

Executive Board Meeting Agenda

June 03, 2024

11:00 AM

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

This is an in-person meeting.

If you are unable to attend in person, you may participate in the meeting in-person, via MSTeams at

http://ridevrt.org/VRTEB_FY24

or by dialing in at **4323-484-8960** Conference ID: **6838 296 404#**

I. Calling of the Roll - Chair Jarom Wagoner

II. Agenda Additions/Changes

III. Consent Agenda

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

A. ACTION: Minutes of the May 6, 2024 Executive Board Meeting

Pages 4-8 | Paula Cromie

The Executive Board is asked to consider approval of the May 6, 2024 meeting minutes.

B. FY2025 Budget Public Hearing Date

Cameron Wells, CFO

Staff recommends the Executive Board set the public hearing date for the FY2025 budget for July 29, 2024, at the regularly scheduled Board meeting.

C. ACTION: Asset Disposal Public Hearing Request

Pages 9-11 | Leslie Pedrosa

Staff requests the Executive Board consider setting a public hearing to be held at the VRT Board Meeting at 12:00 pm on July 29, 2024, to notify the public of assets slated for disposal and provide an opportunity for public comment.

D. ACTION: Thompson Consulting Group Contract Modification

Pages 12-14 | Leslie Pedrosa

The Executive Board is asked to consider approval of RESOLUTION VBD24-002 Thompson Consulting Group Contract Modification and the corresponding Authorization for Expenditure.

E. ACTION: New Regional Advisory Council Member - Laylo Hamud

Page 15 | Jason Rose

The Executive Board is asked to consider approval of Laylo Hamud as a new member of the Regional Advisory Council representing Ada County.

F. ACTION: Payment Register

Pages 16-23 | Cameron Wells

The executive Board will have the opportunity to review and consider accepting the April 16, 2024 to May 15, 2024 payment register.

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

V. **Public Hearing**

VI. **Finance Committee**

VII. **Executive Board - Action Items**

A. FY2024 Draft Preliminary Budget

Pages 24-30 | Elaine Clegg, CEO/Cameron Wells, CFO

After review, the staff recommends the Executive Board move to recommend approval by the Board of Directors, with changes, if any, and release the budget for public review.

B. ACTION: Proposed Agenda for the July 2024 Board of Directors Meeting

Page 31 | Elaine Clegg

The Executive Board is asked to consider approval of the proposed agenda for the July 2024 Board of Directors meeting and acknowledge there may be a need by staff to add or remove items from that agenda.

C. ACTION: State Street 8th to 14th Street Recommendation

Pages 32-45 | Stephen Hunt

ACHD will present findings of public outreach and VRT staff recommends the Executive Board authorize the Chief Executive Officer to draft a letter to the Ada County Highway District highlighting VRT comments on proposed concepts.

VIII. **Executive Board - Information Items**

A. INFORMATION: Temporary Bus Stops

Pages 46-47 | Stephen Hunt

This is an information item regarding temporary bus stop signs for the service change beginning June 3, 2024.

B. INFORMATION: FY2024 Network Redesign Brochures, Maps and Outreach

Pages 48-51 | Jason Rose

This is an information item. Staff will present the new brochures and maps that accompany final network redesign to the Executive Board. For a complete list of route brochures, visit <https://www.valleyregionaltransit.org/planning/service-changes/>

C. INFORMATION: Greyhound/Flix Bus Use of Happy Day Transit Center

Kate Dahl

Staff will present information about a request from Greyhound/Flix Bus using Happy Day Transit Center as a drop off location in the Treasure Valley.

D. INFORMATION: Procurement Calendar

Page 52 | Cameron Wells

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

IX. **Executive Session**

The Executive 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 Acquisition, d) Records Exempt from Public Disclosure, e) Trade Negotiations, f) Pending/Probable Litigation, i) Insurance Claims, j) Labor Contract, I.C. 74-206(1)

X. Department/Staff Reports

**A. INFORMATION: Department/Staff Reports
Pages 53-64 | Staff**

The most current department/staff reports were including in the packet for information. These reports contain valuable information and board members are encouraged to read them.

XI. Adjournment

Agenda order is subject to change.

Next VRT Executive Board Meeting:

July 29, 2024

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

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

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.

Executive Board Meeting Minutes

May 06, 2024

11:00 AM

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

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Lantz Brown, Boise State	Tom Dayley, Ada County	Brad Alvaro, VRT
Debbie Kling, City of Nampa	Alexis Pickering, ACHD	Bre Brush, City of Boise
Todd Lavoie, City of Meridian	Greg Rast, Canyon County	Elaine Clegg, VRT
Lauren McLean, City of Boise		Kate Dahl, VRT
Sabrina Minshall, Canyon County		Gregg Eisenberg, VRT
Dale Reynolds, City of Nampa		Jeannette Ezell, VRT
Joe Stear, City of Kuna		Dave Fotsch, VRT
Jarom Wagoner, Caldwell		Joe Guenther, VRT
		Jose Hernandez, VRT
		Stephen Hunt, VRT
		Lila Klopfenstein, COMPASS
		Tom Laws, ACHD
		Hailee Lenhart-Wees, VRT
		Rob Lowe, VRT
		Andrew Mills, RAC
		James Mundell, VRT
		Mary Beth Nutting, RAC
		Leslie Pedrosa, VRT
		David Rader
		Randy Reese, VRT
		Melody Roper, VRT
		Jason Rose, VRT
		Walter Steed, RAC
		Kyle Street, VRT
		Duanne Wakan, VRT
		Cameron Wells, VRT

- I. **Calling of the Roll** - Chair Jarom Wagoner called the meeting to order at 11:05 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: Payment Register**
 Joe Stear moved to approve the consent agenda as presented; Debbie Kling seconded.

IV. **Public Comments** - None

V. **Executive Board - Action Items** - None

VI. **Executive Board - Information Items**

A. **INFORMATION: Karsan eJest Buses**

Executive Board members had the opportunity to tour a Karsan eJest bus. Elaine Clegg gave details about the bus detailing how this bus would be beneficial for use by VRT. It is set up more like full-sized bus with amenities for better ADA access.

B. **INFORMATION: Ada County Highway District (ACHD) State Street 8th and 14th Street Update**

Stephen Hunt introduced Tom Laws, Planning Manager with ACHD, who presented an update on the project ACHD's State Street 8th to 14th Street reconstruction and also presented an update on the project and the alternatives being evaluated. Multiple outreach events have taken place, along with online surveys. The top priority, by far, from information gathered from public outreach, was improving crossings for State Street for people walking and biking.

Mayor Wagoner requested the alternatives presented be emailed out to Board members to review and have staff come back at a later date for an action item by the Executive Board regarding a decision for approval.

On June 11, the City of Boise's City Council will review public comment and recommend a preferred design.

C. **INFORMATION: Caldwell Service Update**

Stephen Hunt presented an update on revised transit services in Caldwell precipitated by City of Caldwell budget decisions.

Mayor Wagoner gave more background on what funds were approved by the Caldwell City Council who approved \$300,000 for new routes that was later rescinded. Caldwell is working through reimbursements for funds spent by Valley Regional Transit prior to the changes made by the Council.

VRT is working to change the funding process and the timing of cooperative agreements to each of the jurisdictions and special members so things like this don't happen again.

D. **INFORMATION: FY2024 Capital Division Update**

Joe Guenther provided a snapshot of capital projects including Low-No Electrification, On Street Construction, State Street Corridor Bus Stop Project, and Orchard Facility Rehabilitation.

The Orchard facility work being done is almost complete. Next will be a new facility that will accommodate the advertising piece of the puzzle, which will handle bus stop equipment, benches, etc.

Happy Day is at a standstill until more local funding becomes available. There are federal dollars available, but a local match is necessary to move forward with contracts. VRT is working on using sponsorship and will come back to the jurisdictions after they have explored that.

We are working with Jacobs on Low-No electrification at Main Street Station. In order for this to happen, improvements in security are taking place with the replacement of a gate.

State Street and 18th Street construction is being worked as a joint venture between VRT and ACHD. Staff is anticipating a September start date on construction. 17th and State and 23rd and State are additional joint projects VRT is working on with ACHD.

Staff is working on multiple construction projects at different bus stops. All projects on State Street received NEPA approval in January.

A NEPA application was filed for the new bus stops for the Better Bus Service Change. That has not been approved yet, staff is moving forward with sign blade placement at existing stops.

E. INFORMATION: Transit Services Contract Update

Leslie Pedrosa prepared a memo to provide an update to the Executive Board regarding the operating contract for transit services that will expire in September 2024.

VRT is working with SBLB, LLC, a transit contract consultant, on doing peer comparison on reviewing current contracts for cost efficiencies and peer comparisons for new transit operating contracts in Ada County and Canyon County. We are currently working with TransDev. VRT is trying to determine what kind of operating contracts we would like to use moving forward, turnkey (they manage and pay for everything and operate everything and we reimburse them for their services at an hourly rate) or a management contract (we employ one person to oversee the contract, we retain procurement and inventory, the contractor manages the staff and operations, we reimburse wages and documented costs per contract requirements).

The entire process will take about a year to complete, and staff anticipate the change to take play on July of 2025.

F. INFORMATION: Procurement Calendar

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

G. INFORMATION: Valley Connect 2.0 Update Workshop

Kate Dahl hosted a workshop to review and discuss the draft scope of work to update Valley Connect 2.0 and asked the Executive Board to provide direction on key questions before moving into procurement.

The discussion consisted of the following suggestions:

1. Naming of the plan

- Continuous numbering was suggested to keep it easy to follow.
- Work with advisory group and see if they have other ideas.

2. Vision for Transit. Where would you like the to see transit in the next 20 years. What are the key milestones and VRT need to hit to realize that vision?

- From a vision standpoint we have to have funding that needs to be addressed by the legislature. Jurisdictions and VRT need to work together on this goal.
- Better communicate the services and what services are available and the inter-relationship between those services.
- Ensure the higher density is on a major corridor in land use planning. Engage and plan with local zoning official and elected officials.
- The City of Kuna needs to have a loop for getting in and out of the area.
- Futureproof...roads need to be ready for more people, what are the expected number of riders, etc. Be ready for it instead of redoing. Be prepared. Do it right at the beginning instead of retrofitting.
- Goals of transit should be integrated into land use options.

3. Objectives

- Obtain stable funding
- Move item 3 to 1
- What will take place in an urban area and rural areas will take two completely different plans. It is not a once-sized fits all type of plan.
- Communication is key, especially in the small jurisdictions. Continue major discussions with larger jurisdictions as well.
- Don't make an assumption, but a call-out with urban vs rural plans.

4. Public Engagement

- Use the engagement we have done over the last couple of years to move forward with the updated plan. Use the outreach for the Better Bus Initiative to move things forward.
- Use a steering committee/stakeholder advisory committee and simplify.
- Engage folks who are not using the system in rural areas for feedback.

5. Chapters and Deliverables

- Do we need to keep all of the old chapters, or should some of those be removed or added to another one?
- Be very clear in messaging regarding rail vs bus transportation. There is a huge difference between the two and make sure there is a clear distinction between the two, so they don't get lumped together.
- Add a chapter on land-use policy.

6. Horizon Year

- Should the plan have a horizon year like 2045 or be based upon certain conditions?

7. Budget

- The budget for the plan update is \$120,000. If the quotes are over budget, do you prefer the cut something or find additional funding to fill the gap.
- Bring things in-house where applicable but consider workload on staff.
- The quality of the work is the most important. When doing the RFP, give the dollars you have and see what consultants can do for that amount.

VII. **Executive Session** – At approximately 12:55 p.m., Joe Stear moved to convene into an Executive Session pursuant to Idaho Code 74-206 identifying paragraph b) Personnel Issues; Debbie Kling seconded. The motion passed unanimously.

The executive session closed at 1:15 p.m. No decisions were made during the session.

VIII. Department/Staff Reports

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

The most current department/staff reports were included in the packet for information. These reports contain very valuable information and board members are encouraged to read through them carefully.

IX. **Adjournment** – At 1:17 p.m. Todd Lavoie moved to adjourn the meeting; Joe Stear seconded. The motion passed unanimously.

**Next VRT Executive Board Meeting:
June 3, 2024**

VRT Boardroom
700 NE 2nd Street
Meridian, ID 83642

Item III. A.

TOPIC	Asset Disposal Public Hearing Request
DATE	May 15, 2024
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

Staff requests that the Executive Board set the public hearing for asset disposals as listed in the fiscal year 2025 Proposed Disposal List in the method most advantageous to VRT for Monday, July 29, 2024, at 12:00 p.m. at the regularly scheduled VRT Board of Directors meeting.

Summary

Valley Regional Transit (VRT) accumulates surplus and obsolete assets, most of which will be beyond their useful life or not practically repairable every year. The VRT disposal policy requires a public hearing prior to these assets being transferred to our contributing jurisdictions, donated, sold, or selling for scrap. The fiscal year 2025 Proposed Disposal List included with this memo details assets expected to be disposed of throughout the year by category, asset type, age, and years beyond useful life benchmark (ULB). Table 1 below lists the ULB for all assets.

Table 1.

Asset Category	Useful Life Benchmark
Transit Bus	14 Years
Cutaway Bus	10 Years
Service Trucks	14 Years
Van/Minivan	8 Years
Automobiles	8 Years

There continues to be substantial delays ordering and receiving buses, as well as purchasing support and service vehicles. Many vehicles scheduled for disposal in previous fiscal years continue to be used in revenue service due to the inability to order and/or receive replacement vehicles. The vehicles scheduled for disposal in previous fiscal years are included in the list for fiscal year 2025.

The fiscal year 2025 Proposed Disposal List is extensive at this time. Budgets for fiscal year 2025 are not completed at the time of this memo. Once budgets are finalized, the 2025 Final Disposal List will only include assets that were approved for disposal in previous years that have been kept in service and assets that have been approved for replacement in the capital budget for fiscal year 2025.

Implication (policy and/or financial)

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

Highlights

Potential items for disposal include:

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

More Information

Attachments:

Fiscal Year 2025 Proposed Disposal List

For detailed information contact:

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

Fiscal Year 2025 Proposed Disposal List

ROLLING STOCK

Vehicle Information	VIN	Year	Miles	Age	Years Beyond ULB
New Flyer Low Floor Transit Bus	5FYC2GP061U023542	2002	757,202	22 years	8 years
New Flyer Low Floor Transit Bus	5FYC2GP081U023543	2002	783,198	22 years	8 years
New Flyer Low Floor Transit Bus	5FYC2GP031U023546	2002	779,381	22 years	8 years
Ford E450 Elkhart Cutaway	1FDFE4FS0DDA59829	2013	238,715	11 years	1 year
Ford E450 Elkhart Cutaway	1FDFE4FS7DDA59830	2013	226,378	11 years	1 year
Ford E450 Elkhart Cutaway	1FDFE4FS9DDA59831	2013	235,311	11 years	1 year
Ford E450 Goshen Cutaway	1FDFE4FS5BDA68541	2011	399,164	13 years	3 years
Ford E450 Goshen Cutaway	1FDFE4FS4BDA63282	2011	288,836	13 years	3 years
Ford E450 Phoenix Cutaway	1FDFE4FS3CDA71164	2012	240,330	12 years	2 years
Ford F550 Glaval Entourage	1FDGF5GY7DEA93884	2013	367,809	11 years	1 year
Ford F550 Glaval Entourage	1FDGF5GY2DEA93887	2013	366,770	11 years	1 year
Ford F550 Glaval Entourage	1FDGF5GY2DEA93887	2013	379,860	11 years	1 year
Ford F550 Glaval Entourage	1FDGF5GY4DEA93888	2013	391,136	11 years	1 year
Ford F550 Glaval Entourage	1FDGF5GY3DEA93889	2013	381,541	11 years	1 year
Ford F550 Glaval Entourage	1FDGF5GY2DEA93890	2013	388,393	11 years	1 year
Dodge Caravan	2C4RDGBG3CR407335	2012	51,462	12 years	4 years
Dodge Caravan	2C4RDGCG7ER296418	2014	74,847	10 years	2 years
Ford E350 Van	1FBSS31LX6HA58631	2006	231,929	18 years	10 years
Ford E350 Van	1FBSS31LI3HA62292	2006	100,512	18 years	10 years
Ford E350 Van	1FBSS31L36HA62293	2006	141,411	18 years	10 years
Ford E350 Van	1FBSS31L56HA62294	2006	119,028	18 years	10 years
Ford E450 Starcraft Cutaway	1FDWE35L06DA32234	2003	79,196	21 years	11 years
Dodge Caravan	2C4RDGBG7CR369673	2012	62,903	12 years	4 years

SERVICE/SUPPORT VEHICLES

Vehicle Information	VIN	Year	Miles	Age	Useful Life Benchmark
Ford F550	1FDAF56F02EB37470	2002	61,935	22 years	12 years
Chevrolet 1500	1GCSKPE35AZ171581	2010	122,647	14 years	4 years
Ford F350	1FTRF3865CEC50074	2012	54,256	12 years	2 years
Ford E350 Van	1FBNE3BL3DDA49521	2013	279,924	11 years	1 year
Honda Accord	1HGCR2F70DA071283	2013	47,310	11 years	1 year
Ford Fusion	3FA6POG73FR160638	2015	29,001	9 years	1 year
Ford E350 Van	1FBNE3BL6BDB29148	2011	115,267	13 years	5 years
Ford E450 Goshen Cutaway	1FDFE4FS3BDA68540	2011	281,653	13 years	3 years
Ford E350 Van	1FBSS3BL4DDA27250	2013	208,263	11 years	3 years
Dodge Caravan	2C4RDGBG7DR761313	2013	157,785	11 years	3 years

EQUIPMENT

Equipment Information	Purchased	Age	Useful Life
Desktop Computers	varies		5 years
Laptop Computers	varies		5 years
Computer Monitors	varies		5 years
Computer Accessories	varies		varies



AUTHORIZATION FOR EXPENDITURE EXECUTIVE BOARD

PROCUREMENT DESCRIPTION: On-Call Human Resource Services

TOTAL COST: \$247,630

PURPOSE/ACTION: To provide Human Resource consulting services to Valley Regional Transit staff and Transit Contractor, TransDev.

SCOPE OF WORK: The scope of services includes any combination of recruitment, personnel relations, policy development, job description development, discipline and regulatory compliance and other related miscellaneous services. VRT and TransDev expect to negotiate specific work tasks as needed.

DISCUSSION: VRT conducted a competitive request for proposals for human resource consulting services. On February 1, 2021, pursuant to Resolution VEB21-001, Thompson Consulting Group was awarded a contract not to exceed five years with a not to exceed amount of \$75,000. In October 2022, VRT increased the original not to exceed amount to \$198,630 due to increased needs for recruitment, personnel relations, training, and regulatory compliance.

TransDev needs an on-call human resource services to assist with third party investigations for personnel issues, training for staff on compliance and leadership topics, job description development, handbook updates, recruitment, conflict resolution, discipline and regulatory compliance. VRT staff assisted in obtaining quotes to provide these services, and Thompson Consulting Group came in the with the best offer to provide these services.

With the additional work being provided by Thompson Consulting Group, VRT will need to increase the not to exceed amount from \$198,630 to \$247,630 (an increase of \$49,000) for the remaining term of their contract.

ALTERNATIVES: The only alternative would be to issue a new RFP for all services and execute a new contract.

FISCAL IMPACT: The funding for these services were included in the operational budget for Ada and Canyon County for fiscal year 2024 approved by **Resolution VBD23-025** on August 7, 2024.

RECOMMENDATION/JUSTIFICATION: VRT staff requests the Executive Board delegate authority to the Chief Executive Officer to finalize and execute the contract modification with Thompson Consulting Group pursuant to **Resolution VBD24-002**.

EXECUTIVE BOARD (Approves procurements \$150,000 up to \$299,999)

Signature: _____

Date Approved: 6/3/2024

Resolution Number: VEB24-002

EXECUTIVE BOARD RESOLUTION

THOMPSON CONSULTING GROUP CONTRACT MODIFICATION RESOLUTION VEB24-002

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT TO MODIFY THE CONTRACT WITH THOMPSON CONSULTING GROUP FOR ON-CALL HUMAN RESOURCE 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 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 and transit contractor TransDev require a professional services agreement with a qualified consulting firm for on-call human resource services; and

WHEREAS, Valley Regional Transit included the expense in the operations budget for fiscal year 2024, Resolution VBD23-025 approved on August 7, 2024; and

WHEREAS, Valley Regional Transit executed a contract with Thompson Consulting Group pursuant to VEB21-001 and a contract amendment pursuant to VDB22-023 to provide On-Call Human Resource Services with a not to exceed amount of \$198,630; and

WHEREAS, a second contract modification is required, to provide on-call services to TransDev, to increase the not to exceed amount with Thompson Consulting Group from \$198,630, to a not to exceed amount of \$247,630 for the remainder of the contract; 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 VBD11-011; and

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

Section 1. That the Executive Board approve the contract modification with Thompson VEB24-002

Consulting Group to the not to exceed amount of \$247,630 for the remainder of the contract.

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

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

ADOPTED by the Executive Board of Valley Regional Transit, this 3rd day of June, 2024.

APPROVED by the Executive Board Chair this 3rd day of June, 2024.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR OF EXECUTIVE BOARD

Regional Advisory Council Application

Name: Leylo HamudOrganization: Agency New AmericansJob Title within that organization: Case managerDate: 05/7/2024

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

i work with agency and trasport familied to thier health screening and shopping and most of the time we bus train our clients.

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

New americans and mostly to those who are refugees back ground

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

i like to represent the community

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

the trasportation is not working during the night that may be same of the community will be working.

TOPIC	Payment Register
DATE	June 3, 2024
STAFF MEMBER	Cameron Wells

Staff Recommendation/Request

The Executive Board will have the opportunity to review and consider accepting the April 16, 2024 to May 15, 2024 payment register.

