

Board of Directors Meeting Agenda

August 04, 2025

12:00 PM

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

This is an in-person meeting. If you are unable to participate in the meeting in-person, you may join via MSTEams at https://ridevrt.org/VRTBoard_Aug25 or by dialing in at **323-484-8960** Conference ID: **632 111 677#**

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 April 7, 2025, Special Board of Directors Meeting

Pages 5-7 | Paula Cromie

The Board of Directors is asked to approve the minutes from the April 7, 2025, special board meeting.

B. ACTION: Minutes of the April 7, May 5, and June 2, 2025, Executive Board Meetings

Pages 8-15 | Paula Cromie

The Board is asked to accept the minutes from the April 7, May 5, and June 2, 2025, Executive Board meetings.

C. ACTION: Payment Register 5-16-25 through 7-15-25

Pages 16-31 | Nick Leonardson

The Board of Directors is asked to accept the payment register covering the period 5-16-25 through 7-15-25.

D. ACTION: Avero Advisors Contract Modification

Pages 32-35 | Jason Jedry

Staff requests the Board of Directors consider approval of Resolution VBD25-027 and delegate authority to the Chief Executive Officer to authorize and execute a contract modification with Avero Advisors.

E. ACTION: ALL PRO Cleaning Janitorial Contract

Pages 36-39 | Joe Guenther

Staff requests the VRT Board approve Resolution VBD25-037 and corresponding Authorization for Expenditure and authorize the Chief Executive Officer to enter into a contract with All Pro Cleaning, LLC for janitorial services.

F. ACTION: ACTION: System Security and Emergency Preparedness Policy 06.05.00 Update

Pages 40-46 | Leslie Pedrosa

Staff requests the Board of Directors approve Resolution VBD25-030 and updates to Policy 6.05.00 System Security and Emergency Preparedness Plan.

G. ACTION: Transit Asset Management Targets for Fiscal Year

Pages 47-49 | Leslie Pedrosa

Staff requests the Board of Directors accept the Transit Asset Management Targets for fiscal year 2025.

H. ACTION: Transit Asset Management Group Plan Update

Pages 50-110 | Leslie Pedrosa

Staff requests the Board of Directors approve Resolution VBD25-032 and updates to the Transit Asset Management Group Plan.

I. ACTION: Reasonable Accommodation/Modification Policy 6.00.04 Updates

Pages 111-117 | Leslie Pedrosa

Staff requests the Board of Directors approve Resolution VBD25-029 and updates to Policy 6.00.04 Reasonable Accommodation/Modification.

J. ACTION: Annual Budget Development Process Policy 5.18.00 (G) Update

Pages 118-135 | Jason Jedry

Staff requests the Board consider approval of Resolution VBD25-035. No substantive changes were made to the policy.

K. ACTION: Procurement Policy

Pages 136-267 | Jason Jedry

Staff requests the Board approve RESOLUTION VBD25-026 and the updated Procurement Policy, Policy Number 1.03.00 (G).

L. ACTION: Public Records and Records Retention Policy Update

Pages 268-279 | Jason Rose

This is an action item. The Board of Directors is asked to consider approval of Resolution VBD25-038 regarding an updated public records and records retention policy.

M. ACTION: Agency Safety Plan Update

Page 280-348 | Leslie Pedrosa

Staff recommends the Board of Directors approve Resolution VBD25-031 and the updated Agency Safety Plan.

N. ACTION: Genfare Electronic Farebox Mobile Ticketing System

Pages 349-352 | Brad Alvaro

The Board of Directors is asked to consider approval of Resolution VBD25-034 Genfare Electronic Farebox Mobile Ticketing System and corresponding Authorization for Expenditure.

IV. Special Item(s)

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

VI. Public Hearing

A. ACTION: PUBLIC HEARING - FY2026 Operating and Capital Budget and Unified Planning Work Program

Pages 353-369 | Jason Jedry

Prior to the public hearing, Valley Regional Transit staff will present the final preliminary FY2026 Operating and Capital Budgets. The VRT Chair will then conduct a public hearing and take formal comments on the FY2026 budget. Following the public hearing, the Board will have the opportunity to vote on the budget.

B. ACTION: PUBLIC HEARING - Disposal of Assets

Pages 370-375 | Leslie Pedrosa

Prior to the public hearing, staff will present the list of items slated for disposal in fiscal year 2026.

VII. Action Items

A. ACTION: Disposal of Assets

Pages 370-375 | Leslie Pedrosa

Following the public hearing, the Board will consider for approval Resolution VBD25-033 Disposal of Assets.

B. ACTION: Renewable Natural Gas Credits

Pages 376-379 | Joseph Guenther

Staff requests the Board of Directors to approve Resolution VBD25-028 and direct staff to enter into a professional services agreement with US Energy to process Renewable Energy Credits on behalf of VRT.

C. ACTION: Legislative Policy Position Update

Pages 380-381 | Elaine Clegg

Staff will outline the positions VRT has taken on policies with federal partners and request the Board of Directors approve the position VRT has taken and have staff continue work with these partners.

VIII. Information Items

A. INFORMATION: Area Agency on Aging Funding Reduction

Page 382 | Leslie Pedrosa

VRT staff has provided information to the Executive Board regarding a reduction in funding from the Area Agency on Aging.

B. INFORMATION: FY2025 Procurement Calendar

Page 383 | Jason Jedry

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

IX. 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) Personnel Hiring, (b) Personnel Issues, (c) Land Aquisition, (d) Records Exempt from Public Disclosure, (e) Trade Negotiations, (f) Pending/Probably Litigation, (i) Insurance Claims, (j) Labor Contract, I.C. 74-206(1). An action by the VRT Board may follow the Executive Session.

X. Department/Staff Reports

A. INFORMATION: Department/Staff Reports

Pages 384-419 | Staff

The most current department/staff reports were included in the packet for information. Board members are encouraged to read them as they contain very valuable information not presented at the meeting.

XI. Adjournment

Agenda order is subject to change.

Next VRT Board of Directors Meeting:

October 6, 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.

SPECIAL - Board of Directors Meeting Minutes

June 09, 2025

10:30 AM

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

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Jason Brinkman, ITD	Ryan Davidson, Ada County Comm.	Brad Alvaro, VRT
John Brunelle, Capital City Development	Tom Dayley, Ada County Commission	Bre Brush, City of Boise
Mike Dittenber, City of Caldwell	Dave Hershey, City of Star	Elaine Clegg, VRT
John Evans, City of Garden City	Rob Fisher, City of Greenleaf	Paula Cromie, VRT
Jeff Flynn, CWI	Greg Rast, Canyon County Comm	Kate Dahl, VRT
Ashley Ford-Squyres, Meridian Dev. Corp.	Dale Reynolds, City of Nampa	Gregg Eisenberg, TransDev
Caleb Hood, City of Meridian	Joe Stear, City of Kuna	Jeannette Ezell, VRT
Lantz McGinnis-Brown, Boise State		Jeremy Gianchetta, VRT
Lauren McLean, City of Boise		Susan Hafner
Jordan Morales, City of Boise		Stephen Hunt, VRT
Todd Lavoie, City of Meridian		Jason Jedry, VRT
Alexis Pickering, ACHD		Hailee Lenhart-Wees, VRT
Helen Russell, City of Eagle		Nick Leonardson, VRT
Jarom Wagoner, Caldwell		Tom Mortell, Hawley Troxell
		James Mundell, VRT
		Leslie Pedrosa, VRT
		Ken Pidjeon, Citizen
		Jason Rose, VRT
		Alissa Taysom, VRT
		Jarod Varner, TransDev
		Corrie Washington, TransDev

- I. **Calling of the Roll** - Chair Lauren McLean called the meeting to order at 10:30 a.m., 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: Appoint Jason Jedry to Boise Municipal Health Care Trust**
RESOLUTION VBD25-023 to appoint Jason Jedry to replace Elaine Clegg as the representative to the Boise Municipal Health Care Trust.
 - B. **ACTION: Personnel Plus Temporary Staffing Services**
RESOLUTION VBD25-025 to continue using Personnel Plus Temporary Staffing Services during the procurement period not to exceed \$300,000.

Alexis Pickering moved to approve the consent agenda as presented; Ashley Ford-Squye seconded. The motion passed unanimously.

Item III. A.

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

Ken Pidjeon raised concerns about the VRT bid process, questioning the decision to award a bid that is 23% higher than the lowest bid and suggesting a conflict of interest among evaluators.

V. Information Items

A. SPECIAL BUSINESS - Procurement Protest

Chair Lauren McLean outlined the process for addressing the procurement protest, including presentations from TransDev and VRT staff. Each entity had 10 minutes to present their point of view, starting with TransDev. VRT follow-up with 10 minutes of responding to concerns presented. TransDev followed up with a five-minute rebuttal.

Jarod Varner and Gregg Eisenberg, from TransDev presented their protest, highlighting concerns about conflict of interest, transparency, and fiscal responsibility in the VRT bid process.

Tom Mortell, VRT legal counsel explained Idaho law regarding procurement protests and explained VRT had followed the correct process.

Elaine Clegg began by thanking TransDev for their years of service.

Elaine Clegg, Kevin Womak and Leslie Pedrosa, all VRT staff, responded to the protest, explaining the procurement process, addressing the conflict of interest, and defending the evaluation criteria and scoring.

Board members discussed the protest and following discussion a roll call vote was taken and all present board members voted to deny the protest with the exception of Lantz McGinnis-Brown and Jarom Wagoner, who abstained.

Roll call vote:

Alexis Pickering

John Brunelle

Jeff Flynn

Ashley Ford-Squyers

Jordan Morales

Lauren McLean

Mike Dittenber

Helen Russell

Todd Lavoie

Mark Steuer

Jason Brinkman

John Evans

Lantz-McGinnis-Brown (abstained)

Jarom Wagoner (abstained)

VI. Action Items

A. ACTION: Transit Management Services Contract with MV Transportation

Alexis Pickering moved to approve Resolution VBD25-024 and delegate authority to the CEO to negotiate and finalize a contract with MV Transportation (RFP REG-BASE-25-2) to provide

transit management services in Ada and Canyon counties; John Evans seconded. The motion passed unanimously.

Item III. A.

VII. Executive Session - None

VIII. Adjournment – The meeting was adjourned at 11:11 per motion by Alexis Pickering and second by John Evans.

Next VRT Board of Directors Meeting:

August 4, 2025

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

Executive Board Meeting Minutes

April 07, 2025

11:00 AM

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

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Lantz Brown, Boise State	Todd Lavoie, City of Meridian	Elaine Clegg, VRT
Tom Dayley, Ada County	Alexis Pickering, ACHD	Paula Cromie, VRT
Debbie Kling, City of Nampa	Greg Rast, Canyon County	Kate Dahl, VRT
Lauren McLean, City of Boise		Brad Alvaro, VRT
Dale Reynolds, City of Nampa		Jeannette Ezell, VRT
Joe Stear, City of Kuna		Gregg Eisenberg, VRT
Jarom Wagoner, Caldwell		Kathleen Godfrey, VRT
		Jose Hernandez, VRT
		Stephen Hunt, VRT
		Jason Jedry, VRT
		Lila Klopfenstein, COMPASS
		Hailee Lenhart-Wees, VRT
		Nick Moore, VRT
		James Mundell, VRT
		Leslie Pedrosa, VRT
		Ken Pidjeon, Citizen
		Melody Roper, VRT
		Jason Rose, VRT
		Deeann Solis, RAC
		Walter Steed, RAC
		Nicole Stern
		Kyle Street, VRT
		Alyssa Taysom, VRT
		Duane Wakan, VRT

- I. **Calling of the Roll** – Chair Lauren McLean called the meeting to order at 11:03, 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: Minutes from the March 3, 2025, Executive Board Joint Meeting with the Regional Advisory Council**
Debbie Kling moved to approve the consent agenda as presented; Lantz McGinnis-Brown seconded. The motion passed unanimously.

IV. Executive Board - Action Items

A. ACTION: Acquisition of Services Provider Contract with Metro Community Services

Leslie Pedrosa gave a brief overview of the Acquisition of Services Provider Contract with Metro Community Services.

Following discussion, Debbie Kling moved to approve Resolution VEB25-005 to delegate authority to the CEO to negotiate and finalize a contract with Metro Community Services to continue as a service provider for the Beyond Access service; Joe Stear seconded. The motion passed unanimously.

B. ACTION: VRT Project Prioritization for Ada County Highway District (ACHD) Five Year Work Plan (FYWP)

Kate Dahl presented a summary of capital projects on streets and roadways within ACHD's jurisdiction that VRT has prioritized as most beneficial to transit operations including pedestrian improvements, bus stop improvements, and intersection and roadway improvements which improve transit operations.

Discussion ensued on broadening the project purpose beyond pedestrian.

Lantz McGinnis-Brown moved to approve Resolution VEB25-003 for VRT project prioritization for Ada County Highway District (ACHD) Five Year Work Plan (FYWP); Jarom Wagoner seconded. The motion passed.

C. ACTION: Pay and Step Scale and FY2026 Compensation Schedule

Elaine Clegg presented a proposed Pay and Step Scale and FY2026 Compensation Schedule.

Following discussion, Debbie Kling moved to direct staff to develop the budget based on the adjusted salary scheduled; Jarom Wagoner seconded. The motion passed unanimously.

V. Executive Board - Information Items

A. INFORMATION: Reduced Fare Verification Process Update

Duane Wakan presented an update on the reduced verification process, looking for feedback from the Executive Board.

Debbie Kling would like staff to show the return of investment/fiscal impact and present the information to the August Board of Directors meeting. (cost recovery of evasion)

Consider bringing the process to those who cannot make it to one of the main offices.

Consider access for students who are home schooled and don't have student ID cards/alternate form of ID

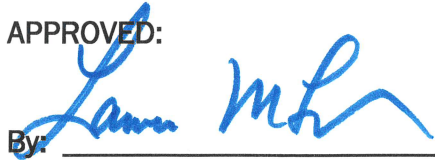
Consider adding an RFD sticker to student ID so you don't have additional card cost.

VI. Executive Session - None

VII. Adjournment – The meeting adjourned at 12:00.

Valley Regional Transit Executive Board Meeting Minutes
May 5, 2025, 2025
VRT Board Room
700 NE 2nd Street – Board Room
Meridian, Idaho

APPROVED:



By: _____
Lauren McLean, Chairman of the Board

ATTEST:

By: 
Paula Cromie, Executive Assistant
Valley Regional Transit

Executive Board Meeting Agenda

May 05, 2025

11:00 AM

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Lantz Brown, Boise State	Tom Dayley, Ada County	Elaine Clegg, VRT
Debbie Kling, City of Nampa	Lauren McLean, City of Boise	Paula Cromie, VRT
Todd Lavoie, City of Meridian	Jordan Morales, City of Boise	Brad Alvaro, VRT
Alexis Pickering, ACHD		Jeannette Ezell, VRT
Greg Rast, Canyon County		Joe Guenther, VRT
Dale Reynolds, City of Nampa		Jose Hernandez, VRT
Joe Stear, City of Kuna		Stephen Hunt, VRT
Jarom Wagoner, Caldwell		Jason Jedry, VRT
		Lila Klopfenstein, COMPASS
		Hailee Lenhart-Wees, VRT
		Nick Leonardson, VRT
		Rob Lowe, VRT
		Adam McCoy
		James Mundell, VRT
		Leslie Pedrosa, VRT
		Randy Reese, VRT
		Jason Rose, VRT
		Nicole Stern
		Kyle Street, VRT
		Alyssa Taysom, VRT
		Duane Wakan, VRT

I. **Calling of the Roll** Chair-Elect Alexis Pickering called the meeting to order with a quorum present by phone and in-person at 11:02.

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

III. **Consent Agenda**

The consent agenda consisted of the following:

A. **ACTION: Payment Register 3-16-25 through 4-15-25**

B. **ACTION: Thompson Consulting Group Contract Modification**

RESOLUTION VEB25-006 Thompson Consulting Group Contract Modification and the corresponding Authorization for Expenditure.

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

IV. Executive Board - Action Items - None

Item III. B.

V. Executive Board - Information Items

A. INFORMATION: Main Street Station Closure

Elaine Clegg brought the Executive Board up to date on the 2022 Low-No grant for Main Street Station upgrades and bus replacements. After early assurances that the grants underway would not be impacted a series of federal reviews by the new administration threatened the scheduled construction date of June 9. Staff received confirmation late Friday afternoon, May 2, that the grant was approved, and we were able to execute the agreement and obligate the funding. May 2 was the deadline to cancel contracts on the project without financial penalty. Clegg shared that VRT is grateful that we can go forward instead. Clegg expressed thanks to VRT's many partners who offered support and help including Senator Crapo, Senator Risch, Representative Simpson, CTAA, our regional FTA Administrator, the FTA Director and the U.S. Department of Transportation. Because of the bi-partisan collaboration shown nationally, an additional 32 other public transportation entities across the country were able to obligate previously awarded funding to move their projects forward as well.

B. INFORMATION: FY2025 Procurement Calendar

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

VIII. Adjournment – The meeting was adjourned at 11:09 a.m.

Next VRT Executive Board Meeting:

June 2, 2025

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

Executive Board Meeting Minutes

June 02, 2025

11:00 AM

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

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Lantz Brown, Boise State	Greg Rast, Canyon County	Brad Alvaro, VRT
Tom Dayley, Ada County	Dale Reynolds, City of Nampa	Elaine Clegg, VRT
Debbie Kling, City of Nampa		Justin Cranney, Hawley Troxell
Todd Lavoie, City of Meridian		Paula Cromie, VRT
Lauren McLean, City of Boise		Jeannette Ezell, VRT
Alexis Pickering, ACHD		Gregg Eisenberg, VRT
Joe Stear, City of Kuna		Joe Guenther, VRT
Jarom Wagoner, Caldwell		Natalie Hilde, Thompson Consulting
		Stephen Hunt, VRT
		Jason Jedry, VRT
		Lila Klopfenstein, COMPASS
		Hailee Lenhart-Wees, VRT
		Nick Leonardson
		Rob Lowe, VRT
		Nick Moran, VRT
		James Mundell, VRT
		Leslie Pedrosa, VRT
		Ken Pidjeon, Citizen
		Sean Powers, TVT
		Randy Reese, VRT
		Melody Roper, VRT
		Jason Rose, VRT
		Kimberly Shoen, ICRMP
		Nicole Stern, ACHD
		Kevin Womak, VRT

- I. **Calling of the Roll** - The meeting was called to order at 11:03, with a quorum present by phone and in person.
- II. **Agenda Additions/Changes** – Item IV-B to be deferred to June 9 special board of directors meeting for consideration.
- III. **Consent Agenda**
Consent agenda items consisted of the following:
 - A. **ACTION: Minutes of the May 5, 2025, Executive Board Meeting**
 - B. **FY2026 Budget Public Hearing Date**

The Executive Board set the public hearing date for the FY2026 budget for August 4, 2025 at the regularly scheduled Board meeting.

C. ACTION: Asset Disposal Public Hearing Request

The Executive Board set the public hearing to be held at the VRT Board Meeting at 12:00 pm on August 4, 2025, to notify the public of assets slated for disposal and provide an opportunity for public comment.

D. ACTION: Payment Register 4-16-25 through 5-15-25

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

IV. Executive Board - Action Items

A. ACTION: FY2026 Preliminary Budget

Jason Jedry, CFO, reviewed the proposed FY2026 preliminary budget. Following discussion, Alexis Pickering moved to recommend approval by the Board of Directors, with changes, if any, and release the budget for public review; Joe Stear seconded. The motion passed unanimously.

B. ACTION: Transit Management Services Contract with MV Transportation

Chair Lauren McLean made a motion to defer this item to a June 9 special Board of Directors meeting where it will be presented for consideration of approval; Debbie Kling seconded. The motion passed unanimously.

C. Federal Legislative Update

Elaine Clegg provided an update on federal legislative issues, including local match parity, bus replacements and expansion, Highway Trust Fund support, and various reform proposals. Following discussion Alexis Pickering made a motion to support Elaine's continued efforts on federal legislative issues; Joe Stear seconded. The motion passed unanimously.

D. ACTION: Proposed Agenda for the August 4, 2025, Board of Directors Meeting

Elaine Clegg presented the proposed agenda for the August 4, 2025, Board of Directors meeting to the Executive Board. Joe Stear moved to approve the agenda acknowledging staff may need to add or remove items; Alexis Pickering seconded. The motion passed unanimously.

V. Executive Board - Information Items

A. INFORMATION: FY2025 Procurement Calendar

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

VI. Executive Session

The Executive Board convened into Executive Session at 11:29 Pursuant to Idaho Code 74-206, identifying specific paragraphs b) Personnel Issues, and f) Pending/Probable Litigation by a motion from Lauren McLean and seconded by Alexis Pickering. The motion passed unanimously.

Roll call was taken. Board members present were Chair Lauren McLean, Alexis Pickering, Jarom Wagoner, Debbie Kling, Joe Stear, Todd Lavoie, Tom Dayley and Lantz McGinnis-Brown.

The Executive Session closed at 11:56, with no actions taken during the meeting.

VII. 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 very important information.

VIII. Adjournment – The meeting was adjourned at 11:56.

Item III. B.

Next VRT Executive Board Meeting:

August 4, 2025, (followed by the Board of Directors meeting)

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642



TOPIC	Payment Register
DATE	August 4, 2025
STAFF MEMBER	Nick Leonardson

Staff Recommendation/Request

The Board of Directors will have the opportunity to review and consider accepting the May 16, 2025 to July 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:

May 16, 2025 to July 15, 2025 payment register

For detailed information, contact:

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

Payment Register 5/16/25 - 7/15/25

Payment Number	Payment Date	Vendor Name	Invoice Amount	Purchasing Category
100421	2025-06-06	Access Idaho-26682	73.28	Employee_Screening
52225	2025-06-27	Action Garage Door, Inc.	280.00	Garage_Door_Services
51956	2025-05-16	Adame Construction Inc.	7,200.00	Labor_Services
51956	2025-05-16	Adame Construction Inc.	1,700.00	Labor_Services
52038	2025-06-06	AdaRide.Com, LLC	7,824.00	Services
52109	2025-06-13	Adobe, Inc.	884.61	Subscriptions
52242	2025-06-27	Advanced Communications, Inc	17,967.20	Subscriptions
52165	2025-06-23	Alexander Clark Printing	5,433.00	Marketing
52092	2025-06-06	Alexander Hackett	110.00	Employee reimbursement
51926	2025-05-16	Allen, Daniel	100.00	Employee reimbursement
52124	2025-06-20	Allen, Daniel	95.40	Employee reimbursement
51993	2025-05-16	All-Pro Commercial Cleaning, LLC	1,697.25	Services
52074	2025-06-06	All-Pro Commercial Cleaning, LLC	4,763.75	Services
51993	2025-05-16	All-Pro Commercial Cleaning, LLC	1,905.50	Services
52230	2025-06-27	All-Pro Commercial Cleaning, LLC	1,905.50	Services
52230	2025-06-27	All-Pro Commercial Cleaning, LLC	4,763.75	Services
52067	2025-06-06	Alternative Hose	106.88	Department_Supplies
52181	2025-06-23	Alternative Hose	213.76	Department_Supplies
51984	2025-05-16	AMAZON.COM SERVICES, INC.	19.99	Department_Supplies
51984	2025-05-16	AMAZON.COM SERVICES, INC.	25.49	Department_Supplies
51984	2025-05-16	AMAZON.COM SERVICES, INC.	50.99	Department_Supplies
52065	2025-06-06	AMAZON.COM SERVICES, INC.	256.49	Department_Supplies
51984	2025-05-16	AMAZON.COM SERVICES, INC.	39.99	Department_Supplies
51984	2025-05-16	AMAZON.COM SERVICES, INC.	25.49	Department_Supplies
52226	2025-06-27	AMAZON.COM SERVICES, INC.	17.98	Department_Supplies
51984	2025-05-16	AMAZON.COM SERVICES, INC.	39.99	Department_Supplies
52065	2025-06-06	AMAZON.COM SERVICES, INC.	36.99	Department_Supplies
51984	2025-05-16	AMAZON.COM SERVICES, INC.	5.12	Department_Supplies
52176	2025-06-23	AMAZON.COM SERVICES, INC.	229.99	Department_Supplies
51984	2025-05-16	AMAZON.COM SERVICES, INC.	39.98	Department_Supplies
52176	2025-06-23	AMAZON.COM SERVICES, INC.	-39.99	Department_Supplies
51984	2025-05-16	AMAZON.COM SERVICES, INC.	19.99	Department_Supplies
52176	2025-06-23	AMAZON.COM SERVICES, INC.	43.39	Department_Supplies
52176	2025-06-23	AMAZON.COM SERVICES, INC.	25.99	Department_Supplies
52176	2025-06-23	AMAZON.COM SERVICES, INC.	129.00	Department_Supplies
51984	2025-05-16	AMAZON.COM SERVICES, INC.	107.94	Department_Supplies
51984	2025-05-16	AMAZON.COM SERVICES, INC.	102.94	Department_Supplies
52176	2025-06-23	AMAZON.COM SERVICES, INC.	17.00	Department_Supplies
52176	2025-06-23	AMAZON.COM SERVICES, INC.	29.99	Department_Supplies
52241	2025-06-27	American Mechanical Corporation	1,101.18	HVAC_Services
52014	2025-06-06	Anthony, Elizabeth	158.90	Volunteer reimbursement
52236	2025-06-27	Anthony, Elizabeth	172.90	Volunteer reimbursement
52155	2025-06-23	AppRiver, LLC	1,903.14	Subscriptions
51921	2025-05-16	Ashbrook, Lewis	50.00	Employee reimbursement
52117	2025-06-20	Ashbrook, Lewis	50.00	Employee reimbursement
51950	2025-05-16	Avero, LLC	3,945.00	Services
51950	2025-05-16	Avero, LLC	5,305.00	Services
52147	2025-06-23	Avero, LLC	3,672.50	Services
51950	2025-05-16	Avero, LLC	30.00	Services
51959	2025-05-16	A-Z Bus Sales, Inc	-140.31	Parts
52153	2025-06-23	A-Z Bus Sales, Inc	-149.67	Parts
51959	2025-05-16	A-Z Bus Sales, Inc	518.84	Parts
51959	2025-05-16	A-Z Bus Sales, Inc	493.13	Parts
51959	2025-05-16	A-Z Bus Sales, Inc	445.64	Parts
51959	2025-05-16	A-Z Bus Sales, Inc	56.08	Parts
52035	2025-06-06	A-Z Bus Sales, Inc	394.34	Parts
52035	2025-06-06	A-Z Bus Sales, Inc	209.48	Parts
52035	2025-06-06	A-Z Bus Sales, Inc	81.71	Parts
52035	2025-06-06	A-Z Bus Sales, Inc	1,125.56	Parts
52035	2025-06-06	A-Z Bus Sales, Inc	187.25	Parts
52153	2025-06-23	A-Z Bus Sales, Inc	149.67	Parts
52153	2025-06-23	A-Z Bus Sales, Inc	177.89	Parts
52246	2025-06-27	A-Z Bus Sales, Inc	475.67	Parts

52246	2025-06-27	A-Z Bus Sales, Inc	794.67 Vehicle_Maintenance
52246	2025-06-27	A-Z Bus Sales, Inc	303.85 Parts
52246	2025-06-27	A-Z Bus Sales, Inc	100.64 Parts
52246	2025-06-27	A-Z Bus Sales, Inc	706.53 Parts
52153	2025-06-23	A-Z Bus Sales, Inc	567.11 Parts
51936	2025-05-16	Barber, Richard P	46.20 Volunteer reimbursement
52106	2025-06-06	Bennett, Karri	174.88 Employee reimbursement
51948	2025-05-16	Black Signs of Idaho, Inc.	50.00 Miscellaneous_Expenses
52144	2025-06-23	Black Signs of Idaho, Inc.	50.00 Miscellaneous_Expenses
100438	2025-06-20	Boise City Utility Billing	382.55 Utility
100413	2025-05-16	Boise City Utility Billing	421.45 Utility
100401	2025-05-16	Boise Cylinder Head Service, Inc.	3,233.90 Parts
100445	2025-06-20	Boise Cylinder Head Service, Inc.	4,599.00 Parts
52086	2025-06-06	Boise Municipal Health Care Trust	70,529.24 Insurance premium
52219	2025-06-27	Bolen's Control House Inc.	109.20 Department_Supplies
100403	2025-05-16	Brady Industries of Idaho, LLC	4.00 Janitorial_and_Toilettry_Supplies
52130	2025-06-20	Brett's Lawn Care Inc	1,190.44 Services
52130	2025-06-20	Brett's Lawn Care Inc	393.89 Services
100439	2025-06-20	Cable One Inc	166.94 Utility
100414	2025-05-16	Cable One Inc	178.94 Utility
51965	2025-05-16	Career Uniforms Partners	377.45 Uniforms_and_Accessories
51965	2025-05-16	Career Uniforms Partners	92.20 Uniforms_and_Accessories
51965	2025-05-16	Career Uniforms Partners	76.05 Uniforms_and_Accessories
51965	2025-05-16	Career Uniforms Partners	76.75 Uniforms_and_Accessories
52048	2025-06-06	Career Uniforms Partners	250.15 Uniforms_and_Accessories
52048	2025-06-06	Career Uniforms Partners	199.75 Uniforms_and_Accessories
51965	2025-05-16	Career Uniforms Partners	163.75 Uniforms_and_Accessories
52048	2025-06-06	Career Uniforms Partners	87.20 Uniforms_and_Accessories
52048	2025-06-06	Career Uniforms Partners	210.65 Uniforms_and_Accessories
52048	2025-06-06	Career Uniforms Partners	159.95 Uniforms_and_Accessories
52048	2025-06-06	Career Uniforms Partners	169.65 Uniforms_and_Accessories
52048	2025-06-06	Career Uniforms Partners	199.00 Uniforms_and_Accessories
52048	2025-06-06	Career Uniforms Partners	129.60 Uniforms_and_Accessories
52160	2025-06-23	Career Uniforms Partners	337.00 Uniforms_and_Accessories
51935	2025-05-16	Carlson, Deborah	40.00 Employee reimbursement
51976	2025-05-16	Catapult3, Inc.	11,486.12 Marketing
51976	2025-05-16	Catapult3, Inc.	6,000.00 Marketing
51976	2025-05-16	Catapult3, Inc.	9,074.43 Marketing
52056	2025-06-06	Catapult3, Inc.	656.80 Marketing
52056	2025-06-06	Catapult3, Inc.	9,125.00 Marketing
52056	2025-06-06	Catapult3, Inc.	5,182.22 Marketing
52169	2025-06-23	Catapult3, Inc.	9,074.43 Marketing
52220	2025-06-27	Catapult3, Inc.	9,074.43 Marketing
52047	2025-06-06	Center for Transportation & Environment	6,000.00 Engineering_Consultants
51964	2025-05-16	Center for Transportation & Environment	11,000.00 Engineering_Consultants
52136	2025-06-23	CenturyLink	414.47 Utility
52016	2025-06-06	CenturyLink	459.33 Utility
52136	2025-06-23	CenturyLink	35.02 Utility
51937	2025-05-16	CenturyLink	35.02 Utility
52136	2025-06-23	CenturyLink	70.04 Utility
51937	2025-05-16	CenturyLink	70.04 Utility
52136	2025-06-23	CenturyLink	438.47 Utility
51937	2025-05-16	CenturyLink	402.27 Utility
52136	2025-06-23	CenturyLink	311.45 Utility
51937	2025-05-16	CenturyLink	296.00 Utility
52136	2025-06-23	CenturyLink	196.99 Utility
51937	2025-05-16	CenturyLink	197.03 Utility
52205	2025-06-27	Charles Hill	62.72 Employee reimbursement
51992	2025-05-16	Christensen, Inc	5,070.46 Fuel
51992	2025-05-16	Christensen, Inc	977.90 Oil_&_Lubes
52073	2025-06-06	Christensen, Inc	828.96 Parts
52073	2025-06-06	Christensen, Inc	4,912.27 Fuel
52073	2025-06-06	Christensen, Inc	4,660.70 Oil_&_Lubes
52187	2025-06-23	Christensen, Inc	4,575.64 Fuel
52187	2025-06-23	Christensen, Inc	749.10 Oil_&_Lubes
52229	2025-06-27	Christensen, Inc	4,809.11 Fuel

52187	2025-06-23	Christensen, Inc	58.67
52178	2025-06-23	City of Boise	9,240.50 Land rent
100437	2025-06-20	City of Caldwell Water Department	1,022.70
100412	2025-05-16	City of Caldwell Water Department	87.48
100437	2025-06-20	City of Caldwell Water Department	128.87
100412	2025-05-16	City of Caldwell Water Department	128.87
100434	2025-06-20	City of Garden City	74.10
100408	2025-05-16	City of Garden City	84.75
52080	2025-06-06	Clean Energy	15,486.16 CNG
51998	2025-05-16	Clean Energy	7,774.00 Services
51998	2025-05-16	Clean Energy	702.00 Services
51929	2025-05-16	COBBLESTONE OPCO, LLC	154.00 Vehicle_Maintenance
52128	2025-06-20	COBBLESTONE OPCO, LLC	175.00 Vehicle_Maintenance
52164	2025-06-23	Commercial Tire, Inc	1,019.46 Vehicle_Maintenance
52083	2025-06-06	Commercial Tire, Inc	1,421.24 Auto_Parts
52002	2025-05-16	Commercial Tire, Inc	27.02 Auto_Parts
52002	2025-05-16	Commercial Tire, Inc	173.60 Auto_Parts
52002	2025-05-16	Commercial Tire, Inc	294.98 Auto_Parts
52002	2025-05-16	Commercial Tire, Inc	306.85 Auto_Parts
52002	2025-05-16	Commercial Tire, Inc	863.80 Department_Supplies
52083	2025-06-06	Commercial Tire, Inc	347.05 Auto_Parts
52083	2025-06-06	Commercial Tire, Inc	402.95 Auto_Parts
52083	2025-06-06	Commercial Tire, Inc	173.60 Auto_Parts
52083	2025-06-06	Commercial Tire, Inc	174.60 Auto_Parts
52194	2025-06-23	Commercial Tire, Inc	214.49 Auto_Parts
52194	2025-06-23	Commercial Tire, Inc	174.60 Auto_Parts
52194	2025-06-23	Commercial Tire, Inc	2,073.31 Auto_Parts
52194	2025-06-23	Commercial Tire, Inc	172.00 Auto_Parts
52194	2025-06-23	Commercial Tire, Inc	189.90 Auto_Parts
52235	2025-06-27	Commercial Tire, Inc	88.50 Auto_Parts
52235	2025-06-27	Commercial Tire, Inc	255.00 Auto_Parts
52235	2025-06-27	Commercial Tire, Inc	288.80 Auto_Parts
52235	2025-06-27	Commercial Tire, Inc	719.75 Auto_Parts
52235	2025-06-27	Commercial Tire, Inc	171.00 Auto_Parts
52235	2025-06-27	Commercial Tire, Inc	216.15 Auto_Parts
52235	2025-06-27	Commercial Tire, Inc	173.60 Auto_Parts
52235	2025-06-27	Commercial Tire, Inc	265.55 Auto_Parts
52235	2025-06-27	Commercial Tire, Inc	173.60 Auto_Parts
52235	2025-06-27	Commercial Tire, Inc	229.90 Auto_Parts
52083	2025-06-06	Commercial Tire, Inc	22.01 Auto_Parts
52002	2025-05-16	Commercial Tire, Inc	161.00 Auto_Parts
52002	2025-05-16	Commercial Tire, Inc	151.95 Auto_Parts
52002	2025-05-16	Commercial Tire, Inc	16.00 Auto_Parts
52002	2025-05-16	Commercial Tire, Inc	16.00 Auto_Parts
52002	2025-05-16	Commercial Tire, Inc	402.24 Auto_Parts
52002	2025-05-16	Commercial Tire, Inc	8.25 Auto_Parts
52002	2025-05-16	Commercial Tire, Inc	1,293.90 Parts
52002	2025-05-16	Commercial Tire, Inc	1,645.78 Auto_Parts
52002	2025-05-16	Commercial Tire, Inc	1,645.78 Auto_Parts
52002	2025-05-16	Commercial Tire, Inc	156.90 Tires_and_Services
52002	2025-05-16	Commercial Tire, Inc	16.50 Auto_Parts
52002	2025-05-16	Commercial Tire, Inc	16.50 Auto_Parts
52002	2025-05-16	Commercial Tire, Inc	1,552.88 Auto_Parts
52002	2025-05-16	Commercial Tire, Inc	1,645.78 Auto_Parts
52002	2025-05-16	Commercial Tire, Inc	64.00 Auto_Parts
52002	2025-05-16	Commercial Tire, Inc	16.00 Auto_Parts
52002	2025-05-16	Commercial Tire, Inc	402.24 Auto_Parts
52002	2025-05-16	Commercial Tire, Inc	1,206.72 Auto_Parts
52083	2025-06-06	Commercial Tire, Inc	218.00 Auto_Parts
52083	2025-06-06	Commercial Tire, Inc	161.00 Auto_Parts
52083	2025-06-06	Commercial Tire, Inc	99.95 Auto_Parts
52083	2025-06-06	Commercial Tire, Inc	1,404.00 Parts
52194	2025-06-23	Commercial Tire, Inc	394.49 Auto_Parts
52194	2025-06-23	Commercial Tire, Inc	1,645.78 Auto_Parts
52194	2025-06-23	Commercial Tire, Inc	16.00 Auto_Parts
52235	2025-06-27	Commercial Tire, Inc	1,552.88 Auto_Parts

52235	2025-06-27	Commercial Tire, Inc	32.00 Auto_Parts
52235	2025-06-27	Commercial Tire, Inc	87.45 Auto_Parts
52235	2025-06-27	Commercial Tire, Inc	261.84 Auto_Parts
52235	2025-06-27	Commercial Tire, Inc	156.90 Auto_Parts
52235	2025-06-27	Commercial Tire, Inc	2,808.00 Parts
52002	2025-05-16	Commercial Tire, Inc	677.48 Auto_Parts
52002	2025-05-16	Commercial Tire, Inc	1,391.40 Auto_Parts
52083	2025-06-06	Commercial Tire, Inc	59.90 Auto_Parts
52194	2025-06-23	Commercial Tire, Inc	437.78 Auto_Parts
52194	2025-06-23	Commercial Tire, Inc	1,254.94 Auto_Parts
52194	2025-06-23	Commercial Tire, Inc	826.18 Auto_Parts
52194	2025-06-23	Commercial Tire, Inc	338.74 Auto_Parts
52235	2025-06-27	Commercial Tire, Inc	342.24 Parts
52235	2025-06-27	Commercial Tire, Inc	1,155.88 Auto_Parts
52235	2025-06-27	Commercial Tire, Inc	311.92 Auto_Parts
51927	2025-05-16	Computer Aid, Inc	12,750.00 IT_Services
52125	2025-06-20	Computer Aid, Inc	6,112.50 IT_Services
52125	2025-06-20	Computer Aid, Inc	7,087.50 IT_Services
52125	2025-06-20	Computer Aid, Inc	1,425.00 IT_Services
100450	2025-06-30	Consensus Cloud Solutions	286.20 IT_Services
52010	2025-05-19	Corrie Washington	50.00 Employee reimbursement
52120	2025-06-20	Corrie Washington	50.00 Employee reimbursement
52208	2025-06-27	Corrie Washington	29.66 Employee reimbursement
51971	2025-05-16	CSHQA	85.97 Engineering_Consultants
51971	2025-05-16	CSHQA	845.40 Engineering_Consultants
52055	2025-06-06	Curtis Clean Sweep	220.00 Services
51944	2025-05-16	Custom Care Pest Services	95.00 Services
52141	2025-06-23	Custom Care Pest Services	95.00 Services
52028	2025-06-06	Cybersource Corporation	310.00 Services
100442	2025-06-20	David Gregory Sherman	90.00 Automotive_Services
100397	2025-05-16	David Gregory Sherman	90.00 Automotive_Services
100397	2025-05-16	David Gregory Sherman	265.00 Services
100397	2025-05-16	David Gregory Sherman	350.00 Services
100424	2025-06-06	David Gregory Sherman	135.00 Automotive_Services
100449	2025-06-27	David Gregory Sherman	135.00 Automotive_Services
100442	2025-06-20	David Gregory Sherman	125.00 Services
51924	2025-05-16	Deanna Hassan	50.00 Employee reimbursement
52121	2025-06-20	Deanna Hassan	50.00 Employee reimbursement
52041	2025-06-06	Delerrok, Inc.	1,561.80 Subscriptions
51972	2025-05-16	Dennis Dillon Auto Park	496.00 Vehicle_Maintenance
52052	2025-06-06	Dennis Dillon Auto Park	210.00 Vehicle_Maintenance
51975	2025-05-16	Dillon Toyota Lifts	185.02 Services
51982	2025-05-16	DMC Sales	709.06 Parts
52062	2025-06-06	DMC Sales	521.25 Parts
51996	2025-05-16	Don-Galen Enterprises	200.00 Department_Supplies
100400	2025-05-16	Dow, Stephen	100.00 Employee reimbursement
52100	2025-06-06	DS Services of America, Inc.	50.09 Services
52210	2025-06-27	DS Services of America, Inc.	57.79 Services
51980	2025-05-16	Dwaine S Lee, LLC	288.75 Services
52061	2025-06-06	Dwaine S Lee, LLC	192.50 Services
51980	2025-05-16	Dwaine S Lee, LLC	192.50 Services
51980	2025-05-16	Dwaine S Lee, LLC	148.50 Services
51980	2025-05-16	Dwaine S Lee, LLC	327.50 Services
51980	2025-05-16	Dwaine S Lee, LLC	192.50 Services
51980	2025-05-16	Dwaine S Lee, LLC	385.00 Services
51980	2025-05-16	Dwaine S Lee, LLC	288.00 Services
52061	2025-06-06	Dwaine S Lee, LLC	289.00 Services
52061	2025-06-06	Dwaine S Lee, LLC	288.75 Services
52172	2025-06-23	Dwaine S Lee, LLC	516.00 Services
52172	2025-06-23	Dwaine S Lee, LLC	192.50 Services
52172	2025-06-23	Dwaine S Lee, LLC	159.23 Services
52224	2025-06-27	Dwaine S Lee, LLC	192.50 Services
51920	2025-05-16	Dyna Parts LLC	153.44 Parts
52207	2025-06-27	Dyna Parts LLC	631.72 Parts
51920	2025-05-16	Dyna Parts LLC	68.76 Parts
51920	2025-05-16	Dyna Parts LLC	795.85 Parts

51920	2025-05-16	Dyna Parts LLC	51.54 Parts
51920	2025-05-16	Dyna Parts LLC	13.05 Parts
51920	2025-05-16	Dyna Parts LLC	18.18 Parts
51920	2025-05-16	Dyna Parts LLC	-49.37 Parts
52096	2025-06-06	Dyna Parts LLC	334.48 Department_Supplies
52096	2025-06-06	Dyna Parts LLC	580.84 Parts
52096	2025-06-06	Dyna Parts LLC	2.63 Parts
51920	2025-05-16	Dyna Parts LLC	-135.80 Parts
52096	2025-06-06	Dyna Parts LLC	25.96 Parts
52096	2025-06-06	Dyna Parts LLC	179.31 Parts
52116	2025-06-20	Dyna Parts LLC	80.66 Department_Supplies
52116	2025-06-20	Dyna Parts LLC	50.28 Oil_&_Lubes
52116	2025-06-20	Dyna Parts LLC	52.43 Parts
52207	2025-06-27	Dyna Parts LLC	58.88 Parts
52207	2025-06-27	Dyna Parts LLC	62.36 Oil_&_Lubes
52207	2025-06-27	Dyna Parts LLC	-631.72 parts
51919	2025-05-16	Dyna Parts LLC	8.48 Vehicle_Maintenance
52206	2025-06-27	Dyna Parts LLC	38.07 Vehicle_Maintenance
51919	2025-05-16	Dyna Parts LLC	441.42 Parts
52095	2025-06-06	Dyna Parts LLC	330.09 Parts
52095	2025-06-06	Dyna Parts LLC	48.78 Parts
52095	2025-06-06	Dyna Parts LLC	45.26 Department_Supplies
52115	2025-06-20	Dyna Parts LLC	319.70 Parts
52115	2025-06-20	Dyna Parts LLC	304.70 Parts
51919	2025-05-16	Dyna Parts LLC	-135.80 Parts
52206	2025-06-27	Dyna Parts LLC	396.72 Parts
52248	2025-06-27	Ecolube Recovery, LLC.	26.25 Department_Supplies
52156	2025-06-23	Ecolube Recovery, LLC.	90.00 Services
52039	2025-06-06	Ecolube Recovery, LLC.	20.80 Department_Supplies
52088	2025-06-06	Elaine Clegg	168.00 Employee reimbursement
52202	2025-06-27	Elaine Clegg	317.40 Employee reimbursement
51961	2025-05-16	Elliott Auto Supply Co., Inc	6.52 Vehicle_Maintenance
52249	2025-06-27	Elliott Auto Supply Co., Inc	71.06 Parts
51961	2025-05-16	Elliott Auto Supply Co., Inc	104.16 Vehicle_Maintenance
52249	2025-06-27	Elliott Auto Supply Co., Inc	192.28 Parts
52025	2025-06-06	ETA Phi Systems, Inc.	30,860.00 Subscriptions
52142	2025-06-23	ETA Phi Systems, Inc.	9,900.00 IT_Operations_&_Maintenance
52134	2025-06-20	ETA Phi Systems, Inc.	7,671.70 Subscriptions
51946	2025-05-16	Everbase Solutions LLC	0.30 Services
52024	2025-06-06	Everbase Solutions LLC	151.65 IT_Hardware
52044	2025-06-06	Fire Services of Idaho	2,000.00 Services
52044	2025-06-06	Fire Services of Idaho	12,755.16 Services
51952	2025-05-16	First Transit	29,602.00 Services
52149	2025-06-23	First Transit	29,602.00 Services
100415	2025-05-16	Fleetpride, Inc	11.95 Parts
52066	2025-06-06	FOURTHSQUARE LLC	7,200.00 ERP_System
52066	2025-06-06	FOURTHSQUARE LLC	11,200.00 IT_Software
51915	2025-05-16	Frank Kronenbitter	50.00 Employee reimbursement
52090	2025-06-06	Frank Kronenbitter	255.97 Employee reimbursement
52111	2025-06-20	Frank Kronenbitter	50.00 Employee reimbursement
100402	2025-05-16	FRESHWORKS INC	6,540.04 Subscriptions
51995	2025-05-16	Full Service Glass LLC	75.00 Vehicle_Maintenance
51995	2025-05-16	Full Service Glass LLC	95.00 Vehicle_Maintenance
51995	2025-05-16	Full Service Glass LLC	75.00 Vehicle_Maintenance
51995	2025-05-16	Full Service Glass LLC	75.00 Vehicle_Maintenance
51995	2025-05-16	Full Service Glass LLC	75.00 Vehicle_Maintenance
51995	2025-05-16	Full Service Glass LLC	75.00 Vehicle_Maintenance
52077	2025-06-06	Full Service Glass LLC	75.00 Vehicle_Maintenance
52077	2025-06-06	Full Service Glass LLC	135.00 Vehicle_Maintenance
52077	2025-06-06	Full Service Glass LLC	75.00 Vehicle_Maintenance
52161	2025-06-23	Gem State Paper & Supply	764.05 Department_Supplies
52070	2025-06-06	Genfare, LLC	315.61 Parts
52070	2025-06-06	Genfare, LLC	6,223.80 Parts
52228	2025-06-27	Genfare, LLC	4,118.16 Parts
51955	2025-05-16	Gillig, LLC	-4,755.07 Parts

51955	2025-05-16	Gillig, LLC	3,959.36 Parts
51955	2025-05-16	Gillig, LLC	2,076.78 Parts
51955	2025-05-16	Gillig, LLC	142.90 Special_parts
51955	2025-05-16	Gillig, LLC	44.66 Parts
51955	2025-05-16	Gillig, LLC	1,486.40 Parts
51955	2025-05-16	Gillig, LLC	755.88 Parts
51955	2025-05-16	Gillig, LLC	12.98 Parts
51955	2025-05-16	Gillig, LLC	67.14 Parts
51955	2025-05-16	Gillig, LLC	200.10 Parts
51955	2025-05-16	Gillig, LLC	207.40 Parts
51955	2025-05-16	Gillig, LLC	271.62 Parts
52033	2025-06-06	Gillig, LLC	114.08 Parts
52033	2025-06-06	Gillig, LLC	4.78 Parts
52033	2025-06-06	Gillig, LLC	3,457.50 Parts
52033	2025-06-06	Gillig, LLC	43.00 Parts
52033	2025-06-06	Gillig, LLC	361.88 Parts
52033	2025-06-06	Gillig, LLC	120.18 Special_parts
52033	2025-06-06	Gillig, LLC	197.82 Parts
52033	2025-06-06	Gillig, LLC	277.90 Parts
52033	2025-06-06	Gillig, LLC	498.27 Parts
52033	2025-06-06	Gillig, LLC	3,997.24 Parts
52033	2025-06-06	Gillig, LLC	3,592.64 Parts
52033	2025-06-06	Gillig, LLC	631.51 Parts
52033	2025-06-06	Gillig, LLC	810.88 Parts
52033	2025-06-06	Gillig, LLC	266.02 Parts
52033	2025-06-06	Gillig, LLC	187.06 Parts
52033	2025-06-06	Gillig, LLC	791.08 Parts
52033	2025-06-06	Gillig, LLC	35.75 Parts
52033	2025-06-06	Gillig, LLC	469.14 Parts
52033	2025-06-06	Gillig, LLC	32.35 Parts
52033	2025-06-06	Gillig, LLC	257.56 Parts
52033	2025-06-06	Gillig, LLC	458.32 Parts
52151	2025-06-23	Gillig, LLC	358.27 Parts
52151	2025-06-23	Gillig, LLC	2,512.27 Parts
52151	2025-06-23	Gillig, LLC	408.18 Parts
52151	2025-06-23	Gillig, LLC	218.18 Parts
52151	2025-06-23	Gillig, LLC	3,068.85 Parts
52151	2025-06-23	Gillig, LLC	88.40 Parts
52151	2025-06-23	Gillig, LLC	30.17 Parts
52151	2025-06-23	Gillig, LLC	249.25 Parts
52151	2025-06-23	Gillig, LLC	43.99 Parts
52151	2025-06-23	Gillig, LLC	2,350.08 Parts
52151	2025-06-23	Gillig, LLC	200.10 Parts
52198	2025-06-23	Gillig, LLC	1,010.75 Special_parts
52244	2025-06-27	Gillig, LLC	325.68 Parts
52244	2025-06-27	Gillig, LLC	44.36 Parts
52244	2025-06-27	Gillig, LLC	33.27 Parts
51960	2025-05-16	Grainger Inc	-175.56 Parts
51960	2025-05-16	Grainger Inc	136.56 Department_Supplies
52037	2025-06-06	Grainger Inc	312.22 Department_Supplies
51960	2025-05-16	Grainger Inc	57.72 Department_Supplies
52037	2025-06-06	Grainger Inc	124.46 Department_Supplies
52154	2025-06-23	Grainger Inc	57.22 Department_Supplies
52247	2025-06-27	Grainger Inc	65.32 Department_Supplies
51914	2025-05-16	Gregg Eisenberg	50.00 Employee reimbursement
52087	2025-06-06	Gregg Eisenberg	2,493.09 Employee reimbursement
52110	2025-06-20	Gregg Eisenberg	50.00 Employee reimbursement
52201	2025-06-27	Gregg Eisenberg	551.05 Employee reimbursement
100399	2025-05-16	Grover Electric & Plumbing	28.29 Parts
52113	2025-06-20	Harbor Freight Tools	339.70 Department_Supplies
52113	2025-06-20	Harbor Freight Tools	1.47 Department_Supplies
52113	2025-06-20	Harbor Freight Tools	349.99 Department_Supplies
52093	2025-06-06	Harbor Freight Tools	165.96 Department_Supplies
51968	2025-05-16	Hawley Troxell Ennis & Hawley	303.75 Consulting_Services
51968	2025-05-16	Hawley Troxell Ennis & Hawley	67.50 Consulting_Services
51968	2025-05-16	Hawley Troxell Ennis & Hawley	649.00 Consulting_Services

52043	2025-06-06	HDR Engineering, Inc	10,746.94 Consulting_Services
52251	2025-06-27	HDR Engineering, Inc	8,503.14 Consulting_Services
51947	2025-05-16	HI-Line	690.82 Department_Supplies
52027	2025-06-06	HI-Line	633.54 Department_Supplies
52027	2025-06-06	HI-Line	641.28 Department_Supplies
52143	2025-06-23	HI-Line	461.32 Department_Supplies
51922	2025-05-16	Hineman, Kevin	200.00 Employee reimbursement
52097	2025-06-06	Hineman, Kevin	116.29 Employee reimbursement
52064	2025-06-06	Hot Shots, Inc.	1,220.65 Other_Expenses
100419	2025-06-06	Idaho Correctional Industries	158.08 Signage
100419	2025-06-06	Idaho Correctional Industries	3,590.04 Signage
100419	2025-06-06	Idaho Correctional Industries	69.34 Signage
100419	2025-06-06	Idaho Correctional Industries	2,018.76 Signage
100419	2025-06-06	Idaho Correctional Industries	883.50 Signage
52139	2025-06-23	Idaho Power	649.35 Services
52020	2025-06-06	Idaho Power	624.29 Services
51942	2025-05-16	Idaho Power	18.15 Services
52020	2025-06-06	Idaho Power	18.15 Services
51942	2025-05-16	Idaho Power	16,530.32 Services
52020	2025-06-06	Idaho Power	15,307.86 Services
52139	2025-06-23	Idaho Power	1,740.57 Services
52020	2025-06-06	Idaho Power	1,710.20 Services
52139	2025-06-23	Idaho Power	1,460.65 Services
51942	2025-05-16	Idaho Power	1,429.24 Services
52182	2025-06-23	Idaho Records Management, LLC	55.00 Services
100426	2025-06-06	Idaho Springs, LLC	26.98 Water
100426	2025-06-06	Idaho Springs, LLC	14.98 Water
100426	2025-06-06	Idaho Springs, LLC	22.47 Water
100451	2025-06-30	Idaho Springs, LLC	19.49 Water
100451	2025-06-30	Idaho Springs, LLC	7.49 Water
52099	2025-06-06	Image Tech, LLC	169.82 Marketing
52122	2025-06-20	Image Tech, LLC	976.60 Marketing
52209	2025-06-27	Image Tech, LLC	339.64 Marketing
52099	2025-06-06	Image Tech, LLC	339.64 Marketing
52122	2025-06-20	Image Tech, LLC	498.24 Marketing
52099	2025-06-06	Image Tech, LLC	10,988.80 Marketing
52209	2025-06-27	Image Tech, LLC	13,736.00 Marketing
52190	2025-06-23	Impact Pest	189.00 Services
52211	2025-06-27	Information & Computing Services, Inc	43,851.89 EAM_Software_for_Maintenance
51978	2025-05-16	Intermountain Communications of	514.00 IT_Hardware
51978	2025-05-16	Intermountain Communications of	2,991.90 IT_Services
51978	2025-05-16	Intermountain Communications of	463.43 IT_Hardware
51978	2025-05-16	Intermountain Communications of	178.20 IT_Services
51978	2025-05-16	Intermountain Communications of	822.25 IT_Hardware
51978	2025-05-16	Intermountain Communications of	135.00 IT_Services
51978	2025-05-16	Intermountain Communications of	651.75 IT_Hardware
51978	2025-05-16	Intermountain Communications of	243.00 IT_Services
52058	2025-06-06	Intermountain Communications of	487.50 IT_Hardware
52171	2025-06-23	Intermountain Communications of	1,300.50 IT_Services
52222	2025-06-27	Intermountain Communications of	885.00 IT_Hardware
52222	2025-06-27	Intermountain Communications of	474.30 IT_Services
52222	2025-06-27	Intermountain Communications of	300.00 IT_Hardware
51966	2025-05-16	Intermountain Gas	86.91 Utility
52162	2025-06-23	Intermountain Gas	18.88 Utility
52162	2025-06-23	Intermountain Gas	15,044.55 Utility
51966	2025-05-16	Intermountain Gas	14,507.07 Utility
51966	2025-05-16	Intermountain Gas	94.34 Utility
52049	2025-06-06	Intermountain Gas	24.02 Utility
52162	2025-06-23	Intermountain Gas	20.02 Utility
51966	2025-05-16	Intermountain Gas	25.74 Utility
52049	2025-06-06	Intermountain Gas	37.17 Utility
52162	2025-06-23	Intermountain Gas	380.37 Utility
52049	2025-06-06	Intermountain Gas	733.72 Utility
51966	2025-05-16	Intermountain Gas	160.01 Utility
52049	2025-06-06	Intermountain Gas	17.81 Utility

52094	2025-06-06	Interstate Fire Sales and Service, LLC	1,013.94 Services
52079	2025-06-06	Jacobs Engineering Group, Inc.	10,804.23 Engineering_Consultants
51997	2025-05-16	Jacobs Engineering Group, Inc.	39,578.39 Engineering_Consultants
52079	2025-06-06	Jacobs Engineering Group, Inc.	92,785.55 Engineering_Consultants
51997	2025-05-16	Jacobs Engineering Group, Inc.	15,125.76 Consulting_Services
52079	2025-06-06	Jacobs Engineering Group, Inc.	14,778.01 Consulting_Services
52233	2025-06-27	Jacobs Engineering Group, Inc.	6,308.24 Consulting_Services
52148	2025-06-23	Janek Corporation	650.00 Parts
51917	2025-05-16	Jason Rose	29.40 Employee reimbursement
51953	2025-05-16	Jeremy Ricky	750.60 Rides_to_Wellness
52007	2025-05-19	Jeremy Ricky	27,989.24 SCRIP
52007	2025-05-19	Jeremy Ricky	6,635.28 Rides_to_Wellness
52007	2025-05-19	Jeremy Ricky	651.32 SCRIP
52150	2025-06-23	Jeremy Ricky	21,041.12 Rides_to_Wellness
52150	2025-06-23	Jeremy Ricky	7,360.00 SCRIP
52150	2025-06-23	Jeremy Ricky	652.48 Rides_to_Wellness
52009	2025-05-19	Joshua Smith	50.00 Employee reimbursement
52098	2025-06-06	Joshua Smith	158.99 Employee reimbursement
52119	2025-06-20	Joshua Smith	50.00 Employee reimbursement
52089	2025-06-06	Kathleen Godfrey	31.99 Employee reimbursement
52107	2025-06-09	Kathleen Godfrey	100.00 Employee reimbursement
52204	2025-06-27	Kathleen Godfrey	25.43 Employee reimbursement
52022	2025-06-06	KENDALL DEALERSHIP HOLDINGS, LLC	7,468.66 Vehicle_Maintenance
51969	2025-05-16	Kenworth Sales	58.88 Special_parts
51969	2025-05-16	Kenworth Sales	241.37 Parts
51969	2025-05-16	Kenworth Sales	2,370.89 Parts
51969	2025-05-16	Kenworth Sales	360.60 Parts
51969	2025-05-16	Kenworth Sales	38.58 Parts
51969	2025-05-16	Kenworth Sales	1,487.83 Parts
51969	2025-05-16	Kenworth Sales	999.24 Parts
51969	2025-05-16	Kenworth Sales	2,396.57 Parts
51969	2025-05-16	Kenworth Sales	-546.88 Parts
51969	2025-05-16	Kenworth Sales	1,661.75 Special_parts
51969	2025-05-16	Kenworth Sales	7,719.20 Parts
51969	2025-05-16	Kenworth Sales	484.04 Special_parts
51969	2025-05-16	Kenworth Sales	2,841.54 Special_parts
52050	2025-06-06	Kenworth Sales	550.10 Parts
52050	2025-06-06	Kenworth Sales	2,088.70 Parts
52163	2025-06-23	Kenworth Sales	1,154.79 Parts
52163	2025-06-23	Kenworth Sales	24.70 Parts
52163	2025-06-23	Kenworth Sales	372.84 Parts
52050	2025-06-06	Kenworth Sales	128.06 Parts
52163	2025-06-23	Kenworth Sales	465.00 Parts
52163	2025-06-23	Kenworth Sales	91.31 Parts
52163	2025-06-23	Kenworth Sales	47.86 Department_Supplies
52199	2025-06-23	Kenworth Sales	1,613.19 Parts
52199	2025-06-23	Kenworth Sales	188.36 Special_parts
52199	2025-06-23	Kenworth Sales	2,942.80 Parts
52199	2025-06-23	Kenworth Sales	167.74 Parts
52199	2025-06-23	Kenworth Sales	90.54 Parts
52199	2025-06-23	Kenworth Sales	167.74 Parts
52199	2025-06-23	Kenworth Sales	124.53 Parts
52199	2025-06-23	Kenworth Sales	1,064.10 Parts
52199	2025-06-23	Kenworth Sales	157.03 Parts
52199	2025-06-23	Kenworth Sales	11.99 Parts
52199	2025-06-23	Kenworth Sales	899.37 Parts
51969	2025-05-16	Kenworth Sales	2,739.86 Parts
51969	2025-05-16	Kenworth Sales	-546.88 Parts
52163	2025-06-23	Kenworth Sales	177.40 Parts
52163	2025-06-23	Kenworth Sales	2,872.19 Parts
52199	2025-06-23	Kenworth Sales	325.00 Parts
52199	2025-06-23	Kenworth Sales	59.90 Parts
52163	2025-06-23	Kenworth Sales	-12.50 Parts
51969	2025-05-16	Kenworth Sales	175.00 Parts
51969	2025-05-16	Kenworth Sales	266.04 Parts
51969	2025-05-16	Kenworth Sales	113.85 Parts

51969	2025-05-16	Kenworth Sales	-10.00 Parts
51969	2025-05-16	Kenworth Sales	-312.50 Parts
52163	2025-06-23	Kenworth Sales	-62.50 Parts
52199	2025-06-23	Kenworth Sales	-62.50 Parts
52085	2025-06-06	Kimley-Horn & Associates, Inc	819.02 Engineering_Conultants
52131	2025-06-20	King, Andy	68.59 Employee reimbursement
51934	2025-05-16	King, Andy	84.68 Employee reimbursement
51916	2025-05-16	Kristina Kroupa	50.00 Employee reimbursement
52112	2025-06-20	Kristina Kroupa	50.00 Employee reimbursement
51973	2025-05-16	Kuna Senior Citizen Inc	3,789.72 Senior_Services
52167	2025-06-23	Kuna Senior Citizen Inc	3,386.79 Senior_Services
52069	2025-06-06	LAMAR AIRPORT ADVERTISING CO.	1,600.00 Marketing
51938	2025-05-16	Language Line Solutions	335.97 Services
52017	2025-06-06	Language Line Solutions	295.99 Services
100423	2025-06-06	Leonard Petroleum Equipment, LLC	337.78 Services
52203	2025-06-27	Leslie Pedrosa	516.00 Employee reimbursement
52189	2025-06-23	Lithia Motors Payment Processing	129.13 Vehicle_Maintenance
51994	2025-05-16	Lithia Motors Payment Processing	241.88 Vehicle_Maintenance
51994	2025-05-16	Lithia Motors Payment Processing	59.44 Parts
51994	2025-05-16	Lithia Motors Payment Processing	36.17 Parts
52076	2025-06-06	Lithia Motors Payment Processing	68.22 Parts
52076	2025-06-06	Lithia Motors Payment Processing	702.77 Parts
52076	2025-06-06	Lithia Motors Payment Processing	375.68 Parts
52076	2025-06-06	Lithia Motors Payment Processing	34.24 Parts
52076	2025-06-06	Lithia Motors Payment Processing	204.91 Parts
52076	2025-06-06	Lithia Motors Payment Processing	300.58 Parts
52076	2025-06-06	Lithia Motors Payment Processing	454.46 Parts
52076	2025-06-06	Lithia Motors Payment Processing	211.28 Special_parts
52076	2025-06-06	Lithia Motors Payment Processing	195.87 Parts
52189	2025-06-23	Lithia Motors Payment Processing	45.48 Parts
52076	2025-06-06	Lithia Motors Payment Processing	63.30 Parts
52189	2025-06-23	Lithia Motors Payment Processing	16.81 Parts
52189	2025-06-23	Lithia Motors Payment Processing	681.12 Parts
52189	2025-06-23	Lithia Motors Payment Processing	666.26 Parts
52189	2025-06-23	Lithia Motors Payment Processing	2,017.80 Parts
52189	2025-06-23	Lithia Motors Payment Processing	1,314.28 Parts
52189	2025-06-23	Lithia Motors Payment Processing	108.14 Parts
52232	2025-06-27	Lithia Motors Payment Processing	58.34 Parts
52232	2025-06-27	Lithia Motors Payment Processing	147.00 Parts
52232	2025-06-27	Lithia Motors Payment Processing	594.60 Parts
52232	2025-06-27	Lithia Motors Payment Processing	77.24 Parts
52232	2025-06-27	Lithia Motors Payment Processing	207.62 Parts
52232	2025-06-27	Lithia Motors Payment Processing	141.50 Parts
52232	2025-06-27	Lithia Motors Payment Processing	410.23 Vehicle_Maintenance
52232	2025-06-27	Lithia Motors Payment Processing	110.70 Parts
51994	2025-05-16	Lithia Motors Payment Processing	4,240.24 Vehicle_Maintenance
52076	2025-06-06	Lithia Motors Payment Processing	1,046.00 Vehicle_Maintenance
51994	2025-05-16	Lithia Motors Payment Processing	360.00 Vehicle_Maintenance
51994	2025-05-16	Lithia Motors Payment Processing	3,880.42 Vehicle_Maintenance
51994	2025-05-16	Lithia Motors Payment Processing	212.87 Vehicle_Maintenance
52232	2025-06-27	Lithia Motors Payment Processing	677.80 Parts
51994	2025-05-16	Lithia Motors Payment Processing	-35.00 Vehicle_Maintenance
51994	2025-05-16	Lithia Motors Payment Processing	-72.34 Vehicle_Maintenance
52189	2025-06-23	Lithia Motors Payment Processing	-100.00 Vehicle_Maintenance
52232	2025-06-27	Lithia Motors Payment Processing	-100.00 Vehicle_Maintenance
52232	2025-06-27	Lithia Motors Payment Processing	-100.00 Vehicle_Maintenance
52232	2025-06-27	Lithia Motors Payment Processing	-410.23 Vehicle_Maintenance
52026	2025-06-06	Loomis Armored US, LLC	640.32 Services
51941	2025-05-16	Lowes Home Improvement	28.92 Department_Supplies
51941	2025-05-16	Lowes Home Improvement	37.01 Department_Supplies
52238	2025-06-27	Lowes Home Improvement	39.08 Department_Supplies
52138	2025-06-23	Lowes Home Improvement	54.03 Department_Supplies
52019	2025-06-06	Lowes Home Improvement	122.93 Department_Supplies
52138	2025-06-23	Lowes Home Improvement	-15.66 Department_Supplies
52138	2025-06-23	Lowes Home Improvement	66.40 Parts
51941	2025-05-16	Lowes Home Improvement	76.44 Department_Supplies

51941	2025-05-16	Lowes Home Improvement	37.43 Department_Supplies
51941	2025-05-16	Lowes Home Improvement	29.97 Department_Supplies
51941	2025-05-16	Lowes Home Improvement	61.73 Department_Supplies
51941	2025-05-16	Lowes Home Improvement	142.41 Parts
51941	2025-05-16	Lowes Home Improvement	95.40 Department_Supplies
52019	2025-06-06	Lowes Home Improvement	181.74 Department_Supplies
52138	2025-06-23	Lowes Home Improvement	118.24 Department_Supplies
51951	2025-05-16	Lyft, Inc	4,781.80 Transportation_Services
52031	2025-06-06	Lyft, Inc	4,980.76 Transportation_Services
52031	2025-06-06	Lyft, Inc	1,286.58 Transportation_Services
52013	2025-05-29	Manuel Zapata	9,637.26 Insurance settlement
51963	2025-05-16	Mary M Johnson	2,360.00 Marketing
52046	2025-06-06	Mary M Johnson	48.00 Services
52158	2025-06-23	Mary M Johnson	500.00 Services
52216	2025-06-27	Mary M Johnson	950.00 Services
51923	2025-05-16	Maxwell, William	50.00 Employee reimbursement
52118	2025-06-20	Maxwell, William	50.00 Employee reimbursement
52045	2025-06-06	McLarens, LLC	7,200.00 Insurance premium
52214	2025-06-27	McPherson, Chantel	60.00 Employee reimbursement
51974	2025-05-16	Melba Valley Senior Center	8,883.00 Senior_Services
51925	2025-05-16	Mereacre, Tudor	63.58 Employee reimbursement
52054	2025-06-06	Meridian Senior Center	11,020.80 Senior_Services
52168	2025-06-23	Meridian Senior Center	10,509.12 Senior_Services
52053	2025-06-06	Metro Community Services	21,907.66 Services
52166	2025-06-23	Metro Community Services	15,326.96 Services
100416	2025-06-06	Mills, Wayne	301.70 Mileage reimbursement
100446	2025-06-27	Mills, Wayne	177.80 Mileage reimbursement
51918	2025-05-16	Minert & Associates, Inc	142.00 Employee_Screening
51918	2025-05-16	Minert & Associates, Inc	190.00 Employee_Screening
52114	2025-06-20	Minert & Associates, Inc	439.00 Employee_Screening
52036	2025-06-06	Model 1 Commercial Vehicles, Inc	52.78 Parts
52075	2025-06-06	Motion & Flow Control Products	207.23 Department_Supplies
52188	2025-06-23	Motion & Flow Control Products	220.85 Department_Supplies
52188	2025-06-23	Motion & Flow Control Products	286.16 Department_Supplies
52213	2025-06-27	Muncie Reclamation Supply Company	8,500.00 Special_parts
52213	2025-06-27	Muncie Reclamation Supply Company	8,500.00 Special_parts
51940	2025-05-16	Nampa Chamber of Commerce	230.00 Membership dues
52081	2025-06-06	New Flyer Parts	59.90 Department_Supplies
52081	2025-06-06	New Flyer Parts	236.23 Parts
51957	2025-05-16	Newegg Business, Inc.	525.00 Department_Supplies
52091	2025-06-06	Nick Moore	107.80 Employee reimbursement
51970	2025-05-16	Norco Inc	65.66 Department_Supplies
52051	2025-06-06	Norco Inc	12.90 Department_Supplies
52217	2025-06-27	Norco Inc	49.98 Department_Supplies
100404	2025-05-16	Nyiriminege, Bizuri	200.00 Employee reimbursement
51988	2025-05-16	ODP Business Solutions, LLC	33.09 Department_Supplies
51988	2025-05-16	ODP Business Solutions, LLC	125.01 Department_Supplies
51988	2025-05-16	ODP Business Solutions, LLC	25.99 Department_Supplies
51988	2025-05-16	ODP Business Solutions, LLC	54.27 Department_Supplies
51988	2025-05-16	ODP Business Solutions, LLC	15.59 Department_Supplies
51988	2025-05-16	ODP Business Solutions, LLC	1.11 Department_Supplies
51988	2025-05-16	ODP Business Solutions, LLC	106.79 Department_Supplies
52183	2025-06-23	ODP Business Solutions, LLC	52.96 Department_Supplies
51988	2025-05-16	ODP Business Solutions, LLC	37.55 Department_Supplies
51988	2025-05-16	ODP Business Solutions, LLC	143.84 Department_Supplies
52227	2025-06-27	ODP Business Solutions, LLC	58.10 Department_Supplies
52227	2025-06-27	ODP Business Solutions, LLC	376.72 Office_Supplies
52227	2025-06-27	ODP Business Solutions, LLC	59.32 Office_Supplies
51962	2025-05-16	O'Reilly Auto Parts	67.56 Parts
51962	2025-05-16	O'Reilly Auto Parts	13.58 Parts
52040	2025-06-06	O'Reilly Auto Parts	22.99 Department_Supplies
52040	2025-06-06	O'Reilly Auto Parts	20.76 Parts
52040	2025-06-06	O'Reilly Auto Parts	27.54 Parts
52157	2025-06-23	O'Reilly Auto Parts	-20.76 Parts
52157	2025-06-23	O'Reilly Auto Parts	-108.74 Parts
52157	2025-06-23	O'Reilly Auto Parts	5.70 Parts

52157	2025-06-23	O'Reilly Auto Parts	59.55 Parts
52157	2025-06-23	O'Reilly Auto Parts	19.56 Parts
52250	2025-06-27	O'Reilly Auto Parts	27.36 Parts
52250	2025-06-27	O'Reilly Auto Parts	713.52 Parts
51962	2025-05-16	O'Reilly Auto Parts	9.99 Department_Supplies
51962	2025-05-16	O'Reilly Auto Parts	218.01 Parts
52040	2025-06-06	O'Reilly Auto Parts	286.42 Special_parts
52040	2025-06-06	O'Reilly Auto Parts	62.69 Special_parts
52040	2025-06-06	O'Reilly Auto Parts	279.16 Special_parts
52040	2025-06-06	O'Reilly Auto Parts	297.06 Parts
52040	2025-06-06	O'Reilly Auto Parts	233.82 Parts
52157	2025-06-23	O'Reilly Auto Parts	196.35 Parts
52157	2025-06-23	O'Reilly Auto Parts	423.90 Parts
52157	2025-06-23	O'Reilly Auto Parts	138.80 Special_parts
52157	2025-06-23	O'Reilly Auto Parts	31.34 Special_parts
52157	2025-06-23	O'Reilly Auto Parts	110.66 Special_parts
52157	2025-06-23	O'Reilly Auto Parts	24.98 Department_Supplies
52250	2025-06-27	O'Reilly Auto Parts	53.43 Parts
52250	2025-06-27	O'Reilly Auto Parts	146.91 Parts
52040	2025-06-06	O'Reilly Auto Parts	-10.00 Parts
51962	2025-05-16	O'Reilly Auto Parts	8.63 parts
51962	2025-05-16	O'Reilly Auto Parts	27.64 Parts
52231	2025-06-27	Pacific Office Automation	589.18 Leases_&_Rentals
52006	2025-05-19	Parma Senior Center	3,280.00 Senior_Services
52015	2025-06-06	Parma Senior Center	3,280.00 Senior_Services
52135	2025-06-23	Parma Senior Center	1,876.16 Senior_Services
100440	2025-06-20	Peak Industrial, Inc.	-212.73 Parts
100422	2025-06-06	Peak Industrial, Inc.	318.27 Parts
100422	2025-06-06	Peak Industrial, Inc.	368.30 Parts
100422	2025-06-06	Peak Industrial, Inc.	61.95 Parts
100422	2025-06-06	Peak Industrial, Inc.	189.46 Parts
100422	2025-06-06	Peak Industrial, Inc.	691.82 Parts
100422	2025-06-06	Peak Industrial, Inc.	50.40 Department_Supplies
100440	2025-06-20	Peak Industrial, Inc.	2,900.00 Parts
100405	2025-05-16	Pedersen, Neil	45.95 Employee reimbursement
51990	2025-05-16	Pegasus ME Buyer, Inc; DBA Mythics. LLC	22,895.40 IT_Software
51990	2025-05-16	Pegasus ME Buyer, Inc; DBA Mythics. LLC	2,310.00 IT_Software
51990	2025-05-16	Pegasus ME Buyer, Inc; DBA Mythics. LLC	690.06 IT_Software
52185	2025-06-23	Pegasus ME Buyer, Inc; DBA Mythics. LLC	146.76 IT_Software
52071	2025-06-06	Pegasus ME Buyer, Inc; DBA Mythics. LLC	270.00 IT_Software
51930	2025-05-16	Personnel Plus, Inc.	907.20 Transportation_Services
51930	2025-05-16	Personnel Plus, Inc.	8,825.49 Transportation_Services
51930	2025-05-16	Personnel Plus, Inc.	907.20 Transportation_Services
51930	2025-05-16	Personnel Plus, Inc.	7,939.93 Transportation_Services
51930	2025-05-16	Personnel Plus, Inc.	975.24 Transportation_Services
51930	2025-05-16	Personnel Plus, Inc.	7,900.06 Transportation_Services
52102	2025-06-06	Personnel Plus, Inc.	907.20 Transportation_Services
52102	2025-06-06	Personnel Plus, Inc.	9,482.00 Transportation_Services
52129	2025-06-20	Personnel Plus, Inc.	907.20 Transportation_Services
52129	2025-06-20	Personnel Plus, Inc.	9,636.67 Transportation_Services
52129	2025-06-20	Personnel Plus, Inc.	941.22 Transportation_Services
52129	2025-06-20	Personnel Plus, Inc.	10,885.09 Transportation_Services
52212	2025-06-27	Personnel Plus, Inc.	907.20 Transportation_Services
52212	2025-06-27	Personnel Plus, Inc.	10,226.92 Transportation_Services
52212	2025-06-27	Personnel Plus, Inc.	907.20 Transportation_Services
100420	2025-06-06	Peterson Motor Co.	859.02 Vehicle_Maintenance
100425	2025-06-06	PNG Media LLC	229.00 Professional_&_Technical_Services
100425	2025-06-06	PNG Media LLC	229.00 Professional_&_Technical_Services
100443	2025-06-20	PNG Media LLC	229.00 Professional_&_Technical_Services
100398	2025-05-16	PNG Media LLC	227.84 Professional_&_Technical_Services
100443	2025-06-20	PNG Media LLC	199.67 Professional_&_Technical_Services
100409	2025-05-16	Primary Health Medical Group, LLC	255.00 Employee_Screening
100435	2025-06-20	Primary Health Medical Group, LLC	550.00 Employee_Screening
100417	2025-06-06	Primary Health Medical Group, LLC	110.00 Services
52034	2025-06-06	Quench USA, Inc	289.95 Services
52245	2025-06-27	Quench USA, Inc	62.89 Department_Supplies

