

Board of Directors Meeting Agenda

August 12, 2024

12:00 PM

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

This is an in-person meeting.

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

https://ridevrt.org/VRTBoard_FY24

or by dialing in at **323-484-8960 Conference ID: 748 429 061#**

I. Calling of the Roll - Chair Jarom Wagoner

II. Agenda Additions/Changes

III. Finance Committee Report

IV. Consent Agenda

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

A. ACTION: Minutes of the April 1, 2024, Board of Directors Meeting

Page 5-8 | Paula Cromie

The Board of Directors is asked to consider approval of the minutes from the April 1, 2024, Board of Directors meeting.

B. ACTION: Minutes of the May 6, June 3, and June 12, 2024, Executive Board Meetings

Pages 9-17 | Paula Cromie

The Board of Directors is asked to consider acceptance of the minutes from the May 6, June 3, and June 12, 2024, Executive Board meetings.

C. ACTION: Payment Registers

Page 18-40 | Cameron Wells

The Board of Directors will have the opportunity to review and consider accepting the March 16, 2024 to April 15, 2024; April 16, 2024 to May 15, 2024; May 16, 2024 to May 31, 2024; and June 1, 2024 to July 15, 2024 payment registers. VRT went live with Oracle June 1, 2024 necessitating the different report ranges.

D. 1st Quarter Operating Cash Balance Report

Pages 41-42 | Cameron Wells

The Board is asked to review and consider accepting the FY2024 1st quarter Operating Cash Balance Report.

E. FY2024 1st Quarter Budget Variance Reports

Pages 43-54 | Cameron Wells

The Board is asked to review and consider accepting the FY2024 1st quarter budget variance reports.

F. ACTION: Quarterly Performance Report

Pages 55-59 | Leslie Pedrosa

Staff requests the Board of Directors accept the performance report for the second quarter of fiscal year 2024.

G. ACTION: ProPeople Temporary Staffing

Pages 60-63 | Leslie Pedrosa

Staff requests the Board of Directors consider approving Resolution VBD24-032 and corresponding Authorization for Expenditure and authorize VRT to use ProPeople for temporary staffing needs under the Idaho Statewide Contracts List.

H. ACTION: Board Agenda Preparation and Approval Policy 1.27.00 (Update)

Pages 64-69 | Paula Cromie

The Board of Directors is asked to consider approval of Resolution VBD24-029, updating the Board Agenda Preparation and Approval Policy 1.27.00.

I. ACTION: Transit Asset Management Targets

Pages 70-72 | Leslie Pedrosa

Staff requests the Board of Directors accept the Transit Asset Management Targets for fiscal years 2025 - 2029.

J. ACTION: Transit Asset Management Group Plan and Policy Updates

Pages 73-78 | Leslie Pedrosa

Staff requests the Board of Directors approve Resolution VBD24-030 Transit Asset Management Group Plan and Policy updates. The final version can be found here: <https://ridevrt.org/FINAL-TAM-Group-Plan-FY24>. Due to size constraints, it was not included in the packet.

K. ACTION: Supplemental Services Policy (Update)

Pages 79-86 | Elaine Clegg

The goal in providing supplemental service is to serve transportation needs for community events in places we currently provide services, even if those events occur outside regularly scheduled services. VRT is frequently asked to provide additional service beyond our regular fixed-route service which includes extension of existing routes in frequency and span of service and special services designed to circulate people in high traffic areas around events. The Board is asked to consider approval of RESOLUTION VBD24-039 Supplemental Services Policy 6.00.04

L. ACTION: Quarterly Performance Report

Pages 87-91 | Leslie Pedrosa

Staff requests the Board of Directors accept the performance report for the third quarter of fiscal year 2024.

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

VI. Public Hearing

A. ACTION: PUBLIC HEARING - FY 2025 Operating and Capital Budget and Unified Planning Work Program

Pages 92-106 | Elaine Clegg/Cameron Wells

Prior to the public hearing, Valley Regional Transit staff will present the final preliminary FY2025 Operating and Capital Budgets. The VRT Chair will then conduct a public hearing and take formal comments on the FY2025 budget.

B. ACTION: PUBLIC HEARING - Disposal of Assets

Page 107-110 | Leslie Pedrosa

Prior to the public hearings, staff will present the list of items slated for disposal in fiscal year 2025.

VII. Action Items

A. ACTION: FY2025 Budget

Pages 92-106 | Elaine Clegg/Cameron Wells

Following the public hearing, the VRT Board will consider approval of RESOLUTION VBD23-038 to approve the FY2025 budget.

B. ACTION: Disposal of Assets

Page 107-110 | Leslie Pedrosa

Following the public hearing, the Board will consider for approval RESOLUTION VBD24-033 for Disposal of Assets.

C. ACTION: ETA Transit Systems Contract Amendment

Page 111-114 | Nick Moran

The Board is asked to consider approval of RESOLUTION VBD24-035 and corresponding Authorization for Expenditure for an amendment to the ETA Transit System Contract.

D. ACTION: TransDev Contract Extension

Pages 115-118 | Leslie Pedrosa

Staff requests the Board of Directors consider approving Resolution VBD24-034 and corresponding Authorization for Expenditure and delegate authority to the Chief Executive Officer to authorize and execute a contract extension with TransDev.

E. ACTION: FlixBus Lease Proposal

Pages 119-127 | Kate Dahl

Staff will present a summary of utilizing Happy Day Transit Facility as a bus stop for intercity carrier, FlixBus and review the proposed lease price. The Board is asked to consider delegating authority to Elaine Clegg, CEO, to finalize negotiations with FlixBus by approving Resolution VBD24-036.

F. ACTION: FY2025 Service Change Public Hearing

Page 128 | Stephen Hunt

Staff requests the Board of Directors consider setting a public hearing to be held in Eagle and/or Nampa on September 4 and/or September 5 to discuss changes to service that may be necessary due to local jurisdiction budget decisions. If necessary, the Board of Directors would also hold a special board meeting on September 9 after the regularly scheduled Executive Board meeting to consider necessary changes.

VIII. Information Items

A. Bus Stop Inventory Phase 1

Pages 129-155 | Kate Dahl

Kate Dahl will present a summary of the results of Phase 1 of the Bus Stop Inventory.

B. INFORMATION: Procurement Calendars

Page 156-157 | Cameron Wells

The most recent procurement calendars are included in the packet for your information.

IX. Executive Session

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

X. Department/Staff Reports

A. INFORMATION: Department/Staff Reports

Pages 158-173 | Staff

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

Members are encouraged to read them as they contain important information.

XI. Adjournment

Agenda order is subject to change.

Next VRT Board of Directors Meeting:

October 7, 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.

Board of Directors Meeting Minutes

April 01, 2024

11:00 AM

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

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Jason Brinkman, ITD	Ryan Davidson, Ada County Comm.	Brad Alvaro, VRT
Tom Dayley, Ada County Commission	Rob Fisher, City of Greenleaf	Bre Brush, City of Boise
John Evans, Garden City	Dave Hershey, City of Star	Brent Carpenter, Brown Bus Co.
Ashley Ford-Squyers, MDC	Alexis Pickering, ACHD	Elaine Clegg, VRT
Jeff Flynn, CWI	Greg Rast, Canyon County Comm.	Paula Cromie, VRT
Caleb Hood, City of Meridian	David Tiede, City of Meridian	Kate Dahl, VRT
Debbie Kling, City of Nampa		Gregg Eisenberg, First Transit
Todd Lavoie, City of Meridian		Rheanna Ekhoﬀ, VRT
Lantz McGinnis-Brown, Boise State		Jeannette Ezell, VRT
Lauren McLean, City of Boise		Dave Fotsch, VRT
Sabrina Minshall, Canyon County		Kathleen Godfrey, VRT
Jordan Morales, City of Boise		Joe Guenther, VRT
Zach Piepmeyer, CCDC		Jose Hernandez, VRT
Dale Reynolds, City of Nampa		Stephen Hunt, VRT
Helen Russell, City of Eagle		Jason Jedry, VRT
Chuck Stadick, City of Caldwell		Lila Klopfenstein, COMPASS
Joe Stear, City of Kuna		Hailee Lenhart-Wees, VRT
Mark Wasdahl, ITD		Andrew Mills, RAC
		Nick Moran, VRT
		James Mundell, VRT
		Ken Pidjeon, Citizen
		Kenny Pouncey, MV Transportation
		Randy Reese, VRT
		Melody Roper, VRT
		Jason Rose, VRT
		Walter Steed, RAC
		Alissa Taysom, VRT
		Duane Wakan, VRT
		Myron Watkins, MV Transportation
		Cameron Wells, VRT
		Kevin Womak, VRT

I. **Calling of the Roll** - Chair Jarom Wagoner called the meeting to order with a quorum present by phone and in person at 12:02 p.m.

II. **Agenda Additions/Changes**

Staff requested information Item B - Ada County Highway District (ACHD) State Street 8th to 14th Street Update be postponed and placed on a future meeting agenda.

Prior to the meeting, Ken Pidjeon asked that Item III J - National Tours Temporary Bus Driver Contract and Item III R - Procurement Policy be removed from the consent agenda.

These two items were placed at the top of the action items.

Mark Wasdahl's name was not included as an attendee at the January 8 board meeting. It was added to the minutes.

III. Consent Agenda

Items on the Consent Agenda consisted of the following:

- A. **ACTION: Minutes of the January 8, 2024, Board of Directors Meeting** (Mark Wasdahl's name was added to attendee list)
- B. **ACTION: Minutes of the March 4, 2024, Executive Board Joint Meeting with the Regional Advisory Council**
- C. **ACTION: FY2023 4th Quarter Operating Cash Balance Report**
- D. **ACTION: FY2023 4th Quarter Budget Variance Reports**
- E. **ACTION: Payment Register**
- F. **ACTION: FY2023 Audited Financial Statements**
- G. **ACTION: First Quarter Performance Report**
- H. **ACTION: Avero Advisors Contract Modification**
Resolution VBD24-020 and delegate authority to the Chief Executive Officer to authorize and execute a contract modification with Avero Advisors
- I. **ACTION: FourthSquare, LLC Contract Modification**
Resolution VBD24-022 and delegate authority to the Chief Executive Officer to authorize and execute a contract modification with FourthSquare, LLC
- J. **ACTION: National Tours Temporary Bus Driver Contract (Removed from consent agenda and placed as an action item)**
Resolution VBD24-021 and delegate authority to the Chief Executive Officer to authorize and execute a contract with National Tours for Temporary Bus Drivers
- K. **ACTION: Regional National Transit Database Policy Update**
Resolution VBD24-023 and updates to the Regional National Transit Database Policy
- L. **ACTION: FY23 Customer Service Report**
- M. **ACTION: State Street and 18th Street Intersection Construction - Idaho Site Works**
Resolution VBD24-018 to enter into a contract with Idaho Site Works to construct two premium transit stations, new signals, updated sidewalks, curb ramps and pedestrian controls at State and 18th
- N. **ACTION: Electric Charging Infrastructure - Jacobs Engineering**
RESOLUTION VBD24-019 Electric Charging Infrastructure - Jacobs Engineering to install the electrical charging infrastructure to support transition to battery electric vehicles
- O. **ACTION: State Street Premium Construction Design and Construction Engineering - Jacobs Engineering**
Resolution VBD24-017 State Street Premium Construction Design and Construction Engineering - Jacobs Engineering for engineering consulting services in the State Street premium corridor
- P. **ACTION: Citizen Lab Contract Amendment**
Resolution VBD24-026 for extension of the Citizen Lab digital engagement platform contract
- Q. **ACTION: Valley Regional Transit Employee Handbook**
Resolution VBD24-025 approving the updated Valley Regional Transit Employee Handbook
- R. **ACTION: Procurement Policy (Removed from consent agenda and placed as an action item)**
Resolution VBD24-016 and the updated Procurement Policy, Policy Number 1.03.00 (G)

Following discussion, Joe Stear moved to approve the consent agenda with noted changes; Ford-Squyers seconded. The motion passed unanimously.

- IV. Public Comments** – Ken Pidjeon spoke on behalf of Caldwell Transportation regarding the procurement policy outlined in the packet and the National Tours bus driver contract. He is opposed to the update to the updated Procurement Policy and wanted to know why National Tours was being considered instead of local companies.

Brent Carpenter from Brown Bus Company regarding his concern regarding a public entity competing with a private company. He stated he is opposed to the procurement policy as it was written. He was concerned Brown Bus Company may get eliminated in an RFP situation because the RFP could be written in such a way that it was too narrow for private companies to compete.

V. Action Items

Prior to the meeting, Ken Pidjeon asked that Item III J - National Tours Temporary Bus Driver Contract and Item III R - Procurement Policy be removed from the consent agenda.

Following discussion, Lauren McLean moved to approve the National Tours Temporary Bus Driver Contract; John Evans seconded. The motion passed with one descent.

Following discussion, Lauren McLean moved to approve the Procurement Policy update; Dale Reynolds seconded. The motion passed unanimously.

VI. Information Items

- A. INFORMATION: Nampa Caldwell Boulevard Transit-Oriented Development Corridor Study**
A description of the purpose and components of the upcoming Nampa Caldwell Boulevard Transit-Oriented Development Corridor Study was discussed by Kate Dahl. The planning study includes two phases, with the first phase to begin this summer.
- B. INFORMATION: Ada County Highway District (ACHD) State Street 8th to 14th Street Update (This item was deferred to a future meeting.)**
- C. INFORMATION: Review of Supplemental Services**
Elaine Clegg presented a review of the supplemental services VRT provides and a draft of a policy regarding supplemental services. Staff will move forward with bringing a supplemental services policy to the next board meeting for approval.
- D. INFORMATION: Board and RAC Bus Pass Introduction**
Jason Rose introduced complimentary bus passes for Board of Directors and Regional Advisory Council (RAC) members via the Umo payment system.
- E. INFORMATION: Service Changes and Change Day**
Development and Communications staff provided an update on the upcoming 2024 service changes and subsequent communications and outreach activities. Change day is June 3, 2024.
- F. INFORMATION: Board Member Training - Transit 101**
Elaine Clegg presented a board member training designed to remind existing board members and introduce new board members to Valley Regional Transit policies and procedures and provide a general overview of the issues facing the authority.

VII. Executive Session - None

VIII. Department/Staff Reports

A. INFORMATION: Procurement Calendar

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

B. INFORMATION: Department/Staff Reports

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

IX. Adjournment – The meeting was adjourned at 1:54.

Next VRT Board of Directors Meeting:

July 22, 2024 (This is the fourth Monday of the month and a different date than usual.)

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

Executive Board Meeting Minutes

May 06, 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 **323-484-8960** Conference ID: **403 106 053#**

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 place 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 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 one-size-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 to 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 motion passed unanimously.

Item IV. B.

Next VRT Executive Board Meeting:
June 3, 2024
VRT Boardroom
700 NE 2nd Street
Meridian, ID 83642

Executive Board Meeting Notes

June 03, 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	Greg Rast, Canyon County	Elaine Clegg, VRT
Todd Lavoie, City of Meridian	Joe Stear, City of Kuna	Paula Cromie, VRT
Lauren McLean, City of Boise		Kate Dahl, VRT
Sabrina Minshall, Canyon County		Gregg Eisenberg, VRT
Dale Reynolds, City of Nampa		Jeannette Ezell, VRT
Alexis Pickering, ACHD		Kelly Frazier, VRT
Jarom Wagoner, Caldwell		Kathleen Godfrey, VRT
		Cody Honan, ACHD
		Stephen Hunt, VRT
		Hailee Lenhart-Wees, VRT
		Rob Lowe, VRT
		Justin Lucas, ACHD
		Nick Moran, VRT
		James Mundell, VRT
		Cameron Olson, VRT
		Leslie Pedrosa, VRT
		Ken Pidjeon, Citizen
		Melody Roper, VRT
		Jason Rose, VRT
		Nicole Stears, ACHD Commuter Ride
		Kyle Street, VRT
		Alyssa Taysom, VRT
		Cameron Wells, VRT

- I. **Calling of the Roll** - Chair Jarom Wagoner called the meeting to order at 11:02 am, with a quorum present by phone and in-person.

- II. **Agenda Additions/Changes**
 - Staff requested to move the Executive Session (Item IX) after Public Comments.
 - Ken Pidjeon emailed the Chair and requested Item III-D be removed from the consent agenda and moved to an action item.
Dale Reynolds moved to approve changes; Todd Lavoie seconded. The motion passed unanimously.

- III. **Consent Agenda**
Items on the Consent Agenda consisted of the following:

- A. **ACTION: Minutes of the May 6, 2024 Executive Board Meeting**
- B. **FY2025 Budget Public Hearing Date**
Set public hearing to be held at the VRT Board Meeting at 12:00 pm on July 29, 2024.
- C. **ACTION: Asset Disposal Public Hearing Request**
Set public hearing to be held at the VRT Board Meeting at 12:00 pm on July 29, 2024.
- D. **ACTION: New Regional Advisory Council Member - Laylo Hamud**
- E. **ACTION: Payment Register**
Accept April 16, 2024 to May 15, 2024 payment register

Dale Reynolds moved to approve the consent agenda as shown above with changes; Alexis Pickering seconded. The motion passed unanimously.

IV. Public Comments

Ken Pidjeon stated there should be a new RFP for Thompson Consulting Group as the amount overall is over the \$150,000. He further questioned working with Flix/Greyhound as VRT had discussed this previously and it would cost us money, rather than make us money. Lastly, he had questions on the budget regarding FTE's, separating fare box from directly generated funds and supplemental services costs.

V. Executive Session - The Executive Board convened into Executive Session pursuant to Idaho Code 74-206, identifying paragraph b) Personnel Issues.

Tom Daley moved to adjourn into executive session at 11:12 am; Lantz McGinnis Brown seconded.

The executive session ended at 11:48. No action was taken during or after the session.

VI. Public Hearing - none

VII. Finance Committee - none

VIII. Executive Board - Action Items

- A. **FY2024 Draft Preliminary Budget**
After review, Alexis Pickering moved to recommend approval of the budget by the Board of Directors, with changes, and release the budget for public review; Dale Reynolds seconded. The motion passed unanimously.
- B. **ACTION: Proposed Agenda for the July 2024 Board of Directors Meeting**
Following discussion, Dale Reynolds moved to approve the proposed agenda for the July 29, 2024, Board of Directors meeting acknowledging there may be a need by staff to add or remove items from that agenda; Debbie Kling seconded. The motion passed unanimously.
- C. **ACTION: State Street 8th to 14th Street Recommendation**
Stephen Hunt, VRT, and Cody Homan, with ACHD, presented the findings of public outreach. Following discussion, Dale Reynolds moved to authorize the Chief Executive Officer, Elaine Clegg, to draft a letter to the Ada County Highway District highlighting VRT comments on proposed concepts with no formal recommendation from the Executive Board; Debbie Kling seconded. The motion passed unanimously.
- D. **ACTION: Thompson Consulting Group Contract Modification - (Moved from the consent agenda)**
Following discussion, Debbie Kling moved to approve Resolution VBD24-002 Thompson Consulting Group contract modification and corresponding Request for Proposal with the understanding this does not raise the budget and recognize the salary savings stated during discussion; Dale Reynolds seconded. The motion passed unanimously.

IX. Executive Board - Information Items**A. INFORMATION: Temporary Bus Stops**

Executive Board members were informed pictures of the temporary bus stop signed could be found in the meeting packet.

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

Due to a lack of time, no in-depth discussion occurred. Staff handed out copies of the new brochures. Full copies of the new route brochures and maps can be found at <https://www.valleyregionaltransit.org/planning/service-changes/>

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

Due to a lack of time, no information was presented, but staff was directed to look at the cost/benefits and see if they can find out why Flying J is no longer providing the service.

D. INFORMATION: Procurement Calendar

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

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

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 – The meeting adjourned at 1:16 pm**Next VRT Executive Board Meeting:**

July 29, 2024

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

Executive Board Meeting Agenda (SPECIAL MEETING)

June 12, 2024

8:00 AM

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

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Lantz Brown, Boise State	Alexis Pickering, ACHD	Elaine Clegg
Tom Dayley, Ada County	Jarom Wagoner, Caldwell	Paula Cromie, VRT
Debbie Kling, City of Nampa		Cameron Wells
Todd Lavoie, City of Meridian		
Lauren McLean, City of Boise		
Sabrina Minshall, Canyon County		
Greg Rast, Canyon County		
Dale Reynolds, City of Nampa		
Joe Stear, City of Kuna		

I. **Calling of the Roll** – In the absence of Chair Jarom Wagner, Chair Elect Lauren McLean called the meeting to order at 8:01 a.m. with a quorum present by phone and in person.

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

III. **CONSENT AGENDA**

A. **ACTION: FY2025 Budget Public Hearing Date**

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

Mayor Kling made a motion to approve the changes in date for the public hearings for the budget and disposal of assets and Executive Board and Board of Directors meetings from July 29 at noon to August 12 at noon; Dale Reynolds seconded. The motion passed unanimously.

IV. **ACTION ITEMS**

V. **Public Comments** – none

VI. **Adjournment** – The meeting adjourned at 8:05 a.m.

Next VRT Executive Board Meeting:

August 12, 2024

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

TOPIC	Payment Registers
DATE	August 12, 2024
STAFF MEMBER	Cameron Wells

Staff Recommendation/Request

The Board will have the opportunity to review and consider accepting the March 16, 2024 to April 15, 2024; April 16, 2024 to May 15, 2024; May 16, 2024 to May 31, 2024; and June 1, 2024 to July 15, 2024 payment registers. VRT went live with Oracle June 1, 2024 necessitating the different report ranges.

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 Senior Accountant and 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 – March 16, 2024 to April 15, 2024
- Payment Register – April 16, 2024 to May 15, 2024
- Payment Register – May 16, 2024 to May 30, 2024
- Payment Register – June 1, 2024 to July 15, 2024

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

Payment Register 3/16/2024 - 04/15/2024

Payee	Payment Date	CheckNum	Amount	Invoice Description
Access Idaho-26682	25-Mar-24	60580	\$110.40	DL Searches
Access Idaho-26682	25-Mar-24	60580	\$95.00	Service Subscription DL Records
AdaRide.Com, LLC	25-Mar-24	ACH	\$4,237.50	Paratransit
Adobe, Inc.	25-Mar-24	ACH	\$12,650.64	SW programs
Alexander Clark Printing	25-Mar-24	60581	\$170.85	Business cards
All-Pro Commercial Cleaning, LLC	10-Apr-24	ACH	\$6,475.00	Janitorial Services
All-Pro Commercial Cleaning, LLC	10-Apr-24	ACH	\$50.52	Janitorial Services
Alternative Hose	10-Apr-24	ACH	\$81.49	Parts
AMAZON.COM SERVICES, INC.	10-Apr-24	ACH	\$248.99	Lighting 8FT Bulbs
American Mechanical Corp	25-Mar-24	ACH	\$3,125.00	VFD Air Handler
American Mechanical Corp	25-Mar-24	ACH	\$750.00	HVAC - Winter PM
Anthony, Elizabeth	08-Apr-24	ACH	\$156.55	Volunteer Driver for Jan.
Apex Translations, Inc	25-Mar-24	60582	\$550.76	Translations
ARI Phoenix, Inc.	25-Mar-24	ACH	\$2,922.00	Parts
ASHBROOK, LEWIS M.	10-Apr-24	ACH	\$50.00	Cell Phone Reimbursement
Avail Technologies	25-Mar-24	ACH	\$13,348.00	Computer system/support
Avero, LLC	10-Apr-24	ACH	\$35,785.00	ERP Consulting
A-Z Bus Sales, Inc	25-Mar-24	ACH	\$1,616.52	BUS PARTS
A-Z Bus Sales, Inc	25-Mar-24	ACH	\$104.50	Bus Parts
A-Z Bus Sales, Inc	25-Mar-24	ACH	\$148.16	Door Entry Switch
A-Z Bus Sales, Inc	10-Apr-24	ACH	\$147.88	Window Handle
A-Z Bus Sales, Inc	10-Apr-24	ACH	\$265.30	Backside Idler Pulley
Barber, Richard P	10-Apr-24	ACH	\$49.78	Volunteer Driver - FEB
BENSON, JAMES	08-Apr-24	60605	\$128.48	Reimbursement - Shoes
Black Signs of Idaho, Inc.	10-Apr-24	ACH	\$50.00	Sign Back Rental
Boise Air Terminal	10-Apr-24	ACH	\$9,240.50	Land Rent
Boise City Utility Billing	08-Apr-24	60606	\$383.29	Utilities
Boise Community Radio Project	25-Mar-24	ACH	\$336.00	Radio Ads
Boise Municipal Health Care Trust	12-Apr-24	ACH	\$76,913.22	Health Ins. Premiums
Boise Peterbilt	25-Mar-24	ACH	\$367.74	Inventory Parts
Boise Peterbilt	10-Apr-24	ACH	\$586.20	Inventory Parts
Boise State Public Radio	25-Mar-24	ACH	\$740.00	Radio Ads
Boise State University	25-Mar-24	ACH	\$9,424.75	Sub-recipient
Bolen's Control House Inc.	10-Apr-24	ACH	\$88.40	RADIO PARTS/ACCESSORIE
Bolen's Control House Inc.	10-Apr-24	ACH	\$121.00	RADIO PARTS/ACCESSORIE
BOULTER, ASHLEY	25-Mar-24	60583	\$158.99	Reimbursement - Pants & Shoes
Brady Industries of Nevada, LLC	10-Apr-24	ACH	\$1,025.77	Janitorial Supplies
BridgeTower OpCo, LLC	25-Mar-24	ACH	\$1,300.00	Advertisement
BUCKENDORF, DOUGLAS	25-Mar-24	60584	\$111.29	Reimbursement - Shoes
Cable One Inc	08-Apr-24	60607	\$161.64	3/27-4/26
Career Uniforms Partners	10-Apr-24	ACH	\$474.35	Uniforms
Career Uniforms Partners	10-Apr-24	ACH	\$218.60	Uniforms
Career Uniforms Partners	10-Apr-24	ACH	\$291.95	Uniforms
Career Uniforms Partners	10-Apr-24	ACH	\$506.85	Uniforms A Gleason
Career Uniforms Partners	10-Apr-24	ACH	\$99.80	Uniforms
Career Uniforms Partners	10-Apr-24	ACH	\$106.20	Uniforms
Career Uniforms Partners	10-Apr-24	ACH	\$47.70	Uniforms
Career Uniforms Partners	10-Apr-24	ACH	\$354.95	Uniforms -R Santos
Career Uniforms Partners	10-Apr-24	ACH	\$259.65	Uniforms
Career Uniforms Partners	10-Apr-24	ACH	\$228.45	Uniforms
Career Uniforms Partners	10-Apr-24	ACH	\$333.75	Uniforms
Career Uniforms Partners	10-Apr-24	ACH	\$220.20	Uniforms
Career Uniforms Partners	10-Apr-24	ACH	\$128.70	Uniforms
Career Uniforms Partners	10-Apr-24	ACH	\$219.65	Uniforms
Career Uniforms Partners	10-Apr-24	ACH	\$84.95	Uniforms
Career Uniforms Partners	10-Apr-24	ACH	\$142.80	Uniforms
CARLSON, DEBORAH	25-Mar-24	ACH	\$90.05	Reimbursement - Pants
CARLSON, DEBORAH	25-Mar-24	ACH	\$191.86	Reimbursement - Shoes
Catapult3, Inc.	10-Apr-24	ACH	\$14,232.40	SIGNAGE INSTALLATION
Catapult3, Inc.	10-Apr-24	ACH	\$489.20	SIGNAGE INSTALLATION
Center for Transportation & Environment	25-Mar-24	ACH	\$9,000.00	LoNo
Center for Transportation & Environment	10-Apr-24	ACH	\$9,000.00	LoNo
CenturyLink	10-Apr-24	ACH	\$325.81	Telecom Services 3/25-4/24
CenturyLink	10-Apr-24	ACH	\$53.56	Telecom Services 2 MONTHS
CenturyLink	10-Apr-24	ACH	\$53.56	Telecom Services 3/22-4/21
CenturyLink	10-Apr-24	ACH	\$349.09	Telecom Services 3/25-4/24
CenturyLink	10-Apr-24	ACH	\$259.34	Telecom Services 3/22-4/21
Christensen, Inc	25-Mar-24	ACH	\$1,955.80	15W40 Oil
Christensen, Inc	25-Mar-24	ACH	\$2,214.30	5W20 Oil
Christensen, Inc	10-Apr-24	ACH	\$62.00	Tank Gauge
Christensen, Inc	10-Apr-24	ACH	\$605.88	Coolant - Gilligs
Christensen, Inc	10-Apr-24	ACH	\$828.96	Coolant - Cutaways
Christensen, Inc	10-Apr-24	ACH	\$7,940.90	Engine Oil
Christensen, Inc	10-Apr-24	ACH	\$5,442.36	Unleaded Gas
City of Boise	20-Mar-24	ACH	\$67,467.46	Permit for 777 W. Main St.
City of Boise	21-Mar-24	ACH	\$0.85	Convenience Fee for Payment online
City of Caldwell Water Department	08-Apr-24	60608	\$72.57	Water/Sewer/st. light
City of Caldwell Water Department	08-Apr-24	60608	\$126.27	water
City of Garden City	08-Apr-24	60609	\$79.35	Garbage, Water, Sewer
Clean Energy	10-Apr-24	ACH	\$225.00	Natural Gas
CLEGG, ELAINE	10-Apr-24	ACH	\$49.95	Chamber Leadership Conf
CNA Surety Direct Bill	08-Apr-24	60610	\$39.00	ID Blanket Notary
CobiKat Enterprises, LLC	10-Apr-24	ACH	\$698.69	Promotional Items

Commercial Tire, Inc	25-Mar-24	ACH	\$802.65	Lube/PMI/Break services
Commercial Tire, Inc	25-Mar-24	ACH	\$27.02	Rear Tail light & labor
Commercial Tire, Inc	25-Mar-24	ACH	\$1,284.00	Batteries
Commercial Tire, Inc	25-Mar-24	ACH	\$807.39	Tires N614 LRI/O
Commercial Tire, Inc	25-Mar-24	ACH	\$1,092.88	N337 Rear Tires
Commercial Tire, Inc	25-Mar-24	ACH	\$814.28	N511 Drive Tires
Commercial Tire, Inc	25-Mar-24	ACH	\$361.20	Tires
Commercial Tire, Inc	25-Mar-24	ACH	\$1,537.38	Tires
Commercial Tire, Inc	25-Mar-24	ACH	\$1,537.38	Tires
Commercial Tire, Inc	25-Mar-24	ACH	\$32.00	Tires
Commercial Tire, Inc	25-Mar-24	ACH	\$99.00	Tires
Commercial Tire, Inc	25-Mar-24	ACH	\$32.00	Tires
Commercial Tire, Inc	25-Mar-24	ACH	\$1,537.38	Tires
Commercial Tire, Inc	10-Apr-24	ACH	\$935.55	Lube/break services & rotors
Commercial Tire, Inc	10-Apr-24	ACH	\$26.28	Replace turn signal & labor
Commercial Tire, Inc	10-Apr-24	ACH	\$42.55	labor for headlight issue
Commercial Tire, Inc	10-Apr-24	ACH	\$306.30	Lube, oil filter,PMI inspection
Commercial Tire, Inc	10-Apr-24	ACH	\$64.00	N336 Run outs
Commercial Tire, Inc	10-Apr-24	ACH	\$13.95	Tires
Commercial Tire, Inc	10-Apr-24	ACH	\$1,537.38	Tires
Commercial Tire, Inc	10-Apr-24	ACH	\$1,565.28	Tires
CompuNet, Inc	25-Mar-24	ACH	\$250.00	Professional Servies
CROWDER SUPPLY CO LLC	25-Mar-24	ACH	\$4,092.71	Post drv, municipality kit
CSHQA	25-Mar-24	ACH	\$11,412.90	On-call Transit Architecture East Lot
CSHQA	25-Mar-24	ACH	\$3,381.60	East Lot Development
Cummins Rocky Mountain, LLC	25-Mar-24	ACH	\$732.00	Check Engine Light N616
Curtis Clean Sweep	25-Mar-24	ACH	\$220.00	Sweep/Detail Boise Garage
Custom Care Pest Services	10-Apr-24	ACH	\$95.00	Pest Services
Cybersource Corporation	25-Mar-24	ACH	\$310.00	Monthly maintenance fee
David Gregory Sherman	08-Apr-24	60611	\$180.00	Windshield Repairs
Delerok, Inc.	25-Mar-24	ACH	\$1,308.80	UMO Monthly Fee's
Dennis Dillon Auto Park	10-Apr-24	ACH	\$75.17	Parts
DMC Sales	10-Apr-24	ACH	\$764.50	Anti-Freeze
Dwaine S Lee, LLC	25-Mar-24	ACH	\$356.50	Tow N322 Boise to Caldwell
Dwaine S Lee, LLC	25-Mar-24	ACH	\$201.00	Towing Service
Dwaine S Lee, LLC	25-Mar-24	ACH	\$327.75	Towing Service
Dwaine S Lee, LLC	25-Mar-24	ACH	\$121.44	Towing Service
Dwaine S Lee, LLC	25-Mar-24	ACH	\$327.75	Towing Service
Dwaine S Lee, LLC	10-Apr-24	ACH	\$201.00	Towing Service
Dwaine S Lee, LLC	10-Apr-24	ACH	\$293.25	Towing Service
Ecolube Recovery, LLC.	25-Mar-24	ACH	\$25.00	Oil Filter Disposal
Ecolube Recovery, LLC.	25-Mar-24	ACH	\$90.00	Parts Washer Lease
EDM Technology, Inc.	25-Mar-24	ACH	\$4,980.00	Local adult Passes
EISENBERG, GREGG	10-Apr-24	ACH	\$50.00	Cell Phone Reimbursement
Elliott Auto Supply Co., Inc	25-Mar-24	ACH	\$217.63	Trans. Fluid, oil pan set
Elliott Auto Supply Co., Inc	10-Apr-24	ACH	\$400.44	Bus Parts
ETA Phi Systems, Inc.	25-Mar-24	ACH	\$7,671.70	O&M cost for CAD/AVL system
FASTENAL	25-Mar-24	ACH	\$625.50	Safety Vests
Fehr & Peers	10-Apr-24	ACH	\$1,244.10	Intercity Connctions Study
Fehr & Peers	10-Apr-24	ACH	\$4,759.30	Intercity Connections Study
First Transit	10-Apr-24	ACH	\$28,230.65	Ada/Canyon Mgmnt Fee's
Fleet Services	09-Apr-24	ACH	\$8,079.81	Fuel
Fleet Services	09-Apr-24	ACH	\$988.16	Fuel
Fleet Services	09-Apr-24	ACH	\$447.79	Fuel
FOURTHSQUARE LLC	10-Apr-24	ACH	\$74,844.00	ERP SW & Implemmentation
GATES, MARTIN	25-Mar-24	ACH	\$28.61	Reimbursement - Shorts
Gem State Paper & Supply	25-Mar-24	ACH	\$154.47	Shop Supplies
Gem State Paper & Supply	25-Mar-24	ACH	\$344.45	Shop Supplies
Gem State Paper & Supply	10-Apr-24	ACH	\$533.03	Shop Supplies
Gem State Paper & Supply	10-Apr-24	ACH	\$506.60	Shop Supplies
Genfare, LLC	25-Mar-24	ACH	\$288.23	Inventory Parts
Genfare, LLC	25-Mar-24	ACH	\$28.98	Farebox Parts
Genfare, LLC	25-Mar-24	ACH	\$137.75	OCU Cable
Gillig, LLC	25-Mar-24	ACH	\$307.18	Vehicle
Gillig, LLC	25-Mar-24	ACH	\$3,081.87	Vehicle
Gillig, LLC	25-Mar-24	ACH	\$49.95	Back Door Struts
Gillig, LLC	25-Mar-24	ACH	\$1,035.58	Vehicle
Gillig, LLC	25-Mar-24	ACH	\$13.72	Vehicle
Gillig, LLC	25-Mar-24	ACH	\$122.52	Filters
Gillig, LLC	25-Mar-24	ACH	\$312.76	Vehicle
Gillig, LLC	10-Apr-24	ACH	\$16.65	Struts - Engine Door
Gillig, LLC	10-Apr-24	ACH	\$247.26	Sun Shades
Gillig, LLC	10-Apr-24	ACH	\$451.86	Wiper Arms
Gillig, LLC	10-Apr-24	ACH	\$2,566.18	Vehicle
Gillig, LLC	10-Apr-24	ACH	\$676.01	Circuit Breakers, Relay Valve
Gillig, LLC	10-Apr-24	ACH	\$32.74	Circuit Breaker
Gillig, LLC	10-Apr-24	ACH	\$23.65	Vehicle
Gillig, LLC	10-Apr-24	ACH	\$27.96	Sealer
Gillig, LLC	10-Apr-24	ACH	\$133.40	Filters
Gillig, LLC	10-Apr-24	ACH	\$1,622.59	Vehicle
Gillig, LLC	10-Apr-24	ACH	\$126.09	Breather, O-Rings
Gillig, LLC	10-Apr-24	ACH	\$94.46	Filters
Gillig, LLC	10-Apr-24	ACH	\$2,592.23	Vehicle
Gillig, LLC	10-Apr-24	ACH	\$328.00	Emergency Exit Braille
Gillig, LLC	10-Apr-24	ACH	\$206.69	Hose, Humps
Gillig, LLC	10-Apr-24	ACH	\$13.60	Clamps

