year 2023.

Highlights

- The total number of complaints decreased 10%, from 227 in fiscal year 2023 to 205 in fiscal year 2024
 - When considering ridership for all services, the valid complaints per 10,000 rides are minimal
- There were 31 compliments received in fiscal year 2024, reflecting a 6% increase, compared to 29 compliments in fiscal year 2023
- There were 14 service requests and suggestions in fiscal year 2024, indicating a 14% decrease, compared 16 requests in fiscal year 2023.
- This report **does not** include any public comments received at public hearings or open houses, via surveys, or from social media comments or other mediums

More Information

Attachments:

FY24 Customer Service Report

For detailed information, contact:

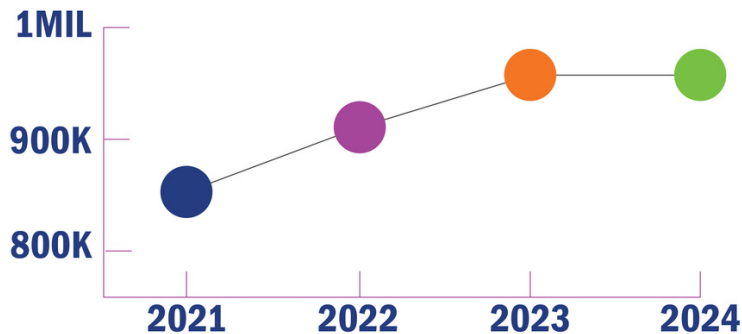
Jeannette Ezell
Operations Director
jezell@ridevrt.org
(208) 258-2711





FY24 RIDERSHIP

Fixed-Route Boardings

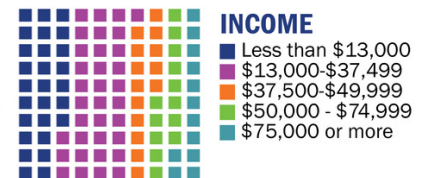


1,084,743
TOTAL
BOARDINGS

98,043
DOOR-
TO-DOOR
BOARDINGS

986,700
FIXED-
ROUTE
BOARDINGS

Ridership Demographics*



*2021 Onboard Survey

CUSTOMER SERVICE

VRT's Customer Service desk fielded more than 80,000 calls in fiscal year 2024, 89 of which were valid complaints. Given the nearly 1.1 million passenger boardings, this is one indication of high service quality.

FY24 57,484 general calls
13,749 reservation calls
9,039 on-demand calls
205 total complaints
43 % valid
0.82 valid per 10K rides

FY23 31,921 general calls
13,858 access calls
13,809 on-demand calls
227 total complaints
37 % valid
0.78 valid per 10K rides

1,084,743 RIDES

80,228 CALLS (COMBINED)

89 VALID COMPLAINTS

1,096,198 RIDES

59,588 CALLS (COMBINED)

83 VALID COMPLAINTS

SERVICE TYPE	TOTAL RIDERSHIP	TOTAL COMPLAINTS	TOTAL VALID	% VALID	VALID PER 10K RIDES	TOP COMPLAINT CATEGORIES
Ada County Fixed Route	929,668	159	67	42%	0.72	Discourteous driver (22%) Bus stop time/reliability (13%) Aggressive/careless driving (10%)
Ada County Demand Response	33,656	12	5	42%	1.49	Aggressive/careless driving (40%) ADA (20%) Discourteous employee (20%)
Canyon County On-Demand	26,946	12	8	67%	2.97	Discourteous driver (50%) Missed passenger/pick-up (13%) Aggressive/careless driving (13%)
Canyon County Demand Response	3,394	1	1	100%	2.95	ADA
Intercounty	57,032	21	8	38%	1.4	Discourteous driver (25%) Missed passenger/pick-up (13%) Bus info/signage/comms (13%)



TOPIC	Performance Report – Q1 Fiscal Year 2025
DATE	April 7, 2025
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

This is an action item. VRT staff requests the Board of Directors accept the performance report for the first quarter of fiscal year 2025.

Summary

VRT continues to improve transparency and decision making by publishing data through quarterly performance dashboards. These reports will provide high-level analytics for all VRT funded public transportation in Ada and Canyon counties.

VRT launched a service change on June 3, 2024. With the new services changes, the Canyon County Access service decreased significantly, as reflected in the decrease from previous year. Eagle On-Demand also stopped operating the last quarter of fiscal year 2024.

Overall ridership in the first quarter of fiscal year 2025 increased by 3% from the first quarter of fiscal year 2024. Overall ridership in the first quarter of fiscal year 2025 also increased by 4% from the fourth quarter of fiscal year 2024.

Highlights

Fixed-route ridership shows an increase of 5% from the previous quarter, and a 3% increase from the first quarter of 2024. Detailed ridership shows the following:

Ada County

- A 1% increase from the previous quarter
- A 4% decrease from the first quarter of 2024

Boise State

- A 24% increase from the previous quarter
- A 36% increase from the first quarter of 2024

Intercounty

- A 3% decrease from the previous quarter
- A 33% increase from the first quarter of 2024

Demand response ridership shows an increase of 76% from the previous quarter and less than a 1% increase from the first quarter of 2024. Detailed ridership shows the following:

Ada County Access

- An 8% increase from the previous quarter
- A 21% increase from the first quarter of 2024

Canyon County Access

- An 1% increase from the previous quarter
- An 85% decrease from the first quarter of 2024

Canyon County On-Demand

- A 5% decrease from the previous quarter
- A 14% increase from the first quarter of 2024

Beyond Access

- A 1% increase from the previous quarter and did not operate in Q1 of fiscal year 2024

Specialized Transportation ridership shows a decrease of 43% from the previous quarter, and a 49% decrease from the first quarter of 2024. Detailed ridership shows the following:

- Shared Vehicle had a 71% increase from the previous quarter and a 55% decrease from the first quarter of 2024
- Kuna Senior Center had a 74% decrease from the previous quarter and a 23% increase from the first quarter of 2024
- Village Van had a 22% decrease from the previous quarter and a 44% decrease from the first quarter of 2024
 - This service was suspended by employer in December 2024
- Volunteer Driver had less than a 1% decrease from the previous quarter and a 25% decrease from the first quarter of 2024
- Meridian Senior Center had a 4% increase from the previous quarter and a 21% increase from the first quarter of 2024
- Parma Senior Center had a 100% decrease from the previous quarter and a 55% increase from the first quarter of 2024
- Ada County Rides2Wellness had a 19% increase from the previous quarter and a 14% decrease from the first quarter of 2024
- Canyon County Rides2Wellness had a 16% increase from the previous quarter and a 22% increase from the first quarter of 2024
- Meridian Veteran's Shuttle had an 8% decrease from the previous quarter and a 7% increase from the first quarter of 2024
- Melba Valley Senior Center had a 10% decrease from the previous quarter and a 7% decrease from the first quarter of 2024

ACHD Commuteride had less than a 1% increase from the previous quarter and a 4% increase from the first quarter of 2024

VRT First Mile, Last Mile services had less than a 13% increase from the previous quarter and a 164% increase from the first quarter of 2024. Detailed ridership shows the following:

VRT Lyft Pass

- An 15% increase from the previous quarter
- A 164% increase from the first quarter of 2024

VRT Late Night

- An 5% decrease from the previous quarter
- A 163% increase from the first quarter of 2024



Implication

Improved reporting could lead to additional federal funding resources for the region. VRT is also working on a new layout that will be more informative to the boards, as well as cities, to allow for more productive discussions regarding services and funding opportunities.

More Information

Attachments

FY25 Performance Report, First Quarter
FY25 First Quarter Ridership Report
FY25 Year to Date Ridership Report

For detailed information, contact:

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



VRT PERFORMANCE - 1st QUARTER, FY25
SUMMARY DASHBOARD

Item III. E.

QUARTERLY					YEAR TO DATE				
FISCAL YEAR					FISCAL YEAR				
RIDES		2025	2024	% Change	RIDES		2025	2024	% Change
	FR	298,108	289,226	▲ 3.1		FR	298,108	289,226	▲ 3.1
	DR	26,115	14,792	▲ 76.5		DR	26,115	14,792	▲ 76.5
	ST	10,757	23,695	▼ -54.6		ST	10,757	23,695	▼ -54.6
	VP	32,829	31,303	▲ 4.9		VP	32,829	31,303	▲ 4.9
	FMLM	2,826	1,068	▲ 164.6		FMLM	2,826	1,068	▲ 164.6
Total		370,635	360,084	▲ 2.9	Total		370,635	360,084	▲ 2.9
HOURS					HOURS				
	FR	26,736	25,029	▲ 6.8		FR	26,736	25,029	▲ 6.8
	DR	6,331	7,128	▼ -11.2		DR	6,331	7,128	▼ -11.2
	ST	3,201	7,757	▼ -58.7		ST	3,201	7,757	▼ -58.7
	VP	6,494	7,004	▼ -7.3		VP	6,494	7,004	▼ -7.3
	FMLM	449	119	▲ 276.7		FMLM	449	119	▲ 276.7
Total		43,211	47,036	▼ -8.1	Total		43,211	47,036	▼ -8.1
RIDES PER HOUR					RIDES PER HOUR				
	FR	11.15	11.56	▼ -3.5		FR	11.15	11.56	▼ -3.5
	DR	4.12	2.08	▲ 98.8		DR	4.12	2.08	▲ 98.8
	ST	3.36	3.05	▲ 10.0		ST	3.36	3.05	▲ 10.0
	VP	5.06	4.47	▲ 13.1		VP	5.06	4.47	▲ 13.1
	FMLM	6.30	8.96	▼ -29.8		FMLM	6.30	8.96	▼ -29.8
Total		8.58	7.66	▲ 12.0	Total		8.58	7.66	▲ 12.0
ON-TIME PERFORMANCE					ON-TIME PERFORMANCE				
	FR	76%	78%	▼ -2.0		FR	76%	78%	▼ -2.0
	DR	83%	84%	▼ -1.0		DR	83%	84%	▼ -1.0
	ST	N/A	89%			ST	N/A	89%	
Total		80%	84%	▼ -4.2	Total		80%	84%	▼ -4.2
FR - FIXED ROUTE		DR - DEMAND RESPONSE		ST - SPECIALIZED TRANSPORTATION	VP - VANPOOL		FMLM - FIRST MILE/LAST MILE		

VRT PERFORMANCE - 1st QUARTER, FY25

Item III. E.

YEAR TO DATE RIDERSHIP DETAIL

FR - FIXED ROUTE			
	FY25	FY24	% Change
Ada County*	221,332	232,674	▼ -4.9
Boise State - Bronce Shuttle	60,874	44,641	▲ 36.4
Intercounty*	15,902	11,911	▲ 33.5
FR SUB TOTALS	298,108	289,226	▲ 3.1

ST - SPECIALIZED TRANSPORTATION			
	FY25	FY24	% Change
Metro**		2,506	▼ -100.0
Shared Vehicle	36	81	▼ -55.6
SHIP**	-	3,100	▼ -100.0
Kuna Senior Center	1,161	937	▲ 23.9
Village Van	1,327	2,404	▼ -44.8
Volunteer Driver	145	195	▼ -25.6
Meridian Senior Center	2,211	1,815	▲ 21.8
Eagle Senior Center**	-	1,895	▼ -100.0
Star Senior Center	-	348	▼ -100.0
Harvest Transit***	-	3,764	▼ -100.0
Parma Senior Center	411	689	▼ -40.3
Ada County Rides 2 Wellness	2,791	3,246	▼ -14.0
Canyon County Rides 2 Wellness	592	483	▲ 22.6
Meridian Veteran's Shuttle	90	84	▲ 7.1
Melba Senior Center	1,993	2,148	▼ -7.2
ST SUB TOTALS	10,757	23,695	▼ -54.6

YEAR TO DATE RIDERSHIP	FY25	FY24	% Change
GRAND TOTAL	370,635	360,084	▲ 2.9

DR - DEMAND RESPONSE			
	FY25	FY24	% Change
Ada County**	9,378	7,732	▲ 21.3
Canyon County**	157	1,082	▼ -85.5
Canyon County On-demand**	6,547	5,728	▲ 14.3
Beyond Access**	10,033	-	▲ -
Eagle On-demand**	-	250	▼ -100.0
DR SUB TOTALS	26,115	14,792	▲ 76.5

VP - VANPOOL			
	FY25	FY24	% Change
ACHD CommuteRide	32,829	31,303	▲ 4.87

FMLM - FIRST MILE/LAST MILE			
	FY25	FY24	% Change
Lyft Transit Connections	2,618	989	▲ 164.71
VRT Late Night	208	79	▲ 163.29
FMLM SUB TOTAL	2,826	1,068	▲ 164.61

*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

***Q1 Ridership will be included in the National Transit Database reporting for Demand Response by Valley Regional Transit

VRT PERFORMANCE - 1st QUARTER, FY25

Item III. E.

QUARTERLY RIDERSHIP DETAIL

FR- FIXED ROUTE			
	FY25	FY24	% Change
Ada County*	221,332	232,674	▼ -4.9
Boise State - Bronce Shuttle	60,874	44,641	▲ 36.4
Intercounty*	15,902	11,911	▲ 33.5
FR SUB TOTAL	298,108	289,226	▲ 3.1

ST - SPECIALIZED TRANSPORTATION			
	FY25	FY24	% Change
Metro Community Services		2,506	▼ -100.0
Shared Vehicle	36	81	▼ -55.6
Supportive Housing and Innovative Partnerships	-	3,100	▼ -100.0
Kuna Senior Center	1,161	937	▲ 23.9
Village Van	1,327	2,404	▼ -44.8
Volunteer Driver	145	195	▼ -25.6
Meridian Senior Center	2,211	1,815	▲ 21.8
Eagle Senior Center	-	1,895	▼ -100.0
Star Senior Center	-	348	▼ -100.0
Harvest Transit	-	3,764	▼ -100.0
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Canyon County Rides 2 Wellness	592	483	▲ 22.6
Meridian Veteran's Shuttle	90	84	▲ 7.1
Melba Senior Center	1,993	2,148	▼ -7.2
ST SUB TOTAL	10,757	23,695	▼ -54.6

QUARTERLY RIDERSHIP GRAND TOTAL	FY24	FY23	% Change
	370,635	360,084	▲ 2.9

DR - DEMAND RESPONSE			
	FY25	FY24	% Change
Ada County ACCESS**	9,378	7,732	▲ 21.3
Canyon County ACCESS**	157	1,082	▼ -85.5
Canyon County On-demand**	6,547	5,728	▲ 14.3
Beyond Access**	10,033	-	▲ -
Eagle On-demand**	-	250	▲ -
DR SUB TOTAL	26,115	14,792	▲ 76.5

VP - VANPOOL			
	FY25	FY24	% Change
ACHD CommuteRide	32,829	31,303	▲ 4.87

FMLM - FIRST MILE/LAST MILE			
	FY25	FY24	% Change
VRT Lyft Pass	2,618	989	▲ 164.71
VRT Late Night	208	79	▲ 163.29
FMLM SUB TOTAL	2,826	1,068	▲ 164.61

*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

***Q1 Ridership will be included in the National Transit Database reporting for Demand Response by Valley Regional Transit



TOPIC	Delegate Approval for Temporary Staffing Services Contract to the Executive Board
DATE	April 7, 2025
STAFF MEMBER	Jeannette Ezell

Staff Recommendation/Request

This is an action item. The Board of Directors is asked to consider approval of Resolution VBD25-011 and delegate authority to the Executive Board to approve a Temporary Staffing Services contract following the Request for Proposal (RFP), that will be executed by the CEO.

Highlights

Valley Regional Transit (VRT) secured temporary staff through Propeople Staffing Services who was a vendor on the Idaho Statewide Contracts List. As of December 27, 2024, the business was acquired by Personnel Plus. Personnel Plus is not a vendor on the Idaho Statewide Contracts List. VRT Finance Department approved a sole source agreement for staff to use Personnel Plus until a contract can be executed following the completion of the procurement process.

Summary

It is vital that VRT is able to hire temporary staff through a staffing agency that can fill open positions. After careful consideration, VRT staff decided not to engage any staffing agency who is a vendor on the Statewide Contracts List due to limited local availability. There are five agencies on the contract list, all based out of state. Two agencies do not provide drivers, one agency doesn't have an office set up yet, one agency has limited onsite staffing, and one agency does all hiring remotely.

Based on the findings with staffing agencies under contract for the state of Idaho VRT has determined it is best to go out for procurement for these services.

Implication

VRT engages with temporary staffing agencies to reduce the high costs associated with employing permanent VRT staff. Staffing agencies are also able to quickly fill open positions with qualified candidates. Temporary employees are essential in assisting VRT in fulfilling specific project requirements while also contributing to cost containment.

Schedule

- March 2025 – Issue RFP for Temporary Staffing Services
- April 2025 – Request Board of Directors delegate authority to the Executive Board to approve contract with successful RFP bidder

- May 2025 – Request Executive Board to approve Temporary Staffing Contract and delegate authority to CEO to execute final agreement
- July 2025- Expected commencement date for the contract

More Information

Attachments:

Resolution VBD25-011

For detailed information, contact:

Jeannette Ezell
Operations Director
jezell@ridevrt.org
(208) 258-2711





VALLEY REGIONAL TRANSIT BOARD RESOLUTION

DELEGATE APPROVAL FOR TEMPORARY STAFFING SERVICES CONTRACT TO THE EXECUTIVE BOARD RESOLUTION VBD25-011

BY THE BOARD OF VALLEY REGIONAL TRANSIT DELEGATING AUTHORITY TO THE EXECUTIVE BOARD TO APPROVE A CONTRACT FOR THE CEO TO EXECUTE FOR TEMPORARY STAFFING 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, VRT at times requires temporary staff to complete tasks that do not justify hiring a full-time employee; and

WHEREAS, VRT will ensure all temporary staff meet required qualifications before employment; and

WHEREAS, VRT will ensure the costs associated with temporary staffing are either included in operational budgets as contract labor annually or do not exceed budgeted wages for departments; and

WHEREAS, VRT staff will conduct a competitive procurement process as required in the VRT Procurement Policies adopted by the VRT 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.

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 of Valley Regional Transit delegate authority to the Executive Board to approve a contract with the successful bidder following the Temporary Staffing Services RFP to be executed by the CEO.

Section 2. That this Resolution VBD25-011 shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 7th day of April 2025.

APPROVED by the Board Chair this 7th day of April 2025.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



AUTHORIZATION FOR EXPENDITURE

BOARD OF DIRECTORS

PROCUREMENT DESCRIPTION: Demand Response Vehicle Purchase

TOTAL COST: Not to exceed \$2,500,000

PURPOSE/ACTION: This expenditure will replace demand response rolling stock in Ada County, Canyon County and Specialized Transportation.

SCOPE OF WORK: Purchase demand response vehicles to replace aging fleet. These vehicles will accommodate be accessible for all services.

DISCUSSION: VRT researched other state contracts and found the Arizona Department of Administration (ADOA) cooperative agreement was most advantageous, and in compliance with all local and FTA requirements. VRT is working with Model 1 Commercial Vehicles, Inc. to purchase vehicles. Due to expected cost increases, VRT will stay within the approved project budget.

ALTERNATIVES: Not replacing the aging fleet will lead to higher maintenance costs and the potential of the vehicle getting to the point that it would not be financial beneficial to VRT.

FISCAL IMPACT: VRT included the budget for replacing vehicles in fiscal year 2025 budget, Resolution VBD24-038, approved by the Board of Directors on August 5, 2024.

RECOMMENDATION/JUSTIFICATION: VRT staff researched other state contracts and found that the Arizona Department of Administration cooperative agreement was most advantageous, and in compliance with all local and FTA requirements.

RESOLUTION NUMBER: VBD25-014

POST RFP/FINAL SELECTION OF PROJECT: VRT staff recommends the Board of Directors approve Resolution VBD25-014 and authorize a contract with Model 1 Commercial Vehicles, Inc., with a not to exceed amount of \$2,500,000 and delegate authority to the Chief Executive Officer to finalize and execute the contract.

ORDER OF REVIEW

CHIEF EXECUTIVE OFFICER (CEO) (Approves procurements up to \$150,000)

Signature: _____

Date Approved: _____

EXECUTIVE BOARD (Approves procurements \$150,000 up to \$300,000)

Signature: _____
Date Approved: _____ Resolution Number: _____

VRT BOARD (Approves procurements \$300,000 and over)

Signature: _____
Date Approved: 4/7/2025 Resolution Number: VBD25-014





VALLEY REGIONAL TRANSIT BOARD RESOLUTION

MODEL 1 COMMERCIAL VEHICLES, INC. DEMAND RESPONSE BUS PURCHASE RESOLUTION VBD25-014

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING CONTRACT FOR DEMAND RESPONSE BUS PURCHASES WITH MODEL 1 COMMERCIAL VEHICLES, INC.

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 replace demand response vehicles that have exceeded their useful life; and

WHEREAS, VRT would incur increased maintenance costs and run the risk of the vehicles becoming a financial burden if vehicles are not replaced; and

WHEREAS, VRT has service providers that are in need of replacing their vehicles that have exceeded their useful life and are willing to provide the local match to purchase additional vehicles to be part of the shared vehicle program; and

WHEREAS, VRT staff researched other state contracts and found that the Arizona Department of Administration cooperative agreement was most advantageous, and in compliance with all local and FTA requirements; and

WHEREAS, VRT will purchase demand response vehicles using funding allocated in the fiscal year 2025 budget for these expenditures; and

WHEREAS, VRT included the budget for these expenditures in the fiscal year 2025 budget, **Resolution VBD24-038**, approved August 5, 2024; 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.

