

# Board of Directors Meeting Agenda

October 07, 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](https://ridevrt.org/VRTBoard_FY24)  
or by dialing in at **323-484-8960 Conference ID: 660 742 099**

**I. Calling of the Roll - Elaine Clegg**

**II. Agenda Additions/Changes**

**III. Consent Agenda**

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

**A. ACTION: Minutes from the August 12, 2024, Board of Directors Meeting and the Minutes from the September 9, 2024, SPECIAL Board of Directors Meeting**

**Pages 4-7 | Paula Cromie**

*The Board of Directors is asked to consider approval of the minutes from the August 12 and September 9 Board of Directors meetings.*

**B. ACTION: Minutes of the August 12 and September 9, 2024, Executive Board Meetings**

**Pages 8-15 | Paula Cromie**

*The Board of Directors is asked to consider acceptance of the minutes from the August 12 and September 9, 2024, Executive Board Meetings.*

**C. ACTION: Payment Registers**

**Pages 16-24 | Nick Leonardson**

*The Board of Directors is asked to consider acceptance/approval of the payment registers from 7/16/2024 through 8/15/2024 and 8/16/2024 through 9/15/2024.*

**D. ACTION: FY24 Asset Disposition Status**

**Pages 25-26 | Leslie Pedrosa**

*Staff requests the Board of Directors acknowledge the status of assets disposed of in fiscal year 2024.*

**E. ACTION: Non-Emergency Medical Transportation Service Provider Contracts**

**Pages 27-30 | Leslie Pedrosa**

*Staff requests the Board of Directors approve Resolution VBD24-043 and delegate authority to the Chief Executive Officer to execute contracts for all non-emergency medical transportation*

service providers. The project budget for Rides2Wellness was approved under Resolution VBD24-038 by the Board of Directors on August 7, 2024.

**F. ACTION: Regional Fare Policy Update**

**Pages 31-46 | Stephen Hunt**

*The Board of Directors is asked to consider approval of Resolution VBD24-037 which updates the Regional Fare Policy following a routine staff review.*

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

**V. Action Items**

**A. ACTION: State Street Premium Corridor Right-of-Way Acquisition**

**Pages 47-49 | Joe Guenther, Capital Projects**

The Board of Directors is asked to consider approval of Resolution VBD24-040, and corresponding Authorization for Expenditure for State Street premium corridor right-of-way acquisition.

**B. ACTION: Metro Community Services Contract**

**Pages 50-53 | Leslie Pedrosa**

*The Board of Directors is asked to consider approval of Resolution VBD24-042 and delegate authority to the Chief Executive Officer to execute a contract with Metro Community Services. The project budget was approved under Resolution VBD24-038 by the Board of Directors on August 7, 2024.*

**VI. Information Items**

**A. INFORMATION: Triennial Review Report**

**Pages 54-55 | Randy Reese**

*The report for the most recent Triennial Review is included in your packet for your information.*

**B. INFORMATION: Genfare Replacements**

**Page 56 | Nick Moran**

*Staff will present information on current fare collection system and options for replacement.*

**C. INFORMATION: Update on Annual Funding Cooperative Agreements**

**Kyle Street (No attachment)**

*Staff will provide an update on Annual Funding Cooperative Agreements for FY2025. There is no attachment to this item as agreements are changing daily and in a state of flux. The Board will be given the most up-to-date information at the meeting.*

**D. INFORMATION: Procurement Calendar**

**Page 57 | Cameron Wells**

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

**VII. 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.*

**VIII. Department/Staff Reports**

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

**Pages 58-71 | 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.*

## IX. Adjournment

*Agenda order is subject to change.*

### **Next VRT Board of Directors Meeting:**

**January 6, 2025**

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

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

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

# Board of Directors Meeting Minutes

August 12, 2024

12:00 PM

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

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Jason Brinkman, ITD	Rob Fisher, City of Greenleaf	Brad Alvaro, VRT
Ryan Davidson, Ada County Comm	Jeff Flynn, CWI	Bre Brush, City of Boise
Tom Dayley, Ada County Commission	Dave Hershey, City of Star	Elaine Clegg, VRT
John Evans, Garden City	Zach Piepmeyer, CCDC	Paula Cromie, VRT
Ashley Ford-Squyers, MDC	Greg Rast, Canyon County Comm.	Kate Dahl, VRT
Caleb Hood, City of Meridian	Helen Russell, City of Eagle	Gregg Eisenberg, First Transit
Debbie Kling, City of Nampa		Jeremy Gianchetta, VRT
Lantz McGinnis-Brown, Boise State		Jose Hernandez, VRT
Lauren McLean, City of Boise		Stephen Hunt, VRT
Sabrina Minshall, Canyon County		Lila Klopfenstein, COMPASS
Jordan Morales, City of Boise		Hailee Lenhart-Wees, VRT
Alexis Pickering, ACHD		Nick Leonardson, VRT
Dale Reynolds, City of Nampa		Rob Lowe, VRT
Chuck Stadick, City of Caldwell		Nick Moran, VRT
Joe Stear, City of Kuna		Leslie Pedrosa, VRT
David Tiede, City of Meridian		Randy Reese, VRT
Jarom Wagoner, Caldwell		Walter Steed, RAC
		Nicole Stern, ACHD
		Kyle Street, VRT
		Alissa Taysom, VRT
		Cameron Wells, VRT
		Kevin Womak, VRT

- I. **Calling of the Roll - Chair Jarom Wagoner** - The meeting was called to order at 12:05, with a quorum present by phone and in person.
- II. **Agenda Additions/Changes** – Item IV – K was moved from the consent agenda to an action item.
- III. **Finance Committee Report** - None
- IV. **Consent Agenda**  
 The consent agenda consisted of the following
  - A. **ACTION: Minutes of the April 1, 2024, Board of Directors Meeting**
  - B. **ACTION: Minutes of the May 6, June 3, and June 12, 2024, Executive Board Meetings**
  - C. **ACTION: Payment Registers**  
 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**
- E. **FY2024 1st Quarter Budget Variance Reports**
- F. **ACTION: Quarterly Performance Report**
- G. **ACTION: ProPeople Temporary Staffing**  
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)**  
Resolution VBD24-029, updating the Board Agenda Preparation and Approval Policy 1.27.00.
- I. **ACTION: Transit Asset Management Targets FY 2025-2029**
- J. **ACTION: Transit Asset Management Group Plan and Policy Updates**  
*Resolution VBD24-030 Transit Asset Management Group Plan and Policy updates*
- K. **~~ACTION: Supplemental Services Policy (Update) – Removed from Consent Agenda~~**  
~~*Resolution VBD24-039 Supplemental Services Policy 6.00.04*~~
- L. **ACTION: Quarterly Performance Report**

Debbie Kling moved adjust the consent agenda by removing item K, Supplemental Services Policy (Update) at the request of Ken Pidjeon and place it as an action item for discussion; Dale Reynolds seconded. The motion passed unanimously

John Evans moved to approve the consent agenda as amended, Debbie Kling seconded. The motion passed unanimously.

- V. **Public Comments** – Ken Pidjeon spoke regarding his interpretation of the Supplemental Services Policy and FTA regulations and how they apply to FTA charter regulations.
- VI. **Public Hearing**
  - A. **ACTION: PUBLIC HEARING - FY 2025 Operating and Capital Budget and Unified Planning Work Program**  
Staff presented the final preliminary FY2025 Operating and Capital Budgets. The VRT Chair then conducted a public hearing to take formal comments on the FY2025 budget.  
  
Board members discussed the need to meet COLA increases and have a true merit pool of funds in order to retain well performing staff in future budgets.  
  
Debbie Kling moved to open the public hearing on the FY2025 Operating and Capital Budget; Dale Reynolds seconded. The motion passed unanimously.  
  
The public hearing opened at 12:27 p.m.  
  
Ken Pidjeon spoke regarding the proposed budget. He questioned the need for a public relations firm, why VRT doesn't increase fares, how many FTE's there are, his confusion in combining division 24 and 25, supplemental services, and why VRT doesn't look for more funding sources.  
  
Debbie Kling moved to close public hearing; Dale Reynolds seconded. The public hearing closed at 12:40  
  
(See action item VII – A, for vote)
  - B. **ACTION: PUBLIC HEARING - Disposal of Assets**  
Staff presented the list of items slated for disposal in fiscal year 2025. The chair then conducted a public hearing to take formal comments on the disposal of assets.

Lauren McLean moved to move into a public hearing for disposal of assets; Chuck Stadick seconded. The motion passed unanimously. The public hearing opened at 12:45

The public hearing closed at 12:46 p.m. as there were no comments.

(See action item VII – B, for vote)

## VII. Action Items

### A. ACTION: FY2025 Budget (took place at the close of the public hearing)

Following the public hearing and discussion addressing Ken Pidjeon's statements and staff answering questions by the board, Lauren McLean moved to approve Resolution VBD23-038 to approve the FY2025 budget and with this motion directed staff to return to the board when, and if any local government budgets finalize with less funding than the current coverage of services requires, so the board can have a discussion and understand the impact of that and discuss whether or not and how federal funding, if appropriate, in Canyon County in particular, can be used to subsidize the decisions of the local government; Chuck Stadick seconded. The motion passed unanimously.

### B. ACTION: Disposal of Assets (took place at the close of the public hearing)

Following the public hearing, John Evans moved to approve RESOLUTION VBD24-033 for Disposal of Assets for FY2025; Alexis Pickering seconded. The motion passed unanimously.

### C. ACTION: ETA Transit Systems Contract Amendment

Following discussion, Alexis Pickering moved to approve Resolution VBD24-035 and corresponding Authorization for Expenditure for an amendment to the ETA Transit System Contract; Lantz McGinnis-Brown seconded. The motion passed unanimously.

### D. ACTION: TransDev Contract Extension

Following discussion, John Evans moved to approve 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; Lauren McLean seconded. The motion passed unanimously.

### E. ACTION: FlixBus Lease Proposal

Staff presented a summary of utilizing Happy Day Transit Facility as a bus stop for intercity carrier, FlixBus and reviewed the proposed lease price. During discussion, questions arose around stranded passengers and the security around that, clauses in the contract to address bringing in a busload of immigrant passengers and dropping them off, paying for fulltime security, and parking costs, along with other questions that staff answered. Following discussion, Debbie Kling moved to approve Resolution VBD24-036 delegating authority to Elaine Clegg, CEO, to finalize negotiations with FlixBus; Alexis Pickering seconded. The motion passed (with one decent).

### F. ACTION: FY2025 Service Change Public Hearing

Following discussion, staff requested 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. Lauren McLean moved to set a public hearing date for September 4/or 5 to discuss possible service changes, if needed,

and set a special board meeting on September 9 following the regularly scheduled executive board meeting; Alexis Pickering seconded. The motion passed unanimously.

**G. (IV. K.) ACTION: Supplemental Services Policy (Update) – Moved from Consent Agenda**

*Resolution VBD24-039 Supplemental Services Policy 6.00.04*

Following discussion, Lauren McLean moved to approve Resolution VBD24-039 Supplemental Services Policy 6.00.04 (Update); Alexis Pickering seconded. The motion passed unanimously.

**VIII. Information Items**

**A. Bus Stop Inventory Phase 1**

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

**B. INFORMATION: Procurement Calendars**

The most recent procurement calendars were included in the packet for 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**

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

**XI. Adjournment** – The meeting was adjourned at 1:55.

**Next VRT Board of Directors Meeting:**

**October 7, 2024**

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

# Board of Directors Meeting (SPECIAL) MINUTES

September 09, 2024

12:00 PM

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

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Nichoel Baird-Spencer - Eagle	Ryan Davidson, Ada County Comm	Elaine Clegg, VRT
Bre Brush, City of Boise	Rob Fisher, City of Greenleaf	Paula Cromie, VRT
Tom Dayley, Ada County Commission	Dave Hershey, City of Star	Joe Guenther, VRT
John Evans, Garden City	Jordan Morales, City of Boise	Stephen Hunt, VRT
Jeff Flynn, CWI	Dale Reynolds, City of Nampa	Leslie Pedrosa, VRT
Ashley Ford-Squyers, MDC	Alexis Pickering, ACHD	Ken Pidjeon, Citizen
Todd Lavoie, City of Meridian		Jason Rose, VRT
Lantz McGinnis-Brown, Boise State		Nicole Stern, ACHD
Sabrina Minshall, Canyon County		Kyle Street, VRT
Zach Piepmeyer, CCDC		Alissa Taysom, VRT
Chuck Stadick, City of Caldwell		
Joe Stear, City of Kuna		
Mark Steuer, City of Nampa		
David Tiede, City of Meridian		
Jarom Wagoner, Caldwell		
Mark Wasdahl, ITD		

- I. **Calling of the Roll** – The meeting was called to order at 12:01 p.m. with a quorum present by phone and in person.
- II. **Agenda Additions/Changes** - None
- III. **Public Comments** - None
- IV. **Public Hearing** - Staff presented the need for emergency changes to the FY2025 services in Eagle. Due to budget constraints, Eagle was not able to fund service for route 160. Following explanation, the public hearing took place.

The public hearing opened at 12:25 p.m.

As no one wanted to comment, the public hearing closed at 12:26 p.m.

No decision was during the hearing.

- V. **Action Items**
  - A. **ACTION: FY2025 Emergency Service Change**  
Sabrina Minshall moved to discontinue service for the 160 in Eagle; Nichole Barid-Spencer seconded. The motion passed unanimously.



VI. **Executive Session** - None

VII. **Adjournment** – The meeting adjourned at 12:27

**Next VRT Board of Directors Meeting**  
**October 7, 2024**  
VRT Boardroom  
700 NE 2nd Street  
Meridian, ID 83642

Valley Regional Transit Executive Board Meeting Minutes  
August 12, 2024  
VRT Board Room  
700 NE 2<sup>nd</sup> Street - Board Room  
Meridian, Idaho

APPROVED:

By:   
Jarom Wagoner, Chair

ATTEST:

By:   
Paula Cromie, Executive Assistant  
Valley Regional Transit

# Executive Board Meeting Minutes

August 12, 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	Todd Lavoie, City of Meridian	Bre Brush, City of Boise
Lauren McLean, City of Boise	Greg Rast, Canyon County	Elaine Clegg, VRT
Dale Reynolds, City of Nampa	Sabrina Minshall, Canyon Cty	Paula Cromie, VRT
Alexis Pickering, ACHD		Jeremy Gianchetta, VRT
Joe Stear, City of Kuna		Kathleen Godfrey, VRT
Jarom Wagoner, Caldwell		Joe Guenther, VRT
		Stephanie Hailey, VRT
		Jose Hernandez, VRT
		Stephen Hunt, VRT
		Lila Klopfenstein, COMPASS
		Hailee Lenhart-Wees, VRT
		Nick Leonardson, VRT
		Rob Lowe, VRT
		Nick Moran, VRT
		Cameron Olson, VRT
		Leslie Pedrosa, VRT
		Randy Reese, VRT
		Melody Roper, VRT
		Nicole Stern, ACHD Commuter Ride
		Kyle Street, VRT
		Walter Steed, RAC
		Alyssa Taysom, VRT
		David Tiede (attended on behalf of Todd Lavoie, Meridian)
		Duane Wakan, VRT
		Cameron Wells, VRT

- I. **Calling of the Roll - Chair Jarom Wagoner** - The meeting was called to order at 11:04, with a quorum present by phone and in person.
- II. **Agenda Additions/Changes** - None
- III. **Consent Agenda**  
 Items on the Consent Agenda consisted of the following:
  - A. **ACTION: Minutes of the June 3 and June 12, 2024, Executive Board Meetings**

**B. ACTION: Minutes of the May 21, 2024, Regional Advisory Council Meeting**

Item III. B.