Gillig, LLC	10-Apr-24	ACH	\$86.00	Wiper Blades
Gillig, LLC	10-Apr-24	ACH	\$55.89	Vehicle
Glass Doctor	25-Mar-24	ACH	\$387.35	Windshield
Glass Doctor	10-Apr-24	ACH	\$512.85	New Windshield
Glass Doctor	10-Apr-24	ACH	\$64.95	Glass Repair
GODFREY, KATHLEEN	08-Apr-24	ACH	\$192.20	Reimb Business lunches
GOETTL, CODY	25-Mar-24	ACH	\$44.11	Reimb Food
Grainger Inc	10-Apr-24	ACH	\$45.02	Paper Towel
Grainger Inc	10-Apr-24	ACH	\$936.38	Inventory Parts
Grainger Inc	10-Apr-24	ACH	\$79.13	Facial Tissue
Grainger Inc	10-Apr-24	ACH	\$30.09	Torque Marker
GRIMSLEY, ROBERT	25-Mar-24	60585	\$314.96	Reimbursement - Tools
HASSAN, DEANNA	10-Apr-24	ACH	\$50.00	Cell Phone Reimbursement
Hawkeye Builders Inc	10-Apr-24	ACH	\$179,537.48	Pay App#10 - Orchard Parking Lot
Hawley Troxell Ennis & Hawley	25-Mar-24	ACH	\$674.50	Legal Services
Hawley Troxell Ennis & Hawley	25-Mar-24	ACH	\$573.75	Legal Services - airport ground lease
Hawley Troxell Ennis & Hawley	25-Mar-24	ACH	\$2,924.00	Legal Services
Hawley Troxell Ennis & Hawley	25-Mar-24	ACH	\$750.50	Legal Services
Hawley Troxell Ennis & Hawley	10-Apr-24	ACH	\$1,156.00	Legal Services
Hi - Line	25-Mar-24	ACH	\$347.81	Nuts & Bolts
HILL, CHARLIE	08-Apr-24	ACH	\$71.77	Reimb Meals
HILL, CHARLIE	08-Apr-24	ACH	\$33.18	Reimb Bus parts
Hilliard, Barbara	09-Apr-24	60618	\$4,938.33	Claim due to accident
Hot Shots, Inc.	25-Mar-24	ACH	\$1,116.56	Courier Services
ICRMP	08-Apr-24	60612	\$82,451.50	Annual Premiums
Idaho Correctional Industries	25-Mar-24	60586	\$68,468.00	Sign Blades
Idaho Express Detail	25-Mar-24	ACH	\$450.00	Bus detail
Idaho Power	25-Mar-24	ACH	\$656.00	Utilities 2/13-3/13
Idaho Power	25-Mar-24	ACH	\$16,916.20	Utilities
Idaho Power	25-Mar-24	ACH	\$2,764.93	Utilities 2/13-3/13
Idaho Power	10-Apr-24	ACH	\$17.95	Utilities 2/27-3/26
Idaho Power	10-Apr-24	ACH	\$1,572.70	Utilities 3/2-4/2
Idaho Records Management, LLC	25-Mar-24	ACH	\$154.44	Services
Impact Home Services	10-Apr-24	ACH	\$189.00	pest control
Intermountain Claims, Inc	01-Apr-24	60601	(\$239.50)	Claim VRT-03-13-23
Intermountain Claims, Inc	01-Apr-24	60601	\$239.50	Claim VRT-03-13-23
Intermountain Claims, Inc	01-Apr-24	60603	\$239.50	Claim VRT-03-13-23
Intermountain Gas	25-Mar-24	ACH	\$531.74	Utilities 2/10-3/11
Intermountain Gas	25-Mar-24	ACH	\$1,195.92	Utilities 2/21-3/20
Intermountain Gas	25-Mar-24	ACH	\$3,218.09	Utilities 2/10-3/11
Intermountain Gas	25-Mar-24	ACH	\$246.07	Utilities 2/22-3/21
Intermountain Gas	10-Apr-24	ACH	\$18,371.58	Utilities
Intermountain Gas	10-Apr-24	ACH	\$81.97	Utilities 2/28-3/28
Intermountain Gas	10-Apr-24	ACH	\$531.74	Utilities 2/10-3/11
Intermountain Gas	10-Apr-24	ACH	(\$531.74)	Utilities
Jacobs Engineering Group, Inc.	25-Mar-24	ACH	\$41,115.34	Spring Construction Orchard Prkng lot
Jacobs Engineering Group, Inc.	25-Mar-24	ACH	\$24,705.09	LoNo
Jarrett Walker & Associates, LLC	10-Apr-24	ACH	\$807.18	Update of VRT system map/route brochures
JIMENEZ, GABRIEL	08-Apr-24	60613	\$200.00	Reimbursement - Shoes
John Lance Giles	10-Apr-24	ACH	\$10,000.00	Consulting Services
JoPaul & Sons LLC	10-Apr-24	ACH	\$49.00	Vehicle washes
Karcher Auto Parts	25-Mar-24	ACH	\$223.46	Oil Filters, Belts
Karcher Auto Parts	10-Apr-24	ACH	\$87.20	WD40
Karcher Auto Parts	10-Apr-24	ACH	\$349.99	Super Clean
Karcher Auto Parts	10-Apr-24	ACH	\$226.96	Rotors
Karcher Auto Parts	10-Apr-24	ACH	\$101.88	Oil Filters
Karcher Auto Parts	10-Apr-24	ACH	\$147.68	Maintenance supplies for vehicles
Kenworth Sales	25-Mar-24	ACH	\$10,305.36	Body Repairs & Paint N612
Kenworth Sales	25-Mar-24	ACH	(\$12.50)	Sensor Core Credit
Kenworth Sales	25-Mar-24	ACH	\$12.50	Sensor
Kenworth Sales	25-Mar-24	ACH	\$85.94	Gaskets, Seals
Kenworth Sales	25-Mar-24	ACH	(\$12.50)	Inventory Parts Sensor Credit
Kenworth Sales	10-Apr-24	ACH	\$206.04	Inventory Parts
Kenworth Sales	10-Apr-24	ACH	\$600.00	Inventory Parts
Kenworth Sales	10-Apr-24	ACH	\$272.40	Inventory Parts
Kenworth Sales	10-Apr-24	ACH	\$12.50	Sensor
Kenworth Sales	10-Apr-24	ACH	\$225.70	Water Pump
KRONENBITTER, FRANK	10-Apr-24	ACH	\$50.00	Cell Phone Reimbursement
KROUPA, KRISTINA	10-Apr-24	ACH	\$50.00	Cell Phone Reimbursement
Language Line Solutions	25-Mar-24	ACH	\$474.56	Translation services
LEARY, TODD	08-Apr-24	60614	\$111.30	Reimbursement - Shoes
Lift-U	25-Mar-24	ACH	\$175.79	Parts
Lift-U	25-Mar-24	ACH	\$125.06	Parts
Lithia Motors Payment Processing	25-Mar-24	ACH	\$11.67	Inventory Parts
Lithia Motors Payment Processing	25-Mar-24	ACH	\$69.91	Weather stripping
Lithia Motors Payment Processing	25-Mar-24	ACH	\$28.58	Seals
Lithia Motors Payment Processing	25-Mar-24	ACH	\$67.95	Part for vehicles
Lithia Motors Payment Processing	25-Mar-24	ACH	\$241.18	Starter
Lithia Motors Payment Processing	25-Mar-24	ACH	\$148.98	Mud Flaps
Lithia Motors Payment Processing	25-Mar-24	ACH	\$167.98	Rotors
Lithia Motors Payment Processing	25-Mar-24	ACH	\$298.04	Calipers
Lithia Motors Payment Processing	25-Mar-24	ACH	\$511.84	Replacement hub caps
Lithia Motors Payment Processing	25-Mar-24	ACH	\$279.96	Inventory Parts
Lithia Motors Payment Processing	25-Mar-24	ACH	\$1,535.34	vehicle repairs
Lithia Motors Payment Processing	25-Mar-24	ACH	\$748.38	Inventory Parts
Lithia Motors Payment Processing	25-Mar-24	ACH	(\$1,800.00)	Engine Core Credit

Lithia Motors Payment Processing	25-Mar-24	ACH	(\$35.00) Starter Core Credit
Lithia Motors Payment Processing	25-Mar-24	ACH	(\$100.00) Caliper Core Credit
Lithia Motors Payment Processing	25-Mar-24	ACH	(\$35.00) Core Credit - Org Inv #249532
Lithia Motors Payment Processing	25-Mar-24	ACH	\$397.40 Inventory Parts
Lithia Motors Payment Processing	10-Apr-24	ACH	\$2,035.90 Inventory Parts
Lithia Motors Payment Processing	10-Apr-24	ACH	\$213.70 Spark Plugs, Boots
Lithia Motors Payment Processing	10-Apr-24	ACH	\$412.30 Rotors, Seals
Lithia Motors Payment Processing	10-Apr-24	ACH	\$5.21 Hood Bumper
Lithia Motors Payment Processing	10-Apr-24	ACH	\$108.53 Brake Kit, Retainer
Lithia Motors Payment Processing	10-Apr-24	ACH	\$590.34 Inventory Parts
Lithia Motors Payment Processing	10-Apr-24	ACH	\$503.87 Inventory Parts
Lithia Motors Payment Processing	10-Apr-24	ACH	\$162.59 Inventory Parts
Lizabeth C. Arkoosh	25-Mar-24	ACH	\$9,300.00 Rent April/May/June
Loomis Armored US, LLC	25-Mar-24	ACH	\$568.40 Armored Car Service
Lotus Boise Corp	25-Mar-24	ACH	\$500.00 Radio Ads
Lotus Boise Corp	25-Mar-24	ACH	\$500.00 Radio Ads
Lowes Home Improvement	25-Mar-24	ACH	\$37.95 Shop Supplies
Lowes Home Improvement	25-Mar-24	ACH	\$32.04 Shop Supplies
Lowes Home Improvement	25-Mar-24	ACH	\$38.30 Shop Supplies
Lowes Home Improvement	25-Mar-24	ACH	\$6.56 Shop Supplies
Lowes Home Improvement	10-Apr-24	ACH	\$332.49 Shop Supplies
Lyft, Inc	25-Mar-24	ACH	\$1,768.93 Transit Connections
Lyft, Inc	25-Mar-24	ACH	\$456.24 Late Night Ride connects
Machinery West, Inc.	10-Apr-24	ACH	\$1,050.00 Lift Inspection
MAXWELL, WILLIAM GORDON	10-Apr-24	ACH	\$50.00 Cell Phone Reimbursement
MCEWEN, HARRIET	25-Mar-24	60587	\$200.00 Reimbursement - Shoes
McLarens, LLC	25-Mar-24	ACH	\$1,000.00 Fee's
Meridian Lodge No.47, AF&AM	25-Mar-24	60588	\$936.00 Overnight parking for buses
Metro Community Services	25-Mar-24	ACH	\$30,773.84 Acquisition of Services - for Jan
Metro Community Services	25-Mar-24	ACH	\$31,505.92 Acquisition of Services - Feb
Mills, Wayne	01-Apr-24	60604	\$533.83 Volunteer Driver for JAN
Napa Auto Parts	10-Apr-24	ACH	\$609.59 Parts
National Safety Council	25-Mar-24	ACH	\$262.50 Defensive Driving Course (5) online
New Flyer Parts	25-Mar-24	ACH	\$1,255.68 Inventory Parts
Norco Inc	25-Mar-24	ACH	\$11.89 Cylinder Rental - February
Northwest Lift & Equipment LLC	10-Apr-24	ACH	\$1,225.00 Lift Inspection
ODP Business Solutions, LLC	25-Mar-24	ACH	\$55.88 Office Supplies
ODP Business Solutions, LLC	25-Mar-24	ACH	\$10.85 Office Supplies
ODP Business Solutions, LLC	25-Mar-24	ACH	\$30.99 Office Supplies
ODP Business Solutions, LLC	25-Mar-24	ACH	\$12.43 Office Supplies
ODP Business Solutions, LLC	10-Apr-24	ACH	\$10.38 Office Chair
ODP Business Solutions, LLC	10-Apr-24	ACH	\$181.39 Office Chair
ODP Business Solutions, LLC	10-Apr-24	ACH	\$73.62 Office Supplies
ODP Business Solutions, LLC	10-Apr-24	ACH	\$12.26 Office Supplies
ODP Business Solutions, LLC	10-Apr-24	ACH	\$24.76 Office Supplies
ODP Business Solutions, LLC	10-Apr-24	ACH	\$43.35 Office Supplies
ODP Business Solutions, LLC	10-Apr-24	ACH	\$115.77 3 cases paper
ODP Business Solutions, LLC	10-Apr-24	ACH	\$287.97 Toner
O'Reilly Auto Enterprises, LLC	25-Mar-24	ACH	\$47.74 Oil dye
O'Reilly Auto Enterprises, LLC	25-Mar-24	ACH	\$47.74 Oil Dye
O'Reilly Auto Enterprises, LLC	25-Mar-24	ACH	\$161.21 Turn Signal Switch
O'Reilly Auto Enterprises, LLC	25-Mar-24	ACH	\$12.60 Brake Bolt Kit
O'Reilly Auto Enterprises, LLC	25-Mar-24	ACH	\$11.40 Brake Washer
O'Reilly Auto Enterprises, LLC	25-Mar-24	ACH	\$6.38 Pin Boot Kit
O'Reilly Auto Enterprises, LLC	10-Apr-24	ACH	\$161.21 Turn Switch
O'Reilly Auto Enterprises, LLC	10-Apr-24	ACH	(\$161.21) Turn Switch - Warranty Part
O'Reilly Auto Enterprises, LLC	10-Apr-24	ACH	\$22.83 Gaskets
O'Reilly Auto Parts	25-Mar-24	ACH	\$583.37 Parts
O'Reilly Auto Parts	10-Apr-24	ACH	\$622.13 Batteries
O'Reilly Auto Parts	10-Apr-24	ACH	(\$522.14) Battery Return - Org Inv # 2894-333497
Pacific Office Automation	10-Apr-24	ACH	\$589.18 Printer/copier leases
PANGBURN, KEITH	25-Mar-24	60589	\$175.95 Reimbursement - Shoes & Pants
Paragon Consulting, Inc	25-Mar-24	ACH	\$495.00 Consulting services
Paragon Consulting, Inc	25-Mar-24	ACH	\$3,500.00 Consulting services
Parma Senior Center	12-Apr-24	ACH	\$3,988.48 Acquisition of Services
Peak Industrial, Inc.	25-Mar-24	60590	\$259.74 Parts
Peak Industrial, Inc.	25-Mar-24	60590	\$1,273.63 Parts
PEDROSA, LESLIE	25-Mar-24	60591	\$340.40 PerDiem FTA Drug & Alcohol Conference
Peterson Motor Co.	25-Mar-24	60592	\$810.00 Parts
PETERSON, SANDY	25-Mar-24	ACH	\$83.72 Employee Reimbursement Uniform Pants
Primary Health Medical Group, LLC	25-Mar-24	60593	\$85.00 DOT Physical
Primary Health Medical Group, LLC	25-Mar-24	60593	\$180.00 DOT Physicals
Primary Health Medical Group, LLC	08-Apr-24	60615	\$340.00 DOT Physicals
ProPeople	25-Mar-24	ACH	\$572.52 Temp Wages
ProPeople	25-Mar-24	ACH	\$539.49 Temp Wages
ProPeople	25-Mar-24	ACH	\$1,101.00 Temp Wages Eagle On-demand
ProPeople	25-Mar-24	ACH	\$770.71 Temp wages - beyond access
ProPeople	25-Mar-24	ACH	\$1,101.00 Temp Wages
ProPeople	25-Mar-24	ACH	\$1,194.46 Temp Wages
ProPeople	10-Apr-24	ACH	\$1,263.28 Temp Wages
ProPeople	10-Apr-24	ACH	\$1,101.00 Temp Wages
ProPeople	10-Apr-24	ACH	\$1,747.76 Temp Wages
ProPeople	10-Apr-24	ACH	\$1,101.00 Temp Wages
ProPeople	10-Apr-24	ACH	\$5,488.34 Temp Wages
ProPeople	10-Apr-24	ACH	\$1,277.16 Temp Wages
ProPeople	10-Apr-24	ACH	\$1,101.00 Temp Wages

ProPeople	10-Apr-24	ACH	\$6,814.97	Temp Wages
Quench USA, Inc	25-Mar-24	ACH	\$57.00	Water Dispenser 2/26 - 3/25/24
Quench USA, Inc	25-Mar-24	ACH	\$289.95	Water Rental
RDK Corporation	25-Mar-24	ACH	\$30.00	Background screening
RDK Corporation	25-Mar-24	ACH	\$200.00	Background Checks
RENTERIA, ISRAEL HURTADO	10-Apr-24	ACH	\$234.00	Reimbursement - CDL Permit & License
Robert Half International, Inc	25-Mar-24	ACH	\$1,917.60	Temp Wages
Robert Half International, Inc	25-Mar-24	ACH	\$1,917.60	Temp Wages
Robert Half International, Inc	10-Apr-24	ACH	\$1,917.00	Temp wages
Robert Half International, Inc	10-Apr-24	ACH	\$1,917.60	Temp Wages
Robert Half International, Inc	10-Apr-24	ACH	\$1,917.60	Temp Wages
Robert Half International, Inc	11-Apr-24	ACH	\$1,917.00	Temp wages
Robert Half International, Inc	11-Apr-24	ACH	\$0.60	Temp Wages
Robert Half International, Inc	11-Apr-24	ACH	\$1,917.60	Temp Wages
Robert Half International, Inc	11-Apr-24	ACH	\$1,917.60	Temp Wages
Romaine Electric Corporation	25-Mar-24	ACH	\$479.94	Parts
Romaine Electric Corporation	25-Mar-24	ACH	\$1,058.56	Parts
Romaine Electric Corporation	25-Mar-24	ACH	\$1,031.88	Parts
Romaine Electric Corporation	25-Mar-24	ACH	\$1,038.48	Parts
Romaine Electric Corporation	25-Mar-24	ACH	(\$500.00)	Core Credit - Org Inv 1-364485
Romaine Electric Corporation	10-Apr-24	ACH	\$2,525.00	Parts
Romaine Electric Corporation	10-Apr-24	ACH	\$657.78	Parts
SAMG Occupational Med - Emerald	25-Mar-24	60594	\$165.00	Drug Screen/Physicals
SAMG Occupational Med - Emerald	25-Mar-24	60594	\$150.00	Drug Screen/Physicals
Seon Systems Sales Inc.	25-Mar-24	ACH	\$10,650.00	Camera Systems
Seon Systems Sales Inc.	25-Mar-24	ACH	(\$1,548.00)	Parts Return - PO # 10015629
Shred-it USA- LLC	25-Mar-24	ACH	\$122.99	Document Shredding
Shred-it USA- LLC	10-Apr-24	ACH	\$139.08	Document Shredding
SIJ Holdings, LLC.	25-Mar-24	ACH	\$107.94	Legal Notices
Smith Power Products, Inc	25-Mar-24	ACH	\$96.62	Inventory Parts
Smith Power Products, Inc	10-Apr-24	ACH	\$15.78	Fill Tube Seals
SMITH, JOSHUA	10-Apr-24	ACH	\$50.00	Cell Phone Reimbursement
SMITH, RONALD A	25-Mar-24	60595	\$63.58	Reimbursement - Shoes
STEPHENS, ANGELA	25-Mar-24	ACH	\$143.10	Reimbursement - Shoes
STEPHENS, ANGELA	10-Apr-24	ACH	\$56.90	Reimbursement - Shoes
Stoltz Marketing Group, Inc	25-Mar-24	ACH	\$17,981.32	Marketing/Accnt Admin.
Stoltz Marketing Group, Inc	25-Mar-24	ACH	\$31,250.00	Payment for producer/production exp.
Stoltz Marketing Group, Inc	12-Apr-24	ACH	\$38,750.00	Freelance producer & production fee's
Syringa Networks, LLC	25-Mar-24	ACH	\$558.42	Telecom Services - VOIP
Syringa Networks, LLC	25-Mar-24	ACH	\$4,820.00	Telecom Services
Tacoma Screw Products Inc.	25-Mar-24	ACH	\$138.00	Nuts & Bolts
Tacoma Screw Products Inc.	25-Mar-24	ACH	\$110.65	Nuts & Bolts
Tacoma Screw Products Inc.	10-Apr-24	ACH	\$29.65	Nuts & Bolts
Tait & Associates, Inc	25-Mar-24	ACH	\$1,155.00	HDTC Remodel
The Car Park, LLC	25-Mar-24	ACH	\$825.00	Passes
The Car Park, LLC	25-Mar-24	ACH	\$75.00	Parking passes
The Hartwell Corporation	25-Mar-24	ACH	\$22,411.00	EPLI Renewal - Ada county
The Hartwell Corporation	25-Mar-24	ACH	\$12,497.00	EPLI renewal - Canyon County
Thompson and Associates, Inc.	10-Apr-24	ACH	\$4,617.53	HR consulting
TK Elevator Corporation	08-Apr-24	ACH	\$618.45	Elevator maintenance
TK Elevator Corporation	08-Apr-24	ACH	\$618.45	Elevator maintenance
Townsquare Media Boise	10-Apr-24	ACH	\$1,650.00	Radio Ads
Transpo Group USA, Inc.	25-Mar-24	ACH	\$5,030.00	Consulting Services
Transpo Group USA, Inc.	10-Apr-24	ACH	\$2,116.25	Consulting Services
Transpo Group USA, Inc.	10-Apr-24	ACH	\$12,386.25	Consulting Services
Treasure Valley Coffee	25-Mar-24	ACH	\$142.60	Shop - FA
Treasure Valley Coffee	25-Mar-24	ACH	\$90.60	Office - FA
Treasure Valley Coffee	25-Mar-24	ACH	\$104.59	Orchard - Coffee
Treasure Valley Coffee	25-Mar-24	ACH	\$58.49	MSS - Coffee
Treasure Valley Coffee	25-Mar-24	ACH	\$77.75	MSS - Cups
Treasure Valley Coffee	25-Mar-24	ACH	\$428.55	Coffee/creamers
Treasure Valley Coffee	10-Apr-24	ACH	\$36.10	Orchard - Water Cooler
Treasure Valley Coffee	10-Apr-24	ACH	\$123.98	Coffee
Treasure Valley Coffee	10-Apr-24	ACH	\$86.69	MSS - Coffee
Treasure Valley Curb & Sprinkling Inc	25-Mar-24	ACH	\$454.00	Landscaping 1 of 9 Installments
Treasure Valley Transit	25-Mar-24	ACH	\$6,320.00	Sub-recipient
Treasure Valley Transit	25-Mar-24	ACH	\$19,563.00	Sub-recipient
TruckPro Holding Corporation	25-Mar-24	60596	\$15.25	Parts
Uline, Inc	10-Apr-24	ACH	\$3,002.29	Water-wall Barrier - orange
UniFirst Acct# 1395966	25-Mar-24	ACH	\$75.49	Mats, Cloths, Uniforms
UniFirst Acct# 1395966	10-Apr-24	ACH	\$75.49	Mats, Cloths, Uniforms
UniFirst Acct# 1395966	10-Apr-24	ACH	\$75.49	Mats, Cloths, Uniforms
UniFirst Acct# 1410130	25-Mar-24	ACH	\$147.12	Laundry Services
UniFirst Acct# 1410130	25-Mar-24	ACH	\$147.12	Laundry Services
UniFirst Acct# 1410130	25-Mar-24	ACH	\$147.12	Laundry Services
UniFirst Acct# 1410130	10-Apr-24	ACH	\$147.12	Laundry Services
UniFirst Acct# 1410130	10-Apr-24	ACH	\$144.87	Laundry Services
United Auto Upholstery	25-Mar-24	60597	\$700.00	Seat Repair
United Auto Upholstery	25-Mar-24	60597	\$700.00	Seat Repair
United Site Services of Nevada, Inc.	25-Mar-24	ACH	\$289.45	Restroom Rental
UPS Freight	25-Mar-24	60598	\$118.40	Freight
UPS Freight	08-Apr-24	60616	\$243.10	Freight
US Bank Plaza Condominium Assoc., Inc.	10-Apr-24	ACH	\$6,552.00	Association Dues
USable Life	12-Apr-24	ACH	\$2,112.32	Ins. Preimiums
Verizon Wireless	25-Mar-24	60599	\$2,965.84	Cell Phone Service 2/16-3/15
Verizon Wireless	25-Mar-24	60599	\$427.46	Cell Phone Service 2/16-3/15

Verizon Wireless	25-Mar-24	60599	\$92.18	Cell Phone Service 2/16-3/15
Verizon Wireless	25-Mar-24	60599	\$51.45	Cell Phone Service 2/16-3/15
Verizon Wireless	25-Mar-24	60599	\$52.17	Cell Phone Service 2/16-3/15
Verizon Wireless	25-Mar-24	60599	\$1,634.05	Cell Phone Service 2/16-3/15
Verizon Wireless	25-Mar-24	60599	\$180.08	Cell Phone Service 2/18-3/17
Via Transportation, Inc.	25-Mar-24	ACH	\$7,925.00	Scheduling SW
WASHINGTON, CORRIE	10-Apr-24	ACH	\$50.00	Cell Phone Reimbursement
WASHINGTON, JOSHUA	25-Mar-24	ACH	\$200.00	Reimbursement - Shoes
WCF National Insurance Company	09-Apr-24	ACH	\$12,647.96	Ins. Premiums
Wienhoff Drug Testing	25-Mar-24	60600	\$55.00	Drug Test M. Keenan
Wienhoff Drug Testing	08-Apr-24	60617	\$805.00	Drug Testing
William Beard	25-Mar-24	ACH	\$182.00	Bus Washing
William Beard	25-Mar-24	ACH	\$411.00	Bus Washing
William Beard	10-Apr-24	ACH	\$251.00	Bus Washing
William Beard	10-Apr-24	ACH	\$390.00	Bus Washing
William Beard	10-Apr-24	ACH	\$52.00	Bus Washing
WSP USA Inc.	25-Mar-24	ACH	<u>\$2,812.16</u>	HDTC Engineering
			\$1,373,190.16	

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

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. lights 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 Regionl 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 Regionl 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

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

Payee	Payment Date	CheckNum	Amount	Invoice Description
Access Idaho-26682	28-May-24	60653	\$139.76	DL Searches
Action Garage Door, Inc.	28-May-24	ACH	\$310.00	Garage Door Repair
Agnew Beck Consulting, Inc.	28-May-24	ACH	\$4,027.50	Facilitation servcies
Alexander Clark Printing	28-May-24	60654	\$164.18	Envelopes
Alexander Clark Printing	28-May-24	60654	\$56.95	Business Cards
Alexander Clark Printing	28-May-24	60654	\$6,631.80	21 Versions of route maps
All-Pro Commercial Cleaning, LLC	28-May-24	ACH	\$80.00	Janitorial Services
Alternative Hose	28-May-24	ACH	\$19.98	Parts
AMAZON.COM SERVICES, INC.	28-May-24	ACH	\$82.76	4 iPad cases
Anthony, Elizabeth	28-May-24	ACH	\$212.22	Volunteer Driver
AppRiver, LLC	28-May-24	ACH	\$1,903.14	Spam filtering services
ARI Phoenix, Inc.	28-May-24	ACH	\$173,926.73	Mobile Lifts
ARI Phoenix, Inc.	28-May-24	ACH	\$54,914.22	Mobile Lifts
ASHBROOK, LEWIS M.	28-May-24	ACH	\$50.00	Reimb Cell - May
A-Z Bus Sales, Inc	28-May-24	ACH	\$950.10	N2511 Body Work Supplies
A-Z Bus Sales, Inc	28-May-24	ACH	\$191.44	Parts
A-Z Bus Sales, Inc	28-May-24	ACH	\$95.48	Bus parts
A-Z Bus Sales, Inc	28-May-24	ACH	\$392.81	Pendant - Lift
A-Z Bus Sales, Inc	28-May-24	ACH	\$50.23	Watch Your Step Plate
BAILEY, WILLIAM	28-May-24	60655	\$40.28	Reimbursement - Belt
Barber, Richard P	28-May-24	ACH	\$127.73	Volunteer Driver
Batteries Plus, LLC	28-May-24	ACH	\$31.73	Battery
Black Signs of Idaho, Inc.	28-May-24	ACH	\$50.00	Sign Back Rental
Boise Community Radio Project	28-May-24	ACH	\$336.00	Radio Ads
Boise Peterbilt	28-May-24	ACH	\$317.52	Inventory Parts
Boise State University	28-May-24	ACH	\$1,267.30	COVID Travel behavior study
Boise State University	28-May-24	ACH	\$1,259.31	COVID Travel Behavior Study
Boise State University	28-May-24	ACH	\$1,811.29	COVID Travel behavior
Boise State University	28-May-24	ACH	\$41,588.20	COVID Travel behavior
Boise State University	28-May-24	ACH	\$13,355.29	Sub-recipient
Brady Industries of Nevada, LLC	28-May-24	ACH	\$1,493.44	Janitorial Supplies
Brady Industries of Nevada, LLC	28-May-24	ACH	\$772.21	Janitorial Supplies
Cable One Inc	28-May-24	60656	\$161.64	4/27-5/26 Internet/Modem
Career Uniforms Partners	28-May-24	ACH	\$317.30	Uniforms - S. Peterson
Career Uniforms Partners	28-May-24	ACH	\$170.70	Uniforms
Career Uniforms Partners	28-May-24	ACH	\$399.95	Uniforms - D. Fontana
Career Uniforms Partners	28-May-24	ACH	\$318.30	Uniforms - D. Strong
Career Uniforms Partners	28-May-24	ACH	\$559.15	Uniforms - M. Keenan
Career Uniforms Partners	28-May-24	ACH	\$108.75	Uniforms
Career Uniforms Partners	28-May-24	ACH	\$77.85	Uniforms
Career Uniforms Partners	28-May-24	ACH	\$334.35	Uniforms - Yevhen Sirenko
Career Uniforms Partners	28-May-24	ACH	\$138.85	Uniforms
Career Uniforms Partners	28-May-24	ACH	\$51.95	Uniforms
Career Uniforms Partners	28-May-24	ACH	\$235.60	Uniforms
Career Uniforms Partners	28-May-24	ACH	\$190.70	Uniforms
Career Uniforms Partners	28-May-24	ACH	\$55.90	Uniforms
Career Uniforms Partners	28-May-24	ACH	\$167.80	Uniforms
Career Uniforms Partners	28-May-24	ACH	\$105.85	Uniforms
Career Uniforms Partners	28-May-24	ACH	\$212.60	Uniforms
Career Uniforms Partners	28-May-24	ACH	\$281.40	Uniforms
Career Uniforms Partners	28-May-24	ACH	\$18.95	Uniforms
Career Uniforms Partners	28-May-24	ACH	\$287.45	Uniforms
Career Uniforms Partners	28-May-24	ACH	\$284.20	Uniforms - Lydia Velasquez
Career Uniforms Partners	28-May-24	ACH	\$263.65	Uniforms
Career Uniforms Partners	28-May-24	ACH	\$278.90	Uniforms
Career Uniforms Partners	28-May-24	ACH	\$16.90	Uniforms
Career Uniforms Partners	28-May-24	ACH	\$79.35	Uniforms
Catapult3, Inc.	28-May-24	ACH	\$12,521.60	2 full bus wraps
Catapult3, Inc.	28-May-24	ACH	\$11,957.40	Half wraps - 3 busses
Catapult3, Inc.	28-May-24	ACH	\$375.00	Tail Graphics 3 vehicles
Catapult3, Inc.	28-May-24	ACH	\$6,260.80	SIGNAGE INSTALLATION
Catapult3, Inc.	28-May-24	ACH	\$489.20	SIGNAGE INSTALLATION
Center for Transportation & Environment	28-May-24	ACH	\$9,000.00	LowNo
CenturyLink	28-May-24	ACH	\$168.93	Telecom Services 5/7-6/6

Christensen, Inc	28-May-24	ACH	\$4,808.66	Oil
Christensen, Inc	28-May-24	ACH	\$4,659.91	Unleaded Gas
Clean Energy	28-May-24	ACH	\$18,193.61	Natural Gas - 4/1 - 4/30/2024
Clean Energy	28-May-24	ACH	\$405.00	Natural Gas
Clean Energy	28-May-24	ACH	\$2,556.15	Natural Gas
Clean Energy	28-May-24	ACH	\$7,774.00	CNG Methane Detection System
CLEGG, ELAINE	28-May-24	ACH	\$131.96	travel to Missoula, MT
Coach & Equipment Manufacturing, Inc	28-May-24	ACH	\$309.95	Parts
Commercial Tire, Inc	28-May-24	ACH	\$145.95	Lube/filter, wiper blades
Commercial Tire, Inc	28-May-24	ACH	\$0.45	Lube/filter, wiper blades
Commercial Tire, Inc	28-May-24	ACH	\$1,543.85	Lube/filter, brk service
Commercial Tire, Inc	28-May-24	ACH	\$444.90	Battery/service
Commercial Tire, Inc	28-May-24	ACH	\$308.00	Batteries
Commercial Tire, Inc	28-May-24	ACH	\$807.39	Tires N617 LRI/O
Commercial Tire, Inc	28-May-24	ACH	\$441.14	Tires - N2511
Commercial Tire, Inc	28-May-24	ACH	\$256.22	Tires - N333
Commercial Tire, Inc	28-May-24	ACH	\$441.14	Tires N2513
Commercial Tire, Inc	28-May-24	ACH	\$1,443.16	Tires - N336
Commercial Tire, Inc	28-May-24	ACH	\$896.72	Tires - N334
Commercial Tire, Inc	28-May-24	ACH	\$948.78	Tires - N617
Commercial Tire, Inc	28-May-24	ACH	\$896.72	Tires - N337
Commercial Tire, Inc	28-May-24	ACH	(\$163.05)	double-payment
Commercial Tire, Inc	28-May-24	ACH	\$1,614.78	Tires
Commercial Tire, Inc	28-May-24	ACH	\$502.50	Tires
Commercial Tire, Inc	28-May-24	ACH	\$333.00	Battery
Commercial Tire, Inc	28-May-24	ACH	\$2,483.64	Tires
Commercial Tire, Inc	28-May-24	ACH	\$1,614.78	Tires
Commercial Tire, Inc	28-May-24	ACH	\$1,614.78	Tires
Commercial Tire, Inc	28-May-24	ACH	\$32.00	Tires
Commercial Tire, Inc	28-May-24	ACH	\$32.00	Tires
Commercial Tire, Inc	28-May-24	ACH	\$244.00	Tires
Consensus Cloud Solutions	28-May-24	60657	\$286.20	Fax services
CSHQA	28-May-24	ACH	\$9,299.40	East Lot-Transit Architecture
Curtis Clean Sweep	28-May-24	ACH	\$220.00	Sweep & detail transit garage
Custom Care Pest Services	28-May-24	ACH	\$95.00	Pest Services
D & B Supply Co., Inc.	28-May-24	60658	\$46.98	Supplies
Danny Gabriel Galvez Suarez	28-May-24	ACH	\$150.00	Translation services
DARRAH, KYLEA	28-May-24	60659	\$50.84	Reimburse for uniform pants
David Gregory Sherman	28-May-24	60660	\$225.00	Windshield Repairs
David Gregory Sherman	28-May-24	60660	\$25.00	Windshield Repairs
David Gregory Sherman	28-May-24	60660	\$250.00	Windshield Replacement N2511
Delerok, Inc.	28-May-24	ACH	\$1,437.90	UMO Monthly Trans. Fee's
Delerok, Inc.	28-May-24	ACH	\$3,075.00	UMO Reader repairs
DMC Sales	28-May-24	ACH	\$1,127.55	Anti Freeze
Dwaine S Lee, LLC	28-May-24	ACH	\$309.75	Towing Service
Dwaine S Lee, LLC	28-May-24	ACH	\$394.75	Towing Service
Ecolube Recovery, LLC.	28-May-24	ACH	\$25.00	Oil Filter Disposal
Ecolube Recovery, LLC.	28-May-24	ACH	\$90.00	Parts Wash Lease
EISENBERG, GREGG	28-May-24	ACH	\$2,440.32	Reimbursement - Training & Team Bus
Elam & Burke P.A.	28-May-24	ACH	\$475.00	Legal Services
Elliott Auto Supply Co., Inc	28-May-24	ACH	\$229.68	Bus Parts
Elliott Auto Supply Co., Inc	28-May-24	ACH	\$68.40	Bus Parts
Elliott Auto Supply Co., Inc	28-May-24	ACH	\$13.56	Wiper Blades
Elliott Auto Supply Co., Inc	28-May-24	ACH	(\$32.00)	Battery Core Credit
Elliott Auto Supply Co., Inc	28-May-24	ACH	\$13.56	Wiper Blades
Elliott Auto Supply Co., Inc	28-May-24	ACH	\$246.48	Shocks
ETA Phi Systems, Inc.	28-May-24	ACH	\$7,671.70	O&M Costs CAD/AVL system
Fire Services of Idaho	28-May-24	ACH	\$2,568.72	Semi-Annual Bus Fire Suppression
Fire Services of Idaho	28-May-24	ACH	\$15,504.86	Suppression Services
First Transit	28-May-24	ACH	\$28,230.65	Ada/Canyon Mgmt fee's
Fleet Maintenance Specialists, Inc.	28-May-24	ACH	\$2,580.11	Re-issue payment
Full Service Glass LLC	28-May-24	ACH	\$511.42	New Windshield
GATES, MARTIN	28-May-24	ACH	\$21.13	Reimbursement - Shorts
Gem State Paper & Supply	28-May-24	ACH	\$366.47	Shop Supplies
Gem State Paper & Supply	28-May-24	ACH	\$496.51	Shop Supplies
Genfare, LLC	28-May-24	ACH	\$6,214.50	Farebox Cards
Gillig, LLC	28-May-24	ACH	\$751.00	Vehicle