Summary

Attached to this memo are lists 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 VRT's accounts payable department and each payment underwent thorough review and approval by VRT's 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:

Payment Register – April 16, 2023 to May 15, 2024

For detailed information contact: Cameron Wells, CFO, 208-258-2709, cwells@ridevrt.org

Payment Register 4/16/2024-5/15/2024

Payee	Payment Date	CheckNum	Amount	Invoice Description
Access Idaho-26682	22-Apr-24	60619	\$330.40	DL Searches
Access Vans	08-May-24	60634	\$118.00	Parts
Action Garage Door, Inc.	22-Apr-24	ACH	\$2,081.00	Garage Door Repair
AdaRide.Com, LLC	22-Apr-24	ACH	\$5,156.00	Paratransit
Agnew Beck Consulting, Inc.	08-May-24	ACH	\$1,005.00	Facilitation Services
Alexander Clark Printing	22-Apr-24	60620	\$373.59	Business cards 5 people
Alexander Clark Printing	08-May-24	60635	\$589.00	Bus Stop Tags
All-Pro Commercial Cleaning, LLC	08-May-24	ACH	\$40.00	Janitorial Services
All-Pro Commercial Cleaning, LLC	08-May-24	ACH	\$6,475.00	Janitorial Services
AMAZON.COM SERVICES, INC.	22-Apr-24	ACH	\$138.40	Office chair
AMAZON.COM SERVICES, INC.	22-Apr-24	ACH	\$418.16	4 Boss Caption Chairs
Anthony, Elizabeth	22-Apr-24	ACH	\$191.26	Volunteer Driver
Avero, LLC	08-May-24	ACH	\$18,095.00	ERP Consulting services
A-Z Bus Sales, Inc	22-Apr-24	ACH	\$352.35	Parts
A-Z Bus Sales, Inc	08-May-24	ACH	\$67.94	Thumb Latch
BAILEY, PAUL	22-Apr-24	ACH	\$40.28	Reimbursement - Belt
Barber, Richard P	22-Apr-24	ACH	\$72.71	Volunteer Driver
BENNETT, KARRI	08-May-24	ACH	\$21.17	Reimbursement - Shoes
BENNETT, KARRI	08-May-24	ACH	\$55.84	Reimbursement - Shoes
Black Signs of Idaho, Inc.	08-May-24	ACH	\$50.00	Rental Sign Back
Black Signs of Idaho, Inc.	08-May-24	ACH	\$50.00	Rental Sign Back
Boise Air Terminal	08-May-24	ACH	\$9,240.50	Land Rent
Boise City Utility Billing	08-May-24	60636	\$395.75	Utilities
Boise Community Radio Project	22-Apr-24	ACH	\$336.00	Radio Ads
Boise Municipal Health Care Trust	08-May-24	ACH	\$70,279.23	Healthcare Ins.
Boise Peterbilt	08-May-24	ACH	\$552.72	Inventory Parts
Boise State Public Radio	22-Apr-24	ACH	\$1,070.00	Radio Ads
Boise State University	22-Apr-24	ACH	\$241,128.00	Vehicle Replacement
Boise State University	08-May-24	ACH	\$9,428.00	Funds Operating Expenses
Boise State University	08-May-24	ACH	\$9,426.00	Funds Operating Expenses
Brady Industries of Nevada, LLC	22-Apr-24	ACH	\$6.32	Janitorial Supplies
Career Uniforms Partners	22-Apr-24	ACH	\$343.20	Uniforms - C. Gunder
Career Uniforms Partners	08-May-24	ACH	\$402.70	Uniforms
Career Uniforms Partners	08-May-24	ACH	\$67.95	Uniforms
Career Uniforms Partners	08-May-24	ACH	\$77.35	Uniforms
Career Uniforms Partners	08-May-24	ACH	\$142.45	Uniforms
Career Uniforms Partners	08-May-24	ACH	\$67.95	Uniforms
Career Uniforms Partners	08-May-24	ACH	\$264.05	Uniforms
Career Uniforms Partners	08-May-24	ACH	\$125.50	Uniforms
Career Uniforms Partners	08-May-24	ACH	\$220.70	Uniforms
Career Uniforms Partners	08-May-24	ACH	\$90.90	Uniforms
Career Uniforms Partners	08-May-24	ACH	\$191.70	Uniforms
Catapult3, Inc.	08-May-24	ACH	\$12,521.60	St. Lukes Bus Wraps
Catapult3, Inc.	08-May-24	ACH	\$978.40	File & production - St. Lukes
Center for Transportation & Environment	22-Apr-24	ACH	\$9,000.00	Low No
CenturyLink	22-Apr-24	ACH	\$168.93	Telecom Services 4/7-5/6
CenturyLink	08-May-24	ACH	\$345.31	Telecom Services 4/25-5/24
CenturyLink	08-May-24	ACH	\$26.78	Telecom Services 5/1-5/31
CenturyLink	08-May-24	ACH	\$53.56	Telecom Services 4/22-5/21
CenturyLink	08-May-24	ACH	\$368.27	Telecom Services 4/25-5/24
CenturyLink	08-May-24	ACH	\$273.67	Telecom Services 4/22-5/21
Christensen, Inc	22-Apr-24	ACH	\$5,840.11	Unleaded Gas
Christensen, Inc	08-May-24	ACH	\$5,874.75	Unleaded Gas
Christensen, Inc	08-May-24	ACH	\$6,276.80	Diesel
Christensen, Inc	08-May-24	ACH	\$4.56	Finance Charge
City of Caldwell Water Department	08-May-24	60637	\$93.51	Water/Sewer/street light
City of Caldwell Water Department	08-May-24	60637	\$126.27	Garbage
City of Garden City	08-May-24	60638	\$69.97	Garbage/water/sewer
Clean Energy	22-Apr-24	ACH	\$18,071.06	Natural Gas 3/1 - 3/31/2024
CLEGG, ELAINE	17-Apr-24	ACH	\$88.50	Per Diem Public Trans Discussion
Commercial Tire, Inc	22-Apr-24	ACH	\$26.28	Break services
Commercial Tire, Inc	22-Apr-24	ACH	\$1,518.00	Break Service
Commercial Tire, Inc	22-Apr-24	ACH	\$309.55	Break Service
Commercial Tire, Inc	22-Apr-24	ACH	\$2,511.60	Repairs and services
Commercial Tire, Inc	22-Apr-24	ACH	\$670.40	Break services/repairs
Commercial Tire, Inc	22-Apr-24	ACH	\$1,283.13	Lube/shock, strut/shop labor
Commercial Tire, Inc	22-Apr-24	ACH	\$361.20	Tires
Commercial Tire, Inc	22-Apr-24	ACH	\$450.14	Tires
Commercial Tire, Inc	22-Apr-24	ACH	\$807.39	Tires N614 RRI/O
Commercial Tire, Inc	22-Apr-24	ACH	\$1,537.38	Tires
Commercial Tire, Inc	22-Apr-24	ACH	\$1,253.58	Tires
Commercial Tire, Inc	22-Apr-24	ACH	\$1,537.38	Tires
Commercial Tire, Inc	22-Apr-24	ACH	\$628.20	Tires
Commercial Tire, Inc	22-Apr-24	ACH	\$361.20	Tires
Commercial Tire, Inc	22-Apr-24	ACH	\$1,537.38	Tires
Commercial Tire, Inc	22-Apr-24	ACH	\$32.00	Tires

Commercial Tire, Inc	22-Apr-24	ACH	\$27.90	Tires
Commercial Tire, Inc	22-Apr-24	ACH	\$85.10	Tires
Commercial Tire, Inc	08-May-24	ACH	\$188.45	Wheel Align/lube & filter
Commercial Tire, Inc	08-May-24	ACH	\$577.52	TFORCE AT2 BW / labor
Commercial Tire, Inc	08-May-24	ACH	\$49.04	Headlight & labor
Commercial Tire, Inc	08-May-24	ACH	\$94.50	Misc. liights replaced/shop labor
Commercial Tire, Inc	08-May-24	ACH	\$260.09	Window lift Motor / labor
Commercial Tire, Inc	08-May-24	ACH	\$157.85	Wheel align, windshield wipers
Commercial Tire, Inc	08-May-24	ACH	\$40.18	Light bulb replaced/labor
Commercial Tire, Inc	08-May-24	ACH	\$683.70	N621 Replaced Spare
Commercial Tire, Inc	08-May-24	ACH	\$546.44	N336 Tires LRI/O
Commercial Tire, Inc	08-May-24	ACH	\$66.00	Tires
Commercial Tire, Inc	08-May-24	ACH	\$2,621.16	Tires
Commercial Tire, Inc	08-May-24	ACH	\$531.00	Tires
Commercial Tire, Inc	08-May-24	ACH	\$200.00	Tires
Commercial Tire, Inc	08-May-24	ACH	\$200.00	Tires
Commercial Tire, Inc	08-May-24	ACH	\$90.00	Tires
Commercial Tire, Inc	08-May-24	ACH	\$200.00	Tires
CROMIE, PAULA	08-May-24	ACH	\$16.92	Reimb Snacks for meeting
CROWDER SUPPLY CO LLC	22-Apr-24	ACH	\$1,252.00	Manual Post Puller
Cummins Rocky Mountain, LLC	22-Apr-24	ACH	\$176.69	Oil Drain Tube
Curtis Clean Sweep	22-Apr-24	ACH	\$275.00	Sweep & Detail Transit garage
Custom Care Pest Services	22-Apr-24	ACH	\$95.00	Pest Services
Cybersource Corporation	22-Apr-24	ACH	\$310.00	Monthly Acct Maint. Fee
David Gregory Sherman	22-Apr-24	60621	\$45.00	Windshield Repairs
David Gregory Sherman	08-May-24	60639	\$45.00	Windshield Repairs
Delerrok, Inc.	22-Apr-24	ACH	\$1,437.90	UMO Fee's
DMC Sales	22-Apr-24	ACH	\$74.25	Windshield Washer Fluid
Dwayne S Lee, LLC	22-Apr-24	ACH	\$300.00	Towing Service
Dwayne S Lee, LLC	08-May-24	ACH	\$402.50	Towing Service N612
Dwayne S Lee, LLC	08-May-24	ACH	\$385.00	Towing Service N617
Dwayne S Lee, LLC	08-May-24	ACH	\$295.00	Towing Service
Ecolube Recovery, LLC.	22-Apr-24	ACH	\$25.00	Oil Filter Disposal
Ecolube Recovery, LLC.	22-Apr-24	ACH	\$90.00	Parts Wash
EISENBERG, GREGG	22-Apr-24	ACH	\$1,090.67	Reimbursement - Career Fair & Donuts
EISENBERG, GREGG	08-May-24	ACH	\$50.00	Reimb Cell - May
Elliott Auto Supply Co., Inc	08-May-24	ACH	\$254.90	Equip. & install digial displays
Esri Inc.	08-May-24	ACH	\$584.75	SOFTWARE
ETA Phi Systems, Inc.	22-Apr-24	ACH	\$7,671.70	O&M Costs RegionaI CAD/AVL system
ETA Phi Systems, Inc.	22-Apr-24	ACH	\$89,360.00	Equip. & install digial displays
ETA Phi Systems, Inc.	22-Apr-24	ACH	\$25,575.00	ITS CAD/AVL System for Boise State
ETA Phi Systems, Inc.	22-Apr-24	ACH	\$25,575.00	ITS CAD/AVL System for Boise State
ETA Phi Systems, Inc.	22-Apr-24	ACH	\$25,575.00	ITS CAD/AVL System for Boise State
ETA Phi Systems, Inc.	22-Apr-24	ACH	\$21,500.00	ITS CAD/AVL System for Boise State
ETA Phi Systems, Inc.	24-Apr-24	ACH	\$7,671.70	O&M Costs RegionaI CAD/AVL system
ETA Phi Systems, Inc.	24-Apr-24	ACH	\$89,360.00	Equip. & install digial displays
ETA Phi Systems, Inc.	24-Apr-24	ACH	\$25,575.00	ITS CAD/AVL System for Boise State
ETA Phi Systems, Inc.	24-Apr-24	ACH	\$25,575.00	ITS CAD/AVL System for Boise State
ETA Phi Systems, Inc.	24-Apr-24	ACH	\$57,186.50	ITS CAD/AVL SYSTEM
ETA Phi Systems, Inc.	24-Apr-24	ACH	\$25,575.00	ITS CAD/AVL System for Boise State
ETA Phi Systems, Inc.	24-Apr-24	ACH	\$21,500.00	ITS CAD/AVL System for Boise State
Eurofins TesOil, Inc.	22-Apr-24	ACH	\$714.00	Oil Sample Kits
FASTENAL	22-Apr-24	ACH	\$394.90	Department Supplies
FASTENAL	22-Apr-24	ACH	\$322.14	Safety Vest
FASTENAL	08-May-24	ACH	\$31.41	Safety Vest
FASTENAL	08-May-24	ACH	\$183.18	Safety Vest
FASTENAL	08-May-24	ACH	\$55.96	Safety Vest
Fehr & Peers	08-May-24	ACH	\$2,577.90	Intercity Study
First Transit	08-May-24	ACH	\$28,230.65	Ada/Canyon Counties Mgmt fee's
Fleet Services	09-May-24	ACH	\$10,263.47	Fuel
Fleet Services	09-May-24	ACH	\$1,148.87	Fuel
Fleet Services	09-May-24	ACH	\$531.44	Fuel
Fleet Services	09-May-24	ACH	\$65.91	Fuel
FOURTHSQUARE LLC	22-Apr-24	ACH	\$19,958.00	ERP
Gem State Paper & Supply	22-Apr-24	ACH	\$102.57	Shop Supplies
Gem State Paper & Supply	08-May-24	ACH	\$92.24	Shop Supplies
Gillig, LLC	22-Apr-24	ACH	\$124.32	Instructional Placard
Gillig, LLC	22-Apr-24	ACH	\$533.23	Valve Assembly
Gillig, LLC	22-Apr-24	ACH	\$614.36	Shock Absorbers
Gillig, LLC	22-Apr-24	ACH	\$6.12	Gaskets
Gillig, LLC	22-Apr-24	ACH	\$241.92	Vehicle
Gillig, LLC	22-Apr-24	ACH	\$241.06	Slack Adjusters
Gillig, LLC	22-Apr-24	ACH	\$151.26	Relay Valve
Gillig, LLC	22-Apr-24	ACH	\$140.54	Vehicle
Gillig, LLC	22-Apr-24	ACH	\$5.52	Acorn Nuts
Gillig, LLC	22-Apr-24	ACH	\$73.60	Vehicle
Gillig, LLC	22-Apr-24	ACH	\$518.48	Vehicle
Gillig, LLC	22-Apr-24	ACH	\$669.46	Filters, Orings, Air Dryer
Gillig, LLC	22-Apr-24	ACH	\$11.20	Hex Cap Nuts
Gillig, LLC	22-Apr-24	ACH	\$88.98	Vehicle

Gillig, LLC	22-Apr-24	ACH	\$151.26	Relay Valve
Gillig, LLC	22-Apr-24	ACH	\$42.90	Isolator
Gillig, LLC	22-Apr-24	ACH	\$85.09	Voltmeter Gauge
Gillig, LLC	22-Apr-24	ACH	\$39.72	ASM Seal
Gillig, LLC	08-May-24	ACH	\$1,950.08	Vehicle
Gillig, LLC	08-May-24	ACH	\$17.55	Vehicle
Gillig, LLC	08-May-24	ACH	\$3.06	Hub Gasket
Gillig, LLC	08-May-24	ACH	\$2,167.92	Vehicle
Gillig, LLC	08-May-24	ACH	\$27.02	Vehicle
Gillig, LLC	08-May-24	ACH	\$522.14	Vehicle
Gillig, LLC	08-May-24	ACH	\$87.39	Vehicle
Gillig, LLC	08-May-24	ACH	\$298.14	Low Pressure Switch
Gillig, LLC	08-May-24	ACH	\$131.56	Fitting
Gillig, LLC	08-May-24	ACH	\$43.00	Wiper Blades
Gillig, LLC	08-May-24	ACH	\$921.89	Vehicle
Gillig, LLC	08-May-24	ACH	\$2,560.75	Vehicle
Gillig, LLC	08-May-24	ACH	\$38.09	Filter Head
Gillig, LLC	08-May-24	ACH	\$55.92	Sealer
Gillig, LLC	08-May-24	ACH	\$608.28	Vehicle
Gillig, LLC	08-May-24	ACH	\$379.48	Vehicle
Gillig, LLC	08-May-24	ACH	\$1,110.87	Vehicle
Gillig, LLC	08-May-24	ACH	\$200.83	Vehicle
Gillig, LLC	08-May-24	ACH	\$785.06	Torque Rods
GIOVINGO, JAMES	08-May-24	ACH	\$111.29	Reimbursement - Boots
Glass Doctor	08-May-24	ACH	\$94.95	Windshield repairs
GODFREY, KATHLEEN	08-May-24	ACH	\$137.79	Reimb Amazon Expense
GONZALEZ, DAVID	22-Apr-24	ACH	\$139.90	Reimbursement - Shoes
Grainger Inc	22-Apr-24	ACH	\$12.92	Paint Markers
Grainger Inc	22-Apr-24	ACH	\$70.76	Inventory Parts
Grainger Inc	22-Apr-24	ACH	\$392.00	Inventory Parts
Grainger Inc	22-Apr-24	ACH	\$822.25	Inventory Parts
Grainger Inc	22-Apr-24	ACH	\$76.36	Light, Marker Amber
Grainger Inc	08-May-24	ACH	\$95.81	Toilet Paper
Grainger Inc	08-May-24	ACH	\$87.40	Paper Towel
Grainger Inc	08-May-24	ACH	\$35.38	Inventory Parts
Grainger Inc	08-May-24	ACH	\$18.96	Clamp Set
GUNDER, CHRIS	22-Apr-24	60622	\$120.00	Employee Reimbursement - Skills Test CDL
HASSAN, DEANNA	08-May-24	ACH	\$50.00	Cell phone reimbursement
Hawley Troxell Ennis & Hawley	22-Apr-24	ACH	\$2,958.75	Legal Services - Treefort
Hawley Troxell Ennis & Hawley	22-Apr-24	ACH	\$878.00	Legal Services
Hawley Troxell Ennis & Hawley	08-May-24	ACH	\$573.75	Legal Services
Hawley Troxell Ennis & Hawley	08-May-24	ACH	\$136.00	Proterra Bankruptcy
Hawley Troxell Ennis & Hawley	08-May-24	ACH	\$33.75	Airport Ground Lease
Hawley Troxell Ennis & Hawley	08-May-24	ACH	\$202.50	Legal Services - Treefort
Hi - Line	22-Apr-24	ACH	\$593.14	Hose Clamps, Battery Terminal
Hi - Line	08-May-24	ACH	\$437.18	Nuts & Bolts
Hi - Line	08-May-24	ACH	\$557.75	Screws, Socket, Receptacles
HOLUB, JAKE	22-Apr-24	ACH	\$53.95	Reimb HW & Lumber for bike racks
Hot Shots, Inc.	22-Apr-24	ACH	\$1,110.98	Courier Services
HSI Workplace Compliance Solutions, Inc.	22-Apr-24	ACH	\$1,081.32	Software Subscription
Idaho Correctional Industries	22-Apr-24	60623	\$27,946.65	Sign blades with new graphics
Idaho Correctional Industries	22-Apr-24	60623	\$1,271.48	Sign blades with new graphics
Idaho Power	22-Apr-24	ACH	\$635.31	Utilities 3/14-4/12
Idaho Power	22-Apr-24	ACH	\$1,966.63	Utilities 3/14-4/12
Idaho Power	08-May-24	ACH	\$17.95	Utilities 3/27-4/25
Idaho Power	08-May-24	ACH	\$17,403.08	Utilities
Idaho Power	08-May-24	ACH	\$1,453.11	Utilities 4/3-5/2
Idaho Records Management, LLC	22-Apr-24	ACH	\$45.00	Services
Idaho Transportation Dept	08-May-24	60640	\$15,581.00	Transportation
Impact Pest	08-May-24	ACH	\$189.00	Pest control
In The Bag Promotions	08-May-24	ACH	\$1,004.00	Kids safety vests
Intermountain Gas	22-Apr-24	ACH	\$15.45	Utilities 3/6-4/4
Intermountain Gas	22-Apr-24	ACH	\$391.83	Utilities 3/6-4/4
Intermountain Gas	22-Apr-24	ACH	\$290.98	Utilities 3/12-4/10
Intermountain Gas	22-Apr-24	ACH	\$1,931.86	Utilities 3/12-4/9
Intermountain Gas	08-May-24	ACH	\$18,439.64	Utilities
Intermountain Gas	08-May-24	ACH	\$137.10	Utilities 3/29-4/29
Intermountain Gas	08-May-24	ACH	\$593.20	Utilities 3/21-4/22
Intermountain Gas	08-May-24	ACH	\$196.38	Utilities 3/22-4/22
INTERMOUNTAIN HOME SERVICES, LLC	08-May-24	ACH	\$257.00	Unclogged Cleanout
Jacobs Engineering Group, Inc.	22-Apr-24	ACH	\$24,106.21	LoNo
Jeremy Ricky	17-Apr-24	ACH	\$1,907.08	Purchase Transportation Feb
Jeremy Ricky	17-Apr-24	ACH	\$25,436.04	Purchase Transportation - Feb
Jeremy Ricky	17-Apr-24	ACH	\$5,174.16	Purchase Transportation - Feb
Jeremy Ricky	22-Apr-24	ACH	\$981.36	Purchase Transportation
Jeremy Ricky	22-Apr-24	ACH	\$17,956.44	Purchase Transportation
Jeremy Ricky	22-Apr-24	ACH	\$981.36	Purchase Transportation
Jeremy Ricky	22-Apr-24	ACH	\$3,295.32	Purchase Transportation
Karcher Auto Parts	22-Apr-24	ACH	\$155.54	V-Ribbed Belts
Karcher Auto Parts	22-Apr-24	ACH	\$17.63	Mechanics Wire

