

Executive Board Meeting Agenda

September 09, 2024

11:00 AM

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

This is an in-person meeting.

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

https://ridevrt.org/VRTEB_FY24

or by dialing in at **323-484-8960** Conference ID: **946 954 074#**

I. Calling of the Roll - Elaine Clegg

II. Agenda Additions/Changes

III. Consent Agenda

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

A. ACTION: Minutes of the August 12, 2024, Executive Board Meeting

Pages 4-5 | Paula Cromie

The executive board is asked to consider approval of the minutes from the August 12, 2024, meeting.

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

Pages 6-7 | Paula Cromie

The executive board is asked to consider acceptance of the minutes from the May 21, 2024, meeting.

C. ACTION: Rhombus Energy Solutions

Pages 8-11 | Leslie Pedrosa

The Executive Board is asked to consider approval of Resolution VEB24-003 and corresponding Authorization for Expenditure for the purchase of new dispensers, replacement parts and commissioning chargers through Rhombus Energy Solutions.

D. ACTION: RF-SMART Contract

Pages 12-15 | Leslie Pedrosa

The Executive Board is asked to consider 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

Pages 16-21 | Cameron Wells

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

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

V. Executive Board - Action Items

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

Page 22 | Elaine Clegg

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

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

Staff will present the proposed dates for the 2025/2026 executive board and board of director's meetings for recommendation for approval by the Board of Directors at the October 7 meeting.

VI. Executive Board - Information Items

A. INFORMATION: Transit Services Consultant Presentation

Pages 23-24 | Leslie Pedrosa

SBLBF, LLC will discuss the varying operating models for transit services with the Executive Board to better understand the differences.

B. INFORMATION: Supplemental Services

Page 25-26 | Elaine Clegg

Staff will present a summary of the supplemental services provided in the upcoming year.

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

The Executive Board may convene into Executive Session at this time Pursuant to Idaho Code 74-206, identifying one or more of the specific paragraphs a) Personnel Hiring, b) Personnel Issues, c) Land Acquisition, d) Records Exempt from Public Disclosure, e) Trade Negotiations, f) Pending/Probable Litigation, i) Insurance Claims, j) Labor Contract, I.C. 74-206(1)

VIII. Department/Staff Reports

A. INFORMATION: Department/Staff Reports

Pages 29-40 | Staff

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

IX. Adjournment

Agenda order is subject to change.

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

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

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

Executive Board Meeting Minutes

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. A.

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

Regional Advisory Council Meeting Minutes

May 21, 2024

9:00 AM

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

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS
Susan Bradley	Terri Lindenberg	Brad Alvaro, VRT
Samantha Kenney	Deeann Solis	Paula Cromie, VRT
Andrew Mills	Megan Zusne	Elaine Clegg, VRT
Mary Beth Nutting	David White	Kate Dahl, VRT
Walter Steed		Jeannette Ezell, VRT
Theresa Vawter		Kathleen Godfrey, VRT
		Joe Guenther, VRT
		Stephanie Hailey, VRT
		Stephen Hunt, VRT
		Lila Klopfenstein, COMPASS
		Hailee Lenhart-Wees, VRT
		Rob Lowe, VRT
		Nick Moran, VRT
		Melody Roper, VRT
		Jason Rose, VRT
		Kyle Street, VRT
		Alissa Taysom, VRT
		Duanne Wakan, VRT
		Cameron Wells, VRT

- I. **Calling of the Roll** - Chair Walter Steed called the meeting to order at 9:01 a.m., with a quorum present by phone and in-person.
- II. **Agenda Additions/Changes** - none
- III. **Consent Agenda**
There were no items on the consent agenda.
- IV. **Action Items** – There were no action items on the agenda.
- V. **Information Items**
 - A. **INFORMATION: Bus Stop Typology Update**
Kate Dahl provided a summary of updates on bus stop improvement projects including the Bus Stop Typology, FY2024 Service Change, and Bus Stop Inventory Phase 1.

Staff would like the RAC to be involved in the ongoing bus stop inventory. Several members of the RAC volunteered to be a part of gathering information for the inventories.

Staff will work on survey questions and a means to enter the information gathered into a database.

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

Jason Rose and Stephen Hunt spoke about outreach and after a question from Andrew Mills, about the need for Braille information at bus stops. They also presented the new brochures and maps that accompany final network redesign to the Regional Advisory Council. A complete list of route brochures, can be found at <https://www.valleyregionaltransit.org/planning/service-changes/>

The RAC was asked to look over the new brochures and let staff know what updates or changes they felt might be helpful.