52034	2025-06-06	Quench USA, Inc	57.00 Department_Supplies
52042	2025-06-06	RDK Corporation	70.00 Employee_Screening
52001	2025-05-16	Remix Technologies LLC	6,630.00 Subscriptions
52193	2025-06-23	Remix Technologies LLC	8,555.00 Subscriptions
100411	2025-05-16	Right! Systems, Inc.	7,200.00 Subscriptions
51931	2025-05-16	Robert Half International, Inc	2,214.80 Consulting_Services
51931	2025-05-16	Robert Half International, Inc	2,214.80 Consulting_Services
51931	2025-05-16	Robert Half International, Inc	2,214.80 Consulting_Services
51931	2025-05-16	Robert Half International, Inc	2,214.80 Consulting_Services
51931	2025-05-16	Robert Half International, Inc	858.24 Consulting_Services
52103	2025-06-06	Robert Half International, Inc	2,214.80 Consulting_Services
52103	2025-06-06	Robert Half International, Inc	2,214.80 Consulting_Services
52196	2025-06-23	Robert Half International, Inc	2,214.80 Consulting_Services
52196	2025-06-23	Robert Half International, Inc	2,214.80 Consulting_Services
52196	2025-06-23	Robert Half International, Inc	1,494.99 Consulting_Services
52123	2025-06-20	Rocha Alejandro, Alvaro	47.67 Employee reimbursement
51928	2025-05-16	Rocky Mountain Portable Toilets, LLC	280.72 Services
52029	2025-06-06	Romaine Electric Corporation	270.24 Parts
51949	2025-05-16	Romaine Electric Corporation	208.25 Parts
52029	2025-06-06	Romaine Electric Corporation	1,722.24 Parts
52145	2025-06-23	Romaine Electric Corporation	796.08 Parts
100444	2025-06-20	SAMG Occupational Med - Emerald	103.00 Employee_Screening
52105	2025-06-06	Sandy Peterson	150.00 Employee reimbursement
51985	2025-05-16	SBLBF, LLC	1,955.00 Services
52177	2025-06-23	SBLBF, LLC	3,867.50 Services
51999	2025-05-16	Shred-It USA- LLC	147.14 Services
52191	2025-06-23	Shred-It USA- LLC	129.63 Services
51999	2025-05-16	Shred-It USA- LLC	131.11 Services
52101	2025-06-06	SIJ Holdings	133.86 Services
52132	2025-06-20	Simon, James	44.52 Employee reimbursement
52059	2025-06-06	Sloan Metal Solutions	1,400.00 Services
52237	2025-06-27	Smith Power Products, Inc	170.00 Parts
51939	2025-05-16	Smith Power Products, Inc	1,518.09 Parts
51939	2025-05-16	Smith Power Products, Inc	72.70 Parts
52018	2025-06-06	Smith Power Products, Inc	2,776.13 Parts
52018	2025-06-06	Smith Power Products, Inc	3,753.92 Parts
52018	2025-06-06	Smith Power Products, Inc	1,414.42 Parts
52237	2025-06-27	Smith Power Products, Inc	609.68 Parts
52237	2025-06-27	Smith Power Products, Inc	849.24 Parts
52068	2025-06-06	Sportworks Global LLC	365.10 Parts
200015	2025-06-20	State Insurance Fund	1,891.00 Insurance premium
52005	2025-05-16	Stoltz Marketing Group, Inc	26,000.00 Marketing
52005	2025-05-16	Stoltz Marketing Group, Inc	1,120.00 Professional_&_Technical_Services
52005	2025-05-16	Stoltz Marketing Group, Inc	7,971.25 Marketing
52005	2025-05-16	Stoltz Marketing Group, Inc	4,523.75 Professional_&_Technical_Services
51983	2025-05-16	Stoltz Marketing Group, Inc	1,781.00 Marketing
52004	2025-05-16	Stoltz Marketing Group, Inc	14,500.00 Professional_&_Technical_Services
52005	2025-05-16	Stoltz Marketing Group, Inc	1,645.00 Marketing
52005	2025-05-16	Stoltz Marketing Group, Inc	385.00 Professional_&_Technical_Services
51983	2025-05-16	Stoltz Marketing Group, Inc	1,000.00 Marketing
51983	2025-05-16	Stoltz Marketing Group, Inc	10,821.00 Marketing
51983	2025-05-16	Stoltz Marketing Group, Inc	4,715.00 Marketing
51983	2025-05-16	Stoltz Marketing Group, Inc	5,030.00 Marketing
51983	2025-05-16	Stoltz Marketing Group, Inc	1,920.00 Marketing
51983	2025-05-16	Stoltz Marketing Group, Inc	3,075.00 Marketing
51983	2025-05-16	Stoltz Marketing Group, Inc	6,145.00 Marketing
52063	2025-06-06	Stoltz Marketing Group, Inc	1,015.00 Professional_&_Technical_Services
52063	2025-06-06	Stoltz Marketing Group, Inc	1,575.00 Professional_&_Technical_Services
52063	2025-06-06	Stoltz Marketing Group, Inc	1,400.00 Marketing
52063	2025-06-06	Stoltz Marketing Group, Inc	2,135.00 Marketing
52063	2025-06-06	Stoltz Marketing Group, Inc	770.00 Professional_&_Technical_Services
52174	2025-06-23	Stoltz Marketing Group, Inc	9,180.31 Marketing
52063	2025-06-06	Stoltz Marketing Group, Inc	1,505.00 Marketing
52063	2025-06-06	Stoltz Marketing Group, Inc	2,170.00 Marketing
52063	2025-06-06	Stoltz Marketing Group, Inc	2,145.00 Marketing
100448	2025-06-27	Syn-Tech Systems	2,350.00 Subscriptions

52175	2025-06-23	Syringa Networks, LLC	5,384.33 Internet_Service
51991	2025-05-16	Tacoma Screw Products Inc.	30.86 Department_Supplies
51991	2025-05-16	Tacoma Screw Products Inc.	436.58 Parts
52072	2025-06-06	Tacoma Screw Products Inc.	19.20 Department_Supplies
52072	2025-06-06	Tacoma Screw Products Inc.	57.75 Department_Supplies
52186	2025-06-23	Tacoma Screw Products Inc.	507.22 Parts
52186	2025-06-23	Tacoma Screw Products Inc.	26.07 Department_Supplies
52186	2025-06-23	Tacoma Screw Products Inc.	42.79 Parts
52159	2025-06-23	The Car Park, LLC	75.00 Transportation_Services
52159	2025-06-23	The Car Park, LLC	75.00 Transportation_Services
52159	2025-06-23	The Car Park, LLC	975.00 Transportation_Services
52200	2025-06-27	The Hartwell Corporation	354,999.00 Insurance premium
52200	2025-06-27	The Hartwell Corporation	259,731.00 Insurance premium
52200	2025-06-27	The Hartwell Corporation	253,980.00 Insurance premium
51967	2025-05-16	The Hartwell Corporation	21,085.00 Insurance premium
51967	2025-05-16	The Hartwell Corporation	11,808.00 Insurance premium
51954	2025-05-16	Thompson and Associates, Inc.	2,586.38 Consulting_Services
52032	2025-06-06	Thompson and Associates, Inc.	3,448.50 Consulting_Services
52243	2025-06-27	Thompson and Associates, Inc.	3,357.75 Consulting_Services
52218	2025-06-27	Thorne Printing Co, Inc	715.90 Department_Supplies
52011	2025-05-19	T-Mobile USA Inc.	1,668.21 Utility - cell phones
52126	2025-06-20	T-Mobile USA Inc.	872.18 Utility - cell phones
52133	2025-06-20	Tony Taranto	31.78 Employee reimbursement
51933	2025-05-16	Treasure Valley Clean Cities Coalition	750.00 Marketing
52170	2025-06-23	Treasure Valley Coffee	131.25 Department_Supplies
51977	2025-05-16	Treasure Valley Coffee	169.35 Department_Supplies
52057	2025-06-06	Treasure Valley Coffee	127.55 Department_Supplies
52057	2025-06-06	Treasure Valley Coffee	389.63 Department_Supplies
52057	2025-06-06	Treasure Valley Coffee	299.65 Department_Supplies
52057	2025-06-06	Treasure Valley Coffee	182.20 Department_Supplies
52221	2025-06-27	Treasure Valley Coffee	118.56 Department_Supplies
52221	2025-06-27	Treasure Valley Coffee	171.55 Department_Supplies
52221	2025-06-27	Treasure Valley Coffee	421.84 Office_Supplies
51981	2025-05-16	Treasure Valley Transit	22,535.00 Sub-recipient
52173	2025-06-23	Treasure Valley Transit	23,668.00 Sub-recipient
100447	2025-06-27	TruckPro Holding Corporation	195.00 Department_Supplies
51943	2025-05-16	UniFirst	73.93 Department_Supplies
52000	2025-05-16	UniFirst	141.45 Uniform_Laundry_Services_and_Accessories
51943	2025-05-16	UniFirst	75.52 Department_Supplies
52000	2025-05-16	UniFirst	185.98 Uniform_Laundry_Services_and_Accessories
52021	2025-06-06	UniFirst	73.77 Department_Supplies
52082	2025-06-06	UniFirst	145.83 Uniform_Laundry_Services_and_Accessories
52021	2025-06-06	UniFirst	73.77 Department_Supplies
52082	2025-06-06	UniFirst	135.36 Uniform_Laundry_Services_and_Accessories
52140	2025-06-23	UniFirst	73.77 Department_Supplies
52192	2025-06-23	UniFirst	143.91 Uniform_Laundry_Services_and_Accessories
52140	2025-06-23	UniFirst	75.13 Department_Supplies
52192	2025-06-23	UniFirst	141.74 Uniform_Laundry_Services_and_Accessories
52140	2025-06-23	UniFirst	76.11 Department_Supplies
52234	2025-06-27	UniFirst	144.64 Uniform_Laundry_Services_and_Accessories
52239	2025-06-27	UniFirst	76.11 Department_Supplies
52234	2025-06-27	UniFirst	134.46 Uniform_Laundry_Services_and_Accessories
100418	2025-06-06	UPS Freight	25.00 Postage_&_Freight
100410	2025-05-16	UPS Freight	26.36 Postage_&_Freight
100410	2025-05-16	UPS Freight	2.48 Postage_&_Freight
100436	2025-06-20	UPS Freight	2.61 Postage_&_Freight
100436	2025-06-20	UPS Freight	42.24 Postage_&_Freight
51958	2025-05-16	Urban Transportation Associates, Inc	8,175.00 IT_Operations_&_Maintenance
52003	2025-05-16	US Bank Plaza Condominium Assoc., Inc.	10,766.00 Leases_&_Rentals
52084	2025-06-06	US Bank Plaza Condominium Assoc., Inc.	10,766.00 Leases_&_Rentals
51945	2025-05-16	USABLE Life	2,397.85 Insurance premium
52023	2025-06-06	USABLE Life	2,346.10 Insurance premium
100407	2025-05-16	Veolia Water Idaho	229.12 Utility bill
100428	2025-06-06	Verizon Wireless	3,113.87 Utility - phones, etc
100427	2025-06-06	Verizon Wireless	40.01 Utility - phones, etc
100431	2025-06-20	Verizon Wireless	51.55 Utility - phones, etc

100432	2025-06-20	Verizon Wireless	52.26 Utility - phones, etc
100430	2025-06-20	Verizon Wireless	1,654.31 Utility - phones, etc
100433	2025-06-20	Verizon Wireless	200.10 Utility - phones, etc
52152	2025-06-23	Vitruvian Planning	1,550.00 Consulting_Services
100395	2025-05-16	WASHWORX, LLC	2,600.00 Services
100395	2025-05-16	WASHWORX, LLC	7,000.00 Services
200016	2025-06-26	WCF National Insurance Company	25,390.57 Insurance premium
200014	2025-05-20	WCF National Insurance Company	25,390.57 Insurance premium
51979	2025-05-16	Western Mountain Bus Sales	269.05 Parts
52060	2025-06-06	Western Mountain Bus Sales	269.05 Parts
52223	2025-06-27	Western Mountain Bus Sales	872.87 Parts
52223	2025-06-27	Western Mountain Bus Sales	351.24 Parts
52223	2025-06-27	Western Mountain Bus Sales	644.52 Parts
51986	2025-05-16	Wex Bank	8,970.71 Unleaded
52108	2025-06-10	Wex Bank	403.26 Unleaded
52179	2025-06-23	Wex Bank	8,969.80 Unleaded
52195	2025-06-23	Wex Bank	1,137.59 Unleaded
100396	2025-05-16	Wienhoff Drug Testing	500.00 Services
100441	2025-06-20	Wienhoff Drug Testing	380.00 Services
100441	2025-06-20	Wienhoff Drug Testing	195.00 Services
51989	2025-05-16	William (Travis) Fremont	5,875.30 Rides_to_Wellness
52008	2025-05-19	William (Travis) Fremont	12,262.91 Rides_to_Wellness
52012	2025-05-29	William (Travis) Fremont	1,347.11 Rides_to_Wellness
52012	2025-05-29	William (Travis) Fremont	4,090.75 Rides_to_Wellness
52215	2025-06-27	William (Travis) Fremont	5,598.15 Rides_to_Wellness
52184	2025-06-23	William (Travis) Fremont	12,790.08 Rides_to_Wellness
52184	2025-06-23	William (Travis) Fremont	1,279.46 Rides_to_Wellness
52030	2025-06-06	William Beard	281.00 Bus_Washing
52030	2025-06-06	William Beard	480.00 Bus_Washing
52030	2025-06-06	William Beard	214.00 Bus_Washing
52030	2025-06-06	William Beard	505.00 Bus_Washing
52146	2025-06-23	William Beard	239.00 Bus_Washing
52146	2025-06-23	William Beard	432.00 Bus_Washing
52240	2025-06-27	William Beard	432.00 Bus_Washing
52240	2025-06-27	William Beard	212.00 Bus_Washing
51932	2025-05-16	William Bowers	1,295.38 parts
52104	2025-06-06	William Bowers	5,208.00 Parts
100429	2025-06-20	Willscot	7,263.96 Insurance settlement
52197	2025-06-23	Wurth USA Inc.	1,000.00 Parts
51987	2025-05-16	YB NOW LLC	7,649.92 Rides_to_Wellness
52180	2025-06-23	YB NOW LLC	8,826.04 Rides_to_Wellness
52180	2025-06-23	YB NOW LLC	515.44 Rides_to_Wellness
51987	2025-05-16	YB NOW LLC	772.64 Rides_to_Wellness
52127	2025-06-20	Zenobe Americas EV Assetco LLC	11,666.68 Leases_&_Rentals
52127	2025-06-20	Zenobe Americas EV Assetco LLC	23,333.36 Leases_&_Rentals
			<u>2,723,768.47</u>

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

Nicholas Leonardson

VRT Senior Accountant or Chief Financial Officer

ACCEPTED:

CHAIR OF EXECUTIVE BOARD

ATTEST:

SECRETARY/TREASURER



AUTHORIZATION FOR EXPENDITURE

BOARD OF DIRECTORS

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

TOTAL COST: Not to exceed \$565,000

PURPOSE/ACTION: To provide ERP and EAM 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**, Averro Advisors was awarded a contract not to exceed two years and \$190,000. On April 1, 2024, pursuant to **Resolution VBD24-020** Averro 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. On April 7, 2025, pursuant to **Resolution VBD20-020** the contract was amended to not exceed three and a half years and \$495,000.

VRT has successfully implemented both the ERP and EAM systems. However, an additional \$70,000 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 \$70,000, bringing the total to \$565,000.

This extension will ensure that Averro 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 VBD25-027** and delegate authority to the Chief Executive Officer to authorize final negotiations and execute the contract modification with Averro Advisors.

ORDER OF REVIEW

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

Signature: _____

Date Approved: MM/DD/YYYY Resolution Number

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

Signature: _____

Date Approved: MM/DD/YYYY Resolution Number:

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

Signature: _____

Date Approved: 08/04/2025 Resolution Number: VBD25-027





VALLEY REGIONAL TRANSIT BOARD RESOLUTION

ENTERPRISE ASSET MANAGEMENT (EAM) SYSTEM CONSULTING SERVICES RESOLUTION VBD25-027

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) and Enterprise Resource Planning (ERP) system consulting services; and

WHEREAS, Valley Regional Transit initially executed a contract with Avero Advisors pursuant to **Resolution VEB22-006** to provide system consulting services with a not to exceed amount of \$190,000; and

WHEREAS, a contract modification was approved pursuant to **Resolution VBD25-020** on April 7, 2025 to increase the not to exceed amount with Avero Advisors to \$495,000; and

WHEREAS, a contract modification is required to increase the not to exceed amount with Avero Advisors from \$495,000 to a not to exceed amount of \$565,000 for EAM and ERP 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 \$565,000 for EAM and ERP 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 VBD25-027, it shall rescind Resolution VBD25-020.

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 4th day of August 2025.

APPROVED by the Board Chair this 4th day of August 2025.

APPROVED:

CHAIR

ATTEST:

EXECUTIVE ASSISTANT



AUTHORIZATION FOR EXPENDITURE

BOARD OF DIRECTORS

PROCUREMENT DESCRIPTION: Valley Regional Transit (VRT) facility janitorial services contract for cleaning services at Main Street Station (MSS), Happy Day Transit Center (HDTC), and at the Garden City Office with All-Pro Cleaning, LLC

TOTAL COST: Not to exceed \$910,000

PURPOSE/ACTION: This expenditure will provide janitorial services for daily cleaning and upkeep at MSS, HDTC and at the Garden City Office.

SCOPE OF WORK: This work involves sweeping, mopping, waxing, disinfecting, vacuuming and other washing/janitorial services needed to maintain the facilities in a state of good repair. The contract will begin in October of 2025 and expire in September of 2027 with an option to renew upon mutual agreement of both parties for 5 additional one-year extensions, or through September of 2032.

DISCUSSION: VRT issued an RFQ for janitorial services in May of 2025 under RFQ INT-BASE_AD-25-1. VRT staff evaluated the qualifications from three different janitorial firms and identified All Pro Cleaning, LLC as the best option. It is estimated that the base annual cost for janitorial services will approximately \$92,900 per year escalating at 3% per year, plus unforeseen cleaning, day-porter services related to incidents which are likely to occur and periodic deep cleaning that will occur during the seven-year contract.

ALTERNATIVES: Not performing required maintenance or cleaning puts VRT in a position that facilities would not be sanitary for public safety. VRT solicited other cleaning services and reviewed the option to have cleaning provided in-house, which would require multiple staff hires when compared to contracted services. Approving the contract is the most desirable alternative.

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, operating budgets 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 All Pro Cleaning, LLC was the most qualified bidder under procurement RFQ INT-BASE-AD-25-1,

VRT is requesting the Board of Directors approve resolution VBD25-037 authorizing VRT to enter into a contract with All-Pro Cleaning, LLC for a not to exceed amount to \$910,000 over the contract term.

RESOLUTION NUMBER: VBD25-037

POST RFP/FINAL SELECTION OF PROJECT: VRT staff recommends the Board of Directors

approve Resolution VBD25-037 and authorize the Chief Executive Officer to finalize and execute a contract with All Pro Cleaning for janitorial services not to exceed \$910,000 over the contract term.

ORDER OF REVIEW

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

Signature: _____

Date Approved: 8/4/2025

Resolution Number: VBD25-037





VALLEY REGIONAL TRANSIT BOARD RESOLUTION

ALL PRO CLEANING LLC CONTRACT RESOLUTION VBD 25-037

BY THE BOARD OF VALLEY REGIONAL TRANSIT TO APPROVE A CONTRACT WITH ALL PRO CLEANING LLC FOR JANITORIAL SERVICES

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

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

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

WHEREAS, VRT requires maintenance services that require immediate response to cleanliness at transit centers and other facilities to ensure continued operations; and

WHEREAS, VRT completed RFQ INT-BASE-AD-25-1 to provide cleaning services for the transit facilities which was an open, competitive procurement, 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, All Pro Cleaning was selected by qualifications for a two-year fixed-term with up to five mutual extensions in one-year increments for a not to exceed amount of \$910,000; 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, 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 delegate authority to the Chief Executive Officer to finalize and execute the contract with All-Pro Cleaning LLC, for janitorial services with a not to exceed amount of \$910,000.

Section 2. That Resolution VBD25-037 shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 4th day of August 2025.

APPROVED by the Board Chair this 4th day of August 2025.

APPROVED:

CHAIR

ATTEST:

EXECUTIVE ASSISTANT



TOPIC	Policy 6.05.00 - System Security and Emergency Preparedness Plan Update
DATE	August 4, 2025
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

This is an action item. Staff requests that the Board of Directors approve Resolution VBD25-030 and updates to Policy 06.05.00 System Security and Emergency Preparedness Plan (SSEPP).

Summary

This policy ensures transit management contractor(s) develop, implement, and maintain a comprehensive SSEPP to maintain a state of readiness to prevent, respond to, and recover from security threats, emergencies, and other disruptive incidents affecting transit operations, passengers, employees, and facilities.

The previous policy was reviewed and has been updated. The following changes were made to the policy:

- Policy was put into the new VRT format
- Updated policy statement to reflect current practices
 - Transit management contractor(s) are required to maintain an SSEPP per contract, not VRT, as the previous policy was written
 - VRT does not meet the requirements to create an SSEPP. Requirements include
 - Rail transit systems
 - Transit agencies that are part of the Transit Security Grant Program
 - Transit agencies subject to TSA security regulations
 - Transit agency receiving federal funds and identified in their state's emergency preparedness framework
 - Added new definitions

Implication

Scheduled reviews of the SSEPP Policy and procedures will ensure transit management contractor(s) continue to align with current practices.

More Information

Attachments

Policy 6.05.00 System Security and Emergency Preparedness Plan

Policy 6.05.00 System Security and Emergency Preparedness Plan Redline

Resolution VBD25-030 Policy 6.05.00 System Security and Emergency Preparedness Plan

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: 6.05.00

Resolution Number: VBD25-030

Policy Title: System Security and Emergency Preparedness Plan

Signature of Board Chairperson

Date

Signature of Chief Executive Officer

Date

STATEMENT OF POLICY

VRT (hereinafter, the AUTHORITY) strives to maintain a state of readiness to prevent, respond to, and recover from security threats, emergencies, and other disruptive incidents affecting transit operations, passengers, employees, and facilities. To achieve this, the AUTHORITY shall require transit management contractor(s) to develop, implement, and maintain a comprehensive System Security and Emergency Preparedness Plan (SSEPP).

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:

Critical Incidents are defined as accidents, natural disasters, crimes, terrorism, sabotage, civil, unrest, hazardous materials spills and other events that may require emergency response. Critical incidents require swift, decisive action from multiple organizations, often under stressful conditions. Critical incidents must be stabilized prior to the resumption of regular service or activities.

Disruptive Incidents are defined as unexpected events or conditions that interfere with the normal operation of a transit system, impacting safety, security, service delivery, or the well-being of passengers, employees, or infrastructure.

Emergency Preparedness is defined as the process of planning, organizing, training, equipping, and exercising to ensure an effective and coordinated response to emergencies

that may affect an organization's operations, personnel, passengers, infrastructure, or surrounding community.

Incident Response is defined as the set of actions taken to detect, assess, respond to, manage, and recover from an unplanned event that threatens safety, security, operations, or assets, including any disruption affecting vehicles, facilities, passengers, employees, or infrastructure.

Security Threats is defined as potential or actual actions, events, or conditions that could cause harm to people, property, information, or operations by compromising the safety, security, or integrity of a transit system or organization.

System Safety is defined as the application of operating, technical and management techniques and principles to the safety aspects of a system throughout its life to reduce hazards to the most practical level through the most effective use of available resources.

System Security is defined as the application of operating, technical and management techniques and principles to the security aspects of a system throughout its life to reduce threats and vulnerabilities to the most practical level through the most effective use of available resources.

POLICY

The AUTHORITY will require the transit management contractor(s) SSEPP to serve as the foundation for security and emergency management activities. Transit management contractor(s) shall establish procedures for identifying risks, mitigating threats, managing incidents, and restoring service. The SSEPP will promote coordination with local, state, and federal emergency response agencies and align with applicable regulatory and industry standards, including the Federal Transit Administration (FTA) guidance where applicable.

Key elements of the SSEPP include:

- Protocols for threat and vulnerability identification, incident response, and continuity of operations
- Defined responsibilities for security and emergency preparedness
- Emergency communication protocols
- Training, drills and exercises for employees
- Procedures for incident response, recovery, and continuity of operations
- Coordination with external emergency services and partners

All transit management contractor(s) performing operational services for AUTHORITY shall be responsible for preparing for, responding to, and recovering from security threats, emergencies, and other critical incidents. The transit management contractor(s) SSEPP shall address risks relevant to their scope of work, and must include procedures for coordination with first responders, and relevant local, state, or federal authorities.

The SSEPP will optimize, within the constraints of time, cost, and operational effectiveness, the level of protection afforded to AUTHORITY'S passengers, employees, volunteers, and any



other individual who come into contact with the system, both during normal operations and under emergency conditions.

Transit management contractor(s) will review the SSEPP at least annually, or update as needed to reflect changes in operations, threat environment, or lessons learned from incidents and exercises. All transit management contractor(s) employees are expected to be familiar with and comply with the procedures and responsibilities outlined in the SSEPP. Transit management contractor(s) will provide SSEPP to AUTHORITY annually, or anytime a change is made for review and auditing purposes.

END OF POLICY

Adoption Date: 09/20/2006

Effective Date: 08/04/2025

Last Revised Date: 01/03/2022; 08/04/2025

Last Reviewed Date: 01/03/2022; 08/04/2025

Replaced:

Supporting Documents:

[Transit Management of Ada County SSEPP](#)

[Transit Management of Canyon County SSEPP](#)





VALLEY REGIONAL TRANSIT BOARD RESOLUTION

POLICY 6.05.00 SYSTEM SECURITY AND EMERGENCY PREPAREDNESS PLAN RESOLUTION VBD25-030

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING UPDATES TO POLICY 6.05.00 SYSTEM SECURITY AND EMERGENCY PREPAREDNESS PLAN,

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 strives to maintain a state of readiness to prevent, respond to, and recover from security threats, emergencies, and other disruptive incidents affecting transit operations, passengers, employees, and facilities; and

WHEREAS, VRT will achieve this by requiring transportation contractor(s) to serve as the foundation for security and emergency management activities described in a System Security and Emergency Preparedness Plan (SSEPP); and

WHEREAS, VRT shall ensure the transportation contractor(s) SSEPP will promote coordination with local, state, and federal emergency response agencies and align with applicable regulatory and industry standards, including the Federal Transit Administration (FTA) guidance where applicable; 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 VBD25-030 and updates to Policy 6.05.00 System Security and Emergency Preparedness Plan.

Section 2. That Resolution VBD25-030 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 4th day of August 2025.

APPROVED by the Board Chair this 4th day of August 2025.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC	Transit Asset Management Targets for Fiscal Year 2025
DATE	August 4, 2025
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

This is an action item. Staff requests the Board of Directors accept the Transit Asset Management (TAM) targets for fiscal year 2025.

Summary

The Federal Transit Administration (FTA) has published a final rule to define the term *state of good repair* (SGR) and to establish minimum Federal requirements for TAM that will apply to all recipients and subrecipients of Chapter 53 funds that own, operate, or manage public transportation capital assets. This final rule requires public transportation providers to develop and implement TAM policies, plans, and targets.

Participating agencies in the TAM Group Plan are VRT, Boise State University (BSU) Ada County Highway District (ACHD) Commuteride, and WITCO. All participating agencies have agreed to follow the TAM Group Plan requirements, which requires:

1. Scoring of assets; and
2. Analyzing scores based upon current and future needs to maintain service; and
3. Setting of targets for each category of assets.

VRT staff started setting aspirational targets in fiscal year 2021. Aspirational targets cover a horizon period of four years. This aspirational target covered fiscal years 2021- 2024. VRT sets TAM targets by category: rolling stock, equipment, and facilities. In August 2024 the Board of Directors approved aspirational targets for fiscal years 2025 – 2029.

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

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

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

- Performance since FY17
- Performance results for current year
- Variance between the target set and the actual performance for current year

- The next fiscal year's target

Findings:

- Rolling Stock met the target for FY25. The target for rolling stock assets that met or exceeded their ULB was 20.0%, and 19.16% of the groups rolling stock met or exceeded the ULB. The same target is proposed for rolling stock in FY26, 20.0%.
- Equipment did not meet the target for FY25. The target for equipment that met or exceeded their ULB was 10.0% and 17.55% of the groups equipment exceeded the ULB. This target was not met due to VRT not getting local match to replace one service vehicle that has exceeded its ULB and reallocating another service vehicle to another department that was replaced. The same target is proposed for equipment for FY26, 10.0%.
- Facilities exceeded the target for FY25. The target for facilities that have a condition rating of 3.0 or lower was 30.0% and only 13.33% of the groups' facilities scored 3.0 or lower. The same target is proposed for facilities for FY26, 30.0%.

Staff will develop a plan for how to reach the TAM measures that are not reaching targets within the five-year window. VRT will inform the Board on that strategy, including providing access to background information on details of the assets that will need to be maintained and/or replaced.

Highlights

- Board of Directors approved TAM Group Policy in September 2018
- Board of Directors approved TAM Group Plan January 2019
- Board of Directors approved updates to the TAM Group Plan and Policy August 2021
- Board of Directors approved TAM Targets for fiscal years 2025 – 2029 August 2024

Implication

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

More Information

Attachments

TAM Targets FY2025

For detailed information, contact:

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



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

Asset Category	Performance Measure	FY23 Actual	FY24 Actual	FY25 Target	FY25 Actual	FY25 Variance	FY26 Target
Rolling Stock	Age - % of revenue vehicles and equipment that has met or exceeded their Useful Life	24.67%	13.91%	20.00%	19.16%	0.84%	20.00%
Equipment		12.70%	8.89%	10.00%	17.55%	-7.55%	10.00%
Facilities	Condition - % of facilities with a condition rating below 3.0	42.86%	20.00%	30.00%	16.67%	13.33%	30.00%



TOPIC	Transit Asset Management Group Plan Update
DATE	August 4, 2025
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

This is an action item. Staff recommends the Board of Directors approve Resolution VBD25-032 and the updated Transit Asset Management Group Plan (TAM Plan).

Summary

The Federal Transit Administration (FTA) has published a final rule to define the term *state of good repair* (SGR) and to establish minimum Federal requirements for transit asset management that will apply to all recipients and subrecipients of chapter 53 funds that own, operate, or manage public transportation capital assets. This final rule requires public transportation providers to develop and implement a TAM Plan.

TAM plans must include an asset inventory, condition assessments of inventoried assets, decision support, and a prioritized list of investments to improve the state of good repair of their capital assets.

The current TAM Group Plan and Policy have been in use since 2021 and has been a useful guide to continue to offer safe and effective transportation in VRT's service area, as well as provide a guide in project priorities. VRT worked with the Public Transportation Providers Group to update the TAM Plan.

The redline document highlights the following changes:

- General Updates
 - Updated dates and table of contents
- Chapter 4
 - Added reference to the COMPASS Memorandum of Understanding
- Exhibit G
 - Updated Asset Portfolio
- Exhibit H
 - Updated Investment Prioritization for fiscal year 2026 - 2030

Highlights

- Executive Board recommended approval of TAM Policy to Board of Directors August 2018
- Board of Directors approved TAM Policy September 2018
- Executive Board recommended approval of TAM Plan to Board of Directors December 2018

- Board of Directors approved TAM Plan January 2019
- Board of Directors approved updated TAM Plan and Policy August 2021
- Board of Directors approved updated TAM Plan and Policy August 2024

Implication

Strategies for TAM and SGR will continue to be used to inform the Regional Public Transportation Capital Improvement Plan (CIP), Transportation Improvement Program (TIP), and the Transportation Development Plan (TDP).

More Information

Attachments

TAM Plan

TAM Plan Redline

Resolution VBD25-032 Transit Asset Management Group Plan Update

For detailed information, contact:

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



2025

Transit Asset Management Group Plan



Valley Regional Transit Transit Asset Management Group Plan

Department: **Operations**

Subject: **Transit Asset Management Group Plan**

Signature of Department Head

Date

Signature of CEO

Date

Adoption Date: 01/07/2019

Effective Date: 08/04/2025

Last Revised Date: 08/02/2021; 08/12/2024; 08/04/2025

Last Reviewed Date: 08/04/2025



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CHAPTER 1 – INTRODUCTION TO TRANSIT ASSET MANAGEMENT

Transit Asset Management Purpose

The purpose of developing the Valley Regional Transit (VRT) Group Transit Asset Management (TAM) Plan is to aid Valley Regional Transit Board of Directors as the Regional Public Transportation Authority for Ada and Canyon counties in achieving and maintaining a state of good repair (SGR) of all public transportation assets for the region. **SGR is the condition in which a capital asset is maintained and able to operate at a full level of performance.** This means that the asset:

1. Is able to perform its designed function
2. Does not pose a known unacceptable safety risk
3. Its lifecycle investments have been met or recovered

Transit Asset Management and State of Good Repair Policy Requirements

The Moving Ahead for Progress in the 21st Century Act (MAP-21) required the Secretary of Transportation to develop rules to establish a system to monitor and manage public transportation assets to improve safety and increase reliability and performance, and to establish performance measures. The Fixing America's Surface Transportation (FAST) Act reaffirmed this requirement. On July 26, 2016, FTA published the Transit Asset Management (TAM) Final Rule.

On November 15, 2021, the Bipartisan Infrastructure Law was signed into law. It continues the TAM program without change. However, the law requires the consideration of TAM plan elements in two other FTA programs:

- **Fixed Guideway Capital Investment Grants (Section 5309):** Adds a requirement for the Secretary to determine that a project sponsor has made progress toward meeting the transit asset management performance targets required by 49 U.S.C. 5326(c)(2).
- **State of Good Repair Grants (Section 5337):** Adds a requirement for the Secretary to consider whether an applicant has identified rail vehicle replacements as a priority in the recipient's TAM.

Transit Asset Management is the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risk, and costs over their life cycles for the purpose of providing safe, cost-effective, and reliable public transportation. TAM uses transit asset condition to guide how to manage capital assets and prioritize funding to improve or maintain a state of good repair.

The Final Rule groups providers into two categories: Tier I and Tier II.

- Tier I providers own, operate, or manage rail, more than 100 vehicles across all fixed-route modes, or more than 100 vehicles in one non-fixed route mode.
- Tier II providers are subrecipients of 5311 funds, or an American Indian Tribe, or own, operate, or manage less than 101 vehicles across all fixed-route modes, or less than 101 vehicles in one non-fixed-route mode.

The TAM rule requires every transit provider that receives federal financial assistance under 49 U.S.C. Chapter 53 to develop a TAM plan or be a part of a group TAM plan prepared by a sponsor, e.g. Valley



Regional Transit, Idaho Transportation Department – Public Transportation, etc. All TAM plans must contain:

- An inventory of assets
- A condition assessment of inventoried assets
- Management Approach
 - Documentation of a decision support tool
 - A prioritization of investments

Tier II providers may develop their own plans or participate in a group plan such as VRT's Group TAM Plan. Regardless of whether an agency develops its own TAM Plan or chooses to participate in a group plan, each transit agency must designate an Accountable Executive to ensure that the necessary resources are available.

There are four transit agencies in Ada and Canyon counties that operate within the VRT region: Valley Regional Transit, Ada County Highway District (ACHD) Commuteride, Boise State Shuttle and Treasure Valley Transit (TVT). Since VRT and Idaho Transportation Department - Public Transportation (ITD-PT) are direct recipients of federal funds, both are required to have and offer Group Transit Asset Management Plans. ITD-PT has an independent sponsored Transit Asset Management (TAM) plan, that data is not included in this Group TAM Plan.

It is the expectation of VRT to have the support and feedback of Community Planning Association of Southwest Idaho (COMPASS), the Metropolitan Planning Organizations (MPO) and providers to define, implement, enhance, and achieve the goals of the VRT Group TAM Plan set by the VRT Board of Directors. Each agency participating in VRT's Group TAM Plan (see Exhibit A - Roles and Responsibilities) will provide a written statement of participation from their designated Accountable Executive. An Accountable Executive is a single, identifiable individual within a transit agency who has direct control over the resources needed to implement an agency's safety plan and transit asset management practices, and who is responsible for the implementation of both of those requirements.

Participants choosing to opt-out of the VRT Group TAM Plan must notify VRT no later than 12 months prior to the next TAM plan due date. Providers cannot participate in more than one (1) TAM Plan.

VRT Group TAM Plan will be reviewed and updated accordingly, at minimum, every four years, which is equivalent to the Horizon Period.

How will Transit Asset Management Help the Region

Transit Asset Management (TAM) is the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles to provide safe, cost-effective, and reliable public transportation. TAM uses transit asset condition to guide how to manage capital assets and prioritize funding to improve or maintain a state of good repair.

Some of the ways TAM can help us address safety are:

- Reducing potential injuries or fatalities due to poor conditions, maintenance issues, or unexpected breakdowns



- Preventing, mitigating, responding, and recovering from emergency or adverse events
- Being prepared to take advantage of new technology and innovations

Some of the ways TAM can help us address operations are:

- Decreasing risk through proactive rather than reactive spending
- Prioritizing activities to realize more value from physical assets
- Optimizing maintenance planning and preventing backlogs
- Leveraging existing knowledge and expertise
- Reducing risk of breakdowns “behind the scenes” (e.g. maintenance facilities or computer systems) that can impact operations.

Some of the ways TAM can help us address customer service/reliability are:

- Reducing unexpected delays in service, lost trips by identifying systemic failures
- Improving condition of stations and vehicles for cleanliness, customer experience
- Enhancing relationship and reputation with customer, stakeholders, and the media

Some of the ways TAM can help us save time, money, and resources are:

- Optimizing return on investment
- Understanding and managing our asset portfolio effectively
- Meeting pressure to deliver at lower costs
- Matching agency goals, priorities, and needs with actual spending/funding requests and project planning
- Investing in additional staff and time is a small expenditure to better allocate the entire budget, as it leads to overall life-cycle savings and ability to further invest back into the assets
- Reducing costs of managing assets over the course of their lives
- Preserving asset value—thinking about assets as money, and handling with responsibility
- Identifying projects that can be cancelled or postponed
- Bringing together these efforts in a more strategic, intentional way with data and evidence-based decision-making

About the Group TAM Plan

The Group TAM Plan contains four major components: the Asset Inventory Portfolio, the Condition Assessment, the Management Approach, as well as the Work Plans and Resources section. The **Asset Inventory Portfolio** provides guidance to plan participants on what assets are considered capital assets that support the delivery of public transportation services in Ada and Canyon counties. The **Condition Assessment** section includes the guidance on scoring capital assets included in the Group TAM Plan and how the actual conditions compare to the targets set for each asset category. The **Management Approach** will break out the information supporting the decision-making process, investment prioritization, risk management considerations, and strategies for maintenance, overhaul, disposal, acquisition, and renewal. The **Reporting** section outlines the proposed investments and any applicable capital investment activity schedules.



CHAPTER 2 – ASSET INVENTORY PORTFOLIO

The asset inventory process is the approach a transit agency takes in maintaining a register/portfolio of the assets it owns or is responsible for maintaining. An asset inventory is the first step in organizing and managing asset information. This plan emphasizes the importance of having a process to determine what should constitute the asset inventory, how the inventory should be organized, and the critical information that is needed to manage the items in the asset inventory over their lifecycle. FTA regulations require all providers to include the appropriate inventory of their assets used to provide public transportation, and a condition assessment of the assets for which it has direct capital responsibility in its asset management plan.

Regardless of an agency's asset management maturity, the inventory process is foundational. Asset management uses data from the inventory, including descriptive characteristics (such as estimated useful life, estimated remaining useful life, location, year of purchase, cost, quantity, condition, and maintenance history) to support decision-making. The asset inventory process provides data that can be used to support asset class-specific business processes (for example, comparing effectiveness of various maintenance practices on one asset class) and enterprise-level business processes (for example, capital programming and operations and maintenance budgeting). These processes require the integration and use of data from multiple sources.

The asset inventory is structured to include a hierarchy of assets that comprise a specific asset class. The asset inventory and the associated asset hierarchy can provide the common basis for integrating this information and using it for multiple purposes across the agency.

The first step in developing and maintaining an Asset Inventory Portfolio is to inventory all fixed and real property assets on an annual basis for which the provider has direct capital responsibility. The final rule, 49 CFR Parts 625 and 630, requires that a transit provider include in its asset inventory all equipment, rolling stock, facilities, and infrastructure that it owns.

Once an asset becomes a part of a transit provider's capital program, the transit provider must comply with the final rule's condition assessment, target setting (if applicable), and investment prioritization requirements.

See Exhibit C – Asset Categories

Asset Portfolio Summary:

Rolling Stock

Participating agencies will list each of their Rolling Stock inventory by fleet and by mode that they operate as revenue vehicles. Rolling stock will include all vehicles for which an agency utilizes as public transportation revenue vehicles, regardless of who has capital replacement responsibility.

Equipment

Equipment will be listed based on the number of service vehicles that they operate. Each agency will categorize the equipment for each applicable vehicle type:

- Automobiles,
- Trucks and other rubber-tire vehicles, and



- Steel-wheel vehicles

A provider will exclude from its asset inventory any equipment with an acquisition value of less than \$50,000, unless the equipment asset is a service vehicle or if that asset will be included in a capital Program of Projects. Therefore, if a transit provider has direct capital responsibility for any asset that is currently included in its program of capital projects or an asset that the provider can reasonably anticipate it will include in its program of capital projects during the TAM plan horizon period.

Please note, the Equipment category for reporting performance targets to FTA does not include equipment that agencies own or use outside of service vehicles. VRT Group TAM Plan does require that VRT or its agent, to score all equipment that could be included in a Program of Projects.

Facility

Facility inventory will be classified according to FTA requirements:

- Passenger/Parking Facilities
- Administrative/Maintenance Facilities

Please reference the [FTA Facilities Guidebook](#) for more information. Inventory of facilities must only include those for which an agency has full or partial capital replacement responsibility.

Infrastructure

Transit agencies that operate or manage rail modes will report inventory for the track segments with performance restrictions. For each rail mode requires an individual score. Infrastructure scores only include track for which an agency has full or partial capital replacement responsibility. *(Note: At this time there are no Infrastructure Assets within Ada and Canyon counties purchased or operated with FTA funding.)*

See Exhibit G for asset inventory



CHAPTER 3 – CONDITION ASSESSMENT

Asset Condition

Asset Condition is a key component in a Transit Asset Management Plan. The overall condition rating will become the State of Good Repair (SGR) score for an asset. The purpose of the National TAM System is to tackle the Nation's growing SGR backlog by improving the condition of transit assets.

The initial indicator of declining condition, SGR Score, will be used to inform decisions on asset replacement.

All asset inventory will be scored equally and annually by VRT or its agent with no special consideration given to any one agency. The inventory will then be presented to the Asset Management Lead. The Asset Management Lead will then analyze and categorize the asset inventory according to score, category and agency. Performance Targets and Measures will be proposed to the VRT Board of Directors for review, comment, and approval.

Asset Condition Scoring Criteria Guidance

To ensure consistency and accuracy, all assets will be scored on an average of at least two (2) criteria, with age always being one (1) of the criteria. Listed below are the criteria for which an asset will be scored:

- **Age** will be scored based on percentage of useful life remaining. Useful life will be determined by Federal Transit Administration Circular 5010.1D, GAAP Guidelines and/or Industry Standards. See Exhibit A for the Useful Life Standards.
- **Mechanical/Technical scoring** is based on how close an asset or component is to replacement or major overhaul. To obtain a better understanding of the assets mechanical condition, VRT will use the annual maintenance costs for each vehicle, including Preventative Maintenance costs, to determine a maintenance cost per mile. This cost per mile will apply a score to the complete mechanical Section of the TAM scores. The cost per mile will be completed on an annual basis.
 - If a known defect, such as a failed major individual component is known, then that individual component score can be applied to the individual portion of the mechanical score sheet. If repairs are made the score sheet should be updated, as those costs will not be reflected in maintenance costs for the year. Scores will not have a greater granularity than a half point. Refer to individual asset group inspection Standards Documents for confidence in reliability and specific examples.
- **Appearance scoring** is based on how an asset or component appears visually. Scores will not have a greater granularity than a half point. Refer to individual asset group inspection Standards Documents for specific examples.
- **Overall State of Good Repair scoring** will be an average of the scoring for Age, Mechanical/Technical and/or Appearance

See Exhibit D for more information/guidance on scoring criteria guidance.

See Exhibit E for the Rolling Stock/Equipment Score Sheet template and the Facilities Score Sheet Template.



Asset Condition Inspection Guidance

As stated above the Asset Inventory will be scored and inspected to determine the overall condition of the asset on an annual basis. While completing the scoring, the inspector should be looking at the overall condition of the asset, including any loose, damaged, leaking, or deteriorated items of the asset. Good inspection practices include physically touching, shaking, and using other mechanical measures, if applicable, to assess the overall condition of the asset. The scoring forms must be used as it will be used as a communication tool to management on the condition of the asset. It will also be used as the data entry tool for the scoring results.

Administrative Guidelines

- A record of the inspection will be stored electronically on TAM asset scoring software. If the software fails, a hard copy of the inspection sheet will be stored.
- During inspections, note any defects such as worn, broken, damaged, or defective components, and assemblies, and any loose or missing hardware that may constitute a safety or service concern. Photos will be taken and stored in the TAM asset scoring software. These notes will be written on the scoring sheets if a hard copy inspection is required.
- All electronic data will be stored in the TAM asset scoring software. Hard copy completed scoring sheets will be scanned into the TAM data location at VRT for future reference. The hard copy will then be filed. Each agency's sheets will be provided upon request.



CHAPTER 4 – MANAGEMENT APPROACH

Transit Asset Management Policy

The primary goal of ValleyConnect 2.0, the long-range transit plan, is to maintain a safe and reliable public transportation system. In 2018 the VRT Board of Directors adopted a Transit Asset Management Policy to recognize the importance of a transparent and equitable process for achieving and maintaining a State of Good Repair for all public transportation assets in the region. The policy identifies the processes and key steps necessary for FTA compliance, performance measurement, and reporting.

Resource Identification & Decision Support

The Federal Transit Administration (FTA) funds apportioned to the Boise Urbanized Area (Boise UZA) and Nampa Urbanized Areas (Nampa UZA) are crucial to the continued operation of public transportation services in the region. These congressional apportionments are used to fund operations, planning, mobility management, and state of good repair projects. In addition, the appropriations can be used for capital and service expansion projects that meet the goals of the region's transportation plans. As the regional transportation authority and designated recipient of these funds, VRT engages a decision support process to identify needs and allocate limited resources. The process is used to prioritize projects that will improve and maintain the state of good repair of all regional public transportation assets.

The Decision Support Process is as follows:

1. TAM Group Plan participants will provide an updated inventory of all capital assets and any additional data requested for investment prioritization as described in this plan.
2. The Asset Management Lead will compile all available data and organize inventories by urbanized area, agency, and asset category.
3. The Asset Management Support will review available and projected federal funding available for transit capital investments in the region as programmed in the region's Transportation Improvement Program.
4. The Asset Management Support will bring to The VRT Board of Directors an analysis of these data and proposed investment prioritization on an annual basis for incorporation into the appropriate fiscal year's Capital Budget and development of a Capital Improvement Plan (CIP). The analysis will consist of a list of ranked projects and anticipated funding year.

Investment Prioritization

VRT staff uses the following criteria and performance measures to develop recommendations for asset replacement investments to the VRT Board of Directors.

1. SGR Score – the output of the condition assessment process. The SGR score (0-5) provides an objective assessment of an asset that considers age, mechanical health, and appearance. The SGR scores are used in initial ranking of projects to prioritize those assets scoring at a 2.5 and below.
2. Useful Life/Useful Life Benchmark (UL/ULB) – the expected lifecycle or acceptable period of use of a capital asset as determined by the transit provider's operating environment. Available



for rolling stock and equipment, UL/ULB are factors of the SGR score. Additional analysis of UL/ULB ensures federal compliance when proposing future replacement projects and scheduling within asset groups. See Exhibit B – FTA Useful Life Guidelines.

3. Safety Risk – the probability that delaying investment may result in injury, loss of life, or serious environmental damage. VRT will prioritize those projects that pose an identifiable safety risk.
4. Level of Service – the utilization of capital assets in the provision of public transit. Reviewed as part of funding requests from partner providers both participating and outside of the Group TAM Plan. VRT prioritizes investments in services with high utilization.
5. Funding Availability – the level of expected federal and local funding available in a given horizon. High ranking projects may be postponed if there is not a) sufficient federal funding in designated UZA b) sufficient local matching funds in the designated UZA, or c.) sufficient federal and local funding to complete the project. Low ranking projects may be advanced that can be addressed with newly available or distinctly applicable funding sources, are strategically linked to higher ranking projects, or other agency initiatives.

See Exhibit H for Investment Priorities.

Setting Performance Targets for Capital Assets

The VRT Board of Directors will set performance targets for each asset category, Rolling Stock, Equipment and Facilities, on an annual basis as part of its internal budgeting process to ensure assets are maintained according to the State of Good Repair and balance the priorities and targets that best reflect the local needs and funding availability from all sources.

Current and projected performance targets will be monitored annually and compared to the agency's TAM actual performance. Performance targets will be reviewed, and target changes will be considered if the performance target is projected to be not attainable in the next two consecutive years or if the performance target is projected to be more than 10% above or below the set target.

VRT Group TAM Plan and Targets will be coordinated with the metropolitan, statewide and non-metropolitan planning processes. To the maximum extent practicable, the providers and Sponsor must coordinate with States and Metropolitan Planning Organizations in the selection of State and Metropolitan Planning Organization performance targets.

All recommendations made to FTA are at the discretion of, and are subject to change, by the VRT Board of Directors.



CHAPTER 5 – REPORTING

Reporting – Asset Scoring, Performance Targets and Measures

Providers participating in the VRT Group TAM Plan will be required to have all assets scored by VRT or its agent, on an annual basis. Assets that will be scored are assets that will be included in a Program of Projects (POP) these are to include assets not purchased with federal funds. When one agency loans, leases, or gifts an asset to another agency, the scoring and reporting of the asset will move to the agency that has physical custody of the asset.

The resulting information from the Annual Asset Inventory collection, which includes asset inventory scores and performance targets, will be submitted on an annual basis to the VRT Board of Directors for review and approval. Once the VRT Board of Directors has accepted the annual asset scoring and set the yearly Performance Targets, this information will be reported to the Community Planning Organization of Southwest Idaho (COMPASS) the MPO in July, and the Federal Transit Administration (FTA) through the National Transit Database (NTD) in January.

Additionally, VRT will provide updates to the COMPASS Public Transportation Workgroup, as requested, per the COMPASS/VRT Memorandum of Understanding (MOU).

When analyzing performance targets and measures, it is important to first identify what factors are considered and what that data entails. VRT Board of Directors will utilize the following data when determining performance targets and measures for the VRT Group TAM Plan:

- Asset Age
 - Useful Life
 - Useful Life Benchmark (ULB)
- Asset Condition
 - Mechanical
 - Appearance

Useful life is the expected lifetime of the asset, or the acceptable period of use in service. Useful life of revenue rolling stock begins on the date the vehicle is placed in revenue service and continues until it is removed from service. VRT utilizes the Federal Transit Administration's (FTA) standards for determining useful life and useful life benchmark. See Exhibit B – FTA Useful Life Guidelines.

Appearance and Mechanical scoring will use the score sheet definitions found in Exhibit D: By utilizing separate scoring matrix for each category the score will reflect a more accurate current State of Good Repair (SGR) of each vehicle. It is based on the FTA's Transit Economic Requirements Model (TERM) with modifications to the Description for each category.

See National Transit Database Asset Inventory Module Reporting Guide for more information or definition, click on link to obtain the most recent version of the asset guide: <https://www.transit.dot.gov/ntd/ntd-asset-inventory-module>

Reporting Schedule and Required Information

Beginning in Report Year 2018, transit agencies were required to report FY 2019 performance targets to the National Transit Database (NTD) for assets for which they have capital replacement



responsibility. Agencies will continue to report on their progress toward these goals with the FY 2019 National Transit Database report.

The VRT Board of Directors will review the proposed targets annually and set the targets on a yearly basis. This will ensure staff can enter the targets into NTD for the following fiscal year.

Narrative Report

Beginning in Report Year 2019, agencies must upload a narrative report to the NTD that outlines performance targets and their progress toward those targets. This narrative may include any changes in the transit system conditions that may affect progress toward targets. There is no prescribed format for the narrative report.

Performance Target Categories

Group Plan Sponsors must report performance targets for the following Categories:

Category	What to Report
Rolling Stock	Percentage of revenue vehicles within a particular asset class that have met or exceeded their Useful Life Benchmark (ULB) • Report one target for each vehicle type
Equipment	Percentage of service vehicles that have met or exceeded their ULB • Report one target for each vehicle type
Facilities	Percentage of facilities with a condition rating below 3.0 on the FTA Transit Economic Requirements Model (TERM) scale (1=Poor to 5=Excellent) • Report one target for each facility type (Maintenance/Administration, Passenger/Parking)
Infrastructure	Percentage of guideway track miles with performance restrictions by class • Report one target for each rail mode

Progress toward these targets is calculated and analyzed based upon the condition assessment data reported to VRT by participating agencies.



CHAPTER 6 – CLOSING

TAM is a tool to better organize what the region is already doing, align our organizational objectives, and channel it strategically. VRT has the opportunity to set this vision and communicate to the rest of the region the importance of their roles and how they will impact the TAM goals. With a mature TAM program, VRT will be able to make funding decisions that balance regional needs, including capital, preservation, maintenance, safety, operations, and workforce, to deliver reliable, high quality, service to our region and our customers at a price they are willing to pay.

Utilizing TAM VRT will be able to:

- Make investments based on regional priorities
- Incorporate TAM into every discussion—budgets, contracts, project scoping, hiring, etc.
- Evaluate, refine, and embed the program in the organization over time
- **Evaluate and manage potential risks** using high quality information on the state of our assets.

VRT will be able to **clearly communicate** to our stakeholders the SGR status and needs of the customers. TAM can provide us with the evidence to **tell our story** when it comes to:

- Making tradeoffs and communicating tough decisions to stakeholders
- Demonstrating that capital spending matches priorities
- Justifying agency needs and funding requests to the board
- Being transparent to the public and other stakeholders that we are taking care of assets and appropriately spending tax dollars
- Preventing, mitigating, responding to, and recovering from emergency or adverse events

The federal requirements are a starting point for this mature TAM program. Please keep these things in mind as VRT implements the required elements, current status, and next steps to move towards the vision.



APPENDICES AND EXHIBITS

Exhibit A – Roles and Responsibilities

In compliance with 49 CFR 625 each transit provider must designate an Accountable Executive who will have the authority of approving and implementing the TAM plan.

Role	Title	Agency
TAM Plan Sponsor		Valley Regional Transit
Accountable Executive	Chief Executive Officer	Valley Regional Transit
Asset Management Lead	Chief Operating Officer	Valley Regional Transit
Asset Management Support	Programming Planner	Valley Regional Transit
Accountable Executive	Commuteride Manager	Ada County Highway District - Commuteride
Accountable Executive	Director of Transportation, Parking, and Safety Systems	Boise State University
Accountable Executive	Director of Commercial Operations	Witco



Exhibit B – FTA Useful Life Guidelines

The TAM ULB Cheat Sheet provides default Useful Life Benchmarks for 26 vehicle classes. It was last updated by FTA in October 2021. <https://www.transit.dot.gov/TAM/ULBcheatsheet>



FEDERAL TRANSIT ADMINISTRATION

Default Useful Life Benchmark (ULB) Cheat Sheet

Sources: NTD Reporting Manual

Transit Agencies must report the age of all vehicles to the National Transit Database. FTA tracks the performance of revenue vehicles (Rolling Stock) and non-revenue service vehicles (Equipment), by asset class, by calculating the percentage of vehicles that have met or exceeded the useful life benchmark (ULB).

FTA has set a default ULB as the expected service years for each vehicle class in the table below. ULB is the average number of years at which a vehicle would reach a 2.5 rating on the FTA Transit Economic Requirements Model (TERM) scale, assuming a standard maintenance schedule. When entering fleet data in the NTD, Transit Agencies have the option to either use the pre-populated default ULB or submit an adjusted ULB based on differences in operating environment and/or agency maintenance practices. In cases where the submitted ULB differs significantly from the default value, agencies may be prompted to submit justification.

Vehicle Type		Default ULB (in years)
AB	Articulated bus	14
AG	Automated guideway vehicle	31
AO	Automobile	8
BR	Over-the-road bus	14
BU	Bus	14
CC	Cable car	112
CU	Cutaway bus	10
DB	Double decked bus	14
FB	Ferryboat	42
HR	Heavy rail passenger car	31
IP	Inclined plane vehicle	56
LR	Light rail vehicle	31
MO	Monorail vehicle	31
MV	Minivan	8
RL	Commuter rail locomotive	39
RP	Commuter rail passenger coach	39
RS	Commuter rail self-propelled passenger car	39
SB	School bus	14
	Steel wheel vehicles	25
SR	Streetcar	31
SV	Sport utility vehicle	8
TB	Trolleybus	13
	Trucks and other rubber tire vehicles	14
TR	Aerial tramway	12
VN	Van	8
VT	Vintage trolley	58



FEDERAL TRANSIT ADMINISTRATION

Exhibit C –Asset Categories

Asset Categories, Asset Classes and Individual Assets can be found at the link below. VRT does not report and Infrastructure, as it pertains to providers of rail service.

[eCFR :: Appendix A to Part 625, Title 49 – Asset Categories, Asset Classes, and Individual Assets](#)

ASSET CATEGORY		ASSET CLASS	INDIVIDUAL ASSET
	Equipment	Construction	Crane Prime Mover
		Maintenance	Vehicle Lift Track Geometry Car
		Non-revenue Service Vehicles	Tow Truck Emergency Response Vehicle Supervisor Car Track Maintenance Vehicle
	Rolling Stock	Buses	40 Foot Bus 60 Foot Articulated Bus
		Other Passenger Vehicles	Cutaway Van Minivan
		Railcars	Light Rail Vehicle Commuter Rail Locomotive
		Ferries	Ferry Boat
	Infrastructure	Systems	Signal Substation
		Fixed Guideway	Track Segment Ballast Segment Exclusive Bus Right-of-Way Segment
		Power	Catenary Segment Third Rail Segment
		Structures	Bridge Tunnel Elevated Structure
	Facilities	Support Facilities	Maintenance Facilities Administrative Facilities
		Passenger Facilities	Rail Terminals Bus Transfer Stations
		Parking Facilities	Parking Garages Park-and-Ride Lots

VRT Reporting Asset Categories

- Rolling Stock
 - BU – Bus
 - CU – Cutaway
 - MV – Minivan
 - VN – Van
- Equipment
 - Automobiles
 - Trucks and other Rubber Tire Vehicles
- Facilities
 - Passenger/Parking Facilities
 - Administrative/Maintenance Facilities



Exhibit D – Scoring Criteria Guidance

- **Age** will be scored based on percentage of useful life remaining. Useful life will be determined by Federal Transit Administration Circular 5010.1D, GAAP Guidelines and/or Industry Standards. See Exhibit A for the Useful Life Standards.

Score	Definition
5.0	Asset has 100 - 80% useful life remaining.
4.0	Asset has 79.99 - 60% useful life remaining.
3.0	Asset has 59.99 - 40% useful life remaining.
2.0	Asset has 39.99 - 20% useful life remaining.
1.0	Asset has 19.99 - 0% useful life remaining.
0.5	Asset is beyond its useful life.

- **Maintenance Cost per mile score table**

Cost Per Mile	TAM Score
\$0.00 - \$0.25	5
\$0.26 - \$0.50	4
\$0.51 - \$0.75	3
\$0.76 - \$0.99	2
\$1.00 and up	1

- **Mechanical/Technical scoring** is based on how close an asset or component is to replacement or major overhaul. Scores will not have a greater granularity than a half point. Refer to individual asset group inspection Standards Documents for confidence in reliability and specific examples.

Grade	Definition
5	Excellent No visible defects, new or near new condition, may still be under warranty if applicable. No repair expense, normal preventative maintenance expense. Highest score after rebuilt is 4.5 Tires are excellent
4.5	
4	Good Good condition, but no longer new, may have some slightly defective or deteriorated mechanical component(s) preventative maintenance expense, vary (4.5)/minor (4) repair expense (cost per mile) tires are good



3.5	Adequate	Moderately deteriorated or defective mechanical components normal preventative maintenance expense, repair expense is moderate cost per mile. Actual determines 3.5/3 Tires are moderate
3		
2.5	Marginal	Defective or deteriorated component(s) in need of replacement. Preventative maintenance/repair expense is above budget, major repairs moderately high cost per mile. Actual determines score. Tires need attention
2		
1.5	Poor	Critically damaged component(s) in need of immediate repair. Rebuild/replacement considered/scheduled, high cost per mile to maintain SGR. Tires need to be replaced
1		
0.5	Replace	Not safe to use or operate, multiple major repairs or Asset is set for disposal/retirement.
0		

- **Appearance scoring** is based on how an asset or component appears visually. Scores will not have a greater granularity than a half point. Refer to individual asset group inspection Standards Documents for specific examples.

Grade		Definition
5	Excellent	No visible defects, new or near new condition, no body work done, paint is shiny, clean, no chips or dents. Interior/Engine new/clean.
4.5	Good	Good condition, but no longer new, may have some slightly defective or deteriorated body component(s), paint still shines, minor chips
4		
3.5	Adequate	Moderately deteriorated or defective body components, some body work, paint good some chips, nicks. Engine compartment shows age
3		
2.5	Marginal	Defective or deteriorated body component(s) in need of replacement paint is dull, many defects, could have rust damage
2		
1.5	Poor	Major body damage/repair, paint is damaged, interior damaged, worn out, carpet/flooring have holes.
1		
0.5	Replace	Not safe to use or operate, multiple major repairs or Asset is set for disposal/retirement.
0		

- **Overall State of Good Repair scoring** will be an average of the scoring for Age, Mechanical/Technical and/or Appearance.

Age	Mechanical	Appearance	Overall SGR Score
5.0 – 0.5	5.0 – 0.0	5.0 – 0.0	Average of Scores 5.0 – 0.0



Exhibit E – Scoring Templates

Electronic Vehicle Scoring Template

Manage Asset
Track It

Location(1) Collection

Panel	Freshness	Carpets	Rear Carpet	Driver Seat	Passenger Seats	Photos	Mileage	notes
-------	-----------	---------	-------------	-------------	-----------------	--------	---------	-------

Exterior Condition

Interior Condition

Panels / Controls / Alarms

☐ 0

☐ .5

☐ 1

☐ 1.5

☐ 2

Manage Asset
Track It

Location(1) Collection

Body	Paint	Lettering	Visibility	Wheel	Side Step	Photo	Notes
------	-------	-----------	------------	-------	-----------	-------	-------

Exterior Condition

Interior Condition

Body: Dents/damage/repaird

☐ 0

☐ .5

☐ 1

☐ 1.5

☐ 2



Paper Vehicle Scoresheet Template

Date:		Vehicle ID No:		Asset Nos:	
Location:		Mileage/Hub:		Fleet Nos:	
Inspector:		Vehicle Type:	Cutaway	Year Man'd/Rebuilt:	
		Useful Life Benchmark(% Used):		Age:	
Scoring area					
Appearance			Function/Mechanical		
Exterior Condition		Scoring	Interior Condition		Scoring
Body: Dents/damage/repaird			Panels / Controls / Alarms		
Paint/wrap: Bright/faded/chips			Freshness		
Lettering: Bold/fresh/faded/damaged			Front Carpets / Matts		
Visibility Aides : Windshield/Mirrors			(Van only) Rear Carpet		
Wheels: New/damaged/hubcaps missing			Driver Seat		
Side Step / Running Boards:if equipped			Passenger Seats		
Exterior Average			Interior Average		
					(State of Good Repair Mechanical Score)
Overall Appearance Score			Useful Life Score		Total Score
(State of Good Repair Appearance Score)			(Useful Life Score)		
Appearance Scoring			Mechanical Scoring		
Grade		Definition	Grade		Definition
5	Excellent	No visible defects, new or near new condition, no body work done, paint is shiny, clean, no chips or dents. Interior/Engine	5	Excellent	No visible defects, new or near new condition, may still be under warranty if applicable. No repair expense, normal PM expense. Highest score after rebuilt is 4.5 Tires are
4.5	Good	Good condition, but no longer new, may have some slightly defective or deteriorated body component(s), paint still shines, minor chips	4.5	Good	Good condition, but no longer new, may have some slightly defective or deteriorated mechanical component(s) PM expense, very(4.5)/minor(4) repair expense (cost per mile)
4			4		
3.5			3.5		
3	Adequate	Moderately deteriorated or defective body components, some body work, paint good some chips, nicks. Engine compartment	3	Adequate	Moderately deteriorated or defective mechanical components normal PM expense, repair expense is moderate cost per mile. Actual determines 3.5/3 Tires are
2.5	Marginal	Defective or deteriorated body component(s) in need of replacement paint is dull, many defects, could have rust damage	2.5	Marginal	Defective or deteriorated component(s) in need of replacement. PM/repair expense is above budget, major repairs moderately high cost per mile. Actual determines
2			2		
1.5			1.5		
1	Poor	Major body damage/repair, paint is damaged, interior damaged, worn out, carpet/flooring have holes.	1	Poor	Critically damaged component(s) in need of immediate repair. Rebuild/replacement considered/scheduled, high cost per mile to maintain SGR. Tires need to be replaced
0.5	Replace	Not safe to use or operate, multiple major repairs or Asset is set for	0.5	Replace	Not safe to use or operate, multiple major repairs or Asset is set for disposal/retirement.
0			0		
Comments:					

Date:		Vehicle ID Nos:		Asset Nos:	
Location:		Mileage/Hub:		Fleet Nos:	
Inspector:		Vehicle Type:	Cutaway	Year Man'd/Rebuilt:	
		ULB:		Age:	

Please Select Vehicle from the AppearMechanical Form, to update the vehicle displayed below.

Mark area of chips(C), dents(D), scratches(S), mars(M), and describe

Driver Side

Electronic Facilities Scoring Template

Manage Asset
Track It

Location(1) Collection

App text

App photo

Condition

Asset Appearance

Asset Functional,
Mechanical

Condition

☐ 5

☐ 4.5

☐ 4

☐ 3.5

☐ 3

Manage Asset
Track It

Location(1) Collection

App text

App photo

Condition

Asset Appearance

Asset Functional,
Mechanical

Condition

☐ 5

☐ 4.5

☐ 4

☐ 3.5

☐ 3

Paper Facilities Scoring Template



Exhibit F – Acronyms

Acronym	Word or Phrase
ACHD	Ada County Highway District
CIP	Capital Improvement Plan
CFR	Code of Federal Regulations
COMPASS	Community Planning Association of Southwest Idaho
FTA	Federal Transit Administration
FAST	Fixing America's Surface Transportation
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
ITD-PT	Idaho Transportation Department - Public Transportation
MPO	Metropolitan Planning Organizations
MAP-21	Moving Ahead for Progress in the 21st Century Act
NTD	National Transit Database
POP	Program of Projects
SGR	State of good repair
TAM	Transit Asset Management
TDP	Transportation Development Plan
TERM	Transit Economic Requirements Model
TVT	Treasure Valley Transit
U.S.C.	United States Code
ULB	Useful Life Benchmark
VRT	Valley Regional Transit



Exhibit G – Assets

Asset Portfolio as of July 1, 2025

Rolling Stock

Bus	49
Cutaway	50
Van	112
Minivan	14

Equipment

Equipment

15,000 lb. Lift Post (set of 4)	8
4-Post Alignment Lift	1
Accounting Software System	1
Fixed Route Software	1
Automatic Passenger Counters	1
Fare Collection System	1

Vehicles

Administration	12
Support Vehicle	9
Service Vehicle	4

Facilities

Passenger / Parking	
Main Street Station	College of Western Idaho - P & R
Boise State Ambassador Booth	Emmett - P & R
Boise State Transit Center	Middleton - P & R
	Elder Street P&R
Administrative / Maintenance	
Ada County Maintenance Facility	Canyon County Maintenance Facility
Meridian Administration Facility	



Exhibit H – Investment Prioritization FY26-FY30

UZA	Asset Groups	Estimated Cost	Project Year
SU	Rolling Stock – Fixed Route	4,100,000	FY26
LU	Equipment – Service Vehicle	115,000	FY26
LU	Rolling Stock – Fixed Route	1,500,000	FY26
LU/SU	Rolling Stock – Demand Response	425,000	FY26
LU	Rolling Stock - Boise State	1,110,000	FY26
LU	Rolling Stock – Vanpool	219,200	FY26
SU	Equipment - Witco	51,000	FY26
LU	Rolling Stock – Fixed Route	7,500,000	FY27
LU/SU	Equipment – Service Vehicle	705,000	FY27
SU	Rolling Stock – Fixed Route	400,000	FY27
LU	Rolling Stock – Boise State	185,000	FY27
LU	Rolling Stock – Vanpool	219,200	FY27
LU	Rolling Stock – Fixed Route	4,100,000	FY28
LU/SU	Rolling Stock – Demand Response	450,000	FY28
SU	Equipment – Support Vehicles	55,000	FY28
LU	Rolling Stock – Fixed Route	6,200,000	FY28
LU	Rolling Stock – Vanpool	219,200	FY28
LU	Equipment – Service Vehicle	45,000	FY29
LU/SU	Rolling Stock – Demand Response	150,000	FY29
LU	Rolling Stock – Boise State	555,000	FY29
LU	Rolling Stock – Vanpool	219,200	FY29
SU	Equipment – Witco	51,000	FY29
LU	Rolling Stock – Fixed Route	1,500,000	FY30
LU	Rolling Stock – Fixed Route	1,500,000	FY30
		31,573,800	



2024

Transit Asset Management Group Plan



Valley Regional Transit Transit Asset Management Group Plan

Department: **Operations**

Subject: **Transit Asset Management Group Plan**

Signature of Department Head

Date

Signature of CEO

Date

Adoption Date: ~~January 7, 01/07/2019~~

Effective Date: ~~August 12, 2024~~ 08/04/2025

Last Revised Date: ~~August 2, 08/02/2021; August 08/12, /2024;~~ 08/04/2025

Last Reviewed Date: ~~August 12, 2024~~ 08/04/2025



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CHAPTER 1 – INTRODUCTION TO TRANSIT ASSET MANAGEMENT

Transit Asset Management Purpose

The purpose of developing the Valley Regional Transit (VRT) Group Transit Asset Management (TAM) Plan is to aid Valley Regional Transit Board of Directors as the Regional Public Transportation Authority for Ada and Canyon counties in achieving and maintaining a state of good repair (SGR) of all public transportation assets for the region. **SGR is the condition in which a capital asset is maintained and able to operate at a full level of performance.** This means that the asset:

1. Is able to perform its designed function
2. Does not pose a known unacceptable safety risk
3. Its lifecycle investments have been met or recovered

Transit Asset Management and State of Good Repair Policy Requirements

The Moving Ahead for Progress in the 21st Century Act (MAP-21) required the Secretary of Transportation to develop rules to establish a system to monitor and manage public transportation assets to improve safety and increase reliability and performance, and to establish performance measures. The Fixing America's Surface Transportation (FAST) Act reaffirmed this requirement. On July 26, 2016, FTA published the Transit Asset Management (TAM) Final Rule.

On November 15, 2021, the Bipartisan Infrastructure Law was signed into law. It continues the TAM program without change. However, the law requires the consideration of TAM plan elements in two other FTA programs:

- **Fixed Guideway Capital Investment Grants (Section 5309):** Adds a requirement for the Secretary to determine that a project sponsor has made progress toward meeting the transit asset management performance targets required by 49 U.S.C. 5326(c)(2).
- **State of Good Repair Grants (Section 5337):** Adds a requirement for the Secretary to consider whether an applicant has identified rail vehicle replacements as a priority in the recipient's TAM.

Transit Asset Management is the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risk, and costs over their life cycles for the purpose of providing safe, cost-effective, and reliable public transportation. TAM uses transit asset condition to guide how to manage capital assets and prioritize funding to improve or maintain a state of good repair.

The Final Rule groups providers into two categories: Tier I and Tier II.

- Tier I providers own, operate, or manage rail, more than 100 vehicles across all fixed-route modes, or more than 100 vehicles in one non-fixed route mode.
- Tier II providers are subrecipients of 5311 funds, or an American Indian Tribe, or own, operate, or manage less than 101 vehicles across all fixed-route modes, or less than 101 vehicles in one non-fixed-route mode.

The TAM rule requires every transit provider that receives federal financial assistance under 49 U.S.C. Chapter 53 to develop a TAM plan or be a part of a group TAM plan prepared by a sponsor, e.g. Valley



Regional Transit, Idaho Transportation Department – Public Transportation, etc. All TAM plans must contain:

- An inventory of assets
- A condition assessment of inventoried assets
- Management Approach
 - Documentation of a decision support tool
 - A prioritization of investments

Tier II providers may develop their own plans or participate in a group plan such as VRT's Group TAM Plan. Regardless of whether an agency develops its own TAM Plan or chooses to participate in a group plan, each transit agency must designate an Accountable Executive to ensure that the necessary resources are available.

There are four transit agencies in Ada and Canyon counties that operate within the VRT region: Valley Regional Transit, Ada County Highway District (ACHD) Commuteride, Boise State Shuttle and Treasure Valley Transit (TVT). Since VRT and Idaho Transportation Department - Public Transportation (ITD-PT) are direct recipients of federal funds, both are required to have and offer Group Transit Asset Management Plans. ITD-PT has an independent sponsored Transit Asset Management (TAM) plan, that data is not included in this Group TAM Plan.

It is the expectation of VRT to have the support and feedback of Community Planning Association of Southwest Idaho (COMPASS), the Metropolitan Planning Organizations (MPO) and providers to define, implement, enhance, and achieve the goals of the VRT Group TAM Plan set by the VRT Board of Directors. Each agency participating in VRT's Group TAM Plan (see Exhibit A - Roles and Responsibilities) will provide a written statement of participation from their designated Accountable Executive. An Accountable Executive is a single, identifiable individual within a transit agency who has direct control over the resources needed to implement an agency's safety plan and transit asset management practices, and who is responsible for the implementation of both of those requirements.

Participants choosing to opt-out of the VRT Group TAM Plan must notify VRT no later than 12 months prior to the next TAM plan due date. Providers cannot participate in more than one (1) TAM Plan.

VRT Group TAM Plan will be reviewed and updated accordingly, at minimum, every four years, which is equivalent to the Horizon Period.

How will Transit Asset Management Help the Region

Transit Asset Management (TAM) is the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles to provide safe, cost-effective, and reliable public transportation. TAM uses transit asset condition to guide how to manage capital assets and prioritize funding to improve or maintain a state of good repair.

Some of the ways TAM can help us address safety are:

- Reducing potential injuries or fatalities due to poor conditions, maintenance issues, or unexpected breakdowns



- Preventing, mitigating, responding, and recovering from emergency or adverse events
- Being prepared to take advantage of new technology and innovations

Some of the ways TAM can help us address operations are:

- Decreasing risk through proactive rather than reactive spending
- Prioritizing activities to realize more value from physical assets
- Optimizing maintenance planning and preventing backlogs
- Leveraging existing knowledge and expertise
- Reducing risk of breakdowns “behind the scenes” (e.g. maintenance facilities or computer systems) that can impact operations.

Some of the ways TAM can help us address customer service/reliability are:

- Reducing unexpected delays in service, lost trips by identifying systemic failures
- Improving condition of stations and vehicles for cleanliness, customer experience
- Enhancing relationship and reputation with customer, stakeholders, and the media

Some of the ways TAM can help us save time, money, and resources are:

- Optimizing return on investment
- Understanding and managing our asset portfolio effectively
- Meeting pressure to deliver at lower costs
- Matching agency goals, priorities, and needs with actual spending/funding requests and project planning
- Investing in additional staff and time is a small expenditure to better allocate the entire budget, as it leads to overall life-cycle savings and ability to further invest back into the assets
- Reducing costs of managing assets over the course of their lives
- Preserving asset value—thinking about assets as money, and handling with responsibility
- Identifying projects that can be cancelled or postponed
- Bringing together these efforts in a more strategic, intentional way with data and evidence-based decision-making

About the Group TAM Plan

The Group TAM Plan contains four major components: the Asset Inventory Portfolio, the Condition Assessment, the Management Approach, as well as the Work Plans and Resources section. The **Asset Inventory Portfolio** provides guidance to plan participants on what assets are considered capital assets that support the delivery of public transportation services in Ada and Canyon counties. The **Condition Assessment** section includes the guidance on scoring capital assets included in the Group TAM Plan and how the actual conditions compare to the targets set for each asset category. The **Management Approach** will break out the information supporting the decision-making process, investment prioritization, risk management considerations, and strategies for maintenance, overhaul, disposal, acquisition, and renewal. The **Reporting** section outlines the proposed investments and any applicable capital investment activity schedules.



CHAPTER 2 – ASSET INVENTORY PORTFOLIO

The asset inventory process is the approach a transit agency takes in maintaining a register/portfolio of the assets it owns or is responsible for maintaining. An asset inventory is the first step in organizing and managing asset information. This plan emphasizes the importance of having a process to determine what should constitute the asset inventory, how the inventory should be organized, and the critical information that is needed to manage the items in the asset inventory over their lifecycle. FTA regulations require all providers to include the appropriate inventory of their assets used to provide public transportation, and a condition assessment of the assets for which it has direct capital responsibility in its asset management plan.