Karcher Auto Parts	22-Apr-24	ACH	\$349.99	Super Clean Degreaser
Karcher Auto Parts	22-Apr-24	ACH	\$15.34	Dielectric Tune Up Grease
Karcher Auto Parts	22-Apr-24	ACH	(\$8.59)	Mechanics Wire Returned
Karcher Auto Parts	22-Apr-24	ACH	\$111.70	Headlight Lamp
Karcher Auto Parts	22-Apr-24	ACH	\$17.32	Brake Caliper Housing
Karcher Auto Parts	22-Apr-24	ACH	\$259.34	Radiator, Bulbs
Karcher Auto Parts	08-May-24	ACH	\$101.88	Oil Filters
Karcher Auto Parts	08-May-24	ACH	\$16.58	Anti-Seize Lubricant
Karcher Auto Parts	08-May-24	ACH	\$81.48	Threadlocker, Spray Grease
Karcher Auto Parts	08-May-24	ACH	(\$17.32)	Returned Caliber Kit
Karcher Auto Parts	08-May-24	ACH	\$6.30	Hose Tee
Karcher Auto Parts	08-May-24	ACH	(\$6.30)	Hose Tees returned
KENDALL DEALERSHIP HOLDINGS, LLC	22-Apr-24	60624	\$226.86	Oil, Filters, Coolant
KENDALL DEALERSHIP HOLDINGS, LLC	08-May-24	60641	\$147.79	Filters, ATF
Kenworth Sales	22-Apr-24	ACH	\$10,199.45	N617 Engine Rebuild Kit
Kenworth Sales	22-Apr-24	ACH	\$76.01	Hose Clamps
Kenworth Sales	22-Apr-24	ACH	(\$13.21)	Plug Returned
Kenworth Sales	22-Apr-24	ACH	\$33.52	Hose Clamps
Kenworth Sales	22-Apr-24	ACH	(\$31.24)	Hose Clamps Returned
Kenworth Sales	08-May-24	ACH	\$91.05	Inventory Parts
Kenworth Sales	08-May-24	ACH	\$137.36	Inventory Parts
Kenworth Sales	08-May-24	ACH	\$137.36	Inventory Parts
Kenworth Sales	08-May-24	ACH	\$266.92	Inventory Parts
Kenworth Sales	08-May-24	ACH	\$259.79	Inventory Parts
Kenworth Sales	08-May-24	ACH	\$159.36	Inventory Parts
Kenworth Sales	08-May-24	ACH	\$357.89	Inventory Parts
Kenworth Sales	08-May-24	ACH	\$108.21	Inventory Parts
Kenworth Sales	08-May-24	ACH	\$165.66	Inventory Parts
Kimley-Horn & Associates, Inc	22-Apr-24	ACH	\$12,450.00	Escalator feasibility Study
KLEMENTSON, LUTHER	22-Apr-24	ACH	\$47.70	Reimbursement - Work Shorts
KOLLIE, DORBOR	08-May-24	ACH	\$20.00	Reimbursement - Shoes
KOSHMERL, TIM	22-Apr-24	ACH	\$159.00	Reimbursement - Shoes
KRONENBITTER, FRANK	08-May-24	ACH	\$50.00	Reimb Cell - May
KROUPA, KRISTINA	08-May-24	ACH	\$50.00	Reimb Cell - May
Kuna Senior Citizen Inc	22-Apr-24	ACH	\$3,702.60	Acquisition of Services
Language Line Solutions	22-Apr-24	ACH	\$426.30	Translation services
Leonard Petroleum Equipment, LLC	22-Apr-24	60625	\$374.76	Pump Handle
Leonard Petroleum Equipment, LLC	08-May-24	60642	\$140.00	Gus Pump Service
Lithia Motors Payment Processing	22-Apr-24	ACH	\$23.04	Hex Nuts
Lithia Motors Payment Processing	22-Apr-24	ACH	\$91.44	Oil Filters
Lithia Motors Payment Processing	22-Apr-24	ACH	\$7.12	Oil Drain Plugs
Lithia Motors Payment Processing	22-Apr-24	ACH	\$69.91	Weatherstripping
Lithia Motors Payment Processing	22-Apr-24	ACH	\$282.42	Rotors & Brake Pads
Lithia Motors Payment Processing	22-Apr-24	ACH	\$490.23	Brake Kit, Rotors
Lithia Motors Payment Processing	22-Apr-24	ACH	\$21.96	Front Wheel Seal
Lithia Motors Payment Processing	22-Apr-24	ACH	\$71.40	U-Bolts
Lithia Motors Payment Processing	22-Apr-24	ACH	\$17.32	Bushings
Lithia Motors Payment Processing	22-Apr-24	ACH	\$684.48	Rotor, Hub Bearing Assembly
Lithia Motors Payment Processing	22-Apr-24	ACH	(\$36.40)	Returned wheel seals
Lithia Motors Payment Processing	22-Apr-24	ACH	(\$20.96)	Returned Hex Nuts
Lithia Motors Payment Processing	22-Apr-24	ACH	(\$30.00)	Core Credit
Lithia Motors Payment Processing	22-Apr-24	ACH	\$418.54	Remove/replace parts
Lithia Motors Payment Processing	08-May-24	ACH	\$634.54	Inventory Parts
Lithia Motors Payment Processing	08-May-24	ACH	\$333.12	Oil Plug, Brakes, Starter
Lithia Motors Payment Processing	08-May-24	ACH	\$22.14	Brakes
Lithia Motors Payment Processing	08-May-24	ACH	\$1,245.33	Inventory Parts
Lithia Motors Payment Processing	08-May-24	ACH	\$319.04	Inventory Parts
Lithia Motors Payment Processing	08-May-24	ACH	(\$1,245.33)	FFN Credit - KO944
Lithia Motors Payment Processing	08-May-24	ACH	\$166.97	New parts & labor
Loomis Armored US, LLC	22-Apr-24	ACH	\$568.40	Armored Car Service
Lotus Boise Corp	22-Apr-24	ACH	\$740.00	Radio Ads
Lotus Boise Corp	22-Apr-24	ACH	\$760.00	Radio Ads
Lotus Boise Corp	22-Apr-24	ACH	\$500.00	Radio Ads
Lotus Boise Corp	22-Apr-24	ACH	\$500.00	Radio Ads
Lotus Boise Corp	22-Apr-24	ACH	\$700.00	Radio Ads
Lotus Boise Corp	22-Apr-24	ACH	\$300.00	Radio Ads
Lowes Home Improvement	22-Apr-24	ACH	\$89.96	Shop Supplies
Lowes Home Improvement	22-Apr-24	ACH	\$9.46	Shop Supplies
Lowes Home Improvement	22-Apr-24	ACH	\$45.48	Shop Supplies
Lowes Home Improvement	22-Apr-24	ACH	\$883.25	Shop Supplies
Lowes Home Improvement	22-Apr-24	ACH	\$170.94	Shop Supplies
Lowes Home Improvement	22-Apr-24	ACH	\$88.12	Shop Supplies
Lowes Home Improvement	22-Apr-24	ACH	\$3.00	Shop Supplies
Lowes Home Improvement	22-Apr-24	ACH	\$120.35	Shop Supplies
Lowes Home Improvement	22-Apr-24	ACH	\$27.79	Shop Supplies
Lowes Home Improvement	22-Apr-24	ACH	\$136.71	Plexiglass, Silicone
Lowes Home Improvement	22-Apr-24	ACH	\$964.68	Shop Supplies
Lowes Home Improvement	13-May-24	ACH	\$261.98	Shop Supplies
Lowes Home Improvement	13-May-24	ACH	\$90.72	Shop Supplies
Lowes Home Improvement	13-May-24	ACH	\$28.44	Spray Foam for Roof

Lowes Home Improvement	13-May-24	ACH	(\$70.00) Credits inv# 87572
Lowes Home Improvement	13-May-24	ACH	\$125.16 Shop Supplies
Lowes Home Improvement	13-May-24	ACH	(\$2.92) CM for tax
Lowes Home Improvement	13-May-24	ACH	\$141.00 Shop Supplies
Lowes Home Improvement	13-May-24	ACH	\$51.58 Shop Supplies
Lyft, Inc	22-Apr-24	ACH	\$2,181.07 VRT Transit Connections
Lyft, Inc	22-Apr-24	ACH	\$617.19 VRT Late Night Rides
MacMillan, Scholtz and Marks, LLC	25-Apr-24	60633	\$5,314.69 Settlement Payment
Mary M Johnson	08-May-24	ACH	\$550.00 Vinal removal and repair
MAXWELL, WILLIAM GORDON	08-May-24	ACH	\$50.00 Reimb Cell - May
McGuire Bearing Company	08-May-24	60643	\$67.56 Parts
McLarens, LLC	22-Apr-24	ACH	\$5,200.00 Claims
McLarens, LLC	08-May-24	ACH	\$2,200.00 Insurance
MEIER, HOLLY	22-Apr-24	60626	\$79.49 Reimbursement - Shoes
MELANDER, MICHAEL	08-May-24	ACH	\$154.72 Reimbursement - Shoes & Shorts
Melba Valley Senior Center	22-Apr-24	ACH	\$8,036.82 Acquisition of Services
Meridian Fence	08-May-24	60644	\$8,030.67 Swtich gate
Meridian Senior Center	22-Apr-24	ACH	\$10,102.40 Acquisition of Services
Metro Community Services	22-Apr-24	ACH	\$28,771.29 Acquisition of Services
Metro Community Services	22-Apr-24	ACH	\$3,367.65 Acquisition of Services
Mills, Wayne	22-Apr-24	60627	\$514.18 Volunteer Driver
Model 1 Commercial Vehicles, Inc	08-May-24	ACH	\$77.57 W/C Strut
Motion & Flow Control Products	22-Apr-24	ACH	\$110.57 Caps
Motion & Flow Control Products	22-Apr-24	ACH	\$116.59 A/C Hose, Plugs
Napa Auto Parts	08-May-24	ACH	\$140.85 Parts
Napa Auto Parts	08-May-24	ACH	\$152.82 Parts
Napa Auto Parts	08-May-24	ACH	\$160.90 Parts
Napa Auto Parts	08-May-24	ACH	\$319.70 Parts
NELSON, TONY	08-May-24	ACH	\$180.19 Reimbursement - Shoes
Norco Inc	22-Apr-24	ACH	\$103.91 Acetylene
Norco Inc	22-Apr-24	ACH	\$12.71 Nitrogen Cylinder Rental
NYSIF Disability Benefits	25-Apr-24	ACH	\$10.55 Premium Adjustment
ODP Business Solutions, LLC	22-Apr-24	ACH	\$60.06 Paper, Folders
ODP Business Solutions, LLC	22-Apr-24	ACH	\$44.14 Office Supplies
ODP Business Solutions, LLC	22-Apr-24	ACH	\$15.96 Office Supplies
ODP Business Solutions, LLC	22-Apr-24	ACH	\$18.46 Office Supplies
ODP Business Solutions, LLC	22-Apr-24	ACH	\$85.53 Office supplies
ODP Business Solutions, LLC	22-Apr-24	ACH	\$40.91 Office supplies
ODP Business Solutions, LLC	22-Apr-24	ACH	\$9.75 Office supplies
ODP Business Solutions, LLC	22-Apr-24	ACH	\$383.54 Office Chair
ODP Business Solutions, LLC	22-Apr-24	ACH	\$111.62 Mats, Markers, Labels
ODP Business Solutions, LLC	22-Apr-24	ACH	\$132.85 Floor Saver Mat
ODP Business Solutions, LLC	08-May-24	ACH	\$68.20 Office Supplies
O'Reilly Auto Enterprises, LLC	22-Apr-24	ACH	\$660.72 Spark Plugs, Coils
O'Reilly Auto Enterprises, LLC	22-Apr-24	ACH	\$12.28 Oil Cooler Gasket
O'Reilly Auto Enterprises, LLC	22-Apr-24	ACH	\$18.98 Pin & Brake Bolt Kits
O'Reilly Auto Enterprises, LLC	22-Apr-24	ACH	\$9.55 Brake Bolt Kit
O'Reilly Auto Enterprises, LLC	22-Apr-24	ACH	\$13.98 Lithium Grease
O'Reilly Auto Enterprises, LLC	22-Apr-24	ACH	\$18.98 Pin & Brake Bolt Kit
O'Reilly Auto Enterprises, LLC	22-Apr-24	ACH	(\$9.55) Returned Brake Bolt Kit
O'Reilly Auto Enterprises, LLC	08-May-24	ACH	\$12.01 Sealing Tape
O'Reilly Auto Parts	22-Apr-24	ACH	\$7.23 Parts
O'Reilly Auto Parts	22-Apr-24	ACH	\$490.36 Parts
O'Reilly Auto Parts	22-Apr-24	ACH	\$25.98 Parts
O'Reilly Auto Parts	22-Apr-24	ACH	\$25.98 Parts
O'Reilly Auto Parts	08-May-24	ACH	\$78.77 Parts
O'Reilly Auto Parts	08-May-24	ACH	\$22.40 Parts
O'Reilly Auto Parts	08-May-24	ACH	\$30.81 Parts
O'Reilly Auto Parts	08-May-24	ACH	\$135.53 Parts
Pacific Office Automation	22-Apr-24	ACH	\$29.00 Liquid sealer
Pacific Office Automation	22-Apr-24	ACH	\$1,523.28 Copier & printer lease
Pacific Office Automation	22-Apr-24	ACH	\$589.18 Copier/printer leases
Pacific Office Automation	08-May-24	ACH	\$589.18 Printer/copier lease
PANGBURN, KEITH	22-Apr-24	60628	\$175.95 Reimbursement - Shoes & Pants
Paragon Consulting, Inc	22-Apr-24	ACH	\$5,015.00 18TH ST / State St. Premium
Paragon Consulting, Inc	22-Apr-24	ACH	\$1,747.50 State St. Pemium
PEDROSA, LESLIE	08-May-24	ACH	\$53.10 Emp. Reimb Dinner/lunch
Pegasus ME Buyer, Inc	22-Apr-24	ACH	\$22,895.40 Oracle SW Licensing support
Pegasus ME Buyer, Inc	22-Apr-24	ACH	\$298.06 ERP SW Licensing
Peterson Motor Co.	08-May-24	60645	\$810.00 Parts
Phoenix Cars, LLC	08-May-24	ACH	\$23,333.36 Battery Lease for electric busses
Phoenix Cars, LLC	08-May-24	ACH	\$5,833.34 Battery Lease for electric busses
Phoenix Cars, LLC	08-May-24	ACH	\$5,833.34 Battery Leases
Phoenix Cars, LLC	08-May-24	ACH	\$23,333.36 Battery Leases
PNG Media LLC	08-May-24	60646	\$196.54 Legal Notices
PNG Media LLC	08-May-24	60646	\$42.56 Legal Notices
Primary Health Medical Group, LLC	08-May-24	60647	\$170.00 DOT Physicals
Primary Health Medical Group, LLC	08-May-24	60647	\$85.00 DOT Physical - R. Starr
ProPeople	22-Apr-24	ACH	\$1,668.02 Temp Wages
ProPeople	22-Apr-24	ACH	\$649.59 Temp Wages

ProPeople	22-Apr-24	ACH	\$1,101.00	Temp Wages
ProPeople	22-Apr-24	ACH	\$6,036.25	Temp Wages
ProPeople	22-Apr-24	ACH	\$1,464.33	Temp Wages
ProPeople	22-Apr-24	ACH	\$506.46	Temp Wages
ProPeople	22-Apr-24	ACH	\$1,101.00	Temp Wages
ProPeople	22-Apr-24	ACH	\$9,982.63	Temp Wages
ProPeople	08-May-24	ACH	\$2,717.75	Temp Wages
ProPeople	08-May-24	ACH	\$1,101.00	Temp Wages
ProPeople	08-May-24	ACH	\$2,281.80	Temp Wages
ProPeople	08-May-24	ACH	\$519.67	Temp Wages
ProPeople	08-May-24	ACH	\$2,360.54	Temp Wages
ProPeople	08-May-24	ACH	\$3,278.23	Temp Wages
ProPeople	08-May-24	ACH	\$4,390.17	Temp Wages
ProPeople	08-May-24	ACH	\$1,101.00	Temp Wages
ProPeople	08-May-24	ACH	\$2,477.06	Temp Wages
ProPeople	08-May-24	ACH	\$3,195.44	Temp Wages
ProPeople	08-May-24	ACH	\$5,391.92	Temp Wages
ProPeople	08-May-24	ACH	\$5,430.41	Temp Wages
ProPeople	08-May-24	ACH	\$5,003.82	Temp Wages
ProPeople	08-May-24	ACH	\$4,852.45	Temp Wages
ProPeople	08-May-24	ACH	\$1,101.00	Temp wages
ProPeople	08-May-24	ACH	\$7,530.56	Temp Wages
ProPeople	08-May-24	ACH	\$567.02	Temp Wages
ProPeople	08-May-24	ACH	\$1,101.00	Temp Wages
ProPeople	08-May-24	ACH	\$6,958.16	Temp Wages
Quality Electric, Inc.	22-Apr-24	60629	\$29,975.43	Warranty repair following charger fire
Quench USA, Inc	22-Apr-24	ACH	\$57.00	Water Dispenser 3/26 - 4/25/24
Quench USA, Inc	22-Apr-24	ACH	\$289.95	Water Rental
RDK Corporation	22-Apr-24	ACH	\$240.00	Background check
RDK Corporation	22-Apr-24	ACH	\$100.00	Background Checks
RDK Corporation	22-Apr-24	ACH	\$30.00	Background Check - R. Starr
Right! Systems, Inc.	08-May-24	60648	\$1,229.90	MS Office SW SUPPORT
Robert Half International, Inc	22-Apr-24	ACH	\$1,917.60	Temp Wages
Robert Half International, Inc	22-Apr-24	ACH	\$1,917.60	Temp Wages
Robert Half International, Inc	08-May-24	ACH	\$1,917.60	Temp Wages
Robert Half International, Inc	08-May-24	ACH	\$1,917.60	Temp Wages
Romaine Electric Corporation	22-Apr-24	ACH	\$181.41	Spark Plugs
Romaine Electric Corporation	08-May-24	ACH	\$497.80	Parts
Rush Truck Center	08-May-24	ACH	\$3,825.39	Body Work
Safety-Kleen Systems Inc	22-Apr-24	ACH	\$201.55	Service Parts Washer
Selway Sound	22-Apr-24	60630	\$400.00	Camera Installation
Selway Sound	22-Apr-24	60630	\$400.00	Camera Installation
Selway Sound	08-May-24	60649	\$400.00	Camera Installation
Selway Sound	08-May-24	60649	\$400.00	Camera Installation
Selway Sound	08-May-24	60649	\$400.00	Camera Installation
Shred-It USA- LLC	22-Apr-24	ACH	\$247.82	Document Shredding
SIJ Holdings, LLC.	08-May-24	ACH	\$136.88	Legal printing
SIRENKO, YEVHEN	08-May-24	60650	\$120.00	Employee Reimbursement - Skills Test CDL
Smith Power Products, Inc	08-May-24	ACH	\$2,032.72	Inventory Parts
SMITH, JOSHUA	08-May-24	ACH	\$50.00	Cell phone reimbursement
Snap-on Incorporated	22-Apr-24	ACH	\$363.03	Parts
Snap-on Incorporated	22-Apr-24	ACH	(\$1,124.00)	Item Return - Org Inv ARV/57979371
Snap-on Incorporated	22-Apr-24	ACH	\$1,124.00	OFFSET CM - REC'D CHECK FROM VNDR
Sportworks Global LLC	08-May-24	ACH	\$194.60	Latch Handles
Sprague Pest Solutions	22-Apr-24	ACH	\$151.44	Services
Stoltz Marketing Group, Inc	22-Apr-24	ACH	\$685.25	Website support
Stoltz Marketing Group, Inc	22-Apr-24	ACH	\$1,394.75	Account Admin
Stoltz Marketing Group, Inc	22-Apr-24	ACH	\$840.00	Media Planning & Buying
Stoltz Marketing Group, Inc	22-Apr-24	ACH	\$6,933.75	Video & photo production
Stoltz Marketing Group, Inc	22-Apr-24	ACH	\$3,890.00	Video & Photo Production
The Car Park, LLC	22-Apr-24	ACH	\$975.00	Parking passes
The Hartwell Corporation	22-Apr-24	ACH	\$196,351.00	Ins. Premiums
The Hartwell Corporation	22-Apr-24	ACH	\$164,939.00	Ins. Premiums
The Hartwell Corporation	22-Apr-24	ACH	\$337,661.00	Ins. Premiums
Thermo Fluids, Inc.	08-May-24	ACH	\$54.60	Used Oil Removal
Thompson and Associates, Inc.	08-May-24	ACH	\$4,850.59	HR Consultations
Townsquare Media Boise	22-Apr-24	ACH	\$1,650.00	Radio Ads
Transpo Group USA, Inc.	08-May-24	ACH	\$6,973.88	Consulting Services
Treasure Valley Coffee	22-Apr-24	ACH	\$102.69	Orchard - Coffee
Treasure Valley Coffee	22-Apr-24	ACH	\$110.54	MSS - Coffee & FA
Treasure Valley Coffee	08-May-24	ACH	\$196.60	Coffee & liquid creamer
Treasure Valley Coffee	08-May-24	ACH	\$20.70	Orchard - Water Cooler
Treasure Valley Coffee	08-May-24	ACH	\$99.34	MSS - Coffee & FA
Treasure Valley Curb & Sprinkling Inc	22-Apr-24	ACH	\$454.00	Landscaping #2 of 9
Treasure Valley Transit	22-Apr-24	ACH	\$6,400.00	Sub-recipient
Treasure Valley Transit	08-May-24	ACH	\$29,411.00	Sub-recipient
UniFirst Acct# 1395966	22-Apr-24	ACH	\$75.49	Mats, Cloths, Uniforms
UniFirst Acct# 1395966	22-Apr-24	ACH	\$68.50	Mats, Cloths, Uniforms
UniFirst Acct# 1395966	22-Apr-24	ACH	\$68.50	Mats, Cloths, Uniforms
UniFirst Acct# 1395966	08-May-24	ACH	\$60.93	Mats, Cloths, Uniforms

UniFirst Acct# 1410130	22-Apr-24	ACH	\$144.87	Laundry Services
UniFirst Acct# 1410130	22-Apr-24	ACH	\$140.37	Laundry Services
UniFirst Acct# 1410130	08-May-24	ACH	\$149.02	Laundry Services
UniFirst Acct# 1410130	08-May-24	ACH	\$140.37	Laundry Services
United Site Services of Nevada, Inc.	22-Apr-24	ACH	\$289.45	Restroom Rental
United Site Services of Nevada, Inc.	08-May-24	ACH	\$289.45	Restroom Rental
US Bank Plaza Condominium Assoc., Inc.	08-May-24	ACH	\$6,552.00	Association dues
USable Life	08-May-24	ACH	\$2,068.41	Life Ins. Premiums
Veolia Water Idaho	08-May-24	60651	\$227.36	Water 2/20-4/21
Verizon Wireless	22-Apr-24	60631	\$2,965.82	Cell Phone Service 3/16-4/15
Verizon Wireless	22-Apr-24	60631	\$411.98	Cell Phone Service 3/16-4/15
Verizon Wireless	22-Apr-24	60631	\$92.16	Cell Phone Service 3/16-4/15
Verizon Wireless	22-Apr-24	60631	\$51.44	Cell Phone Service 3/16-4/15
Verizon Wireless	22-Apr-24	60631	\$52.15	Cell Phone Service 3/16-4/15
Verizon Wireless	22-Apr-24	60631	\$1,634.05	Cell Phone Service
Verizon Wireless	22-Apr-24	60631	\$180.08	Cell Phone Service 3/18-4/17
WASHINGTON, CORRIE	22-Apr-24	ACH	\$157.51	Reimburse for Driver Appreciation Supplies
WASHINGTON, CORRIE	22-Apr-24	ACH	\$157.51	Reimb food - Drvr appreciation
WASHINGTON, CORRIE	22-Apr-24	ACH	(\$157.51)	Error - dbl posted
WASHINGTON, CORRIE	08-May-24	ACH	\$50.00	Cell phone reimbursement
WCF National Insurance Company	09-May-24	ACH	\$12,647.94	Worker's Comp premium
Western Mountain Bus Sales	22-Apr-24	ACH	\$277.22	Parts
Western Mountain Bus Sales	08-May-24	ACH	\$397.90	Flanges, Piston Kit
Western Mountain Bus Sales	08-May-24	ACH	\$890.62	Parts
Wex Bank	22-Apr-24	ACH	\$875.59	Fuel 3/1 - 4/1/2024
Wienhoff Drug Testing	22-Apr-24	60632	\$165.00	Drug Test
Wienhoff Drug Testing	08-May-24	60652	\$590.00	Drug Testing
William (Travis) Fremont	22-Apr-24	ACH	\$12,223.04	R2W
William (Travis) Fremont	22-Apr-24	ACH	\$3,308.71	CCR2W
William (Travis) Fremont	22-Apr-24	ACH	\$427.68	VA Shuttle
William (Travis) Fremont	08-May-24	ACH	\$4,226.75	Transportation Services CCR2W
William (Travis) Fremont	08-May-24	ACH	\$12,104.68	Transportation Services
William (Travis) Fremont	08-May-24	ACH	\$531.23	Transportation services - VA
William Beard	22-Apr-24	ACH	\$205.00	Bus Washing
William Beard	22-Apr-24	ACH	\$445.00	Bus Washing
William Beard	08-May-24	ACH	\$415.00	Bus Washing
WSP USA Inc.	22-Apr-24	ACH	\$2,718.96	HDTC CEI
Wurth USA Inc.	22-Apr-24	ACH	\$309.68	Drill Bit Assortment
YB NOW LLC	22-Apr-24	ACH	\$7,944.64	R2W transportation
YB NOW LLC	22-Apr-24	ACH	\$423.68	VA Shuttle
YB NOW LLC	08-May-24	ACH	\$7,691.04	Transportation- ADA R2W
YB NOW LLC	08-May-24	ACH	\$135.68	VA Shuttle
			\$2,372,546.44	

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

VRT Controller or Chief Financial Officer

ACCEPTED:

CHAIR OF EXECUTIVE BOARD

ATTEST:

SECRETARY/TREASURER

TOPIC	FY2025 Preliminary Budget
DATE	June 3, 2024
STAFF MEMBER	Elaine Clegg, CEO/Cameron Wells CFO

Staff Recommendation/Request

After review, the staff recommends the Executive Board move to recommend approval by the Board of Directors, with changes, if any, and release the budget for public review. Highlights are listed below. Board members will also receive more a more detailed review of those highlights before the meeting.