Gillig, LLC	28-May-24	ACH	\$22.76	Horn
Gillig, LLC	28-May-24	ACH	\$501.06	Vehicle
Gillig, LLC	28-May-24	ACH	\$929.44	Vehicle
Gillig, LLC	28-May-24	ACH	\$2,371.19	Vehicle
Gillig, LLC	28-May-24	ACH	\$123.35	Isolator, Filter, Ramp Decals
Gillig, LLC	28-May-24	ACH	\$181.52	Wiper Switch
Gillig, LLC	28-May-24	ACH	\$193.62	Wiper Blades, Wiper Arm
Gillig, LLC	28-May-24	ACH	\$882.16	Vehicle
Gillig, LLC	28-May-24	ACH	\$16.80	Nut, Cap, Hex
Gillig, LLC	28-May-24	ACH	\$105.14	Idler Arm
Gillig, LLC	28-May-24	ACH	\$105.14	Idler Arm
Gillig, LLC	28-May-24	ACH	\$395.32	Filters
Gillig, LLC	28-May-24	ACH	\$108.49	Filters
Gillig, LLC	28-May-24	ACH	\$1,446.99	Vehicle
Gillig, LLC	28-May-24	ACH	\$44.86	Regulator
Gillig, LLC	28-May-24	ACH	\$2,781.82	Vehicle
Gillig, LLC	28-May-24	ACH	\$33.93	Tilt Knob
Gillig, LLC	28-May-24	ACH	\$25.20	Vehicle
Gillig, LLC	28-May-24	ACH	\$1,230.14	Vehicle
Gillig, LLC	28-May-24	ACH	\$466.12	Air Dryer Service Kit
Gillig, LLC	28-May-24	ACH	\$392.15	Vehicle
Gillig, LLC	28-May-24	ACH	\$115.59	Hubodometer
GODFREY, KATHLEEN	28-May-24	ACH	\$132.88	Reimb Food Misc Events
Grainger Inc	28-May-24	ACH	\$4.92	Weatherstripping
Grainger Inc	28-May-24	ACH	\$6.02	Lens Cleaners
Grainger Inc	28-May-24	ACH	\$516.03	Hammer Drill, Vise, Grinding Wheel
GUEVARA, MONICA	28-May-24	60661	\$31.78	Reimbursement - Shorts
Hawley Troxell Ennis & Hawley	28-May-24	ACH	\$84.00	Legal Services
Hawley Troxell Ennis & Hawley	28-May-24	ACH	\$395.00	Legal Services - RFP Review
Hawley Troxell Ennis & Hawley	28-May-24	ACH	\$2,108.00	Legal Services - Proterra
Hi - Line	28-May-24	ACH	\$599.58	Nuts & Bolts
HOFFMAN, CHRISTOPHER	28-May-24	ACH	\$305.27	Reimbursement - CWG
Hot Shots, Inc.	28-May-24	ACH	\$1,165.48	Courier Services for April
Idaho Power	28-May-24	ACH	\$632.91	Utilities 4/11-5/10
Idaho Power	28-May-24	ACH	\$16,743.96	Utilities
Idaho Power	28-May-24	ACH	\$1,683.23	Utilities 4/13-5/14
In The Bag Promotions	28-May-24	ACH	\$421.00	Brk away vests - safe routes 2 school
In The Bag Promotions	28-May-24	ACH	\$48.00	Emp. Apparel Merch
Intermountain Communications of	28-May-24	ACH	\$275.88	Beyond Access - radio
Intermountain Gas	28-May-24	ACH	\$15.45	Utilities 4/5-5/6
Intermountain Gas	28-May-24	ACH	\$197.03	Utilities 4/5-5/6
Intermountain Gas	28-May-24	ACH	\$180.02	Utilities 4/11-5/10
Intermountain Gas	28-May-24	ACH	\$15.45	Utilities 4/23 - 5/21
Intermountain Gas	28-May-24	ACH	\$1,367.15	Utilities 4/10-5/10
Intermountain Gas	28-May-24	ACH	\$101.28	Utilities 4/23-5/22
Interstate Fre Sales and Service, LLC	28-May-24	60662	\$2,830.00	Fire extinguisher services
Jacobs Engineering Group, Inc.	28-May-24	ACH	\$45,002.29	LoNo
Jeremy Ricky	28-May-24	ACH	\$2,120.52	Purchase Transportation
Jeremy Ricky	28-May-24	ACH	\$19,136.84	Purchase Transportation -Ada
Jeremy Ricky	28-May-24	ACH	\$4,321.80	Purchase Trans. Canyon County
JoPaul & Sons LLC	28-May-24	ACH	\$126.00	Vehicle washes
Karcher Auto Parts	28-May-24	ACH	\$61.64	Tire Tread Gauges
Karcher Auto Parts	28-May-24	ACH	\$6.18	Tee Connectors
Karcher Auto Parts	28-May-24	ACH	\$67.92	Oil Filters
Karcher Auto Parts	28-May-24	ACH	\$275.41	Radiator
Karcher Auto Parts	28-May-24	ACH	\$6.30	Hose Tee
Karcher Auto Parts	28-May-24	ACH	(\$6.18)	Tee Connectors Returned
Karcher Auto Parts	28-May-24	ACH	\$53.70	Hose
Karcher Auto Parts	28-May-24	ACH	\$22.16	Exhaust Hangers
Karcher Auto Parts	28-May-24	ACH	\$51.42	Barrel Pig Mat
Karcher Auto Parts	28-May-24	ACH	(\$6.68)	Credit for returned tees
Karcher Auto Parts	28-May-24	ACH	\$72.06	Supplies for maintenance
Kenworth Sales	28-May-24	ACH	\$74.26	Inventory Parts
Kenworth Sales	28-May-24	ACH	\$9.78	Inventory Parts
Kenworth Sales	28-May-24	ACH	\$5,511.71	Inventory Parts
Kenworth Sales	28-May-24	ACH	\$484.73	Inventory Parts
Kenworth Sales	28-May-24	ACH	\$72.52	Inventory Parts

Kenworth Sales	28-May-24	ACH	\$331.32	Inventory Parts
Kenworth Sales	28-May-24	ACH	\$647.46	Inventory Parts
Kenworth Sales	28-May-24	ACH	\$217.56	Inventory Parts
Kenworth Sales	28-May-24	ACH	\$868.78	Inventory Parts
Kenworth Sales	28-May-24	ACH	\$285.36	Inventory Parts
Kenworth Sales	28-May-24	ACH	\$2,613.01	Inventory Parts
Kenworth Sales	28-May-24	ACH	\$238.88	Inventory Parts
Kenworth Sales	28-May-24	ACH	\$88.11	Filters, Seal
Kenworth Sales	28-May-24	ACH	\$253.72	Lube Oil Drain Tube
Kenworth Sales	28-May-24	ACH	\$93.06	Gaskets, Seal
Kenworth Sales	28-May-24	ACH	(\$12.50)	Core Credit
Kimley-Horn & Associates, Inc	28-May-24	ACH	\$3,735.00	Escalator feasibility stud
KING, ANDY	28-May-24	ACH	\$74.19	Reimbursement - Shoes
KRONENBITTER, FRANK	28-May-24	ACH	\$18.50	Reimbursement - Ice for Training
Kuna Senior Citizen Inc	28-May-24	ACH	\$4,170.87	Acquisition of Services
Language Line Solutions	28-May-24	ACH	\$266.36	Translation services
LARGE, STANLEY	28-May-24	60663	\$78.40	Reimbursement - Pants
LARGE, STANLEY	28-May-24	60663	\$40.00	Reimbursement - CDL Renewal
Lithia Motors Payment Processing	28-May-24	ACH	\$814.02	Hub Assembly, Arms
Lithia Motors Payment Processing	28-May-24	ACH	\$57.72	Air Filters
Lithia Motors Payment Processing	28-May-24	ACH	\$75.84	Spark Plugs and Filters
Lithia Motors Payment Processing	28-May-24	ACH	\$52.04	Seat Belt
Lithia Motors Payment Processing	28-May-24	ACH	\$321.49	Mudflap, Rotor Assembly
Lithia Motors Payment Processing	28-May-24	ACH	\$282.42	Brakes, Rotors
Lithia Motors Payment Processing	28-May-24	ACH	\$31.81	Hazard Switch
Lithia Motors Payment Processing	28-May-24	ACH	(\$35.00)	Core Credit
Lowes Home Improvement	28-May-24	ACH	\$244.07	Shop Supplies
Lowes Home Improvement	28-May-24	ACH	\$220.15	Fire Marshal Fixes Supplies
Lowes Home Improvement	28-May-24	ACH	\$18.99	Shop Supplies
Lowes Home Improvement	28-May-24	ACH	\$75.98	Shop Supplies
Lowes Home Improvement	28-May-24	ACH	\$43.64	Shop Supplies
Lowes Home Improvement	28-May-24	ACH	\$112.50	Shop Supplies
Lowes Home Improvement	28-May-24	ACH	\$85.93	Shop Supplies
Lowes Home Improvement	28-May-24	ACH	\$219.25	Shop Supplies
Lowes Home Improvement	28-May-24	ACH	\$52.43	Heater - Fire Marshal Fixes
Lowes Home Improvement	28-May-24	ACH	\$257.53	Shop Supplies
Lowes Home Improvement	28-May-24	ACH	\$27.06	Shop Supplies
Lowes Home Improvement	28-May-24	ACH	\$160.55	Shop Supplies
Lyft, Inc	28-May-24	ACH	\$819.02	Late night transportation
Lyft, Inc	28-May-24	ACH	\$1,996.96	Transit connections
LYLE WATSON	28-May-24	60664	\$71.50	Red Hose
McGuire Bearing Company	28-May-24	60665	\$11.02	Parts
Melba Valley Senior Center	28-May-24	ACH	\$8,635.77	Acquisition of Services
MEREACRE, TUDOR	28-May-24	ACH	\$20.13	Reimbursement - Shirt for Training
Meridian Chamber of Commerce	28-May-24	60666	\$495.00	Membership renewal dues
Meridian Senior Center	28-May-24	ACH	\$9,774.40	Acquisition of Services
Metro Community Services	28-May-24	ACH	\$23,468.68	Acquisition of Services for April
Mills, Wayne	28-May-24	60667	\$382.52	Volunteer Driver
Model 1 Commercial Vehicles, Inc	28-May-24	ACH	\$77.57	Gas Spring
MORRIS, RYAN	28-May-24	ACH	\$200.00	Reimbursement - Shoes
Nampa Chamber of Commerce	28-May-24	ACH	\$230.00	Membership dues
Napa Auto Parts	28-May-24	ACH	\$174.60	Parts
New Flyer Parts	28-May-24	ACH	\$512.46	Inventory Parts
Norco Inc	28-May-24	ACH	\$12.60	Nitrogen Cylinder Rental
ODP Business Solutions, LLC	28-May-24	ACH	\$47.32	Office supplies
ODP Business Solutions, LLC	28-May-24	ACH	\$36.01	Office Supplies
ODP Business Solutions, LLC	28-May-24	ACH	\$18.83	Office Supplies
ODP Business Solutions, LLC	28-May-24	ACH	\$85.98	Office Supplies
ODP Business Solutions, LLC	28-May-24	ACH	\$66.52	Office Supplies
ODP Business Solutions, LLC	28-May-24	ACH	\$77.18	Office Supplies
ODP Business Solutions, LLC	28-May-24	ACH	\$192.44	Office Supplies
ODP Business Solutions, LLC	28-May-24	ACH	\$54.50	Office Supplies
ODP Business Solutions, LLC	28-May-24	ACH	\$18.67	Office Supplies
ODP Business Solutions, LLC	28-May-24	ACH	(\$5.40)	Correct Entry Error
O'Reilly Auto Enterprises, LLC	28-May-24	ACH	\$48.68	Ball Joint
O'Reilly Auto Enterprises, LLC	28-May-24	ACH	\$12.68	Pin Boot & Brake Bolt Kits
O'Reilly Auto Enterprises, LLC	28-May-24	ACH	\$6.30	Brk Bolt Kit

O'Reilly Auto Enterprises, LLC	28-May-24	ACH	\$35.99	Grease Gun
O'Reilly Auto Enterprises, LLC	28-May-24	ACH	\$269.01	Exhaust Wrap
O'Reilly Auto Enterprises, LLC	28-May-24	ACH	\$111.33	Brk Bolt Kit, Pin Boot Kit
O'Reilly Auto Enterprises, LLC	28-May-24	ACH	\$27.20	Muffler Clamps
O'Reilly Auto Parts	28-May-24	ACH	\$181.79	Parts
O'Reilly Auto Parts	28-May-24	ACH	\$391.84	Parts
O'Reilly Auto Parts	28-May-24	ACH	\$12.98	Parts
Paragon Consulting, Inc	28-May-24	ACH	\$4,967.50	18th St. Engineering consulting
Paragon Consulting, Inc	28-May-24	ACH	\$9,657.50	State Street engineering consulting
Parma Senior Center	28-May-24	ACH	\$4,552.64	Acquisition of Services
PEDERSON, NEIL	28-May-24	60668	\$48.45	Reimbursement - Shoes
Phoenix Cars, LLC	28-May-24	ACH	\$4,583.33	Battery Leases
Phoenix Cars, LLC	28-May-24	ACH	\$18,333.36	Battery Leases
Phoenix Cars, LLC	28-May-24	ACH	\$23,333.36	Battery Leases
Phoenix Cars, LLC	28-May-24	ACH	\$5,833.34	Battery Leases
Primary Health Medical Group, LLC	28-May-24	60669	\$85.00	DOT Physical
Primary Health Medical Group, LLC	28-May-24	60669	\$255.00	DOT Physicals
ProPeople	28-May-24	ACH	\$1,486.35	Temp Wages
ProPeople	28-May-24	ACH	\$1,101.00	Temp Wages - Eagle on Demand
ProPeople	28-May-24	ACH	\$9,174.73	Temp Wages - Beyond Access
ProPeople	28-May-24	ACH	\$1,271.66	temp wages
ProPeople	28-May-24	ACH	\$3,793.70	Temp Wages
ProPeople	28-May-24	ACH	\$1,101.00	Temp wages -Eagle on Demand
ProPeople	28-May-24	ACH	\$8,161.99	Temp Wages -Beyond Access
ProPeople	28-May-24	ACH	\$1,497.36	Temp Wages
ProPeople	28-May-24	ACH	\$1,673.52	Temp Wages
ProPeople	28-May-24	ACH	\$3,546.65	Temp Wages
ProPeople	28-May-24	ACH	\$7,615.71	Temp Wages
ProPeople	28-May-24	ACH	\$1,545.00	Temp Wages
Quench USA, Inc	28-May-24	ACH	\$289.95	Water Equipment Rental
Quench USA, Inc	28-May-24	ACH	\$169.00	Equipment Service
RDK Corporation	28-May-24	ACH	\$220.00	Background Checks
RDK Corporation	28-May-24	ACH	\$70.00	Background Checks
Robert Half International, Inc	28-May-24	ACH	\$1,713.38	Temp Wages
Robert Half International, Inc	28-May-24	ACH	\$1,917.60	Temp Wages
Robert Half International, Inc	28-May-24	ACH	\$7,200.00	Temp Wage Fee
Romaine Electric Corporation	28-May-24	ACH	\$157.20	Spark Plugs
Romaine Electric Corporation	28-May-24	ACH	\$535.50	Parts
SAMG Occupational Med - Emerald	28-May-24	60670	\$150.00	Drug Screen/Physicals
SAMG Occupational Med - Emerald	28-May-24	60670	\$150.00	Drug Screen/Physicals
SBLB, Limited Liability Company	28-May-24	ACH	\$9,860.00	Consulting Transit Operating contract
Shred-It USA- LLC	28-May-24	ACH	\$123.91	Document Shredding
Shred-It USA- LLC	28-May-24	ACH	\$139.08	Document Shredding
Smith Power Products, Inc	28-May-24	ACH	\$58.38	Inventory Parts
Smith Power Products, Inc	28-May-24	ACH	\$439.54	Inventory Parts
Smith Power Products, Inc	28-May-24	ACH	\$339.60	Inventory Parts
Smith Power Products, Inc	28-May-24	ACH	\$1,475.44	Inventory Parts
Smith Power Products, Inc	28-May-24	ACH	\$1,223.68	Inventory Parts
Smith Power Products, Inc	28-May-24	ACH	\$4,000.87	Inventory Parts
Smith Power Products, Inc	28-May-24	ACH	\$547.94	Inventory Parts
SMITH, RONALD A	28-May-24	60671	\$129.95	Reimbursement - Seat Cushion
Sportworks Global LLC	28-May-24	ACH	\$92.75	Bike Rack Magnets
State Insurance Fund	29-May-24	ACH	\$1,341.00	Life Ins. Premiums
State Insurance Fund	29-May-24	ACH	(\$1,341.00)	CM for double-posting
State Insurance Fund	29-May-24	ACH	\$1,341.00	Premium
Stoltz Marketing Group, Inc	22-May-24	ACH	\$15,840.00	Lets Ride Video Production
Stoltz Marketing Group, Inc	28-May-24	ACH	\$16,326.68	Marketing
Stoltz Marketing Group, Inc	28-May-24	ACH	\$11,000.00	Service Markeitng & integrated media
Syringa Networks, LLC	28-May-24	ACH	\$553.11	Telecom Services
Syringa Networks, LLC	28-May-24	ACH	\$4,820.00	Telecom Services
Syringa Networks, LLC	28-May-24	ACH	\$553.11	Telecom Services - voip
Syringa Networks, LLC	28-May-24	ACH	\$4,820.00	Telecom Services
Tacoma Screw Products Inc.	28-May-24	ACH	\$490.40	Nuts & Bolts
Tacoma Screw Products Inc.	28-May-24	ACH	\$41.80	Nuts & Bolts
Tacoma Screw Products Inc.	28-May-24	ACH	\$115.54	Nuts & Bolts
Tacoma Screw Products Inc.	28-May-24	ACH	\$26.69	Nuts & Bolts
Tacoma Screw Products Inc.	28-May-24	ACH	\$118.06	Nuts & Bolts

Tacoma Screw Products Inc.	28-May-24	ACH	\$31.16	Nuts & Bolts
Tait & Associates, Inc	28-May-24	ACH	\$17,789.75	HDTC Remodel
That's Sharp, LLC.	28-May-24	ACH	\$180.00	Gloves
The Car Park, LLC	28-May-24	ACH	\$975.00	Parking Passes City Go
The Car Park, LLC	28-May-24	ACH	\$75.00	Parking pass
The Cincinnati Insurance Company	29-May-24	ACH	\$50.00	Ins. Premium - Notery
Thorne Printing	28-May-24	ACH	\$886.70	Air Brake Inspection Report
Townsquare Media Boise	28-May-24	ACH	\$1,950.00	Radio Ads
Transpo Group USA, Inc.	28-May-24	ACH	\$16,748.13	Consulting Services - Bus stop
Treasure Valley Coffee	28-May-24	ACH	\$101.50	FA - Shop
Treasure Valley Coffee	28-May-24	ACH	\$98.65	FA - Office
Treasure Valley Coffee	28-May-24	ACH	\$108.79	Coffee - Orchard
Treasure Valley Coffee	28-May-24	ACH	\$245.03	Coffee - MSS
Treasure Valley Coffee	28-May-24	ACH	\$20.70	Water Cooler
Treasure Valley Coffee	28-May-24	ACH	\$58.49	MSS - Coffee
Treasure Valley Coffee	28-May-24	ACH	\$86.69	Coffee - MSS
Treasure Valley Transit	28-May-24	ACH	\$19,836.00	Sub-recipient
UniFirst Acct# 1395966	28-May-24	ACH	\$86.51	Mats, Cloths, Uniforms
UniFirst Acct# 1395966	28-May-24	ACH	\$122.25	Mats, Cloths, Uniforms
UniFirst Acct# 1395966	28-May-24	ACH	\$72.30	Mats, Cloths, Uniforms
UniFirst Acct# 1395966	28-May-24	ACH	\$72.30	Mats, Cloths, Uniforms
UniFirst Acct# 1410130	28-May-24	ACH	\$139.92	Laundry Services
UniFirst Acct# 1410130	28-May-24	ACH	\$140.21	Laundry Services
UniFirst Acct# 1410130	28-May-24	ACH	\$140.81	Laundry Services
UniFirst Acct# 1410130	28-May-24	ACH	\$133.80	Laundry Services
United Auto Upholstery	28-May-24	60672	\$600.00	Seat Repair
Verizon Wireless	28-May-24	60673	\$92.16	Cell Phone Service 4/16-5/15
Verizon Wireless	28-May-24	60673	\$2,965.96	Cell Phone Service 4/16-5/15
Verizon Wireless	28-May-24	60673	\$385.26	Cell Phone Service 4/16-5/15
Verizon Wireless	28-May-24	60673	\$51.44	Cell Phone Service 4/16-5/15
Verizon Wireless	28-May-24	60673	\$52.15	Cell Phone Service 4/16-5/15
Verizon Wireless	28-May-24	60673	\$1,634.05	Cell Phone Service 4/16-5/15
Verizon Wireless	28-May-24	60673	\$180.08	Cell Phone Service 4/18-5/17
Via Transportation, Inc.	28-May-24	ACH	\$7,515.00	VIA & O&M Costs for Dispatch SW
Via Transportation, Inc.	28-May-24	ACH	\$8,335.00	VIA O&M Costs for Dispatch SW
Wex Bank	28-May-24	ACH	\$1,002.83	Fuel - April 2024
Wienhoff Drug Testing	28-May-24	60674	\$730.00	Drug Testing
Wienhoff Drug Testing	28-May-24	60674	\$275.00	Drug Tests
William Beard	28-May-24	ACH	\$180.00	Bus Washing
William Beard	28-May-24	ACH	\$417.00	Bus Washing
Wurth USA Inc.	28-May-24	ACH	\$67.96	Headlamps
Wurth USA Inc.	28-May-24	ACH	\$79.98	Empty B&P Cleaner Refill Cans
			\$964,621.04	

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

Payment Register 6/1/24 - 7/15/24

Payment Number	Date	Supplier or Party Name	Supplier Site	Amount	Invoice Description
50094	7/8/24	Action Garage Door, Inc.	ACTION GARAGE DOOR - Meridian, ID	970.00	Garage door service/parts
50072	7/8/24	AdaRide.Com, LLC	ADARIDE - gardena, CA	5,938.00	Transportations services
50095	7/8/24	AMAZON.COM SERVICES, INC.	Amazon - Seattle, WA	349.24	Supplies for Bike share & Prime membership
50158	7/15/24	AMAZON.COM SERVICES, INC.	Amazon - Seattle, WA	325.99	Misc. for office
50065	7/8/24	American Mechanical Corporation	AMERICAN MECHANICAL CORP - Caldwell, ID	750.00	Service call
50140	7/15/24	Ashbrook, Lewis	Primary	100.00	2 months cell phoino reimbursements
50085	7/8/24	Automotive Service Equip	AUTOMOTIVE SERVICE EQUIPMENT - Boise, ID	516.30	Vehicle services
50064	7/8/24	Avero, LLC	Avero - Maryville, TN	7,965.00	ERP Consulting services
50149	7/15/24	Avero, LLC	Avero - Maryville, TN	18,330.00	ERP Consulting services
50069	7/8/24	A-Z Bus Sales, Inc	AZ BUS SALES - Pasadena, CA	1,769.44	Bus parts
50093	7/8/24	Batteries Plus, LLC	BATTERIES PLUS BULBS - Boise, ID	1,059.98	vehicle parts
100013	6/20/24	Benson, James	Primary	71.52	Reimbursement
100005	6/20/24	Boise City Utility Billing	BOISE CITY UTILITY BILLING - Boise, ID	367.64	Utilities
50050	7/2/24	Boise Municipal Health Care Trust	Primary	62,800.09	Healthcare insurance premiums - June
50052	7/8/24	Boise Municipal Health Care Trust	BOISE MUNICIPAL HEALTH CARE TRUST - Boise, ID	66,227.89	Healthcare insurance premiums - July
50059	7/8/24	Boise Peterbilt	BOISE PETERBILT - Decatur, AL	3,605.28	Inventory parts
100023	7/15/24	Cable One Inc	Sparklight - Phoenix, AZ	169.64	Internet Services
50078	7/8/24	Career Uniforms Partners	CAREER UNIFORMS PARTNERS - Boise, ID	1,571.42	Uniforms
50051	7/8/24	CenturyLink	CENTURYLINK - Phoenix, AZ	1,236.52	Utilities
50162	7/15/24	Childers, Michael	Primary	580.44	Emp. Reimbursement.
50102	7/8/24	Christensen, Inc	United Oil - Christensen - Richland, WA	21,178.45	oil
50135	7/15/24	Christensen, Nicholas	Primary	470.00	Emp. Reimbursement.
50096	7/8/24	City of Boise	CITY OF BOISE DEPARTMENT OF AVIATION - Boise, ID	18,481.00	2 months land rent
100001	6/20/24	City of Caldwell Water Department	CALDWELL WATER DEPARTMENT - Caldwell, ID	277.68	Utilites
100003	6/20/24	City of Garden City	GARDEN CITY - Garden City, ID	69.97	Utilities
50107	7/8/24	Clean Energy	CLEAN ENERGY - Dallas, TX	25,247.30	Fuel
50134	7/15/24	Collins, Bronson	Primary	49.80	Emp. Reimbursement.
50110	7/8/24	Commercial Tire, Inc	COMMERCIAL TIRE - Salt Lake City, UT	9,810.20	Tire/vehicle services
50161	7/15/24	Commercial Tire, Inc	COMMERCIAL TIRE - Salt Lake City, UT	4,156.04	Tire/vehicle services
50128	7/10/24	Corrie Washington		50.00	Emp. Reimbursement. - June
50144	7/15/24	Corrie Washington		50.00	Emp. Reimbursement. - July
50152	7/15/24	Corwin Ford	CORWIN FORD - Nampa, ID	216.57	Misc. vehicle services
50154	7/15/24	CSHQA	CSHQA - Boise, ID	1,268.10	Orchard admin building
50058	7/8/24	Custom Care Pest Services	CUSTOM CARE PEST SERVICES - Boise, ID	95.00	Pest control services
50061	7/8/24	Cybersource Corporation	Cybersource Corporation - San Francisco, CA	310.00	IT
50145	7/15/24	Deanna Hassan		100.00	2 months cell phoino reimbursements
50092	7/8/24	DMC Sales	DMC SALES - IDAHO FALLS, ID	782.05	vechicle cleaning, misc. supplies
100002	6/20/24	Dow, Stephen	Primary	47.70	Emp. Reimbursement
50090	7/8/24	Dwaine S Lee, LLC	B&W WRECKER - Boise, ID	530.45	Towing services
50157	7/15/24	Dwaine S Lee, LLC	B&W WRECKER - Boise, ID	742.96	Towing services
100014	6/20/24	Dyna Parts LLC	Boise	538.29	Auto parts
50073	7/8/24	Ecolube Recovery, LLC.	ECOLUBE RECOVERY LLC - Puyallup, WA	115.00	auto part inventory
50074	7/8/24	FASTENAL	FASTENAL - Winona, MN	985.22	auto part inventory
50077	7/8/24	Fire Services of Idaho	STATE FIRE ID - Pocatello, ID	210.00	Fire estinguisher services
50159	7/15/24	FOURTHSQUARE LLC	FOURTHSQUARE - Irving, TX	65,963.00	ERP software support
100022	7/15/24	Frank Kronenbitter		311.95	Emp. Reimbursement
50079	7/8/24	Gem State Paper & Supply	GEM STATE PAPER & SUPPLY - Twin Falls, ID	585.70	Paper
50067	7/8/24	Gillig, LLC	GILLIG LLC - Los Angeles, CA	15,362.56	Auto parts
50071	7/8/24	Grainger Inc	GRAINGER INC - KANSAS CITY, MO	340.69	Auto parts
50127	7/10/24	Gregg Eisenberg		185.04	Emp. Reimbursement
50130	7/15/24	Gregg Eisenberg		100.00	2 months cell phoino reimbursements
50111	7/10/24	Hawkeye Builders Inc	HAWKEYE BUILDERS INC - Nampa, ID	270,583.36	Orchard parking lot
50081	7/8/24	Hawley Troxell Ennis & Hawley	HAWLEY TROXELL - Boise, ID	21.00	Legal services
50060	7/8/24	HI-Line	HI LINE - Dallas, TX	1,055.54	Inventory parts
50148	7/15/24	HI-Line	HI LINE - Dallas, TX	957.18	Inventory parts
100012	6/20/24	Hindman, Thomas	Primary	111.28	Emp. Reimbursement
50141	7/15/24	Hineman, Kevin	Primary	182.00	Emp. Reimbursement
50055	7/8/24	Idaho Power	IDAHO POWER - Carol Stream, IL	1,668.22	Utilities
50147	7/15/24	Idaho Power	IDAHO POWER - Carol Stream, IL	16,755.65	Utilities
50088	7/8/24	Intermountain Communications of	INTERMOUNTAIN COMMUNICATIONS - Mountain Home, ID	13,770.79	Service calls for equipment
50080	7/8/24	Intermountain Gas	IG - Bismarck, ND	19,954.53	Utilities

50153	7/15/24	Intermountain Gas	IG - Bismarck, ND	19,522.68	Utilities
50103	7/8/24	INTERMOUNTAIN HOME SERVICES, LLC	Master Rooter, Master Plumbing - Meridian, ID	184.00	Plumbing services
50047	6/27/24	Jeremy Ricky	TRINITY TRANSPORT - Boise, ID	22,777.28	Transport Services
50143	7/15/24	Joshua Smith		100.00	2 months cell phone reimbursements
50129	7/15/24	Kathleen Godfrey		222.88	Emp. Reimbursements
50132	7/15/24	Kathleen Godfrey		490.38	Emp. Reimbursements
50082	7/8/24	Kenworth Sales	KENWORTH SALES - Boise, ID	7,848.33	Inventory parts
50133	7/15/24	Kristina Kroupa		100.00	2 months cell phone reimbursements
100009	6/20/24	Leonard Petroleum Equipment, LLC	LEONARD PETROLEUM EQUIPMENT LLC - Boise, ID	359.50	Auto parts
50131	7/15/24	Leslie Pedrosa		248.85	Emp. Reimbursement
50106	7/8/24	Lift-U	LIFT U - ESCALON, CA	74.90	Auto parts
50105	7/8/24	Lithia Motors Payment Processing	LITHIA FORD OF BOISE - Dallas, TX	3,648.39	Vehicle services
50054	7/8/24	Lowe's Home Improvement	LOWE'S - ATLANTA, GA	233.23	MSS Supplies
50142	7/15/24	Maxwell, William	Primary	100.00	2 months cell phone reimbursements
50156	7/15/24	Melba Valley Senior Center	Melba Valley Senior Center - Melba, ID	8,624.88	Acquisition of Services
50155	7/15/24	Meridian Senior Center	MERIDIAN SENIOR CENTER - Meridian, ID	9,144.64	Acquisition of Services
50084	7/8/24	Metro Community Services	METRO COMMUNITY SERVICES - Caldwell, ID	24,670.28	Acquisition of Services
100006	6/20/24	Minert & Associates, Inc	MINERT & ASSOCIATES - Meridian, ID	223.00	Drug testing
100017	7/15/24	Minert & Associates, Inc	MINERT & ASSOCIATES - Meridian, ID	203.00	Drug testing
100010	6/20/24	Mitchell, Mary	Primary	42.38	Emp. Reimbursement
50070	7/8/24	Model 1 Commercial Vehicles, Inc	Creative Bus Sales - Indianapolis, IN	310.19	Bus parts
50104	7/8/24	Motion & Flow Control Products	MOTION & FLOW CONTROL - Chicago, IL	988.76	Auto parts
50151	7/15/24	National Tour Integrated Resources Inc	National Tour - , CA	7,929.60	Temp operators; staff shortage
50108	7/8/24	New Flyer Parts	NEW FLYER PARTS - Minneapolis, MN	2,749.41	Auto parts
50083	7/8/24	Norco Inc	NORCO - Seattle, WA	69.53	Auto parts
50098	7/8/24	ODP Business Solutions, LLC	ODP - Phoenix, AZ	369.79	Misc. office supplies
50097	7/8/24	O'Reilly Auto Enterprises, LLC	O'Reilly - Caldwell - Springfield, MO	50.95	Auto parts
50075	7/8/24	O'Reilly Auto Parts	OREILLY AUTO PARTS - Springfield, MO	774.10	Auto parts
50146	7/15/24	Parma Senior Center	PARMA SENIOR CENTER - Parma, ID	3,870.40	Acquisition of Services
100007	6/20/24	Peak Industrial, Inc.	THERMO KING - Boise, ID	1,989.67	Auto parts
100004	6/20/24	Primary Health Medical Group, LLC	PRIMARY HEALTH MEDICAL - Boise, ID	340.00	Drug testing
50086	7/8/24	ProPeople	PROPEOPLE - Boise, ID	3,710.03	Temp. wages
50068	7/8/24	Quench USA, Inc	Quench - Dallas, TX	403.95	Water
50076	7/8/24	RDK Corporation	SHADOW TRACKERS - Meridian, ID	324.00	Background ches
50136	7/15/24	Rinn, Jacob	Primary	161.50	Emp. Reimbursement
100011	6/20/24	Rinn, Jacob	Primary	97.49	Emp. Reimbursement
50062	7/8/24	Romaine Electric Corporation	ROMAINE ELECTRIC CORPORATION - Kent, WA	2,670.80	Electical services
100016	7/3/24	Ron Johnson	Home	21.00	Pass reimbursemet
50099	7/8/24	Royce Industries, LLC	ROYCE INDUSTRIES - West Jordan, UT	957.65	Cleaning supplies
100019	7/15/24	SAMG Occupational Med - Emerald	ST ALPHONSUS EMERALD ST - Boise, ID	150.00	Drug testing
100020	7/15/24	Scheer, Jessie	Primary	94.66	Emp. Reimbursement
50053	7/8/24	Smith Power Products, Inc	SMITH POWER PRODUCTS - SALT LAKE CITY, UT	13,839.40	Inventory parts
50100	7/8/24	Sportworks Global LLC	Sportworks - Woodinville, WA	2,519.73	bike racks
50139	7/15/24	Stephanie Hailey		39.53	Emp. Reimbursement
100008	6/20/24	Syn-Tech Systems	FUEL MASTER - Tallahassee, FL	2,350.00	Inventory parts
50101	7/8/24	Tacoma Screw Products Inc.	TACOMA SCREW - Seattle, WA	417.08	Inventory parts
100021	7/15/24	Tate, John	Primary	330.68	Emp. Reimbursement
50066	7/8/24	Thompson and Associates, Inc.	THOMPSON CONSULTING GROUP - Boise, ID	4,694.70	HR/consulting
50150	7/15/24	Thompson and Associates, Inc.	THOMPSON CONSULTING GROUP - Boise, ID	8,402.38	HR/consulting
50087	7/8/24	Treasure Valley Coffee	TREASURE VALLEY COFFEE - Boise, ID	431.63	Coffee / creamer
50091	7/8/24	Treasure Valley Curb & Sprinkling Inc	TVCS GREEN LAWNS - Eagle, ID	962.00	Lawn services
100015	6/20/24	Underwood, David	Primary	127.20	Emp. Reimbursement
50056	7/8/24	UniFirst	UNIFIRST ACCT 1395966 - Boise, ID	292.39	Uniforms
50109	7/8/24	UniFirst	UNIFIRST ACCT 1410130 - Boise, ID	668.44	Uniforms
50057	7/8/24	United Site Services of Nevada, Inc.	UNITED SITE SERVICES OF NEVADA - Dallas, TX	289.45	Janitorial
50019	6/20/24	US Bank Plaza Condominium Assoc., Inc.	GARDNER - Boise, ID	10,403.00	Condo Dues
100024	7/15/24	Verizon Wireless	VERIZON WIRELESS - Dallas, TX	5,362.15	Utilities
50089	7/8/24	Western Mountain Bus Sales	WESTERN MOUNTAIN BUS SALES - Nampa, ID	1,991.61	Bus parts
50048	6/27/24	Wex Bank	FLEET SERVICES WRIGHT EXPRESS - CAROL STREAM, IL	12,397.74	Fuel
50049	6/27/24	Wex Bank	SHELL FLEET PLUS - Carol Stream, IL	1,209.21	Fuel
50160	7/15/24	Wex Bank	FLEET SERVICES WRIGHT EXPRESS - CAROL STREAM, IL	12,646.71	Fuel
50138	7/15/24	White, Melissa	Primary	72.08	Emp. Reimbursement
100018	7/15/24	Wienhoff Drug Testing	WIENHOFF DRUG TESTING - Meridian, ID	1,085.00	Drug testing

50045	6/27/24	William (Travis) Fremont	Serenity Transportation - Boise, ID	24,594.37	Transport Services
50046	6/27/24	William (Travis) Fremont	Serenity Transportation - Boise, ID	5,923.56	Transport Services
50063	7/8/24	William Beard	Pressure Washing Solutions - Caldwell, ID	2,196.00	Vehicle Washing
50044	6/27/24	YB NOW LLC	Your Best Transport - Boise, ID	8,574.08	Transport Services
				<u><u>\$ 917,066.86</u></u>	

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	FY2024 1st Quarter Operating Cash Balance Report
DATE	August 12, 2024
STAFF MEMBER	Cameron Wells

Staff Recommendation/Request

The Board will review and consider accepting the FY2024 1st Quarter Operating Cash Balance Report.