Details were presented on maps where Access services will be eliminated and where Beyond Access will pick up the slack of eliminated services for those who qualify for the service.

Staff reiterated Change Day will take place June 3.

C. INFORMATION: Temporary Bus Stop Signs

Stephen Hunt presented information about temporary bus stop signs for the service change beginning June 3. Due to NEPA concerns, not all of the bus stops will be permanent until those concerns are addressed.

D. INFORMATION: Umo Training

Hailee Lenhart-Wees guided the Regional Advisory Council through training on how to use the Umo app and card. All RAC members all eligible to get a free Umo card and ride the fixed-route bus service for free.

E. INFORMATION: Topics for Discussion

Members of the Regional Advisory Council had the opportunity to bring up topics on items they've heard about during an open discussion session, or topics they would like to be considered on an upcoming agenda. Nothing was brought up.

VI. Department/Staff Reports

A. INFORMATION: Department/Staff Reports

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

VII. Adjournment – The meeting adjourned at 10:49.

Next Regional Advisory Council Meeting

July 16, 2024

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

AUTHORIZATION FOR EXPENDITURE EXECUTIVE BOARD

PROCUREMENT DESCRIPTION: Rhombus Energy Solutions Battery Electric Bus Charging Equipment Replacement and Reprogramming

TOTAL COST: \$195,442.10

PURPOSE/ACTION: To replace non-working dispensers and parts, install updated software, and commission six chargers in exchange for and to update the same equipment originally supplied by Proterra under VBD20-001.

SCOPE OF WORK: To replace 12 failed dispensers and reprogram and replace failed parts on six chargers provided by Proterra with new equipment and commission all equipment as in working order, following the bankruptcy agreement terms between Proterra Estate, Phoenix Motors, Inc. and VRT.

DISCUSSION: On August 3, 2023, Valley Regional Transit (VRT) learned Proterra filed for Chapter 11 bankruptcy protection. VRT immediately sought legal counsel to protect its interests and is being represented by a bankruptcy attorney from Hawley Troxell. VRT's legal counsel monitored the bankruptcy proceedings and determined a path forward to proceed with bus payments, battery lease obligations, and delivering functioning chargers and dispensers that best limits VRT'S risk.

On January 9, 2024, the Bankruptcy Court approved the sale of the Transit Line to Phoenix Motor, Inc. (Phoenix). This sale includes buses and bus parts. Phoenix assumed all debt, which includes the balance of two buses VRT has not yet fully paid for due to the inability to charge those buses as a result of defective Proterra equipment.

Following the sale to Phoenix, our attorney reached an agreement between VRT, the Proterra Estate and Phoenix on July 24, 2024. The agreement states VRT will work in good faith with Phoenix to have six working chargers, 12 working dispensers, and pay the remaining balance of the two buses.

The chargers installed by Proterra in 2021 were purchased from Rhombus Energy Solution (Rhombus) and the dispensers were built by Proterra. Phoenix and VRT have worked out a solution that will replace the current dispensers with new Rhombus equipment and reprogram the chargers with Rhombus software.

Rhombus will also replace non-working parts on the chargers, install updated software, and commission the chargers. VRT will work with our local electrician to install twelve new Rhombus dispensers using the existing infrastructure from 2021.

ALTERNATIVES: This is the only alternative, based off agreements negotiated between our attorney, the Proterra Estate and Phoenix Motors, Inc.

FISCAL IMPACT: The cost for the Rhombus replacement dispensers and repairs to chargers will be deducted from the balanced owed on the two unpaid buses. The Rhombus expenses total \$195,442.10. This amount, along with the installation price of the new equipment, will be deducted from the total of \$752,784 that is still owed on the two buses.

RECOMMENDATION/JUSTIFICATION: VRT staff requests the Executive Board approve the purchase of new dispensers, replacement parts and commissioning chargers through Rhombus Energy Solutions, and installation work to be completed with our local electrician pursuant to **Resolution VEB24-003 and corresponding Authorization for Expenditure.**

ORDER OF REVIEW

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

Signature: _____

Date Approved:

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

Signature: _____

Date Approved: 9/9/2024 Resolution Number: VEB24-003

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

Signature: _____

Date Approved: Resolution Number:

EXECUTIVE BOARD RESOLUTION

RHOMBUS ENERGY SOLUTIONS RESOLUTION VEB24-003

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT TO APPROVE THE PURCHASE OF DISPENSERS, PARTS AND CHARGER COMMISSIONING WITH RHOMBUS ENERGY SOLUTIONS