Typical Budget Process Outline:

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

Highlights for FY2025 Preliminary Budget:

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

- Reduction of local revenue and expenses for Beyond Access (regional transportation for older adults and persons with disabilities) due to a funding cut from the Idaho Area Agency on Aging
- Budget for membership in the American Public Transportation Association (APTA)
- Budget for government relations firm
- Budget for increase in Meridian Condo Association expenses
- Budget for 15% increase in general liability insurance
- Budget for increase in travel and training budgets due to end of pandemic, staffing needs and inflation

- Higher than usual overall increase in operations budgets in both Ada and Canyon Counties due to higher than usual inflation
- Divisions 24 and 25 have been combined. The On-Demand Services that used to be contained in Division 24 have been moved to Division 25 for budget purposes and for comparison it made more sense to show them combined.
- Budget increases in Canyon County (Division 24 and 25) are higher than usual due to the operators contract, increased demand for Access Services, professional services and increases in utility expenses
- Budget for a 4.5% wage pool increase with 2.5% for a COLA increase and the remainder for merit pool and adjustment pool anticipating schedule increases after completion of a wage and salary review in September.
- Budget for an estimated 5% health insurance cost increase

Attachments:

FY2024/FY2025 Budget Year-over-Year Comparison by Division
FY2025 Budget Summary by Budget Area

For detailed information contact: Elaine Clegg, CEO, 208.258.2712, eclegg@rideVRT.org or
Cameron Wells CFO, cwells@rideVRT.org

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

Base Budget Revenues	Regional Overhead			Programs and Supports		
	10		% Diff	12		% Diff
	2024	2025		2024	2025	
Category	2024	2025	% Diff	2024	2025	% Diff
401 Directly Generated Funds	\$ -	\$ -		\$ -	\$ -	
402 Purchased Transportation	\$ -	\$ -		\$ -	\$ -	
403 Auxillary Revenue	\$ (38,200)	\$ -	-100%	\$ (582,165)	\$ (506,695)	-13%
404 Non-Transportation Revenue	\$ -	\$ -		\$ -	\$ -	
405 Federal Assistance - Capital	\$ -	\$ -		\$ -	\$ -	
406 Federal Assistance - Operating/Administration	\$ -	\$ -		\$ (1,018,038)	\$ (952,278)	-6%
407 Local Assistance - Capital	\$ -	\$ -		\$ -	\$ -	
408 Local Assistance - Operating/Administration	\$ (2,126,012)	\$ (2,250,923)	6%	\$ (431,164)	\$ (598,616)	39%
Total Base Budget Revenues	\$ (2,164,212)	\$ (2,250,923)		\$ (2,031,368)	\$ (2,057,590)	
Draw from Surplus Fund Balance						
Total Revenues, All Resources	\$ (2,250,923)			\$ (2,057,590)		
Base Budget Expenses	Regional Overhead			Programs and Supports		
	10		% Diff	12		% Diff
	2024	2025		2024	2025	
Category	2024	2025	% Diff	2024	2025	% Diff
501 Wages and Salaries	\$ 759,891	\$ 832,967	10%	\$ 582,589	\$ 548,017	-6%
502 Fringe Benefits	\$ 559,899	\$ 584,749	4%	\$ 406,114	\$ 403,864	-1%
503 Professional Services	\$ 257,389	\$ 239,550	-7%	\$ 844,172	\$ 920,635	9%
504 Materials and Supplies	\$ 58,800	\$ 81,950	39%	\$ 117,192	\$ 72,683	-38%
505 Utilities	\$ 126,801	\$ 122,151	-4%	\$ 8,000	\$ 5,640	-30%
506 Casualty and Liability	\$ 49,501	\$ 56,925	15%	\$ -	\$ -	
508 Purchased Transportation	\$ -	\$ -		\$ -	\$ -	
509 Miscellaneous	\$ 303,510	\$ 290,129	-4%	\$ 73,300	\$ 106,750	46%
511 Interest	\$ 1,500	\$ 916	-39%	\$ -	\$ -	
512 Leases and Rentals	\$ 46,922	\$ 41,587	-11%	\$ -	\$ -	
514 Capital	\$ -	\$ -		\$ -	\$ -	
Total Base Budget Expenses	\$ 2,164,212	\$ 2,250,923	4%	\$ 2,031,368	\$ 2,057,590	1%
% Difference in Base Budget	4%			1%		

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

Base Budget Revenues	Information Supports/Specialized Transportation			Program Administration Support Planning		
	20		% Diff	23		% Diff
Category	2024	2025		2024	2025	
401 Directly Generated Funds	\$ -	\$ -		\$ -	\$ -	
402 Purchased Transportation	\$ -	\$ -		\$ -	\$ -	
403 Auxillary Revenue	\$ -	\$ -		\$ -	\$ -	
404 Non-Transportation Revenue	\$ -	\$ -		\$ -	\$ -	
405 Federal Assistance - Capital	\$ -	\$ -		\$ (27,111,027)	\$ (5,719,206)	-79%
406 Federal Assistance - Operating/Administration	\$ (2,991,399)	\$ (3,004,678)	0%	\$ (2,269,648)	\$ (1,903,581)	-16%
407 Local Assistance - Capital	\$ -	\$ -		\$ (6,608,018)	\$ (1,285,794)	-81%
408 Local Assistance - Operating/Administration	\$ (1,285,613)	\$ (1,432,085)	11%	\$ (332,890)	\$ (323,645)	-3%
Total Base Budget Revenues	\$ (4,277,012)	\$ (4,436,763)		\$ (36,321,583)	\$ (9,232,226)	
Draw from Surplus Fund Balance						
Total Revenues, All Resources	\$ (4,436,763)			\$ (9,232,226)		
Base Budget Expenses	Information Supports/ Specialized Transportation			Program Administration Support Planning		
	20		% Diff	23		% Diff
Category	2024	2025		2024	2025	
501 Wages and Salaries	\$ 807,897	\$ 867,307	7%	\$ 640,265	\$ 740,576	16%
502 Fringe Benefits	\$ 670,073	\$ 723,331	8%	\$ 431,365	\$ 505,850	17%
503 Professional Services	\$ 847,750	\$ 585,500	-31%	\$ 549,321	\$ 312,000	-43%
504 Materials and Supplies	\$ 378,350	\$ 275,000	-27%	\$ 15,000	\$ 40,000	167%
505 Utilities	\$ 3,800	\$ 3,600	-5%	\$ 1,800	\$ 800	-56%
506 Casualty and Liability	\$ 119,499	\$ 136,825	14%	\$ -	\$ -	
508 Purchased Transportation	\$ 613,214	\$ 1,408,200	130%	\$ -	\$ -	
509 Miscellaneous	\$ 835,430	\$ 437,000	-48%	\$ 964,786	\$ 628,000	-35%
511 Interest	\$ -	\$ -		\$ -	\$ -	
512 Leases and Rentals	\$ 1,000	\$ -	-100%	\$ -	\$ -	
514 Capital	\$ -	\$ -		\$ 33,719,045	\$ 7,005,000	-79%
Total Base Budget Expenses	\$ 4,277,012	\$ 4,436,763	4%	\$ 36,321,583	\$ 9,232,226	-75%
% Difference in Base Budget	4%			-14%		

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

Base Budget Revenues	Boise Fixed-route			ADA Paratransit (Demand Response)		
	21		% Diff	22		% Diff
	2024	2025		2024	2025	
Category	2024	2025	% Diff	2024	2025	% Diff
401 Directly Generated Funds	\$ (666,262)	\$ (706,399)	6%	\$ (82,158)	\$ (40,406)	-51%
402 Purchased Transportation	\$ -	\$ -		\$ -	\$ -	
403 Auxillary Revenue	\$ (151,462)	\$ (211,969)	40%	\$ -	\$ -	
404 Non-Transportation Revenue	\$ -	\$ -		\$ -	\$ -	
405 Federal Assistance - Capital	\$ -	\$ -		\$ -	\$ -	
406 Federal Assistance - Operating/Administration	\$ (2,950,930)	\$ (3,491,078)	18%	\$ (1,140,969)	\$ (1,195,026)	5%
407 Local Assistance - Capital	\$ -	\$ -		\$ -	\$ -	
408 Local Assistance - Operating/Administration	\$ (5,981,222)	\$ (6,729,843)	13%	\$ (1,547,287)	\$ (1,612,777)	4%
Total Base Budget Revenues	\$ (9,749,877)	\$ (11,139,288)		\$ (2,770,414)	\$ (2,848,209)	
Draw from Surplus Fund Balance						
Total Revenues, All Resources		\$ (11,139,288)			\$ (2,848,209)	
Base Budget Expenses	Boise Fixed-route			ADA Paratransit (Demand Response)		
	21		% Diff	22		% Diff
	2024	2025		2024	2025	
Category	2024	2025	% Diff	2024	2025	% Diff
501 Wages and Salaries	\$ 4,333,500	\$ 4,968,500	15%	\$ 1,193,000	\$ 1,234,000	3%
502 Fringe Benefits	\$ 2,663,067	\$ 3,300,630	24%	\$ 971,330	\$ 981,070	1%
503 Professional Services	\$ 537,303	\$ 538,761	0%	\$ 139,723	\$ 139,669	0%
504 Materials and Supplies	\$ 950,050	\$ 1,039,900	9%	\$ 212,500	\$ 243,200	14%
505 Utilities	\$ 138,000	\$ 147,400	7%	\$ 32,600	\$ 32,080	-2%
506 Casualty and Liability	\$ 414,830	\$ 475,160	15%	\$ 177,784	\$ 203,640	15%
508 Purchased Transportation	\$ -	\$ -		\$ -	\$ -	
509 Miscellaneous	\$ 193,000	\$ 204,050	6%	\$ 8,050	\$ 8,550	6%
511 Interest	\$ 173,823	\$ 136,498	-21%	\$ 20,362	\$ -	-100%
512 Leases and Rentals	\$ 346,304	\$ 328,389	-5%	\$ 15,065	\$ 6,000	-60%
514 Capital	\$ -	\$ -		\$ -	\$ -	
Total Base Budget Expenses	\$ 9,749,877	\$ 11,139,288	14%	\$ 2,770,414	\$ 2,848,209	3%
	\$ 12,520,290	\$ 13,987,497				
% Difference in Base Budget	12%					

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

Base Budget Revenues	Canyon ADA & Demand Response Comparison			Canyon Inter-county		
	24 & 25		% Diff	31		% Diff
	2024	2025		2024	2025	
Category						
401 Directly Generated Funds	\$ (62,765)	\$ (126,158)	101%	\$ (55,010)	\$ (20,298)	-63%
402 Purchased Transportation	\$ -	\$ -		\$ -	\$ -	
403 Auxillary Revenue	\$ (21,688)	\$ (3,321)	-85%	\$ (24,917)	\$ (42,615)	71%
404 Non-Transportation Revenue	\$ -	\$ -		\$ -	\$ -	
405 Federal Assistance - Capital	\$ -	\$ -		\$ -	\$ -	
406 Federal Assistance - Operating/Administration	\$ (966,779)	\$ (1,172,239)	21%	\$ (1,179,001)	\$ (1,055,878)	-10%
407 Local Assistance - Capital	\$ -	\$ -		\$ -	\$ -	
408 Local Assistance - Operating/Administration	\$ (398,021)	\$ (658,482)	65%	\$ (520,561)	\$ (729,942)	40%
Total Base Budget Revenues	\$ (1,449,254)	\$ (1,960,200)		\$ (1,779,489)	\$ (1,848,734)	
Draw from Surplus Fund Balance						
Total Revenues, All Resources	\$ (1,960,200)			\$ (1,848,734)		
Base Budget Expenses	Canyon ADA & Demand Response Comparison			Canyon Inter-county		
	24 & 25		% Diff	31		% Diff
	2024	2025		2024	2025	
Category						
501 Wages and Salaries	\$ 638,061	\$ 895,086	40%	\$ 779,339	\$ 826,233	6%
502 Fringe Benefits	\$ 308,844	\$ 384,661	25%	\$ 377,471	\$ 359,628	-5%
503 Professional Services	\$ 131,014	\$ 136,980	5%	\$ 157,266	\$ 121,920	-22%
504 Materials and Supplies	\$ 208,353	\$ 358,851	72%	\$ 268,093	\$ 328,621	23%
505 Utilities	\$ 32,451	\$ 41,080	27%	\$ 39,655	\$ 37,920	-4%
506 Casualty and Liability	\$ 114,290	\$ 132,326	16%	\$ 139,688	\$ 161,732	16%
508 Purchased Transportation	\$ -	\$ -		\$ -	\$ -	
509 Miscellaneous	\$ 12,376	\$ 11,217	-9%	\$ 15,667	\$ 12,680	-19%
511 Interest	\$ -	\$ -		\$ -	\$ -	
512 Leases and Rentals	\$ 3,865	\$ -	-100%	\$ 2,310	\$ -	-100%
514 Capital	\$ -	\$ -		\$ -	\$ -	
Total Base Budget Expenses	\$ 1,449,254	\$ 1,960,200	35%	\$ 1,779,489	\$ 1,848,734	4%
% Difference in Base Budget						

**Fiscal Year 2025
Budget Summary by Budget Area**

REVENUES		EXPENSES	
Regional Overhead		Regional Overhead	
Directly Generated Revenues	\$ -	Wages and Salaries	\$ 2,440,849
Auxiliary Revenues	-	Fringe Benefits	1,813,930
Non Transportation Revenues	-	Professional Services	1,137,050
Federal Assistance	4,908,259	Materials and Supplies	396,950
Local Assistance	4,006,653	Utilities	126,551
TOTAL	\$ 8,914,911	Casualty and Liability	193,750
		Purchased Transportation	1,408,200
		Miscellaneous	585,005
		Subrecipient Pass Through	770,124
		Interest	916
		Leases and Rentals	41,587
		TOTAL	\$ 8,914,911
Ada County Transportation Services		Ada County Transportation Services	
Directly Generated Revenues	\$ 746,805	Wages and Salaries	\$ 6,202,500
Auxiliary Revenues	211,969	Fringe Benefits	4,281,700
Federal Assistance	4,686,104	Professional Services	678,430
Local Assistance	8,342,620	Materials and Supplies	1,283,100
Draw from Surplus Fund Balance	-	Utilities	179,480
TOTAL	\$ 13,987,497	Casualty and Liability	678,800
		Purchased Transportation	-
		Miscellaneous	212,600
		Interest	136,498
		Leases and Rentals	334,389
		TOTAL	\$ 13,987,497
Canyon County Transportation Services		Canyon County Transportation Services	
Directly Generated Revenues	\$ 146,456	Wages and Salaries	\$ 1,721,319
Auxiliary Revenues	45,936	Fringe Benefits	744,289
Federal Assistance	2,228,117	Professional Services	258,900
Local Assistance	1,388,424	Materials and Supplies	687,472
Draw from Surplus Fund Balance	-	Utilities	79,000
TOTAL	\$ 3,808,934	Casualty and Liability	294,058
		Purchased Transportation	-
		Miscellaneous	23,897
		Interest	-
		Leases and Rentals	-
		TOTAL	\$ 3,808,934
Specialized Transportation Services		Specialized Transportation Services	
Directly Generated Revenues	\$ -	Wages and Salaries	\$ 548,017
Auxiliary Revenues	506,695	Fringe Benefits	403,864
Federal Assistance	952,278	Professional Services	920,635
Local Assistance	598,616	Materials and Supplies	72,683
TOTAL	\$ 2,057,590	Utilities	5,640
		Casualty and Liability	-
		Purchased Transportation	-
		Miscellaneous	106,750
		Interest	-
		Leases and Rentals	-
		TOTAL	\$ 2,057,590
Capital Projects		Capital Projects	
Federal Capital Assistance	\$ 5,719,206	VRT	\$ 7,005,000
Local Capital Assistance	1,285,794	Subrecipient - Pass Through	-
Subrecipient Pass Through	-	TOTAL	\$ 7,005,000
Draw from Surplus Fund Balance	-		
TOTAL	\$ 7,005,000		
Grand Total Revenues, All Sources	\$ 35,773,932	Grand Total Expenses	\$ 35,773,932

Proposed Agenda July 29, 2024 Board of Directors Meeting

CONSENT AGENDA

Consider approval of minutes from the April Board of Director's Meeting
Consider acceptance of the Executive Board Minutes for May/June/July
Consider acceptance of the FY2024 Q2 Budget Variance Report
Consider acceptance of the FY2024 Q2 Cash Balance Report
Consider acceptance of the FY2024 Q2 Performance Measures Report
Attest and sign payment registers
Financial Reporting Policy (Update)
Regional Fare Policy (Update)
Transit Asset Management Plan and Policy (Update)
Transit Asset Management Targets
Pro People Temporary Staffing Contract

ACTION ITEMS

PUBLIC HEARING - FY2025 Budget
Consider approval of Operational and Capital Budget
PUBLIC HEARING Disposals for 2025
Consider approval of Disposal of Assets
TransDev Contract Extension
Intercity Connections Study - review and adopt plan

INFORMATION ITEMS

Valley Connect 2.0 - Stephen/Kate
Bus stop inventory phase 1 update - project is completed and includes bus stop analysis

EXECUTIVE SESSION CEO Review - I.C. 74-206 (b)"
CEO performance evaluation and recommendation

PROCUREMENTS

Procurement calendar

DEPARTMENT/STAFF REPORTS

Elaine Clegg
Leslie Pedrosa
Cameron Wells
Stephen Hunt
Jason Rose
Brad Alvaro

TOPIC	State Street 8 th to 14 th Street Recommendation
DATE	June 3, 2024
STAFF MEMBER	Stephen Hunt

Staff Recommendation/Request

Ada County Highway District (ACHD) staff will present findings of public outreach and additional technical analysis of the three concepts. Valley Regional Transit (VRT) staff recommends the VRT Executive Board authorize the Chief Executive Officer to draft a letter to the Ada County Highway District highlighting the five points below.

Summary

Last year ACHD presented a recommended construction bid for this project which included reconstructing the intersection of State and 11th with two lanes in each direction with in-lane bus stops in the curb lane. VRT wrote letters of support for this project as designed because it would continue to provide transit infrastructure that minimized conflict between transit and general-purpose traffic and facilitated fast and efficient transit service. The ACHD commission did not accept the bid and asked ACHD staff to re-evaluate the designed project between State and 8th and State and 14th Street to see if anything could be done to improve the pedestrian and bicycle infrastructure along this stretch.

ACHD staff presented a project update at the May board meeting, introducing the three concepts and the public outreach process. VRT Board Chair Mayor Wagoneer requested the alternative be presented to Board members to review and have staff come back for an action in time by the Executive Board for approval. Attachment 1 includes the three concepts.

VRT’s main interest is in minimizing conflicts between general purpose traffic and transit operations. These conflicts are limited to where transit stops at State and 11th and State and 9th. VRT has reviewed the concepts and technical analysis provided and has identified the following concerns/comments.