Summary

Attached to this memo is the operating cash balance analysis as of December 31, 2023.

- The VRT general ledger cash balance was \$3,460,275 at the end of December. Pending federal funds were \$848,744. Pending federal funds are the result of utilizing local funds until federal funds become available for reimbursement.
- Overall, the total operating cash balance exceeded the total cash balance benchmark by \$33,204.

More Information

Attachments:

FY2024 1st Qtr. Operating Cash Balance Report

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

**Valley Regional Transit
Operating Cash Balance Analysis
December 31, 2023**

VRT Operating

GL Cash Balance at 12/31/22	\$3,460,275	
Pending Federal Funds (Note 2)		\$580,795
Total Cash Balance	\$3,460,275	
Total Pending Federal Funds (Note 2)		\$848,744
Total Cash Balance Benchmark (Note 1)	\$3,427,071	

Note 1: Average of 2021, 2022 and 2023 at December 31

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

TOPIC	FY2024 1st Quarter Budget Variance Reports
DATE	August 12, 2023
STAFF MEMBER	Cameron Wells

Staff Recommendation/Request

The Board will review and consider accepting the FY2024 1st Quarter Budget Variance Reports.

Summary

Attached to this memo are the 1st quarter budget reports as of December 31, 2023.

More Information**Attachments:**

FY2024 1st Quarter Budget Variance Report

FY2024 1st Quarter Budget Variance Comments

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

Valley Regional Transit
 FY 2024 First Quarter Budget Variance Reports
 October 2023 - December 2023

Category	Regional Overhead			Programs and Supports			Information Supports/ Specialized Transportation			Program Administration Support Planning		
	10			12			20			23		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds					\$ 13,906			\$ 1,646				
402 Purchased Transportation												
403 Auxiliary Revenue	\$ 9,550	\$ 750	-92%	145,541	109,085	-25%						
404 Non-Transportation Revenue		\$ 15,922						2,323				
405 Federal Assistance - Capital										6,777,757	33,447	-100%
406 Federal Assistance - Operating/Administration				254,510	148,465	-42%	747,850	503,813	-33%	567,412	121,589	-79%
407 Local Assistance - Capital										1,652,005	3,432,821	108%
408 Local Assistance - Operating/Administration	\$ 531,503	\$ 479,765	-10%	107,791	100,519	-7%	321,403	435,183	35%	83,223	135,290	63%
Total Revenues	\$ 541,053	\$ 496,438	-8%	\$ 507,842	\$ 371,975	-27%	\$ 1,069,253	\$ 942,965	-12%	\$ 9,080,396	\$ 3,723,147	-59%

Category	Regional Overhead			Programs and Supports			Information Supports/ Specialized Transportation			Program Administration Support Planning		
	10			12			20			23		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	\$ 189,973	\$ 213,955	13%	\$ 145,647	\$ 124,728	-14%	\$ 201,974	\$ 140,882	-30%	\$ 160,066	\$ 106,604	-33%
502 Fringe Benefits	139,974	136,640	-2%	101,528	91,436	-10%	167,518	92,706	-45%	107,841	55,655	-48%
503 Professional Services	64,347	26,359	-59%	211,043	154,548	-27%	211,937	57,893	-73%	137,330	16,978	-88%
504 Materials and Supplies	14,700	3,499	-76%	29,298	10,176	-65%	94,587	52,109	-45%	3,750	785	-79%
505 Utilities	31,700	39,789	26%	2,000	2,090	5%	950	941	-1%	450	150	-67%
506 Casualty and Liability	12,375	5,340	-57%		896		29,875	21,248	-29%			
508 Purchased Transportation							153,304	501,573	227%			
509 Miscellaneous	75,878	68,641	-10%	18,326	7,949	-57%	208,858	75,613	-64%	241,197	76,707	-68%
511 Interest	375	570	52%		252							
512 Leases and Rentals	11,730	1,644	-86%				250		-100%			
514 Capital (Note 2)										8,429,761	3,466,268	-59%
Total Expenses	\$ 541,053	\$ 496,438	-8%	\$ 507,842	\$ 392,076	-23%	\$ 1,069,253	\$ 942,965	-12%	\$ 9,080,396	\$ 3,723,147	-59%

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

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

Category	Boise Fixed Route			ADA Paratransit (Demand Response)		
	21			22		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds	\$ 166,565	\$ 175,647	5%	\$ 20,539	\$ 22,726	11%
402 Purchased Transportation						
403 Auxiliary Revenue	37,866	37,866				
404 Non-Transportation Revenue		7,964				
405 Federal Assistance - Capital						
406 Federal Assistance - Operating/Administration	737,732	346,100	-53%	285,242	134,886	-53%
407 Local Assistance - Capital						
408 Local Assistance - Operating/Administration	1,495,306	1,762,833	18%	386,822	435,985	13%
Total Revenues	\$ 2,437,469	\$ 2,330,409	-4%	\$ 692,603	\$ 593,597	-14%
Category	Boise Fixed Route			ADA Paratransit (Demand Response)		
	21			22		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	\$ 1,083,375	\$ 984,772	-9%	\$ 298,250	\$ 275,693	-8%
502 Fringe Benefits	665,766	697,865	5%	242,832	221,416	-9%
503 Professional Services	134,326	222,983	66%	34,931	35,587	2%
504 Materials and Supplies	237,513	244,479	3%	53,125	42,383	-20%
505 Utilities	34,500	28,447	-18%	8,150	4,964	-39%
506 Casualty and Liability	103,707	77,305	-25%	44,446	200	-100%
508 Purchased Transportation						
509 Miscellaneous	48,250	34,769	-28%	2,013	889	-56%
511 Interest	43,456	37,514	-14%	5,090	6,168	21%
512 Leases and Rentals	86,576	2,275	-97%	3,766	6,298	67%
514 Capital (Note 2)						
Total Expenses	\$ 2,437,469	\$ 2,330,409	-4%	\$ 692,603	\$ 593,597	-14%

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

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

Category	Canyon Fixed-Route			Canyon ADA Paratransit (Demand Response)			Canyon Inter-County		
	24			25			31		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds	\$ 15,056	\$ 32,232	114%	\$ 635	\$ 2,846	348%	\$ 13,753	\$ 9,236	-33%
402 Purchased Transportation									
403 Auxiliary Revenue	5,422	5,422					6,229	6,229	
404 Non-Transportation Revenue		601							
405 Federal Assistance - Capital									
406 Federal Assistance - Operating/Administration	214,595	193,547	-10%	27,100	23,664	-13%	294,750	321,872	9%
407 Local Assistance - Capital									
408 Local Assistance - Operating/Administration	94,571	20,409	-78%	4,934	867	-82%	130,140	(27,810)	-121%
Total Revenues	\$ 329,644	\$ 252,211	-23%	\$ 32,669	\$ 27,377	-16%	\$ 444,872	\$ 309,528	-30%

Category	Canyon Fixed-Route			Canyon ADA Paratransit (Demand Response)			Canyon Inter-County		
	24			25			31		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	\$ 145,338	\$ 107,724	-26%	\$ 14,177	\$ 10,510	-26%	\$ 194,835	\$ 144,507	-26%
502 Fringe Benefits	70,345	61,540	-13%	6,866	6,424	-6%	94,368	86,374	-8%
503 Professional Services	29,905	23,627	-21%	2,848	2,221	-22%	39,316	33,920	-14%
504 Materials and Supplies	46,907	46,160	-2%	5,181	6,934	34%	67,023	50,562	-25%
505 Utilities	7,391	5,513	-25%	722	538	-25%	9,914	7,396	-25%
506 Casualty and Liability	26,033	13,378	-49%	2,540	1,305	-49%	34,922	19,146	-45%
508 Purchased Transportation									
509 Miscellaneous	2,854	(6,896)	-342%	241	(679)	-382%	3,917	(33,940)	-966%
511 Interest									
512 Leases and Rentals	871	441	-49%	95	43	-55%	578	592	3%
514 Capital (Note 2)									
Total Expenses	\$ 329,644	\$ 251,489	-24%	\$ 32,669	\$ 27,296	-16%	\$ 444,872	\$ 308,558	-31%

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

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

Capital Budget Expense Category		
	Budget Annual	YTD Actual
Bike/Pedestrian Improvements		
Capital - Facilities - Multi-Modal Center	50,000	1,582
Capital - Facilities - Fuel Facilities	5,356,807	1,280
Capital - Facility - Facilities/Bldgs/Grounds	4,006,305	697,901
Capital - Non-Revenue Vehicles	305,000	235,714
Capital - Other	850,000	
Capital - Revenue Vehicles	15,645,365	2,043,708
Capital - Revenue Vehicles - Sub-Recipient	259,448	
Capital Equipment - Communications	248,122	4,087
Capital Equipment - Farebox		
Capital Equipment - Surv/Security	215,000	
CAPITAL EXPENDITURES (514)		
Capital Information Technology - Hardware	202,822	109,310
Capital Information Technology - Software	2,099,378	183,023
Capital Projects - Sub-Recipient	161,814	7,466
Capital -Shop Equipment	307,001	3,797
Capital-Office Equipment		
CWI - Park and Ride - INACTIVE		
N/A-Capital - Revenue Vehicles		
Regional Park & Ride Projects		
System Enhancements - Stops/Shelters	4,011,983	178,400
Total Capital Expenses	\$ 33,719,045	\$ 3,466,268

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

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

VALLEY REGIONAL TRANSIT
FY 2024 BUDGET REPORT COMMENTS
October 2023 - December 2023

At the end of December, Fiscal Year 2024 was twenty five percent (25%) complete. The following is a review of the budgetary status of each division as of December 31, 2023. A ten percent (+/- 10%) tolerance threshold is utilized for analysis purposes in this report.

Regional Overhead (10)

Revenues

Auxiliary Revenues (92% under budget) – Revenue will be recognized in this category beginning in the second quarter of the fiscal year.

Non-Transportation Revenue – This revenue is interest income.

Local Operating Assistance (10% under budget) – Expenses are lower than budget estimates requiring recognition of less local funds than budgeted for.

Expenses

Total Regional Overhead operating expenses are 8% under budget through QR-1.

Wages and Salaries (13% over budget) – IT wages are higher than estimated. Other divisions and departments will be lower to counter this overage.

Professional Services (59% under budget) – The invoice for the annual audit was not received in the first quarter. Additionally, legal services are lower than first quarter budget estimates.

Materials and Supplies (76% under budget) – Department supplies were not ordered as much in this quarter due to lower demand in supplies.

Utilities (26% over budget) – Telecommunication expenses are higher than budget estimates.

Casualty and Liability (57% under budget) – Insurance rate changes not fully realized in the first quarter.

Miscellaneous (10% under budget) – Licensing, hosting, and web fees are lower than budget estimates.

Interest (52% over budget) – Interest expenses are higher than budget estimates.

Leases and Rentals (86% under budget) – Due to GASB Statement 87, lease expenses are now recognized differently. The expense is now recognized as interest with a portion offsetting debt liability. While the expense is not recognized in this category, it is necessary to budget for it, so VRT has the cash available to make lease payments.

Programs and Supports (12)

Revenues

Directly Generated – City Go pass sales were \$13,906. A budget for City Go pass sales was not included in FY 2024 causing this variance.

Auxiliary Revenues (25% under budget) –Advertising revenue is recognized in the Ada and Canyon County systems up to their budgeted amount first, then the remainder is recognized in the Fleet Media department.

Federal Operating Assistance (42% under budget) – Federal funds are not available resulting in the recognition of local funds in order to balance to total expenses. This condition will reverse as 2024 grants become available.

Expenses

Total Program and Supports operating expenses are 23% under budget through QR-1.

Wages and Salaries (14% under budget) - Boise Greenbike, Fleet Media, and Safe Routes to School expenses are lower than budget estimates.

Fringe Benefits (10% under budget) – Health insurance expenses are lower than budget estimates.

Professional Services (27% under budget) - This category is favorably below budget parameters.

Materials and Supplies (65% under budget) - Fuel, support vehicle, and station repair expenses are lower than budgeted for.

Miscellaneous (57% under budget) – Travel, training and other expenses are below budget estimates.

Information Supports/Specialized Transportation (20)

Revenues

Directly Generated – Scrip and volunteer ridership fare revenue is \$1,656.

Non-Transportation Revenue – This was disposal revenue not budgeted for in FY2024

Federal Operating Assistance (33% under budget) – Federal funds are not available resulting in the recognition of local funds in order to balance to total expenses. This condition will reverse as 2024 grants become available.

Local Operating Assistance (35% over budget) – Federal funds are not available resulting in the recognition of local funds to balance to total expenses. This condition will reverse as 2024 federal grants are executed.

Expenses

Total Information Supports/Specialized Transportation operating expenses are 12% under budget through QR-1.

Wages and Salaries (30% under budget) – Preventative maintenance, buildings and ground and administration wage expenses are lower than budget estimates.

Fringe Benefits (45% under budget) – Health insurance and unemployment expenses are lower than budgeted for.

Professional Services (73% under budget) - Contract labor and repair and maintenance expenses are lower than budgeted for due to reduced services.

Materials and Supplies (45% under budget) – Fuel, department supplies, minor equipment and parts expenses are lower than budget estimates.

Casualty and Liability (29% under budget) – Insurance rate changes not fully realized in the first quarter.

Purchased Transportation (227% over budget) – Lyft Transit Connections, VRT Late Night, Rides to Wellness, Volunteer Driver and Scrip Taxi expenses are higher than budgeted for due to Beyond Access beginning in quarter 2. Expect this expense category to even out throughout the year.

Miscellaneous (64% under budget) – The expected fees for the integrated fare payment system project will not be incurred until later in the fiscal year.

Leases and Rentals (100% under budget) – Leases and rentals are lower than budgeted for.

Program Administration Support/Planning (23)

Revenues

Federal Capital Assistance (100% under budget) – Capital expenses are 59% under budget resulting in less reimbursement of funds in this category. Additionally, federal funds are not available resulting in the recognition of local funds in order to balance to total expenses. This condition will reverse as 2024 grants are executed through the fiscal year.

Federal Operating Assistance (79% under budget) – Operating expenses are under budget resulting in less reimbursement of funds in this category.

Local Capital Assistance (108% over budget) – Federal funds are not available resulting in the recognition of local funds to balance to total expenses. This condition will reverse as 2024 federal grants are executed.

Local Operating Assistance (63% over budget) – Federal funds are not available resulting in the recognition of local funds to balance to total expenses. This condition will reverse as 2024 federal grants are executed.

Expenses

Total Program Administration Support/Planning expenses are 59% under budget through QR-1.

Wages and Salaries (33% under budget) – This category is favorably below budget parameters.

Fringe Benefits (48% under budget) – Miscellaneous earnings, FICA, retirement and health insurance expenses are lower than budget estimates.

Professional Services (88% under budget) – Expenses in this category such as planning projects do not typically align with how the professional services budget is spread equally (monthly) throughout the fiscal year.

Materials and Supplies (79% under budget) – Community Relations and Printing expenses are favorably under budget.

Utilities (67% under budget) – Cellular telephone expenses are lower than budgeted for.

Miscellaneous (68% under budget) - Subrecipient reimbursements are lower than budgeted for at this point in the fiscal year.

Capital (59% under budget) - The timing of capital projects throughout the year do not typically align with how the capital budget is spread equally (monthly) throughout the year. VRT continues to receive battery electric bus deliveries and will begin recognizing expenses for other capital expenditures as they occur in the remainder of the fiscal year.

Boise Fixed-Route (21)

Revenues

Federal Operating Assistance (53% under budget) – Federal funds are not available resulting in the recognition of local funds in order to balance to total expenses. This condition will reverse as 2024 grants are executed through the fiscal year.

Local Operating Assistance (18% over budget) – Federal funds are not available resulting in the recognition of local funds to balance to total expenses. This condition will reverse as 2024 federal grants are executed.

Expenses

Total Boise Fixed-Route operating expenses are 4% under budget through QR-1.

Professional Services (66% over budget) – Contract labor is higher than budgeted for due to a driver shortage resulting in temporary drivers being utilized more through QR-1.

Utilities (18% under budget) – Natural gas expenses lower than budgeted for through QR-1.

Casualty and Liability (25% under budget) – Casualty and Liability expenses lower than budget due to change in insurance companies after budgeting efforts resulting in cost savings.

Miscellaneous (28% under budget) – Freight, training, app service charges and main street station expenses are lower than budgeted for.

Interest (14% under budget) – Interest expenses under budgetary estimates through QR-1.

Leases and Rentals (97% under budget) – Due to GASB Statement 87, lease expenses are now recognized differently. The expense is now recognized as interest with a portion offsetting debt liability. While the expense is not recognized in this category, it is necessary to budget for it, so VRT has the cash available to make lease payments.

ADA Paratransit/Demand Response (22)

Revenues

Directly Generated Funds (11% over budget) – Access pass sales are \$2,187 over budget.

Federal Operating Assistance (53% under budget) – Federal funds are not available resulting in the recognition of local funds in order to balance to total expenses. This condition will reverse as 2024 grants are executed through the fiscal year.

Local Operating Assistance (13% over budget) – Federal funds are not available resulting in the recognition of local funds to balance to total expenses. This condition will reverse as 2024 federal grants are executed.

Expenses

Total ADA Paratransit/Demand Response operating expenses are 14% under budget through QR-1.

Materials and Supplies (20% under budget) - Fuel, department supplies, minor equipment and parts expenses are lower than budget estimates.

Utilities (39% under budget) - This category is favorably below budget parameters due to natural gas and telecom expenses being lower than budgeted for.

Casualty and Liability (100% under budget) – Casualty and Liability expenses lower than budget due to change in insurance companies after budgeting efforts resulting in cost savings.

Miscellaneous (56% under budget) – This category is favorably below budget parameters.

Interest (21% over budget) – Interest expenses \$1,078 over budgetary estimates through QR-1.

Leases and Rentals (67% over budget) – Leases and Rentals \$2,532 over budgetary estimates through QR-1.

Canyon County Fixed Route (24)

Revenues

Directly Generated Funds (114% over budget) – Farebox sales are \$468 under budget. Local pass sales are \$645 under budget and employer program sales are \$14,987 above budget.

Federal Operating Assistance (10% under budget) – Expenses are below budget resulting in lower Federal Assistance.

Local Operating Assistance (78% under budget) – Expenses are below budget resulting in lower Federal Assistance.

Expenses

Total Canyon County Fixed-Route operating expenses are 24% under budget through QR-1.

Wages and Salaries (26% under budget) - This category is under budget due to operator and maintenance staffing shortages resulting in reduced payroll expenses.

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

Professional Services (21% under budget) – Contract labor and facility expenses are lower than budgeted for in the first quarter.

Utilities (25% under budget) – Electricity and telecommunications expenses are lower than budget estimates.

Casualty and Liability (49% under budget) – Casualty and Liability expenses lower than budget due to change in insurance companies after budgeting efforts resulting in cost savings.

Miscellaneous (342% under budget) – Insurance claim reimbursement against expenses to repair vehicle in prior fiscal year.

Leases and Rentals (49% under budget) – Lease and rental expenses under budget by \$430.

Canyon ADA Paratransit/Demand Response (25)

Revenues

Directly Generated Funds (348% over budget) – Access pass sales are \$2,210 over budget.

Federal Operating Assistance (13% under budget) – Expenses are lower than budget estimates requiring recognition of less federal funds than budgeted for.

Local Operating Assistance (82% under budget) – Expenses are lower than budget estimates requiring recognition of less local funds than budgeted for.

Expenses

Total Canyon ADA Paratransit/Demand Response operating expenses are 16% under budget through QR-1.

Wages and Salaries (26% under budget) - This category is under budget due to operator and maintenance staffing shortages resulting in reduced payroll expenses.

Professional Services (22% under budget) – Contract labor and facility expenses are lower than budgeted for in the first quarter.

Materials and Supplies (34% over budget) – Revenue vehicle parts expenses are over budget by \$1,753.

Utilities (25% under budget) – Electricity and telecommunications expenses are lower than budget estimates by \$184.

Casualty and Liability (49% under budget) – Casualty and Liability expenses lower than budget due to change in insurance companies after budgeting efforts resulting in cost savings.

Miscellaneous (382% under budget) – Insurance claim reimbursement against expenses to repair vehicle in prior fiscal year.

Leases and Rentals (55% over budget) – Lease and rental expenses under budget by \$52.

Canyon Inter-County (31)

Revenues

Directly Generated Funds (33% under budget) – Directly generated funds are under budget for inter-county fares and passes.

Local Operating Assistance (121% under budget) – Federal funds are higher than budget estimates resulting in less local need balance to total expenses. This condition will reverse as the fiscal year progresses.

Expenses

Total Canyon Inter-County operating expenses are 31% under budget through QR-1.

Wages and Salaries (26% under budget) - This category is under budget due to operator and maintenance staffing shortages resulting in reduced payroll expenses.

Professional Services (14% under budget) – Facility expenses are lower than budgeted for in the first quarter.

Materials and Supplies (25% under budget) – CNG fuel and parts expenses are under budget.

Utilities (25% under budget) – Electricity and natural gas expenses are lower than budget estimates.

Casualty and Liability (45% under budget) – Casualty and Liability expenses lower than budget due to change in insurance companies after budgeting efforts resulting in cost savings.

Miscellaneous (966% under budget) – Insurance claim reimbursement against expenses to repair vehicle in prior fiscal year.

TOPIC	Quarterly Performance Report
DATE	August 12, 2024
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

Staff requests the Board of Directors accept the performance report for the second quarter of fiscal year 2024.

Summary

VRT continues to improve transparency and decision making by publishing data through quarterly performance dashboards. These reports will provide high-level analytics for all VRT funded public transportation in Ada and Canyon counties. Overall ridership in the second quarter of fiscal year 2024 decreased by less than 1% from the second quarter of fiscal year 2023.

Fixed-route ridership shows a decrease of less than 1% in the second quarter. Detailed ridership data shows less than a 1% increase in ridership in Ada County. Boise State shows a decrease of 7% in ridership. Intercounty service had a 15% increase in ridership.

Demand response ridership shows an increase of 45% in the second quarter. This increase continues due to the shift in ACCESS ridership with Beyond Access, which launched in January. When reviewing detailed ridership data, Ada County ACCESS ridership decreased 6%. Canyon County ACCESS ridership increased 62%. Canyon County On-Demand ridership decreased 18%. On-Demand ridership continues to decrease from the previous year due to budget constraints.

Specialized Transportation ridership shows a decrease of 38% in the second quarter. Beyond Access service launched in January, eliminating National Transit Database (NTD) ridership that was previously provided by Eagle Senior Center, Star Senior Center, Harvest Transit, Metro Community Services, and Supportive Housing and Innovative Partnerships, Harvest Transit continues to provide a church shuttle that is not NTD reportable. Below is the breakdown for each service:

- Shared Vehicle ridership had a 53% decrease in ridership
- Kuna Senior Center had a 65% increase in ridership
- Village Van had an 11% decrease in ridership
- Volunteer Driver had a 44% decrease in ridership
- Meridian Senior Center had a 12% increase in ridership
- Harvest Transit had a 59% decrease in ridership
- Parma Senior Center had a 30% increase in ridership
- Ada County Rides2Wellness had a 75% increase in ridership
- Canyon County Rides2Wellness had a 179% increase in ridership
- Meridian Veteran’s Shuttle has a 79% increase in ridership
- Melba Valley Senior Center had a 5% increase in ridership

ACHD Commuteride had a 1% increase in ridership. ACHD Commuteride was operating 83 vanpools at the end of the second quarter.

VRT First Mile, Last Mile services had a 20% increase in ridership. Lyft Transit Connections had a 23% increase in ridership. VRT Late Night had a 1% increase in ridership.

Implication (policy and/or financial)

Improved reporting could lead to additional federal funding resources for the region.

More Information

Attachments:

FY24 Performance Report, Second Quarter

FY24 Second Quarter Ridership Report

FY24 Year to Date Ridership Report

For detailed information contact:

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

VRT PERFORMANCE - 2nd QUARTER, FY24

Item IV. F.

SUMMARY DASHBOARD

QUARTERLY					YEAR TO DATE				
FISCAL YEAR					FISCAL YEAR				
		2024	2023	% Change		2024	2023	% Change	
RIDES	FR	306,518	306,859	▼ -0.1	RIDES	FR	595,744	591,262	▼ 0.8
	DR	25,700	17,711	▲ 45.1		DR	40,492	33,905	▲ 19.4
	ST	14,530	23,513	▼ -38.2		ST	38,225	45,334	▼ -15.7
	VP	38,405	38,024	▲ 1.0		VP	69,708	69,518	▼ 0.3
	FMLM	1,258	1,049	▲ 19.9		FMLM	2,326	1,803	▲ 29.0
	Total	386,411	387,156	▼ -0.2		Total	746,495	741,822	▼ 0.6
HOURS	FR	26,289	25,172	▲ 4.4	HOURS	FR	51,306	49,767	▲ 3.1
	DR	7,087	7,132	▼ -0.6		DR	14,360	13,896	▲ 3.3
	ST	1,956	7,127	▼ -72.6		ST	9,871	13,364	▼ -26.1
	VP	7,124	7,957	▼ -10.5		VP	14,128	14,723	▼ -4.0
	FMLM	163	135	▲ 20.4		FMLM	282	239	▲ 17.9
	Total	42,619	47,524	▼ -10.3		Total	89,946	91,990	▼ -2.2
RIDES PER HOUR	FR	11.66	12.19	▼ -4.4	RIDES PER HOUR	FR	11.61	11.88	▼ -2.3
	DR	3.63	2.48	▲ 46.0		DR	2.82	2.44	▲ 15.6
	ST	7.43	3.30	▲ 125.2		ST	3.87	3.39	▲ 14.2
	VP	5.39	4.78	▲ 12.8		VP	4.93	4.72	▲ 4.5
	FMLM	7.71	7.74	▼ -0.4		FMLM	8.24	7.53	▲ 9.4
	Total	9.07	8.15	▲ 11.3		Total	8.30	8.06	▲ 2.9
ON-TIME PERFORMANCE	FR	81%	89%	▼ -8.0	ON-TIME PERFORMANCE	FR	81%	82%	▼ -1.0
	DR	92%	98%	▼ -6.0		DR	89%	98%	▼ -9.0
	ST	95%	88%	▲ 7.0		ST	95%	89%	▲ 6.0
	Total	89%	92%	▼ -2.3		Total	88%	90%	▼ -1.3
	FR - FIXED ROUTE	DR - DEMAND RESPONSE	ST - SPECIALIZED TRANSPORTATION		VP - VANPOOL	FMLM - FIRST MILE/LAST MILE			

VRT PERFORMANCE - 2nd QUARTER, FY24

Item IV. F.

QUARTERLY RIDERSHIP DETAIL

FR - FIXED ROUTE			
	FY24	FY23	% Change
Ada County*	242,228	240,657	▲ 0.7
Boise State - Bronce Shuttle	50,577	54,304	▼ -6.9
Intercounty*	13,713	11,899	▲ 15.3
FR SUB TOTAL	306,518	306,859	▼ -0.1

DR - DEMAND RESPONSE			
	FY24	FY23	% Change
Ada County ACCESS**	8,006	8,528	▼ -6.1
Canyon County ACCESS**	1,171	724	▲ 61.7
Canyon County On-demand**	6,915	8,459	▼ -18.3
Beyond Access**	9,195	-	▲ -
Eagle On-demand**	413	-	▲ -
DR SUB TOTAL	25,700	17,711	▲ 45.1

ST - SPECIALIZED TRANSPORTATION			
	FY24	FY23	% Change
Metro Community Services**	-	3,061	▼ -100.0
Shared Vehicle	48	102	▼ -52.9
Supportive Housing and Innovative Partnerships**	-	3,730	▼ -100.0
Kuna Senior Center	921	560	▲ 64.5
Village Van	2,157	2,411	▼ -10.5
Volunteer Driver	200	360	▼ -44.4
Meridian Senior Center	2,183	1,955	▲ 11.7
Eagle Senior Center**	-	1,937	▼ -100.0
Star Senior Center	-	376	▼ -100.0
Harvest Transit***	1,671	4,048	▼ -58.7
Parma Senior Center	908	696	▲ 30.5
Ada County Rides 2 Wellness	3,717	2,119	▲ 75.4
Canyon County Rides 2 Wellness	666	239	▲ 178.7
Meridian Veteran's Shuttle	116	65	▲ 78.5
Melba Senior Center	1,943	1,854	▲ 4.8
ST SUB TOTAL	14,530	23,513	▼ -38.2

VP - VANPOOL			
	FY24	FY23	% Change
ACHD CommuteRide	38,405	38,024	▲ 1.00

FMLM - FIRST MILE/LAST MILE			
	FY24	FY23	% Change
Lyft Transit Connections	1,130	922	▲ 22.56
VRT Late Night	128	127	▲ 0.79
FMLM SUB TOTAL	1,258	1,049	▲ 19.92

QUARTERLY RIDERSHIP GRAND TOTAL	FY24	FY23	% Change
	386,411	387,156	▼ -0.2

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

VRT PERFORMANCE - 2nd QUARTER, FY24

Item IV. F.

YEAR TO DATE RIDERSHIP DETAIL

FR - FIXED ROUTE			
	FY24	FY23	% Change
Ada County*	474,902	474,339	▲ 0.1
Boise State - Bronce Shuttle	95,218	93,355	▲ 2.0
Intercounty*	25,624	23,569	▲ 8.7
FR SUB TOTALS	595,744	591,262	▲ 0.8

ST - SPECIALIZED TRANSPORTATION			
	FY24	FY23	% Change
Metro Community Services**	2,506	5,843	▼ -57.1
Shared Vehicle	129	123	▲ 4.9
SHIP**	3,100	7,211	▼ -57.0
Kuna Senior Center	1,858	1,175	▲ 58.1
Village Van	4,561	4,054	▲ 12.5
Volunteer Driver	395	726	▼ -45.6
Meridian Senior Center	3,998	3,662	▲ 9.2
Eagle Senior Center**	1,895	4,465	▼ -57.6
Star Senior Center	348	686	▼ -49.3
Harvest Transit***	5,435	7,773	▼ -30.1
Parma Senior Center	1,597	1,187	▲ 34.5
Ada County Rides 2 Wellness	6,963	4,103	▲ 69.7
Canyon County Rides 2 Wellness	1,149	559	▲ 105.5
Meridian Veteran's Shuttle	200	127	▲ 57.5
Melba Senior Center	4,091	3,640	▲ 12.4
ST SUB TOTALS	38,225	45,334	▼ -15.7

YEAR TO DATE RIDERSHIP	FY24	FY23	% Change
GRAND TOTAL	746,495	741,822	▲ 0.6

DR - DEMAND RESPONSE			
	FY24	FY23	% Change
Ada County**	15,738	15,943	▼ -1.3
Canyon County**	2,253	1,341	▲ 68.0
Canyon County On-demand**	12,643	16,621	▼ -23.9
Beyond Access**	9,195	-	▲ -
Eagle On-demand**	663	-	▲ -
DR SUB TOTALS	40,492	33,905	▲ 19.4

VP - VANPOOL			
	FY24	FY23	% Change
ACHD CommuteRide	69,708	69,518	▲ 0.27

FMLM - FIRST MILE/LAST MILE			
	FY24	FY23	% Change
Lyft Transit Connections	2,119	1,542	▲ 37.42
VRT Late Night	207	261	▼ -20.7
FMLM SUB TOTAL	2,326	1,803	▲ 29.01

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

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

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

AUTHORIZATION FOR EXPENDITURE BOARD OF DIRECTORS

PROCUREMENT DESCRIPTION: ProPeople Temporary Staffing

TOTAL COST: Not to exceed \$1,600,000

PURPOSE/ACTION: Valley Regional Transit (VRT) works with staffing agencies from the Idaho Statewide Contract list to provide qualified temporary employees.

SCOPE OF WORK: VRT uses staffing agencies to find qualified drivers to operate VRT equipment for use in the Beyond Access and Village Van services. VRT may at times also use staffing agencies to find temporary-to-hire customer service staff or temporary general administrative assistance to assist with short term tasks.

DISCUSSION: To keeps overhead costs low, VRT works with staffing agencies to find candidates for long-term staffing needs, as well as temporary-to-hire employees. VRT will continue to work with staffing agencies that are on the Idaho Statewide Contracts List. All temporary employees will complete all required qualifications before starting employment with VRT.

VRT researched the Idaho Statewide Contracts List and ensured compliance with FTA circular 4220.1F. VRT will include all required FTA clauses with the purchase order for each staffing agency as required by circular 4220.1F. The Idaho Statewide Contract for Temporary Staffing Services was issued in August 2024 and is available for use until 2028.

ALTERNATIVES: Using statewide contracts eliminates the need for VRT to conduct a separate procurement. Not using staffing agencies would require VRT to hire all long-term employees, significantly increasing the budget with the cost of benefits provided to an employee. These increased costs would be a financial burden on current funding partners making the services currently provided unsustainable.

FISCAL IMPACT: The operational budget for temporary staffing will continue to be included in the operational budgets presented for approval annually. The budget was included in fiscal year 2024 budget, **Resolution VBD23-025**, approved by the Board of Directors on August 7, 2023.

RECOMMENDATION/JUSTIFICATION: VRT staff requests the Board of Directors approve **Resolution VBD24-032** to continue using ProPeople for temporary staffing for the duration of the Idaho Statewide Contract. ProPeople would be used for qualified temporary staff to ensure ongoing operations for VRT through August 2028 and will not exceed \$1,600,000.

ORDER OF REVIEW

EXECUTIVE DIRECTOR (Approves procurements up to \$149, 999)

Signature: _____

Date Approved:

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

Signature: _____

Date Approved:

Resolution Number:

Item IV. G.

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

Signature: _____

Date Approved: August 12, 2024 Resolution Number: VBD24-032

**VALLEY REGIONAL TRANSIT BOARD RESOLUTION
PROPEOPLE TEMPORARY STAFFING
RESOLUTION VBD24-032**

**BY THE BOARD OF VALLEY REGIONAL TRANSIT TO APPROVE THE USE OF PROPEOPLE FOR
TEMPORARY STAFFING OFF THE IDAHO STATEWIDE CONTRACTS LIST**

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

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

WHEREAS, Valley Regional Transit needs long-term qualified drivers, or at times, temporary general administrative staff to complete tasks that do not justify hiring full-time employees; and

WHEREAS, Valley Regional Transit may also use a staffing agency to find temporary-to-hire staff that are vetted prior to hire to reduce upfront costs; and

WHEREAS, Valley Regional Transit will continue to utilize a staffing agencies to provide long-term staff to ensure a sustainable budget for local funding partners for transportation services in Ada and Canyon counties; and

WHEREAS, Valley Regional Transit will ensure all temporary employees complete required qualifications before they start working with Valley Regional Transit; and

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

WHEREAS, Valley Regional Transit will continue to include the budget for these expenditure amounts in each future fiscal year budget, and

WHEREAS the Valley Regional Transit researched the Idaho Statewide Contracts List to ensure compliance with FTA circular 4220.1F. VRT will include all required FTA clauses with the purchase order with ProPeople as required by circular 4220.1F. The Idaho Statewide Contract for Temporary Staffing Services was issued in August 2024 and is available for use until 2028.; 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, 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

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

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

Section 1. That the Board of Directors approve Resolution VBD24-032 to use ProPeople through the Idaho Statewide Contracts List for qualified temporary staff.