Regardless of an agency's asset management maturity, the inventory process is foundational. Asset management uses data from the inventory, including descriptive characteristics (such as estimated useful life, estimated remaining useful life, location, year of purchase, cost, quantity, condition, and maintenance history) to support decision-making. The asset inventory process provides data that can be used to support asset class-specific business processes (for example, comparing effectiveness of various maintenance practices on one asset class) and enterprise-level business processes (for example, capital programming and operations and maintenance budgeting). These processes require the integration and use of data from multiple sources.

The asset inventory is structured to include a hierarchy of assets that comprise a specific asset class. The asset inventory and the associated asset hierarchy can provide the common basis for integrating this information and using it for multiple purposes across the agency.

The first step in developing and maintaining an Asset Inventory Portfolio is to inventory all fixed and real property assets on an annual basis for which the provider has direct capital responsibility. The final rule, 49 CFR Parts 625 and 630, requires that a transit provider include in its asset inventory all equipment, rolling stock, facilities, and infrastructure that it owns.

Once an asset becomes a part of a transit provider's capital program, the transit provider must comply with the final rule's condition assessment, target setting (if applicable), and investment prioritization requirements.

See Exhibit C – Asset Categories

Asset Portfolio Summary:

Rolling Stock

Participating agencies will list each of their Rolling Stock inventory by fleet and by mode that they operate as revenue vehicles. Rolling stock will include all vehicles for which an agency utilizes as public transportation revenue vehicles, regardless of who has capital replacement responsibility.

Equipment

Equipment will be listed based on the number of service vehicles that they operate. Each agency will categorize the equipment for each applicable vehicle type:

- Automobiles,
- Trucks and other rubber-tire vehicles, and



- Steel-wheel vehicles

A provider will exclude from its asset inventory any equipment with an acquisition value of less than \$50,000, unless the equipment asset is a service vehicle or if that asset will be included in a capital Program of Projects. Therefore, if a transit provider has direct capital responsibility for any asset that is currently included in its program of capital projects or an asset that the provider can reasonably anticipate it will include in its program of capital projects during the TAM plan horizon period.

Please note, the Equipment category for reporting performance targets to FTA does not include equipment that agencies own or use outside of service vehicles. VRT Group TAM Plan does require that VRT or its agent, to score all equipment that could be included in a Program of Projects.

Facility

Facility inventory will be classified according to FTA requirements:

- Passenger/Parking Facilities
- Administrative/Maintenance Facilities

Please reference the [FTA Facilities Guidebook](#) for more information. Inventory of facilities must only include those for which an agency has full or partial capital replacement responsibility.

Infrastructure

Transit agencies that operate or manage rail modes will report inventory for the track segments with performance restrictions. For each rail mode requires an individual score. Infrastructure scores only include track for which an agency has full or partial capital replacement responsibility. *(Note: At this time there are no Infrastructure Assets within Ada and Canyon counties purchased or operated with FTA funding.)*

See Exhibit G for asset inventory



CHAPTER 3 – CONDITION ASSESSMENT

Asset Condition

Asset Condition is a key component in a Transit Asset Management Plan. The overall condition rating will become the State of Good Repair (SGR) score for an asset. The purpose of the National TAM System is to tackle the Nation's growing SGR backlog by improving the condition of transit assets.

The initial indicator of declining condition, SGR Score, will be used to inform decisions on asset replacement.

All asset inventory will be scored equally and annually by VRT or its agent with no special consideration given to any one agency. The inventory will then be presented to the Asset Management Lead. The Asset Management Lead will then analyze and categorize the asset inventory according to score, category and agency. Performance Targets and Measures will be proposed to the VRT Board of Directors for review, comment, and approval.

Asset Condition Scoring Criteria Guidance

To ensure consistency and accuracy, all assets will be scored on an average of at least two (2) criteria, with age always being one (1) of the criteria. Listed below are the criteria for which an asset will be scored:

- **Age** will be scored based on percentage of useful life remaining. Useful life will be determined by Federal Transit Administration Circular 5010.1D, GAAP Guidelines and/or Industry Standards. See Exhibit A for the Useful Life Standards.
- **Mechanical/Technical scoring** is based on how close an asset or component is to replacement or major overhaul. To obtain a better understanding of the assets mechanical condition, VRT will use the annual maintenance costs for each vehicle, including Preventative Maintenance costs, to determine a maintenance cost per mile. This cost per mile will apply a score to the complete mechanical Section of the TAM scores. The cost per mile will be completed on an annual basis.
 - If a known defect, such as a failed major individual component is known, then that individual component score can be applied to the individual portion of the mechanical score sheet. If repairs are made the score sheet should be updated, as those costs will not be reflected in maintenance costs for the year. Scores will not have a greater granularity than a half point. Refer to individual asset group inspection Standards Documents for confidence in reliability and specific examples.
- **Appearance scoring** is based on how an asset or component appears visually. Scores will not have a greater granularity than a half point. Refer to individual asset group inspection Standards Documents for specific examples.
- **Overall State of Good Repair scoring** will be an average of the scoring for Age, Mechanical/Technical and/or Appearance

See Exhibit D for more information/guidance on scoring criteria guidance.

See Exhibit E for the Rolling Stock/Equipment Score Sheet template and the Facilities Score Sheet Template.



Asset Condition Inspection Guidance

As stated above the Asset Inventory will be scored and inspected to determine the overall condition of the asset on an annual basis. While completing the scoring, the inspector should be looking at the overall condition of the asset, including any loose, damaged, leaking, or deteriorated items of the asset. Good inspection practices include physically touching, shaking, and using other mechanical measures, if applicable, to assess the overall condition of the asset. The scoring forms must be used as it will be used as a communication tool to management on the condition of the asset. It will also be used as the data entry tool for the scoring results.

Administrative Guidelines

- A record of the inspection will be stored electronically on TAM asset scoring software. If the software fails, a hard copy of the inspection sheet will be stored.
- During inspections, note any defects such as worn, broken, damaged, or defective components, and assemblies, and any loose or missing hardware that may constitute a safety or service concern. Photos will be taken and stored in the TAM asset scoring software. These notes will be written on the scoring sheets if a hard copy inspection is required.
- All electronic data will be stored in the TAM asset scoring software. Hard copy completed scoring sheets will be scanned into the TAM data location at VRT for future reference. The hard copy will then be filed. Each agency's sheets will be provided upon request.



CHAPTER 4 – MANAGEMENT APPROACH

Transit Asset Management Policy

The primary goal of ValleyConnect 2.0, the long-range transit plan, is to maintain a safe and reliable public transportation system. In 2018 the VRT Board of Directors adopted a Transit Asset Management Policy to recognize the importance of a transparent and equitable process for achieving and maintaining a State of Good Repair for all public transportation assets in the region. The policy identifies the processes and key steps necessary for FTA compliance, performance measurement, and reporting.

Resource Identification & Decision Support

The Federal Transit Administration (FTA) funds apportioned to the Boise Urbanized Area (Boise UZA) and Nampa Urbanized Areas (Nampa UZA) are crucial to the continued operation of public transportation services in the region. These congressional apportionments are used to fund operations, planning, mobility management, and state of good repair projects. In addition, the appropriations can be used for capital and service expansion projects that meet the goals of the region's transportation plans. As the regional transportation authority and designated recipient of these funds, VRT engages a decision support process to identify needs and allocate limited resources. The process is used to prioritize projects that will improve and maintain the state of good repair of all regional public transportation assets.

The Decision Support Process is as follows:

1. TAM Group Plan participants will provide an updated inventory of all capital assets and any additional data requested for investment prioritization as described in this plan.
2. The Asset Management Lead will compile all available data and organize inventories by urbanized area, agency, and asset category.
3. The Asset Management Support will review available and projected federal funding available for transit capital investments in the region as programmed in the region's Transportation Improvement Program.
4. The Asset Management Support will bring to The VRT Board of Directors an analysis of these data and proposed investment prioritization on an annual basis for incorporation into the appropriate fiscal year's Capital Budget and development of a Capital Improvement Plan (CIP). The analysis will consist of a list of ranked projects and anticipated funding year.

Investment Prioritization

VRT staff uses the following criteria and performance measures to develop recommendations for asset replacement investments to the VRT Board of Directors.

1. SGR Score – the output of the condition assessment process. The SGR score (0-5) provides an objective assessment of an asset that considers age, mechanical health, and appearance. The SGR scores are used in initial ranking of projects to prioritize those assets scoring at a 2.5 and below.
2. Useful Life/Useful Life Benchmark (UL/ULB) – the expected lifecycle or acceptable period of use of a capital asset as determined by the transit provider's operating environment. Available



for rolling stock and equipment, UL/ULB are factors of the SGR score. Additional analysis of UL/ULB ensures federal compliance when proposing future replacement projects and scheduling within asset groups. See Exhibit B – FTA Useful Life Guidelines.

3. Safety Risk – the probability that delaying investment may result in injury, loss of life, or serious environmental damage. VRT will prioritize those projects that pose an identifiable safety risk.
4. Level of Service – the utilization of capital assets in the provision of public transit. Reviewed as part of funding requests from partner providers both participating and outside of the Group TAM Plan. VRT prioritizes investments in services with high utilization.
5. Funding Availability – the level of expected federal and local funding available in a given horizon. High ranking projects may be postponed if there is not a) sufficient federal funding in designated UZA b) sufficient local matching funds in the designated UZA, or c.) sufficient federal and local funding to complete the project. Low ranking projects may be advanced that can be addressed with newly available or distinctly applicable funding sources, are strategically linked to higher ranking projects, or other agency initiatives.

See Exhibit H for Investment Priorities.

Setting Performance Targets for Capital Assets

The VRT Board of Directors will set performance targets for each asset category, Rolling Stock, Equipment and Facilities, on an annual basis as part of its internal budgeting process to ensure assets are maintained according to the State of Good Repair and balance the priorities and targets that best reflect the local needs and funding availability from all sources.

Current and projected performance targets will be monitored annually and compared to the agency's TAM actual performance. Performance targets will be reviewed, and target changes will be considered if the performance target is projected to be not attainable in the next two consecutive years or if the performance target is projected to be more than 10% above or below the set target.

VRT Group TAM Plan and Targets will be coordinated with the metropolitan, statewide and non-metropolitan planning processes. To the maximum extent practicable, the providers and Sponsor must coordinate with States and Metropolitan Planning Organizations in the selection of State and Metropolitan Planning Organization performance targets.

All recommendations made to FTA are at the discretion of, and are subject to change, by the VRT Board of Directors.



CHAPTER 5 – REPORTING

Reporting – Asset Scoring, Performance Targets and Measures

Providers participating in the VRT Group TAM Plan will be required to have all assets scored by VRT or its agent, on an annual basis. Assets that will be scored are assets that will be included in a Program of Projects (POP) these are to include assets not purchased with federal funds. When one agency loans, leases, or gifts an asset to another agency, the scoring and reporting of the asset will move to the agency that has physical custody of the asset.

The resulting information from the Annual Asset Inventory collection, which includes asset inventory scores and performance targets, will be submitted on an annual basis to the VRT Board of Directors for review and approval. Once the VRT Board of Directors has accepted the annual asset scoring and set the yearly Performance Targets, this information will be reported to the Community Planning Organization of Southwest Idaho (COMPASS) the MPO in July, and the Federal Transit Administration (FTA) through the National Transit Database (NTD) in January.

Additionally, VRT will provide updates to the COMPASS Public Transportation Workgroup, as requested, per the COMPASS/VRT Memorandum of Understanding (MOU).

When analyzing performance targets and measures, it is important to first identify what factors are considered and what that data entails. VRT Board of Directors will utilize the following data when determining performance targets and measures for the VRT Group TAM Plan:

- Asset Age
 - Useful Life
 - Useful Life Benchmark (ULB)
- Asset Condition
 - Mechanical
 - Appearance

Useful life is the expected lifetime of the asset, or the acceptable period of use in service. Useful life of revenue rolling stock begins on the date the vehicle is placed in revenue service and continues until it is removed from service. VRT utilizes the Federal Transit Administration's (FTA) standards for determining useful life and useful life benchmark. See Exhibit B – FTA Useful Life Guidelines.

Appearance and Mechanical scoring will use the score sheet definitions found in Exhibit D: By utilizing separate scoring matrix for each category the score will reflect a more accurate current State of Good Repair (SGR) of each vehicle. It is based on the FTA's Transit Economic Requirements Model (TERM) with modifications to the Description for each category.

See National Transit Database Asset Inventory Module Reporting Guide for more information or definition, click on link to obtain the most recent version of the asset guide: <https://www.transit.dot.gov/ntd/ntd-asset-inventory-module>

Reporting Schedule and Required Information

Beginning in Report Year 2018, transit agencies were required to report FY 2019 performance targets to the National Transit Database (NTD) for assets for which they have capital replacement



responsibility. Agencies will continue to report on their progress toward these goals with the FY 2019 National Transit Database report.

The VRT Board of Directors will review the proposed targets annually and set the targets on a yearly basis. This will ensure staff can enter the targets into NTD for the following fiscal year.

Narrative Report

Beginning in Report Year 2019, agencies must upload a narrative report to the NTD that outlines performance targets and their progress toward those targets. This narrative may include any changes in the transit system conditions that may affect progress toward targets. There is no prescribed format for the narrative report.

Performance Target Categories

Group Plan Sponsors must report performance targets for the following Categories:

Category	What to Report
Rolling Stock	Percentage of revenue vehicles within a particular asset class that have met or exceeded their Useful Life Benchmark (ULB) • Report one target for each vehicle type
Equipment	Percentage of service vehicles that have met or exceeded their ULB • Report one target for each vehicle type
Facilities	Percentage of facilities with a condition rating below 3.0 on the FTA Transit Economic Requirements Model (TERM) scale (1=Poor to 5=Excellent) • Report one target for each facility type (Maintenance/Administration, Passenger/Parking)
Infrastructure	Percentage of guideway track miles with performance restrictions by class • Report one target for each rail mode

Progress toward these targets is calculated and analyzed based upon the condition assessment data reported to VRT by participating agencies.



CHAPTER 6 – CLOSING

TAM is a tool to better organize what the region is already doing, align our organizational objectives, and channel it strategically. VRT has the opportunity to set this vision and communicate to the rest of the region the importance of their roles and how they will impact the TAM goals. With a mature TAM program, VRT will be able to make funding decisions that balance regional needs, including capital, preservation, maintenance, safety, operations, and workforce, to deliver reliable, high quality, service to our region and our customers at a price they are willing to pay.

Utilizing TAM VRT will be able to:

- Make investments based on regional priorities
- Incorporate TAM into every discussion—budgets, contracts, project scoping, hiring, etc.
- Evaluate, refine, and embed the program in the organization over time
- **Evaluate and manage potential risks** using high quality information on the state of our assets.

VRT will be able to **clearly communicate** to our stakeholders the SGR status and needs of the customers. TAM can provide us with the evidence to **tell our story** when it comes to:

- Making tradeoffs and communicating tough decisions to stakeholders
- Demonstrating that capital spending matches priorities
- Justifying agency needs and funding requests to the board
- Being transparent to the public and other stakeholders that we are taking care of assets and appropriately spending tax dollars
- Preventing, mitigating, responding to, and recovering from emergency or adverse events

The federal requirements are a starting point for this mature TAM program. Please keep these things in mind as VRT implements the required elements, current status, and next steps to move towards the vision.



APPENDICES AND EXHIBITS

Exhibit A – Roles and Responsibilities

In compliance with 49 CFR 625 each transit provider must designate an Accountable Executive who will have the authority of approving and implementing the TAM plan.

Role	Title	Agency
TAM Plan Sponsor		Valley Regional Transit
Accountable Executive	Chief Executive Officer	Valley Regional Transit
Asset Management Lead	Chief Operating Officer	Valley Regional Transit
Asset Management Support	Programming Planner	Valley Regional Transit
Accountable Executive	Commuteride Manager	Ada County Highway District - Commuteride
Accountable Executive	Director of Transportation, Parking, and Safety Systems	Boise State University
Accountable Executive	Director of Commercial Operations	Witco



Exhibit B – FTA Useful Life Guidelines

The TAM ULB Cheat Sheet provides default Useful Life Benchmarks for 26 vehicle classes. It was last updated by FTA in October 2021. <https://www.transit.dot.gov/TAM/ULBcheatsheet>



FEDERAL TRANSIT ADMINISTRATION

Default Useful Life Benchmark (ULB) Cheat Sheet

Sources: NTD Reporting Manual

Transit Agencies must report the age of all vehicles to the National Transit Database. FTA tracks the performance of revenue vehicles (Rolling Stock) and non-revenue service vehicles (Equipment), by asset class, by calculating the percentage of vehicles that have met or exceeded the useful life benchmark (ULB).

FTA has set a default ULB as the expected service years for each vehicle class in the table below. ULB is the average number of years at which a vehicle would reach a 2.5 rating on the FTA Transit Economic Requirements Model (TERM) scale, assuming a standard maintenance schedule. When entering fleet data in the NTD, Transit Agencies have the option to either use the pre-populated default ULB or submit an adjusted ULB based on differences in operating environment and/or agency maintenance practices. In cases where the submitted ULB differs significantly from the default value, agencies may be prompted to submit justification.

Vehicle Type		Default ULB (in years)
AB	Articulated bus	14
AG	Automated guideway vehicle	31
AO	Automobile	8
BR	Over-the-road bus	14
BU	Bus	14
CC	Cable car	112
CU	Cutaway bus	10
DB	Double decked bus	14
FB	Ferryboat	42
HR	Heavy rail passenger car	31
IP	Inclined plane vehicle	56
LR	Light rail vehicle	31
MO	Monorail vehicle	31
MV	Minivan	8
RL	Commuter rail locomotive	39
RP	Commuter rail passenger coach	39
RS	Commuter rail self-propelled passenger car	39
SB	School bus	14
	Steel wheel vehicles	25
SR	Streetcar	31
SV	Sport utility vehicle	8
TB	Trolleybus	13
	Trucks and other rubber tire vehicles	14
TR	Aerial tramway	12
VN	Van	8
VT	Vintage trolley	58



FEDERAL TRANSIT ADMINISTRATION

Exhibit C –Asset Categories

Asset Categories, Asset Classes and Individual Assets can be found at the link below. VRT does not report and Infrastructure, as it pertains to providers of rail service.

[eCFR :: Appendix A to Part 625, Title 49 – Asset Categories, Asset Classes, and Individual Assets](#)

ASSET CATEGORY	ASSET CLASS		INDIVIDUAL ASSET
	Equipment	Construction	Crane Prime Mover
		Maintenance	Vehicle Lift Track Geometry Car
		Non-revenue Service Vehicles	Tow Truck Emergency Response Vehicle Supervisor Car Track Maintenance Vehicle
	Rolling Stock	Buses	40 Foot Bus 60 Foot Articulated Bus
		Other Passenger Vehicles	Cutaway Van Minivan
		Railcars	Light Rail Vehicle Commuter Rail Locomotive
		Ferries	Ferry Boat
	Infrastructure	Systems	Signal Substation
		Fixed Guideway	Track Segment Ballast Segment Exclusive Bus Right-of-Way Segment
		Power	Catenary Segment Third Rail Segment
		Structures	Bridge Tunnel Elevated Structure
	Facilities	Support Facilities	Maintenance Facilities Administrative Facilities
		Passenger Facilities	Rail Terminals Bus Transfer Stations
		Parking Facilities	Parking Garages Park-and-Ride Lots

VRT Reporting Asset Categories

- Rolling Stock
 - BU – Bus
 - CU – Cutaway
 - MV – Minivan
 - VN – Van
- Equipment
 - Automobiles
 - Trucks and other Rubber Tire Vehicles
- Facilities
 - Passenger/Parking Facilities
 - Administrative/Maintenance Facilities



Exhibit D – Scoring Criteria Guidance

- **Age** will be scored based on percentage of useful life remaining. Useful life will be determined by Federal Transit Administration Circular 5010.1D, GAAP Guidelines and/or Industry Standards. See Exhibit A for the Useful Life Standards.

Score	Definition
5.0	Asset has 100 - 80% useful life remaining.
4.0	Asset has 79.99 - 60% useful life remaining.
3.0	Asset has 59.99 - 40% useful life remaining.
2.0	Asset has 39.99 - 20% useful life remaining.
1.0	Asset has 19.99 - 0% useful life remaining.
0.5	Asset is beyond its useful life.

- **Maintenance Cost per mile score table**

Cost Per Mile	TAM Score
\$0.00 - \$0.25	5
\$0.26 - \$0.50	4
\$0.51 - \$0.75	3
\$0.76 - \$0.99	2
\$1.00 and up	1

- **Mechanical/Technical scoring** is based on how close an asset or component is to replacement or major overhaul. Scores will not have a greater granularity than a half point. Refer to individual asset group inspection Standards Documents for confidence in reliability and specific examples.

Grade	Definition
5	Excellent No visible defects, new or near new condition, may still be under warranty if applicable. No repair expense, normal preventative maintenance expense. Highest score after rebuilt is 4.5 Tires are excellent
4.5	
4	Good Good condition, but no longer new, may have some slightly defective or deteriorated mechanical component(s) preventative maintenance expense, vary (4.5)/minor (4) repair expense (cost per mile) tires are good



3.5	Adequate	Moderately deteriorated or defective mechanical components normal preventative maintenance expense, repair expense is moderate cost per mile. Actual determines 3.5/3 Tires are moderate
3		
2.5	Marginal	Defective or deteriorated component(s) in need of replacement. Preventative maintenance/repair expense is above budget, major repairs moderately high cost per mile. Actual determines score. Tires need attention
2		
1.5	Poor	Critically damaged component(s) in need of immediate repair. Rebuild/replacement considered/scheduled, high cost per mile to maintain SGR. Tires need to be replaced
1		
0.5	Replace	Not safe to use or operate, multiple major repairs or Asset is set for disposal/retirement.
0		

- Appearance scoring** is based on how an asset or component appears visually. Scores will not have a greater granularity than a half point. Refer to individual asset group inspection Standards Documents for specific examples.

Grade		Definition
5	Excellent	No visible defects, new or near new condition, no body work done, paint is shiny, clean, no chips or dents. Interior/Engine new/clean.
4.5	Good	Good condition, but no longer new, may have some slightly defective or deteriorated body component(s), paint still shines, minor chips
4		
3.5	Adequate	Moderately deteriorated or defective body components, some body work, paint good some chips, nicks. Engine compartment shows age
3		
2.5	Marginal	Defective or deteriorated body component(s) in need of replacement paint is dull, many defects, could have rust damage
2		
1.5	Poor	Major body damage/repair, paint is damaged, interior damaged, worn out, carpet/flooring have holes.
1		
0.5	Replace	Not safe to use or operate, multiple major repairs or Asset is set for disposal/retirement.
0		

- Overall State of Good Repair scoring** will be an average of the scoring for Age, Mechanical/Technical and/or Appearance.

Age	Mechanical	Appearance	Overall SGR Score
5.0 – 0.5	5.0 – 0.0	5.0 – 0.0	Average of Scores 5.0 – 0.0



Exhibit E – Scoring Templates

Electronic Vehicle Scoring Template

Manage Asset
Track It

Location(1) Collection

Panel

Freshness

Carpets

Rear Carpet

Driver Seat

Passenger Seats

Photos

Mileage

notes

Exterior Condition

Interior Condition

Panels / Controls / Alarms

☐ 0

☐ .5

☐ 1

☐ 1.5

☐ 2

Manage Asset
Track It

Location(1) Collection

Body

Paint

Lettering

Visibility

Wheel

Side Step

Photo

Notes

Exterior Condition

Interior Condition

Body: Dents/damage/repaired

☐ 0

☐ .5

☐ 1

☐ 1.5

☐ 2



Date:		Vehicle ID Nos:		Asset Nos:	
Location:		Mileage/Hub:		Fleet Nos:	
Inspector:		Vehicle Type:	Cutaway	Year Man'd/Rebuilt:	
		Useful Life Benchmark(% Used):		Age:	
Scoring area					
Appearance			Function/Mechanical		
Exterior Condition	Scoring	Interior Condition	Scoring	Mechanical Systems	Scoring
Body: Dents/damage/repai red		Panels / Controls / Alarms		Hubs/Airsystems / Steering / Axles	
Paint/wrap: Bright/faded/chips		Freshness		Power Train includes:	
Lettering: Bold/fresh/faded/damaged		Front Carpets / Matts		Cooling System/Electrical	
Visibility Aides : Windshield/Mirrors		(Van only) Rear Carpet		Engine / Transmission	
Wheels: New/damaged/hubcaps missing		Driver Seat		HVAC / Interior Structure / Doors	
Side Step / Running Boards:If equipped		Passenger Seats		Lift or Ramp	
Exterior Average		Interior Average		Mechanical Systems Score	
				(State of Good Repair Mechanical Score)	
Overall Appearance Score		Useful Life Score		Total Score	
(State of Good Repair Appearance Score)		(Useful Life Score)			
Appearance Scoring			Mechanical Scoring		
Grade	Definition	Grade	Definition		
5	Excellent	5	Excellent	No visible defects, new or near new condition, may still be under warranty if applicable. No repair expense, normal PM expense. Highest score after rebuilt is 4.5 Tires are	
4.5		4.5		Good condition, but no longer new, may have some slightly defective or deteriorated mechanical component(s) PM expense, very(4.5)/minor(4) repair expense (cost per mile)	
4	Good	4	Good	Moderately deteriorated or defective body components normal PM expense, repair expense is moderate cost per mile. Actual determines 3.5/3 Tires are	
3.5		3.5		Defective or deteriorated component(s) in need of replacement. PM/repair expense is above budget, major repairs moderately high cost per mile. Actual determines	
3	Adequate	3	Adequate	Critically damaged component(s) in need of immediate repair. Rebuild/replacement considered/scheduled, high cost per mile to maintain SGR. Tires need to be replaced	
2.5		2.5		Not safe to use or operate, multiple major repairs or Asset is set for	
2	Marginal	2	Marginal		
1.5		1.5			
1	Poor	1	Poor		
0.5		0.5			
0	Replace	0	Replace		
Comments:					

A side-view line drawing of a white box truck. It features a large, rectangular cargo box with six dark, rectangular windows along its side. The truck has a white cab with a large, rounded hood and a single window. It is equipped with two large wheels at the rear and a smaller wheel at the front. The overall design is simple and functional, typical of a delivery or transport vehicle.

Electronic Facilities Scoring Template

Manage Asset
Track It

Location(1) Collection

App text

App photo

Condition

Asset Appearance

Asset Functional,
Mechanical

Condition

☐ 5

☐ 4.5

☐ 4

☐ 3.5

☐ 3

Manage Asset
Track It

Location(1) Collection

App text

App photo

Condition

Asset Appearance

Asset Functional,
Mechanical

Condition

☐ 5

☐ 4.5

☐ 4

☐ 3.5

☐ 3

Paper Facilities Scoring Template



Exhibit F – Acronyms

Acronym	Word or Phrase
ACHD	Ada County Highway District
CIP	Capital Improvement Plan
CFR	Code of Federal Regulations
COMPASS	Community Planning Association of Southwest Idaho
FTA	Federal Transit Administration
FAST	Fixing America's Surface Transportation
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
ITD-PT	Idaho Transportation Department - Public Transportation
MPO	Metropolitan Planning Organizations
MAP-21	Moving Ahead for Progress in the 21st Century Act
NTD	National Transit Database
POP	Program of Projects
SGR	State of good repair
TAM	Transit Asset Management
TDP	Transportation Development Plan
TERM	Transit Economic Requirements Model
TVT	Treasure Valley Transit
U.S.C.	United States Code
ULB	Useful Life Benchmark
VRT	Valley Regional Transit



Exhibit G – Assets

Asset Portfolio as of July 1, ~~2024~~2025

Rolling Stock

Bus	47 <u>49</u>
Cutaway	38 <u>50</u>
Van	114 <u>112</u>
Minivan	7 <u>14</u>

Equipment

Equipment

15,000 lb. Lift Post (set of 4)	8
4-Post Alignment Lift	1
Accounting Software System	1
Fixed Route Software	1
Automatic Passenger Counters	1
Fare Collection System	1

Vehicles

Administration	12
Support Vehicle	109
Service Vehicle	4

Facilities

Passenger / Parking	
Main Street Station	College of Western Idaho - P & R
Boise State Ambassador Booth	Emmett - P & R
Boise State Transit Center	Middleton - P & R
Boise State P & R - Elder Street	<u>Elder Street P&R</u>
Administrative / Maintenance	
Boise State Maintenance Facility	Canyon County Maintenance Facility
Ada County Maintenance Facility	
Meridian Administration Facility	Meridian Administration Facility



Exhibit H – Investment Prioritization ~~FY25-FY29~~FY26-FY30

UZA	Asset Groups	Estimated Cost	Project Year
LU/SU	Rolling Stock – Demand Response	1,050,000	FY25
SU	Rolling Stock – Fixed Route	2,450,000	FY25
LU	Rolling Stock – Vanpool	219,200	FY25
SU	Rolling Stock – Fixed Route	4,100,000	FY26
LU	Equipment – Service Vehicle	115,000	FY26
LU	Rolling Stock – Fixed Route	1,500,000	FY26
LU/SU	Rolling Stock – Demand Response	425,000	FY26
LU	Rolling Stock – Boise State	1,110,000	FY26
LU	Rolling Stock – Vanpool	219,200	FY26
SU	Equipment – Witco	51,000	FY26
LU	Rolling Stock – Fixed Route	7,500,000	FY27
LU/SU	Equipment – Service Vehicle	705,000	FY27
SU	Rolling Stock – Fixed Route	400,000	FY27
LU	Rolling Stock – Boise State	185,000	FY27
LU	Rolling Stock – Vanpool	219,200	FY27
LU	Rolling Stock – Fixed Route	4,100,000	FY28
LU/SU	Rolling Stock – Demand Response	450,000	FY28
SU	Equipment – Support Vehicles	55,000	FY28
LU	Rolling Stock – Fixed Route	6,200,000	FY28
LU	Rolling Stock – Vanpool	219,200	FY28
LU	Equipment – Service Vehicle	45,000	FY29
LU/SU	Rolling Stock – Demand Response	150,000	FY29
LU	Rolling Stock – Boise State	555,000	FY29
LU	Rolling Stock – Vanpool	219,200	FY29
SU	Equipment – Witco	51,000	FY29
-LU	Rolling Stock – Fixed Route	32,293 1,500,000	FY30
<u>LU</u>	<u>Rolling Stock – Fixed Route</u>	<u>1,500,000</u>	<u>FY30</u>
-		31,573,800	





VALLEY REGIONAL TRANSIT BOARD RESOLUTION

TRANSIT ASSET MANAGEMENT GROUP PLAN UPDATE RESOLUTION VBD25-032

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING UPDATES TO THE TRANSIT ASSET MANGEMENT GROUP PLAN,

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 the designated recipient for federal formula funds under the Section 5307, 5309 and 5337 program; and

WHEREAS, VRT is required to have a Transit Asset Management Plan and Policy according to the Federal Register, Department of Transportation, Federal Transit Administration 49 CFR Part 625.; and

WHEREAS, the Transit Asset Management Policy identifies the processes, the key steps, and responsible parties to achieve and maintain the region’s public transportation assets; and

WHEREAS, VRT has been using the Transit Asset Management Group Plan as a guide for project priorities since it was approved in 2021; 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 VBD25-032 and the updated Transit Asset Management Group Plan.

Section 2. That the Board of Valley Regional Transit rescind Resolution VBD24-030 with the approval of the updated Transit Asset Management Group Plan.

Section 3. That Resolution VBD25-032 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 4th day of August 2025.

APPROVED by the Board Chair this 4th day of August 2025.

APPROVED:

CHAIR

ATTEST:

EXECUTIVE ASSISTANT



TOPIC	Reasonable Accommodation/Modification Policy Update
DATE	August 4, 2025
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

This is an action item. Staff requests that the Board of Directors approve Resolution VBD25-029 and updates to Policy 6.00.04 Reasonable Accommodation/Modification.

Summary

This policy ensures as many people as possible, regardless of physical ability, can use public transportation services in a way that is safe for them and the bus operators.

VRT will continue to review current stop locations and amenities, including stop accessibility to ensure the needs of all riders are addressed. VRT will also be tracking the conversion of stops to ADA Accessible stops.

VRT continues to use the safety reporting software tool for drivers to report issues including accessibility issues at specific stop locations. In the future, this software will be available for public use.

The only changes made to this policy were formatting and title updates. No content of the policy was changed.

Highlights

- Board of Directors approved the ADA Accessible Bus Stop Policy in 2009
- Board of Directors approved the Reasonable Accommodation/Modification Policy in August 2022, which rescinded the ADA Accessible Bus Stop Policy

Implication

Continuing to review the Reasonable Accommodation/Modification Policy and procedures will ensure VRT aligns with current practices.

More Information

Attachments

Policy 6.00.04 Reasonable Accommodation/Modification

Resolution VBD25-029 Policy 6.00.04 Reasonable Accommodation/Modification

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: 6.00.04

Resolution Number: VBD25-029

Policy Title: Reasonable Accommodation/Modification Policy

Signature of Board Chairperson

Date

Signature of Chief Executive Officer

Date

STATEMENT OF POLICY

This policy establishes Valley Regional Transit (hereinafter AUTHORITY) and the third-party contractors' continued efforts to deliver safety and high-quality service for those protected under the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (ADA), as amended, the Reasonable Accommodation/Modification Policy will ensure the AUTHORITY makes reasonable modifications/ accommodations to policies, practices, and procedures to avoid discrimination and ensure that their programs are accessible to individuals with disabilities.

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:

ADA is defined as the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213, as amended

Bus Stops Accessibility is defined as the elements that take into account the needs of all transit users that include a barrier-free design, wayfinding to help a passenger reach the stop and overall safety

Bus Stop Typology is defined as the study, analysis or classification of bus stops based on location, station size and site considerations

Fixed-Route is defined as services provided on a repetitive, fixed schedule basis along a specific route with vehicles stopping to pick up and deliver passengers to specific locations; each fixed-route trip serves the same origins and destinations

Paratransit is defined as a transportation service for people with disabilities who are not able to ride fixed-route public transportation. This may be due to an inability to board, ride or disembark independently from any readily accessible vehicle on the fixed-route system

Reasonable Accommodation/Modification is defined as any change or exception to a policy or procedure that allows individuals with disabilities to have equitable access to programs, services, and activities, as long as the accommodation does not create an undue burden, such as costs, financial resources or operations, for the service provider, or fundamentally alters the nature of the service

Reasonable Accommodation/Modification Regulation is defined as the assurance that transportation entities make reasonable accommodations/modifications to policies, practices, and procedures to ensure that services and programs are accessible to everyone including individuals with disabilities

POLICY

The Reasonable Accommodation/Modification Policy is to ensure that as many people as possible, regardless of physical ability, can use public transportation services in a way that is safe for them and the bus operators. This policy requires procedures that include the bullet points described below.

- Ensure the Bus Stop Typology includes the ADA requirements for bus stops
- Create procedures for passengers to request a reasonable accommodation/modification
- Ensure third-party contractors follow AUTHORITY'S procedures for an approved reasonable accommodation/modification
- Build bus stop improvements that meet ADA requirements into annual capital budgets based on budget availability
- Ensure newly built bus stops meet ADA requirements, as defined

The AUTHORITY will ensure third-party contractors implement and enforce the procedures created by the AUTHORITY to ensure the overall safety of passengers and operators at bus stops.

END OF POLICY

Adoption Date: 08/01/2022

Effective Date: 08/04/2025

Last Revised Date: 08/01/2022; 08/04/2025



Last Reviewed Date: 08/01/2022; 08/04/2025

Replaced: ADA Accessible Bus Stop Policy VMC09-003

Supporting Documents:

[Federal Register :: Transportation for Individuals With Disabilities; Reasonable Modification of Policies and Practices](#)

Reasonable Accommodation/Modification Procedure





VALLEY REGIONAL TRANSIT BOARD RESOLUTION

POLICY 6.00.04 REASONABLE ACCOMMODATION/MODIFICATION RESOLUTION VBD25-029

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING UPDATES TO POLICY 6.00.04 REASONABLE ACCOMMODATION/MODIFICATION,

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, reasonable modifications or accommodations are sometimes needed to ensure policies, practices, and procedures do not discriminate against individuals with disabilities protected under the Americans with Disabilities Act of 1990, as updated; and

WHEREAS, Valley Regional Transit needs to ensure that as many people as possible, regardless of physical ability, can use public transportation services in a way that is safe for them and the bus operators; and

WHEREAS, Valley Regional Transit staff will ensure third-party contractor’s follow created procedures to ensure the overall safety of passengers and bus operators at bus stops; 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 VBD25-029 and the updates to Policy 6.00.04 Reasonable Accommodation/Modification.

Section 2. That Resolution VBD25-029 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 4th day of August 2025.

APPROVED by the Board Chair this 4th day of August 2025.

APPROVED:

CHAIR

ATTEST:

EXECUTIVE ASSISTANT



TOPIC	Annual Budget Development Process Policy Update
DATE	August 4, 2025
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

Staff requests the Board approve Resolution VBD25-035 and the updated Annual Budget Development Process Policy, Policy Number 5.18.00 (G).

Highlights

- Adopted by Board of Directors September 2018

Summary

This policy affirms the importance of preparing an annual budget in a timely and accurate manner. The budget serves as a set of recommended actions that outline the programs and services to be funded, including the desired service levels, quality standards, and performance goals.

Valley Regional Transit (hereinafter “Authority”) approaches budget development with a focus on long-term sustainability. The process is designed to align budget decisions with broad organizational goals, emphasizing key issues, desired results, and measurable outcomes.

Preliminary budgets are first presented to the Finance Committee of the Authority’s Executive Board. This review supports public notice, as well as subsequent review and approval by the Authority’s Board of Directors. Several time-sensitive steps must be completed to comply with the statutory requirement to adopt a budget by the Tuesday following the first Monday in September each fiscal year. This policy outlines those steps, the responsible parties, and the timing required to ensure compliance.

The Annual Budget Development Process Policy adopted in 2018 has been reviewed and the changes made are minimal. Those changes include:

- Presenting in standard VRT policy format
- Updated legal references
- Minor grammatical changes
- Updated statement of policy language
- Updated budget development calendar policy
- Updated titles

Implication

This policy recognizes the importance of timely and accurately preparing an annual budget.

More Information

Attachments:

Attachment 1: Resolution VBD25-035 POLICY – Annual Budget Development Process Policy
5.18.00 (G)

Attachment 2: Annual Budget Development Process Policy

Attachment 3: Annual Budget Development Process Policy (redlined version)

For detailed information, contact:

Jason Jedry
Chief Financial Officer
jjedry@ridevrt.org
208-258-2709





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

Policy Number: 5.18.00 (G)

Resolution Number: VBD25-035

Policy Title: Annual Budget Development Process Policy

Signature of Board Chairperson

Date

Signature of Chief Executive Officer

Date

STATEMENT OF POLICY

This policy affirms the importance of preparing an annual budget in a timely and accurate manner. The budget serves as a set of recommended actions that outline the programs and services to be funded, including the desired service levels, quality standards, and performance goals.

Valley Regional Transit (hereinafter “Authority”) approaches budget development with a focus on long-term sustainability. The process is designed to align budget decisions with broad organizational goals, emphasizing key issues, desired results, and measurable outcomes.

Preliminary budgets are first presented to the Finance Committee of the Authority’s Executive Board. This review supports public notice, as well as subsequent review and approval by the Authority’s Board of Directors. Several time-sensitive steps must be completed to comply with the statutory requirement to adopt a budget by the Tuesday following the first Monday in September each fiscal year. This policy outlines those steps, the responsible parties, and the timing required to ensure compliance.

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:

Annual Budget – The listing of revenues and expenses by system, division or program that is structurally balanced for a fiscal year (October 1 to September 30).

Budgetary Calendar and Process Checklist – A calendar or timeline and associated instructions are updated and issued by Authority’s Finance department each September that identifies key processes and the related deadlines in order to successfully complete and present an annual balanced budget in compliance with state statute. The instructions and checklists contain the detailed procedures and timelines for all budget activities, including specific review and prioritization criteria. The calendar/checklist will include a 60-day pre-budget comment period commencing six (6) months prior to the start of the new budget year.

Operational and Capital Carryforward Expenses – These expenses have been approved in a prior year budget but have not been incurred as of the fiscal year end. These expenses are brought forth to the Authority’s Board of Directors for approval in order to “carry forward” the budget to cover these expenses into a subsequent fiscal year through an amendment of the current year budget during January of each fiscal year.

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.

Executive Board – The Executive Board consists of four (4) Board officers (the Chair, Chair Elect, Vice Chair, and Treasurer), the immediate past Chair, five (5) at large members, and a BSU representative.

Capital Projects – The maintenance or replacement of capital equipment or facilities.

Transit Asset Management Plan (TAM) - A business model that uses the condition of assets to guide the optimal prioritization of funding at transit properties in order to keep transit networks in a state of good repair.

POLICY

Balanced Budget Policy

- A. The Authority develops both long and short-term financial plans that protect the financial health of the Authority so the transit agency economically and efficiently continues to deliver transit services. A balanced budget is the basic budgetary constraint intended to ensure the Authority does not spend beyond its means.



- B. Balanced budgets are required to be prepared for both operating and capital project activities of the Authority. Operating budgets are required to be prepared for only the budgetary fiscal year or biannual convention should the Authority ever choose to present budgets for two successive fiscal years. Capital project budgets are required to be prepared for the length of the project and are balanced each fiscal year.
- C. Budgets are adopted by resolution. Budgets are required to meet public notice requirements as dictated by Idaho State Statute 40-2112 and must be approved by the Authority's legislative body (Valley Regional Transit Board of Directors) by the Tuesday following the first Monday in September for the ensuing fiscal year.
- D. Surpluses in equity or net position should not be considered a source of funds to offset or balance against base operating expenses for any budget under development unless prior approval is obtained from the Authority's Board of Directors.
- E. The Authority limits its use of one-time revenues to being matched against only one-time expenses in order to minimize the disruptive effects on services due to the potential non-recurrence of these specific revenue sources.
- F. Some of the Authority's divisions/departments operate specific programs and/or activities. A balanced budget is required for each program/activity.
- G. Circumstances of noncompliance with the Balanced Budget Policy are permitted only through approval by the Authority's Board of Directors.
- H. The Authority is required to take action to bring a budget into balance if adjustments are needed in situations where definitive evidence exists that projected actual expenses will exceed actual revenues, in total, by division or by system through the end of the fiscal year.

Budget Development Calendar

- A. The budget development calendar is integral to the successful preparation and execution of the Authority's budget adoption. The Authority prepares a comprehensive budget calendar that specifies when budget tasks are to be completed. The calendar also identifies specific timelines for those tasks. As part of the calendar, the Authority will provide for an examination of sources and current trends of funding (revenues) and historical and projected expenses for the upcoming fiscal year. The calendar identifies the roles, responsibilities and assignments of specific administrative and contractor Staff.
- B. A finalized preliminary budget will be presented for review to the Finance



Committee of the Executive Board no later than at the June meeting of each fiscal year.

Budgetary Development Guidelines

- A. Finance will ensure staff has the opportunity to participate in a formal training session on budget development each fiscal year.
- B. Departmental directors, managers and contractors will submit their operational and capital budget information to Finance by the timelines outlined in the budget development calendar. Finance will serve as a resource to assist staff in developing their respective budgets and in compiling any historical financial information required for analysis in that process.
- C. Departmental directors, managers and contractors are required to develop a balanced budget for their programs. Departmental directors, managers and contractors are to identify and disclose instances in their developed budgets where one-time revenues are being utilized to cover base budget expense (labor as an example). For these situations, departmental directors, managers and contractors are also to develop plans on how base expenses will be covered with revenue sources other than one-time sources for future fiscal years. The preferred method to present a program budget is in a decision package format. A decision package or scenario format displays varying amounts of quantity and/or quality of service that can be provided with different amounts of financial resources deployed to each program.
- D. Finance will provide the necessary templates, decision package formats and/or budget development and compilation tools to assist Staff in efficiently and effectively developing their budgets.
- E. Requirement to evaluate current and future conditions, external factors, opportunities and challenges in developing budgets:
 1. Staff are required to collect, evaluate and/or take into consideration revenue and expense trends, external factors, needs and opportunities that may be available in establishing their revenue and expense budget estimates for the upcoming budgetary projection cycle.
 2. Bottom-up or zero-based expense budgeting is the expected method by which expenses are required to be compiled into a budget. This method quantifies all direct expenses of each budget expense category based upon identified needs and expectations of future service delivery. It is required that supporting details and documentation be made available and/or maintained for each established budget. The following should be utilized to accurately estimate budgetary amounts:
 - a. Activity, needs, number of employees by category, vendor expenses, etc.
 - b. Economic, service, ridership and financial factors
 - c. Realistic and determinable revenue estimates



- d. Demographic trends
 - e. Legal or regulatory issues
 - f. Technological trends
- 3. Biannually, the budget development process is initiated with a historical review of revenue trends and sources as a basis for projecting subsequent year revenues that form the foundation of the budget.
- 4. Operational expenses developed at a sufficiently detailed level are required in order to allow for import into the Authority's financial accounting and reporting application. The appropriate level of detail is at the object level: division, department and general ledger account.
- 5. Budgeted capital projects and associated expense are required to comply with Federal Transit Administration (FTA) recommended Transit Asset Management (TAM) practices to preserve and expand transit investments as dictated in FTA circular 9050.1A, Urbanized Area Formula Grant Programs Guidance. Capital projects and budgeting are required to comply, and be incorporated into, the Authority's Transit Asset Management (TAM) Policy. Having well-maintained and reliable transit infrastructure is instrumental in ensuring safe, dependable and accessible services. The following are required to achieve compliance:
 - a. Investments in capital projects must be able to be aligned with the Authority's strategic goals and objectives approved by the Authority's Board of Directors.
 - b. The Authority is required to develop capital projects with their TAM Plan that includes condition assessments and investment prioritization.
 - c. Capital projects and associated expenses are required to be accounted for and tracked in the Authority's project accounting and activities module within its financial system.
 - d. Ongoing maintenance or replacement of capital equipment or facilities are often defined as operating items when costs or useful life do not meet or exceed the Authority's capitalization threshold requirements (currently \$5,000 and 1 year of useful life). The Authority is required to disclose the future financial impact of ongoing maintenance and/or replacement during the budgetary development process and prior to the approval of the capital budget. Associated expenses for these items are to be included in an appropriate operational budget.
 - e. Capital projects that have not been completed or fully spent out by the end of the year are typically included in the Authority's carryforward process that is taken for approval to the Authority's Board of Directors each January.



Budgetary Control and Management

- A. Budgetary control is established to ensure actual expenses do not exceed budgeted expenses as set forth in the budget unless offsetting favorable revenues or lower expenses exist in other categories that mitigate this situation. Revenues are controlled in a similar manner.
- B. Finance will develop and maintain a budgetary control plan establishing appropriate management processes, systems and reporting that allow the Authority to detect and correct significant unfavorable budget to actual deviations when they are identified. The plan will ensure compliance through use of data collection and financial reporting systems that evaluate revenue and expense trends and projections in order to lower the Authority's risk of unfavorable financial events.
- C. Reporting controls are established by financial reporting of actual versus budgeted revenues and expenses. These reports will be provided to Authority management and the Authority's Board on a schedule determined by the Board, but no less than quarterly during the fiscal year. From a practical standpoint, budget to actual variance reporting is to be reported by general ledger roll-up summary account category level by system and/or division for both revenues and expenses.
- D. Operational budgetary control is developed, maintained and controlled at the divisional, departmental, and general ledger account levels.
- E. Capital budgetary control is developed, maintained and controlled at the divisional, departmental, general ledger account and by identified project number.

Responsibilities and Accountabilities

- A. The Authority's Board of Directors approves all related budgetary policies, annual and carryforward budgets and quarterly financial and budget to actual reporting.
- B. The Authority's Finance Committee of the Executive Board performs the initial review of all related budgetary policies, annual and carryforward budgets and quarterly financial and budget to actual reporting. The Committee may seek clarification and/or resubmission from the Authority's management for items that require further research and/or reporting. The Committee recommends approval of these items to the Authority's Board of Directors when warranted.



- C. The Chief Executive Officer (CEO) reviews and approves the finalization and forwarding of recommended annual and carryforward budgets to the Authority's Executive Board for recommendation to the Authority's Board of Directors.
- D. The CEO's team works in conjunction with the finance department to prepare reports that are submitted to the CEO for review.
- E. Departmental directors, managers and contractors prepare annual budgets (by division, program or project) for which they have operational oversight and responsibility.
- F. The finance department manages the overall Authority budgetary and financial reporting processes for the Authority including any associated schedules and timelines for completion. The finance department:
 - 1. compiles, summarizes and reports the master list of divisional and department annual budgets and carryforward requests;
 - 2. creates the final budgetary and financial reports that are submitted to the CEO for review;
 - 3. prepares historical financial information as requested by "A" above; and, reports quarterly and end of fiscal year results, both unaudited and audited, to the Finance Committee and the Authority's Board of Directors.

END OF POLICY

Adoption Date: 09/24/2018

Effective Date: 09/24/2018

Last Revised Date: 08/04/2025

Last Reviewed Date: 08/04/2025

Replaced:

Supporting Documents:





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

Policy Number: 5.18.00 (G)

Resolution Number: VBD25-035

Policy Title: Annual Budget Development Process Policy

Signature of Board Chairperson

Date

Signature of Chief Executive Officer

Date

STATEMENT OF POLICY

This policy affirms the importance of preparing an annual budget in a timely and accurate manner. The budget serves as a set of recommended actions that outline the programs and services to be funded, including the desired service levels, quality standards, and performance goals.

Valley Regional Transit (hereinafter “Authority”) approaches budget development with a focus on long-term sustainability. The process is designed to align budget decisions with broad organizational goals, emphasizing key issues, desired results, and measurable outcomes.

Preliminary budgets are first presented to the Finance Committee of the Authority’s Executive Board. This review supports public notice, as well as subsequent review and approval by the Authority’s Board of Directors. Several time-sensitive steps must be completed to comply with the statutory requirement to adopt a budget by the Tuesday following the first Monday in September each fiscal year. This policy outlines those steps, the responsible parties, and the timing required to ensure compliance.

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:

Annual Budget – The listing of revenues and expenses by system, division or program that is structurally balanced for a fiscal year (October 1 to September 30).

Budgetary Calendar and Process Checklist – A calendar or timeline and associated instructions are updated and issued by Authority’s Finance department each September that identifies key processes and the related deadlines in order to successfully complete and present an annual balanced budget in compliance with state statute. The instructions and checklists contain the detailed procedures and timelines for all budget activities, including specific review and prioritization criteria. The calendar/checklist will include a 60-day pre-budget comment period commencing six (6) months prior to the start of the new budget year.

Operational and Capital Carryforward Expenses – These expenses have been approved in a prior year budget but have not been incurred as of the fiscal year end. These expenses are brought forth to the Authority’s Board of Directors for approval in order to “carry forward” the budget to cover these expenses into a subsequent fiscal year through an amendment of the current year budget during January of each fiscal year.

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.

Executive Board – The Executive Board consists of four (4) Board officers (the Chair, Chair Elect, Vice Chair, and Treasurer), the immediate past Chair, five (5) at large members, and a BSU representative.

Capital Projects – The maintenance or replacement of capital equipment or facilities.

Transit Asset Management Plan (TAM) - A business model that uses the condition of assets to guide the optimal prioritization of funding at transit properties in order to keep transit networks in a state of good repair.

POLICY

Balanced Budget Policy

- A. The Authority develops both long and short-term financial plans that protect the financial health of the Authority so the transit agency economically and efficiently continues to deliver transit services. A balanced budget is the basic budgetary constraint intended to ensure the Authority does not spend beyond its means.
- B. Balanced budgets are required to be prepared for both operating and capital project activities of the Authority. Operating budgets are required to be prepared for only the budgetary fiscal year or biannual convention should the Authority ever choose to present budgets for two successive fiscal years.



Capital project budgets are required to be prepared for the length of the project and are balanced each fiscal year.

- C. Budgets are adopted by resolution. Budgets are required to meet public notice requirements as dictated by Idaho State Statute 40-2112 and must be approved by the Authority's legislative body (Valley Regional Transit Board of Directors) by the Tuesday following the first Monday in September for the ensuing fiscal year.
- D. Surpluses in equity or net position should not be considered a source of funds to offset or balance against base operating expenses for any budget under development unless prior approval is obtained from the Authority's Board of Directors.
- E. The Authority limits its use of one-time revenues to being matched against only one-time expenses in order to minimize the disruptive effects on services due to the potential non-recurrence of these specific revenue sources.
- F. Some of the Authority's divisions/departments operate specific programs and/or activities. A balanced budget is required for each program/activity.
- G. Circumstances of noncompliance with the Balanced Budget Policy are permitted only through approval by the Authority's Board of Directors.
- H. The Authority is required to take action to bring a budget into balance if adjustments are needed in situations where definitive evidence exists that projected actual expenses will exceed actual revenues, in total, by division or by system through the end of the fiscal year.

Budget Development Calendar

- A. The budget development calendar is integral to the successful preparation and execution of the Authority's budget adoption. The Authority prepares a comprehensive budget calendar that specifies when budget tasks are to be completed. The calendar also identifies specific timelines for those tasks. As part of the calendar, the Authority will provide for an examination of sources and current trends of funding (revenues) and historical and projected expenses for the upcoming fiscal year. The calendar identifies the roles, responsibilities and assignments of specific administrative and contractor Staff.
- B. A finalized preliminary budget will be presented for review to the Finance Committee of the Executive Board no later than at the June meeting of each fiscal year.



Budgetary Development Guidelines

- A. Finance will ensure staff has the opportunity to participate in a formal training session on budget development each fiscal year.
- B. Departmental directors, managers and contractors will submit their operational and capital budget information to Finance by the timelines outlined in the budget development calendar. Finance will serve as a resource to assist staff in developing their respective budgets and in compiling any historical financial information required for analysis in that process.
- C. Departmental directors, managers and contractors are required to develop a balanced budget for their programs. Departmental directors, managers and contractors are to identify and disclose instances in their developed budgets where one-time revenues are being utilized to cover base budget expense (labor as an example). For these situations, departmental directors, managers and contractors are also to develop plans on how base expenses will be covered with revenue sources other than one-time sources for future fiscal years. The preferred method to present a program budget is in a decision package format. A decision package or scenario format displays varying amounts of quantity and/or quality of service that can be provided with different amounts of financial resources deployed to each program.
- D. Finance will provide the necessary templates, decision package formats and/or budget development and compilation tools to assist Staff in efficiently and effectively developing their budgets.
- E. Requirement to evaluate current and future conditions, external factors, opportunities and challenges in developing budgets:
 1. Staff are required to collect, evaluate and/or take into consideration revenue and expense trends, external factors, needs and opportunities that may be available in establishing their revenue and expense budget estimates for the upcoming budgetary projection cycle.
 2. Bottom-up or zero-based expense budgeting is the expected method by which expenses are required to be compiled into a budget. This method quantifies all direct expenses of each budget expense category based upon identified needs and expectations of future service delivery. It is required that supporting details and documentation be made available and/or maintained for each established budget. The following should be utilized to accurately estimate budgetary amounts:
 - a. Activity, needs, number of employees by category, vendor expenses, etc.
 - b. Economic, service, ridership and financial factors
 - c. Realistic and determinable revenue estimates
 - d. Demographic trends
 - e. Legal or regulatory issues
 - f. Technological trends



3. Biannually, the budget development process is initiated with a historical review of revenue trends and sources as a basis for projecting subsequent year revenues that form the foundation of the budget.
4. Operational expenses developed at a sufficiently detailed level are required in order to allow for import into the Authority's financial accounting and reporting application. The appropriate level of detail is at the object level: division, department and general ledger account.
5. Budgeted capital projects and associated expense are required to comply with Federal Transit Administration (FTA) recommended Transit Asset Management (TAM) practices to preserve and expand transit investments as dictated in FTA circular 9050.1A, Urbanized Area Formula Grant Programs Guidance. Capital projects and budgeting are required to comply, and be incorporated into, the Authority's Transit Asset Management (TAM) Policy. Having well-maintained and reliable transit infrastructure is instrumental in ensuring safe, dependable and accessible services. The following are required to achieve compliance:
 - a. Investments in capital projects must be able to be aligned with the Authority's strategic goals and objectives approved by the Authority's Board of Directors.
 - b. The Authority is required to develop capital projects with their TAM Plan that includes condition assessments and investment prioritization.
 - c. Capital projects and associated expenses are required to be accounted for and tracked in the Authority's project accounting and activities module within its financial system.
 - d. Ongoing maintenance or replacement of capital equipment or facilities are often defined as operating items when costs or useful life do not meet or exceed the Authority's capitalization threshold requirements (currently \$5,000 and 1 year of useful life). The Authority is required to disclose the future financial impact of ongoing maintenance and/or replacement during the budgetary development process and prior to the approval of the capital budget. Associated expenses for these items are to be included in an appropriate operational budget.
 - e. Capital projects that have not been completed or fully spent out by the end of the year are typically included in the Authority's carryforward process that is taken for approval to the Authority's Board of Directors each January.



Budgetary Control and Management

- A. Budgetary control is established to ensure actual expenses do not exceed budgeted expenses as set forth in the budget unless offsetting favorable revenues or lower expenses exist in other categories that mitigate this situation. Revenues are controlled in a similar manner.
- B. Finance will develop and maintain a budgetary control plan establishing appropriate management processes, systems and reporting that allow the Authority to detect and correct significant unfavorable budget to actual deviations when they are identified. The plan will ensure compliance through use of data collection and financial reporting systems that evaluate revenue and expense trends and projections in order to lower the Authority's risk of unfavorable financial events.
- C. Reporting controls are established by financial reporting of actual versus budgeted revenues and expenses. These reports will be provided to Authority management and the Authority's Board on a schedule determined by the Board, but no less than quarterly during the fiscal year. From a practical standpoint, budget to actual variance reporting is to be reported by general ledger roll-up summary account category level by system and/or division for both revenues and expenses.
- D. Operational budgetary control is developed, maintained and controlled at the divisional, departmental, and general ledger account levels.
- E. Capital budgetary control is developed, maintained and controlled at the divisional, departmental, general ledger account and by identified project number.

Responsibilities and Accountabilities

- A. The Authority's Board of Directors approves all related budgetary policies, annual and carryforward budgets and quarterly financial and budget to actual reporting.
- B. The Authority's Finance Committee of the Executive Board performs the initial review of all related budgetary policies, annual and carryforward budgets and quarterly financial and budget to actual reporting. The Committee may seek clarification and/or resubmission from the Authority's management for items that require further research and/or reporting. The Committee recommends approval of these items to the Authority's Board of Directors when warranted.



- C. The Chief Executive Officer (CEO) reviews and approves the finalization and forwarding of recommended annual and carryforward budgets to the Authority's Executive Board for recommendation to the Authority's Board of Directors.
- D. The CEO's team works in conjunction with the finance department to prepare reports that are submitted to the CEO for review.
- E. Departmental directors, managers and contractors prepare annual budgets (by division, program or project) for which they have operational oversight and responsibility.
- F. The finance department manages the overall Authority budgetary and financial reporting processes for the Authority including any associated schedules and timelines for completion. The finance department:
 - a. compiles, summarizes and reports the master list of divisional and department annual budgets and carryforward requests;
 - b. creates the final budgetary and financial reports that are submitted to the CEO for review;
 - c. prepares historical financial information as requested by "A" above; and, reports quarterly and end of fiscal year results, both unaudited and audited, to the Finance Committee and the Authority's Board of Directors.

END OF POLICY

Adoption Date: 09/24/2018

Effective Date: 09/24/2018

Last Revised Date: 08/04/2025

Last Reviewed Date: 08/04/2025

Replaced:

Supporting Documents:





VALLEY REGIONAL TRANSIT BOARD RESOLUTION

ANNUAL BUDGET DEVELOPMENT PROCESS POLICY POLICY NUMBER 5.18.00 (G) RESOLUTION VBD25-035

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE UPDATED ANNUAL BUDGET DEVELOPMENT PROCESS POLICY, POLICY NUMBER 5.18.00 (G)

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 staff completed a review of finance policies to manage finance activities; and

WHEREAS, the Annual Budget Development Process Policy is needed to give guidance to staff and board members; and

WHEREAS, Valley Regional Transit is committed to a balanced budget; and

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

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

Section 1. That the Board of Valley Regional Transit approves the updated Annual Budget Development Process Policy 5.18.00 (G)

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

ADOPTED by the Board of Valley Regional Transit, this 4th day of August 2025

APPROVED by the Board Chair this 4th day of August 2025.

APPROVED:

CHAIR

ATTEST:

EXECUTIVE ASSISTANT



TOPIC	Procurement Policy
DATE	August 4, 2025
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

Staff requests the Board approve Resolution VBD25-026 and the updated Procurement Policy, Policy Number 1.03.00 (G).

Highlights

- Last update to policy approved by the Board of Directors April 2024

Summary

The purpose of Valley Regional Transit (VRT) (henceforth “AUTHORITY”) procurement policies is to outline the guidelines governing procurement practices, including the disposal of materials, equipment, buses, vehicles, facilities, and the procurement and administration of professional services and other necessary services for the AUTHORITY.

The Procurement Policy, last revised in 2024, has undergone review, and the proposed changes are as follows:

- Updated protest policy section
- Minor grammatical changes
- Presenting in standard VRT policy format

Implication

The AUTHORITY’s procurement policies are established to:

- Maximize the value received for expenditure of public funds
- Protect assets purchased with public funds and ensure their application in the AUTHORITY’s interest
- Provide a timely, efficient, and cost-effective flow of resources necessary to support AUTHORITY’s provision of services
- Protect the integrity of the AUTHORITY’s procurement process and the reputations of VRT, its officers and employees
- Comply with all applicable U.S. DOT Federal Transit Administration (FTA) requirements and State of Idaho regulations

More Information

Attachments:

Attachment 1: Resolution VBD25-026 POLICY – Procurement Policy 1.03.00 (G)

Attachment 2: Procurement Policy

Attachment 3: Procurement Policy with Redlines

Attachment 4: Procurement Procedures

For detailed information, contact:

Jason Jedry
Chief Financial Officer
jjedry@ridevrt.org
208-258-2709





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

Policy Number: 1.03.00

Resolution Number: VBD25-026

Policy Title: Procurement Policy

Signature of Board Chairperson

Date

Signature of Chief Executive Officer

Date

The purpose of Valley Regional Transit (VRT) (henceforth “AUTHORITY”) procurement policies is to define the relevant policies that guide procurement practices in general and specifically, the disposal of materials, equipment, buses and other vehicles, facilities, and the procurement and administration of professional services and other services required by the AUTHORITY.

DEFINITIONS

Procurement – The process of acquiring goods and services by purchasing from commercial businesses.

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.

Executive Board – The Executive Board consists of four (4) Board officers (the Chair, Chair Elect, Vice Chair, and Treasurer), the immediate past Chair, five (5) at large members, and a BSU representative.

POLICY

1. STATEMENT OF POLICY

1.1 Objective. The purpose of Valley Regional Transit (VRT) (henceforth “AUTHORITY”) procurement policies is to define the relevant policies that guide procurement practices in general and specifically, the disposal of materials,

equipment, buses and other vehicles, facilities, and the procurement and administration of professional services and other supplies and services required by the AUTHORITY. The AUTHORITY Procurement Policies guide the development of procedures for all AUTHORITY employees involved in the procurement process.

The AUTHORITY's procurement policies are established to:

- Maximize the value received for expenditure of public funds
- Protect assets purchased with public funds and ensure their application in the AUTHORITY's interest
- Provide a timely, efficient, and cost-effective flow of resources necessary to support AUTHORITY's provision of services
- Protect the integrity of the AUTHORITY's procurement process and the reputations of VRT, its officers and employees
- Comply with all applicable U.S. DOT Federal Transit Administration (FTA) requirements and State of Idaho regulations

1.2 General Statement of Policy. It is the policy of VRT that the purchase of all goods and services be accomplished under the control of its Chief Executive Officer and appointed staff designated by the Chief Executive Officer who are responsible for each purchase. These purchasing professionals facilitate procurement of quality materials, equipment, and services in a cost effective, efficient, and responsive manner. They are responsible for ensuring full and open competition and equitable treatment of all potential vendors and sources of good and services. They will use sound procurement practices and procedures in the planning, solicitation, award, administration, and documentation of procurement contracts through which public funds are expended.

1.3 Federal, State and Local Regulations. The AUTHORITY's policies are intended to conform to applicable federal, state, and local regulations and guidelines that govern public procurements. The AUTHORITY will employ the strictest of any federal, state, or local regulation, which applies to a particular procurement. The largest percentage of procurement supports transit operations. Transit operations are funded in part by federal funds through grants from the U.S. Department of Transportation Federal Transit Administration (FTA).

1.4 Review and Update. The policies incorporated in Section 2.0 "POLICIES" of this document can only be changed with the approval of the Valley Regional Transit Board. The Chief Executive Officer is responsible to prepare and propose to the Board the rules and regulations regarding purchasing policies which are in accordance with applicable State of Idaho statutes and FTA requirements. The Chief Executive Officer (or a person he/she designates) will, at a minimum, annually review both the Policy and Desk Procedures Manual against any changes in federal, state, or local guidelines that may have occurred, or changes in internal procedures necessary and/or appropriate. Changes to any policy documents shall be submitted by the Chief Executive Officer (or a person he/she designates) to the AUTHORITY's Board for approval.

2. POLICIES

2.1 General Procurement Requirements. As a political subdivision of the State of Idaho, The AUTHORITY's procurement policies and procedures must comply with Idaho Code 67-2801 through 67-2808 as well as other applicable sections of Idaho Code. The FTA provides guidance for procurement in 49 Code of Federal Regulations Part 18, and in FTA Circulars 4220.1F, and 5010.1 or most current version.

2.2 VRT Code of Ethical Standards

2.2.1 Purpose. It is imperative officials and employees of the AUTHORITY maintain the highest possible standards of ethical conduct in their transactions of public business. Such standards must be clearly defined and published. The following Code of Ethical Standards (2.2.2 through 2.2.5) is adapted from Idaho Code Title 59, Chapter 7, "Ethics in Government Act of 1990" and includes standards of the Federal Transit Administration.

2.2.2 Relationships. No AUTHORITY employee, official, or agent, including any member of an evaluation committee for an AUTHORITY project, shall participate in the selection, award, or administration of a contract between the AUTHORITY and a private business if a conflict of interest, real or apparent, exists. A conflict exists when an employee, officer, or agent of the AUTHORITY; any member of his/her immediate family; his or her partner; or an organization which employs, or is about to employ, any of the above has a material financial or other interest in a firm selected for award of a contract. Any interest as owner or stockholder of one percent (1%) or less in such a firm shall not be deemed to be a material financial interest, but serving as director, officer, consultant, or employee of the firm would be deemed a material interest.

Unless specifically prohibited by law, an AUTHORITY official or employee is not precluded from making a bid on an AUTHORITY's contract if: the contracting process is controlled by rules of open competitive bidding; the sources of supply are unrestricted; the bidder has not taken part in developing contract plans or specifications; he or she will not be personally involved in opening, considering, or accepting bids or proposals; and he or she will not in any way participate in administering the contract.

No AUTHORITY official or employee may approve, disapprove, vote, abstain from voting, or otherwise act upon any matter in which he or she has a financial interest without disclosing the full nature and extent of his or her interest. Such a disclosure must be made before the time when he or she is to perform the duty or concurrently with that performance. For an AUTHORITY board member or the Chief Executive Officer, disclosure shall be made to the AUTHORITY Board Chairman and other board members. For all other employees, disclosures shall be made to the Chief Executive Officer.

No AUTHORITY official or employee may accept any salary, retainer, augmentation, expense allowance or other compensation from any private

source for the performance of his or her duties as an AUTHORITY official or employee.

If an AUTHORITY official or employee acquires, through his or her public duties or relationships, any information which by law or practice is not at the time available to people generally, he or she may not use the information to further the pecuniary interests of himself or herself, or any other person or business entity.

No AUTHORITY official or employee may suppress any governmental report or other document because it might tend to affect unfavorably his or her financial interests.

2.2.3 Gifts and Gratuities. No official or employee of the AUTHORITY shall seek or accept, directly or indirectly, any gift, gratuity, service, favor, employment, engagement, compensation or economic opportunity from a contractor, potential contractor, or subcontractor which would tend to improperly influence a reasonable person in his or her position to depart from the faithful and impartial discharge of his or her public duties. This would include any gift or gratuity that has a value of \$50.00 or more. No AUTHORITY official or employee may use his or her position to secure or grant unwarranted privilege, preference, exemptions, or advantages for himself or herself, any member of his or her immediate household, any business entity in which he or she has a financial interest, or any other person. Gifts received with a value of \$50.00 or more shall be returned to the source.

2.2.4 Violations. Violation of the AUTHORITY's ethics policy by any employee shall subject the individual to disciplinary action up to and including discharge as determined by the Chief Executive Officer of the AUTHORITY. Violation of this policy by the Chief Executive Officer, a member of the Board, or officer or agent of the AUTHORITY shall subject the individual to disciplinary action or sanction as determined by the AUTHORITY's Board. Violation of this policy by contractors or their agents may be considered a breach of contract and shall subject such contractor or agent to action up to and including cancellation of the contract and suspension and being barred from contracting with the AUTHORITY. Violation of this policy by bidders or potential contractors may be considered to make such bidder or proposer ineligible to bid or render a bid or proposal non-responsive.

2.2.5 Organizational Conflict of Interest. The AUTHORITY will prevent in the soliciting and contracting of goods and services any real or apparent organizational conflicts of interest which could arise when the nature of work to be performed under a proposed contract would result in an unfair competitive advantage to the contractor in the award of future work.

The AUTHORITY will utilize the following means to mitigate or eliminate conflicts of interest:

- a) It shall not be a bid or proposal requirement that a prospective vendor or contractor have prior contracts with the AUTHORITY. This shall not be construed, however, to prevent or limit the use of two-step sealed bidding.
- b) The offeror shall disclose and describe in a statement all past, present or planned organizational, financial, contractual, or other interest with the AUTHORITY.
- c) Offeror shall certify as part of the Request for Bid (RFB) or Request for Proposal (RFP) package that to its best knowledge and belief no affiliation exists relevant to a possible conflict of interest.
- d) The Procurement Administrator will review the statements submitted to assess whether additional relevant information from the offeror may be required as it relates to potential conflict of interests.

2.3 Procurements with Suspended/Debarred Vendors Prohibited. The AUTHORITY shall not enter into a contract with a bidder(s) on the General Services Administration's listing of Suspended and/or Debarred Parties (as published at <https://www.sam.gov/>).

2.4 Protests. The AUTHORITY recognizes the right of any actual or prospective bidder or proposer, whose direct economic interest may be affected by the award or failure to award a contract, to file a protest. If a notice of intent to award is issued to a bidder or proposer other than the lowest responsive bidder or highest-ranking proposer, any participating bidder or proposer may submit a protest.

It is the policy of AUTHORITY to consider protests submitted in a timely and proper manner, whether submitted before or after a contract award, and to resolve such matters in accordance with applicable federal, state, and local regulations, including Idaho Code § 67-2806(2)(b) and FTA Circular 4220.1G (or its most current version).

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Protests must be submitted in writing to AUTHORITY within seven (7) calendar days from the date of issuance of a notice of intent to award. Protests received after this deadline will not be considered.

AUTHORITY shall maintain and follow written protest procedures consistent with the requirements of the FTA and Idaho procurement law to resolve such protests in a timely manner. These procedures shall be made available upon request and referenced in relevant solicitation documents.

In procurements involving federal funds, a protester who alleges that AUTHORITY failed to follow its established protest procedures or otherwise violated federal law or regulation may seek a review by the FTA, as provided in FTA Circular 4220.1G.

2.4 ~~Prospective bidders or proposers whose direct economic interest would be affected by award of a contract or by failure to award a contract may make protests. The AUTHORITY will consider all protests requested in a timely manner regarding the award of a contract, whether submitted before or after an award. The AUTHORITY's staff shall comply with the Protest Procedures as dictated by FTA Circular 4220.1F~~

or most current version contained within the AUTHORITY's Procurement Manual.

2.5 Procurement of Real Property. The AUTHORITY's procurement procedures will comply with applicable sections of Idaho Code and FTA requirements. Real property acquisition is addressed in DOT Regulations "Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs," 49 CFR Part 24, implementing the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, 42 U.S.C. Sections 4601 et seq., which provide protections for owners and lessees of real property to be acquired as part of an FTA-assisted project. More guidance is included in the most recent edition of FTA Circular 5010.1 or updated version, providing "Award Management" guidance.

2.6 Procurement of Public Works Construction. The AUTHORITY will follow the requirements of Idaho Code, Title 67-2805 and applicable FTA requirements.

2.7 Intelligent Transportation Systems. Intelligent Transportation Systems (ITS) property and services must comply with the National ITS Architecture and Standards to the extent required by section 5307(c) of FAST ACT, FTA Notice, "FTA National ITS Architecture Policy on Transit Projects," 66 FR 1455 et seq., January 8, 2001, and later published policies or implementing directives FTA may issue. Consequently, third party contracts involving ITS are likely to require provisions to ensure compliance with Federal requirements.

2.8 Rolling Stock. For the procurement of transit vehicles (also referred to as "Rolling Stock") the AUTHORITY will comply with the applicable requirements of Idaho Code 67-2801 through 67-2808 and the specific rolling stock requirements in FTA Circular 4220.1F or most current version, Chapter. IV, 2.e (Rolling Stock – Special Requirements).

2.9 Professional Service Contract with Design Professionals, Construction Managers and Professional Land Surveyors (also referenced as Architectural Engineering (A & E), and Related Services by FTA). For the procurement of projects which are connected or related to construction or repair of real property, the AUTHORITY will comply with Idaho Code, 67- 2320, unless otherwise pre-empted by federal law.

2.10 Centralized Purchasing Authority

2.10.1 The responsibility for the procurement and disposal of all materials, equipment, vehicles, property, and services for the AUTHORITY rests with the Chief Executive Officer. The Chief Executive Officer has independent authority to act for the VRT Board, subject to VRT policies, in the purchase of materials, equipment or services through \$150,000. The Chief Executive Officer may delegate procurement authority and define internal practices for procurements up to \$150,000. All purchases between \$150,000 and \$300,000 require approval by the AUTHORITY's Executive Board prior to award. Purchases of \$300,000 or more require approval by the VRT Board of Directors prior to the award.

2.10.2 For all procurements, the Chief Executive Officer shall designate a procurement administrator to oversee all procurements of goods and services for the AUTHORITY, whose responsibility shall be to ensure, through its procurement practices, full and open competition, fair treatment of all suppliers, and good value to the AUTHORITY.

2.11 Geographic Preferences. are prohibited including local preferences. Federal regulations prohibit geographical preferences in making contractor selections except for A&E contracts. The AUTHORITY shall conduct procurements in a manner that prohibits statutory or administrative local, in-state, or geographical preferences in the solicitation and evaluation of bids or proposals, except where federal or state law expressly mandates such preferences.

2.12 Emergency Purchases. The appropriate authority for purchases as defined in policy shall be secured before committing any AUTHORITY funds, except in cases of emergency. Idaho State Statute defines an “emergency” as one which the property is required for a life-threatening situation or a situation that is immediately detrimental to the public welfare or property as defined in Idaho Code § 67-2808. The Chief Executive Officer is delegated the authority to establish procedures that comply with Idaho Code. The Chief Executive Officer will report such emergency action to the AUTHORITY’s Board or Executive Board at their next regularly scheduled meeting.

2.13 Disadvantaged Business Enterprise Program. The AUTHORITY actively encourages and assists Disadvantaged Business Enterprises (DBEs) to participate competitively in AUTHORITY procurement actions as outlined in the AUTHORITY’s DBE program. This shall be done in compliance with the Idaho Transportation Department’s Disadvantaged Business Enterprise Program. All DBE inquiries and requests are coordinated through AUTHORITY’s Community Relations Manager.

2.14 Parts and Supplies Inventory. AUTHORITY will conduct, at a minimum, an annual inventory inspection of parts and supplies utilizing monthly/quarterly cycle counts performed by contractors and will reconcile items in stock versus the record of those on hand as well in the fixed asset records.

2.15 Disposition of Surplus Property. Surplus property is defined as Authority property which has been determined to not be required for the needs and for the discharge of the responsibilities of the Authority.

2.15.1 Disposal of Surplus Property. AUTHORITY shall dispose of surplus property by either donating the surplus property to local non-profit entities or will ensure the highest possible return consistent with the costs of disposal, while conforming to requirements of FTA Circulars 5010.1 and 4220.1F or most current versions, and the principals set forth in Idaho Code § 67-5732A, applicable to the State of Idaho, Department of Administration. VRT Surplus Property Policy and Procedures, conforming to, and pursuant to, Idaho Code § 67-5701 et seq., all sales of personal property of the AUTHORITY must be made, to the extent possible, under the conditions and limitations as required by Title 67, Chapter 57 in the purchase of personal property, but the

governing body or its authorized representatives may sell any such personal property at public auction if it deems such a sale desirable and in the best interests of the local government.

Pursuant to FTA Circular 5010.1 or most current version, when selling equipment exceeding its useful life with a fair market value over \$5,000, or supplies sold for over \$5,000 in aggregate, AUTHORITY shall reimburse FTA by the same percentage of net sales proceeds as the percentage of federal interest in the original grant for the equipment or supplies. AUTHORITY will secure FTA concurrence prior to selling equipment before the end of its useful life. AUTHORITY shall reimburse FTA for its appropriate prorated share of any proceeds from the sale of FTA funded assets unless the fair market value of the property is \$5,000 or less.