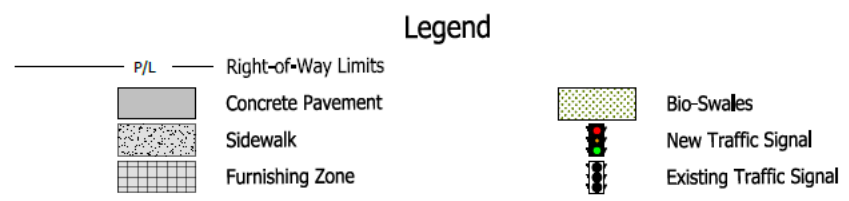
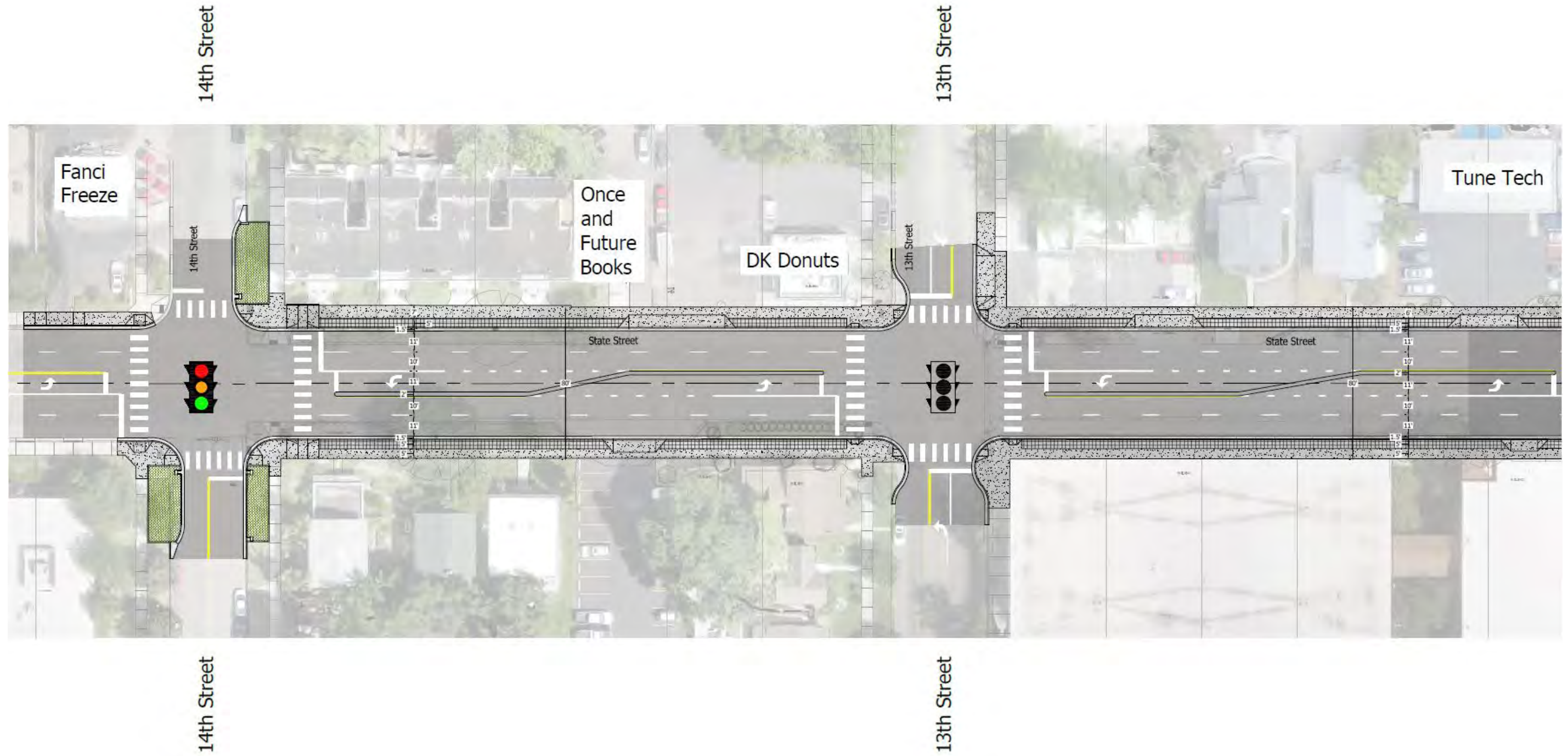
1. To maintain State Street as a premium transit corridor, the bus needs to continue to stop in lane and not in a pull-out. Stopping in lane in a three-lane cross-section at State and 11th would have impacts on general purpose traffic.
2. If it helps reduce conflicts with general purpose traffic and improves pedestrian safety, VRT would like to revisit moving the stop at State and 9th around the corner onto 9th Street using current data.
3. Valley Regional Transit recognizes all transit riders start and end their transit trip as a pedestrian and is committed to finding a design that enhances pedestrian and other micro-mobility user safety.

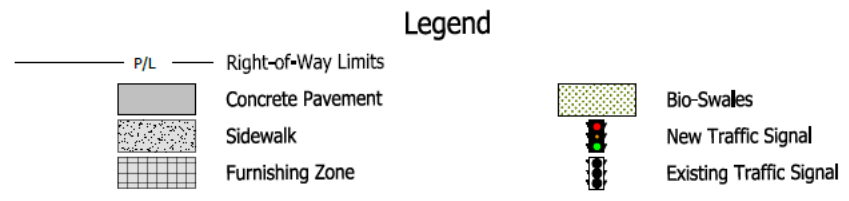
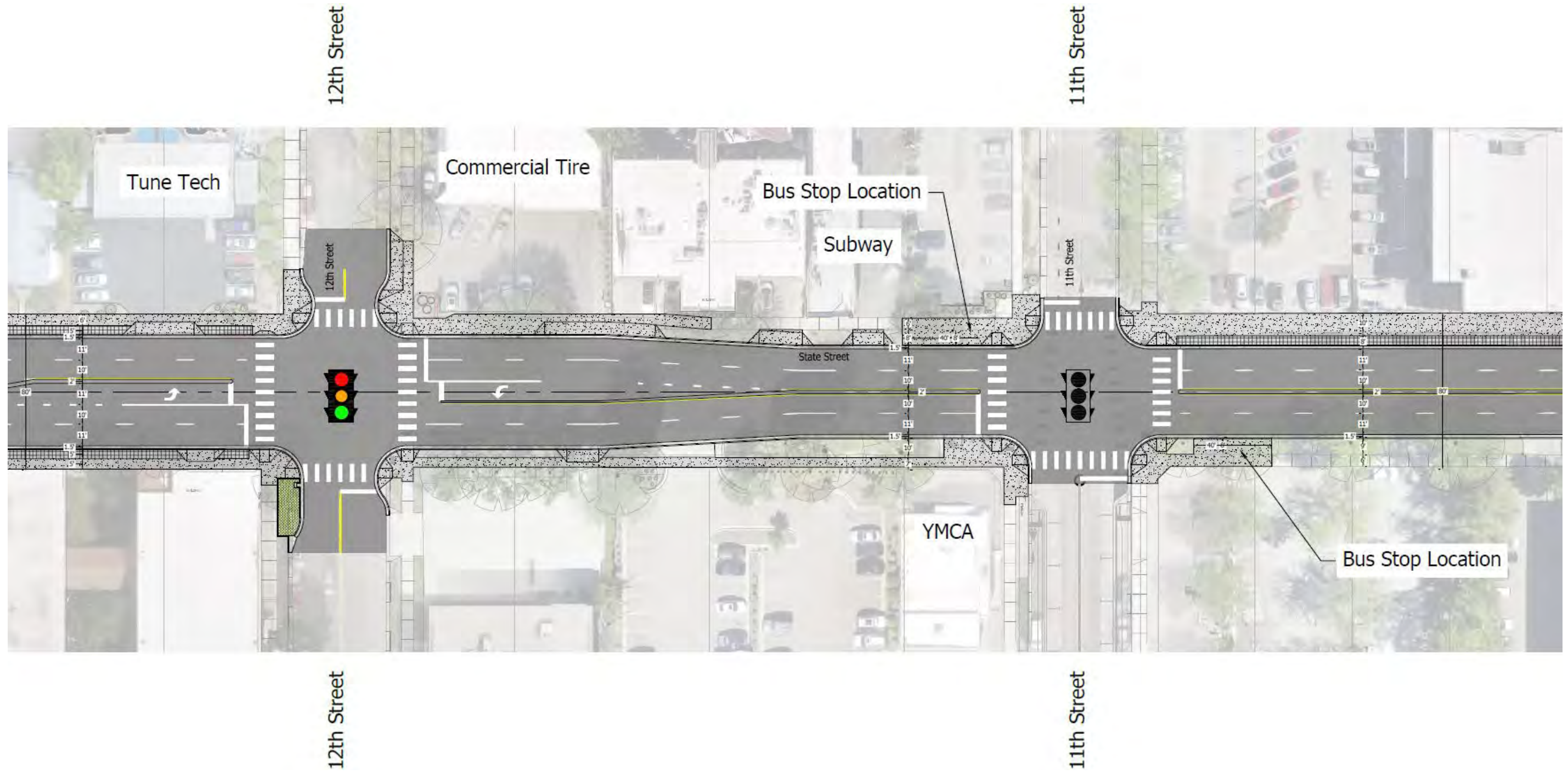
4. There are valuable components of each concept and in light of the public comment, VRT would request an opportunity to workshop the three concepts with ACHD and other stakeholders to find a solution that maximizes benefits to all users.
5. VRT would ask that ACHD consider parallel corridors for through bicycle use with bicycle connections to destination on State Street.

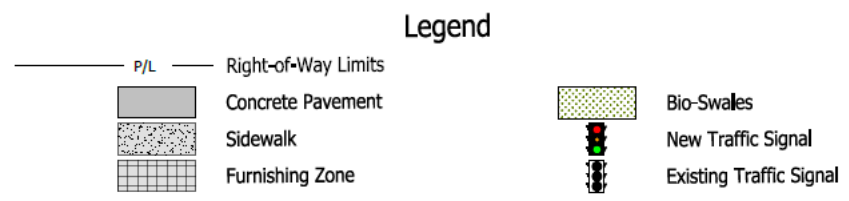
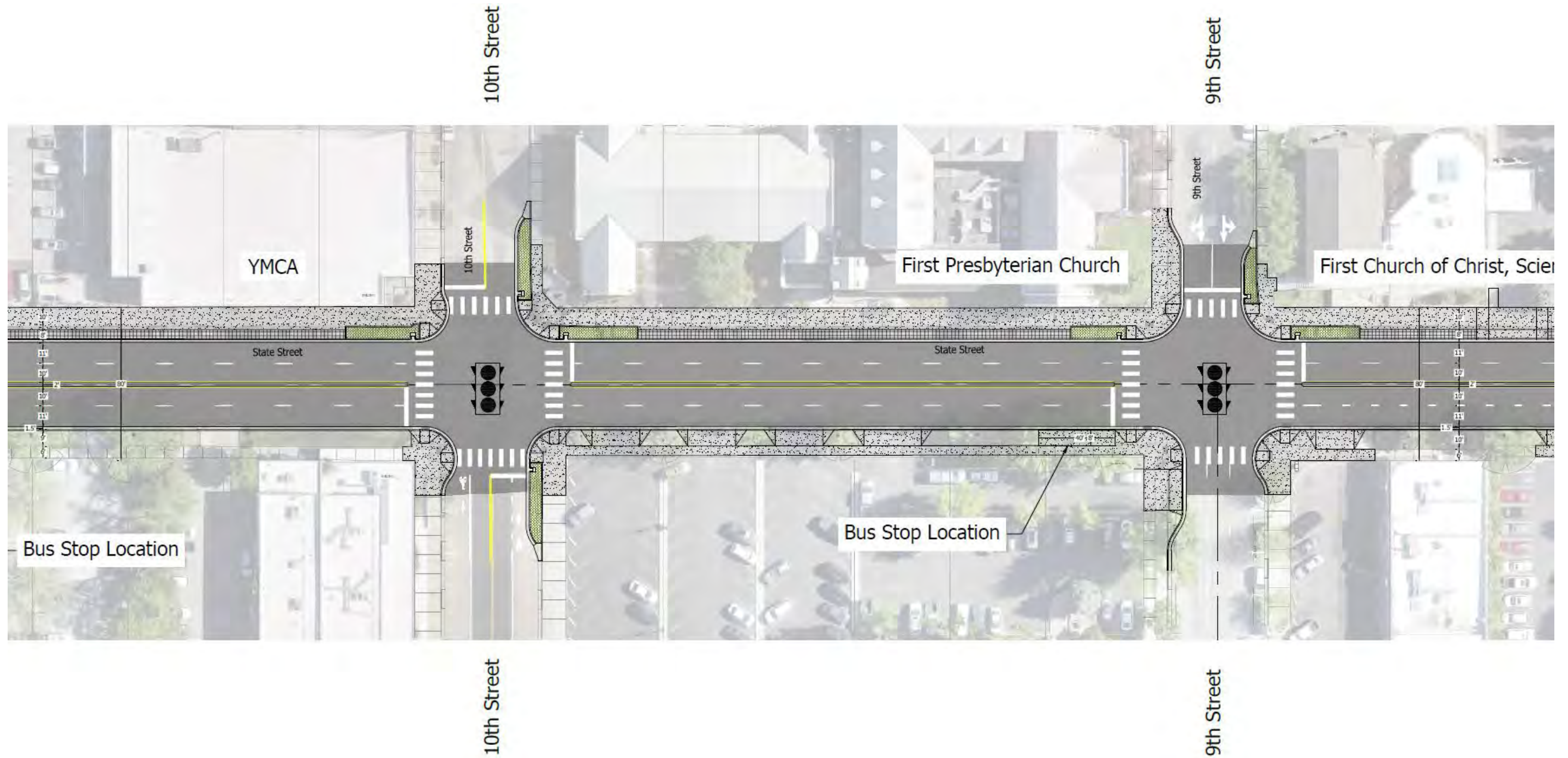
More Information

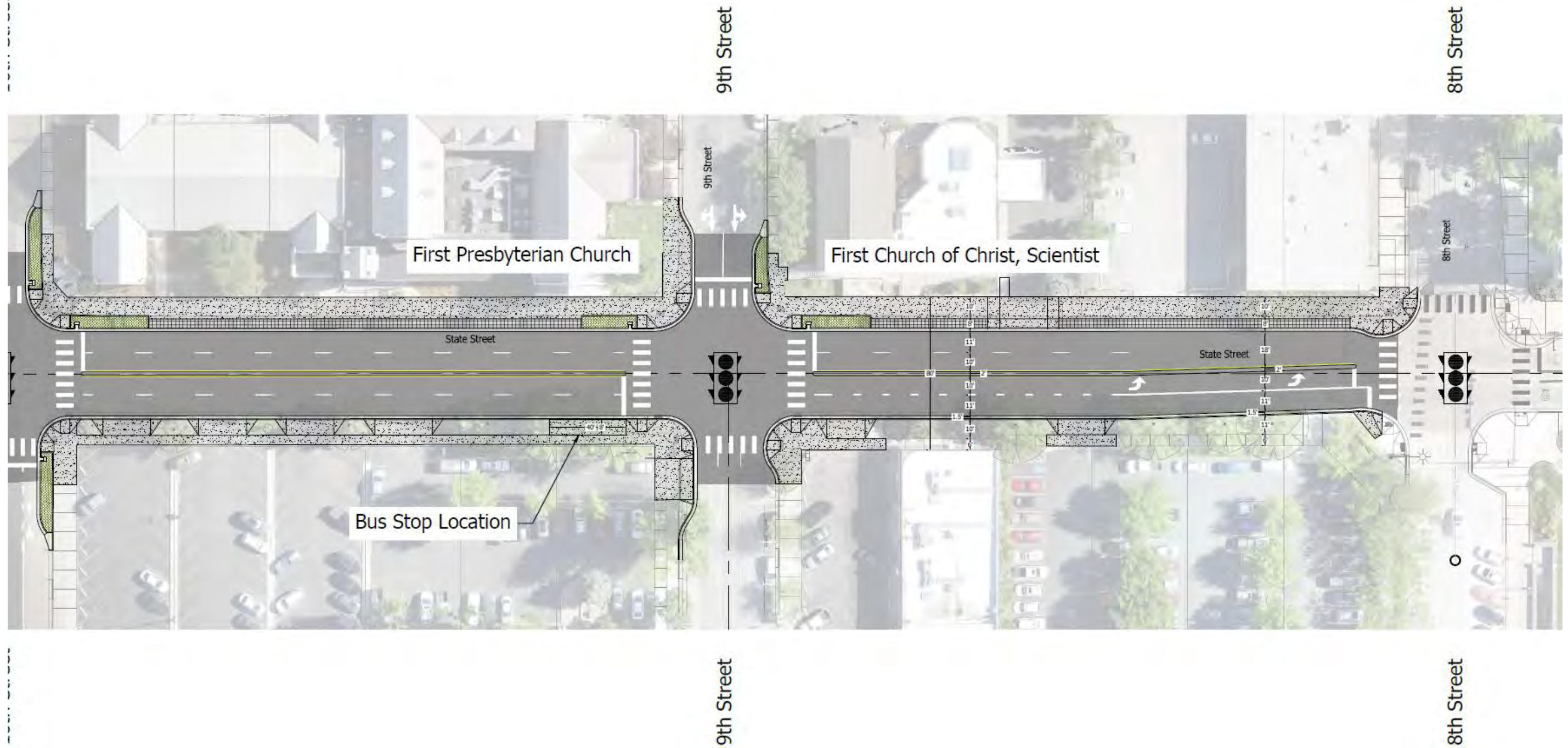
Attachment 1: Roll-Plots of State Street Concepts

For detailed information contact: Stephen Hunt, Chief Development Officer, 208-258-2701, shunt@ridevrt.org



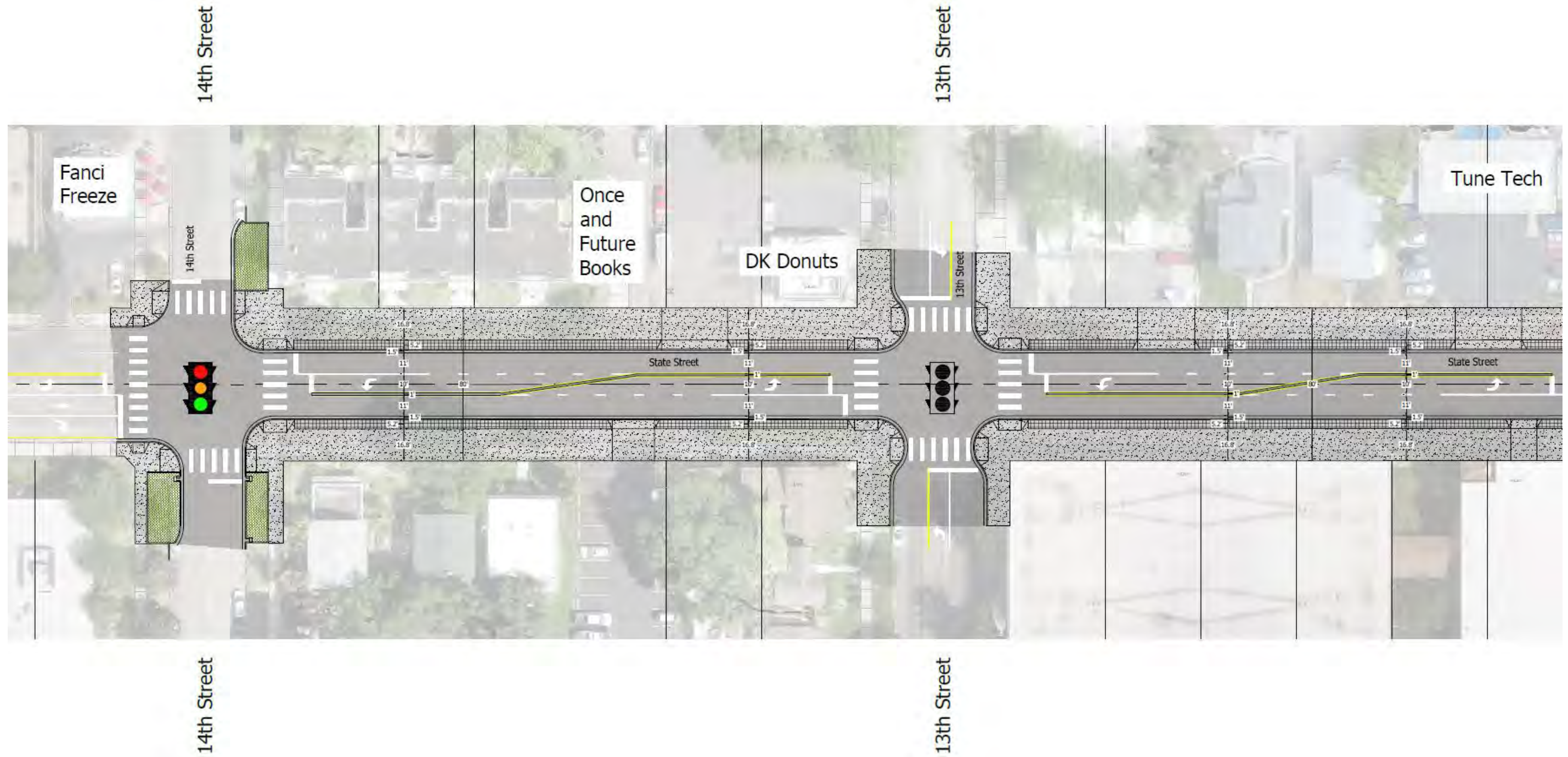






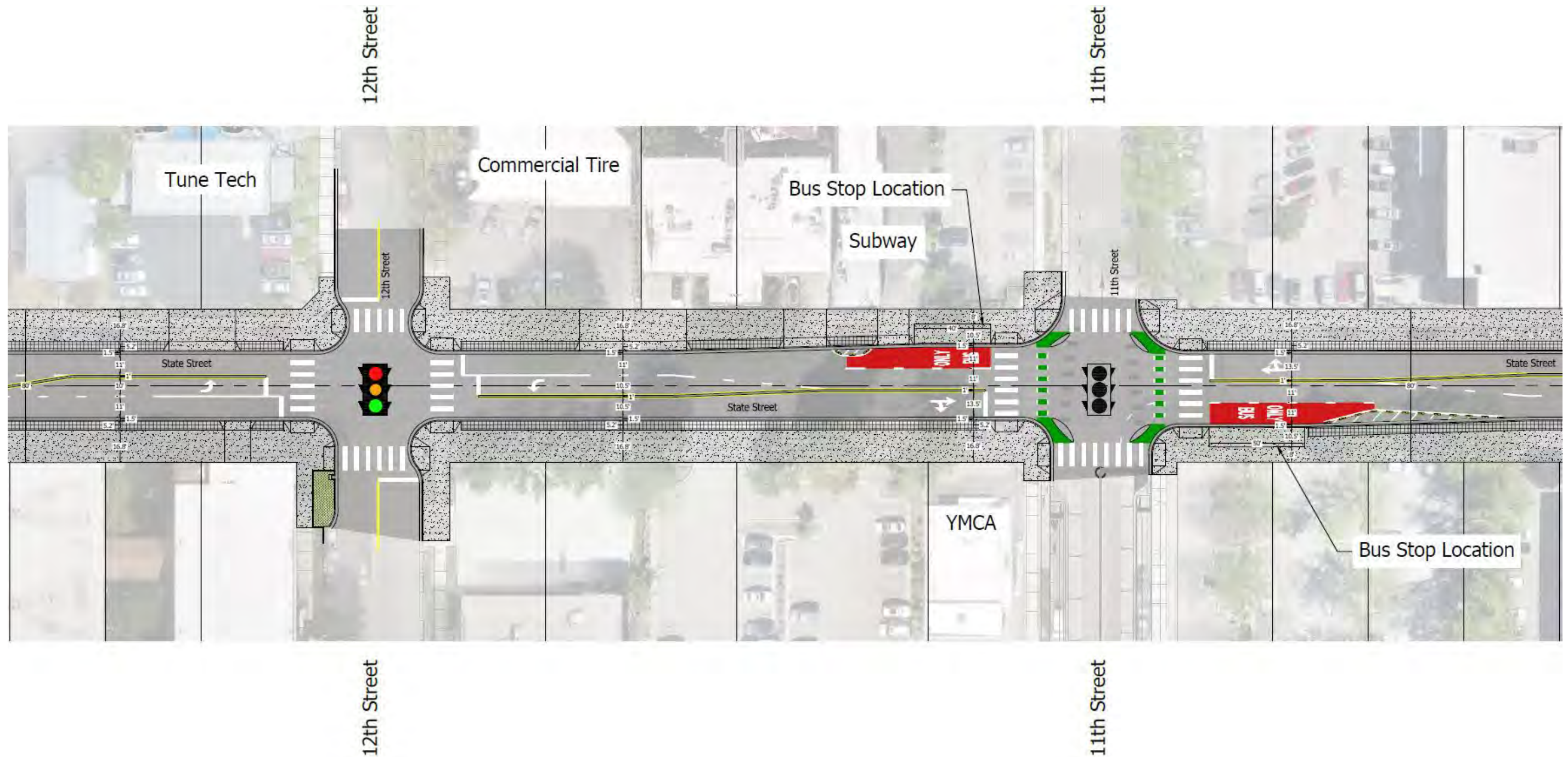
Legend

- P/L — Right-of-Way Limits
- Concrete Pavement
- Sidewalk
- Furnishing Zone
- Bio-Swales
- 🚦 New Traffic Signal
- 🚦 Existing Traffic Signal