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

**IV. Public Comments - None**

**V. Executive Board - Action Items**

**A. ACTION: Ada County Highway District 2025-2029 Integrated Five-Year Work Plan Comment Letter**

Following discussion, Lauren McLean moved to approve a comment letter with a deeper write-up described during discussion in the meeting regarding VRT project priorities excluded from Ada County Highway Districts 2025-2029 Integrated Five Year Work Plan and requested a copy of the letter go to her prior to sending to ACHD so the City of Boise can more closely align with VRT requests. Alexa Pickering seconded. The motion passed unanimously.

**VI. Executive Board - Information Items - None**

**VII. Executive Session - None**

**VIII. Adjournment - The meeting adjourned at 11:50**

**Next VRT Executive Board Meeting:**

**September 9, 2024**

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

# Executive Board Meeting Minutes

September 09, 2024  
11:00 AM  
VRT Board Room – 700 NE 2nd Street – Meridian, Idaho

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Lantz Brown, Boise State	Debbie Kling, City of Nampa	Robert Babbitt, SBLBF, LLC
Tom Dayley, Ada County	Lauren McLean, City of Boise	Elaine Clegg, VRT
Todd Lavoie, City of Meridian	Alexis Pickering, ACHD	Paula Cromie, VRT
Sabrina Minshall, Canyon Cty	Greg Rast, Canyon County	Kate Dahl, VRT
Dale Reynolds, City of Nampa		Jeannette Ezell, VRT
Joe Stear, City of Kuna		Kathleen Godfrey, VRT
Jarom Wagoner, Caldwell		Joe Guenther, VRT
		Jose Hernandez, VRT
		Stephen Hunt, VRT
		Lila Klopfenstein, COMPASS
		Lori Jane Larson, patron
		Hailee Lenhart-Wees, VRT
		Rob Lowe, VRT
		Leslie Pedrosa, VRT
		Ken Pidjeon, Citizen
		Randy Reese, VRT
		Melody Roper, VRT
		Jason Rose, VRT
		Kyle Street, VRT
		Mark Steurer attending on behalf of Mayor Kling, but did not vote
		Alyssa Taysom, VRT
		Myron Watkins, MV Transportation
		Aaron Williams

- I. **Calling of the Roll** - The meeting was called to order at 11:04 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: Minutes of the August 12, 2024, Executive Board Meeting**
  - B. **ACTION: Minutes of the May 21, 2024, Regional Advisory Council Meeting**
  - C. **ACTION: Rhombus Energy Solutions**

Approval of Resolution VEB24-003 and corresponding Authorization for Expenditure for purchase of new dispensers, replacement parts and commissioning chargers through Rhombus Energy Solutions.

**D. ACTION: RF-SMART Contract**

Approval of Resolution VEB24-004 and corresponding Authorization for Approval and delegate authority to the Chief Executive Officer to finalize and execute a contract with RF-SMART for Mobile Material Management Software.

**E. ACTION: Payment Register**

July 16, 2024, to August 15, 2024, payment register

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

**IV. Public Comments**

Ken Pidjeon had questions on consent agenda item III -D RF-Smart contract asking if it was put out for procurement. He also asked if fares would be collected for supplemental services on item VI-B.

Leslie Pedrosa confirmed the contract with RF-Smart was a sole source item and not put out for procurement.

Elaine Clegg answered the question on fare for supplemental services later in the meeting.

**V. Executive Board - Action Items**

**A. ACTION: Proposed Agenda for the October Board of Directors Meeting**

Joe Stear moved to approve the proposed October Board of Directors meeting noting staff may need to add or remove items; Lantz McGinnis-Brown seconded. The motion passed unanimously.

**B. ACTION: Proposed Executive Board and Board of Directors Meeting Dates for 2025 and 2026  
Elaine Clegg**

Joe Stear moved to approve the proposed Board of Directors and Executive Board 2025/2026 meeting schedule; Lantz McGinnis-Brown seconded. The motion passed unanimously.

**VI. Executive Board - Information Items**

**A. INFORMATION: Transit Services Consultant Presentation**

Robert Babbitt, from SBLBF, LLC, discussed the varying operating models for transit services with the Executive Board to better understand the differences.

Executive Board members had the opportunity to ask questions. The presentation was for information purposes only, with pros and cons of the three types of service available.

**B. INFORMATION: Supplemental Services**

Elaine Clegg presented a summary of the supplemental services provided in the upcoming year and answered a question Ken Pidjeon presented during public comments.

She confirmed the transportation provided to the BSU games is an extension of existing services. VRT will extend the span of service and frequency of routes 2 Broadway and 29 Overland to facilitate transportation to and from Boise State Football games using satellite parking locations along Broadway, Overland and at Towne Square Mall. Advertising will be pursued to pay for this service and fares will not be collected, but in order to ride for free, riders will have to present their ticket to the game.

VRT will again provide the Treeline service which provides free transportation between venues in downtown Boise. The Treeline does not conflict with regular service as it will provide service outside VRT's hours of peak demand.

VRT will extend the span of service and frequency on route 16 VA/15th Street to provide transportation options to the Hyde Park Street Fair.

VRT will also participate in community parades including Boise Veterans Day Parade, Boise Pride Parade, Boise Holiday Parade, Dairy Days Parade, Nampa Parade America, and more.

The costs for the supplemental services were included in the FY2025 budget.

**C. INFORMATION: Procurement Calendars  
Pages 27-28 | Cameron Wells**

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

**VII. Executive Session - None**

**VIII. Department/Staff Reports**

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

**IX. Adjournment – The meeting was adjourned 11:59**

**Next VRT Executive Board Meeting:**

**October 7, 2024 (followed by the Board of Director's meeting)**

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

<b>TOPIC</b>	Payment Registers
<b>DATE</b>	10/07/2024
<b>STAFF MEMBER</b>	Nick Leonardson

## Staff Recommendation/Request

The Board will have the opportunity to review and consider accepting the July 16, 2024 to August 15, 2024 and August 16, 2024 to September 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:

Attachment 1: Payment Register July 16, 2024 to August 15, 2024

Attachment 2: Payment Register August 16, 2024 to September 15, 2024

### For detailed information, contact:

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



## Payment Register 7/16/24 - 8/15/24

<u>Payment Number</u>	<u>Payment Date</u>	<u>Supplier or Party Name</u>	<u>Amount</u>	<u>Invoice Description</u>
100057	7/31/2024	Abbruzzetti, Jason	127.16	Employee Reimbursement
100028	7/19/2024	Access Idaho-26682	369.44	DL Searches
100047	7/25/2024	Access Idaho-26682	109.44	DL Searches
100069	8/13/2024	Access Idaho-26682	129.60	DL Searches
50222	7/25/2024	Action Garage Door, Inc.	7,520.00	Garage_Door_Services
50287	8/2/2024	Acuity Specialty Products, Inc.	869.99	Cleaning supplies
50303	8/5/2024	AdaRide.Com, LLC	5,550.00	Transportation services
100032	7/19/2024	Alexander Clark Printing	13,920.33	On-Call_Printing_Services
50188	7/19/2024	All-Pro Commercial Cleaning, LLC	12,950.00	Services
50282	7/31/2024	All-Pro Commercial Cleaning, LLC	1,425.00	Services
50372	8/13/2024	All-Pro Commercial Cleaning, LLC	88.58	Services
50158	7/15/2024	AMAZON.COM SERVICES, INC.	325.99	Department supplies
50176	7/16/2024	AMAZON.COM SERVICES, INC.	37.87	Department supplies
50212	7/24/2024	AMAZON.COM SERVICES, INC.	15.98	Department supplies
50290	8/2/2024	Ansar, Abdul Munir	29.68	Employee Reimbursement
50257	7/31/2024	Anthony, Elizabeth	225.98	Volunteer driver reimbursement
50265	7/31/2024	APTA	26,000.00	Membership dues
50205	7/24/2024	ARI Phoenix, Inc.	2,830.27	Mobile Support Stand
50140	7/15/2024	Ashbrook, Lewis	100.00	Employee Reimbursement
50301	8/2/2024	Ashbrook, Lewis	50.00	Employee Reimbursement
50366	8/13/2024	Automotive Service Equip	359.00	Auto Parts
50178	7/16/2024	Avail Technologies	19,679.00	SW Support
50149	7/15/2024	Avero, LLC	18,330.00	ERP system support
50168	7/16/2024	Avero, LLC	19,090.00	ERP system support
50216	7/25/2024	A-Z Bus Sales, Inc	225.06	Bus parts
50252	7/30/2024	A-Z Bus Sales, Inc	375.76	Bus parts
50273	7/31/2024	A-Z Bus Sales, Inc	224.41	Bus parts
50292	8/2/2024	A-Z Bus Sales, Inc	148.00	Bus parts
50321	8/7/2024	A-Z Bus Sales, Inc	89.30	Bus parts
50334	8/8/2024	A-Z Bus Sales, Inc	582.41	Bus parts
50355	8/9/2024	A-Z Bus Sales, Inc	148.00	Bus parts
50256	7/31/2024	Barber, Richard P	64.85	Volunteer driver reimbursement
50210	7/24/2024	Batteries Plus, LLC	1,059.98	batteries
50214	7/24/2024	Black Signs of Idaho, Inc.	50.00	Rental Sign
50316	8/7/2024	Black Signs of Idaho, Inc.	50.00	Rental Sign
50236	7/30/2024	BOISE BIOHAZARD SERVICES, LLC	750.00	Bio-hazzard cleanup
50267	7/31/2024	Boise Community Radio Project	672.00	Radio Ads
50258	7/31/2024	Boise Municipal Health Care Trust	66,290.62	Health Care Insurance
50224	7/25/2024	Boise Peterbilt	427.52	Auto Parts
60676	8/8/2024	Bosnjak, Alma	169.59	Employee Reimbursement
50285	8/2/2024	Bradley Alvaro	584.30	Employee Reimbursement
50343	8/8/2024	BridgeTower OpCo, LLC	500.00	Digital ads
100063	8/2/2024	Brinton, Honore	104.94	Employee Reimbursement
100023	7/15/2024	Cable One Inc	169.64	Utilities
100030	7/19/2024	Canadian Standards Association	265.91	CNG Lables
50173	7/16/2024	Career Uniforms Partners	433.60	Employee uniforms
50226	7/26/2024	Career Uniforms Partners	109.90	Employee uniforms
50227	7/26/2024	Career Uniforms Partners	844.50	Employee uniforms
50337	8/8/2024	Career Uniforms Partners	262.50	Employee uniforms
50233	7/30/2024	Catapult3, Inc.	15,988.15	Bus/vehicle wraps
50278	7/31/2024	Catapult3, Inc.	4,729.20	Bus/vehicle wraps
50358	8/9/2024	Catapult3, Inc.	6,960.00	Bus/vehicle wraps
50307	8/7/2024	CenturyLink	1,447.04	Utilities
50313	8/7/2024	CenturyLink	691.07	Utilities
50324	8/8/2024	CenturyLink	337.78	Utilities
50353	8/9/2024	Charles Hill	165.73	Employee Reimbursement
50137	7/15/2024	Childers, Michael	580.44	Employee Reimbursement
50162	7/15/2024	Childers, Michael	580.44	Employee Reimbursement
50196	7/24/2024	Christensen, Inc	5,334.58	Oil/gas
50346	8/8/2024	Christensen, Inc	5,266.21	Oil/gas
50363	8/9/2024	Christensen, Inc	13,203.73	Oil/gas
50371	8/13/2024	Christensen, Inc	4,040.85	Oil/gas
50135	7/15/2024	Christensen, Nicholas	470.00	Employee Reimbursement
50237	7/30/2024	City of Boise	9,240.50	Utilities
50280	7/31/2024	City of Boise	379.56	Utilities
100027	7/19/2024	City of Caldwell Water Department	362.85	Utilities
100067	8/9/2024	City of Caldwell Water Department	404.85	Utilities
100059	8/2/2024	City of Garden City	69.97	Utilities

100064	8/8/2024	City of Garden City	149.32 Utilities
50199	7/24/2024	Clean Energy	1,538.63 Natural Gas
50241	7/30/2024	Clean Energy	570.00 Natural Gas
50349	8/8/2024	Clean Energy	15,276.43 Natural Gas
50315	8/7/2024	Coach & Equipment Manufacturing, Inc	252.62 parts
50134	7/15/2024	Collins, Bronson	49.80 Employeee Reimbursment
50161	7/15/2024	Commercial Tire, Inc	4,156.04 vehicle repairs & maintenance
50231	7/30/2024	Commercial Tire, Inc	238.50 vehicle repairs & maintenance
50351	8/8/2024	Commercial Tire, Inc	2,635.13 vehicle repairs & maintenance
50365	8/9/2024	Commercial Tire, Inc	380.90 vehicle repairs & maintenance
50375	8/13/2024	Commercial Tire, Inc	3,487.11 vehicle repairs & maintenance
50388	8/14/2024	Commercial Tire, Inc	13,406.30 vehicle repairs & maintenance
50144	7/15/2024	Corrie Washington	50.00 Employeee Reimbursment
50152	7/15/2024	Corwin Ford	216.57 Auto Parts
50255	7/30/2024	Corwin Ford	578.00 Auto Parts
50154	7/15/2024	CSHQA	1,268.10 Orchard Admin building
50268	7/31/2024	Custom Care Pest Services	95.00 Pest spray
50317	8/7/2024	Cybersource Corporation	310.00 monthly maintenance
100035	7/19/2024	D & A Door & Specialities, Inc	992.69 Door repairs
100025	7/19/2024	D & B Supply Co., Inc.	42.98 Propane refill & hose
100034	7/19/2024	David Gregory Sherman	405.00 Windshield replacement
100054	7/31/2024	David Gregory Sherman	50.00 Windshield repair
50145	7/15/2024	Deanna Hassan	100.00 Employeee Reimbursment
50327	8/8/2024	Deanna Hassan	50.00 Employeee Reimbursment
50229	7/30/2024	Detail Express	1,800.00 Detailed vehicles
50260	7/31/2024	Detail Express	1,030.00 Detailed vehicles
50352	8/9/2024	Diana Fletcher	386.40 Employeee Reimbursment
50221	7/25/2024	DMC Sales	973.48 Anti-freeze coolant
50323	8/7/2024	Duane Wakan	470.47 Employeee Reimbursment
50157	7/15/2024	Dwaine S Lee, LLC	742.96 Towing Services
50209	7/24/2024	Dwaine S Lee, LLC	763.00 Towing Services
50341	8/8/2024	Dwaine S Lee, LLC	233.99 Towing Services
100036	7/19/2024	Dyna Parts LLC	428.65 Auto Parts
100037	7/19/2024	Dyna Parts LLC	2,084.85 Auto Parts
100043	7/24/2024	Dyna Parts LLC	197.70 Auto Parts
100050	7/25/2024	Dyna Parts LLC	123.66 Auto Parts
100055	7/31/2024	Dyna Parts LLC	148.46 Auto Parts
50335	8/8/2024	Ecolube Recovery, LLC.	25.00 oil
50383	8/13/2024	Ecolube Recovery, LLC.	90.00 oil
50218	7/25/2024	Elliott Auto Supply Co., Inc	259.30 Auto Parts
50336	8/8/2024	Elliott Auto Supply Co., Inc	31.44 Auto Parts
50182	7/19/2024	ETA Phi Systems, Inc.	9,360.00 O&M Costs
50269	7/31/2024	ETA Phi Systems, Inc.	7,671.70 O&M Costs
50170	7/16/2024	FASTENAL	404.56 Auto Parts
50274	7/31/2024	FASTENAL	78.70 Auto Parts
50379	8/13/2024	First Transit	56,461.30 Ada/Canyon counties mgmnt fee
50159	7/15/2024	FOURTHSQUARE LLC	65,963.00 ERP system support
50189	7/24/2024	FOURTHSQUARE LLC	74,923.00 ERP system support
50308	8/6/2024	Frank Kronenbitter	361.95 Employeee Reimbursment
100022	7/15/2024	Frank Kronenbitter	311.95 Employeee Reimbursment
50385	8/13/2024	Gem State Paper & Supply	701.92 Paper
50169	7/16/2024	Gillig, LLC	3,159.51 Bus parts
50201	7/24/2024	Gillig, LLC	2,820.08 Bus parts
50250	7/30/2024	Gillig, LLC	900.23 Bus parts
50272	7/31/2024	Gillig, LLC	612.39 Bus parts
50319	8/7/2024	Gillig, LLC	1,659.47 Bus parts
50332	8/8/2024	Gillig, LLC	3,626.57 Bus parts
50354	8/9/2024	Gillig, LLC	1,080.80 Bus parts
50380	8/13/2024	Gillig, LLC	12,551.82 Bus parts
100056	7/31/2024	Gleaton, Benjamin	140.00 Employeee Reimbursment
50184	7/19/2024	Grainger Inc	273.76 Facility Dept. Supplies
50217	7/25/2024	Grainger Inc	169.28 Facility Dept. Supplies
50322	8/7/2024	Grainger Inc	873.18 Facility Dept. Supplies
50356	8/9/2024	Grainger Inc	32.01 Facility Dept. Supplies
50130	7/15/2024	Gregg Eisenberg	100.00 Employeee Reimbursment
50284	8/2/2024	Gregg Eisenberg	437.14 Employeee Reimbursment
50325	8/8/2024	Gregg Eisenberg	50.00 Employeee Reimbursment
100042	7/24/2024	Grover Electric & Plumbing	45.38 supplies
50148	7/15/2024	HI-Line	957.18 Parts/accessories
50330	8/8/2024	HI-Line	559.11 Parts/accessories
50141	7/15/2024	Hineman, Kevin	182.00 Employeee Reimbursment
50326	8/8/2024	Hineman, Kevin	7.40 Employeee Reimbursment