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

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

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

WHEREAS, On August 3, 2023 VRT learned that Proterra filed for Chapter 11 bankruptcy protection which prompted VRT to immediately seek legal counsel to protect its interests using a bankruptcy attorney from Hawley Troxell; and

WHEREAS, Valley Regional Transit’s attorney monitored the bankruptcy proceedings and determined a path forward to proceed with bus payments, battery lease obligations, and functioning chargers and dispensers that best limits VRT’S risk; and

WHEREAS, On January 9, 2024 the Bankruptcy Court approved the sale of the Transit Line to Phoenix Motor, Inc. (Phoenix), who assumed all debt, which includes the balance of two buses VRT has not yet fully paid for due to the inability to charge; and

WHEREAS, Valley Regional Transit’s attorney reached an agreement between VRT, the Proterra Estate and Phoenix on July 24, 2024 that states that VRT will work in good faith with Phoenix to have equipment that allows VRT to charge 12 buses properly and allows Phoenix to be paid the remaining balance of the two buses; and

WHEREAS, Valley Regional Transit and Phoenix have worked out a solution that will replace the current dispensers with new Rhombus equipment, reprogram the existing chargers with Rhombus software, replace non-working parts on the chargers, and commission the chargers; and

WHEREAS, Valley Regional Transit will deduct the amount paid to Rhombus Energy Solutions, along with the installation price from the chargers, from the balanced owed to Phoenix for the two unpaid buses; and

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

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

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

Section 1. That the Executive Board approve the purchase of new dispensers, replacement parts and commissioning chargers through Rhombus Energy Solutions, pursuant to **Resolution VEB24-003** and corresponding Authorization for Expenditure, not to exceed the amount of \$195,442.10.

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

ADOPTED by the Executive Board of Valley Regional Transit, this 9th day of September, 2024.

APPROVED by the Executive Board Chair, this 9th day of September, 2024.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR OF EXECUTIVE BOARD

AUTHORIZATION FOR EXPENDITURE EXECUTIVE BOARD

PROCUREMENT DESCRIPTION: RF-SMART Mobile Material Management Software

TOTAL COST: \$171,305.67, not to exceed three years.

PURPOSE/ACTION: To secure mobile material management equipment and software for inventory tracking that can be integrated with the Enterprise Asset Management (EAM) software.

SCOPE OF WORK: The mobile material management software will be used as an inventory control technique that will avoid overstocking of parts and minimize the amount of working capital tied up in spare parts.

DISCUSSION: Valley Regional Transit (VRT) recently went live with the new Oracle Enterprise Resource Planning (ERP) software. When FourthSquare, LLC was initially selected as the vendor for the ERP software replacement project, VRT requested within RFP2023-04-10 optional pricing for a maintenance management system for VRT owned assets that VRT could implement within two years of the original procurement. The Enterprise Asset Management (EAM) system for maintenance management would replace the existing system that is at end of life and no longer supported by the current vendor.

The VRT Board of Directors approved Resolution VBD24-002 on April 1, 2024, which modified the contract with FourthSquare, LLC to allow VRT to start building the software to launch the new Oracle EAM system.

One of the functions needed within the EAM software is the ability to scan bar codes on parts and work orders. Oracle EAM uses RF-SMART as the solution for equipment and software to meet this need, therefore it is already integrated.

ALTERNATIVES: If VRT were to choose a different vendor for the mobile material management tasks within the EAM software, it would require a new software integration. VRT would have to issue a new RFP and execute a new contract, which would delay the project. The cost to integrate new software would also exceed the current project budget for the EAM project.

FISCAL IMPACT: The funding for this software implementation was included as part of the EAM system implementation and was included in the fiscal year 2024 amended budget approved by **Resolution VBD24-001** on January 8, 2024.

RECOMMENDATION/JUSTIFICATION: VRT staff requests the Executive Board delegate authority to the Chief Executive Officer to finalize and execute the contract with RF-SMART pursuant to **Resolution VEB24-004**.

ORDER OF REVIEW

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

Signature: _____

Date Approved:

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

Item III. D.