Prior to the disposition of surplus property, the Operations Director shall recommend, with subsequent Board approval, the disposition of the surplus property. The surplus property must then be authorized and approved by the Chief Executive Officer prior to disposition.

3. RESPONSIBILITIES

3.1 General. The authority to award contracts rests with the AUTHORITY's Board depending upon the dollar threshold of the procurement event. This authority is delegated, in part, to the Executive Board within established authority limits, as well as the Chief Executive Officer who oversees all agency activities and designates a Procurement Administrator to oversee day-to-day purchasing activity.

3.2 VRT Board of Directors.

Holds sole contracting authority.

- a) Establishes agency operating budgets and capital plans. Approves budgets based upon recommendations of the Chief Executive Officer and staff; and
- b) Approves all purchases of \$300,000 or more resulting from competitive procurements pursuant to Idaho Code § 67-28, and based on the Chief Executive Officer's recommendation; and
- c) Requires award methodology be consistent with the solicitation evaluation criteria and the requirements of the scope of work, bid specifications, etc.; and
- d) Authorizes the Executive Board to approve all purchases between \$150,000 and \$300,000 and to ensure all purchases are made in compliance with applicable state and federal guidelines; and
- e) Authorizes Chief Executive Officer to approve all purchases less than \$150,000 and to ensure all purchases are made in compliance with applicable state and federal guidelines; and
- f) Authorizes the Chief Executive Officer to dispose of surplus materials, supplies, equipment, and property, subject to its policies.

3.3 AUTHORITY's Executive Board

- a) Sets annual DBE goals based upon recommendation of AUTHORITY staff; and
- b) Approves all purchases of \$150,000 through \$300,000 resulting from competitive procurements pursuant to Idaho Code § 67-28, and based on Chief Executive Officer's recommendation; and
- c) Awards procurements consistent with the evaluation criteria and accompanying weights and the requirements of the scope of work, bid specifications, etc., of the procurement; and
- d) May execute any contract on behalf of AUTHORITY upon full board approval or as authorized by the full board.

3.4 Chief Executive Officer

- a) Maintains authority for contracting of all purchases of \$150,000 or less; and
- b) Provides recommendations for all purchases over \$150,000 to the AUTHORITY's Executive Board or AUTHORITY's Board of Directors for approval; and
- c) May sign any contract on behalf of AUTHORITY upon Board of Directors approval or as authorized by the Board of Directors; and
- d) Establishes internal purchasing procedures, recommends changes in purchasing procedures to the VRT Board of Directors, and assures compliance with AUTHORITY purchasing policies

END OF POLICY

Adoption Date: April 16, 2003

Effective Date: April 16, 2003

Last Revised Date: August 4, 2025

Last Reviewed Date: August 4, 2025

Replaced:

Protest Policy in section 2.4

Legal References:

Idaho Code § 67-28

FTA Circulars 4220.1F and 5010.1 or most current versions

Idaho Code Title 59, Chapter 7

Idaho Code 67- 2320

Idaho Code 67-2801 through 67-2808

Idaho Code 67-5701

Idaho Code 67-5732A

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

Policy Number: 1.03.00

Resolution Number: VBD25-026

Policy Title: Procurement Policy

Signature of Board Chairperson

Date

Signature of Chief Executive Officer

Date

STATEMENT OF POLICY

Objective. The purpose of Valley Regional Transit (VRT) (henceforth “AUTHORITY”) procurement policies is to define the relevant policies that guide procurement practices in general and specifically, the disposal of materials, equipment, buses and other vehicles, facilities, and the procurement and administration of professional services and other supplies and services required by the AUTHORITY. The AUTHORITY Procurement Policies guide the development of procedures for all AUTHORITY employees involved in the procurement process.

The AUTHORITY’s procurement policies are established to:

- Maximize the value received for expenditure of public funds
- Protect assets purchased with public funds and ensure their application in the AUTHORITY’s interest
- Provide a timely, efficient, and cost-effective flow of resources necessary to support AUTHORITY’s provision of services
- Protect the integrity of the AUTHORITY’s procurement process and the reputations of VRT, its officers and employees
- Comply with all applicable U.S. DOT Federal Transit Administration (FTA) requirements and State of Idaho regulations

General Statement of Policy. It is the policy of VRT that the purchase of all goods and services be accomplished under the control of its Chief Executive Officer and appointed staff designated by the Chief Executive Officer who are responsible for each purchase. These purchasing professionals facilitate procurement of quality materials, equipment, and services in a cost effective, efficient, and responsive manner. They are responsible for ensuring full and open competition and equitable treatment of all potential vendors and sources of good and services. They will use sound procurement practices and procedures in the planning,

solicitation, award, administration, and documentation of procurement contracts through which public funds are expended.

Federal, State and Local Regulations. The AUTHORITY's policies are intended to conform to applicable federal, state, and local regulations and guidelines that govern public procurements. The AUTHORITY will employ the strictest of any federal, state, or local regulation, which applies to a particular procurement. The largest percentage of procurement supports transit operations. Transit operations are funded in part by federal funds through grants from the U.S. Department of Transportation Federal Transit Administration (FTA).

Review and Update. The policies incorporated in Section 2.0 "POLICIES" of this document can only be changed with the approval of the Valley Regional Transit Board. The Chief Executive Officer is responsible for preparing and proposing the rules and regulations regarding purchasing policies which are in accordance with the applicable State of Idaho statutes and FTA requirements to the Board. The Chief Executive Officer (or a person he/she designates) will, at a minimum, annually review both the Policy and Desk Procedures Manual against any changes in federal, state, or local guidelines that may have occurred, or changes in internal procedures necessary and/or appropriate. Changes to any policy documents shall be submitted by the Chief Executive Officer (or a person he/she designates) to the AUTHORITY's Board for approval.

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:

Procurement – The process of acquiring goods and services by purchasing from commercial businesses.

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.

Executive Board – The Executive Board consists of four (4) Board officers (the Chair, Chair Elect, Vice Chair, and Treasurer), the immediate past Chair, five (5) at large members, and a BSU representative.

POLICY



General Procurement Requirements

As a political subdivision of the State of Idaho, The AUTHORITY's procurement policies and procedures must comply with Idaho Code 67-2801 through 67-2808 as well as other applicable sections of Idaho Code. The FTA provides guidance for procurement in 49 Code of Federal Regulations Part 18, and in FTA Circulars 4220.1F, and 5010.1 or most current version.

VRT Code of Ethical Standards

Purpose. It is imperative officials and employees of the AUTHORITY maintain the highest possible standards of ethical conduct in their transactions of public business. Such standards must be clearly defined and published. The following Code of Ethical Standards (2.2.2 through 2.2.5) is adapted from Idaho Code Title 59, Chapter 7, "Ethics in Government Act of 1990" and includes standards of the Federal Transit Administration.

Relationships. No AUTHORITY employee, official, or agent, including any member of an evaluation committee for an AUTHORITY project, shall participate in the selection, award, or administration of a contract between the AUTHORITY and a private business if a conflict of interest, real or apparent, exists. A conflict exists when an employee, officer, or agent of the AUTHORITY; any member of his/her immediate family; his or her partner; or an organization which employs, or is about to employ, any of the above has a material financial or other interest in a firm selected for award of a contract. Any interest as owner or stockholder of one percent (1%) or less in such a firm shall not be deemed to be a material financial interest, but serving as director, officer, consultant, or employee of the firm would be deemed a material interest.

Unless specifically prohibited by law, an AUTHORITY official or employee is not precluded from making a bid on an AUTHORITY's contract if: the contracting process is controlled by rules of open competitive bidding; the sources of supply are unrestricted; the bidder has not taken part in developing contract plans or specifications; he or she will not be personally involved in opening, considering, or accepting bids or proposals; and he or she will not in any way participate in administering the contract.

No AUTHORITY official or employee may approve, disapprove, vote, abstain from voting, or otherwise act upon any matter in which he or she has a financial interest without disclosing the full nature and extent of his or her interest. Such a disclosure must be made before the time when he or she is to perform the duty or concurrently with that performance. For an AUTHORITY board member or the Chief Executive Officer, disclosure shall be made to the AUTHORITY Board Chairman and other board members. For all other employees, disclosures shall be made to the Chief Executive Officer.

No AUTHORITY official or employee may accept any salary, retainer, augmentation, expense allowance or other compensation from any private source for the performance of his or her duties as an AUTHORITY official or employee.



If an AUTHORITY official or employee acquires, through his or her public duties or relationships, any information which by law or practice is not at the time available to people generally, he or she may not use the information to further the pecuniary interests of himself or herself, or any other person or business entity.

No AUTHORITY official or employee may suppress any governmental report or other document because it might tend to affect unfavorably his or her financial interests.

Gifts and Gratuities. No official or employee of the AUTHORITY shall seek or accept, directly or indirectly, any gift, gratuity, service, favor, employment, engagement, compensation or economic opportunity from a contractor, potential contractor, or subcontractor, which would tend to improperly influence a reasonable person in his or her position to depart from the faithful and impartial discharge of his or her public duties. This would include any gift or gratuity that has a value of \$50.00 or more. No AUTHORITY official or employee may use his or her position to secure or grant unwarranted privilege, preference, exemptions, or advantages for himself or herself, any member of his or her immediate household, any business entity in which he or she has a financial interest, or any other person. Gifts received with a value of \$50.00 or more shall be returned to the source.

Violations. Violation of the AUTHORITY's ethics policy by any employee shall subject the individual to disciplinary action up to and including discharge as determined by the Chief Executive Officer of the AUTHORITY. Violation of this policy by the Chief Executive Officer, a member of the Board, or officer or agent of the AUTHORITY shall subject the individual to disciplinary action or sanction as determined by the AUTHORITY's Board. Violation of this policy by contractors or their agents may be considered a breach of contract and shall subject such contractor or agent to action up to and including cancellation of the contract and suspension and being barred from contracting with the AUTHORITY. Violation of this policy by bidders or potential contractors may be considered to make such bidder or proposer ineligible to bid or render a bid or proposal non-responsive.

Organizational Conflict of Interest. The AUTHORITY will prevent in the soliciting and contracting of goods and services any real or apparent organizational conflicts of interest which could arise when the nature of work to be performed under a proposed contract would result in an unfair competitive advantage to the contractor in the award of future work.

The AUTHORITY will utilize the following means to mitigate or eliminate conflicts of interest:

It shall not be a bid or proposal requirement that a prospective vendor or contractor have prior contracts with the AUTHORITY. This shall not be construed, however, to prevent or limit the use of two-step sealed bidding.

The offeror shall disclose and describe in a statement all past, present or planned organizational, financial, contractual, or other interest with the AUTHORITY.

Offeror shall certify as part of the Request for Bid (RFB) or Request for Proposal (RFP) package



that to its best knowledge and belief no affiliation exists relevant to a possible conflict of interest.

The Procurement Administrator will review the statements submitted to assess whether additional relevant information from the offeror may be required as it relates to potential conflict of interest.

Procurements with Suspended/Debarred Vendors Prohibited

The AUTHORITY shall not enter into a contract with a bidder(s) on the General Services Administration's listing of Suspended and/or Debarred Parties (as published at <https://www.sam.gov/>).

Protests

The AUTHORITY recognizes the right of any actual or prospective bidder or proposer, whose direct economic interest may be affected by the award or failure to award a contract, to file a protest. If a notice of intent to award is issued to a bidder or proposer other than the lowest responsive bidder or highest-ranking proposer, any participating bidder or proposer may submit a protest.

It is the policy of AUTHORITY to consider protests submitted in a timely and proper manner, whether submitted before or after a contract award, and to resolve such matters in accordance with applicable federal, state, and local regulations, including Idaho Code § 67-2806(2)(b) and FTA Circular 4220.1G (or its most current version).

Protests must be submitted in writing to AUTHORITY within seven (7) calendar days from the date of issuance of a notice of intent to award. Protests received after this deadline will not be considered.

AUTHORITY shall maintain and follow written protest procedures consistent with the requirements of the FTA and Idaho procurement law to resolve such protests in a timely manner. These procedures shall be made available upon request and referenced in relevant solicitation documents.

In procurements involving federal funds, a protester who alleges that AUTHORITY failed to follow its established protest procedures or otherwise violated federal law or regulation may seek a review by the FTA, as provided in FTA Circular 4220.1G.

Procurement of Real Property

The AUTHORITY's procurement procedures will comply with applicable sections of Idaho Code and FTA requirements. Real property acquisition is addressed in DOT Regulations "Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs," 49 CFR Part 24, implementing the Uniform Relocation Assistance and Real



Property Acquisition Policies Act of 1970, as amended, 42U.S.C. Section s 4601 et seq., which provide protections for owners and lessees of real property to be acquired as part of an FTA-assisted project. More guidance is included in the most recent edition of FTA Circular 5010.1 or updated version, providing “Award Management” guidance.

Procurement of Public Works Construction

The AUTHORITY will follow the requirements of the Idaho Code, Title 67-2805 and applicable FTA requirements.

Intelligent Transportation Systems

Intelligent Transportation Systems (ITS) property and services must comply with the National ITS Architecture and Standards to the extent required by section 5307(c) of FAST ACT, FTA Notice, “FTA National ITS Architecture Policy on Transit Projects,” 66 FR 1455 et seq., January 8, 2001, and later published policies or implementing directives FTA may issue. Consequently, third party contracts involving ITS are likely to require provisions to ensure compliance with Federal requirements.

Rolling Stock

For the procurement of transit vehicles (also referred to as “Rolling Stock”) the AUTHORITY will comply with the applicable requirements of Idaho Code 67-2801 through 67-2808 and the specific rolling stock requirements in FTA Circular 4220.1F or most current version, Chapter. IV, 2.e (Rolling Stock – Special Requirements).

Professional Service Contract with Design Professionals, Construction Managers and Professional Land Surveyors (also referenced as Architectural Engineering (A & E), and Related Services by FTA)

For the procurement of projects which are connected or related to construction or repair of real property, the AUTHORITY will comply with Idaho Code, 67- 2320, unless otherwise preempted by federal law.

Centralized Purchasing Authority

The responsibility for the procurement and disposal of all materials, equipment, vehicles, property, and services for the AUTHORITY rests with the Chief Executive Officer. The Chief Executive Officer has independent authority to act for the VRT Board, subject to VRT policies, in the purchase of materials, equipment or services through \$150,000. The Chief Executive Officer may delegate procurement authority and define internal practices for procurements up to \$50,000. All purchases between \$150,000 and \$300,000 require approval by the AUTHORITY’s Executive Board prior to award. Purchases of \$300,000 or more require approval by the VRT Board of Directors prior to the award.



For all procurements, the Chief Executive Officer shall designate a procurement administrator to oversee all procurements of goods and services for the AUTHORITY, whose responsibility shall be to ensure, through its procurement practices, full and open competition, fair treatment of all suppliers, and good value to the AUTHORITY.

Geographic Preferences

Geographic preferences are prohibited including local preferences. Federal regulations prohibit geographical preferences in making contractor selections except for A&E contracts. The AUTHORITY shall conduct procurements in a manner that prohibits statutory or administrative local, in-state, or geographical preferences in the solicitation and evaluation of bids or proposals, except where federal or state law expressly mandates such preferences.

Emergency Purchases

The appropriate authority for purchases as defined in policy shall be secured before committing any AUTHORITY funds, except in cases of emergency. Idaho State Statute defines an “emergency” as one which the property is required for a life-threatening situation or a situation that is immediately detrimental to the public welfare or property as defined in Idaho Code § 67-2808. The Chief Executive Officer is delegated the authority to establish procedures that comply with Idaho Code. The Chief Executive Officer will report such emergency action to the AUTHORITY’s Board or Executive Board at their next regularly scheduled meeting.

Disadvantaged Business Enterprise Program

The AUTHORITY actively encourages and assists Disadvantaged Business Enterprises (DBEs) to participate competitively in AUTHORITY procurement actions as outlined in the AUTHORITY’s DBE program. This shall be done in compliance with the Idaho Transportation Department’s Disadvantaged Business Enterprise Program. All DBE inquiries and requests are coordinated through AUTHORITY’s Community Relations Manager.

Parts and Supplies Inventory

AUTHORITY will conduct, at a minimum, an annual inventory inspection of parts and supplies utilizing monthly/quarterly cycle counts performed by contractors and will reconcile items in stock versus the record of those on hand as well in the fixed asset records.

Disposition of Surplus Property

Surplus property is defined as Authority property which has been determined to not be required for the needs and for the discharge of the responsibilities of the Authority

Disposal of Surplus Property

AUTHORITY shall dispose of surplus property by either donating the surplus property to local



non-profit entities or will ensure the highest possible return consistent with the costs of disposal, while conforming to requirements of FTA Circulars 5010.1 and 4220.1F or most current versions, and the principals set forth in Idaho Code § 67-5732A, applicable to the State of Idaho, Department of Administration. VRT Surplus Property Policy and Procedures, conforming to, and pursuant to, Idaho Code § 67-5701 et seq., all sales of personal property of the AUTHORITY must be made, to the extent possible, under the conditions and limitations as required by Title 67, Chapter 57 in the purchase of personal property, but the governing body or its authorized representatives may sell any such personal property at public auction if it deems such a sale desirable and in the best interests of the local government.

Pursuant to FTA Circular 5010.1 or most current version, when selling equipment exceeding its useful life with a fair market value over \$5,000, or supplies sold for over \$5,000 in aggregate, AUTHORITY shall reimburse FTA by the same percentage of net sales proceeds as the percentage of federal interest in the original grant for the equipment or supplies. AUTHORITY will secure FTA concurrence prior to selling equipment before the end of its useful life. AUTHORITY shall reimburse FTA for its appropriate prorated share of any proceeds from the sale of FTA funded assets unless the fair market value of the property is \$5,000 or less.

Prior to the disposition of surplus property, the Operations Director shall recommend, with subsequent Board approval, the disposition of the surplus property. The surplus property must then be authorized and approved by the Chief Executive Officer prior to disposition.

Responsibilities

General.

The authority to award contracts rests with the AUTHORITY's Board depending upon the dollar threshold of the procurement event. This authority is delegated, in part, to the Executive Board within established authority limits, as well as the Chief Executive Officer who oversees all agency activities and designates a Procurement Administrator to oversee day-to-day purchasing activity.

VRT Board of Directors.

Holds sole contracting authority.

- a. Establishes agency operating budgets and capital plans. Approves budgets based upon recommendations of the Chief Executive Officer and staff; and
- b. Approves all purchases of \$300,000 or more resulting from competitive procurements pursuant to Idaho Code § 67-28, and based on the Chief Executive Officer's recommendation; and
- c. Requires award methodology be consistent with the solicitation evaluation criteria and the requirements of the scope of work, bid specifications, etc.; and
- d. Authorizes the Executive Board to approve all purchases between \$150,000 and \$300,000 and to ensure all purchases are made in compliance with applicable state and federal guidelines; and



- e. Authorizes Chief Executive Officer to approve all purchases less than \$150,000 and to ensure all purchases are made in compliance with applicable state and federal guidelines; and
- f. Authorizes the Chief Executive Officer to dispose of surplus materials, supplies, equipment, and property, subject to its policies.

AUTHORITY's Executive Board

- a. Sets annual DBE goals based upon recommendation of AUTHORITY staff; and
- b. Approves all purchases of \$150,000 through \$300,000 resulting from competitive procurements pursuant to Idaho Code § 67-28, and based on Chief Executive Officer's recommendation; and
- c. Awards procurements consistent with the evaluation criteria and accompanying weights and the requirements of the scope of work, bid specifications, etc., of the procurement; and
- d. May execute any contract on behalf of AUTHORITY upon full board approval or as authorized by the full board.

Chief Executive Officer

- a. Maintains authority for contracting of all purchases of \$150,000 or less; and
- b. Provides recommendations for all purchases over \$150,000 to the AUTHORITY's Executive Board or AUTHORITY's Board of Directors for approval; and
- c. May sign any contract on behalf of AUTHORITY upon Board of Directors approval or as authorized by the Board of Directors; and
- d. Establishes internal purchasing procedures, recommends changes in purchasing procedures to the VRT Board of Directors, and assures compliance with AUTHORITY purchasing policies

END OF POLICY

Adoption Date: April 16, 2003

Effective Date: April 16, 2003

Last Revised Date: August 4, 2025

Last Reviewed Date: August 4, 2025

Replaced: Protest Policy

Supporting Documents:



This Procurement Desk Procedures Manual supersedes all prior manuals written, verbal, or otherwise.

Department: Finance

Title: Procurement Desk Procedures Manual

Signature of Chief Financial Officer

Date

Signature of Chief Executive Officer

Date

Original Adoption Date: 4/16/2003

Last Revised Date: 7/20/05, 11/17/2010, 7/18/2012, 1/9/2017, 9/25/2017, 4/26/2018, 7/8/2021, 1/5/2022, 7/2/2024, 8/4/2025

Last Reviewed Date: 8/4/2025

This manual contains the approved Valley Regional Transit (VRT) Board approved policies and desk procedures that are separately approved by Valley Regional Transit's chief executive officer. Both sets of guidance are used in VRT procurement and decision-making activities. VRT Board-approved policies exist in a separate document. Those policies are included here simply for reference.

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1. STATEMENT OF POLICY

1.1. Objective.

The purpose of Valley Regional Transit (VRT) procurement policies is to define the relevant policies guiding procurement practices in general and specifically, the disposal of materials, equipment, buses and other vehicles, facilities, and the procurement and administration of professional services and other services required by VRT. The VRT Procurement Policies guides the development of procedures for all VRT employees involved in the procurement process.

VRT's procurement policies are established to:

- Maximize the value received for expenditure of public funds.
- Protect assets purchased with public funds and ensure their application in Valley Regional Transit's interest.
- Provide a timely, efficient, and cost-effective flow of resources necessary to support VRT's provision of service.
- Protect the integrity of VRT's procurement process and the reputations of VRT, its officers and employees.
- Comply with all applicable U.S. DOT Federal Transit Administration (FTA) requirements and State of Idaho regulations.

1.2. General Statement of Policy

It is the policy of VRT that the purchase of all goods and services be accomplished under the control of its Chief Executive Officer and appointed staff designated by the Chief Executive Officer who are responsible for each purchase. These purchasing professionals facilitate procurement of quality materials, equipment, and services in a cost effective, efficient, and responsive manner. They are responsible for ensuring full and open competition and equitable treatment of all potential vendors and sources of goods and services. They will use sound procurement practices and procedures in the planning, solicitation, award, administration, and documentation of procurement contracts through which public funds are expended.

1.3. Federal, State and Local Regulations

VRT's policies are intended to conform to applicable federal, state, and local regulations and guidelines that govern public procurements. VRT will employ the strictest of any federal, state, or local regulation, which applies to a particular procurement. The largest percentage of procurement supports transit operations. Transit operations are funded in part by federal funds through grants from the U.S. Department of Transportation Federal Transit Administration (FTA).

1.4. Review and Update

The policies incorporated in Section 2.0 "POLICIES" of this document can only be changed with the approval of the Valley Regional Transit Board. The Chief Executive Officer is responsible to prepare and propose to the Board the rules and regulations regarding purchasing policies which are in accordance with applicable State of Idaho statutes and FTA requirements. The Chief Executive Officer (or a person he/she designates) will at a minimum, annually review both the Policy and Desk Procedures Manual against any changes in federal, state or local guidelines that may have occurred, or changes in internal procedures necessary and/or

appropriate. Changes to any policy documents shall be submitted by the Chief Executive Officer (or a person he/she designates) to the VRT Board for approval.

2. POLICIES

2.1. General Procurement Requirements

As a political subdivision of the State of Idaho, VRT Procurement Policies and Procedures must comply with Idaho Code 67-2801 through 67-2809, Idaho Code 67-2320, as well as other applicable sections of Idaho Code. The FTA provides guidance for procurement in 49 Code of Federal Regulations Part 18, and in FTA Circulars 4220.1G, and 5010.1 or most current version.

2.2. VRT Code of Ethical Standards

2.2.1. Purpose

It is imperative officials and employees of VRT maintain the highest possible standards of ethical conduct in their transactions of public business. Such standards must be clearly defined and published. The following sections of the Code of Ethical Standards (2.2.2 through 2.2.5) is adapted from Idaho Code Title 74, Chapter 4, "Ethics in Government Act" and includes standards of the Federal Transit Administration.

2.2.2. Relationship

No VRT employee, official, or agent, including any member of an evaluation committee for a VRT project, shall participate in the selection, award, or administration of a contract between VRT and a private business if a conflict of interest, real or apparent, exists. A conflict exists when an employee, officer, or agent of VRT; any member of his/her immediate family; his or her partner; or an organization with employs, or is about to employ, any of the above has a material financial or other interest in a firm selected for award of a contract. Any interest as owner or stockholder of one percent (1%) or less in such a firm shall not be deemed to be a material financial interest, but serving as director, officer, consultant, or employee of the firm would be deemed a material interest.

Unless specifically prohibited by law, a VRT official or employee is not precluded from making a bid on a VRT contract if: the contracting process is controlled by rules of open competitive bidding; the sources of supply are unrestricted; the bidder has not taken part in developing contract plans or specifications; he or she will not be personally involved in opening, considering, or accepting bids or proposals; and he or she will not in any way participate in administering the contract.

No VRT official or employee may approve, disapprove, vote, abstain from voting, or otherwise act upon any matter in which he or she has a financial interest without disclosing the full nature and extent of his or her interest. Such a disclosure must be made before the time when he or she is to perform the duty or concurrently with that performance. For a VRT Board member or the Chief Executive Officer, disclosure shall be made to the VRT Board Chairman and other Board members. For all other employees, disclosures shall be made to the Chief Executive Officer.

No VRT official or employee may accept any salary, retainer, augmentation, expense

allowance or other compensation from any private source for the performance of his or her duties as a VRT official or employee.

If a VRT official or employee acquires, through his or her public duties or relationships, any information which by law or practice is not at the time available to people generally, he or she may not use the information to further the pecuniary interests of himself or herself, or any other person or business entity.

No VRT official or employee may suppress any governmental report or other document because it might tend to affect unfavorably his or her financial interests.

2.2.3. Gifts and Gratuities

No official or employee of VRT shall seek or accept, directly or indirectly, any gift, gratuity, service, favor, employment, engagement, compensation or economic opportunity from a contractor, potential contractor, or subcontractor which would tend to improperly influence a reasonable person in his or her position to depart from the faithful and impartial discharge of his or her public duties. This would include any gift or gratuity that has a value of \$50 or more. No VRT official or employee may use his or her position to secure or grant unwarranted privilege, preferences, exemptions, or advantages for himself or herself, any member of his or her immediate household, any business entity in which he or she has a financial interest, or any other person. Gifts received with a value of \$50 or more shall be returned to the source.

2.2.4. Violations

Violation of VRT's ethics policy by any employee shall subject the individual to disciplinary action up to and including discharge as determined by the Chief Executive Officer of VRT. Violation of this Policy by the Chief Executive Officer, a member of the Board, or officer or agent of VRT shall subject the individual to disciplinary action or sanction as determined by the VRT Board. Violation of this policy by contractors or their agents may be considered a breach of contract and shall subject such contractor or agent to action up to and including cancellation of the contract and suspension and being barred from contracting with VRT. Violation of this policy by bidders or potential contractors may be considered to make such bidder or proposer ineligible to bid or render a bid or proposal non-responsive.

2.2.5. Organizational Conflict of Interest

VRT will prevent in the soliciting and contracting of goods and services any real or apparent organizational conflicts of interest which could arise when the nature of work to be performed under a proposed contract would result in an unfair competitive advantage to the contractor in the award of future work.

VRT will utilize the following means to mitigate or eliminate conflicts of interest:

- A) It shall not be a bid or proposal requirement that a prospective vendor or contractor have prior contracts with VRT. This shall not be construed, however, to prevent or limit the use of two-step sealed bidding.
- B) The offeror shall disclose and describe in a statement all past, present or planned organizational, financial, contractual, or other interest with VRT.
- C) Offeror shall certify as part of the RFB or RBP package that to its best knowledge and belief no affiliation exists relevant to a possible conflict of interest.

D) The Procurement Administrator will review the statements submitted to assess whether additional relevant information from the offeror may be required as it relates to potential conflict of interests.

2.3. Procurement with Suspended/Debarred Vendors Prohibited

VRT shall not enter into a contract with a bidder(s) on the General Services Administration's listing of Suspended and/or Debarred Parties (as published at <http://www.sam.gov/>).

2.4. Protests

Prospective bidders or proposers whose direct economic interest would be affected by award of a contract or by failure to award a contract may make protests. Valley Regional Transit will consider all protests requested in a timely manner regarding the award of a contract, whether submitted before or after an award. VRT staff shall comply with the Protest Procedures as dictated by FTA Circular 4220.1G or most current version contained within the VRT Procurement Manual, as well as the applicable protest sections found in Idaho Code 67-2801 et seq.

2.5. Procurement of Real Property

VRT procurement procedures will comply with applicable sections of Idaho Code and FTA requirements. Real property acquisition is addressed in DOT Regulations "Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs," 49 CFR Part 24, implementing the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, 42 U.S.C. Section s 4601 et seq., which provide protections for owners and lessees of real property to be acquired as part of an FTA-assisted project. More guidance is included in the most recent edition of FTA Circular 5010.1E or updated version, providing "Award Management" guidance.

2.6. Procurement of Public Works Construction

VRT will follow the requirements of **Idaho Code, Title 67-2805 and applicable FTA requirements.**

2.7. Intelligent Transportation Systems

Intelligent Transportation Systems (ITS) property and services must comply with the National ITS Architecture and Standards to the extent required by section 5307(c) of FAST ACT, FTA Notice, "FTA National ITS Architecture Policy on Transit Projects," 66 FR 1455 et seq., January 8, 2001, and later published policies or implementing directives FTA may issue. Consequently, third party contracts involving ITS are likely to require provisions to ensure compliance with Federal requirements.

2.8. Rolling Stock

For the procurement of transit vehicles (also referred to as "Rolling Stock") VRT will comply with the applicable requirements of Idaho Code 67-2801 through 67- 2809 and the specific rolling stock requirements in FTA Circular 4220.1G or most current version, Chapter. IV, 2.e (Rolling Stock – Special Requirements).

2.9. Professional Services Contract with Design Professional

Professional Services Contract with Design Professionals, Construction Managers and Professional Land Surveyors (also referenced as Architectural Engineering (A & E), and Related Services by FTA)

For the procurement of projects which are connected or related to construction or repair of real property, VRT will comply with Idaho Code, 67- 2320, unless otherwise pre-empted by federal law.

2.10. Centralized Purchasing Authority

2.10.1. Chief Executive Officer

The responsibility for the procurement and disposal of all materials, equipment, vehicles, property, and services for VRT rests with the Chief Executive Officer. The Chief Executive Officer has independent authority to act for the VRT Board, subject to VRT policies, for purchases of materials, equipment, or services through \$150,000. The Chief Executive Officer may delegate procurement authority and define internal practices for procurements up to \$50,000.00. All purchases between \$150,000 and \$300,000 require approval by VRT's Executive Board prior to award. Purchases of \$300,000 or more require approval by the VRT Board of Directors prior to the award.

2.10.2. Procurement Administrator

For all procurements, the Chief Executive Officer shall designate a Procurement Administrator to oversee all procurements of goods and services for VRT, whose responsibility shall be to insure, through its procurement practices, full and open competition, fair treatment of all suppliers, and good value to VRT.

2.11. Geographic Preferences are Prohibited

Geographic Preferences are prohibited including local preferences. Federal regulations prohibit geographical preferences in making contractor selections except for architectural and engineering (A&E) contracts. VRT shall conduct procurements in a manner that prohibits statutory or administrative local, in-state, or geographical preferences in the solicitation and evaluation of bids or proposals, except where federal or state law expressly mandates such preferences.

2.12. Emergency Purchases

The appropriate authority for purchases as defined in policy shall be secured before committing any VRT funds, except in cases of emergency. Idaho State Statute defines an "emergency" as one which the property is required for a life-threatening situation or a situation that is immediately detrimental to the public welfare or property as defined in **Idaho Code § 67-2808**. The Chief Executive Officer is delegated the authority to establish procedures that comply with Idaho Code. The Chief Executive Officer will report such emergency action to the VRT's Board of Directors or Executive Board at their next regularly scheduled meeting.

2.13. Disadvantaged Business Enterprise Program

VRT actively encourages and assists Disadvantaged Business Enterprises (DBEs) to participate competitively in VRT procurement actions as outlined in the VRT DBE Program.

This shall be done in compliance with the Idaho Transportation Department's Disadvantaged Business Enterprise Program. All DBE inquiries and requests are coordinated through VRT's Chief Executive Officer/Controller.

2.14. Parts and Supplies Inventory

VRT will conduct, at a minimum, an annual inventory inspection of parts and supplies utilizing monthly/quarterly cycle counts performed by contractors and will reconcile items in stock versus the record of those on hand as well in the fixed-asset records.

2.15. Disposition of Surplus Equipment and Suppliers/Scrap

2.15.1. Identification of Surplus/Obsolete Material, Supplies, Equipment and Scrap

Equipment shall be surplus to VRT when it becomes obsolete to VRT because it has been replaced by newer equipment or because the equipment no longer supports VRT's mission. Equipment shall be scrapped only when it is non-functional and non-repairable and has little or no value unless functional.

Parts are surplus when the part is no longer applicable to VRT's fleet or when stock on hand exceeds the maximum established by the usage history of the item for a period of over three (3) years. In the VRT operation, stock levels and order levels will be reviewed for all stock items at least once annually.

All scrap metal and other scrap having recovery value shall be sold for the benefit of VRT.

2.15.2. Disposal of Surplus.

VRT shall dispose of surplus and scrap to ensure the highest possible return consistent with the costs of disposal, while conforming to requirements of FTA Circulars 5010.1 and 4220.1G or most current versions, and the principles set forth in Idaho Code § 67-5732A, applicable to the State of Idaho, Department of Administration. VRT Surplus Property Policy and Procedures, conforming to, and pursuant to, Idaho Code § 67-5701 et seq., all sales of personal property of VRT must be made, to the extent possible, under the conditions and limitations as required by Title 67, Chapter 57 in the purchase of personal property, but the governing body or its authorized representatives may sell any such personal property at public auction if it deems such a sale desirable and in the best interests of the local government.

2.15.3. Disposal Methods

Surplus property shall be disposed of in one of the following methods:

- a) **Donation to Non-Profit Entities.** The Authority shall ensure a fair and equitable process for non-profits to apply for and receive surplus property. This method is only available if the estimated fair market value of the surplus property is easily determined, and the estimated fair market value is lower than \$5,000 per FTA Circular 5010.1EE.
- b) **Scraping an Asset.** The Authority shall scrap the surplus property in the most economic manner possible. (If the components of the surplus property are

recyclable, then the Authority shall take the surplus property to a recycling facility.) This method is only available if the estimated fair market value is lower than \$5,000 per FTA Circular 5010.1EE.

c) **Public Auction.** The Authority shall use this method for disposal if the estimated fair market value of the surplus property is higher than \$5,000. The Authority shall take the surplus property to a public auction house and allow the auction house to sell the surplus property to the highest bidder. The Authority shall account for the federal interest of the proceeds in accordance with FTA Circular 5010.1EE.

d) **Real Estate.** The Authority shall utilize an independent real estate agent with regards to selling property to achieve the most advantageous price.

3. RESPONSIBILITIES

3.1. General

The authority to award contracts rests with the Valley Regional Transit's Executive Board and Board of Directors depending upon the dollar threshold of the procurement event. This authority is delegated, in part, to the Chief Executive Officer who oversees all agency activities and designates a Procurement Administrator to oversee day-to-day purchasing activity. Directors and managers shall designate (or may serve as) Project Managers for specific projects carried out by their respective departments. Project Managers are generally responsible to initiate the procurements for their departments and to work closely with the Procurement Administrator in award and administration of contracts.

The responsibilities of persons involved in the procurement process are described in following paragraphs.

3.2. VRT Board of Directors (Full Board)

Holds sole contracting authority:

- a) Establishes agency operating budgets and capital plans. Approves budgets based upon recommendations of Chief Executive Officer and staff; and
- b) Approves all purchases of \$300,000 or more resulting from competitive procurements pursuant to Idaho Code§ 67-2801 et seq., and based on Chief Executive Officer's recommendation; and
- c) Requires award methodology be consistent with the solicitation evaluation criteria and the requirements of the scope of work, bid specifications, etc.; and
- d) Authorizes the Executive Board to approve all purchases for materials, equipment, or services between \$150,000 through \$300,000 and to ensure all purchases are made in compliance with applicable state and federal guidelines; and
- e) Authorizes the Chief Executive Officer to approve all purchases for materials, equipment, or services up to \$150,000 and to ensure all purchases are made in compliance with applicable state and federal guidelines; and

- f) Authorizes the Chief Executive Officer to dispose of surplus materials, supplies, equipment, and property subject to its policies.

3.3. VRT Executive Board

- a) Approves all purchases for materials, equipment, or services between \$150,000 through \$300,000 resulting from competitive procurements pursuant to Idaho Code § 67-2801 et seq., and based on Chief Executive Officer's recommendation; and
- b) Awards procurements consistent with the evaluation criteria and accompanying weights and the requirements of the scope of work, bid specifications, etc., of the procurement; and
- c) May execute any contract on behalf of VRT upon the Board of Directors approval or as authorized by the Board of Directors.
- d) Sets annual DBE goals based upon recommendation of Valley Regional Transit staff; and

3.4. Chief Executive Officer

- a) Maintains authority for contracting of all purchases for materials, equipment, or services of \$150,000 or less; and
- b) May delegate purchasing authority to other individuals to approve purchases up to \$50,000; and
- c) Provides recommendations of all purchases for materials, equipment, or services over \$150,000 to VRT's Executive Board or VRT Board of Directors for approval; and
- d) May sign any contract on behalf of VRT upon Board of Directors approval or as authorized by the Board of Directors; and
- e) Establishes internal purchasing procedures, recommends changes in purchasing procedures to VRT's Board of Directors, and assures compliance with VRT purchasing policies.

3.5. Department Directors

- a) Identifies materials, equipment, or services supporting VRT's mission, approves purchase requisitions up to \$50,000, and secures Chief Executive Officer approval for requisitions of all purchases exceeding \$50,000; and
- b) Reviews planned purchases including inventory and non-inventory, contract expirations requiring re-bid, local and grant- funded capital, and total requirements during annual budget planning process; and
- c) Coordinates all large non-inventory purchases planned during a budget year with the Procurement Administrator to ensure inclusion in and proper prioritization within the annual procurement plan; and

- d) Develops all necessary documentation, including technical specifications or scope of work requirements for inclusion in bid letting or proposal solicitation. Acts as, or appoints, a Project Manager to oversee small purchases and formal invitations for bid for their respective division/department; and
- e) Proposes evaluation criteria for RFP evaluation and participates in evaluation and selection committees as requested; and
- f) Coordinates with the Procurement Administrator for payment and contract close-out as necessary upon receipt of goods or services; evaluates quality of goods or services received and gives appropriate feedback.

3.6. Department Managers

- a) Identifies materials, equipment, or services supporting VRT's mission and approves purchases up to \$10,000 and secures management approval of purchases exceeding \$10,000; and
- b) Develops all necessary documentation of purchases up to \$10,000.

3.7. Procurement Administrator

- a) Acts as the Procurement Administrator and under the authority delegated by the Chief Executive Officer; and
- b) In the Chief Executive Officer's and Finance Director's absence may execute documents on behalf of Valley Regional Transit for which signature authority exists with the prior approval of the Finance Director; and
- c) Sets up and maintains bidder's lists; and
- d) Coordinates with Project Managers and other VRT staff to authorize payments to vendors upon verification of receipt; and
- e) Works with Project Managers and VRT staff to resolve any disputes of authority for a purchase; and
- f) Maintains and communicates to department heads a bidding schedule for new bids prior to expiration of contracts, develops activity schedules for major solicitations, assists departments in preparation of technical bid specifications or proposal requirements and other advance coordination necessary to assure full and open competition; and
- g) Oversees simple procurements under small purchase and competitive bid solicitations directly managed, in most cases, by the Director in each department; and
- h) Reviews bids for conformity with contractual requirements and determines acceptability of bids; and

- i) Assists Project Managers and other VRT staff to ensure required procedural requirements are followed in the negotiation of all negotiated contracts, including competitively negotiated (RFP process) and non-competitively negotiated (sole source, contract change or amendment) contracts; and
- j) Assists Project Managers in receipt and transmittal of all correspondence with a contractor regarding contractual matters after award, and in coordinating any proposed changes with a contractor, obtaining cost proposals, and conducting cost or price analysis. Also assists in obtaining approvals and initiating contract changes as necessary; and
- k) Works with Project Managers and other VRT staff to receive necessary contractor reports, initiating contractual progress payments, attends progress meetings, and assures proper VRT contract close-out procedures are followed; and
- l) Maintains a thorough understanding of and how to apply the Federal Transit Administration (FTA) "Best Practices Procurement Manual". Suggests and implements necessary changes to VRT Procurement Processes and Manuals; and
- m) Maintains procurement file and contract documentation in accordance with FTA regulations; and
- n) Provides a standardized review and oversight of all Memorandums of Understanding/Procurement Agreements prior to issuance to ensure consistency and compatibility with VRT procurement policies prior to being forwarded to the Finance Director/Controller for initial review and on to the Chief Executive Officer for final signature approval; and
- o) Works with Project Managers and other VRT staff in performing and assessing contractual adherence of Contractor and Sub-recipients with respect to procurement matters. Works with the Procurement Contract Specialist to resolve issues, creates, and approves purchase orders and assigns identifying number; and
- p) Ensures compliance with purchasing guidelines established by Valley Regional Transit to ensure competitive pricing, terms, etc. Works with VRT Project Managers to prepare the reasoning for the method of procurement and the type of contract utilized; and
- q) Consults with department staff to determine product, equipment, and service requirements.

3.8. Contractor Purchasing Specialist

- a) Core management of all inventories to include but not limited to analyzing usage, shrinkage anomalies, etc.; and
- b) Orders and adjusts inventories for all departments; and
- c) Completes routine inventory audits for all departments; and

- d) Investigates inventory discrepancies and error and sets up and maintains vendor accounts with Finance department; and
- e) Sets up and maintains vendor accounts with the Finance department; and
- f) Compares invoices against requisitions to verify price, quality and quantity of merchandise received and reconcile any discrepancies with vendor; and
- g) Keeps electronic records of inventory received and issued; and
- h) Performs accurate inventory checks (cycle counts) of items on an on-going basis; and
- i) Accounts for and process all warranty claims to ensure proper credit from vendors; and
- j) Processes and submits freight claims as needed; and
- k) Maintains a working knowledge of applicable federal, state, and local regulations.

3.9. Disadvantaged Business Enterprises Officer (Finance Director/Controller)

- a) Assures compliance with 49 CFR part 26, FTA Circular 4715.1A and other federal, state, and local regulations are adhered to by Valley Regional Transit; and
- b) Coordinates with directors and managers during the annual budget cycle to review planned non-inventory procurement and determines the appropriate DBE goal for individual procurements; determines and recommends annual Valley Regional Transit DBE contracting goals (when and where applicable) taking into account both planned non-inventory and inventory purchases; and
- c) Solicits and encourages the addition of qualified DBE vendors to Valley Regional Transit's bidder's lists; offers technical assistance to DBEs as appropriate; assists potential prime contractors to identify potential DBE subcontractors for contracting opportunities; and
- d) Prepares all required internal and external DBE utilization reports; audits procurements as necessary to assure any DBE requirements are met; and
- e) Addresses DBE-related complaints forwarded from the VRT Community Relations Manager.

3.10. Valley Regional Transit "On-Call Legal Counsel"

Reviews all contracts over \$100,000 and other contracts as determined to be necessary by the VRT Chief Executive Officer, to be submitted for approval prior to submittal to the VRT Board of Directors and assists as requested by Chief Executive Officer and/or Board of Directors in matters of contract solicitation, award, or administration including protests and disputes with vendors.

4. VRT PROCEDURAL PROCUREMENT REQUIREMENTS

4.1. Background

The U.S. Department of Transportation Federal Transit Administration provides guidance for procurement in 49 Code of Federal Regulations Part 18, in FTA Circulars 4220.1G, and 5010.1 or most current versions. The State of Idaho also provides rules applicable to public procurement for Political Subdivisions in Title 67, Chapter 28, "Purchasing by Political Subdivisions."

General Procurements Requirements. As a political subdivision of the State of Idaho, Valley Regional Transit (VRT) procurement procedures comply with Idaho Code 67-2801 through 67-2809. In addition, since U.S. DOT Federal Transit Administration (FTA) funding is utilized, VRT also complies with procedures and regulations as found in FTA Circular, 4220.1G or most current version and its references. The following citations apply to the various types of procurements listed:

4.1.1. Procedural Information

Purchases for materials, equipment, or services over \$150,000 and construction services over \$250,000 require formal bidding and advertising. For purchases of materials, equipment, or services exceeding \$100,000 but not more than \$150,000, Valley Regional Transit shall, as set forth in Idaho Code § 67-2803 and 67-2806, obtain price or cost quotations from at least three (3) responsible vendors in the business of supplying materials, equipment, or services. For construction contracts exceeding \$100,000 but not more than \$250,000, Valley Regional Transit shall, as set forth in Idaho Code § 67-2803, 67-2806 and 67-2805, obtain price or cost quotations from at least three (3) responsible vendors in the business of supplying such goods or services.

In either event, Valley Regional Transit will award the contract to the low bidder. If, after seeking bids as set forth above, Valley Regional Transit finds it is impractical or impossible to obtain three (3) quotations for the proposed transaction, Valley Regional Transit may acquire the property in any manner it deems best from a qualified vendor quoting the lowest price, provided all the requirements in the Non-competitive Procurements section of 4220.1G or most current version are met. Certain authority and responsibility will be delegated by the Chief Executive Officer to other Valley Regional Transit employees but will always be subject to the Chief Executive Officer's review. No other employee may commit funds to potential or existing suppliers or vendors on Valley Regional Transit's behalf except as provided for herein.

Micro-purchases are purchases for products or services that do not exceed the micro-purchase threshold of \$100,000, as specified in FTA Circular 4220.1G or most current version and Idaho Code § 67-2806.

4.1.2. Procurement Administrator Designated by the Chief Executive Officer

For all procurement, the Chief Executive Officer shall designate a Procurement Administrator to oversee all procurements of goods and services for Valley Regional Transit; whose responsibility shall be to ensure full and open competition, fair treatment of all suppliers, and good value to Valley Regional Transit in all procurements it makes.

The Procurement Administrator's responsibilities shall include assisting departmental Project Managers in the development of the statement of the purchase requirement,

and in controlling the solicitation, negotiation, award, and limited contract administration of the procurement when required. The VRT Project Manager is the staff member responsible for on-going vendor coordination and contract management. The Procurement Administrator will assist departments in determining the method of procurement (e.g., RFQ (Request for Qualifications, or Request for Quotes), RFB (Request for Bids), RFP (Request for Proposals), non-competitive negotiation, etc., the type of contract (e.g., firm fixed-price, cost reimbursement, etc.), and the terms and conditions to be included in the original contract based on the requirements.

The Procurement Administrator is responsible to ensure no contract or agreement will be entered into unless all requirements of law, regulations, and all applicable procedures, including proper clearances and approvals, have been met and sufficient funds are available for the obligation. The position is responsible for ensuring VRT's Procurement Policies, Procedures and Training Materials are in alignment with State Statute and FTA Circulars and other guidelines where applicable. A principal responsibility of the position is to ensure a final record of each procurement is maintained in a single file to comply with FTA requirements.

Following contract award, it is the responsibility of the VRT Project Manager to monitor contractual compliance. The VRT Procurement Administrator serves in a support role to all VRT Project Managers in monitoring contractual compliance, enforcing contract provisions; including issuing timely performance and payment approvals when required, modifying the contract as necessary, and closing out the contract when its performance is completed. The VRT Procurement Administrator will maintain a complete record of each procurement in a single file. The Chief Executive Officer will designate individual Project Managers as appropriate.

In overseeing Valley Regional Transit's procurement process, the Procurement Administrator shall directly participate in the solicitation process for all of Valley Regional Transit's negotiated procurements, including competitive negotiation (including requests for proposal) and non-competitive negotiation, including sole source, single bid and contract change orders.

The Procurement Administrator, being the subject matter expert as it relates to VRT Purchasing, will provide oversight and be responsible for accuracy and content of all procurement-related modules within VRT's financial application that encompass procurement, contracting and bid management.

4.2. Project Manager.

Each Valley Regional Transit department head shall designate a Project Manager, who is specifically responsible for each project. The Project Manager shall define program requirements and incorporate those requirements in a statement of work, indicate the relevant evaluation factors and the weight they are assigned in valuation, and develop initial cost estimate for the requirement to enable comparison with the proposal from contractors. During the solicitation, the Project Manager will be involved in the evaluation of responses to the solicitation. In competitively negotiated procurements, the Project Manager or the Procurement Administrator shall chair the evaluation panel unless the Chief Executive Officer determines a potential conflict of interest exists.

Following contract award, the Project Manager shall have primary responsibility for monitoring contractor compliance with contractual requirements; keeping the Procurement Administrator informed of progress and problems, evaluating technical changes or modifications proposed by the contractor and recommending appropriate action to the Procurement Administrator.

Project Managers generally will have independent authority to manage the solicitation process for simple procurements made under micro-purchase provisions (currently up to \$100,000) However, as deemed appropriate or necessary, the Procurement Administrator may participate in these procedures when required. Because competitively negotiated and non-competitively negotiated procurements are more complex, those procurements will always involve the Procurement Administrator through the solicitation, contract negotiation and award phases. For small dollar procurements, this involvement may only entail review of price quotes and creation of purchase orders. As the dollar magnitude of the procurement increases, involvement of the Procurement Administrator will increase commensurately.

4.2.1. Purchase Requisition

Purchases of goods and services equal to or greater than \$500.00 shall be initiated through use of a Purchase Requisition that eventually turns into a Purchase Order after the approval process is complete in VRT's financial application. Appropriate approvals must be acquired before all purchases are made. A Purchase Order is required for purchases greater than \$500.00 (singular or combined) throughout the fiscal year.

4.2.2. Procurement Planning

Each departmental Project Manager is responsible for early involvement of the Procurement Administrator in planning for procurements to ensure that full and open competition can be maximized.

4.2.3. Creating Statement of Work and Specifications

Project Managers are responsible to provide to the Procurement Administrator, in a manner as thorough and complete as possible, formal solicitations including scope of work or technical specifications for their requirements. The Procurement Administrator and/or counsel (when required) will review all formal solicitations for completeness prior to release for bid or proposal.

4.2.4. Blanket Purchase Orders

Whenever practical and when purchases for like items are repetitive, the Procurement Administrator shall consider the use of "Blanket Purchase Orders" (BPO's) as a more effective and economical purchasing method.

4.2.5. Pending Award

Pending the award of a contract in any negotiated procurement, user departments may consult with vendors concerning details of their products. However, any discussion of prices, quantities, or other bidding, proposal, or contractual matters with vendors must involve necessary consultation with the Procurement Administrator, to assure proper procedures are followed. All substantive information discussed with any one vendor must be disclosed to all other potential vendors participating in the

procurement phases.

4.2.6. Supplier Correspondence

All correspondence with a supplier regarding a matter of its contract with Valley Regional Transit, whether relating to the scope of work, specifications, quality of work, delivery, payment, etc., shall involve the Project Manager. The Project Manager may consult with the Procurement Administrator as it relates to FTA requirements when and where warranted.

The Procurement Administrator has full authority to question the quantity, kind, and quality of material or services requisitioned to avoid the purchase of unnecessary or duplicate items or items of questionable value to Valley Regional Transit, and to consider consolidating or breaking out procurements to obtain economical purchase. Department Directors and Project Managers shall cooperate with the Procurement Administrator in these matters. For micro-purchases, Department Directors, Project Managers and the Procurement Administrator will assure equitable distribution among qualified suppliers. The splitting of procurements (bid splitting) to avoid competition as required in FTA Circular 4220.1 F or most current version or to place the procurement under the aforementioned dollar thresholds contained within this Manual is prohibited.

4.2.7. Cooperative Purchasing Agreement

The Procurement Administrator and Project Managers may consider and pursue, in the interest of economy and efficiency, the use of state cooperative purchasing agreements to procure goods and services provided the requirements of FTA Circular 4220.1G, Chapter V, paragraph 4 are followed.

4.2.8. The Procurement Administrator and the Project Managers

The Procurement Administrator and the Project Managers are responsible to ensure awards are made only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. To that end, they will consider such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources in determining whether a potential contractor is responsible.

4.2.9. The Procurement Administrator

The Procurement Administrator is responsible for assuring a record is maintained with sufficient detail on the significant history of all procurements. The record must include, but will not be limited to, rationale for method of procurement, price/cost analysis, selection of contract type, selection or rejection of contractors including a determination of whether the bidders are responsible and responsive, documentation that successful bidder is not suspended or debarred, basis for contract price, contract amendments or change orders, and contract close-out.

4.2.10. Assisting Project Manager

The Procurement Administrator, with any necessary guidance and assistance of the Chief Executive Officer and/or counsel, shall be responsible to assist Project Managers in the settlement of all contractual and administrative issues arising out

of procurements, including source evaluations, protests, disputes, and claims. In dealing with protests, the Procurement Administrator shall assure Valley Regional Transit's written protest procedures are followed in compliance with Federal Transit Administration Circular 4220.1G or most current version.

4.2.11. Comply with all State and Federal Laws

Valley Regional Transit shall comply with all state and federal laws for all procurements. Furthermore, Valley Regional Transit shall conduct procurements in a manner that prohibits statutory or administrative in-state or geographical preferences in the solicitation and evaluation of bids or proposals, except where federal or state law expressly mandates such preferences.

4.3. Approval Levels for Purchases

The following represents Valley Regional Transit's required approval levels for purchases. Approvals must be obtained before committing Valley Regional Transit funds. A Purchase Order is required for all purchases equal to or greater than \$500.01 except as otherwise determined for particular types of purchases by VRT's Finance Director/Controller.

Amount	Approval Required
Up to \$10,000	Department Managers
Up to \$50,000	Department Directors
\$50,000 through \$150,000	Chief Executive Officer
\$150,000 through \$300,000	VRT Executive Board
\$300,000 and over	VRT Board of Directors

4.4. Emergency Purchases

Approvals as described above shall be secured before committing any Valley Regional Transit funds, except in cases of emergency. Idaho State Statute defines an "emergency" as one which the property is required for a life-threatening situation or a situation that is immediately detrimental to the public welfare or property as defined in Idaho Code § 67-2808. If there is a great public calamity, as an extraordinary fire, flood, storm, epidemic or other disaster, or if it is necessary to do emergency work to prepare for national or local defense, or if it is necessary to do emergency work to safeguard life, health or property, or for contracts which do not exceed one (1) year if there is only one (1) vendor for the property to be acquired, the Procurement Administrator may declare that an emergency exists and that the public interest and necessity demand the immediate expenditure of public money to safeguard life, health or property, or declare that there is only one (1) vendor for the property. Upon making the declaration of emergency, any sum required in the emergency may be expended without compliance with formal bidding procedures.

In cases requiring emergency action to prevent loss of life, damage to property, a threat to public safety or the environment, or the disruption of transit service or other essential functions of Valley Regional Transit. During normal business hours, the requirement will be addressed to the appropriate approval level and the Procurement Administrator will assure necessary pricing and issue a purchase order.

After normal business hours, the senior person present will determine whether the matter may be resolved during the next business day. If not, an attempt will be made to secure price quotations from two or more reputable sources, and a purchase made. A requisition will be

prepared the next business day and fully documented as to the nature of the emergency, and approval signatures will be obtained for completion of a formal contract including all required FTA clauses.

Emergency purchases exceeding the threshold requirement for advertising and/or competitive bidding will require prior approval of the Chief Executive Officer before a commitment to purchase is made. In such cases, quotes will be received from three or more persons or firms known to deal in the materials or services required. The Chief Executive Officer will report such emergency action to Valley Regional Transit Executive Board and/or the Valley Regional Transit Board at their next regularly scheduled meetings.

4.5. Disadvantaged Business Enterprise Program

It is the policy of Valley Regional Transit to actively encourage and assist Disadvantaged Business Enterprises (DBEs) to participate competitively in Valley Regional Transit procurement actions as outlined in the VRT DBE Policy and Program. This shall be done in compliance with the Idaho Transportation Department Disadvantaged Business Enterprise Program. All DBE inquiries and requests are coordinated through VRT's Chief Financial Officer/Controller.

5. ACQUISITION PLANNING

5.1. General

Valley Regional Transit recognizes advance procurement planning is a significant factor in providing and enabling full and open competition. Such planning for large or complex procurements will involve the efforts of all personnel responsible for a procurement to coordinate in planning the funding, technical specifications/ scope of work, solicitation and award, contract administration and other matters far enough in advance to assure adequate time to solicit maximum participation by prospective vendors in meeting the requirement. Generally, planning for large or complex non-inventory procurements will begin with the annual budgeting and capital planning processes. However, very complex procurements may require advance procurement planning to begin before the annual budget cycle occurs to properly define a project scope and budget.

5.2. Department Responsibilities

Directors or Managers initiating a project are responsible to provide the Procurement Administrator with an "Invitation for Bid," or "Request for Proposal" package, including technical specifications and any necessary drawings for equipment or materials contracts, or a Scope of Work and suggested evaluation criteria for a service contract.

Technical specifications or the Scope of Work will set forth the minimum essential characteristics or standards and will not include any features unduly restricting competition. "Brand name or equal" specifications will only be used when it is impractical to provide a clear and accurate technical description of the product, and will, to the largest extent possible, describe the relevant functional characteristics of the items to be purchased.

In addition to a purchase requisition, Directors, Managers, and Project Managers are responsible to furnish the following information to the Procurement Administrator (if appropriate to the purchase):

- a) Product/service description; and
- b) Desired delivery schedule; and
- c) Technical evaluation criteria in order of merit; and
- d) Special terms and conditions for contract; and
- e) Progress reporting requirements; and
- f) List of potential vendors (contact name, address, email address and phone number).

5.3. Independent Cost Estimate (ICE)

In accordance with 2 CFR § 200.318(i) and FTA Circular 4220.1G, staff shall prepare an independent cost estimate (ICE) for all procurements above the micro-purchase threshold prior to soliciting quotations, bids, or proposals.

The level of detail required in the ICE should be appropriate to the complexity and dollar value of the procurement. Formal procurements exceeding the Simplified Acquisition Threshold (\$250,000) require a fully documented estimate.

Department Directors initiating purchases are responsible for submitting the ICE to the Procurement Administrator for inclusion in the contract file. The currently approved ICE form (Appendix E) shall be used unless superseded.

5.4. Planning Major Procurement

To provide for a smooth flow of major procurement work, the Chief Executive Officer will annually convene one or more meetings of directors, managers, and Project Managers after annual budget approval for the purpose of advance procurement planning for the coming year. The expected result of such meeting(s) will be agreement as to responsibilities for and the general timing of procurement effort for major projects in order that consistency of procurement activity is achieved, and timely solicitations are made.

6. SMALL PURCHASES

6.1. General

The Department Directors, in consultation with the Procurement Administrator, will determine the most appropriate method of procurement for each purchase. Purchases will be made by the following methods:

- a) Small purchase procedures
- b) Emergency purchases
- c) Check request/direct pay items.
- d) Request for Bids (RFB)

- e) Request for Proposals (RFP)
- f) Request for Qualifications (RFQ)
- g) Non-competitive procurements

A significant portion of Valley Regional Transit purchasing activity involves purchases of materials or services under the threshold for formal advertising and bidding, generally termed small purchases. Small purchase procedures are covered in this section.

A Purchase Requisition and an independent cost estimate must be completed, and the necessary approvals secured prior to the commitment of Valley Regional Transit funds. The only exceptions to this rule are:

- a) Emergency purchases coordinated with the Finance Director/ Controller; and
- b) Direct pay items under existing contracts or with proper prior approvals or authority for expenditure.

Purchases Requisitions are not presently required for procurements equal to or less than \$500.

6.2. Small Purchase Procedures

6.2.1. General Federal Transit Administration (FTA)

Federal Transit Administration regulations contained in FTA Circular 4220.1G or most current version, and the Federal Acquisition Regulation, define small purchases as those relatively simple and informal procurement method for securing supplies, services, or property that do not cost more than \$150,000 in the aggregate. Circular 4220.1G or most current version, requires that price or rate quotations will be obtained from an adequate number of qualified sources when small purchase procedures are used. Small purchases are not automatically excluded from consideration for formal bidding if cost-savings or other factors make bidding advisable.

For the procurement of goods and services, Idaho Code 67-2806 requires at least three (3) written bids be solicited for contracts estimated to be between \$100,000 and \$150,000. Formal bidding and public advertising are required for contracts estimated to be over \$150,000. Small purchases are those that are less than \$100,000 as outlined in Idaho Code 67-2803. Professional services (other than professional design and related services) to be performed by an independent contractor and eighteen (18) other specific exclusions as dictated in 67-2803 are exempt from the application of Idaho Code Title 67 Chapter 28. The statute does not define procurements for small purchases but permits informal rate quotations. FTA protocol does not exempt Small Purchases or purchases of professional services from bidding requirements.

Valley Regional Transit's competition guidelines for purchases which are less than or equal to \$100,000 permit purchase without quotation if, in the best judgment of the purchaser, the prices furnished are reasonable and comparable to prices for the same

or similar supplies or materials which have been actively competed. Purchases for goods and services between \$100,000 to \$150,000, and construction services between \$100,000 to \$250,000 will require written quotes, bids or proposals be solicited from at least three (3) vendors, if available, without a formal bid or proposal solicitation. Purchases exceeding \$150,000 for goods and services and construction services exceeding \$250,000 will require formal solicitations and bids (or proposals) and formal advertising for all procurements exceeding \$150,000, per Idaho code 67, 2806. Purchases equal to or exceeding \$300,000 will require approval by VRT Board of Directors.

For all types of purchases less than the statutory threshold for formal bids, competition guidelines will be relieved when the purchase is known to be "sole source" or when there are less than two potential sources available or willing to quote. In such cases, FTA-required procedures for non-competitive or sole-source acquisition and documentation (see Section 9.0, Non-Competitive Negotiation) will be followed. All efforts to identify and solicit competitive quotations from an adequate number of vendors will be documented.

6.2.2. Purchasing Bidding Requirements

Dollar Amount	Types of Procurements
<\$100,000	Micro-purchase: Competitive quotes not required Pricing must be reasonable Quotes on "Micro-purchase" should be distributed equitably among qualified suppliers in the local area
Goods and services \$100,000 - \$150,000 Construction \$100,000 - \$250,000	Informal Procurement / Small Purchase: Obtain three (3) written quotes, requisition, and purchase order (PO) required.
Goods and services over \$150,000 Construction over \$250,000	Formal Procurement: Requires formal bidding process (RFP, RFB, RFQ), Independent Cost Estimate (ICE) required advertising (Legal Notice), obtain three (3) written quotes, requisition, and purchase order (PO) required.

6.2.3. Micro-Purchase

Micro-purchases are purchases for products or services that do not exceed the micro-purchase threshold of \$100,000 as specified in FTA Circular 4220.1G or most current version. The purchase of the product or service must be from a low-risk supplier (per 2 CFR Part 200.520) and the pricing reasonable based on research, previous experience, purchase history, or other information; and the requestor must maintain documents to support that price.

"Micro-purchase" should be distributed equitably among qualified suppliers in the local

area

6.2.4. Small Purchase Documentation

An analysis is to be performed prior to the initiation of a procurement action. When oral quotations are solicited or obtained, an informal record of notation will be made on or attached to the requisition showing names of supplier's contacted prices and other terms and conditions quoted by each. Written records of solicitation may include actual written or faxed quotations received or abstracts showing suppliers contacted and responding, price and delivery terms quoted, or references to current printed price lists of a vendor. Documentation confirming that the successful bidder is not debarred/suspended is also required.

6.3. Emergency Purchases

Emergency purchases are separately covered under Section 4.4 within the Valley Regional Transit Procurement Manual. Emergency procedures will not be used to circumvent established policies and procedures elsewhere described herein. The purchasing professional will be involved at the earliest opportunity. Employees initiating emergency purchases are responsible for all documentation required to the point the procurements are taken over by the Procurement Administrator.

In the event of an emergency purchase over the threshold for formal bids, the Valley Regional Transit Board must be informed at its next regularly scheduled meeting.

6.4. Check Request/Direct Pay Items

Certain expenses are incurred without the issuance of a purchase requisition supporting each payment. Such expenses are typically the following types:

- a) Periodic vendor payments under established vendor contracts or leases; and
- b) Utility and telephone bills; and
- c) Licenses and permits; and
- d) Organizational membership dues; and
- e) Postage; and
- f) Investigative expenses; and
- g) Settlement of claims and litigation.

For some of these payments, Valley Regional Transit will receive a bill or invoice. For others Valley Regional Transit may bear the responsibility for meeting a scheduled payment. Since the usual requisition is not present for approval documentation, signatures at the proper authority level will be obtained before payment is issued.

6.5. Piggyback Contracts

In certain instances, VRT may have access to contracts or purchase orders issued by the State

of Idaho, other Transit organizations or by political subdivisions of the State of Idaho (e.g., Ada County Highway District). VRT may utilize these contracts if the following conditions are met:

- a) Adequate competition occurred in the award of the contract; and
- b) No geographic preferences were utilized when conducting the original procurement transaction; and
- c) The contract contains the applicable FTA contract clauses and can be incorporated into the contract with VRT; and
- d) The prices are judged to be fair and reasonable; and
- e) The contract's terms provide the ability for VRT to purchase.

7. FORMAL ADVERTISING/REQUEST FOR BIDS (RFB)

7.1. General

Valley Regional Transit may require a simple service contract for items costing more than \$150,000 for goods, rental, or lease payments. When this occurs, competitive bidding is initiated. An RFB, requiring sealed bids, shall be initiated, with the intent of receiving at least three or more persons (or firms) capable of performing the contract under a fixed-price (lump sum of unit price) contract. Prior to the issuance of the RFB, the Project Manager will provide a properly approved project funding form and will work with the Procurement Administrator to complete an independent cost estimate. The contract shall be awarded to the responsible bidder whose bid is conforming (responsive) to the RFB and is most advantageous to Valley Regional Transit in terms of price and other factors affecting price (such as life-cycle costs or transportation costs). The determination of individual bidders' responsiveness and responsibility will be documented on the Responsive Bidder Form (reference Appendix D).

In addition to the above, based on the solicitations received for the RFB; Valley Regional Transit may determine, in certain circumstances, that issuing an RFB for a purchase requirement under the threshold would be more appropriate to secure a favorable price or other benefit to Valley Regional Transit.

The Procurement Administrator and/or Project Manager will provide for a standardized review and oversight of all Memorandums of Understanding/Agreement prior to issuance to ensure consistency and compatibility with VRT procurement policies prior to being forwarded to the Chief Executive Officer for review and signature approval.

7.2. Conditions Determining When Formal Advertising is Appropriate

The following conditions should be present for an RFB to be considered:

- a) A complete, adequate, and realistic specification or purchase description can be made available. Specifications may include one or more of the following conditions:

- That bids will be received, and contracts let, separately, for each line or class of material; and
- That bids will be received, and contracts let for purchase or lease of an estimated but unspecified number of items at a fixed price per unit; or that bids will be evaluated based on such factors as reliability, productivity, and the cost of maintenance and services (i.e., life-cycle cost); and
- Reasonable certainty exists that three or more bidders are able and willing to compete effectively for the bid; and
- The purchase lends itself to a firm fixed price contract and the selection of the successful bidder can be made at the completion of formal discussions and the basis of price.

7.3. Public Advertising – Legal Notice

Invitations for Bid for purchases where the estimated aggregate amount is expected to exceed \$150,000 will be publicly advertised in accordance with Idaho Code Title 67 Chapter 28.

Idaho code 67-2806 section (2b) requires two (2) notices must be published in the newspaper. The first notice must be published at least two (2) weeks before the date of opening bids, with the second notice to be published in the succeeding week at least seven (7) days before the date the bids are scheduled to be opened.

7.4. Solicitation

Preparation of Request for Bid (RFB). A RFB is the complete assembly of related documents, either attached or incorporated by reference, furnished to prospective bidders who can supply goods or services. It is based on a clear and accurate description of the material, equipment, or service to be purchased not containing features that unduly restrict full and open competition. RFB's will contain the following information if applicable to the purchase:

- a) RFB number and name of the procurement; and
- b) Address of Valley Regional Transit; and
- c) Date of issue; and
- d) Date, hour and place of bid opening; and
- e) Statement of Work or Objective, Description of material, equipment, or services to be furnished under each item, in sufficient detail to promote competition; and
- f) Time of delivery or other performance requirements; and
- g) Permission, if appropriate, to submit bids of alternate material or design (in addition to bid called for); and
- h) Statement that "Bids must set forth full, accurate, and complete information as required by the RFB"; and

- i) Bid guarantee, performance and payment bond may be required for purchases exceeding \$50,000 dependent upon bid specifications and/or scope of work; and
- j) A minimum bid acceptance period required of the bidder; and
- k) Any special technical specifications; and
- l) Any special provisions relating to progress payments, patents, liquidated damages; and
- m) Any contract provisions required by federal, state, or local law; All factors to be considered in evaluation of bids, such as shipping costs, taxes and surcharges, and how they will be considered; and
- n) How to obtain copies of documents incorporated by reference; and
- o) Instructions regarding how late bids will be handled; and
- p) FTA (Federal Transit Administration) required clauses; and
- q) Termination for cause or for convenience on exceeding \$10,000; and Protest Procedures.

7.4.1. Specifications Guidelines

Specifications and purchase descriptions will provide accurate descriptions of the technical requirements for the material, equipment, or service and will include the procedure for determining whether the requirement has been met. When possible, Valley Regional Transit will state performance specifications defining the required performance standards the end product is expected to achieve.

Purchase descriptions may refer to a “brand name or equal” product when it is not feasible to provide a more detailed description. All known acceptable brand name products will be listed, including the salient characteristics of the product. Potential bidders will be given opportunity to offer products other than those specifically referenced by brand name if those other products can be shown to meet Valley Regional Transit’s needs in the same manner.

7.4.2. Bidding Time

Adequate time will be given between the issuing of bid notice and the time set for receipt of bids to permit prospective contractors to prepare bids. Generally, no less than 20 calendar days will be allowed for standard commercial items and no less than 30 calendar days when purchasing other than standard commercial items, or professional services. Complex procurements for certain items of equipment or construction may require significantly longer bidding time.

7.4.3. Distribution of RFBs

RFBs exceeding \$150,000 will be publicly advertised in accordance with Section 7.3, with notice posted on the Valley Regional Transit website. At first publication, they will also be emailed to known prospective vendors, small business vendors and potential DBE vendors. Records of RFBs and bids will be maintained as a part of the procurement

record for FTA Reviews. They may also serve as a resource that can be consulted in preparing a source list for similar RFBs.

7.4.4. Amendment of RFB

Any change or correction necessary in bid quantities, specifications, delivery schedules, opening date, which is required after issuing RFBs but before bid opening, will be made by issuing an amendment. Any new information given to one prospective bidder will be furnished to all others in the form of an amendment. Consideration will be given to the period of time remaining to opening and the period will be extended in such amendment, if necessary. Notice of amendment will be furnished to each person furnished an RFB. If the scope of the project for an RFB is substantially altered the RFB will be terminated and a new RFB will be issued.

7.4.5. Responsiveness of Bids

A bid must comply in all material respects with the RFB, including the method and timeliness of submission. Telegraphic or facsimile bids will not be considered under the competitive sealed bid procedure. Bidders must use the Valley Regional Transit bid form, and in failing to do so will be considered non-responsive. Determination of responsiveness will be documented on the Bidder Responsiveness Form (Reference Appendix D)

7.4.6. Modification/Withdrawal of Bids

Bids may be modified or withdrawn by written, telegraphic, or facsimile notice or in person if submitted to, received, and verified by the Procurement Administrator before the time set for bid opening. Telegraphic or facsimile modifications or withdrawals will be sealed in an envelope by a Valley Regional Transit official and noted for opening with the bid package. Information will not be disclosed prior to opening.

7.4.7. Time and Place of Bid Submission

The RFB, and public advertisement if advertised, will set forth the time, date, and place for opening of bids. A bidder will not be required to (but may) submit a bid before the time specified for receipt of bids. Valley Regional Transit shall entertain any bid which is submitted after it publishes notice and before the expiration of the waiting period. Bid specifications will set forth the manner in which sealed bids are to be marked with the Valley Regional Transit RFB number and identified as "sealed bids." When received by Valley Regional Transit, sealed bids will be date stamped "Received" and the time of receipt noted.

Bids will be opened at the time and place designated in the notice. To be considered responsive, bids must be submitted not later than the exact time specified. Late bids will only be accepted if proven to be late due to Valley Regional Transit's mishandling after receipt at its offices.

7.5. Award of Bids Under RFB Procedures

7.5.1. Cancellation after Opening

The award will be made to the responsible bidder who submits the lowest responsive bid unless all bids contain unreasonable prices, there is evidence of collusion or bad

faith, or competition was not adequate to ensure a reasonable price. Bids will not be canceled and re-advertised due solely to increased requirements for number of items being purchased. Evaluation of the responsiveness and responsibility of each bidder will be documented on the Bidder Responsiveness Form (Reference Appendix D).

7.5.2. Rejection of Individual Bids

Any bid failing to conform to the essential requirements of the RFB, such that it materially affects price, quantity, quality, or delivery of the items bid, or in which the bidder imposes conditions modifying the requirements of the RFB or limiting its liability to Valley Regional Transit in a way that gives the bidder an advantage over others, will be rejected as non-responsive. Minor informalities and errors that do not affect the substance of a bid may be waived. A low bidder may be requested to delete certain conditions from its bid, provided the conditions do not affect the substance of the bid. If the bidder fails to furnish a bid guarantee that is required as a condition of the bid, the bid must be rejected. All action taken during the evaluation process to satisfy the requirements of this section will be documented on the Bidder Responsiveness Form (Reference Appendix D), as well as in the final procurement memo.

7.5.3. Rejection of All Bids

Valley Regional Transit maintains the right to reject all bids. All bidders will be notified all bids were rejected stating the reasons for rejection. The reasoning for such action will be documented on the Bidder Responsiveness Form (Reference Appendix D), as well as in the final procurement memorandum.

7.5.4. Delay of Award

If after bid opening administrative problems delay potential award of the bid beyond the bid acceptance period (as published in the RFB), and all bids are not to be rejected, bidders will be requested in writing, prior to the expiration of their bids, to extend the bid acceptance period by a specified amount of time. Written confirmation must be received if their bid is to remain in consideration.

7.5.5. Award

Award of a bid will be made by written notice within the time specified for acceptance (or extension). Award will be made to the responsive and responsible bidder with the lowest bid conforming to the RFB. Award will not be made until all required approvals for the contract are obtained.

7.5.6. Responsible Bidder

The following factors, and any others deemed relevant by Valley Regional Transit, will be considered in determining responsibility of a bidder:

- a) Possession of and limit on any required license; and
- b) Financial responsibility (including ability to provide required bonds); and
- c) Demonstrated compliance with all applicable State of Idaho, Federal laws, regulations, and administrative rules as defined by State of Idaho Licensing and Bonding requirements.

7.5.7. Responsive Bidder

The following factors and any others deemed relevant by Valley Regional Transit will be considered in determining the responsiveness of a bidder:

- a) Whether the bid conforms in all material respects with the specifications; and
- b) Whether the bid complies specifically with the invitation to bid and instructions to bidders; and
- c) Whether the bidder complied with all applicable statutes or regulations pertaining to the award of a public contract; and
- d) Whether all FTA (Federal Transit Administration) certifications and assurances have been completed.

7.5.8. Cost/Price Analysis

A price analysis is required for every procurement transaction. In addition, a cost analysis is required when it is necessary to examine individual cost elements, such as labor hours or materials prices, to determine the reasonableness of price the cost/price analysis is to be documented on the Independent Cost Estimate Form (Reference Appendix E). The Cost/Price Analysis submitted with the requisition should document the fairness of the prices quoted by the vendors. The Procurement Administrator (or Project Manager) must document, for the contract file, that the price is fair and reasonable and give the basis for that conclusion.

Price analysis is the process of examining and evaluating a proposed price, to conclude the price is fair and reasonable, without evaluating its separate cost elements and proposed profit. Price analysis should include at least two of the following approaches:

- a) Comparison of competitive price quotations; and
- b) Comparison of contract prices with current quotations/bids for the same or similar items; and
- c) Use of yardsticks such as dollars per pound, per horsepower, or other units to identify inconsistencies; and
- d) Comparison of published price lists, competitive basis pricing, published market prices of commodities, together with discount rebate schedules; and
- e) Comparison of proposed prices with independent cost estimates prepared before bid.

Price analysis is based on data that is obtained from sources other than the prospective contractor. Prices proposed by competitors are the best data because they reflect current economic conditions and are based on identical specifications. If

using prior pricing information, the following factors must be considered:

- f) The prices must be adjusted for changes in economic conditions between the times of the two procurements; and
- g) Adjustments must be made for differences in quantity; and
- h) Consideration must be given to inclusion of nonrecurring costs in prices. To make a fair comparison, nonrecurring costs should be removed from both prices.

7.5.9. Single Bids

Valley Regional Transit may award a contract to a single bidder provided that an analysis can be completed which documents the price is fair and reasonable. Additionally, VRT shall document the reason only one (1) bid was received. Price analysis will only be used when price reasonableness can be established based on catalog or market price of a commercial product sold in quantity or set by law or regulation. A cost analysis is required in all other cases of single bid evaluation. Cost analysis is covered in Section 9.6.6.

FTA Circular 4220.1G or most current version, specifies that single bids must be considered as non-competitive negotiations, and negotiated procurement procedures must be followed. Negotiated procurements are covered under Section 9.7.