50211	7/24/2024	Hot Shots, Inc.	1,165.48	purchased transportation
50311	8/7/2024	Hot Shots, Inc.	1,114.94	purchased transportation
50147	7/15/2024	Idaho Power	16,755.65	Utilities
50314	8/7/2024	Idaho Power	24,153.39	Utilities
50283	7/31/2024	Impact Pest	189.00	Pest control
50249	7/30/2024	In The Bag Promotions	7,316.50	Promotional
50279	7/31/2024	Intermountain Communications of	1,725.00	Monthly radio subscription
50153	7/15/2024	Intermountain Gas	19,522.68	Utilities
50309	8/7/2024	Intermountain Gas	212.32	Utilities
50338	8/8/2024	Intermountain Gas	15.45	Utilities
50386	8/13/2024	Intermountain Gas	19,608.18	Utilities
50223	7/25/2024	INTERMOUNTAIN HOME SERVICES, LLC	649.71	Plumbing repairs
100029	7/19/2024	Interstate Fire Sales and Service, LLC	1,147.07	Fire extinguisher certifications
50271	7/31/2024	Jeremy Ricky	25,237.64	purchased transportation
50186	7/19/2024	John Lance Giles	10,000.00	Consulting services
50143	7/15/2024	Joshua Smith	100.00	Employeee Reimbursement
100052	7/26/2024	Kabirigi, Lwaboshi	121.90	Employeee Reimbursement
50129	7/15/2024	Kathleen Godfrey	222.88	Employeee Reimbursement
50132	7/15/2024	Kathleen Godfrey	490.38	Employeee Reimbursement
50299	8/2/2024	Kathleen Godfrey	233.05	Employeee Reimbursement
50289	8/2/2024	Keelin, Thomas	68.86	Employeee Reimbursement
50174	7/16/2024	Kenworth Sales	2,895.29	Inventory parts
50230	7/30/2024	Kenworth Sales	2,184.06	Inventory parts
50261	7/31/2024	Kenworth Sales	109.63	Inventory parts
50275	7/31/2024	Kenworth Sales	170.90	Inventory parts
50295	8/2/2024	Kenworth Sales	383.80	Inventory parts
50310	8/7/2024	Kenworth Sales	2,509.64	Inventory parts
50339	8/8/2024	Kenworth Sales	5,903.69	Inventory parts
50133	7/15/2024	Kristina Kroupa	100.00	Employeee Reimbursement
50300	8/2/2024	Kristina Kroupa	50.00	Employeee Reimbursement
50276	7/31/2024	Kuna Senior Citizen Inc	3,522.26	Acquisition of services
100033	7/19/2024	Leonard Petroleum Equipment, LLC	563.36	repairs
100066	8/8/2024	Leonard Petroleum Equipment, LLC	4,584.24	repairs
50131	7/15/2024	Leslie Pedrosa	248.85	Employeee Reimbursement
50180	7/16/2024	Lithia Motors Payment Processing	655.09	Inventory Parts
50198	7/24/2024	Lithia Motors Payment Processing	458.89	Inventory Parts
50240	7/30/2024	Lithia Motors Payment Processing	443.45	Inventory Parts
50264	7/31/2024	Lithia Motors Payment Processing	166.97	Inventory Parts
50297	8/2/2024	Lithia Motors Payment Processing	804.89	Inventory Parts
50312	8/7/2024	Lithia Motors Payment Processing	206.93	Inventory Parts
50348	8/8/2024	Lithia Motors Payment Processing	104.88	Inventory Parts
50364	8/9/2024	Lithia Motors Payment Processing	97.53	Inventory Parts
50373	8/13/2024	Lithia Motors Payment Processing	7,150.93	Inventory Parts
50187	7/19/2024	Lizabeth C. Arkoosh	9,300.00	Lease pymnts - pd quarterly
50163	7/16/2024	Lowe's Home Improvement	66.48	supplies
50246	7/30/2024	Lowe's Home Improvement	59.81	supplies
100041	7/24/2024	LYLE WATSON	226.00	Tools
50220	7/25/2024	Mary M Johnson	540.00	Signs/wraps
50228	7/30/2024	Mary M Johnson	675.00	Signs/wraps
50357	8/9/2024	Mary M Johnson	420.00	Signs/wraps
50142	7/15/2024	Maxwell, William	100.00	Employeee Reimbursement
50302	8/2/2024	Maxwell, William	50.00	Employeee Reimbursement
50156	7/15/2024	Melba Valley Senior Center	8,624.88	Acquisition of services
50208	7/24/2024	Melba Valley Senior Center	7,481.43	Acquisition of services
50328	8/8/2024	Mereacre, Tudor	3.70	Employeee Reimbursement
50155	7/15/2024	Meridian Senior Center	9,144.64	Acquisition of services
50277	7/31/2024	Meridian Senior Center	7,701.44	Acquisition of services
50304	8/5/2024	Metro Community Services	22,917.26	Acquisition of services
100053	7/31/2024	Mills, Wayne	499.77	Volunteer driver reimbursement
100017	7/15/2024	Minert & Associates, Inc	203.00	Drug screens
100051	7/26/2024	Minert & Associates, Inc	183.00	Drug screens
100061	8/2/2024	Minert & Associates, Inc	214.00	Drug screens
50238	7/30/2024	Minuteman, Inc.	475.00	Re-key building
50197	7/24/2024	Motion & Flow Control Products	224.62	supplies
50288	8/2/2024	Mursalov, Islom	56.38	Employeee Reimbursement
50151	7/15/2024	National Tour Integrated Resouces Inc	7,929.60	Temp. bus operators
50225	7/25/2024	National Tour Integrated Resouces Inc	669.06	Temp. bus operators
50251	7/30/2024	National Tour Integrated Resouces Inc	10,132.05	Temp. bus operators
50320	8/7/2024	National Tour Integrated Resouces Inc	8,781.04	Temp. bus operators
50381	8/13/2024	National Tour Integrated Resouces Inc	6,078.04	Temp. bus operators
50333	8/8/2024	Newegg Business, Inc.	1,109.84	IT Supplies
50382	8/13/2024	Newegg Business, Inc.	4,875.60	IT Supplies

50206	7/24/2024	Norco Inc	47.33	Parts
50177	7/16/2024	ODP Business Solutions, LLC	52.79	office supplies
50192	7/24/2024	ODP Business Solutions, LLC	293.18	office supplies
50345	8/8/2024	ODP Business Solutions, LLC	27.04	office supplies
50369	8/13/2024	ODP Business Solutions, LLC	50.72	office supplies
50191	7/24/2024	O'Reilly Auto Enterprises, LLC	179.32	Auto Parts
50239	7/30/2024	O'Reilly Auto Enterprises, LLC	296.05	Auto Parts
50296	8/2/2024	O'Reilly Auto Enterprises, LLC	402.73	Auto Parts
50344	8/8/2024	O'Reilly Auto Enterprises, LLC	370.09	Auto Parts
50362	8/9/2024	O'Reilly Auto Enterprises, LLC	53.20	Auto Parts
50368	8/13/2024	O'Reilly Auto Enterprises, LLC	370.09	Auto Parts
50171	7/16/2024	O'Reilly Auto Parts	51.18	Auto Parts
50203	7/24/2024	O'Reilly Auto Parts	649.74	Auto Parts
50253	7/30/2024	O'Reilly Auto Parts	627.10	Auto Parts
50293	8/2/2024	O'Reilly Auto Parts	93.38	Auto Parts
50263	7/31/2024	Pacific Office Automation	1,178.36	Printer/copier Leases
50347	8/8/2024	Pacific Office Automation	589.18	Printer/copier Leases
50370	8/13/2024	Paragon Consulting, Inc	20,192.44	Consulting services
50146	7/15/2024	Parma Senior Center	3,870.40	Acquisition of services
50266	7/31/2024	Parma Senior Center	2,889.47	Acquisition of services
100031	7/19/2024	Peak Industrial, Inc.	525.00	Parts/accessories
100040	7/24/2024	Peak Industrial, Inc.	538.63	Parts/accessories
100065	8/8/2024	Peak Industrial, Inc.	158.88	Parts/accessories
100071	8/13/2024	Peak Industrial, Inc.	2,789.86	Parts/accessories
50179	7/16/2024	Phoenix Cars, LLC	3,149.98	Parts/accessories
50193	7/24/2024	Phoenix Cars, LLC	260.24	Parts/accessories
50204	7/24/2024	Precision Engineering, LLC	14,255.00	Consulting services
50219	7/25/2024	Precision Engineering, LLC	20,027.50	Consulting services
100026	7/19/2024	Primary Health Medical Group, LLC	590.00	Drug screens
100038	7/24/2024	Primary Health Medical Group, LLC	170.00	Drug screens
100044	7/25/2024	Primary Health Medical Group, LLC	255.00	Drug screens
100060	8/2/2024	Primary Health Medical Group, LLC	340.00	Drug screens
50207	7/24/2024	ProPeople	13,062.21	Temp Wages
50232	7/30/2024	ProPeople	9,271.09	Temp Wages
50202	7/24/2024	Quench USA, Inc	572.95	Water delivery
50172	7/16/2024	RDK Corporation	150.00	Background checks
50384	8/13/2024	RDK Corporation	210.00	Background checks
50185	7/19/2024	Remix Technologies LLC	7,310.00	SW/IT monthly fee
50294	8/2/2024	Remix Technologies LLC	7,310.00	SW/IT monthly fee
50389	8/15/2024	Remix Technologies LLC	7,310.00	SW/IT monthly fee
50136	7/15/2024	Rinn, Jacob	161.50	Employee Reimbursement
50245	7/30/2024	Robert C Granden	242.25	Employee Reimbursement
50166	7/16/2024	Romaine Electric Corporation	765.94	Electrical
50291	8/2/2024	Romaine Electric Corporation	3,338.70	Electrical
50377	8/13/2024	Romaine Electric Corporation	1,072.45	Electrical
50259	7/31/2024	Sage Supply, Inc	188.13	Supplies
100019	7/15/2024	SAMG Occupational Med - Emerald	150.00	Drug screens
100049	7/25/2024	SAMG Occupational Med - Emerald	300.00	Drug screens
50190	7/24/2024	SBLB, Limited Liability Company	3,825.00	Services
100020	7/15/2024	Scheer, Jessie	94.66	Employee Reimbursement
50242	7/30/2024	Shred-It USA- LLC	139.08	Shredding services
50194	7/24/2024	Sprague Pest Solutions	151.44	Pest control
200003	8/1/2024	State Insurance Fund	103.00	Insurance fee
50139	7/15/2024	Stephanie Hailey	39.53	Employee Reimbursement
50360	8/9/2024	Stoltz Marketing Group, Inc	71,191.61	Consulting services
50195	7/24/2024	Tacoma Screw Products Inc.	462.31	Inventory Parts
100021	7/15/2024	Tate, John	330.68	Employee Reimbursement
50150	7/15/2024	Thompson and Associates, Inc.	8,402.38	HR consulting
50254	7/30/2024	Transpo Group USA, Inc.	11,910.00	Consulting services
50175	7/16/2024	Treasure Valley Coffee	342.31	coffee/creamer
50234	7/30/2024	Treasure Valley Coffee	58.49	coffee/creamer
50359	8/9/2024	Treasure Valley Coffee	72.84	coffee/creamer
50367	8/13/2024	Treasure Valley Coffee	528.93	coffee/creamer
50235	7/30/2024	Treasure Valley Curb & Sprinkling Inc	454.00	lawn care
50262	7/31/2024	Treasure Valley Transit	20,458.00	sub-recipient
50305	8/5/2024	Treasure Valley Transit	12,960.00	sub-recipient
50342	8/8/2024	Treasure Valley Transit	18,900.00	sub-recipient
50164	7/16/2024	UniFirst	144.98	Uniforms
50181	7/16/2024	UniFirst	127.81	Uniforms
50200	7/24/2024	UniFirst	133.93	Uniforms
50213	7/24/2024	UniFirst	69.09	Uniforms
50243	7/30/2024	UniFirst	147.35	Uniforms

50247	7/30/2024	UniFirst	62.21	Uniforms
50329	8/8/2024	UniFirst	61.22	Uniforms
50350	8/8/2024	UniFirst	140.34	Uniforms
50374	8/13/2024	UniFirst	140.34	Uniforms
50376	8/13/2024	UniFirst	105.42	Uniforms
50165	7/16/2024	United Site Services of Nevada, Inc.	398.61	Waste removal
50248	7/30/2024	United Site Services of Nevada, Inc.	289.45	Waste removal
100039	7/24/2024	UPS Freight	29.12	Postage
100045	7/25/2024	UPS Freight	2.33	Postage
100046	7/25/2024	Urban Land Institute	400.00	Marketing
50244	7/30/2024	US Bank Plaza Condominium Assoc., Inc.	10,403.00	Association dues
200001	7/18/2024	USABLE Life	2,085.98	Life ins. Premiums
200002	7/29/2024	USABLE Life	2,144.78	Life ins. Premiums
100058	8/2/2024	Veolia Water Idaho	265.08	Utilities
100024	7/15/2024	Verizon Wireless	5,362.15	Cell phones
100068	8/9/2024	Verizon Wireless	3,637.82	Cell phones
100070	8/13/2024	Verizon Wireless	92.23	Cell phones
50340	8/8/2024	Western Mountain Bus Sales	1,070.26	Bus parts
50160	7/15/2024	Wex Bank	12,646.71	Fuel charges
50298	8/2/2024	Wex Bank	459.46	Fuel charges
50361	8/9/2024	Wex Bank	1,839.36	Fuel charges
50138	7/15/2024	White, Melissa	72.08	Employee Reimbursement
50286	8/2/2024	White, Melissa	31.78	Employee Reimbursement
100018	7/15/2024	Wienhoff Drug Testing	1,085.00	Emp. Pre-screen drug testing
100048	7/25/2024	Wienhoff Drug Testing	115.00	Emp. Pre-screen drug testing
100062	8/2/2024	Wienhoff Drug Testing	710.00	Emp. Pre-screen drug testing
50306	8/5/2024	William (Travis) Fremont	21,285.12	purchased transportation
50167	7/16/2024	William Beard	166.00	Vehicle washing
50183	7/19/2024	William Beard	446.00	Vehicle washing
50215	7/24/2024	William Beard	237.00	Vehicle washing
50318	8/7/2024	William Beard	515.00	Vehicle washing
50331	8/8/2024	William Beard	237.00	Vehicle washing
50378	8/13/2024	William Beard	189.00	Vehicle washing
50270	7/31/2024	WITCO	50,526.00	sub-recipient
50281	7/31/2024	YBNOW LLC	8,203.28	purchased transportation
			<u>1,252,920.57</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