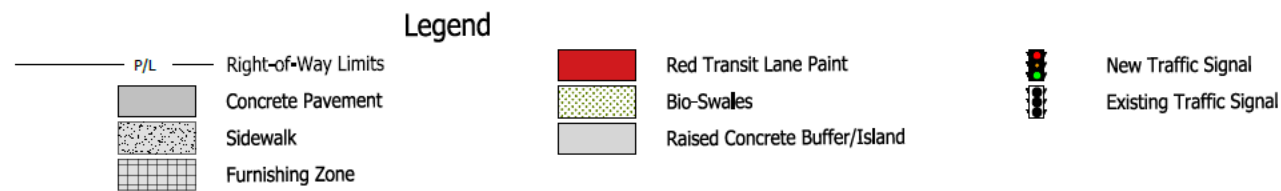
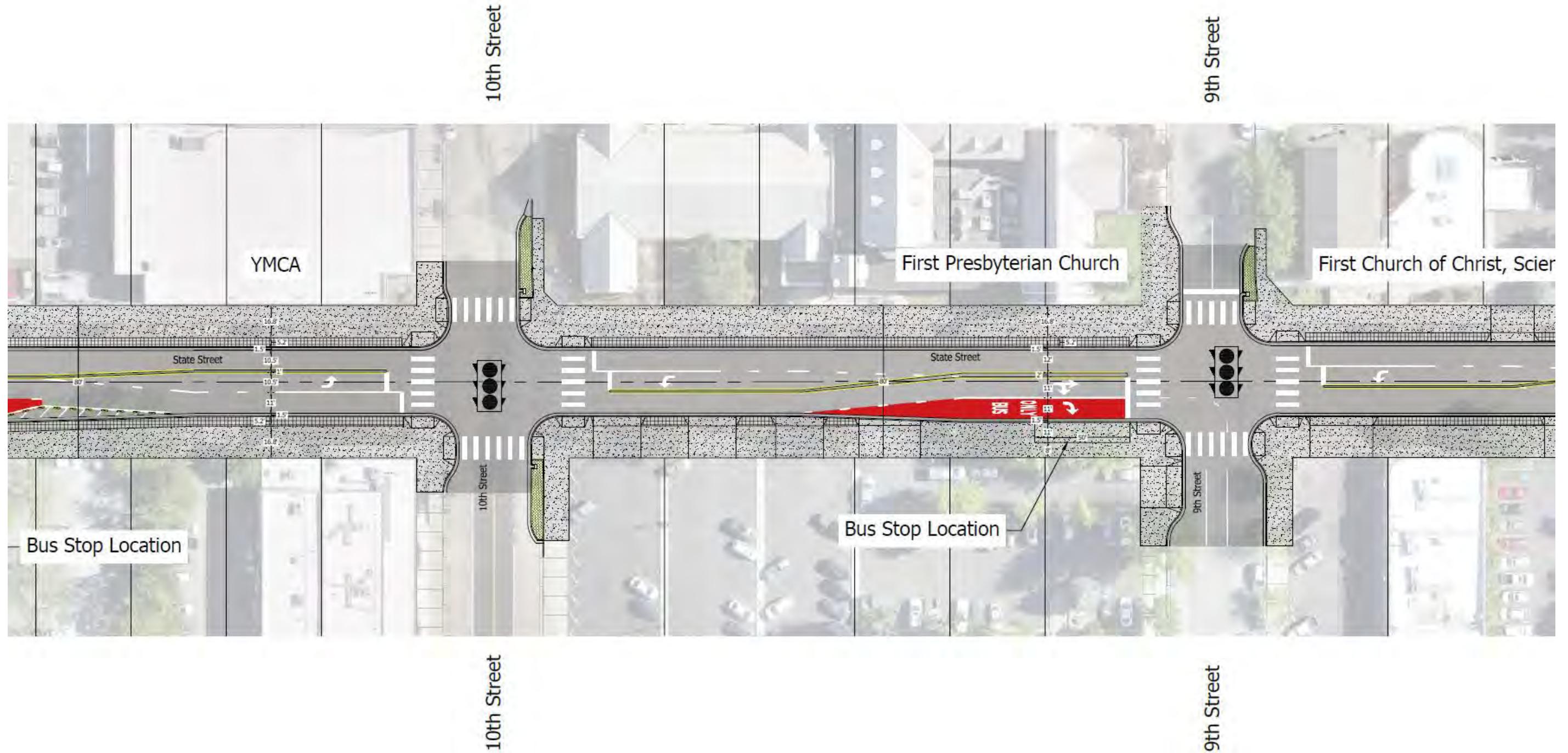
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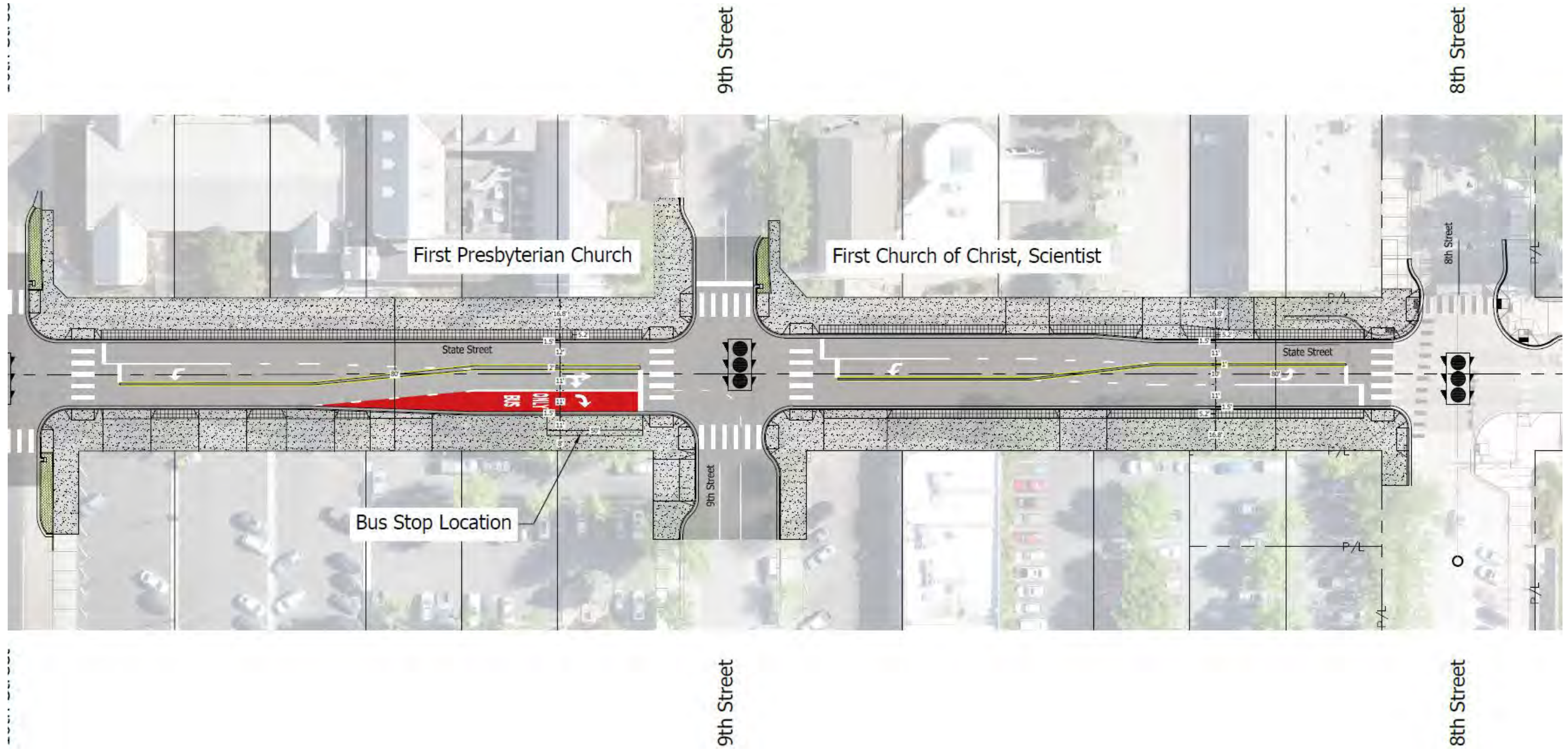
P/L	Right-of-Way Limits	Red Transit Lane Paint	New Traffic Signal
Concrete Pavement	Bio-Swales	Existing Traffic Signal	
Sidewalk	Raised Concrete Buffer/Island		
Furnishing Zone			



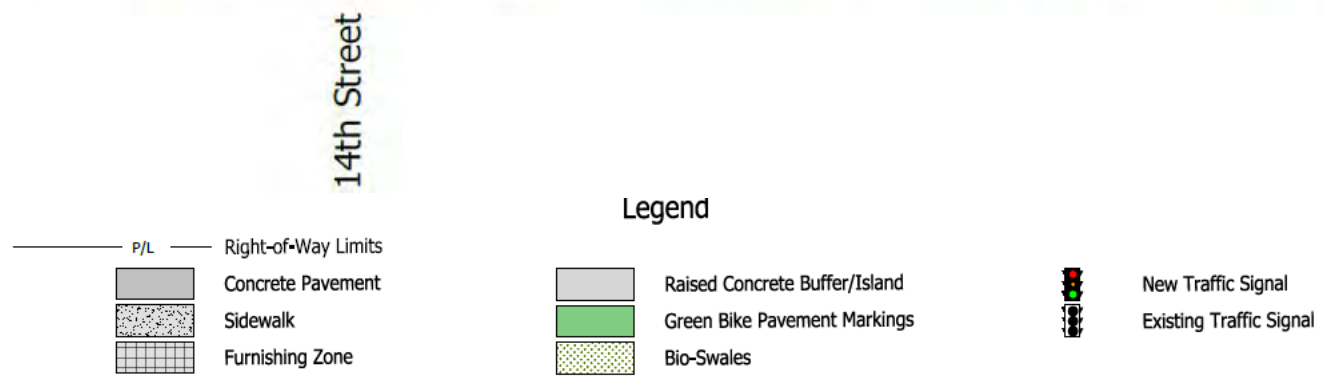
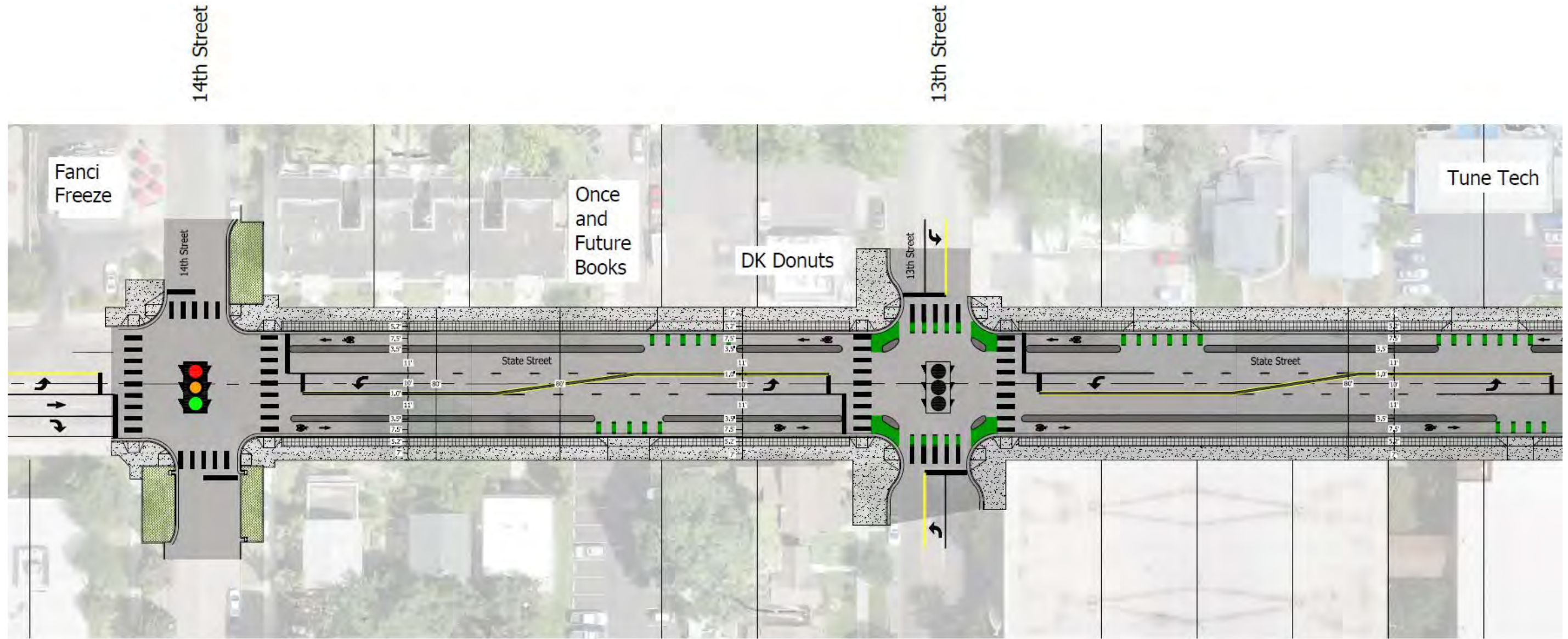
Legend

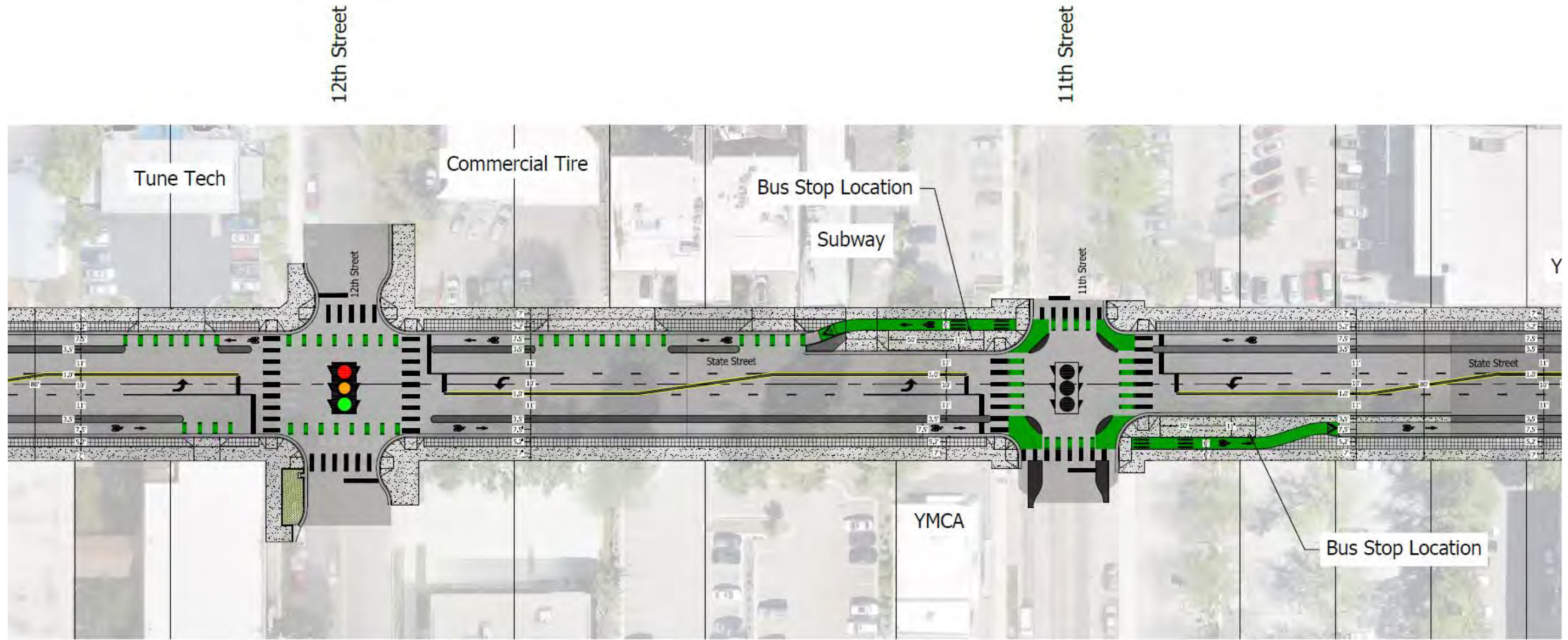
P/L	Right-of-Way Limits	Red Transit Lane Paint	New Traffic Signal
Concrete Pavement	Sidewalk	Bio-Swales	Existing Traffic Signal
Furnishing Zone	Raised Concrete Buffer/Island		





- Legend**
- P/L Right-of-Way Limits
 - Concrete Pavement
 - Sidewalk
 - Furnishing Zone
 - Red Transit Lane Paint
 - Bio-Swales
 - Raised Concrete Buffer/Island
 - New Traffic Signal
 - Existing Traffic Signal



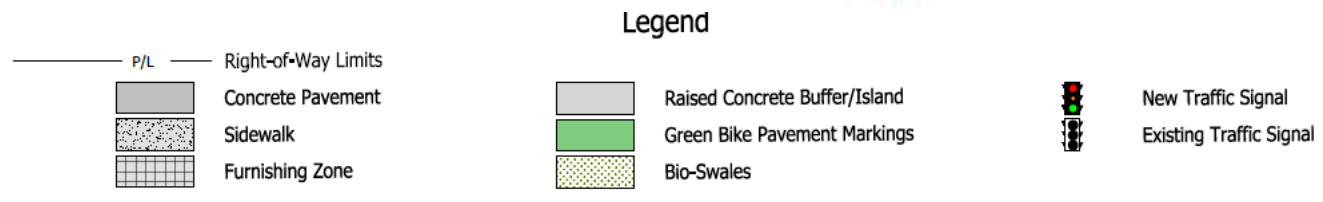
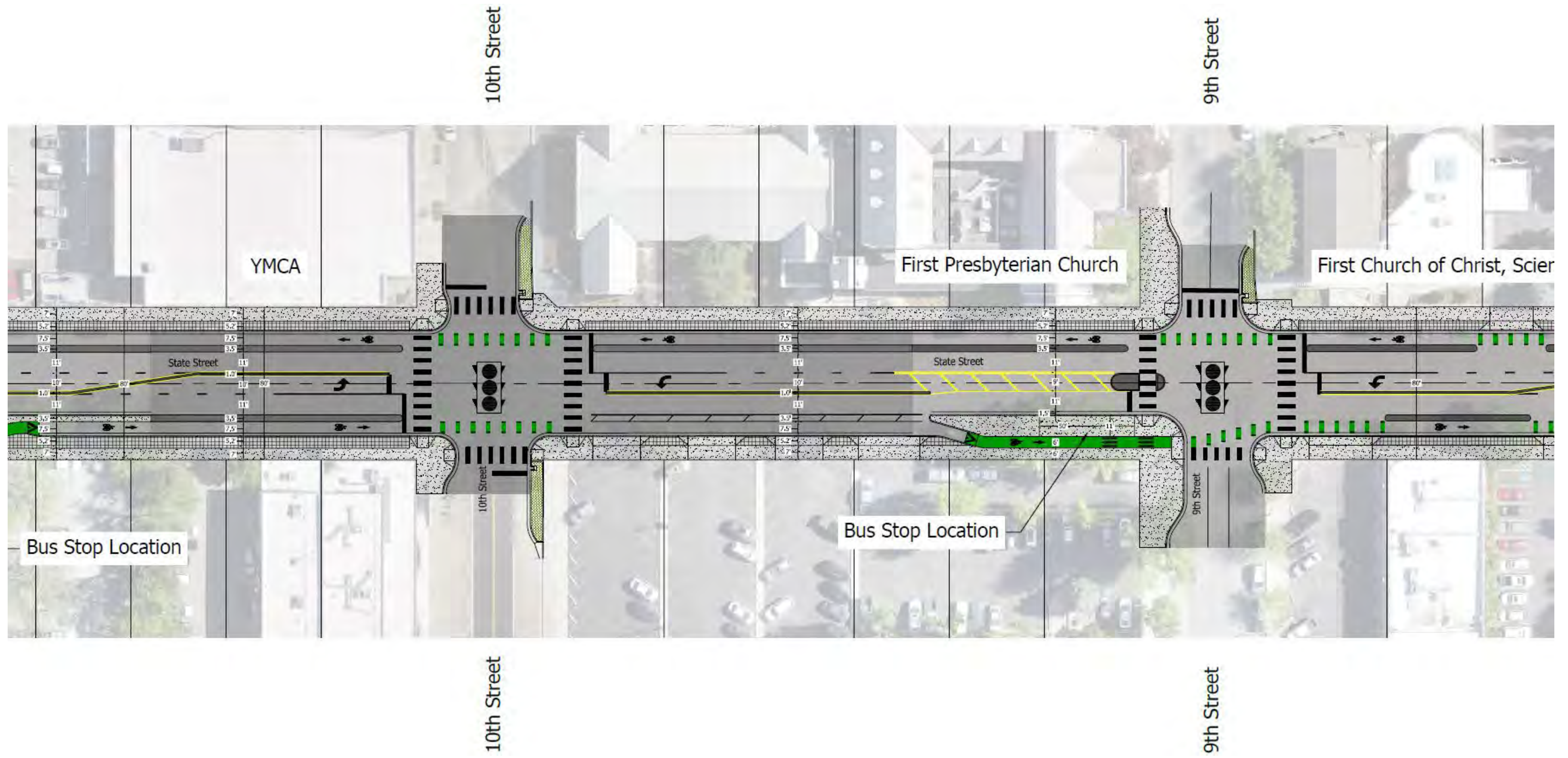