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 of Valley Regional Transit approve the purchase of demand response buses, not to exceed \$2,500,000, from Model 1 Commercial Vehicles, Inc.

Section 2. That the Board of Valley Regional Transit delegate authority to the CEO to finalize and execute the contract with Model 1 Commercial Vehicles, Inc.

Section 3. That this Resolution VBD25-014 shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 7th day of April 2025.

APPROVED by the Board Chair this 7th day of April 2025.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



AUTHORIZATION FOR EXPENDITURE

BOARD OF DIRECTORS

PROCUREMENT DESCRIPTION: Inspection and maintenance services for compressed natural gas (CNG) facilities

TOTAL COST: Not to exceed \$450,000

PURPOSE/ACTION: This expenditure will provide repair services and required quarterly and annual inspection services for CNG fueling and monitoring equipment.

SCOPE OF WORK: Clean Energy provides specialized mechanics to monitor and repair the compressed natural gas compressors, dryers, and assorted equipment required for CNG bus operations. Services includes required inspection of the compressors, dispensers, and monitoring equipment at the Boise and Caldwell locations. Services also includes immediate response to failures or to fix problems with the fueling station to ensure continued operations.

DISCUSSION: When the contract was bid in 2022, VRT staff bid the project with two alternatives. The first was to rebuild the compressors and continue to operate the IMW equipment for the five-year contract. The second option was to replace the entire CNG fueling island with updated equipment.

VRT staff received one bid for each option (repair/replace) and closely evaluated the bids. While purchasing a new system would have distinct advantages in power consumption, reliability, and fueling flexibility the rebuild option was selected due to the 40-year lifespan of the new equipment far exceeding the anticipated need for CNG fueling with the conversion of the bus fleet to electric.

On January 9, 2023, pursuant to Resolution VEB23-001, Clean Energy was awarded a contract not to exceed five years and \$125,000. Due to increasing costs for replacement parts to the fueling system, VRT needs to modify the contract and increase the not to exceed amount to \$450,000. This increase will ensure that required inspections and needed repairs continue to occur for the remaining three years of the contract.

ALTERNATIVES: Not performing required maintenance or fixing problems immediately puts VRT in a position that might require purchasing a new system, as existing equipment would begin to fail without the ability to repair them.

FISCAL IMPACT: VRT will continue to include this expenditure annually in the operating budgets in Ada and Canyon counties for the remainder of the contract term, that will be approved annually by the Board of Directors in August.

RECOMMENDATION/JUSTIFICATION: VRT followed federal procurement guidelines and VRT's policy for procuring services and Clean Energy was the lowest responsive bidder for rebuild service and the Executive Board approved Resolution VEB23-001 for the Clean

Energy Contract, not to exceed \$173,000, on January 9, 2023. VRT is requesting the Board of Directors modify the contract and increase the not to exceed amount to \$450,000.

RESOLUTION NUMBER: VBD25-012

POST RFP/FINAL SELECTION OF PROJECT: VRT staff recommends the Board of Directors approve Resolution VBD25-012 and authorize the contract modification for Clean Energy to the not to exceed amount of \$450,000 and delegate authority to the Chief Executive Officer to finalize and execute the contract modification.

ORDER OF REVIEW

CHIEF EXECUTIVE OFFICER (CEO) (Approves procurements up to \$150,000)

Signature: _____
Date Approved: _____

EXECUTIVE BOARD (Approves procurements \$150,000 up to \$300,000)

Signature: _____
Date Approved: _____ Resolution Number: _____

VRT BOARD (Approves procurements \$300,000 and over)

Signature: _____
Date Approved: 4/7/2025 Resolution Number: VBD25-012





VALLEY REGIONAL TRANSIT BOARD RESOLUTION

CLEAN ENERGY CONTRACT MODIFICATION RESOLUTION VBD25-012

BY THE BOARD OF VALLEY REGIONAL TRANSIT TO MODIFY THE CONTRACT WITH CLEAN ENERGY FOR INSPECTION AND MAINTENANCE SERVICES FOR COMPRESSED NATURAL GAS (CNG) FACILITIES

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

WHEREAS, VRT requires quarterly inspections and testing of the compressors, dispensers, and monitoring equipment for CNG systems to ensure facilities are kept in a state of good repair; and

WHEREAS, VRT requires maintenance services that require immediate response to failures or to fix problems with the fueling station to ensure continued operations; and

WHEREAS, VRT completed procurement RFB 2022-12-19 to provide operating and maintenance services for the CNG systems that covered fiscal years 2023 – 2028, with a not to exceed amount of \$125,000; and

WHEREAS, VRT needs to increase the not to exceed amount to \$450,000 to continue with this contract to run the full five years, based on the bid submitted by Clean Energy; and

WHEREAS VRT will continue to include this expenditure annually in the operating budgets in Ada and Canyon counties for the remainder of the contract term; and

WHEREAS, the VRT staff conducted a competitive procurement process as required in the VRT Procurement Policies adopted by the VRT 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 VRT, 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 VRT 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 VRT pursuant to Chapter 21, Title 40.

WHEREAS, the Board of VRT 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 of Valley Regional Transit approve the contract modification with Clean Energy to the not to exceed amount of \$450,000, for the remainder of the contract.

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

Section 3. That Resolution VBD25-012 shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 7th day of April 2025.

APPROVED by the Board Chair this 7th day of April 2025.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC	VRT Drug and Alcohol Testing Policy Update
DATE	April 7, 2025
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

This is an action item. The Board is asked to approve Resolution VBD25-015 and the VRT Drug and Alcohol Testing Policy Number 2.01.08 as updated.

Summary

VRT has been updating procedures since the Beyond Access service began in 2024. The VRT Drug and Alcohol Testing Policy was last updated in 2011. The changes to the policy include formatting changes and branding the document to VRT standard.

There are no regulatory changes to drug and alcohol testing. One change that VRT made was to no longer offer “Return to Duty” Testing for employees following a verified positive drug test, an alcohol result of 0.04 or greater, or any other activity that violates DOT regulations. VRT will have a Zero Tolerance policy for any employee who tests positive for drugs or alcohol (results of 0.04 or higher) or refuses to test. These employees will be terminated.

When the policy was updated in 2011, VRT was not employing drivers or using volunteer drivers to perform safety-sensitive functions. Now that VRT is directly operating the Beyond Access service, that is no longer the case.

VRT is also using a third-party administrator to manage the drug testing program for new hires and covered employee testing. This includes VRT employees as well as operators employed by temporary staffing agencies. Using a third-party administrator ensures testing and collecting procedures are followed and that all collectors remain up to date on current standards and protocols.

Implication

To ensure ongoing compliance with all federal, state, and local regulations, VRT will continue to review and update policies and procedures as needed. By updating the VRT Drug and Alcohol Testing Policy, it will match current practices of VRT. By not following federal, state and local requirements, VRT runs the risk of losing funding.

More Information

Attachments:

Policy – VRT Drug and Alcohol Testing Policy
REDLINE VRT Drug and Alcohol Testing Policy

Resolution VBD25-015

For detailed information, contact:

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





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

Policy Number: 2.01.08

Resolution Number: VBD25-015

Policy Title: VRT Drug and Alcohol Testing Policy

Signature of Board Chairperson

Date

Signature of Chief Executive Officer

Date

STATEMENT OF POLICY

This policy protects all employees, passengers, volunteers and the public from the risk posed by the misuse of alcohol and prohibited drugs. It complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended.

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:

BAC – is defined as Breath Alcohol Concentration, the percentage of alcohol in a person's bloodstream, used to measure impairment.

Covered Employee – is defined as an employee who performs or will perform a "safety-sensitive function" as defined in Part 655, Section 655.4.

CFR – is defined as the Code of Federal Regulations

Dilute – is defined as a sample that has a higher-than-normal water content which can reduce the concentration of drug metabolites in the sample.

DOT – is defined as the Department of Transportation

Drug and Alcohol Program Manager – is defined as the person responsible for overseeing and ensuring compliance with an organization's drug and alcohol testing program.

Impairment – is defined as the condition in which an employee’s abilities are diminished due to the influence of drugs or alcohol that increase the likelihood of a safety event occurring.

Safety Event – is defined as an unexpected outcome resulting in injury or death; damage to or loss of a facility, equipment, vehicle, or infrastructure of a public transportation system; or damage to the environment.

Safety-Sensitive Function – is defined as any duty or task that an employee performs where an impairment could post a significant risk to their safety or the safety of others.

Substance Abuse Professional – is defined as a qualified individual who evaluates employees who have violated drug and alcohol regulations and provides recommendations for education, treatment, follow-up testing, and aftercare.

Violation – is defined as any action that breaches established rules, regulations, or policies related to substance testing.

POLICY

Purpose of Policy

This policy complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended. Copies of Parts 655 and 40 are available in the drug and alcohol program manager’s office and can be found on the internet at the Federal Transit Administration (FTA) Drug and Alcohol Program website

<http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

Portions of this policy are not FTA-mandated but reflect Valley Regional Transit’s policy. These additional provisions are identified by **bold text**.

In addition, DOT has published 49 CFR Part 32, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

All Valley Regional Transit employees are subject to the provisions of the Drug-Free Workplace Act of 1988.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify the Operations Manager no later than five days after such conviction.



Covered Employees

This policy applies to every person, including an applicant or transferee, who performs or will perform a “safety-sensitive function” as defined in Part 655, section 655.4.

You are a covered employee if you perform any of the following:

- Operating a revenue service vehicle, in or out of revenue service
- Operating a non-revenue vehicle requiring a commercial driver’s license
- Controlling movement or dispatch of a revenue service vehicle
- Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service
- Carrying a firearm for security purposes

See Attachment A for a list of covered positions by job title.

Prohibited Behavior

Use of illegal drugs is prohibited at all times. Prohibited drugs include:

- Marijuana
- Cocaine
- phencyclidine (PCP)
- opioids
- amphetamines

All covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

All covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to perform his or her safety-sensitive function, he or she must take an alcohol test with a result of less than 0.02 prior to performance.

All covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

All covered employees required to take a post-safety event test are prohibited from consuming alcohol for eight (8) hours following involvement in a safety event or until he or she submits to the post-safety event drug and alcohol test, whichever occurs first.



Consequences for Violations

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty and provided with contact information for Substance Abuse Professionals (SAPs).

Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties until the start of their next regularly scheduled duty period (but for not less than eight hours) unless a retest results in the employee's alcohol concentration being less than 0.02.

Zero Tolerance

Per Valley Regional Transit policy, any employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test will be terminated from employment.

Circumstances for Testing

Pre-Employment Testing

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.

If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.

A covered employee or applicant who has previously failed or refused a DOT drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements.

Reasonable Suspicion Testing

All covered employees shall be subject to a drug and/or alcohol test when Valley Regional Transit has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.



Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

Post-Safety Event Testing

Covered employees shall be subject to post-safety event drug and alcohol testing under the following circumstances:

Fatal Safety Events

As soon as practicable following a safety event involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the safety event. In addition, any other covered employee whose performance could have contributed to the safety event, as determined by Valley Regional Transit using the best information available at the time of the decision, will be tested.

Non-fatal Safety Events

As soon as practicable following a safety event not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the safety event if at least one of the following conditions is met:

- (1) The safety event results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the safety event
- (2) One or more vehicles incurs disabling damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the safety event

In addition, any other covered employee whose performance could have contributed to the safety event, as determined by Valley Regional Transit using the best information available at the time of the decision, will be tested.

A covered employee subject to post-safety event testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following a safety event or to prohibit a covered employee from leaving the scene of a safety event for the period necessary to obtain assistance in responding to the safety event or to obtain necessary emergency medical care.



Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA administrator. The current year testing rates can be viewed online at www.transportation.gov/odapc/random-testing-rates.

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

Testing Procedures

All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

Dilute Urine Specimen

If there is a negative dilute test result, Valley Regional Transit will accept the test result and there will be no retest, unless the creatinine concentration of a negative dilute specimen was greater than or equal to 2 mg/dL, but less than or equal to 5 mg/dL.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection under direct observation (see 49 CFR Part 40, section 40.67).

Split Specimen Test

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. Valley Regional Transit guarantees that the split specimen test will be conducted in a timely fashion. Employee will be required to pay for the split specimen test.



Test Refusals

As a covered employee, you have refused to test if you:

1. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by Valley Regional Transit.
2. Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
3. Fail to provide a specimen for a drug or alcohol test. An employee who does not provide a specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
4. In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
5. Fail to provide a sufficient specimen for a drug or alcohol test without a valid medical explanation.
6. Fail or decline to take a second drug test as directed by the collector or Valley Regional Transit.
7. Fail to undergo a medical evaluation as required by the MRO or Valley Regional Transit's Designated Employer Representative (DER).
8. Fail to cooperate with any part of the testing process.
9. Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed urine drug test.
10. Possess or wear a prosthetic or other device used to tamper with the collection process.
11. Admit to the adulteration or substitution of a specimen to the collector or MRO.
12. Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
13. Fail to remain readily available following a safety event.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions and provided with contact information for SAPs.

Voluntary Self-Referral

Any employee who has a drug and/or alcohol abuse problem and has not been notified of the requirement to submit to reasonable suspicion, random or post-safety event testing or has not refused a drug or alcohol test may voluntarily refer her or himself to the Operations Manager, who will refer the individual to a substance abuse counselor for evaluation and treatment.



The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.

Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program.

Prescription Drug Use

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to the Operations Manager. Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties.

Contact Person

For questions about Valley Regional Transit's anti-drug and alcohol misuse program, contact the Drug and Alcohol Program Manager.

END OF POLICY

Adoption Date: 08/25/2004

Effective Date: 8/25/2004

Last Revised Date: 05/16/2007; 2/15/2012; 04/07/2025

Last Reviewed Date: 05/16/2007; 02/15/2012; 04/07/2025

Supporting Documents:

Resolution VBD25-015

Attachment A: Covered Positions

Attachment B: Acknowledgement of VRT Drug and Alcohol Testing Policy

Attachment C: VRT Responsibility for Hiring Previous DOT-Regulated Applicants Procedure

Attachment D: Release of Information Form

Attachment E: SAP Referral List

Attachment F: Acknowledgment of Prohibited Drug Awareness Training for Safety-Sensitive Employees



ATTACHMENT A: COVERED POSITIONS

Vehicle Operator

Dispatcher

Operations Manager

Fleet Supervisor

Safety Supervisor

Mechanics



ATTACHMENT B: ACKNOWLEDGEMENT OF VRT DRUG AND ALCOHOL TESTING POLICY

I acknowledge that I have received a copy of the anti-drug and alcohol misuse program policy mandated by the U.S. Department of Transportation (DOT), Federal Transit Administration (FTA) for all covered employees who perform a safety-sensitive function. I understand that compliance with all provisions contained in the policy is a condition of employment.

I further understand that the information contained in the policy dated _____ is subject to change, and that any such changes or addendum, shall be disseminated in a manner consistent with the provisions of 49 CFR Part 655.

Signature

Date

Print Name



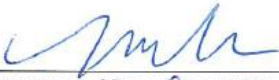
ATTACHMENT C: VRT RESPONSIBILITY FOR HIRING PREVIOUS DOT-REGULATED APPLICANTS PROCEDURE



VRT Operations – Procedures

System: DOT Rule 49 CFR Part 40 Section 40.25

Subject: Employer Responsibilities for Hiring Previous DOT-Regulated Applicants – Release of Information Procedure

	
_____ Signature of Department Head	_____ Date
	
_____ Signature of CEO	_____ Date

STATEMENT OF POLICY

Valley Regional Transit is committed to combat prohibited drug use and alcohol misuse in the transportation industry. These procedures will provide instructions and guidance for obtaining previous drug and alcohol testing information for any potential employees that perform safety sensitive duties with a DOT-Regulated in the last two years.

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:

Alcohol concentration – is defined as the percentage of alcohol in a person's bloodstream.

Adulterated – is defined as corrupting, debasing, or making impure by adding a foreign or inferior substance or element.

Code of Federal Regulations (CFR) - is defined as the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government.

Safety Sensitive Duties – is defined as tasks including operation of a revenue service vehicle, in or out of revenue service, maintaining a revenue service vehicle or equipment used in revenue service, controlling dispatch/movement of a revenue service vehicle,

operation of a non-revenue vehicle requiring a CDL, or if required to carry a firearm for security purposes.

US Department of Transportation (DOT) – is defined as the federal agency responsible for planning and coordinating federal transportation projects. It also sets safety regulations for all major modes of transportation.

Verified Positive Drug Test – is defined as a drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use above the minimum cutoff levels specified in 49 CFR Part 40 as amended.

GUIDELINES

Per DOT Rule 49 CFR Part 40 Section 40.25:

Employers must request the information listed below from DOT-regulated employers who have employed the employee during any period during the two years before the date of the employee's application or transfer:

- Alcohol tests with a result of 0.04 or higher alcohol concentration.
- (2) Verified positive drug tests.
- (3) Refusals to be tested (including verified adulterated or substituted drug test results).
- (4) Other violations of DOT agency drug and alcohol testing regulations.

RESPONSIBILITY

Any VRT hiring manager responsible for hiring employees that will be part of the drug and alcohol random testing pool due to performing safety sensitive duties.

PROCEDURE

1. Prior to allowing an employee to perform safety-sensitive duties, VRT staff must have a Release of Information Form completed and signed by the employee.
 - a. There is to be one form filled out for EACH previous DOT-Regulated employer
 - b. If the employee refuses to provide this written consent, discontinue the hiring process.
2. VRT staff will document the 1st, 2nd, 3rd, attempts at the bottom of the release form(s).
 - a. Note the date and time of each request on the designated line.
3. VRT staff will fax, email or mail the release form after documenting each attempt.
4. After obtaining the Release of Information Form from previous employer(s), it is the responsibility of hiring manager to review the documents and verify that the employee is clear to start safety-sensitive duties.
5. The Release of Information Form and any additional documents provided by the previous employer(s) are to be filed in the employees Drug and Alcohol file.



- a. If the Release of Information Form is not returned by previous employer(s), place the original form, with documented attempts in the employee's Drug and Alcohol file.

END OF PROCEDURE

Adoption Date: 10/25/2024

Effective Date: 01/09/2025

Last Revised Date: 10/25/2024

Last Reviewed Date: 01/09/2025

Replaced:

Supporting Documents:

[Drug & Alcohol Program | FTA](#)

Release of Information Form – 49 CFR Part 40 Drug and Alcohol Testing



ATTACHMENT D: RELEASE OF INFORMATION FORM

Release of Information Form – 49 CFR Part 40 Drug and Alcohol Testing

Section I: To be completed by the new employer, signed by the employee, and transmitted to the previous employer.

Employee Name: _____ SS/ID Number: _____

I hereby authorize release of information from my DOT-regulated drug and alcohol testing records by my previous employer, listed in *Section I-B* to the employer listed in *Section I-A*. This release is in accordance with DOT Regulation 49 CFR Part 40, section 40.25.

Employee Signature

Date

I-A:

New Employer Name: _____

Designated Employer Representative: _____

Address: _____

Phone #: _____ Fax #: _____

I-B:

Previous Employer Name: _____

Designated Employer Representative: _____

Address: _____

Phone #: _____ Fax #: _____

Section II: To be completed by the previous employer and transmitted to the new employer.

II-A:

In the two years prior to the date of the employee's signature (in Section I), for DOT-regulated testing:

- | | |
|---|------------------|
| 1. Did the employee have alcohol tests with a result of 0.04 or higher? | Yes_____ No_____ |
| 2. Did the employee have verified positive drug tests? | Yes_____ No_____ |
| 3. Did the employee refuse to be tested? | Yes_____ No_____ |
| 4. Did the employee have other violations of DOT agency drug and alcohol testing regulations? | Yes_____ No_____ |
| 5. Did a previous employer report a drug and alcohol rule violation to you? | Yes_____ No_____ |
| 6. If you answered "Yes" to any of the above items, did the employee complete the return to duty process? | Yes_____ No_____ |

II-B:

Person providing information in Section II-A:

Name: _____ Title: _____

Phone #: _____ Date: _____



ATTACHMENT E: SAP REFERRAL LIST**MINERT & ASSOCIATES, INC.
SAP REFERRAL LIST**

List of known Substance Abuse Professionals (SAP)

Idaho:

- DeOndre Bryant - (208) 807-9904 – Boise
- Wendy Perez – (208) 918-0380 – Meridian
- April Browne – (208) 365-2525 - Emmett

Additional Resources can be found one of the websites below.

www.saplist.com

www.naadac.org/sap-directory



ATTACHMENT F: ACKNOWLEDGEMENT OF PROHIBITED DRUG AWARENESS TRAINING FOR SAFETY-SENSITIVE EMPLOYEES

In accordance with Federal Transit Administration (FTA) Rule 49 CFR Part 655.14(b), I acknowledge that I have received at least 60 minutes of training on the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use.