## Payment Register 8/16/24 - 9/16/24

<u>Payment Number</u>	<u>Payment Date</u>	<u>Vendor Name</u>	<u>INVOICE AMOUNT</u>	<u>Invoice Description</u>
50554	2024-09-13	Action Garage Door, Inc.	4,176.00	Services
50451	2024-08-26	AdaRide.Com, LLC	5,270.00	Transportation services
100087	2024-08-30	Alexander Clark Printing	419.42	On-Call_Printing_Services
100087	2024-08-30	Alexander Clark Printing	324.00	On-Call_Printing_Services
100087	2024-08-30	Alexander Clark Printing	1,012.00	On-Call_Printing_Services
100087	2024-08-30	Alexander Clark Printing	56.95	On-Call_Printing_Services
50460	2024-08-26	All-Pro Commercial Cleaning, LLC	6,669.25	Cleaning Services
50416	2024-08-19	All-Pro Commercial Cleaning, LLC	80.00	Cleaning Services
50421	2024-08-20	American Mechanical Corporation	7,850.00	HVCAC Services
50473	2024-08-30	American Mechanical Corporation	750.00	HVCAC Services
50537	2024-09-13	American Mechanical Corporation	625.00	HVCAC Services
50486	2024-08-30	Avero, LLC	9,660.00	ERP Consulting
50541	2024-09-13	A-Z Bus Sales, Inc	511.30	Parts
50540	2024-09-13	Brady Industries of Nevada, LLC	475.38	Janitorial Supplies
50484	2024-08-30	Career Uniforms Partners	190.00	Uniforms
50484	2024-08-30	Career Uniforms Partners	39.90	Uniforms
50484	2024-08-30	Career Uniforms Partners	169.05	Uniforms
50404	2024-08-19	Career Uniforms Partners	395.90	Uniforms
50484	2024-08-30	Career Uniforms Partners	107.15	Uniforms
50404	2024-08-19	Career Uniforms Partners	344.60	Uniforms
50428	2024-08-20	Career Uniforms Partners	106.65	Uniforms
50428	2024-08-20	Career Uniforms Partners	201.00	Uniforms
50428	2024-08-20	Career Uniforms Partners	163.75	Uniforms
50404	2024-08-19	Career Uniforms Partners	69.15	Uniforms
50403	2024-08-19	Center for Transportation & Environment	9,000.00	LoNo
50563	2024-09-13	Clean Energy	20,136.64	Fuel
50396	2024-08-19	Commercial Tire, Inc	229.90	Vehicle parts and labor
50439	2024-08-20	Commercial Tire, Inc	1,809.47	Vehicle parts and labor
50439	2024-08-20	Commercial Tire, Inc	159.93	Vehicle parts and labor
50566	2024-09-13	Commercial Tire, Inc	2,143.94	Vehicle parts and labor
50396	2024-08-19	Commercial Tire, Inc	178.00	Vehicle parts and labor
50396	2024-08-19	Commercial Tire, Inc	3,295.92	Vehicle parts and labor
50396	2024-08-19	Commercial Tire, Inc	119.50	Vehicle parts and labor
50566	2024-09-13	Commercial Tire, Inc	203.30	Vehicle parts and labor
50566	2024-09-13	Commercial Tire, Inc	66.00	Vehicle parts and labor
50566	2024-09-13	Commercial Tire, Inc	17.85	Vehicle parts and labor
50566	2024-09-13	Commercial Tire, Inc	1,670.23	Vehicle parts and labor
50566	2024-09-13	Commercial Tire, Inc	54.00	Vehicle parts and labor
50566	2024-09-13	Commercial Tire, Inc	3,224.16	Vehicle parts and labor
50439	2024-08-20	Commercial Tire, Inc	322.17	Vehicle parts and labor
50507	2024-08-30	Commercial Tire, Inc	838.84	Vehicle parts and labor
50507	2024-08-30	Commercial Tire, Inc	683.70	Vehicle parts and labor
50566	2024-09-13	Commercial Tire, Inc	745.48	Vehicle parts and labor
50566	2024-09-13	Commercial Tire, Inc	894.18	Vehicle parts and labor
50566	2024-09-13	Commercial Tire, Inc	406.74	Vehicle parts and labor
50566	2024-09-13	Commercial Tire, Inc	826.18	Vehicle parts and labor
50566	2024-09-13	Commercial Tire, Inc	405.34	Vehicle parts and labor
50468	2024-08-30	Custom Care Pest Services	95.00	Pest Services
100094	2024-09-13	D & B Supply Co., Inc.	38.98	Supplies
100080	2024-08-26	David Gregory Sherman	250.00	Windshield Repairs
100089	2024-08-30	David Gregory Sherman	45.00	Windshield Repairs
100099	2024-09-13	David Gregory Sherman	250.00	Windshield Repairs
100099	2024-09-13	David Gregory Sherman	245.00	Windshield Repairs
50447	2024-08-26	DS Services of America, Inc.	13.00	Water cooler/rental
50569	2024-09-13	DS Services of America, Inc.	122.60	Water cooler/rental
50441	2024-08-20	Dyna Parts LLC	5.00	Vehicle parts
50441	2024-08-20	Dyna Parts LLC	27.29	Vehicle parts
50441	2024-08-20	Dyna Parts LLC	10.11	Vehicle parts
50441	2024-08-20	Dyna Parts LLC	72.06	Vehicle parts
50479	2024-08-30	Elliott Auto Supply Co., Inc	213.64	Vehicle parts
50479	2024-08-30	Elliott Auto Supply Co., Inc	205.73	Vehicle parts
50533	2024-09-13	Everbase Solutions LLC	3,118.75	Security Systems and cameras
50397	2024-08-19	Fehr & Peers	5,190.90	Intercity Connctions Study
50397	2024-08-19	Fehr & Peers	7,366.20	Intercity Connctions Study
50425	2024-08-20	Grainger Inc	151.19	Supplies
50425	2024-08-20	Grainger Inc	35.02	Supplies
50543	2024-09-13	Grainger Inc	58.32	Supplies
50450	2024-08-26	HI-Line	369.55	Parts/accessories
50450	2024-08-26	HI-Line	683.52	Parts/accessories
100096	2024-09-13	Idaho Correctional Industries	3,539.08	Sign Blades
50534	2024-09-13	In The Bag Promotions	1,109.55	Promotional supplies
50570	2024-09-13	Information & Computing Services, Inc	43,851.89	Bar code scanning implementation SW subscription for EAM
50456	2024-08-26	Intermountain Communications of	270.00	Radio communication services
50492	2024-08-30	Intermountain Communications of	1,260.00	Radio communication services
50492	2024-08-30	Intermountain Communications of	465.00	Radio communication services
50415	2024-08-19	INTERMOUNTAIN HOME SERVICES, LLC	783.00	On-call plumbing Service
50503	2024-08-30	INTERMOUNTAIN HOME SERVICES, LLC	659.00	On-call plumbing Service

100084	2024-08-30	Interstate Fire Sales and Service, LLC	1,203.40	Fire Extinguisher services
50474	2024-08-30	Jeremy Ricky	1,178.68	Transportation services
50422	2024-08-20	Jeremy Ricky	173.32	Transportation services
50422	2024-08-20	Jeremy Ricky	56.92	Transportation services
50461	2024-08-26	Lithia Motors Payment Processing	22.65	Vehicles parts/supplies
50504	2024-08-30	Lithia Motors Payment Processing	667.17	Vehicles parts/supplies
50461	2024-08-26	Lithia Motors Payment Processing	527.52	Vehicles parts/supplies
50461	2024-08-26	Lithia Motors Payment Processing	237.59	Vehicles parts/supplies
50504	2024-08-30	Lithia Motors Payment Processing	839.04	Vehicles parts/supplies
50461	2024-08-26	Lithia Motors Payment Processing	602.12	Vehicles parts/supplies
50417	2024-08-19	Lithia Motors Payment Processing	172.45	Vehicles parts/supplies
50504	2024-08-30	Lithia Motors Payment Processing	435.28	Vehicles parts/supplies
50498	2024-08-30	Lotus Boise Corp	740.00	Advertisement
50498	2024-08-30	Lotus Boise Corp	760.00	Advertisement
50498	2024-08-30	Lotus Boise Corp	500.00	Advertisement
50498	2024-08-30	Lotus Boise Corp	500.00	Advertisement
50498	2024-08-30	Lotus Boise Corp	150.00	Advertisement
50498	2024-08-30	Lotus Boise Corp	350.00	Advertisement
50462	2024-08-28	Lowes Home Improvement	74.04	Supplies
50464	2024-08-30	Lowes Home Improvement	261.63	Supplies
50530	2024-09-13	Lowes Home Improvement	220.16	Supplies
50462	2024-08-28	Lowes Home Improvement	222.56	Supplies
50462	2024-08-28	Lowes Home Improvement	86.85	Supplies
50462	2024-08-28	Lowes Home Improvement	75.92	Supplies
50462	2024-08-28	Lowes Home Improvement	8.53	Supplies
50462	2024-08-28	Lowes Home Improvement	182.73	Supplies
50464	2024-08-30	Lowes Home Improvement	38.64	Supplies
50462	2024-08-28	Lowes Home Improvement	105.71	Supplies
50462	2024-08-28	Lowes Home Improvement	70.29	Supplies
50462	2024-08-28	Lowes Home Improvement	85.35	Supplies
50462	2024-08-28	Lowes Home Improvement	186.46	Supplies
50530	2024-09-13	Lowes Home Improvement	69.89	Supplies
50462	2024-08-28	Lowes Home Improvement	50.10	Supplies
50462	2024-08-28	Lowes Home Improvement	186.79	Supplies
50462	2024-08-28	Lowes Home Improvement	305.32	Supplies
50462	2024-08-28	Lowes Home Improvement	317.30	Supplies
50462	2024-08-28	Lowes Home Improvement	107.12	Supplies
50462	2024-08-28	Lowes Home Improvement	46.55	Supplies
50462	2024-08-28	Lowes Home Improvement	69.49	Supplies
50462	2024-08-28	Lowes Home Improvement	13.26	Supplies
50530	2024-09-13	Lowes Home Improvement	146.46	Supplies
50462	2024-08-28	Lowes Home Improvement	32.67	Supplies
50483	2024-08-30	Mary M Johnson	250.00	printing services
50432	2024-08-20	Meiba Valley Senior Center	8,385.30	Acuisition of Services
50454	2024-08-26	Meridian Senior Center	8,370.56	Acuisition of Services
50430	2024-08-20	Metro Community Services	23,937.06	Acuisition of Services
50401	2024-08-19	National Tour Integrated Resouces Inc	379.63	Transportation services
50458	2024-08-26	ODP Business Solutions, LLC	29.79	Office Supplies
50458	2024-08-26	ODP Business Solutions, LLC	79.74	Office Supplies
50458	2024-08-26	ODP Business Solutions, LLC	7.11	Office Supplies
50458	2024-08-26	ODP Business Solutions, LLC	27.59	Office Supplies
50458	2024-08-26	ODP Business Solutions, LLC	46.30	Office Supplies
50500	2024-08-30	ODP Business Solutions, LLC	41.07	Office Supplies
50500	2024-08-30	ODP Business Solutions, LLC	47.10	Office Supplies
50500	2024-08-30	ODP Business Solutions, LLC	193.74	Office Supplies
50559	2024-09-13	ODP Business Solutions, LLC	134.20	Office Supplies
50435	2024-08-20	ODP Business Solutions, LLC	84.64	Office Supplies
50499	2024-08-30	O'Reilly Auto Enterprises, LLC	18.36	Auto parts/supplies
50561	2024-09-13	Pacific Office Automation	1,419.42	Printer/copier leases
50501	2024-08-30	Paragon Consulting, Inc	10,312.50	Consulting Services
100095	2024-09-13	Primary Health Medical Group, LLC	340.00	Drug Screens
50551	2024-09-13	ProPeople	1,640.49	Temp wages
50551	2024-09-13	ProPeople	1,365.24	Temp wages
50407	2024-08-19	ProPeople	1,442.31	Temp wages
50407	2024-08-19	ProPeople	8,820.72	Temp wages
50407	2024-08-19	ProPeople	9,694.50	Temp wages
50407	2024-08-19	ProPeople	2,942.52	Temp wages
50407	2024-08-19	ProPeople	8,594.65	Temp wages
50407	2024-08-19	ProPeople	1,530.39	Temp wages
50407	2024-08-19	ProPeople	2,215.66	Temp wages
50407	2024-08-19	ProPeople	8,500.41	Temp wages
50431	2024-08-20	ProPeople	1,222.11	Temp wages
50407	2024-08-19	ProPeople	1,624.21	Temp wages
50407	2024-08-19	ProPeople	7,566.96	Temp wages
50407	2024-08-19	ProPeople	9,677.28	Temp wages
50551	2024-09-13	ProPeople	1,497.36	Temp wages
50424	2024-08-20	Quench USA, Inc	57.00	Water
50476	2024-08-30	Quench USA, Inc	289.95	Water
50482	2024-08-30	RDK Corporation	248.00	Background checks
50427	2024-08-20	RDK Corporation	40.00	Background checks
50481	2024-08-30	Rhombus Energy Solutions	4,650.00	BorgWarner Charger Replacement Project

100090	2024-08-30	SAMG Occupational Med - Emerald	150.00	Drug Screens
50557	2024-09-13	SBLB, Limited Liability Company	5,992.50	Consulting services for Transit Contract
50408	2024-08-19	Sloan Metal Solutions	47,990.10	Architecture & Design Services
50496	2024-08-30	Stoltz Marketing Group, Inc	11,000.00	Advertising marketing services
50496	2024-08-30	Stoltz Marketing Group, Inc	43.75	Advertising marketing services
50496	2024-08-30	Stoltz Marketing Group, Inc	1,312.50	Advertising marketing services
50496	2024-08-30	Stoltz Marketing Group, Inc	490.00	Advertising marketing services
50496	2024-08-30	Stoltz Marketing Group, Inc	1,315.00	Advertising marketing services
50496	2024-08-30	Stoltz Marketing Group, Inc	210.00	Advertising marketing services
50496	2024-08-30	Stoltz Marketing Group, Inc	1,567.50	Advertising marketing services
50496	2024-08-30	Stoltz Marketing Group, Inc	105.67	Advertising marketing services
50553	2024-09-13	Syringa Networks, LLC	5,377.83	IT Services
50553	2024-09-13	Syringa Networks, LLC	5,377.83	IT Services
50553	2024-09-13	Syringa Networks, LLC	5,373.11	IT Services
50436	2024-08-20	Tacoma Screw Products Inc.	100.73	Supplies
50526	2024-09-09	Tait & Associates, Inc	55,409.45	Architecture & Design Services
50526	2024-09-09	Tait & Associates, Inc	29,435.50	Architecture & Design Services
50455	2024-08-26	Treasure Valley Coffee	173.68	Coffee/creamer
50491	2024-08-30	Treasure Valley Coffee	100.79	Coffee/creamer
50552	2024-09-13	Treasure Valley Coffee	58.49	Coffee/creamer
50494	2024-08-30	Treasure Valley Curb & Sprinkling Inc	454.00	Lawn servies
50438	2024-08-20	UniFirst	60.93	Uniforms
50438	2024-08-20	UniFirst	140.34	Uniforms
50467	2024-08-30	UniFirst	52.43	Uniforms
50506	2024-08-30	UniFirst	140.63	Uniforms
50531	2024-09-13	UniFirst	68.21	Uniforms
50565	2024-09-13	UniFirst	140.23	Uniforms
50509	2024-08-30	US Bank Plaza Condominium Assoc., Inc.	10,403.00	Association dues
50508	2024-08-30	Wex Bank	541.86	Fuel
100098	2024-09-13	Wienhoff Drug Testing	420.00	Drug Screens
100088	2024-08-30	Wienhoff Drug Testing	220.00	Drug Screens
50459	2024-08-26	William (Travis) Fremont	19,437.73	Transportation services
50459	2024-08-26	William (Travis) Fremont	3,423.56	Transportation services
50459	2024-08-26	William (Travis) Fremont	2,150.63	Transportation services
50536	2024-09-13	William Beard	180.00	Bus Washing
50485	2024-08-30	William Beard	486.00	Bus Washing
50457	2024-08-26	YBNOW LLC	6,629.84	Transportation services
50457	2024-08-26	YBNOW LLC	846.24	Transportation services
			514,786.19	

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



<b>TOPIC</b>	Asset Disposition Status
<b>DATE</b>	October 7, 2024
<b>STAFF MEMBER</b>	Leslie Pedrosa

## Staff Recommendation/Request

Staff is asking the Board to acknowledge the final status of assets disposed during fiscal year 2024.