Signature: _____
Date Approved: 9/9/2024 Resolution Number: VEB24-004

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

Signature: _____
Date Approved: Resolution Number:

EXECUTIVE BOARD RESOLUTION

RF-SMART CONTRACT RESOLUTION VEB24-004

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT TO APPROVE THE CONTRACT WITH RF-SMART FOR MOBILE TRANSACTION SERVICES

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

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

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

WHEREAS, Valley Regional Transit has been working with Fourthsquare, LLC and Oracle to implement new Enterprise Asset Management (EAM) software for maintenance management to replace the existing software that is at end life and no longer supported by current vendor; and

WHEREAS, Valley Regional Transit must implement inventory control techniques to avoid overstocking and minimize the amount of working capital tied up in spare parts; and

WHEREAS, Valley Regional Transit requires mobile material management equipment and software for inventory tracking that will integrate with Oracle EAM; and

WHEREAS, Valley Regional Transit has approved a sole source justification with RF-SMART because the software is already integrated within the Oracle EAM software; and

WHEREAS, Valley Regional Transit included the implementation and first year of expenditures for the EAM system replacement in Resolution VBD24-001, with the fiscal year 2024 amended budget on January 8, 2024; and

WHEREAS, Valley Regional Transit will include this expense in the annual operations budget; and

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

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

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

Section 1. That the Executive Board approve a contract with RF-SMART, not to exceed the amount of \$171,305.67, for up to three years.

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

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

ADOPTED by the Executive Board of Valley Regional Transit, this 9th day of September, 2024.

APPROVED by the Executive Board Chair, this 9th day of September, 2024.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR OF EXECUTIVE BOARD

TOPIC	Payment Register
DATE	September 9, 2024
STAFF MEMBER	Cameron Wells

Staff Recommendation/Request

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

Summary

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

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

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

More Information

Attachments:

Payment Register – July 16, 2024 to August 15,2024

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

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

PROPOSED VRT BOARD OF DIRECTORS AGENDA - October 2024

CONSENT AGENDA

Consider Approval of minutes from the August Board of Director's meeting and SPECIAL September meeting

Consider Acceptance Executive Board Minutes for August/September

Consider Acceptance minutes from the RAC June (no July meeting)

Acknowledge Asset Disposal List

Specialized Transportation Service Provider Project Budgets

Consider Acceptance of FY2023 Q2 Budget Variance Report

Consider Acceptance of FY2023 Q2 Cash Balance Report

Consider Approval and Acceptance Q3 Budget Variance Report

Consider Approval and Acceptance Q3 Cash Balance Report

Consider Approval and Acceptance of Payment Registers (for August and September)

Consider Approval of 2025 meeting dates and proposed meeting dates for 2026

ACTION ITEMS

Consider Approval of Metro Community Services 2025 Contract

Consider Approval for Releasing RFP for New Operations Contract

Consider Approval of Releasing Bid for State Street Premium Construction

INFORMATION ITEMS

Valley Connect 3.0 Update Report

Report Action on FlixBus

Report on FY2025 Cooperative Agreements

Report on Government Affairs Consultant Activities for FY2024 and Proposed Activities for 2025

Report on Triennial Review and Actions Taken

PROCUREMENTS

Procurement Calendar

DEPARTMENT/STAFF REPORTS

Elaine Clegg

Leslie Pedrosa

Cameron Wells

Stephen Hunt

Jason Rose

Brad Alvero

TOPIC	Transit Contract Consultant Presentation
DATE	September 9, 2024
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

This is an information item only.

Highlights

VRT completed a procurement for a consultant to help staff prepare for the upcoming rebid of the transit operating contract for Ada and Canyon County. SBLB, LLC was the selected vendor. SBLB, LLC will present to the Executive Board an overview of the different operating contracts and the peer comparison that have been completed.

Schedule

- December 2023 – Issued RFP for consultant
- April 2024 – Contract signed with SBLBF, LLC
- May 2024 – Information item on Executive Board agenda
- September 2024 – SBLB, LLC presentation to Executive Board
- September 2024 – VRT will release an RFI to potential bidders to gather additional information on upcoming RFP release
- December 2024 – RFP released for transit operating contract
- April 2025 – Action item on Board of Directors agenda to select contractor
- October 2025 – New contract starts

Summary

SBLB, LLC will assist VRT with procuring and establishing an agreement with a private operator that will make the operations contract stronger and easier for all parties to administer. SBLB, LLC will create the detailed specifications needed to complete and issue a widely circulated RFP. SBLB, LLC will assist and guide VRT through the proposal evaluation process, negotiate the final form of the contract(s) for selected transit operating contractor to operate and maintain the transit system, and provide transition assistance as needed.