FTA Circular 4220.1G or most current version requires recipient agencies who have self-certified to submit to FTA for pre-award review any proposed award exceeding \$1 million, or for more than 14 buses, which results from a single bid. Documentation requirements outlined in 4220.1G or most current version, will be followed.

Idaho Code 67-2805 provides that if it is deemed that it is in the best interest to the organization, it may require the vendor to provide bid security as it relates to procurement of public works construction. The bid security shall be an amount equal to at least five percent (5%), of the bid and maybe cash, a cashier's check made payable to Valley Regional Transit, a certified check made payable to Valley Regional Transit, or a bidder's bond executed by a qualified surety company made payable to Valley Regional Transit.

If required, a bid shall not be considered unless one of the forms of bid security is included with the bid. Idaho Code §54-1926 requires performance and payment bonds for facilities improvement contracts over \$50,000. Minimum requirements include a bid guarantee of eighty-five percent (85%) minimum in the form of a bid bond, certified check or other negotiable instrument accompanying the bid, a performance bond of one hundred percent (100%) of the contract amount, and a payment bond assuring payment of all persons furnishing labor and material in furnishing the work of one hundred percent (100%) of the contract amount.

7.5.10. Bid Bonds

Except where bid guarantee is required by law or regulation, the Procurement Administrator shall assess the need for such protection in view of the nature of material, equipment, or service to be purchased, the expected level of competition, and the extent of urgency in securing it. Generally, a bid guarantee will not be required

for standard commercial items where adequate competition is expected to exist.

Bid guarantees shall be required for public construction over \$50,000. The bid guarantee amount shall be at least 5% of the contract amount, depending upon the nature of the purchase, the expected level of competition, and the urgency of securing it.

7.5.11. Performance and Payment Bonds

The requirement for a performance bond shall be determined by the Procurement Administrator in view of the nature of purchase, its scope, and potential impact to Valley Regional Transit of the contractor's failure to perform. Performance bonds for purchases of standard commercial items generally will not be required.

Performance and payment bonds for construction projects shall meet the requirements of Idaho Code §54-1926.

Handling and Documentation. Bid guarantee checks of unsuccessful bidders will be returned to the bidders immediately upon award of bid (or rejection or expiration of bid). Bid guarantee checks of successful bidders will be retained until successful completion of the purchase.

Should the Procurement Administrator determine a need for bid guarantee, performance bond, or payment bond where not required by law or regulation, documentation justifying the need for, and the amount of guarantee or bond will be received prior to contract award and included in the contract file.

7.5.12. Protest Procedures

General. Prospective bidders or proposers whose direct economic interest would be affected by award of a contract or by failure to award a contract may make protests. Valley Regional Transit will consider all protests requested in a timely manner regarding the award of a contract, whether submitted before or after an award. All protests are to be submitted in writing to: Valley Regional Transit Board, 700 E. 2nd St. Suite 100 Meridian, Idaho 83642, or emailed to: procurement@ridevrt.org. Protest submissions should be concise, logically arranged, and clearly state the grounds for the protest. A protest must include at least the following information:

- a) Name, address, and telephone number of protestor; and
- b) Identification of contract solicitation number; and
- c) A detailed statement of the legal and factual grounds of the protest, including copies of relevant documents; and
- d) A statement as to what relief is requested.

Protests must be submitted to Valley Regional Transit in accordance with these procedures and time requirements, must be complete and must contain all issues that the protestor believes are relevant.

7.5.13. Types of Protest/Appeals Defined

Types (categories) of protests are developed to best address the specific type and phase in which a protest and/or appeal may be received. Depending on the category of protest and/or appeal, various state and federal citations may apply:

- a) **Protest Before Bid Opening.** This type of protest is addressed when potential bidders wish to protest the timing, publication, location, or other factors of the bid opening, as published in the respective Request for Bid (RFB), or other formal procurement.
- b) **Protest of Contractor Selection or Contract Award.** Protests against the making of an award by Valley Regional Transit Board must be submitted in writing to the Procurement Administrator and received within seven (7) calendar days of the award by the Valley Regional Transit Board. Prospective bidders or proposers whose direct economic interest would be affected by award of a contract or by failure to award a contract may make protests. All protests are to be submitted in writing to: Valley Regional Transit, Attn: Procurement Administrator, 700 NE 2nd St., Suite 100, Meridian, ID 83642. Protest submissions should be concise, logically arranged and clearly state the grounds for the protest. A protest must include at least the following information: (a) Name, address, and telephone number of protester; (b) Identification of contract solicitation number; (c) A detailed statement of the legal and factual grounds of the protest, including copies of relevant documents; and (d) A statement as to what relief is expected.
- c) **Protest and/or Appeal of Bid Specification.** Specific procedures regarding the method of protesting or appeal of bid specifications are outlined in detail in all RFBs, RFQs, or other formal bid documents published by Valley Regional Transit. Protest submissions should be concise, logically arranged and clearly state the grounds for the protest. A protest must include at least the following information: (a) Name, address, and telephone number of protester. (b) Identification of contract solicitation number; (c) A detailed statement of the legal and factual grounds of the protest, including copies of relevant documents; and (d) A statement as to what relief is expected.
- d) **Appeal of Rejection of Bid.** A Bidder or Proposer whose offer is rejected and is not to be considered may appeal the rejection of their bid. Valley Regional Transit will review appeals for rejection of submitted bid(s) based on the method the bidder used to develop, submit, and otherwise respond to the RFB, or other formal procurement. Also applicable are State of Idaho Requirements as listed in Idaho Code, Administrative Rules; and in Federal regulations issued by the U.S. DOT, and other cognizant authoritative guidance. Protest submissions should be concise, logically arranged and clearly state the grounds for the protest. A protest must include at least the following information: (a) Name, address, and telephone number of protester. (b) Identification of solicitation number; (c) A detailed statement of the legal and factual grounds of the protest, including copies of relevant documents; and (d) A statement as to what relief is expected.
- e) **Protest and Appeal of Execution of Contract.** Valley Regional Transit will review appeal of contract execution, as published in the respective RFB, or other formal

procurement based on the specific information published in the bid document and applicable State of Idaho and/or Federal regulation.

7.5.14. Protest Before Bid Opening

Bid protests alleging restrictive specifications or improprieties which are apparent prior to bid opening or receipt of proposals must be submitted in writing to the Procurement Administrator at the address above and must be received at least seven calendar (7) days prior to the Responses Due date for receipt of bids or proposals. If the written protest is not received by the time specified, bids or proposals may be received, and award made in the normal manner unless the Procurement Administrator determines that remedial action is required. Oral protests not followed up by a written protest will be disregarded. The Procurement Administrator may request additional information from the appealing party and information or response from other bidders, which shall be submitted to the Procurement Administrator not less than ten calendar (10) days after the date of Valley Regional Transit's request. So far as practicable, appeals will be decided based on the written appeal, information and written response submitted by the appealing party and other bidders. In failure of any party to timely respond to a request for information, it may be deemed by Valley Regional Transit that such party does not desire to participate in the proceeding, does not contest the matter, or does not desire to submit a response, and in such a case, the protest will proceed and will not be delayed due to the lack of a response. Upon receipt and review of written submissions and any independent evaluation deemed appropriate by Valley Regional Transit, the Procurement Administrator shall either (a) render a decision, or (b) at the sole election of the Procurement Administrator, conduct an informal hearing at which the interested parties will be afforded opportunity to present their respective positions and facts, documents, justification, and technical information in support thereof. Parties may, but are not required to, be represented by counsel at the informal hearing, which will not be subject to formal rules of evidence or procedures. Following the informal hearing, if one is held, the Procurement Administrator will render a decision, which shall be final, and notify all interested parties thereof in writing, but no later than ten calendar (10) days from the date of informal hearing.

7.5.15. Protest After Bid Opening/Prior to Award

Bid protests against the making of an award by the Valley Regional Transit Board must be submitted in writing to the Procurement Administrator and received within seven calendar (7) days of the award by the Valley Regional Transit Board. In addition, when a protest against the making of an award by the Valley Regional Transit Board is received and it is determined to withhold the award pending disposition of the protest, the bidders or Proposers whose bids or proposals might become eligible for award shall be requested, before expiration of the time for acceptance, to extend or to withdraw the bid. Where a written protest against the making of an award is received in the time period specified, award will not be made prior to seven (7) days after resolution of the protest unless Valley Regional Transit determines that:

- a) The items to be purchased are urgently required; or
- b) Delivery or performance will be unduly delayed by failure to make award promptly; or

- c) Failure to make award will otherwise cause undue harm to Valley Regional Transit or the federal government.

Unless preempted by federal law, all protests shall be conducted according to the applicable provisions of Idaho Code 67-2805 and -2806, including consideration by Valley Regional Transit's governing board.

7.5.16. Protest After Award

In instances where the award has been made, the Contractor shall be furnished with the notice of protest and the basis, therefore. If the contractor has not executed the contract as of the date the protest is received by Valley Regional Transit, the execution of the contract will not be made prior to seven (7) calendar days after resolution of the protest unless Valley Regional Transit determines that:

- a) The items to be purchased are urgently required; or
- b) Delivery or performance will be unduly delayed by failure to make award promptly; or
- c) Failure to make award will otherwise cause undue harm to Valley Regional Transit of the federal government.

7.5.17. Reconsideration of Procurement Administrator Determination

Appeals and requests for reconsideration of the determination of the Procurement Administrator of protests under this Section must be submitted to the Chief Executive Officer of Valley Regional Transit and received within seven calendar (7) days after the date of written determination by the Procurement Administrator. The Chief Executive Officer may request additional information of the appealing party and information or a response from other bidders, which shall likewise be submitted in writing to the Chief Executive Officer no later than ten calendar (10) days from the date of Valley Regional Transit's request. So far as practicable, appeals will be decided upon the basis of the written appeal, information, and written response submitted by the appealing party and other bidders. In failure of any party to timely respond to a request for information, it may be deemed by Valley Regional Transit that such party does not desire to participate in the proceeding, does not contest the matter, or does not desire to respond, and, in such event, the appeal will proceed and will not be delayed by lack of a response. Upon receipt and review of written submissions and any independent investigation deemed appropriate by Valley Regional Transit, the Chief Executive Officer shall either (a) render a decision, or (b) at the sole election of the Chief Executive Officer, conduct an informal hearing at which the interested participating parties will be afforded an opportunity to present their respective positions and facts, documents, justification, and technical information in support thereof. Parties may but are not required to be represented by counsel at the informal hearing, which will not be subject to formal rules of evidence or procedures. Within ten calendar (ten) days after the Chief Executive Officer shall render a decision, which will be final, and advise all interested parties thereof in writing.

7.5.18. Protest to Federal Transit Administration (FTA)

After the proposer has exhausted all available protest procedures and means with

Valley Regional Transit; under certain limited circumstances, an interested party may protest to the FTA the award of a contract pursuant to an FTA grant. FTA's review of any such protest will be limited to:

- a) Alleged failure by Valley Regional Transit to have written protest procedures or alleged failure to follow such procedures, or alleged failure to review a complaint or protest; or
- b) Alleged violations of federal law or regulation.

Protestors shall file a protest with FTA not later than five (5) federal working days after a final decision of Valley Regional Transit's Chief Executive Officer is rendered under the Valley Regional Transit protest procedure. In instances where the protestor alleges that Valley Regional Transit failed to make a final determination on the protest, the protestor shall file a complaint with FTA no later than five (5) federal working days after the protestor knew or should have known of Valley Regional Transit's failure to render a final determination in the protest.

7.5.19. Submission of Protest to FTA

Protests submitted to FTA should be submitted to the FTA Region 10 Office in Seattle, Washington with a concurrent copy to Valley Regional Transit. The protest filed with FTA shall:

- a) Include the name and address of the protester; and
- b) Identify the Valley Regional Transit project number and the number of the contract solicitation; and
- c) Contain a statement of the grounds for protest and any supporting documentation. This should detail the alleged failure to follow Valley Regional Transit's protest procedures, or the alleged failure to have procedures, and be fully supported to the extent possible; and
- d) Include a copy of the local protest filed with Valley Regional Transit and a copy of the Valley Regional Transit decision, if any.
 - Piggyback Contracts. In certain instances, VRT may have access to contracts or purchase orders issued by the State of Idaho or by political subdivisions of the State of Idaho (e.g., Ada County Highway District), or other Federal Transit Agencies. VRT may utilize these contracts if the following conditions are met:
 - Adequate competition occurred in the award of the contract.
 - No geographic preferences were utilized during the original procurement solicitation.
 - The contract contains the applicable FTA contract clauses and can be incorporated into the contract with VRT.
 - Price is still fair and reasonable.
 - The contract specifies the right for VRT to purchase.

8. COMPETITIVE NEGOTIATIONS/REQUEST FOR PROPOSALS (RFP)

8.1. General

When Valley Regional Transit requires professional or personal services contracts over \$150,000, formal competitive proposals and negotiations will be used. Items at or under the \$150,000 threshold amount will follow small purchases procedures. The competitive proposal process may also be appropriate for certain other procurements in which it is infeasible to fully detail a specification suitable to the RFP process. Proposals are formally advertised, and a fixed-fee or cost-reimbursement type contract is negotiated and awarded to the responsible proposer whose proposal is most advantageous to Valley Regional Transit with price and other factors considered.

8.2. Revenue Contracts

A revenue contract is a contract in which the recipient or subrecipient provides access to public transportation assets for the primary purpose of either producing revenues in connection with an activity related to public transportation or creating business opportunities with the use of FTA assisted property. The recipient has broad latitude in determining the extent and type of competition appropriate for a particular revenue contract. Nevertheless, to ensure fair and equal access to FTA assisted property and to maximize revenue derived from such property, the recipient should conduct its revenue contracting as follows:

8.3. Limited Contract Opportunity

If there are several potential competitors for a limited opportunity (such as advertising space on the side of a bus), then the recipient should use a competitive process to permit interested parties an equal chance to obtain that limited opportunity.

8.4. Open Contract Opportunities

If, however, one party seeks access to a public transportation asset (such as a utility that might seek cable access in a subway system), and the recipient is willing and able to provide contracts or licenses to other parties similarly situated (since there is room for a substantial number of such cables without interfering with transit operations), then competition would not be necessary because the opportunity to obtain contracts or licenses is open to all similar parties. In addition to the above-required formally advertised RFP solicitations, Valley Regional Transit may determine in certain circumstances that issuing an RFP for an amount of \$100,000 and below threshold would be appropriate to secure favorable competition, price or to Valley Regional Transit conditions; determining when competitive negotiation is appropriate. The following conditions should be present for an RFP to be considered:

- a) When a complete, adequate and realistic specification or purchase description is infeasible; a more general description may be appropriate to assure full and open competition; and
- b) Factors other than price, or price-related, will be evaluated and weighed, with price, for award (except architect/engineering contracts prohibiting price consideration in evaluation); and
- c) Oral/written discussions may be needed with Proposers; and
- d) Reasonable certainty that two or more Proposers are able and willing to compete with proposals; and

e) A cost-reimbursement contract can be used as well as a fixed-price type contract.

8.5. Public Advertising

Procurements over \$150,000 will be publicly advertised in the local newspaper and/or appropriate trade publications and published in the VRT website www.valleyregionaltransit.org.

Idaho code 67-2806 section (2b) requires two (2) notices must be published in the newspaper. The first notice must be published at least two (2) weeks before the date of opening bids, with the second notice to be published in the succeeding week at least seven (7) days before the date the bids are scheduled to be opened.

8.6. Solicitation Guidelines for an RFP

8.6.1. Specifications

Specifications and purchase descriptions will provide as accurate of a description as possible of the technical requirements for the material, equipment or service and will include the procedure for determining whether the requirement has been met. When possible, Valley Regional Transit will state performance specifications defining the minimum acceptable performance standards the end product is expected to achieve.

Purchase descriptions may refer to a “brand name or equal” product when it is not feasible to provide a more detailed description. All known acceptable brand name products will be listed. Potential Proposers will be given the opportunity to propose on products other than those specifically referenced by brand name if those competing products can be shown to meet Valley Regional Transit needs in the same manner.

8.6.2. Proposal Time

Adequate time will be given between the issuing of the RFP notice and the time set for receipt of proposals in order to permit prospective contractors to prepare proposals. Generally, no less than 20 calendar days will be allowed for standard commercial items and no less than 30 calendar days when purchasing other than standard commercial items, or in the case of procuring professional services. Complex procurements for certain items of equipment and/or construction will require significantly longer time periods.

8.6.3. Distribution of RFPs

Procurements over \$150,000 will be publicly advertised in accordance with Section 8.5. The first publication, they will also be emailed to known prospective vendors, small businesses, and DBE's. Records of RFPs and proposals will be maintained as a part of the procurement record for FTA Reviews. They may also serve as a resource that can be consulted in preparing a source list for similar RFPs.

8.6.4. Amendment/Addendum of/to an RFP

Any change or correction necessary in proposed quantities, specifications, delivery schedules, opening date, etc., which is required after issuing an RFP but prior to the proposal opening, will be made by issuing an amendment or addendum. An amendment is a change to an RFP whereas an addendum is incorporating something

additional into a currently issued RFP. Information provided to one prospective proposer will be furnished to all others in the form of either an amendment or addendum document. Consideration will be given to the period of time remaining to opening of the RFP. That period may be extended dependent upon the circumstances surrounding each RFP, as necessary. A copy of the amendment/addendum will be furnished to each person furnished an RFP. If the scope of the project for an RFP is substantially altered; the RFP may be terminated and a new RFP issued in its place.

8.6.5. Responsiveness of Proposer

A proposal must comply in all material respects with the RFP, including the method and timeliness of submission. Telegraphic or facsimile proposals will not be considered under the competitive sealed bid procedure. Proposers must use the Valley Regional Transit bid/proposal form, in lieu of a formal proposal.

8.6.6. Modification/Withdrawal of Proposals

Proposals may be modified or withdrawn by written, telegraphic, or facsimile notice or in person if submitted to, received, and verified by the Procurement Administrator not later than twenty-four (24) hours before the time set for proposal opening. Telegraphic or facsimile modifications or withdrawals will be sealed in an envelope by a Valley Regional Transit official and noted for opening with the bid package. Information will not be disclosed prior to opening.

8.6.7. Time and Place of Proposal Submission

The RFP, and public advertisement if advertised, will set forth the time, date, and place for opening of proposals. A proposer will not be required to (but may) submit a proposal before the time specified for receipt of proposals. Valley Regional Transit shall entertain any proposal which is submitted after it publishes notice and before the expiration of the waiting period. RFP specifications will set forth the manner in which sealed proposals are to be marked with the Valley Regional Transit RFP sequence number and identified as "Sealed Proposal." When received by Valley Regional Transit, sealed proposals will be date stamped "Received" and the time of receipt noted.

Proposals will be opened at the time and place designated in the notice. Proposers may attend the RFP Opening. To be considered responsive, proposals must be submitted no later than the exact time specified. Late proposals will only be accepted if proven to be late due to Valley Regional Transit's mishandling after receipt at its offices.

8.7. Preparation of RFP

A Request for Proposal (RFP) is the complete assembly of related documents, either attached to or incorporated by reference, furnished to prospective proposers. RFPs should include the following information if applicable to the procurement event:

- a) RFP number and name of procurement; and
- b) Address of Valley Regional Transit; and
- c) Date of issue; and
- d) Date, hour, and place for receipt of proposals; and

- e) Statement of Work or Objective (Scope of Work), A complete description of Valley Regional Transit's procurement requirements that allows an adequate number of qualified sources to promote reasonable competition; and
- f) Request for technical and cost proposals (ceiling price or budget will not be disclosed); and
- g) List of evaluation factors/criteria in descending order of importance as indicated by relative weights applied to each factor; and
- h) Statement that Valley Regional Transit reserves the right to select, and award based on original proposals without discussion or negotiation with Proposers, or with negotiation; and
- i) Proposal guarantee, performance, and payment bond requirements, for any construction over \$100,000; and
- j) Minimum proposal acceptance period required of proposer; and
- k) Language indicating that all proposals will be considered proprietary and confidential within the limits of law; and
- l) Special contract provisions and contract terms required by federal, state, and local law; and
- m) How to obtain copies of documents incorporated by reference.

8.8. Architectural/Engineering Competitive Negotiation

Procedures for procurement of architectural/engineering consulting services shall be adopted in conformance with the Consultant Selection Procedure of the Street and Highway Program Policy document.

Valley Regional Transit shall use qualifications-based competitive proposal procedures (i.e., Brooks Act procedures) when contracting for A&E services as defined in 40 U.S.C. §541 and 49 U.S.C. §5325(d). Services subject to this requirement are program management, construction management, feasibility studies, preliminary engineering, design, architectural and engineering, surveying, mapping, and related services. For projects which are connected or related to construction, alteration, or repair of real property, VRT will follow Idaho Code §67-2320 unless otherwise pre-empted by federal law. Price is to be excluded as an evaluation factor in utilizing Brooks Act qualifications- based competitive proposal procedures.

8.9. Solicitation Guidelines

8.9.1. Departmental Responsibilities

The departmental Director, Manager, or ProjectManager that is responsible for the procurement will prepare and submit to the Procurement Administrator the following:

- a) Project Funding Form; and
- b) Specification, scope of work, statement of desired services, in as much detail as

possible; and

- c) A detailed independent estimate of costs for the required services; and
- d) Suggested evaluation factors, in rank order of importance, and weights; and
- e) Suggested evaluation team members. The Procurement Administrator will be included as a member of each evaluation team in order to ensure compliance with VRT Internal Procurement Controls; and
- f) List of Suggested Vendors.

8.9.2. Independent Estimate of Costs

A pre-solicitation independent estimate of costs is required to be prepared prior to the issuance and receipt of proposals for all negotiated procurements. The independent cost estimate will be retained in the contract file and will be used as a basis to establish the competitive range for the resulting negotiations and cost and price analysis. The Project Manager will provide the independent cost estimate to the Procurement Administrator before the RFP is released.

8.9.3. Distribution of RFP

Public advertising as described in Section 8.5 will be conducted for solicitations of \$150,000 or more. The Procurement Administrator will furnish the solicitations to (at least three, if possible) known qualified firms or persons who may propose, no earlier than the first date of publication.

8.9.4. Discussion with Proposers

During the solicitation process and on through evaluation and award; the Procurement Administrator shall be the primary point of contact with all Proposers unless the Chief Executive Officer delegates such authority to the Project Manager. Care will be given to avoid providing any information to a proposer that would give them an unfair competitive advantage. Only the Procurement Administrator or other authorized lead person shall discuss issues of expected cost with prospective Proposers, and no ceiling or budget price will be furnished. Any issues discussed should be made available to all proposers in the form of an addendum to the RFP on the VRT Website in order to facilitate.

8.10. Evaluation for RFP Submissions

8.10.1. Evaluation Committee

The Project Manager, in consultation with the Procurement Administrator, shall establish written evaluation criteria and weighing of criteria, only the evaluation criteria shall become part of the solicitation and notification that the factors will be weighted. The Procurement Administrator will place the weighting portion of the evaluation criteria under lock and key. The weighting will be kept confidential until the Evaluation Committee meets to evaluate the received proposals. The Procurement Administrator prior to opening of the RFP shall designate an evaluation committee. The size and make-up of the committee will be dependent upon the nature and scope of the procurement. It may consist of the requesting Project

Manager or department director/manager, other directors to be involved or impacted, other senior managers of Valley Regional Transit, Valley Regional Transit Board Members, and/or community representatives from outside Valley Regional Transit with expertise in the subject of the procurement. The evaluation committee may also continue to serve in conducting negotiations with a proposer and in a project coordinating capacity after award as determined by the Procurement Administrator.

8.10.2. Selection of Proposers

Written or oral discussion will be conducted with finalists, and, if required, all responsible Proposers who submitted proposals within a competitive range, of ten percent (10%) of price and other factors considered. Exceptions to this requirement are:

- a) Purchases where rates or prices are fixed by law or regulation; and
- b) Purchases in which it can be clearly demonstrated that acceptance of the most favorable initial proposal without discussion would result in a fair and reasonable initial price. Valley Regional Transit reserves the right to do so in the solicitation (such determination will be documented on form Independent Cost Analysis Form); and
- c) Valley Regional Transit maintains the right to reject all Proposals. In the event all Proposals are rejected, Proposers will be notified that all proposals were rejected stating the reasons for rejection.

In instances where a proposal is deemed to be most favorable, but that proposal involves a material departure from the requirements stated in the RFP, Proposers shall be given the opportunity to submit new proposals on a basis comparable to that proposed, as long as the original scope and intent of the original scope of the RFP is being maintained.

8.10.3. Proposal Openings

At the time and date set for proposal openings; proposals will be opened, and the name of each proposer read. Price proposals will not be read aloud or otherwise disclosed to anyone other than the evaluation committee upon its first meeting. To protect the integrity of the RFP, process no additional information regarding the contents of a proposal will be released or made available to other Proposers or the public until award by the Valley Regional Transit and conclusion of any protests.

8.10.4. Proposal Evaluation

In conducting the technical evaluation of proposals, the evaluator or evaluation committee will consider only those factors set forth in the solicitation as evaluation factors; no other evaluation factors may be used. Findings related to evaluation factors should be concrete and specifically related to those factors.

Responsibility factors must be included in the evaluation process. However, responsibility factors will only be evaluated to establish a Proposer's eligibility or ineligibility for award. There will be no weighing of responsibility factors other than

to establish that a proposer is eligible or ineligible for award (i.e., one responsible vendor can be no “more responsible” than another, only more responsive). Overall evaluation of responsibility of proposers will be documented on a Bidder Responsiveness Form (Reference Appendix D). Evaluation criteria will vary with each RFP, but might include a range of weights given to such factors as:

- a) Quality of similar work known to have been performed; and
- b) Depth of experience in the field; and
- c) Competence of technical personnel; and
- d) Quality of response to the RFP; and
- e) Ability to meet contract schedules.

8.10.5. Architect/Engineer Contract

FTA Circular 4220.1G or most current version incorporates requirements of P.L. 92-582, known as the “Brooks Act,” which requires selection of architect and engineering firms based upon their technical qualifications. Price cannot be considered as an evaluation factor in determining the most qualified proposer. The most qualified competitor is selected for award of a contract, subject to negotiation of a fair and reasonable contract price. Negotiation is conducted only with the most qualified proposer, rather than all qualified Proposers. These rules apply to related services including construction management, feasibility studies, preliminary engineering, design, mapping, and similar services commonly performed by architect or engineering firms. These services are the only services that may be procured in such a manner by Valley Regional Transit. For projects which are connected or related to construction, alteration, or repair of real property, VRT will follow Idaho Code §67- 2320 unless otherwise pre-empted by federal law.

8.10.6. Cost Analysis

In a competitive negotiation, price analysis will generally only be used where price reasonableness can be established on the basis of a catalog or market price of a commercial product sold in substantial quantities or where prices are fixed by law or regulation. In all other cases of competitive negotiation, or non- competitive negotiations including single bid, option, contract modification, or change order, cost analysis will be performed. Cost analysis is appropriate to professional service, personal service, and architect/engineer contracts when the proposer is required to submit the elements of estimated cost.

A cost analysis is the review and evaluation of the separate cost elements and/or proposed profit of a Proposer’s or contractor’s cost and pricing data. A cost analysis is conducted to form an opinion as to the degree to which the Contractor’s proposed costs represent what performance of the contract should cost, assuming reasonable economy and efficiency, and whether costs are proper, allowable, and allocable.

Cost analysis is different from price analysis because it focuses on the reasonableness of the estimated costs of performance, not the reasonableness of

the price. It is necessary to review each element of cost to determine whether the contractor's estimate contains an accurate and reasonable prediction of the costs that will be incurred during performance. The contract price is determined by adding a rate of profit that is determined to be fair.

8.10.7. Determining allowability

- a) A cost is allowable only when the cost complies with all of the following requirements:
 - Reasonableness
 - Allocability
 - Standards promulgated by the Cost Accounting Standards Board (CAS), if applicable, otherwise, generally accepted accounting principles and practices appropriate to the circumstances
 - Terms of the contract
 - Any limitations set forth in this subpart.
- b) Certain cost principles in this subpart incorporate the measurement, assignment, and allocability rules of selected CAS and limit the allowability of costs to the amounts determined using the criteria in those selected standards. Only those CAS or portions of standards specifically made applicable by the cost principles in this subpart are mandatory unless the contract is CAS-covered (see Part 30). Business units that are not otherwise subject to these standards under a CAS clause are subject to the selected standards only for the purpose of determining allowability of costs on government contracts. This includes the selected standards in the cost principles that does not subject the business unit to any other CAS rules and regulations. The applicability of the CAS rules and regulations is determined by the CAS clause, if any, in the contract and the requirements of the standards themselves.
- c) When contractor accounting practices are inconsistent with this subpart, costs resulting from such inconsistent practices exceeding the amount that would have resulted from using practices consistent with this subpart are unallowable.
- d) A contractor is responsible for accounting for costs appropriately and for maintaining records, including supporting documentation, adequate to demonstrate that costs claimed have been incurred, are allocable to the contract, and comply with applicable cost principles in this subpart and agency supplements. The Procurement Administrator may disallow all or part of a claimed cost that is inadequately supported.

Major elements of cost analysis are as follows: Verification of cost or pricing data and evaluation of cost elements, including the following:

- Necessity for and reasonableness of proposed costs, including allowances for contingencies; and
- Projection of Proposer's cost trends on basis of current and historical cost and pricing data; and

- Technical appraisal of estimated labor, material tooling, and facilities requirements and reasonableness of scrap and spoilage factors; and
- Application of audited or negotiated indirect cost rates, labor rates, etc.

Evaluating the effect of the Proposer's current practices on future costs, to ensure the effects of inefficient or uneconomic past practices are not projected into the future.

Comparison of cost proposed by the proposer for individual cost elements with the following:

- Actual costs previously incurred by the same proposer; and
- Previous cost estimates from the proposer or other Proposers for the same or similar items; and
- Other cost estimates received in response to Valley Regional Transit's requests; and
- Independent cost estimates by Valley Regional Transit technical personnel; and
- Forecasts or planned expenditures.

Verification that the Proposer's cost submissions are in accordance with federal cost principles and procedures listed in Subpart 31.

Review to determine whether any cost or pricing data necessary to make the contractor's proposal accurate, complete, and current have not been either submitted or identified in writing by the contractor.

Analysis of the results of any make-or-buy analysis in evaluating subcontract costs.

Cost analysis will be performed by the Procurement Administrator prior to initiating any negotiation with Proposers and will be used as a basis for negotiation of a fair and reasonable price. Documentation will be prepared for the contract file reflecting how the cost analysis was conducted, the factors considered, including profit and the judgments made.

8.11. Negotiations

8.11.1. General

The Procurement Administrator and/or the designated VRT Project Manager shall work together in sharing the responsibility for negotiation of all competitively negotiated or non-competitively negotiated contracts. Experience and procurement-specific technical requirements are the criteria that define which employee is functioning in a lead/support role.

With the exception of architect/engineering contracts, all qualified Proposers whose proposals are in competitive range will be included in the negotiation process.

All Proposers selected to participate in negotiations shall be advised of deficiencies in

their proposals and offered reasonable opportunity to correct or resolve the deficiencies and to submit such price or cost, technical, or other revisions to their proposals that may result from the discussions. A deficiency is defined as that part of a proposal that would not meet Valley Regional Transit's requirements.

During separate discussions with Proposers, Valley Regional Transit shall not disclose the strengths or weaknesses of competing Proposers submissions or disclose any information regarding one proposer, which would enable another proposer to improve his/her proposal as a result thereof.

8.11.2. Negotiation of Profit

8.11.2.1. General

Negotiation of profit as a separate cost element is required whenever a cost plus fixed-fee contract will result. A fair and reasonable contract provision for profit or fee will not be a simple percentage of the cost estimate or selling price. It must be stated in the contract as a specifically identified dollar amount. Such things as the amount of subcontracting, travel, subsistence, and material influence profit. As these items increase in relation to direct labor, the percent of profit should decrease. Federal rules governing direct procurement by the federal government, regarding profit or fee on cost plus fixed-fee contracts apply to Valley Regional Transit. The following factors will be considered in determining profit in all negotiated contracts.

8.11.2.2. Effect of Competition

When competition is adequate and marketplace pressures on price are evident, Valley Regional Transit will not ordinarily need to consider profit in detail. When competition is lacking, profit will need to be carefully considered.

8.11.2.3. Degree of Risk

The degree of risk assumed by the contractor will influence profit; when elements of risk are shifted to Valley Regional Transit through provisions of cost-reimbursement or price escalation, profit should be less.

8.11.2.4. Nature of Work

Difficulty or complexity of the work, unusual demands of the contract (i.e., new technology, approaches), and whether contractor must use highly skilled professionals will influence profit.

8.11.2.5. Extent of Valley Regional Assistance

To the extent the contractor utilizes Valley Regional Transit's facilities, equipment, financial resources or other assistance, profit will be reduced.

8.11.2.6. Extent of Contractor's Investment

The extent of contractor investment, both equity and borrowed capital, will influence acceptable profit.

8.11.2.7. Character of Contractor's Business

When turnover of contractor's working capital is characteristically low, profit on individual contracts is generally higher than in industries where turnover is higher.

8.11.2.8. Contractor's Performance

Consistent excellent past performance merits consideration in a higher fee, record of quality control, cost control, meeting delivery schedules, creative ability merits consideration.

8.11.2.9. Subcontracting

Subcontracting should be segregated for separate profit or fee evaluation. When subcontractors perform a substantial portion of the work, the prime contractor's profit should be lower. Subcontractors should be entitled to a fair and reasonable profit; contractors and subcontractors cannot both receive full profit for the same work.

8.11.2.10. Unrealistic Estimates

If records reveal a contractor's actual costs are consistently lower than estimated costs and the contractor will not provide what is considered to be a realistic estimate of costs, a lower profit or fee is appropriate in accordance with weighted guidelines.

8.12. Negotiation Documentation

Each negotiation regarding procurement must be documented and included in the contract file. Negotiation documentation will generally include:

8.12.1. Background

Covering the requirement, its purpose, special characteristics; statement of when and where negotiations were conducted, principal participants, and result; record of any unusual aspects such as changes in requirements, progress payments, and major subcontracts.

8.12.2. Justification for Type of Contract

Summary of justification for choosing the type of contract to be used. (i.e., fixed fee, cost reimbursement plus fixed fee, time and materials, labor hour, etc.).

8.12.3. Technical Evaluation of Cost Elements

An analysis of the reasonableness of contractor's estimates of work to be performed under the proposal.

8.12.4. Cost or Price Analysis

Summary of cost or price analysis performed.

8.12.5. Pre-negotiation Position

Statement of pre-negotiation position on cost elements, profit, price, delivery schedule, etc. (independent cost analysis may be used).

8.12.6. Procurement History

Including procurement authority, whether it is new or sole source, change order or modification, number of RFPs issued, number of proposals received, and discussion of proposals received.

8.12.7. Negotiation of Costs

How final cost elements were determined, including profit.

8.12.8. Signature, Title, Date

Signature of the preparer, title, and date.

8.13. Award**8.13.1. General**

Unless all proposals are rejected, the award will be made to the lowest and best proposer based on the evaluation criteria established in the RFP. Award will not be made until all required signature approvals have been obtained.

In the event the Valley Regional Transit Board of Directors should disagree with the recommendation of the evaluation committee or staff; the Valley Regional Transit Board of Directors is not bound by their recommendations in the making of an award. However, the decision of the Valley Regional Transit Board of Directors must be consistent with the written evaluation criteria and requirements as set forth in the solicitation, and it cannot consider other factors than those listed in the solicitation. If awarded to other than the recommended proposer, VRT legal counsel must provide file documentation justifying the basis for award. The same Protest Procedures apply to RFPs as are outlined in Section 8.5.12 of this document and will be included as part of every RFP and RFB.

8.13.2. Award of Contract

Upon award of a contract, the Procurement Administrator will return any required bid guarantee checks to unsuccessful proposers. Bid guarantee furnished by the successful proposer will be retained in the contract file. The Procurement Administrator (or Project Manager) will notify unsuccessful Proposers in writing. If not already incorporated in the solicitation document and including signatures of the proposer, a contract will be prepared in duplicate and mailed to the contractor for signature. When returned with any necessary performance bond, certificates of insurance, etc., it will be furnished to the Valley Regional Transit, counsel (where applicable), and/or Chief Executive Officer for appropriate signature. One copy will be retained in the contract file and the second returned to the contractor.

9. NON-COMPETITIVE NEGOTIATION**9.1. General**

Non-competitive negotiation (sole source) procurement is accomplished through solicitation or acceptance of a proposal from only one source; or when, after solicitation to a number of sources, competition is determined inadequate. A contract amendment, addendum, or change

order not within the original scope of a contract is considered a non-competitive procurement. The exercise of an option clause in a contract if the options were included in the original evaluation, is a non-competitive negotiation.

9.1.1. Sole Source Procurement

- a. Sole source supplier is defined as the only company that possesses the unique and singular capability to provide the products or services to meet the requirements of the solicitation.
- b. The Sole Source form must be completed by the project manager and approved by the Procurement Manager, refer to Tab F for the Sole Source form.
- c. After the Sole Source form is approved by procurement the form must be posted in VRT's website per Idaho Code 67-9221, Noncompetitive and Emergency Procurements.
- d. The Sole Source notice can be removed from the website after two weeks.

9.2. Limitations

Purchase by non-competitive negotiation will be used only when the award of a contract is infeasible under small purchase procedures, sealed bids (formal advertising), or competitive proposal method and at least one of the following circumstances exists:

- a) The item is only available from a single source; and
- b) There is unusual or compelling urgency or an emergency not permitting delay from competitive processes; and
- c) After solicitation of a number of sources, competition is determined to be inadequate; or
- d) The item is an associated capital maintenance item that is procured directly from the original manufacturer or supplier as the only available source for such an item.

9.3. Processing Non-Competitive Procurements

The Procurement Administrator or Project Managers responsible for the purchase are responsible for providing accurate and complete information necessary to support the recommendation for a non- competitive procurement.

The Procurement Administrator will assure that, before initiating a non-competitive purchase:

- a) Written justification is documented in the contract file; and
- b) It is certified as accurate and complete by the Procurement Administrator or other responsible official; and
- c) Appropriate approvals are secured consistent with required signature authority levels; and
- d) Cost analysis, as covered in Sections 6.2 / 7.2.3 / 8.5.8 /9.5.2 / 9.6.6, is required and must be documented in the contract file; and
- e) Non-competitive or sole-source procurements over \$1 million or for 14 or more buses will be submitted to FTA for prior approval pursuant to FTA Circular

4220.1G or most current version. (Other Sole source procurements may have to be authorized by FTA.); and

f) Before making sole source purchases of associated capital maintenance items, as defined in 49 U.S.C. §5307(a)(1) that are procured directly from the original manufacturer or supplier of the item to be replaced. The grantee must first certify in writing to FTA:

1. That such manufacturer or supplier is the only source for such item; and
2. That the price of such item is no higher than the price paid for such item by like customers.

Negotiated procurement procedures as outlined in Competitive Negotiation, must be followed for non-competitive procurements.

9.4. Contract Options

An option is a unilateral right in a contract by which, for a specified time, Valley Regional Transit may elect to purchase additional materials or services called for by the contract or may elect to extend the term of the contract. When used properly, options can enhance the flexibility of procurement by Valley Regional Transit. The Procurement Administrator or Project Manager must address several considerations to determine that contract options are in the best interest of Valley Regional Transit before electing to include an option clause in a solicitation and contract award, including:

- a) How long the option period should be; and
- b) What an appropriate option quantity should be, in relation to the base quantity; and
- c) How option prices should be evaluated in the selection process for award; and
- d) Unit cost and number of units for each year of options must be included in all contracts that contain options.

Options generally will not be used when any of the following circumstances exist:

- a) The option represents known firm requirements for which funds are available; and
- b) The foreseeable requirements involve the production and delivery of minimum economic quantities (permitting recovery of start-up costs and delivery of requirements at a reasonable price) and delivery requirements far enough into the future to permit competitive acquisition in a single order; and
- c) The materials or services are readily available on the open market; and
- d) The contractor may incur undue risks in quoting an option (i.e., price or availability of necessary materials or labor is not reasonably foreseeable) or market prices are likely to change substantially in the future; or
- e) An indefinite quantity or requirements contract is appropriate (except that such contracts

may be extended with use of an option clause).

9.4.1. Use of Options

In using options, Valley Regional Transit will follow the requirements of FTA Circular 4220.1G or most current version, as follows:

9.4.1.1. Option Period

The total of the basic contract and option periods shall not exceed five years in any contract.

9.4.1.2. Option Price

The contract shall specify the price for the products or services for the specified option period.

9.4.1.3. FTA Approval

Prior to issuing a solicitation, Valley Regional Transit will obtain FTA approval for the inclusion of any option provision exceeding the amounts or periods set forth above. As If a solicitation calls for a term that exceeds three years plus two option years. The request to FTA will set forth the need for the option and why it is in the best interest of Valley Regional Transit and the FTA.

9.4.2. Solicitation Guidelines for Options

The following guidelines will be incorporated in specifications when making solicitations in which option clauses will be used:

- a) Valley Regional Transit will state that the evaluation of options will not obligate Valley Regional Transit to exercise the option.
- b) Valley Regional Transit will state the bid or proposal may be rejected if it is materially unbalanced as to prices for the base requirement and option quantities.
- c) Valley Regional Transit will state that the total proposal or bid price including the base requirement plus the option prices will be evaluated as part of the award decision. However, when calling for options, Valley Regional Transit may elect to evaluate all proposals without options and award a contract without options.
- d) Valley Regional Transit will indicate how the option will be exercised, including the time frame for exercise of the option. In order to exercise the option after contract award, it must have been evaluated as part of the initial competition.

9.4.3. Exercise of Contract Options

Valley Regional Transit will exercise an option only after making a written determination, signed by the appropriate official and placed in the contract file, that the exercise of the option is the most advantageous method of filling Valley Regional Transit's need, price and other factors considered. The following methods may be used to make such a determination:

- a) A new solicitation may be made, and the option awarded if the new solicitation fails to produce a more favorable price or proposal. This method will not be used when it is reasonably certain the option price or proposal is the best available; or
- b) An analysis of prices or examination of the market indicates that the option price is better than the prices available on the market or that the option is a more advantageous proposal; or
- c) The time between the award of the contract and the exercise of the option is so short that it indicates the option price is the lowest obtainable or it is the most advantageous proposal.

In determining whether to exercise an option, Valley Regional Transit will take into account its need for continuity of operations and potential costs of disrupting operations. Options will be exercised in accordance with the conditions of this section, the terms of the option and within the option period specified in the solicitation.

10. FTA SUPPORTED CONSTRUCTION CONTRACT

10.1. General

Under federal laws and regulations and FTA grant contracts, certain special solicitation and contract requirements apply to construction contracts that are not necessarily applicable to non-construction contracts. These special requirements include mandatory requirements for bid bonds, performance bonds and payment bonds for construction contracts above \$50,000, environmental requirements, ADA accessibility requirements, minimum insurance requirements, liquidated damages provisions in contracts, Anti-Kickback provisions and labor provisions applicable to all construction contracts under the Davis-Bacon Act.

Idaho Code Title 67 Chapter 28 and any other applicable Idaho codes or regulations should be referenced and followed in all applicable cases.

Construction contract solicitation and administration requirements are covered briefly in this Manual. Solicitations and contracts for construction or “public works” activity will require careful review by counsel to assure completeness.

10.2. FEDERAL LABOR REQUIREMENTS

10.2.1. Davis-Bacon Act

As noted in FTA 4220.1G and 5010.1 or most current versions Valley Regional Transit is subject to the requirements of the Davis-Bacon Act, under which the advertised specifications for every Valley Regional Transit contract over \$2,000 for construction, alteration and/or repair, including painting and decorating, of public buildings or public works which requires or involves the employment of laborers and/or mechanics must contain a provision stating the minimum wages to be paid them based on determinations by the Secretary of Labor of local prevailing wage rates for comparable work. The rates must be posted at the site, and the wages must be paid in full no less often than weekly. Valley Regional Transit must complete weekly documented on site verification that the Davis-Bacon Act has been complied with and this verification must be made part of the project file.

A copy of the determination of the Secretary of Labor must be included in each solicitation and the award of any contract must be conditioned upon the contractor accepting the terms therein. As an FTA grantee, Valley Regional Transit must report all reported or suspected violations to the FTA.

10.2.2. Copeland Anti-Kickback Act

Valley Regional Transit is subject to the requirements of the Copeland Anti-Kickback Act (18 U.S.C. 874) as supplemented by Department of Labor regulations (29 CFR Part 3) applicable to all contracts or subcontracts for construction or repair over \$2,000. This Act provides that each contractor or subcontractor shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he/she is otherwise entitled. Valley Regional Transit is required to report any suspected or reported violations to the FTA.

10.2.3. Contract Work Hours and Safety Standards Act

All contracts issued for construction exceeding \$2,000 by Valley Regional Transit or its subcontractors (and all contracts over \$2,500 which involve the employment of mechanics or laborers) shall include a provision for compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5). Under Section 103 of the Act, each contractor will be required to compute the wages of every mechanic and laborer on the basis of a standard workday of eight (8) hours and a standard work week of forty (40) hours. Work in excess of the standard workday or work week is permissible provided that the worker is compensated at a rate of not less than 1-1/2 times the basic rate of pay for all hours worked in excess of 8 hours in a calendar day or 40 hours in the work week.

Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous to his/her health and safety as determined under construction, safety and health standards promulgated by the Secretary of Labor. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or to contracts for transportation or transmission of intelligence.

11. CONTRACT ADMINISTRATION

11.1. Post-Award Responsibilities

The Procurement Administrator's post-award contract administration responsibilities include supporting the Project Manager in contract administration and ensuring contract compliance requirements are met.

11.1.1. Maintaining Records

The Procurement Administrator is responsible for maintaining, as part of the procurement file, documented records of all activities that take place concerning each individual procurement action in a single contract file. This includes everything from its

inception to its completion. This is generally accomplished by use of Laserfiche storage software.

11.1.2. Post-Award Responsibilities

The Project Manager's post-award contract administration responsibilities include the following:

- a) **Monitoring for Contract Compliance.** The Project Manager is responsible for monitoring contract compliance. The Project Manager should provide updates to and seek consultation with the Procurement Administrator when contract compliance problems arise and
- b) **Enforcing Contract Provisions.** It is the Project Manager's responsibility to oversee that the contract is administered as written or amended. If not enforced, a loss of time or product quality may be incurred; and
- c) **Issuing Timely Performance and Payment Approvals.** The Project Manager is the person with authority to approve contract performance so that progress payments or other authorized expenditures of funds to the contractor are made. Timely approvals enable the work to proceed on a timely basis. The budget for each project is tracked through the Fleet-Net Project Tracking Module; and
- d) **Modifying the Contract as Necessary.** As the contract work proceeds, modifications or changes may become necessary. After technical considerations are resolved (by Department Director/Project Manager), it is the Project Manager who has authority to initiate contract changes on behalf of Valley Regional Transit; and
- e) **Closing Out the Contract.** When the contract performance is completed, it is the Project Manager's responsibility to close-out the contract. Timely close-out enables comparison of performance to be checked against contract requirements while information is fresh and maximizes Valley Regional Transit's ability to correct any deficiencies of performance against contract requirements.

11.2. Project Management

The user Department Director/Manager shall serve as, or designate, the Project Manager for every project in excess of \$10,000 (this excludes purchase of standard items of material exceeding \$10,000). It is the Project Manager's responsibility to follow the contractor through the work process, providing technical direction to the contractor regarding the Scope of Work (which defines specific tasks, milestones, and review procedures for the specific project). When authorized by the Procurement Administrator, the Project Manager will respond to correspondence on technical matters from the contractor, either orally or in writing, and shall furnish the Procurement Administrator with a copy of or memorandum reflecting all correspondence with the contractor. The Project Manager shall review the progress of all the work on a periodic basis and initiate any required reviews by Valley Regional Transit staff.

The contractor may be required to document the amount of time and money spent on work on a periodic basis as specified by the contract. It is the Project Manager's responsibility to review the contractors' documentation and invoices in relation to the milestones, work

expended, and budget, and to advise the Procurement Administrator whether the contractor is in compliance with the contract.

11.3. Contract Amendments and Change Orders

Change orders are modifications to a contract and may be required to adjust a contract quantity or performance period due to unanticipated conditions. Change orders are considered a non-competitive procurement and are subject to the same requirements as noted in Section 8. Working with the Project Manager, the Procurement Administrator shall determine whether the proposed change order contains a change in scope, which may be grounds for bidding the extra work. All change orders shall include a contractor's proposal/quote, ICE and a technical review and are subject to the Chief Executive Officer's review and approval.

All change orders issued shall be reviewed and approved by the Procurement Administrator prior to the review and signature by the responsible parties as outlined in Section 3 entitled "Responsibilities." The Chief Financial Officer (CFO) shall be informed of all change orders. increasing the dollar amount for a purchase or service.

Approvals must be obtained prior to directing the contractor/vendor to perform any additional work. A cost analysis must be performed and filed in the contract file in connection with any change order. Change orders are subject to the availability of funds.

11.4. Contract Requirements

Contracts established by Valley Regional Transit should set forth each party's responsibilities and rights clearly and completely in to minimize the potential for conflict and should set forth the directions for resolutions of disputes, if any. Contracts will incorporate the solicitation document, either physically or by reference, to maintain clarification of the scope and details of the project. Contracts should include the following elements, as appropriate to the specific purchase:

a) Statement of Work/Scope of Work/Statement of Objective

- Contract Objectives
- Contract Scope
- Specifications/Purchase Descriptions

Progress Report Requirements (consultant/professional services contracts and any contract containing progress payment provisions); and

b) Delivery schedule; and

c) Contract period; and

d) Pricing schedule (should include description of each line item, quantity, unit of measure, unit price and total price for each item); and

e) Payment schedule (including special terms such as progress payments and authorities to withhold payments); and

f) Inspection provisions and acceptance criteria; and

- g) Free-on-Board (FOB) point and delivery instructions; and
- h) Other requirements (if appropriate):
 - Identification of key personnel and facilities; and
 - Extent of subcontracting and consulting; and
 - Provision for changes by Valley Regional Transit within general scope of the contract; and
 - Provision for termination for default by Valley Regional Transit for its convenience and, where appropriate, suspension of the contractor's work under the contract; and
 - Provisions for resolution of protests (required in solicitation), contract claims and disputes; and
 - Sanctions or remedies, such as liquidated damages or performance bonds, for contractor's non-performance; and
 - Notice of any FTA or other federal requirements applicable to the contract.

11.5. Special Contract Requirements

11.5.1. Liquidated Damages Provisions

The Procurement Administrator, working with the Project Manager shall determine whether or not the use of a liquidated damages provision is appropriate for a specific procurement. The number of liquidated damages set forth must be reasonable to compensate Valley Regional Transit for possible damages and not be so large as to be construed as a penalty. The assessment for damages shall be at a specific rate per day for each day of overrun in contract time; and the rate must be specified in the contract. Any liquidated damages recovered shall be credited to the project account involved unless the FTA permits otherwise.

Valley Regional Transit will not include such provisions in contracts unless:

- The time of delivery is of such importance that Valley Regional Transit can reasonably expect to suffer damage if the delivery is delinquent; and
 - Valley Regional Transit determines the delivery schedule is reasonable at the time of contract award; and
 - Damages would be difficult or impossible to establish.
- If the Procurement Administrator determines that a liquidated damages provision is necessary in a contract, he/she shall document the derivation of the rate of assessment and assure it is reasonable, proper, and not punitive or arbitrary.

11.5.2. Progress Payment Provisions

The following standards relate to Valley Regional Transit's use of progress payment provisions:

- a) Progress payments may be appropriate if:
 - The contractor won't be able to bill the first delivery of products, or other performance milestones, for a substantial time after work must begin; and
 - The contractor will make expenditures for contract performance during the period prior to delivery having significant impact on its working capital.

- b) Progress payments and limits on retainage may be required for small or DBE businesses if the contractor demonstrates actual financial need or unavailability of private financing.
- c) When progress payments are used, Valley Regional Transit will obtain title to property (i.e., materials, work in progress, and finished goods) for which progress payments are made. Such title must be free of all encumbrances, or Valley Regional Transit will secure a priority lien or other security measure based on project value pursuant to Article 9 of the Uniform Commercial Code and applicable state law and local ordinances. Progress payments are for progress and actual work completed. Progress payment shall not be based upon milestones.

11.5.3. Advance Payment Provisions

The following standards relate to Valley Regional Transit's use of advance payment provisions:

- a) Advance payments are payments made to a contractor before the contractor incurs contract costs. The recipient may use its local share funds for advance payments.

However, if there is no automatic pre-award authority for its project, then advance payments made with local share funds before FTA assistance has been awarded, or before a letter of no prejudice has been issued or other pre-award authority has been provided, or before FTA approval for the specific advance payment has been obtained, are ineligible for reimbursement. The following principles and restrictions apply:

- **Use of FTA Assistance Prohibited.** The recipient may not use FTA assistance to make payments to a third-party contractor before the contractor has incurred the costs for which the payments would be attributable.
- **Exceptions for Sound Business Reasons.** Apart from advance payments that are customary, as discussed further, FTA does occasionally make exceptions to its advance payment prohibitions, if the recipient can provide sound business reasons for doing so and has obtained FTA's advance written concurrence. A recipient that seeks to use FTA assistance to support advance payments should contact the regional office administering its project to obtain FTA concurrence.
- **Adequate Security for Advance Payments.** FTA recognizes that advance payments may be needed for certain costs supported by sound business judgment or other state requirements or provisions. Adequate security for the advance payment is an essential pre-condition to FTA's concurrence in the use of FTA or local share funds.
- **Customary Advance Payments.** FTA recognizes that advance payments are typically required for, but are not limited to, public utility connections and services, rent, tuition, insurance premiums, subscriptions to publications, software licenses, construction mobilization costs, transportation, hotel reservations, and conference and convention registrations. Accordingly, the recipient may use FTA assistance to support or reimburse the costs of such acquisitions. FTA concurrence is required only when such advance payment or payments customarily required in the marketplace exceed \$100,000.

In summary, if there are sound business reasons justifying the advance payment and adequate security for the payment, FTA will generally concur in a written request for an

exception.

11.5.4. Insurance Provisions

The Procurement Administrator should determine when insurance is required and include in any solicitation and contract document a clause informing contractors of the minimum coverage requirements required by federal or state statutes. When FTA grant funds are used, the minimum requirements shall be as follows:

- a) Workers Compensation and Employers Liability - \$1,000,000; and
- b) General Liability - \$1,000,000 per occurrence; \$2,000,000 total; and
- c) Property Liability as required by Valley Regional Transit in special circumstances; and
- d) Auto Liability for Personal Injury and Property Damage - \$1,000,000 per person and \$1,000,000 per occurrence for personal injury and \$1,000,000 for property damage. \$2,000,000 for total liability.

Insurance specifications shall provide that an insurance certificate be provided prior to contract work beginning and that, no less than 60 days prior to expiration of the insurance policy date, the contractor shall give notice to Valley Regional Transit of his/her intent to provide a new certificate. The policy shall contain an endorsement to the effect that "Only in the event of cancellation or material change adversely affecting Valley Regional Transit's interest, shall the policy not be effective for the period, as the laws of the State of Idaho prescribe, or until 30 days after the insurer or the contractor gives written notice to Valley Regional Transit, whichever period is longer."

The Project Manager and the Procurement Administrator shall assure a current certificate is always on file during performance of the contract.

11.5.5. Contract Termination Provisions

As required by FTA Circular 4220.1G or most current version, all contracts shall contain provisions for Audit/Inspection of Records, Remedies/Sanctions for Breach of Contract, and Contract Termination Provisions.

The performance of work under a contract containing such provisions may be terminated in part or in whole when Valley Regional Transit's Chief Executive Officer, in consultation with counsel, or Valley Regional Transit Board, as necessary, determines that such termination is in the best interests of Valley Regional Transit. Contracts may be terminated for convenience (i.e., a reduced need or otherwise in the best interests of Valley Regional Transit) or for default (i.e., the contractor has failed to perform under the contract requirements). Contractors will not be granted the right of termination.

When the decision to terminate is made, a "Notice of Termination" shall be sent by the Procurement Administrator to the contractor by Certified Mail, with a return receipt requested. The Notice of Termination shall specify the reason for termination, the extent to which the performance of work is terminated (i.e., in whole or in part), and the day upon which such termination becomes effective. Settlement of claims shall be made as

soon as possible after the issuance of a Notice of Termination/Default to protect the interests of and minimize the liability of Valley Regional Transit. When settlement cannot be made, Valley Regional Transit shall reserve the right to issue a determination of the amount due consistent with the termination clause and applicable cost principles, subject to appeal under the dispute's provisions of the contract.

Valley Regional Transit will consider a no-cost settlement instead of issuing a termination notice when it is known the contractor will accept one, Valley Regional Transit's property was not furnished, and there are no outstanding payments, debts due Valley Regional Transit, or other contractor obligations to Valley Regional Transit.

11.5.6. Buy America Provisions

In accordance with 49 U.S.C. § 5323(j), 49 CFR Part 661, and applicable FTA guidance, VRT must comply with Buy America requirements on federally funded procurements.

Buy America requirements apply to all VRT procurements of goods or materials valued at \$150,000 or more. These provisions require that:

- For steel, iron, and manufactured goods, all components must be 100% produced in the United States, and all manufacturing processes must occur domestically.
- For rolling stock (e.g., buses, railcars), at least 70% of the components (by cost) must be U.S.-made, and final assembly must take place in the United States, per 49 CFR § 661.11.
- For construction projects, cement and steel used must also meet Buy America requirements.

In accordance with 49 CFR Part 663, VRT must conduct pre-award and post-delivery audits for all rolling stock procurements to ensure compliance with Buy America.

All vendors must certify whether they can comply with the Buy America requirements by submitting the appropriate Buy America Certification form included in each RFB or RFP. If a vendor cannot certify compliance, VRT may consider requesting a waiver from the FTA in accordance with 49 CFR § 661.7.

For small purchases below \$150,000, Buy America does not apply. However, all purchase orders include a certification clause for consistency. If a vendor has submitted a valid Buy America certification for a specific item, it may remain on file and apply to future purchases of the same item.

11.5.7. Bus Purchase – Special Requirements

Federal Register 49 CFR Part 665 requires Bus testing and certification for bus purchases. 49 CFR Part 663 addresses the pre-award post-delivery audit requirements for new bus purchases. The Americans with Disabilities Act (ADA) "Accessibility Specifications for Transportation Vehicles" is addressed in Title 49 Subtitle A Part 38 which requires wheelchair lifts (or Ramps), Wheelchair Tie downs and Public Address Systems Federal Provisions and Required Contract Clauses, including Altoona Certification Testing.

When FTA operating or capital funds are used in a purchase, certain solicitation provisions and required contract clauses must be incorporated in Valley Regional Transit's solicitation and award. These requirements are stated in Valley Regional Transit's FTA grant contract (Part II), FTA Circulars and in the various regulations themselves. Some provisions and clauses apply only over certain contract dollar thresholds, and some apply separately to construction and non-construction contracts, contracts for bus purchases, and so forth. Appendices to this manual include those currently included in FTA Circular 4220.1G or most current version, references to required clauses that generally apply to non- construction contracts. Part II of Valley Regional Transit's FTA grant contract and procedures in Section 9 of this Manual will be referenced in preparing for an FTA-funded construction contract.

When including "boilerplate" provisions and contract clauses in an RFB or RFP, the Procurement Administrator will note those provisions and/or clauses, which are not applicable to the procurement.

11.5.7.1. Pre-award and Post delivery Audit Certifications

FTA Circular 9030.1E requires pre-award and post- delivery audit certifications in the following areas:

- Buy America Provisions
- Federal Motor Vehicle Safety Standards (FMVSS)
- Purchasers Requirements

VRT will conduct Pre-award and Post Delivery audits in all three areas for each revenue rolling stock procurement.

Pre-Award Audits and Certifications:

The VRT Project Manager will be responsible for completing:

- a) Buy America certification. The Project Manager will also be responsible for assuring the required Buy America audit is completed.
- b) Purchaser's Requirements
 - The VRT Project Manager will be responsible for obtaining the FMVSS certification from the rolling stock manufacturer.
 - The VRT Project Manager will provide these pre-award documents to the VRT Procurement Administrator for inclusion in the official Procurement File.

Post-Delivery Audits and Certifications:

The VRT Project Manager will be responsible for conducting:

- Buy America certification, including required Buy America audits.
- Purchaser's Requirements, including required audits.
- FMVSS, including required audits.

All pre-award and post-delivery certifications and audits will be provided to the VRT Procurement Administrator for inclusion in the official procurement file.

FMVSS The pre-award and post-delivery requirements apply to purchases of new and used revenue service rolling stock.

11.5.7.2. Capital Leasing Cost Analysis

To obtain the best value, the Procurement Administrator will review lease versus purchase alternatives for acquiring property and goods. An analysis is to be performed to determine the more economical alternative. Before VRT may lease an asset, FTA regulations, "Capital Leases," 49 CFR Part 639, Subpart C, require the Procurement Administrator to make a written comparison of the cost of leasing the asset compared with the cost of purchasing or constructing the asset. Costs used in the comparison must be reasonable, based on realistic current market conditions, and based on the expected useful service life of the asset.

11.6. Contract File Documentation

Valley Regional Transit will comply with the requirements of Circular 4220.1G or most current version, by maintaining records detailing the history of each procurement. Contract files will be organized so as to allow a reviewer to reconstruct and understand the history of the contract in the absence of the Contract Administrator and will provide complete background supporting the actions taken. Currently, record storage for Valley Regional Transit is provided using Laserfiche storage software.

The extent of file documentation will vary with the complexity of purchase. At a minimum, small procurements made under purchase order procedures will include the following file documentation:

a) Procurement documentation. This documentation is prepared by the Procurement Administrator and is intended to give a concise summary of the procurement action. The documentation should include as a minimum:

- Timeline of the procurement; and
- Explanation of goods/service procured; and
- Type of procurement (micro, small or large); and
- Number of solicitations issued; and
- Results of bidding including any protests; and
- Award information; and
- Approval date (levels will vary based upon amount of action; and
- Issues that arose and solutions implemented; and
- Lessons learned (if any).

b) Purchase requisition including independent cost estimate; and

c) List of sources solicited and abstract of quotes received, including form of quotations received (book, telephone, fax, written, etc.); and

- d) Evidence selected vendor is not de-barred or suspended; and
- e) Purchase Orders; and
- f) Buy America Certificate and any other required submissions; and
- g) Award and receiving documents; and

Contract files for more complex procurements will contain the following:

- a) Purchase requisition, acquisition planning information, and other pre-solicitation documents; and
- b) Evidence of availability of funds; and
- c) Rationale for method of procurement and type of contract; and
- d) List of sources solicited; and
- e) Independent cost estimate; and
- f) Scope of work or technical specifications; and
- g) Copies of published notices; and
- h) Copies of solicitation and all amendments; and
- i) FTA required Clauses; and
- j) FTA required Certifications; and
- k) Documentation of all bids, proposals or quotes relating to the procurement; and
- l) Contractor's certifications including a Buy America certification supporting every equipment, material, or supply contract; and
- m) Source selection documentation, if applicable; and
- n) Procurement Administrator's determination of contractor responsibility; and
- o) Records of contractor's compliance with labor policies, including EEO policies, as required by the contract; and
- p) Determination that price is fair and reasonable including price analysis or cost analysis, with source materials of price analysis data or vendor certificates of current cost data; and
- q) Determination that successful bidder is not suspended or debarred; and
- r) Required internal approvals; and

- s) Notice of award; and
- t) Notice to unsuccessful bidders or Proposers; and
- u) Bid, performance, payment or other bond documents and notices to sureties; and
- v) Notice to proceed, stop orders, and any overtime premium approvals Granted at time of award; and
- w) Approvals or disapprovals for requests for waivers of deviations from contract documents; and
- x) Documentation regarding timely close-out or any early termination actions for which the Procurement Administrator is responsible.

11.6.1. Quarterly Audits

On a quarterly basis, the Finance Director/Controller shall select a sample of procurement actions that have been completed in the most recent quarter and will perform an audit of the procurement files to determine their overall compliance with FTA requirements. Such audits and the results will be documented in files maintained in the Finance and Administration Department.

11.6.2. Other Procurement Matters

VRT Employee Travel Per Diem – Meals Reimbursement. VRT Employees are reimbursed for meals based upon the GSA Per Diem amounts for each metropolitan area or city. Employees are only reimbursed for meals that are not provided by the travel/training event. Employees are not required to maintain receipts for meals but must submit receipts for other forms of reimbursement – cab fare, baggage check, etc.

APPENDICES

To ensure all applicable references and related documents are current, this manual only lists the references.

Users of this manual should consult the current references at their source.

APPENDIX A – THIRD PARTY CONTRACTING CHECKLIST

Item III. K.

THIRD PARTY CONTRACTING CHECKLISTS

Tab A - System Wide Elements Checklist

Grantee:				
Reviewer:				
Date Reviewed:				
Observations:				
No	Element	Basic Requirement 4220.1F	Not Applicable	Comments
1	Written Standards of Conduct – The grantee has a written code of standard of conduct which provides that no employee, officer, agent, immediate family member, or Board member of the grantee shall participate in the selection, award, or administration of a contract supported by FTA funds in a conflict of interest, real or apparent, would be involved. The grantee defines such a conflict to be when any of the following has a financial or other interest in the firm selected for award: a) The employee, officer, agent, or Board member, b) Any member of his/her immediate family, c) His or her partner, or d) An organization that employs, or is about to employ, any of the above. The grantee's code of conduct also provides that its officers, employees, agents, or Board members will neither solicit nor accept gifts, gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements and contains penalties, sanctions, or other disciplinary action for violation of such standards by the grantee's officers, employees, agents, or by contractors or their agents.	III, 1, a, b, c		

2	Contract Administration System – The grantee has a contract administration system that ensures that it and its third-party contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.	III, 3		
3	Written Protest Procedures – The grantee has written protest procedures to handle and resolve disputes relating to their procurements. These procedures require the following: a) In all instance involving FTA funds the grantee must disclose information regarding the protest to FTA, and keep FTA informed about the status of the protest, b) All protest decision must be in writing, and c) A protester must exhaust all administrative remedies with the grantee before pursuing a protest with FTA.	VII, 1a, b		

THIRD PARTY CONTRACTING CHECKLISTS

Tab B - Micro-Purchase Checklist

Grantee:				
Reviewer:				
Date Reviewed:				
Observations:				
No	Element	Basic Requirement 4220.1F	Not Applicable	Comments
20	No Splitting There is no evidence in this procurement that the grantee is splitting procurement to avoid competition.	FTA C 4220.1F, VI, 3. a		
21	Fair and Reasonable Price Determination The purchase file contains documentation of a determination that the price is fair and reasonable and how this determination was derived.	FTA C 4220.1F, VI, 3. a		
22	Micro- Purchase Davis Bacon If this purchase is for construction and over \$2,000 Davis Bacon Act will apply.	FTA C 4220.1F, VI, 3. a		

THIRD PARTY CONTRACTING CHECKLISTS

Tab C - Small Purchase Checklist

Grantee:				
Reviewer:				
Date Reviewed:				
Observations:				
No	Element	Basic Requirement 4220.1F	Not Applicable	Comments
7	Independent Cost Estimate The grantee made and documented an independent cost estimate before receipt of proposals.	FTA C 4220.1F, VI, 6.		
8	Unreasonable Qualification Requirements This solicitation did not contain unreasonable requirements placed on firms in order for them to qualify to do business.	FTA C 4220.1F, VI, 2. a. (4) (a)		
12	Arbitrary Action There was no arbitrary action in the procurement process. (An example of arbitrary action is when award is made to other than the contractor who most satisfied all the grantee's requirements as specified in the solicitation and as evaluated by staff.)	FTA C 4220.1F, VI, 2. a. (4) (j)		
13	Brand Name Restrictions A "brand name or equal" specification is used, and the solicitation has identified the minimum needs and clearly set forth those salient physical and functional characteristics of the brand name required by the grantee. If the solicitation specifies "brand name" only without specifying an equal	FTA C 4220.1F, VI, 2. a. (3)		

	or listing the physical or functional characteristics needed, check Deficient.			
14	Geographic Preferences The solicitation contains no in-state or local geographic preference except where Federal statutes mandate or encourage them.	FTA C 4220.1F, VI, 2. a. (4)		
15	Contract Term Limitation The contract period of performance for rolling stock and replacement parts does not exceed five (5) years inclusive of options without prior written FTA approval. For all other types of contracts, the procurement file contains evidence that the contract term is based upon sound business judgment.	FTA C 4220, 1F, IV, 2.e.(10)		
23	Price Quotations Price or rate quotations were obtained from an adequate number of qualified suppliers	FTA C 4220. IF, IV		

THIRD PARTY CONTRACTING CHECKLISTS

Tab D - Sealed Bid Checklist

Grantee:				
Reviewer:				
Date Reviewed:				
Observations:				
No.	Element	Basic Requirement 4220.1F	Not Applicable	Comments
7	Independent Cost Estimate The grantee made and documented an independent cost estimate before receipt of proposals.	FTA C 4220.1F, VI, 6.		
9	Unreasonable Qualification Requirements This solicitation did not contain unreasonable requirements placed on firms in order for them to qualify to do business.	FTA C 4220.1F, VI, 2. a. (4) (a)		
10	Unnecessary Experience and Excessive Bonding Unnecessary experience and excessive bonding requirements were not included in this solicitation or contract documents.	FTA C 4220.1F, VI, 2. a. (4) (b) (e)		
11	Organizational Conflict of Interest (OCI) There is an apparent or potential OCI and the solicitation contains provisions to eliminate or mitigate the conflict (e.g. by inserting a clause that prohibits the contractor from competing for the follow-on contract to the current design or research contract).	FTA C 4220.1F, VI, 2. a. (4) (h)		

12	Arbitrary Action There was no arbitrary action in the procurement process. (An example of arbitrary action is when award is made to other than the contractor who most satisfied all the grantee's requirements as specified in the solicitation and as evaluated by staff.)	FTA C 4220.1F, VI, 2. a. (4) (j)		
13	Brand Name Restrictions A "brand name or equal" specification is used, and the solicitation has identified the minimum needs and clearly set forth those salient physical and functional characteristics of the brand name required by the grantee. If the solicitation specifies "brand name" only without specifying an equal or listing the physical or functional characteristics needed, check Deficient.	FTA C 4220.1F, VI, 2. a. (3)		

THIRD PARTY CONTRACTING CHECKLISTS

Tab E - Competitive Proposal Checklist

Grantee:				
Reviewer:				
Date Reviewed:				
Observations:				
No	Element	Basic Requirement 4220.1F	Not Applicable	Comments
7	Independent Cost Estimate The grantee made and documented an independent cost estimate before receipt of proposals.	FTA C 4220.1F, VI, 6.		
9	Unreasonable Qualification Requirements This solicitation did not contain unreasonable requirements placed on firms in order for them to qualify to do business.	FTA C 4220.1F, VI, 2. a. (4) (a)		
10	Unnecessary Experience and Excessive Bonding Unnecessary experience and excessive bonding requirements were not included in this solicitation or contract documents.	FTA C 4220.1F, VI, 2. a. (4) (b) (e)		
11	Organizational Conflict of Interest (OCI) There is an apparent or potential OCI and the solicitation contains provisions to eliminate or mitigate the conflict (e.g. by inserting a clause that prohibits the contractor from competing for the follow-on contract to the current design or research contract).	FTA C 4220.1F, VI, 2. a. (4) (h)		
12	Arbitrary Action There was no arbitrary action in the procurement process. (An example of	FTA C 4220.1F,		

	arbitrary action is when award is made to other than the contractor who most satisfied all the grantee's requirements as specified in the solicitation and as evaluated by staff.)	VI, 2. a. (4) (j)		
13	Brand Name Restrictions A "brand name or equal" specification is used, and the solicitation has identified the minimum needs and clearly set forth those salient physical and functional characteristics of the brand name required by the grantee. If the solicitation specifies "brand name" only without specifying an equal or listing the physical or functional characteristics needed, check Deficient. If the procurement does not specify a "brand name", check NA.	FTA C 4220.1F, VI, 2. a. (3)		

THIRD PARTY CONTRACTING CHECKLISTS

Tab F - Non-Competitive Proposal Sole Source Checklist

Grantee:				
Reviewer:				
Date Reviewed:				
Observations:				
No	Element	Basic Requirement 4220.1F	Not Applicable	Comments
7	Independent Cost Estimate The grantee made and documented an independent cost estimate before receipt of proposals.	FTA C 4220.1F, VI, 6.		
10	Unnecessary Experience and Excessive Bonding Unnecessary experience and excessive bonding requirements were not included in this solicitation or contract documents.	FTA C 4220.1F, VI, 2. a. (4) (b) (e)		
11	Organizational Conflict of Interest (OCI) There is an apparent or potential OCI and the solicitation contains provisions to eliminate or mitigate the conflict (e.g. by inserting a clause that prohibits the contractor from competing for the follow-on contract to the current design or research contract).	FTA C 4220.1F, VI, 2. a. (4) (h)		
12	Arbitrary Action There was no arbitrary action in the procurement process. (An example of arbitrary action is when award is made to other than the contractor who most satisfied all the grantee's requirements as specified in the solicitation and as evaluated by staff.)	FTA C 4220.1F, VI, 2. a. (4) (j)		

13	Brand Name Restrictions A “brand name or equal” specification is used, and the solicitation has identified the minimum needs and clearly set forth those salient physical and functional characteristics of the brand name required by the grantee. If the solicitation specifies “brand name” only without specifying an equal or listing the physical or functional characteristics needed, check Deficient. If the procurement does not specify a “brand name”, check NA.	FTA C 4220.1F, VI, 2. a. (3)		
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REQUEST FOR SOLE SOURCE FORM

Name of Agency Purchasing Representative: _____ Name of Requestor Here _____

Subject: Sole Source Request for the Purchase of _____ Name of Product Here _____

REQUESTED SUPPLIER: _____ Name of Supplier Here _____

COST ESTIMATE: _____ Price Here _____

Sole source purchases are defined as clearly and legitimately limited to a single supplier. Sole source purchases are normally not allowed except when based upon strong technological grounds such as operational compatibility with existing equipment and related parts or upon a clearly unique and cost-effective feature requirement. The use of sole source purchases shall be limited only to those specific instances that are totally justified to satisfy compatibility, technical performance needs, or other unique circumstances.

STATEMENT OF NEED:

The agency’s recommendation for sole source is based upon an objective review of the product/service required and appears to be in the best interest of the state. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favors or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or firms been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist.

Refer to the attached sole source justification as prepared by our department or to the attached review of available products/services.

Procedure for Request for Sole Source:

1. Complete page 1
2. Answer the Sole Source Justification questions on pages 2, 3, & 4.
3. Sign / date pages 1 and 4 as the Requestor
4. Return signed forms and justification to the Purchasing Department for approval.

Department Requestor

_____/_____
Signature of Requestor Date

Department Purchasing Representative

_____Approved _____Rejected

_____/_____
Signature of Department Purchasing Representative Date

Purchasing Department will:	1. Ensure supplier/vendor is not on the debarred or suspended list.
	2. No Relationship or Conflict of Interest with Supplier.
	3. Sole Source Justification posted in VRT's website.

SOLE SOURCE JUSTIFICATION

Requisition Item: _____

Requisition Number: _____

Prior Purchase Order Number (if item had been approved previously):

1. Please describe the item and its function:

2. This is a sole source* because:

____ Sole source provider of a licensed or patented good or service

_____ Sole provider of items that are compatible with existing equipment, inventory, systems, programs
or
services

____ Sole provider of goods and services for which the Department has established a standard**

____ Sole provider of factory-authorized warranty service

____ Sole provider of goods and services that will meet the specialized needs of the Department or perform the intended function (please detail below or in an attachment)

____ The vendor/distributor is a holder of a used item that would represent good value and is advantageous to the Department (please attach information on market price survey, availability, etc.)

____ Sole manufacturer and distributor (attach Manufacturer's letter to this effect)

____ This is a renewal of a sole source that has already been advertised (attach referenced PO and vendor quotes as applicable)

3. What necessary features does this vendor provide which are not available from other vendors? Please be specific.

4. What steps were taken to verify that these features are not available elsewhere?

____ other brands/manufacturers were examined (please list phone numbers and names, and explain why these were not suitable).

____ other vendors were contacted (please list phone numbers and names, and explain why these were not suitable).

*Sole Source: only one vendor possesses the unique and singularly available capability to meet the requirement of the solicitation.

**Procurements of items for which the Department has established a standard by designating a brand or manufacturer or by pre-approving via a testing shall be competitively bid if there is more than one vendor of the item.

Please answer each of the following in detail. You may use a separate sheet if necessary, referencing each question by number:

1. What is it about this purchase that makes it unique? (Patents/copyrights, need compatibility with existing—why? Space constraints, must match equipment with another agency or department, consequences if this were put out for bid, etc.)

Answer #1

2. What steps have you undertaken to determine that this is the only product or service that will meet your particular needs? (Professional opinions/correspondence, trade publications, trade shows, visits to, or correspondence with, other institutions that have installed the same product, site visitations, etc.)

Answer #2

3. Will this purchase tie us to a particular vendor for future purchases? (Either in terms of maintenance that only this vendor will be able to perform and/or if we purchase this item, will we then need more "like" items in the future to match this one?)

Answer #3

4. Will this purchase tie us to a particular vendor for software and or software maintenance? (Do you need it to be renewable and for how long?)

Answer #4

5. Please affirmatively state, "No other vendor can provide the same or a similar product/service," and enclose any other information which will help make the determination that this is a sole/single source procurement.