## Highlights

### Schedule

- July 2023 - Executive Board set public hearing for assets to be disposed of during fiscal year 2023
- August 2023 – Public hearing held during the Board of Directors meeting and Resolution VBD23-028 was approved granting authority for assets to be disposed in fiscal year 2024

## Summary

The Board of Directors approved Resolution VBD223-028 August 7, 2023, authorizing (Valley Regional Transit (VRT) to dispose of assets in the most advantageous method. The Resolution requires a report of the final disposition of all assets scheduled for disposal in fiscal year 2023 to be included on the consent agenda at the October 2024 Board of Directors meeting.

## Implication

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

## More Information

### Attachments:

Attachment 1: FY24 Asset Disposition Status

### For detailed information, contact:

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

# Fiscal Year 2024 Assets Disposition Status

## ROLLING STOCK

Vehicle Information	VIN	Year	Status
New Flyer Low Floor Transit Bus	5FYC2GP041U023538	2002	Scrapped
New Flyer Low Floor Transit Bus	5FYC2GP061U023542	2002	Scheduled for disposal in FY25
New Flyer Low Floor Transit Bus	5FYC2GP081U023543	2002	Scheduled for disposal in FY25
New Flyer Low Floor Transit Bus	5FYC2GP031U023546	2002	Scheduled for disposal in FY25
New Flyer Low Floor Transit Bus	5FYC2GP051U023547	2002	Scrapped
Ford E450 Goshen Cutaway	1FD3E35L38DB09989	2011	Sold at auction
Ford E450 Goshen Cutaway	1FD3E35L38DB09989	2011	Scheduled for disposal in FY25
Ford E450 Goshen Cutaway	1FD3E35L38DB09989	2011	Scheduled for disposal in FY25
Ford E450 Goshen Cutaway	1FD3E35L38DB09989	2011	Scheduled for disposal in FY25
Ford E450 Goshen Cutaway	1FD3E35L38DB09989	2011	Scrapped
Ford E450 Phoenix Cutaway	1FD3E35L38DB09989	2012	Sold at auction
Ford E450 Phoenix Cutaway	1FD3E35L38DB09989	2012	Scrapped
Ford E450 Phoenix Cutaway	1FD3E35L38DB09989	2012	Sold at auction
Ford E350 Starcraft Cutaway	1FD3E35L38DB09989	2008	Sold at auction
Ford F550 Glaval Entourage	1FD3E35L38DB09989	2013	Scrapped
Ford F550 Glaval Entourage	1FD3E35L38DB09989	2013	Scheduled for disposal in FY25

## SERVICE/SUPPORT VEHICLES

Vehicle Information	VIN	Year	Status
Dodge Caravan	2C4RDGBG7CR369671	2012	Sold at auction
Ford F550	1FADF56F02EB37470	2002	Scheduled for disposal in FY25
Dodge Caravan	2C4RDBG7CR369672	2002	Sold at auction
Dodge Caravan	2C4RDGBG7DR761313	2013	Scheduled for disposal in FY25

## EQUIPMENT

Equipment Information	Purchased	Status
Desktop and Laptop Computers	varies	Donated
Computer Monitors	varies	Donated
Computer Accessories	varies	Donated
Conex Storage Containers	varies	Scrapped
Mobile Column Lifts (1 set)	2000	Sold at auction
Mobile Column Lifts (3 sets)	2002	Sold at auction



## AUTHORIZATION FOR EXPENDITURE

### BOARD OF DIRECTORS

**PROCUREMENT DESCRIPTION:** Non-Emergency Medical Transportation Service Provider Contracts

**TOTAL COST:** Not to exceed \$590,000

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

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

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

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

**FISCAL IMPACT:** The project budget was included in the fiscal year 2025 budget, Resolution VBD24-038, approved on August 12, 2024. There will be a separate contract for each service provider. The approved budget for the Rides2Wellness project is \$590,000. Ada County budget will not exceed \$460,000, Canyon County will not exceed \$90,000. Meridian Veteran's Shuttle will not exceed \$40,000.

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

**RESOLUTION NUMBER:** VBD24-043

**POST RFP/FINAL SELECTION OF PROJECT:** VRT staff recommends the Board of Directors approve Resolution VBD24-043 and authorize contracts for non-emergency medical transportation service providers with a not to exceed amount of \$590,000 for fiscal year 2025. The service provides are:

Trinity Transport

Serenity Transportation

YBNOW, LLC

**ORDER OF REVIEW**

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

Signature: \_\_\_\_\_

Date Approved:

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

Signature: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Resolution Number: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Date Approved: 10/7/2024 Resolution Number: VBD24-043



## VALLEY REGIONAL TRANSIT BOARD RESOLUTION

### NON-EMERGENCY MEDICAL TRANSPORTATION SERVICE PROVIDER CONTRACTS RESOLUTION VBD24-043

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE CONTRACTS FOR RIDES2WELLNESS SERVICE PROVIDERS FOR NON-EMERGENCY MEDICAL TRANSPORTATION SERVICES IN ADA AND CANYON COUNTY

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

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

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

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

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

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year 2025 budget Resolution VBD24-038 as approved by the VRT Board on August 12, 2024; and

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

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

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

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

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

Section 1. That the Board of Valley Regional Transit authorize Resolution VBD24-043 for a contracts with non-emergency medical transportation service providers following procurement RFP 2021-11-19, not to exceed \$590,000 Rides2Wellness service for fiscal year 2025. The service providers are Serenity Transportation, Trinity Transport, and YB NOW, LLC.

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

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

ADOPTED by the Board of Valley Regional Transit, this 7<sup>th</sup> day of October 2024.

APPROVED by the Board Chair this 7<sup>th</sup> day of October 2024.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
EXECUTIVE ASSISTANT

\_\_\_\_\_  
CHAIR



<b>TOPIC</b>	Regional Fare Policy
<b>DATE</b>	October 7, 2024
<b>STAFF MEMBER</b>	Stephen Hunt

## Staff Recommendation/Request

The Board of Directors is asked to consider approval of Resolution VBD24-037 which updates the Regional Fare Policy following a routine staff review.

## Summary

The Valley Regional Transit (VRT) Board of Directors has asked VRT staff to review existing policies on a routine basis to ensure all policies remain up to date and relevant.

After a routine review of the Regional Fare Policy, staff identified several updates were necessary to clarify the policy and to focus the policy on VRT’s interest in fare coordination and removal of fare related barriers between different transportation options.

The new policy better reflects VRT’s progress in providing comprehensive fare media and how VRT is working with transportation partners such as Lyft, Lime, community and medical transportation partners to provide remove fare payment barriers.

Finally, updates were provided to clarify definitions and minimum fare revenue and operating cost reporting standards for VRT and its transportation partners.

## Implication

The Regional Fare Policy establishes the foundation for fares, how they relate to operating costs and VRT’s intent to promote transit use through seamless fare policy and media wherever possible.

## More Information

### Attachments:

- Attachment 1: POLICY – Regional Fare Policy 1.25.00 FY2024 Update
- Attachment 2: POLICY – Regional Fare Policy 1.25.00 FY2024 Update Redline
- Attachment 3: RESOLUTION – VBD24-037 Regional Fare Policy 1.25.00 Update

### For detailed information, contact:

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

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

**Policy Number:** 1.25.00 (G)

**Resolution Number:** VBD24-037

**Policy Title:** Regional Fare Policy

\_\_\_\_\_  
Signature of Board Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
Date

## STATEMENT OF POLICY

The purpose of the Regional Fare Policy is to provide guidance for public transportation fares in Ada and Canyon Counties. The objectives of defining and adopting a Regional Fare Policy are to:

1. Ensure the sustainability of public transportation operations and the affordability of public transportation services.
2. Provide guidance for setting fares while recognizing the responsibility of each agency to determine its own mission and service objectives, and to set its own fare policies
3. Set a common basis for setting fixed-route fares, the conditions that trigger a fare change and establishing conditions for shared fare media across multiple providers or service types.
4. Encourage simplifying fare payment methods, media and rates across public transportation providers and other transportation partners.

The Regional Fare Policy applies to Valley Regional Transit (VRT) provided services in Ada and Canyon Counties, and efforts to streamline or coordinate fare payment across VRT services and other types of transportation 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:

**ADA** - Americans with Disabilities Act of 1991



**Average Fare** – Total fare revenue divided by total ridership

**Fare Policy** - The principles that guide an agency's decisions in setting and collecting fares. They may also be the primary factors driving decisions to change fares and guide fare technology decisions.

**Fare Recovery Ratio** – Fare Revenue divided by Total Operating Costs

**Fare Strategy** - The specific approach an agency takes to implement fare policies through its fare structure, pricing, payment, and collection decisions.

**Fare Structure** - A basis for setting fares, ranging from flat fares to highly differentiated fares, depending on the degree to which fares are differentiated by factors such as distance traveled, time of day, or type of service.

**Fare Pricing** - Defines any discounts offered, such as discounts for seniors, individuals with disabilities, and Medicare recipients that are mandated by the Federal Transit Administration, as well as the price relationships between different fare products.

**Fare Payment** - The fare media used to pay fares. Different fare media may require different equipment used to sell and distribute fare media and collect fares.

**Fare Tariff** - A document that defines all of the elements of the fare system related to pricing, including fare products, fare agreements such as university and employer passes, and fare programs such as bulk discounts available to defined types of organizations. Information from the tariff is made available through agency websites, customer service and telephone information channels.

**Fare Revenue** - Those revenues earned from carrying passengers, including special programs such as reduced passes or ticket prices for students, seniors, or individuals with disabilities. Fares may be paid by the rider or by an organization (e.g., an employer, a university) on behalf of the rider. Fare revenues do not include subsidies, fare assistance to provide a reduced or free fare, or local matches. Subsidies, fare assistance, local matches and other sources of operating revenue must be reported as other sources of funds.

Therefore, fare revenues include:

- a. Fares paid by riders on-board transit, paratransit, or other vehicles providing public transportation services
- b. Fare products purchased before boarding such as day/month/annual passes, stored value cards, employer or student pass programs, and fare products purchased by non-profit organizations on behalf of their clients
- c. Monthly fees paid by vanpool riders
- d. Fees paid for bike share programs

In any year that fare revenue and non-fare operating revenues exceed annual operating costs, those non-fare revenue-operating costs may be added to the unallocated reserve.



**Non-Fare Revenue** – Revenues other than fares including other directly generated funds (i.e. park and ride fees, concessions, or other fees) and local, state and federal government sources of funds provided or made available to support the delivery of public transportation services.

**Operating Costs** - The expenses associated with the operation of the public transportation agency and the goods and services purchased (i.e., consumable items with a useful life of less than one year or an acquisition cost which is the lesser of the capitalization level established by the agency for financial statement purposes or \$5,000). Capitalized costs, vehicle capital lease expenses, and depreciation costs are not included as operating expenses.

Operating costs must include all expenses involved with operating the service, regardless of who pays for the costs including a) direct costs and b) indirect/shared costs. Direct and indirect operating costs must be allocated to each mode and type of service.

**Direct costs** are those that can be traced directly to a particular mode and type of service, such as salaries and wages, purchased services, maintenance and repairs, fuel, tires, insurance, professional services.

**Indirect (shared) costs** of other agency operations and management staff, including costs for administration, marketing, legal, procurement, planning, building maintenance expenses, etc., must be allocated to each mode and type of service.

**National Transit Database (NTD)** - NTD is a federal reporting program for transit agencies receiving Federal Transit Administration (FTA) funding.

**Public Transportation Services** - Transportation by publicly funded agency on a conveyance that provides regular and continuing general or special transportation to the public but does not include school bus or charter services.

**Ridership** – Unlinked passenger boardings or the number of passengers who board public transportation vehicles. Passengers are counted each time they board vehicles, no matter how many vehicles they use to travel from their origin to their destination.

**VRT 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.

**VRT 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. FARE REVIEW SCHEDULE

Public transportation fares and directly generated revenues will be reviewed as part of VRT's internal budgeting process to ensure fares generate sufficient fare revenue to achieve the budgetary needs. Current and projected fare revenues, non-fare revenues, operating costs, and average fare will be monitored. Fares will be reviewed regularly, and fare changes considered if the average fare is too far off from the average cost per seat/passenger space. Service marketing, service design and other changes should also be considered if fare revenue targets are not being met.

If a fare change is warranted in order to maintain the fare revenue target:

1. Management will suggest the appropriate level of public input and capturing public comment.
2. The agency will consider the public comments/input received and management will prepare a report recommending appropriate action by the policy board.
3. If a fare change is adopted, agency management will prepare and execute an implementation plan for the new fares, including a public notification and outreach process and update of the agency's fare tariff.

### II. Fare Setting Guidance

Public transportation providers in Ada and Canyon Counties agree to the following principles:

1. Fares should be as simple as possible
2. Fares should cover the costs of service consumed as much as possible
3. Fares are part of a sustainable system
4. Federally funding public transportation fares must follow any federal guidance
  - a. Fixed-line services must meet half fare requirements for seniors, persons with disabilities, and Medicare recipients.
  - b. ADA complementary paratransit fares may not exceed two times the comparable fixed-line cash fare.

**Fares should be as simple as possible.** Fares should be set to encourage frequent use and reduce barriers to access and be responsive to customer needs. Doing this may require different types of fare media and passes but there should be no more than is necessary.