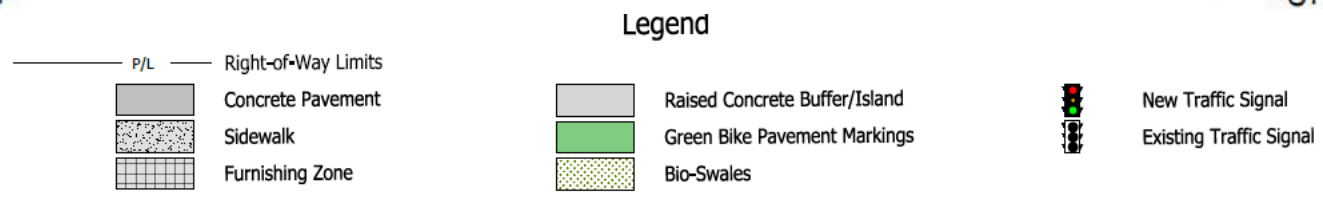
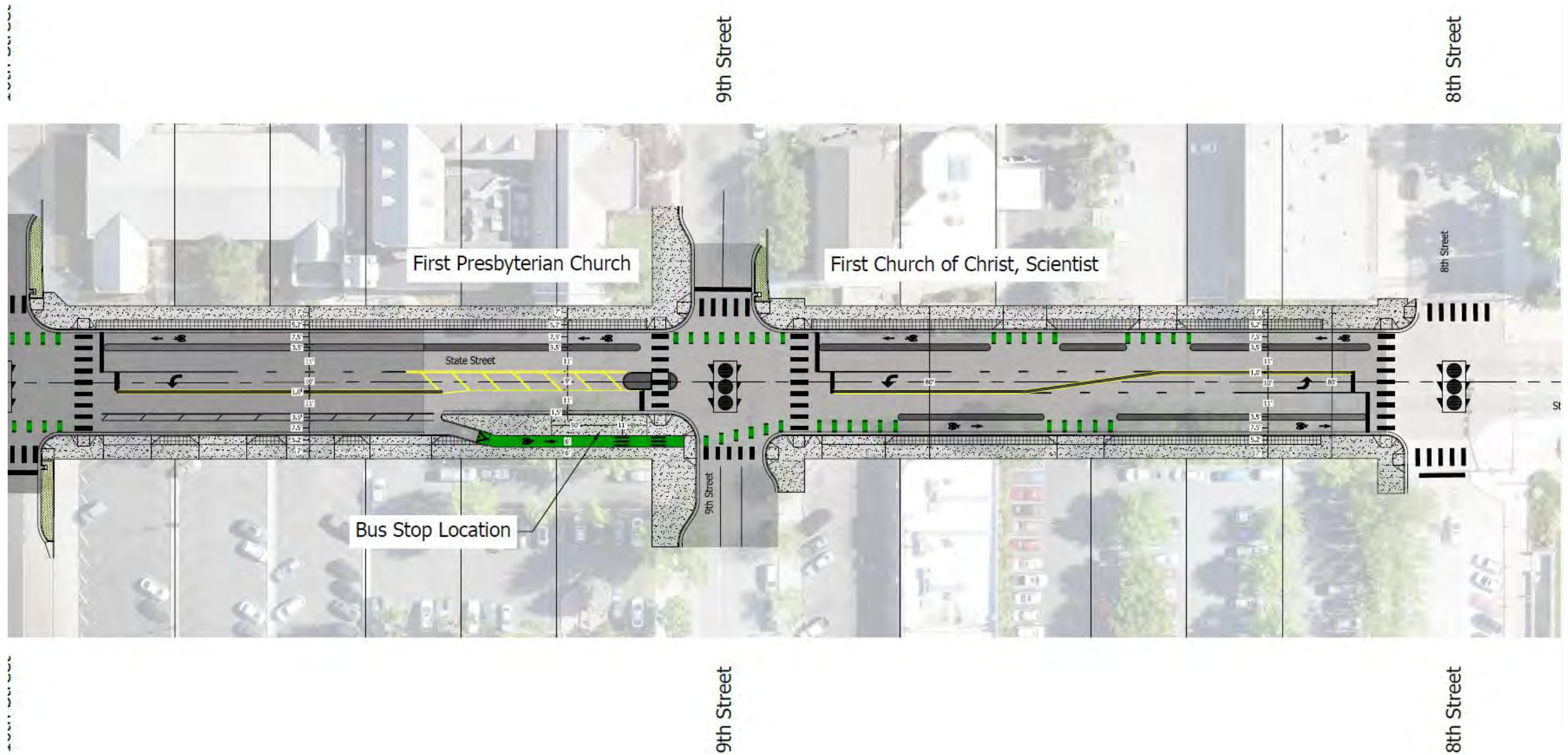
12th Street

11th Street

Legend

- P/L — Right-of-Way Limits
- Concrete Pavement
- Sidewalk
- Furnishing Zone
- Raised Concrete Buffer/Island
- Green Bike Pavement Markings
- Bio-Swales
- New Traffic Signal
- Existing Traffic Signal





TOPIC	FY2024 Service Change Temporary Stops
DATE	June 3, 2024
STAFF MEMBER	Stephen Hunt

Introduction

The FY2024 service change will require new stops at various locations.

Highlights

- August 2023: VRT Board approved service change for summer 2024 implementation
- Fall/Winter 2023: VRT staff finalized bus stop locations on all new routes and prepared National Environmental Policy Act (NEPA) Categorical Exclusion (CE) determination worksheet.
- Winter 2023/2024: VRT staff coordinated with ACHD regarding new stop locations for approval
- March 2024: VRT fixed service change launch date of June 3, 2024
- April 2024: Delays occurred in NEPA CE process
- May 2024: VRT to place temporary bus stops

Summary

Staff has been working with local and federal agencies to install new bus stops along some of the new routes that will begin operation June 3, 2024. VRT procured all signs and materials for the bus stop installation. Delays in the environmental review necessitates some of the new stops remain temporary until the environmental process is complete.

On June 3, there will be between 50 and 70 temporary stops in operation. These stops will be signed as temporary but will have all the service information of permanent stops.

Permanent stops along all routes will be installed as soon as the environmental process is complete. This should be complete by the end of July.

More Information

Attachment 1: Temporary Bus Stop Sign and Passenger Information

For detailed information contact:

Stephen Hunt, Development Director, shunt@rideVRT.org, 208-258-2701

Attachment 1: Temporary Bus Stop Sign and Passenger Information

Figure 2: Temporary Bus Stop Sign



Figure 1: Example Passenger Information

Questions? Call Customer Service 208-345-7433

FARES	STANDARD ESTÁNDAR	REDUCED REDUCIDA	ROUTE COLOR LEGEND
SINGLE RIDE PASE DE UN SOLO VIAJE	\$1.50	\$0.75	Morning Midday Evening
ALL-DAY PASS PASE DE TODO EL DÍA	\$2.50	\$1.25	30-60 min 30-60 min 30-60 min

You are at: Boise Airport **Stop ID: AB002**

3 Vista	2 Broadway	20 Orchard
MON-FRI LUN-VIE BUS EVERY 6:30 AM - 6:45 AM 30 min 6:45 AM - 8:45 AM 15 min 8:45 AM - 4:00 PM 30 min 4:00 PM - 8:30 PM 15 min 8:30 PM - 9:40 PM 30 min SAT SÁB BUS EVERY 7:25 AM - 8:40 PM 30 min	MON-FRI LUN-VIE BUS EVERY 6:40 AM - 9:20 AM 30 min 9:20 AM - 3:40 PM 60 min 3:40 PM - 9:50 PM 30 min SAT SÁB BUS EVERY 6:30 AM - 9:50 PM 60 min	MON-FRI LUN-VIE BUS EVERY 6:00 AM - 8:30 AM 30 min 8:30 AM - 4:30 PM 60 min 4:30 PM - 9:20 PM 30 min SAT SÁB BUS EVERY 7:00 AM - 10:00 PM 60 min

- 4 Boise Airport**
 - Vista & Sunrise Rim
 - Vista & Canal
 - Vista & Cherry
 - Vista & Targee
 - Vista & Spaulding
- 3 Vista & Overland**
 - Vista & Kootenai
 - Vista & Cassia
 - Vista & Grover
- 2 Capitol & University**
 - Capitol & Cesar Chavez
 - Capitol & River
- 1 Main Street Station Lower**

- 4 Boise Airport**
 - Airport & Ryan
 - Development & Airport
 - Commerce & Transport
 - Federal & TK
 - Federal & Findley
 - Bergeson & Gekeler
 - Bergeson & Mount Vernon
 - Bergeson & Minuteman
 - Law & Bergeson
 - Law & Wright
 - Boise & Law
 - Boise & Holden
- 3 Boise & Apple**
 - Linden & Gekeler
 - Linden & Broadway
 - Broadway & Targee
 - Broadway & Iowa
 - Broadway & Gallaher
 - Broadway & Boise
 - Broadway & Highland
 - Broadway & Beacon
- 2 Broadway & University**
 - Front & Ave A
 - Front & 3rd
- 1 Main Street Station Down**

- 1 Boise Airport**
 - Orchard & Targee
 - Orchard & Greenbrier
- 2 Orchard & Overland**
 - Orchard & Kootenai
 - Orchard & Cassia
 - Orchard & Franklin
 - Orchard & Morris Hill
 - Orchard & Emerald
 - Orchard & Irving
- 3 Orchard & Fairview**
 - Chinden & 39th
 - Veterans Memorial & Adams
 - Veterans Memorial & Stilson
 - 36th & State
 - 36th & Sunset
 - 36th & Taft
 - 36th & Magnolia
- 4 36th & Shasta**

VRT Lyft Pass
 MON-FRI | LUN-VIE 6 AM - 10 PM
 SAT | SÁB 7:30 AM - 6 PM
 This stop qualifies for VRT Lyft Pass!
 Learn more at rideVRT.org or follow the QR code at the base of this sign.

GET YOUR \$2 lyft
 (If your selected ride exceeds \$8 the remaining balance will be charged to your default payment method)

CODE: VRT

Información en español disponible por internet, en la aplicación y por teléfono.

Valley Regional Transit does not operate on Sunday

TOOLS TO RIDE LIKE A PRO
 Stay connected while you ride with free onboard Wi-Fi. Manténgase conectado mientras viaja con la conexión Wi-Fi gratuita a bordo.

- ETA Spot App: Track your bus in real time. Seguimiento del autobús.
- VRT Booking App: Schedule VRT On-Demand rides. Programar viajes VRT On-Demand.
- UMO Mobility App: Plan your trip, pay your fare. Planificar el viaje, pagar el billete.

HOW TO RIDE
 Want to learn more? Scan me! ¿Quieres saber más? ¡Escanéame!



TOPIC	Change Day Update, New Maps and Brochures
DATE	June 3, 2024
STAFF MEMBER	Jason Rose

Staff Recommendation/Request

This is an information item.

Summary

VRT's Better Bus initiative, and bus network redesign within the initiative, is the most substantial service change VRT has embarked on since its inception. Decisions were guided by thousands of points of public input over the last year, many driven by the vision and involvement of the Regional Advisory Council.

One of the more substantial changes is the integration with the new Bus Stop Typology and new VRT branding. That part of the initiative includes new route colors that are color coded based on frequency and better integration with existing outreach tools. To communicate those changes VRT has produced all new route maps and route brochures.

VRT staff will present a quick update on the maps brochures and impacts of the service changes on June 3.

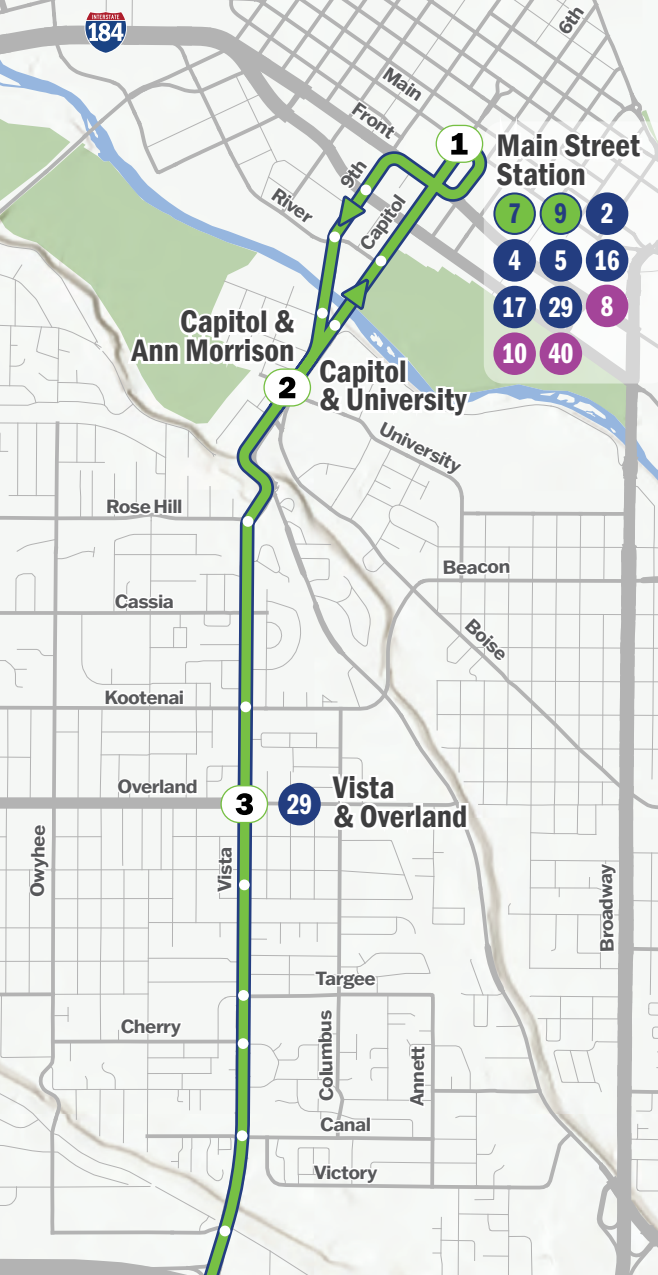
More Information

Sample route brochure and route map. At the meeting Executive Board members will be shown actual brochures and maps.

For detailed information contact: Jason Rose, Communications Director, 208-803-5183, jrose@ridevrt.org



0 1/4 1/2 mi



Bus Stop Parada de Bus
Transfer to: Transferencia a:
1 Major Stop Parada principal

3 Weekday | Día de la Semana

Toward Boise Airport

Table with 4 columns of departure times for route 3 towards Boise Airport.

3 Weekday | Día de la Semana

Toward Main Street Station

Table with 4 columns of departure times for route 3 towards Main Street Station.

3 Saturday | Sábado

Toward Boise Airport

Table with 4 columns of departure times for route 3 on Saturdays towards Boise Airport.

Item VIII. B.

PM times are **BOLDED**

*Trips do not run on reduced service days

Los horarios PM están en **NEGRITA**
*Los autobuses no operan en días de servicio reducido

время для поездок после 1200 обеда выделено жирным шрифтом
*Поездки не осуществляются в дни сокращенного обслуживания.

Muda wa alasiri ni **umi** na mida wa jioni ni **BOLDED**
*Safari hazifanyiki siku za huduma iliyopunguzwa

3

Stop List | Parada

Toward Boise Airport

Toward Main Street Station

1 Main Street Station Lower Deck

- 9th & Myrtle
- 9th & River
- 9th & Royal

2 Capitol & Ann Morrison

- Vista & Grover
- Vista & Cassia
- Vista & Kootenai

3 Vista & Overland

- Vista & Nez Perce
- Vista & Targee
- Vista & Cherry
- Vista & Canal
- Vista & Elder
- Airport & Wright

4 Boise Airport

4 Boise Airport

- Vista & Sunrise Rim
- Vista & Canal
- Vista & Cherry
- Vista & Targee
- Vista & Spaulding

3 Vista & Overland

- Vista & Kootenai
- Vista & Cassia
- Vista & Grover

2 Capitol & University

- Capitol & Cesar Chavez
- Capitol & River

1 Main Street Station Lower Deck



PRO TIP The timetable and stop list are super useful for trip planning!

▶ Read top to bottom for the time a bus departs from major stops

▶ Read left to right for a bus trip

▶ The stop list shows every bus stop

▶ Plan your trip by viewing major stop times before and after your stop

Timetable

Main Street Station	Next Major Stop	Major Stop
1	2	3
7:15	7:24	7:34
7:45	7:54	8:04
3:45	3:54	4:04

Stop List

- 1** Main Street Station
- Previous Bus Stop
- Your Bus Stop
- Next Bus Stop
- 2** Next Major Stop

How to Ride | Cómo Viajar

Las traducciones están disponibles en rideVRT.org/how

01 Plan your trip

Download the **Umo Mobility app** and select the Boise, ID metro area or go to rideVRT.org. Looking for VRT On-Demand? Check out the VRT Booking app!



PRO TIP Select "Start" after you plan your trip in Umo for live directions.

02 Get your fare

Load your **Umo** account— With Umo's "fare capping" feature, you'll never pay more than you need to. You can also use cash, coins, or a paper bus pass.



PRO TIP Overpay with cash on board? You'll get a change card to use on a next trip.

03 Head to your stop

Wait at your bus stop with your fare ready. Wave to the driver as the bus approaches so they know you are getting on board!



PRO TIP Check the route number on the front of the bus to ensure it's your ride!

04 Get on board

Pay your fare at the farebox or Umo reader and pick a seat. Audio and visual announcements will let you know upcoming stops. When the bus approaches your stop, pull the yellow cord and be on your way!



PRO TIP Stay connected while you ride with free onboard Wi-Fi.

Fares | Tarifas

		Standard	Regional
Single ride Viaje Sencillo			
Adult Adultos	\$1.50	\$4.50	
Reduced Reducido*	\$0.75	\$2.25	
All-Day Pass Pase de Todo el Día			
Adult Adultos	\$2.50	\$7.50	
Reduced Reducido*	\$1.25	\$3.75	

Kids ages 5 and under ride free!

Niños de 5 años y menores viajan gratis.

*Youth (6-18) / Older adults (65+) / Disabled / Medicare cardholders
Jóvenes (6-18) / Adultos mayores (65+) / Personas con discapacidades / Usuarios de Medicare

Regional fare is only required on specific routes.
La tarifa regional solo es requerida en rutas específicas.

Holiday Schedule | Servicio en Días Festivos

No service on: | No hay servicio en:

New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas

Reduced service on: | Servicio reducido en:

Martin Luther King Day, Presidents Day, Veterans Day, day after Thanksgiving, Christmas Eve, New Year's Eve

For specific dates visit ridevrt.org
Para mas detalles, visite ridevrt.org

Information | Información

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Visit | Visite: ridevrt.org/ride
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EFFECTIVE JUNE 3, 2024 | V42020340.8



Customer Service

208-345-7433

3

Item VIII. B.

Vista

15-30 MINUTES

Monday-Friday
Lunes-Viernes

A bus comes every
Un autobús llega cada

6:00 AM - 6:45 AM

30 min

6:45 AM - 8:45 AM

15 min

8:45 AM - 4:00 PM

30 min

4:00 PM - 8:30 PM

15 min

8:30 PM - 9:40 PM

30 min

Saturday
Sábado

A bus comes every
Un autobús llega cada

7:25 AM - 8:40 PM

30 min

MAJOR STOPS

- MAIN STREET STATION
- CAPITOL & ANN MORRISON
- VISTA & OVERLAND
- BOISE AIRPORT

POINTS OF INTEREST

- Boise City Hall
- Boise State University
- Boise Union Depot
- Rhodes Skate Park
- Hawthorn Elementary
- Shoshone Park
- Albertsons



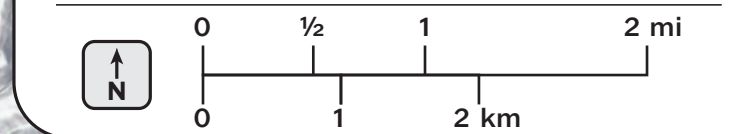
valleyregionaltransit

VRT System Map | Mapa del Sistema VRT

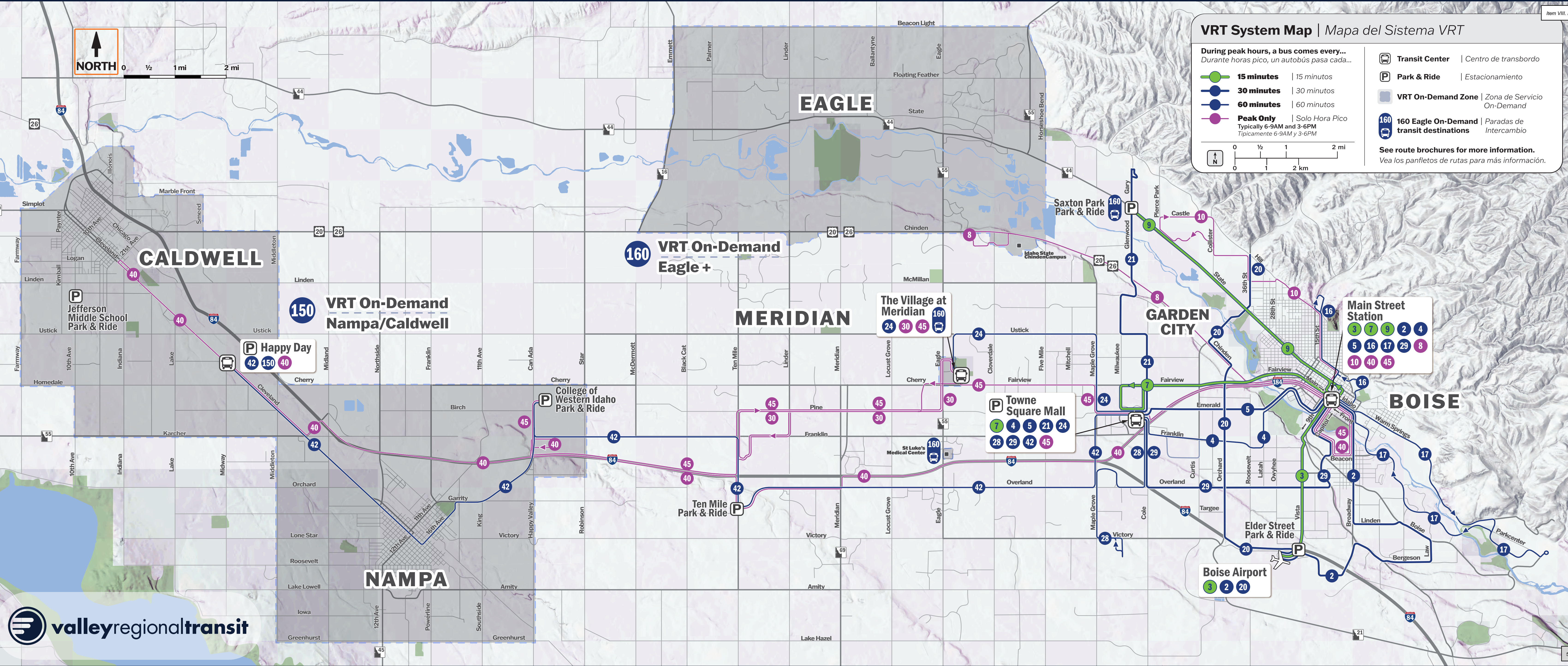
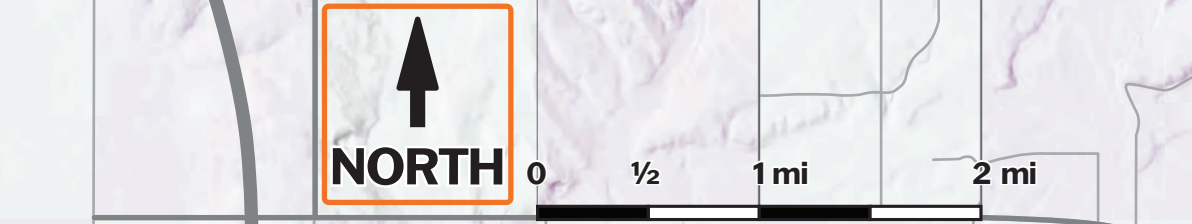
During peak hours, a bus comes every...
Durante horas pico, un autobús pasa cada...