There are several ways to contract transit operating services and VRT is seeking a new contract that provides effective incentives for the contractor to meet our expectations, a contract that includes compliance requirements to ensure fiscal accountability by the contractor and to hold the contractor accountable to operate as we advertise to the public.

Under the current contract the Ada and Canyon County transportation systems are being operated separately.

Implication

SBLB, LLC will provide best practices for contracting transit services that operates most efficiently and effectively for regional transit, which might include operating as one system across both counties. The new contract will clearly define operating requirements, responsibilities, communications, and management authority for VRT and selected contractor.

More Information

For detailed information, contact:

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



TOPIC	FY2025 Supplemental Service Summary
DATE	09/09/2024
STAFF MEMBER	Stephen Hunt

Staff Recommendation/Request

This is an information item only. Staff will present a summary of the planned supplemental services for FY2025.

Highlights

In the past VRT has provided supplemental services that provide mobility benefits to the communities we serve. At the August board meeting VRT adopted a Supplemental Service Policy to identify the goals and benefits of the supplemental services. The policy also outlines VRT’s responsibility to provide information to the VRT board about supplemental services. In the spirit of transparency and VRT has prepared this memo which outlines the supplemental services VRT plans to pilot in FY2025.

Summary

For FY2025 VRT plans to pilot the following supplemental services. The total cost of these supplemental services is less than the \$50,000 budget identified in the FY2025 budget.

Treefort (Late March) - VRT will again provide the Treeline service which provides free transportation between concert venues in downtown Boise. The Treeline does not conflict with regular service as it will provide service outside VRT’s hours of peak demand. This service has become a popular transportation service and provides VRT an opportunity to introduce its services to the general public and reduce traffic between and parking demand at concert venues. Estimated operating budget \$11,000

Hyde Park Street Fair (mid-September) – 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 which has limited parking and attracts attendees from all over Boise. VRT provided similar service last year. This supplemental service will provide VRT the opportunity to promote one of the new routes restructured in June. Estimated operating budget \$1,500

Boise State Football Games (September through November) – 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 long Broadway, Overland and at Towne Square Mall. Routes 2 and 29 are both core routes that serve key corridors in the City of Boise. Connecting these services to Boise State football games will help people learn more about VRT services, experience riding the bus and increase the accessibility of an important community event by providing transit service to and from the event. Estimated operating budget \$29,700.

Community Parades (throughout the year) – 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. These parades provide an opportunity to increase VRT’s awareness within the communities that we serve. Estimated operating budget \$4,000

Implication

The purpose of VRT’s supplemental service program is to increase the visibility and use of its services while addressing transportation constraints at an important community event.

More Information

For detailed information, contact:

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



**Valley Regional Transit
FY2024 Procurement Calendar**

Type of Procurement	Current Contract Expires On	Project Manager	Estimated Cost	Estimated Issue Date	Estimated Executive Board/Board Action Date	Required Approval
On-Call Printing Services	Current contract expires on 10/19/2024	Jason Rose	\$ 149,000.00	Aug-24		CEO
On-Call Glass Repair and Replacement Services	Working on SOW	Jeremy Gianshetta	TBD	Aug-24		No Project Budget at this Time

Updated 8-8-24

**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	No updates at this time	Leslie Pedrosa	TBD			No Project Budget at this Time
Vehicle Maintenance Parts	No updates at this time	Leslie Pedrosa	TBD			No Project Budget at this Time
Fareboxes	No updates at this time	Brad Alvaro	TBD			No Project Budget at this Time
On-Call Vinyl Graphics and Associated Services - Bus Wrap Contract	PSA 2019-11-04 contract expires 1-31-2025	Jason Rose	TBD			No Project Budget at this Time
On-Call Electrical Services	No updates at this time	Jonathan Mutchler	TBD			No Project Budget at this Time
Creative Outdoor Advertising (COA) Benches	New	Stephanie Hailey	TBD			No Project Budget at this Time

Updated 8-8-24

TOPIC	CEO Activity Report
DATE	September 9, 2024
STAFF MEMBER	Elaine Clegg

CEO Update

Information only, no action needed.

Highlights

August continued to be a busy month for budgeting. Thank you all for supporting our budget at the August hearing. We are now tracking our partners adopted budgets and sending out our cooperative agreements anticipating that we can get them adopted by the beginning of our fiscal year. VRT’s job now is to align what we requested in the VRT budget with the funding our members were able to contribute from their own budgets. As always, we will bring a report in October and any necessary amendments in January.