**Fares should cover the costs of service consumed as much as possible.** Although fare recovery ratio is a standard metric often used to evaluate fares, because it measures not only the average fare, but also demand, the measure is too broad to be used alone for fare policy. Comparing the average fare with the cost to provide the seat or space used by that rider provides a direct connection between the cost of service consumed and fares and this measure is not influenced by demand. This ratio will be used to inform fare changes.

**Fares are part of a sustainable system.** Fare revenues are an important part of a sustainable system. Fare revenue forecasts will be prepared as part of the budget development process each year and will inform non-fare revenue funding needs for upcoming budget year and the following four years.

### III. PERFORMANCE DATA REPORTING

Agencies who receive Section 5307 (Urbanized Area formula funds) and/or 5311 (Other than Urbanized Area formula funds) grants must collect, record and report financial and non-financial data in accordance with the Uniform System of Accounts and the National Transit Database (49 USC 5335(a)). Data to be used in calculating fare recovery targets shall be based on these industry-reporting standards, as outlined in the current NTD Policy Manual.

VRT works continually to provide regional performance data. Fare revenues, operating costs, fare revenue targets, and ridership are all performance data VRT will seek to include in its regional performance reporting.

### IV. FARE TARIFF OUTLINE

1. Authority
2. Applicability
3. Definitions
4. Fare Payment Requirements
5. Fixed-Line Fares
6. ACCESS Paratransit Fares
7. Shared Mobility Fares
8. Vanpool Fares
9. Bike Share Fares
10. Discount Fare Identification Card
11. Inter-Agency Agreements
12. Special Fares
13. Special Fare Programs
14. Fare Sales
15. Online Pass Sales
16. Mobile Ticketing Sales
17. Prepaid Fare Activation and Use
18. Prepaid Fare Expiration Dates
19. Refunds
20. Lost or Stolen Passes
21. Credit/Debit Card Acceptance
22. Fare Revenue Performance Targets

### END OF POLICY

**Adoption Date:** 04/04/2022

**Effective Date:** 04/04/2022



**Last Revised Date:** 01/01/2015, 07/02/21, 04/04/2022, 10/07/2024

**Last Reviewed Date:** 10/07/2024

**Replaced:** Fare Structure Policy 01/19/05

**Supporting Documents:**

National Transit Database Reporting Requirements

Uniform System of Accounts and the National Transit Database (49 USC 5335(a))

2014 NTD Policy Manual





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

Policy Number: 1.25.00 (G)

Resolution Number: ~~VBD22-011~~VBD24-037

Policy Title: Regional Fare Policy

\_\_\_\_\_  
Signature of Board Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of ~~Chief Executive Director~~ Officer

\_\_\_\_\_  
Date

**Statement of Policy**

The purpose of the Regional Fare Policy is to provide guidance ~~to~~for public transportation ~~providers~~fares in Ada and Canyon Counties ~~for setting their fares~~. The objectives of defining and adopting a Regional Fare Policy are to:

1. Ensure the sustainability of public transportation operations and the affordability of public transportation services
2. Provide guidance for setting fares while recognizing the responsibility of each agency to determine its own mission and service objectives, and to set its own fare policies
3. Set a common basis for setting fixed route fares ~~and triggering the conditions that trigger a fare~~ changes by change and establishing conditions for shared fare recovery performance targets, which consider fare revenue relative to operating costs media across multiple providers or service types.
4. ~~Recognize there is a regional interest in a universal fare product valid for all public transportation services, to broaden the use of public transportation, for example by meeting first and last mile needs, encouraging commuters to use public transportation for both commute and non-commute trips, and providing access to a variety of public transportation services. The Ada and Canyon County public transportation providers will work together to develop a universal fare product that achieves objectives such as these.~~
4. Encourage simplifying fare payment methods, media and rates across public transportation providers and other transportation partners.

The Regional Fare Policy applies to ~~providers of public transportation~~Valley Regional Transit (VRT) provided services ~~in~~ Ada and Canyon Counties, and ~~to all of the efforts to streamline or coordinate fare payment across VRT services and other~~ types of public transportation services

~~operated by those agencies, including fixed line bus, ADA complementary paratransit, general public demand response, mobility programs, medical transportation, bike share, and rideshare services.~~

~~It is understood that agencies have different missions and objectives in developing and delivering public transportation services. Nevertheless, the sustainability of those services depends on generating sufficient revenue from both fares and other revenue sources to cover the full operating costs of each public transportation service operated by an agency. Policy boards of public transportation providers in Ada and Canyon Counties will set fare recovery targets for each of the services they operate. These targets define the shares of operating costs to be covered by fare revenue and assist each agency in setting its fare levels. Any operating costs not covered by fare revenue will be covered by other sources of operating revenue.~~

#### Definitions

**ADA** - Americans with Disabilities Act of 1991

**Average Fare** – Total fare revenue divided by total ridership

**Fare Policy** - The principles that guide an agency's decisions in setting and collecting fares. They may also be the primary factors driving decisions to change fares and guide fare technology decisions.

**Fare Recovery Ratio** – Fare Revenue divided by Total Operating Costs

**Fare Strategy** - The specific approach an agency takes to implement fare policies through its fare structure, pricing, payment, and collection decisions.

**Fare Structure** - A basis for setting fares, ranging from flat fares to highly differentiated fares, depending on the degree to which fares are differentiated by factors such as distance traveled, time of day, or type of service.

**Fare Pricing** - Defines any discounts offered, such as discounts for seniors, individuals with disabilities, and Medicare recipients that are mandated by the Federal Transit Administration, as well as the price relationships between different fare products.

**Fare Payment** - The fare media used to pay fares ~~and any~~. [Different fare media may require different](#) equipment used to sell and distribute fare media and collect fares.

**Fare Tariff** - A document that defines all of the elements of the fare system related to pricing, including fare products, fare agreements such as university and employer passes, and fare programs such as bulk discounts available to defined types of organizations. Information from the tariff is made available through agency websites, customer service and telephone information channels.

**Fare Revenue** - Those revenues earned from carrying passengers, including special programs such as reduced passes or ticket prices for students, seniors, or individuals with disabilities.

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Fares may be paid by the rider or by an organization (e.g., an employer, a university) on behalf of the rider. Fare revenues do not include subsidies, fare assistance to provide a reduced or free fare, or local matches. Subsidies, fare assistance, local matches and other sources of operating revenue must be reported as other sources of funds.

Therefore, fare revenues include:

- a. Fares paid by riders on-board transit, paratransit, or other vehicles providing public transportation services
- b. Fare products purchased before boarding such as ~~1-day and 31-day/month/annual passes and, stored value cards, and passes available for purchase by employer or student pass programs, and fare products purchased~~ by ~~eligible individuals such as employees or university students~~ non-profit organizations on behalf of their clients
- c. Monthly fees paid by vanpool riders
- d. Fees paid for bike share programs
- e. ~~Fare revenues also include payments made by employers on behalf of employees or universities on behalf of students as well as fare products purchased by non-profits organizations on behalf of their clients. Valley Regional Transit (hereinafter "Authority") fares and fare products are identified in the sample tariff provided in the fare tariff outline (below) to this Regional Fare Policy.~~

In any year that fare revenue and non-fare operating revenues exceed annual operating costs, those non-fare revenue-operating costs may be added to the unallocated reserve.

~~Non-Fare Revenue~~ ~~—Other (non-fare)—~~ Revenues other than fares including other directly generated funds (i.e. park and ride fees, concessions, or other fees) and local, state and federal government sources of funds.

- a. ~~Non fare directly generated funds are those revenues earned from non-governmental sources, including funds from public transportation related activities (e.g., park n ride parking fees, station/vehicle concessions, advertising, ID card fees, fare evasion and parking lot fines, revenues accrued through purchased transportation) and non-transportation revenues (e.g., investment earnings, rentals of vehicles or buildings and property, donations, private grants, development fees).~~

~~Non-fare directly generated funds~~ are those revenues earned from non-governmental sources, including funds from public transportation related activities (e.g., park n ride parking fees, station/vehicle concessions, advertising, ID card fees, fare evasion and parking lot fines, revenues accrued through purchased transportation) and non-transportation revenues (e.g., investment earnings, rentals of vehicles or buildings and property, donations, private grants, development fees).

~~Local, state and federal funds~~ include dedicated funds (e.g., taxes), pass-through funds from another public transportation agency, state and local government funds (e.g., general revenues, funds dedicated to public transportation), and federal funds (including funding from the Federal Transit Administration) provided or made available to support the delivery of public transportation services.



**Operating Costs** - The expenses associated with the operation of the public transportation agency and the goods and services purchased (i.e., consumable items with a useful life of less than one year or an acquisition cost which is the lesser of the capitalization level established by the agency for financial statement purposes or \$5,000). Capitalized costs, vehicle capital lease expenses, and depreciation costs are not included as operating expenses.

~~Agencies-Operating costs~~ must ~~report~~~~include all~~ expenses involved with operating the service, regardless of who pays for the costs. ~~Operating costs include- including~~ a) direct costs and b) indirect/shared costs, ~~which- .~~ Direct and indirect operating costs must be allocated to each mode and type of service.

~~To fully report operating expenses, agencies:~~

- ~~1. Report those expenses that are direct costs of public transportation operations and can be easily traced to a particular mode and type of service~~
- ~~2. Determine which expenses are indirect (shared) costs and allocate them to each mode and type of service~~

~~Public transportation providers that receive federal funding must also comply with applicable regulations, including the Federal Transit Administration's fare requirements:~~

- ~~1.a. Fixed line services must meet half fare requirements for seniors, persons with disabilities, and Medicare recipients.~~
- ~~2.a. ADA complementary paratransit fares may not exceed two times the comparable fixed line cash fare.~~

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**Direct costs** are those that can be traced directly to a particular mode and type of service, such as salaries and wages, purchased services, maintenance and repairs, fuel, tires, insurance, professional services.

**Indirect (shared) costs** of other agency operations and management staff, including costs for administration, marketing, legal, procurement, planning, building maintenance expenses, etc., must be allocated to each mode and type of service.

**National Transit Database (NTD)** - NTD is a federal reporting program for transit agencies receiving Federal Transit Administration (FTA) funding.

**Public Transportation Services** - Transportation by publicly funded agency on a conveyance that provides regular and continuing general or special transportation to the public, but does not include school bus or charter services.

**Ridership** (~~unlinked- Unlinked~~ passenger boardings) ~~The or the~~ number of passengers who board public transportation vehicles. Passengers are counted each time they board vehicles, no matter how many vehicles they use to travel from their origin to their destination.

**VRT 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.

**VRT 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. FARE REVIEW SCHEDULE**

~~The policy board of each public~~Public transportation ~~provider in Ada~~fares and ~~Canyon Counties will set fare revenue targets and monitor fare~~directly generated revenues ~~on an annual basis~~will be reviewed as part of ~~the~~VRT's internal budgeting process to ensure fares generate sufficient fare revenue to achieve the budgetary needs. Current and projected fare revenues, non-fare revenues, operating costs, and average fare will be monitored ~~annually and compared to the agency's budget.~~ Fares will be reviewed regularly, and fare changes considered if the average fare is too far off from the average cost per seat/passenger space. Service marketing, service design and other changes should also be considered if fare revenue targets are not being met.

- If a fare change is warranted in order to maintain the fare ~~recovery~~revenue target:
1. Management will suggest the appropriate level of public input and capturing public comment;
  2. The agency will consider the public comments/input received and management will prepare a report recommending appropriate action by the policy board;
  3. If a fare change is adopted, agency management will prepare and execute an implementation plan for the new fares, including a public notification and outreach process and update of the agency's fare tariff.

**II. Fare Setting Guidance**

Public transportation providers in Ada and Canyon Counties agree to the following principles:

1. Fares should be as simple as possible
2. Fares should cover the costs of service consumed as much as possible
3. Fares are part of a sustainable system
4. Federally funding public transportation fares must follow any federal guidance
  - a. Fixed-line services must meet half fare requirements for seniors, persons with disabilities, and Medicare recipients.
  - b. ADA complementary paratransit fares may not exceed two times the comparable fixed-line cash fare.

**Fares should be as simple as possible.** Fares should be set to encourage frequent use and reduce barriers to access and be responsive to customer needs. Doing this may require different types of fare media and passes but there should be no more than is necessary.

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**Fares should cover the costs of service consumed as much as possible.** Although fare recovery ratio is a standard metric often used to evaluate fares, because it measures not only the average fare, but also demand, the measure is too broad to be used alone for fare policy. Comparing the average fare with the cost to provide the seat or space used by that rider provides a direct connection between the cost of service consumed and fares and this measure is not influenced by demand. This ratio will be used to inform fare changes.

**Fares are part of a sustainable system.** Fare revenues are an important part of a sustainable system. Fare revenue forecasts will be prepared as part of the budget development process each year and will inform non-fare revenue funding needs for upcoming budget year and the following four years.

### III. PERFORMANCE DATA REPORTING

Agencies who receive Section 5307 (Urbanized Area formula funds) and/or 5311 (Other than Urbanized Area formula funds) grants must collect, record and report financial and non-financial data in accordance with the Uniform System of Accounts and the National Transit Database (49 USC 5335(a)). Data to be used in calculating fare recovery targets ~~and reporting for the Regional Fare Policy is~~ shall be based on these industry-reporting standards, as outlined in the current NTD Policy Manual.

~~Authority is working with the public transportation providers in Ada and Canyon Counties to develop a quarterly regional performance report. Specific reporting requirements, such as data to be reported, reporting frequency, reporting format, and submittal requirements such as due dates, will be defined as part of that process. At a minimum, however, that Ada and Canyon County public transportation providers will report fare revenues, non fare revenues, operating costs, fare recovery ratios, fare recovery targets, average cost per seat/passenger space, ridership, and average fares on an annual basis.~~

VRT works continually to provide regional performance data. Fare revenues, operating costs, fare revenue targets, and ridership are all performance data VRT will seek to include in its regional performance reporting.

### IV. FARE TARIFF OUTLINE

1. Authority
2. Applicability
3. Definitions
4. Fare Payment Requirements
5. Fixed-Line Fares
6. ACCESS Paratransit Fares
7. Shared Mobility Fares
8. Vanpool Fares
9. Bike Share Fares
10. Discount Fare Identification Card
11. Inter-Agency Agreements
12. Special Fares
13. Special Fare Programs

- 14. Fare Sales
- 15. Online Pass Sales
- 16. Mobile Ticketing Sales
- 17. Prepaid Fare Activation and Use
- 18. Prepaid Fare Expiration Dates
- 19. Refunds
- 20. Lost or Stolen Passes
- 21. Credit/Debit Card Acceptance
- 22. Fare Revenue Performance Targets

**END OF POLICY**

**Adoption Date:** ~~07/02/2021~~[04/04/2022](#)

**Effective Date:** ~~07/02/2021~~[04/04/2022](#)

**Last Revised Date:** 01/01/2015, 07/02/21, 04/04/2022, [07/23/2024](#)

**Last Reviewed Date:**

**Replaced:** Fare Structure Policy 01/19/05

**Legal References:**

- National Transit Database Reporting Requirements
- Uniform System of Accounts and the National Transit Database (49 USC 5335(a))
- 2014 NTD Policy Manual

## VALLEY REGIONAL TRANSIT BOARD RESOLUTION

REGIONAL FARE POLICY  
POLICY NUMBER 1.25.00 (G)  
RESOLUTION VBD24-037

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE UPDATED REGIONAL FARE POLICY, POLICY NUMBER 1.25.00 (G)

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

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

WHEREAS, Valley Regional Transit staff completed a review of the regional fare policy as part of their routine policy review and found that the policy needed to be updated; and

WHEREAS, the Regional Fare Policy is needed to give guidance to staff and Board members about fares, their purpose and their role in a sustainable system and how we seek to encourage transit use through seamless fares and fare media where possible; and

WHEREAS, Valley Regional Transit is committed to a fair and sustainable system; and

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

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

Section 1. That the Board of Valley Regional Transit approve the updated Regional Fare Policy 1.25.00 (G)

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

ADOPTED by the Board of Valley Regional Transit, this 7th day of October 2024.