Signature

Date

Print Name





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

Section	Policy No. 2.01.08 (old number 1.08.01)
Policy Title: Drug and Alcohol Policy and Testing Procedures	Page 1 of 20
Policy Date: original 08/25/04; updated 05/16/07; revised 02/15/12	Policy Adopted:
Approved By:	Policy/Page Replaced: Policy Amended: 05/16/07 Policy Amended: 02/15/12
Dave Bieter, Chairman — Kelli Fairless, Executive Director	



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

—This policy ~~and procedures~~ supersedes all prior policy statements ~~and procedures~~ written, verbal, or otherwise.

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Policy Number: 2.01.08

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VRT Drug and Alcohol Policy



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VRT Drug and Alcohol Policy



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VRT Drug and Alcohol Policy



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

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Policy Title: VRT Drug and Alcohol Testing Policy

Signature of Board Chairperson Date

Signature of Chief Executive Officer Date

STATEMENT OF POLICY

This policy protects

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Section 1. Alcohol and Controlled Substances	Policy No. 2.01-08 (old number 1.08-01)
Policy Title: Drug and Alcohol Policy and Testing Procedures	
Policy Date: original 08/25/04; updated 05/16/07; revised 02/15/12	Policy Adopted: 8/25/2004
Approved By:	Policy/Page Replaced: Policy Amended: 05/16/07 Policy Amended: 02/15/12
Dave Bieter, Chairman Kelli Fairless, Executive Director	

1.0 Purpose

It is the policy of Valley Regional Transit, VRT, to protect all employees, passengers, volunteers and the public from the risk posed by the misuse of alcohol and prohibited drugs. It complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended. This policy complies with all applicable State and Federal regulations governing workplace anti-drug and alcohol programs in the transit industry.

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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:

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BAC – is defined as Breath Alcohol Concentration, the percentage of alcohol in a person's bloodstream, used to measure impairment.

Covered Employee – is defined as an employee who performs or will perform a “safety-sensitive function” as defined in Part 655, Section 655.4.

CFR – is defined as the Code of Federal Regulations

Dilute – is defined as a sample that has a higher-than-normal water content which can reduce the concentration of drug metabolites in the sample.

DOT – is defined as the Department of Transportation

Drug and Alcohol Program Manager – is defined as the person responsible for overseeing and ensuring compliance with an organization's drug and alcohol testing program.

Impairment – is defined as the condition in which an employee's abilities are diminished due to the influence of drugs or alcohol that increase the likelihood of a safety event occurring.

Safety Event – is defined as an unexpected outcome resulting in injury or death; damage to or loss of a facility, equipment, vehicle, or infrastructure of a public transportation system; or damage to the environment.

Safety-Sensitive Function – is defined as any duty or task that an employee performs where an impairment could post a significant risk to their safety or the safety of others.

Substance Abuse Professional – is defined as a qualified individual who evaluates employees who have violated

~~VRT has the responsibility to their passengers and the general public to provide safe, dependable and efficient transportation services while ensuring a safe working condition for its employees and volunteers. The use of~~

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drugs and/or alcohol can adversely affect the ability to perform safely and constitutes a threat to the health and safety of the public and other employees, and to the efficient operation of VRT.

VRT maintains a drug-free workplace for ALL employees, prohibiting the misuse of drugs and/or alcohol when conducting any employment-related duties. This policy is not only designed to detect violations, but also to ensure fairness to each employee. It is through this process that VRT will help to ensure the provisions of a safe and efficient regional public transportation system.

1.1 Objective

The objective of this policy is to enhance productivity and safety for our employees and our customers, and to foster a sober and drug-free workplace.

1.2 Responsibility

Responsibility for the success of this policy is shared at all levels, as indicated in the following table:

Who	Responsibility
Employer	VRT is responsible for developing and implementing substance abuse policies and programs that include drug and alcohol testing of employees and applicants for employment.



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Employee	Employees at all levels are responsible for reading, understanding and adhering to the VRT Drug and Alcohol Policy.
Managers and Supervisors	Managers and supervisors are responsible for the consistent application and enforcement of the policy.

1.3 Federal Requirements

This policy is intended to comply with all applicable federal regulations governing workplace anti-drug and alcohol regulations and provides recommendations for education, treatment, follow-up testing, and aftercare.

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Violation – is defined as any action that breaches established rules, regulations, or policies related to substance testing.

POLICY

Purpose of Policy

This policy complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended. Copies of Parts 655 and 40 are available in the drug and alcohol program manager's office



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and can be found on the internet at the Federal Transit Administration (FTA) Drug and Alcohol Program website

<http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

Portions of this policy are not FTA-mandated but reflect Valley Regional Transit's policy. These additional provisions are identified by **bold text**.

In addition, DOT has published 49 CFR Part 32, implementing the ~~Drug programs. The Drug~~ Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

All Valley Regional Transit employees are subject to the provisions of the Drug-Free Workplace Act of 1988.

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1.4 Acceptance of Drug and Alcohol Policy

All employees and volunteers must sign acknowledging that that have either read, on hard copy or digitally or were given the opportunity to read this Policy as a condition of their employment with VRT.

2.0 Drug and Alcohol Policy

2.1 Statement of Policy

VRT maintains a drug-free workplace for ALL employees and volunteers, prohibiting the misuse of drugs and alcohol when conducting any employment or volunteer-related duties.

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VRT Drug and Alcohol Policy



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Drugs: ~~The unlawful use, ingestion, manufacture, transaction, distribution, dispensation, sale and/or possession or use of any controlled substance is strictly prohibited in:~~

Alcohol: ~~The possession, purchase, sale, distribution, or consumption of alcohol while acting as a representative or volunteer for the company, while on Company premises, performing company duties or in a company vehicle is strictly prohibited.~~

2.2 Definition of "Use" of Drugs

"Use" means presence in the body system while you are on duty. A positive test is sufficient to support a finding of "use."

2.3 Consumption of Alcohol Not Allowed

All employees and volunteers must not consume alcohol:

- While driving a company vehicle.
- When transporting passengers.
- During on-duty work hours.

~~All covered workplace. An~~ employees and volunteers, must also abide by this policy during off site lunch periods or breaks when the **employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify the Operations Manager no later than five days after such conviction.**

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Covered Employees

This policy applies to every person, including an applicant or transferee, who performs or will perform a "safety-sensitive function" as defined in Part 655, section 655.4.

You are a covered employee if you perform any of the following:

- Operating a revenue service vehicle, in or out of revenue service
- Operating a non-revenue vehicle requiring a commercial driver's license
- Controlling movement or dispatch of a revenue service vehicle
- Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service
- Carrying a firearm for security purposes

See Attachment A for a list of covered positions by job title.

Prohibited Behavior

Use of illegal drugs is prohibited at all times. Prohibited drugs include:

- Marijuana
- Cocaine
- phencyclidine (PCP)
- opioids
- amphetamines

All covered employees are prohibited from performing or continuing is scheduled, to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

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All covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call return, to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to

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perform his or her safety-sensitive function, he or she must take an alcohol test with a result of less than 0.02 prior to performance, work or drive.

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All covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

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All covered employees required to take a post-safety event test are prohibited from consuming alcohol for eight (8) hours following involvement in a safety event or until he or she submits to the post-safety event drug and alcohol test, whichever occurs first.

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2.4 Consequences for Violations of Non-Compliance

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty and provided with contact information for Substance Abuse Professionals (SAPs).

Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties until the start of their next regularly scheduled duty period (but for not less than eight hours) unless a retest results in the employee's alcohol concentration being less than 0.02.

Zero Tolerance

Per Valley Regional Transit policy, any employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test will be terminated from employment.

Circumstances for Testing

Pre-Employment Testing

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.

If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.

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A covered employee or applicant who has previously failed or refused a DOT drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements.

Reasonable Suspicion Testing Failure to adhere to this policy will result in immediate suspension and/or termination.

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VRT Drug and Alcohol Policy



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2.5

All covered employees shall be subject to a drug and/or alcohol test when Valley Regional Transit has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

Post-Safety Event Testing

Covered employees shall be subject to post-safety event drug and alcohol testing under the following circumstances:

Fatal Safety Events

As soon as practicable following a safety event involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the safety event. In addition, any other covered employee whose performance could have contributed to the safety event, as determined by Valley Regional Transit using the best information available at the time of the decision, will be tested.

Non-fatal Safety Events

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As soon as practicable following a safety event not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the safety event if at least one of the following conditions is met:

- (1) The safety event results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the safety event
- (2) One or more vehicles incurs disabling damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the safety event

In addition, any other covered employee whose performance could have contributed to the safety event, as determined by Valley Regional Transit using the best information available at the time of the decision, will be tested.

A covered employee subject to post-safety event testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following a safety event or to prohibit a covered employee from leaving the scene of a safety event for the period necessary to obtain assistance in responding to the safety event or to obtain necessary emergency medical care.

Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

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Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA administrator. The current year testing rates can be viewed online at www.transportation.gov/odapc/random-testing-rates.

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

Testing Procedures

All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

Dilute Urine Specimen

If there is a negative dilute test result, Valley Regional Transit will accept the test result and there will be no retest, unless the creatinine concentration of a negative dilute specimen was greater than or equal to 2 mg/dL, but less than or equal to 5 mg/dL.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection under direct observation (see 49 CFR Part 40, section 40.67).



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Split Specimen Test

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. Valley Regional Transit guarantees that the split specimen test will be conducted in a timely fashion. Employee will be required to pay for the split specimen test.

Test Refusals

As a covered employee, you have refused to test if you:

1. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by Valley Regional Transit.
2. Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
3. Fail to provide a specimen for a drug or alcohol test. An employee who does not provide a specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
4. In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
5. Fail to provide a sufficient specimen for a drug or alcohol test without a valid medical explanation.
6. Fail or decline to take a second drug test as directed by the collector or Valley Regional Transit.
7. Fail to undergo a medical evaluation as required by the MRO or Valley Regional Transit's Designated Employer Representative (DER).

Questions about this policy should be directed to cooperate with any part the Designated Employer Representative (DER) as duly noted in Appendix A

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3.0 Applicability of Drug and Alcohol Policy

This policy applies to employees any time while on duty, when they are on company property, or when performing Authority business. Vendors, and contract employees are also bound by this policy and may not be permitted to conduct business if found to be in violation of this policy.

Volunteers and persons who perform service as a charitable act while on company premises, transporting passengers or in a company vehicle are bound by this policy.

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4.0 Controlled Substances (Illegal Drugs)

4.1 Policy on Illegal Drugs

The unlawful use, ingestion, manufacture, transaction, distribution, sale and/or possession of any controlled substance are strictly prohibited.

4.2 Clarification of Policy

This policy is intended to encompass the complete issue of drug and alcohol use and misuse. The failure to specifically mention a drug or substance should be assumed to mean that the specific drug or substance **does** fall into the category of illicit or controlled substances.

4.3 Definition of "Use"

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VRT Drug and Alcohol Policy



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"Use" means presence in the body system while you are on duty. A positive test is sufficient to support a finding of "use."

4.4 Prohibited Substances

~~Prohibited Substances addressed by this policy include, but are not limited to the following:~~

~~Illegally Used Controlled Substance or Drugs Under the Drug Free Workplace Act of 1988; any illegal drug or any substance identified in Schedules I through V of Section 202 of the Controlled Substance Act (21 USC 812), and as further defined by 21 CFR 1300.11 through 1300.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to:~~

- ~~• marijuana,~~
- ~~• amphetamines,~~
- ~~• opiates,~~
- ~~• phencyclidine (PCP),~~
- ~~• cocaine~~

~~as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration.~~

~~VRT reserves the right to test, under its own authority, for any drugs that an employee is reasonably suspected of abusing.~~

4.5 Reasonable Suspicion

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8. An employee who is reasonably suspected by a co-worker of engaging in a prohibited activity including, but not limited to, being intoxicated, impaired, under the influence of a prohibited substance, and not fit for duty may be suspended from duty pending an investigation and verification of their condition through the testing process.
9. Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed urine drug test.
10. Possess or wear a prosthetic or other device used to tamper with the collection process.
11. Admit to the adulteration or substitution of a specimen to the collector or MRO.
12. Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).

Fail to remain readily available following a safety event.

4.6 Consequences for Non-Compliance

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As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions and provided with contact information for SAPs.

Voluntary Self-Referral

Any employee who has a drug and/or alcohol abuse problem and has not been notified of the requirement to submit to reasonable suspicion, random or post-safety event testing or has not refused a drug or alcohol test may voluntarily refer her or himself to the Operations Manager, who will refer the individual to a testing when requested or fails to pass the test will be subject to immediate suspension and or termination. VRT shall advise the employee of the resources available for evaluating and resolving problems associated with prohibited drug use, including the names, addresses, and telephone numbers of substance abuse counselor for evaluation professionals (SAPs) and counseling and treatment programs.

The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.

Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program.

Prescription Drug

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5.0 Legal Drugs

5.1 Definition of "Legal Drugs"

A "legally prescribed drug" (legal drug) means an employee has a prescription and written approval from a licensed physician, practitioner, or dentist for the use of a drug in the course of medical treatment. A prescription normally includes the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization for use.

5.2 Use of "Legal Drugs"

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. ~~However, however,~~ the use of any substance which carries a warning label ~~that indicates that~~ indicating possible adverse affects to mental functioning, motor skills, or judgment ~~may be adversely affected~~ must be reported to the Operations Manager. Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties. ~~their supervisor. If the supervisor, in their opinion, finds the employee's skills to be impaired, the employee or volunteer is required to provide a written release from their doctor indicating that the employee can safely perform their work functions.~~

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5.3 Prohibited Conduct

~~Abuse or unauthorized use of legal drugs while performing work is prohibited. Failure to report the use of such substance or failure to provide medical authorization will be subject to disciplinary action, up to and including suspension and/or termination.~~

5.4 Reasonable Suspicion

~~An employee or volunteer who is reasonably suspected by a VRT employee of engaging in a prohibited activity, of being intoxicated, impaired, under the influence of a prohibited substance, and not fit for duty will be suspended from duty pending an investigation and verification of condition through the testing process. Law enforcement authorities may be notified when criminal activity is suspected.~~

5.5 Consequences of Non-Compliance

~~Any employee who refuses to submit to testing when requested or fail to pass the test may be subject to immediate suspension and/or termination. VRT shall advise the person of the resources available for evaluating and resolving problems associated with prohibited drug use, including the names, addresses, and telephone numbers of substance abuse professionals (SAPs) and counseling and treatment programs.~~

5.6 Drug Statute Conviction

~~Consistent with the Drug Free Workplace Act of 1988, all employees and volunteers are required to notify their immediate supervisor of any criminal drug or alcohol statute citation or conviction for a violation occurring while on or off duty, within five working days of the citation and/or conviction, and any resulting consequences which may affect his/her ability to perform essential job functions.~~

5.7 Consequences of Non-Compliance with Statute

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Failure to comply with this provision shall result in immediate suspension and/or termination.

6.0 Alcohol Use and Abuse

6.1 Policy on Alcohol Use

The possession, purchase, sale, distribution, or consumption of alcohol while on duty, while on the Authority's premises, acting on behalf of the Authority or in a company vehicle is strictly prohibited.

6.2 Adverse Affects of Alcohol

It is recognized that alcohol is a legal, socially acceptable drug when consumed in moderation. However, when consumed primarily for its physical and mood-altering effects, it is a substance that is subject to abuse. As a depressant, it slows physical responses and progressively impairs mental functions, including the ability to safely operate a motorized vehicle or equipment.

The chronic consumption of alcohol over time may result in critical health issues, including dependency, fatal liver diseases, ulcers, and increased possibility of cancers.

6.3 Signs and Symptoms of Alcohol Use

Slurred speech, poor coordination, inability to walk straight, rapid eye movement, impaired attention or memory, stupor or coma are all signs of alcohol use and problems.

6.4 Intervention

If an alcohol problem is suspected, contact the DER or designee for further information.

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Note: See Appendix A for name and contact information of the DER.

6.5 Definition of "Abuse of Alcohol"

The "abuse" of alcohol is defined as having an alcohol test result of 0.04 or greater while on duty or subject to duty, as confirmed by an evidential breath testing device. The concentration of alcohol is expressed in terms of grams of alcohol per 210 liters of breath.

6.6 Required Hours of Compliance

All employees and volunteers must not consume alcohol:

- up to eight hours following an accident during working hours or
- until the individual undergoes a post-accident test, whichever occurs first.

All employees, must also abide by this policy during off-site lunch periods or breaks when the employee or volunteer is scheduled to return to work or driving within four hours.

6.7 Reasonable Suspicion

An employee or volunteer who is reasonably suspected by a co-worker or supervisor of engaging in a prohibited activity including being intoxicated, impaired, under the influence of a prohibited substance, and not fit for duty may be suspended from duty pending an investigation and verification of a condition through the testing process.

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6.8 Consequences of Non-Compliance

Any employee or volunteer who refuses to submit to testing when requested or fails to pass the test will be subject to immediate suspension and/or termination. VRT shall advise the individual of the resources available for evaluating and resolving problems associated with prohibited alcohol misuse, including the names, addresses, and telephone numbers of substance abuse professionals (SAPs) and counseling and treatment programs.

7.0 Education and Training

7.1 Purpose

Education and training of all employees in the effects and treatment of substance abuse will contribute to a safer and more efficient workplace for everyone. Therefore, educating and informing employees about the dangers of drug abuse or alcohol misuse and the possible penalties for violation of the Drug and Alcohol Policy are essential components of our program.

7.2 Supervisor Training

All supervisory personnel are required to complete an initial training program. The training is designed to acquaint supervisors with the effects and indications of substance abuse, supervisory responsibilities, available resources and VRT policy.



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8.0 Provisions for Drug and Alcohol Testing

8.1 Testing Circumstances

VRT requires that drug and alcohol tests be given in the following specific circumstances:

- Pre-Employment (drugs only)
- Reasonable Suspicion
- Post-Accident

8.2 Types of Tests

Analytical urine drug testing and breath alcohol testing will be conducted as required.

8.3 Who Will Be Tested

All prospective or current employees or volunteers shall be subject to testing in the following circumstances:

- As a contingency to an employment offer;
- For reasonable suspicion;
- Following an accident;
- As follow-up to a rehabilitation program.

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8.4 Consequences of Non-Compliance

Any employee or volunteer who refuses to submit to testing when requested or fails to pass the test will be subject to immediate suspension and/or termination. VRT shall advise the individual of the resources available for evaluating and resolving problems associated with prohibited alcohol misuse, including the names, addresses, and telephone numbers of substance abuse professionals (SAPs) and counseling and treatment programs.

9.0 Refusal to be Tested

9.1 Definition of Refusal

The following behaviors constitute refusal to submit to a test:

- Refusal to provide a specimen (verbal refusal or physical absence)
- Inability to provide sufficient quantities of breath or urine to be tested without a valid medical explanation.
- Tampering, adulterating or substituting a specimen.
- Not reporting to the collection site in the time allotted.
- Leaving the scene of an accident without a valid reason before tests have been conducted.
- Leaving the collection site prior to test completion
- Failure to permit an observed or monitored collection when required.
- Failure to take a second test when required.
- Failure to undergo a medical examination when required or,

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VRT Drug and Alcohol Policy



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- ~~Failure to cooperate with any part of the testing process.~~

9.2 Consequences of Non-Compliance

~~Any employee or volunteer who refuses to submit to testing when requested or fails to pass the test may be subject to immediate suspension and/or termination. VRT shall advise the employee or volunteer of the resources available for evaluating and resolving problems associated with prohibited drug abuse and alcohol misuse, including the names, addresses, and telephone numbers of substance abuse professionals (SAPs) and counseling and treatment programs.~~

10.0 Types of Testing

10.1 Purpose

~~Pre-employment or volunteer service urine drug testing will help identify areas of concern that may negatively affect the workplace and present an unacceptable safety risk to the employee, coworkers, passengers and the public.~~

10.2 All Employees to be Tested

~~All prospective employees must successfully pass a urine drug test prior to hire.~~

10.3 When a Drug Test is Positive

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Failure of a drug test (positive results) will immediately disqualify an applicant for employment or volunteer service.

10.4 Refusing to Test

Refusing to take a drug test will disqualify an applicant for employment or volunteer service.

10.5 Dilute Negative

The MRO will inform the designated employer representative of tests that result in a dilute negative with creatinine concentration of greater than 5m/dl. Employees or candidates for employment will be directed to report to the testing facility to retest. The amount of notice for the retest shall be as minimal as possible. These tests will not be conducted under direct observation unless there is another basis for the retest that warrants direct observation collection. The MRO will notify the designated employer representative if a retest should be done under direct observation.

11.0 Reasonable Suspicion Testing

11.1 Purpose

Employees or volunteers will be subject to a reasonable suspicion drug and/or alcohol test when there are reasons to believe that drug or alcohol use is impacting job performance and safety.

11.2 Definition of Reasonable Suspicion

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Reasonable suspicion shall mean that there is objective evidence, based on specific, contemporaneous, articulated observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse.

11.3 Who Can Make Referrals

Reasonable suspicion referrals must be made by one supervisor who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol or drug test may be performed any time the employee is on duty.

11.4 Documenting Reasonable Suspicion

A written record of the observations that led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the referral, prior to the release of the test results. This written record shall be submitted to the DER and shall be attached to the forms reporting the test results.