VRT was the successful recipient of a competitive Federal Transit Administration (FTA) Bus and Bus Facilities Grant (5339), for improvements including electrification and rehabilitation to the transit hub at the Town Square Mall. The \$16,723,347 grant will support:

- **Fleet Modernization:** VRT will acquire up to six new battery electric buses. VRT currently has 12 electric buses in its fleet, with 11 additional electric buses expected to arrive over the next two years. After this grant is fully utilized, the Ada County bus fleet will be more than halfway toward VRT’s goal of 100% electric bus fleet in Ada County by 2030.
- **Infrastructure Improvements:** The grant will enable VRT to update passenger and operator amenities at the Towne Square Mall Transit Center, including an updated passenger waiting area, additional bus bays, solar panels, on-site electric bus charging, public restrooms, dedicated space for bus operators, and enhanced security.
- **Locally Powered Transit:** The grant will further VRT’s goal of transitioning to a more sustainable electric bus fleet with the opportunity to explore on-route charging systems using innovative, low-cost battery storage solutions.

Competitive grants like those from the Bus and Bus Facilities program provide options for transit agencies to accomplish large projects where funding constraints might not otherwise allow it. VRT competed against 476 other projects and was one of 117 selected. A big thanks to the local partners who provided local match commitments and to our partners at FTA’s Region 10. The Center for Transportation and the Environment, a national non-profit and leader in zero-emission bus deployments, helped prepare the grant application and will provide project management and technical assistance to ensure a successful deployment.

Construction has started on the new stop infrastructure at 18th and State. This was supposed to be one of the easier intersections on State Street to work on but was complicated by the location of existing business signage and the age of the signal infrastructure. In the end, we will be replacing the signals and mast with modern equipment and replacing one business sign to work with the new alignment of the curb and transit platform. We were able to save all but one of the existing trees. This is the beginning of a

series of stop improvements on State Street that support the improved service and amenities envisioned the State Street Transit Operations Plan.

Change Day – Staff is working on some more substantial time points and stops on the new service schedule that will continue to improve on-time performance. It is too early to report on ridership but will have some early performance measurements by the next meeting.

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

- **Meetings with state leaders** – I am about a third of the way through meeting individually with every member of the legislature who serves the Treasure Valley and had productive and informative meetings with three more legislators in August.
- **Local Leaders** – I am reaching out to other leaders in the transportation world both in the Treasure Valley and around the state. This includes transit and highway districts.
- **ITD Headquarters Public Transportation staff** – The meeting we had set up has been postponed, I will report on it in the fall. I did meet with the ITD staff, Ron Duran, who directs their work on public transportation to discuss more opportunities to partner.
- **Oregon Legislative Transportation Roadshow Tour** – The Oregon legislature recently adopted HB 4109, that has a provision encouraging the Oregon Department of Transportation to cooperatively work with the State of Idaho to restore passenger rail service on the Historic Pioneer Line. Members of the Oregon legislature’s transportation committees traveled to Ontario Oregon on August 28 to tour transportation facilities, take comment from agencies and hold a public hearing. I attended and provided comment on our efforts to restore passenger rail service in the Treasure Valley (see attachment)

Boards and Committees

- **The Bus Coalition (TBC) Board** – The Bus Coalition took the month off.
- **BMHTC** – I continue to attend the Boise Municipal Health Care Trust meetings.
- **TVCCC** – The clean Cities Solution recently added a staff member, and we had a meet and greet with him.

Travel – CTAA Conference, Amtrak

- **Community Transit Association of America SUN Conference** – This is not a conference in a sunny place, instead it is a gathering of transit agencies from small urban networks who provide bus service to those communities. Alexandria Virginia runs one of the most successful small bus networks in the US.
- **Amtrak** – I was able to hold a number of meetings related to Amtrak while in DC.

VRT in the Media – There were a number of articles last month about our new Bus and Bus Facilities grant, and variety of media this month on the budget decisions.