APPROVED by the Board Chair this 7<sup>th</sup> day of October 2024.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
EXECUTIVE ASSISTANT

\_\_\_\_\_  
CHAIR



## AUTHORIZATION FOR EXPENDITURE

### BOARD OF DIRECTORS

**PROCUREMENT DESCRIPTION:** State Street Premium Corridor Right-of-Way Acquisition

**TOTAL COST:** Not to Exceed Cost: \$1,000,000 without prior approval

**ACTION:** Staff recommends the VRT Board of Directors authorize VRT staff to acquire needed rights-of-way leading to construction on State Street Premium Corridor.

**SCOPE OF WORK:** As a result of preliminary design, rights-of-way needs have been identified throughout the State Street corridor needing approximately 1.25 acres of right-of-way. Right-of-way needs have been identified along the State Street Corridor at 23<sup>rd</sup> Street, 27<sup>th</sup> Street, Gary/Bunch, Saxton to Roe, and at Bogart Lane. The purpose of this AFE is to authorize Valley Regional Transit (VRT) staff to execute contracts and acquire rights-of-way to be held by the Ada County Highway District or the Idaho Transportation Department.

**DISCUSSION:** Valley Regional Transit began studying State Street for construction in 2021 with the Transit Operational Analysis followed by the State Street Premium Construction RFP which was issued in 2022. Jacobs Engineering was the selected design and engineering consultant. VRT and Jacobs developed the project preliminary engineering and NEPA in 2022-2023 and FTA approved the project in January 2024. Funding through RAISE grant has been delayed due to needed NEPA review and VRT is awaiting full funds authority. As soon as the design consultant has the final design approved through partnering agencies, right-of-way acquisition will be needed.

**ALTERNATIVES:** VRT requires rights-of-way identified during the construction engineering to install transit stations along State Street while maintaining or improving service. The project has no alternatives, and the corridor will remain in similar condition on the highway districts timeline for construction.

**FISCAL IMPACT:** Project has been budgeted through multiple grants and has been included in the FY2022 and FY2024 budgets

**RECOMMENDATION:** Staff recommends the Board of Valley Regional Transit authorizes VRT staff to identify needed right-of-way, negotiate contracts, and acquire rights-of-way up to project budgeted amounts.

**RESOLUTION NUMBER:** VBD24-040 State Street Premium Corridor Right-of-Way Acquisition

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

Signature: \_\_\_\_\_

Date Approved: 07 day of October, 2024

Resolution Number: VBD24-040

## VALLEY REGIONAL TRANSIT BOARD RESOLUTION

### AUTHORIZATION FOR STATE STREET RIGHT-OF-WAY ACQUISITION RESOLUTION VBD24-040

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING STAFF TO EXECUTE CONTRACTS AND ACQUIRE RIGHTS-OF-WAY ON BEHALF OF THE IDAHO TRANSPORTATION DEPARTMENT OR ADA COUNTY HIGHWAY DISTRICT TO FURTHER THE NEEDED TRANSIT IMPROVEMENTS ON STATE STREET BETWEEN 23RD STREET AND STATE HIGHWAY 55.

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

WHEREAS Valley Regional Transit has identified infrastructure needs in the State Street Corridor through the State Street Traffic Operational Analysis and completed the NEPA phase of the contract with Jacobs Engineering in January 2024; and

WHEREAS Valley Regional Transit has worked with local jurisdictions of Ada County, Ada County Highway District, Idaho Transportation Department, City of Boise, City of Eagle and the City of Meridian to both secure funding for improving existing infrastructure and expand transit services and infrastructure; and

WHEREAS Valley Regional Transit included the budget for this expenditure in the FY2022 and FY2024 budgets; and

WHEREAS the next steps leading to construction are to complete final design and acquire needed rights-of-way prior to executing a construction bid; and

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

WHEREAS, Idaho Code § 40-2109 (5) provides that the Board of Valley Regional Transit may adopt resolutions consistent with law, as necessary, for carrying out the purposes of Chapter



21, Title 40, Idaho Code and discharging all powers and duties conferred to Valley Regional Transit pursuant to Chapter 21, Title 40.

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

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

Section 1. That the Board of Valley Regional Transit approves RESOLUTION VBD24-040 and authorizes VRT staff to identify needed right-of-way, negotiate contracts, and acquire rights-of-way up to project budgeted amounts.

Section 2. That the Board of Valley Regional Transit delegates authority to the CEO to finalize and execute right-of-way purchases.

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 7th day of October 2024.

APPROVED by the Board Chair this 7th day of October 2024

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
**EXECUTIVE ASSISTANT**

\_\_\_\_\_  
**CHAIR**



## AUTHORIZATION FOR EXPENDITURE

### BOARD OF DIRECTORS

**PROCUREMENT DESCRIPTION:** Contract with Metro Community Services to operate as a service provider for Beyond Access service.

**TOTAL COST:** Not to exceed \$350,000

**PURPOSE/ACTION:** Valley Regional Transit (VRT) Specialized Transportation program aims to improve mobility for older adults, veterans, and persons with disabilities by removing barriers and expanding options.

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

**DISCUSSION:** VRT reimburses service providers per revenue hour. The service provider has an annual budget based on projected revenue hours. VRT provides the federal match and local match is funded by the Area Agency on Aging and other local partners, as determined by the service provider. VRT tracks the monthly reimbursements to ensure budget adherence.

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

**FISCAL IMPACT:** The operating budget for Beyond Access was included in the fiscal year 2025 budget, Resolution VBD24-038, approved on August 12, 2024, which included costs for Metro Community Services as a service provider.

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

**RESOLUTION NUMBER:** VBD24-042

**POST RFP/FINAL SELECTION OF PROJECT:** VRT staff recommends the Board of Directors approve Resolution VBD24-042 and authorize a contract with Metro Community Services to provider transportation services for Beyond Access with a not to exceed amount of \$350,000 for fiscal year 2025.

### ORDER OF REVIEW

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

Signature: \_\_\_\_\_  
Date Approved:

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

Signature: \_\_\_\_\_  
Date Approved: \_\_\_\_\_ Resolution Number: \_\_\_\_\_

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

Signature: \_\_\_\_\_  
Date Approved: 10/7/2024 Resolution Number: VBD24-042



## VALLEY REGIONAL TRANSIT BOARD RESOLUTION

### METRO COMMUNITY SERVICES OPERATING CONTRACT RESOLUTION VBD24-042

**BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING A CONTRACT FOR METRO COMMUNITY SERVICES TO OPERATE AS A SERVICE PROVIDER FOR BEYOND ACCESS SERVICE FOR OLDER ADULTS AND PERSONS WITH DISABILITIES IN ADA AND CANYON COUNTY**

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

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

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

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

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

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year 2025 budget Resolution VBD24-038 as approved by the VRT Board on August 12, 2024; and

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

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

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

WHEREAS, the Board of Valley Regional Transit has created an Executive Board, conferring

specific authority upon it to discharge its powers, pursuant to Resolution VBD11-011; and **NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF VALLEY REGIONAL TRANSIT:**

Section 1. That the Board of Valley Regional Transit authorize Resolution VBD24-042 for a contract with Metro Community Services following procurement RFP 2019-06-20, not to exceed \$350,000, as a service provider for Beyond Access service for fiscal year 2025.

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

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

ADOPTED by the Board of Valley Regional Transit, this 7<sup>th</sup> day of October 2024.

APPROVED by the Board Chair this 7<sup>th</sup> day of October 2024.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
**EXECUTIVE ASSISTANT**

\_\_\_\_\_  
**CHAIR**



<b>TOPIC</b>	Triennial Review Summary
<b>DATE</b>	October 7, 2024
<b>STAFF MEMBER</b>	Randy Reese

### Staff Recommendation/Request

This is an information item only.

### Highlights

- All findings have been corrected. Listed below are the results of VRT’s most recent Triennial Review.

### Summary - Summary of findings from the Triennial Review:

1. Legal: No deficiencies found with FTA requirements.
2. Financial Management and Capacity: No deficiencies found.
3. Technical Capacity – Award Management: No deficiencies found.
4. Technical Capacity – Program Management and Subrecipient Oversight:
  - Deficiencies found, including:
    - Excluded Parties: VRT failed to verify that subrecipients over \$25,000 were not debarred or suspended.  
Corrective Action: Submit procedures for verifying excluded parties before agreements.
    - FFATA Reporting: Missing sub-award reports over \$30,000 to FSRs.  
Corrective Action: Report missing information and submit future reporting procedures.
    - Subrecipient Oversight: Inadequate oversight regarding EEO thresholds, TAM plan, and public comment policies.  
Corrective Action: Develop comprehensive subrecipient monitoring procedures.
5. Technical Capacity – Project Management: No deficiencies found.
6. Transit Asset Management: No deficiencies found.
7. Satisfactory Continuing Control: No deficiencies found.
8. Maintenance: No deficiencies found.
9. Procurement: No deficiencies found.
10. Disadvantaged Business Enterprise (DBE): No deficiencies found.
11. Title VI: No deficiencies found.
12. Americans with Disabilities Act (ADA) – General:
  - Deficiencies found, including:
    - ADA Complaint Process: Insufficient procedures for ADA complaints.  
Corrective Action: Submit ADA complaint procedures, ensure public access, and advertise coordinator contact info.

- Weight/Size Limitations on Wheelchairs: Incorrectly stated lift capacity.  
Corrective Action: Correct public information and ensure transport of wheelchairs meeting 49 CFR standards.

13. ADA – Complementary Paratransit: No deficiencies found.

14. Equal Employment Opportunity (EEO): No deficiencies found.

15. School Bus: No deficiencies found.

16. Charter Bus:

Deficiency found:

- Charter Service: VRT provided services outside of exemptions or exceptions during an air show.

Corrective Action: Submit procedures for ensuring compliance with charter regulations.

17. Drug-Free Workplace: No deficiencies found.

18. Drug and Alcohol Program:

Deficiency found:

- Previous Testing Records: VRT failed to verify prior drug and alcohol testing records for temporary drivers.

Corrective Action: Submit a process for checking previous testing records before employees perform safety-sensitive functions for more than 30 days.

19. Section 5307 Program Requirements: No deficiencies found.

20. Section 5310 Program Requirements: Not applicable.

21. Section 5311 Program Requirements: Not applicable.

22. Public Transportation Agency Safety Plan (PTASP): No deficiencies found.

23. Cybersecurity: Not applicable.

#### Corrective Actions Summary:

- EEO and Subrecipient Oversight: Develop comprehensive subrecipient monitoring, ensure compliance with EEO and TAM plans, and implement public comment policies
- ADA: Improve ADA complaint process and correct public wheelchair lift information
  - Charter Bus: Ensure services comply with charter regulations
  - Drug and Alcohol: Verify prior drug and alcohol testing records for safety-sensitive employees

## More Information

### For detailed information, contact:

Randy Reese  
Grants Administrator  
[rreese@ridevrt.org](mailto:rreese@ridevrt.org)  
(208) 258-2795



<b>TOPIC</b>	GFI (Genfare) Fare Collection Replacement
<b>DATE</b>	9/19/2024
<b>STAFF MEMBER</b>	Nick Moran

### Informational Item

This is an information item only. Staff will discuss the need for replacement of the current revenue collection systems and processing equipment for Valley Regional Transit (VRT), Ada County and Canyon County bus systems.

### Highlights

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

Schedule

- Decision on grant award will be determined by the end of the 2024 calendar year
- Winter 2025 – Begin initial public and stakeholder outreach
- Spring 2025 – Identify key elements of implementation/ Inform current riders and public about upcoming change
- Spring/Summer 2025 – Implementation

### Summary

VRT applied for the competitive ATTAIN FY2023-2024 Grant for funds to procure all new replacements of VRT’s complete fare collection system. Announcements of award will be communicated to applicants by December 30, 2024. As of this writing, award of the grant has not been announced. If VRT does not receive the grant, VRT will pursue a Request for Proposal (RFP) for complete replacement of the fare collection systems.

### Implication

Genfare’s new solution, FastFare, accommodates all current and future needs. All systems comply with VRT’s single integrated application and open-source integrations. Genfare’s new solution incorporates the functionality of mobile payment and hands-free processing while accepting cash deposits, credit cards, mobile payment and touchless payment, all in one system. FastFare will consolidate multiple fare collection systems and several fare processing procedure applications. Furthermore, a complete mobile application and marketing application is part of the new system with open architecture.

**For detailed information, contact:**

Nick Moran, ITS Administrator, [nmoran@ridevrt.org](mailto:nmoran@ridevrt.org), (208) 608-0584



**Valley Regional Transit  
FY2025 Procurement Calendar**

Type of Procurement	Current Contract Expires On	Project Manager	Estimated Cost	Estimated Issue Date	Estimated Executive Board/Board Action Date	Required Approval
Ada and Canyon County Operating Contract		Leslie Pedrosa	TBD	Dec-24	Apr-25	No Project Budget at this Time
Vehicle Maintenance Fluids	N/A	Leslie Pedrosa	TBD			No Project Budget at this Time
Vehicle Maintenance Parts	N/A	Leslie Pedrosa	TBD			No Project Budget at this Time
Fareboxes	N/A	Brad Alvaro	2,400,000			Board of Directors
On-Call Vinyl Graphics and Associated Services - Bus Wrap Contract	PSA 2019-11-04 contract expires 1-31-2025	Jason Rose	1,000,000			Board of Directors
On-Call Electrical Services	N/A	Jonathan Mutchler	149,000			CEO
Creative Outdoor Advertising (COA) Benches	New	Stephanie Hailey	225,000	Apr-25	Feb-25	Executive Board

Updated 9-4-24

<b>TOPIC</b>	CEO Activity Report
<b>DATE</b>	10/07/2024
<b>STAFF MEMBER</b>	Elaine Clegg

## CEO Update

Information only, no action needed.

## Highlights

September has been filled with many activities to finalize the budget. All cooperative agreements with each of our members have been delivered. Some have already been approved and signed. We won't quite reach our goal of having them all approved by the start of the fiscal year, but we are months ahead of schedule on approvals compared to last year. I am now turning attention to starting new projects and moving projects along that are underway.

Construction of the bus stop improvements at 18<sup>th</sup> and State continue and we are moving forward on finalizing and bidding the project at 23<sup>rd</sup> through 27<sup>th</sup> and State Streets scheduled for construction in the summer of FY25. Design work for the new administration building at our Orchard facility is underway, as the first new build facility since our administrative offices in Meridian were built it is an opportunity to begin discussing how Valley Regional Transit (VRT) will utilize strategies to reduce our carbon use at our facilities. Design of needed improvements at Happy Day Transit Center are nearly complete.

The IT department organized a demonstration of a new integrated fare system to replace parts of our existing fare collection system that are obsolete and to have a fully integrated fare system that allows everything from cash to credit cards and smartphone payments. If successful, VRT's application for a discretionary grant suffices as the competitive process and would allow us to implement this new fare collection system more quickly. If that grant is not successful, we will issue an RFP early next year to solicit a vendor that meets our needs.

The FTA conducted its Triennial Review over the summer. This is akin to an internal audit, especially focused on procedural and process practices that need to be improved. VRT completed all of the actions needed to respond to the findings in the review and all the findings have been closed. Those findings were technical in nature, and following the less stringent reviews that were completed remotely during the pandemic, we have been told the findings were quite minimal.