Section 2. That the Board of Directors approve the expenditures for temporary staffing, included in fiscal year operational budgets, through August 2028, not to exceed \$1,600,000.

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

ADOPTED by the Board of Valley Regional Transit, this 12th day of August 2024.

APPROVED by the Board Chair this 12th day of August 2024.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

TOPIC	POLICY 1.27.00 (R) Board Agenda Preparation and Approval
DATE	August 12, 2024
STAFF MEMEBER	Paula Cromie, Executive Assistant

Summary

By direction from the Board, staff reviews policies and procedures on a routine basis, approximately every two to three years.

POLICY 1.27.00 (R) Board Agenda Preparation and Approval was last updated in September of 2021. The current review simply updated the job title from Executive Director to Chief Executive Officer (CEO) and date changes. There were no substantive changes.

Staff Recommendation/Request

The Board of Directors is asked to consider approval of POLICY 1.27.00 (R) Board Agenda Preparation and Approval by approving RESOLUTION VBD24-029.

Attachments

POLICY 1.27.00 (G) Board Agenda Preparation and Approval Update
 RESOLUTION VBD24-029 Board Agenda Preparation and Approval

For detailed information contact

Paula Cromie, 208-258-2706, pcromie@ridevrt.org



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

Policy Number: 1.27.00 (G)

Resolution Number: VBD21-036

Policy Title: Board Agenda Preparation and Approval Policy

Signature of Board Chairperson

Date

Signature of Executive Director

Date

Statement of Policy

The importance of proper preparation and submittal and review of agenda items assists the governing board members by allowing time to review items prior to the meeting. It ensures items are fully vetted by staff, and the members’ business complies with the Idaho Open Meeting Law. At the meeting in which the agenda item is considered, the Board should be provided with complete and accurate backup material and supporting documentation.

Definitions

Authority – Valley Regional Transit is the local public transportation authority in Ada and Canyon counties.

Board of Directors – The Board of Directors consists of *general members* from Ada County, Canyon County, each incorporated city within Ada County and Canyon County or Canyon County; *special members*, including Boise State University, Capital City Development Corporation and the College of Western Idaho; and *ex-officio members* from the Idaho Transportation Department.

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

Policy

I. Meetings of the Governing Board Members

The Board sets the regular and special meeting dates per the Board’s bylaws. This document applies to all regular and special meetings.

II. II. Agenda Development

An agenda is required for each meeting. The Chief Executive Officer (CEO) proposes agenda items for meetings. A request to include an item on a draft agenda can be made by staff, Board members, the Regional Advisory Council, and the public. Any request must include the necessary backup materials and supporting documentation. An agenda item requiring a vote will be identified on the agenda as an “action item.” The executive assistant tracks the agenda items, by meeting, and prepares a draft list of proposed board agenda items to present to the CEO. The CEO may consult with staff members, legal counsel and other resources in determining the relevance of any submittal pertaining to the Authority’s Board meeting.

III. Executive Board Review

The Executive Board reviews the proposed VRT Board agenda prior to each regularly scheduled meeting. The items are presented for approval/discussion at the scheduled Executive Board meeting held prior to the regular VRT Board meeting. The approved agenda items are included in the Board packet, which are generally distributed one week prior to the meeting date. If the one-week deadline falls on a holiday, the deadline will be moved back one day.

IV. Deadlines

Proposed agenda items and backup materials must be submitted to the executive assistant no later than ten (10) working days prior the next scheduled meeting. This will provide enough time for comprehensive review of submittals for accuracy and appropriateness.

V. Guideline for Consent Agenda

A staff member may request routine items be placed on the consent agenda. These items are such that the members may approve them quickly, with little discussion. Members may request an item be removed from the consent agenda for discussion and separate action.

VI. Posting of Meeting Notice and Agenda

- A. For regular meetings, Section §§ 67-2343 of Idaho Code requires no less than a five (5) calendar days meeting notice and a forty-eight (48) hour agenda notice, as provided by statute. The notice requirement for meetings and agendas shall be satisfied by posting such notices and agendas in a prominent place in the administrative offices of VRT. In addition, the agenda will be posted on the www.vallevregionaltransit.org website.
- B. For special meetings, or when only an executive session will be held, meeting and agenda notice must be posted at least twenty-four (24) hours before the meeting, unless an emergency exists. The definition of an emergency is defined in Section §§ 67-2343 of Idaho Code.

VII. Amending an Agenda

An agenda may be amended, provided a good faith effort is made to include, in the original agenda notice, all items known to be probable items of discussion.

- A. If an agenda is amended and posted more than 48 hours before the start of a meeting (or more than 24 hours before a special meeting), the agenda may be amended simply by posting a new agenda.
- B. If an amendment to an agenda is proposed after an agenda has been posted and less than 48 hours before the meeting (or less than 24 hours before a special meeting), but before the meeting has started, the agenda may be amended by:
 - 1. posting the new agenda
 - 2. making and passing a motion, at the meeting to amend the original agenda and stating the good faith reason the new items were not included in the original agenda notice
- C. After commencement of the meeting, the agenda may be amended to accommodate unforeseen issues, provided:
 - 1. there is a motion made that states the good faith reason the new item was not on the original agenda; and,
 - 2. the motion to amend is adopted by the governing body. Final action may not be taken on an agenda item added after the start of the meeting unless an emergency is declared necessitating action at that meeting. The declaration and justification shall be reflected in the minutes.
- D. If an agenda is amended prior to a Board meeting, a copy of the amended agenda will be posted at the location of the meeting.

To sum up, amending an agenda during a meeting or less than 48 hours before the start of a meeting (24 hours for a special meeting) requires:

- 1. a motion that states the good faith reason the item was not included in the original agenda.; and,
- 2. a vote adopting the amended agenda
- 3. a record of the motion and vote in the minutes of the meeting

END OF POLICY

Adoption Date: 7/15/2009

Effective Date: 7/15/2009

Last Revised Date: 7/9/2018, 10/4/2021

Last Reviewed Date: 06/12/2024

Replaced:

Legal References: [IC§§ 67-2343](#)

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Board Agenda Preparation and Approval Policy RESOLUTION VBD24-029

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING BOARD AGENDA PREPARATION AND APPROVAL POLICY

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

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

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

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

WHEREAS, the Valley Regional Transit Board recognizes the importance of having a specific set of guidelines on how to develop a Valley Regional Transit Board agenda; and

WHEREAS, the current policy was reviewed and updated to reflect current job titles; and

WHEREAS, these agenda development guidelines will be utilized by the Valley Regional Transit Chief Executive Officer (CEO) and staff to ensure that agenda items are germane and relevant to the stated duties and responsibilities of the Valley Regional Transit Board; and

WHEREAS, the Valley Regional Transit Board recognizes the importance of public input and having the ability to modify its agenda as specified in the Idaho Open Meetings Law.

VBD24-029

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

Section 1. That the Board of Valley Regional Transit does hereby approve **RESOLUTION VBD-24-029 updating the Board Agenda Preparation and Approval Policy 1.27.00.**

Section 2. That the maintenance and oversight of the policy shall be the responsibility of the Valley Regional Transit CEO.

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

ADOPTED by the Board of Valley Regional Transit, this 12th day of August 2024.

APPROVED by the Board Chair this 12th day of August 2024.

ATTEST:

APPROVED:

SECRETARY

CHAIR

TOPIC	Transit Asset Management Targets
DATE	August 12, 2024
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

This is an action item. Staff requests the Board of Directors accept the Transit Asset Management Targets for fiscal years 2025 – 2029.

Summary

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

Participating agencies in the TAM Group Plan are Valley Regional Transit (VRT), Boise State University (BSU), Ada County Highway District (ACHD) Commuteride, and Witco. All participating agencies have agreed to follow the TAM Group Plan requirements, which requires: 1) scoring of assets; 2) analyzing scores based upon current and future needs to maintain service; and 3) setting of targets for each category of assets.

VRT staff started setting aspirational targets in fiscal year 2021. Aspirational targets covered a horizon period of four years, fiscal years 2021- 2024. VRT sets TAM targets by category: rolling stock, equipment, and facilities.

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

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

The TAM Group Plan Participants have worked over the last four years to reduce the number of assets beyond their useful life, even with the challenges faced due to supply chain shortages and delays in production post pandemic. Based off the reduction in assets beyond their ULB, VRT is recommending the following aspirational TAM targets for fiscal years 2025 – 2029.

- Rolling Stock – 20% of revenue vehicles will have met or exceeded ULB
- Equipment – 10% of equipment will have met or exceeded ULB
- Facilities – 30% of facilities will have a condition rating below 3.0

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

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

Findings

- Rolling Stock met the target for FY24. The target for rolling stock that met or exceeded their ULB was 24.67%. TAM Group participants had 13.91% of the assets that exceeded the ULB. The target proposed for rolling stock in FY25 is 20.0%.
- Equipment met the target for FY24. The target for equipment that met or exceeded their ULB was 12.70%. TAM Group participants had 8.89% of the assets that exceeded the ULB. The target proposed for equipment in FY25 is 10.0%.
- Facilities met the target for FY24. The target for facilities that have a condition rating of 3.0 or lower was 42.86%. TAM Group participants had 20% of the facilities that scored 3.0 or lower. The target proposed for facilities for FY25 is 30.0%.

Implication (policy and/or financial)

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

Highlights

September 2018

- Board of Directors approved Transit Asset Management Group Policy

January 2019

- Board of Directors approved Transit Asset Management Group Plan

August 2021

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

More Information

Attachments:

TAM Targets FY2025

For detailed information contact:

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

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

Asset Category	Performance Measure	FY23 Actual	FY24 Target	FY24 Actual	FY24 Variance	FY25 Target
Rolling Stock	Age - % of revenue vehicles and equipment that has met or exceeded their Useful Life	24.67%	24.67%	13.91%	10.76%	20.00%
Equipment		12.70%	12.70%	8.89%	3.81%	10.00%
Facilities	Condition - % of facilities with a condition rating below 3.0	42.86%	42.86%	20.00%	22.86%	30.00%

TOPIC	Transit Asset Management Plan and Policy Updates
DATE	August 12, 2024
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

This is an action item. The Board is asked to approve Resolution VBD24-030 and the Transit Asset Management Group Plan and Policy as updated.

Summary

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

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

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

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

The current TAM Group Plan and Policy have been in use since 2021 and has been a very useful guide to continue to offer safe and effective transportation in VRT’s service area, as well as provide a guide in project priorities. However, following the BIL changes, staff determined the TAM Group Plan and Policy needed to be updated. The Public Transportation Providers Group provided input and agreed with the proposed updates to the TAM Group Plan and Policy.

The attachment included with this memo, provides the details of all updates to the TAM Group Plan and Policy, for the Board’s review. The final and redline versions of the TAM Group Plan and Policy can be viewed by clicking on each link below, for the Board’s review.

- TAM Group Plan Redline
https://ridevrt.org/DRAFT-PLAN-TAM-Plan_REDLINE
 TAM Group Plan Final
<https://ridevrt.org/FINAL-TAM-Group-Plan-FY24>

TAM Group Policy Redline
https://ridevrt.org/DRAFT-POLICY-TAM-Policy_REDLINE
TAM Group Policy Final
<https://ridevrt.org/FINAL-TAM-Group-Policy-FY24>

Implication (policy and/or financial)

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

Highlights

- August 2018 Executive Board approved TAM Policy
- September 2018 Board of Directors approved TAM Policy
- December 2018 Executive Board approved TAM Group Plan
- January 2019 Board of Directors approved TAM Group Plan
- January 2020 Board of Directors reviewed draft Transit Asset Management Plan updates
- June 2021 Executive Board reviewed draft TAM Group Plan and Policy updates
- August 2021 Board of Directors approved TAM Group Plan and Policy updates

More Information

Attachments:
Transit Asset Management Group Plan and Policy Updates

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

ATTACHMENT A

Transit Asset Management Group Plan and Policy Updates

Plan Edits

Overall Changes

- Formatting for consistency and brand
- Update to position titles as applicable
- Updated Table of Contents

Coversheet

- New plan date

Chapter 1 – Introduction to Transit Asset Management

- Added requirements following 2021 Bipartisan Infrastructure Law under “Transit Asset Management and State of Good Repair Policy Requirements” section

Chapter 2 – Asset Inventory Portfolio

- Removed sentences that were unnecessary or no longer applicable to the plan under “Asset Portfolio Summary” section

Chapter 3 – Condition Assessment

- Corrected terminology under “Asset Condition Scoring Criteria Guidance”
- Update Administrative Guidelines under “Asset Condition Inspection Guidance” to follow current practices

Chapter 5 – Reporting

- Corrected terminology under “Reporting – Asset Scoring, Performance Targets and Measures”
- Changed terminology under “Reporting Schedule and Required Information” to follow current practices

Appendices and Exhibits

- Exhibit A
 - Updated titles and added participant
- Exhibit B
 - Updated link for Useful Life Benchmark Cheat Sheet
 - Added new screenshot of Useful Life Benchmark Cheat Sheet
- Exhibit C
 - Added verbiage regarding “Infrastructure”
 - Updated link for Asset Categories, Asset Classes and Individual Assets
 - Updated VRT Asset Reporting Categories to only show those applicable to VRT
- Exhibit D
 - Corrected terminology under “Age”
- Exhibit E
 - Added screenshots for Electronic Scoring templates for vehicles and facilities
- Exhibit F

ATTACHMENT A

Transit Asset Management Group Plan and Policy Updates

- Added Transportation Development Plan to the list of definitions
- Exhibit G
 - Updated Asset Portfolio
 - All categories match NTD reporting sections
 - Update portfolio as of July 2024
- Exhibit H
 - Updated Investment Prioritization list to match TDP

Policy Edits

Overall Changes

- Formatting for consistency and brand
- Update to position titles as applicable
- Updated Resolution Number
- Updated Effective, Revised, and Reviewed date to reflect new policy date
- Added TAM Group Plan as a Supporting Document

Definitions

- Revised “Asset Management Lead” to reflect current practices
- Revised “Group Transit Asset Management (TAM) Plan” to correct naming convention and better clarify description
- Added “Transportation Development Plan (TDP)” to list

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

TRANSIT ASSET MANAGEMENT GROUP PLAN AND POLICY UPDATES POLICY NUMBER 1.31.00

RESOLUTION VBD24-030

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING UPDATES TO THE TRANSIT ASSET MANAGEMENT GROUP PLAN AND POLICY

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

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

WHEREAS, Valley Regional Transit is the designated recipient for federal formula funds under the Section 5307, 5309 and 5337 program; and

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

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

WHEREAS, Valley Regional Transit has been using the Transit Asset Management Group Plan and Policy as a useful guide for project priorities since it was approved in 2021; and

WHEREAS, the Bipartisan Infrastructure Law was signed into law in November 2021, resulting in updates to the current Transit Asset Management Group Plan and Policy; and

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

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

VBD24-030

Section 1. That the Board of Valley Regional Transit approve **Resolution VBD24-030** and the updated Transit Asset Management Group Plan and Policy, as written.

Section 2. That by the Board of Directors approving **Resolution VBD24-030**, it shall rescind Resolution VBD21-026.

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

ADOPTED by the Board of Valley Regional Transit, this 12th day of August, 2024.

APPROVED by the Board Chair this 12th day of August, 2024.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

TOPIC	Supplemental Services Policy Draft
DATE	April 1, 2024
STAFF MEMBER	Elaine Clegg

Staff Recommendation/Request

This is an action item. Staff requests that the Board approve the Supplemental Services Policy as reviewed at the April 1, 2024 Board meeting establishing the criteria under which Valley Regional Transit can provide supplemental services.

Summary

The purpose of a Valley Regional Transit (VRT) (henceforth “AUTHORITY”) Supplemental Service Policy would be to define guidelines governing the provision of supplemental services including the goals, benefits, criteria, measures of success, limitations, and regulations for any supplemental service offered by the AUTHORITY.

Background

Supplemental service is defined as an extension of hours or frequency of regular fixed-routes or specialty routes specifically designed for an identified event that are centered near high-use locations, such as downtowns, colleges, universities, and event centers in the region, for special events with high community interest to serve transportation needs for these community events. Events must take place within an area centered in locations where VRT currently provides services, or where VRT has the assets to support the service, even if those events occur outside a regular service schedule. Supplemental service also includes using transit buses to participate in individual community events such as parades, Stuff the Bus, First Thursday and more.

VRT has been offering supplemental services as pilots under a limited budget line-item using the guidance outlined in the draft policy. Moving that guidance to adopted policy would provide consistency and accountability to any services offered and would allow the board to review the measures of success in determining the future provision of specific supplemental services. VRT used the following criteria to guide its use of supplemental service in FY2024:

- Service meets a community transportation need where the transportation network is stressed with congested traffic and or lack of parking
- Service can be provided without impacting regular fixed route operations
- Service is provided in a location where VRT has assets to support service and there are sufficient resources available to support service
- Service will increase awareness of VRT’s services and promote growth in ridership
- Service will increase the value of VRT’s advertising assets
- Service must comply with all FTA charter regulations including no third-party payment
- Organizer interest and community support are identified
- Any recent previous providers of transportation services for the event are consulted

The proposed policy will allow VRT to offer supplemental services when those services meet the goals, benefits, criteria, measures of success, limitations and FTA Regulations described and allow specific services to be piloted on a limited basis under the limited supplemental services budget for one or more years to determine sustainability. If a determination is made that services are sustainable and should be sustained, they will be added to the list of regular services and moved into the operations budget. The VRT Board will be provided with a report of supplemental services offered with an evaluation of measurements of success each fiscal year as part of the budget process.

Implication (policy and/or financial)

The AUTHORITY's Supplemental Service Policy would ensure:

- Consistent provision of supplemental services
- Accountability for provision of services
- Regular Board review of services and measures of success
- Compliance with all applicable U.S. DOT Federal Transit Administration (FTA) requirements
- Compliance with budget limitations

More Information

Attachments:

POLICY – Supplemental Services Policy

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



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

Policy Number: 6.00.04

Resolution Number: VBD24-039

Policy Title: Supplemental Services

Signature of Board Chairperson

Date

Signature of Chief Executive Officer

Date

STATEMENT OF POLICY

This policy establishes the criteria under which Valley Regional Transit, henceforth Authority, can provide supplemental services.

DEFINITIONS

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

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

- Accountable to local governments
- Exclusive jurisdiction over publicly funded transportation
- Provide public transportation services
- Encourage private transportation programs
- Coordinate both public and private transportation programs

Board of Directors – The Board of Directors consists of *general members* from Ada County, Canyon County, each incorporated city within Ada County and Canyon County or Canyon County; *special members*, including Boise State University, Capital City Development Corporation and the College of Western Idaho; and *ex-officio members* from the Idaho Transportation Department.

Supplemental Service – an extension of hours or frequency of regular fixed-routes, or specialty routes specifically designed for an identified event that are centered near high-use

locations, such as downtowns, colleges, universities, and event centers in the region, for special events with high community interest to serve transportation needs for these community events. Events must take place within an area centered in locations where the Authority currently provides services, or where the Authority has the assets to support the service, even if those events occur outside a regular service schedule. Supplemental service also includes using transit buses to participate in individual community events such as parades, Stuff the Bus, First Thursday, and more.

Federal Transit Administration - The Federal Transit Administration (FTA) provides financial and technical assistance to local public transit systems, including buses, subways, light rail, commuter rail, trolleys and ferries. FTA also oversees safety measures and helps develop next-generation technology research.

GOALS

The Authority may use supplemental services to achieve the following goals:

- Reduce traffic volumes and parking needs around large community events
- Provide the public with unique benefits Authority vehicles and services offer during community events such as, real-time bus tracking, low-floor accessible vehicles and on-board electronic information.
- Introduce the public to the unique services the Authority provides, and attract new riders
- Increase directly generated revenues through increased ridership on regular revenue service and increased value of advertising revenue

BENEFITS

Supplemental services will be designed to benefit the public in the following ways:

- Increase visibility and awareness of Authority services
- Help people learn how to use Authority services, including fixed-route services
- Move more people more quickly at community events using fast loading accessible low-floor two-door transit vehicles
- Improve customer awareness of service through use of transit vehicle onboard technology and apps allowing customers to track buses in real time, see service alerts and see information onboard through electronic info screens
- Easy bus identification through use of outboard reader board labeling of event buses

POLICY

The Authority may offer supplemental services when those services meet the goals, benefits, criteria, measures of success, limitations and FTA Regulations described herein. Specific services will be piloted on a limited basis under the limited supplemental services budget for one or more years to determine sustainability. If a determination is made that services are sustainable based on measurements of success and should be sustained, they will be added to the list of regular services and moved into the operations budget. The Authority's Board of Directors will be provided with a report of supplemental services offered each fiscal year.

AUTHORITY CRITERIA FOR SUPPLEMENTAL SERVICE

All supplemental services must:

- Identify community events with high volume transportation needs in areas within the Authority's service area where the Authority has assets to support services
- Identify event organizer interest and community support
- Identify if the service has advertising potential
- Verify that service does not violate Federal Transit Administration (FTA) charter regulations and other limitations
- Consult with any recent previous provider of services for said event
- Confirm available resources, including buses, drivers, staff, budget, and available advertising space

AUTHORITY'S MEASURES OF SUCCESS

Success of supplemental services will be measures by:

- Event ridership
- Rider, event organizer, and advertiser satisfaction through surveys and/or interviews
- Increased reach, including social media impressions, newsletters sign-up, etc.
- Increased technology use, including app downloads, mobile ticket purchases, etc.
- Advertising sales growth
- Ridership growth on regular services, identified by route ridership comparisons
- Positive public opinion on Authority services, identified by surveys and/or interviews

SUPPLEMENTAL SERVICE LIMITATIONS AND FTA REGULATIONS

The following limitations and regulations will govern when supplemental services are piloted and scheduled.

Supplemental services cannot typically receive direct payment for service, as federally funded assets cannot be used to provide charter services (exception must meet charter regulations – FTA Regulations below)

Per FTA regulations, supplemental services must be paid for with local revenue, not directly generated revenue, and

- VRT must have sufficient available resources – buses/drivers/support staff/budget
- Supplemental services cannot interfere with regularly scheduled services (i.e. weekend/off peak times)

Supplemental services will follow all FTA regulations including the following:

- No third party is requesting service for its exclusive use, or
- There is no or an inadequate responsive bid to an exclusive request for service
- No third party pays Authority for the service
- No fares are collected
- No third party determines the origin or destination of the trips, the route or schedule
- The service is paid for exclusively with local funds

END OF POLICY

Adoption Date: 8/12/2024

Effective Date: 8/12/2024

Last Revised Date: 8/12/2024

Last Reviewed Date:

Supporting Documents:

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

SUPPLEMENTAL SERVICES POLICY 6.00.04 RESOLUTION VBD24-039

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING A VALLEY REGIONAL TRANSIT (VRT) (HENCEFORTH "AUTHORITY") SUPPLEMENTAL SERVICES POLICY TO DEFINE GUIDELINES GOVERNING THE PROVISION OF SUPPLEMENTAL SERVICES INCLUDING THE GOALS, BENEFITS, CRITERIA, MEASURES OF SUCCESS, LIMITATIONS, AND REGULATIONS FOR ANY SUPPLEMENTAL SERVICE OFFERED BY THE AUTHORITY.

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

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

WHEREAS, Valley Regional Transit is responsible for the provision of quality public transportation service in the communities it serves; and

WHEREAS, Supplemental Service is an extension of hours or frequency of regular fixed-routes, or specialty routes specifically designed for an identified event that are centered near high-use locations, such as downtowns, colleges, universities, and event centers in the region, for special events with high community interest and to serve transportation needs for these community events; and

WHEREAS, Valley Regional Transit will participate in individual community events and identify community events with high volume transportation needs with event organizer and community support in areas within the Authority's service area where the Authority has assets to support services; and

WHEREAS, Valley Regional Transit seeks to reduce traffic volumes and parking needs around large community events, provide the public with unique benefits Authority vehicles and services offer during community events, introduce the public to the services the Authority provides and attract new riders, and increase directly generated revenues; and

WHEREAS, Supplemental services benefit the public when these goals are met; and

WHEREAS, Valley Regional Transit will verify that service does not violate Federal Transit Administration (FTA) charter regulations and other limitations, consult with any recent previous provider of services for said event and confirm available resources, including buses, drivers, staff, budget; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the annual

budget; and

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

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

Section 1. That the Board of Valley Regional Transit approves the Valley Regional Transit Supplemental Services Policy 6.00.04.

Section 2. That the Board of Valley Regional Transit directs staff to ensure that all supplemental services offered meet the Supplemental Services Policy 6.00.04 as adopted.

Section 3. That the Board of Valley Regional Transit directs staff to measure the success of supplemental services offered and report to the board annually on those measurements.

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

ADOPTED by the Board of Valley Regional Transit, this 12th day of August 2024

APPROVED by the Board Chair this 12th day of August 2024

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

TOPIC	Quarterly Performance Report
DATE	August 12, 2024
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

Staff requests the Board of Directors accept the performance report for the third quarter of fiscal year 2024.

Summary

VRT continues to improve transparency and decision making by publishing data through quarterly performance dashboards. These reports will provide high-level analytics for all VRT funded public transportation in Ada and Canyon counties. Overall ridership in the third quarter of fiscal year 2024 decreased by 1% from the third quarter of fiscal year 2023.

VRT launched a service change on June 3. The new network, which includes 19 fixed bus routes, two on-demand services, an updated rideshare partnership with Lyft, and additional supplemental services, is set to enhance connections, increase service frequency, and improve the overall travel experience for bus riders across the Treasure Valley.

- **Enhanced connections:** The new network provides improved access to key destinations, including downtown Boise, Garden City, Towne Square Mall, the Boise Foothills, and the Boise Airport.
- **Increased frequency:** With buses running more frequently, riders will benefit from shorter wait times, which is particularly notable during peak hours to ensure transit remains a reliable option for daily commutes.
- **Improved connections to bus stops:** The VRT Lyft Pass, a redesigned program with the agency’s rideshare partner, provides a 160% larger service area and grows from 15 to 70 stops.
- **Updated passenger information:** The new network features color-coded routes that reflect service frequency, more visible bus stop signs, new route brochures, and an updated website.

Fixed-route ridership shows a decrease of 2% in the third quarter. Detailed ridership data shows a 3% increase in ridership in Ada County. Boise State shows a decrease of 9% in ridership. Intercounty service had a 21% increase in ridership.

Demand response ridership shows an increase of 56% in the third quarter. This increase continues due to the shift in ACCESS ridership with Beyond Access, which launched in January. When reviewing detailed ridership data, Ada County ACCESS ridership increased 14%. Canyon County ACCESS ridership increased 17%. Canyon County On-Demand ridership increased 1%. Eagle On-Demand ridership increased 244%, which is due to the service operating for the full quarter in FY24.

Specialized Transportation ridership shows a decrease of 31% in the third quarter. Beyond Access service launched in January, eliminating National Transit Database (NTD) ridership

that was previously provided by Eagle Senior Center, Star Senior Center, Harvest Transit, and Supportive Housing and Innovative Partnerships. Metro Community Services is providing service in Nampa and Caldwell for the remainder of FY24, due to funding contracts. Beginning in FY25, they will begin as a service provider, under the Beyond Access service. Harvest Transit continues to provide a church shuttle that is not NTD reportable. Below is the breakdown for each service:

- Metro Community Services had a 31% decrease in ridership
- Shared Vehicle ridership had a 50% decrease in ridership
- Kuna Senior Center had a 42% increase in ridership
- Village Van had an 9% decrease in ridership
- Volunteer Driver had a 70% decrease in ridership
- Meridian Senior Center had a 16% decrease in ridership
- Harvest Transit had a 61% decrease in ridership
- Parma Senior Center had a 34% increase in ridership
- Ada County Rides2Wellness had a 64% increase in ridership
- Canyon County Rides2Wellness had a 190% increase in ridership
- Meridian Veteran’s Shuttle has a 318% increase in ridership
- Melba Valley Senior Center had a 15% increase in ridership

ACHD Commuteride had a 9% increase in ridership. ACHD Commuteride was operating 79 vanpools at the end of the third quarter.

VRT First Mile, Last Mile services had a 44% increase in ridership. Lyft Transit Connections, which was rebranded as VRT Lyft Pass in June had a 45% increase in ridership. VRT Late Night had a 35% increase in ridership. Both of these services had an expanded service area with the service change in June.

Implication (policy and/or financial)

Improved reporting could lead to additional federal funding resources for the region.

More Information

Attachments:

- FY24 Performance Report, Third Quarter
- FY24 Third Quarter Ridership Report
- FY24 Year to Date Ridership Report

For detailed information contact:

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

VRT PERFORMANCE - 3rd QUARTER, FY24

Item IV. L.

SUMMARY DASHBOARD

QUARTERLY					YEAR TO DATE				
FISCAL YEAR					FISCAL YEAR				
		2024	2023	% Change		2024	2023	% Change	
RIDES	FR	281,755	288,313	▼ -2.3	RIDES	FR	877,499	879,575	▲ -0.2
	DR	25,632	16,459	▲ 55.7		DR	66,124	50,364	▲ 31.3
	ST	16,691	24,108	▼ -30.8		ST	54,916	69,442	▼ -20.9
	VP	32,400	29,754	▲ 8.9		VP	102,108	99,272	▲ 2.9
	FMLM	1,643	1,143	▲ 43.7		FMLM	3,969	2,946	▲ 34.7
	Total	358,121	359,777	▲ -0.5		Total	1,104,616	1,101,599	▲ 0.3
HOURS	FR	25,299	26,143	▼ -3.2	HOURS	FR	76,605	75,910	▲ 0.9
	DR	6,846	7,161	▼ -4.4		DR	21,205	21,056	▲ 0.7
	ST	3,361	7,668	▼ -56.2		ST	13,232	21,032	▼ -37.1
	VP	6,831	7,069	▼ -3.4		VP	20,959	21,792	▼ -3.8
	FMLM	230	142	▲ 61.8		FMLM	512	381	▲ 34.3
	Total	42,567	48,182	▼ -11.7		Total	132,513	140,172	▼ -5.5
RIDES PER HOUR	FR	11.14	11.03	▲ 1.0	RIDES PER HOUR	FR	11.45	11.59	▼ -1.1
	DR	3.74	2.30	▲ 62.9		DR	3.12	2.39	▲ 30.4
	ST	4.97	3.14	▲ 58.0		ST	4.15	3.30	▲ 25.7
	VP	4.74	4.21	▲ 12.7		VP	4.87	4.56	▲ 6.9
	FMLM	7.16	8.06	▼ -11.2		FMLM	7.75	7.73	▲ 0.4
	Total	8.41	7.47	▲ 12.7		Total	8.34	7.86	▲ 6.1
ON-TIME PERFORMANCE	FR	78%	80%	▼ -2.0	ON-TIME PERFORMANCE	FR	80%	81%	▼ -1.0
	DR	89%	82%	▲ 7.0		DR	89%	90%	▼ -1.0
	ST	95%	87%	▲ 8.0		ST	95%	92%	▲ 3.0
	Total	87%	83%	▲ 4.3		Total	88%	88%	▲ 0.3
	FR - FIXED ROUTE	DR - DEMAND RESPONSE	ST - SPECIALIZED TRANSPORTATION		VP - VANPOOL	FMLM - FIRST MILE/LAST MILE			

VRT PERFORMANCE - 3rd QUARTER, FY24

Item IV. L.

QUARTERLY RIDERSHIP DETAIL

FR - FIXED ROUTE			
	FY24	FY23	% Change
Ada County*	235,789	241,850	▼ -2.5
Boise State - Bronce Shuttle	31,102	34,123	▼ -8.9
Intercounty*	14,864	12,339	▲ 20.5
FR SUB TOTAL	281,755	288,313	▼ -2.3

DR - DEMAND RESPONSE			
	FY24	FY23	% Change
Ada County ACCESS**	9,290	8,134	▲ 14.2
Canyon County ACCESS**	986	843	▲ 17.0
Canyon County On-demand**	7,415	7,356	▲ 0.8
Beyond Access**	7,508	-	▲ -
Eagle On-demand**	433	126	▲ 243.7
DR SUB TOTAL	25,632	16,459	▲ 55.7

ST - SPECIALIZED TRANSPORTATION			
	FY24	FY23	% Change
Metro Community Services**	2,153	3,124	▼ -31.1
Shared Vehicle	47	93	▼ -49.5
Supportive Housing and Innovative Partnerships**	-	3,525	▼ -100.0
Kuna Senior Center	1,099	774	▲ 42.0
Village Van	2,026	2,234	▼ -9.3
Volunteer Driver	124	415	▼ -70.1
Meridian Senior Center	2,029	2,400	▼ -15.5
Eagle Senior Center**	-	1,940	▼ -100.0
Star Senior Center	-	401	▼ -100.0
Harvest Transit***	1,594	4,086	▼ -61.0
Parma Senior Center	898	672	▲ 33.6
Ada County Rides 2 Wellness	3,579	2,187	▲ 63.6
Canyon County Rides 2 Wellness	711	245	▲ 190.2
Meridian Veteran's Shuttle	159	38	▲ 318.4
Melba Senior Center	2,272	1,974	▲ 15.1
ST SUB TOTAL	16,691	24,108	▼ -30.8

VP - VANPOOL			
	FY24	FY23	% Change
ACHD CommuteRide	32,400	29,754	▲ 8.89

FMLM - FIRST MILE/LAST MILE			
	FY24	FY23	% Change
Lyft Transit Connections	1,488	1,028	▲ 44.75
VRT Late Night	155	115	▲ 34.78
FMLM SUB TOTAL	1,643	1,143	▲ 43.74

QUARTERLY RIDERSHIP GRAND TOTAL	FY24	FY23	% Change
	358,121	359,777	▼ -0.5

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

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

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

VRT PERFORMANCE - 3rd QUARTER, FY24

Item IV. L.

YEAR TO DATE RIDERSHIP DETAIL

FR - FIXED ROUTE			
	FY24	FY23	% Change
Ada County*	710,691	716,189	▼ -0.8
Boise State - Bronce Shuttle	126,320	127,478	▼ -0.9
Intercounty*	40,488	35,908	▲ 12.8
FR SUB TOTALS	877,499	879,575	▬ -0.2

ST - SPECIALIZED TRANSPORTATION			
	FY24	FY23	% Change
Metro**	4,659	8,967	▼ -48.0
Shared Vehicle	176	216	▼ -18.5
SHIP**	3,100	10,736	▼ -71.1
Kuna Senior Center	2,957	1,949	▲ 51.7
Village Van	6,587	6,288	▲ 4.8
Volunteer Driver	519	1,141	▼ -54.5
Meridian Senior Center	6,027	6,062	▼ -0.6
Eagle Senior Center**	1,895	6,405	▼ -70.4
Star Senior Center	348	1,087	▼ -68.0
Harvest Transit***	7,029	11,859	▼ -40.7
Parma Senior Center	2,495	1,859	▲ 34.2
Ada County Rides 2 Wellness	10,542	6,290	▲ 67.6
Canyon County Rides 2 Wellness	1,860	804	▲ 131.3
Meridian Veteran's Shuttle	359	165	▲ 117.6
Melba Senior Center	6,363	5,614	▲ 13.3
ST SUB TOTALS	54,916	69,442	▼ -20.9

YEAR TO DATE RIDERSHIP	FY24	FY23	% Change
GRAND TOTAL	1,104,616	1,101,599	▲ 0.3

DR - DEMAND RESPONSE			
	FY24	FY23	% Change
Ada County**	25,028	24,077	▲ 3.9
Canyon County**	3,239	2,184	▲ 48.3
Canyon County On-demand**	20,058	23,977	▼ -16.3
Beyond Access**	16,703	-	▲ -
Eagle On-demand**	1,096	126	▲ 769.8
DR SUB TOTALS	66,124	50,364	▲ 31.3

VP - VANPOOL			
	FY24	FY23	% Change
ACHD CommuteRide	102,108	99,272	▲ 2.86

FMLM - FIRST MILE/LAST MILE			
	FY24	FY23	% Change
Lyft Transit Connections	3,607	2,570	▲ 40.35
VRT Late Night	362	376	▼ -3.7
FMLM SUB TOTAL	3,969	2,946	▲ 34.73

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

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

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

TOPIC	FY2025 Budget
DATE	August 12, 2024
STAFF MEMBER	Elaine Clegg, CEO/Cameron Wells CFO

Staff Recommendation/Request

After review, the staff recommends the Board approve RESOLUTION VBD24-038 FY2025 Budget, with changes, if any. Highlights are listed below.