Note: See Appendix A for name and contact information of the DER.

11.5 Providing Transportation

When an employee or volunteer is instructed to take a test based on reasonable suspicion, they will be transported to the collection site by a supervisor or chosen company representative in a company vehicle.

Upon conclusion of the specimen collection, employees may be required to make arrangements for their own transportation home. If necessary, the company will make arrangements and pay for transportation. Under no circumstance should the employee be permitted to operate a motor vehicle for the trip home.

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11.6 Consequences of Non-Compliance

Any employee or volunteer who refuses to submit to testing when requested or fails to pass the test will be subject to immediate suspension and/or termination. VRT shall advise the employee of the resources available for evaluating and resolving problems associated with prohibited drug abuse and alcohol misuse, including the names, addresses, and telephone numbers of substance abuse professionals (SAPs) and counseling and treatment programs.

12.0 Post-Accident Testing

12.1 Purpose

Volunteers and employees involved in an accident with a Company vehicle or while transporting passengers, while in the course or scope of their duties, will be tested for drugs and alcohol as soon as practicable, but within 32 hours of the accident, under any of the circumstances listed below.

12.2 Circumstances Requiring Testing

Post-accident testing will occur when:

- 1.— A fatality has occurred;
- 2.— An individual suffers injuries requiring immediate medical attention away from the scene;
- 3.— One or more vehicles suffers disabling damage and must be towed from the scene, if the employee's or volunteer's performance cannot be discounted as a contributing factor to the accident



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~~VRT reserves the right to have any employee tested following an accident.~~

12.3 Alcohol Test

~~The employee or volunteer must be tested for alcohol within two hours of an accident.~~

If a sample cannot be obtained within...	THEN....
two(2) hours	a reason why the test was not administered must be documented on the Post Accident Documentation form.
eight (8) hours	all attempts to obtain a sample must cease, and update the Post Accident Documentation report.

12.4 Drug Test

~~The employee or volunteer must be tested for drugs within eight hours of an accident.~~



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IF a sample cannot be obtained within...	THEN....
eight (8) hours	a reason must be documented on the Post Accident Documentation form.
thirty-two (32) hours	all attempts to obtain a sample must cease.

12.5 Requirements

Any employee or volunteer involved in an accident while in service for Valley Regional Transit must refrain from using alcohol for eight hours following the accident, or until they take a post-accident alcohol test.

12.6 Medical Attention

These requirements for testing should in no way conflict with or delay necessary medical attention for injured persons, or detain an employee or volunteer from leaving the site of an accident to obtain necessary emergency medical care. In such cases, a VRT supervisor or manager must know the individual's location.

12.7 Leaving the Scene without Permission

Any employee or volunteer transporting goride passengers and/or driving a VRT-owned vehicle who leaves the scene of an accident without prior release by an Authority supervisor, if available, or prior to submission to drug

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VRT Drug and Alcohol Policy



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and/or alcohol testing will be considered to have refused the test and employment or service may be terminated.

12.8 Consequences of Non-Compliance

Any employee or volunteer who refuses to submit to testing when requested or fails to pass the test will be subject to immediate suspension and/or termination. VRT shall advise the employee of the resources available for evaluating and resolving problems associated with prohibited drug abuse and alcohol misuse, including the names, addresses, and telephone numbers of substance abuse professionals (SAPs) and counseling and treatment programs.

13.0 Return-to-Duty Testing

13.1 Purpose

In the event of absence due to suspension or self-selected treatment, the purpose of the return-to-duty test and the evaluation of an employee's return to duty status by a SAP is to provide some degree of assurance to VRT that the individual is presently free of drugs and alcohol and/or any prohibited drugs and is able to return to work without undue concern about continued substance abuse.

13.2 Evaluation

Before any employee is allowed to return to duty following a verified positive drug test result, an alcohol result of 0.04 or greater, or any other activity that violates the regulations, that employee must first:

- Be evaluated for drug and alcohol use by a Substance Abuse Professional (SAP)



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- Complete all disciplinary actions, and
- Test negative prior to being released for duty

Note: the Authority will cover the cost of the return-to-duty test.

13.3 Return-to-Duty Letter

Any volunteer or employee returning to their duties following an absence due to suspension or self-selected treatment must sign a Return-to-Duty letter outlining the terms and conditions of continued work, including return to duty and follow-up testing.

13.4 Consequences of Non-Compliance

Failure to comply with the stipulations of the Return-to-Duty letter is cause for immediate termination. The individual is responsible to understand the stipulations within the Return-to-Duty letter, and produce the necessary documentation pertaining to compliance that is requested.

13.5 Consequences of Refusing to Test

Anyone returning who refuses to submit to testing when requested may be subject to immediate termination.

14.0 Employee-Requested Testing

14.1 Purpose

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Any person who questions the results of a required drug test may request, in writing, that an additional test be conducted.

14.2 Time of Request

The request for a split sample must be made to the Medical Review Officer within 72 hours of notice of the initial test result. Requests made after 72 hours will be accepted only if the delay was due to documental facts that were beyond the control of the employee.

14.3 Consistency of Procedure

The method of collection, storing and testing the split sample will be consistent with conventional medical procedures.

14.4 Chain of Custody

The second test must be conducted at a different DHHS (Department of Health and Human Services)-certified laboratory than the first. Transfer of the specimen from one facility to another will be accomplished through a strict chain-of-custody between the laboratories.

14.5 Split Sample

A split sample is a part of the urine specimen that is sent to a first laboratory and retained unopened. It is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified adulterate or substituted specimen. The test must be conducted on the split sample that was provided at the same time as the original sample.

14.6 Employee Must Pay All Costs

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All costs for an employee-requested second test will be the responsibility of the employee. If the results of a split specimen test are negative, VRT will reimburse the employee for the expense of the test.

14.7 Test Results

If results of the second test fail to confirm the presence of the drug(s) detected in the first test, or if the split sample is not available to be analyzed, the results of the first test will be cancelled and the new result will be reported to the individual and VRT. A canceled test is considered neither a positive nor a negative test.

14.8 Self-selected Testing

Any employee or volunteer may request, at their own expense, a drug or alcohol test when not required by VRT.

15.0 Drug Testing Process

15.1 Accuracy & Reliability of Tests

Testing shall be conducted in a manner to assure the highest degree of accuracy and reliability and using techniques, equipment and laboratory facilities that have been approved by the U. S. Department of Health and Human Services (DHHS). All testing will be conducted in a manner consistent with VRT'S new hire testing.

15.2 Protecting Employee Privacy

VRT will strictly adhere to all standards of confidentiality and assure all employees that testing records and results will be released only to those authorized by VRT to receive such information.

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15.3 Non-Compliance with Drug Testing Process

Non-compliance with any of the conditions listed herein is subject to immediate suspension and/or termination.

15.4. Drug Testing Process

The chart that follows describes the stages of the process for collecting and reporting results of drug tests. Contact information for the various functions listed in the process may be found in Appendix A.



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Stage	Who	What								
1	Employee or Volunteer	Reports to the specimen-collection site as soon as possible after being told to report, and provides picture identification.								
2	Specimen Collection Site	Collects specimen using the following procedure: <table><tr><th>Step</th><th>Action</th></tr><tr><td>1</td><td>Verifies identity of the employee using picture identification</td></tr><tr><td>2</td><td>Collects urine specimen using the split specimen collection method</td></tr><tr><td>3</td><td>Sends specimen to DHHS-certified laboratory</td></tr></table>	Step	Action	1	Verifies identity of the employee using picture identification	2	Collects urine specimen using the split specimen collection method	3	Sends specimen to DHHS-certified laboratory
Step	Action									
1	Verifies identity of the employee using picture identification									
2	Collects urine specimen using the split specimen collection method									
3	Sends specimen to DHHS-certified laboratory									



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3	DHHS-Certified Lab	The laboratory tests the sample using the following procedure:	
		Step	Action
		1	Each specimen is identified using a unique identification number that attributes the specimen to the correct individual.
		2	An initial drug screen and validity test is conducted on the primary urine specimen.
		3	For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the GC/MS test are above the minimum thresholds established by VRT for new hires.
		4	Test results are reported to a Medical Review Officer.



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4	Medical Review Officer	An MRO is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will: • Review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute or adulterated test result. • In the event of a positive test, attempt to contact and notify the employee of the results, and provide an opportunity for the employee to explain the confirmed test result.
5	Designated Employer Representative (DER)	If the MRO cannot reach the employee, the MRO may ask the DER to contact the employee and have the employee contact the MRO. Once contacted, the employee is responsible for providing proof of legitimate medical reasons for positive results within five working days.



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6	Substance Abuse Professional (SAP)	A positive test result requires that the employee be evaluated by a Substance Abuse Professional (SAP). An SAP is a licensed or certified physician, psychologist, social worker, employee assistance professional, or addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol-related disorders. The SAP will evaluate each employee to determine what assistance, if any, the employee needs to resolve his/her problems associated with prohibited substance abuse or misuse. Assessment by an SAP following a positive test result does not shield an employee from disciplinary action or guarantee employment or reinstatement with VRT.
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7	Employee	Leave of Absence: If an employee chooses to take advantage of treatment, they may be allowed an unpaid leave of absence not to exceed 60 days. Upon written request from the SAP, exceptions to this leave allowance may be considered by management. Note: See Treatment Requirements for further details. Return to Work: When an employee is approved to return to work, s/he must: • Properly follow the treatment program prescribed by the SAP, • Pass a return-to-duty drug and alcohol test, and • Participate in unannounced follow-up tests as prescribed.
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16.0 Treatment Requirements

16.1 Objective

It is VRT's objective to encourage and motivate employees to recognize and voluntarily seek professional assistance for substance abuse and/or alcohol problems. For the safety of all involved, volunteers must notify VRT immediately if they seek or are required to seek professional assistance for substance abuse and/or alcohol problems.

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VRT Drug and Alcohol Policy



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16.2 Assistance

VRT will assist the employee as long as s/he cooperates and follows the prescribed program of recovery recommended by a certified Substance Abuse Professional.

16.3 Confidentiality

VRT will maintain confidentiality and assure that the employee's future job or advancement opportunities are not jeopardized, as long as the employee successfully completes a supervised drug and/or alcohol rehabilitation program and is no longer using illegal or abusing legal substances.

16.4 Cost of Treatment

The cost of treatment or rehabilitation is the responsibility of the employee. Some costs may be allowed by the Authority's health insurance provider.

16.5 Voluntary Use of Resources

Employees are encouraged to make voluntary use of the available resources for treatment of alcohol and substance abuse problems.

Voluntary treatment or self-referral for substance or alcohol abuse by an employee will be handled as treatment rather than discipline. An employee has only ONE OPPORTUNITY for voluntary treatment and self-referral.



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16.6 Leave Not to Exceed 60 Days

~~Leave for treatment or rehabilitation must not exceed 60 days. Requests for exceptions must be submitted in writing to management by the SAP. Depending on the employee's eligibility and terms of coverage, the 60 day leave may include one or more of the following:~~

- ~~• Paid absence covered by using accrued vacation pay, sick pay, and holidays~~
- ~~• Leave without pay~~
- ~~• Leave covered by Short Term Disability Insurance~~

16.7 Failure to Pass Test Following Treatment

~~Any person who fails to pass a substance abuse screening test after treatment or rehabilitation, is subject to immediate dismissal without warning or right to a hearing with representation.~~

16.8 Return-to-Duty Letter

~~Any employee returning to work following treatment or rehabilitation, must sign a return-to-duty letter outlining the terms and conditions of continued employment, including:~~

- ~~• Return-to-duty testing;~~
- ~~• Follow-up testing for a period determined by the SAP;~~
- ~~• Required proof of attendance in an approved rehabilitation program; and~~



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clear stipulation of the terms and conditions which must be met to continue employment with VRT.

16.9 Consequences of Non-Compliance

Failure to comply with the stipulations of the Return-to-Duty letter is cause for immediate termination. The employee is responsible to understand the stipulations within the Return-to-Duty letter, and produce the necessary documentation pertaining to compliance that is requested.

16.10 Questions

Contact the Designated Employer Representative or the Employee Assistance Program for additional information.

Note: See Appendix A for name and contact information of the DER and EAP



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Appendix A

Contact List

Contacts The positions referred to throughout this policy are listed below, with the appropriate contact information.

Questions Any questions or comments regarding this policy or any aspect of the Drug and Alcohol Free Workplace Program should be directed to the Designated Employer Representative listed below:

Function	Contact	Location	Phone	Fax
Designated Employer Representatives (DER)	Human Resources Coordinator	Valley Regional Transit, 830 N. Main St. Meridian, ID 83642	208-846-8547 ext. 4222	208-845-8564
Collection Facility	Cheryl Asin	St. Al's Occupational Medicine 6533 Emerald Boise ID	367-4197	



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Medical Review Officer (MRO)	Dr. Paula Lantsberger, M.D., M.P.H.	Occupational Medicine Assoc. 323 East Second Ave. Spokane WA 99202	509-455-5555	509-455-4114
Substance Abuse Professional (SAP)	Business Psychology Associates	EAP 380 Parkcenter Blvd., Ste. 300 Boise ID 83706	345-7707 1-800-726-0003	
Testing Facility		Pathology Assoc. Med. Labs 110 W. Cliff Ave. Spokane WA 99220	509-755-8600	509-922-5281



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Appendix B:

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VRT Drug and Alcohol Policy



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Acknowledgement of Receiving or Reading the Valley Regional Transit Drug and Alcohol Policy:

I, the undersigned employee or volunteer, do hereby certify that I have been furnished, in either hard copy or electronically, a copy of Valley Regional Transit's Drug and Alcohol Policy.

1.

As Contact Person

For questions about Valley Regional Transit's anti-drug and alcohol misuse program, contact the Drug and Alcohol Program Manager.

END OF POLICY

Adoption Date: 08/25/2004

Effective Date: 8/25/2004

Last Revised Date: 05/16/2007; 2/15/2012; 04/07/2025

Last Reviewed Date: 05/16/2007; 02/15/2012; 04/07/2025

Supporting Documents:

Resolution VBD25-015

Attachment A: Covered Positions

Attachment B: Acknowledgement of VRT Drug and Alcohol Testing Policy

Attachment C: VRT Responsibility for Hiring Previous DOT-Regulated Applicants Procedure

Attachment D: Release of Information Form

Attachment E: SAP Referral List

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Attachment F: Acknowledgment of Prohibited Drug Awareness Training for Safety-Sensitive Employees

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VRT Drug and Alcohol Policy



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ATTACHMENT A: COVERED POSITIONS

Vehicle Operator

Dispatcher

Operations Manager

Fleet Supervisor

Safety Supervisor

Mechanics

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VRT Drug and Alcohol Policy



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ATTACHMENT B: ACKNOWLEDGEMENT OF VRT DRUG AND ALCOHOL TESTING POLICY

I acknowledge that I have received a copy of the anti-drug and alcohol misuse program policy mandated by the U.S. Department of Transportation (DOT), Federal Transit Administration (FTA) for all covered employees who perform a safety-sensitive function. I understand that compliance with all provisions contained in the policy is a condition of employment.

I further understand that the information contained in the policy dated _____ is subject to change, and that any such changes or addendum, shall be disseminated in a manner consistent with the provisions of 49 CFR Part 655.

Signature

Date

Print Name

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VRT Drug and Alcohol Policy



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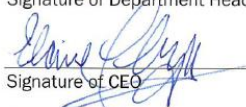
ATTACHMENT C: VRT RESPONSIBILITY FOR HIRING PREVIOUS DOT-REGULATED APPLICANTS PROCEDURE



VRT Operations – Procedures

System: DOT Rule 49 CFR Part 40 Section 40.25

Subject: Employer Responsibilities for Hiring Previous DOT-Regulated Applicants –
Release of Information Procedure

	
Signature of Department Head	Date
	
Signature of CEO	Date

STATEMENT OF POLICY

Valley Regional Transit is committed to combat prohibited drug use and alcohol misuse in the transportation industry. These procedures will provide instructions and guidance for obtaining previous drug and alcohol testing information for any potential employees that perform safety sensitive duties with a DOT-Regulated in the last two years.

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



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words or phrases:

Alcohol concentration – is defined as the percentage of alcohol in a person's bloodstream.

Adulterated – is defined as corrupting, debasing, or making impure by adding a foreign or inferior substance or element.

Code of Federal Regulations (CFR) - is defined as the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government.

Safety Sensitive Duties – is defined as tasks including operation of a revenue service vehicle, in or out of revenue service, maintaining a revenue service vehicle or equipment used in revenue service, controlling dispatch/movement of a revenue service vehicle, operation of a non-revenue vehicle requiring a CDL, or if required to carry a firearm for security purposes.

US Department of Transportation (DOT) – is defined as the federal agency responsible for planning and coordinating federal transportation projects. It also sets safety regulations for all major modes of transportation.

Verified Positive Drug Test – is defined as a drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use above the minimum cutoff levels specified in 49 CFR Part 40 as amended.

GUIDELINES

Per DOT Rule 49 CFR Part 40 Section 40.25:

Employers must request the information listed below from DOT-regulated employers who have employed the employee during any period during the two years before the date of the employee's application or transfer:

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- Alcohol tests with a result of 0.04 or higher alcohol concentration.
- (2) Verified positive drug tests.
- (3) Refusals to be tested (including verified adulterated or substituted drug test results).
- (4) Other violations of DOT agency drug and alcohol testing regulations.

RESPONSIBILITY

Any VRT hiring manager responsible for hiring employees that will be part of the drug and alcohol random testing pool due to performing safety sensitive duties.

PROCEDURE

1. Prior to allowing an employee to perform safety-sensitive duties, VRT staff must have a Release of Information Form completed and signed by the employee.
 - a. There is to be one form filled out for EACH previous DOT-Regulated employer
 - b. If the employee refuses to provide this written consent, discontinue the hiring process.

VRT staff will document the 1st, 2nd, 3rd, attempts at the bottom of the release form(s).
an EMPLOYEE of VRT, I further certify that I understand the Employee Assistance Program (EAP) and have received training on the same. I understand that should I decide to use the services of the EAP for a substance abuse problem, that the EAP is required to notify VRT's

Designated Employer Representative in order to protect my employment. I further certify that I have been provided with informational material and education on the dangers and problem of drug and/or alcohol use.



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Executed this, the _____ day of _____, 20__

~~Employee or Volunteer Signature~~

~~Printed Name~~

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VRT Drug and Alcohol Policy



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Job Title

2. a. Note the date and time of each request on the designated line.
3. VRT staff will fax, email or mail the release form after documenting each attempt.
4. After obtaining the Release of Information Form from previous employer(s), it is the responsibility of hiring manager to review the documents and verify that the employee is clear to start safety-sensitive duties.
5. The Release of Information Form and any additional documents provided by the previous employer(s) are to be filed in the employees Drug and Alcohol file.
 - a. If the Release of Information Form is not returned by previous employer(s), place the original form, with documented attempts in the employee's Drug and Alcohol file.

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END OF PROCEDURE

Adoption Date: 10/25/2024

Effective Date: 01/09/2025

Last Revised Date: 10/25/2024

Last Reviewed Date: 01/09/2025



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Replaced:

Supporting Documents:

Drug & Alcohol Program | FTA

Release of Information Form – 49 CFR Part 40 Drug and Alcohol Testing

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VRT Drug and Alcohol Policy



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ATTACHMENT D: RELEASE OF INFORMATION FORM

Release of Information Form – 49 CFR Part 40 Drug and Alcohol Testing

Section I: To be completed by the new employer, signed by the employee, and transmitted to the previous employer.

Employee Name: _____ SS/ID Number: _____

I hereby authorize release of information from my DOT-regulated drug and alcohol testing records by my previous employer, listed in *Section I-B* to the employer listed in *Section I-A*. This release is in accordance with DOT Regulation 49 CFR Part 40, section 40.25. _____

Employee Signature _____ Date _____

I-A:

New Employer Name: _____

Designated Employer Representative: _____

Address: _____

Phone #: _____ Fax #: _____

I-B:

Previous Employer Name: _____

Designated Employer Representative: _____

Address: _____

Phone #: _____ Fax #: _____

Section II: To be completed by the previous employer and transmitted to the new employer.

II-A:

In the two years prior to the date of the employee's signature (in Section I), for DOT-regulated testing: _____

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VRT Drug and Alcohol Policy _____



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1. Did the employee have alcohol tests with a result of 0.04 or higher?	Yes	No
2. Did the employee have verified positive drug tests?	Yes	No
3. Did the employee refuse to be tested?	Yes	No
4. Did the employee have other violations of DOT agency drug and alcohol testing regulations?	Yes	No
5. Did a previous employer report a drug and alcohol rule violation to you?	Yes	No
6. If you answered "Yes" to any of the above items, did the employee complete the return to duty process?	Yes	No

II-B:

Person providing information in Section II-A:

Name: _____ Title: _____

Phone #: _____ Date: _____



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ATTACHMENT E: SAP REFERRAL LIST

MINERT & ASSOCIATES, INC. SAP REFERRAL LIST

List of known Substance Abuse Professionals (SAP)

Idaho:

- DeOndre Bryant - (208) 807-9904 – Boise
- Wendy Perez – (208) 918-0380 – Meridian
- April Browne – (208) 365-2525 - Emmett

Additional Resources can be found one of the websites below.