We began work to support and assist Garden City on a Thriving Communities grant. This Complete Neighborhoods application to the USDOT led program is focused on urban and suburban communities located within metropolitan areas working to better coordinate transportation with land use, housing, and economic development.

## Travel

It was an incredible honor to sit before the Senate Committee on Commerce, Science and Transportation for my hearing on my **Amtrak Board nomination**. I subsequently answered written questions from a handful of members. All reports are that the hearing went very well for my nomination. The committee will mark-up (or vote) on who to send to the full Senate after the election. While it's unclear exactly when a vote might occur with the full Senate it is likely before the end of the year. If confirmed there will be an orientation period with a number of meetings, but after that there are four board meetings a year, three in DC and one elsewhere. I would also serve on two committees that meet virtually between meetings. I remain confident that this will enhance VRT's access to securing what is needed to operate a regional rail and will not inhibit my ability to devote the time needed to run VRT.

I attended the **Resort Cities Coalition** meeting. It featured presentations about public transportation and a conversation with the Deputy Director and COO of the Idaho Transportation Department (ITD), Dan McElhinney. As we look to reinvigorate the statewide discussion about public transportation funding, this is an important coalition to communicate with as many use the resort local option capability to fund public transportation.

I traveled to Coeur d'Alene to the **ITD Public Transportation Summit**. The summit was focused, at the request of members, on how to improve communication about public transportation in the state and to discuss how the agencies can reinvigorate the Community Transit Association of Idaho (CTAI) and focus on advocating for transit through this organization. There was informed discussion and a promise of action to do that. CTAI will hold its board elections soon and VRT is discussing helping host a public transportation education day at the legislature. ITD also committed to continuing the public information campaign they piloted last year.

At the end of the month, I traveled to Los Angeles for the **American Public Transportation Association (APTA) annual Transform Conference**. I am looking forward to meeting our new representative for Phoenix, the successor company to Proterra, who built our original electric buses. We recently finalized the agreement to fully accept the final two buses in return for discounting the final payment to pay for replacing the charging equipment that has never worked correctly. I will also meet with other vendors and attend the High Speed and Intercity Passenger Rail Committee and the Bus Coalition Board meetings.

## Individual Meetings

I continue to hold meetings with Idaho legislative members as well as local officials who are interested in public transportation. VRT and other providers have not been sharing information in any organized way with state leaders for nearly 15 years, and many local leaders do not know the full scope of public transportation in Idaho outside their own region. In order to build an understanding of what is happening around the state, and what is possible, I believe it is imperative to start these conversations. Our government affairs consultant will share more detailed information with the Executive Board this month and next. We will bring information to the full board at the January meeting for discussion about next steps.

- **Meetings with state leaders** – I am nearly halfway through meeting individually with every member of the legislature who serves the Treasure Valley and had



productive and informative meetings with a number of legislators in September. I am also taking advantage of travel around the state to meet with key legislators outside the Treasure Valley.

- **Local Leaders** – While traveling around the state I am setting up meetings with mayors, county commissioners, transit board members and others as the opportunities arise.
- **State Organizations** – I met with the Director of the **Idaho Association of Counties** and with the **Resort Cities Coalition**. I will be meeting with the **Association of Idaho Cities** in follow-up to my presentation at their annual conference in October or November.

## Internal Activities

Internally, I am concentrating on continuous improvement. To that end, in completing my performance reviews, Executive Management staff and goals for next year are focused on completing an internal run the business plan. There will be strategy sections for each department and a response to our SWOT analysis. I will share goals and objectives with the board when it is completed.

The staff reorganization is nearly complete and we are already seeing returns in increased productivity. I have directed the Executive Assistant to improve on the existing archiving and naming conventions and help develop a records retention and destruction policy to better align with the existing standards.

The budget season this year was challenging for operations staff, and I have instituted a more complete communications process ensuring all staff know the state of budget discussions, and more importantly, the impact any changes might have on job security.

## More Information

**For detailed information, contact:**

Elaine Clegg, CEO, [eclegg@ridevrt.org](mailto:eclegg@ridevrt.org), (208) 258-2712



TOPIC	Development Department Monthly Report
DATE	October 7, 2024
STAFF MEMBER	Stephen Hunt

## Summary

Development Department activities for October 2024 report. This report is organized according to VRT Strategic Plan goals.

### VRT Strategic Plan Goal 1: Demonstrate responsible stewardship of public resources

- **FY2025 Budget Build** - Staff initiated FY2025 cooperative agreements has begun executing those agreements. All agreements will be complete before the end of October 2025.

### VRT Strategic Plan Goal 2: Increase Ridership and Revenue

- **FY2024 Service Changes** – Staff implemented the last set of timing adjustments to the June changes including new blocking, timing and interlining changes to Routes 2, 3, 29, 5, 40, 42, and 45 to improve on-time performance. New route brochures reflecting the new time points were printed and distributed.
- **Bus Stop Improvements** – Phase 2 of the Bus Stop Inventory will begin this fall. COA (Creative Outdoor Advertising benches) are being inventoried and storage space being organized for their arrival at Happy Day Transit Center. The license agreement with City of Boise for bus stops is being updated to allow scooter corrals for Lime scooter parking and advertising on bike racks.
- **FlixBus Lease** – The attorney is drafting a lease contract for VRT and Flix review.
- **Nampa** – Caldwell Corridor TOD Study – HDR the consultant came for a site visit to tour the boulevard and held a kick-off meeting with staff. Stakeholders are being scheduled.
- **Valley Connect 3.0** – Staff has continued work with the Jacobs, the consultant team, drafting goals and objectives, and scenarios. An initial steering committee meeting was held, with others being schedules. Steering committee meetings are expected to start this fall and will include board and regional advisory council members.
- **Mobility Integration** – Staff participated in Parking Day and Open Streets in September. Staff re-implemented temporary Lyft service on Warm Springs to mitigate impacts of the ongoing road construction along the bus route. Staff coordinated with Umo to facilitate monthly updates resulting in a better customer experience. Staff continues to work with Lime to develop micromobility discounts for City Go members. Staff is

researching reduced fare verification procedures to limit abuse. Safe Routes to School (SR2S) staff continued bike rodeos to promote alternative modes of travel to and from school.

### VRT Strategic Plan Goal 3: Build Institutional and Regional Capacity

#### Regional Capital Enhancements

- **Orchard Facility Master Plan Implementation** - Staff completed its current phase of Orchard Facility improvements and is now waiting to start the next phase, pending transfers of State Transportation Block Grant (STBG) funding.
- **Happy Day Transit Center (HDTCC) Upgrades** - Heating, ventilation, and air conditioning (HVAC) replacement needs have been identified, but all construction/improvement activities are on hold until local funding can be identified. HVAC conditions are critical to ongoing operations. Because HDTCC office space could become unusable VRT has begun preparing contingency plans for what could happen if local funding is not available.
- **Main Street Station (MSS)** - Consultants moved HVAC equipment and continued coordination with Idaho Power in preparation for installation of on-route charging equipment. Idaho Power activities will result in a short-term closure of Main Street Station and staff has begun working with ACHD to stage buses on 9<sup>th</sup> during the closure.

VRT staff is working with the City of Boise on commercial plan review for building permit for the security gate at the Main Street Station exit ramp.

#### Regional Corridor Planning/Corridor Capital Investments

- **State Street Corridor Projects** - VRT continues to meet with FTA to discuss next steps 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 Highways Administration (FHWA) to FTA. VRT also coordinated with FTA on VRT's requested "letter of no prejudice," which can also be used to release funds early to keep the projects moving forward.

23rd and 27th and State Street activities are currently on hold for release of RAISE funding.

VRT staff continues coordination activities efforts to cover 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. Covering the canal 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 continue coordination of construction activities 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.

## More Information

For detailed information, contact:

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



<b>TOPIC</b>	Operations Department Staff Report
<b>DATE</b>	October 7, 2024
<b>STAFF MEMBER</b>	Leslie Pedrosa

## Summary

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

## Regional Highlights

### Ada County Charging and Battery Electric Bus Update

Valley Regional Transit’s (VRT) attorney worked with the Proterra Estate and Pheonix Motors, Inc. to determine a path forward. All agreements have been signed. VRT has ordered replacement chargers from Rhombus Energy Solutions. Contractors will be onsite in October to install new software, replace faulty parts on chargers, and replace dispensers.

Phoenix Motors, Inc. was onsite in September to complete the service inspection on the two buses that VRT has not accepted. These buses were released for revenue service on September 11. Phoenix Motors, Inc. is also working to get parts for buses that have been down for an extended amount of time due to replacement parts not being available. They will be back onsite to assist with repairs, once parts are secured.

### Beyond Access Service

Beyond Access service launched on January 2. VRT has provided almost 26,000 rides, which is about a 20% decrease from the combined total of previous service providers. VRT continues to ensure eligible riders are using the correct service.

VRT continues to see an increase in ridership in Canyon County following the June 3 reduction of ACCESS service. VRT continues to have challenges hiring drivers with school back in session. VRT expects to be fully staffed with drivers by the end of September.

### Miscellaneous

- VRT provided supplemental service on Route 16 to provide additional service hours for the Hyde Park Street Fair. VRT extended service until 10:00 pm on Friday. Service also operated from noon until 10:00 pm on Saturday, which is not a normal day of service for the 16. The extra hours resulted 972 riders, which is 60% of the routes average monthly of ridership.
- Staff is 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 staff completed planning with Idaho Transportation Department - Public Transportation Office for the upcoming 2024 Public Transportation Summit scheduled September 24–26 in Coeur d’Alene.
- Staff continues to work with Avero and FourthSquare to prepare for the maintenance software replacement. VRT expects the new software to be ready for use by the end of 2024.
- Staff is in the process of updating software to prepare for the elimination of the Eagle On-demand service on October 1. Staff is working with other departments to ensure infrastructure is removed and passengers are aware that service will not be available on October 1.

## Service Highlights

### Canyon County

- Zero preventable accidents in August
- Intercounty on-time performance 53% for August
- On-demand on-time performance 52% for August
- ACCESS on-time performance 96% for August

### Ada County Highlights

- Two preventable accidents in August
- Fixed-route on-time performance 76% for August
- ACCESS on-time performance 95% for August

### Beyond Access Service

- Two preventable accidents in August
- On-time performance 87% for August
- Piloting AI preventative maintenance monitoring software on vehicles to determine if it helps to reduce maintenance road calls by predicting issues in advance

### Compliance

- Staff continues to work on updates to VRT policies and procedures as needed
- Staff preparing to report NTD data for fiscal year 2024

### Customer Service Support

- Customer service handled 7,573 of 8,014 phone calls for information, with 399 calls abandoned. The average call time was 3 minutes, 2 seconds and the average hold time was 20 seconds in August.
- Reservationist handled 650 of 733 phone calls to change or schedule a ride on ACCESS, with 75 calls abandoned. The average call time was 4 minutes, 20 seconds and the average hold time was 19 seconds in August.
- August City Go Pay mobile ticket sales totaled \$11,160.66.



## More Information

For detailed information, contact:

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



<b>TOPIC</b>	Finance and Administration Activity Report
<b>DATE</b>	October 7, 2024
<b>STAFF MEMBER</b>	Cameron Wells, Chief Financial Officer

### Summary

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

### Highlights

#### **Budget/Finance**

- The FY2025 budget has been approved and is uploaded to the new ERP system.
- Finance staff prepare for the closing of the fiscal year, and the opening of the next fiscal year.
- The CFO has been working with the local funding partners for their FY2025 cooperative agreements.
- The CFO has been in communication with the third-party auditors for the FY2024 audit to begin the first week of December.
- The CFO and Senior Accountant attended Oracle’s Cloud World conference alongside the IT Director to learn more about Oracle features that are upcoming and learning from best practices of other entities that utilize Oracle.
- The CFO is working with the Communications Director to explore implementing Oracle’s customer experience module as well to streamline processes between the Communications Department and the Finance Department.

#### **Grant Management**

- Grants and Compliance Administrator is working on the following:
  - FTA grant applications
  - PNWER subrecipient agreement
  - Active grant revisions/amendments
  - FY2025 Project funding based on approved 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](mailto:cwells@ridevrt.org)

<b>TOPIC</b>	Communications & Engagement Update
<b>DATE</b>	October 7, 2024
<b>STAFF MEMBER</b>	Jason Rose

## Summary

This memo provides updates on current and future communications, engagement, and marketing efforts.

## Highlights

The Communications & Engagement Staff is preparing for the fall outreach season, which includes engagement with school partners, fall events, parades, travel training, and more. This also has included the minor service updates in August and September, as well as upcoming changes in October.

We have been working closely with our marketing consultant on branding updates, which include onboard signage (standard car card posters, ongoing infotainment, 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). The awareness campaign, Let’s Ride, continues and features elements such as digital video, social media advertising, free ride promotions, physical advertising, a bus wrap, shelter wraps, 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. Insights from July include:

- 1,426,196 total delivered impressions
- Meta social media awareness campaign served over 1.1 million impressions and reached over 390,000 individuals
- ConnectedTV delivered over 150,000 impressions in July, the majority coming directly from Direct TV and Hulu, which signals that the campaign is optimizing toward more premium marketplaces
- Digital Out-of-Home delivered more than 94,000 impressions in July, 62% of which were delivered during peak weekday drive times of 7-10 a.m. and 4-6 p.m. (with set do not serve ads from midnight to 5 a.m.)
- Umo downloads have increased dramatically: we averaged 70 downloads per month January through June, and we saw 268 downloads after the campaign launched in July and 390 in August

We are also hiring for a Mobility Engagement Manager. Reporting to the Communications Director, the Mobility Education Manager is responsible for training the public and partners

on accessing transportation services in the region. The Mobility Education Manager will provide travel education and trip planning across modes for groups and partners, create and host travel education events and experiences, manage material distribution, and build an ambassador program.

On the sales side, we have \$697,368.28 in committed contracts - including fleet wraps and panels, infotainment, and benches - some of which carry through the rest of the fiscal year. We are projecting to reach \$793,532 by the end of the fiscal year.

## More Information

Jason Rose, Communications Director, [jrose@ridevrt.org](mailto:jrose@ridevrt.org), (208)803-5183



<b>TOPIC</b>	Information Technology Monthly Report
<b>DATE</b>	October 7, 2024
<b>STAFF MEMBER</b>	Brad Alvaro

## Summary

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

## Projects

- Oracle Enterprise Resource Planning (ERP) system: Training and change management constitute a critical phase of the implementation. As the new system represents a significant change in how employees perform their daily tasks, comprehensive training programs are essential. These are designed to equip all users with the necessary skills to navigate and utilize the new system effectively. Simultaneously, a change management strategy helps manage the transition, addressing any resistance to change and ensuring that everyone understands the benefits of the new system.
- Oracle Enterprise Asset Management (EAM) system: Phase II involves reviewing and finalizing business requirements. A project team is assembled, consisting of key stakeholders, IT experts, and consultants with specialized knowledge in Oracle EAM implementations. Together, they define the project's scope, objectives, and timelines, ensuring alignment with the organization's strategic goals.
- FY2024 Service Changes. Modified bus stops and routes in General Transit Feed Specification (GTFS) and bus head signs.

## Support Services

- Replaced eight Estimate Time of Arrival (ETA) systems on buses
- Continued data conversion for the new Oracle Enterprise Asset Management System (EAM)
- Help Desk resolved 144 of 149 tickets received for August
- Assisted with National Transit Data (NTD)
- Continue support and integration with FY2024 service change programming
- Tested with Single Sign On (SSO) with Track-it
- Worked with Community Relations to setup design request automated workflow

## More Information

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