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 operator's 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

FY2025 Capital Budget Detail

FY2025 Local Jurisdiction Funding Summary

FY2025 Notice of Public Hearing

FY2025 Unified Planning Work Program

Resolution VBD24-038 FY2025 Budget

For detailed information contact: Elaine Clegg, CEO, 208.258.2712, eclegg@rideVRT.org or Cameron Wells CFO, 208.258.2709, 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						
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
Category	2024	2025		2024	2025	
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
	2024	2025		2024	2025	
Category	2024	2025	% Diff	2024	2025	% Diff
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
	2024	2025		2024	2025	
Category	2024	2025	% Diff	2024	2025	% Diff
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

Valley Regional Transit

FY2025 Preliminary Capital Budget Detail

Item VII. A.

Ada County	Objective	Federal	Local	Total
Ada Cutaway Replacement w/ CNG	S3	\$240,000	\$60,000	\$300,000
Ada County Bus Stop Improvements	S3	\$160,000	\$40,000	\$200,000
River and 13th Partnership Bus Stop Improvements	S3	\$200,000	\$50,000	\$250,000
Orchard Pavement Construction Design	S3	\$200,000	\$50,000	\$250,000
State Street Corridor Bus Stop Construction: 23rd and 27th Street Intersections	S3	\$843,206	\$66,794	\$910,000
	TOTAL	\$1,643,206	\$266,794	\$1,910,000
Canyon County	Objective	Federal	Local	Total
Replace Canyon Cutaway	S3	\$240,000	\$60,000	\$300,000
Replace Canyon Cutaway	S3	\$1,600,000	\$400,000	\$2,000,000
Canyon County Bus Stop Improvements	S3	\$40,000	\$10,000	\$50,000
	TOTAL	\$1,880,000	\$470,000	\$2,350,000
Regional Projects	Objective	Federal	Local	Total
Replace E350EXT Vans	S3	\$480,000	\$120,000	\$600,000
Replace Ford Vans	S3	\$480,000	\$120,000	\$600,000
Replace Cutaway	S3	\$120,000	\$30,000	\$150,000
IT Hardware Replacement	S3	\$52,000	\$13,000	\$65,000
Farebox Replacement	S3	\$520,000	\$130,000	\$650,000
Bus Camera and Software Replacement	S3	\$176,000	\$44,000	\$220,000
GFI Infrastructure Replacement	S3	\$80,000	\$20,000	\$100,000
Techonolgy upgrades for APC/ETA	S3	\$248,000	\$62,000	\$310,000
	TOTAL	\$2,156,000	\$539,000	\$2,695,000
MSS Projects	Objective	Federal	Local	Total
MSS Transit Center Flow Improvements	S3	\$40,000	\$10,000	\$50,000
	TOTAL	\$40,000	\$10,000	\$50,000
Total FY24 Capital Budget		\$5,719,206	\$1,285,794	\$7,005,000

STRATEGIC OBJECTIVES		
Maintain	S2	0%
Improve	S3	100%
Expand	S4	0%

Valley Regional Transit

FY2025 Local Jurisdiction Funding Assessments

Cost Allocation Model Derived Funding Requests

FY2025 Local Partners	General	Service	Capital	Special	Total (this year)
Ada County	\$ 33,030	\$ 115,394	\$ 14,023	\$ -	\$ 162,448
ACHD	\$ 6,619	\$ -	\$ -	\$ 69,305	\$ 75,571
Boise State University	\$ 6,619	\$ 136,340	\$ 3,108	\$ 53,059	\$ 199,126
Capital City Development Corp.	\$ 6,619	\$ -	\$ -	\$ 110,000	\$ 116,619
City of Boise	\$ 148,276	\$ 9,426,905	\$ 257,798	\$ 30,000	\$ 9,862,979
City of Eagle	\$ 22,266	\$ -	\$ -	\$ 113,933	\$ 136,199
City of Garden City	\$ 7,934	\$ -	\$ -	\$ -	\$ 7,934
City of Kuna	\$ 18,672	\$ -	\$ -	\$ -	\$ 18,672
City of Meridian	\$ 82,019	\$ 525,837	\$ 12,514	\$ 259,923	\$ 880,293
City of Star	\$ 11,812	\$ -	\$ -	\$ 7,184	\$ 18,996
Meridian Development Corp.	\$ 6,619	\$ -	\$ -	\$ -	\$ 6,619
Ada County Total	\$ 350,483	\$ 10,204,476	\$ 287,443	\$ 643,404	\$ 11,485,807
Canyon County	\$ 29,807	\$ 35,816	\$ 7,354	\$ -	\$ 72,977
Canyon County Highway District #4	\$ 1,901	\$ -	\$ -	\$ -	\$ 1,901
City of Caldwell	\$ 43,535	\$ 419,566	\$ 24,246	\$ -	\$ 487,348
City of Greenleaf	\$ 486	\$ -	\$ -	\$ -	\$ 486
City of Melba	\$ 415	\$ -	\$ -	\$ -	\$ 415
City of Middleton	\$ 7,821	\$ -	\$ -	\$ -	\$ 7,821
City of Nampa	\$ 70,693	\$ 580,234	\$ 54,579	\$ -	\$ 705,506
City of Notus	\$ 494	\$ -	\$ -	\$ -	\$ 494
City of Parma	\$ 1,521	\$ -	\$ -	\$ -	\$ 1,521
City of Wilder	\$ 1,044	\$ -	\$ -	\$ -	\$ 1,044
College of Western Idaho	\$ 6,619	\$ 174,869	\$ 16,937	\$ 35,648	\$ 234,074
Golden Gate Highway District #3	\$ 1,345	\$ -	\$ -	\$ -	\$ 1,345
Nampa Highway District #1	\$ 2,194	\$ -	\$ -	\$ -	\$ 2,194
Notus/Parma Highway District	\$ 1,179	\$ -	\$ -	\$ -	\$ 1,179
Canyon County Total	\$ 169,054	\$ 1,210,485	\$ 103,116	\$ 35,648	\$ 1,518,303
TOTAL	\$ 519,537	\$ 11,414,962	\$ 390,559	\$ 679,052	\$ 13,004,110

**NOTICE OF PUBLIC HEARING
VALLEY REGIONAL TRANSIT – BOARD CONSIDERATION OF FY2025 BUDGET**

In accordance with Idaho Code Title 40 Chapter 21, Section 12, Valley Regional Transit (VRT), the regional public transit authority for Ada and Canyon counties, notifies the public that it intends to review and consider for adoption a budget for Fiscal Year 2025.

Notice is hereby given that public comment is being sought regarding the proposed budget. A public hearing will be held during the VRT Board of Directors meeting on Monday, August 12, 2024, at the VRT administrative offices (700 NE 2nd St., Meridian, ID 83642) at 12 p.m. or as soon as possible thereafter.

Members of the public are welcome to make comments during the public hearing in person or remotely, a link for which is available at ridevrt.org/governance. Comments should be limited to no more than three (3) minutes.

Comments may also be submitted by 4 p.m. Friday, August 9, 2024, via:

- Mail, to: Valley Regional Transit, attn: FY2025 Budget Hearing, 700 NE 2nd St, Ste. 100, Meridian, ID 83642.
- Fax, to: (208) 846-8564, Subject: FY2025 Budget Hearing.
- Email, to: records@ridevrt.org, Subject: FY2025 Budget Hearing

All comments will be provided to the VRT Boad of Directors for review.

**FISCAL YEAR 2025 BUDGET
REVENUES**

Regional Overhead and Operations

Directly Generated Revenues	\$	-
Auxiliary Revenues		-
Non-Transportation Revenues		-
Federal Assistance		4,908,259
Local Assistance		<u>4,006,652</u>
Total	\$	8,914,911

Ada County Transportation Services

Directly Generated Revenues	\$	746,805
Auxiliary Revenues		211,968
Federal Assistance		4,686,104
Local Assistance		<u>8,342,620</u>
Total	\$	13,987,497

Canyon County Transportation Services

Directly Generated Revenues	\$	146,456
Auxiliary Revenues		45,937
Federal Assistance		2,228,117
Local Assistance		<u>1,388,424</u>
Total	\$	3,808,934

Specialized Transportation Services

Directly Generated Revenues	\$ -
Auxiliary Revenues	506,696
Federal Assistance	952,278
Local Assistance	<u>598,616</u>
Total	\$ 2,057,590

Capital Projects

Federal Capital Assistance	\$ 5,719,206
Local Capital Assistance	1,285,794
Subrecipient Pass Through	<u>-</u>
	\$ 7,005,000

Grand Total Revenues **\$35,773,932**

EXPENSES**Regional Overhead and Operations – 45 FTE's**

Wages and Salaries	\$ 2,440,849
Fringe Benefits	1,813,930
Professional Services	1,137,050
Materials and Supplies	396,950
Utilities	126,551
Casualty and Liability	193,750
Purchased Transportation	1,408,200
Miscellaneous	585,005
Subrecipient Pass-Thru	770,124
Interest	915
Leases and Rentals	<u>41,587</u>
Total	\$ 8,914,911

Ada County Transportation Services – 112.5 FTYE's

Wages and Salaries	\$ 6,202,500
Fringe Benefits	4,281,700
Professional Services	678,430
Materials and Supplies	1,283,100
Utilities	179,480
Casualty and Liability	678,800
Miscellaneous	212,600
Interest	136,498
Leases and Rentals	<u>334,389</u>
Total	\$13,987,497

Canyon County Transportation Services – 33 FTE's

Wages and Salaries	\$ 1,721,319
Fringe Benefits	744,289
Professional Services	258,900
Materials and Supplies	687,472
Utilities	79,000
Casualty and Liability	294,058
Purchased Transportation	-
Miscellaneous	23,896
Interest	-
Leases and Rentals	<u>-</u>
Total	\$ 3,808,934

Specialized Transportation Services – 10FTE's

Wages and Salaries	\$ 548,017
Fringe Benefits	403,864
Professional Services	920,635
Materials and Supplies	72,684
Utilities	5,640
Casualty and Liability	-
Purchased Transportation	-
Miscellaneous	<u>106,750</u>
Total	\$ 2,057,590
Capital Projects	
VRT	\$ 7,005,000
Subrecipient – Pass Through	<u>-</u>
Total	\$ 7,005,000
Grand Total Expenses	\$35,773,932

FY2025 Unified Planning Work Program

Public Transportation Supplement

Program	Expenditures				Revenues			
	Workdays	Direct Labor	Direct Costs	Total Exp.	5307 LU	5307 SU	Local Match	Total Revenues
UZA								
Program Administration Support	1,645	\$ 694,776	\$ 256,000	\$ 950,776	\$ 380,310	\$ 380,310	\$ 190,155	\$ 950,776
Boise TMA System Planning	399	\$ 190,936	\$ -	\$ 190,936	\$ 152,749	\$ -	\$ 38,187	\$ 190,936
Nampa UZA System Planning	337	\$ 158,444	\$ -	\$ 158,444	\$ -	\$ 126,755	\$ 31,689	\$ 158,444
Totals	2,382	\$ 1,044,156	\$ 256,000	\$ 1,300,156	\$ 533,059	\$ 507,065	\$ 126,766	\$ 1,300,156

500 Program Administration Support

This program supports the general transportation planning and federal project administration of Valley Regional Transit including oversight of federal regulations and development and maintenance of

- Valley Connect, the long-range transit and strategic plan;
- the 5-Year Transportation Development Plan;
- the Transit Asset Management Plan;
- and transit corridor studies.

The program also supports the development and maintenance of regional performance measures and reporting, capital project management, geographic information systems, and grant administration. Direct costs in this program include miscellaneous expenses for legal services, travel, training and membership dues.

530 Boise TMA System Planning

This program supports the general short term planning and implementation in the Boise Transportation Management Area including

- Bus stop and facility planning;
- Specific service operation plans for the Boise TMA.

430 Nampa TMA System Planning

This program supports the general short term planning and implementation in the Nampa Transportation Management Area including

- Bus stop and facility planning;
- Service operation plans for the Nampa TMA;
- and On-Demand transit planning.

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

**FISCAL YEAR 2025 BUDGET
RESOLUTION VBD24-038**

BY THE BOARD OF VALLEY REGIONAL TRANSIT TO ADOPT THE FISCAL YEAR 2025 BUDGET TO SUPPORT VALLEY REGIONAL TRANSIT'S PROGRAM OF PROJECTS UNDER THE DIVISIONS OF REGIONAL PLANNING AND PROGRAM SUPPORT, COMMUNITY TRANSPORTATION, BOISE TRANSPORTATION MANAGEMENT AREA (TMA) TRANSIT SERVICES, AND NAMPA URBANIZED AREA (UZA) TRANSIT SERVICES

WHEREAS, pursuant to Idaho Code, Chapter 21, Title 40, and as a result of the approval of the voters of Ada and Canyon Counties on November 3, 1998, a regional public transportation authority (now known as "**Valley Regional Transit**") 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 authority, exclusive jurisdiction over all publicly funded or publicly subsidized transportation services and programs except those transportation services and programs under the jurisdiction of public school districts and law enforcement agencies within Ada and Canyon Counties; and

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

WHEREAS, Valley Regional Transit is required by Idaho Code § 40-2112(5) to adopt an annual budget not later than the Tuesday following the first Monday in September for the ensuing fiscal year; and

WHEREAS, Valley Regional Transit is required to include all federally and locally funded planning projects in the Unified Planning and Work Program Transportation Supplement adopted by the Community Planning Association of Idaho, the federally designated metropolitan planning organization for Ada and Canyon Counties, as a condition of receiving federal planning assistance funds; and

WHEREAS, Valley Regional Transit set a time and place for a public hearing on the annual budget, and met all the required notification and public posting requirements as outlined in Idaho Code Sections 40-2112(5) and 40-206; and

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

VBD24-038

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

Section 1. That the Valley Regional Transit Board of Directors adopts the FY2025 Budget Analysis and Recommendations

Section 2. That the Valley Regional Transit Board of Directors adopts the Fiscal Year 2025 Budget:

- FY2025 Budget Summary by Budget Area
- Legal Notice of Public Hearing
- FY2025 Unified Planning Work Program

Section 3. That the Valley Regional Transit Board directs staff to submit the Unified Planning and Work Program (UPWP) to the Community Planning Association of Southwest Idaho for inclusion in the Transportation Supplement of the Unified Planning and Work Program required under the provisions of the Federal Transit Act.

Section 4. That this Resolution VBD24-038 shall be in full force and effect immediately upon its adoption by the Board of Directors of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 12th day of August 2024.

APPROVED by the Board Chair this 12th day of August 2024.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

TOPIC	Fiscal Year 2025 Disposal of Assets
DATE	August 12, 2024
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

Staff recommends the VRT Board of Directors adopt Resolution VBD24-033 for fiscal year 2025 Disposal of Assets.

Summary

Valley Regional Transit (VRT) set a public hearing for the disposal of VRT assets following Executive Board direction on June 12, 2024. Idaho Code requires VRT to hold a public hearing to notify the public of assets considered for disposal. The public hearing typically aligns with the consideration of the budget.

Many vehicles scheduled for disposal in previous fiscal years continue to be used in revenue service due to the inability to order and/or receive replacement vehicles. The vehicles scheduled for disposal in previous fiscal years are included in the list for fiscal year 2025. VRT staff will provide a report of the final disposition of all assets that will be included in the consent agenda at the October 2026 Board meeting.

Implication (policy and/or financial)

VRT is required to follow Idaho Code when disposing of government assets. VRT has financial policies requiring the Chief Executive Officer to dispose of assets through a method that is most advantageous to the organization. Providing the final disposition of all assets ensures accountability to the VRT Board of Directors and the public.

Highlights

Potential items for disposal include:

- Buses beyond their useful life, not suitable for other VRT services.
- Service and support vehicles beyond their useful life that are not suitable for other VRT services.
- Computers, monitors, and peripherals
- Equipment that is no longer needed or beyond their useful life, not suitable for other VRT facilities.

More Information

Attachments:

FY25 Asset Disposal List

For detailed information contact:

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

Fiscal Year 2025 Assets to Dispose

ROLLING STOCK

Vehicle Information	VIN	Year	Miles	Age	Years Beyond Useful Life
New Flyer Low Floor Transit Bus	5FYC2GP061U023542	2002	760,369	22	8
New Flyer Low Floor Transit Bus	5FYC2GP081U023543	2002	786,630	22	8
New Flyer Low Floor Transit Bus	5FYC2GP031U023546	2002	782,130	22	8
Ford E450 Elkhart Cutaway	1FDDE4FS0DDA59829	2013	241,990	11	1
Ford E450 Elkhart Cutaway	1FDDE4FS7DDA59830	2013	228,678	11	1
Ford E450 Elkhart Cutaway	1FDDE4FS9DDA59831	2013	237,674	11	1
Ford E450 Goshen Cutaway	1FDDE4FS5BDA68541	2011	299,164	13	3
Ford E450 Goshen Cutaway	1FDDE4FS4BDA63282	2011	290,572	13	3
Ford E450 Phoenix Cutaway	1FDDE4FS3CDA71164	2012	240,330	12	2
Ford F550 Glaval Entourage	1FDGF5GY7DEA93884	2013	367,809	11	1
Ford F550 Glaval Entourage	1FDGF5GY2DEA93887	2013	366,770	11	1
Ford F550 Glaval Entourage	1FDGF5GY2DEA93887	2013	379,860	11	1
Ford F550 Glaval Entourage	1FDGF5GY4DEA93888	2013	391,136	11	1
Ford F550 Glaval Entourage	1FDGF5GY3DEA93889	2013	381,541	11	1
Ford F550 Glaval Entourage	1FDGF5GY2DEA93890	2013	388,393	11	1
Ford E350 Van	1FBSS31LX6HA58631	2006	231,929	18	10
Ford E350 Van	1FBSS31LI3HA62292	2006	101,946	18	10
Ford E350 Van	1FBSS31L36HA62293	2006	141,694	18	10
Ford E350 Van	1FBSS31L56HA62294	2006	119,028	18	10
Ford E450 Starcraft Cutaway	1FDWE35L06DA32234	2003	80,346	21	11
Ford Transit	1FBVU4XM4HKA17656	2017	121,733	7	-1
Ford Transit	1FBVU4XM2HKA15551	2017	122,094	7	-1

SERVICE/SUPPORT VEHICLES

Vehicle Information	VIN	Year	Miles	Age	Years Beyond Useful Life
Ford F550	1FDAF56F02EB37470	2002	61,935	22	12
Chevrolet Silverado 1500	1GCSKPE35AZ171581	2010	122,647	14	4
Ford F350	1FTRF3865CEC50074	2012	54,710	12	2

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



VALLEY REGIONAL TRANSIT BOARD RESOLUTION

DISPOSAL OF ASSETS RESOLUTION VBD24-033

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE DISPOSAL OF ASSETS

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

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

WHEREAS, Valley Regional Transit desires to effectively manage VRT assets and dispose of unneeded resources at the highest value; and

WHEREAS, Valley Regional Transit has an existing Fixed Asset Policy, that replaced the Surplus Property Policy that was last revised August 1, 2022; and

WHEREAS, Valley Regional Transit expects to have surplus assets to dispose of between October 2024 and September 2025; and

WHEREAS, Valley Regional Transit needs to comply with current Federal and State of Idaho rules and regulations; and

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

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

Section 1. That the Board of Valley Regional Transit approve **Resolution VBD24-033**, authorize the Chief Executive Officer to approve VRT disposals for the time period of October 2024 through September 2025.

Section 2. That the Board of Valley Regional Transit directs VRT staff to determine the most advantageous method(s) of asset disposal.

Section 3. That the Executive Board receive a report showing the final disposition of all assets disposed of in fiscal year 2025 at the meeting held in October 2026.

VBD24-033

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

ADOPTED by the Board of Valley Regional Transit, this 12th day of August, 2024.

APPROVED by the Board Chair this 12th day of August, 2024.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

AUTHORIZATION FOR EXPENDITURE BOARD OF DIRECTORS

PROCUREMENT DESCRIPTION: ETA Transit System Contract Amendment (Resolution VBD24-035)

TOTAL COST: \$1,115,000.00

PURPOSE/ACTION: Valley Regional Transit (VRT) replaced the computer-aided dispatch/automatic vehicle location (CAD/AVL) software in fiscal year 2021. The new CAD/AVL provider, ETA Transit Systems, offers more innovative ways to meet the broader Intelligent Transportation System (ITS) goals as defined by the Federal Transit Administration in the areas of safety, mobility, efficiency, economic growth and trade, environmental stewardship, security, and organizational excellence.

SCOPE OF WORK: ETA Transit Systems CAD/AVL software has improved the efficiency of public transportation services and the customer experience and can integrate and adapt to the changing landscape and advancements in technology over time.

DISCUSSION: On April 5, 2021, the Board of Directors delegated authority, pursuant to VBD021-013, for the Executive Board to approve a contract for CAD/AVL software. On May 3, 2021, pursuant to Resolution VEB21-006, ETA Transit Systems was awarded a contract not to exceed five years with a not to exceed amount of \$550,000.

On April 3, 2023, the Board of Valley Regional Transit approved the contract modification with ETA Transit Systems to the not to exceed amount of \$825,000 for remaining terms of the contract.

VRT has determined that adding Boise State University bus fleet to ETA system will continue to improve the customer experience and add another partner to a comprehensive bus system through ETA. With VRT's desire to move forward with Boise State implementation, it will require an increase to the current not to exceed amount. NOTE: All local funding will be provided by Boise State University and was not included in FY24 capital budget for VRT.

ETA will install equipment on the 12 transit buses at Boise State. The cost to outfit the 13 buses will cost \$290,000, which includes all CAD/AVL and Automatic Passenger Counter (APC) equipment, installation, and travel for implementation. The yearly fees will cost \$12,500 per year paid to VRT by Boise State University.

Once the installation and implementation are completed for all 13 buses, the not to exceed amount increases to \$1,115,000, an increase of \$290,000 from the original contract. All transit buses purchased after fiscal year 2023 will include all equipment currently in place for ETA Transit Systems. The equipment will be installed during the bus build at manufacturer and will be included in the base cost of transit bus.

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

FISCAL IMPACT: The local funding is provided by Boise State University and was not included in VRT's FY24 Capitol Budget.

Item VII. C.

RECOMMENDATION/JUSTIFICATION: VRT staff requests the Board delegate authority to the Chief Executive Officer to finalize and execute the contract modification with ETA Transit Systems pursuant to Resolution VBD24-035 ETA Transit Systems Contract Amendment.

ORDER OF REVIEW

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

Signature: _____

Date Approved:

EXECUTIVE BOARD (Approves procurements \$150,000 up to \$399,999)

Signature: _____

Date Approved: _____ Resolution Number: _____

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

Signature: _____

Date Approved: 5/3/2024 Resolution Number: VEB24-003

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

ETA TRANSIT SYSTEM CONTRACT ADMENDMENT RESOLUTION VBD24-035

BY THE BOARD OF VALLEY REGIONAL TRANSIT TO MODIFY THE CONTRACT WITH ETA TRANSIT SYSTEMS

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

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

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

WHEREAS, Valley Regional Transit installed new software for a CAD/AVL software in fiscal year 2021; and

WHEREAS, the replacement software has improved efficiencies and the customer experience, and continues to adapt with future technology over time; and

WHEREAS, Valley Regional Transit has determined that by adding Boise State University to ETA System will continue to improve the customer experience and add another method of growing partnership in local transit; and

WHEREAS, Valley Regional Transit did not include the budget for this expenditure in the fiscal year 2024 budget and local funding will be provided by Boise State University; and

WHEREAS, Valley Regional Transit executed a contract with ETA Transit Systems pursuant to VBD23-017 with a not to exceed amount of \$825,000; and

WHEREAS, a contract modification is required to increase the not to exceed amount with ETA Transit Systems from \$825,000 to a not to exceed amount of \$1,115,000 for the remaining terms 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

VBD24-035

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

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

Section 1. That the Board of Valley Regional Transit approve the contract modification with ETA Transit Systems to the not to exceed amount of \$1,115,000 for remaining terms of the contract.

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

Section 3. That this Resolution VBD24-035 shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 12th day of August 2024.

APPROVED by the Board Chair this 12th day of August 2024.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

AUTHORIZATION FOR EXPENDITURE BOARD OF DIRECTORS

PROCUREMENT DESCRIPTION: RFP 2017-06-19 Management Services for Fixed-Route and Paratransit Access Services in Ada and Canyon Counties

TOTAL COST: Not to exceed \$2,651,095

PURPOSE/ACTION: To provide management services for transit service in Ada County and Canyon County.

SCOPE OF WORK: VRT conducted a competitive request for proposals in 2017 for the management of transit services in Ada and Canyon counties. The scope of the services includes management personnel for the fixed-route and ADA Paratransit services in both counties.

DISCUSSION: On September 25, 2017, pursuant to **Resolution VBD17-018**, First Transit was awarded a contract not to exceed seven years and \$2,295,870. First Transit was acquired by TransDev in March 2023 and assumed the contracts held by First Transit.

VRT procured an independent consulting firm to assist with procuring and establishing a service agreement with a private operator that will operate and maintain the transit system. The consultant will help determine the best type of operating contract that will meet the Authority's expectations. Items being considered include:

- Compliance and fiscal accountability
- The ability to operate the service the Authority advertises to the public
- To explore the benefits and costs of operating as one system across both counties
- To ensure adequate human resources and legal counsel support
- Clearly defined requirements, responsibilities, communication needs, and management authority for the Authority and the contractor
- Other considerations to make the contract stronger and easy to administer

VRT does not expect the procurement to be ready for release before the current contract expires with TransDev. The procurement timeline is expected to finish in early 2025. This contract extension will allow for services currently operated by TransDev to operate with no interruption, while providing the time needed to implement and transition to any changes determined with a new operating contract.

While the Authority works with the consultants, it has been determined that it is necessary to extend the contract with TransDev for one year and add an additional \$355,224 to the amount. Approval of this extension will result in a contract not to exceed one year with a not to exceed amount of \$2,651,095. This will provide enough funding and contract length for the consultant to complete the procurement and implementation of an operating contract for the transit system.

ALTERNATIVES: If a contract extension is not approved, VRT does not have enough time to issue a new RFP for managing the transit services currently managed by TransDev. This would significantly disrupt all fixed-route and demand response services currently offered in Ada and Canyon counties.

FISCAL IMPACT: The contract extension adds one year of service, expiring on September 30, 2025, and an additional cost of \$355,224 totaling \$2,651,095 for the lifetime contract with TransDev. The funding for management services was included in the operational budgets in fiscal year 2025.

Item VII. D.

RECOMMENDATION/JUSTIFICATION: VRT staff requests the Board of Directors consider approving **Resolution VBD24-034** to extend the Transit Management Services contract, and delegate authority to the Chief Executive Officer to execute the agreement with TransDev.

ORDER OF REVIEW

EXECUTIVE DIRECTOR (Approves procurements up to \$149, 999)

Signature: _____

Date Approved:

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

Signature: _____

Date Approved:

Resolution Number:

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

Signature: _____

Date Approved: August 12, 2024 Resolution Number: VBD24-034

**VALLEY REGIONAL TRANSIT BOARD RESOLUTION
TRANSDEV CONTRACT EXTENSION
RESOLUTION VBD24-034**

**BY THE BOARD OF VALLEY REGIONAL TRANSIT TO APPROVE THE EXTENSION FOR
MANAGEMENT SERVICES FOR THE ADA AND CANYON COUNTIES TRANSIT SYSTEMS WITH
TRANSDEV**

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

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

WHEREAS, Valley Regional Transit needs to extend the contract with TransDev to manage the transit services operated in the Boise urbanized area and the Canyon County transit services operated in the Nampa urbanized area; and

WHEREAS, Valley Regional Transit is currently working with a consultant to evaluate if a management or operating contract will be most advantageous for transit services in Ada and Canyon counties in future years; and

WHEREAS, Valley Regional Transit needs more time to evaluate future contract, a contract extension with TransDev is required to continue operating the transit management services; and

WHEREAS, Valley Regional Transit has included the budget for these expenditure amounts in the fiscal year 2025 budget, and

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

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

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

VBD24-034

011; and

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

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

Section 1. That the Board of Directors approve Resolution VBD24-034 to extend the contract for Transit Management Services with TransDev for Ada and Canyon counties, with a not to exceed amount of \$2,651,095.

Section 2. That the Board of Directors delegate authority to the Chief Executive Officer to finalize and execute a contract extension for Transit Management Services in Ada and Canyon Counties with TransDev.

Section 3. That by the Board of Directors approving **Resolution VBD24-034**, it shall rescind Resolution VBD17-018.

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

ADOPTED by the Board of Valley Regional Transit, this 12th day of August 2024.

APPROVED by the Board Chair this 12th day of August 2024.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

TOPIC	Flix Bus Lease of Happy Day Transit Center
DATE	August 12, 2024
STAFF MEMBER	Kate Dahl

Staff Recommendation/Request

Staff recommends the Board of Directors review the proposed lease price and approve Resolution VBD24-036 to authorize the CEO to finalize negotiations and execute the lease agreement and contracts.

Highlights

Who is Flix Bus

FlixBus, FlixBus and FlixBus is a German company that has established itself as Europe’s largest long distance bus network and launched the first green long-distance trains in 2018 as well as a pilot project for all electric buses in Germany, the US and France. FlixBus’s vision is to provide easy-to-use, affordable, and environmentally friendly travel for consumers across the globe. FlixBus acquired Greyhound Lines, Inc. (“Greyhound”), the largest provider of long-distance bus transportation in the United States, from FirstGroup in 2021. The purchase brings together FlixBus’ innovative global technology and shared mobility expertise with Greyhound’s iconic nationwide presence and experience, creating a company that will be better able to service the needs of intercity bus travelers in the U.S. The FlixBus Global network serves over 2,500 destinations in 36 countries outside of the US with 400,000 daily connections. Greyhound currently connects approximately 2,400 destinations across North America with nearly 16 million passengers each year.

History

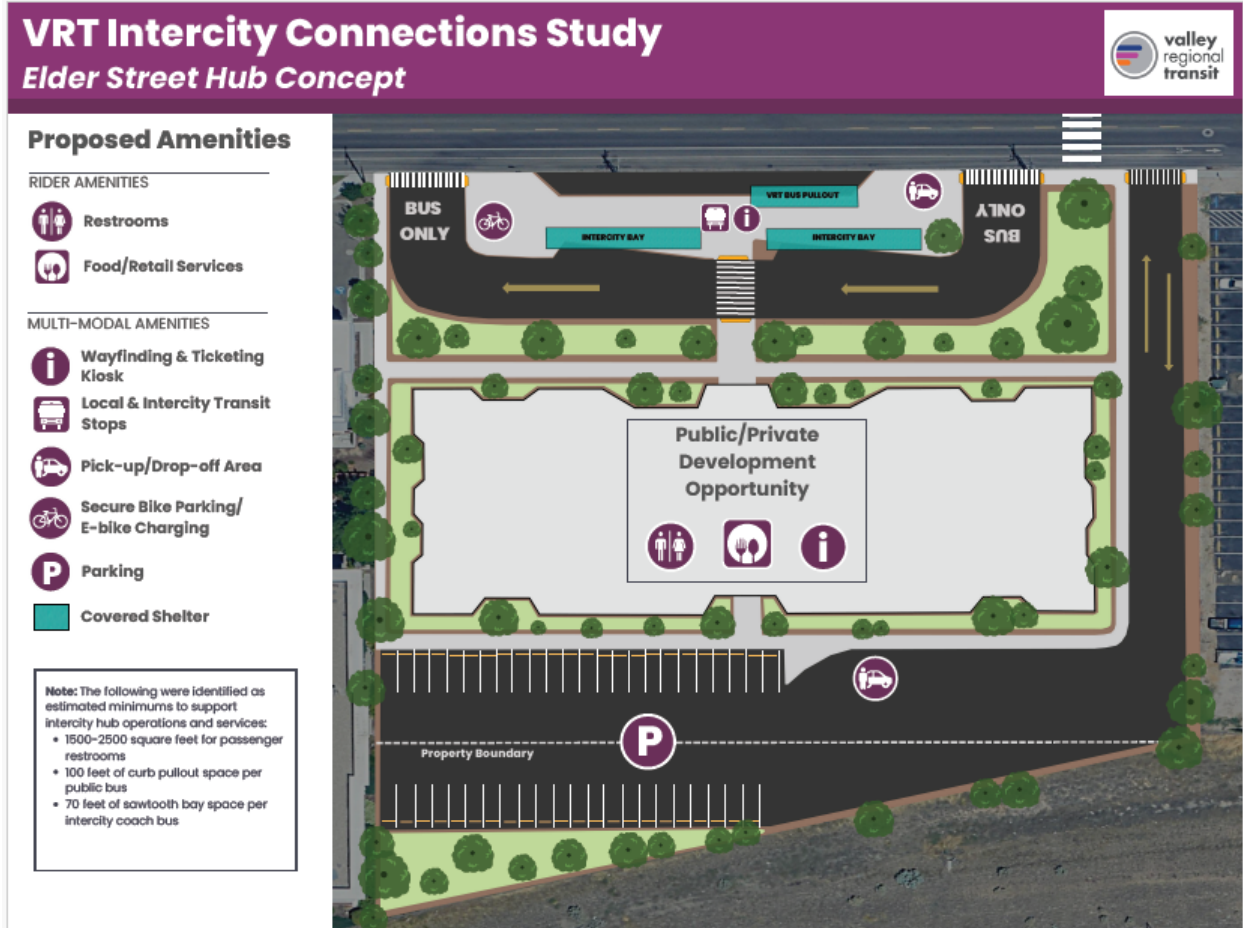
Greyhound originally had a bus station in downtown Boise (now Treefort); they were unable to make improvements to the building and sought a new location, they also had a previous location in Nampa on the southwest corner of Garrity and King’s Highway. Greyhound Bus originally approached Valley Regional Transit in 2019 about leasing Main Street Station. Staff reviewed the proposal at the time and found the proposal did not bring in enough revenue to cover expenses, VRT did not approve the lease agreement. Greyhound then secured a lease agreement with Flying J, who provided a dump station and cashier stand inside for ticketing. Greyhound suffered a substantial loss of ridership during the COVID-19 pandemic, subsequently shutting down routes in 2021. FlixBus purchased Greyhound in the same year.

Intercity Connections Study

VRT and Greyhound have continued conversations about a combined transit hub since 2019, which lead VRT to conduct an [Intercity Connections Study](#) to engage the regional providers and find out their desired rider and operator needs to develop a concept plan at an alternative site. The study was completed in May of 2024 and examined the Boise Airport and Elder Street Park and Ride. Boise Airport does not have much room to expand the curb with other expansions planned, the curb space is expected to be outgrown in 5-7 years. Elder Street Park N Ride is currently owned by BSU, has room for development and BSU is open to a continued partnership to expand the facility. A concept plan was developed for Elder Street and is anticipated to be developed on a longer 10-20-year timeline. The high-

level planning estimate is \$15-\$20 million. Happy Day Transit Center was briefly considered as an alternative but was eliminated as there is no direct off-ramps (Karcher is 2.2 miles, and the Franklin exit is 3.6 miles). In addition, there are no hotels or restaurants immediately adjacent to the site to accommodate riders. (See Link 1 - Intercity Connections Study).

Figure 1: Elder Street Concept



FlixBus Ridership and Schedule

FlixBus, like local transit, serves the captive riders that are unable to drive because of disabilities or age and those where riding the bus is the most affordable option. In addition, they serve a significant number of college students and military personnel. FlixBus makes transfers with Salt Lake City Express and Northwest Stage Lines. Both Salt Lake City Express and Northwest Stage Lines average 65 riders a day and FlixBus averages 53 riders a day.

Figure 2: Existing Intercity Bus Routes and Stops, To and From Boise, Winter 2024 (page 4 of the study)

Operator*	Direction	Location	Airport	Flying J	Town Square Mall
Salt Lake Express	Departing to	Salt Lake City	08:15	08:25	
Salt Lake Express	Arriving from	Salt Lake City	18:55	18:45	
Salt Lake Express	Departing to	Pocatello	07:45	07:55	
Salt Lake Express	Arriving from	Pocatello	18:10	18:00	
Salt Lake Express	Departing to	Spokane		08:00	
Salt Lake Express	Arriving from	Spokane		17:35	
Northwest Stage Lines	Departing to	Spokane	07:50	08:00	
Northwest Stage Lines	Arriving from	Spokane	18:15	18:05	
FlixBus	Departing to	Portland		08:45	08:30
FlixBus	Arriving from	Portland		21:15	21:30
FlixBus	Departing to	Salt Lake City		07:10	06:55
FlixBus	Arriving from	Salt Lake City		22:50	23:05

*Note: Several of these routes are marked by multiple providers with their own branding.