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www.saplist.com
www.naadac.org/sap-directory

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ATTACHMENT F: ACKNOWLEDGEMENT OF PROHIBITED DRUG AWARENESS TRAINING FOR SAFETY-SENSITIVE EMPLOYEES

In accordance with Federal Transit Administration (FTA) Rule 49 CFR Part 655.14(b), I acknowledge that I have received at least 60 minutes of training on the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use.

Signature

Date

Print Name

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VRT Drug and Alcohol Policy



VALLEY REGIONAL TRANSIT BOARD RESOLUTION

VRT DRUG AND ALCOHOL TESTING POLICY NUMBER 2.01.08 RESOLUTION VBD25-015

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE VRT DRUG AND ALCOHOL TESTING POLICY NUMBER 2.01.08.

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, the Federal Transit Administration (FTA) requires all federal fund recipients to implement a drug and alcohol abuse policy; and

WHEREAS, the FTA regulations require that the governing board of the federal fund recipient adopt the drug and alcohol abuse policy; and

WHEREAS, the last revision of the Drug and Alcohol Testing Policy was approved by the Valley Regional Transit Board on February 15, 2012 by Resolution VBD12-001; and

WHEREAS, VRT will provide all employees, staffing agency employees, and volunteer drivers a copy of the updated Drug and Alcohol Testing Policy and get a policy acknowledgement sign-off; 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.

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 of Valley Regional Transit approve Resolution VBD25-015 and adopt the VRT Drug and Alcohol Policy Number 2.01.08 Update.

Section 2. That Resolution VBD25-015 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 7th day of April 2025.

APPROVED by the Board Chair this 7th day of April 2025.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



AUTHORIZATION FOR EXPENDITURE

BOARD OF DIRECTORS

PROCUREMENT DESCRIPTION: Automatic Passenger Counter (APC) replacement

TOTAL COST: \$310,000.00

PURPOSE/ACTION: Valley Regional Transit (VRT) needs to replace the old automatic passenger counter (APC) with current technology that interfaces seamlessly with our current ETA Transit Systems. ETA Transit Systems, offers more innovative ways to meet the broader Intelligent Transportation System (ITS) goals as defined by the Federal Transit Administration in the areas of safety, mobility, efficiency, economic growth and trade, environmental stewardship, security, and organizational excellence.

SCOPE OF WORK: ETA Transit Systems APC hardware/software will improve the efficiency of public transportation services and the customer experience and can integrate and adapt to the changing landscape and advancements in technology over time.

DISCUSSION: Our current automatic passenger counter (APC) is not meeting our requirements or the reliability standard that we expect. Implementing ETA's solution will seamlessly interface with our current environment and insure reliability and ease of use.

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

FISCAL IMPACT: The funding for automatic passenger counter (APC) were included in the fiscal year 2025 budget, Resolution VBD25-017, approved August 12, 2024.

RECOMMENDATION/JUSTIFICATION: VRT staff requests the VRT Board of Directors approve Resolution VBD25-017 for Automatic Passenger Counter (APC) replacement.

ORDER OF REVIEW

VRT BOARD (Approves procurements \$300,000 and over)

Signature: _____

Date Approved: 04/07/2025

Resolution Number: VBD25-017



VALLEY REGIONAL TRANSIT BOARD OF DIRECTORS RESOLUTION

AUTOMATIC PASSENGER COUNTER (APC) REPLACEMENT RESOLUTION VBD25-017

BY THE BOARD OF DIRECTORS OF VALLEY REGIONAL TRANSIT APPROVING OF REPLACEMENT OF OUR CURRENT AUTOMATIC PASSENGER COUNTER (APC) WITH ETA TRANSIT SYSTEMS TECHNOLOGY

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 needs to purchase new automatic passenger counter (APC) technology that will replace our current outdated equipment; and

WHEREAS, this new ETA Transit APC technology will seamlessly integrate with our current ETA technologies; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year FY25 budget; and

WHEREAS, Valley Regional Transit will use our current contract with ETA Transit to procure equipment and services; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year 2025 budget through the Anticipated Contract Awards – Resolution VBD24-038 as approved by the VRT Board on 08/12/2024; 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.

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 of Valley Regional Transit authorizes the purchase of automatic passenger counter equipment with ETA Transit Systems.

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

Section 3. That this Resolution VBD25-017 shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 7 day of April 2025.

APPROVED by the Board Chair this 7th day of April 2025.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC	Delegate Authority to the Executive Board to Execute Contract for Cleaning and Janitorial Services
DATE	April 7, 2025
STAFF MEMBER	Joseph Guenther

Staff Recommendation/Request

This is an action item. The Board of Directors is asked to approve Resolution VBD25-018 and delegate authority to the Executive Board to allow the Chief Executive Officer (CEO) to finalize and execute a contract with selected offeror, following the procurement for cleaning and janitorial services at Main Street Station and Happy Day Transit Center.

Background

In 2023 Valley Regional Transit (VRT) contracted cleaning and janitorial services at Main Street Station and Happy Day Transit Center with a one year plus one extension contract. This contract was authorized by the Executive Board. VRT would like to pursue a longer-term procurement, i.e. 2 years with 5 option years, to ensure consistent and quality services at Happy Day Transit Center and Main Street Station. A cleaning contract for up to seven years would exceed Executive Board authority. Based on current cost estimates a longer-term contract would be approximately \$907,619 or \$98,000 per year.

VRT released a Request for Qualification (RFQ) in March 2025. The RFQ clearly defines the tasks required and the extended term.

Schedule

- July 2023 Two-year contract signed with All Pro Cleaning, LLC
- March 2025 Issue longer RFQ for Cleaning Services
- April 2025 Request Board of Directors delegate authority to Executive Board
- June 2025 Request Executive Board approve contract with selected offeror
- July 2025 New Contract Starts

Implication

Cleaning and janitorial services are necessary to maintain safe and sanitary operations. Compared to providing cleaning services in-house, contracting would be more cost effective.

More Information

Resolution VBD25-018

For detailed information, contact:

Joseph Guenther
Capital Projects Manager
jguenther@ridevrt.org
(208) 258-2705





VALLEY REGIONAL TRANSIT BOARD RESOLUTION

DELEGATE APPROVAL FOR CLEANING AND JANITORIAL SERVICES CONTRACT TO THE EXECUTIVE BOARD RESOLUTION VBD25-018

BY THE BOARD OF VALLEY REGIONAL TRANSIT DELEGATING AUTHORITY TO THE EXECUTIVE BOARD TO APPROVE THE CONTRACT FOR TRANSIT CLEANING AND JANITORIAL SERVICES AT MAIN STREET STATION AND HAPPY DAY TRANSIT CENTER

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

WHEREAS, VRT requires cleaning and janitorial services to ensure Main Street Station and Happy Day Transit Center are kept in a state of good repair; and

WHEREAS, the current contract for janitorial services will expire July 20, 2025, and there are no more additional option years within the contract; and

WHEREAS, VRT requires maintenance services that require immediate response to failures or to fix problems with the fueling station to ensure continued operations; and

WHEREAS, VRT has released a procurement for cleaning and janitorial services at Main Street Station and Happy Day Transit Center in March of 2025; and

WHEREAS, VRT will need to award a contract with selected vendor for cleaning and janitorial services before the next scheduled Board of Directors meeting; and

WHEREAS, VRT the estimated cost of a seven-year cleaning and janitorial services contract would not exceed \$907,619 or \$98,000 per year; and

WHEREAS, the Valley Regional Transit staff will conduct a competitive procurement process

as required in the VRT Procurement Policies adopted by the Valley Regional Transit Board of Directors by Resolution VBD17-003 on 01/09/17 and updated by Resolution 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.

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 of Valley Regional Transit delegate authority to the Executive Board to approve a contract with the successful offeror following the Cleaning and Janitorial Services Request for Quote (RFQ) to be executed by the Chief Executive Officer (CEO).

Section 2. That this Resolution VBD25-018 shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 7th day of April 2025.

APPROVED by the Board Chair this 7th day of April 2025.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

AUTHORIZATION FOR EXPENDITURE BOARD OF DIRECTORS

PROCUREMENT DESCRIPTION: RFP 2022-03-11 ERP System Consulting Services

TOTAL COST: Not to exceed \$495,000

PURPOSE/ACTION: To provide ERP system consulting services to Valley Regional Transit

SCOPE OF WORK: VRT conducted a competitive request for proposals in 2022 for ERP system consulting services. The purpose of this RFP was to retain an independent consulting firm or organization to assist the Authority in identifying and implementing an ERP solution providing for a modern, core financial system.

DISCUSSION: On May 10, 2022, pursuant to **Resolution VEB22-006**, Avero Advisors was awarded a contract not to exceed two years and \$190,000. On April 1, 2024, pursuant to **Resolution VBD24-020** Avero Advisors contract was amended to not exceed three years and \$470,000 for VRT for consulting and project management services for the implementation of Oracle Fusion.

VRT has successfully implemented both the ERP and EAM systems. However, an additional \$25,000 is needed to allow the consultant to continue providing project management and post implementation services.

Approval of this modification will increase the contract's not-to-exceed amount by \$25,000, bringing the total to \$495,000, and extend the contract term by an additional six months, for a total term not to exceed three and a half years.

This extension will ensure that Avero Advisors can continue to provide essential project management support during the post-implementation phase for both the ERP and EAM systems.

ALTERNATIVES: The only alternative would be to issue a new RFP for post implementation services.

FISCAL IMPACT: The funding for these services were included in the fiscal year 2025 amended budget approved by **Resolution VBD25-010** on January 6, 2025.

RECOMMENDATION/JUSTIFICATION: VRT staff requests the Board of Directors consider approving **Resolution VBD25-020** and delegate authority to the Chief Executive Officer to authorize final negotiations and execute the contract modification with Avero Advisors.

ORDER OF REVIEW

EXECUTIVE DIRECTOR (Approves procurements up to \$150,000)

Signature: _____

Date Approved:

EXECUTIVE BOARD (Approves procurements \$150,000 up to \$300,000)

Signature: _____

Date Approved: _____ Resolution Number: _____

VRT BOARD (Approves procurements \$300,000 and over)

Signature: _____

Date Approved: April 7, 2025 Resolution Number: VBD25-020

**VALLEY REGIONAL TRANSIT BOARD RESOLUTION
ENTERPRISE ASSET MANAGEMENT (EAM) SYSTEM CONSULTING SERVICES
RESOLUTION VBD25-020**

**BY THE BOARD OF VALLEY REGIONAL TRANSIT TO MODIFY THE CONTRACT WITH AVERO ADVISORS
TO PROVIDE ENTERPRISE ASSET MANAGEMENT (EAM) SYSTEM CONSULTING 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 service agreement with a qualified consulting firm for Enterprise Asset Management (EAM) system consulting services; and

WHEREAS, Valley Regional Transit executed a contract with Averro Advisors pursuant to **Resolution VEB22-006** to provide Enterprise Resource Planning (ERP) system consulting services with a not to exceed amount of \$190,000; and

WHEREAS, a contract modification was approved pursuant to **Resolution VBD24-020** on April 1, 2024 to increase the not to exceed amount with Averro Advisors to \$470,000 and add the option to renew the contract for one additional year; and

WHEREAS, a contract modification is required to increase the not to exceed amount with Averro Advisors from \$470,000 to a not to exceed amount of \$495,000 for EAM system consulting services; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year 2025 amended budget, **Resolution VBD25-010** approved on January 6, 2025; 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 Avero Advisors to the not to exceed amount of \$495,000 for EAM system consulting services.

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 by the Board of Directors approving Resolution VBD25-020, it shall rescind Resolution VBD24-020.

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 7th day of April 2025.

APPROVED by the Board Chair this 7th day of April 2025.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC	2025 Regional Advisory Council Update
DATE	April 7, 2025
STAFF MEMBER	Jason Rose

Staff Recommendation/Request

This is an action item. Staff recommends that the Board of Directors approve the changes in the bylaws for the reasons outlined below. The Executive Board reviewed these changes and had no objection to moving forward.

Background

The Bylaws have not been amended since Valley Regional Transit (VRT) made organizational changes moving from and Executive Director to Chief Executive Officer structure. Changes have also been made in practice in meeting frequency for the Executive Board and Regional Advisory Council and governance that are not reflected in the bylaws. Other changes are to clear up ambiguous or confusing language and to adjust to changes in the region.

Discussion

Following is an explanation of the changes by article and section.

Article III, Section 1; Clarifying that this section pertains to the Board of Directors now that we also have and Executive Board.

Article III, Section 1.B.; responding to the growth in the region by moving the population threshold on larger cities from 25,000 to 50,000.

Article III, Section 2; Clarifying the action necessary each year by member agencies to identify active board members.

Article III, Section 5; Clarifying that ex-officio members can be appointed by the board or the agency but not by individual members unilaterally.

Article III, Section 6; Clarifying that highway districts in Canyon County will determine any board representative jointly.

Article III, Section 8; (and Article VI, and VII) Changing the organizational leadership reference from Executive Director to Chief Executive officer (CEO)

Article IV, Section 1; Clarifying that the board officer in the Treasurer seat is also the Secretary as Treasurer/Secretary. Adding the Immediate Past Chair to the slate of Board officers. With the addition of the Immediate Past Chair recognizing that there will not be an

equal number of Officers from each county and describing the structure to allow that.

Article IV, Section 2; Clarifying the process to request a vote for removal of an officer.

Article IV, Section 3; Clarifying the process for filling board officer positions mid-year.

Article IV, Section 2; Clarifying that proposed Board meeting calendars will be established in October to allow time to publish them before they take affect and to add the Executive Board calendar to the process.

Article V, Section 6; Adding the Immediate Past Chair to the process to determine a presiding officer in absence of the chair, moving reference to the Secretary's absence to new section and renumbering the remaining sections.

Article V, Section 7; New Section to document the Secretary duties and simplify the process to appoint the temporary Secretary position in absence of the Secretary.

Article V, Section 10; Clarifying who may vote in the absence of the primary member.

Article V, Section 12; A new section clarifying the public comments are always welcome, the process for submitting them between Board meetings and describing how they will be shared with board members.

Article VI, Section 1; Clarifying the positions on the Executive Board, adding the fifth board officer (immediate past chair) clarifying that the City of Boise will always have one Board officer seat, and how the other central cities will be represented. Changing the number of meetings per year to no less than eight per year, and as often as once per month rather than requiring one every month, to recognize current meeting needs. Recognizing that the Executive Board will follow the Board order of business with the exception of item F to focus public comments on Board decisions while encouraging written public comment at all times as described in the new Article V Section 12. Clarifying that the Executive Board minutes will be reported quarterly at the quarterly Board meetings and clarifying the Executive Board's role in recommending policy.

Article VI, Section 2-3; Clarifying that the Executive Board's role in identifying and establishing standing committees and ad hoc committees. Clarifying how standing committees will report to the Executive Board.

For detailed information, contact:

Elaine Clegg
Chief Executive Officer
eclegg@ridevrt.org
(208) 258-2712



Valley Regional Transit

BYLAWS

Article I Name and Principal Office

- Section 1. The name of the political subdivision shall be Valley Regional Transit.
- Section 2. The principal office shall be 700 NE 2nd Street Suite 100, Meridian, Idaho 83642.

Article II Appointing Agencies

Section 1. Valley Regional Transit is composed of the following agencies which shall appoint the members of Valley Regional Transit's board consistent with the provisions of Article III:

- A. General Members
 - 1. Ada County and Canyon County
 - 2. Each incorporated city within Ada County or Canyon County
 - 3. Each highway district within Ada County or Canyon County
- B. Special Members
 - 1. Boise State University
 - 2. Capital City Development Corporation
 - 3. Meridian Development Corporation
 - 4. College of Western Idaho
- C. Ex-officio Members
 - 1. Idaho Transportation Department

Article III Board

Section 1. Valley Regional Transit Board of Directors (hereinafter "Board") shall be comprised of members appointed as follows:

- A. Two members appointed by each board of county commissioners
- B. Two members appointed by each incorporated city with a population of 50,000 or more
- C. One member appointed by each incorporated city with a population of less than 50,000

- D. One member appointed by the Ada County Highway District
- E. One member appointed by all highway districts within Canyon County
- F. One member appointed by each Special Member
- G. One member appointed by each Ex-Officio Member

Section 2. General member appointing agencies shall appoint Board members by resolution as set forth in Idaho Code Section 40-2106(3). Board members shall serve at the pleasure of the appointing agency. Board members may be elected officials of the appointing agency, or they may be representatives empowered by the appointing agency to act in its best interest. Each active appointing agency will inform VRT by mail or email of active Board members for their agency in January of each year, this does not require a resolution for Board members who have already been appointed by resolution and are continuing, the requirement is for notification of the intent to continue.

Section 3. Newly appointed Board members shall provide the appointing documents by digital format, or by mail, prior to the first Board meeting attended. Such documents should specify the extent of the Board member's authority to act on behalf of the appointing agency and restrictions, if any, on the Board member's authority. An appointing agency may also appoint alternates to serve in the absence of its Board member by the same procedures used to appoint its Board member. Such alternates shall vote on matters before the Board and be included in the determination of whether a quorum exists only when the designated Board member is absent. If an appointing agency fails to appoint a Board member as set forth herein, then the position on the Board that would be occupied by that member shall be left unfilled.

Section 4. Newly appointed special members shall provide the appointing documents, by digital format or by mail, prior to the first Board meeting attended. An appointing agency may also appoint alternates to serve in the absence of its Board member by the same procedures used to appoint its Board member. Such alternates shall vote on matters before the Board and be included in the determination of whether a quorum exists only when the designated Board member is absent. If an appointing agency fails to appoint a Board member as set forth herein, then the position on the Board that would be occupied by that member shall be left unfilled.

Section 5. Additional representatives may be appointed in an ex-officio capacity by the Board or by Valley Regional Transit itself. Unless an ex-officio representative has been appointed as a Board member or alternate by an appointing agency as set forth in Article III, Section 3 above, such ex-officio representative shall not vote on matters presented to the Board but may participate in Board discussions. Ex-officio members do not count towards a quorum.

Section 6. The highway district Board member for Ada County shall be appointed by the board of commissioners of the Ada County Highway District. For Canyon County, the four highway districts who are eligible will determine among themselves the appointed Board member.

Section 7. Composition of the Valley Regional Transit Board may be modified from time-to-time provided that:

- A. The Board adopts by a majority vote at a regularly scheduled meeting a Statement of Intent to revise the Board composition and a complete description of the proposed revision.
- B. The Board submits the Statement of Intent and proposed revision to the chief elected official of each city and commission within the Valley Regional Transit boundary for review and comment.
- C. Each city or commission is provided a minimum of sixty (60) days in which to comment.
- D. The Board adopts a resolution revising the Board composition by affirmative vote of two-thirds (2/3) of all Board members at a regularly scheduled meeting.

Section 8. The Board is responsible to conduct an annual performance review of the Chief Executive Officer (CEO), report the results of its evaluation, and make a recommendation for salary adjustment or other compensation arrangements, if any, to the full Board for its approval at the regularly scheduled Board meeting in August.

Article IV

Election of Officers, Dismissal and Resignation of Officers

Section 1. The Officers of Valley Regional Transit shall be a Chair, Chair-Elect, Vice-Chair, Treasurer/Secretary and the immediate past Chair. Board officers will meet the requirements in Section IV, Article 1. At the meeting of the Board in January each year, the Board shall elect all officers from their number. The terms for officers shall be one year, with each officer moving forward in succession starting with the Treasurer/Secretary and ending with the Chair position. The Chair moves into the immediate past Chair position. The succession/election of officers, the election of a new Treasurer/Secretary shall take place annually at the first regularly scheduled meeting of each calendar year. Except as set forth in Section 3 of this Article, the succession of officers will be such that each county will be represented by at least two members among the officers with no more than two Board members from the same county in adjacent officer positions.

Section 2. The Board may remove any officer upon a two-thirds majority vote. If any Board member wishes to remove an officer, that Board member shall give at least thirty- (30) days' notice of intent to request a vote for removal of such officer both to the officer and to the Board. Any officer subject to removal proceedings shall not take part in the voting to remove such officer. An officer who is removed, but is still a Board member, shall continue on the Board and retain full voting privileges.

Section 3. Upon the removal of an officer under Section 2 of this Article, or upon the resignation of an officer, the position will be filled by the officers in succession order; provided, however, the Board member succeeding to the position of Chair shall serve the remaining term of the departing Chair and shall then also serve as Chair for the next yearly term, without

succession of officers for that year; provided, further, that to fill the position of Treasurer/Secretary, the Board shall ensure that each county has at least two members among the officers.

Article V Meetings

Section 1. Every meeting held by the Board shall be conducted in conformance with the requirements of the Open Meetings Law, Idaho code Sections 74-201 through 74-208, as amended.

Section 2. Regular Board and Executive Board meetings shall be established by the Board in October of every year. A two-year meeting schedule will be adopted and will identify the time, date, and location where the meetings will be held. It will be posted online and at the administrative offices of VRT.

Section 3. Regular Board meetings shall be held at a location designated by the Executive Board. All business that Valley Regional Transit is authorized and empowered to take up at such meeting may be transacted. Nothing herein shall preclude the designation of another meeting site should emergency conditions exist.

Section 4. The Board shall utilize Robert's Rules of Order to conduct meetings.