- **Idaho 6 News** - Valley Regional Transit awarded \$16 million for electric buses, charging infrastructure. <https://www.kivitv.com/downtown-boise/valley-regional-transit-awarded-16-million-for-electric-buses-charging-infrastructure>
- **Boise Dev** - Grant will give a power-up to Towne Square parking lot, plus buy new electric buses. <https://boisedev.com/news/2024/07/16/vrt-towne-square/>

- **Idaho 6 News** - Meridian unveils two colorful public art pieces on bus stop shelters. <https://www.kivitv.com/news/local-news/in-your-neighborhood/meridian/meridian-unveils-two-colorful-public-art-pieces-on-bus-stop-shelters>
- **Boise Dev** – Nampa, Eagle make differing decisions on whether to keep on-demand bus service. <https://boisedev.com/news/2024/08/20/nampa-eagle-vrt/>
- **Boise Dev** - Nampa budget highlights: Council members discuss buses, wages, and sewer. <https://boisedev.com/news/2024/07/30/nampa-budget-highlights-council-members-discuss-buses-wages-and-sewer/>
- **KTVB** – Nampa City Council action, [Nampa cuts Valley Regional Transit budget, then backtracks | ktvb.com](https://www.ktvb.com/news/nampa-cuts-valley-regional-transit-budget-then-backtracks)
- **The Ranch Podcast** – Stephen Hunt talks about the budget issues and decisions that Nampa is grappling with as they pertain to ridership, cost, overall benefit, and long-term goals with public transportation and the potential loss of service. [Valley Regional Transit & Nampa Budgeting with Stephen Hunt \(youtube.com\)](https://www.youtube.com/watch?v=...)
- **The Ranch Podcast** – Sebastian Griffin, city councilmen from Nampa, proposes to reduce funding for Valley Regional Transit. However, reducing the budget comes with potentially losing funding for sidewalk improvements. [Nampa's Budget Fight against Valley Regional Transit with Sebastian Griffin \(youtube.com\)](https://www.youtube.com/watch?v=...)

Summary of Internal Activities

Internal Business Planning – I have been working with the Executive Management Team, this plan, when completed, will provide us a detailed roadmap of current projects, staffing requirements and internal organizational work with a timeline and benchmarks. This is not meant to be a board document but one that I can check and staff can use to monitor our progress and ensure that we are on task.

Federal Transit Administration Triennial Review – The Triennial Review is the FTA’s assessment of VRT’s compliance with Federal requirements, by examining a sample of award management and program implementation practices. The Triennial Review focused on VRT’s compliance in 23 areas. Nine deficiencies were found in four areas, all were minor. VRT had no repeat deficiencies from the FY2020/2021 Triennial Review. Four of those deficiencies have been corrected and the remaining five will be corrected within 60 days. We will present a report to the board at our October meeting.

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

TOPIC	Operations Department Staff Report
DATE	September 9, 2024
STAFF MEMBER	Leslie Pedrosa

Summary

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

Regional Operations

Ada County Charging and Battery Electric Bus Update

VRT’s attorney worked with the Proterra Estate and Pheonix Motors, Inc to determine a path forward. All agreements have been signed. VRT will work with Rhombus Energy Solutions to install new software and replace faulty parts on chargers and replace existing dispensers. The costs for this project will be deducted from the balance VRT still owes on the two buses that VRT has not accepted. VRT will accept the two remaining buses, once Phoenix has completed an onsite inspection to ensure buses can be placed into revenue service.

Beyond Access Service

Beyond Access service launched on January 2. VRT has provided almost 25,000 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 has seen an increase in ridership by Canyon County riders following the June 3 reduction of ACCESS service. With school coming back, VRT is beginning to have a hard time hiring drivers for the service. VRT is currently two drivers short, so riders are going to experience lack of available rides and as well as longer ride times.

Miscellaneous

- 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 continues to participate in the Steering Committee with Idaho Transportation Department - Public Transportation Office for the upcoming 2024 Public Transportation Summit scheduled September 24–26 in Coeur d’Alene. Registration is now open, <https://www.eventleaf.com/e/2024PTSummit>
- 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.

- VRT staff secured additional funding from Saint Alphonsus and St. Luke's and worked with service providers to reduce reimbursement costs for the Rides2Wellness service. Ridership continues to increase compared to last year. VRT will be working to cap rides for the remainder of the year to ensure service continuity for the rest of the fiscal year.
- With the elimination of the Eagle On-demand service, staff will be working on updating the software to remove the on-demand zone and ability to book rides from app starting on October 1.

Highlights

Contracted Transportation

Canyon County Highlights

- Zero preventable accidents in July
- Intercounty on-time performance 63% for July
- On-demand on-time performance 46% for July
- ACCESS on-time performance 97% for July

Ada County Highlights

- One preventable accident in July
- Fixed-route on-time performance 81% for July
- ACCESS on-time performance 97% for July

Beyond Access Service

- One preventable accident in July
- On-time performance 91% for July

Compliance

- Staff continues to work on updates to VRT policies and procedures as needed
- Staff completed contractor audits at Ada and Canyon counties

Customer Service Support

- Customer service handled 7,090 of 7,449 phone calls for information, with 326 calls abandoned. The average call time was 3 minutes, 3 seconds and the average hold time was 18 seconds in July.
- Reservationist handled 516 of 567 phone calls to change or schedule a ride on ACCESS, with 45 calls abandoned. The average call time was 4 minutes, 5 seconds and the average hold time was 18 seconds in July.
- July City Go Pay mobile ticket sales totaled \$9,714.00.