Happy Day Transit Center

The Greyhound/Flix lease at Flying J expired in June of 2024. VRT staff has been in conversations with Greyhound/Flix for several months regarding locations for the interim, Happy Day Transit Center (HDTC) has surfaced as a viable option for both parties. HDTC is underutilized and has adequate space to accommodate FlixBus operations for ticketing, passenger lobby, and a bus stop pad on the side street. For years, VRT has looked for ways to raise local revenue to fund the necessary capital improvements at HDTC. Unfortunately, VRT has been unable to secure local funding despite securing federal grants for building improvements. VRT has five grants for capital improvements on hold which would finance a new roof, new HVAC, and new electrical which are the top three priorities according to the Capital Facilities Manager. The estimated total building remodel costs are estimated at \$3.6-\$5.8 million (\$4.5 million is most often cited). VRT has 5 grants totaling \$3,056,816 the local match is \$764,204 (20%) to begin improvements. The local matches for each of the 5 grants are \$13,493 (used), \$38,397, \$40,000, \$311,624, \$36,832, \$323,858 (pending). FTA has confirmed that money collected in a lease agreement can be utilized for matching funds. Any amount of lease money collected can be applied to these match amounts and improvements begin. See Attachment 1 for more information.

The initial proposal included both FlixBus and other intercity affiliates stopping at Happy Day which creates an opportunity to provide connections between intercity and local transit services. It also provides an opportunity to further activate HDTC, making it more of a community hub. Collocating can also create some conflicts. Figure 3 shows the estimated time each carrier would stop at HDTC. Because of several conflicts with the Route 40 and 42 highlighted in yellow, the requirement of transponders in each bus to access the security gates, and traffic flow onto the Boulevard and around the building, the decision was made for FlixBus and partners to use the bus stop on the east side of the building located on the side street Happy Day Boulevard. The affiliates have since been dropped from the proposal at this time, with only FlixBus included interested in stopping at Happy Day.

Figure 4 shows the potential flow of VRT and FlixBus and affiliate buses through the facility. The license agreement with City of Caldwell and VRT may need to be updated to allow subleasing to allow Flix and partners to stop on the street. This will be reviewed by the attorney when a lease price is agreed upon.

Figure 3: Estimated Happy Day Transit Center Service Schedule Comparison

Flix and Affiliates	Direction	Estimated Time *	Route 40	Route 42
FlixBus	From Salt Lake	8:35		
FlixBus	To Portland	8:50		8:20
SLC	To Pocatello	8:18		8:20
Northwest Stage Lines	To Spokane	8:23		8:20
SLC	To Spokane	8:33		8:20
SLC	To Salt Lake	8:48		8:20
SLC	From Spokane	18:08	18:09	17:52
Northwest Stage Lines	From Spokane	18:48	18:33	19:01
SLC	From Pocatello	18:43		19:01
SLC	From Salt Lake	19:20	19:42	19:01
FlixBus	From Portland	21:30		
FlixBus	To Salt Lake	21:45		

Yellow Highlights are pickup time conflicts

*33 minutes added to time points from Intercity Connections Study for SLC and Northwest, Flix provided updated times

Figure 4: Traffic flow at Happy Day Transit Center



Figure 5: View looking north at bus stop on Happy Day Blvd east of the Facility



Lease details

Staff researched and prepared a lease cost proposal that included a triple net lease which includes lease of a ticketing office and lobby, utility costs, and maintenance costs. The initial proposal included costs for all three intercity carriers. Costs included cleaning 7 days a week and security 7 days a week to cover the earliest and latest drop-off times. One-time costs have also been included to cover the cost of security camera installation on the south and east sides of the building, a large bus shelter at the bus stop, lobby furniture including benches with backs, a public announcement system, and a lease set-up fee to cover the cost of legal expenses to draft the lease agreement and review and amend the license agreement. Staff provided the proposal to FlixBus for review and negotiate. FlixBus did not approve the maintenance fund, lobby furniture, or bus shelter. The onsite security was reduced from 16 hours a day to cover FlixBus and affiliates to only cover FlixBus times. Once a lease price and one-time costs are agreed upon between the parties, the VRT Legal team can prepare a draft lease agreement for review and approval. The lease price for the office and lobby would be the profit to VRT to utilize for grant match. The current proposal would result in an annual profit for VRT of approximately \$36,375. This amount is just shy of the three lowest matches for the grants of \$36,832, \$38,397, \$40,000. VRT expects this partnership could result in a multi-year lease, which would enable VRT to move forward with improvements to Happy Day Transit Center for years to come. See Attachment 1 for the specific cost breakdown and grant matches.

Staff Recommendation/Request:

Staff recommends the Board of Directors review the proposed lease terms and approve Resolution VBD24-036 to authorize the CEO to finalize negotiations and execute the lease agreement and contracts.

Implication (policy and/or financial)

Collecting lease money from FlixBus, would provide VRT local matching funds to implement Federal Grants for facility improvements.

More Information

Attachment 1 –VRT & FlixBus Cost Breakdown

[Link 1 –Intercity Connections Study](#)

For detailed information contact:

Kate Dahl, Principal Planner, kdahl@rideVRT.org, 208-258-2715

Attachment 1: VRT & FlixBus Cost Breakdown

VRT Proposed Costs	Annual Cost	Annual Cost	FlixBus Proposed Changes
Security Guards - 7 days a week 8am-12am/person, (16 hrs/day * \$28/hr) hours assumed to cover all 3 carriers	\$ 163,520	\$ 45,990	Security Guards - 7 days a week 7:30-10am & 8:30-10:30pm (4.5 hrs/day * \$28/hr) just Flix times
Security Cameras - at least two additional security cameras (facing the bus stop on the street)\$1604, running electrical and external lighting (\$1000) and public announcement system (\$6000)	\$ 8,604	\$ 2,604	Security Cameras only
Cleaning/Lobby/Office/Restroom 7 days a week	\$ 21,060	\$ 21,060	
Lease Lobby 27'x75' = 2025 s.f. (\$12-\$15s.f.) = \$24,300 - \$30,375 Office 15'x9' = 135s.f. (\$300-\$500) (building total square footage 25,469) 9% of total	\$ 36,375	\$ 36,375	
Property Taxes - tax exempt	\$ -	\$ -	
Electricity FY24 budget \$45,000 x 9% of the building = \$4050/yr	\$ 4,050	\$ 4,050	
Lobby furniture, airport style seats 5 sets of 5 seats and 5 sets of 4 seats \$1350 + shipping \$250?	\$ 1,600	\$ -	There is existing benches in the lobby
Bus stop benches 3 COA benches no charge, 1 large shelter \$11,625 w/lighting \$2500	\$ 14,125	\$ -	Shelter not needed
Insurance - No additional cost for insurance	\$ -	\$ -	
Attorney to draft contract 15 hours @ \$336/hr	\$ 5,040	\$ 5,040	Getting approval
Building Improvements - Roof (\$280K) & HVAC (\$145K), Electrical no quote yet. (\$425/3 partners = \$141K /5 years = \$29K/year	\$ 2,417	\$ -	Not willing to pay maintenance costs
Total Costs	\$ 256,790.67	\$ 115,119.00	
Annual Net Profit	\$ 38,791.67	\$ 36,375.00	
One-time Costs	\$ 29,369.00	\$ 7,644.00	
Annual Expenses	\$ 227,421.67	\$ 107,475.00	
Monthly Lease	\$ 18,951.81	\$ 8,956.25	
Monthly Profit	\$ 3,232.64	\$ 3,031.25	

FTA Grant	Federal - 80%	Local - 20%	Project Description
2016-017-02	\$ 53,970	\$ 13,493	Used funds
2017-008-03	\$ 153,590	\$ 38,397	Replace roof, siding, repair awning
2017-017-02	\$ 160,000	\$ 40,000	Roof renovation, some HVAC
2022-014-01	\$ 1,246,495	\$ 311,624	Roof renovation, some HVAC
2022-017-02	\$ 147,329	\$ 36,832	Roof renovation, some HVAC
<i>Pending</i>	\$ 1,295,432	\$ 323,858	TBD
Total	\$ 3,056,816	\$ 764,204	

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

FLIXBUS PROPOSAL RESOLUTION VBD24-036

BY THE BOARD OF VALLEY REGIONAL TRANSIT DELEGATING AUTHORITY TO THE CEO TO EXECUTE THE LEASE AGREEMENT AND CONTRACTS TO ALLOW FLIXBUS AND AFFILIATES TO STOP AT HAPPY DAY TRANSIT CENTER.

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

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

WHEREAS, Valley Regional Transit desires to accommodate all bus riders and enhance transportation connections between providers; and

WHEREAS, Happy Day Transit Facility is an underutilized facility that can be improved as a multi-modal transit destination and host more transportation modes and providers and provide a safe and comfortable facility for riders to transfer and access local and intercity transportation services; and

WHEREAS, Happy Day Transit Facility requires building improvements for the safety and comfort and leasing a portion of the facility will generate revenue to implement building improvements; and

WHEREAS, Valley Regional Transit has not yet included the budget for this revenue in the fiscal year 2024 budget; and

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

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

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

Section 1. That the Board of Valley Regional Transit has reviewed the FlixBus Proposal.

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

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

ADOPTED by the Board of Valley Regional Transit, this 12th day of August 2024.

APPROVED by the Board Chair this 12th day of August 2024.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

TOPIC	ACTION: FY2025 Service Change Public Hearing
DATE	August 12, 2024
STAFF MEMBER	Stephen Hunt

Staff Recommendation/Request

Staff requests the Board of Directors consider setting a public hearing to be held in Eagle and/or Nampa on September 4 and/or September 5 to discuss changes to service that may be necessary due to local jurisdiction budget decisions. If necessary, the Board of Directors would also hold a special board on September 9 after the regularly scheduled Executive Board meeting to consider necessary changes.

Summary

Local funding for Valley Regional Transit (VRT) services is dependent on local jurisdiction budget decisions. VRT is aware there are on-going budget discussions in Nampa and Eagle that could impact service in FY2025. The potential impacts of these budget decisions include limiting the service area of the 150 On-Demand service to Caldwell and discontinuing the 160 On-Demand service in Eagle. FTA requires that VRT hold a public hearing on such changes in services to allow the public impacted a chance to respond. FTA regulations also require that any services changes be approved by the Board of Directors.

VRT works closely with each funding partner to align funding decisions and service changes. This typically results in conversations that occur over many months. Occasionally budget decisions at the jurisdictional level have immediate impacts. These types of decisions, however, limit VRT’s ability to respond or engage the public.

Implication (policy and/or financial)

Public hearing and special board meeting are necessary to respond to changes in local jurisdiction contributions.

More Information

For detailed information contact:

Stephen Hunt, Chief Development Officer, shunt@ridevrt.org, 208-258-2701

TOPIC	Bus Stop Inventory Phase 1
DATE	August 12, 2024
STAFF MEMBER	Kate Dahl

Staff Recommendation/Request

This is an information item for the Board of Directors to review the results of the Bus Stop Inventory Phase 1.

Highlights

- Phase 1 of the Inventory is complete.
- Premium bus stops are exceeding expectations; they are well equipped with amenities, are ADA accessible with concrete in average condition and connectivity to sidewalks.
- Phase 2 of the inventory will begin in Fall 2024.

Purpose

Valley Regional Transit seeks to improve the rider experience. A key touchpoint to improve the rider experience is at bus stops. Identifying bus stops with different levels of ridership and ensuring adequate access and amenities are standardized and present and in good condition ensures riders are safe, comfortable and can conveniently access the bus network. Staff estimates there are over 900 bus stops in the transit network, approximately 700 of those are currently active. To understand the conditions at each stop and whether each stop meets the Bus Stop Typology guidelines to standardize stop amenities, staff needs to catalogue the types of amenities at each stop. This will allow staff to understand how many benches, bike racks, shelters etc. will be required to improve all bus stops and meet the Bus Stop Typology. Bus Stops will be inventoried in phases, until all 900 stops are inventoried and in the database.

The inventory allows VRT to:

1. Understand what assets are in the field
2. Identify stops that are deficient
3. Determine overall bus stop needs for the system and individually
4. Track bus stop projects
5. Develop systemwide projects grouping stops with similar needs

Phase 1 of the Bus Stop Inventory Scope of Work

Phase 1 of the bus stop inventory created a GIS database that included fields for each bus stop amenity such as benches, shelters, bike racks, trash cans etc. and conditions at bus stops like concrete, bus pad size, sidewalk connectivity etc. It also included inventory each bus stop on the premium routes 3, 7, and 9.

Bus Stop Inventory Phase 1 Results

To help lay the groundwork for a coordinated, objective bus stop investment program, VRT recently completed Phase 1 of the Bus Stop Inventory. From that inventory, a database was developed outlining the conditions and amenities at each bus stop. At this time, approximately 100 bus stops have been individually inventoried. From the data collected, an analysis has been prepared with some key takeaways on bus stops on premium corridors.

Bus Stop Sizes

- 51% of bus stops were large, 29% medium, and 19% small

Boarding/Alighting Pads and Condition

- 51% had a boarding/alighting pad, 38% board or alight directly on the sidewalk, 8.8% a bus bay, and 1% separated sidewalk
- 66.7% of boarding/alighting pads were in average condition, 27.5% in good condition, and 5.9% in poor condition

Sidewalk Presence, Condition and Material

- 99% of bus stops were directly connected to a sidewalk
- 73.5% of concrete at bus stops is in average condition, 19.6% in good condition, and 7% in poor condition
- 98% of sidewalks were concrete, 1% were asphalt, and 1% were constructed of brick or pavers

Bus Stop Amenities

- 69.6% of bus stops had a shelter present
- 54% of bus stops had lighting within 50 feet, 28% had no lighting, and 19% had solar lighting as part of the stop
- 46% of bus stops had a Creative Outdoor Advertising (COA) bench present, 25% had a VRT bench present, 22% had no bench, and 8% had an alternative bench
- 53% of benches had no advertising, 44% had advertising, and 3% had advertising elsewhere at the stop
- 91% of bus stops had a bike rack present
- 92% of bus stops had a map case present
- 83% of bus stops had a trash receptacle present

Curb Ramps

- 80% had a curb ramp present, 20% did not
- 59% of the curb ramps were perpendicular to the intersection, 15% were parallel to it, 21% had no curb ramp, and 6% had other designs

ADA Compliance

- 69% of bus stop pad met ADA requirements size requirements 8'x 5'
- 80% of stops had a cross slope of less than 2% (ADA Compliant)
- 97% of stops had run slopes less than 5% (ADA Compliant)

Figure 1: Illustrating cross and running slope measurements



In summary, bus stop improvements on premium routes are nearly compliant with the Bus Stop Typology. Overall, stops are meeting the core requirements with solid boarding/alighting areas that are ADA compliant and the concrete is in usable condition and high connectivity. A high percentage of bus stops include multiple optional features which certainly improve rider ease and comfort and showcase the premium routes. VRT can continue to improve stops by building ADA compliant boarding/alighting pads, adding and replacing amenities, replacing concrete in poor condition, and adding curb ramps. This data assists staff in identifying which stops do not meet the bus stop typology and begin developing improvement projects to bring all stops up to premium requirements.

VRT expects to conduct a Phase 2 Bus Stop Inventory this year that will collect data on standard routes. It is expected these bus stops will require significantly more improvements to come into compliance with the Bus Stop Typology. At this point it will be important to collect rider feedback on amenities and conditions at specific stops to assist VRT in prioritizing improvement projects.

Implication (policy and/or financial)

A comprehensive inventory of bus stops will allow VRT to track assets and develop bus stop improvement projects that can be planned and budgeted for in the Transportation Development Plan.

More Information

Attachment 1: Technical Memo

For detailed information contact:

Kate Dahl, Principal Planner, kdahl@rideVRT.org, 208-258-2715

TECHNICAL MEMORANDUM

Date:	April 3, 2024	TG:	1.23081 TO 1
To:	Kate Dahl, Alissa Taysom, Joseph Guenther and Jonathan Mutchler – Valley Regional Transit		
From:	Stefanie Herzstein, Borna Khedri and Nate Jones – Transpo Group		
Subject:	Valley Regional Transit Bus Stop Inventory: Database and Field Collection Program		

Valley Regional Transit (VRT) is developing a comprehensive asset database of bus stops and associated amenities. The asset database will enhance VRT staff decision-making on improvements, project development, maintenance/repairs, and insurance claims. This memorandum documents the database architecture and structure as well as procedures for data collection, including the methodologies, tools, and quality control measures.

Background

Transpo developed the database framework through coordination with VRT. The approach to data collection is based on Transpo's experience with other asset management projects including bus stop inventories. Transpo completed Phase 1 of the data collection on VRT Routes 9, 7A and 3 (premium corridors), which allowed us to test and refine the database and field collection guide as well as train VRT staff in data collection and use of the bus stop inventory database. The database is GIS based allowing VRT to geolocate their bus stops and assets as well as integrate the data with VRT's other GIS data and download data in spreadsheet format.

Database

The GIS database begins by developing a data dictionary. A data dictionary outlines the design of the GIS database and includes the fields and attributes for different aspects of the bus stop data collection. It is intended to be comprehensive in its design, containing asset identification numbers (IDs) and information on stop locations, type, amenities, review of ADA design including measurements, photos and more. The data dictionary defines the exact ordering, naming, and aliases of GIS fields within the dataset as well as the field's "domain". The domain is the list of possible entries for a field. The data dictionary also provides notes useful as a guide for understanding fields. For example, a note may indicate if an aspect is part of the ADA collection or what are the default values, or other essential field-specific information to help users understand the fields and attributes in the GIS database. Section 3 of Attachment A, Field Collection Guide, summarizes the data dictionary for the VRT bus stop inventory.

The database developed for VRT is intended to evolve as conditions change such that VRT can add new fields or attributes as the transit system evolves. VRT should maintain and update the data dictionary (section 3) to ensure it does not become out of date. Keeping the data dictionary up to date will allow for a variety of staff to use the inventory. In addition, VRT should consider assigning one staff person or a group of people that have authority to adjust the database so that there is a process and system in place for changes including when and how they are made.

Data Collection

As described above, data collection was initially conducted by Transpo along premium corridors to help assess and refine the database and facilitate VRT staff training on collection and use the GIS

application. Future data collection including inventory of the remaining VRT existing and/or future stops could be done by Transpo, VRT or other parties. The database and data collection process have been designed to help facilitate use by others beyond Transpo.

A key component of completing data collection is the field guide, which serves as a training manual and outlines data collection guidelines, procedures, and provides a step-by-step review of each data field to ensure the data collector can effectively and accurately collect data. The guide also defines necessary and suggested equipment (such as a mobile collection device, a smart level, a tape measure, etc.) and key terms and concepts. The guide is intended to be a living document that VRT should adjust as lessons are learned during data collection. Attachment A provides the data collection field guide.

Attachment A – Field Guide



Bus Stop Inventory Data Collection Field Guide

April 2024



Prepared by



Valley Regional Transit Data Collection Field Guide 2024

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The field collection guide is intended to provide a resource for persons performing the bus stop inventory for Valley Regional Transit's fixed route system. The following sections are included:

- 1 – Field Collection - Overview and Equipment – Outlines equipment for data collection and key considerations when a data collector is in the field.
- 2 – ESRI Collector App – Describes the application used to collect data in the field.
- 3 – Bus Stops – Outlines the approach to collecting bus stop data.
- 4 – Quality Control – Explains how quality control is implemented.

Section 1 – Field Collection - Overview and Equipment

Field tools

- **Tablet or smartphone w/ charging cable and necessary apps.**
 - The tablet includes the ESRI Collector app, plus any other necessary apps for use in the field, such as Google Maps and a web browser.
 - The tablet also includes camera functionality which will be necessary for collecting certain assets.
 - Note that a smartphone could be used in lieu of a tablet. A smartphone may even offer better functionality due to being smaller, more portable, and having a higher camera quality for taking pictures from the field (depending on the model of the smartphone).
 - A shock-resistant carrying case with a shoulder/neck strap for comfort is recommended for the tablet or smartphone.
 - *PLEASE REMEMBER* to charge the tablet during non-collection times so the battery does not run dry in the middle of a field visit. The portable battery may not be completely sufficient to keep the device charged for the entirety of collection if the device is already depleted.
- **Smart Level w/ carrying case, calibration guide and extra batteries.**
 - Aside from the tablet, the level is the item you will be using the most while in the field. It is used for many of the collection assets.
 - Please ensure the level is in percent (%) display mode, as you may accidentally enter inaccurate data if it is in the wrong display mode.
 - The level is water resistant and can sustain minor falls without needing to be re-calibrated. However, if the level takes a hard fall, it will be necessary to re-calibrate to ensure inaccurate readings are not being recorded. A user manual, which instructs how to re-calibrate the level is provided.
 - The battery may run out of charge while in the field, and we recommend a back-up 9-volt battery in your equipment. Instructions for replacing the battery are included in the smart level user manual.



- **Tape measure (25ft)**

- Used often for collecting a variety of assets. It is recommended to keep the measure in a high-visibility jacket pocket or strapped to you for easy access.



Other items

- **High-visibility jacket**

- Required to be worn anytime a field tech is conducting work. Do not wear raincoats, etc., over the reflective jacket.



- **Equipment backpack**

- Has enough space to carry all equipment plus food and any extra clothes necessary to accommodate collection.



- **Portable charger**

- Used to charge the collection tablet when its battery gets low while in the field. It is likely that on long periods of collection, the tablet may not have enough charge for the entire period. The portable charger should be able to keep the tablet charged until the period of collection ends.
- *PLEASE REMEMBER* to charge the portable charger during non-collection times so the battery does not run out if you ever need it to charge the field tablet or your phone.



- **Business cards or Agency Letter**

- Provides a contact that can be used at times when residents approach you and question you about the work you are doing.

Field Guidelines

- It is recommended data collectors wear comfortable clothing meeting the guidelines of VRT's dress code. For full day/extensive data collection keep in mind the following:
 - Take breaks as often as you need, within reason. Be sure to bring and drink plenty of water and feel free to bring lunch or stop for lunch.
 - Wear a reflective vest when doing field work.
 - Drivers should be mindful of where they are parking along the route.

Public Engagement

- If local/residents approach you and ask what you are doing, you can tell them you are conducting a bus stop inventory for Valley Regional Transit (VRT).
- If they have further questions, you can refer them to the VRT and give them the contact card you have been given.

Section 2 – ESRI Collector App

Tablets are equipped with the ESRI Collector app, which is the primary means used to collect data for right-of-way features. The following is the general outline for using the ESRI Collector app:

Loading the collection map:

1. When you first open the app, you will need to login. Below “Sign In,” it should show arcgis.com. Click “Continue.”
2. From here, enter your username and password given to you by the office. (Please contact the office if you cannot remember your login.)
3. Once logged in, the app should show your maps. Click on the map you are using for the project at hand.
4. It will take a moment for the map to load. Let it take its time to narrow in the GPS signal narrow before collecting.
5. Once everything is loaded and ready to go, you can begin collection.

Editing a feature:

1. To edit a feature (point or line), tap on it and it should be highlighted. If multiple features are at the spot you tapped (such as a curb on a sidewalk), it will select the top feature. You can see other features in the spot you are collecting by tapping the icon that looks like 3 dots next to 3 lines on the bottom right of the screen. You can also press the “X” to unselect the feature(s).
2. To edit a feature, click the feature bar at the bottom of the screen that shows your selected feature. This will open the attributes.
3. Tap on the pencil at the top right of the screen to begin editing the feature. Proceed with collection as normal, going step-by-step through the fields as you take measurements. Tap on each field to see the drop-down menu of selectable attributes. For most fields, you can only select one of the drop-down options, unless it is a comments field that allows typing.
4. Once you are done editing the fields (Make sure everything is filled out that needs to be filled out! Check for “Data Collect”!), you can either tap the check mark at the top left to finish, or you can select the map symbol near the check to edit the placement of points/vertices of lines.

Creating a feature/dropping a point:

1. To create a new point/line, tap the “+” symbol at the top right of the screen. This will allow you to drop a new feature. Click on the feature you want to drop, and it will automatically bring up the editable field’s menu. You can either collect the information for the feature first or click on the map symbol to specify a location.
 - For point feature types, tap anywhere to drop the point, and you can zoom in and tap anywhere else to fix its location. Please be sure to put the point in the best location possible as specified by the field collection guide for that feature.
 - For line feature types (sidewalks only in this case), press somewhere on the map to drop the first vertex. You can then press and hold this dot to adjust its location. Each tap outside of the dot will add a new vertex, and each vertex can be moved by holding and moving it. In between vertices are smaller dots that you can use to add vertices in between already dropped vertices. Use the curved arrow at the top right to undo any changes you made.

Other information:

1. Every change made to features will be automatically uploaded to the web once you click "Done."
2. You cannot delete features, and this is to make sure we do not accidentally delete already collected features. If you accidentally create something that should not be there, please leave the fields unchanged and leave in the "Comments" field: "delete." At some point let the office (or the person at VRT that will postprocess data) know you have features that need deleting.
3. Click the target symbol near the top right/center to pan the screen to your estimated location.

Section 3 – Bus Stops

The approach to Bus Stop collection in the field will depend on the type of stop present. This section will cover full collection for a stop that includes a shelter and/or a transit-specific pad. In cases where the stop is limited to just a stop sign or even no sign at all (such as a phantom stop), no ADA data will be collected.

Steps for Collecting Medians

1. **VRT Bus Stop ID:** This field will already be filled in and un-editable in the application. If a new bus stop is added, this may be blank and VRT will provide the stop ID later.
2. **Stop Status:** The current operational use status of the stop. This will be defined by VRT in the office.
 - **Active**
 - **Inactive/Closed**
 - **Future**
3. **Corridor Type:** Any stop served by the routes 3 - Vista, 7 - Fairview (2024), 7B - Fairview - Towne Square Mall, or 9 - State Street are premium corridor stops. All others are standard stops.
 - **Standard Stop**
 - **Premium Corridor Stop**
4. **Typology:** Should be defined in VRT Master Bus Stop List
 - **Large**
 - **Medium**
 - **Small**
5. **Jurisdiction:** The agency that the stop is located in. This was calculated based on GIS boundaries and doesn't necessarily denote ROW ownership.

<ul style="list-style-type: none"> • Boise • Caldwell • Eagle • Garden City 	<ul style="list-style-type: none"> • Meridian • Nampa • Ada County 	<ul style="list-style-type: none"> • Canyon County • Other
---	--	--
6. **Ownership Comment:** VRT has indicated shelters and benches will have different ownership possibilities, so this will be a general text field to record these situations. For example, most benches in Historic Preservation Districts in Boise will be owned by those Districts. Typically, the shelters or benches will be a different color than VRT's brand.
7. **Future Improvements:** This will be filled in by VRT depending on future changes planned at the stop.

8. **Included in Initial Data Collection:** This field is used to indicate if the location is included in the initial March 2024 data collection performed by Transpo Group along Premium Corridor Stops. This information is defined by VRT's bus stop.
 - **Yes** – Any stop that is part of the 3 premium corridor routes (Routes 3, 9 and 7A).
 - **No** – All other stops outside of the 3 premium corridor routes.
 - **Added New Point** – When a field collector identifies something in the field that justifies adding a new point that is not in VRT's original dataset. This could include stops with multiple shelters/benches or newly discovered stops that appear to be missing in the dataset.

9. **Digitization Comment:** Anything notable found during the in-office pre-digitization stage. This will assist during field collection and provide important data for later analysis.

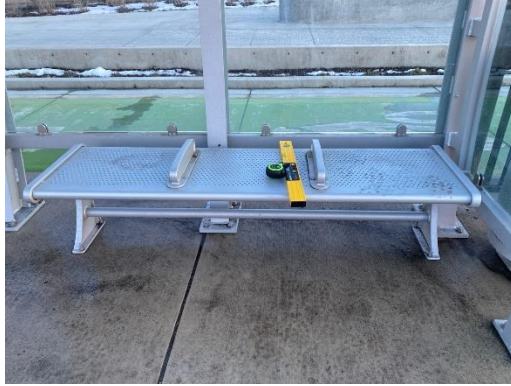
10. **Stop Found:** If the stop was found during pre-digitization or during field data collection.
 - **Found Exact Stop Location** – Found the stop's exact intended location.
 - **Could Not Find Stop Location** – Could not find the intended location or may not be in any one specific location.
 - **Other (comment)** – Any other situation, such as conflicting information.

11. **Stop Location Design:** How the stop interacts with the surrounding sidewalk/edge-of-road features.
 - **Bus Bay/Island/Curb Extension Bulb Out** – Transit Pad located at a location with a Bus Bay, Pedestrian Island, or Extension Bulb Out (that exists specifically for the stop). *This is a high priority stop that will include full pad/ADA collection.*
 - **Transit-Specific Pad Only** – If a transit-specific pad is identified at the stop, as opposed to a stop just placed on top of a regular unchanged sidewalk. *This is a high priority stop that will include full pad/ADA collection.*
 - **Sidewalk w/ Direct Connection** – Stop is on a sidewalk with no additional pad construction. No planter strip that could potentially hinder passenger pick-ups/drop-offs. *This is a high priority stop that will include full pad/ADA collection.*
 - **Sidewalk w/ Separation (i.e., Planter Strip)** – Stop on a sidewalk with no pad but does have a planter strip between the road and the sidewalk that could cause issues. *This is a high priority stop that will include full pad/ADA collection.*
 - **Unimproved Area (Curb Present)** – If the stop is not on a sidewalk of any sort, but there is an improved curb dividing the road and the stop location. *No ADA collection.*
 - **Unimproved Area (No Curb Present)** – If stop is not on a sidewalk of any sort, and is located off the side of the road such as on a shoulder or grass/gravel/dirt/etc. *No ADA collection.*
 - **Other (comment)** – Any other situation, such as a bus station (indoors).

12. **Sidewalk Connection:** How the stop is connected to the sidewalk.
- **Connected Directly to Sidewalk** – Most cases will be this if there is a shelter, pad, or non-planter sidewalk stop present.
 - **Connected To Sidewalk Via Non-Concrete/Asphalt Surface (i.e., Footpath/Planter)** – If there is a footpath between the stop and the sidewalk, OR if there is a planter between the road and the sidewalk someone would have to use.
 - **No Sidewalk Present** – Mostly at cases of Edge of pavement stops and unimproved location stops.
 - **Other (comment)** – Any other case, such as an indoor stop at a bus station.
13. **Sidewalk Material:** Material of the sidewalk (not the transit pad if it exists).
- **Concrete**
 - **Brick/Paver**
 - **Asphalt**
 - **Dirt/Grass/Gravel/No Sidewalk** – The answer for most unimproved stops.
 - **Other (comment)**
14. **Sidewalk Condition:** Condition of the immediate sidewalk and nearby surround sidewalk area.
- **Good (like new)**
 - **Average (minor defects/wear)**
 - **Poor (cracking/spalding/heaving/other)**
 - **N/A (No Sidewalk Present)**
15. **Shelter Present:** If a shelter specifically for the bus stop is present.
- **Yes**
 - **No**
16. **Shelter Serial Number:** Number will be collected in field using ArcGIS Field Maps barcode scanner functionality or left blank if no shelter present. **Place a bar code sticker on the bar above your head (right side) when inside the shelter. Make sure the sticker is findable by field crew. Take a photo of barcode as an attachment to the GIS bus stop point just in case.**

17. **Bench Present:** If a bench is present, and the type of bench.

- **Bench (Regular)** – Regular bench with or without the back.



- **Bench (Sign Pole)** – Special bench design that is incorporated as part of stop flag/sign. *Did not find any in the field.*

- **Bench (COA Type I)**



- **Bench (COA Type II)**



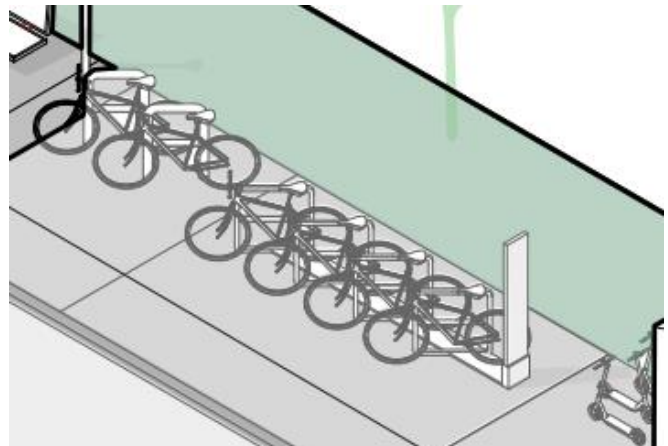
- **Leaning Rail**
Did not find any in the field.

- **Other Type** – Used for any unknown type as well as suspected “Historic Preservation District” benches.



- **No** – If there is no bench or seating present at the stop whatsoever.

18. **Bench Serial Number:** Number will be collected in field using ArcGIS Field Maps barcode scanner functionality or left blank if no shelter present. **Place a bar code sticker on the leg below the seat facing out (right side). Sometime the leg is curved, and experience shows the barcodes do not attach to a curved surface; in this case, attach the barcode behind the chair. Make sure the sticker is findable by field crew. Take a photo of barcode as an attachment to the GIS bus stop point just in case.**
19. **Advertising Present:** If there is advertising anywhere at the bus stop, specific to the bus stop (not a private/external location). In most cases, advertising appears on a bench or within a shelter. (The “Lyft” signage sometimes attached to the stop pole does not count. *If there is both bench advertising and advertising elsewhere, select “On Bench” and comment that there is additional advertising.*)
- **On Bench**
 - **Elsewhere at Stop**
 - **No**
20. **Flag Present:** If the bus stop sign (flag) is present.
- **Yes**
 - **No**
21. **Trash Receptacle Present:** Trash cans, etc. present at the stop (not privately owned).
- **Yes**
 - **No**
22. **Fare Payment Present:** Fare payment system present at the stop. VRT does not have off board fare payment at this time, so this field will all be “No” by default.
- **Off-Board Smartcard Validator**
 - **Ticket Vending Machine**
 - **No**
23. **Bike Rack Present:** (see diagram photo below, the rack is at the top left)
- **Yes**
 - **No**
24. **Bike Share Station:** (see diagram photo to the right, the bike share station is in the center)
- **Yes**
 - **No**
25. **Scooter Share Corral:** (see diagram photo to the right, the Scooter Corral is at the bottom right)
- **Yes**
 - **No**



26. **Lighting Present:** If there is a light source present to light the stop, either as part of the stop (solar powered) or by a nearby external source (such as a streetlight).

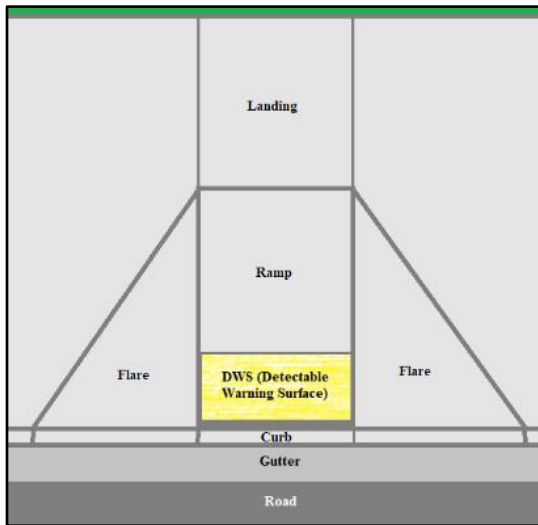
- **Solar Lighting (Part of stop)** – Some stops will have a clearly visible 2’x2’ panel.
- **Platform/Sidewalk Lighting (External source within ~50ft)**
- **No**

27. **Pedestrian Curb Ramp Present within ~50ft:** If there is a curb ramp nearby that passengers can use to enter/leave the sidewalk.

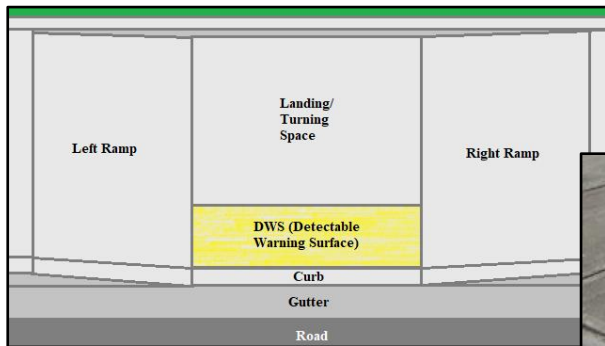
- **Yes (add photo)**
- **No** – No curb ramp identified nearby, or the nearest is more than 50-100ft away.
- **Other (comment)** – Other situations such as confusion about if the ramp is private or not, etc.

28. **Pedestrian Curb Ramp Type**

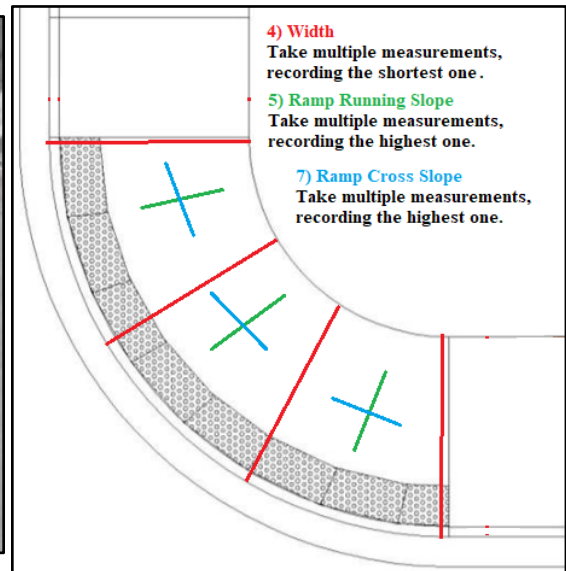
- **Perpendicular** – This type of curb ramp slopes down to the level of the road in a direction perpendicular to the curb line. This will be the most common type.