Section 5. A majority of the Board members shall constitute a quorum for the conduct of business. A majority of Board members present at a Board meeting at which a quorum has been established may exercise all of the powers of the full Board except as otherwise provided in Chapter 21, Title 40, Idaho Code. In determining whether a quorum is present, only those Board members actually appointed, as set forth in Article III shall be counted. Vacancies that exist resulting from an appointing agency not designating a Board member shall not be included in determining whether a quorum exists.

Section 6. The Chair shall preside at all Board meetings. In the absence of the Chair, the Chair Elect shall preside. In the absence of the Chair and the Chair Elect, the Vice Chair shall preside. In the absence of the Chair, Chair Elect, the immediate past Chair, and Vice Chair, the Treasurer/Secretary shall preside. In the absence of all these officers, the Board shall select a temporary chair from its members for the meeting.

Section 7. The Secretary shall act as Secretary at all meetings; in the Secretary's absence, the presiding officer shall act as Secretary for that meeting.

Section 8. At regular meetings of the Board the following order of business shall be observed so far as is consistent and convenient with the purposes of the meeting:

- A. Recording the names of those members present
- B. Approval of the consent agenda to include the minutes of the previous meeting

- C. Public Hearings
- D. Consideration of action items
- E. Reports and informational items
- F. Public comments
- G. Report of Chief Executive Officer
- H. Executive session as provided under Idaho Code

Section 9. Agendas for scheduled meetings will be developed in advance and distributed to the Board prior to the scheduled meeting.

Section 10. Board members must be appointed by their appointing agency by resolution to be eligible to vote. Alternates may vote if they have been appointed by resolution and VRT has been advised that the primary board member will be absent, and the alternate will serve in their place.

Section 11. The Board may hold other meetings as necessary, provided the same shall be conducted in conformance with the provisions of this Article.

Section 12. Public Comments are welcome in writing at any time and should be directed to the CEO and the Board Chair and shall be shared with all members of the board or committee to which they are addressed. Public comments on specific meeting agenda items will be shared at the meeting of the referred agenda.

Article VI Committees

Section 1.

There shall be a standing committee consisting of eleven (11) members of the Board (hereinafter referred to as the “Executive Board”). The Executive Board shall consist of the five (5) Board officers (the Chair, Chair Elect, Vice Chair, Treasurer, and the immediate past Chair): five (5) at large members, and a Boise State University representative. The City of Boise shall always have one member among the Board officers. If none of the Board Officers or immediate past Chair are Board members from the other central cities in the urbanized areas (Meridian Nampa, and Caldwell), then the at large appointees shall include members from those central cities not represented among the officers. If the central cities are represented on the Board officers, then the Board shall elect any other members of the Board as the at-large members to serve on the Executive Board. The Board Chair shall be the chair of the Executive Board. The Executive Board shall meet as often as monthly and no less than eight

(8) times per year to review of all matters related to the budget, finance, operations and governmental or legislative actions of Valley Regional Transit. The Executive Board shall work closely with the CEO in the oversight of Valley Regional Transit and ensure the execution of the budget and policies of the Board. Regular meetings of the Executive Board will follow the order of business in Article V, Section 7, excluding item F. The Executive Board minutes shall be reported quarterly to the Board. The Executive Board shall be informed and may recommend action by the Board on matters of policy or those actions requiring approval of the entire Board.

Section 2. The Executive Board shall create such other standing committees as it determines to be necessary to address specific tasks that relate to the Board's priorities, goals and strategies. The Executive Board will approve the formation of a standing committee through resolution and establish the scope of work for the committee by majority vote. The chair and vice chair of each standing committee will be voted on by the members of the committee and confirmed by the Executive Board. Minutes of standing committees will be accepted by the Executive Board and each standing committee will meet with the Executive Board in a joint meeting annually to share information and provide recommendations on activities they have undertaken in the previous year. A list of active standing committees will be available to the public on the Valley Regional Transit website.

Section 3. The Executive Board shall create such other ad hoc committees as it determines to be necessary to address specific tasks that relate to the Board's priorities, goals and strategies. The Executive Board will establish the scope of each ad hoc committee. The Executive Board will confirm chairs of the ad hoc committees. The ad hoc committees will report their activities to the Executive Board on a frequency that is no less than quarterly.

Section 4. All committees shall comply with the requirements of the Open Meetings Law, Idaho Code Sections 74-201 through 74-208, as amended.

Article VII

Chief Executive Officer (CEO)

Section 1. Appointment

The Board shall appoint a Chief Executive Officer (CEO) and shall retain the power to dismiss the CEO. When appointed, the CEO is an at-will employee serving at the pleasure of the Board.

Section 2. Powers and Duties of the CEO

A. The CEO may enter into any contract or execute in the name of Valley Regional Transit all deeds, bonds, mortgages, contracts, and other documents and agreements as may be authorized by the Board in the approved work program and budget or by other action of the Board or Executive Board.

B. The CEO shall be the disbursing officer of Valley Regional Transit for all funds made available thereto.

C. The CEO shall have the general powers and duties of supervision and management, including but not limited to, employment, hiring and dismissal of members of the staff. The CEO shall also have the power to establish and direct staff or non-staff committees to provide technical support to the Board.

D. The CEO shall have the emergency authority to act to protect the rights and interests of Valley Regional Transit as they relate to the approved work program and budget, pending confirmation by the Board.

Article VIII Amendments to Bylaws

Section 1. These Bylaws may be amended at any meeting of the Board where a quorum has been established and by a majority vote of members present provided that at least thirty (30) days-notice in writing to members of the Board has been given of the intention to amend and specifying the proposed amendments.

Section 2. Any changes made to the Bylaws shall continue in effect until or unless altered.

Section 3. These Bylaws and any amendments thereto shall be approved by the Board.

ADOPTED this 7th day of April 2025.

Valley Regional Transit

By Chair: _____

Date: _____

By Chair-Elect: _____

Date: _____

ATTEST:

Secretary: _____

Date: _____

Valley Regional Transit

BYLAWS

Article I Name and Principal Office

- Section 1. The name of the political subdivision shall be Valley Regional Transit.
- Section 2. The principal office shall be 700 NE 2nd Street Suite 100, Meridian, Idaho 83642.

Article II Appointing Agencies

Section 1. Valley Regional Transit is composed of the following agencies which shall appoint the members of Valley Regional Transit's board consistent with the provisions of Article III:

- A. General Members
 - 1. Ada County and Canyon County
 - 2. Each incorporated city within Ada County or Canyon County
 - 3. Each highway district within Ada County or Canyon County
- B. Special Members
 - 1. Boise State University
 - 2. Capital City Development Corporation
 - 3. Meridian Development Corporation
 - 4. College of Western Idaho
- C. Ex-officio Members
 - 1. Idaho Transportation Department

Article III Board

Section 1. Valley Regional Transit Board of Directors (hereinafter "Board") shall be comprised of members appointed as follows:

- A. Two members appointed by each board of county commissioners
- B. Two members appointed by each incorporated city with a population of 2550,000 or more

- C. One member appointed by each incorporated city with a population of less than 2550,000
- D. One member appointed by the Ada County Highway District
- E. One member appointed by all highway districts within Canyon County
- F. One member appointed by each Special Member
- G. One member appointed by each Ex-Officio Member

Section 2. General member appointing agencies shall appoint Board members by resolution as set forth in Idaho Code Section 40-2106(3). Board members shall serve at the pleasure of the appointing agency. Board members may be elected officials of the appointing agency, or they may be representatives empowered by the appointing agency to act in its best interest. Each active appointing agency will inform VRT by mail or email of active Board members for their agency in January of each year, this does not require a resolution for Board members who have already been appointed by resolution and are continuing, the requirement is for notification of the intent to continue.

Section 3. Newly appointed Board members shall provide the appointing documents by digital format, or by mail, prior to the first Board meeting attended. Such documents should specify the extent of the Board member's authority to act on behalf of the appointing agency and restrictions, if any, on the Board member's authority. An appointing agency may also appoint alternates to serve in the absence of its Board member by the same procedures used to appoint its Board member. Such alternates shall vote on matters before the Board and be included in the determination of whether a quorum exists only when the designated Board member is absent. If an appointing agency fails to appoint a Board member as set forth herein, then the position on the Board that would be occupied by that member shall be left unfilled.

Section 4. Newly appointed special members shall provide the appointing documents, by digital format or by mail, prior to the first Board meeting attended. An appointing agency may also appoint alternates to serve in the absence of its Board member by the same procedures used to appoint its Board member. Such alternates shall vote on matters before the Board and be included in the determination of whether a quorum exists only when the designated Board member is absent. If an appointing agency fails to appoint a Board member as set forth herein, then the position on the Board that would be occupied by that member shall be left unfilled.

Section 5. Additional representatives may be appointed in an ex-officio capacity by ~~any appointing agency, the Board~~ or by Valley Regional Transit itself. ~~Such ex-officio representatives shall serve at the pleasure of the appointing agency. Appointing agencies may also appoint ex-officio representatives to serve as Board members, or as an alternate to represent the appointing agency and have full voting rights.~~ Unless an ex-officio representative has been appointed as a Board member or alternate by an appointing agency as set forth in Article III, Section 3 above, such ex-officio representative shall not vote on matters presented to the Board, but may participate in Board discussions. Ex-officio members do not count towards a quorum.

Section 6. The highway district Board member for Ada County shall be appointed by the board of commissioners of the Ada County Highway District. ~~The highway district Board member for Canyon County shall be appointed by the Canyon County Board of Commissioners in consultation with all highway district commissioners within Canyon County. For Canyon County, the four highway districts who are eligible will determine among themselves the appointed Board member.~~

Section 7. Composition of the Valley Regional Transit Board may be modified from time-to-time provided that:

- A. The Board adopts by a majority vote at a regularly scheduled meeting a Statement of Intent to revise the Board composition and a complete description of the proposed revision.
- B. The Board submits the Statement of Intent and proposed revision to the chief elected official of each city and commission within the Valley Regional Transit boundary for review and comment.
- C. Each city or commission is provided a minimum of sixty (60) days in which to comment.
- D. The Board adopts a resolution revising the Board composition by affirmative vote of two-thirds (2/3) of all Board members at a regularly scheduled meeting.

Section 8. The Board is responsible to conduct an annual performance review of the ~~Executive Director~~ Chief Executive Officer (CEO), report the results of its evaluation, and make a recommendation for salary adjustment or other compensation arrangements, if any, to the full Board for its approval at the regularly scheduled Board meeting in August.

Article IV Election of Officers, Dismissal and Resignation of Officers

Section 1. The Officers of Valley Regional Transit shall be a Chair, Chair-Elect, Vice-Chair, Treasurer ~~and~~ /Secretary and the immediate past Chair. Board officers will meet the requirements in Section IV, Article 1. At the meeting of the Board in January each year, the Board shall elect all officers from their number, ~~except the Board shall appoint a Secretary who need not be from the Board.~~ The terms for officers shall be one year, with each officer, ~~except the Secretary,~~ moving forward in succession starting with the Treasurer /Secretary and ending with the Chair position. The Chair moves into the immediate past Chair position. The succession/election of officers, the election of a new Treasurer, ~~and the appointment of a~~ /Secretary shall take place annually at the first regularly scheduled meeting of each calendar year. Except ~~for the Secretary, and except~~ as set forth in Section 3 of this Article, the succession of officers will be such that each county will be represented by at least two members among the officers with no more than two Board members from the same county ~~will fill every other position in adjacent officer positions.~~

Section 2. The Board may remove any officer upon a two-thirds majority vote. If any Board member wishes to remove an officer, that Board member shall give at least thirty- (30) days'

notice of intent to ~~remove~~request a vote for removal of such officer both to the officer and to the Board. Any officer subject to removal proceedings shall not take part in the voting to remove such officer. An officer who is removed, but is still a Board member, shall continue on the Board and retain full voting privileges.

Section 3. Upon the removal of an officer under Section 2 of this Article, or upon the resignation of an officer, the position will be filled by the officers in succession order; provided, however, the Board member succeeding to the position of Chair shall serve the remaining term of the departing Chair and shall then also serve as Chair for the next yearly term, without succession of officers for that year; provided, further, that to fill the position of Treasurer/Secretary, the Board shall ~~elect a Board member from a~~ensure that each county ~~other than~~has at least two members among the ~~county of the Vice Chair~~officers.

Article V Meetings

Section 1. Every meeting held by the Board shall be conducted in conformance with the requirements of the Open Meetings Law, Idaho code Sections 74-201 through 74-208, as amended.

Section 2. Regular Board and Executive Board meetings shall be established by the Board in January~~October~~ of every ~~odd-numbered~~ year. ~~The~~A two-year meeting schedule will be adopted and will identify the time, date, and location where the meetings will be held ~~and~~. It will be posted online and at the administrative offices of VRT.

Section 3. Regular Board meetings shall be held at a location designated by the Executive Board. All business that Valley Regional Transit is authorized and empowered to take up at such meeting may be transacted. Nothing herein shall preclude the designation of another meeting site should emergency conditions exist.

Section 4. The Board shall utilize Robert's Rules of Order to conduct meetings.

Section 5. A majority of the Board members shall constitute a quorum for the conduct of business. A majority of Board members present at a Board meeting at which a quorum has been established may exercise all of the powers of the full Board except as otherwise provided in Chapter 21, Title 40, Idaho Code. In determining whether a quorum is present, only those Board members actually appointed, as set forth in Article III shall be counted. Vacancies that exist resulting from an appointing agency not designating a Board member shall not be included in determining whether a quorum exists.

Section 6. The Chair shall preside at all Board meetings. In the absence of the Chair, the Chair Elect shall preside. In the absence of the Chair and the Chair Elect, the Vice Chair shall preside. In the absence of the Chair, Chair Elect, the immediate past Chair, and Vice Chair, the Treasurer/Secretary shall preside. In the absence of all these officers, the Board shall select a temporary chair from its members for the meeting. ~~The Secretary shall act as Secretary at all meetings, but in the Secretary's absence, the presiding officer shall appoint any person to act as Secretary for that meeting.~~

Section 7. The Secretary shall act as Secretary at all meetings; in the Secretary's absence, the presiding officer shall act as Secretary for that meeting.

Section 8. At regular meetings of the Board the following order of business shall be observed so far as is consistent and convenient with the purposes of the meeting:

- A. Recording the names of those members present
- B. Approval of the consent agenda to include the minutes of the previous meeting
- C. Public Hearings
- D. Consideration of action items
- E. Reports and informational items
- F. Public comments
- G. Report of Chief Executive ~~Director~~Officer
- H. Executive session as provided under Idaho Code

Section 9. Agendas for scheduled meetings will be developed in advance and distributed to the Board prior to the scheduled meeting.

~~Ex-officio~~ Section 10. Board members, ~~who~~ must be appointed by their appointing agency by resolution to be eligible to vote. Alternates may vote if they have ~~not~~ been appointed by ~~an~~ appointing agency to serve as a Board resolution and VRT has been advised that the primary board member or will be absent, and the alternate, shall not be entitled to vote- will serve in actions requiring a vote of the Board- their place.

Section 11. The Board may hold other meetings as necessary, provided the same shall be conducted in conformance with the provisions of this Article.

Section 12. Public Comments are welcome in writing at any time and should be directed to the CEO and the Board Chair and shall be shared with all members of the board or committee to which they are addressed. Public comments on specific meeting agenda items will be shared at the meeting of the referred agenda.

Article VI Committees

Section 1. There shall be a standing committee consisting of eleven (11) members of the Board (hereinafter referred to as the “Executive Board”). The Executive Board shall consist of ~~four (4)~~ the five (5) Board officers (the Chair, Chair Elect, Vice Chair, ~~and Treasurer~~), ~~and~~ the immediate past Chair, ~~;~~ five (5) at large members, and a BSU Boise State University representative. The City of Boise shall always have one member among the Board officers. If none of the ~~Chair, Chair Elect, Vice Chair, Treasurer and the Board Officers or~~ immediate past Chair are Board members from the ~~other~~ central cities in the ~~Boise, urbanized areas (Meridian Nampa, and Caldwell) urbanized areas,~~ then the at large appointees shall ~~be~~ include members from ~~Boise, Nampa, and Caldwell if they are~~ those central cities not otherwise represented. ~~— among the officers.~~ If ~~Boise, Nampa and Caldwell~~ the central cities are represented on the ~~Executive Board~~ officers, then the Board shall elect any other members of the Board as the at-large members to serve on the Executive Board. The Board Chair shall be the chair of the Executive Board. The Executive Board shall meet ~~monthly.~~ The agenda of the Executive Board shall include as often as monthly and no less than eight (8) times per year to review of all matters related to the budget, finance, operations and governmental or legislative actions of Valley Regional Transit. The Executive Board shall work closely with the ~~Executive Director~~ CEO in the oversight of Valley Regional Transit and ensure the execution of the budget and policies of the Board. Regular meetings of the Executive Board will follow the order of business in Article V, Section 7, excluding item F. The Executive Board minutes shall ~~provide monthly reports~~ be reported quarterly to the Board ~~of its actions and.~~ The Executive Board shall be informed and may recommend action by the Board on ~~all~~ matters of policy or those actions requiring approval of the entire Board.

Section 2. The ~~Board or~~ Executive Board shall create such other standing committees as it determines to be necessary to address specific tasks that relate to the Board’s priorities, goals and strategies. The ~~Board or~~ Executive Board will approve the formation of a standing committee through resolution and establish the scope of work for the committee by majority vote. The chair and vice chair of each standing committee will be voted on by the members of the committee and confirmed by the Executive Board. ~~Standing committees will report the committee’s activities on a frequency that is no less than quarterly. Minutes of standing committees will be accepted by the Executive Board and each standing committee will meet with the Executive Board in a joint meeting annually to share information and provide recommendations on activities they have undertaken in the previous year.~~ A list of active standing committees will be available to the public on the Valley Regional Transit website.

Section 3. The ~~Board or~~ Executive Board shall create such other ad hoc committees as it determines to be necessary to address specific tasks that relate to the Board’s priorities, goals and strategies. The Executive Board will establish the scope of each ad hoc committee. The Executive Board will confirm chairs of the ad hoc committees. The ad hoc committees will report their activities to the Executive Board on a frequency that is no less than quarterly.

Section 4. All committees shall comply with the requirements of the Open Meetings Law, Idaho Code Sections 74-201 through 74-208, as amended.

Article VII

Chief Executive ~~Director~~Officer (CEO)

Section 1. Appointment

The Board shall appoint ~~ana Chief~~ Executive ~~Director~~Officer (CEO) and shall retain the power to dismiss the ~~Executive Director~~CEO. When appointed, the ~~Executive Director~~CEO is an at-will employee serving at the pleasure of the Board.

Section 2. Powers and Duties of the ~~Executive Director~~CEO

A. The ~~Executive Director~~CEO may enter into any contract or execute in the name of Valley Regional Transit all deeds, bonds, mortgages, contracts, and other documents and agreements as may be authorized by the Board in the approved work program and budget or by other action of the Board or Executive Board.

B. The ~~Executive Director~~CEO shall be the disbursing officer of Valley Regional Transit for all funds made available thereto.

C. The ~~Executive Director~~CEO shall have the general powers and duties of supervision and management, including but not limited to, employment, hiring and dismissal of members of the staff. The ~~Executive Director~~CEO shall also have the power to establish and direct staff or non-staff committees to provide technical support to the Board.

D. The ~~Executive Director~~CEO shall have the emergency authority to act to protect the rights and interests of Valley Regional Transit as they relate to the approved work program and budget, pending confirmation by the Board.

Article VIII Amendments to Bylaws

Section 1. These Bylaws may be amended at any meeting of the Board where a quorum has been established and by a majority vote of members present provided that at least thirty (30) days-notice in writing to members of the Board has been given of the intention to amend and specifying the proposed amendments.

Section 2. Any changes made to the Bylaws shall continue in effect until or unless altered.

Section 3. These Bylaws and any amendments thereto shall be approved by the Board.

ADOPTED this ~~3rd~~^{7th} day of ~~January 2022~~April 2025.

Valley Regional Transit

By Chair: _____

Date: _____

By Chair-Elect: _____

Date: _____

ATTEST:

Secretary: _____

Date: _____



VALLEY REGIONAL TRANSIT BOARD RESOLUTION

BYLAWS – VRT BOARD OF DIRECTORS (UPDATE 2025) RESOLUTION VBD25-016

BY THE BOARD OF VALLEY REGIONAL TRANSIT TO APPROVE THE PROPOSED UPDATES AND REVISION TO THE BYLAWS TO INCLUDE EXECUTIVE BOARD MEETING FREQUENCY AND GOVERNANCE NOT CURRENTLY REFLECTED IN THE BYLAWS OTHER CLARIFICATION OF AMBIGUOUS OR CONFUSING LANGUAGE AND GRAMMATICAL CORRECTIONS TO ADJUST TO CHANGES IN THE REGION

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, staff determined a need to clarify ambiguous and confusing language for ease of understanding and update language to reflect the change from Executive Director to Chief Executive Officer; and

WHEREAS, notice of proposed changes was emailed to Board members on March 3, 2025 in accordance of the bylaws (Article VIII, Section 1); 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.

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 VBD25-016** revising and updating the Valley Regional Transit Bylaws

Section 2. That **RESOLUTION VBD25-016** 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 7th day of March 2025.