More Information

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

TOPIC	Development Department Monthly Report
DATE	September 9, 2024
STAFF MEMBER	Stephen Hunt

Summary

Development Department activities for August 2024 report.

VRT Strategic Plan

Goal 1 - Demonstrate responsible stewardship of public resources

Performance Based Decision-making

- FY2025 Budget Build**
 Staff coordinated with funding partner staff to finalize all funding partner budget requests, including modifying service plans in response to individual jurisdiction funding decisions. Staff has begun reaching out to funding partners to initiate FY2025 cooperative agreements which will be executed before the beginning of FY2025.

Goal 2 – Increase Ridership and Revenue

- FY2024 Service Changes** – Staff implemented timing changes at the end of July to Routes 7,20, 21, and 24. In September staff will be implementing 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 will be printed and distributed.
- Bus Stop Improvements** – Phase 2 of the Bus Stop Inventory is out for procurement and expected to 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. Stakeholder meetings are expected to start in September.
- Valley Connect 3.0** – Jacobs the consultant held a kick-off meeting with staff. They are currently researching data and working on route scenarios. Steering committee meetings are expected to start this fall and will include board and regional advisory council members.

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 STBG funding.
- **Happy Day Transit Center Upgrades (HDTC)**
 - 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 HDTC 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 and staff are scheduling early construction activities at Main Street Station, including moving HVAC equipment and coordinating with Idaho Power in preparation for installation of on-route charging equipment.
 - 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 and FTA met 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 has 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 continued 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. The canal closure is a key milestone for the RAISE projects at Saxton and State as well as to advance the design at Bogart and State.
 - VRT staff and contractors have continued coordinating 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.

Mobility Integration

- Staff is working on organizing two events in September, Parking Day and Open Streets.
- Staff discontinued the temporary Lyft on Warm Springs service with the completion of planned construction along the bus route.
- Umo app will now undergo monthly updates starting in August 2024.
- Staff continues work with Lime to develop micromobility discounts for City Go members.
- Staff is researching reduced fare procedure updates and best practices.
- Safe Routes to School (SR2S) staff are ramping up bike rodeos.

More Information:

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

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

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

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

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

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

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

TOPIC	Finance and Administration Activity Report
DATE	September 9, 2024
STAFF MEMBER	Cameron Wells, Chief Financial Officer

Summary

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

Highlights

Budget/Finance

- The FY2025 budget has been approved and is being uploaded to the new ERP system.
- Finance staff lead the Triennial Review along with other staff. FTA subcontractors gave a minimal number of findings that have already been addressed.
- The Finance department became “whole” with the hiring of a new senior accountant who started July 1, 2024.
- The CFO has been working with the development department to prepare FY2025 cooperative agreements to be sent to local funding partners.
- The CFO has been in communication with the third-party auditors for the FY2024 audit to begin the first week of December.

Grant Management

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

TOPIC	Communications and Engagement Update
DATE	September 9, 2024
STAFF MEMBER	Jason Rose

Summary

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

Highlights

The Communications and 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, as well as upcoming changes in September and October.

We continue to coordinate with local media outlets, with a couple features and a podcast appearance regarding funding:

- Stephen Hunt, VRT CDO on [The Ranch podcast](#).
- BoiseDev: [Nampa, Eagle make differing decisions on whether to keep on-demand bus service](#)
- Mass Transit Magazine: [Valley Regional Transit on-demand service to stay active in city of Nampa, Idaho, discontinue in Eagle...](#)

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.

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

Attachments: None

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

TOPIC	Information Technology Activity Report
DATE	September 9, 2024
STAFF MEMBER	Brad Alvaro

Summary

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

Projects

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

Support Services

- Continue work on GTFS (General Transit Feed Specification)
- Started data conversion for the new Oracle Asset Management System
- Help Desk resolved 120 of 131 tickets received for July.
- Assisted with National Transit Data (NTD)
- Continue support and integration with Service Change Programming
- Trip Planner Meetings
- Automatic Passenger Counter (APC) analytic report changes and adjustments

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