Answer #5

I am aware that Idaho statutes require procurements to be competitively bid whenever practicable. The preceding statements are complete and accurate, based on my professional judgment and investigations. I also certify that no personal advantage will accrue to me or any member of my immediate family as a result of this procurement and I'm acting in the best interest of Valley Regional Transit.

Signed _____ Dated _____

Printed _____

THIRD PARTY CONTRACTING CHECKLISTS

Tab G – Architectural and Engineering Services Checklist

Grantee:				
Reviewer:				
Date Reviewed:				
Observations:				
No	Element	Basic Requirement 4220.1F	Not Applicable	Comments
8	A&E Geographic Preferences Geographic location is not a selection criterion, or it is a selection criterion, and its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.	FTA C 4220.1F, VI, 2. a. (4) (g)		
51	Qualifications Exclude Price The grantee evaluated the offeror's qualifications and excluded price as an evaluation factor.	FTA C 4220.1F, VI, 3.f.(3)		
52	Serial Price Negotiations The grantee conducted negotiations with only the most qualified offeror and failing agreement on price would conduct negotiations with the next most qualified offeror until contract award could be made to the most qualified offeror whose price is fair and reasonable to the grantee.	FTA C 4220.1F, VI, 3.f.(3)		

THIRD PARTY CONTRACTING CHECKLISTS

Tab H - Construction Checklist

Grantee:				
Reviewer:				
Date Reviewed:				
Observations:				
No	Element	Basic Requirement 4220.1F	Not Applicable	Comments
53	Bid Security The contract exceeds \$100,000 and bidders were required to provide a bid guarantee of at least 5% of the bid price. If the contract does not exceed \$100,000, check NA.	FTA C 4220.1F, IV, 2.h.(1)(a)]		
54	Performance Security The contract exceeds \$100,000 and the contractor is required to furnish a 100% performance bond or other security. (A cash deposit, certified check or other negotiable instrument may be accepted by the grantee in lieu of a performance bond, provided the grantee has established a procedure to assure that the interest of FTA is adequately protected.) If the contract does not exceed \$100,000, check NA.	FTA C 4220.1F, IV, 2.h.(1)(b)		
55	Payment Security The contract exceeds \$100,000 and the contractor is required to furnish payment bond as a minimum in the following amount: 1) 50% of the contract price if the contract price is not more than \$1	FTA C 4220.1F, IV, 2.h.(1)(c)		

	million. 2) 40% of the contract price if the contract price is more than \$1 million but not more than \$5 million, or 3) \$2.5 million if the contract price is more than \$5 million. (A cash deposit, certified check or other negotiable instrument may be accepted by the grantee in lieu of a payment bond, provided the grantee has established a procedure to assure that the interest of FTA is adequately protected.) If the contract does not exceed \$100,000, check NA			
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Tab I - Pre-Award and Post-Delivery Review (Bus) Checklist

BUS VEHICLE:	
CONTRACT NO.:	
Pre-Award Review (Before signing a contract with a supplier)	Buy America Certification A. ____ Reviewed and Verified 60 Percent Domestic Content; AND ____ Reviewed and Verified Proposed U.S. Final Assembly Location, Operations, and Total Cost OR B. ____ Requested and Received Buy America Waiver Purchaser's Requirements Certification A. ____ Checked Bid Specification Compliance with Solicitation Specifications; AND ____ Completed Manufacturer Capability Study
Post-Delivery Review (Before using the vehicles in transit service)	Buy America Certification A. ____ Reviewed and Verified 60 Percent Domestic Content; AND ____ Reviewed and Verified Actual U.S. Final Assembly Location, Operations, and Total Cost OR B. ____ Requested and Received Buy America Waiver Purchaser's Requirements Certification A. ____ Completed Resident Inspector's Report; AND ____ Completed Visual Inspections and Performance Tests OR B. For Procurement of Ten or Fewer Buses or Modified Vans, and Any Number or Unmodified Vans ____ Completed Visual Inspection and Road Tests Federal Motor Vehicle Safety Standard (FMVSS) Certifications A. ____ Verified FMVSS Sticker is Affixed to Each Bus.

Tab L - Piggybacking Checklist

Grantee:		Construction:		
Reviewer:		PO Number:		
Date Reviewed:		Award Amount:		
Observations:		Description:		
No .	Element	Basic Requirem ent 4220.1F	Not Applicab le	Comments
50	Piggybacking (1) This contract contains: a) Assignability provisions b) Required Federal clauses c) Minimum and maximum quantities (if IDIQ) (2) The procurement file contains: a) Price reasonableness determination If this is not a “Piggybacking” contract, check Not Applicable.	FTA C 4220.1F, V, 7. a. (2)		

Change Order Review Checklist

Date:
Contract Number:
Contractor:
Contract Title:
Reviewer:
New Contract Total:
Change Order Number:
Dollar Value Increase:
Length of Time Extension Granted:
New Performance Period End Date:

Change Order Checklist	Not Applicable	Comment
1. In-house estimate prepared		
2. Project Manager approval		
3. Scope meeting held		
4. Work authorized with contract scope		
5. Scope of work adequate for bidding		
6. Contractor proposal included impact cost, price		
7. Cost analysis conducted		
8. If price >10% of ICW, rational provided		
9. Negotiation memorandum		
10. Written record of change documented		

11. Signed modification in file		
12. Evidence of Board Approval prior to initiation of changed work (if required).		
13. Notice to Proceed on file		
14. No evidence of arbitrary action		

Additional comments:

APPENDIX B – CERTIFICATION, REPORTS, and FORMS

PROVISIONS, CERTIFICATIONS, REPORTS, FORMS, AND OTHER— MATRICES

A. THIRD PARTY CONTRACT PROVISIONS

(Excluding micro-purchases, except Davis-Bacon requirements apply to contracts exceeding \$2,000)

PROVISION	COMMENTS	MASTER AGREEMENT REFERENCE (based on FA MA (16) 10-1- 2009)
All FTA Assisted Third Party Contracts and Subcontracts		
Lobbying		§ 3.d
No Federal Government Obligations to Third Parties (by Use of a Disclaimer)		§ 2.f
False or Fraudulent Statements or Claims – Civil and Criminal Fraud		§ 3.f
Access to Third Party Contract Records		§ 15.t
Changes to Federal Requirements		§ 2.c(1)
Civil Rights (Title VI, EEO, ADA)		§ 12
Disadvantaged Business Enterprises (DBEs)	Contract awarded on the basis of a bid/proposal offering to use DBEs.	§ 12.d
Incorporation of FTA Terms	Per FTA C 4220.1F	§ 15.a
Awards Exceeding \$10,000		
Terminations	If 49 CFR Part 18 applies	§ 11 and § 15.a, which incorporate 49 CFR Part 18
Awards Exceeding \$25,000		
Debarment and Suspension		§ 11
Awards Exceeding \$100,000		
Terminations	If 49 CFR Part 19 applies	§§ 11 and 15.a, which incorporates 49 CFR Part 19
Awards Exceeding the Simplified Acquisition Threshold (\$100,000)		
Resolution of Disputes, Breaches, or Other Litigation		§ 54
Awards Exceeding \$150,000 by Statute		
Buy America	When tangible property or construction will be acquired.	§ 14.a
Clean Air		§ 25.b
Clean Water		§ 25.c

PROVISIONS, CERTIFICATIONS, REPORTS, FORMS, AND OTHER—MATRICES

A. THIRD PARTY CONTRACT PROVISIONS (Continued)

(Excluding micro-purchases, except Davis-Bacon requirements apply to contracts exceeding \$2,000)

PROVISION	COMMENTS	MASTER AGREEMENT REFERENCE (based on FA MA (16) 10-1- 2009)
Transport of Property or Persons		
Cargo Preference	When acquiring property suitable for shipment by ocean vessel	§ 14.b
Fly America	When property or persons are transported by air between U.S. and foreign destinations, or between foreign locations	§ 14.c
Construction Activities		
Construction Employee Protections– Davis-Bacon Act	For contracts exceeding \$2,000	§ 24.a
Construction Employee Protections - Contract Work Hours & Safety Standards Act	For contracts exceeding \$100,000	§ 24.a
Construction Employee Protections Sec. 1 Copeland Anti-Kickback Act Sec. 2 Copeland Anti-Kickback Act	All contracts All construction contracts exceeding \$2,000	§ 24.a
Bonding for Construction Activities Exceeding \$50,000	5% bid guarantee bond 100% performance bond Payment bond equal to: – 50% for contracts < \$1M – 40% for contracts >\$1M – < \$5M – \$2.5M for contracts > \$5M	§ 15.o(1)

Seismic Safety	Construction contracts for new buildings or for existing buildings	§ 23.e
Non-construction Activities		
Non-construction Employee Protection – Contract Work Hours & Safety Standards Act	For all turnkey, rolling stock, and operational contracts (excluding transportation services contracts) in excess of \$100,000	§ 24.b

PROVISIONS, CERTIFICATIONS, REPORTS, FORMS, AND OTHER—MATRICES

A. THIRD PARTY CONTRACT PROVISIONS (Continued)

(Excluding micro-purchases, except Davis-Bacon requirements apply to contracts exceeding \$2,000)

PROVISION	COMMENTS	MASTER AGREEMENT REFERENCE (based on FA MA (16) 10-1-2009)
Transit Operations		
Transit Employee Protective Arrangements		§ 24.d
Charter Bus Operations		§ 28
School Bus Operations		§ 29
Drug Use and Testing	Safety sensitive functions	§ 32.b
Alcohol Misuse and Testing	Safety sensitive functions	§ 32.b
Planning, Research, Development, and Demonstration Projects		
Patent Rights		§ 17
Rights in Data and Copyrights		§ 18
Special Notification Requirements for States		
Special Notification Requirement for States		§ 38

Miscellaneous Special Requirements		
Energy Conservation		§ 26
Recycled Products	Contracts when procuring \$10,000 or more per year of items designated by EPA	§ 15.k
Conformance with National ITS Architecture	Contracts and solicitations for ITS projects	§ 15.m
ADA Access	Contracts for rolling stock or facilities construction/renovation	§ 12.g
Assignability Clause	Procurements through assignments	§ 15.a, which incorporates 49 CFR Part 18 and 49 CFR Part 19

(Excluding micro-purchases, except Davis-Bacon requirements apply to contracts exceeding \$2,000)

FTA Clause Matrix 2023

APPLICABILITY OF THIRD-PARTY CONTRACT PROVISIONS

(excluding micro-purchases, except Davis-Bacon requirements apply to contracts exceeding \$2,000)

Includes provisions from 2 CFR Part 200, Master Agreement 30 (FY23) and Circular 4220.IF

TYPE OF PROCUREMENT

PROVISION	Professional Services/A & E	Operations / Management	Rolling Stock Purchase	Construction	Materials & Supplies
No Federal Government Obligations to Third Parties (by Use of a Disclaimer)	ALL	ALL	ALL	ALL	ALL
False Statements or Claims Civil and Criminal Fraud	ALL	ALL	ALL	ALL	ALL
Access to Third Party Contract Records	ALL	ALL	ALL	ALL	ALL
Changes to Federal Requirements	ALL	ALL	ALL	ALL	ALL
Termination	>\$10,000	>\$10,000	>\$10,000	>\$10,000	>\$10,000
Civil Rights (Title VI, ADA, EEO except Special DOL EEO clause for construction projects)	ALL	ALL	ALL	ALL	ALL
Special DOL EEO clause for construction projects				>\$10,000	
Veteran's Employment Preference				ALL	
Disadvantaged Business Enterprises (DBEs)	ALL	ALL	ALL	ALL	ALL
Prompt Payment to Subcontractors (if not part of DBE clause)	ALL	ALL	ALL	ALL	ALL
Incorporation of FTA Terms	ALL	ALL	ALL	ALL	ALL
Debarment and Suspension	>\$25,000	>\$25,000	>\$25,000	>\$25,000	>\$25,000
Buy America			>\$150,000 49USC 5323(j)(	>\$150,000 49USC 5323(j)(13)	>\$150,000 49USC 5323(j)(

			13)		13)
Resolution of Disputes, Breaches, or Other Litigation - Notification of Contractor and/or Subcontractor to Agency and Agency notification to FTA	>\$25,000	>\$25,000	>\$25,000	>\$25,000	>\$25,000
Lobbying	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000
Clean Air	>\$150,000	>\$150,000	>\$150,000	>\$150,000	>\$150,000
PROVISION	Professional Services/A & E	Operations / Management	Rolling Stock Purchase	Construction	Materials & Supplies
Clean Water	>\$150,000	>\$150,000	>\$150,000	>\$150,000	>\$150,000
Cargo Preference			Transport by ocean vessel	Transport by ocean vessel	Transport by ocean vessel
Fly America	Foreign air transp. /travel	Foreign air transp. /travel	Foreign air transp. /travel	Foreign air transp. /travel	Foreign air transp. /travel
Davis-Bacon Act				>\$2,000 (also ferries)	
Contract Work Hours and Safety Standards Act		>\$100,000 (Transportation services excepted)	>\$100,000	>\$100,000 (also ferries)	
Copeland Anti-Kickback Act Section 1 Section 2				ALL > \$2,000 (also Ferries)	
Bonding				>\$250,000	

				00	
Seismic Safety	A&E for new buildings & additions			New Buildings & additions	
Transit Employee Protective Arrangements		Transit operations			
Charter Service Operations		ALL			
School Bus Operations		ALL			
Drug Use and Testing		Transit operations			
Alcohol Misuse and Testing		Transit operations			
Patent Rights	R & D				
Rights in Data and Copyrights	R & D				
Rights to Inventions Made Under a Contract or Agreement	R & D with Small Business or Non-Profit				
Energy Conservation	ALL	ALL	ALL	ALL	ALL
PROVISION	Professional Services/A & E	Operations / Management	Rolling Stock Purchase	Construction	Materials & Supplies
Recycled Products		EPA-selected items \$10,000 or more annually		EPA-selected items \$10,000 or more annually	EPA-selected items \$10,000 or more annually

Conformance with ITS National Architecture	ITS project	ITS project	ITS project	ITS project	ITS project
ADA Access - Disability	A & E	ALL	ALL	ALL	ALL
Notification of Federal Participation for States	Limited to States	Limited to States	Limited to States	Limited to States	Limited to States
Safe Operation of Motor Vehicles 1. Seat Belt use 2. Distracted Driving	ALL	ALL	ALL	ALL	ALL
Prohibition on certain telecommunications and video surveillance services or equipment	ALL	ALL	ALL	ALL	ALL
Master Service Agreement, section 4 (F) is Human Trafficking Awareness	ALL	ALL	ALL	ALL	ALL
Master Service Agreement, section 4 (G) is Federal Tax Liability/Recent Felony Conviction	ALL	ALL	ALL	ALL	ALL

PROVISIONS, CERTIFICATIONS, REPORTS, FORMS, AND OTHER—MATRICES

B. APPLICABILITY OF THIRD-PARTY CONTRACT PROVISIONS (Continued)

(Excluding micro-purchases, except Davis-Bacon requirements apply to construction contracts exceeding \$2,000)

TYPE OF PROCUREMENT

PROVISION	Professional Services/A &E	Operations/ Management	Rolling Stock Purchase	Construction	Materials & Supplies
Copeland Anti-Kickback Act Section 1 Section 2				All All exceeding \$3,000 (including ferry vessels)	
Bonding				\$50,000	
Seismic Safety	A&E for New Buildings & Additions			New Buildings & Additions	
Transit Employee Protective Arrangements		Transit Operations			
Charter Service Operations		All			
School Bus Operations		All			
Drug Use and Testing		Transit Operations			
Alcohol Misuse and Testing		Transit Operations			
Patent Rights	Research & Development				
Rights in Data and Copyright Requirements	Research & Development				
Energy Conservation	All	All	All	All	All

Recycled Products		Contracts for items designated by EPA, when procuring \$10,000 or more per year		Contracts for items designated by EPA, when procuring \$10,000 or more per year	Contracts for items designated by EPA, when procuring \$10,000 or more per year
Conformance with ITS National Architecture	ITS Projects	ITS Projects	ITS Projects	ITS Projects	ITS Projects
ADA Access	A&E	All	All	All	All
Notification of Federal Participation for States	Limited to States	Limited to States	Limited to States	Limited to States	Limited to States

PROVISIONS, CERTIFICATIONS, REPORTS, FORMS, AND OTHER—MATRICES
C. CERTIFICATIONS, REPORTS, AND FORMS

CERTIFICATIONS, REPORTS, AND FORMS	COMMENTS	REGULATORY REFERENCE
Bus Testing Certification	Procurements of buses and modified mass-produced vans	49 CFR Part 665
TVM Certifications	All rolling stock procurements	49 CFR Part 26
Buy America Certification	Procurements of steel, iron or manufactured products exceeding \$100,000	49 CFR Part 661
Pre-award Review	Rolling stock procurements exceeding procurements exceeding \$100,000	49 CFR Part 663
Pre-award Buy America Certification	Rolling stock procurements exceeding procurements exceeding \$100,000	49 CFR Part 663
Pre-award Purchaser's Requirement	Rolling stock procurements exceeding procurements exceeding \$100,000	49 CFR Part 663
Post Delivery Review	Rolling stock procurements exceeding procurements exceeding \$100,000	49 CFR Part 663
Post Delivery Buy America Certification	Rolling stock procurements exceeding procurements exceeding \$100,000	49 CFR Part 663
Post Delivery Purchaser's Requirement	Rolling stock procurements exceeding procurements exceeding \$100,000	49 CFR Part 663
On-Site Inspector's Report	Rolling Stock procurements for more than 10 vehicles	49 CFR Part 663
Federal Motor Vehicles Safety Standards Pre-award Review and Post	Motor vehicle procurements(49 CFR 571)	49 CFR Part 663

Delivery)		
Lobbying	Procurements exceeding \$100,000	49 CFR Part 20
Standard Form LLL and Quarterly Updates (when required)	Procurements exceeding \$100,000 where contractor engages in lobbying activities	49 CFR Part 20

PROVISIONS, CERTIFICATIONS, REPORTS, FORMS, AND OTHER—MATRICES OTHER MATTERS

OTHER MATTERS	COMMENTS	STATUTORY OR REGULATORY REFERENCES
Contract Administration System		49 CFR § 18.36(b)(2) 49 CFR § 19.47
Record of Procurement History		49 CFR § 18.36(b)(9) 49 CFR § 19.47
Protest Procedures		49 CFR § 18.36(b)(12)
Selection Procedures		49 CFR § 18.36(c)(3)
Cost/Price Analysis		49 CFR § 18.36(f) 49 CFR § 19.45
Justification for Noncompetitive Awards	If Applicable	49 CFR § 18.36(b)(9) by implication 49 CFR § 19.46(b)
No Excessive Bonding Requirements		49 CFR § 18.36(h) 49 CFR § 19.48(c)(5)
No Exclusionary Specifications		49 U.S.C. § 5325(h)
Bonding		49 CFR 18.36 (h) 49 CFR 19.48 (c) Idaho Code §54-1926

No Geographic Preferences	Except for A&E Services	49 CFR § 18.36(c)(2)
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APPENDIX C – RESPONSIVENESS CHECKLIST

Responsiveness Checklist

This checklist is to be reviewed at bid opening to ensure that all bids received meet the requirements advertised in the solicitation in terms of information requested and submission of certifications or other additional data.

SOLICITATION No. _____ OPENING DATE: _____

DESCRIPTION: _____

PROCUREMENT ADMINISTRATOR: _____

PROJECT MANAGER: _____

CONTRACTOR/ NAME OF BIDDER: _____

SOLICITATION REQUIREMENTS: _____

Requirement	Yes	No	Comments
1. Bid received on time, in sealed envelope			
2. All items addressed			
3. Drawings submitted for products as			
“equal to” specific brand			
4. Bid security received (\$_____)			
5. Signature of company officer to the bid/offer			
6. Statement of Qualifications			

7. Acknowledgement of Addendums			
8. Insurance documentation included			
9. No exceptions to terms or other solicitation			
Language			
10. Other			

Non-responsive bids are to be noted on the bid-opening sheet and reviewed with a supervisor. Non-responsive bids will not be considered for award.

APPENDIX D – INDEPENDENT COST ESTIMATE INDEPENDENT COST ESTIMATE

(FTA requires an ICE form be completed for procurement projects -
goods and services over \$150,000 and over \$200,000 for construction services)

RFQ/RFB/RFP # XXXX	Name/Title: XXXXX
Please complete the following steps: 1. Update all the information and dollar amounts marked in RED . 2. Use the second tab marked "ICE Historical Back-up" to attach any cost estimates you may have received.	
Contract Type: (Leave the contract type blank. The Procurement Contract Specialist will update this information.)	
Date of Estimate:	
Description of Goods/Services:	
Method of Obtaining the Estimate:	
I have obtained the following estimate from:	
Published Price List/Past Pricing:	
Engineering or Technical Estimate:	
Independent Third-Party Estimate:	
Other: (specify)	
Cost Estimate Details:	
Through the method stated above it has been determined that the total cost of the Goods/services is expected to be:	\$ XXXXXX
(See below for detailed cost estimate calculations)	
Previous Spend:	\$0.00
Inflation Percentage Rate Applied:	N/A
Estimated Cost:	\$0.00
Quote	Company Name Pricing
1	

2		
3		
This preceding cost estimate was obtained or prepared by: (Type your name and job title here)		

APPENDIX E – GENERAL PURCHASING REQUIREMENTS
Purchasing Guideline Requirements

Purchase Amount	Required Documentation	Required Approval	State Statute / Circular
Emergency	Emergency	CEO	Idaho Code 67-2808
\$1.00 - \$499	No requisition, No purchase order required	Department Manager	Idaho Code 67-2803
\$2,000	IMPORTANT NOTICE - Any federally funded contract in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works MUST follow Davis Bacon Act Requirements. Contractors and subcontractors must pay laborers and mechanics employed directly upon the site of the work at least the locally prevailing wages (including fringe benefits) listed in the current applicable wage determination.	https://www.dol.gov/sites/dolgov/files/WHd/legacy/files/whdfs66.pdf	
\$500 - \$100,000	Micro-Purchase: Competitive quotes not required. Micro-Purchases should be distributed equitably among qualified suppliers in the local area. Purchases should not be split to avoid competition. Requisition and Purchase Order (PO) required. Purchase Order and Terms & Conditions sent to supplier/vendor. Note: Micro-purchase threshold of \$100,000 aligns with Idaho Code § 67-2803 and FTA Circular 4220.1G (effective July 1, 2025). Independent Cost Estimate (ICE) not required.	Up to \$10,000 Department Managers Up to \$50,000 Department Directors \$50,000 through \$150,000 Chief Executive Officer	Idaho Code 67-2806 and FTA 4220.1G

Goods and services \$100,000 - \$150,000 Construction \$100,000 - \$250,000	<u>Informal Procurement / Small Purchase:</u> For goods and services under \$150,000 or construction under \$250,000 – Obtain three (3) written quotes from responsible vendors/suppliers. Determine best value for VRT. Purchases should not be split to avoid competition. Independent Cost Estimate (ICE) required. Requisition and Purchase Order (PO) required. Quotes must be attached to requisition. Purchase Order Terms & Conditions sent to supplier/vendor.	Up to \$10,000 Department Managers Up to \$50,000 Department Directors \$50,000 through \$150,000 Chief Executive Officer \$150,000 to \$300,000 - VRT Executive Board	Idaho Code 67-2803, 67-2805, 67-2806 and FTA 4220.1G
Goods and services over \$150,000 Construction over \$250,000	<u>Formal Procurement:</u> For goods and services over \$150,000 or construction over \$250,000 – Requires formal bidding process (RFP, RFB, RFQ) and advertising (Legal Notice), formal procurement process will be followed. Independent Cost Estimate (ICE) required. Responses to RFP's require team evaluations. Bids and quotes for RFB's and RFQ's require Procurement Administrator to complete a price analysis. Authorization for Expenditure (AFE) required. Purchases should not be split to avoid competition. Requisition and Purchase Order (PO) required. <u>Buy American Act applies to contracts over \$150,000</u>, refer to 49 CFR Part 661.3.	\$150,000 to \$300,000 - VRT Executive Board Over \$300,000 - VRT Board of Directors	Idaho Code 67-2805, 67-2806 and FTA 4220.1G
Cooperative Purchasing Agreements	VRT may utilize existing cooperative purchasing agreements. Requires procurements specialist review. Requisition and Purchase Order (PO) required. Terms and Conditions must be attached to PO. <u>Buy American Act applies to contracts over \$150,000</u>, refer to 49 CFR Part 661.3.	Up to \$150,000 - CEO Up to \$300,000 - VRT Executive Board Over \$300,000 - VRT Board of Directors	

Method of Procurement		
RFQ	Request for Qualifications or Quotes -Small Purchases	For process refer to Procurement Manual
RFB	Request for Bids - Formal Procurement	For process refer to Procurement Manual
RFP	Request for Proposals - Formal Procurement	For process refer to Procurement Manual
Sole Source	Non-Competitive Negotiation	For process refer to Procurement Manual for Limitations
General Procurements Requirements. Valley Regional Transit Procurement procedures comply with Idaho Code 67-2801 through 67-2808 as well as other applicable sections of Idaho Code, and FTA C 4220.1F (Ver. 2), and its associated outside references. (https://legislature.idaho.gov/idstat/Title67/T67CH28.html)		



VALLEY REGIONAL TRANSIT BOARD RESOLUTION

PROCUREMENT POLICY
POLICY NUMBER 1.03.00 (G)
RESOLUTION VBD25-026

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE UPDATED PROCUREMENT POLICY, POLICY NUMBER 1.03.00 (G)

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 staff completed a review of finance policies to manage finance activities; and

WHEREAS, the Procurement Policy is needed to give guidance to staff and Board members; and

WHEREAS, Valley Regional Transit is committed to a balanced budget; 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 the updated Procurement Policy 1.03.00 (G)

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

ADOPTED by the Board of Valley Regional Transit, this 4th day of August 2025.

APPROVED by the Board Chair this 4th day of August 2025.

APPROVED:

CHAIR

ATTEST:

EXECUTIVE ASSISTANT



TOPIC	Public Records and Records Retention Policy Update
DATE	August 4, 2025
STAFF MEMBER	Jason Rose

Staff Recommendation/Request

This is an action item. Members are asked to consider approval of Resolution VBD25-038 regarding an updated public records and records retention policy.

Highlights

- October 2018: VRT Board approves VRT's first Public Records Policy
- Summer 2021: VRT staff research local, state and federal laws that address records retention; Public Records and Records Retention Policy draft is written
- October 2021: Board approved RESOLUTION VBD21-035 Public Records and Records Retention Policy 1.29.00
- August 2025: Board is asked to approve RESOLUTION VBD25-038 Public Records and Records Retention Policy and the corresponding policy update

Summary

The 2018 Idaho Legislature amended the state's public records law to require public agencies to designate the one person to receive public records requests and identify an alternate custodian or custodians for contingencies. VRT did not have a Public Records Policy prior to October 2018. The Valley Regional Transit (VRT) Board approved VRT's first Public Records Policy on October 22, 2018.

The approved policy accomplished three goals for VRT:

- Identified the records custodian and alternate custodians
- Gave VRT the ability to recoup some costs associated (e.g. work hours and copying fees) with accommodating more complicated public records requests
- Affirmed Valley Regional Transit's adherence to provisions and requirements outlined in the Idaho Public Records Law

As the policy was being updated in 2021, staff determined that the existing Public Records Policy should be updated to add information about records retention. This updated policy referenced existing local, state and federal laws, policies and guides and would provide clear direction on records retention. The policy also identified staff responsible for reviewing laws and regulations for changes and updates.

The current policy updates feature minimal changes but includes updating references from

“Executive Director” to “CEO,” updating references from “Community Relations Manager” to “Public Information Officer,” and updating relevant dates.

Staff are working to develop training and processes to ensure consistent adherence to the policy, as well as a better system to identify, classify, and maintain records. Currently, most documents are scanned and stored into Laserfiche electronic storage or stored on the local server.

Implication (policy and/or financial)

There are no fixed costs that will occur with approval of this policy. There will be additional staff time required to develop and update the staff records guidebook.

Attachments

- RESOLUTION VBD25-038 – Public Records and Records Retention 2025
- POLICY – Public Records and Records Retention 2025 Redline
- POLICY – Public Records and Records Retention 2025 Update

For detailed information, contact: Jason Rose, Chief Communications Officer/PIO, jrose@ridevrt.org, (208)803-5183





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

Policy Number: 1.29.00

Resolution Number: VBD ~~24-035~~25-038

Policy Title: Public Records and Record Retention Policy

Signature of Board Chairperson

Date

Signature of ~~Executive Director~~CEO

Date

STATEMENT OF POLICY

Valley Regional Transit (hereinafter called Authority) complies with state and federal public records laws and responds to public records requests as soon as practicable and without unreasonable delay. This policy defines staff responsibilities, The Authority's process for reviewing and addressing public records requests, and its records retention procedures.

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:

Public records are documents or pieces of information not considered confidential and generally pertain to the conduct of government. A record is recorded information, in any form, including data in computer systems, created or received and maintained by an organization or person in the transaction of business or the conduct of affairs and kept as evidence of such activity.

Public records custodian is defined as the "pPerson having personal custody and control of the public records in question."

Permanent records are records that will be retained by the agency in perpetuity, or may be transferred to the Idaho state historical society's permanent records repository upon resolution of the Authority's Board of Directors.

Retention period is the length of time records should be kept for fiscal, administrative, legal,

long-term historic value or other purposes.

Semi-permanent records are records that shall be kept for not less than five (5) years after the date of issuance or completion of the matter contained within the record.

Temporary records are records that shall be retained for not less than two (2) years, but in no event shall financial records be destroyed until completion of the agency's financial audit as provided in section 67-450B ~~of the~~ Idaho Code.

POLICY

Public Records Requests

Records maintained by the Authority are subject to the provisions of the Idaho Public Records Law (Idaho Code §§ 74-101 through 74-126).

Those requesting public records from the Authority need to fill out a records request form. This form is available on the Valley Regional Transit website (~~www.valleyregionaltransit.org~~) or from the Authority's ~~Community Relations Manager~~ **Public Information Officer (PIO)**.

The ~~Community Relations Manager~~ **PIO** is the primary custodian of public records. The alternate records custodians are the Grants and Compliance Administrator and the Executive Assistant to the ~~Executive Director~~ **CEO**.

The primary custodian is responsible for reviewing record requests and determining whether all or part of the records can be released. This determination process may include the assistance of on-call legal staff.

The primary records custodian shall provide the requested records releasable within the time limits outlined in the Idaho Public Records Law. An alternate records custodian should provide these records in instances when the primary custodian is not available to do so.

The primary records custodian shall maintain a logbook of public records requests. This logbook will include a copy of the records request form, the results/findings of the request, and specifics as to what information was provided. Information about specific record requests will be maintained in the logbook for three years.

Fees

The Authority will impose fees for labor and copying costs that exceed the no-charge limits outlined in Idaho Code 74-102 (10). The Authority can waive any cost or fees for copies or labor when the requestor demonstrates:

- an inability to pay

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- the request is not primarily in the individual interest of the requestor including, but not limited to, the requestor's interest in litigation in which the requestor is or may become a party
- the examination and/or copying of public records is likely to contribute significantly to the public's understanding of the operations or activities of the government.

Whenever possible, a requestor of public records from the Authority will be advised of any costs of producing the records prior to the request being filled. These costs will include the hourly wage of the staff member securing the records and the actual costs of copying printed materials or creating a duplicate video.

No fees will be charged for attorney fees incurred by the Authority in seeking legal advice to determine whether a records request can be completely or partially filled, or for the inspection of public records. However, the Authority will charge for any redaction work done by an attorney as outlined in Idaho Code 74-102 (10) (e).

Records Retention

A records retention schedule for agency documents will include information outlining how long records will be maintained. Public records will be maintained for the minimum retention period as specified in this schedule.

Records will be classified as temporary, semi-permanent, and permanent. Information in the schedule will include:

- The name of the document or file
- A description of the record
- The division/department maintaining the record
- The designation/category: temporary, semi-permanent or permanent

The following state and federal laws and regulations will be used as guidance on the development of a public records retention schedule:

- State of Idaho General Records Retention Schedule maintained and updated yearly by the Idaho State Historical Society (Archives section).
- Idaho Code § 31-871 (A) through (H)
- FTA Circular 5010.1D
- Federal General Records Retention and Disposition Schedule 1-25
- FTA Master Agreement Section 8c
- 49 C.F.R § 18.42

Records Retention Schedule

The ~~Community Relations Manager~~PIO and the Administrative Assistant to the ~~Executive Director~~CEO are responsible for ensuring the retention schedule is kept updated and reflect

any changes in state or federal laws and regulations. This review will be done at ~~a minimum~~ of least once a year.

END OF POLICY

Adoption Date: 10/22/2018

Effective Date: 10/22/2018

Last Revised Date: ~~10/4/2021~~8/4/25

Last Reviewed Date: ~~10/4/2021~~8/4/25

Replaced: Public Records Policy 1.29.00

Legal References:

- State of Idaho General Records Retention Schedule
- Idaho Code § 31-871 (A) through (H)
- FTA Circular 5010.1D
- Federal General Records Retention and Disposition Schedule 1-25
- FTA Master Agreement Section 8c
- 49 C.F.R § 18.42

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

Policy Number: 1.29.00

Resolution Number: VBD 25-038

Policy Title: Public Records and Record Retention Policy

Signature of Board Chairperson

Date

Signature of CEO

Date

STATEMENT OF POLICY

Valley Regional Transit (hereinafter called Authority) complies with state and federal public records laws and responds to public records requests as soon as practicable and without unreasonable delay. This policy defines staff responsibilities, The Authority's process for reviewing and addressing public records requests, and its records retention procedures.

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POLICY

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Those requesting public records from the Authority need to fill out a records request form. This form is available on the Valley Regional Transit website or from the Authority's Public Information Officer (PIO).

The PIO is the primary custodian of public records. The alternate records custodians are the Grants and Compliance Administrator and the Executive Assistant to the CEO.

The primary custodian is responsible for reviewing record requests and determining whether all or part of the records can be released. This determination process may include the assistance of on-call legal staff.

The primary records custodian shall provide the requested records releasable within the time limits outlined in the Idaho Public Records Law. An alternate records custodian should provide these records in instances when the primary custodian is not available to do so.

The primary records custodian shall maintain a logbook of public records requests. This logbook will include a copy of the records request form, the results/findings of the request, and specifics as to what information was provided. Information about specific record requests will be maintained in the logbook for three years.

Fees

The Authority will impose fees for labor and copying costs that exceed the no-charge limits outlined in Idaho Code 74-102 (10). The Authority can waive any cost or fees for copies or labor when the requestor demonstrates:

- an inability to pay
- the request is not primarily in the individual interest or the requestor including, but not limited to, the requester's interest litigation in which the requester is or may become a party



- the examination and/or copying public records is likely to contribute significantly to the public's understanding of the operations or activities of the government.

Whenever possible, a requestor of public records from the Authority will be advised of any costs of producing the records prior to the request being filled. These costs will include the hourly wage of the staff member securing the records and the actual costs of copying printed materials or creating a duplicate video.

No fees will be charged for attorney fees incurred by the Authority in seeking legal advice to determine whether a records request can be completely or partially filled, or for the inspection of public records. However, the Authority will charge for any redaction work done by an attorney as outlined in Idaho Code 74-102 (10) (e).

Records Retention

A records retention schedule for agency documents will include information outlining how long records will be maintained. Public records will be maintained for the minimum retention period as specified in this schedule.

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- The name of the document or file
- A description of the record
- The division/department maintaining the record
- The designation/category: temporary, semi-permanent or permanent

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- FTA Circular 5010.1D
- Federal General Records Retention and Disposition Schedule 1-25
- FTA Master Agreement Section 8c
- 49 C.F.R § 18.42

Records Retention Schedule

The PIO and the Administrative Assistant to the CEO are responsible for ensuring the retention schedule is kept updated and reflect any changes in state or federal laws and regulations. This review will be done at least once a year.



END OF POLICY

Adoption Date: 10/22/2018

Effective Date: 10/22/2018

Last Revised Date: 10/4/2018, 8/4/2025

Last Reviewed Date: 10/4/2025 8/4/25

Replaced: Public Records Policy 1.29.00

Legal References:

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- Idaho Code § 31-871 (A) through (H)
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- 49 C.F.R § 18.42





VALLEY REGIONAL TRANSIT BOARD RESOLUTION

VALLEY REGIONAL TRANSIT PUBLIC RECORDS AND RECORD RETENTION POLICY RESOLUTION VBD25-038

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE VALLEY REGIONAL TRANSIT PUBLIC RECORDS AND RECORDS RETENTION POLICY

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

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

WHEREAS, Valley Regional Transit is a political subdivision of the state and therefore subject to the provision of the Idaho Open Records Law; and

WHEREAS, the Idaho Open Records Law (cite) was amended by the 2018 Idaho Legislature to require state agencies to identify a records custodian to receive public record requests and provide an alternate custodian or alternate custodians for contingencies by January 1, 2019; and

WHEREAS, the Valley Regional Transit Board of Directors in October 2018 approved a Public Records Policy that identifies the records custodian and alternate custodian or custodians; and

WHEREAS, Valley Regional Transit is responsible for the retention of public records in accordance with state and federal laws and regulations, and

WHEREAS, there is no Valley Regional Transit policy that addresses the retention of records on a temporary, semi-permanent and permanent basis; and that addresses the need for the retention of records; and

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

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

Section 1. That the Board of Valley Regional Transit approves the Valley Regional Transit Public Records and Record Retention Policy.

Section 2. That this Policy shall be in full force and effective immediately upon its adoption of RESOLUTION VBD25-038 by the Board of Valley Regional Transit and its approval by the VRT Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 4th day of August, 2025.

APPROVED by the Board Chair this 4th day of August, 2025.

APPROVED:

CHAIR

ATTEST:

EXECUTIVE ASSISTANT



TOPIC	Agency Safety Plan Update
DATE	August 4, 2025
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

This is an action item. Staff recommends the Board of Directors approve Resolution VBD25-031 and the updated Agency Safety Plan (ASP).

Summary

In 2019, the [Public Transportation Agency Safety Plans \(PTASP\)](#) regulation ([49 CFR Part 673](#)) requires certain operators of public transportation systems that receive federal funds under the Federal Transit Administration (FTA) [Urbanized Area Formula Grants](#) to develop an Agency Safety Plan (ASP) that includes the processes and procedures to implement a Safety Management System (SMS), a comprehensive, collaborative, and systematic approach to managing safety.

In 2022, FTA published a [Dear Colleague Letter](#) to inform the transit industry about Bipartisan Infrastructure Law changes to PTASP requirements. The new requirements apply to transit agencies with an ASP in place under the PTASP rule. The new requirements include revised requirements for ASPs, joint-labor management safety committees, cooperation with frontline transit-worker representatives in the development of the ASP, safety risk reduction programs, safety performance targets, de-escalation training for certain transit workers, and addressing infectious diseases through the SMS process.

FTA published a PTASP Final Rule May 13, 2024, which superseded the previous PTASP Final Rule that went into effective in 2019. The regulatory changes are required to be included in the next update of the transit agencies ASP. Changes to the ASP included the following:

- Provide frontline workers with more input into safety decision-making
- Setting performance targets for safety risk reduction programs
- Increasing protection for transit riders and workers
- Increased de-escalation training
- Protecting transit workers from assault
- Protecting people from collisions with transit vehicles

The redline document highlights the following changes:

- General updates
 - New VRT format
 - Replaced specific titles or names to generic terms to reduce plan updates
- Chapter 1
 - Better clarified FTA funding types

- Chapter 2
 - General updates only
- Chapter 3
 - Added final rule updates to address performance targets for safety risk reduction programs
- Chapter 4
 - Updated PTASP reference to ASP
 - Updated staff titles
 - Clarified safety committee member representation
- Chapter 5
 - Added final rule updates to give frontline workers the ability to provide more input into safety decision-making
- Chapter 6
 - General updates only
- Chapter 7
 - Section updated to reflect current practices
- Chapter 8
 - Added, removed or update definitions
 - Updated acronyms list

Highlights

- Board of Directors approved PTASP Policy March 2020
- Board of Directors delegated authority to the Executive Board to approve PTASP Plan updates January 2023
- Executive Board approved PTASP Plan February 2023
- Board of Directors approved updates to ASP September 2023

Implication

Failing to implement any required updates to the ASP may cause the FTA not to award any grants to VRT until it is compliant.

More Information

Attachments

Agency Safety Plan

Agency Safety Plan Redline

Resolution VBD25-031 Agency Safety Plan Update

For detailed information, contact:

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



AGENCY SAFETY PLAN (ASP)

CHAPTER 1 – TRANSIT AGENCY INFORMATION

Transit Agency Name:	Valley Regional Transit (VRT)		
Transit Agency Address:	700 NE 2 nd Street, Meridian, ID 83642		
Accountable Executive:	Chief Executive Officer		
Chief Safety Officer:	Chief Operating Officer		
Modes of Service Covered by This Plan:	Fixed-Route Demand-Response	FTA Funding Types:	5307, 5310, 5311, 5339 LU 5307, 5310, 5311, 5339 SU 5310, 5339 Rural
Modes of Service Provided by VRT:	Fixed-Route - Contracted, Demand Response - Contracted, Low Income Job Access Service - Contracted		
Does the agency provide transit services on behalf of another transit agency or entity?	Yes ☐	No ☒	Description of Arrangement(s) N/A
Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided	N/A		

CHAPTER 2 – PLAN DEVELOPMENT AND APPROVAL

This plan is based on a template drafted by Shauna Miller, State Safety Oversight Officer, with the Idaho Transportation Department, Public Transportation Office and reviewed and amended by the VRT Safety Committee.

Valley Regional Transit Accountable Executive (Name)	
Elaine Clegg	
Signature of Accountable Executive	Date of Signature
Valley Regional Transit Board of Directors, Chair (Name)	
Lauren McLean	
Signature of Board of Directors, Chair	Date of Approval
VRT Safety Committee, Chairs (Name)	
Leslie Pedrosa, CSO Douglas Buckendorf, President/Business Agent ATU Local 398	
Signature of VRT Safety Committee, Chairs	Date of Certification

Annual Review and Update of the ASP

Valley Regional Transit's (VRT) plan addresses all applicable requirements and standards as set forth in Federal Transit Administration's (FTA) Public Transportation Safety Program and the National Public Transportation Safety Plan. At VRT, the review of safety practices is an ongoing process, not one limited to scheduled reviews. The Chief Safety Officer and the Compliance Analyst will review and update this plan as needed, or at a minimum by September 1 of each year. The VRT Safety Committee will be the first to review and certify changes. Once certified by the safety committee, the accountable executive will review and approve any changes, sign the new plan and forward to the Board of Directors for final review and approval.



CHAPTER 3 - SAFETY PERFORMANCE TARGETS BY MODE OF SERVICE

FTA's National Safety Plan establishes safety performance measures that can be applied to all modes of public transit under FTA's safety jurisdiction. The National Safety Plan identifies 14 safety performance measures for all agencies subject to the ASP regulation.

There are two kinds of safety performance measures established in the National Safety Plan:

- Total number measures, or measures of the total number of instances (for example, total number of major events, total number of collisions, etc.), and
- Rate measures, or measures of the rate of instances.

Goals and targets listed below are based on a 3-year rolling average of the data submitted to the National Transit Database (NTD) under section 5355. This data is collected monthly and analyzed to ensure VRT is progressing towards set goals. In the event it is found VRT is deviating from identified goals, VRT will comply with the processes outlined in this document.

Mode Of Service: Fixed-Route

Measure 1 Major Events:

- 1a: Major Events (As defined by NTD) - **1**
- 1b: Major Events Rate - **.07 per 100,000 miles**
- 1.1: Collision Rate (Collisions Reported to NTD) - **.07 per 100,000 miles**
- 1.1.1: Pedestrian Collision Rate (As defined by NTD) - **0 per 100,000 miles**
- 1.1.2: Vehicular Collision Rate (As defined by the NTD) - **.07 per 100,000 miles**

Measure 2 Fatalities

- 2a: Fatalities - **0** 2b: Fatality Rate - **0 per 100,000 miles**
- 2.1: Transit Worker Fatality Rate - **0 per 100,000 miles**

Measure 3 Injuries:

- 3a: Injuries (As defined by NTD) - **2**
- 3b: Injury Rate - **.15 per 100,000 miles**
- 3.1: Transit Worker Injury Rate - **0.15 per 100,000 miles**
- Rate of safety events per 100K VRM - **0.21**

Measure 4 Assaults on Transit Workers

- 4a Assaults on Transit Workers (As defined by NTD) **7**
- 4b Rate of Assaults on Transit Workers - **.51 per 100,000 miles**

Measure 5 System Reliability:

System reliability is measured as the mean distance (VRM) between major mechanical system failures (As defined by NTD) - **1 per 11,038 miles**

Mode of Service: Demand Response

Measure 1 Major Events

- 1a: Major Events (As defined by NTD) - **3**
- 1b: Major Events Rate - **0.20 per 50,000 miles**



- 1.1: Collision Rate (Collisions Reported to NTD) - 0.20 per 50,000 miles
- 1.1.1: Pedestrian Collision Rate (As defined by NTD) - 0 per 50,000 miles
- 1.1.2: Vehicular Collision (As defined by the NTD) - 0.40 per 50,000 miles

Measure 2 Fatalities

- 2a Fatalities - 0
- 2b: Fatality Rate - 0 per 50,000 miles
- 2.1: Transit Worker Fatality Rate - 0 per 50,000 miles

Measure 3 Injuries

- 3a: Injuries (As defined by NTD) - 1
- 3b: Injury Rate - .07 per 50,000 miles
- 3.1: Transit Worker Injury Rate - .07 per 50,000 miles

Measure 4 Assaults on Transit Workers

- 4a Assaults on Transit Workers (As defined by NTD) - 0
- 4b Rate of Assaults on Transit Workers - 0 per 50,000 miles

System Reliability:

System reliability is measured as the mean (mathematical average) distance (VRM) between major mechanical system failures as defined by the NTD. - 1 per 28,562 miles

Safety Performance Measure for Safety Risk Reduction Programs

The Bipartisan Infrastructure Law requires large urbanized area (UZA) providers (recipients or subrecipients of financial assistance under 49 U.S.C. 5307 (Section 5307) that serve an urban area with a population of 200,000 or more as determined by the most recent decennial Census) to include a safety risk reduction program in their ASPs. In the National Safety Plan, FTA identified eight safety performance measures that the Safety Committee of applicable transit agencies will use to set targets for the safety risk reduction program.

Some of the performance measures for the safety risk reduction program overlap with the measures for all agencies subject to the ASP regulation (described above). Large UZA providers may opt to use the same safety performance target set by the Safety Committee for the safety risk reduction program to satisfy the general safety performance target requirement for overlapping measures. Note that the target for the safety risk reduction program must be based on a three-year rolling average of the data the agency submits to the NTD.

The safety risk reduction program safety performance targets must reflect an annual reduction in the associated safety performance measure. To reflect an annual reduction, the safety performance target must be set below the three-year rolling average.

	Safety Risk Reduction Program Safety Performance Measures	3 Year Rolling Avg.	Target Rate
1	Major Events	2.67	2
2	Collisions	35	31
3	Injuries	.33	.29
4	Assaults on Transit Workers	6.33	.57



Safety Performance Target Coordination

This plan was originally written in conjunction with the Idaho Transportation Department's Public Transportation Office (ITD-PT) in coordination with Community Planning Association of Southwest Idaho (COMPASS), the Metropolitan Planning Organization (MPO). Safety performance targets will be submitted to by ITD-PT and COMPASS annually as shown below at the MPO's mid-year Small Urban Balancing Committee meeting.

Target Transmittal Dates:

- Idaho Transportation Department Public Transportation: June 30
- Community Planning Association of Southwest Idaho: June 30



CHAPTER 4 - SAFETY MANAGEMENT POLICY STATEMENT

Safety Management Policy

The management of safety is one of VRT's business functions. VRT is committed to developing, implementing, maintaining, and constantly improving processes to ensure all transit service delivery activities take place under a balanced allocation of organizational resources aimed at achieving the highest level of safety performance and meeting established standards.

All levels of management and all employees are accountable for the delivery of this level of safety performance, starting with the Chief Executive Officer.

VRT's commitment is to ensure employees and contractors:

- Support the management of safety through the provision of appropriate resources that will result in an organizational culture that:
 - fosters safe practices
 - encourages effective employee and contractor safety reporting and communication
 - actively manages safety with the same attention to results of the other management systems of the organization
- Integrate the management of safety among the primary responsibilities of all managers, employees, and contractors
- Clearly define for all staff, managers, employees, and contractors alike, their accountabilities and responsibilities for the delivery of the organization's safety performance and the performance of our safety management system
- Establish and operate hazard identification and analysis (including exposure to infectious diseases) and safety risk evaluation activities, including an employee and contractor safety reporting program as a fundamental source for safety concerns and hazard identification in order to eliminate or mitigate the safety risks of the consequences of hazards resulting from our operations or activities to a point which is consistent with our acceptable level of safety performance; this would include utilizing guidelines from the Centers for Disease Control and Prevention (CDC) and/or Idaho Department of Health
- Ensure no action will be taken against any employee or contractor who discloses a safety concern through the safety reporting program unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures
- Comply with, and wherever possible exceed, legislative and regulatory requirements and standards
- Ensure sufficient skilled and trained human resources are available to implement safety management processes
- Ensure all staff and contractors are provided with adequate and appropriate safety-related information and training, are competent in safety management matters, and are allocated only tasks commensurate with their skills
- Establish and measure safety performance against realistic and data-driven safety performance indicators and safety performance targets
- Continually improve safety performance through management processes that ensure



- appropriate safety management action is taken and is effective
- Ensure externally supplied systems and services to support operations are delivered meeting safety performance standards

Safety Management Policy Communication

VRT's commitment to the safety of their employees and contractors began with the roll out of the ASP. The Chief Safety Officer distributed the ASP to all VRT employees and contractors in November 2020. Each VRT employee and contractor received a copy of the plan. Following dissemination of the policy, a signed acknowledgement was collected. New VRT employees and contractor employees are given a copy of the ASP, and a signed acknowledgement is collected.

Each revision of the ASP will continue to be provided to VRT employees and contractors once final approval has been received. Anytime changes are made to the ASP, a signed acknowledgment by VRT employees and contractors will be required.

The ASP Policy Statement is posted on a bulletin board in all administrative offices. Contractors are expected to post the ASP Policy Statement in common operating and maintenance areas. The ASP Policy Statement will also be distributed to all new hires during orientation for VRT employees. Contractors that VRT does not provide new hire orientation for are required to distribute the ASP Policy Statement during new hire orientation.

Authorities, Accountabilities, and Responsibilities

Accountable Executive

Chief Executive Officer

The Chief Executive Officer is ultimately responsible for carrying out the ASP and Transit Asset Management (TAM) Plan, and the allocation of resources needed to develop and maintain both plans. The Accountable Executive is responsible for ensuring the Safety Plan and all Safety Management System (SMS) components are effectively implemented and for ensuring action is taken, as necessary, to address substandard performance in the agency's SMS.

Chief Safety Officer (CSO)

Chief Operating Officer

The Chief Executive Officer has designated the Chief Operating Officer as the Chief Safety Officer. In addition to their other duties, the Chief Operating Officer has the authority and responsibility for day-to-day implementation and operation of safety and reports directly to the Chief Executive Officer. At minimum, the Chief Operating Officer is trained in the training outlined in Section 7 under "Requirements for Chief Safety Officer Training"

Agency Leadership and Executive Management

The Chief Safety Officer has designated the Compliance Analyst as the Agency Lead. The Agency Lead is a single identifiable person who will manage the day-to-day operation of the ASP, including the following key tasks:

- Establish goals and targets
- Ensure the plan is followed by all employees
- Report to key management progress of the plan



- Make recommendations to improve the plan after implementation
- Report to any government agency any reporting requirements associated with ASP

VRT Safety Management Team

The VRT Safety Management Team have the following authorities, accountabilities, and responsibilities:

- Meet monthly to review safety suggestions to determine the next step to resolve
- Meet monthly to review safety events to ensure accuracy in reporting standards
- Oversee day-to-day operations in their department
- Modify department policies and procedures to be consistent with ASP as needed
- Provide subject matter expertise to support implementation of the ASP as requested by the Accountable Executive or the Chief Safety Officer, including investigation of safety events, development of safety risk mitigations, and monitoring of mitigation effectiveness

The VRT Safety Management Team includes:

- VRT Chief Financial Officer
- VRT Chief Operating Officer
- VRT Compliance Analyst
- VRT Chief Development Officer
- VRT Operations Director
- VRT Fleet Supervisor
- VRT Facilities Manager

VRT Safety Committee

The VRT Safety Committee purpose is: (I) identifying and recommending risk-based mitigations or strategies necessary to reduce the likelihood and severity of consequences identified through the agency's safety risk assessment; (II) identifying mitigations or strategies that may be ineffective, inappropriate, or were not implemented as intended; and (III) identifying safety deficiencies for purposes of continuous improvement.

The committee will be comprised of an equal number of management staff comprised of staff from VRT and frontline employees chosen by the plurality union for the contractors. The Chief Safety Officer and highest-ranking union member will act as chairs for the committee and will jointly prepare agendas for the meetings. Each entity may name alternates for the committee as needed.

The committee will meet quarterly to review and discuss safety events and issues reported and will annually review the plan and recommend updates. The quarterly meetings will be held at 2:15 pm, the second Tuesday of the month, in January, April, July, and October unless otherwise rescheduled. The meetings will be held by teleconference. An agenda for the meetings will be sent to committee members at least 48 hours in advance.

The VRT Safety Committee certifies the plan when edits or updates are made before it can be approved by the VRT Board of Directors. For the plan to be certified, a majority of the committee members must agree on the edits or updates. Updates will be made to the plan



as needed, but at a minimum, it will be reviewed annually. If no updates are made, the plan will not need to be recertified.

The VRT Safety Committee will include the following management representatives, comprised of staff from VRT and the frontline employees that have been selected by the plurality of the union that represents the contractors in Ada and Canyon counties:

- Three VRT Management representatives, to include the VRT Chief Safety Officer
- Three Canyon County management representatives
- Two Ada County management representatives
- Five Ada County representatives
- Three Canyon County representatives

At each quarterly safety meeting, the safety committee will make recommendations to improve safety and evaluate any safety hazard reported. Each quarterly safety committee meeting will also include discussion of the following:

- Review of safety events to review culpability
- Identify the causes associated with each safety event
- Develop mitigation measures to reduce the risk of safety events occurring in the future
- Review of policy and procedures
- Training
- Safety awareness

Driver Safety Meetings

VRT and contractors are required to hold monthly safety meetings. Each meeting will include a permanent agenda item dedicated to safety, where safety issues are discussed and documented.

VRT Safety Reporting

VRT issues a newsletter quarterly with a section dedicated to safety. VRT will share any hazard reports and mitigations as needed from the previous newsletter, along with a link to report any safety issues or suggestions. VRT employees and contractors are also able to email the Compliance Analyst directly to share safety topics or to provide feedback on reported hazards. Any safety issues or suggestions reported by VRT staff will be discussed at each VRT Safety Management Team meeting.

Employee Safety Reporting Program

VRT is committed to conducting business with honesty and integrity. Employees and contractors are encouraged to speak up and raise questions and concerns promptly about any situation that may violate safety protocols, policies, procedures, the laws, rules, and regulations that govern business operations.

Employees and contractors are expected to tell others if witnessing unsafe work practices or conditions. In instances when employees and/or contractors are not comfortable discussing these unsafe conditions with fellow employees, they are encouraged to discuss the situation



with management or report it in writing anonymously.

VRT uses safety reporting software called Trackit to identify, track, and resolve reported safety hazards. The software allows VRT employees and contractors to easily report any safety issue that could affect the operation of service. Safety issues can be reported anonymously, or reporters can provide contact information to be kept updated on the report using a QR code or an online form.

However, where matters are more serious or the employee or contractor feels management has not addressed the concern or they are not comfortable reporting to their immediate manager, employees can report the concern to the next level manager, any member of the safety committee, Chief Safety Officer or Compliance Analyst. Employees and contractors may also anonymously submit a written or verbal complaint by calling the State Safety Officer with ITD's Public Transportation office at 208 334-8533 or by email to shauna.miller@itd.gov.

Retaliation against anyone who, in good faith, reports observations of unsafe or illegal activities, or against anyone who cooperates in any investigation of such report, is strictly prohibited, and is not tolerated, regardless of the outcome of the complaint. In other words, employees and contractors are protected for speaking up in good faith under this policy. Any manager, or coworker who retaliates against a complaining employee, contractor, or anyone involved in an investigation of a complaint is subject to discipline and/or termination.

Managers are charged with ensuring that they, their staff, and contractors comply with whistleblower protection and that no retaliation occurs because of a reported safety-related issue. However, VRT may take disciplinary action if the report involves any of the following:

- Willful participation in illegal activity
- Gross negligence, such as knowingly utilizing heavy equipment for purposes other than intended such that people or property are put at risk
- Deliberate or willful disregard of regulations or procedures, such as reporting to work under the influence of controlled substances

Examples of information typically reported:

If an employee or contractor is involved in a near miss, or determines something to be a hazard, the event should be reported so all may learn from the event and prevent a collision or injury from occurring in the future. If the safety hazard requires immediate attention, a supervisor must be notified immediately. If immediate attention is not required, the employee or contractor is encouraged to submit the information to management by the end of their workday. VRT management or contractor's management then initiates conversations with employees about their observations of both safe and unsafe behaviors.

If a safety event has occurred, the vehicle operator must stop the vehicle immediately as it is safe to do so and follow company policy regarding safety event reporting.

VRT encourages anyone who sees, hears, or learns of any conduct or statement that seems threatening or suspicious, and/or any weapons on company premises or in company vehicles, to immediately report such conduct or statement. If there is an immediate risk or



imminent threat of violence, serious harm, or life-threatening conduct, employees should immediately call 911, local police, or other law enforcement.

Once the safety issue is submitted, it is reviewed by the Compliance Analyst or the Chief Safety Officer. Following the review, the software will send the report via email to the department responsible to address the reported issue. All activities tied to the safety issue remain within the software.

The safety issues are also reviewed to determine if they should be presented to the safety committee for discussion. Types of safety issues reported that would be presented for discussion to the safety committee, including issues that a solution would benefit the employees or contractors, are within the scope of the operations for VRT or that require action by VRT to complete.

The Chief Safety Officer or designee, supported by the Safety Committee, will review and address reported safety issues at each quarterly Safety Committee meeting. Each safety issue will be reviewed to ensure hazards, and their consequences are appropriately identified and resolved through the Safety Risk Management process. All reported deficiencies and non-compliance with rules or procedures are managed through the Safety Assurance process.

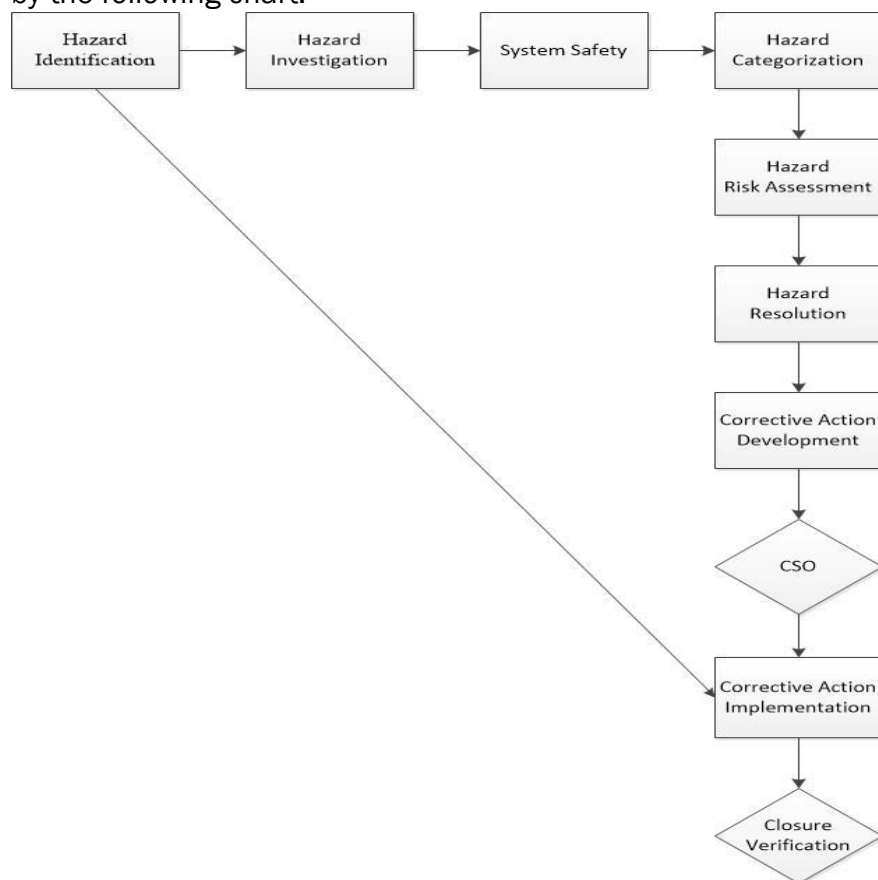
The Chief Safety Officer or designee will also notify contractors of all actions taken to address reported safety issues annually. The contractors will be responsible to disseminate the information to their employees. Additionally, if the reporting employee provided his or her name during the reporting process, the Chief Safety Officer or designee will follow up directly with the employee when VRT determines if action should be taken and after any mitigations are implemented.



CHAPTER 5: SAFETY RISK MANAGEMENT

Safety Risk Management Process

This chapter describes VRT's processes for identifying, assessing, mitigating, and monitoring safety risks, consistent with 49 CFR Part 673 and the 2024 ASP requirements, including risk reduction programs for transit workers and roadway safety. Safety Management is at the core of everything done at VRT. All employees and contractors are responsible for performing their jobs in a safe manner, which includes identifying safety risks and participating in developing and implementing effective mitigation techniques. The process for managing hazards, from identification through corrective action and closure, is illustrated by the following chart.



As described earlier, a structure exists to address all safety concerns. To ensure safety, the VRT Safety Committee is responsible for reviewing safety related events to review culpability, to identify the causes associated with each event, and develop mitigation measures to reduce the risk of events occurring in the future. Having this committee provides a way for employees and contractors to report safety risks in a timely manner and to teams that understand the conditions associated with each area. Additionally, the opportunity exists for more timely, appropriate, and effective mitigation measures.

Safety Hazard Identification

The safety hazard identification process offers VRT the ability to identify hazards and potential consequences in the operation and maintenance of our system. Hazards can be identified through a variety of sources, including:

- Employee Safety Reporting



- Review of contractor monthly performance data and safety performance targets
- Comments from customers, passengers, and third parties, including VRT's insurance provider and vendors
- Safety Committee, drivers, and staff meetings
- Audits and inspections of vehicles and facilities
- Training assessments
- Investigations into safety events
- Federal Transit Administration (FTA) and other oversight authorities (mandatory information sources)
- Road conditions
- Safety and performance data targets
- Camera footage
- Supervisor or employee observations
- Maintenance reports
- Utilizing guidelines from the Centers for Disease Control and Prevention (CDC) and/or Idaho Department of Health

When a safety concern is observed, whatever the source, it is reported to VRT's Chief Safety Officer or designee. Procedures for reporting hazards are reviewed during new hire orientation and at the quarterly Safety Committee meetings. The Chief Safety Officer or designee may also enter hazards into Trackit based on review of results of audits and observations, and information received from FTA and other oversight authorities, as well as the National Transportation Safety Board.

The Chief Safety Officer or designee may conduct further analyses of hazards and consequences entered into Trackit to collect information and identify additional consequences and to inform which hazards should be prioritized for safety risk assessment. In following up on identified hazards, the Chief Safety Officer or designee may:

- Reach out to the reporting party, if available, to gather all known information about the reported hazard
- Conduct a walkthrough of the affected area, assessing the possible hazardous condition, generating visual documentation (photographs and/or video), and taking any measurements deemed necessary
- Conduct interviews with employees in the area to gather potentially relevant information on the reported hazard
- Review any documentation associated with the hazard (records, reports, procedures, inspections, technical documents, etc.)
- Contact other departments that may have association with our technical knowledge relevant to the reported hazard
- Review any past reported hazards of a similar nature
- Evaluate tasks and/or processes associated with the reported hazard



The Chief Safety Officer, or designee will prepare an agenda to discuss identified hazards and consequences with the VRT Safety Committee during quarterly meetings. This agenda may include additional background on the hazards and consequences, such as the results of trend analyses, vehicle camera footage, vendor documentation, reports and observations, or information supplied by FTA or other oversight authorities.

Any identified hazard that poses a real and immediate threat to life, property, or the environment must immediately be brought to the attention of the Accountable Executive and addressed through the Safety Risk Management process, to include the VRT Safety Committee, for safety risk assessment and mitigation. If the VRT Safety Committee recommends a safety risk mitigation and the Accountable Executive elects not to implement it, the Accountable Executive will prepare a written justification documenting the rationale for the decision, consistent with the recordkeeping requirements under 49 CFR §673.31. This justification will be provided to the VRT Safety Committee. The justification will also be shared with the VRT Board of Directors or equivalent oversight body.

Safety Committee Dispute Resolution:

In a transit system serving a large UZA, the committee must decide on how it will settle disputes when the worker-side members take one position on an issue and the management-side members take an opposing one or when the committee otherwise reaches a deadlock. The committee can use the arbitration procedure in the worker-side members collective bargaining agreement, or any other process the committee agrees on.

Management cannot decide how to resolve disputes. VRT's Chief Safety Officer cannot resolve committee disputes under any circumstances. Management also may not choose another management employee to resolve disputes unless the committee agrees to it.

Safety Risk Assessment:

VRT assesses safety risk associated with identified safety hazards using its safety risk assessment process. This includes an assessment of the likelihood and severity of the consequences of hazards, including existing mitigations and prioritizing hazards based on safety risk. Pursuant to 49 C.F.R. Part 673.5, "Risk" is defined as the composite of predicted severity and likelihood of the potential effect of a hazard.

Once a hazard has been identified, the Chief Safety Officer or designee and VRT Safety Committee will categorize the hazard into the following severity levels. The categorization of hazards is consistent with risk-based criteria for severity, reflecting the principle that not all hazards pose an equal amount of risk to personal safety.

Category 1: Catastrophic

Operating conditions are such that human error, design deficiencies, element, subsystem or component failure, or procedural deficiencies may cause death or major system loss and require immediate termination of the unsafe activity or operation.

Category 2: Critical



Operating conditions are such that human error, subsystem or component failure, or procedural deficiencies may cause severe injury, severe occupational illness, or major system damage and require immediate corrective action.

Category 3: Marginal

Operating conditions are such that they may result in minor injury, occupational illness or system damage and are such that human error, subsystem or component failures can be counteracted or controlled.

Category 4: Negligible

Operating conditions are such that human error, subsystem, or component failure or procedural deficiencies will result in less than minor injury, occupational illness, or system damage.

The next step in assessing the hazard is to determine the likelihood of an event occurring. Likelihood is determined based on the analysis of transit system operating experience, evaluation of VRT safety data, the analysis of reliability and failure data, and/or from historical safety data from other passenger bus systems.

The following chart describes the likelihood categories:

Likelihood of Occurrence or Event

Description	Frequency for Specific Item	Selected Frequency for Fleet/Inventory
Frequent	Likely to occur frequently	Continuously experienced
Probable	Will occur several times in the life of the item	Will occur frequently in the system
Occasional	Likely to occur sometime in the life of an item	Will occur several times in the system
Remote	Unlikely but possible to occur in the life of an item	Unlikely but can be expected to occur
Improbable	So unlikely it can be assumed occurrence may not be experienced	Unlikely to occur but possible

Identified hazards are placed into the following Risk Assessment Matrix to enable the decision maker to understand the amount of risk involved in accepting the hazard in relation to the cost (schedule, cost, operations) to reduce the hazard to an acceptable level.

Frequency	Severity			
	Catastrophic	Critical	Marginal	Negligible
Frequent	High	High	High	Medium
Probable	High	High	Serious	Medium
Occasional	High	Serious	Serious	Low
Remote	Serious	Serious	Medium	Low
Improbable	Medium	Medium	Medium	Low

Based on the company policy and the analysis of historical data, VRT has made the following determinations regarding risk acceptance.



Hazard Risk Index	Criteria by Index
High	Unacceptable
Serious	Undesirable (management decision)
Medium	Acceptable with management review
Low	Acceptable without management review

The Chief Safety Officer or designee schedules safety risk assessment activities on the VRT Safety Committee agenda and prepares a Safety Risk Assessment Package. This package is distributed at least one week in advance of the VRT Safety Committee meeting. During the meeting, the Chief Safety Officer or designee reviews the hazard, and its consequence(s) and reviews available information distributed in the Safety Risk Assessment Package on severity and likelihood. The Chief Safety Officer or designee may request support from members of the VRT Safety Committee in obtaining additional information to support the safety risk assessment.

Once sufficient information has been obtained, the Chief Safety Officer or designee will facilitate the completion of relevant sections of the Trackit report using the Safety Risk Assessment Matrix with the Safety Committee. The Chief Safety Officer or designee will document the VRT Safety Committee's safety risk assessment, including hazard rating and mitigation options for each assessed safety hazard in the Trackit report. The Chief Safety Officer will maintain a file on VRT Safety Committee agendas, Safety Risk Assessment Packages, additional information collection, and the completed Trackit report for a period of three years from the date of generation.

Safety Risk Mitigation

The Accountable Executive and Chief Safety Officer review current safety risk mitigation methods and, based on recommendations from the VRT Safety Committee, establish procedures to mitigate or eliminate safety risks associated with identified hazards. VRT reduces safety risks by decreasing the likelihood and/or severity of potential consequences related to these hazards. In developing effective safety risk mitigation strategies, VRT also considers guidance provided by oversight authorities, if applicable, and the Federal Transit Administration (FTA). VRT monitors the ongoing effectiveness of mitigations through regular audits, inspections, and trend analyses, and updates mitigation strategies as needed based on collected performance data.

Prioritization of safety risk mitigations is based on the results of safety risk assessments. The Chief Safety Officer or designee tracks and updates safety risk mitigation information in the Trackit and makes the reports available to the VRT Safety Committee during quarterly meetings and to VRT staff upon request. In Trackit, the Chief Safety Officer or designee will also document any specific measures or activities, such as reviews, observations, or audits, that will be conducted to monitor the effectiveness of mitigations once implemented. The follow-up actions will be implemented as follows.

Unacceptable: The hazard must be mitigated in the most expedient manner possible before normal service may resume. Interim corrective action may be required to mitigate the hazard to an acceptable level while the permanent resolution is in



development.

Undesirable: A hazard at this level of risk must be mitigated unless the Chief Executive Officer and Chief Safety Officer issues a documented decision to manage the hazard until resources are available for full mitigation.

Acceptable with Review: The Chief Executive Officer and Chief Safety Officer must determine if the hazard is adequately controlled or mitigated as is.

Acceptable without Review: The hazard does not need to be reviewed by the management team and does not require further mitigation or control.

Risk Reduction Program

VRT and contractors are required to provide adequate training to reduce vehicular and pedestrian safety events involving buses. Training will include techniques to reduce visibility impairments, supported by retrofits to existing buses and procurement specifications for new vehicles.

VRT and contractors will ensure assaults on transit workers are mitigated. This will include the deployment of assault mitigation infrastructure and technology on buses, including barriers to restrict the unwanted entry of individuals and objects into the workstations of bus operators, based on results of a safety committee risk analysis confirming their effectiveness in reducing assaults and injuries to transit workers.



Chapter 6 - Safety Assurance

Safety Performance Monitoring and Measurement

Through our Safety Assurance process, VRT will:

- Evaluate compliance with operations and maintenance procedures to determine whether existing rules and procedures are sufficient to control safety risk for VRT and contractors
- Assess the effectiveness of safety risk mitigations of VRT and contractors to make sure the mitigations are appropriate and are implemented as intended
- Require VRT staff and contractors to investigate safety events to identify causal factors
- Ensure VRT and contractors analyze information from safety reporting, including data about safety failures, defects, or conditions

VRT has many processes in place to monitor its entire transit system for compliance with contractors operations and maintenance procedures, including:

- Safety audits
- Informal inspections
- Regular review of onboard camera footage to assess specific safety events
- Safety surveys
- Employee Safety Reporting Program
- Investigation of safety occurrences
- Safety review prior to the launch or modification of service
- Data gathering and monitoring of data related to the delivery of service
- Regular vehicle inspections and preventative maintenance

Results from the above processes are compared against recent performance trends quarterly and annually by the Chief Safety Officer to determine where action needs to be taken. The Chief Safety Officer enters any identified non-compliant or ineffective activities, including mitigations, back into the Safety Risk Management process for reevaluation by the VRT Safety Committee. This information is also utilized to impact operational and budget decisions.

Monitoring for Ineffective, Inappropriate, or Unimplemented Safety Risk Mitigations

VRT monitors safety risk mitigations to determine if they have been implemented and are effective, appropriate, and working as intended. The Chief Safety Officer or designee maintains a list of safety risk mitigations in Trackit. The mechanism for monitoring safety risk mitigations varies depending on the mitigation.

The Chief Safety Officer establishes one or more mechanisms for monitoring safety risk mitigations as part of the mitigation implementation process and assigns monitoring activities to the appropriate director, manager, or supervisor. These monitoring mechanisms may include tracking a specific metric on daily, weekly, or monthly logs or reports; conducting job performance observations; or other activities. The Chief Safety Officer will endeavor to make use of existing processes and activities before assigning new information collection activities.

The Chief Safety Officer or designee and VRT Safety Committee review the performance of individual safety risk mitigations during quarterly meetings based on the reporting schedule



determined for each mitigation and determine if a specific safety risk mitigation is not implemented or performing as intended. If the mitigation is not implemented or performing as intended, the VRT Safety Committee will propose a course of action to modify the mitigation or take other action to manage the safety risk. The Chief Safety Officer or designee will approve or modify this proposed course of action and oversee its execution.

The Chief Safety Officer or designee and VRT Safety Committee also monitor operations on a large scale to identify mitigations that may be ineffective, inappropriate, or not implemented as intended by:

- Reviewing results from safety event investigations
- Monitoring employee safety reporting
- Reviewing results of internal safety audits and inspections
- Analyzing operational and safety data to identify emerging safety concerns

The Chief Safety Officer works with the VRT Safety Committee and Accountable Executive to carry out and document all monitoring activities.

Safety Investigations

Any occurrence involving a passenger, while under the care, custody, and control of VRT or transit management contractor is considered a safety event. Any contact between a VRT vehicle and another person, vehicle, or object while under the care, custody, and control of VRT or transit management contractor is considered a safety event, whether or not there was damage or injury.

All safety events, regardless of severity, will be investigated by VRT or transit management contractor staff. The investigation will include law enforcement assistance, if needed, photos, safety event report, fault determination, safety event tracking and retraining when necessary.

VRT and transit management contractor will maintain documented procedures for conducting safety investigations of events (safety events and occurrences, as defined by FTA) to find causal and contributing factors and review the existing mitigations in place at the time of the event. VRT and/or contractors maintain all documentation of the investigation policies, processes, forms, checklists, activities, and results. The following information is expected for each safety event:

- Whether the safety event was preventable or non-preventable
- Personnel requiring discipline or retraining
- The causal factor(s) indicates that a safety hazard contributed to or was present during the event
- The safety event appears to involve underlying organizational causal factors beyond just individual employee behavior

VRT has zero tolerance for preventable injuries and collisions. Elimination of preventable injuries and collisions is our number one goal. Contractors are expected to follow VRT requirements for safety event investigations.

The Chief Safety Officer or designee maintains all documentation of VRT audits of contractors investigation policies, processes, forms, checklists, activities, and results. As detailed in VRT's



procedures, an investigation report is prepared and sent to the VRT Safety Committee for integration into their analysis of the event at each quarterly meeting.

VRT and contractors will hold monthly staff meetings to discuss concerns and progress in the area of safety and safety related concerns. Recommendations are considered, and necessary changes implemented. All complaints are addressed immediately and reviewed monthly.

Internal Safety Reporting Program Monitoring

The VRT Safety Management Team routinely reviews safety data captured in employee safety reports, safety meeting minutes, customer complaints, and other safety communication channels, including safety event reporting software. When necessary, the Chief Safety Officer and VRT Safety Committee ensure the concerns are investigated or analyzed through the Safety Risk Management process.

The Chief Safety Officer, VRT Safety Management Team and VRT Safety Committee also review internal and external reports, including audits and assessments, with findings concerning safety performance, compliance with operations and maintenance procedures, or the effectiveness of safety risk mitigations.

Continuous Improvement

VRT will continuously assess the safety performance of the ASP. If VRT identifies safety deficiencies as part of its safety performance assessment, VRT will develop and carry out, under the direction of the Accountable Executive, a plan to address the identified safety deficiencies.



Chapter 7 - Safety Promotion

Competencies and Training

The education and training programs provided by VRT or contractors are to be a highly regimented and professionally developed program built around a curriculum featuring learning opportunities in knowledge and skills. This training applies to all employees directly responsible for safety-critical duties, including, but not limited to:

- Vehicle operators
- Dispatchers
- Road Supervisors
- Maintenance personnel
- Managers and supervisors

Upon hire, all new employees will receive an orientation to include review of policies and procedures. Continuing training for all employees will occur at regular intervals to promote a high degree of safety, skill, performance, and morale. Retraining may be required following a leave of absence or if the need is otherwise determined by an employee's supervisor.

Various delivery mechanisms for driver training, such as classroom, multimedia presentations, closed course observation, and behind-the-wheel skill building are used to support the learning process. Learning is evaluated through written quizzes, driving tests, observation, and customer service evaluations.