APPROVED by the Board Chair this 7th day of March 2025.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC	Delegate Authority to the Executive Board to Execute Contract for Transit Management Services
DATE	April 7, 2025
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

This is an action item. The Board of Directors is asked to approve Resolution VBD25-013 and delegate authority to the Executive Board to allow the CEO to finalize and execute a contract with selected bidder, following the procurement RFP REG-BASE-25-2 for Transit Management Services in Ada and Canyon counties.

Highlights

VRT hired a consultant, SBLBF, LLC, to help staff prepare for the upcoming rebid of the transit services operated in Ada and Canyon counties. In September, SBLB, LLC provided an overview to the Executive Board the differences between an Operating Contract and a Management Contract for transit operations. In December, the Executive Board accepted VRT staff recommendation that a management contract will serve VRT best at this time.

Valley Connect 3.0 has changes planned over the coming years that VRT feels is best to continue operating under a management contract. Remaining status quo will ensure VRT Planning and Operation departments are not overloaded between implementing planned service changes, while attempting to also change to the way the contract is operated. VRT is also unclear of the future of transit with the new federal administration starting in 2025.

VRT released the Request for Bid (RFB) in March 2025. The RFB clearly defines tasks between VRT and what will be expected of the selected the contractor. VRT defined clear performance standards, clear compliance requirements for fiscal accountability, and metrics to hold the contractor accountable to operate the system in the way VRT advertises to the public.

SBLBF, LLC will continue to assist and guide VRT through the procurement process and negotiate the final contract with selected contractor.

Schedule

- December 2023 Issued RFP for consultant
- April 2024 Contract signed with SBLBF, LLC
- May 2024 Information item on Executive Board agenda
- September 2024 SBLB, LLC presentation to Executive Board
- September 2024 Request for Information released
- December 2024 Executive Board accepted VRT Staff recommendation to proceed with a management contract for services operated in Ada and Canyon counties
- March 2025 Request for Bid released for Transit Management Services

- April 2025 Request Board of Directors delegate authority to the Executive Board to finalize a contract with selected vendor
- June 2025 Request Executive Board to approve contract with selected vendor and delegate authority to the CEO to negotiate final contract
- October 2025 New contract starts

Implication

VRT determined that maintaining a Management Contract will be the most efficient and effective option for transit services in Ada and Canyon counties over the next three (3) to seven (7) years. VRT runs the risk of significantly disrupting all fixed-route and demand response services if the current way of operating is changed while trying to implement services changes described in Valley Connect 3.0, while attempting to also change to the way the contract is operated.

More Information

Resolution VBD25-013

For detailed information, contact:

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





VALLEY REGIONAL TRANSIT BOARD RESOLUTION

DELEGATE APPROVAL FOR TRANSIT MANAGEMENT SERVICES CONTRACT TO THE EXECUTIVE BOARD RESOLUTION VBD25-013

BY THE BOARD OF VALLEY REGIONAL TRANSIT DELEGATING AUTHORITY TO THE EXECUTIVE BOARD TO APPROVE THE CONTRACT FOR TRANSIT MANAGEMENT SERVICES 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, VRT has been working with a consultant, SBLBF, LLC to prepare for the upcoming rebid of transit services operated in Ada and Canyon counties; and

WHEREAS, VRT has released a procurement for transit management services in Ada and Canyon counties, following Executive Board approval in December 2024; and

WHEREAS, VRT will need to award a contract with selected vendor for transit management services before the next scheduled Board of Directors meeting; and

WHEREAS, the Valley Regional Transit staff will conduct a competitive procurement process as required in the VRT Procurement Policies adopted by the Valley Regional Transit Board of Directors by Resolution VBD17-003 on 01/09/17 and updated by Resolution 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.

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 of Valley Regional Transit delegate authority to the Executive Board to approve a contract with the successful bidder following the Transit Management Services RFB to be executed by the CEO.

Section 2. That this Resolution VBD25-013 shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 7th day of April 2025.

APPROVED by the Board Chair this 7th day of April 2025.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC	Use of Expiring Formula funds
DATE	April 7, 2025
STAFF MEMBER	Elaine Clegg

Staff Request

This is an action item. After review staff recommends approval of Resolution VBD25-022 Policy 4.02.01 outlining the Goal, Benefit and Policy restrictions for use of expiring formula funds.

Background

Last year Valley Regional Transit (VRT) worked with the City of Nampa to commit VRT formula funds for a pedestrian safety project within the City of Nampa serving a number of uses including a transit stop. That action prompted a discussion and the Board directed VRT to develop a policy governing when it was appropriate to use VRT formula funds for projects that were not directly programmed for and by VRT. This Policy is in response to that Board request.

Highlights

Policy 4.02.01 establishes the criteria under which VRT can use formula funds that are nearing expiration. The policy defines the terms needed to clearly understand the policy, proposes a goal of expending all federal funds available to the region to further public transportation, and identifies the benefit of utilizing funds that might otherwise be lost to the region.

The policy allows the use of the funds for projects that are not directly programmed for VRT purposes within the limitations that the funds might otherwise be lost to the region and that the proposed use furthers public transportation opportunities and services with VRT's service area.

Implication

Valley Regional Transit's service area will experience additional benefit from the use of federal funding in the region for purposes that serve public transportation.

More Information

For detailed information, contact:

Elaine Clegg
CEO
eclegg@ridevrt.org
208-258-2712

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

Policy Number: 4.02.01

Resolution Number: VBD25-022

Policy Title: Use of Expiring Formula Funds

Signature of Board Chairperson

Date

Signature of Chief Executive Officer

Date

STATEMENT OF POLICY

This policy establishes the criteria under which Valley Regional Transit, henceforth Authority, can utilize formula funds that are nearing expiration and may be lost if not used.

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:

Authority – Valley Regional Transit is a regional public transportation authority formed by citizen referendum and established in Idaho State Code, Chapter 21, Title 40.

As the Authority, they:

- Are accountable to local governments and the public
- Are the direct recipient of large urban and small urban Federal Transit Administration formula grant funds.
- Have exclusive jurisdiction over publicly funded transportation
- Provide public transportation services
- Encourage private transportation programs in their service area
- Coordinate both public and private transportation programs

Board of Directors – The Board of Directors consists of *general members* from Ada County, Canyon County, each incorporated city within Ada County and Canyon County or Canyon County; *special members*, including Boise State University, Capital City Development Corporation and the College of Western Idaho; and *ex-officio members* from the Idaho Transportation Department. The Board is responsible to establish an annual budget, adopt policies, programs, services and ensure compliance with federal regulations and authorize

procurements over a specific threshold.

Federal Transit Administration - The Federal Transit Administration (FTA) provides financial and technical assistance to local public transit systems, including buses, subways, light rail, commuter rail, trolleys and ferries. FTA oversees delivery of federal funds in accordance with federal requirements, regulatory compliance and safety measures of the federal government.

Expiring Funds – Federal grant funds from the FTA that must be obligated within a specific period. Once the obligation period ends, the recipient can no longer obligate (commit) the funds, even if a project is underway or eligible and those funds can be rescinded. Lapsing funds are funds that have been obligated but have not been fully drawn down within the required period. The FTA typically provides an opportunity to redirect these funds before they actually lapse and become unavailable, lapsing funds may also be used for the purposes of this policy.

GOAL - Expend all federal funds available to the region to further public transportation. The Authority may have funds that are not programmed for direct Authority activities and are at risk of expiring or lapsing and being rescinded within the fiscal year. Assisting members or partners with projects that meet the funds use criteria and further the transportation opportunities or services within the Authorities service area for the public will avoid the loss of those funds to the region.

Examples include:

- Infrastructure that serves transit user access
- Purchase of rolling stock for non-profit agencies that offer specialized transportation services within the Authority's service area
- Infrastructure that serves transit asset management, storage or maintenance.

BENEFIT - Utilize funds that might otherwise be rescinded to benefit transportation for the public in the Authorities service area.

POLICY

The Authority may use funds that are not programmed for direct Authority activities for purposes that meet the criteria and limitations of FTA funding requirements under the following restrictions; The Authority may propose use of funds if those funds are at risk of expiring or lapsing and being rescinded within the fiscal year, and when use of those funds will assist members or partners with projects that further the public transportation opportunities or services within the Authorities service area as described in the goals and benefits of this policy. Approval by the Authority's Board of Directors, or delegate based on the funding amount, will be required to program the use of the funds.

END OF POLICY

Adoption Date: 04/07/2025



Effective Date: 04/07/2025

Last Revised Date:

Last Reviewed Date:

Replaced:

Supporting Documents:





VALLEY REGIONAL TRANSIT BOARD RESOLUTION

POLICY 4.02.01 USE OF EXPIRING FORMULA FUNDS RESOLUTION VBD25-022

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING POLICY 4.02.01 USE OF EXPIRING FORMULA FUNDS

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, It is the goal of Valley Regional Transit to expend all federal funds available to the region to further public transportation; and

WHEREAS, Valley Regional Transit may have funds that are not programmed for direct activities and are at risk of expiring or lapsing and being rescinded within the fiscal year, and;

WHEREAS, Assisting members or partners with projects that meet the funds use criteria and further the transportation opportunities or services within the Valley Regional Transit’s service area for the public will avoid the loss of those funds to the region, and:

WHEREAS, Utilizing funds that might otherwise be rescinded will benefit transportation for the public in Valley Regional Transit’s service area, 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 permits the use of Valley Regional Transit's formula funds that are not programmed for direct activities for use by members and partners for projects that meet the criteria and limitations of FTA funding requirements under the following restrictions;

- A. The funds are at risk of expiring or lapsing and being rescinded within the fiscal year,
- B. Use of those funds will assist members or partners with projects that further the public transportation opportunities or services within Valley Regional Transit's service area.

Section 2. Approval by the Authority's Board of Directors, or delegate based on the funding amount, will be required to program the use of the funds.

Section 3. That this Resolution VBD25-022 shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 7th day of April 2025.

APPROVED by the Board Chair this 7th day of April 2025.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR





TOPIC	Delegate Authority to the Executive Board to Execute Contract for Fare Collection Replacement
DATE	April 7, 2025
STAFF MEMBER	Brad Alvaro

Staff Recommendation/Request

This is an action item. The Board of Directors is asked to consider approving Resolution VBD25-019 to delegate authority to the VRT Executive Board to approve a contract for products and services for an enterprise fare collection system following a formal Request for Proposal (RFP) for Fare Collection Replacement in Ada and Canyon counties.

Highlights

VRT has utilized the Genfare (SPX) collection system for over 10 years. In December of FY23, VRT's Genfare farebox and infrastructure reached the end of life for technical support and replacement parts. Current software and devices are outdated and limits the different types of fare collections. There are new technology and digital payment options available.

Summary

VRT applied for the competitive ATTAIN FY2023-2024 Grant for funds to procure all new replacements of VRT's complete fare collection system. This information was presented to the Board in the fall of 2024 notifying the board of actions taken for the grant request. This grant request was not awarded in December 2024. If the grant had been awarded VRT would have been able to move forward without an RFP using the vendor named in the grant.

VRT has identified sufficient funding to move forward without the competitive grant. As a result of not successfully getting the grant award VRT has been preparing a Request for Proposal (RFP) to procure these products and services for an enterprise fare collection system and intend to post the RFP in April with an intention to award the successful applicant before the next full Board meeting.

Schedule

- January 2024 Submitted ATTAIN grant for fare collection system
- August 2024 Board approved capital request for Farebox replacement and Farebox infrastructure for the amount of \$750,000
- September 2024 Information item on Executive Board agenda
- November 2024 Started preparing for RFP
- December 2024 ATTAIN grant not awarded to VRT
- April 2025 Post RFP
- April 2025 Request Board of Directors delegate authority to the Executive

- June 2025 Board to approve contract with successful RFP bidder
Award RFP to qualified candidate

Implication

The new Fare Collection System will accommodate all current and future needs. All systems comply with VRT's single integrated application and open-source integrations. These new solutions incorporate the functionality of mobile payment and hands-free processing while accepting cash deposits, credit cards, mobile payment and touchless payment, all in one system. The Fare Collection System will consolidate multiple fare collection systems and several fare processing procedure applications. Furthermore, a complete mobile application and marketing application is part of the new system with open architecture.

More Information

Resolution VBD25-019

For detailed information, contact:

Brad Alvaro
Information Technology Director
balvaro@ridevrt.org
(208) 258-2726





VALLEY REGIONAL TRANSIT BOARD RESOLUTION

DELEGATE APPROVAL FOR FARE COLLECTION CONTRACT TO THE EXECUTIVE BOARD RESOLUTION VBD25-019

BY THE BOARD OF VALLEY REGIONAL TRANSIT DELEGATING AUTHORITY TO THE EXECUTIVE BOARD TO APPROVE THE CONTRACT FOR FARE COLLECTON REPLACEMENT 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, VRT has been working with all internall departments to prepare for the upcoming rebid of our fare collection system operated in Ada and Canyon counties; and

WHEREAS, VRT will be releasing a procurement for fare collection services in Ada and Canyon counties; and

WHEREAS, VRT will need to award a contract with selected vendor for fare collection services before the next scheduled Board of Directors meeting; and

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

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

WHEREAS, 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.

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 of Valley Regional Transit delegate authority to the Executive Board to approve a contract with the successful bidder following the Fare Collection Replacement RFB to be executed by the CEO.

Section 2. That this Resolution VBD25-019 shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 7th day of April 2025.

APPROVED by the Board Chair this 7th day of April 2025.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC	Governance – Who is VRT and Responsibilities as a Board Member
DATE	April 7, 2025
STAFF MEMBER	Elaine Clegg, Jason Rose

Staff Request

This is a discussion item. Once per year staff review the roles and responsibilities of the organization and the Board.

Summary

Valley Regional Transit (VRT) is a Regional Public Transportation Authority formed by citizen referendum in 1998 and established in Idaho State Code, Chapter 21, Title 40. During this presentation we will review our role in public transportation.

We will look at our history and our governance structure. Board members will learn about VRT's mission, goals and values. Staff will present membership requirements, our current three-part governance structure and the responsibilities of each. You will review how VRT is funded today and the challenges that presents.

Staff will cover the services VRT provides and the ridership we serve as well as plans for the future and the internal structure VRT uses to deliver those services and plans.

Implication

The Treasure Valley has been one of the fastest growing regions in U.S. for two decades, with that growth has come a predictable growth in transportation need. You, as a Director on VRT's Board are vital to VRT's success in providing for that need. We hope this session will answer any questions you may have about your role and help you be a more effective board member.

More Information

For detailed information, contact:

Elaine clegg
CEO
eclegg@ridevrt.org
208-258-2712



TOPIC	Main Street Station Charging Infrastructure Construction and Closure
DATE	April 7, 2025
STAFF MEMBER	Stephen Hunt

Staff Recommendation/Request

This is an information item about planned construction activities at and closure of Main Street Station.

Background

Valley Regional Transit (VRT) began transitioning the Ada County transit fleet to battery electric vehicles in 2019. In 2022, VRT was successful in securing federal funding for on-route charging at Main Street Station. On-route charging extends the daily range of the vehicles by fast charging vehicle batteries for short periods of time at regular intervals throughout the day and is a critical piece of VRT's electric vehicle transition plan.

Summary

VRT has worked with Jacobs Engineering to finalize construction plans for this project which include installing chargers and overhead dispensers at four of the bus bays in Main Street Station. The project will also prepare Main Street Station for additional chargers and dispensers at the remaining four bus bays. This construction activity will require VRT to close Main Street Station to all bus boarding and alighting activity beginning June 9 through August 4, 2025

During this time buses will stage on Main Street and 9th Street as they have at other times when Main Street Station has been closed. Customer service and public bathrooms will remain open during this time but there will be no buses in Main Street Station and passengers will not be able to access the bus bays. All passenger boarding and alighting activity will occur on Main Street and 9th street between Main and Grove.

Starting August 5, Main Street Station will partially open, with buses serving the bays on the West side of Main Street Station. Construction activity will continue on the east side. During this time all services will be available at Main Street Station and boarding and alighting activity will be on Main Street or on the east side bays in Main Street Station. We will no longer stage buses on 9th Street. The partial opening will continue until December 17 when the Main Street Station will fully re-open.

Schedule

- June 9 Main Street Station full closure begins
- August 5 Main Street Station Partial opening begins
- December 17 Main Street Station fully opens

Implications

The multi-month closure will have an impact on riders and the traveling public. VRT and Jacobs are working with Ada County Highway District (ACHD) to secure all necessary permits for staging vehicles on 9th. The construction schedule is designed to limit the amount of time Main Street Station will be fully closed during the winter months. VRT will do public outreach to riders to ensure they are aware of how the construction will impact their service.

More Information

For detailed information, contact:

Stephen Hunt
Chief Development Officer
shunt@ridevrt.org
(208) 258-2701





TOPIC	Canyon County Transit Day
DATE	April 7, 2025
STAFF MEMBER	Stephen Hunt

Staff Recommendation/Request

This is an information item only. Valley Regional Transit (VRT) will be holding a Canyon County Transit Day on May 6th in response to budget questions raised by the City of Nampa.

Background

Every year VRT discusses funding needs for transit with each funding partner. In preparation for a budget workshop with the City of Nampa, Nampa City Council requested detailed ridership information along with a description of the impacts of several different funding scenarios. To adequately assess the impact of these scenarios VRT is planning to hold a public open house and solicit stakeholder and public input. This public information campaign and data collection day will be titled Canyon County Transit Day and will be held on Tuesday, May 6, 2025

Summary

Canyon County Transit Day

The purpose of the Canyon County Transit Day is to inform, educate and collect feedback from the public and stakeholders about existing transit services and four funding scenarios being considered. The event will include an evening open house, stakeholder meetings and direct rider engagement.

Funding Scenarios

In addition to current performance information the City of Nampa requested VRT present four funding scenarios to them at the planned May budget workshop. The four funding scenarios will be as follows

1. Continuing Existing Service

VRT will present the enhancement VRT could pursue with a stable on-going local funding source in Canyon County that is sufficient to maintain existing service levels.

2. Reduced Service

VRT will present what services it would propose to discontinue or reduce (i.e. reducing span or service area of the 150 VRT On-Demand or reducing service on the 40 or 42) if there was insufficient funding to maintain all services in Nampa.

3. No General Public Services

VRT was also asked to identify the impact if all public transit services (routes 40, 42, and 150 VRT On-Demand in Nampa and Access Paratransit service for persons with disabilities) was eliminated and only specialized services such as Beyond Access and Rides 2 Wellness remained.

4. Expanded Service

VRT will present the expanded transit services that the region has been planning for. These services will include those being developed in the Valley Connect 3.0 plan which would significantly expand transit services (both fixed route and on-demand) in Canyon County.

Implications

The public is required to have input on all significant changes to public transit services including discontinuations, service reductions, service increases or major route changes. The purpose of the Canyon County Transit Day is to ensure public and stakeholder input is available to Nampa City Council members in time for transit budget deliberations.

VRT's reliance on individual jurisdiction budget decisions also requires coordination across jurisdictions. Funding decisions in one jurisdiction can impact the availability of service in another jurisdiction. VRT seeks to minimize these disruptions by encouraging multi-year funding commitments and limiting the impacts of funding shortfalls to the jurisdictions where the shortfall occurs.

More Information

For detailed information, contact:

Stephen Hunt
Chief Development Officer
shunt@ridevrt.org
(208) 258-2701



**Valley Regional Transit
FY2025 Procurement Calendar**

Type of Procurement	Project Manager	Estimated Cost	Estimated Issue Date	Estimated Executive Board/Board Action Date	Required Approval
Landscaping - Lawn Services	Corrie Washington	100,000	Jan-25		CEO
Acquisition of Services (AOS)	Leslie Pedrosa	\$ 12,000,000.00	Jan-25	Apr-25	Board of Directors
Demand Response Bus Purchase	Jeremy Gianchetta	\$ 2,080,000.00	Feb-25	Apr-25	Board of Directors
Fareboxes	Brad Alvaro	\$ 2,400,000.00	Feb-25	Apr-25	Board of Directors
Temporary Staffing Service	Jeannette Ezell	\$ 2,600,000.00	Mar-25	Jun-25	Board of Directors
Transit Management Services for Ada and Canyon County Operating Contract	Leslie Pedrosa	\$ 3,000,000.00	Mar-25	Apr-25	Board of Directors delegated to Executive Board on January 06, 2025.
Main Street Station Entrance Gate Repair or Replacement	Stephanie Hailey	\$ 50,000.00	Mar-25		CEO
On-Call Bench Media	Jason Rose	100,000	Apr-25		CEO
East Lot Development - 23227-024-004	Joseph Guenther	\$ 2,775,000.00	Aug-25	Oct-25	Board of Directors
Bus Camera Replacement	Nick Moran	\$ 220,000.00	TBD	Jun-25	Executive Board
CCDC Downtown Bus Stop - 23227-023-002	Joseph Guenther	\$ 325,000.00	TBD		Board of Directors
Transit Bus Purchases - Canyon County Bus Purchase	Leslie Pedrosa	\$ 250,000.00	TBD	Jun-25	Executive Board
On-Call Glass Repair and Replacement Services	Jeremy Gianchetta	TBD	TBD		
Renewable Natural Gas Credit	Joseph Guenther	TBD	TBD		
Vehicle Maintenance Fluids and Parts	Jeremy Gianchetta	TBD	TBD		
Printer and Copier Lease Agreement	James and Brad	TBD	TBD		
Postage Machine Rental Fee	James and Brad	TBD	TBD		
Janitorial Services for MSS and HDTC	Jonathan Mutchler	\$ 210,000.00	TBD	Apr-25	Executive Board
On-Call Construction Services List - PSA 2021-07-14	Joseph Guenther	TBD	TBD	Aug-25	
Fleet Replacement Plan	Leslie Pedrosa	\$ 20,000.00	TBD		CEO
On-Call Public Facilitation	Duane Wakan	\$ 50,000.00	TBD		CEO
Automatic Passenger Counter (APC) Upgrade	Nick Moran	\$ 310,000.00		Apr-25	Board of Directors

Updated 3-05-25

Department Manager Approval Level: up to \$10,000

Department Director Approval Level: up to \$50,000

Chief Executive Office (CEO) Approval Level: up to \$150,000

Executive Board Approval Levels: \$150,000 - \$300,000

VRT Board of Directors Approval Levels: \$300,000 and over



CEO Activity Report	CEO Activity Report
DATE	April 7, 2025
STAFF MEMBER	Elaine Clegg

Summary

Information only, no action needed.