- 15 minutes** | 15 minutos
- 30 minutes** | 30 minutos
- 60 minutes** | 60 minutos
- Peak Only** | Solo Hora Pico
Typically 6-9AM and 3-6PM
Típicamente 6-9AM y 3-6PM

- Transit Center** | Centro de transbordo
- Park & Ride** | Estacionamiento
- VRT On-Demand Zone** | Zona de Servicio On-Demand
- 160 Eagle On-Demand** | Paradas de transit destinations Intercambio



See route brochures for more information.
Vea los panfletos de rutas para más información.



**Valley Regional Transit
FY2024 Procurement Calendar**

Type of Procurement	Project Manager	Estimated Cost	Estimated Issue Date	Estimated Executive Board/Board Action Date	Required Approval
Phase 1 Nampa/Caldwell TOD Study	Kate Dahl	\$ 149,000.00	Feb-24	May-24	CEO
Ada and Canyon County Operating Contract	Leslie Pedrosa	TBD	Dec-24	Apr-25	No Project Budget at this Time
On-Call Technical Support Services	Brad Alvaro	\$ 40,000.00	Jun-24		CEO
Vehicle Maintenance Fluids	Leslie Pedrosa	TBD			No Project Budget at this Time
Vehicle Maintenance Parts	Leslie Pedrosa	TBD			No Project Budget at this Time
On-Call Printing Services	Jason Rose	\$ 149,000.00	Aug-24		CEO
On-Call Glass Services	Jeremy Gianshetta	TBD	TBD		

Updated 5-09-24

*Executive Board Approval Levels: \$150,000 - \$300,000
VRT Board of Directors Approval Levels: \$300,000 and over*

TOPIC	CEO Activity Report
DATE	June 3, 2024
STAFF MEMBER	Elaine Clegg

CEO Update

Information only, no action needed.

Highlights

Amtrak Appointment – As most of you have heard by now, I have been nominated to the Amtrak Board of Directors by President Biden. It is an incredible honor and one that I believe will serve our region well. The appointment nomination is now in the US Senate awaiting confirmation. The Senate could act as soon as next month or wait until after the election. If I learn more, I will let you know. What I do know is that I am confident I can fulfill this appointment in addition to my duties at VRT. The Board meets four times per year, and I will be asked to serve on a subcommittee that meets virtually. They also usually have one trip annually to visit one of the Amtrak services.

Change Day – The entire staff has been working tirelessly to get all of the work done for our service change that will go live the morning of **June 3**, the same day the Executive Board meeting is being held. Additionally, the new Oracle Enterprise Resources Planning (ERP) Fusion platform is going live the morning of June 3. The staff involved in ERP are not involved in the service change and vice versa and this timing gives VRT more than a full quarter of live data before the year end.

For the **Better Bus Initiative** Service Change staff has completely redesigned all of the route brochures, the system map and all of the information inserts that are used at various service locations. The new Bus Stop Typology is being implemented as part of the change and all bus stops will get a new sign blade and the addition of an information holder that will provide more detailed information for each route served at that site as well as a QR code providing access to our digital system. You will see those in an information item.

Staff is ready and excited to go live with the new **ERP**. After working through the data conversion and detailed training and developing scripts for staff to use as they get familiar with the system, we know there will still likely be some hiccups but are confident that in the end this will allow VRT to provide better and more timely financial information.

We have begun making presentations to various major members and partners regarding this year’s budget requests. By the time you receive this report we will have presented to Ada County, Nampa, and Canyon County. June will see many other presentations.

Specialized/Supplemental Transportation – VRT provides a number of different specialized services including Beyond Access and Rides-to-Wellness. Beyond Access is running well, staff is learning how to optimize the new database however rides continue to be down overall as we transfer Access eligible riders to that service and work through vehicle maintenance issues. Over the next year, VRT will work to develop a long-term vehicle replacement plan. Ride requests on Rides-to-Wellness have increased. We are working with the healthcare systems to better manage those rides using Beyond Access in order to reduce the overall costs. VRT provided shuttle service to and from parking lots to the Idaho Center for Deputy Bolter’s memorial service.

Meetings – VRT continues to reach out to many partners.

- **Idaho 2040 Forum** – The forum is working on a research and outreach plan and there are also plans to assist the Idaho Policy Institute to purchase an economic impact software tool.
- **Meetings with state leaders** – I have begun meeting individually with every member of the legislature who serves the Treasure Valley and have met with four legislators in the last two weeks. The meetings have been very productive and informative.
- **Idaho Policy Institute** – BSU recently completed a review of the Idaho Policy institute by outside academics. I was interviewed for that review which will report on how the institute can become an even stronger partner to the region.
- **PNWER** – As a sub-recipient of the Pacific Northwest Economic Region (PNWER) I participated as a presenter in two recent webinars.
- **Developer Outreach** – VRT met with the development team of the **Murio Farms** planned community and annexation proposal to explore innovative ways to serve new development with transit. We agreed on and they proposed a one-time capital fee and an ongoing HOA-funded-fee for transit in exchange for membership in our regional pass program (allowing residents to obtain free bus passes) based on a per resident count. *This is the kind of innovation we hope to spur more often.*
- **APTA Peer Exchange** – As a member of the APTA CEO Seminar I have been paired with the CEO of the Austin TX transit system as part of a peer exchange. Boise mirrors almost exactly where Austin was 30 years ago. I have already learned a lot that will help us plan for the future and made a great new friend in the process.

Boards and Committees

- **The Bus Coalition (TBC) Board** – The Bus Coalition did not meet in May.
- **TVCCC Board** – The Treasure Valley Clean Cities Coalition provided a letter of support for VRT’s recent Lo-No application..
- **HSIPR Committee member** – The High Speed and Intercity Passenger Rail committee of American Public Transportation Association (APTA) received a report from FRA on recent activities, reviewed legislative priorities and finalized plans for upcoming conference sessions.
- **BMHTC** – With the departure of Jason Jedry I have joined the Boise Municipal Health Care Trustees as a non-voting member. I recently attended their orientation and yearly retreat.

Travel – After a busy April there was no travel in May.

VRT in the Media – There was a variety of media this month.

- **Idaho Matters** – Jason Rose and I appeared on Idaho Matters on Boise State Public Radio to talk about Change Day and what the Better Bus Initiative means for our riders; <https://www.boisestatepublicradio.org/show/idaho-matters/2024-05-23/valley-regional-transit-changes-service-boise-bus>
- **Service Change - Mass Transit Magazine** <https://www.masstransitmag.com/bus/press-release/55041747/valley-regional-transit-vrt-valley-regional-transit-to-implement-redesigned-bus-network-june-3>
- **KIVI - Eagle On-Demand** <https://www.kivity.com/eagle/valley-regional-transit-is-expanding-its-on-demand-service-in-eagle>

- **Idaho News - Amtrak Nomination**
<https://www.idahonews.com/news/local/president-biden-nominates-valley-regional-transit-ceo-elaine-clegg-to-amtrak-board>
- **Idaho Statesman - Amtrak Nomination**
<https://www.idahostatesman.com/news/local/community/boise/article288254290.htm>
- **KIVI - Amtrak Nomination** <https://www.kivity.com/news/valley-regional-transit-ceo-elaine-clegg-nominated-to-amtrak-board-of-directors-by-pres-biden>
- **Mass Transit Magazine - Amtrak Nomination**
<https://www.masstransitmag.com/rail/news/55036760/id-all-aboard-biden-just-nominated-a-former-boise-city-council-member-for-a-national-post>

VRT in the Community – There were two appearances this month.

- **ETA** – I did an interview with ETA, our transit asset management vendor who provides VRT with comprehensive CAD/AVL software that provides our performance measurement data and bus tracking software and app, for their internal media platform.
- **NENA Transportation Summit** – VRT participated in the summit, held in Hyde Park, with a display table and bus and I was asked to address the crowd briefly.

Regional Rail – I continue to pursue avenues to activate our rail corridor with passenger rail.

- **PEL study** – VRT worked with COMPASS and the consultant to refine the Purpose and Need Statement and list of objectives for the Planning and Environmental Linkages study of high-capacity transit in the region.
- **RUN conference** – the Rail Users Network held their annual virtual conference which featured a number of speakers on issues that inform our work.

Summary of Internal Activities

Please thank all staff, for their hard work on Change Day! In addition to communications staff – thank you for the great new brochures and maps, development – thank you for the detailed planning that fed the whole project and for ordering and installing the new sign blades and info holders, success this month is especially due to the **Operations Department** who have completely rebuilt how the routes are blocked and scheduled and have trained the operators on all of the changes.

This is the biggest one-time change VRT has completed. Without the staff leaning into this it would not have been possible. Next month we will focus on operators, their performance over the next month will set the stage for this change to bring new riders. I am confident they are going to deliver.

VRT continues to work with our legal counsel on the Proterra bankruptcy. As Proterra winds down we have one small issue to resolve, and the dispenser failures are still to be resolved with the new vendor Phoenix.

We began a review of our reserve fund policy with a meeting with Executive Board member and Meridian CFO, Todd Lavoie – thank you Todd. Our goal is to develop a revised policy for implementation for the FY26 fiscal year.

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

TOPIC	Operations Department Staff Report
DATE	June 3, 2024
STAFF MEMBER	Leslie Pedrosa

Summary

This report provides a status update of activities related to contracted transportation services, Specialized Transportation services, compliance, customer service support and regional operations.

Regional Operations

Ada County Charging and Battery Electric Bus Update

January 8, VRT was notified that the bankruptcy court approved the sale of the Proterra Transit business arm of Proterra to Phoenix Motor Cars. (Phoenix). The transit business arm includes new bus builds, bus parts, and battery leases. VRT continues to work on the transition with Phoenix to work through existing orders on hold.

Three Proterra chargers and nine Proterra dispensers remain out of service, leaving three operational dispensers out of twelve. The software update VRT was expecting to be deployed to restore the original chargers back to dual dispensing is no longer being built due to the Proterra bankruptcy. VRT continues to work with legal representative to determine a path forward to determine options to recoup money spent on obsolete equipment.

Currently, all four 40’ and six of the eight 35’ Proterra buses are in service. Two buses remain out of service. VRT is working with Phoenix to determine when we will place the last two buses into revenue service, based on the limited dispensers available for charging.

Beyond Access Service

Beyond Access service launched on January 2. VRT has provided over 12,000 rides, which is about a 10% decrease from the combined total of previous service providers. VRT continues to work through challenges with a new service.

Challenges continue to include incorrect information on bookings from the previous database, new drivers and duplicate service. VRT continues to move riders who are eligible for ACCESS service, as we find they have been booked incorrectly. Metro Community Services, who partners with VRT to provide rides, continued to experience mechanical issues with buses which reduced vehicles in revenue service.

Miscellaneous

- VRT began operating extended hours for Eagle On-Demand on May 1. The service now operates weekdays from 7:00 am to 7:00 pm. As of May 10, 25% of the completed trips were provided between the extended hours of 5:00 pm and 7:00 pm.

- Working with other VRT department staff and consultants to prepare for construction plans at Main Street Station for work planned under the 2022 Low or No Emissions (LONO) Grant.
- Worked with other VRT department staff and consultants to submit the application for the 2024 Low or No Emissions (LONO) Grant.
- Participating in the Steering Committee with Idaho Transportation Department - Public Transportation Office to plan the upcoming 2024 Public Transportation Summit scheduled September 24–26 in Coeur d’Alene.
- Operations staff working with other VRT departments and contracted transportation staff to implement services changes on June 3, 2024.
- Completed fiscal year 2023 National Transit Database (NTD) reporting. The issues with the NTD website, which prevented VRT from submitting the report, have been resolved and the report was submitted. Staff is working closely with NTD to work through corrections to complete the report.
- VRT staff began working the Avero and FourthSquare to begin work on replacing Fleet Net for our maintenance software. VRT expects the new software to be ready for use by the end of 2024.
- VRT staff is meeting with funding partners of the Rides2Wellness service to determine a path forward to make the service sustainable. Ridership has almost doubled in the first six months, compared to the same time span of last fiscal year.

Highlights

Contracted Transportation

Canyon County Highlights

- Zero preventable accidents in April
- Intercounty on-time performance 84% for April
- On-demand on-time performance 78% for April
- ACCESS on-time performance 93% for April
- Preparing for June service change

Ada County Highlights

- One preventable accident in April
- Fixed-route on-time performance 82% for April
- ACCESS on-time performance 97% for April
- Preparing for June service change

Compliance

- Staff continues to work on updates to VRT policies and procedures as needed
- Staff completed scoring assets for annual Transit Asset Management scoring

Beyond Access Service

- Two preventable accidents in April
- On-time performance 92% for April
- Continue to work with dispatchers and drivers to make adjustments for service operations

Customer Service Support

- Customer service handled 3,334 of 3,593 phone calls for information, with 247 calls abandoned. The average call time was 3 minutes, 13 seconds and the average hold time was 20 seconds in April.
- Reservationist handled 2,010 of 2,142 phone calls to change or schedule a ride on ACCESS, with 106 calls abandoned. The average call time was 4 minutes, 10 seconds and the average hold time was 17 seconds in April.
- On-demand services handled 1,549 of 1,819 phone calls to schedule a ride, with 267 calls abandoned. The average call time was 2 minutes, 37 seconds and the average hold time was 20 seconds in April.
- April City Go Pay mobile ticket sales totaled \$12,798.75.

More Information

Leslie Pedrosa, Chief Operating Officer, 208.258.2713, lpedrosa@ridevrt.org

TOPIC	Development Department Monthly Report
DATE	May 6, 2024
STAFF MEMBER	Stephen Hunt

Summary

Development Department activities for May 2024 report.

VRT Strategic Plan

Goal 1 - Demonstrate responsible stewardship of public resources

Performance Based Decision-making

- **FY2025 Budget Build**
Staff leveraged the planning efforts of the FY 2023-2027 TDP to inform the FY2025 budget process. Staff developed FY2025 preliminary budgets and is coordinating with staff of financial partners to develop FY2025 funding requests.

Goal 2 – Increase Ridership and Revenue

- **FY2024 Service Changes** – Staff coordinated and is installing updated sign blades and information holders. Based on City of Caldwell funding decisions, staff removed routes 56 and 58 from the FY2024 service change.
- **Bus Stop Improvements** – Phase 1 of the Bus Stop Inventory is underway. Staff continues work with consultant to develop a database of tracking bus stops and amenities, which will guide stop improvement prioritization.
- **The Intercity Connections Study** – Staff continues working with consultant on stakeholder tasks for the intercity connections study.
- **Towne Square Mall Transit Center** – The Dillard’s contract has been updated and VRT is continues negotiations with Dillard’s. Staff is working with consultants to prepare a low-no grant application to update the transit center at the Towne Square Mall and install electric charging infrastructure.
- **Boise State University Public Policy Masters Student Capstone Project** – VRT staff continued support Boise State Masters Students as they’ve studied potential redevelopment sites along Fairview Ave.
- **Nampa – Caldwell Corridor TOD Study** – Staff reviewed and selected a consultant to initiate the Nampa Caldwell corridor study.

Goal 3 - Build Institutional and Regional Capacity

Regional Capital Enhancements

- **Orchard Facility Master Plan Implementation**
 - Staff coordinated with consultants and operations staff to complete employee parking and advance concepts of East Lot expansion and associated infrastructure.

- **Happy Day Transit Center Upgrades (HDTTC)**
 - Heating, ventilation, and air conditioning (HVAC) replacement contractor is designing replacement system and is working through complications due to the unavailability of HVAC systems. Design engineer and architect are under contract for roof and awning replacement. Architect began the office redesign plans for 2024 construction and staff had the opportunity to provide comments on the future office layout.
- **Main Street Station (MSS)**
 - Consultants and staff continue to refine concepts and scope for the MSS charging infrastructure. We have agreed to a maximum price and are continuing negotiations with the contractor.

Regional Corridor Planning/Corridor Capital Investments

- **State Street Corridor Projects**
 - Federal Transit Administration's (FTA) National Environmental Policy Act (NEPA) review along with State Historic Preservation Office (SHPO) providing concurrence is complete. VRT and FTA are working to finalize and execute the Rebuilding America's Infrastructure with Sustainability and Equity (RAISE) grant. Further planning design activities are on hold until RAISE funds are available and/or rebalanced State Transportation Block Grant (STBG) funds complete their transfer from Federal Highway Administration (FHWA) to FTA. In addition to initiating the RAISE grant process, VRT has requested for a letter of no prejudice which can also be used to release funds early to keep the projects moving forward.
 - VRT awarded a contract to Idaho Site Works for construction at State and 18th. Staff and contractors have coordinated the construction schedule with Ada County Highway District (ACHD). Construction is scheduled to begin in July. VRT is working with FTA and FHWA partners to complete funds transfer to ensure timely completion of this project.
 - VRT staff and the technical team continue to push updates to the State Street Traffic and Operation Plan (TTOP) through partner agencies approval process.
- **Bus Stop Improvements**
 - VRT staff shared refined Pioneer/River crossing transit stop improvement concepts with ACHD, City of Boise and Capital City Development Corporation (CCDC). Improvements would reduce vehicle, transit, bicycle and pedestrian conflicts around the bus stop there. The improvements would add amenities per CCDC funding request.

Mobility Integration

- Staff is developing a Transportation Demand Management (TDM) template that will help employers and developers cite goals and performance measures to reduce SOV trips.
- Staff held a meeting with the Downtown Boise Collaborative to restart TDM efforts.
- Umo is updating their backend architecture shortly that will improve mobility integration for the agency and the public. Updates will improve real-time information, deep links with other mobility applications, and more nimble responses to VRT requests.
- Staff is working with Lime to develop micromobility discounts for City Go members.

- Safe Routes to School (SR2S) staff are busy holding bike rodeo's and conducting student outreach.

More Information:

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

Duane Wakan, Mobility Integration Director, 208.258.2750, dwakan@rideVRT.org

Joe Guenther, Capital Projects Manager, 208.258.2705, jguenther@rideVRT.org

Kate Dahl, Principal Planner, 208.258.2715, kdahl@ridevrt.org

Alissa Taysom, Associate Planner, 208.258.2717, ataysom@rideVRT.org

Kyle Street, Programming Planner, 208.258.270, kstreet@rideVRT.org

Hailee Lenhart-Wees, Programs Manager, 208.608.6039, hlenhart-wees@rideVRT.org

Kathleen Godfrey, Accounts Manager, 208 407-2519, kgodfrey@rideVRT.org

Lisa Brady, Safe Routes to School Program Manager, 208-761-8507, lbrady@rideVRT.org

TOPIC	Finance and Administration Activity Report
DATE	June 3, 2024
STAFF MEMBER	Cameron Wells, Chief Financial Officer

Summary

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

Highlights

Budget/Finance

- The CFO continues working with planning staff on FY2025 budget planning.
- A significant portion of the finance team's efforts are dedicated to the implementation of the Oracle Fusion enterprise resource planning (ERP) system. The go-live date is June 3.
- The finance staff is down one position, and the CFO is recruiting for a Senior Accountant to fill in the vacancy.

Grant Management

- Grants and Compliance Administrator is working on the following:
 - Working with the FTA to obtain a Letter of No Prejudice allowing for pre-award authority on the RAISE grant to allow for the project expenses to begin accruing.
 - Active grant revisions/amendments
 - Reconciling Federal grants awarded and expended to their corresponding projects.

Procurement

- Please refer to the procurement calendar attached to the Board packet for a listing of procurements currently being worked on.

For detailed information contact: Cameron Wells, Chief Financial Officer, 208-258-2709, cwells@ridevrt.org

TOPIC	Communications Update
DATE	June 3, 2024
STAFF MEMBER	Jason Rose

Summary

This memo provides updates on current and future communications, engagement, and marketing efforts, including those related to the Valley Regional Transit (VRT) Strategic Plan goals.

Highlights

Communications and Engagement staff have had a busy May! We've attended May in Motion events all month, raising awareness about upcoming service changes and providing on-hand support for customers.

Most of our efforts have been driving toward Change Day. We've created hundreds of materials over the course of this education effort for: earned media, social media (with which we have seen substantial reach), printed materials, digital materials, radio advertising, infotainment announcements, and more.

We also continue to work on a marketing campaign to be launched late June, focusing on raising awareness and promoting VRT in Boise initially. This campaign will complement service changes and bus stop updates and include a robust video and visual campaign.

We continue to build website and social media content and are working with our marketing partners on creating additional website tools for new content types; with feedback from the UI/UX website review, we have updated individual route pages and are working on home page and menu navigation updates. We anticipate these changes to occur in the coming weeks before Change Day.

After a few hurdles with the roof infrastructure at Main Street Station, we have a path forward to install the new MSS sign this summer or fall, which will help increase visibility at the transit center.

As of 5/17/24, we have sold \$699,849 since the start of the fiscal year, and project to finish the fiscal year at \$970,000.

More Information

Attachments: None

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

TOPIC	Information Technology Activity Report
DATE	June 3, 2024
STAFF MEMBER	Brad Alvaro

Summary

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

Projects

- Oracle Enterprise Resource Planning (ERP) system: Training and change management constitute a critical phase of the implementation. As the new system represents a significant change in how employees perform their daily tasks, comprehensive training programs are essential. These are designed to equip all users with the necessary skills to navigate and utilize the new system effectively. Simultaneously, a change management strategy helps manage the transition, addressing any resistance to change and ensuring that everyone understands the benefits of the new system. Continue efforts with data conversion.
- Oracle Enterprise Asset Management (EAM) system: Phase I involves meticulous planning and preparation. A project team is assembled, consisting of key stakeholders, IT experts, and consultants with specialized knowledge in Oracle EAM implementations. Together, they define the project's scope, objectives, and timelines, ensuring alignment with the organization's strategic goals.
- Boise State University Fixed-Route Computer-Aided Dispatch/Automatic Vehicle Location (CAD/AVL) Software: Continue our partnership with Boise State University to integrate an ETA System that will improve the customer experience and add another method of growing partnership in local transit.

Support Services

- Spanish Phone Tree Recordings
- Updated Helpdesk Auto-Attendant (Phone Tree)
- Help Desk resolved 125 of 133 tickets received for March.
- Assisted with National Transit Data (NTD)
- Continue support and integration with Service Change Programming
- Trip Planner Meetings
- Automatic Passenger Counter (APC) analytic report changes and adjustments

For detailed information contact: Brad Alvaro, Information Technology Director, 208-258-2726, balvaro@rideVRT.org