Basic training requirements, including refresher training, are to be documented in the Transit Management Service Agreement, or the VRT Contractor Monitoring and Oversight Procedures.

Safety related training will include:

- New hire training for vehicle operators and maintenance personnel
- Continued refresher training for vehicle operators and maintenance personnel
- Retraining for vehicle operators and maintenance personnel
- De-escalation training for vehicle operators and maintenance personnel
- Classroom and on the job training for dispatchers/road supervisors
- Ongoing skill training for maintenance personnel and supervisors
- Ongoing vehicle maintenance training for maintenance personnel
- OSHA standards for vehicle maintenance personnel and supervisors
- Accident investigation training for managers and supervisors
- Ongoing hazardous material training for vehicle maintenance personnel and supervisors
- Ongoing maintenance training provided by vendors
- Classroom and on the job training for operations supervisors and managers
- Reasonable suspicion determination and reporting training for supervisors and managers
- Accident investigation training for supervisors and managers

Training records are maintained and monitored by VRT and contractors and are reviewed by VRT as part of its oversight process.



The education and training programs provided by VRT and contractors are to be a highly regimented and professionally-developed program built around a curriculum featuring learning opportunities in knowledge and skills. This training applies to all employees directly responsible for safety, including, but not limited to:

- Agency Leadership
- Chief Safety Officer
- Accountable Executive

Agency leadership safety related training includes:

- Classroom and on-the-job training
- SMS Awareness online training
- Accident investigation training

The Chief Safety Officer will be trained, at minimum, in

- Reasonable Suspicion Determination and Reporting
- OSHA requirements

VRT's Accountable Executive, agency leadership, and Chief Safety Officer must complete FTA's SMS Awareness online training.

VRT promotes a culture of continuous learning to ensure safety-critical staff maintain high levels of competency in line with current best practices and regulatory changes.

Safety Communication

Establishing and maintaining a culture that demands safe behavior at all times is at the core of VRT's safety plan. This is done, in part, by providing a regular flow of positive information and recognizing those who are performing safely.

Safety Awareness Communications

VRT's Chief Safety Officer (CSO) or designee and contractors will coordinate safety communication by:

- Communicating information on safety hazards, risks, safety actions taken, and safety performance through monthly staff reports
- Posting safety bulletins, flyers, and updates about hazards, risks, and corrective actions on all administrative bulletin boards
- Providing safety policies, procedures, and hazard identification methods as part of new-hire training to all VRT staff and contracted vehicle operators
- Issuing memos or messages to employees that address newly emerging hazards, safety events, and actions taken, which are reinforced by supervisors
- Delivering targeted communications, including handouts, flyers, bulletin board updates, and one-on-one discussions between employees and supervisors, especially in response to frontline worker safety reports
- Generating system-wide participation in safety management through positive reinforcement and employee engagement
- Encouraging all employees to "take ownership" of safety outcomes by promoting open communication and active hazard reporting



- Engaging executives and managers at all levels to model, lead, and promote open safety communication
- Sharing safety performance results and safety committee outcomes at the individual, departmental, and project levels, celebrating successes
- Communicating the results of collaboration with frontline transit worker representatives and Safety Committees as required by 49 CFR Part 673.17(b) and 673.19



Chapter 8 - Additional Information

Supporting Documentation

Numerous standard operating procedures (SOPs), in addition to those mentioned in this plan, have been developed and incorporated into operational practices at VRT. Documents are maintained for three years after they are created and are made available upon request by FTA or ITD-PT.

The SOPs have been designed to create operational consistency, increase awareness of risks and hazards, and provide easily duplicated processes for identifying and mitigating the risks associated with providing transit services.

Definitions of Terms

VRT incorporates all of FTA's definitions that are in 49 CFR § 673.5 of the Public Transportation Agency Safety Plan regulation.

Accountable Executive means a single, identifiable person who has ultimate responsibility for carrying out the ASP of a public transportation agency. This individual is responsible for carrying out the agency's Transit Asset Management Plan, the control or direction over the human and capital resources needed to develop and maintain both the transit agency's ASP, in accordance with 49 U.S.C. 5329(d), and the transit agency's Transit Asset Management Plan, in accordance with 49 U.S.C. 5326.

Agency Safety Plan (or Public Transportation Agency Safety Plan) means the documented comprehensive Agency Safety Plan for a transit agency that is required by 49 U.S.C. 5329 and Part 673.

Assault on a transit worker means, as defined under 49 U.S.C. 5302, a circumstance in which an individual knowingly, without lawful authority or permission, and with intent to endanger the safety of any individual, or with a reckless disregard for the safety of human life, interferes with, disables, or incapacitates a transit worker while the transit worker is performing the duties of the transit worker.

Chief Safety Officer means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

Contractor means one that contracts or is party to a contract, that performs work or provides supplies.

Direct Recipient means an entity that receives Federal financial assistance directly from the Federal Transit Administration.

Emergency means, as defined under 49 U.S.C. 5324, a natural disaster affecting a wide area (such as a flood, hurricane, tidal wave, earthquake, severe storm, or landslide) or a



catastrophic failure from any external cause, as a result of which the Governor of a State has declared an emergency and the Secretary has concurred; or the President has declared a major disaster under section 401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5170).

Equivalent Entity means an entity who carries out duties similar to that of a Board of Directors for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's ASP.

FTA means the Federal Transit Administration, an operating administration within the United States Department of Transportation.

Hazard means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Injury means any harm to persons as a result of an event that requires immediate medical attention away from the scene.

Investigation means the process of determining the casual and contributing factors of a safety event or hazard, for the purpose of preventing recurrence and mitigating safety risk.

Joint labor-management process means a formal approach to discuss topics affecting transit workers and the public transportation system.

Large urbanized area provider means a recipient or subrecipient of financial assistance under 49 U.S.C. 5307 that serves an urban area with a population of 200,000 or more as determined by the most recent decennial Census.

National Public Transportation Safety Plan means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.

Near-miss means a narrowly avoided safety event.

Operator of a public transportation system means a provider of public transportation as defined under 49 U.S.C. 5302.

Performance Measure means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Potential Consequence means the effect of a hazard.

Public transportation means, as defined under 49 U.S.C. 5302, regular, continuing shared-ride surface transportation services that are open to the general public or open to a segment of the general public defined by age, disability, or low income; and does not include:



- (1) Intercity passenger rail transportation provided by the entity described in 49 U.S.C. chapter 243 (or a successor to such entity);
- (2) Intercity bus service;
- (3) Charter bus service;
- (4) School bus service;
- (5) Sightseeing service;
- (6) Courtesy shuttle service for patrons of one or more specific establishments; or
- (7) Intra-terminal or intra-facility shuttle services.

Recipient means a State or local governmental authority, or any other operator of a public transportation system, that receives financial assistance under 49 U.S.C. chapter 53.

Safety Assurance means processes within a transit agency's Safety Management System that function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Committee means the formal joint labor-management committee on issues related to safety that is required by 49 U.S.C. 5329 and this part.

Safety Event means an unexpected outcome resulting in injury or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Safety Management Policy means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities for the management of safety.

Safety Management System means the formal, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing hazards and safety risks.

Safety Management System (SMS) Executive means a Chief Safety Officer or an equivalent.

Safety Performance Target means a quantifiable level of performance or condition, expressed as a value for the measure, related to safety management activities, to be achieved within a specified time period.

Safety Promotion means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

Safety Risk means the composite of predicted severity and likelihood of a potential consequence of a hazard.

Safety Risk Assessment means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.



Safety Risk Management means a process within a transit agency's Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk of their potential consequences.

Safety Risk Mitigation means a method or methods to eliminate or reduce the severity and/or likelihood of a potential consequence of a hazard.

Safety Set-aside means the allocation of not less than 0.75 percent of assistance received by a large urbanized area provider under 49 U.S.C. 5307 to safety-related projects eligible under 49 U.S.C. 5307.

State means a State of the United States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.

State of Good Repair (SGR) means the condition in which a capital asset is able to operate at a full level of performance.

State Safety Oversight Agency means an agency established by a State that meets the requirements and performs the functions specified by 49 U.S.C. 5329(e) and (k) and the regulations set forth in 49 CFR part 674.

Subrecipient means an entity that receives Federal transit grant funds indirectly through a State or a direct recipient.

Transit Agency means an operator of a public transportation system that is a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 or a rail transit agency.

Transit Asset Management Plan means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR Part 625.

Transit Worker means any employee, contractor, or volunteer working on behalf of the transit agency.

Urbanized Area means, as defined under 49 U.S.C. 5302, an area encompassing a population of 50,000 or more that has been defined and designated in the most recent decennial census as an urban area by the Secretary of Commerce.

List of Acronyms

Acronym	Word or Phrase
ASP	Agency Safety Plan



CSO	Chief Safety Officer
FTA	Federal Transit Administration
GM	General Manager
ITD	Idaho Transportation Department
ITD-PT	Idaho Transportation Department Public Transportation Office
NTD	National Transit Database
OSHA	Occupational Safety & Health Administration
SMS	Safety Management System
SOP	Standard Operating Procedure
VRM	Vehicle Revenue Miles
VRT	Valley Regional Transit

Adoption Date: 11/02/2020

Effective Date: 08/04/2025

Last Revised Date: 02/06/2023; 09/01/2023; 08/04/2025

Last Reviewed Date: 08/04/2025

Supporting Documents: Agency Safety Plan Acknowledgement Form



AGENCY SAFETY PLAN ACKNOWLEDGEMENT FORM

I have received a copy and have reviewed the Agency Safety Plan.

Printed Name: _____

Signature: _____ Date: _____

Employer: _____





~~PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP)~~



valleyregionaltransit

9/1/2023

Valley Regional Transit (VRT)

700 NE 2nd Street, Suite 100
Meridian, ID 83642

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Chapter 1 — Transit Agency Information**AGENCY SAFETY PLAN (ASP)****CHAPTER 1 – TRANSIT AGENCY INFORMATION**

Transit Agency Name:	Valley Regional Transit (VRT)			
Transit Agency Address:	700 NE 2 nd Street Suite 100 , Meridian, ID 83642			
Accountable Executive:	Chief Executive Officer			
Chief Safety Officer:	Chief Operating Officer			
Modes of Service Covered by This Plan:	Fixed-Route Demand-Response	FTA Funding Types:	5307, 5310, 5311, 5339 LU 5307, 5310 SU, 5310 LU, 5310 Rural, 5339 SU, and, 5311, 5339 LUSU 5310, 5339 Rural	
Modes of Service Provided by VRT:	Fixed-Route - Contracted, Demand Response - Contracted, Low Income Job Access Service - Contracted			
Does the agency provide transit services on behalf of another transit agency or entity?	Yes ☐	No ☒	Description of Arrangement(s)	N/A
Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided	N/A			

~~Chapter 2 – Plan development, approval, and updates~~**CHAPTER 2 – PLAN DEVELOPMENT AND APPROVAL**

This plan is based on a template drafted by Shauna Miller, State Safety Oversight Officer, with the Idaho Transportation Department, Public Transportation Office and reviewed and amended by the VRT Safety Committee.

Valley Regional Transit Accountable Executive (Name)	
Elaine Clegg	
Signature of Accountable Executive	Date of Signature
Valley Regional Transit Board of Directors, Chair (Name)	
Joe Stear <u>Lauren McLean</u>	
Signature of Board of Directors, Chair	Date of Approval
VRT Safety Committee, Chairs (Name)	
Leslie Pedrosa, CSO Douglas Buckendorf, President/Business Agent ATU Local 398	
Signature of VRT Safety Committee, Chairs	Date of Certification

Version Number and Updates

Version Number	Section/Pages Affected	Reason for Change	Date Issued
Original	All	Origination of document	11/02/2020
Revision 1	All	Reviewed and updated	2/6/2023
Revision 2	All	Updates and Revisions	9/1/2023

Annual Review and Update of the ~~Public Transportation Safety Plan (PTASP)~~ASP

Valley Regional Transit's (VRT) plan addresses all applicable requirements and standards as set forth in Federal Transit Administration's (FTA) Public Transportation Safety Program and the National Public Transportation Safety Plan. At VRT, the review of safety practices is an ongoing process, not one limited to scheduled reviews. The Chief Safety Officer and the Compliance Analyst will review and update this plan as needed, or at a minimum by September 1 of each year. The VRT Safety Committee will be the first to review and certify



changes. Once certified by the safety committee, the accountable executive will review and approve any changes, sign the new plan and forward to the Board of Directors for final review and approval.

Chapter **CHAPTER 3** - **SAFETY PERFORMANCE TARGETS BY MODE OF SERVICE**

FTA's National Safety Performance Targets by Mode Plan establishes safety performance measures that can be applied to all modes of Service public transit under FTA's safety jurisdiction. The National Safety Plan identifies 14 safety performance measures for all agencies subject to the ASP regulation.

There are two kinds of safety performance measures established in the National Safety Plan:

- Total number measures, or measures of the total number of instances (for example, total number of major events, total number of collisions, etc.), and
- Rate measures, or measures of the rate of instances.

Goals and targets listed below are based on a 3-year rolling average of the data submitted to the National Transit Database (NTD) under section 5355. This data is collected monthly and analyzed to ensure VRT is progressing towards set goals. In the event it is found VRT is deviating from identified goals, VRT will comply with the processes outlined in this document.

MODE OF SERVICE: FIXED-ROUTE

Mode Of Service: Fixed-Route

Measure 1 Major Events:

- 1a: Major Events (As defined by NTD) - 1
- 1b: Major Events Rate - .07 per 100,000 miles
- 1.1: Collision Rate (Collisions Reported to NTD) - .07 per 100,000 miles
- 1.1.1: Pedestrian Collision Rate (As defined by NTD) - 0 per 100,000 miles
- 1.1.2: Vehicular Collision Rate (As defined by the NTD) - .07 per 100,000 miles

Measure 2 Fatalities:

- Total number of fatalities reported to National Transit Database (NTD): 2a: Fatalities - 0
- 2b: Fatality Rate of fatalities - 0 per 100,000 vehicle revenue miles (VRM): 0
- 2.1: Transit Worker Fatality Rate - 0 per 100,000 miles

Measure 3 Injuries:

- Total number of injuries reported to 3a: Injuries (As defined by NTD): 2
- 3b: Injury Rate of injuries - .15 per 100K VRM: 100,000 miles
- 3.1: Transit Worker Injury Rate - 0.1215 per 100,000 miles

Safety Events:

- Total number Rate of safety events reported to NTD: per 100K VRM - 0.21

Measure 4 Assaults on Transit Workers

- 4a Assaults on Transit Workers (As defined by NTD) 7
- 4b Rate of Assaults on Transit Workers - .51 per 100,000 miles



- ~~Measure 5~~
- ~~Rate of safety events per 100K VRM: 0.21~~

System Reliability:

- ~~Mean~~System reliability is measured as the mean distance (VRM) between major mechanical ~~system~~ failures (As defined by ~~mode:NTD~~) - ~~1 per 16,643.92 VRM~~11,038 miles

MODE OF SERVICE: DEMAND-RESPONSE

Fatalities:

Total number

Mode of fatalities reported to Service: Demand Response

Measure 1 Major Events

- ~~1a: Major Events (As defined by NTD:—0) - 3~~
- ~~1b: Major Events Rate of fatalities- 0.20 per 10050,000 vehicle revenue mile (VRM): 0miles~~

Injuries:

- ~~Total number of injuries reported1.1: Collision Rate (Collisions Reported to NTD:—3~~
- ~~Rate of injuries) - 0.20 per 100K VRM: 0.2950,000 miles~~

Safety Events:

- ~~Total number of safety events reported to NTD:—3~~
- ~~1.1.1: Pedestrian Collision Rate of safety events(As defined by NTD) - 0 per 100K VRM: 50,000 miles~~
- ~~1.1.2: Vehicular Collision (As defined by the NTD) - 0.3440 per 50,000 miles~~

Measure 2 Fatalities

- ~~2a Fatalities - 0~~
- ~~2b: Fatality Rate - 0 per 50,000 miles~~
- ~~2.1: Transit Worker Fatality Rate - 0 per 50,000 miles~~

Measure 3 Injuries

- ~~3a: Injuries (As defined by NTD) - 1~~
- ~~3b: Injury Rate - .07 per 50,000 miles~~
- ~~3.1: Transit Worker Injury Rate - .07 per 50,000 miles~~

Measure 4 Assaults on Transit Workers

- ~~4a Assaults on Transit Workers (As defined by NTD) - 0~~
- ~~4b Rate of Assaults on Transit Workers - 0 per 50,000 miles~~

System Reliability:

- ~~Mean~~System reliability is measured as the mean (mathematical average) distance (VRM) between major mechanical ~~system~~ failures ~~as defined by mode: the NTD.~~ - ~~1 per 11,151.84 VRM~~28,562 miles

Safety Performance Measure for Safety Risk Reduction Programs

The Bipartisan Infrastructure Law requires large urbanized area (UZA) providers (recipients or subrecipients of financial assistance under 49 U.S.C. 5307 (Section 5307) that serve an urban area with a population of 200,000 or more as determined by the most recent decennial Census) to include a safety risk reduction program in their ASPs. In the National Safety Plan, FTA identified eight safety performance measures that the Safety Committee of applicable transit agencies will use to set targets for the safety risk reduction program.

Some of the performance measures for the safety risk reduction program overlap with the measures for all agencies subject to the ASP regulation (described above). Large UZA providers may opt to use the same safety performance target set by the Safety Committee for the safety risk reduction program to satisfy the general safety performance target requirement for overlapping measures. Note that the target for the safety risk reduction program must be based on a three-year rolling average of the data the agency submits to the NTD.

The safety risk reduction program safety performance targets must reflect an annual reduction in the associated safety performance measure. To reflect an annual reduction, the safety performance target must be set below the three-year rolling average.

	<u>Safety Risk Reduction Program Safety Performance Measures</u>	<u>3 Year Rolling Avg.</u>	<u>Target Rate</u>
<u>1</u>	<u>Major Events</u>	<u>2.67</u>	<u>2</u>
<u>2</u>	<u>Collisions</u>	<u>35</u>	<u>31</u>
<u>3</u>	<u>Injuries</u>	<u>.33</u>	<u>.29</u>
<u>4</u>	<u>Assaults on Transit Workers</u>	<u>6.33</u>	<u>.57</u>

Safety Performance Target Coordination

This plan was originally written in conjunction with the Idaho Transportation Department's Public Transportation Office (ITD-PT) in coordination with Community Planning Association of Southwest Idaho (COMPASS), the Metropolitan Planning Organization (MPO). Safety performance targets will be submitted to by ITD-PT and COMPASS annually as shown below at the MPO's mid-year Small Urban Balancing Committee meeting.

Target Transmittal Dates:

- Idaho Transportation Department Public Transportation: June 30
- Community Planning Association of Southwest Idaho: June 30

Chapter



CHAPTER 4: - SAFETY MANAGEMENT POLICY STATEMENT

Safety Management Policy Statement

Safety Management Policy Statement

The management of safety is one of VRT's business functions. VRT is committed to developing, implementing, maintaining, and constantly improving processes to ensure all transit service delivery activities take place under a balanced allocation of organizational resources aimed at achieving the highest level of safety performance and meeting established standards.

All levels of management and all employees are accountable for the delivery of this level of safety performance, starting with the Chief Executive Officer.

VRT's commitment is to ensure transit employees and contractors:

- Support the management of safety through the provision of appropriate resources that will result in an organizational culture that:
 - fosters safe practices
 - encourages effective employee and contractor safety reporting and communication
 - actively manages safety with the same attention to results of the other management systems of the organization
- Integrate the management of safety among the primary responsibilities of all managers, employees, and contractors
- Clearly define for all staff, managers, employees, and contractors alike, their accountabilities and responsibilities for the delivery of the organization's safety performance and the performance of our safety management system
- Establish and operate hazard identification and analysis (including exposure to infectious diseases) and safety risk evaluation activities, including an employee and contractor safety reporting program as a fundamental source for safety concerns and hazard identification in order to eliminate or mitigate the safety risks of the consequences of hazards resulting from our operations or activities to a point which is consistent with our acceptable level of safety performance; this would include utilizing guidelines from the Centers for Disease Control and Prevention (CDC) and/or Idaho Department of Health
- Ensure no action will be taken against any employee or contractor who discloses a safety concern through the safety reporting program unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures
- Comply with, and wherever possible exceed, legislative and regulatory requirements and standards
- Ensure sufficient skilled and trained human resources are available to implement safety management processes
- Ensure all staff and contractors are provided with adequate and appropriate safety-related information and training, are competent in safety management matters, and are allocated only tasks commensurate with their skills
- Establish and measure safety performance against realistic and data-driven safety

- performance indicators and safety performance targets
- Continually improve safety performance through management processes that ensure appropriate safety management action is taken and is effective
- Ensure externally-supplied systems and services to support operations are delivered meeting safety performance standards

Safety Management Policy Communication

VRT's commitment to the safety of their employees and contractors began with the roll out of the PTASPASP. The Chief Safety Officer distributed the PTASPASP to all VRT employees and contractors in November 2020. Each VRT employee and contractor received a copy of the plan. Following dissemination of the policy, a signed acknowledgement was collected. New VRT employees and contractor employees are given a copy of the PTASPASP, and a signed acknowledgement is collected.

Each revision of the PTASPASP will continue to be provided to VRT employees and contractors once final approval has been received. Anytime changes are made to the PTASPASP, a signed acknowledgment by VRT employees and contractors will be required.

The PTASPASP Policy Statement is posted on a bulletin board in all administrative offices. Contractors are expected to post the PTASPASP Policy Statement in common operating and maintenance areas. The PTASPASP Policy Statement will also be distributed to all new hires during orientation for VRT employees. Contractors that VRT does not provide new hire orientation for are required to distribute the PTASPASP Policy Statement during new hire orientation.

Authorities, Accountabilities, and Responsibilities

Accountable Executive

Chief Executive Officer

The Chief Executive Officer is ultimately responsible for carrying out the PTASP,ASP and Transit Asset Management (TAM) Plan, and the allocation of resources needed to develop and maintain both plans. The Accountable Executive is responsible for ensuring the Safety Plan and all Safety Management System (SMS) components are effectively implemented and for ensuring action is taken, as necessary, to address substandard performance in the agency's SMS.

Chief Safety Officer (CSO)

Chief Operating Officer

The Chief Executive Officer has designated the Chief Operating Officer as the Chief Safety Officer. In addition to their other duties, the Chief Operating Officer has the authority and responsibility for day-to-day implementation and operation of safety and reports directly to the Chief Executive Officer. At minimum, the Chief Operating Officer is trained in the training outlined in Section 7 under "Requirements for Chief Safety Officer Training."

Agency Leadership and Executive Management

The Chief Safety Officer has designated the Compliance Analyst as the Agency Lead. The Agency Lead is a single identifiable person who will manage the day-to-day operation of the PTASPASP, including the following key tasks:

- Establish goals and targets
- Ensure the plan is ~~being~~ followed by all employees
- Report to key management progress of the plan
- Make recommendations to improve the plan after implementation
- Report to any government agency any reporting requirements associated with PTASPASP

VRT Safety Management Team

The VRT Safety Management ~~team~~Team have the following authorities, accountabilities, and responsibilities:

- Meet monthly to review safety suggestions to determine the next step to resolve ~~Participate in the VRT Safety Committee~~
- Meet monthly to review safety events to ensure accuracy in reporting standards
- Oversee day-to-day operations in their department
- Modify department policies and procedures to be consistent with PTASPASP as needed
- Provide subject matter expertise to support implementation of the PTASPASP as requested by the Accountable Executive or the Chief Safety Officer, including investigation of safety events, development of safety risk mitigations, and monitoring of mitigation effectiveness

The VRT Safety Management ~~team~~Team includes:

- VRT Chief Financial Officer
- VRT Chief Operating Officer
- VRT Compliance Analyst
- VRT Chief Development Officer
- VRT ~~Transit Services Manager~~Operations Director
- VRT Fleet Supervisor
- VRT Facilities ~~Technician~~Manager

VRT Safety Committee

The VRT Safety Committee purpose is: (I) identifying and recommending risk-based mitigations or strategies necessary to reduce the likelihood and severity of consequences identified through the agency's safety risk assessment; (II) identifying mitigations or strategies that may be ineffective, inappropriate, or were not implemented as intended; and (III) identifying safety deficiencies for purposes of continuous improvement.

The committee will be comprised of an equal number of management staff comprised of staff from VRT and ~~its contractors and~~ frontline employees chosen by the plurality union for the contractors. The Chief Safety Officer and highest-ranking union member will act as chairs for the committee and will jointly prepare agendas for the meetings. Each entity may name alternates for the committee as needed.

The committee will meet quarterly to review and discuss ~~incidentssafety events~~ and issues reported and will annually review the plan and recommend updates. The quarterly meetings will be held at 2:15 pm, the second Tuesday of the month, in January, April, July, and

October unless otherwise rescheduled. The meetings will be held by teleconference. An agenda for the meetings will be sent to committee members at least 48 hours in advance.

The VRT Safety Committee certifies the plan when edits or updates are made before it can be approved by the VRT Board of Directors. For the plan to be certified, a majority of the committee members must agree on the edits or updates. Updates will be made to the plan as needed, but at a minimum, it will be reviewed annually. If no updates are made, the plan will not need to be recertified.

The VRT Safety Committee will include the following management representatives, comprised of staff from VRT, ~~Transit Management of Canyon County (TMCC), and Transit Management of Ada County (TMAC); and the frontline employees that have been selected by the plurality of the union that represents the contractors in Ada and Canyon counties:~~

- Three VRT Management representatives, to include the VRT Chief Safety Officer
- Three ~~TMCC~~Canyon County management representatives
- Two ~~TMAC~~Ada County management representatives

~~The VRT Safety Committee will include the following frontline employees that have been selected by the plurality of the union that represents them:~~

- Five ~~TMAC~~Ada County representatives
- Three ~~TMCC~~Canyon County representatives

At each quarterly safety meeting, the safety committee will make recommendations to improve safety and ~~jointly~~ evaluate any safety hazard reported. Each quarterly safety committee meeting will also include discussion of the following:

- Review of safety ~~related incident~~events to review culpability
- Identify the causes associated with each ~~safety~~ event
- Develop mitigation measures to reduce the risk of ~~safety~~ events occurring in the future
- Review of policy and procedures
- Training
- Safety awareness

Driver Safety Meetings

~~TMAC~~VRT and ~~TMCC~~contractors are required to hold monthly safety meetings. Each meeting will include a permanent agenda item dedicated to safety, where safety issues are discussed and documented.

VRT Safety Reporting

VRT issues a newsletter ~~to employees, TMAC and TMCC employees monthly~~quarterly with a section dedicated to safety. VRT will share any hazard reports and mitigations as needed from the previous ~~month in the~~ newsletter, along with a link to report any safety issues or suggestions. VRT employees ~~and contractors~~ are also able to email the Compliance Analyst directly to share safety topics or to provide feedback on reported hazards. Any safety issues or suggestions reported by VRT staff will be ~~included on the~~discussed at each VRT Safety Management Team ~~agenda~~meeting.



Employee Safety Reporting Program

VRT is committed to conducting business with honesty and integrity. Employees and contractors are encouraged to speak up and raise questions and concerns promptly about any situation that may violate safety protocols, policies, procedures, the laws, rules, and regulations that govern business operations.

Employees and contractors are expected to tell others if witnessing unsafe work practices or conditions. In instances when employees and/or contractors are not comfortable discussing these unsafe conditions with fellow employees, they are encouraged to discuss the situation with management or report it in writing anonymously.

VRT uses safety reporting software called Trackit to identify, track, and resolve reported safety hazards. The software allows VRT employees and contractors to easily report any safety issue that could affect the operation of service. Safety issues can be reported anonymously, or reporters can provide contact information to be kept updated on the report using a QR code or an online form.

However, where matters are more serious or the employee or contractor feels management has not addressed the concern or they are not comfortable reporting to their immediate manager, employees can report the concern to the next level manager, any member of the safety committee, Chief Safety Officer or Compliance Analyst. Employees and contractors may also anonymously submit a written or verbal complaint by calling the State Safety Officer with ITD's Public Transportation office at 208 334-8533 or by email to shauna.miller@itd.gov.

Retaliation against anyone who, in good faith, reports observations of unsafe or illegal activities, or against anyone who cooperates in any investigation of such report, is strictly prohibited, and is not tolerated, regardless of the outcome of the complaint. In other words, employees and contractors are protected for speaking up in good faith under this policy. Any manager, or coworker who retaliates against a complaining employee, contractor, or anyone involved in an investigation of a complaint is subject to discipline and/or termination.

Managers are charged with ~~assuring~~ensuring that they, their staff, and contractors comply with whistleblower ~~protections~~protection and that no retaliation occurs because of a reported safety-related issue. However, VRT may take disciplinary action if the report involves any of the following:

- Willful participation in illegal activity
- Gross negligence, such as knowingly utilizing heavy equipment for purposes other than intended such that people or property are put at risk
- Deliberate or willful disregard of regulations or procedures, such as reporting to work under the influence of controlled substances

Examples of information typically reported:

If an employee or contractor is involved in a near miss, or determines something to be a hazard, the event should be reported so all may learn from the event and prevent a collision or injury from occurring in the future. If the safety hazard requires immediate attention, a

supervisor must be notified immediately. If immediate attention is not required, the employee or contractor is encouraged to submit the information to management by the end of their workday. VRT management or contractor's management then initiates conversations with employees about their observations of both safe and unsafe behaviors.

If an incidenta safety event has occurred, the vehicle operator must stop the vehicle immediately as it is safe to do so and follow company policy regarding safety event reporting.

VRT encourages anyone who sees, hears, or learns of any conduct or statement that seems threatening or suspicious, and/or any weapons on company premises or in company vehicles, to immediately report such conduct or statement. If there is an immediate risk or imminent threat of violence, serious harm, or life-threatening conduct, employees should immediately call 911, local police, or other law enforcement.

Once the safety issue is submitted, it is reviewed by the Compliance Analyst or the Chief Safety Officer. Following the review, the software will send the report via email to the department responsible to address the reported issue. All activities tied to the safety issue remain within the software.

The safety issues are also reviewed to determine if they should be presented to the safety committee for discussion. Types of safety issues reported that would be presented for discussion to the safety committee, including issues that a solution would benefit the employees or contractors, are within the scope of the operations for VRT or that require action by VRT to complete.

The Chief Safety Officer or designee, supported by the Safety Committee, will review and address reported safety issues at each quarterly Safety Committee meeting. Each safety issue will be reviewed to ensure hazards, and their consequences are appropriately identified and resolved through the Safety Risk Management process. All reported deficiencies and non-compliance with rules or procedures are managed through the Safety Assurance process.

The Chief Safety Officer or designee will also notify contractors of all actions taken to address reported safety issues annually. The contractors will be responsible to disseminate the information to their employees. Additionally, if the reporting employee provided his or her name during the reporting process, the Chief Safety Officer or designee will follow up directly with the employee when VRT determines if action should be taken and after any mitigations are implemented.



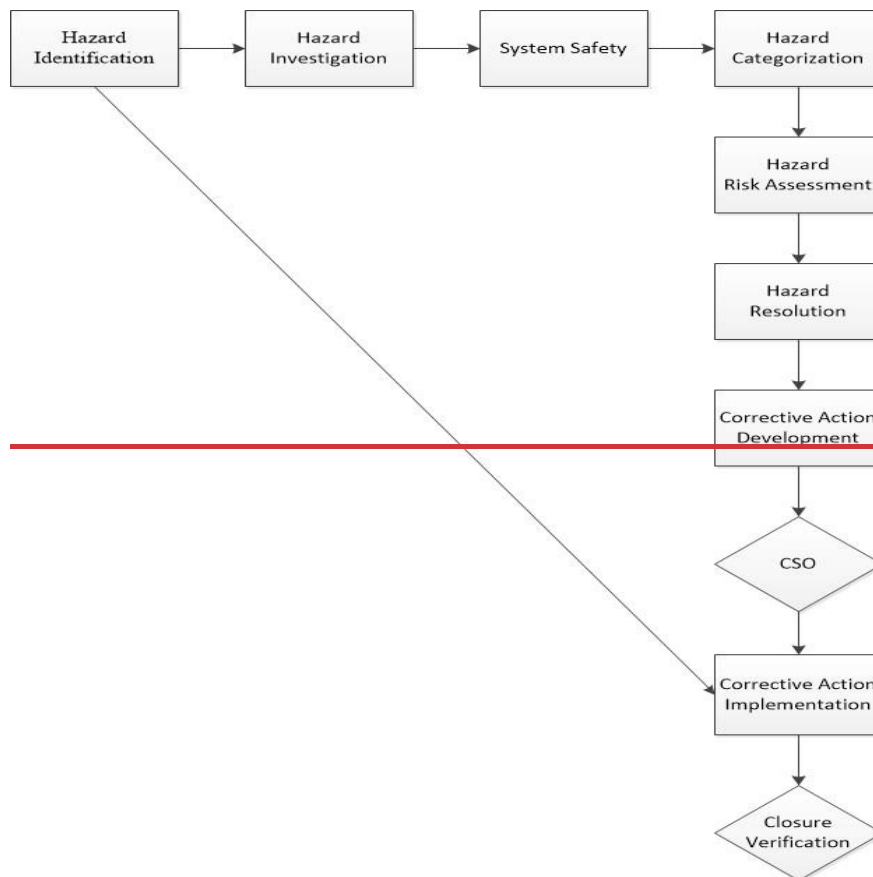
Chapter 5: Safety Risk Management

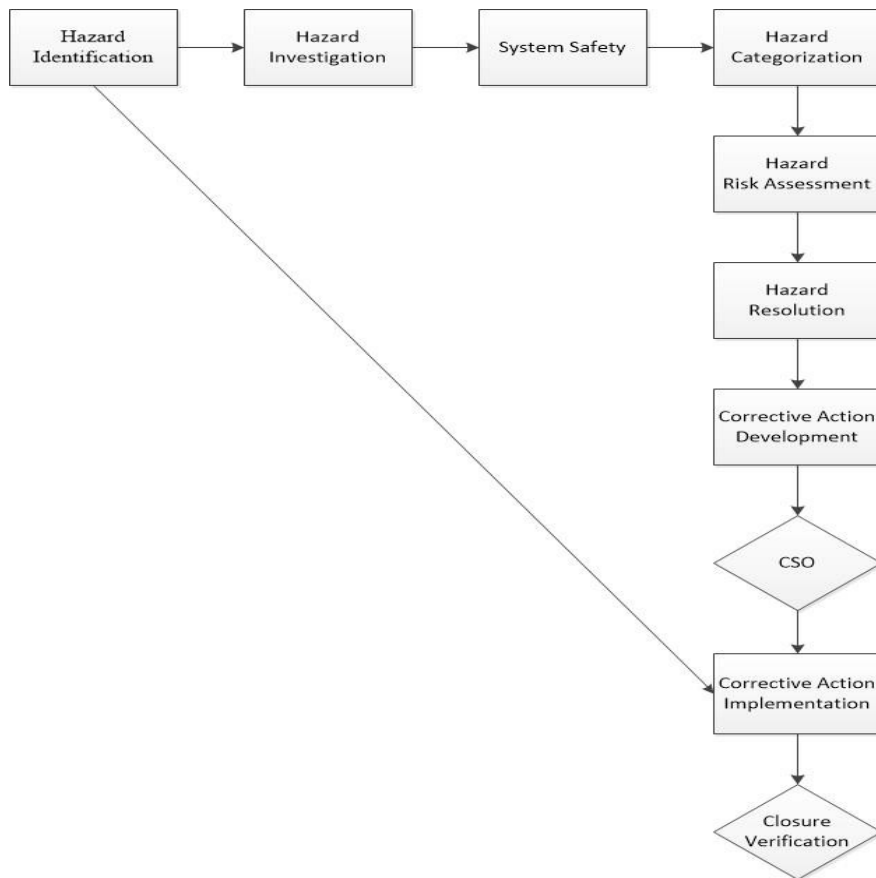
CHAPTER 5: SAFETY RISK MANAGEMENT

Safety Risk Management Process

Safety management This chapter describes VRT's processes for identifying, assessing, mitigating, and monitoring safety risks, consistent with 49 CFR Part 673 and the 2024 ASP requirements, including risk reduction programs for transit workers and roadway safety.

Safety Management is at the core of everything done at VRT. All employees and contractors are responsible for performing their jobs in a safe manner, which includes identifying safety risks and participating in developing and implementing effective mitigation techniques. The process for managing hazards, from identification through corrective action and closure, is illustrated by the following chart.





As ~~described~~described earlier, a structure exists to address all safety concerns. To ensure safety, the VRT Safety Committee is responsible for reviewing safety related incident~~events~~ to review culpability, to identify the causes associated with each event, and develop mitigation measures to reduce the risk of events occurring in the future. Having this committee provides a way for employees and contractors to report safety risks in a timely manner and to teams that understand the conditions associated with each area. Additionally, the opportunity exists for more timely, appropriate, and effective mitigation measures.

Safety Hazard Identification

The safety hazard identification process offers VRT the ability to identify hazards and potential consequences in the operation and maintenance of our system. Hazards can be identified through a variety of sources, including:

- Employee Safety Reporting
- Review of contractor monthly performance data and safety performance targets
- Comments from customers, passengers, and third parties, including VRT's insurance provider and vendors
- Safety Committee, drivers, and staff meetings
- Audits and inspections of vehicles and facilities
- Training assessments
- Investigations into safety events, ~~incidents, and occurrences~~

- Federal Transit Administration (FTA) and other oversight authorities (mandatory information sources)
- Road conditions
- Safety and performance data targets
- Camera footage
- Supervisor or employee observations
- Maintenance reports
- Utilizing guidelines from the Centers for Disease Control and Prevention (CDC) and/or Idaho Department of Health

When a safety concern is observed, whatever the source, it is reported to VRT's Chief Safety Officer or designee. Procedures for reporting hazards are reviewed during new hire orientation and at the quarterly Safety Committee meetings. The Chief Safety Officer or designee may also enter hazards into Trackit based on review of results of audits and observations, and information received from FTA and other oversight authorities, as well as the National Transportation Safety Board.

The Chief Safety Officer or designee may conduct further analyses of hazards and consequences entered into Trackit to collect information and identify additional consequences and to inform which hazards should be prioritized for safety risk assessment. In following up on identified hazards, the Chief Safety Officer or designee may:

- Reach out to the reporting party, if available, to gather all known information about the reported hazard
- Conduct a walkthrough of the affected area, assessing the possible hazardous condition, generating visual documentation (photographs and/or video), and taking any measurements deemed necessary
- Conduct interviews with employees in the area to gather potentially relevant information on the reported hazard
- Review any documentation associated with the hazard (records, reports, procedures, inspections, technical documents, etc.)
- Contact other departments that may have association with ~~or our~~ technical knowledge relevant to the reported hazard
- Review any past reported hazards of a similar nature
- Evaluate tasks and/or processes associated with the reported hazard

The Chief Safety Officer, or designee will prepare an agenda to discuss identified hazards and consequences with the VRT Safety Committee during quarterly meetings. This agenda may include additional background on the hazards and consequences, such as the results of trend analyses, vehicle camera footage, vendor documentation, reports and observations, or information supplied by FTA or other oversight authorities.

Any identified hazard that poses a real and immediate threat to life, property, or the environment must immediately be brought to the attention of the Accountable Executive and addressed through the Safety Risk Management process ~~(with or without, to include the full~~



VRT Safety Committee), for safety risk assessment and mitigation. ~~This means the Chief Safety Officer believes immediate intervention is necessary to preserve life, prevent major property destruction, or avoid harm to the environment that would constitute a violation of Environmental Protection Agency or any state environmental protection standards. Otherwise, the~~ If the VRT Safety Committee recommends a safety risk mitigation and the Accountable Executive elects not to implement it, the Accountable Executive will prioritize hazards, prepare a written justification documenting the rationale for further the decision, consistent with the recordkeeping requirements under 49 CFR §673.31. This justification will be provided to the VRT Safety Committee. The justification will also be shared with the VRT Board of Directors or equivalent oversight body.

Safety Risk Committee Dispute Resolution:

In a transit system serving a large UZA, the committee must decide on how it will settle disputes when the worker-side members take one position on an issue and the management-side members take an opposing one or when the committee otherwise reaches a deadlock. The committee can use the arbitration procedure in the worker-side members collective bargaining agreement, or any other process the committee agrees on.

Management activity cannot decide how to resolve disputes. VRT's Chief Safety Officer cannot resolve committee disputes under any circumstances. Management also may not choose another management employee to resolve disputes unless the committee agrees to it.

Safety Risk Assessment:

VRT assesses safety risk associated with identified safety hazards using its safety risk assessment process. This includes an assessment of the likelihood and severity of the consequences of hazards, including existing mitigations and prioritizing hazards based on safety risk. Pursuant to 49 C.F.R. Part 673.5, "Risk" is defined as the composite of predicted severity and likelihood of the potential effect of a hazard.

Once a hazard has been identified, the Chief Safety Officer or designee and VRT Safety Committee will categorize the hazard into the following severity levels. The categorization of hazards is consistent with risk-based criteria for severity, reflecting the principle that not all hazards pose an equal amount of risk to personal safety.

Category 1: Catastrophic

Operating conditions are such that human error, design deficiencies, element, subsystem or component failure, or procedural deficiencies may cause death or major system loss and require immediate termination of the unsafe activity or operation.

Category 2: Critical

Operating conditions are such that human error, subsystem or component failure, or procedural deficiencies may cause severe injury, severe occupational illness, or major system damage and require immediate corrective action.

Category 3: Marginal

Operating conditions are such that they may result in minor injury, occupational illness or system damage and are such that human error, subsystem or component failures can be counteracted or controlled.

Category 4: Negligible

Operating conditions are such that human error, subsystem, or component failure or procedural deficiencies will result in less than minor injury, occupational illness, or system damage.

The next step in assessing the hazard is to determine the likelihood of an event occurring. Likelihood is determined based on the analysis of transit system operating experience, evaluation of VRT safety data, the analysis of reliability and failure data, and/or from historical safety data from other passenger bus systems.

The following chart describes the likelihood categories:

Likelihood of Occurrence or Event

Description	Frequency for Specific Item	Selected Frequency for Fleet/Inventory
Frequent	Likely to occur frequently	Continuously experienced
Probable	Will occur several times in the life of the item	Will occur frequently in the system
Occasional	Likely to occur sometime in the life of an item	Will occur several times in the system
Remote	Unlikely but possible to occur in the life of an item	Unlikely but can be expected to occur
Improbable	So unlikely it can be assumed occurrence may not be experienced	Unlikely to occur but possible

Identified hazards are placed into the following Risk Assessment Matrix to enable the decision maker to understand the amount of risk involved in accepting the hazard in relation to the cost (schedule, cost, operations) to reduce the hazard to an acceptable level.

Frequency	Severity			
	Catastrophic	Critical	Marginal	Negligible
Frequent	High	High	High	Medium
Probable	High	High	Serious	Medium
Occasional	High	Serious	Serious	Low
Remote	Serious	Serious	Medium	Low
Improbable	Medium	Medium	Medium	Low

Based on the company policy and the analysis of historical data, VRT has made the following determinations regarding risk acceptance.

Hazard Risk Index	Criteria by Index
High	Unacceptable



Serious	Undesirable (management decision)
Medium	Acceptable with management review
Low	Acceptable without management review

The Chief Safety Officer or designee schedules safety risk assessment activities on the VRT Safety Committee agenda and prepares a Safety Risk Assessment Package. This package is distributed at least one week in advance of the VRT Safety Committee meeting. During the meeting, the Chief Safety Officer or designee reviews the hazard₁ and its consequence(s) and reviews available information distributed in the Safety Risk Assessment Package on severity and likelihood. The Chief Safety Officer or designee may request support from members of the VRT Safety Committee in obtaining additional information to support the safety risk assessment.

Once sufficient information has been obtained, the Chief Safety Officer or designee will facilitate the completion of relevant sections of the Trackit report using the Safety Risk Assessment Matrix with the Safety Committee. The Chief Safety Officer or designee will document the VRT Safety Committee's safety risk assessment, including hazard rating and mitigation options for each assessed safety hazard in the Trackit report. The Chief Safety Officer will maintain a file on VRT Safety Committee agendas, Safety Risk Assessment Packages, additional information collection, and the completed Trackit report for a period of three years from the date of generation.

Safety Risk Mitigation

The Accountable Executive and Chief Safety Officer review current ~~methods of~~ safety risk mitigation methods and, based on recommendations from the VRT Safety Committee, establish ~~methods or~~ procedures to mitigate or eliminate safety ~~risk~~risks associated with specific identified hazards ~~based on recommendations from the VRT Safety Committee.~~ VRT ~~can reduce~~reduces safety risks by ~~reducing~~decreasing the likelihood and/or severity of potential consequences ~~of related to these~~ hazards. In developing effective safety risk mitigation strategies, VRT also considers guidance provided by oversight authorities, if applicable, and the Federal Transit Administration (FTA). VRT monitors the ongoing effectiveness of mitigations through regular audits, inspections, and trend analyses, and updates mitigation strategies as needed based on collected performance data.

Prioritization of safety risk mitigations is based on the results of safety risk assessments. The Chief Safety Officer or designee tracks and updates safety risk mitigation information in the Trackit and makes the reports available to the VRT Safety Committee during quarterly meetings and to VRT staff upon request. In Trackit, the Chief Safety Officer or designee will also document any specific measures or activities, such as reviews, observations, or audits, that will be conducted to monitor the effectiveness of mitigations once implemented. The follow-up actions will be implemented as follows.

Unacceptable: The hazard must be mitigated in the most expedient manner possible before normal service may resume. Interim corrective action may be required to mitigate the hazard to an acceptable level while the permanent resolution is in development.

Undesirable: A hazard at this level of risk must be mitigated unless the Chief Executive Officer and Chief Safety Officer issues a documented decision to manage the hazard until resources are available for full mitigation.

Acceptable with Review: The Chief Executive Officer and Chief Safety Officer must determine if the hazard is adequately controlled or mitigated as is.

Acceptable without Review: The hazard does not need to be reviewed by the management team and does not require further mitigation or control.

Risk Reduction Program

- ~~TMAG~~VRT and ~~TMCC~~contractors are required to provide adequate training to reduce vehicular and pedestrian ~~incidents~~safety events involving buses. Training will include ~~measure~~techniques to reduce visibility impairments ~~for bus operators that contribute to incidents, including, supported by~~ retrofits to ~~existing~~ buses in revenue service and ~~procurement~~ specifications for ~~future procurements that reduce visibility impairments~~new vehicles.

TMAG

- VRT and ~~TMCC~~contractors will ensure assaults on transit workers are mitigated. This will include the deployment of assault mitigation infrastructure and technology on buses, including barriers to restrict the unwanted entry of individuals and objects into the workstations of bus operators, ~~if based on results of a risk analysis performed by the safety committee determines they would reduce~~risk analysis confirming their effectiveness in ~~reducing~~ assaults and injuries to transit workers.



Chapter 6: - Safety Assurance

Safety Performance Monitoring and Measurement

Through our Safety Assurance process, VRT will:

- Evaluate ~~TMAC and TMCC~~ compliance with operations and maintenance procedures to determine whether existing rules and procedures are sufficient to control safety risk for VRT and contractors
- Assess the effectiveness of safety risk mitigations of ~~TMAC~~VRT and ~~TMCC~~contractors to make sure the mitigations are appropriate and are implemented as intended
- ~~Requires TMAC~~Require VRT staff and ~~TMCC~~contractors to investigate safety events to identify causal factors
- Ensure ~~TMAC~~VRT and ~~TMCC~~contractors analyze information from safety reporting, including data about safety failures, defects, or conditions

VRT ~~have~~has many processes in place to monitor its entire transit system for compliance with ~~TMAC and TMCC~~contractors operations and maintenance procedures, including:

- Safety audits
- Informal inspections
- Regular review of onboard camera footage to assess specific ~~incident~~safety events
- Safety surveys
- Employee Safety Reporting Program
- Investigation of safety occurrences
- Safety review prior to the launch or modification of service
- Data gathering and monitoring of data related to the delivery of service
- Regular vehicle inspections and preventative maintenance

Results from the above processes are compared against recent performance trends quarterly and annually by the Chief Safety Officer to determine where action needs to be taken. The Chief Safety Officer enters any identified non-compliant or ineffective activities, including mitigations, back into the Safety Risk Management process for reevaluation by the VRT Safety Committee. This information is also utilized to impact operational and budget decisions.

Monitoring for Ineffective, Inappropriate, or Unimplemented Safety Risk Mitigations

VRT monitors safety risk mitigations to determine if they have been implemented and are effective, appropriate, and working as intended ~~by TMAC and TMCC.~~ The Chief Safety Officer or designee ~~maintain~~maintains a list of safety risk mitigations in Trackit. The mechanism for monitoring safety risk mitigations varies depending on the mitigation.

The Chief Safety Officer establishes one or more mechanisms for monitoring safety risk mitigations as part of the mitigation implementation process and assigns monitoring activities to the appropriate director, manager, or supervisor. These monitoring mechanisms may include tracking a specific metric on daily, weekly, or monthly logs or reports; conducting job performance observations; or other activities. The Chief Safety Officer will endeavor to make use of existing processes and activities before assigning new information collection activities.

The Chief Safety Officer or designee and VRT Safety Committee review the performance of individual safety risk mitigations during quarterly meetings based on the reporting schedule

determined for each mitigation and determine if a specific safety risk mitigation is not implemented or performing as intended. If the mitigation is not implemented or performing as intended, the VRT Safety Committee will propose a course of action to modify the mitigation or take other action to manage the safety risk. The Chief Safety Officer or designee will approve or modify this proposed course of action and oversee its execution.

The Chief Safety Officer or designee and VRT Safety Committee also monitor operations on a large scale to identify mitigations that may be ineffective, inappropriate, or not implemented as intended by:

- Reviewing results from ~~incident, and occurrences~~safety event investigations
- Monitoring employee safety reporting
- Reviewing results of internal safety audits and inspections
- Analyzing operational and safety data to identify emerging safety concerns

The Chief Safety Officer works with the VRT Safety Committee and Accountable Executive to carry out and document all monitoring activities.

Safety Investigations

Any occurrence involving a passenger, while under the care, custody, and control of ~~TMAC~~VRT or ~~TMCC~~transit management contractor is considered ~~an incident~~a safety event. Any contact between a VRT vehicle and another person, vehicle, or object while under the care, custody, and control of ~~TMAC~~VRT or ~~TMCC~~transit management contractor is considered ~~an incident~~a safety event, whether or not there was damage or injury.

All ~~incidents~~safety events, regardless of severity, will be investigated by ~~TMAC~~VRT or ~~TMCC~~transit management contractor staff. The investigation will include law enforcement assistance, if needed, photos, ~~accident/incident~~safety event report, fault determination, ~~incidents~~safety event tracking and retraining when necessary.

~~TMAC~~

~~VRT~~ and ~~TMCC~~transit management contractor will maintain documented procedures for conducting safety investigations of events (~~incidents~~safety events and occurrences, as defined by FTA) to find causal and contributing factors and review the existing mitigations in place at the time of the event. ~~TMAC~~VRT and ~~TMCC~~or contractors maintain all documentation of the investigation policies, processes, forms, checklists, activities, and results. ~~TMAC and TMCC are expected to document the~~The following information is expected for each ~~incidents~~safety event:

- Whether the ~~incidents~~safety event was preventable or non-preventable
- Personnel requiring discipline or retraining
- The causal factor(s) ~~indicate(s)~~indicates that a safety hazard contributed to or was present during the event
- The ~~incidents~~safety event appears to involve underlying organizational causal factors beyond just individual employee behavior

VRT has zero tolerance for preventable injuries and collisions. Elimination of preventable injuries and collisions is our number one goal. ~~TMAC and TMCC~~Contractors are expected to follow VRT requirements for safety event investigations.



The Chief Safety Officer or designee maintains all documentation of VRT audits of ~~TMAC and TMCC's~~contractors investigation policies, processes, forms, checklists, activities, and results. As detailed in VRT's procedures, an investigation report is prepared and sent to the VRT Safety Committee for integration into their analysis of the event at each quarterly meeting.

~~TMAC~~

~~VRT~~ and ~~TMCC~~contractors will hold monthly staff meetings to discuss concerns and progress in the area of safety and safety related concerns. Recommendations are considered, and necessary changes implemented. All complaints are addressed immediately and reviewed monthly.

Internal Safety Reporting Program Monitoring

The VRT Safety Management Team routinely ~~review~~reviews safety data captured in employee safety reports, safety meeting minutes, customer complaints, and other safety communication channels, including safety ~~incident~~event reporting software. When necessary, the Chief Safety Officer and VRT Safety Committee ensure the concerns are investigated or analyzed through the Safety Risk Management process.

The Chief Safety Officer, VRT Safety Management Team and VRT Safety Committee also review internal and external reports, including audits and assessments, with findings concerning safety performance, compliance with operations and maintenance procedures, or the effectiveness of safety risk mitigations.

Continuous Improvement

VRT will continuously assess the safety performance of the ~~PTASP~~ASP. If VRT identifies safety deficiencies as part of its safety performance assessment, VRT will develop and carry out, under the direction of the Accountable Executive, a plan to address the identified safety deficiencies.

Chapter 7: – Safety Promotion

Competencies and Training

The education and training programs provided by ~~TMAC and TMCC~~ VRT or contractors are to be a highly-regimented and professionally-developed program built around a curriculum featuring learning opportunities in knowledge and skills. This training applies to all employees directly responsible for safety-critical duties, including, but not limited to:

- Vehicle operators
- Dispatchers
- Road Supervisors
- Maintenance personnel
- Managers and supervisors

Upon hire, all new employees will receive an orientation to include review of policies and procedures. Continuing training for all employees will occur at regular intervals to promote a high degree of safety, skill, performance, and morale. Retraining may be required following a leave of absence or if the need is otherwise determined by an employee's supervisor.

Various delivery mechanisms for driver training, such as classroom, multimedia presentations, closed course observation, and behind-the-wheel skill building are used to support the learning process. Learning is evaluated through written quizzes, driving tests, observation, and customer service evaluations.

Basic training requirements, including refresher training, are to be documented in the Transit Management Service Agreement, or the VRT Subrecipient/Contractor Monitoring and Oversight Procedures.

Safety related training will include:

- New hire training for vehicle operators and maintenance personnel
- Continued refresher training for vehicle operators and maintenance personnel
- Retraining for vehicle operators and maintenance personnel
- De-escalation training for vehicle operators and maintenance personnel
- Classroom and on the job training for dispatchers/road supervisors
- Ongoing skill training for maintenance personnel and supervisors
- Ongoing vehicle maintenance training for maintenance personnel
- OSHA standards for vehicle maintenance personnel and supervisors
- Accident investigation training for managers and supervisors
- Ongoing hazardous material training for vehicle maintenance personnel and supervisors
- Ongoing maintenance training provided by vendors
- Classroom and on the job training for operations supervisors and managers
- Reasonable suspicion determination and reporting training for supervisors and managers
- Accident investigation training for supervisors and managers



Training records are maintained and monitored by VRT and contractors and are reviewed by VRT as part of its oversight process.

The education and training programs provided by ~~TMAC~~VRT and ~~TMCC~~contractors are to be a highly-regimented and professionally-developed program built around a curriculum featuring learning opportunities in knowledge and skills. This training applies to all employees directly responsible for safety, including, but not limited to:

- Agency Leadership
- Chief Safety Officer
- Accountable Executive

Agency leadership safety related training includes:

- Classroom and on-the-job training
- SMS Awareness online training
- Accident investigation training

The Chief Safety Officer will be trained, at minimum, in

- Reasonable Suspicion Determination and Reporting
- OSHA requirements

VRT's Accountable Executive, agency leadership, and Chief Safety Officer must complete FTA's SMS Awareness online training.

VRT promotes a culture of continuous learning to ensure safety-critical staff maintain high levels of competency in line with current best practices and regulatory changes.

Safety Communication

Establishing and maintaining a culture that demands safe behavior at all times is at the core of VRT's safety plan. This is done, in part, by providing a regular flow of positive information and recognizing those who are performing safely.

Safety Awareness Communications

VRT's Chief Safety Officer (~~CSO~~) or designee, ~~TMAC~~ and ~~TMCC~~contractors will coordinate safety communication by:

- Communicating information on safety hazards, risks, safety actions taken, and safety performance ~~in~~through monthly staff reports
- Posting safety bulletins ~~and,~~ flyers ~~on the bulletin boards located, and updates about~~ hazards, risks, and corrective actions on all administrative bulletin boards
- Providing safety policies ~~and,~~ procedures, and hazard identification methods as part of new-hire training to all VRT staff and contracted ~~vehicles~~vehicle operators
- Issuing memos or messages to employees that ~~are reinforced by supervisors,~~ for address newly emerging ~~issues or hazards,~~ safety events, and actions taken, which are reinforced by supervisors
- ~~Providing~~Delivering targeted communications ~~to inform employees or contractors of safety actions, which include, including~~ handouts, flyers, updates to bulletin boards, ~~or board updates, and~~ one-on-one discussions between employees and supervisors, especially in response to frontline worker safety reports

- Generating system-wide participation in safety ~~issues~~management through positive reinforcement and employee engagement
- Encouraging all employees to “take ownership” ~~for safety results~~of safety outcomes by promoting open communication and active hazard reporting
- ~~Communicating safety policies, procedures, and processes~~
- Engaging executives and managers at all levels, ~~encouraging their active participation in to model, lead, and promote open~~ safety management and communication
- Sharing safety performance results and safety committee outcomes at the individual, departmental, and project levels ~~by~~, celebrating ~~success stories~~successes
- Communicating the results of collaboration with frontline transit worker representatives and Safety Committees as required by 49 CFR Part 673.17(b) and 673.19



Chapter 8: - Additional Information

Supporting Documentation

Numerous standard operating procedures (SOPs), in addition to those mentioned in this plan, have been developed and incorporated into operational practices at VRT. Documents are maintained for three years after they are created and are made available upon request by FTA or ITD-PT.

The SOPs have been designed to create operational consistency, increase awareness of risks and hazards, and provide easily duplicated processes for identifying and mitigating the risks associated with providing transit services.

Definitions of Terms

VRT incorporates all of FTA's definitions that are in 49 CFR § 673.5 of the Public Transportation Agency Safety Plan regulation.

Accountable Executive means a single, identifiable person who has ultimate responsibility for carrying out the PTASPASP of a public transportation agency. This individual is responsible for carrying out the agency's Transit Asset Management Plan, the control or direction over the human and capital resources needed to develop and maintain both the transit agency's PTASPASP, in accordance with 49 U.S.C. 5329(d), and the transit agency's Transit Asset Management Plan, in accordance with 49 U.S.C. 5326.

Agency Safety Plan (or Public Transportation Agency Safety Plan) means the documented comprehensive Agency Safety Plan for a transit agency that is required by 49 U.S.C. 5329 and Part 673.

Assault on a transit worker means, as defined under 49 U.S.C. 5302, a circumstance in which an individual knowingly, without lawful authority or permission, and with intent to endanger the safety of any individual, or with a reckless disregard for the safety of human life, interferes with, disables, or incapacitates a transit worker while the transit worker is performing the duties of the transit worker.

Chief Safety Officer means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

Contractor means one that contracts or is party to a contract, that performs work or provides supplies.

Accident/Incident means an event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; an evacuation for life safety reasons; a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.

Direct Recipient means an entity that receives Federal financial assistance directly from the Federal Transit Administration.

Emergency means, as defined under 49 U.S.C. 5324, a natural disaster affecting a wide area (such as a flood, hurricane, tidal wave, earthquake, severe storm, or landslide) or a catastrophic failure from any external cause, as a result of which the Governor of a State has declared an emergency and the Secretary has concurred; or the President has declared a major disaster under section 401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5170).

Equivalent Authority Entity means an entity who carries out duties similar to that of a Board of Directors for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's **PTASP**.

Event means any Incident, or Occurrence.

FTA means the Federal Transit Administration, an operating administration within the United States Department of Transportation.

Hazard means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Safety-Injury means any harm to persons as a result of an event that requires immediate medical attention away from the scene.

Investigation means the process of determining the ~~causal~~casual and contributing factors of an incident, a safety event or hazard, for the purpose of preventing recurrence and mitigating safety risk.

Joint labor-management process means a formal approach to discuss topics affecting transit workers and the public transportation system.

Large urbanized area provider means a recipient or subrecipient of financial assistance under 49 U.S.C. 5307 that serves an urban area with a population of 200,000 or more as determined by the most recent decennial Census.

National Public Transportation Safety Plan means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.

~~Occurrence~~ means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.

Near-miss means a narrowly avoided safety event.

Operator of a public transportation system means a provider of public transportation as defined under 49 U.S.C. 5302.



Performance Measure means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

~~Performance Target~~**Potential Consequence** means ~~a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA.~~

~~Public Transportation Agency Safety Plan (or Agency Safety Plan)~~ means ~~the documented comprehensive Agency Safety Plan for a transit agency that is required by 49 U.S.C. 5329 and Part 673.~~

~~Risk~~ means ~~the composite of predicted severity and likelihood of the potential effect of a hazard.~~

~~Risk Mitigation~~ means ~~a method or methods to eliminate or reduce the effects of hazards.~~

Public transportation means, as defined under 49 U.S.C. 5302, regular, continuing shared-ride surface transportation services that are open to the general public or open to a segment of the general public defined by age, disability, or low income; and does not include:

- (1) Intercity passenger rail transportation provided by the entity described in 49 U.S.C. chapter 243 (or a successor to such entity);
- (2) Intercity bus service;
- (3) Charter bus service;
- (4) School bus service;
- (5) Sightseeing service;
- (6) Courtesy shuttle service for patrons of one or more specific establishments; or
- (7) Intra-terminal or intra-facility shuttle services.

Recipient means a State or local governmental authority, or any other operator of a public transportation system, that receives financial assistance under 49 U.S.C. chapter 53.

Safety Assurance means processes within a transit agency's Safety Management System that function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Committee means the formal joint labor-management committee on issues related to safety that is required by 49 U.S.C. 5329 and this part.

Safety Event means an unexpected outcome resulting in injury or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Safety Management Policy means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities ~~of its employees regarding~~ for the management of safety.

Safety Management System means the formal, ~~top-down~~, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk

mitigation. SMS includes systematic procedures, practices, and policies for managing ~~risks~~ and hazards and safety risks.

Safety Management System (SMS) Executive means a Chief Safety Officer or an equivalent.

Safety Performance Target means a quantifiable level of performance ~~target or condition, expressed as a value for the measure, related to safety management activities, to be achieved within a specified time period.~~

Safety Promotion means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

Safety Risk means the composite of predicted severity and likelihood of a potential consequence of a hazard.

Safety Risk Assessment means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.

Safety Risk Management means a process within a transit agency's Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk of their potential consequences.

Serious Injury means any injury which:

- ~~—— (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date when the injury was received.~~
- ~~—— (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses).~~
- ~~—— (3) Causes severe hemorrhages, nerve, muscle, or tendon damage.~~
- ~~—— (4) Involves any internal organ; or~~
- ~~—— (5) Involves second or third degree burns, or any burns affecting more than 5 percent of the body surface.~~

Safety Risk Mitigation means a method or methods to eliminate or reduce the severity and/or likelihood of a potential consequence of a hazard.

Safety Set-aside means the allocation of not less than 0.75 percent of assistance received by a large urbanized area provider under 49 U.S.C. 5307 to safety-related projects eligible under 49 U.S.C. 5307.

State means a State of the United States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.

State of Good Repair (SGR) means the condition in which a capital asset is able to operate at a full level of performance.

State Safety Oversight Agency means an agency established by a State that meets the requirements and performs the functions specified by 49 U.S.C. 5329(e) and (k) and the regulations set forth in 49 CFR part 674.



Subrecipient means an entity that receives Federal transit grant funds indirectly through a State or a direct recipient.

Transit Agency means an operator of a public transportation system that is a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 or a rail transit agency.

Transit Asset Management Plan means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR Part 625.

Transit Worker means any employee, contractor, or volunteer working on behalf of the transit agency.

Urbanized Area means, as defined under 49 U.S.C. 5302, an area encompassing a population of 50,000 or more that has been defined and designated in the most recent decennial census as an urban area by the Secretary of Commerce.

List of Acronyms

Acronym	Word or Phrase
ASP	<u>Agency Safety Plan</u>
CSO	Chief Safety Officer
FTA	Federal Transit Administration
GM	General Manager
ITD	Idaho Transportation Department
ITD-PT	Idaho Transportation Department Public Transportation Office
NTD	National Transit Database
OSHA	Occupational Safety & Health Administration
SMS	Safety Management System
SOP	Standard Operating Procedure
TMAC	<u>Transit Management of Ada County</u>
TMCC	<u>Transit Management of Canyon County</u>
VRM	Vehicle Revenue Miles
VRT	Valley Regional Transit



PUBLIC TRANSPORTATION-~~END OF PROCEDURE~~

Adoption Date: 11/02/2020

Effective Date: 08/04/2025

Last Revised Date: 02/06/2023; 09/01/2023; 08/04/2025

Last Reviewed Date: 08/04/2025

Supporting Documents: Agency Safety Plan Acknowledgement Form

AGENCY SAFETY PLAN ACKNOWLEDGEMENT FORM

I have received a copy and have reviewed the ~~Public Transportation~~ Agency Safety Plan.

Printed Name: _____

Signature: _____ Date: _____

Employer: _____





VALLEY REGIONAL TRANSIT BOARD RESOLUTION

AGENCY SAFETY PLAN UPDATE RESOLUTION VBD25-031

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE AGENCY SAFETY PLAN UPDATE,

WHEREAS, pursuant to Idaho Code, Chapter 21, Title 40, and as a result of the approval of the voters of Ada and Canyon Counties on November 3, 1998, a regional public transportation authority (now known as “Valley Regional Transit” (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 qualifies under the 49 U.S.C 5307 to receive financial assistance from the 49 U.S.C 5307 funds, it is required to develop a Public Transportation Agency Safety Plan (PTASP); and

WHEREAS, VRT worked with the Idaho Transportation Department (ITD) to develop the PTASP as directed by the Federal Transportation Administration’s (FTA) final rule 49 C.F.R. Part 673 effective 2019; and

WHEREAS, VRT has revised the ASP to ensure compliance with the PTASP regulation, 49 CFR Part 673, effective April 2024 to continue to receive federal funds from the FTA; 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 adopt Resolution VBD25-031 and the updated Agency Safety Plan.

Section 2. That the Board of Valley Regional Transit rescind Resolution VBD23-030 with the approval of the updated Agency Safety Plan.

Section 4. That Resolution VBD25-031 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 4th day of August 2025.

APPROVED by the Board Chair this 4th day of August 2025.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



AUTHORIZATION FOR EXPENDITURE

BOARD OF DIRECTORS

PROCUREMENT DESCRIPTION: Genfare Electronic Farebox Mobile Ticketing System replacement

TOTAL COST: Not to exceed \$2,400,000

PURPOSE/ACTION: Finalize and execute a contract with Genfare (SPX) to replace and upgrade all electronic fareboxes and mobile ticketing systems.

SCOPE OF WORK: Contract for the procurement of new fareboxes and mobile ticketing systems capable of processing all mobile payment options and the associated hardware, website architecture and software needed to make this system perform effectively and efficiently.

DISCUSSION: Valley Regional Transit (VRT) has utilized the Genfare (SPX) collection system for over 20 years. In December of last year, the Genfare farebox and infrastructure reached the end of life for technical support and replacement parts. Current software and devices are no longer supported. VRT applied for a competitive Federal Grant (RAISE) in 2024 but was not awarded the grant. VRT released a Request for Proposal (RFP) in April 2025 for a Electronic Farebox and Mobile Ticketing System capable of collecting fares from a wide range of media such as from VRT generated tickets, to credit cards and mobile device payments, to cash. Additionally, staff requested proposals that could be implemented over time on all VRT passenger vehicles beyond our large buses. VRT received three proposals and Genfare was clearly the best offeror. VRT is asking the Board of Directors to approve the contract with the selected vendor, Genfare.

ALTERNATIVES: Fare collection is vital to VRT. Electronic Farebox and Mobile Ticketing Systems allow the collection of a wide range of fare media from passengers. Without this investment, VRT would not be able to collect fares from passengers or provide the necessary innovation in services to provide quality transit.

FISCAL IMPACT: The funding for the Electronic Farebox Mobile Ticketing System will be phased in over time, using existing and future federal grants and local match funds. VRT has identified existing funds that will be sufficient to replace fareboxes and other equipment and the hardware and software to operate those effectively that are necessary in the first phase. VRT will continue to identify further funding and apply for additional Federal Grant funding as necessary to complete additional phases and implement the full project.

RECOMMENDATION/JUSTIFICATION: VRT followed federal procurement guidelines and VRT's policy for procuring services and Genfare was the most qualified bidder under our procurement policies, approving the contract is the most desirable alternative. Staff requests the VRT Board of Directors approve Resolution VBD25-034 for Genfare Electronic Farebox Mobile Ticketing System.

ORDER OF REVIEW

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

Signature: _____

Date Approved:

Resolution Number:

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

Signature: _____

Date Approved:

Resolution Number:

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

Signature: _____

Date Approved: 08/04/2025

Resolution Number: VBD25-034





VALLEY REGIONAL TRANSIT BOARD OF DIRECTORS RESOLUTION

GENFARE ELECTRONIC FAREBOX MOBILE TICKING SYSTEM RESOLUTION VBD25-034

BY THE BOARD OF DIRECTORS OF VALLEY REGIONAL TRANSIT APPROVING A CONTRACT WITH GENFARE FOR ELECTONRIC FAREBOX MOBILE TICKETING SYSTEM

WHEREAS, pursuant to Idaho Code, Chapter 21, Title 40, and as a result of the approval of the voters of Ada and Canyon Counties on November 3, 1998, a regional public transportation authority (now known as “Valley Regional Transit” (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 Electronic Farebox Mobile Ticketing System that will replace our current outdated equipment; and

WHEREAS, Vallery Regional Transit released the Request for Proposal (RFP) in April 2025 and Genfare won the proposal; and

WHEREAS, the new Farebox and Mobile Ticketing system will seamlessly integrate with our current technology infrastructure; and

WHEREAS, Valley Regional Transit will implement this project in multi-phased approach due to lack of funding for the entire project; and

WHEREAS, Valley Regional Transit will use several existing grants to purchase the new equipment and continue to look for further funding to complete the project; and

WHEREAS, Valley Regional Transit will use the new contract with Genfare to procure equipment and services; 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 Genfare Electric Farebox Mobile Ticketing System.

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 VBD25-034 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 4th day of August 2025.

APPROVED by the Board Chair this 4th day of August 2025.

APPROVED:

CHAIR

ATTEST:

EXECUTIVE ASSISTANT



TOPIC	FY2026 Operating and Capital Budget
DATE	August 4, 2025
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

Staff recommends the Board approve Resolution VBD25-036 to adopt the FY2026 operating and capital budget. The budget includes cost drivers that are largely out of VRT's control as listed below. Valley Regional Transit (VRT) has worked to minimize the overall impact on budget by proposing a very modest wage increase and reducing expenses where it doesn't negatively impact current services or future resilience. Highlights are listed below. Board members will also receive a more detailed review of those highlights prior to the meeting.

Highlights

Typical Budget Process Outline:

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

FY2026 Budget:

Overall, the budget reflects a 25% decrease driven by a 4.9% increase in the operating budget and a 70% reduction in the capital budget, key items of note include:

Budget items VRT has little control over

- 5% reduction of local revenue for Beyond Access (regional transportation for older adults and persons with disabilities) due to a continued funding cut from the Idaho Area Agency on Aging, VRT cut expenses proportionally in response
 - Budget for 15% increase in general liability insurance driven by national cost increases
 - Higher than usual overall increase in operations budgets in both Ada and Canyon Counties due to inflation, especially on parts, supplies, and health care premium increases which are part of negotiated contracts
 - Budget for increase in Meridian Condo Association expenses
 - Budget for an estimated 3% health insurance cost increase

Budgeted increase for employees

- Budget for a 2.5% wage pool increase

There are several items noted during budget preparation.

- The implementation of a new ERP system required a revised chart of accounts, which introduced additional divisions and changes to existing division numbers. As a result, this year's comparison charts are impacted and may not align directly with prior-year data
- Canyon County operations minimized health care cost increase by finding a new vendor
- Ada County operations lowered Proterra bus parts costs with third party vendors
- Compressed Natural Gas prices have seen a decline
- VRT continues to find value in engaging in government affairs through various national organizations and local consulting

Attachments:

FY2026 Notice of Public Hearing

FY2025/FY2026 Budget Year-over-Year Comparison by Division

FY2026 Budget Summary by Budget Area

Resolution VBD25-036

FY2026 Capital Budget Detail

FY2026 Local Jurisdiction Funding Summary

FY2026 Unified Planning Work Program

For detailed information, contact:

Jason Jedry
Chief Financial Officer
jjedry@ridevrt.org
208-258-2709



NOTICE OF PUBLIC HEARING VALLEY REGIONAL TRANSIT – BOARD CONSIDERATION OF FY2026 BUDGET

In accordance with Idaho Code Title 40 Chapter 21, Section 12, Valley Regional Transit (VRT), the regional public transit authority for Ada and Canyon counties, notifies the public that it intends to review and consider for adoption a budget for Fiscal Year 2026.

Notice is hereby given that public comment is being sought regarding the proposed budget. A public hearing will be held during the VRT Board of Directors meeting on Monday, August 4, 2025, at the VRT administrative offices (700 NE 2nd St., Meridian, ID 83642) at 12 p.m. or as soon as possible thereafter.

Members of the public are welcome to make comments during the public hearing in person or remotely, a link for which is available at ridevrt.org/governance. Comments should be limited to no more than three (3) minutes.

Comments may also be submitted by 4 p.m. Friday, August 1, 2025, via:

- Mail, to: Valley Regional Transit, attn: FY2026 Budget Hearing, 700 NE 2nd St, Ste. 100, Meridian, ID 83642.
- Fax, to: (208) 846-8564, Subject: FY2026 Budget Hearing.
- Email, to: records@ridevrt.org, Subject: FY2026 Budget Hearing

All comments will be provided to the VRT Board of Directors for review.