Highlights

It has been a busy month. I have been following up the CTAI Transit Day at the Capitol with meetings with legislators and others to continue educating about public transit in Idaho. We have also participated in meetings as potential supporting sponsor of the Safe Routes to School national conference in 2026. Our staff has been busy developing scenarios for future service in Valley Connect 3.0. We will let you all know about public input opportunities and bring you a detailed update later in the year. We have finalized the agreement with the Pacific Northwest Economic Region (PNWER) where we will be a sub-recipient to gather data and information about the feasibility of utilizing TIFIA bonding for joint development projects and to identify opportunities on the rail corridor.

With the Executive Orders and memo from USDOT we have been reviewing all of our grants that do not yet have a signed grant agreement. We have a ruling from FTA that all of our formula funding will be administered under current rules and that the competitive grants that were awarded under previous executive direction will be honored. We have two of those, a Low-and-No Emissions grant from 2022 to add on route fueling (charging) to Main Street Station and a Bus and Bus Facilities Grant from 2024 to rebuild the transit center at Town Square Mall and purchase buses. The 2022 grant has had agreements signed along the way but the final agreement for the remaining construction funding is still in the queue and we are expecting signature from FTA Region 10. We will make a few adjustments in the 2024 grant but expect it to also be accepted when ready.

Our RAISE grant for on-route bus stop improvements, pedestrian bicycle improvements to bus stop connections, as well as on-route charging is a USDOT grant signed by the office of the Secretary. We are awaiting analysis of that grant but are confident that the bus stops and the safety connections to them meet the new guidance. We have been in contact with FTA headquarters and will let you know if they request any changes.

Local Meetings

I attended or presented at the following meetings this month:

- **Legislators** – I met with House majority leadership, and with the House and Senate Democratic caucuses. I have also had phone calls with a number of legislators and will be following up after the session to meet with others.
- Our electric bus battery leases were purchased by **Zenobe** an international energy company who design, finance, build and operate battery solutions. We are

exploring solutions with them to reduce our power use and footprint as we continue to electrify the fleet in Ada County.

- This month's focus for meetings to prepare for budget requests has been with **Nampa, Ada County, Canyon County and Eagle.**
- We had a follow-up meeting with **St Luke's** to refine ideas to better serve their campus and identify how to pay for it.
- I presented to the downtown Boise noon **Rotary** and shared with them what we presented at the CTAI transit day and also updated them on rail.
- I attended a briefing on Hydrogen/Battery Electric Mobile Unit trains that are being developed for routes similar to what we may be proposing.
- We met with **BSU** about their future transportation needs and with **DBA** and **BSU** to explore a new game day service.
- I introduced **Senator Crapo** at the **Boise Metro Chamber** luncheon and thanked him for his support during the Senate confirmation process for Amtrak.
- I presented to the **Green Communities Leadership Institute** (GCLI) a group of emerging leaders in community planning, resource management, and urban development about effective leadership

Travel Meetings

- **Amtrak Board** – I travelled to Washington DC and Baltimore and participated in an Amtrak tour of the new Acela fleet and Baltimore Penn Station, in addition to attending a business meeting of the board.
- **APTA CEO Seminar** – I went directly to San Antonio from DC to attend the American Public Transportation Association (APTA) Seminar specifically for transit CEOs. This gathering is one that I have found extremely beneficial in being able to ask and find answers to the transit issues that keep me up at night.

Media

- Boise Dev newsletter (Treeline mention): <https://boisedev.com/newsletter/3-19-25-2-2/>
- Idaho News (Treeline shuttle returns to ease travel to Treefort venues): <https://idahonews.com/news/local/treeline-shuttle-returns-to-ease-travel-to-treefort-venues#>
- Idaho News (Treeline mention): <https://idahonews.com/news/local/treefort-music-fest-2025-begins-in-boise#>
- Idaho News (Treeline mention): <https://idahonews.com/news/local/treefort-music-fest-kicks-off-in-boise-with-music-art-and-culture#>

Internal Activities

Our procurement for operating Beyond Access closed and our existing partner, Metro Community Services, was the only bidder. We have begun work on a new contract with them. Staff and our consultant finalized the RFP for our operations. This contract is our biggest and supports all of our public transit operations in both counties. We had early meetings with



interested parties and have gotten positive response.

We have also been working with the vendor for our para and micro transit database to explore efficiencies we might gain from comingling some of the services and are working on a plan to implement the first comingling in October. We'll bring a presentation to a later meeting once we have more details on how that will work.

We have had a change of personnel at the Chief Finance Officer position. I am excited to welcome Jason Jedry back to this position and look forward to some process improvements that we have identified in the department.

For detailed information, contact:

Elaine Clegg, CEO
eclegg@ridevrt.org,
(208) 258-2712



TOPIC	Finance and Administration Activity Report
DATE	April 7, 2025
STAFF MEMBER	Jason Jedry, Acting Chief Financial Officer

Summary

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

Highlights

Budget/Finance

- Finance staff continue to work on the final stages of the Oracle ERP system implementation
- Finance and Operations are working together to implement the Oracle EAM system
- Staff are preparing for the FY2024 audit
- The Acting CFO is working with budget managers on FY2026 budget planning

Grant Management

- Grants and Compliance Administrator is working on the following:
 - FTA grant applications
 - Active grant revisions/amendments
 - FY2025 Projects
 - Federal grant reconciling and reporting

Procurement

- Procurement and Contracts Specialist is working on:
 - Temporary Staffing Services
 - Renewable Natural Gas Credits
 - Transit Management Services Contract

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



TOPIC	Development Department Monthly Report
DATE	April 7, 2025
STAFF MEMBER	Stephen Hunt

Summary

Development Department activities for the April 2025 report.

Highlights

VRT Strategic Plan: Goal 1 – Demonstrate responsible stewardship of public resources

Performance Based Decision-making

- **FY2026 Budget Development** – Staff has begun meeting with funding partners about FY2026 budget requests. Staff is preparing system performance data for these meetings.

VRT Strategic Plan: Goal 2 – Increase Ridership and Revenue

Planning

- **Bus Stop Improvements** – Staff is doing quality control on the data in the bus stop inventory and master bus stop list. This analysis will identify deficiencies and guide efforts to prioritize future investments in bus stops and amenities including placement of benches acquired from Creative Outdoor Advertising.
- **Nampa – Caldwell Corridor Transit Oriented Development (TOD) Study** – Staff continues to work with HDR, Inc., the consultant VRT is working with on this project, holding regular project meetings, collecting data and responding to input from stakeholders.
- **Valley Connect 3.0 (VC 3.0)** – Jacobs Engineering, and staff held a third stakeholder meeting and will have drafts for each of the chapters by mid-April.
- **Towne Square Mall (TSM) Transit Center Improvements** – Staff is coordinating with City of Boise about required easements for transit so those can be better documented with property owner.

Mobility Integration

- **City Go/Transportation Demand Management (TDM)** – Staff has drafted a residential pass program including rates and identified potential opportunities for deployment. Staff has begun preparing a similar program for institution supported services similar to programs VRT currently has with the College of Western Idaho and Boise State University.

- **Reduced Fare Verification** – Staff provided an update for reduced fare verification and presented to the executive board.

VRT Strategic Plan: Goal 3 - Build Institutional and Regional Capacity

Regional Capital Enhancements

- **Orchard Facility Master Plan Update** – Staff worked with consultants finalized scope and fee for Orchard facility master plan update, including a review of forecasted fuel types. This review will revisit and refine electrical and other fuel source infrastructure needs.
- **Happy Day Transit Center Upgrades (HDTC)** – Staff continued work on temporary roof repairs at Happy Day Transit Center. Staff also met with and provided information to a private partner about potential energy investments at HDTC that could be leveraged to address critical heating, ventilation, and air conditioning (HVAC) replacement needs.
- **Main Street Station (MSS)** – Jacobs set the construction schedule of on-route charging infrastructure. It will begin in June. Staff also prepared MSS for Treefort and the Underground Roller Derby.
- **Nampa Pedestrian Improvements** – Staff began working with Nampa staff on pedestrian infrastructure improvements to transit stops on 16th Ave
- **Bus Stop Improvements** – Staff completed installing permanent signs at all bus stops with approved NEPA. Staff has begun coordinating with contractors to pilot real time information signs at several stops along the Fairview and State Street corridor. This pilot will inform they type of real-time information signs used throughout the system. The first signs may be in place by the end of April.

Regional Corridor Planning/Corridor Capital Investments

- **State Street Corridor Projects**
 - No updates on the final Paper Grant Agreement or the Letter of No Prejudice for the 2022 Rebuilding America's Infrastructure with Sustainability and Equity (RAISE) grant.
 - Staff is awaiting FTA approval of State Transportation Block Grant (STBG) funds which will be used to continue design of intersections at State and 23rd and 27th.
 - VRT staff continued coordination activity efforts to cover the Boise Valley Canal from Saxton to Bogart on State Street. This is a combined effort with Idaho Transportation Department (ITD), Ada County Highway District (ACHD), the City of Boise, and Capital City Development Corporation (CCDC) to prepare the right of way for entitled developments and future projects. The canal closure is a key milestone for the RAISE projects at Saxton and State as well as to advance the design at Bogart and State.



More Information

For detailed information, contact:

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

Joe Guenther, Capital Projects Manager, 208.258.2705, jguenther@rideVRT.org

Lisa Brady, Safe Routes to School Program Manager, 208-761-8507, lbrady@rideVRT.org

Kate Dahl, Principal Planner. 208.258.2715, kdahl@ridevrt.org

Duane Wakan, Mobility Integration Planner, 208.258.2750, dwakan@rideVRT.org

Alissa Taysom, Associate Planner, 208.258.2717, ataysom@rideVRT.org

Kyle Street, Programming Planner, 208.258.270, kstreet@rideVRT.org





TOPIC	Operations Department Staff Report
DATE	April 7, 2025
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 Highlights

Ada County Charging and Battery Electric Bus Update

The project to replace previous Proterra charging system to Rhombus Energy Solutions is complete. The software has been updated, faulty parts have been replaced, and new dispensers have been installed. The wiring issues has been resolved and five of the six chargers were commissioned at the end of February.

Valley Regional Transit (VRT) continues to work with Phoenix Motors, Inc. to try and get four buses back on the road. Two buses are down due to battery issues and one is down due to delayed replacement parts. Zenobe, the vendor that maintains the battery lease for VRT, is coordinating the repairs for battery issues with Phoenix. VRT will continue to work with the third-party vendors to get replacement parts to repair buses.

Beyond Access Service

The Acquisition of Service request for proposals was released on February 7. This procurement will procure service providers for the Beyond Access service. VRT did not receive enough proposals to not directly operate the Beyond Access service.

Miscellaneous

- VRT began a pilot to provide rides to any Saint Alphonsus and St. Luke's clinic under the Rides2Wellness program on November 1. On March 1, VRT extended service to Kuna residence. The pilot will continue and staff will continue to monitor ridership monthly to determine if any changes need to be made to the program to stay within the operating budget.
- VRT is finalizing a contract with a vendor for AI Predictive Maintenance on the Specialized Transit vehicle fleet. The vehicles have been piloting the new system for the last six months.
- VRT staff is working with transit contractors to adjust timing to some routes with on-time performance issues, following the service change in June 2024. The new schedules will go into effect in June.

Service Highlights

Canyon County

- Zero preventable safety events in February
- Intercounty on-time performance 75% for February
- On-demand on-time performance 73% for February
- ACCESS on-time performance 99% for February

Ada County Highlights

- Two preventable safety events in February
- Fixed-route on-time performance 79% for February
- ACCESS on-time performance 96% for February

Beyond Access Service

- Zero preventable safety events in February
- On-time performance 89% for February

Compliance

- Staff is at a standstill submitting the National Transit Database (NTD) report for fiscal year 2024. Due to the financial audit being delayed, VRT was not able to finalize report by February 28, 2025. The CEO is working with the finance team and will ensure report is submitted once all data has been compiled. VRT has kept the NTD analyst up to date on the issues VRT has been experiencing and will continue to do so.
- Working with VRT Safety Committee to complete update to the Public Transportation Agency Safety Plan (PTASP) and the Transit Asset Management (TAM) Group Plan.
- Staff is completing bus ride checks to recertify the automatic passenger counters (APC's) with NTD. APC's are required to be recertified every three years, once they are accepted. This will be VRT's second time recertifying the APC's.

Customer Service

- In February customer service answered 7,407 of 7,861 of all incoming calls. That is 94% of all phone calls that are to schedule or change a demand response ride, fixed-route information or general VRT calls. There were 407 abandoned calls. The average call time was 3 minutes, 19 seconds. The average hold time was 9 seconds.
- February City Go Pay mobile ticket sales totaled \$12,659.75.

More Information

For detailed information, contact:

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





TOPIC	Communications and Engagement Update
DATE	April 7, 2025
STAFF MEMBER	Jason Rose

Summary

This memo provides updates on current and future communications, engagement, and marketing efforts.

Highlights

The Communications and Engagement Team has started 2025 with energy and a focus on intention. If our mantra for 2024 was “Build,” this year is “Strategy.” With a newly organized staff and a lot of great brand elements and tools at the ready, we’re taking a look at our direction, goals, and strategies to drive toward our primary goal of attracting new riders. This work is being done in the context of goal setting at the executive management team level, which is creating the map for departmental direction and laying a good foundation for a future internal engagement initiative centered around a new business plan.

Outreach

The Communications and Engagement team is into the 2025 outreach season, which includes engagement with school partners, events, parades, travel training, and more. We’re currently solidifying and identifying opportunities for community engagement this year, such as the standard events we’ve participated in – Treefort, May in Motion, and summer initiatives – and bringing in new ones such as a bimonthly group How to Ride session, public art, enhanced infrastructure outreach, and route-focused engagement to attract riders.

Sales

Our sales team is showing a solid revenue start to the year, with \$316,000 fiscal year-to-date revenue. We’re projecting \$650,000 by the end of the fiscal year for fleet media. This is a conservative estimate and slightly under previous years’ sales numbers due to loss of large public/grant-based contracts and an increase in material and labor costs (nearly 50% reflected in the new fleet media wrap vendors we will be starting in February). However, we will be bringing bus benches into our media kit offerings in April, and the team will strive to exceed these initial projections. We are also in the process of updating our media kit and “advertise here” design assets to bring a fresh, attention-getting look for our advertising options. We anticipate rolling those out this spring.

Business Partnerships

We are heading into business partnerships in 2025 on the heels of a successful 2024 with 31 current pass program partnerships – 9 of which are City Go members – and nearly \$280,000 in revenue.

The team is also working on City Go branding and rate updates with the intention of creating a simpler, unified experience for participants and the public.

Marketing

Our marketing awareness campaign, Let's Ride, continues and features elements such as digital video, social media advertising, free ride promotions, physical advertising, a bus wrap, shelter wraps, new displays at Main Street Station, and an updated Boise Airport display. We are also adding new animations to infotainment videos, including those focused on the airport.

The campaign has been the successful recipient of a couple marketing commendations, including a "Marketing All-Star Award" from NextNW (alongside other award-winners like Adidas, Stanley, and Microsoft), and an APTA AdWheel first place award for an Integrated Brand Awareness and Ridership campaign. With the latter, there is an opportunity for a national Grand Award, which would be honored at the 2025 APTA TRANSform conference.

August

- Total impressions: 1,620,843
- Meta: 1.1 million impressions; 375,000 individuals
- ConnectedTV: 76,000 impressions; top performers were Samsung and Pluto; Hulu had highest viewer completion rate
- Digital OOH: 467,000 impressions (ads not served from midnight – 5 am)
- Website: 14% increase; avg session duration 5m19s, Organic traffic saw largest increase, month over month user increase of 17%
- Umo: downloads increased 31% MOM; increased 67% over the last three months compared to previous three; compared to August 2023, Umo downloads are up 51%

September

- Total impressions: 1,229,733
- Meta: 960,000 impressions; 500,000 individuals (increase in individuals, decrease in impressions)
- ConnectedTV: 76,000 impressions; Hulu produced the most impressions with highest viewer completion rate
- Digital OOH: dropped 57% (aligns with spend reduction)
- Website: 7% decrease; avg session duration 5m14s, Organic traffic saw largest increase, month over month user increase of 17%

October

- Total impressions: 1,739,618



- Meta: 1.37 million impressions; 518,000 individuals (3% reach increase and 43% impression increase over August)
- ConnectedTV: 76,000 impressions; average viewer completion rate of 99.04%; Hulu continues to lead with highest total impressions and second-highest viewer completion rate (VCR) of 99.66%, behind Disney with average VCR of 99.91%
- Digital OOH: 50% more impressions in October than September; nearly 1/3 of ads shown on Boise digital boards during peak morning drive (7 a.m. – 9 a.m., weekdays)
- Website: 5% total user increase, with an average session duration of 5m5s; traffic from paid Meta saw largest increase, followed by referral, Bing organic, and Google organic; top referral sources this month were from the City Go website and Boise Airport website; State Street route page saw a 22% increase this month

November

- Total impressions: 1,533,764
- Meta: 1.18 million impressions; 602,000 individuals; males & females 35-44 were highest click through demographic group
- ConnectedTV: 75,000 impressions; total average VCR 99.01%; Roku, Peacock, and Hulu delivered most impressions (66% total, combined)
- Digital OOH: 35% ads placed during morning weekday drive times; slight reduction in impressions consistent with campaign spend
- Website: 12% decrease in total users, with an average session of 5m01s

December

- Total impressions: 1,802,751
- Meta: 1.56 million impressions; 616,515 individuals, showing large increases from November; we also saw a 42% increase in landing page views from Meta ads
- TikTok: served nearly 270,000 impressions reached over 60,000 individuals this month
- ConnectedTV: 74,000 impressions; total average viewer completion rate (VCR) 98.98%; Roku, Peacock, and Hulu delivered most impressions (66% total, combined)
- Digital OOH: Consistent with November results
- Website: 5% decrease in total users; average session duration of 4m55s; traffic from paid Meta ads increased the most compared to November, while direct traffic and traffic from Bing reduced

January

- Total impressions: 650,827



- TikTok: nearly 330,000 impressions in January, a 23% increase over December
- ConnectedTV: more than 33,000 impressions with a total average total average viewer completion rate (VCR) 99.02%

February

- Total impressions: 1,795,908
- Meta: 1.48 million impressions to 641,891 individuals
- TikTok: served nearly 122,000 impressions in February (following an intentional shift in budgets to brace for seasonality)
- ConnectedTV: 44,312 impressions, a 32% increase over January
- Digital OOH: 150,681 impressions; inventory availability increased in February, resulting in 115% more impressions in February than January
- Website: 2% decrease in total users and a 9% increase in bounce rate compared to January; slight reduction in organic traffic

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TOPIC	Information Technology Monthly Report
DATE	April 7, 2025
STAFF MEMBER	Brad Alvaro

Summary

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

Projects

- Continue work on new Fare Collection/Mobile Ticking RFP
- Oracle Enterprise Resource Planning (ERP) system: Continue working with FourthSquare for minor production support issues and troubleshooting.
- Continue supporting Oracle Enterprise Asset Management (EAM) system: Worked with Avail (Fleetnet – legacy finance system) and FourthSquare on finalizing asset management data for Oracle. Continue to work with RF-Smart for new barcoding system that integrates with Oracle Cloud. RF-Smart was onsite for 1 week gathering additional requirements and configuration of scanners, printers, and other devices.
- FY2024 Service Changes. Continue to modify bus stops and routes in General Transit Feed Specification (GTFS) and bus head signs.

Support Services

- Continue to support Oracle user access and privileges
- Help Desk resolved 114 of 119 tickets received for February
- February 3rd Stop Changes in ETA Transit software (SPOT)
- Continue support and integration with FY2024 Service Change Programming
- Pilot kickoff for Realtime Information Displays
- Began testing of replacement helpdesk ticketing solutions
- Initiated and completed Cybersecurity training for users
- Two Gilig Bus installs and equipment
- Replaced 8 ETA Transit systems on buses

More Information

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