- **Parallel** – These curb ramps slope down to the level of the road in a direction parallel to the curb line. These are also common, and newer ramps are built like this.



- Blended Transition** – Occasionally found at intersection corners, but usually rare or non-existent on most projects. These types of transitions are not as steep as typical curb ramps. They are more of a flat surface that connects to the road.



- Transition Ramp (not at intersection)** – These usually utilize a section of asphalt to bring a paved shoulder up to a raised sidewalk.



- Other (see comments)** – Any other situation that cannot be categorized into the above types.
- N/A** – If you selected “No” for “Pedestrian Curb Ramp Present within ~50ft”.

29. **Information Holder Version:** The current version of the Information Holder. All Active stops will be set to “2406” and all Inactive stops will be set to blank as of the start of pre-digitization.

30. **Map Case Present:** If a map case is present within a shelter. Most will not have this added yet.

- Yes
- No

31. **Real-Time Information Present:** By default, all stops will be set to “No” since these have not been deployed yet.

- Large e-Paper Sign
- Small e-Paper Sign
- No

32. **Transit Center** – If the bus stop is part of a transit center. This only affects about 3 stops, so the rest will be set to “No” by default.

- Yes
- No

33. **Park and Ride Lot Nearby:** Will be filled in based on Master bus Stop List information.

- Within 1/4 Mile
- Within 1/2 Mile
- No

34. **Amenities Comments:** Any other comments about the amenities provided at the stop or the general design/construction of the stop.

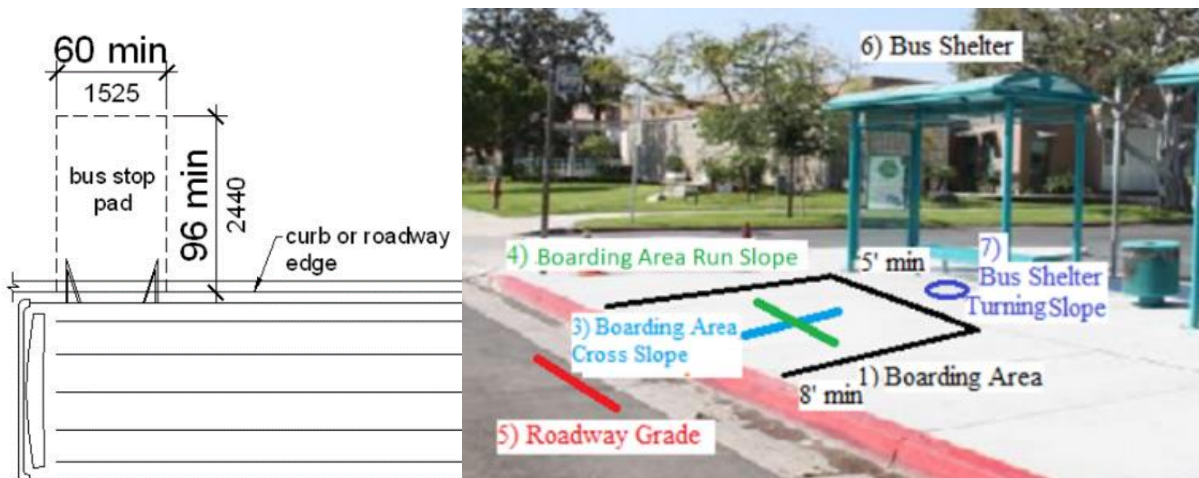
ADA Collection Fields – The following fields only need to be filled in if the stop has been determined to include ADA collection. Please see “**Stop Location Design**” above to make this determination. All fields can be set to “N/A” if the stop does not qualify for ADA collection.

35. **Pad Surface Condition:** Boarding and alighting areas should have a firm, stable, and slip resistant surface.

- Good (like new)
- Average (minor defects/wear)
- Poor (cracking/spalding/heaving/other)
- N/A – This will be the default selection for non-ADA collection stops.

36. **Boarding Area (Dimensions):** This is the dimensions of the boarding area, which need to be at minimum 5ft x 8ft. The boarding area is where pedestrians get on and off the bus and should be 5ft minimum lengthwise along the curb/road’s edge, with a depth of 8ft minimum perpendicular to the curb/road’s edge. This is different than the pad, as it can partly occupy the sidewalk if they are connected, and the sidewalk is needed to get the full 8ft of depth.

- <5'X8'
- >=5'X8'
- N/A – This will be the default selection for non-ADA collection stops.



37. **Boarding Area Cross Slope:** Measure perpendicular to the roadway/PAR in the boarding area.

Record the highest cross slope.

- $\leq 2\%$
- $> 2\% - \leq 2.4\%$
- $> 2.4\% - \leq 3\%$
- $> 3\% - \leq 4\%$
- $> 4\%$
- **N/A** – This will be the default selection for non-ADA collection stops.

38. **Boarding Area Run Slope:** Measure parallel to the roadway/PAR in the boarding area. Record the highest run slope. Remember, the run slope is along the PAR, *not* the path a pedestrian would walk into/off the bus.

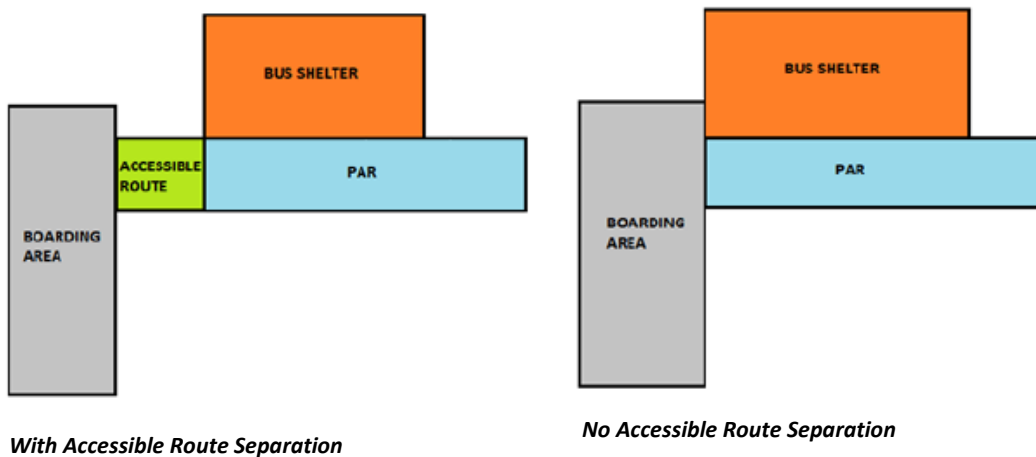
- $\leq 2\%$
- $> 2\% - \leq 3\%$
- $> 3\% - \leq 4\%$
- $> 4\% - \leq 5\%$
- $> 5\% - \leq 6\%$
- $> 6\% - \leq 7\%$
- $> 7\% - \leq 8\%$
- $> 8\% - \leq 9\%$
- $> 9\% - \leq 10\%$
- $> 10\%$
- **N/A** – This will be the default selection for non-ADA collection stops.

39. **Boarding Area Run Slope Matches Roadway Grade:** If the running slope of the boarding area (parallel to roadway/PAR) generally matches the grade of the roadway it is next to. In most cases, this will be “Yes.”

- **Yes**
- **No**
- **N/A** – This will be the default selection for non-ADA collection stops.

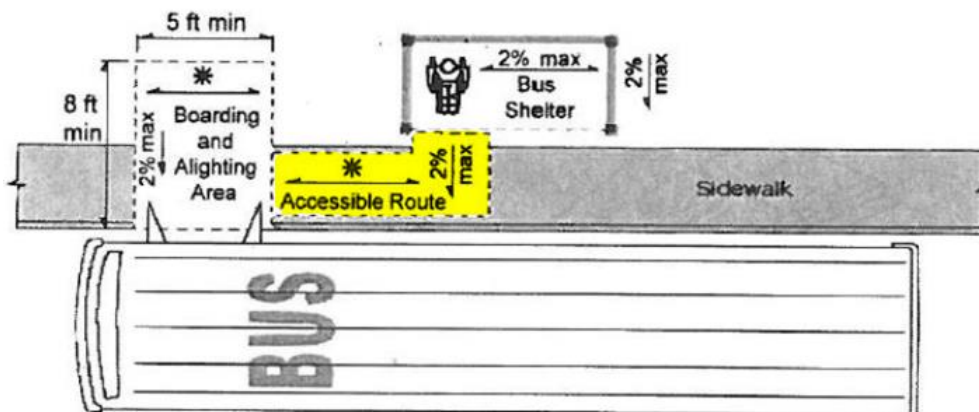
40. **Accessible Route Run Slope (if separation between areas):** If there is a separation between the boarding area and the shelter/waiting area along the sidewalk (PAR), the Accessible Route Run Slope between those areas must be checked (see diagram below). Mark “No Separation” if there is no separation (see diagram below), otherwise measure parallel to the roadway/PAR in the center of the area between the boarding area and shelter/waiting area.

- ≤2%
- >2% - ≤3%
- >3% - ≤4%
- >4% - ≤5%
- >5% - ≤6%
- >6% - ≤7%
- >7% - ≤8%
- >8% - ≤9%
- >9% - ≤10%
- >10%
- **No Separation** – If there is not a path between the waiting area and the boarding area.
- **N/A** – This will be the default selection for non-ADA collection stops.



41. **Accessible Route Matches Roadway Grade:** Used to check the bus stop’s grade compliancy. This is if the boarding area/pad is on the same grade as the road. In most cases, this will be “Yes.”

- Yes
- No
- **N/A** – This will be the default selection for non-ADA collection stops.



42. **Bus Shelter Turning Slope:** Measure multiple directions in the center of the shelter and enter the highest measured slope.
- $\leq 2\%$
 - $> 2\% - \leq 2.4\%$
 - $> 2.4\% - \leq 3\%$
 - $> 3\% - \leq 4\%$
 - $> 4\%$
 - **N/A** – This will be the default selection for non-ADA collection stops.
43. **Pad Length (nearest 0.1ft):** Measure along the side parallel to the roadway. Will leave this blank or “0” if this is not a non-ADA collection stops. *Note: For non-transit pad bus stops (such as those along sidewalks), we put a default value of 5 ft since determining where the pad starts and ends with no clearly defined pad can be difficult. 5 ft is the minimum ADA length requirement for a boarding area.*
44. **Pad Width (nearest 0.1ft):** Measure along the side perpendicular to the roadway (could be considered depth). Will leave this blank or “0” if this is not a non-ADA collection stops.
45. **Pad Area (nearest 0.1ft):** Will be length x width, otherwise indicate in comments and photos if the pad is a non-rectangular shape. Will leave this blank or “0” if this is not a non-ADA collection stops.
46. **Comments:** Room to add any necessary information from above fields or to discuss any other notable aspects of the bus stop.
47. **Photos:** Always take at least a couple pictures of the stop that includes the full stop (within reason) and its locational relationship to the road. Take as many as needed to help our QC process. *For phantom/missing stops where there is no defined stop area, take a couple pictures showing where it is located.*



Section 4 – Quality Control

Quality Control (QC) is essential to each data collection project as it helps ensure data is as accurate as possible. The less accurate the data, the harder it is to determine improvements or needs at the bus stops, which can in turn have negative outcomes for transit riders using the VRT service. Time should always be spent performing QC of the data to root out errors, omissions, and inconsistencies in data collection.

Just because something was collected incorrectly does not mean anyone is “at fault,” as errors are inevitable and unavoidable in any project that utilizes large sets of data, as we are doing with this project. Data collectors are encouraged to learn from these mistakes to try to avoid them in the future. Some mistakes can be caused by how the database is set up or other in office prep; therefore, we encourage refinement as issues are identified. If everyone involved in data collection follows good and detailed QC practices, recognizes the errors they have made, and works to correct those errors, we create a data collection process that minimizes errors and delivers the best possible product to clients and stakeholders.

Implementing QC into the projects first begins with the office looking over collected data and identifying potential errors and omissions within specific GIS features. Each feature we collect includes two Quality Control fields, “**TranspoQC**” and “**TranspoQCNotes**,” both located after the “*Comment*” field. “**TranspoQC**” describes the status of the QC for the feature and the “**TranspoQCNotes**” describes what needs to be done to correct the feature. The office technician will set “**TranspoQC**” to “Needs Field Check” and will write out instructions to the field technician in “**TranspoQCNotes**.”

How Quality Control is Implemented into GIS Layers

- **TranspoQC (default: empty/no value)**: The QC status of the feature, usually filled in later in data collection process’ length.
 - “Needs Field Check” – Someone in the office determined this feature may have been collected incorrectly, still needs collection, or just wants something checked. This can mean either a full recheck of the feature is needed or that one or a few attributes need updating. 
 - Note: Depending on the project, a feature with its **TranspoQC** field set to “Needs Field Check” may be symbolized differently on the collection map, helping field collectors identify features that need to be checked. (Example below: Marking a bus stop as “Needs Field Checks” sets its symbology to a star.)
 - “Checked in Field” – The field collector will set the “**TranspoQC**” field to this once they have followed the instructions of the QC note and fixed whatever needs fixing.
 - Depending on the project, this will also set the feature’s symbology back to normal. 
 - “Approved by Office” - The in-office staff will set the field to this value once they have determined the feature has been corrected by the field collector. If there are still issues present, they will set the field back to “Needs Field Check” and clarify in the QC Notes field what else needs to happen.

- “QC’d” – For features that have been checked by the office and no issues were found. Allows us to track features we have already reviewed.
- **TranspoQCNotes:** In-office staff uses this space to instruct the field tech what steps should be taken to correct the feature in question. This field should only be edited by the office staff (to help us track what change was made to the feature). If you have questions or concerns about the Note, please contact the in-office staff and they can explain further. It is good practice if VRT will have multiple people checking and working in the database to put in the notes the name of the staff person that performed the QC.

Valley Regional Transit
FY2024 Procurement Calendar

Type of Procurement	Project Manager	Estimated Cost	Estimated Issue Date	Estimated Executive Board/Board Action Date	Required Approval
On-Call Printing Services	Jason Rose	\$ 149,000.00	Jul-24		CEO
On-Call Glass Repair and Replacement Services	Jeremy Gianshetta	TBD	Jul-24		No Project Budget at this Time

Updated 7-10-24

**Valley Regional Transit
FY2025 Procurement Calendar**

Type of Procurement	Project Manager	Estimated Cost	Estimated Issue Date	Estimated Executive Board/Board Action Date	Required Approval
Non-Emergency Medical Transportation	Leslie Pedrosa	\$ 401,000.00			Board of Directors
Ada and Canyon County Operating Contract	Leslie Pedrosa	TBD	Dec-24	Apr-25	No Project Budget at this Time
Vehicle Maintenance Fluids	Leslie Pedrosa	TBD			No Project Budget at this Time
Vehicle Maintenance Parts	Leslie Pedrosa	TBD			No Project Budget at this Time
Fareboxes	Brad Alvaro	TBD			No Project Budget at this Time
On-Call Vinyl Graphics and Associated Services - Bus Wrap Contract	Jason Rose	TBD			No Project Budget at this Time
Replace Benches	Stephanie Hailey	TBD			No Project Budget at this Time
On-Call Electrical Services	Leslie Pedrosa	TBD			No Project Budget at this Time

Updated 7-10-24

TOPIC	CEO Activity Report
DATE	August 1, 2024
STAFF MEMBER	Elaine Clegg

CEO Update

Information only, no action needed.

Highlights

My August update is short, I provided an activity update for our Regional Advisory Committee on July 16, that update is also included in this packet.

Amtrak Appointment – I traveled to Washington, D.C. and completed interviews with commerce Committee staff; they are working toward a September hearing.

Change Day – Administrative staff worked with our operations contractor to update a few of the timepoints on key stops in the new system. Early reports from that change is that they have solved much of the on-time performance concerns spurred by the service changes on those key routes.

Budget Workshops – VRT has completed its rounds of budget workshops and requests for local funding for FY2025, as noted in July nearly every jurisdiction is challenged more than usual this year by budget needs that are exceeding available revenue. While it is disappointing to potentially lose some service opportunities, discussion and information can ease the pain of those decisions. If you are facing questions or budgetary constraints that could impact your contribution, please contact VRT as early as possible so that we can provide you with the best information available to help in your decision. Remember that any service change requires VRT to hold a public hearing so that members of your community can provide comment on the impact of those changes. The earlier we can hold that hearing the more likely you can factor that comment into your decision.

Meetings – I continue to meet with Treasure Valley elected leaders from the legislature and local leaders who are not involved directly in VRT.

- **Meetings with state leaders** – I continue to meet individually with every member of the legislature who serves the Treasure Valley and had meetings with five more legislators in July. The meetings continue to be productive and informative.
- **Local Leaders** – I have met with three of the Treasure Valley mayors who are not currently involved in VRT. This has helped me understand the budget constraints all jurisdictions are facing and allowed me to offer information about what VRT is doing and planning on in the near future.
- **ITD Headquarters Public Transportation staff** – VRT is meeting with the Planning department staff including the Public Transportation staff from ITD to share information and look for possible improvements and new collaborative efforts. I will report on that meeting next month.
- **Ada County Emergency Management MOU** – I attended a training on emergency coordination. VRT has recently finalized an MOU with Ada County on providing evacuation transportation in certain emergency situations. While this has been an

informal opportunity in the past, we now have a formal agreement outlining responsibilities, requirements and performance for such services.

- **ACHD Commission** – VRT will continue to work with ACHD to provide the best service we can on State Street between 8th and 14th as they work through a design for changes in this area.

Boards and Committees

- **The Bus Coalition (TBC) Board** – The Bus Coalition is gearing up to prepare positions for the upcoming reauthorization, I have volunteered to participate in a search for a new government affairs firm.
- **BMHTC** – I continue to attend the Boise Municipal Health Care Trust meetings.
- **Amtrak** – I met with Commerce Committee staff and am preparing for a hearing in September.

Travel – PNWER and Amtrak

- **Pacific Northwest Economic Region (PNWER)** – I moderated a panel on intercity and high-performance rails at the annual PNWER conference in Whistler British Columbia, I was able to network with four Idaho legislators in attendance and from colleagues in Washington state about intercity rail issues. I then traveled of Washington, D.C. for the Senate interviews.

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

- **Idaho Business Review** – Every year, IBR publishes a Power List focused on 50 of the most influential people in the state; [Powerlist – The Most Influential Business Leaders in Idaho \(idahobusinessreview.com\)](https://idahobusinessreview.com/powerlist-the-most-influential-business-leaders-in-idaho/)
- **Boise Dev** – You Asked: How much did VRT spend switching to the new bus route system? <https://boisedev.com/news/2024/07/30/you-asked-how-much-did-vrt-spend-switching-to-the-new-bus-route-system/>
- **Boise Dev** – Downtown Boise BSU gameday shuttle...Caldwell's funding of bus routes <https://boisedev.com/news/2024/08/01/boise-caldwell-shuttle/>

High-Capacity Transit – The COMPASS study is in its second stage.

- **PEL study** – After the COMPASS Board approved the purpose and need statement the PEL working group held its second meeting to dig into the detailed language around the goals and performance measures that will be used by the study team to analyze the various alternatives.

Summary of Internal Activities

Internal Business Planning. I have completed the initial draft of a staffing strategy and a project tracking system. The Executive management team will help finalize the full plan by the beginning of the fiscal year.

Help welcome new administrative staff. Stephanie Hailey joined the team a Capital Projects Manager I in the Development Department and Nick Leonardson as the Senior Accountant I the Finance Department.

Federal Transit Administration Triennial Review. VRT has received the draft findings of the review and is working to correct as many as possible before the draft is finalized. As noted in

the July report these are all small technical issues. Once finalized these will come to the board for review.

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

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

CEO Update

Information only, no action needed.

Highlights

Amtrak Appointment – I have compleed a questionirre for the Senate Commerce Committee and am awaiting word on the timing of a hearing on the nomination, hoping for that hearing before the fall recess.

Change Day – While there can never be a change this big without a hitch Change Day and its impact has gone remarkably well. I continue to be impressed with how well the staff has implemented the changes and responded to the challenges that have arisen. They are now reviewing the timing on the stops and making minor adjustments where possible to ensure that buses can meet on-time performance goals. Additionally, the brochures are being tweaked to offer yet more improvements. These changes will happen imminently with bigger more complex changes planned for the fall.

Budget Workshops – I have been attending and presenting to many city council and commission meetings detailing the budget requests VRT has made this year. Overall the reception has been positive. I note that every jurisdiction is challenged more than usual this year by budget needs that are exceeding revenue available. I am working with the Executive Management Team to complete an internal business plan designed to improve productivity, develop new partnerships and manage project delivery to meet priorities and goals. All is being done with an eye toward productive cost savings.

Meetings – Since my last update I have participated in a number of important meetings.

- **Meetings with state leaders** – I continue to meet individually with every member of the legislature who serves the Treasure Valley and have meeting with three more legislators since my last update. The meetings continue to be productive and informative.
- **Association of Idaho Cities** – I made a presentation at AIC together with the Idaho Policy Institute about the importance of and funding challenges faced by transit agencies in the state of Idaho.
- **Ada County** – The development team and I met with the Ada County COO and Trial Court Administrator from Ada County to discuss their need for transit service for a new drug court facility they are opening. The meeting highlighted the need to communicate with VRT early about these kinds of needs and to consider the value our services provide in planning for them.
- **City of Boise** – We attended a meeting with the city of Bosei to discuss the Murio Farms developer proposal.
- **D3 Idaho Transportation Board Outreach Workshop** – VRT attended the workshop and had the opportunity to discuss impacts on transit from the projects proposed.

- **Metro Community Services** – VRT has continued bi-monthly meetings with Metro to develop a strong long-term plan for our partnership on Beyond Access. Under plans discussed Metro would continue to provide service primarily in Canyon County while providing service in Ada County where it makes sense in optimizing the trips. We continue to work on details and appreciate their strong commitment to serving the community.
- **ACHD Commission** – As discussed at our recent Executive Board meeting, I drafted a letter to ACGHD with a proposal to adopt a hybrid concept for the section of State Street from 8th to 14th Streets that we feel better serves transit users while still meeting the safety and multimodal goals of the project.

Boards and Committees

- **The Bus Coalition (TBC) Board** – The Bus Coalition met once and discussed the waiver request for the Karsan Ejest bus and a how to offer support for an yearly federal appropriation in line with the amounts authorized in the IJA.
- **TVCCC Board** – I missed the annual meeting while in Missoula, the board adopted a membership program which I offered comment on virtually.
- **HSIPR Committee member** – The High Speed and Intercity Passenger Rail committee of American Public Transportation Association will meet again in August.
- **BMHTC** – I attended my second Boise Municipal Health Care Trust meeting.
- **Amtrak** – Though my nomination has not been confirmed I have had preliminary meetings with Amtrak staff to learn about the organization and budget.

Travel – I had one trip focused on long distance rail.

- **Federal Rail Administration Long Distance Study** – I traveled to Missoula to participate in the last of four sessions facilitated by FRA to which routes should be recommended to congress to be added to the Amtrak long distance passenger rail service map. The good news is that the Pioneer Route on the map, it is troubling the FRA and Amtrak both assess that the additional routes will need to qualify for the Corridor Identification Program or receive a separate appropriation from congress to move forward. Additionally the process continues to favor and prioritize routes that serve more populous regions and that already have some passenger rail service over those in places like ours that have no service at all. I will continue to advocate to prioritize our region as these new routes are considered.
- **Big Sky Passenger Rail conference** – While in Missoula I also attended the Big Sky Rail Authority Passenger Rail Conference. I met with our partners at the Pacific Northwest region and with a soon to be fellow board member of Amtrak.

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>

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

- **PEL study** – The refined Purpose and Need Statement and list of objectives for the Planning and Environmental Linkages study of high-capacity transit in the region was approved by the COMPASS Board with minor additions (thank ITD District 3 and ACHD representatives) that we agree strengthen the statements.

Summary of Internal Activities

May in Motion was a great success! I challenged the staff and once again they reached **100% participation!** I believe we are the only organization with a sizeable staff to reach that milestone. **Please thank all staff, and especially Dave Fotsch** for their hard work in organizing and participating in the challenge. We celebrated with a staff night at a local putt-putt golf facility.

Staff continues to deliver on Change Day, completing the removal of old signs, designing needed changes in the new brochures and making small changes to optimize how the new routes operate.

We recently had our Triennial Review by the Federal Transit Administration. They were on site for two full days and reviewed every aspect of our operation for compliance with federal regulation. The report is not finalized but in the exit interview they only identified a handful of findings and they were all small technical issues. Our staff is confident that we can correct them before the review is finalized and sent to the board for review. We received complimentary comments about a number of our practices. Please thank the staff past and present for the strong compliance foundation they have built.

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

TOPIC	Operations Department Staff Report
DATE	August 12, 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

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. A tentative agreement has been submitted to legal counsel for review that would provide a solution to have the Proterra chargers and dispensers repaired at no cost to VRT.

Currently, all four 40’ and six of the eight 35’ Proterra buses are in service. Two buses remain out of service. The tentative agreement being reviewed by legal counsel also addresses that plan to place the last two buses into revenue service.

Service Changes

May 6 Canyon County on-demand services hours were reduced, following the reduction of funding based on the City of Calwell’s budget decision. Also in May, the hours for Eagle on-demand services were extended. Their service now operates weekdays from 7:00 am to 7:00 pm. Since the hours were extended, 17% of the total rides were provided during the extended hours.

Beyond Access Service

Beyond Access service launched on January 2. VRT has provided almost 19,000 rides, which is about a 20% decrease from the combined total of previous service providers. VRT has been working to ensure eligible riders are using the correct service. VRT expects to see an increase in ridership, with the June 3 reduction of ACCESS service in Canyon County.

Miscellaneous

- Included with this memo is the Holiday Schedule for fiscal year 2025.
- VRT made updates to the phone tree to better assist riders and reduce confusion. Callers have the option to use our automated options or be sent to a customer

service agent. The number of calls increased in June, due to service changes questions, but the average call time and average hold time remained the same.

- 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.

VRT closed Main Street Station early on July 10 for the consultants to perform maintenance work in preparation for the upcoming construction. The two routes affected by the closure provided service at the upper deck with no issues.

- Continue to participate 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.
- Completed fiscal year 2023 National Transit Database (NTD) reporting. NTD accepted our report and closed out our file for 2023 in July.
- Staff continues to work with Averro and FourthSquare to prepare for the maintenance software replacement. VRT expects the new software to be ready for use by the end of 2024.
- VRT staff secured additional funding from Saint Alphonsus and St. Luke's and worked with service providers to reduce reimbursement costs for the Rides2Wellness service. Ridership continues to increase compared to last year. VRT will be working to cap rides for the remainder of the year to ensure service continuity for the rest of the fiscal year.

Highlights

Contracted Transportation

Canyon County Highlights

- Zero preventable accidents in May
- Intercounty on-time performance 77% for May
- On-demand on-time performance 70% for May
- ACCESS on-time performance 89% for May
- Zero preventable accidents in June
- Intercounty on-time performance 62% for June
- On-demand on-time performance 72% for June
- ACCESS on-time performance 99% for June
- Launched Change Day service on June 3

Ada County Highlights

- Zero preventable accidents in May
- Fixed-route on-time performance 85% for May
- ACCESS on-time performance 96% for May
- Zero preventable accidents in June

- Fixed-route on-time performance 79% for June
- ACCESS on-time performance 97% for June
- Launched Change Day service on June 3

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 May
- On-time performance 92% for May
- Zero preventable accidents in June
- On-time performance 92% for June
- Installed AI Preventative Maintenance software on vehicle fleet that will assistance with notifying staff to prevent vehicle breakdowns

Customer Service Support

- Customer service handled 6,917 of 7,593 phone calls for information, with 659 calls abandoned. The average call time was 3 minutes, 18 seconds and the average hold time was 19 seconds in May.
- Reservationist handled 506 of 569 phone calls to change or schedule a ride on ACCESS, with 42 calls abandoned. The average call time was 4 minutes, 14 seconds and the average hold time was 16 seconds in May.
- On-demand services handled 17 of 19 phone calls to schedule a ride, with 2 calls abandoned. The average call time was 1 minute, 16 seconds and the average hold time was 2 seconds in May.
- May City Go Pay mobile ticket sales totaled \$12,082.50.
- Customer service handled 6,856 of 7,615 phone calls for information, with 703 calls abandoned. The average call time was 3 minutes, 4 seconds and the average hold time was 19 seconds in June.
- Reservationist handled 470 of 537 phone calls to change or schedule a ride on ACCESS, with 53 calls abandoned. The average call time was 4 minutes, 9 seconds and the average hold time was 17 seconds in June.
- June City Go Pay mobile ticket sales totaled \$9,473.25.

More Information

Attachments:

FY2025 Holiday Schedule

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

TOPIC	Finance and Administration Activity Report
DATE	August 12, 2024
STAFF MEMBER	Jason Jedry, Chief Financial Officer

Summary

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

Highlights

Budget/Finance

- The CFO and CEO will present the FT2025 budget to the Board of Directors.
- Finance staff lead the Triennial Review along with other staff. FTA subcontractors gave a minimal number of findings that will be addressed and completed before the final report is issued.
- VRT went live with the implementation of the Oracle Fusion enterprise resource planning (ERP) system in June.
- The Finance department became whole with the hiring of a new senior accountant who started July 1, 2024.
- The CFO has been in communication with the third party auditors for the FR2024 audit to begin the first week of December.

Grant Management

- Grants and Compliance Administrator is working on the following:
 - FTA grant applications
 - Active grant revisions/amendments
 - FY2025 Project funding based on preliminary budget
 - Federal grant reconciling

Procurement

- Procurement and Contracts Specialist is working on:
 - Consulting Service for Transit Operating Contract
 - Preparations for FY2025 procurements

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

TOPIC	Development Department Monthly Report
DATE	August 12, 2024
STAFF MEMBER	Stephen Hunt

Summary

Development Department activities for July 2024 report.

VRT Strategic Plan

Goal 1 - Demonstrate responsible stewardship of public resources

Performance Based Decision-making

- **FY2025 Budget Build**
Staff completed outreach and presentations to funding partners regarding FY2025 budget requests. Staff coordinated with funding partner staff to include VRT funding requests in FY2025 budgets. Staff is preparing contingency plans for funding partners that did not include the full FY2025 funding request in their budget.

Goal 2 – Increase Ridership and Revenue

- **FY2024 Service Changes** – Staff worked with operations to review performance of FY2024 service change. Staff prepared schedule adjustments in July and September to address on-time performance issues. Staff will continue to review on-time and ridership performance of the new services.
- **Bus Stop Improvements** – Staff removed signs at stops that were closed with the service change. Staff is now planning phase 2 of the bus stop inventory which will guide stop improvement prioritization.
- **The Intercity Connections Study** – Staff will present findings of intercity connections study with VRT board.
- **Towne Square Mall Transit Center** – VRT was successful in a federal competitive grant process to improve Towne Square Mall passenger facilities and provide for on-route charging for battery electric buses.
- **Nampa – Caldwell Corridor TOD Study** – Staff initiated work with the selected consultant and plans a kickoff meeting in August.

Goal 3 - Build Institutional and Regional Capacity

Regional Capital Enhancements

- **Orchard Facility Master Plan Implementation**
 - Staff held a ribbon cutting for infrastructure improvements at the Orchard Facility. This milestone completes planned expansions on the existing facility and transitions VRT Capital into the next phase of development. Staff is waiting to start the next phase pending transfers of STBG funding.

- **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.
 - VRT staff finalized plans for installation of a security gate on the Main Street Station exit ramp.

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 a letter of no prejudice which can also be used to release funds early to keep the projects moving forward.
 - VRT staff have completed the preliminary reviews for Right-of-way acquisitions at 23rd and 27th and State Street. Currently on hold for funding.
 - VRT staff are leading an effort to close the Boise Valley Canal from Saxton to Bogart on State Street. This is a combined effort with ITD, ACHD, City of Boise, and CCDC to prepare the right of way for entitled developments and future projects. The canal closure is a key milestone for the RAISE projects at Saxton and State as well as to advance the design at Bogart and State.
 - VRT staff and contractors have coordinated the construction schedule for improvements at State and 18th with Ada County Highway District (ACHD). Construction began July 17 and is expected to take 12 weeks, with planned re-opening in mid to late October.
 - 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 continues work with the FTA to complete NEPA review of new stops associated with the FY2024 service change. Temporary stops will be used until the NEPA is complete.

Mobility Integration

- Staff developed a Transportation Demand Management (TDM) template that will help employers and developers cite goals and performance measures to reduce SOV trips.

- Staff updated VRT Lyft Pass service on June 3, 2024, with an expanded zone and more access to bus stops. Ridership in June and July are up 89% compared to the same time period as last year. VRT Late Night service is also up 57% from the same time last year as well.
- Umo app was updated with improved backend architecture improving mobility integration for the agency and the public. The app now features real-time bus information, and more nimble responses to VRT requests and public feedback.
- Staff continues work with Lime to develop micromobility discounts for City Go members.
- Safe Routes to School (SR2S) staff are in the throngs of YMCA camps taking youth on bike rides and on bus trips.

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

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

TOPIC	Communications and Engagement Update
DATE	August 12, 2024
STAFF MEMBER	Jason Rose

Summary

This memo provides updates on current and future communications, engagement, and marketing efforts.

Highlights

Summer efforts for the Communications and Engagement team kicked off with Change Day and Change Week efforts, which followed a busy May with at least:

- 26 community events and 1,000 community members directly engaged
- 317 personalized trips planned
- 12,000 first time website visitors, 1.5K of which came from social media
- 14% increase in May web traffic compared to previous months
- 4.1K service change page views
- 76K reached by social media activity, with 1.3K interactions

Change Day also provided the opportunity to enhance overall branding assets alongside new bus stop signs and bus schedules. Projects included: onboard signage (standard car card posters, ongoing infortainment, farebox decals, etc.), environmental signage (large displays at major transfer points, transit center banners, etc.), and updates to the website following the previously reported UI/UX review (especially the homepage and route pages).

We also took the opportunity to launch a parallel awareness campaign called Let’s Ride, which focuses initially on Boise and features elements such as digital video, social media advertising, free ride promotions, physical advertising, a bus wrap, shelter wraps, and new displays at Main Street Station and a forthcoming update to the Boise Airport display. Additionally, the overhead sign at Main Street Station is very close to being installed.

Public outreach continued after Change Week with staff at major activity areas to answer questions and help riders navigate the new system. From there, we have begun to pivot to route-specific outreach and a new scavenger hunt initiative focused on families and children called Bus Bear Billy (“follow Bus Bear Billy, a silly bear who has lost his honey while on the bus! Follow Billy’s tracks on the bus to find and retrieve his honey!).

On the sales side, we have sold \$601,703 YTD as of 7/23/24 and project to finish the fiscal year at \$740,000. This is a reduction from last reporting due in part to the loss of two major advertisers as a result of their staff turnover and grant expirations.

More Information

Attachments: None

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

TOPIC	Information Technology Activity Report
DATE	August 12, 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: We are excited to announce that our new Oracle ERP cloud-based software system officially went live on June 3. This launch is a significant milestone in our ongoing efforts to enhance productivity and streamline our operations. We continue to work closely with our third-party integrator, Fourthsquare, to fix and resolve any issues and/or bugs moving forward. The post-go live phase of the project entails constant monitoring and improvements.
- Oracle Enterprise Asset Management (EAM) system: Phase II involves IAT (Integrated Acceptance Testing). The focus is on inventory, costing, procurement, asset maintenance and work orders. This process requires a significant amount of staff time to ensure our requirements are fulfilled.
- 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

- GTFS (General Transit Feed Specification) upload to Google and other services
- Assisted with website forms, email, and Trip Planner data issues
- Help Desk resolved 113 of 121 tickets received for June
- Continued to assist with Oracle transition and support
- Continue support and integration with service change programming
- Trip Planner meetings

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

FY2025 HOLIDAY SCHEDULE

Date	Holiday	Reduced Commute	Shortened Span	No Service
11/11/24	Veterans Day	●		
11/28/24	Thanksgiving Day			●
11/29/24	Day After Thanksgiving	●		
12/24/24	Christmas Eve	●	●	
12/25/24	Christmas Day			●
12/31/24	New Year's Eve	●		
1/1/25	New Year's Day			●
1/20/25	Martin Luther King, Jr. Day	●		
2/17/25	Presidents Day	●		
5/26/25	Memorial Day			●
7/4/25	Independence Day			●
9/1/25	Labor Day			●