FISCAL YEAR 2026 BUDGET

REVENUES

Regional Overhead and Operations

Directly Generated Revenues	\$ -
Auxiliary Revenues	810,900
Non-Transportation Revenues	-
Federal Assistance	3,879,667
Local Assistance	<u>3,094,696</u>
Total	\$ 7,785,264

Ada County Transportation Services

Directly Generated Revenues	\$ 699,168
Auxiliary Revenues	-
Federal Assistance	5,136,433
Local Assistance	<u>8,871,823</u>
Total	\$14,707,424

Canyon County Transportation Services

Directly Generated Revenues	\$ 85,216
Auxiliary Revenues	-
Federal Assistance	2,397,820
Local Assistance	<u>1,428,400</u>
Total	\$ 3,911,436

Specialized Transportation Services

Directly Generated Revenues	\$ -
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Auxiliary Revenues	-
Federal Assistance	2,427,898
Local Assistance	<u>1,195,653</u>
Total	\$ 3,623,551

Capital Projects

Federal Capital Assistance	\$ 5,005,868
Local Capital Assistance	929,732
Subrecipient Pass Through	<u>719,306</u>
	\$ 6,654,906

Grand Total Revenues **\$36,682,581**

EXPENSES**Regional Overhead and Operations**

Wages and Salaries	\$ 2,352,231
Fringe Benefits	1,543,379
Professional Services	1,844,253
Materials and Supplies	247,151
Utilities	74,040
Casualty and Liability	101,009
Purchased Transportation	-
Miscellaneous	951,201
Subrecipient Pass-Thru	609,000
Interest	-
Leases and Rentals	<u>63,000</u>
Total	\$ 7,785,264

Ada County Transportation Services

Wages and Salaries	\$ 6,305,300
Fringe Benefits	4,897,996
Professional Services	902,100
Materials and Supplies	1,236,400
Utilities	172,400
Casualty and Liability	629,182
Miscellaneous	60,750
Interest	137,000
Leases and Rentals	<u>366,296</u>
Total	\$14,707,424

Canyon County Transportation Services

Wages and Salaries	\$ 1,684,577
Fringe Benefits	859,797
Professional Services	273,137
Materials and Supplies	712,999
Utilities	81,800
Casualty and Liability	272,421
Purchased Transportation	-
Miscellaneous	26,705
Interest	-
Leases and Rentals	<u>-</u>
Total	\$ 3,911,436

Specialized Transportation Services

Wages and Salaries	\$ 601,352
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Fringe Benefits	462,313
Professional Services	869,000
Materials and Supplies	145,200
Utilities	-
Casualty and Liability	335,686
Purchased Transportation	1,180,000
Miscellaneous	<u>30,000</u>
Total	\$ 3,623,551
 Capital Projects	
VRT	\$ 5,935,600
Subrecipient – Pass Through	<u>719,306</u>
Total	\$ 6,654,906
 Grand Total Expenses	 \$36,682,581

Valley Regional Transit
FY2026 Budget Year-over-Year Comparison by Division

Base Budget Revenues			Regional Administration		Communications	
Category	11		% Diff	12		% Diff
	2025	2026		2025	2026	
401 Directly Generated Funds	\$ -	\$ -	0%	\$ -	\$ -	0%
402 Purchased Transportation	\$ -	\$ -	0%	\$ -	\$ -	0%
403 Auxillary Revenue	\$ -	\$ -	0%	\$ (473,278)	\$ (770,100)	63%
404 Non-Transportation Revenue	\$ -	\$ -	0%	\$ -	\$ -	0%
405 Federal Assistance - Capital	\$ -	\$ -	0%	\$ -	\$ -	0%
406 Federal Assistance - Operating/Administration	\$ -	\$ -	0%	\$ (517,915)	\$ (1,199,506)	132%
407 Local Assistance - Capital	\$ -	\$ -	0%	\$ -	\$ -	0%
408 Local Assistance - Operating/Administration	\$ (1,457,214)	\$ (1,566,342)	7%	\$ (520,332)	\$ (300,876)	-42%
Total Base Budget Revenues	\$ (1,457,214)	\$ (1,566,342)		\$ (1,511,526)	\$ (2,270,482)	
Draw from Surplus Fund Balance						
Total Revenues, All Resources			\$ (1,566,342)		\$ (2,270,482)	
Base Budget Expenses			Regional Administration		Communications	
Category	11		% Diff	12		% Diff
	2025	2026		2025	2026	
501 Wages and Salaries	\$ 546,323	\$ 599,600	10%	\$ 417,132	\$ 379,064	-9%
502 Fringe Benefits	\$ 402,689	\$ 410,135	2%	\$ 294,652	\$ 252,068	-14%
503 Professional Services	\$ 246,891	\$ 256,473	4%	\$ 649,042	\$ 1,351,150	108%
504 Materials and Supplies	\$ 22,950	\$ 27,950	22%	\$ 101,500	\$ 151,200	49%
505 Utilities	\$ 20,510	\$ 4,800	-77%	\$ 1,200	\$ 5,000	317%
506 Casualty and Liability	\$ 56,925	\$ 101,009	77%	\$ -	\$ -	0%
508 Purchased Transportation	\$ -	\$ -	0%	\$ -	\$ -	0%
509 Miscellaneous	\$ 123,725	\$ 127,975	3%	\$ 48,000	\$ 132,000	175%
511 Interest	\$ 842	\$ -	-100%	\$ -	\$ -	0%
512 Leases and Rentals	\$ 36,357	\$ 38,400	6%	\$ -	\$ -	0%
514 Capital	\$ -	\$ -	0%	\$ -	\$ -	0%
Total Base Budget Expenses	\$ 1,457,214	\$ 1,566,342	7%	\$ 1,511,526	\$ 2,270,482	50%
% Difference in Base Budget			7%		50%	

Valley Regional Transit
FY2026 Budget Year-over-Year Comparison by Division

Base Budget Revenues			Program Administration Support		Information technology	
			13		14	
Category	2025	2026	% Diff	2025	2026	% Diff
401 Directly Generated Funds	\$ -	\$ -	0%	\$ -	\$ -	0%
402 Purchased Transportation	\$ -	\$ -	0%	\$ -	\$ -	0%
403 Auxillary Revenue	\$ -	\$ -	0%	\$ -	\$ (40,800)	0%
404 Non-Transportation Revenue	\$ -	\$ -	0%	\$ -	\$ -	0%
405 Federal Assistance - Capital	\$ (17,217,065)	\$ (5,725,174)	-67%	\$ -	\$ -	0%
406 Federal Assistance - Operating/Administration	\$ (1,437,795)	\$ (1,773,552)	23%	\$ (513,455)	\$ (531,073)	3%
407 Local Assistance - Capital	\$ (3,815,175)	\$ (929,732)	-76%	\$ -	\$ -	0%
408 Local Assistance - Operating/Administration	\$ (359,449)	\$ (280,940)	-22%	\$ (631,886)	\$ (664,487)	5%
Total Base Budget Revenues	\$ (22,829,484)	\$ (8,709,398)		\$ (1,145,341)	\$ (1,236,360)	
Draw from Surplus Fund Balance						
Total Revenues, All Resources			\$ (8,709,398)		\$ (1,236,360)	
Base Budget Expenses			Program Administration Support		Information technology	
			13		14	
Category	2025	2026	% Diff	2025	2026	% Diff
501 Wages and Salaries	\$ 740,576	\$ 789,304	7%	\$ 290,579	\$ 295,267	2%
502 Fringe Benefits	\$ 505,850	\$ 480,288	-5%	\$ 176,955	\$ 187,818	6%
503 Professional Services	\$ 531,018	\$ 153,000	-71%	\$ 53,700	\$ 63,500	18%
504 Materials and Supplies	\$ -	\$ 3,900	0%	\$ 29,000	\$ 29,000	0%
505 Utilities	\$ 800	\$ -	-100%	\$ 48,400	\$ 60,400	25%
506 Casualty and Liability	\$ -	\$ -	0%	\$ -	\$ -	0%
508 Purchased Transportation	\$ 1,168,042	\$ 1,328,306	14%	\$ -	\$ -	0%
509 Miscellaneous	\$ 19,000	\$ 19,000	0%	\$ 541,404	\$ 575,776	6%
511 Interest	\$ -	\$ -	0%	\$ 73	\$ -	-100%
512 Leases and Rentals	\$ -	\$ -	0%	\$ 5,229	\$ 24,600	370%
514 Capital	\$ 19,864,198	\$ 5,935,600	-70%	\$ -	\$ -	0%
Total Base Budget Expenses	\$ 22,829,484	\$ 8,709,398	-62%	\$ 1,145,341	\$ 1,236,360	8%
	\$ 2,965,286	\$ 2,773,798				
% Difference in Base Budget	-6%			8%		

Valley Regional Transit
FY2026 Budget Year-over-Year Comparison by Division

Base Budget Revenues	Boise Fixed Route			ADA Paratransit (Demand Response)		
	21			22		
Category	2025	2026	% Diff	2025	2026	% Diff
401 Directly Generated Funds	\$ (706,399)	\$ (657,549)	-7%	\$ (40,406)	\$ (41,619)	3%
402 Purchased Transportation	\$ -	\$ -	0%	\$ -	\$ -	0%
403 Auxillary Revenue	\$ (211,969)	\$ -	-100%	\$ -	\$ -	0%
404 Non-Transportation Revenue	\$ -	\$ -	0%	\$ -	\$ -	0%
405 Federal Assistance - Capital	\$ -	\$ -	0%	\$ -	\$ -	0%
406 Federal Assistance - Operating/Administration	\$ (3,491,078)	\$ (3,951,688)	13%	\$ (1,195,026)	\$ (1,184,745)	-1%
407 Local Assistance - Capital	\$ -	\$ -	0%	\$ -	\$ -	0%
408 Local Assistance - Operating/Administration	\$ (6,729,843)	\$ (7,074,003)	5%	\$ (1,612,777)	\$ (1,797,820)	11%
Total Base Budget Revenues	\$ (11,139,288)	\$ (11,683,240)		\$ (2,848,209)	\$ (3,024,184)	
Draw from Surplus Fund Balance						
Total Revenues, All Resources	\$ (11,683,240)			\$ (3,024,184)		
Base Budget Expenses	Boise Fixed Route			ADA Paratransit (Demand Response)		
	21			22		
Category	2025	2026	% Diff	2025	2026	% Diff
501 Wages and Salaries	\$ 4,968,500	\$ 5,042,500	1%	\$ 1,234,000	\$ 1,262,800	2%
502 Fringe Benefits	\$ 3,300,630	\$ 3,752,267	14%	\$ 981,070	\$ 1,145,729	17%
503 Professional Services	\$ 538,761	\$ 748,550	39%	\$ 139,669	\$ 153,550	10%
504 Materials and Supplies	\$ 1,039,900	\$ 1,006,400	-3%	\$ 243,200	\$ 230,000	-5%
505 Utilities	\$ 147,400	\$ 144,100	-2%	\$ 32,080	\$ 28,300	-12%
506 Casualty and Liability	\$ 475,160	\$ 440,427	-7%	\$ 203,640	\$ 188,755	-7%
508 Purchased Transportation	\$ -	\$ -	0%	\$ -	\$ -	0%
509 Miscellaneous	\$ 204,050	\$ 51,700	-75%	\$ 8,550	\$ 9,050	6%
511 Interest	\$ 136,498	\$ 137,000	0%	\$ -	\$ -	0%
512 Leases and Rentals	\$ 328,389	\$ 360,296	10%	\$ 6,000	\$ 6,000	0%
514 Capital	\$ -	\$ -	0%	\$ -	\$ -	0%
Total Base Budget Expenses	\$ 11,139,288	\$ 11,683,240	5%	\$ 2,848,209	\$ 3,024,184	6%
	\$ 13,987,497	\$ 14,707,424				
% Difference in Base Budget	5%			6%		

Valley Regional Transit
FY2026 Budget Year-over-Year Comparison by Division

Base Budget Revenues	Canyon Fixed Route			Canyon ADA (Demand Response)			Canyon Intercounty		
	31			32			33		
Category	2025	2026	% Diff	2025	2026	% Diff	2025	2026	% Diff
401 Directly Generated Funds	\$ -	\$ -	0%	\$ (116,030)	\$ (68,122)	-41%	\$ (20,298)	\$ (17,094)	-16%
402 Purchased Transportation	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%
403 Auxillary Revenue	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ (42,615)	\$ -	-100%
404 Non-Transportation Revenue	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%
405 Federal Assistance - Capital	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%
406 Federal Assistance - Operating/Administration	\$ -	\$ -	0%	\$ (926,488)	\$ (1,140,852)	23%	\$ (1,055,878)	\$ (1,256,968)	19%
407 Local Assistance - Capital	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%
408 Local Assistance - Operating/Administration	\$ -	\$ -	0%	\$ (473,261)	\$ (545,984)	15%	\$ (729,942)	\$ (882,416)	21%
Total Base Budget Revenues	\$ -	\$ -		\$ (1,515,780)	\$ (1,754,958)		\$ (1,848,734)	\$ (2,156,478)	
Draw from Surplus Fund Balance									
Total Revenues, All Resources	\$ -			\$ (1,754,958)			\$ (2,156,478)		
Base Budget Expenses	Canyon Fixed Route			Canyon ADA (Demand Response)			Canyon Intercounty		
	31			32			33		
Category	2025	2026	% Diff	2025	2026	% Diff	2025	2026	% Diff
501 Wages and Salaries	\$ -	\$ -	0%	\$ 740,167	\$ 756,750	2%	\$ 826,233	\$ 927,827	12%
502 Fringe Benefits	\$ -	\$ -	0%	\$ 318,085	\$ 386,114	21%	\$ 359,628	\$ 473,683	32%
503 Professional Services	\$ -	\$ -	0%	\$ 109,220	\$ 120,221	10%	\$ 121,920	\$ 152,916	25%
504 Materials and Supplies	\$ -	\$ -	0%	\$ 295,194	\$ 320,849	9%	\$ 328,621	\$ 392,150	19%
505 Utilities	\$ -	\$ -	0%	\$ 33,970	\$ 37,160	9%	\$ 37,920	\$ 44,640	18%
506 Casualty and Liability	\$ -	\$ -	0%	\$ 132,326	\$ 122,589	-7%	\$ 161,732	\$ 149,832	-7%
508 Purchased Transportation	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%
509 Miscellaneous	\$ -	\$ -	0%	\$ 7,382	\$ 11,275	53%	\$ 12,680	\$ 15,430	22%
511 Interest	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%
512 Leases and Rentals	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%
514 Capital	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%
Total Base Budget Expenses	\$ -	\$ -	0%	\$ 1,636,344	\$ 1,754,958	7%	\$ 1,848,734	\$ 2,156,478	17%
% Difference in Base Budget				7%			17%		

Valley Regional Transit
FY2026 Budget Year-over-Year Comparison by Division

Base Budget Revenues			Specialized Transportation		Mobility Management	
			41		42	
Category	2025	2026	% Diff	2025	2026	% Diff
401 Directly Generated Funds	\$ -	\$ -	0%	\$ -	\$ -	0%
402 Purchased Transportation	\$ -	\$ -	0%	\$ -	\$ -	0%
403 Auxillary Revenue	\$ -	\$ -	0%	\$ -	\$ -	0%
404 Non-Transportation Revenue	\$ -	\$ -	0%	\$ (33,417)	\$ -	-100%
405 Federal Assistance - Capital	\$ -	\$ -	0%	\$ -	\$ -	0%
406 Federal Assistance - Operating/Administration	\$ (2,491,223)	\$ (2,427,898)	-3%	\$ (525,491)	\$ (375,536)	-29%
407 Local Assistance - Capital	\$ -	\$ -	0%	\$ -	\$ -	0%
408 Local Assistance - Operating/Administration	\$ (1,303,721)	\$ (1,195,653)	-8%	\$ (398,170)	\$ (282,051)	-29%
Total Base Budget Revenues	\$ (3,794,943)	\$ (3,623,551)		\$ (957,078)	\$ (657,587)	
Draw from Surplus Fund Balance						
Total Revenues, All Resources			\$ (3,623,551)		\$ (657,587)	
Base Budget Expenses			Specialized Transportation		Mobility Management	
			41		42	
Category	2025	2026	% Diff	2025	2026	% Diff
501 Wages and Salaries	\$ 738,667	\$ 601,352	-19%	\$ 255,589	\$ 288,997	13%
502 Fringe Benefits	\$ 640,852	\$ 462,313	-28%	\$ 196,796	\$ 213,071	8%
503 Professional Services	\$ 588,000	\$ 869,000	48%	\$ 352,720	\$ 20,130	-94%
504 Materials and Supplies	\$ 245,000	\$ 145,200	-41%	\$ 61,183	\$ 35,100	-43%
505 Utilities	\$ 2,400	\$ -	-100%	\$ 5,040	\$ 3,840	-24%
506 Casualty and Liability	\$ 136,825	\$ 335,686	145%	\$ -	\$ -	0%
508 Purchased Transportation	\$ 1,408,200	\$ 1,180,000	-16%	\$ -	\$ -	0%
509 Miscellaneous	\$ 35,000	\$ 30,000	-14%	\$ 85,750	\$ 96,450	12%
511 Interest	\$ -	\$ -	0%	\$ -	\$ -	0%
512 Leases and Rentals	\$ -	\$ -	0%	\$ -	\$ -	0%
514 Capital	\$ -	\$ -	0%	\$ -	\$ -	0%
Total Base Budget Expenses	\$ 3,794,943	\$ 3,623,551	-5%	\$ 957,078	\$ 657,587	-31%
% Difference in Base Budget			-5%		-31%	

**Fiscal Year 2026
Budget Summary by Budget Area**

REVENUES		EXPENSES	
Regional Overhead		Regional Overhead	
Directly Generated Revenues	\$ -	Wages and Salaries	\$ 2,352,231
Auxiliary Revenues	(810,900)	Fringe Benefits	1,543,379
Non Transportation Revenues	-	Professional Services	1,844,253
Federal Assistance	(3,879,667)	Materials and Supplies	247,151
Local Assistance	(3,094,696)	Utilities	74,040
TOTAL	\$ (7,785,264)	Casualty and Liability	101,009
		Purchased Transportation	-
		Miscellaneous	951,201
		Subrecipient Pass Through	609,000
		Interest	-
		Leases and Rentals	63,000
		TOTAL	\$ 7,785,264
Ada County Transportation Services		Ada County Transportation Services	
Directly Generated Revenues	\$ (699,168)	Wages and Salaries	\$ 6,305,300
Auxiliary Revenues	-	Fringe Benefits	4,897,996
Federal Assistance	(5,136,433)	Professional Services	902,100
Local Assistance	(8,871,823)	Materials and Supplies	1,236,400
Draw from Surplus Fund Balance	-	Utilities	172,400
TOTAL	\$ (14,707,424)	Casualty and Liability	629,182
		Purchased Transportation	-
		Miscellaneous	60,750
		Interest	137,000
		Leases and Rentals	366,296
		TOTAL	\$ 14,707,424
Canyon County Transportation Services		Canyon County Transportation Services	
Directly Generated Revenues	\$ (85,216)	Wages and Salaries	\$ 1,684,577
Auxiliary Revenues	-	Fringe Benefits	859,797
Federal Assistance	(2,397,820)	Professional Services	273,137
Local Assistance	(1,428,400)	Materials and Supplies	712,999
Draw from Surplus Fund Balance	-	Utilities	81,800
TOTAL	\$ (3,911,436)	Casualty and Liability	272,421
		Purchased Transportation	-
		Miscellaneous	26,705
		Interest	-
		Leases and Rentals	-
		TOTAL	\$ 3,911,436
Specialized Transportation Services		Specialized Transportation Services	
Directly Generated Revenues	\$ -	Wages and Salaries	\$ 601,352
Auxiliary Revenues	-	Fringe Benefits	462,313
Federal Assistance	(2,427,898)	Professional Services	869,000
Local Assistance	(1,195,653)	Materials and Supplies	145,200
TOTAL	\$ (3,623,551)	Utilities	-
		Casualty and Liability	335,686
		Purchased Transportation	1,180,000
		Miscellaneous	30,000
		Interest	-
		Leases and Rentals	-
		TOTAL	\$ 3,623,551
Capital Projects		Capital Projects	
Federal Capital Assistance	\$ (5,005,868)	VRT	\$ 5,935,600
Local Capital Assistance	(929,732)	Subrecipient - Pass Through	719,306
Subrecipient Pass Through	(719,306)	TOTAL	\$ 6,654,906
Draw from Surplus Fund Balance	-		
TOTAL	\$ (6,654,906)		
Grand Total Revenues, All Sources	\$ (36,682,581)	Grand Total Expenses	\$ 36,682,581

Valley Regional Transit

Item VI. A.

FY2026 Capital Budget Detail

Ada County	Objective	Federal	Local	Total
Ada Service Vehicle Replacement	S3	\$44,000	\$11,000	\$55,000
Ada County Bus Stop Construction	S3	\$277,980	\$22,020	\$300,000
Orchard Phase 2 Construction	S3	\$1,204,580	\$95,420	\$1,300,000
On Street Amenities	S3	\$75,200	\$18,800	\$94,000
	TOTAL	\$1,601,760	\$147,240	\$1,749,000
Canyon County	Objective	Federal	Local	Total
Replace Canyon Cutaway	S3	\$1,600,000	\$400,000	\$2,000,000
	TOTAL	\$1,600,000	\$400,000	\$2,000,000
Regional Projects	Objective	Federal	Local	Total
Replace Beyond Access Mini Van	S3	\$277,980	\$22,020	\$300,000
Replace Fleet Supervisor Pickup	S3	\$55,596	\$4,404	\$60,000
	TOTAL	\$333,576	\$26,424	\$360,000
MSS Projects	Objective	Federal	Local	Total
MSS Improvements	S3	\$40,000	\$10,000	\$50,000
	TOTAL	\$40,000	\$10,000	\$50,000
HDTC Projects	Objective	Federal	Local	Total
HDTC Phase 1	S3	\$1,439,890	\$336,710	\$1,776,600
	TOTAL	\$1,439,890	\$336,710	\$1,776,600
Total FY26 Capital Budget		\$5,015,226	\$920,374	\$5,935,600

STRATEGIC OBJECTIVES		
Maintain	S2	0%
Improve	S3	100%
Expand	S4	0%

VRT 2026 Funding Request Update

Ada County Requests with Canyon County and Grand Totals

Member Agency	General	Service	Capital	Special	Total	Member Budget	Difference	Anticipated Action
Ada County	\$37,752	\$153,052	\$13,598	\$-	\$204,402	\$133,003	\$(71,400)	Approval
ACHD	\$6,758	\$-	\$-	\$2,511	\$9,269	\$9,269	\$-	Approval
Boise State University	\$6,758	\$144,581	\$24,378	\$53,039	\$228,755	\$228,755	\$-	Approval
Capital City Development Corp.	\$6,758	\$-	\$-	\$78,800	\$85,558	\$85,558	\$-	Approval
City of Boise	\$151,385	\$9,697,012	\$32,889	\$30,000	\$9,911,286	\$9,911,286	\$-	Approval
City of Eagle	\$22,733	\$-	\$-	\$16,520	\$39,252	\$39,252	\$-	Approval
City of Garden City	\$8,100	\$25,000	\$-	\$-	\$33,100	\$33,100	\$-	Approval
City of Kuna	\$19,064	\$-	\$-	\$-	\$19,064	\$19,064	\$-	Approval
City of Meridian	\$86,469	\$533,901	\$-	\$259,923	\$880,293	\$880,293	\$-	Approval
City of Star	\$12,059	\$-	\$-	\$7,184	\$19,244	\$-	\$(19,244)	Approval
Meridian Development Coro.	\$6,758	\$-	\$-	\$-	\$6,758	\$6,758	\$-	Approval
Ada County Total	\$364,593	\$10,553,546	\$46,959	\$452,254	\$11,417,351	\$11,326,709	\$(90,644)	
Canyon County Total	\$172,917	\$1,216,356	\$136,150	\$35,648	\$1,561,071	\$1,473,063	\$(88,008)	
Grand Total	\$537,510	\$11,769,902	\$183,109	\$487,902	\$12,987,422	\$12,799,771	\$(178,652)	-1.38%

VRT 2026 Funding Request Update

Canyon County Requests with Ada County and Grand Totals

Member Agency	General	Service	Capital	Special	Total	Member Budget	Difference	Anticipated Action
Canyon County	\$32,019	\$37,946	\$12,252	\$-	\$82,218	\$-	\$(82,218)	Approval
Canyon County Highway Dist. #4	\$1,941	\$-	\$-	\$-	\$1,941	\$1,941	\$-	Approval
City of Caldwell	\$44,448	\$250,985	\$61,904	\$-	\$357,337	\$357,337	\$-	Approval
City of Greenleaf	\$496	\$-	\$-	\$-	\$496	\$496	\$-	Approval
City of Melba	\$424	\$-	\$-	\$-	\$424	\$-	\$(424)	Approval
City of Middleton	\$7,985	\$-	\$-	\$-	\$7,985	\$7,985	\$-	Approval
City of Nampa	\$72,175	\$747,611	\$44,214	\$-	\$864,000	\$864,000	\$-	Approval
City of Notus	\$381	\$-	\$-	\$-	\$381	\$-	\$(381)	Approval
City of Parma	\$1,344	\$-	\$-	\$-	\$1,344	\$-	\$(1,344)	Approval
City of Wilder	\$1,065	\$-	\$-	\$-	\$1,065	\$-	\$(1,065)	Approval
College of Western Idaho	\$6,758	\$179,814	\$17,781	\$35,648	\$240,000	\$240,000	\$-	Approval
Golden Gate Highway District #3	\$1,373	\$-	\$-	\$-	\$1,373	\$-	\$(1,373)	Approval
Nampa Highway District #1	\$1,303	\$-	\$-	\$-	\$1,303	\$1,303	\$-	Approval
Notus/Parma Highway District	\$1,204	\$-	\$-	\$-	\$1,204	\$-	\$(1,204)	Approval
Canyon County Total	\$172,917	\$1,216,356	\$136,150	\$35,648	\$1,561,071	\$1,473,063	\$(88,008)	
Ada County Total	\$364,593	\$10,553,546	\$46,959	\$452,254	\$11,417,351	\$11,326,709	\$(90,644)	
Grand Total	\$537,510	\$11,769,902	\$183,109	\$487,902	\$12,987,422	\$12,799,771	\$(178,652)	-1.38%

FY2026 Unified Planning Work Program
Public Transportation Supplement

Program	Expenditures				Revenues			
	Workdays	Direct Labor	Direct Costs	Total Exp.	5307 LU	5307 SU	Local Match	Total Revenues
UZA								
Program Administration Support	1,645	\$ 696,986	\$ 169,000	\$ 865,986	\$ 346,394	\$ 346,394	\$ 173,197	\$ 865,986
Boise TMA System Planning	399	\$ 192,841	\$ -	\$ 192,841	\$ 154,272	\$ -	\$ 38,568	\$ 192,841
Nampa UZA System Planning	337	\$ 157,422	\$ -	\$ 157,422	\$ -	\$ 125,938	\$ 31,484	\$ 157,422
Totals	2,382	\$ 1,047,249	\$ 169,000	\$ 1,216,249	\$ 500,667	\$ 472,332	\$ 118,083	\$ 1,216,249

500 Program Administration Support

This program supports the general transportation planning and federal project administration of Valley Regional Transit including oversight of federal regulations and development and maintenance of

Valley Connect, the long-range transit and strategic plan;
the 5-Year Transportation Development Plan;
the Transit Asset Management Plan;
and transit corridor studies.

The program also supports the development and maintenance of regional performance measures and reporting, capital project management, geographic information systems, and grant administration. Direct costs in this program include miscellaneous expenses for legal services, travel, training and membership dues.

530 Boise TMA System Planning

This program supports the general short term planning and implementation in the Boise Transportation Management Area including

Bus stop and facility planning;
Specific service operation plans for the Boise TMA.

430 Nampa TMA System Planning

This program supports the general short term planning and implementation in the Nampa Transportation Management Area including

Bus stop and facility planning;
Service operation plans for the Nampa TMA;
and On-Demand transit planning.



VALLEY REGIONAL TRANSIT BOARD RESOLUTION

FISCAL YEAR 2026 Capital and Operating Budget RESOLUTION VBD25-036

BY THE BOARD OF VALLEY REGIONAL TRANSIT TO ADOPT THE FISCAL YEAR 2026 BUDGET TO SUPPORT VALLEY REGIONAL TRANSIT'S PROGRAM OF PROJECTS UNDER THE DIVISIONS OF REGIONAL PLANNING AND PROGRAM SUPPORT, COMMUNITY TRANSPORTATION, BOISE TRANSPORTATION MANAGEMENT AREA (TMA) TRANSIT SERVICES, AND NAMPA URBANIZED AREA (UZA) TRANSIT SERVICES

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

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

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

WHEREAS, Valley Regional Transit is required by Idaho Code § 40-2112(5) to adopt an annual budget not later than the Tuesday following the first Monday in September for the ensuing fiscal year; and

WHEREAS, Valley Regional Transit is required to include all federally and locally funded planning projects in the Unified Planning and Work Program Transportation Supplement adopted by the Community Planning Association of Idaho, the federally designated metropolitan planning organization for Ada and Canyon Counties, as a condition of receiving federal planning assistance funds; and

WHEREAS, Valley Regional Transit set a time and place for a public hearing on the annual budget, and met all the required notification and public posting requirements as outlined in Idaho Code Sections 40-2112(5) and 40-206; and

WHEREAS, Idaho Code § 40-2109(5) provides that the Board of Valley Regional Transit may adopt resolutions consistent with law, as necessary, for carrying out the purposes of Chapter

21, Title 40, Idaho Code and discharging all powers and duties conferred to Valley Regional Transit pursuant to Chapter 21, Title 40.

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

Section 1. That the Valley Regional Transit Board of Directors adopts the FY2026 Budget Analysis and Recommendations

Section 2. That the Valley Regional Transit Board of Directors adopts the Fiscal Year 2026 Budget:

- FY2026 Budget Summary by Budget Area
- Legal Notice of Public Hearing
- FY2026 Unified Planning Work Program

Section 3. That the Valley Regional Transit Board directs staff to submit the Unified Planning and Work Program (UPWP) to the Community Planning Association of Southwest Idaho for inclusion in the Transportation Supplement of the Unified Planning and Work Program required under the provisions of the Federal Transit Act.

Section 4. That this Resolution VBD25-036 shall be in full force and effect immediately upon its adoption by the Board of Directors of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 4th day of August 2025.

APPROVED by the Board Chair this 4th day of August 2025.

APPROVED:

CHAIR

ATTEST:

EXECUTIVE ASSISTANT



TOPIC	Disposal of Assets
DATE	August 4, 2025
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

This is an action item. Staff recommends the Board of Directors adopt Resolution VBD25-033 for fiscal year 2026 disposal of assets.

Summary

Valley Regional Transit (VRT) set a public hearing for the disposal of VRT assets following Executive Board direction on June 2, 2025. Idaho Code requires VRT to hold a public hearing to notify the public of assets considered for disposal. The public hearing typically aligns with the consideration of the budget.

Many vehicles scheduled for disposal in previous fiscal years continue to be used in revenue service due to the inability to order and/or receive replacement vehicles. The vehicles scheduled for disposal in previous fiscal years are included in the list for fiscal year 2026. VRT staff will provide a report of the final disposition of all assets that will be included in the consent agenda at the October 2027 Board meeting.

Potential items for disposal include:

- Buses beyond their useful life, not suitable for other VRT services
- Service and support vehicles beyond their useful life that are not suitable for other VRT services
- IT equipment that is beyond their useful life

Implication

VRT is required to follow Idaho Code when disposing of government assets. VRT has financial policies requiring the Chief Executive Officer to dispose of assets through a method that is most advantageous to the organization. Providing the final disposition of all assets ensures accountability to the VRT Board of Directors and the public.

More Information

Attachments

Fiscal Year 2026 Disposal List
Resolution VBD25-033 Disposal of Assets

For detailed information, contact:

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



Fiscal Year 2026 Asset Disposal List

ROLLING STOCK

Vehicle Information	VIN	Year	Miles	Age	Years Beyond ULB
New Flyer 35' Low Floor	5FYC2GP061U023542	2002	781,182	24	10
New Flyer 35' Low Floor	5FYC2GP081U023543	2002	802,881	24	10
New Flyer 35' Low Floor	5FYC2GP031U023546	2002	802,980	24	10
Ford E450 Elkhart Cutaway	1FDFF4FS0DDA59829	2013	261,864	13	3
Ford E450 Elkhart Cutaway	1FDFF4FS7DDA59830	2013	248,740	13	3
Ford E450 Elkhart Cutaway	1FDFF4FS9DDA59831	2013	251,145	13	3
Ford E450 Goshen Coach	1FDFF4FS2BDA63281	2011	330,348	15	5
Ford F550 Glaval Entourage	1FDGF5GY7DEA93884	2013	376,625	13	3
Ford F550 Glaval Entourage	1FDGF5GY0DEA93886	2013	387,940	13	3
Ford F550 Glaval Entourage	1FDGF5GY2DEA93887	2013	402,819	13	3
Ford F550 Glaval Entourage	1FDGF5GY4DEA93888	2013	415,515	13	3
Ford F550 Glaval Entourage	1FDGF5GY3DEA93889	2013	400,338	13	3
Ford F550 Glaval Entourage	1FDGF5GY2DEA93890	2013	412,803	13	3
Gillig 40' Low Floor	15GGD2711B1180365	2011	507,125	15	1
Gillig 40' Low Floor	15GGD2715B1180367	2011	538,960	15	1
Gillig 40' Low Floor	15GGD2717B1180368	2011	513,143	15	1
Gillig 40' Low Floor	15GGD2715B1180370	2011	466,722	15	1
Dodge Caravan	2C4RDGBG7CR369673	2012	73,074	14	6
Ford Transit Van	1FBVU4XM4HKA17656	2017	153,670	9	1
Ford Transit Van	1FBVU4XM2HKA15551	2017	141,530	9	1

SERVICE/SUPPORT VEHICLES

Vehicle Information	VIN	Year	Miles	Age	Useful Life Benchmark
Ford F350	1FTRF3865CEC50074	2012	57,406	14	0
Ford E350 Van	1FBNE3BL3DDA49521	2013	151,301	13	5
Ford E350 Van	1FBSS3BL4DDA27250	2013	206,238	13	5
Dodge Caravan	2C4RDGBG7DR761313	2013	158,875	13	5

EQUIPMENT

Equipment Information	Purchased	Useful Life
Desktop Computers	Prior to 2020	4 years
Laptop Computers	Prior to 2020	4 years
Computer Monitors	Prior to 2018	6 years
Servers	Prior to 2018	Not specified
Printers	Prior to 2019	Not specified
Networking Devices	Prior to 2017	Not specified
Computer Accessories	Varies	Not specified



TOPIC	Disposal of Assets
DATE	August 4, 2025
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

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Summary

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Computer Accessories	Varies	Not specified



VALLEY REGIONAL TRANSIT BOARD RESOLUTION

DISPOSAL OF ASSETS RESOLUTION VBD25-033

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE DISPOSAL OF ASSETS,

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 desires to effectively manage assets and dispose of unneeded resources at the highest value; and

WHEREAS, VRT has the Fixed Asset Policy, that was approved by the Board August 1, 2022; and

WHEREAS, VRT expects to have surplus assets to dispose of between October 2025 and September 2026; and

WHEREAS, VRT will continue to comply with current Federal and State of Idaho rules and regulations; 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 adopt Resolution VBD25-033 and authorize the Chief Executive Officer to approve VRT disposals for the time period of October 2025 through September 2026.

Section 2. That the Board of Valley Regional Transit directs VRT staff to determine the most advantageous method(s) to dispose of assets.

Section 3. That the Executive Board receive a report showing the final disposition of all assets disposed of in fiscal year 2026 at the meeting held in October 2027.

Section 4. That Resolution VBD25-033 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 4th day of August 2025.

APPROVED by the Board Chair this 4th day of August 2025.

APPROVED:

CHAIR

ATTEST:

Executive Assistant





TOPIC	Renewable Natural Gas Credits
DATE	August 4, 2025
STAFF MEMBER	Joseph Guenther

Staff Recommendation/Request

This is an action item. Staff requests the Board of Directors approve Resolution VBD25-028 and direct staff to enter into a professional services agreement with US Energy to process Renewable Energy Credits on behalf of Valley Regional Transit (VRT) to apply toward capital expenditures.

Summary

VRT began operating Compressed Natural Gas (CNG) transit vehicles in the early 1990's. CNG provides several environmental and financial benefits to fossil fuel vehicles. Currently, VRT uses natural gas to support its transit services in the following three locations.

- Orchard Maintenance Facility, located at 4701 S. Northrup Ave, Boise, Idaho, 83705
- 777 W. Main Street, Suite 170, Boise, Idaho, 83702
- Happy Day Transit Center, 5807 Cleveland Boulevard, Caldwell, ID, 83607

Over the last few years, certain facilities such as wastewater treatment plants, biofuels and dairy farms have begun producing renewable natural gas. This has resulted in a regulated market for Renewable Identification Numbers (RINs) for natural gas that is used for transportation purposes. By taking advantage of the RIN market, VRT can reduce its overall emissions and increase its revenue by using renewable natural gas in its vehicles.

VRT requested proposals from qualified Offerors to provide consulting services to supply VRT with Renewable Natural Gas (RNG) for our Compressed Natural Gas (CNG) fleet and manage the sale of and payment for RINs. US Energy is the successful Offeror and has agreed to compensate VRT for the Renewable Identification Numbers (RIN) D3 credits.

Highlights

It is the intent of the RFP to allow VRT to take full advantage of its long-established CNG program. It is also the objective of VRT for this contract to be cost neutral/effective to VRT with no, or minimal, required expenses and maximum revenues.

VRT currently operates 52 CNG vehicles and consumes approximately 12,000 to 13,000 MMBtu's per month of natural gas. This equates to 495,000 therms or 390,864 GGE of natural gas consumed by VRT's activities annually.

US Energy Proposal

VRT has evaluated proposals from four Offerors and determined US Energy can provide the best value to VRT. The economic value of this offer is estimated to be between \$178,000 and \$225,000 per year.

Payment and Valuation

U.S. Energy uses the daily average Oil Price Information Service (OPIS) Index for D3 RINS pricing. U.S. Energy will pay VRT monthly via ACH for the monetization of the credits generated. By guaranteeing payment based on the OPIS-listed credit pricing, U.S. Energy provides VRT the confidence and assurance that it is receiving the highest possible value for its credits.

Implication

U.S. Energy will supply 100% of VRT's fueling needs with renewable natural gas through an EPA approved process of the "book and claim" system of accounting for matching RNG production with the use of RNG; U.S. Energy will monetize the D3 RIN credits produced from VRT's fueling station; and U.S. Energy will compensate VRT by sharing a percentage of the credit value.

More Information:

For detailed information, contact:

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





VALLEY REGIONAL TRANSIT BOARD RESOLUTION

RENEWABLE NATURAL GAS CREDITS RESOLUTION VBD25-028

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING ACCEPTANCE OF RENEWABLE NATURAL GAS CREDIT CONTRACT WITH US ENERGY,

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 desires to effectively manage budgets, capital needs, resources, and advantages of funding programs at the highest value; and

WHEREAS, VRT has completed the procurement process under RFP DEV-BASE-001; and

WHEREAS, VRT ranked the four (4) respondents to the proposal with US Energy providing a proposal deemed by staff to be most beneficial to VRT; and

WHEREAS, VRT will continue to comply with current Federal and State of Idaho rules and regulations; 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 adopt Resolution VBD25-028 and authorize the Chief Executive Officer to negotiate and finalize a professional services agreement with US Energy for processing of Renewable Natural Gas Credits to apply towards capital expenditures.

Section 2. That Resolution VBD25-028 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 4th day of August 2025.

APPROVED by the Board Chair this 4th day of August 2025.

APPROVED:

CHAIR

ATTEST:

Executive Assistant



TOPIC	Federal Legislative Update
DATE	August 4, 2025
STAFF MEMBER	Elaine Clegg

Staff Request

This is an action item; the CEO requests the Board of Directors approve the positions outlined in this memo and continue working on these policies with federal partners.

Highlights

- Discussions have begun regarding policy positions for reauthorization of the federal transportation bill in 2026.
- These discussions are moving toward positions for our federal partners at the American Transportation Association (ATA) and The Bus Coalition (TBC)
- It is important for the Valley Regional Transit (VRT) Board to be informed of and provide direction on these policy issues. Some are more recent, and the Board may not be aware of them:
- The following issues of interest may impact VRT:
 - Parity for local match requirements
 - Funding for bus replacements and expansion
 - Continued support for transit in the Highway Trust Fund
 - Reform in various processes
 - Formula/Discretionary grant split for funding in 5339 Program

Summary

VRT does not have a formal process for reviewing legislative priorities, I had planned to introduce such a process in August and October by briefing the Executive Board and then asking the Board of Directors to adopt broad position statements. The federal legislative positions moved ahead of that schedule, and it is important for the Board of Directors to have an opportunity to advise on these issues. I took these issues to the Executive Board in June where they provided direction to continue working on these positions as outlined and bring them to the Board of Directors in August. Below is a brief description of the most important issues that are moving forward. One new issue since the June Executive Board review is the split of funding between formula and competitive in the 5339 program, it is explained below.

Request Parity for Local Match Requirements: Amend Title 49: chapters 53 and II (Transit and Rail) to provide parity with highways for local match requirements. Today highway agencies in states with extensive federal land holdings pay a reduced local match rate for federally funded projects based on the amount of federal land in the state. This change would extend that opportunity to agencies using federal funding for transit and rail.

Funding for Bus Replacements and Expansion: Support for continued IJA levels of funding for 5339 – Bus and Bus Facilities grants to ensure that bus-based transit has access to sufficient funding to maintain the transit bus fleet numbers. After significant funding cuts in 2012 fleet size nationwide dropped by 24.7 percent between 2013 and 2023, resulting in less service, less reliability, and lower ridership. VRT fell behind on State of Good Repair and Transit Asset Management scores during this time. The robust funding over the last six years has allowed VRT to catch up.

Continued support for Transit in the Highway Trust Fund: Maintain current funding levels and contributions from the Highway Trust Fund to public transportation and bus capital grants accounts. This has been a longstanding policy since the 1980's.

Process Reform: Certain processes are administered differently between transit and highway titles and between recipients within transit processes. These include NEPA review, real estate acquisition and grant applications. There is broad support to use the most simplified process that has proven to work in other agencies for recipients in all.

Formula/Discretionary grant split for funding in 5339 Program: The American Public Transportation Association has adopted a preliminary position of changing the percentages of funding between formula and discretionary grants in the 5339 program. Today 30% goes directly to agencies by formula based on the amount of service they provide and 70% is held in an account to fund discretionary grants. The proposal is to flip these percentages with 70% going by formula and 30% held in the discretionary fund pot. The change would benefit very large transit agencies at the expense of the smaller ones to help large agencies avoid a fiscal cliff brought on by changes spurred by COVID. It's likely VRT's access to the discretionary grants would be curtailed significantly. VRT has benefited greatly from the discretionary grant program in the category including Low-No and Bus and Bus Facilities grants with awards totaling almost \$25M over the last five years for bus replacements alone. We have also been awarded over \$15M more for facilities from these two programs in that same five years. We could not replace that with the funding with the \$6.5M more in formula that we might get over the next 5 years. I have been named to a committee to work on a solution. We are going in proposing a 50/50 split and set asides within the discretionary program for smaller systems. The ask here, is that the Board of Directors support my work on the committee to find a solution that keeps the large systems operating and allows the smaller systems to keep up with needs on State of Good Repair and bus replacements.

Implication

It is important for the Board of Directors to understand and provide direction on these issues as the legislative process moves forward.

More Information

For detailed information, contact:

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





TOPIC	Area Agency on Aging Funding Reduction
DATE	August 4, 2025
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

This is an information item only.

Summary

The Area Agency on Aging (AAA) notified VRT July 16 that the state fiscal year (SFY) 2026 transportation funding used as local match for Beyond Access and senior center transportation providers was reduced by 41%. The SFY covers the period of July 2025 to June of 2026. This budget reduction will severely impact services currently provided to older adults and persons with disabilities throughout Ada and Canyon County. The senior center transportation providers affected are Melba Valley, Kuna, Parma and Meridian.

AAA informed VRT that funding for their transportation services was cut by the federal government by 50% for SFY 2026. This cut affects transportation providers and call center operations funded by AAA. AAA was expecting a 5% cut to the transportation budget. Based on this cut, VRT has started conversations with the service providers to determine how budgets will be impacted.

History

- SFY 2019 through 2023 VRT received an average of \$177,000 annually from AAA
- SFY 2024 and 2025 VRT received \$97,573.63 from AAA
- SFY 2026 VRT will only receive \$57,741 from AAA

Implication

This funding reduction will significantly affect services that use AAA as local match with federal grants. VRT will continue to meet with service providers to determine what the path forward will be. Staff will provide an update to the Executive Board once a solution is finalized.

More Information

For detailed information, contact:

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

**Valley Regional Transit
FY2025 Procurement Calendar**

Type of Procurement	Project Manager	Estimated Cost	Estimated Issue Date	Estimated Executive Board/Board Action Date	Required Approval
Renewable Natural Gas Credit	Joseph Guenther		Apr-25	Aug-25	Board of Directors
Janitorial Services for MSS and HDTC	Jonathan Mutchler	\$ 805,000.00	Mar-25	Aug-25	Board of Directors delegated to Executive Board
On-Call Construction Services	Joseph Guenther	TBD	May-25	Aug-25	Board of Directors
Temporary Staffing Service	Jeannette Ezell	\$ 2,600,000.00	May-25	Sep-25	Board of Directors
On-Call Glass Repair and Replacement Services	Jeremy Gianchetta	TBD	Jul-25		
Vehicle Maintenance Fluids and Parts	Jeremy Gianchetta	TBD	TBD		
Fleet Replacement Plan	Leslie Pedrosa	\$ 20,000.00	TBD		CEO

Updated 7-9-25

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	August 4, 2025
STAFF MEMBER	Elaine Clegg

Summary

Information only, no action needed. This report is longer than usual as it covers two months.

Highlights

Since setting the **budget** for hearing I have spent much of my time at meetings with various partners presenting the details as it impacts their jurisdiction. Our hard work has paid off as it looks positive that the majority of our requests will be met, even in this very difficult budget year. As you can see in a separate memo we recently learned of a funding cut to the contribution we get from the Area Agency on Aging that supports Beyond Access. We are working on a strategy to continue service at the high levels of demand and will have more detail on that at the board meeting.

My team has been spending much of the time moving forward with **projects**, many of which we started when I first came on board. You will see more details in the Internal Activity section but perhaps the most exciting project has been a partnership with the Public Works department at the City of Nampa to reinvigorate our use of Compressed Natural Gas (CNG) with **Renewable Natural Gas** (RNG) from their wastewater treatment plant.

We applied for a **Low-No Grant** to connect a pipeline, build new CNG fueling equipment at Orchard and add the same at Happy Day. The project meets many goals including lowering GHG emissions, saving money on operations and earning money through RNG credits as part of an overall resilience strategy. You will get a full report and details on that strategy at a future meeting; we are very excited to act now with the grant open. Until that facility can be built, we are asking to move forward on purchasing RNG from the pipeline so we can begin earning the credits immediately.

Although ancillary to VRT, I took advantage of two Amtrak staff visiting Boise to reinvigorate the discussion about using the existing rail line for **passenger rail** and working toward an application for the Corridor Identification (CID) Program when it reopens. The lunch was well attended and there was a lively discussion about strategies for success with CID. This all helps VRT get closer to our goal of using the rail corridor for regional passenger movement from Caldwell to Micron.

Our **BUILD** grant proposal for completing preliminary design for the completion of State Street into a multi-modal corridor from downtown Boise to Old Horseshoe Bend Road was not successful, however we met with ACHD and have a strategy to complete the work without the grant. In the meantime, I would like to congratulate ACHD on their successful BUILD proposal. That award will move many projects that will benefit transit users by building better access in many key corridors

Meetings/Presentations

I represented VRT or presented at the following meetings this month:

- I presented to the **Nampa Kiwanis** about the importance of transit in Nampa.
- Jason Rose and I accompanied the **Boise Strong Towns** group on a tour of downtown pointing out a variety of transit infrastructure and its purpose, including a tour of Main Street Station.
- I was a presenter on The **Kittleson and Associates** annual intern training series on transportation as a career choice and leadership strategies. Last year the event was held in person in Boise, this year was virtual and very well attended across the country.
- I served on a panel at the **Idaho Business Review** breakfast series on transportation.
- I presented on our budget request in **Caldwell, Eagle, Meridian** and a second time in **Nampa**.
- VRT accepted the Platinum Award for our participation in **May in Motion** at the annual celebratory luncheon.
- I continue to participate in a handful of board and other meetings including **The Bus Coalition, the APTA High Speed and Intercity Rail Committee, and the Treasure Valley Clean Cities Coalition**.

Travel

Travel was a little lighter recently but will pick up again in August-October.

- My biggest trip was to the San Francisco bay area to attend the American Public Transportation Association (**APTA**) **annual Rail Conference**. While there I toured the Sonoma Marin Area Rail Transit (SMART) regional rail corridor. I learned a lot about what it took to activate this short line corridor, which is much like the Boise Cutoff. They are moving over 1.5. million people around the region for work and play. I also rode on the EBART which is an extension of the BART system on a heavy rail corridor using aluminum unibody train sets built by Stadler. The trains were smooth and quiet and very nimble. Much more like a light rail ride than a heavy rail trip.
- I also traveled to the Seattle Area to attend the **Pacific Northwest Economic Region (PNWER) Annual Summit**. PNWER is the sponsor of two of our grants exploring joint development and high performance corridors. I met with our rail consultant on the report they are preparing about use of the Boise Cutoff.
- Our government affairs consultant and I traveled to the **Wood River and Magic Valleys** to meet with local and state leaders and talk about the challenges of running transit in a state without a dedicated funding source. We had some great discussions about possible solutions. We also stopped at the train depot in Shoshone while on our way through.



- I traveled to **Mountain Home** to meet with Mayor Sykes about the work they have done to prepare for the eventual introduction of passenger rail service in Mountain Home and to the air force base.
- The Regional Advisory Committee met at **Destination Caldwell** and toured the improvements they have initiated in downtown Caldwell. It was great to connect with them around the need to get people to their events and services.

Media

- I appeared on the Ranch Podcast, find the recording [here](#).

Internal Activities

As noted, the leadership team has been very busy on long-term projects. Notable are the **operating transition** from TransDev to MV. As a result of the transition Gregg Eisenberg our general manager for the last five years has taken a new position with the Santa Rosa transit system. We wish him well. TransDev has identified a replacement for the remainder of the contract, that person will be here the first week in August in the meantime their regional directors are filling in.

Development has been busy updating long-range plans and has led our efforts on our sub-recipient grants with PNWER to explore joint development financing and rail corridor optimization. Additionally, VRT began construction on **Main Street Station**, the first phase will be completed and half of the station reopened in a few weeks. IT is leading the project to replace our **fareboxes**, Finance is still catching up on our financial reporting and Communications is developing our first ever **route reach** (route outreach) communications plan to spur more ridership and a partnership to offer rides to those who need them during the Boise City Main Library renovation. You can see more about each of these important projects in the various department reports.

VRT had a bus in two parades recently in Boise and in the Meridian. We will provide **supplemental service** to BSU Albertsons Stadium for football games; Game Day Bus will be a special service much like Treeline that we run for Treefort. We will also provide supplement service on established routes to Hyde Park Street Fair as an extension of Route 16 and to Meridian Oktoberfest with an extension of Route 30.

For detailed information, contact:

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





TOPIC	Finance and Administration Activity Report
DATE	August 4, 2025
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

This information item provides an update on 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 on the final stages of the Oracle EAM system
- Staff are working to close FY2024 and prepare for the annual audit
- The 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:
 - Renewable Natural Gas Credits
 - Transit Management Services Contract
 - Farebox Replacement

For detailed information, contact:

Jason Jedry
Chief Financial Officer
jjedry@ridevrt.org
208-258-2709



TOPIC	Operations Department Staff Report
DATE	August 4, 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

Valley Regional Transit (VRT) continues to work with Phoenix Motors, Inc. trying to get three 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 still working to coordinate the repairs for battery issues with Phoenix. VRT will continue to work with the third-party vendors to get replacement parts to repair buses.

VRT continues to work with BorgWarner, the vendor who provided the recently installed Rhombus Energy Solution dispensers. BorgWarner staff was onsite in June to troubleshoot some chargers that were having issues. Parts have been received to make needed repairs Borg Warner were onsite in July to install. BorgWarner will also be working with VRT to get training scheduled for staff to be able to perform preventative maintenance and basic maintenance on the chargers once the warranty is expired.

Miscellaneous

- Included with this memo is the Holiday Schedule for 2025 and 2026
- VRT implemented some timing adjustments on June 2 to address some on-time performance issues, following the service change in June 2024.
- Staff continue to work with Metro Community Services (Metro) to determine an action plan to get drivers hired. They have lost several drivers, without being able to hire any drivers, which has caused rides in Nampa and Caldwell to be cancelled. VRT is trying to fulfill as many rides as possible in Canyon County. One part-time driver was hired and completed training in July.
- VRT provided extended service hours on June 24 on routes 2, 3, and 29, which provided over 1,300 rides to Post Malone concertgoers.
- VRT and Transit Management of Ada County will be participating in a training exercise of a mass casualty event with the Boise Airport on August 7.
- VRT staff began working with MV Transportation to finalize a contract and prepare for the new transit management contractor change in Ada and Canyon counties.

Service Highlights

Canyon County

- One preventable safety event in May
- Intercounty on-time performance 71% for May
- On-demand on-time performance 88% for May
- ACCESS on-time performance 100% for May
- Zero preventable safety events in June
- Intercounty on-time performance 78% for June
- On-demand on-time performance 78% for June
- ACCESS on-time performance 94% for June

Ada County Highlights

- One preventable safety event in May
- Fixed-route on-time performance 78% for May
- ACCESS on-time performance 97% for May
- Zero preventable safety events in June
- Fixed-route on-time performance 81% for June
- ACCESS on-time performance 98% for June

Beyond Access Service

- One preventable safety event in May
- On-time performance 90% for May
- One preventable safety event in June
- On-time performance 91% for June

Compliance

- Staff submitted the National Transit Database (NTD) report for fiscal year 2024. Due to VRT not having financial data fully recorded and validated in the new Enterprise Resource Planning (ERP) software, VRT will be submitted a full reporting waiver for fiscal year 2024. Financial information makes up over two-thirds of the annual report, and without the financial data, there are too many data points missing to be able to submit any part of the 2024 report.
- Staff completed all bus ride checks. Staff will be working with Urban Transportation Associates 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 May customer service answered 7,827 of 8,512 of all incoming calls. That is 91% of all phone calls that are to schedule or change a demand response ride, fixed-route information or general VRT calls. There were 624 abandoned calls. The average call time was 2 minutes, 53 seconds. The average hold time was 17 seconds.
- May City Go Pay mobile ticket sales totaled \$11,594.04.
- In June customer service answered 7,468 of 7,989 of all incoming calls. That is 93% of all phone calls that are to schedule or change a demand response ride, fixed-route



information or general VRT calls. There were 474 abandoned calls. The average call time was 3 minutes, 9 seconds. The average hold time was 16 seconds.

- June City Go Pay mobile ticket sales totaled \$13,537.50.

More Information

Attachments

2025 Holiday Schedule

2026 Holiday Schedule

For detailed information, contact:

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





TOPIC	Development Department Monthly Report
DATE	August 4, 2025
STAFF MEMBER	Stephen Hunt

Summary

Development Department activities for the August 2025 report.

Highlights

VRT Strategic Plan: Goal 1 – Demonstrate responsible stewardship of public resources

Performance Based Decision-making

- **FY2026 Budget Development** – Staff has finalized the draft budget and continued to support funding partners in their budget development processes to secure local funding commitments for FY2026.
- **FY2025 Low/No Application** – In an innovative joint project with the City of Nampa, Valley Regional Transit (VRT) staff worked with consultant support to apply for \$6.1 million in federal funds to rebuild the existing natural gas compressor and fueling station in Orchard and build pipeline connection with the Nampa wastewater treatment plant to inject local renewed natural gas into the pipeline. This grant will maintain existing infrastructure in a state of good repair and result in lower operating costs in Ada and Canyon counties and even generate more revenue through the sale of renewable identification numbers.

VRT Strategic Plan: Goal 2 – Increase Ridership and Revenue

Planning

- **Bus Stop Improvements** – Staff continued making progress on the bus stop investments prioritization and will prepare a list of potential projects before the end of the calendar year.
- **June Service Change** – Staff worked with operations and the public to update travel times and schedules on routes throughout the system. These changes were designed to improve on time performance
- **Nampa – Caldwell Corridor Transit Oriented Development (TOD) Study** – Staff continues to work with HDR, Inc., the consultant VRT is working with on this project.
- **Valley Connect 3.0 (VC 3.0)** – Jacobs Engineering, and staff worked with consultants to completed draft chapters for VC3.0. VRT staff is now reviewing draft chapters and working with communications to finalize VC3.0 for adoption later this fall.

- **Pacific Northwest Economic Region (PNWER) Regional Infrastructure Accelerator (RIA) Grant** – Staff is coordinating with PNWER staff and local stakeholders on the possible use of Transportation Infrastructure Finance and Innovation Act (TIFIA) financing to construct a multi-modal center near Whitewater and Main Street, build a mixed-use development at Happy Day Transit Center and invest in rail infrastructure in the valley.

Mobility Integration

- **City Go/Transportation Demand Management (TDM)** – Staff continues to develop internal tools to help with the implementation of the employer and residential pass programs. These updated programs will be integrated into the City Go brand.
- **Canyon County Vanpool Pilot** – In coordination with ACHD Commuteride and per the findings of the Regional Vanpool Study, VRT staff continued working with Commuter Enterprise, who drafted an initial concept for expanding vanpool options in Canyon County.
- **Reduced Fare Verification** – Following board direction, staff initiated a cost benefit analysis of the reduced fare verification process.

VRT Strategic Plan: Goal 3 - Build Institutional and Regional Capacity

Regional Capital Enhancements

- **Orchard Facility Master Plan Update** – Staff worked with consultants and finalized scope and fee for the 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 responded to a vehicular accident at HDTC and is working with insurance to assess the damage plan for repairs.
- **Main Street Station (MSS)** – Construction began at MSS and VRT worked with operations and the public to stage buses on 9th. Construction will continue through the end of this year but Main Street Station will be partially opened by early fall.
- **Nampa Pedestrian Improvements** – Staff drafted subrecipient contract with Nampa and continued coordination activities with Nampa staff on pedestrian infrastructure improvements to transit stops on 16th Ave.
- **Bus Stop Improvements** – Staff coordinated with contractors to install the final two real-time information signs on Main and Fairview and will work with each vendor and the public to evaluate the performance of the real time information signs over the next year. Staff also completed coordination of bus stop improvements at Cole and Hummel in Boise as part of a neighborhood grant.

Regional Corridor Planning/Corridor Capital Investments

- **State Street Corridor Projects**
 - Staff has prepared responses to questions and comments from the DOT on the final Paper Grant Agreement for the 2022 Rebuilding America's Infrastructure with Sustainability and Equity (RAISE) grant.
 - Staff continued design of intersections at State and 23rd and 27th in



- coordination with ACHD and other partners.
- VRT staff has paused coordination activity to cover the Boise Valley Canal from Saxton to Bogart on State Street until the future of RAISE grant funding is clarified. Staff have been working with Federal partners to ensure progress is as timely as possible

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	Information Technology Monthly Report
DATE	August 4, 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

- Evaluated vendors for the Electronic Farebox Mobile Ticketing system RFP
- Oracle Enterprise Resource Planning (ERP) system – Staff continues to work with FourthSquare for minor production support issues and troubleshooting
- Continue supporting Oracle Enterprise Asset Management (EAM) system
- FY2024 Service Changes – Staff continues to modify bus stops and routes in General Transit Feed Specification (GTFS) and bus head signs. Working on new service change for June.

Support Services

- Realtime displays installs and software training
- Continue to support Oracle user access and privileges
- ETA Transit software (SPOT) concert planning
- Continue support and integration with FY2024 Service Change Programming
- Provide support for Realtime Information Displays
- Resolved 120 of 133 tickets received in June
- Rolled out Microsoft CoPilot Access to users
- Assist with Automatic Passenger Counter (APC) recertification
- Established new State printer contract
- Worked with Everbase to update Main Street Station cameras

More Information

For detailed information, contact:

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



TOPIC	Communications and Engagement Update
DATE	August 4, 2025
STAFF MEMBER	Jason Rose

Summary

This memo provides updates on current and future communications, engagement, and marketing efforts.

Highlights

EARNED MEDIA

Earned media from May 22 to July 15:

- **6/9/25:** [VRT to offer shuttle service to BSU home games](#) (BoiseDev)
- **6/18/25:** [Moving conversation: Latest Breakfast Series event drives point home on Idaho's transportation needs](#) (Idaho Business Review)
- **7/1/25:** [Idaho's Transportation Future with Elaine Clegg](#) (The Ranch Podcast)

COMMUNITY OUTREACH

The Communications and Engagement team is busy heading into the summer outreach season, which includes engagement with school partners, events, parades, travel training, and more. We continue to partner with community organizations, offer travel training, and are developing educational tools to help riders feel comfortable getting on board, including finalizing our new How to Ride suite of materials and relaunching the youth-focused “Bus Bear Billy” program.

ADVERTISING

Our sales team continues to see growth in advertising revenues. Since the start of FY2025, we have secured \$581,253.79 in bus wrap ads with about \$12,200.00 pending contracts and \$5,238 in bus shelter revenues, and we anticipate ending FY2025 at \$651,477.79.

We also added bus bench advertising to our media kit April 1, and have secured \$52,786.00 in revenue with around \$45,000.00 pending contracts this fiscal year, many of which have signed annual contracts, which will bring additional revenue to \$175,000.00 for FY2026.

BUSINESS OUTREACH

Our City Go and pass program outreach continues strong, with 34 total partnerships serving 76,865 employees and participants and generating \$222,812 so far in FY2025. We are also in the process of “re-launching” the City Go and pass programs into a single product

offering to reduce confusion and uphold VRT brand integrity. This includes a brand facelift, new promotional materials, updated support and education collateral, and more. We anticipate this to generate and bring attention to the City Go package, and plan to roll out the updated elements to stakeholders this summer and to the public later this year. We also continue to engage with transportation partners, such as ACHD Commuteride: we received Platinum status for our participation in their May in Motion initiative and participated in over 20 education events throughout the month.

SOCIAL MEDIA

May

<i>Platform</i>	<i>Total Followers</i>	<i>Posts Published</i>	<i>Total Views</i>	<i>Reach</i>	<i>Post Engagement Rate</i>	<i>Story Engagement Rate</i>
<i>Instagram</i>	1454	11	8,945	194,514	10.54%	3.75%
<i>Facebook</i>	2,422	12	20,239	723,343	3.62%	
<i>LinkedIn</i>	612	5	62	1,313	8.92%	
<i>Tiktok</i>	247	3	772	667	10.29%	
<i>Reddit</i>	N/A	3	21,500	N/A	1.26%	

June

<i>Platform</i>	<i>Total Followers</i>	<i>Posts Published</i>	<i>Total Views</i>	<i>Reach</i>	<i>Post Engagement Rate</i>	<i>Story Engagement Rate</i>
<i>Instagram</i>	1501	10	14,344	14,115	7.20%	3.76%
<i>Facebook</i>	2,430	11	9,954	9,019	4.47%	
<i>LinkedIn</i>	618	4	1,585	1,815	13.42%	
<i>Tiktok</i>	301	7	29,423	21,371	8.26%	
<i>Reddit</i>	N/A	3	25,300	N/A	1.14%	
<i>Youtube</i>	54	1	1,200	N/A	0.75%	
<i>Threads (Q3)</i>	245	16	308	N/A	7.47%	



In May and June, staff re-engaged with Reddit as a platform to share timely and informative content, particularly during events and service updates. Posts about Main Street Station construction and the Post Malone concert service were especially successful, generating over 6,000 views and strong community engagement.

On TikTok, a trend-driven video reached over 25,000 views, demonstrating continued success when we tap into current trends and tie them into public transit messaging in a creative way.

While overall reach on Instagram and Facebook declined between May and June due to the planned conclusion of our large-scale “Let’s Ride” campaign, platform engagement remained strong around key moments, especially our Post Malone content, which performed well across all channels and resonated with a broad audience.

MARKETING

VRT launched the Let’s Ride, BOI campaign in June 2024 to increase awareness and ridership by making the bus feel like a more viable and appealing option for Boise residents. The digital-first campaign ran through May 2025 across Meta, TikTok, Connected TV, and digital out-of-home channels. Key outcomes include:

- +95% increase in Umo app downloads
- +11% increase in daily website users
- 96% of target audience reached; average of 8.4 ad impressions per user/month
- Website traffic to key route pages increased by up to 60%
- Route-specific ads helped grow ridership on Routes 3 and 7 despite an overall ridership dip of -2.77%, largely attributed to construction impacts on State Street

Strategic Takeaways

- The campaign built strong brand awareness and digital engagement, with national and regional recognition including 7 marketing awards
- External factors such as construction and service disruptions influenced ridership trends more than advertising alone
- Continued brand investment and future lower-funnel strategies are recommended to turn awareness into action

Let’s Ride, BOI successfully laid the groundwork for long-term ridership growth and cultural relevance, positioning VRT for stronger returns in future campaign phases. Goals for the campaign centered around brand exposure and increased awareness rather than conversion; the full campaign report showcasing these factors is attached. We’re now using the platform as a springboard into targeted, route/destination-focused campaign work for FY26 aimed at ridership conversion, the idea being that we fully dive into two routes each quarter with a comprehensive outreach and marketing package to increase ridership and assess tactics.

The team continues to make progress on passenger and partner information design and collateral, including updating our How to Ride suite, media kit, language cards, various survey initiatives for new services, supplemental services, and more. We are preparing for



an accessibility-focused website audit in anticipation of changes required through new Department of Justice rulings. We also continue to work with Boise State on paid advertising, shared passenger information at Main Street Station and Boise State's Student Union Building, on-campus events, and more.

Attachments

- "Let's Ride, BOI" campaign report

For detailed information, contact: Jason Rose, Chief Communications Officer/PIO, jrose@ridevrt.org, (208)803-5183

Jason has the pleasure of leading the Communications Team, which is comprised of:

- Rich Marks: Account & Sales Manager
- Kathleen Godfrey: Business Development Manager
- Melody Roper: Marketing & Creative Projects Manager
- Hailee Lenhart-Wees: Community Outreach Manager
- Nick Moore: Communications Specialist I



2025 HOLIDAY SCHEDULE

Item X. A.

Date	Holiday	Reduced Commute	Shortened Span	No Service
1/1/25	New Year's Day			
1/20/25	Martin Luther King, Jr. Day			
2/27/25	President's Day			
5/26/25	Memorial Day			
7/4/25	Independence Day			
9/1/25	Labor Day			
11/11/25	Veteran's Day			
11/27/25	Thanksgiving Day			
11/28/25	Day after Thanksgiving			
12/24/25	Christmas Eve			
12/25/25	Christmas Day			
12/31/25	New Year's Eve			

2026 HOLIDAY SCHEDULE

Item X. A.

Date	Holiday	Reduced Commute	Shortened Span	No Service
1/1/26	New Year's Day			
1/19/26	Martin Luther King, Jr. Day			
2/16/26	President's Day			
5/25/26	Memorial Day			
7/4/26	Independence Day			
9/7/26	Labor Day			
11/11/26	Veteran's Day			
11/26/26	Thanksgiving Day			
11/27/26	Day after Thanksgiving			
12/24/26	Christmas Eve			
12/25/26	Christmas Day			
12/31/26	New Year's Eve			

Stoltz

tropical
CAFE

Item X. A.

Valley Regional Transit

Let's Ride, BOI - End of Campaign Report



Starting in June 2024, Valley Regional Transit introduced digital media advertising to drive people to take the bus and ultimately “make the bus cool” in a city that has not quite fallen in love with public transit – and to some extent, aren’t yet considering it as a viable option.

Item X. A.

To make that happen, VRT partnered with Stoltz to create a digital brand awareness campaign targeted at key audiences located within Boise.

Flight Dates

Launch: June 14, 2024

End: May 31, 2025

Media Channels

Meta

TikTok

Connected TV Digital
Out-of-Home

Target Audiences



Audience 1: *Creative Go-Getters*

Adults A29–40

- Geographically located in Boise
- Community-driven
- Interested in alternative commuting options
- Interested in safety, sustainability, and ease-of-access
- Likely to gather information from Instagram



Audience 2: *Trendsetting Zoomer*

Adults A18–24

- Geographically located in Boise
- Likely to identify as a 'student'
- Likely to identify as 'budget conscious'
- Likely to seek self-reliance
- Interested in social issues
- Likely to gather information from Instagram, TikTok, and streaming devices



Audience 3: *Purposeful Maverick*

Adults A25–34

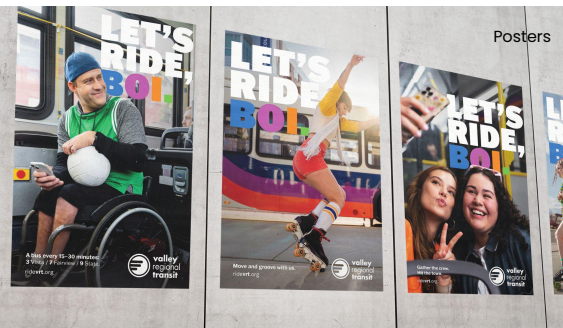
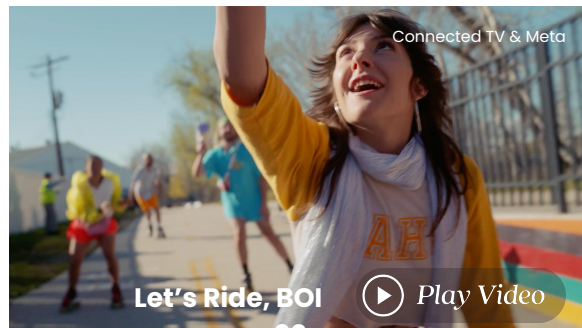
- Geographically located in Boise
- Likely to identify as a 'white-collar'
- Likely to commute to downtown
- Likely to seek career growth opportunities
- Interested in outdoor activities
- Persuadable when it comes to alternative forms of transportation

Additional Audience Considerations

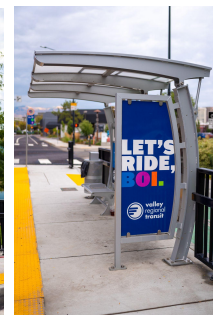
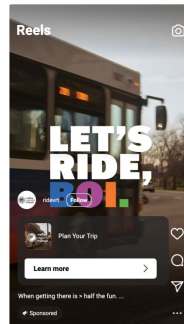
- Employees and contractors of VRT
- Riders located along the major routes of 3, 7, 9, & downtown
- Voters & decision-makers

Sample Creative – Awareness Ads

Item X. A.



Bus Benches



Awareness channels

Connected TV :30s Video Spot
General Awareness Meta Ads
Route Specific Meta Ads
Bus Wraps
Bus Benches

Digital Out-of-Home
Meta Reels/Stories
Static Posters
Shelter Wraps
TikTok Ads

Key Wins

+95%

Increase in UMO app
downloads

+11%

Increase in daily
active website users

+6.5%

Increase in Organic
Search traffic

+8.7%

Increase in new
website users

96%

Target audience
reached with ads

8.4

Average number of
ads each user saw
per month

Awareness Performance

17,033,985

Total Impressions

456,833

Total Reach (CTV + Digital OOH)

1,775,991

Total Reach (Meta)

Additional Takeaways

- **Meta** – Women A25-24 were most likely to engage with ads during the campaign, followed by Men A65+
- **TikTok** – Women A18-24 were most likely to engage with ads, followed by Men A18-24
- **Digital OOH** – Commuters were most likely to see ads during peak AM drive times of 7:00a – 9:00a
- **Connected TV** – Audiences were most likely to be served ads via Disney owned platforms like Hulu, ESPN, and Disney+, followed by NBC owned platforms like Peacock

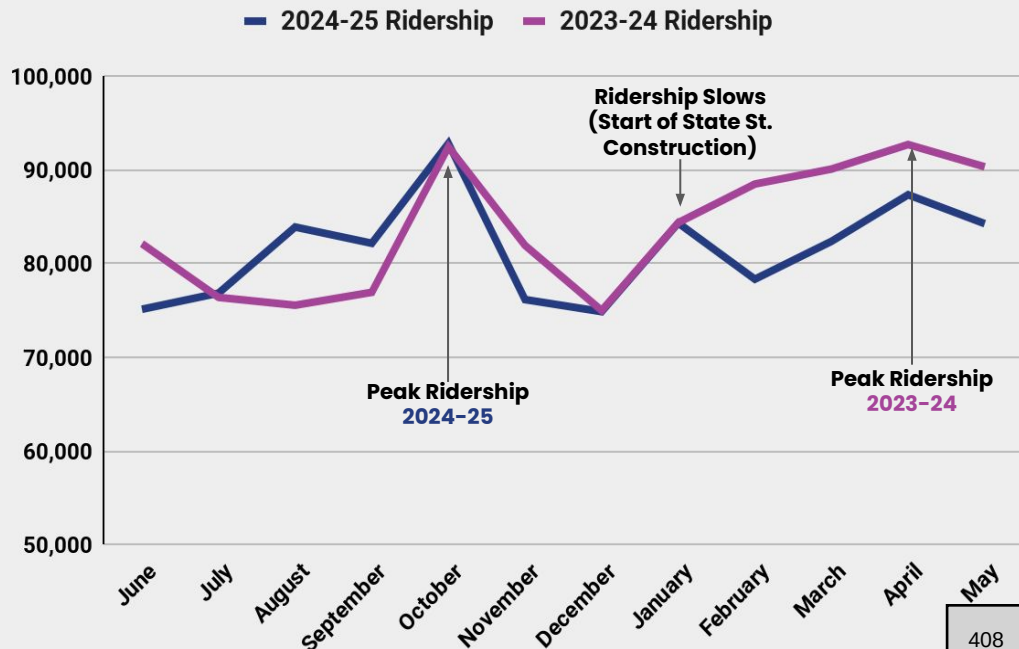
Paid Advertising's Effect on Ridership

The chart on the right shows total ridership for 2024-25 vs. 2023-24 during the campaign flight.

During the first 5 months of the campaign, ridership showed signs of year-over-year improvement which is a strong signal the campaign worked to drive ridership initially. However, beginning in January 2025 ridership numbers begin to fall.

In total, ridership saw a 2.7% decrease compared to the previous year.

Monthly Ridership



External Influences on Ridership

While paid media efforts play a key role in driving awareness and encouraging ridership, they are only one part of the bigger picture. External factors like service changes, prolonged road construction along key corridors (such as State Street and Capitol Boulevard) can disrupt routes, cause delays, and make riding the bus less convenient for target audiences.

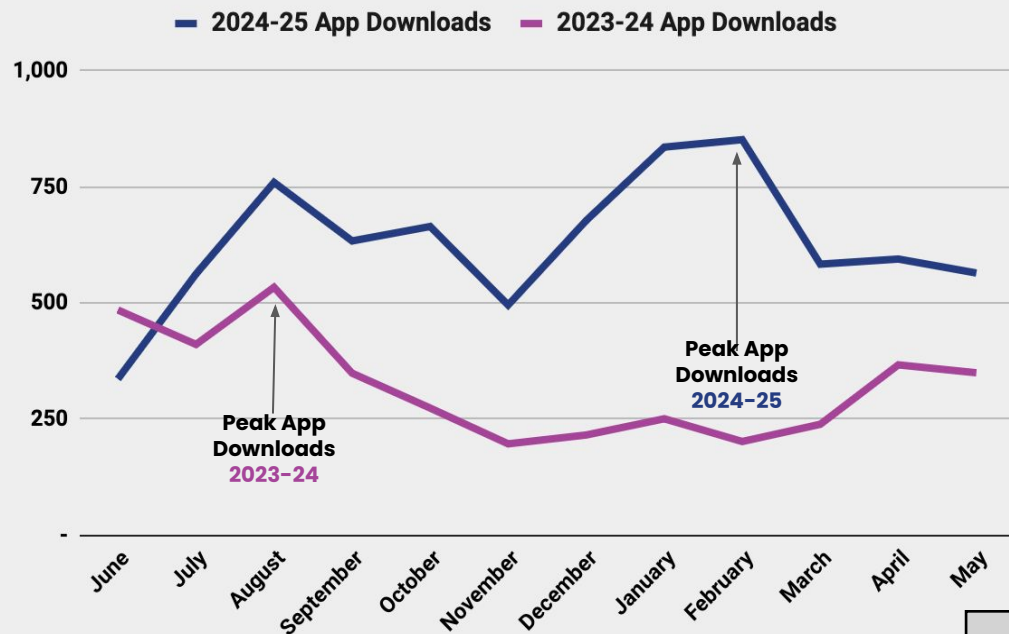
These impacts highlight the importance of looking at ridership through a broader lens, recognizing how things beyond marketing continue to influence a rider's decision.

Digital ads drove action

While **awareness was the key objective for this campaign**, strategic calls-to-action driving users to download the app were tracked to help measure the efficacy of the digital ads to drive users to take action.

The chart on the right shows the YOY impact of these calls-to-action which led to a 95.23% increase in Umo app downloads compared to the previous year.

Monthly App Downloads



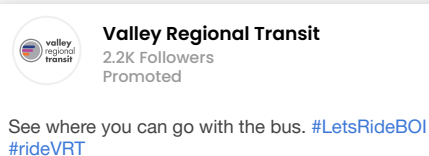
Route-Specific Marketing

In addition to broad awareness and tactics targeted at driving future riders to download the Umo app, creative highlighting “Things to do” along key routes was introduced via Meta. These ads were directed at users along the Vista, Fairview, State Street, and Bronco Shuttle routes.*

The following slides show examples of those ads, along with route landing page website traffic and route data showing year-over-year changes to ridership along direct message routes.

**Please note – route and web page traffic data not available for Bronco shuttle.*

Sample Creative – State Street Route Meta Ads



Wherever you're headed along State Street there's a bus for you.	Zip downtown on the 9.	Hop off for coffee, thrifting, or grab a bite.	To work, to happy hour, and home again.	LET'S RIDE, BOI.
Take the 9 bus around Boise. Learn More	Running every 15 min at peak times. Learn More	From Collister to Main Street Station Learn More	The 9 connects you to more of Boise. Learn More	Let's Ride, BOI. Learn More

Route-Specific Creative's Impact on Website Traffic

Route Landing Page Traffic

 **27%**

Increase in traffic to
VISTA route page

 **60%**

Increase in traffic to
FAIRVIEW route page

 **12%**

Decrease in traffic to
STATE route page*

**Note on State Street – Web traffic and ridership show significant decreases starting in January 2025 which are consistent with various construction projects along the State Street route. Source: [VRT](#)*

Route-Specific Advertising's Impact on Ridership

Year-over-year ridership changes

Route	2023-24 Total Riders	2024-25 Total Riders	Percentage change in total riders
All Routes	1,006,058	978,234	-2.77%
3 - Vista	106,598	109,081	+2.33%
7 - Fairview	139,933	151,984	+8.61%
9 - State Street*	187,546	181,850	-3.04%

**Note on State Street - Web traffic and ridership show significant decreases starting in January 2025 which are consistent with various construction projects along the State Street route. Source: [VRT](#)*

Additional Traffic to Landing Pages

Changes to website usage over time is a strong indicator of the effectiveness of VRT's paid advertising. The following table shows a snapshot of key landing pages and the traffic changes between 2023-24 and 2024-25.

Landing Page	2023-24 Total Pageviews	2024-25 Total Pageviews	Percentage change in Pageviews
Routes	127,827	156,036	+22.07%
Homepage	126,132	155,167	+23.02%
How to Ride	5,642	9,161	+62.89%
Treeline	2,284	3,632	+59.02%

29 OVERLAND

Is the bus cool now?

The Awards Say Yes.

7

Awards won
(So far!!)

APTA AdWheel Awards <i>Integrated Brand Awareness and Ridership Campaign</i>	1st Place
NextNW Cascadia Creative Awards <i>Small Budget Campaign</i>	Gold
Idaho Ad Fed Rockies <i>Complete Campaign - Silver</i> <i>Social Media Campaign - Silver</i> <i>Mass Transit Interior/Exterior - Silver</i> <i>Internet Commercials - Citation of Excellence</i>	3 Silvers + Citation of Excellence
<u>Indie Agency News Top 40</u>	#22 Top Design
APTA AdWheel Grand Awards (National)	TBD

This is just the beginning.

Brand awareness takes time and consistency to build. The first year of the *Let's Ride, BOI* campaign laid a strong foundation — shown by significant growth in app downloads and audience engagement. While factors like road construction, service/route changes, and lingering post-COVID transit patterns affected ridership this year, these external challenges remind us that shifting perceptions and habits is a long game.

As we move into FY26, continued investment in awareness will keep momentum strong, while introducing lower-funnel tactics will work to convert interest into more rides.

Stoltz